



EnterpriseOne 8.10
Advanced Real Estate Forecasting
PeopleBook

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EnterpriseOne 8.10
Advanced Real Estate Forecasting PeopleBook
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About These EnterpriseOne PeopleBooks

Preface

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

This preface discusses:

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

Note

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

EnterpriseOne Application Prerequisites

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

See the *Foundation Guide*.

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

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

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

Obtaining Documentation Updates

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

Note

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

See Also

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

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

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

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

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

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

Note

Example of a note.

Cautions

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

Caution

Example of a caution.

Comments and Suggestions

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

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

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

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

Overview of the Advanced Real Estate Forecasting System

You use the Advanced Real Estate Forecasting system in conjunction with the Real Estate Management system to forecast budget amounts for the accounts that you specify. Because the Advanced Real Estate Forecasting system uses the information that is set up in the Real Estate Management system, you cannot use Advanced Real Estate Forecasting unless you have Real Estate Management.

With the Advanced Real Estate Forecasting system, you can generate a forecast for up to 15 years in the future. When units are leased, the system retrieves revenue amounts directly from the Real Estate Management system. When units are vacant, the system uses the assumption rules that you assign to the unit in the Advanced Real Estate Forecasting system to calculate revenue amounts.

The Advanced Real Estate Forecasting system can generate forecasted amounts for revenue (rent and nonrent), expense participation, sales overage, and management fees, as well as for capital expenditures, expenses, and any other account that you specify.

To forecast revenue amounts, the system multiplies the area of the unit by the market rate that you specify, which is an amount per square foot, and then applies an annual growth pattern that you specify. The growth pattern can be an annual amount, percentage, or amount per square foot. To forecast capital expenditure amounts or amounts associated with other accounts, the system applies a growth pattern to beginning balances that you retrieve from the Account Balances table (F0902).

The Advanced Real Estate Forecasting system is fully integrated with the following features of the Real Estate Management system:

- Unit master
- Recurring billing
- Sales overage
- Expense participation
- Management fees

If information is set up in the Real Estate Management system for the dates used to generate a forecast, the system uses that information as the basis for calculating the budget amounts. Otherwise, the system uses the information in the Advanced Real Estate Forecasting system.

You set up the components and rules that the system uses to generate a budget by building and revision number. Using a revision number allows you to generate multiple budgets for the same building and units that you can use to perform *what if* analyses. The system provides a building constants program, which allows you to specify default rules to use, so that you need only set up unit master information when the rules differ.

After you generate the budget amounts for the accounts specified, you can revise them and lock the accounts to prevent future updates. To determine how the system calculated specific budget amounts, you can run an audit report. The audit report prints the source of the information that the system used and the formulas for each calculation. When you are satisfied with your budget results, you can copy them to the Account Balances table to be incorporated with budgets from other systems.

Tables Used by the Advanced Real Estate Forecasting System

The Advanced Real Estate Forecasting system stores information in the following tables:

Table		Description
F15L100	AREF Building Constants	Stores default rules for assumptions, expense participation, sales overage, rent and nonrent bill codes, and growth patterns. The building constants also include management fee information needed for budget calculations as well as the initial purchase price and cap rate, discount rate, and selling cost percentages.
F15L1001	AREF Building Constants Model	Stores the same information as the AREF Building Constants table (F15L100), but also includes the model ID and description.
F15L101	AREF Unit Master	Stores unit and lease information that is manually added or downloaded from the Real Estate Management system. This information includes square footage, unit type, unit description, tenant, lease number, and lease begin and end dates.
F15L102	AREF Unit Assumptions Master Header	Stores information for budget calculations including market rates, growth patterns, downtime, free rent number of months, and assumption terms.
F15L112	AREF Unit Assumptions Master Detail	Stores information for detailed budget calculations of commission, tenant improvements, and other assumptions including assumption type, calculation method, posting bill code or object account, and retrieval bill codes.
F15L105	AREF Growth Pattern File	Stores a total of 15 yearly amounts of growth rates to be used in the budget calculations.
F15L108	AREF Base Account Definition	Stores account information to set up beginning balances pertaining to a building for budget calculations including object account, subsidiary, account ID, growth pattern, budget pattern code, and net posting periods 1 through 12.
F15L106	AREF Recurring Bill Code Rules Header	Stores the recurring bill code rule information such as the building and revision numbers, the name of the rule, and report codes.

F15L116	AREF Recurring Bill Code Rules Detail	Stores the same information that is in the AREF Recurring Bill Code Rules Header table, but also includes the bill codes that make up the recurring bill code rule, as well as the value for the rent flag, and growth pattern, if applicable.
F15L103	AREF Sales Overage Rule Header	Stores the sales overage rule information, such as the sales overage rule, the growth pattern, an option to calculate and use a natural breakpoint, and the computation method.
F15L113	AREF Sales Overage Detail	Stores the breakpoint sales amount and breakpoint sales percent for forecasting sales overage amounts.
F15L301	AREF Projected Sales	Stores information from the Projected Sales table (F1542) from the Real Estate Management system, including lease number, unit, revision number, and estimated sales amounts for periods 1 through 12.
F15L302	AREF Prior Gross Billings	Stores the sales overage billing amounts that the system calculates for each period.
F15L104	AREF E.P. Rules Header	Stores expense participation information for budget calculations including E.P. rule, rule type, and recovery type.
F15L114	AREF E.P. Rules Detail	Stores E.P. class, E.P. code, computation method, expense stop per square foot, amount per square foot, growth pattern, denominator, and exclusion rules for expense participation budget calculations.
F15L141	AREF Gross Lease Occupied Area	Stores occupancy information including building, revision number, unit, GLOA, GLA, and area type that the system uses for expense participation if you specify to use a share factor denominator or tenant exclusion rule.
F15L38	EP Billing Register	Stores the calculated amounts for expense participation.
F15L118	AREF Base Account Definition Detail	Stores detailed account information to further define amounts that are summarized in the F15L108 table.
F15L109	AREF Budget Results	Stores the calculated budget results including revision number, object account, subledger and subledger type, account ID, and net posting amounts 1 through 12.
F15L120	AREF Account Association	Stores information to define account setup for association codes, including building, revision number, account ID, object account, and subsidiary.

F15L001W Work File for R15L001	Accumulates records by tenant when you generate the AREF Lease Revenue by Type report (R15L001). The table is subsequently cleared after each generation of the report.
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Menus Used by the Advanced Real Estate Forecasting System

The Advanced Real Estate Forecasting system uses the following menus:

Menu Name	Menu Number
Advanced Real Estate Forecasting	G15L
Periodic Processing	G15L20
• AREF Budget Processing	G15L21
• AREF Budget Reports	G15L22
Advanced & Technical Operations	G15L31
• AREF Global Updates	G15L311
• AREF Purges	G15L312
System Setup	G15L41
• AREF User Defined Codes	G15L411
• AREF Setup	G15L412
• AREF Retail Setup	G15L413
• AREF Occupancy and Account Setup	G15L414

Setting Up the Advanced Real Estate Forecasting System

Before you use the Advanced Real Estate Forecasting system to generate a budget, you must perform the following tasks:

- Upload unit master records from the Real Estate Management system
- Set up user defined codes
- Set up growth patterns
- Set up unit assumptions
- Set up recurring bill code rules
- Set up expense participation rules (optional)
- Set up sales overage rules (optional)
- Set up building constants
- Set up base account definition records (optional)
- Assign assumptions and rules to the units

You set up information in the Advanced Real Estate Forecasting system by property or building and revision number. After you set up the information for one revision number, you can easily copy the setup information to another revision number, and then revise that information as necessary.

Uploading Unit Information from the Real Estate Management System

From the AREF Setup menu (G15L412), choose AREF Load Unit Master.

The first step in setting up the Advanced Real Estate Forecasting system is to copy the unit information from the Real Estate Management system. When you run the AREF Load Unit Master program (R15L1012), the system copies unit information such as areas and dates, **as well as the associated lease if one exists.**

Note

The load start date that you enter in the processing options must be the same as or after the start lease date or the system does not update the Lease Number, Tenant, Name, or Lease Start Date and Lease End Date fields on the unit in the Advanced Real Estate Forecasting system.

After you upload unit information, you can assign assumption rules to calculate budget amounts for accounts associated with bill codes from the Real Estate Management system; assign the expense participation, sales overage, and recurring bill code rules to use when the lease expires (if you forecast beyond that date); and add any new units to perform “what if” analyses.

For leased units, the system retrieves the revenue amounts (both rent and nonrent) from the recurring billing information that is set up in the Real Estate Management system. If recurring billing information does not exist, the system forecasts revenue based on the unit assumption rules from the Advanced Real Estate Forecasting system. Similarly, the system uses the information that is set up for expense participation and sales overage in the Real Estate Management system before it uses the information that is set up in the Advanced Real Estate Forecasting system.

When you run the AREF Load Unit Master program (R15L1012), the system retrieves information from the following Real Estate Management tables:

- Unit Master (F1507)
- Floor Master (F1506)
- Area Master (F1514)
- Lease Master Header (F1501B)
- Lease Master Detail (F15017)

The system uses this information to update the AREF Unit Master table (F15L101).

Depending on whether you want to maintain integrity between the two systems, you can rerun the Load AREF Unit Master program as often as necessary. The system updates table F15L101 with changes made in the Real Estate Management system. To bypass updating unit information in table F15L101, you can lock the unit record. The system does not update unit information on locked unit records.

Note

You can update unit information in one direction only, from the Real Estate Management system to the Advanced Real Estate Forecasting.

Processing options also allow you to choose whether to retain or delete unlocked units that have been reabsorbed, as well as clear any assumption rules that have been previously assigned to units. You can run the Load AREF Unit Master program in proof or final mode. In proof mode, the system generates a report that you can review to ensure that the correct units have been selected for update. In final mode, the system updates table F15L101 and prints a report. The report lists the units that were added and updated for each building as well as provides totals for all buildings.

See Also

- ❑ *Unit Master Information for Advanced Real Estate Forecasting* in the *Advanced Real Estate Forecasting Guide* for information about adding and revising unit information

Processing Options for Load AREF Unit Master (R15L1012)

Defaults Tab

1. Useable Area Type Designation

Blank = Rentable

Use this processing option to specify the area type to use to retrieve the area value from the Area Master table (F1514). The system assigns the area value to the Useable Area field (USEA) in the AREF Unit Master table (F15L101). If the area type that you specify does not exist in table F1514, the system does not update the USEA field in table F15L101.

If you leave this processing option blank, the system uses the area type specified in the Rentable Area Type field (RNAT) of the Real Estate Management Constants table (F1510B) to retrieve the area value.

2. Sales Area Type Designation

Blank = Rentable

Use this processing option to specify the area type to use to retrieve the area value from the Area Master table (F1514). The system assigns the area value to the Sales Area field (SUSA) in the AREF Unit Master table (F15L101). If the area type that you specify does not exist in table F1514, the system does not update the SUSA field in table F15L101.

If you leave this processing option blank, the system uses the area type specified in the Rentable Area Type field (RNAT) of the Real Estate Management Constants table (F1510B) to retrieve the area value.

3. Revision Number

Use this processing option to specify the revision number to assign to the units that the system copies to the AREF Unit Master table (F15L101). If you leave this processing option blank, the system assigns 0 as the revision number.

4. Load Start Date

Use this processing option to specify the date to use to determine whether an active lease is assigned to the unit. The system compares the date that you enter to the start date of the lease. If the start date of the lease is on or before the date that you enter, the system updates the unit record with the lease number. If you leave this processing option blank, the system uses today's date.

Process Tab

1. Reabsorbed Units

Blank = Delete unlocked reabsorbed units

1 = Do not delete reabsorbed units

Use this processing option to specify whether to delete unlocked reabsorbed units when the original unit is uploaded more than once into the AREF Unit Master table (F15L101). Valid values are:

Blank

Delete unlocked reabsorbed units. The original unit must also be unlocked, or the system ignores this processing option setting.

1

Do not delete reabsorbed units.

2. AREF Assumption Information

Blank = Retain assumptions

1 = Clear assumptions

Use this processing option to specify whether to retain the assumption information that has been assigned to the unit when the unit is uploaded more than once into the AREF Unit Master table (F15L101). Valid values are:

Blank

Retain the unit assumption information. The system updates lease information only.

1

Clear the assumption information. The unit must be unlocked, or the system ignores this processing option setting.

3. Proof Or Final Mode

Blank = Proof mode

1 = Final mode

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

Blank

Proof mode. The system only generates a report of the units to upload for you to review.

1

Final mode. The system updates the AREF Unit Master table (F15L101) and generates a report.

Print Tab

1. Summary or Detail

Blank = Summary

1 = Detail

Use this processing option to specify whether the system generates a summary or detail report. Valid values are:

Blank

Generate a summary report.

1

Generate a detail report.

User Defined Codes for Advanced Real Estate Forecasting

Many fields in the programs for the Advanced Real Estate Forecasting system accept only user defined codes (UDCs). The system does not accept user defined codes that are not defined in a user defined code table. Some user defined codes are hard coded and should not be changed. Some user defined codes contain a special handling code to direct the system to perform a specific function. The following table lists the user defined codes for the Advanced Real Estate Forecasting system and provides you with detailed information about whether new codes can be added and existing codes modified, as well as how the codes are used in the program.

User Defined Code	Description
Expense Participation Unit Type (15/EU)	These codes are used to classify units for the different levels in which the tenants participate in expenses. For example, you can set up a rule to omit the area of specific units from the expense participation calculation based on the unit type. If you forecast budgets for expense participation, you might need to assign the unit an expense participation unit type.
Allowed Budget Ledger Type (15L/TL)	These codes represent the budget ledger types that you assign to the budget records that the system generates. The system validates the budget ledger type that you assign to the budget records against the values in this UDC table. Not only must you set up the budget ledger type in this table, but you must also set it up in UDC 09/LT. Otherwise, the system cannot generate the forecasted budget records in the Account Balances table (F0902).

User Defined Code	Description
Report Codes 1–5 (15L/01–05)	These codes are used to organize information such as buildings, units, and leases for reporting purposes. For example, you might want to report on leases that are in a specific geographical area, or report on units that have common features.
No Growth Posting Edit Codes (15L/PC)	<p>These codes are used to designate the accounts to which a growth pattern code should <i>not</i> be assigned when the accounts are retrieved during the account definition process.</p> <p>The system does not assign a growth pattern code to accounts that are assigned a posting edit code that matches a value that is set up in this UDC table.</p> <p>The value of N is hard coded to prevent the system from calculating budget amounts for non-posting accounts.</p> <p>The code that you set up must exist as a posting edit code in UDC H00/PE or it is not valid.</p>

See Also

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

Growth Pattern Information

You use growth patterns to set up the amount or percent of increase that you want the system to apply to the recurring billing amounts, if they exist, or to the balance of other accounts that you specify during the account definition process when the system calculates the budget amounts.

The system uses growth pattern types, which are hard-coded user defined codes (15L/GT), to determine whether the growth amounts that you enter represent a fixed amount, a percentage, or an amount per square foot. For example, if you enter 1.00 in the Year 01 field of the growth pattern, depending on the growth pattern type the system will do one of the following:

- Add 1 to the account balance, if you use a growth pattern type of FX (fixed amount)
- Multiply the account balance by 1.01 percent, which is equivalent to multiplying the account balance by one percent and adding that result to the account balance, if you use a growth pattern type of PC (percentage)
- Multiply the area of the unit (represented in square feet) by 1 and add that result to the account balance if you use a growth pattern type of SF (square foot)

You can specify different annual growth amounts (or percentages, or amounts per square foot) for each growth pattern for as many as 15 years. The system compounds the growth amounts that you enter for each year. For example, if you enter a percentage growth pattern type and specify 1.0 in Year 01 and 2.0 in Year 02, the system multiplies the account balance by 1.01 percent the first year, and then multiplies that resulting amount by 1.02 percent the following year (for a total of 3.02 percent).

You set up growth patterns by building and revision number and then use them as part of the assumption rule, which is also set up by building, that you assign to each unit for which you want to calculate a budget amount. You also assign growth patterns to detail assumptions, recurring bill code rules, sales overage rules, and expense participation rules.

Note

You cannot set up growth patterns for revision numbers for which you do not have units uploaded or created. For example, you cannot enter a growth pattern for revision number 7 if you do not have any units for revision number 7.

Growth pattern information is stored in the AREF Growth Pattern File table (F15L105).

Prerequisite

- ❑ Upload or add the units for the revision number for which you want to add the growth pattern. At least one unit must exist for the revision number that you want to assign to the growth pattern.

► To set up growth patterns

From the AREF Setup menu (G15L412), choose AREF Growth Patterns.

1. On Work with Growth Patterns, click Add.

PeopleSoft®

AREF Growth Patterns - AREF Growth Pattern Revisions

OK Cancel Tools

Building 15020 Atrium Mall

Growth Pattern FIXED Retail Properties - Fixed

Growth Pattern Type FX Fixed Amount

Revision Number 1

Amounts

Year 01	1,800.00	Year 09	2,500.00
Year 02	2,000.00	Year 10	2,500.00
Year 03	2,000.00	Year 11	2,700.00
Year 04	2,200.00	Year 12	2,700.00
Year 05	2,200.00	Year 13	2,800.00
Year 06	2,400.00	Year 14	2,800.00
Year 07	2,400.00	Year 15	3,000.00
Year 08	2,400.00		

Reporting Codes

AREF Report Code 01		.
AREF Report Code 02		.
AREF Report Code 03		.
AREF Report Code 04		.
AREF Report Code 05		.

2. On AREF Growth Pattern Revisions, complete the following fields:

- Building
- Growth Pattern

Enter a code to represent the growth pattern in this field and enter a description for the growth pattern in the unlabelled field to the right. When you enter the description, use a term that describes the growth pattern type so that it is easy to identify and use in other applications.

- Growth Pattern Type
- Revision Number

A unit must be assigned the revision number that you enter or the system returns an error message.

3. Enter the growth rate amount or percent that you anticipate for the next year in the following field:

- Year 01

4. Enter growth amounts for any other years in the remaining year fields (Year 02 through Year 15) as applicable.
5. Complete the following optional fields as necessary:
 - AREF Report Code 01
 - AREF Report Code 02
 - AREF Report Code 03
 - AREF Report Code 04
 - AREF Report Code 05
6. Click OK.

Processing Options for AREF Growth Patterns (P15L105)

Defaults Tab

1. Default Growth Pattern Type

Use this processing option to specify the default growth pattern type to assign to new growth patterns that you add. The growth pattern type that you specify must exist in UDC 15L/GT. If you leave this processing option blank, the system does not assign a default growth pattern type. Valid values are:

FX

Fixed amount

PC

Percentage

SF

Amount per square foot

2. Default Growth Rates

Value Year 01

Use this processing option to specify the default value for the corresponding year (1 through 15) to assign to new growth patterns that you add. The value that you assign represents an annual figure that depends on the growth pattern type that you assign. For example, when the growth pattern type is a percentage, the values that you enter represent percentages. When the growth pattern type is fixed, the values that you enter represent amounts.

Recurring Bill Code Rules

You use recurring bill code rules to specify the bill codes to use to retrieve the corresponding revenue amounts from the recurring billing information that is set up in the Real Estate Management system for units associated with a lease. You also use recurring bill code rules to designate which bill codes you use for rent. The system calculates the forecasted revenue amounts differently for rent bill codes than it does for nonrent bill codes:

- For rent bill codes, the system uses only the amounts from the recurring billing information to forecast revenue amounts for the term of the lease.
- For nonrent bill codes, the system retrieves the amounts from recurring billing and applies the corresponding growth pattern from the recurring bill code rule.

Note

The system uses the result from the first year as the base amount to which it applies the growth pattern for the second year. The system continues compounding the amounts for each subsequent year for which the budget is forecast.

The system updates the amount to the account that is set up in the AAI that corresponds to the bill code when you run the AREF Budget Calculation program (R15L1091).

After the lease expires, the system uses the assumption rules that are assigned to the unit.

You set up recurring bill code rules using the AREF Recurring Bill Code Rules program (P15L106). After you set up the rules, you assign them to each unit or to the building constant record. The system stores recurring bill code rules in the AREF Recurring Bill Code Rules Header (F15L106) and AREF Recurring Bill Code Rules Detail (F15L116) tables.

Example: Budget Calculation for NonRent Bill Codes

The following example shows how the system uses the recurring bill code rule to calculate the forecasted budget for the nonrent revenue accounts specified:

Recurring Bill Code Rule			Growth Patterns	
Bill Code	TXIN	UTIL	Fixed	Percent
Growth Pattern	Fixed	Percent	Year 01 – 1,000	Year 01 – 1.00
Account	5320	5330	Year 02 – 2,000	Year 02 – 2.00
Recurring Billing Amount	1,700	2,300	Year 03 – 3,000	Year 03 – 3.00

Term of Lease: 36 months (3 years)

Calculation for TXIN:

$1,700 \times 12 = 20,400$ (annual amount)

$20,400 + 1,000 = 21,400 / 12 = 1,783.33$ (forecasted amount for each period in year 1)

$21,400 + 2,000 = 23,400 / 12 = 1,950$ (forecasted amount for each period in year 2)

$23,400 + 3,000 = 26,400 / 12 = 2,200$ (forecasted amount for each period in year 3)

The system updates account 5320 in the AREF Budget Results table (F15L109) with the forecasted amount for each period of each year for which the budget is forecast while the lease is effective.

Calculation for UTIL:

$$2,300 \times 12 = 27,600 \text{ (annual amount)}$$

$$27,600 \times 1.01 = 27,876 / 12 = 2,323 \text{ (forecasted amount for each period in year 1)}$$

$$27,876 \times 1.02 = 28,433.52 / 12 = 2,369.46 \text{ (forecasted amount for each period in year 2)}$$

$$28,433.52 \times 1.03 = 29,286.53 / 12 = 2,440.54 \text{ (forecasted amount for each period in year 3)}$$

The system updates account 5330 in the AREF Budget Results table with the forecasted amount for each period of each year for which the budget is forecast while the lease is effective.

Prerequisite

- ❑ Set up growth patterns.

► To add recurring bill code rules

From the AREF Setup menu (G15L412), choose AREF Recurring Bill Code Rules.

1. On Work with Recurring Billing Rules, click Add.

Bill Code	Description	Rent Flag	Growth Pattern	Description
RPKG	Regular Rent - Parking	0	NONRENT	Growth Pattern for Nonrent Bill Cod
RRTL	Regular Rent - Retail	1		

2. On AREF Recurring Bill Code Rule Revisions, complete the following required fields in the header portion of the form:
 - Building
 - Revision Number
 - Recurring Bill Code Rule
 - Description
3. Complete the optional fields on the Report Codes tab, if desired.
4. Complete the following fields in the detail area to specify the bill codes for which the rule applies:
 - Bill Code
 - Rent Flag

Enter 1 to identify the bill code as a rent bill code. Enter 0 to identify the bill code as a nonrent bill code.

- Growth Pattern

Complete this field only when the Rent Flag field is 0. The system does not apply growth patterns to rent bill codes; the system uses the amount from recurring billing.

Processing Options for AREF Recurring Bill Code Rules (P15L106)

Defaults Tab

1. Retain Values After Add

Blank = Do not retain previous values

1 = Retain previous values

Use this processing option to specify whether the system retains the values entered in the building, revision number, and report code fields on the AREF Recurring Bill Code Revisions form after you add a new recurring bill code rule. Valid values are:

Blank

Do not retain the values.

1

Retain the values.

Versions Tab

1. AAI (P0012)

Blank = ZJDE0015

Use this processing option to specify the version of the Automatic Accounting Instructions program (P0012) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0015.

2. Bill Code (P1512)

Blank = ZJDE0001

Use this processing option to specify the version of the Bill Codes/Adjustment Reasons program (P1512) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Unit Assumptions (P15L102)

Blank - ZJDE0001

Use this processing option to specify the version of the AREF Unit Assumptions program (P15L102) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Recurring Billing Information (P1502)

Blank = ZJDE0001

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

Unit Assumption Information

You set up unit assumptions to provide the rules to forecast revenue amounts and revenue-based expense amounts that are associated with a unit that is not leased or for which no recurring billing amounts exist. When the unit is leased, the system uses the recurring bill code rules in conjunction with the amounts from recurring billing (from the Real Estate Management system) to forecast revenue amounts.

You can specify both new and renewal assumption information, as well as the number of years or months that the assumption is effective. As the term of one assumption expires, the system can use a different assumption. You can assign up to three different unit assumptions to each unit in the Advanced Real Estate Forecasting system using either the AREF Unit Maintenance program (P15L101) or the AREF Unit Assumption Assignment program (P15L1011), as well as specify whether to use new or renewal information.

You set up and maintain assumption information on two forms: header and detail.

Assumption Header Information

You set up assumption header information to provide the rules to forecast rent revenue amounts under the following circumstances:

- When the unit is not set up in the Real Estate Management system
- When the unit is not leased
- When the unit is leased, but the system cannot locate any recurring billing information to retrieve

Assumption header information that you set up includes new and renewal market rates, new and renewal consumer price index (CPI) rates, rent step rates, growth pattern codes, and the bill codes to which you want the forecasted amounts posted. You can also set up miscellaneous information that includes the months of free rent and the associated bill code to use to post the amount, the renewal probability, and downtime (the expected duration of unit vacancy).

Although you can specify the term of the assumption (both new and renewal), the effective dates for the assumption depend on the values that you enter in the Start Budget Period and Start Budget Year processing options of the AREF Budget Calculation program (R15L1091). For example, if you enter a Budget Start Period of 01 and a Budget Start Year of 05, and you set up the assumption for a term (new or renewal) of four years, the effective dates for the assumption are 01/01/05 through 12/31/09. If you do not specify a term (new or renewal) on the assumption, it is effective throughout the years in which the budget is forecast.

When the assumption is in effect, the system calculates the forecasted rent amount for the unit by multiplying the area of the unit by one of the rates specified (market or CPI), which represents an amount per square foot, and then applying the growth pattern. The system updates the result to the account represented by the associated bill code.

Note

The system provides a bill code field when you use either the market or CPI rates. If you specify a rent step rate, the system uses the market rate bill code. The system uses the bill code to retrieve the corresponding account from the AAIs to use to post the forecasted amount.

Assumption Detail Information

You set up assumption detail information to provide the rules to forecast amounts for rent-based or revenue-based expenses, such as commissions and tenant improvements. The system uses the assumption detail information for units that are leased, as well as for units that are vacant. Assumption detail information that you set up includes the type of assumption, the calculation method, retrieval bill codes, posting accounts, new and renewal rates, and growth patterns.

Detail assumptions allow you to specify a different growth pattern and different market rate values than those that you might set up for the assumption header. For example, you might want to forecast revenue amounts based on a market rate value of 50 per square foot, except for tenant improvements, for which you want to use a rate of 30 per square foot. Similarly, you might want to apply a growth pattern to increase amounts incrementally by a specific percent for each year for all revenue accounts except those on which you pay commissions. You can also set up information to forecast amounts for other assumptions that are not specifically for commissions or tenant improvements.

When the real estate lease is effective, and depending on the calculation method, the system uses the amounts from recurring billing (from the Real Estate Management system), based on the retrieval bill codes that you specify, as the basis for calculating the commission or tenant improvement amounts. When the assumption is effective, the system multiplies the rate from the assumption header by the area of the unit to derive the base amount to which the calculation applies.

The calculation method determines whether the system uses a growth pattern, a rate, or both to forecast the amounts. The calculation method also determines when the system updates the forecasted amounts to the account specified:

- For calculation methods 1, 2, 3, 4, and 7, the system updates the forecasted amounts to the first period of the first year for which the assumption or real estate lease is effective. For example if the assumption is in effect at 1/01/04 for a term of three years (through 12/31/07), the system updates the forecasted amounts for all four years to the first period of year 04.
- For calculation method 5, the system updates the forecasted amounts for each period for which the assumption or real estate lease is effective.
- For calculation method 6 and other assumptions (assumption type OT), the system updates the forecasted amount to the first period of each year for which the assumption or real estate lease is effective.

Note

The system uses the fiscal date pattern assigned to the company that is assigned to the building to determine the period to update. For example, if the company that is assigned to the building is set up to use a fiscal date pattern that begins 6/01 and ends 5/31, and the assumption or real estate lease begins in period 01, the system updates the forecasted amount to June.

You can set up multiple detail assumptions for a single header assumption. Except where noted, each detail assumption specified must have an assumption type to identify it and a calculation method to determine how the system computes the forecasted amount.

Note

Assumption type OT (Other Assumptions) does not require a calculation method. The system applies the growth pattern to the result, multiplying the market rate by the area of the unit to derive the base forecasted amount.

There are seven different calculation methods that you can use. Based on the assumption type and the calculation method that you choose, the system requires that you complete specific fields. The following table outlines the fields that you must complete with the corresponding values, if applicable, when you use the calculation method specified:

Calculation Method	Post Bill Code or Object Account	Retrieval Bill Codes*	New Rate	Renewal Rate	Amount Type	Growth Pattern
1	Required	Optional	Required	Required	PC (Percent)	Not Available
2	Required	Optional	Required	Required	PC (Percent)	Percentage
3	Required	Not Available	Required	Required	SF (Square Foot)	Not Available
4	Required	Optional	Required	Required	FX (Fixed)	Fixed
5	Required	Not Available	Required	Required	SF (Square Foot)	Not Available
6	Required	Not Available	Required	Required	FX (Fixed)	Not Available
7	Required	Optional	Not Available	Not Available	Not Available	Any Type

* If you do not specify a retrieval bill code, the system uses only the value from the rate specified in the assumption header.

Budgeted amounts based on the assumption details can be posted to either the account represented by the bill code entered in the Posting Bill Code field or the account entered in the Object Account field.

Note

If you enter an object account, the system uses the following hierarchy to validate that the account is set up in the Account Master table (F0901):

- The system concatenates the object account entered with the building number. For example, if you enter object account 5360, and the building number is 17101, the system searches for account 17101.5360.
 - If the system cannot locate the account, it concatenates the object account with the property number.
 - If the system cannot locate the account, it concatenates the account with the building's company number. For example, if building 17101 is set up for company 150, the system searches for account 150.5360.
 - If the system cannot locate the account, it displays an error.
-

The system stores assumption information in the following tables:

- AREF Unit Assumptions Master Header (F15L102)
- AREF Unit Assumptions Master Detail (F15L112)

See Also

See the following topics in the *Advanced Real Estate Forecasting Guide*:

- ❑ *Unit Master Information for Advanced Real Estate Forecasting* for information about assigning assumptions to units individually
- ❑ *Assigning Assumption Rules to Units Globally* for information about assigning assumptions to units globally

Calculation Methods for Detailed Assumptions

You set up detailed assumptions so that you can forecast amounts that are rent (revenue) based, such as commissions, tenant improvements, and other assumptions.

When the real estate lease is effective, the system uses the recurring billing information, which is actual amounts, to determine the base rent (revenue) amount to which the rate (from the assumption detail) is applied to forecast the expense amount of the commission or tenant improvements. If the system cannot locate recurring billing information to use (either because it is not set up or has expired prior to the lease end date), the system uses the rate from the assumption header to calculate rent revenue for the duration of the lease.

When the assumption is effective, the system multiplies the area of the unit by the market rate from the assumption header. It then applies the growth pattern (from the assumption header) to derive the base rent (revenue) amount to which the rate, or growth pattern, or both (from the assumption detail) are applied to forecast the expense amount of the commission or tenant improvements.

With the exception of other assumptions (assumption type OT), detailed assumptions require a calculation method. The following calculation methods are available:

- Calculation Method 1 – Percentage of Base Rent
- Calculation Method 2 – Percentage of Base Rent Compounded
- Calculation Method 3 – Square Foot Market Rate
- Calculation Method 4 – Fixed Base Rent Compounded
- Calculation Method 5 – Monthly Fixed Market Rate
- Calculation Method 6 – Fixed Market Rate
- Calculation Method 7 – Custom Schedule

The calculation method dictates whether the system uses retrieval bill codes, rates, or growth patterns, and the type of growth pattern (percent, fixed, or square foot).

The examples that follow provide the setup details for each calculation method, as well as an example for other assumptions using the assumption type OT.

Setup Information for Calculation Examples

The examples that follow for each calculation method use the setup information from the programs listed below. The requirements vary by calculation method, but the examples have been designed to use the same information so that you can easily compare the different results. PeopleSoft recommends that you print this page so that you can reference it as you review the calculation formulas and examples.

AREF Unit Maintenance (P15L101)

Assumption Rule 01: BASE

Action: N (new)

The action determines whether the system uses the new or renewal market rates from the assumption header and assumption detail. Because the action specified is N (new), the renewal rates are not listed.

Useable Area: 10,000 square feet

AREF Unit Assumptions (P15L102)

The following tables list only the information used in the examples.

Assumption Header Information
Assumption ID: Base
Market Rate New: 10.00
Growth Pattern: Fixed
New Term: 10
New Term Type: AN (annual)

Assumption Detail Information						
Assumption Type	Calculation Method	Retrieval Bill Code 01	Retrieval Bill Code 02	New Rate	Amount Type	Growth Pattern
TI	1	RRTL	RPKG	3.0	PC	Not Used
TI	2	RRTL	RPKG	3.0	PC	PCT01
TI	3	Not Used	Not Used	3.0	SF	Not Used
TI	4	RRTL	RPKG	3.0	FX	FIXED01
TI	5	Not Used	Not Used	3.0	SF	Not Used
TI	6	RRTL	RPKG	Not Used	Not Used	Not Used
TI	7	Not Used	Not Used	3.0	Not Used	PCT02 FIX01 SF
OT	Not Used	Not Used	Not Used	3.0	Not Used	PCT01 FIX01 SF

With the exception of the OT (Other Assumption), the assumption type that you use does not affect the calculation. Not every calculation method requires all of the setup information.

Recurring Billing Information (P1502)

RRTL Gross Amount = 20,000 monthly

RPKG Gross Amount = 5,000 monthly

Term of Real Estate Lease = 72 months (6 years)

Real Estate Lease Start and End Dates = 1/01/02 through 12/31/07

AREF Growth Patterns (P15L105)

Year	FIXED	PCT01	FIXED01	PCT02	SF
1	1,000.00	1.00	50.00	5.00	10.00
2	2,000.00	2.00	100.00	7.00	12.00
3	3,000.00	3.00	125.00	10.00	15.00
4	4,000.00	4.00	150.00	12.00	18.00
5	5,000.00	5.00	200.00	15.00	20.00
6	6,000.00	6.00	250.00	17.00	25.00
7	7,000.00	7.00	300.00	18.00	30.00
8	8,000.00	8.00	400.00	20.00	40.00
9	9,000.00	9.00	500.00	22.00	50.00
10	10,000.00	10.00	700.00	25.00	60.00

AREF Budget Calculation (R15L1091)

Processing Option Settings

Years To Forecast: 10 (from 2002 through 2011)

Unit Area for Budget Calculation: Rentable (which is the useable area for the unit)

Note

Because the unit is leased for the first six years of the 10-year forecast, the system might perform a different calculation to forecast amounts for the years in which the unit is leased from the years in which the unit is vacant.

Key to the Abbreviations Used in Formulas

The examples that follow provide the formulas that the system uses for each calculation method. The formulas that are entered in tables use the following abbreviations:

AU – Area of unit

CR – Compounded rate

FA – Forecasted amount

GPH – Growth pattern from assumption header

GPF – Growth pattern from assumption detail (fixed)

GPP – Growth pattern from assumption detail (percentage)

GPS – Growth pattern from assumption detail (square foot)

TRB – Total recurring billing amounts for the term of the lease

RTH – Rate from assumption header

RTD – Rate from assumption detail

YR – Year

Calculation Method 1 - Percentage of Base Rent

Calculation for Years Leased (Forecasted Amount for Years 1 through 6)

The system uses the following setup information for this calculation:

- Retrieval Bill Codes: RRTL and RPKG
- Recurring Billing Amounts: 20,000 (RRTL) and 5,000 (RPKG)
- Real Estate Lease Start and End Dates = 1/01/02 through 12/031/07
- Term of Real Estate Lease: 72 months (6 years)
- New Rate (from assumption detail): 3.00

The system calculates the revenue amounts for the term of the real estate lease based on the recurring billing amounts that are set up for the retrieval bill codes that you specify. The system does use the effective dates of the recurring billing information that is set up to determine which recurring billing amounts to sum. The system adds the recurring billing amounts for the term of the lease and multiplies that result by the new rate that is set up in the assumption detail using the following formula:

Total Recurring Billing Amounts for Lease Term x New Rate = Total Forecasted Amount for Years Leased

Note

The system converts the percentage specified for the new rate to the decimal equivalent when it performs the calculation.

Using the setup information, the system calculates the forecasted revenue amount for the term of the lease as follows:

$20,000 + 5,000 = 25,000$ (monthly rent amount from recurring billing)

$25,000 \times 72 = 1,800,000$ (rent for lease term)

$1,800,000 \times .03$ (rate) = 54,000 (forecasted amount years 1 through 6)

The system updates the total forecasted amount to the first period of the first year that the real estate lease is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2002.

Calculation for Years Vacant (Forecasted Amount for Years 7 through 10)

The system uses the following setup information for this calculation:

- Area of Unit: 10,000
- Market Rate New (from assumption header): 10.00
- Growth Pattern (from assumption header): FIXED
- New Rate (from assumption detail): 3.00
- Term of Assumption: 4 years

After the real estate lease expires, the system uses the assumption that is assigned to the unit to forecast the rent, which is in effect for 4 years (2008 through 2011). The system multiplies the area of the unit by the new market rate from the assumption header, which is an amount per square foot, to determine the base amount to which to apply the growth pattern.

$10,000$ (area of unit) \times 10.00 (new market rate) = $100,000$ (base amount)

Next, the system compounds (accumulates) the amounts from the growth pattern entered in the assumption header for the first seven years before adding the result to the base amount. The system uses the resulting new base amounts in place of the recurring billing amounts that the system uses when the unit is leased.

The following table shows how the system compounds the amounts that it uses in the calculation:

Year	Growth Pattern FIXED Compounded	Calculation for New Base Amount
7	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 = 28,000	100,000 + 28,000 = 128,000
8	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 = 36,000	100,000 + 36,000 + 136,000
9	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 = 45,000	100,000 + 45,000 + 145,000
10	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 + 10,000 = 55,000	100,000 + 55,000 + 155,000

After the system calculates the new base amount for each year, it sums the amounts and multiplies the result by the new rate from the assumption detail to derive the total forecasted amount for years 7 through 10.

$$128,000 + 136,000 + 145,000 + 155,000 = 564,000$$

$$564,000 \times .03 = 16,920 \text{ (forecasted rent amount for years 7 through 10)}$$

The system updates the total forecasted amount to the first period of the first year that the assumption is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2008.

Calculation Method 2 - Percentage of Base Rent Compounded

Calculation for Years Leased (Forecasted Amount for Years 1 through 6)

The system uses the following setup information for this calculation:

- Retrieval Bill Codes: RRTL and RPKG
- Monthly Recurring Billing Amounts: 20,000 (RRTL) and 5,000 (RPKG)
- Term of Real Estate Lease: 72 months (6 years)
- New Rate (from assumption detail): 3.00
- Growth Pattern (from assumption detail): PCT01

The system calculates the revenue amounts for the term of the real estate lease (72 months) based on the recurring billing amounts that are set up for the retrieval bill codes that you specify. Because this calculation method multiplies a compounded rate by the recurring bill code amounts, the new rate that it uses changes for each year. The system uses the new rate from the assumption detail to calculate the compounded new rate that the system uses in the subsequent year. The system continues compounding the rate for each year for which the unit is leased.

The following tables provide the compounding formula and the calculation formula that the system uses to derive the forecasted amount for each year:

YR	Formula for Compounding	Formula for Calculation
1	$(RTD \times GPP) + RTD = CR\ YR\ 1$	$TRB \times CR\ YR\ 1 = FA\ YR\ 1$
2	$(CR\ YR\ 1 \times GPP) + CR\ YR\ 1 = CR\ YR2$	$TRB \times CR\ YR\ 2 = FA\ YR\ 2$
3	$(CR\ YR\ 2 \times GPP) + CR\ YR\ 2 = CR\ YR\ 3$	$TRB \times CR\ YR\ 3 = FA\ YR\ 3$
4	$(CR\ YR\ 3 \times GPP) + CR\ YR\ 3 = CR\ YR\ 4$	$TRB \times CR\ YR\ 4 = FA\ YR\ 4$
5	$(CR\ YR\ 4 \times GPP) + CR\ YR\ 4 = CR\ YR\ 5$	$TRB \times CR\ YR\ 5 = FA\ YR\ 5$
6	$(CR\ YR\ 5 \times GPP) + CR\ YR\ 5 = CR\ YR\ 6$	$TRB \times CR\ YR\ 6 = FA\ YR\ 6$

Note

The system converts percentages to the decimal equivalent when it performs the calculation.

The following table shows the calculations using the setup information to forecast revenue amount for each year that the unit is leased:

YR	Compounded Rate for Calculation	Forecasted Amount
1	$(.03 \times .01) + .03 = .0303$	$1,800,000 \times .0303 = 54,540.00$
2	$(.0303 \times .02) + .0303 = .030906$	$1,800,000 \times .030906 = 55,630.80$
3	$(.030906 \times .03) + .030906 = .03183318$	$1,800,000 \times .03183318 = 57,299.72$
4	$(.03183318 \times .04) + .03183318 = .03310651$	$1,800,000 \times .03310651 = 59,591.72$
5	$(.03310651 \times .05) + .03310651 = .03476184$	$1,800,000 \times .03476184 = 62,571.31$
6	$(.03476184 \times .06) + .03476184 = .03684755$	$1,800,000 \times .03684755 = 66,325.59$
Total Forecasted Amounts for Years 1 through 6		355,959.14

The system updates the total forecasted amounts for the years that the unit is leased to the first period of the first year of the real estate lease in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2002.

Calculation for Years Vacant (Forecasted Amount for Years 7 through 10)

The system uses the following setup information for this calculation:

- Area of Unit: 10,000
- Market Rate New (from assumption header): 10.00
- Growth Pattern (from assumption header): FIXED

- Term of Assumption: 4 years

After the term of the real estate lease expires, the system uses the area of the unit and the new market rate from the assumption header, which is an amount per square foot, to determine the base amount to which to apply the growth pattern.

$$10,000 \text{ (area of unit)} \times 10.00 \text{ (market rate)} = 100,000 \text{ (base amount)}$$

Next, the system compounds (accumulates) the amounts from the growth pattern entered in the assumption header for the first seven years before adding the result to the base amount. The system uses the resulting base amount in place of the recurring billing amounts that the system uses when the unit is leased.

The following table shows how the system compounds the amounts that it uses in the calculation:

Year	Growth Pattern FIXED Compounded	Calculation
7	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 = 28,000	100,000 + 28,000 = 128,000
8	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 = 36,000	100,000 + 36,000 = 136,000
9	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 = 45,000	100,000 + 45,000 = 145,000
10	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 + 10,000 = 55,000	100,000 + 55,000 = 155,000
Amount used in place of recurring billing amounts		Total = 564,000

After the system calculates the compounded base amount for each year, it sums the amounts and multiplies the result by the compounded rate to derive the forecasted amount for each year. The system starts compounding based on the first year of the growth pattern (not the seventh). In other words, the growth rates start over when an assumption becomes effective.

The following table shows how the system derives the forecasted amount for years 7 through 10.

YR	Compounded Rate for Calculation	Forecasted Amount
7	$(.03 \times .01) + .03 = .0303$	$564,000 \times .0303 = 17,089.20$
8	$(.0303 \times .02) + .0303 = .030906$	$564,000 \times .030906 = 17,430.98$
9	$(.030906 \times .03) + .030906 = .03183318$	$564,000 \times .03183318 = 17,953.91$
10	$(.03183318) \times .04 + .03183318 = .03310651$	$564,000 \times .03310651 = 18,672.07$
Total Forecasted Amounts for Years 7 through 10		71,146.16.

The system updates the total forecasted amount to the first period of the first year that the assumption is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2008.

Calculation Method 3 - Sq. Ft. Market Rate

Calculation for Years Leased (Forecasted Amount for Years 1 through 6)

The system uses the following setup information for this calculation:

- Area of Unit: 10,000
- Term of Real Estate Lease: 72 months (6 years)
- New Rate (from assumption detail) 3.00

The system multiplies the area of the unit by the new rate from the detail assumption, and then multiplies that result by the number of years in the lease term. Using the setup information, the system calculates the forecasted amount for the term of the real estate lease as follows:

$$[10,000 \text{ (area of unit)} \times 3.00 \text{ (new rate)}] \times 6 \text{ (lease term)} = 180,000 \text{ (forecasted amount)}$$

The system updates the total forecasted amounts for the years that the unit is leased to the first period of the first year of the real estate lease in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2002.

Calculation for Years Vacant (Forecasted Amount for Years 7 through 10)

The system uses the following setup information for this calculation:

- Area of Unit: 10,000
- Term of Forecast: 48 months (4 years)
- New Rate (from assumption detail) 3.00
- Term of Assumption: 4 years

When the term of the real estate lease expires, the system uses the same formula to forecast the term of the assumption (four years) as follows:

$$[10,000 \text{ (area of unit)} \times 3.00 \text{ (new rate)}] \times 4 \text{ (forecast term)} = 120,000 \text{ (forecasted amount)}$$

The system updates the total forecasted amount to the first period of the first year that the assumption is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2008.

Calculation Method 4 - Fixed Base Rent Compounded

This calculation method differs from the others because it forecasts amounts for three years only, regardless of the lease term or the number of years to forecast specified in the processing option of the AREF Budget Calculation program (R15L1091).

Calculation for Years Leased (Forecasted Amount for Years 1 through 6)

The system uses the following setup information for this calculation:

- Retrieval Bill Codes: RRTL and RPKG
- Monthly Recurring Billing Amounts: 20,000 (RRTL) and 5,000 (RPKG)
- Term of Real Estate Lease: 72 months (6 years)
- New Rate (from assumption detail): 3.00

- Growth Pattern (from assumption detail): FIXED01

The system calculates the revenue amounts for the term of the real estate lease based on the recurring billing amounts that are set up for the retrieval bill codes that you specify. Then, the system multiplies the result by the sum of the new rate and the amount from the fixed growth pattern for the corresponding year from the assumption detail. The system compounds the fixed growth pattern as shown in the following table to derive the forecasted amount:

YR	Calculation: $TRB \times (RTD + GPF) = FA$
1	$25,000 \times 72 \times (3.00 + 50.00) = 95,400,000$
2	$25,000 \times 72 \times (3.00 + 50.00 + 100.00) = 275,400,000$
3	$564,000 \times (3.00 + 50.00 + 100.00 + 125.00) = 500,400,000$
Total forecasted amount for three years: 871,200,000.	

The system updates the total forecasted amount to the first period of the first year that the real estate lease is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2002.

Calculation for Years Vacant (Forecasted Amount for Years 7 through 10)

The system uses the following setup information for this calculation:

- Growth Pattern (from assumption header): FIXED
- New Rate (from assumption detail): 3.00
- Growth Pattern (from assumption detail): FIXED01
- Term of Assumption: 4 years

After the term of the real estate lease expires, the system uses the same formula to forecast the term of the assumption (four years), but derives the base amount by adding the first seven years of the growth pattern from the assumption header in place of the recurring billing amounts.

The following table shows how the system compounds the amounts that it uses in the calculation:

Year	Growth Pattern FIXED Compounded	Calculation for Base Amount
7	$1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 = 28,000$	$100,000 + 28,000 = 128,000$
8	$1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 = 36,000$	$100,000 + 36,000 + 136,000$
9	$1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 = 45,000$	$100,000 + 45,000 + 145,000$
10	$1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 + 10,000 = 55,000$	$100,000 + 55,000 + 155,000$
Total Base Amount		564,000

The system multiplies the total base amount by the sum of the rate from the assumption detail and the growth pattern amount (compounded) from the assumption detail to derive the forecasted amount as follows:

YR	Calculation: Total Base Amount x (RTD + GPF) = FA
1	$564,000 \times (3.00 + 50.00) = 29,892,000$
2	$564,000 \times (3.00 + 50.00 + 100.00) = 86,292,000$
3	$564,000 \times (3.00 + 50.00 + 100.00 + 125.00) = 156,972,000$
Total forecasted amount for three years: 272,976,000	

The system updates the total forecasted amount to the first period of the first year that the real estate lease is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2008.

Calculation Method 5 - Monthly Fixed Market Rate

The system uses the following setup information for this calculation:

- Area of Unit: 10,000
- New Rate (from assumption detail): 3.00

The system uses the same calculation, which is an amount per square foot, for all of the years forecasted, regardless of whether the unit is leased. The system multiplies the area of the unit by the new rate from the detail assumption, and then divides that result by 12. Using the setup information, the system calculates the forecast amounts as follows:

$(\text{New Rate} \times \text{Area of Unit}) / 12$

$3 \times 10,000 = 30,000$ (forecasted yearly amount)

$30,000 / 12 = 2,500$ (forecasted monthly amount)

Unlike the other calculation methods, the system updates the forecasted amount to each period in the AREF Budget Results table (F15L109).

Calculation Method 6 - Fixed Market Rate

The system uses the following setup information for this calculation:

- New Rate (from assumption detail): 3.00

The system uses the new rate from the detail assumption as the annual forecasted amount for all of the years for which the budget is forecast regardless of whether the unit is leased. Using the setup information, the system calculates the forecasted amount as follows:

New Rate = 3.00

The system updates the forecasted amount to the first period of each year for which the lease or assumption is effective in the AREF Budget Results table (F15L109).

Calculation Method 7 - Custom Schedule

Calculation for Years Leased (Forecasted Amount for Years 1 through 6)

The system uses the following setup information for this calculation:

- Retrieval Bill Codes: RRTL and RPKG
- Monthly Recurring Billing Amounts: 20,000 (RRTL) and 5,000 (RPKG)
- Area of Unit: 10,000
- Growth Patterns (from assumption detail): PCT02, FIXED01, SF

Unlike the other calculation methods, the system does not use the new rate from the detail assumption to calculate the forecasted amounts. The system uses only the growth pattern that you assign. Also, the system does not compound the growth pattern. Another difference between this calculation method and the other calculation methods is that it uses a rolling 12-period span to calculate recurring billing amounts and to apply the appropriate growth pattern. For example, if the real estate lease were from 6/02 through 5/05, the system would apply the growth pattern that is set up for the first year to only those periods between 06/02 and 5/03. Beginning with period 01 for 2003, the system would apply the growth pattern from the second year. Typically, you use calculation method 7 to forecast commissions based on a specific schedule that might not be used for other calculation methods.

Depending on the growth pattern type, the system calculates the forecasted amount differently. The following tables show the formula that the system uses for each growth pattern type and the forecasted amounts that the system calculates based on the setup information.

Growth Pattern Type	Formula
Percentage	Recurring Billing Amount for 12-period Span x Growth Pattern Percentage
Fixed	Amount from Growth Pattern
Square Foot	Area of Unit x Growth Pattern Square Foot Rate

	Growth Pattern (growth pattern type)		
Year	PCT02 (percentage)	FIXED01 (fixed)	SF (square foot)
1	$300,000 \times .05 = 15,000$	50.00	$10,000 \times 10.00 = 100,000$
2	$300,000 \times .07 = 21,000$	100.00	$10,000 \times 12.00 = 120,000$
3	$300,000 \times .10 = 30,000$	125.00	$10,000 \times 15.00 = 150,000$
4	$300,000 \times .12 = 36,000$	150.00	$10,000 \times 18.00 = 180,000$
5	$300,000 \times .15 = 45,000$	200.00	$10,000 \times 20.00 = 200,000$

6	$300,000 \times .17 = 51,000$	250.00	$10,000 \times 25.00 = 250,000$
Total	198,000	875.00	1,000,000

Note

The system converts the percentages to the decimal equivalent when it performs the calculation.

The system updates the total forecasted amount to the first period of the first year that the real estate lease is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2002.

Calculation for Years Vacant (Forecasted Amount for Years 7 through 10)

The system uses the following setup information for this calculation:

- Area of Unit: 10,000
- New Market Rate (from assumption header): 10.00
- Growth Pattern (from assumption header): FIXED
- Growth Patterns (from assumption detail): PCT02, FIXED01, SF
- Term of Assumption: 4 years

Depending on the growth pattern type, the system calculates the forecasted amount differently. The following table shows the formula that the system uses for each growth pattern type.

Growth Pattern Type	Formula
Percentage	Recurring Billing Amount for 12-period Span x Growth Pattern Percentage
Fixed	Amount from Growth Pattern
Square Foot	Area of Unit x Growth Pattern Square Foot Rate

For the percentage growth pattern type, the system uses the area of the unit and the new market rate from the assumption header, which is an amount per square foot, to determine the base amount to which to apply the growth pattern.

$$10,000 \text{ (area of unit)} \times 10.00 \text{ (market rate)} = 100,000 \text{ (base amount)}$$

Note

The system applies the appropriate growth pattern (amount, percentage, or amount per square foot) to the base amount, based on the budget year, not the calendar year. For example, if the assumption were effective 2/01/08 instead of 1/01/08, the system would apply the growth pattern that is set up for year 1 to only 11 of the 12 months in year 08. The system would apply the growth pattern set up for year 2 to the remaining period (1/01/09 – 1/31/09).

Next, the system compounds (accumulates) the amounts from the growth pattern entered in the assumption header for the first seven years before adding the result to the base amount. The system uses the resulting base amount in place of the recurring billing amounts that the system uses when the unit is leased.

The following table shows how the system compounds the amounts that it uses in the calculation when the growth pattern is a percentage:

Year	Growth Pattern FIXED Compounded	Calculation
7	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 = 28,000	100,000 + 28,000 = 128,000
8	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 = 36,000	100,000 + 36,000 = 136,000
9	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 = 45,000	100,000 + 45,000 = 145,000
10	1,000 + 2,000 + 3,000 + 4,000 + 5,000 + 6,000 + 7,000 + 8,000 + 9,000 + 10,000 = 55,000	100,000 + 55,000 = 155,000
Amount used in place of recurring billing amounts		Total = 564,000

After the system calculates the total base amount for the years for which the assumption is effective, it multiplies the result by the growth pattern percentage from the detail assumption.

Although the calculations apply to the term of the assumption, the system does not use the corresponding values from the growth pattern assigned to the assumption detail. Instead, it starts over and uses the value from first year of the growth pattern and continues through the last year for which the forecast is generated.

The following table shows how the system calculates the forecasted amount for years 7 through 10 for each growth pattern type based on the formulas:

	Growth Pattern (growth pattern type)		
Year	PCT02 (percentage)	FIXED01 (fixed)	SF (square foot)
7	128,000 x .05 = 6,400	50	10,000 x .10 = 100,000
8	136,000 x .07 = 9,520	100	10,000 x .12 = 120,000
9	145,000 x .10 = 14,500	125	10,000 x .15 = 150,000
10	155,000 x .12 = 18,600	150	10,000 x .18 = 180,000
Total	49,020	425	550,000

Note

The system converts percentages to the decimal equivalent when it performs the calculation.

The system updates the total forecasted amount to the first period of the first year that the assumption is effective in the AREF Budget Results table (F15L109). In this example, the system updates the total forecasted amount to period 01 of 2008.

Other Assumptions (Assumption Type OT)

Calculation for Years Leased (Forecasted Amount for Years 1 through 6)

The system uses the following setup information for this calculation:

- New Rate (from assumption detail): 3.00
- Growth Pattern (from assumption detail): PCT01, FIXED01, SF

When you use the assumption type of OT (Other Assumptions), the system does not require a calculation method, nor does it retrieve amounts based on bill codes. Instead, the system uses the rate and growth pattern from the assumption detail. You can assign any type of growth pattern to use. The system calculates the forecasted amounts differently according to the growth pattern type.

The following tables show the formula that the system uses to calculate forecasted amounts for each growth type, as well as provide an example using the setup information. The system uses the growth pattern percentage that corresponds to each year:

Growth Pattern Type	Year	Formula
Percentage	1	$(RTD \times GPP) + RTD = FA \text{ YR } 1$
	2	$(FA \text{ YR } 1 \times GPP) + FA \text{ YR } 1 = FA \text{ YR } 2$
	3	$(FA \text{ YR } 2 \times GPP) + FA \text{ YR } 2 = FA \text{ YR } 3$
	4	$(FA \text{ YR } 3 \times GPP) + FA \text{ YR } 3 = FA \text{ YR } 4$
	5	$(FA \text{ YR } 4 \times GPP) + FA \text{ YR } 4 = FA \text{ YR } 5$
	6	$(FA \text{ YR } 5 \times GPP) + FA \text{ YR } 5 = FA \text{ YR } 6$
Fixed*	1 – 6	$GPF + RTD = FA$
Square Foot*	1 – 6	$AU \times GPS + RTD = FA$

*The system accumulates the fixed amounts and amounts per square foot for each year from the growth pattern, as shown in the example below.

YR	Growth Pattern: PCT01 (percentage)	
	Calculation	Forecasted Amount
1	$(3.0 \times .01) + 3.0 = 3.03$	3.03
2	$(3.03 \times .02) + 3.03 = 3.0906$	3.09
3	$(3.0906 \times .03) + 3.0906 = 3.183318$	3.18
4	$(3.183318 \times .04) + 3.183318 = 3.3106507$	3.31
5	$(3.3106507 \times .05) + 3.3106507 = 3.476183235$	3.48
6	$(3.476183235 \times .06) + 3.476183235 = 3.6847542291$	3.68

Notes on Rounding

Although the system rounds the resulting forecasted amount, based on the currency, it does not use the rounded amount as the base amount in each subsequent calculation. If the system used the rounded amount, the result for year six would have been 3.69, instead of 3.68.

Year	Growth Pattern: FIX01 (fixed amount)
1	$50 + 3.0 = 53$
2	$50 + 100 + 3.0 = 153.00$
3	$50 + 100 + 125 + 3.0 = 278.00$
4	$50 + 100 + 125 + 150 + 3.0 = 428.00$
5	$50 + 100 + 125 + 150 + 200 + 3.0 = 628.00$
6	$50 + 100 + 125 + 150 + 200 + 250 + 3.0 = 878.00$

Year	Growth Pattern: SF (square foot)
1	$10,000 \times 10.00 = 100,000 + 3.0 = 100,003$
2	$10,000 \times 12.00 = 120,000 + 100,000 + 3.0 = 220,003$
3	$10,000 \times 15.00 = 150,000 + 120,000 + 100,000 + 3.0 = 370,003$
4	$10,000 \times 18.00 = 180,000 + 150,000 + 120,000 + 100,000 + 3.0 = 550,003$
5	$10,000 \times 20.00 = 200,000 + 180,000 + 150,000 + 120,000 + 100,000 + 3.0 = 750,003$
6	$10,000 \times 25.00 = 250,000 + 200,000 + 180,000 + 150,000 + 120,000 + 100,000 + 3.0 = 1,000,003$

The system updates the forecasted amount to the first period for each year of the lease in the AREF Budget Results table (F15L109).

Calculation for Years Vacant (Forecasted Amount for Years 7 through 10)

The system uses the same calculation for the years that the unit is vacant as it does for the years that the unit is leased (even the same growth pattern values). Instead of using the growth pattern values for the corresponding years (7 through 10), the system starts over and uses the growth pattern values for years 1 through 4; therefore, the forecasted amount for year 7 is the same as the forecasted amount for year 1, and the forecasted amount for year 8 is the same as the forecasted amount for year 2, and so on.

The system updates the annual forecasted amount to the first period of each year that the assumption is effective in the AREF Budget Results table (F15L109).

Prerequisites

- ❑ Load unit master information into the Advanced Real Estate Forecasting system. See *Uploading Unit Information from the Real Estate Management System* in the *Advanced Real Estate Forecasting Guide*.
- ❑ Set up growth patterns. See *Growth Pattern Information* in the *Advanced Real Estate Forecasting Guide*.

► To add a unit assumption

From the AREF Setup menu (G15L412), choose AREF Unit Assumptions.

1. On Work With Unit Assumptions, click Add.

PeopleSoft®

AREF Unit Assumptions - AREF Assumption Header Revisions

OK Cancel Form Tools

Building 15020 Atrium Mall

Assumption ID MARKET Market Rate

Revision Number 1

Market Rate Info

Market Rate New 12.00

Market Rate Renewal 10.00

Market Rate Bill Code RRTL

Growth Pattern FIXED

CPI Info

CPI Pattern

CPI Bill Code

New Assumption Info

New Term

New Term Type

Renewal Assumption Info

Renewal Term

Renewal Term Type

Misc Info

Renewal Prob Percent

Rent Step Growth

Down Time

Free Rent Bill Code MISC

Free Rent No. Months 2

AREF Report Codes

AREF Report Code 01

AREF Report Code 02

AREF Report Code 03

AREF Report Code 04

AREF Report Code 05

2. On AREF Assumption Header Revisions, complete the following fields to identify the assumption rule and associate it with the building:

- Building
- Assumption ID
- Description
- Revision Number

You must have units loaded for the revision number that you specify.

3. Complete the following fields to specify the market rate information:

- Market Rate New

Enter an amount per square foot. The system multiplies the amount that you enter by the area of the unit to forecast the rent amounts on leased units when the lease expires or on vacant units. The assumption action that you assign to the unit determines whether the system uses the new or renewal rate, or a blend of the two.

- **Market Rate Renewal**
Enter an amount per square foot. The system multiplies the amount that you enter by the area of the unit to forecast the rent amounts on leased units when the lease expires or on vacant units. The assumption action that you assign to the unit determines whether the system uses the new or renewal rate, or a blend of the two.
 - **Market Rate Bill Code**
The system assigns the rent revenue amounts to the account that you are up in the AAI that corresponds to the bill code that you assign.
 - **Growth Pattern**
4. Complete the following fields to specify additional information to forecast revenue amounts:
 - **Renewal Prob Percent**
You must complete this field if you plan to use a market rate that is a blend of the new and renewal percentages, which you specify in the assumption action that you assign to the unit. Enter the percentage as a whole number.
 - **Down Time**
If you specify downtime, the system defers forecasting rent revenue for the duration of the downtime.
 - **Free Rent Bill Code**
 - **Free Rent No. Months**
 5. To forecast the market rates based on the consumer price index (CPI) for the term of the lease, complete the following fields:
 - **CPI Pattern**
If you enter a value in this field, you cannot enter a value in the Rent Step Growth field. The system uses this value before it uses the market rate, if entered.
 - **CPI Bill Code**
 6. To forecast based on Rent Step Growth instead of the CPI Pattern information, complete the following optional field:
 - **Rent Step Growth**
If you enter a value in this field, you cannot enter a value in the CPI Pattern field. The system uses this value before it uses the market rate, if entered.
 7. Complete the following fields to limit the term of the unit assumption when the assumption action is N (new) or B (blend):
 - **New Term**
 - **New Term Type**

8. Complete the following fields to limit the term of the unit assumption when the assumption action is R (renewal):
 - Renewal Term
 - Renewal Term Type
9. Complete any of the following fields to specify report codes:
 - AREF Report Code 01
 - AREF Report Code 02
 - AREF Report Code 03
 - AREF Report Code 04
 - AREF Report Code 05
10. Click OK.

The system automatically displays the form to enter detail assumptions.

PeopleSoft® Sign Out

AREF Unit Assumptions - AREF Assumption Detail Revisions Help ?

OK Delete Cancel Form Row Tools

Building: 15020 Atrium Mall
 Assumption ID: MARKET
 Revision Number: 1

Records 1 - 2 Customize Grid

	Description	Seq Number	Asmp Type	Calc Method	Posting Bill Code	Posting Obj Acct	Retrieval Bill Code 01	Retrieval Bill Code 02	Retrieval Bill Code 03
<input type="checkbox"/>	Improvements	1.000	TI	1		2025	RRTL		
<input type="checkbox"/>		2.000							

11. On AREF Assumption Detail Revisions, complete the following fields for each record in the detail area:
 - Description
 - Asmp Type
 - Calc Method

The system automatically completes the Amount Type field and enables the required fields based on the calculation method that you enter.
12. Complete one of the following fields to specify the account to which the forecasted amount is updated:
 - Posting Bill Code

The system locates the account from the corresponding AAI.

 - Posting Obj Acct

13. Complete the following fields to specify the rate and growth patterns, if applicable:

- New Rate
- Renewal Rate
- Growth Pattern

14. Click OK.

Processing Options for AREF Unit Assumptions (P15L102)

Defaults Tab

1. Retrieval Bill Code 01

Use this processing option to specify the default bill code to assign to the Retrieval Bill Code 01 field on the AREF Assumption Detail Revisions form. When forecasting rent-based expenses, such as commissions and tenant improvements, the system uses the bill codes specified to retrieve the rent revenue amounts from the recurring billing records.

2. Retrieval Bill Code 02

Use this processing option to specify the default bill code to assign to the Retrieval Bill Code 02 field on the AREF Assumption Detail Revisions form. When forecasting rent-based expenses, such as commissions and tenant improvements, the system uses the bill codes specified to retrieve the rent revenue amounts from the recurring billing records.

3. Retrieval Bill Code 03

Use this processing option to specify the default bill code to assign to the Retrieval Bill Code 03 field on the AREF Assumption Detail Revisions form. When forecasting rent-based expenses, such as commissions and tenant improvements, the system uses the bill codes specified to retrieve the rent revenue amounts from the recurring billing records.

Process Tab

1. Retain Data After Add

Blank = Do not retain

1 = Retain data after Add

Use this processing option to specify whether the system retains the data entered on the Assumptions Header Revision form after you add a new assumption record. Valid values are:

Blank

Do not retain the data.

1

Retain the data.

2. Disable Growth Patterns

Blank = Do not disable

1 = Disable

Use this processing option to specify whether to disable the Growth Pattern, Rent Step Growth, and CPI Pattern fields after you add the unit assumption record. Valid values are:

Blank

Do not disable the growth pattern fields. The system allows revisions to the growth pattern fields.

1

Disable growth pattern fields. The system does not allow revisions to the growth pattern fields.

Versions Tab

1. Bill Codes/Adjustment Reason (P1512)

Blank = ZJDE0001

Use this processing option to specify the version of the Bill Codes/Adjustments Reasons program (P1512) to use when the program is accessed the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. AAI (P0012)

Blank = ZJDE0015

Use this processing option to specify the version of the Automatic Accounting Instructions program (P0012) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0015.

3. Assumption Assignment (P15L1011)

Blank = ZJDE0001

Use this processing option to specify the version of the Unit Assumption Assignment program (P15L1011) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. E.P. Rules Revisions (P15L104)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF E.P. Rules program (P15L104) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Sales Overage Rules Revisions (P15L103)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Sales Overage Rules program (P15L103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

6. Growth Pattern Revisions (P15L105)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Growth Patterns program (P15L105) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

7. Lease Information (P1501)

Blank = ZJDE0001

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

8. Legal Clauses (P1570)

Blank = ZJDE0001

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

9. Recurring Bill Code Rules Revisions (P15L106)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Recurring Bill Code Rules program (P15L106) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Expense Participation Rules for Advanced Real Estate Forecasting

Expense participation is a method of allocating expenses among tenants based on criteria such as the area of the unit they lease or the location of the unit in the building.

In the Advanced Real Estate Forecasting system, expense participation is based on an amount per square foot. You forecast expense participation revenue based on the area of the tenant's unit in relation to the total area of the building or property for the expense class. The system retrieves the area to use from the building logs based on the EP code that it locates from the expense participation rule. If the system cannot locate the area from the building logs, it uses the sum of the areas of the units that are set up for the building or property in the AREF Unit Master table (F15L101).

You set up expense participation rules in Advanced Real Estate Forecasting for the system to use when the lease expires or when expense participation rules are not set up in the Real Estate Management system. The system always uses the expense participation rules that are set up in the Real Estate Management system before it uses the rules set up in the Advanced Real Estate Forecasting system.

For example, if expense participation information is set up in the Real Estate Management system for a lease that ends in 12/31/05, the system uses that information to calculate and forecast expense participation amounts through the end of the lease. At the time the lease expires, the system uses the expense participation rules that are set up in the Advanced Real Estate Forecasting system for the subsequent years that are forecasted.

As a property owner or landlord, you can use expense participation to calculate the expenses for which the tenant would be responsible if the unit were leased, or the amount of potential revenue that is lost. When you set up expense participation rules in the Advanced Real Estate Forecasting system, you must specify whether the rule pertains to retail or commercial property. If the rule applies to a retail property, the system calculates a pro-rata share of expenses for the unit. If the rule applies to commercial properties, you must additionally specify an E.P. recovery type of net, gross, or mixed.

- If the recovery type is gross, the landlord pays all expenses and the rule that you set up is for informational purposes only.
- If the recovery type is net, the tenant pays all expenses, and the system calculates the tenant's expense amount as if the unit were leased. The information that you set up determines only the expense amount and the account to update.
- If the recovery type is mixed, the tenant pays a share of the expenses, and the system calculates the tenant's share of expenses as if the unit were leased. The information that you set up determines how much the tenant pays.

Depending on the type of property and the recovery type that you specify, the system enables or disables fields in the detail portion of the AREF E.P. Rules Revisions form. The following table shows the fields that the system disables based on the criteria that you specify when you set up the expense participation rule. All other fields on the form are enabled.

E.P. Rule Type	E.P. Recovery Type	Disabled Fields
Retail	Not displayed	Base Year Offset Exp Stop per Sq. Ft.
Commercial	Net	Base Year Offset Exp Stop per Sq. Ft. Denominator Rule Exclusion Rule Amount Per Sq. Ft. Amount Growth Pattern
Commercial	Gross	All fields
Commercial	Mixed	Amount Per Sq. Ft. Amount Growth Pattern

If you choose a method whereby the system calculates expense participation based on the tenant's pro-rata share, the AREF E.P. Budget Calculations program (R15L1096) derives this amount by dividing the area of the unit by the total area of all of the units in the building or for the property, and then multiplying it by the class exposure. You can manipulate the tenant's pro-rata share in the following ways:

- By setting up a value in the Exp Stop Per Sq Ft field (BSEX). The system multiplies the amount per square foot that you specify by the area and then subtracts it from the expense class.

- By setting up a value in the Amount Per Sq Ft field (AEPA). The system applies the growth pattern to the amount per square foot that you specify, divides that result by 12, and then subtracts that result from the final expense participation billable amount.
- By setting up a tenant exclusion rule, which reduces the class exposure by subtracting expenses based on bill codes, expense participation unit type, or both. Because the unit is not leased, the system excludes the amounts associated with the accounts that are set up in the AAIs that correspond to the bill codes specified. For example, if the exclusion rule is set up to exclude amounts associated with bill codes RO and RRTL, the system retrieves the account from the corresponding AAI, in this example 5320 and 5330, respectively, and subtracts the account balances from the class exposure.
- By setting up a share factor denominator, which reduces the area of the building or property by excluding the area of specific units based on the expense participation unit type.

You set up tenant exclusions and share factor denominators in the Real Estate Management system.

Note

If the expense participation information in the Real Estate Management system includes a share factor denominator or tenant exclusion rule, you must run the Gross Lease Occupancy Refresh program (R15L141) prior to generating the budget calculations.

If the expense participation rule in the Advanced Real Estate Forecasting system includes a share factor denominator or tenant exclusion rule, you must run the AREF Occupancy Refresh program (R15L1092) prior to generating the budget calculations. A processing option allows you to submit from the AREF Budget Calculation program (R15L1091)

The system stores Advanced Real Estate Forecasting expense-participation rules in the following tables:

- AREF E.P. Rules Header (F15L104)
- AREF E.P. Rules Detail (F15L114)

Prerequisites

- ❑ You must be familiar with expense participation processing in the Real Estate Management system.
- ❑ Set up the EP code and corresponding area for each property and building on the associated building log in the Real Estate Management system. See *To copy the building log standards* in the *Real Estate Management Guide*.
- ❑ Set up expense participation classes. See *Expense Participation Classes* in the *Real Estate Management Guide*.
- ❑ Set up tenant exclusion rules, if necessary. See *Tenant Exclusion Rules* in the *Real Estate Management Guide*.
- ❑ Set up share factor denominators, if necessary. See *Share Factor Denominators* in the *Real Estate Management Guide*.
- ❑ If you use tenant exclusion rules or share factor denominators, complete the E.P. Unit Type field (EPTY) for the unit using the AREF Unit Maintenance program (P15L101). See *To add unit master information* in the *Advanced Real Estate Forecasting Guide*.

► **To add expense participation rules**

From the AREF Setup menu (G15L412), choose AREF E.P. Rules.

1. On Work with AREF E.P. Rules, click Add.

PeopleSoft.

AREF E.P. Rules - AREF E.P. Rules Revisions

OK Delete Cancel Form Row Tools

E.P. Rule Definition Report Codes

Building 15020 Atrium Mall Revision Number 1

E.P. Rule RETAIL

Description Retail Rule

E.P. Rule Type

☒ Retail ☐ Commercial

Records 1 - 2 Customize Grid

	E.P. CLS	E.P. Code	C M	Bill Code	Base Year Offset	Exp Stop Per Sq Ft	Denominator Rule	Exclusion Rule	Amount Per Sq Ft	Amount Growth Pattern
<input checked="" type="radio"/>	CAMS	01	B	EXPA	0				0.20	PERCENT
<input type="radio"/>										

2. On AREF E.P. Rules Revisions, complete the following fields:
 - Building
 - Revision Number
 - E.P. Rule
 - Description
3. Turn on one of the following options to specify an E.P. Rule Type:
 - Retail
 - Commercial
4. If you chose the Commercial option in the previous step, the system displays additional options to specify the E.P. Recovery Type. Turn on one of the following options:
 - Net

If you turn on this option, the system calculates expense participation as if the tenant pays all expenses.
 - Gross

If you turn on this option, the property owner agrees to pay all expenses and the expense participation rule is informational only. The system disables all of the fields in the detail area and does not perform a calculation.
 - Mixed

If you turn on this option, the system calculates expense participation as if the tenant pays their pro-rata share of expenses.

5. Complete the enabled fields in the detail area. Depending on the E.P. Rule and E.P. Recovery option that you turned on, the system disables specific fields.

- E.P. CLS
- E.P. Code

The system uses this code only when you do not use a share factor denominator. If you use a share factor denominator, the system ignores this field.

- C M
- Bill Code
- Base Year Offset

If you specified Retail as the E.P. Rule Type or Commercial as the E.P. Rule Type and Net as the E.P. Recovery type, this field is disabled.

- Exp Stop Per Sq Ft

If you specified Retail as the E.P. Rule Type or if you specified Commercial as the E.P. Rule Type and Mixed as the E.P. Recovery Type, this field is disabled.

- Denominator Rule

Use this field to specify the share factor denominator from the Real Estate Management system.

If you specified Commercial as the E.P. Rule Type and either Net or Gross as the E.P. Recovery Type, this field is disabled.

- Exclusion Rule

Use this field to specify the tenant exclusion from the Real Estate Management system.

If you specified Commercial as the E.P. Rule Type and either Net or Gross as the E.P. Recovery Type, this field is disabled.

- Amount Per Sq Ft

If you specified Commercial as the E.P. Rule Type, this field is disabled.

- Amount Growth Pattern

Complete this field only when you specify an amount per square foot.

6. Click OK.

Processing Options for AREF E.P. Rules (P15L104)

Defaults Tab

1. Retain Values After Add

Blank = Do not retain previous values

1 = Retain previous values

Use this processing option to specify whether the system retains the values that you entered in the Building and Revision Number fields and the settings that you specified for the E.P. Rule Type and E.P. Recovery Type options in the record that you entered previously. Valid values are:

Blank

Do not retain the values.

1

Retain the values.

Versions Tab

1. Bill Code (P1512)

Blank = ZJDE0001

Use this processing option to specify the version of the Bill Codes/Adjustments Reasons program (P1512) to use when you choose Bill Codes from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. AAI (P0012)

Blank = ZJDE0015

Use this processing option to specify the version of the Automatic Accounting Instructions program (P0012) to use when you choose AAI's from the Form menu. If you leave this processing option blank, the system uses version ZJDE0015.

3. Unit Assumptions (P15L102)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Unit Assumptions program (P15L102) to use when you choose Assumption Revisions from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. E.P. Information (P15012)

Blank = ZJDE0001

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

Generating Occupancy Data for Forecasting

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Occupancy Refresh.

If you use exclusion or denominator rules when you set up the expense participation information in the Advanced Real Estate Forecasting system, you must run the AREF Occupancy Refresh program (R15L1092) so that the system has building or property occupancy data to use in the expense participation calculations. You can run the AREF Occupancy Refresh program from menu G15L414, as indicated, or you can set a processing option in the AREF Budget Calculation program (R15L1091) to run the program prior to its running the AREF E.P. Budget Calculations program (R15L1096).

Regardless of which method you choose to run program R15L1092, the system generates or updates records in the AREF Gross Lease Occupied Area table (F15L141) using either the rentable or useable area value for the area type that you specify in the processing options. For example, you might want to use the rentable area value, which is specified in the Useable Area field (USEA) in the AREF Unit Maintenance table (F15L101), to update the area type for GOV. The system always uses the area value from the AREF Unit Maintenance table; it does not retrieve area values from the Area Master table (F1514) in the Real Estate Management system.

Because the system uses the occupancy data in table F15L141 only for tenant exclusion and share factor denominator rules, you must verify that the area type for the rule you want to use matches the area type that was used to generate the occupancy records. For example, if you set up a tenant exclusion rule for area type REN, but generate occupancy data for area type GOV, the system will ignore the tenant exclusion rule because it cannot locate occupancy values for the specified area type.

After you generate records in the AREF Gross Lease Occupied Area table, you can modify information as necessary, as well as protect the information from future updates using the AREF Forecasted Occupancy program (P15L141).

Prerequisite

- ❑ Verify that the area type for which tenant exclusion or share factor denominator rule is set up in the Real Estate Management system is the same as the area type that is specified in the processing options of the AREF Occupancy Refresh program (R15L1092).

Processing Options for AREF Occupancy Refresh (R15L1092)

Defaults Tab

1. Revision Number

Use this processing option to specify the revision number to assign to the records that it generates or updates in the AREF Gross Lease Occupied Area table (F15L141).

2. Generation Start Period

Use this processing option, in conjunction with the Generation Start Fiscal Year processing option, to specify the starting date to use to generate occupancy data. The system uses the first day of the period that you specify. If you leave this processing option blank, the system uses 1 as the starting period.

3. Generation Start Fiscal Year

Use this processing option, in conjunction with the Generation Start Period processing option, to specify the starting date to use to generate occupancy data. If you leave this processing option blank, the system uses the current fiscal year of the company that is assigned to the building.

4. Years To Forecast

Use this processing option to specify the number of years for which you want the system to forecast occupancy.

5. Area Type

Use this processing option to specify the area type to assign to the records that the system generates or updates in the AREF Gross Lease Occupied Area table (F15L141). If you leave this processing option blank, the system uses the value entered in the Rentable Area Type field (RNAT) from the constants record for Real Estate Management that is set up for company 00000. If the system cannot locate a constants record for Real Estate Management, it does not assign an area type.

Process Tab

1. Table Option

Blank = Create Occupancy Records

1 = Clear Table using Data Selection

2 = Remove all Records from Table

Use this processing option to specify how the system updates the AREF Gross Lease Occupied Area table (F15L141). Valid values are:

Blank

Generate or update unlocked records. The system updates existing records only when the Gross Occupied Change Flag (GOCF) and the Gross Leasable Change Flag (GLCF) fields equal zero.

1

Remove records from the table based on the data selection and processing options specified.

2

Remove all records from the table.

2. Unit Area for Calculation

1 = Rentable area

2 = Sales useable area

Use this processing option to specify the area that the system retrieves from the AREF Unit Master table (F15L101). Valid values are:

1

Retrieve the rentable area, which is specified in the Useable Area field (USEA).

2

Retrieve the useable area, which is specified in the Sales Area field (SUSA).

Print Tab

1. Print edit report

Blank = No Messages printed

1 = Full Report

2 = Print Warning Messages Only

Use this processing option to specify whether the system generates a report and, if so, whether it prints all of the records that it updates or only error and warning messages. Valid values are:

Blank

Do not generate a report.

1

Generate a report of all of the records that the system updates.

2

Generate a report of the error and warning messages only.

Reviewing Occupancy Data for Forecasting

After you generate occupancy data by running the AREF Occupancy Refresh program (R15L1092), you can use the AREF Forecasted Occupancy program (P15L141) to review it. You can select records to display using the Start Date, Area Type, or EP Unit Type fields, and then choose to summarize the displayed records by property, building, or unit. By turning on one or more of the following options, you can choose to display GLOA (gross lease occupied area), GLA (gross leaseable area), and occupancy percentages. You can also choose the totals to display. The system displays 12 months of occupancy information for the start date specified.

If you summarize records by unit, you can revise the GLA or GLOA amounts as necessary, and then lock the values to prevent them from being updated in the future. The system provides two lock fields so that you can lock either GLA or GLOA, or both values. When you change any information, including lock flags, the system updates the AREF Gross Lease Occupied Area table (F15L141).

► To review forecasted occupancy information

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Forecasted Occupancy.

PeopleSoft® Sign Out

AREF Forecasted Occupancy - Work With AREF Gross Lease Occupied Area 1 ?

Select Find Close Row Tools

Selection Cat Codes 1-10 Cat Codes 11-20 Cat Codes 21-30 Report Codes

Start Date

Area Type

EP Unit Type

Summarize By:

☐ Property

☐ Building

☒ Unit

Display Fields:

☒ Display GLOA

☒ Display GLA

☒ Display Occ Pent

Display Totals:

☐ Building Totals

☐ Property Totals

☐ Final Totals

Records 1 - 10 Customize Grid										
	Property	Building	Revision Number	Floor No.	Unit	GLOA JUN/2005	GLA JUN/2005	Occ Pent JUN/2005	GLOA JUL/2005	GLA JUL/2005
<input type="checkbox"/>	15010	15020	1	1	101	5,000.00	5,000.00	100.0000	5,000.00	
<input type="checkbox"/>	15010	15020	1	1	102	5,000.00	5,000.00	100.0000	5,000.00	
<input type="checkbox"/>	15010	15020	1	1	103	1,500.00	1,500.00	100.0000	1,500.00	
<input type="checkbox"/>	15010	15020	1		1A	1,000.00	1,000.00	100.0000	1,000.00	
<input type="checkbox"/>	15010	15020	1		1B	2,000.00	2,000.00	100.0000	2,000.00	
<input type="checkbox"/>	15010	15020	1		1C	3,000.00	3,000.00	100.0000	3,000.00	
<input type="checkbox"/>	15010	15020	1		1D	4,000.00	4,000.00	100.0000	4,000.00	
<input type="checkbox"/>	15010	15020	1		1E	5,000.00	5,000.00	100.0000	5,000.00	
<input type="checkbox"/>	15010	15020	1	2	202	3,000.00	3,000.00	100.0000	3,000.00	
<input type="checkbox"/>	15010	15020	1	2	203	5,000.00	5,000.00	100.0000	5,000.00	

1. On Work With AREF Gross Lease Occupied Area, complete the following fields to specify the search criteria to use to locate records:

- Start Date
- Area Type
- EP Unit Type

2. Turn on one of the following options in the Summarize By portion of the form:

- Property
- Building
- Unit

If you turn on this option, you can revise GLA or GLOA values as necessary.

3. Turn on one or more of the following options in the Display Fields portion of the form:

- Display GLOA
- Display GLA
- Display Occ Pent

4. Turn on one or more of the following options in the Display Totals portion of the form.
 - Building Totals
 - Property Totals
 - Final Totals
5. Click Find.

► **To revise forecasted occupancy information**

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Forecasted Occupancy.

1. On Work With AREF Gross Lease Occupied Area, complete the following fields:
 - Start Date
 - Area Type
2. Turn on the Unit option in the Summarize By portion of the form.
3. Click Find.
4. Choose a record in the detail area and click Select.

PeopleSoft®

AREF Forecasted Occupancy - AREF Gross Lease Occupied Area Revisions

OK Cancel Tools

Property 15010 Corporate Center Area Type REN

Building 15020 Atrium Mall Start Period 6 2005

Revision Number 1 End Period 5 2006

Floor 1 Test

Unit 101

Records 1 - 10 ☒ Customize Grid ☐

	Month	Year	Gross Lease Occupied Area	O F	Gross Leaseable Area	L F	EP Unit Type
<input checked="" type="radio"/>	6	2005	5,000.00	0	5,000.00	0	
<input type="radio"/>	7	2005	5,000.00	0	5,000.00	0	
<input type="radio"/>	8	2005	5,000.00	0	5,000.00	0	
<input type="radio"/>	9	2005	5,000.00	0	5,000.00	0	
<input type="radio"/>	10	2005	5,000.00	0	5,000.00	0	
<input type="radio"/>	11	2005	5,000.00	0	5,000.00	0	
<input type="radio"/>	12	2005	5,000.00	0	5,000.00	0	
<input type="radio"/>	1	2006	5,000.00	0	5,000.00	0	
<input type="radio"/>	2	2006	5,000.00	0	5,000.00	0	
<input type="radio"/>	3	2006	5,000.00	0	5,000.00	0	

5. Revise any of the following fields for each month as necessary.
 - Gross Lease Occupied Area
 - Gross Leaseable Area
 - EP Unit Type
6. To prevent the value in the Gross Lease Occupied Area field from being updated, enter 1 in the corresponding field:
 - O F
7. To prevent the value in the Gross Leaseable Area field from being updated, enter 1 in the corresponding field:
 - L F
8. Click OK.

Sales Overage Processing for Advanced Real Estate Forecasting

A common industry practice for retail leases is for landlords to calculate rent on the unit as a percentage of the tenant's reported sales. In return for a lower fixed rent amount or no fixed rent amount, the tenant pays a percentage of their sales after they exceed a specific amount (breakpoint). Because the tenant pays on the amount over the breakpoint, this billing process is referred to as sales overage.

Like expense participation, you can set up sales overage processing in the Real Estate Management system and in the Advanced Real Estate Forecasting system. For units that are leased, the system always attempts to use the sales overage information that is set up in the Real Estate Management system:

- If sales overage information is set up, the system retrieves the actual sales amounts to use from the Sales History Work File table (F1541BW). If it cannot locate actual sales amounts, it uses the projected sales amounts from the Sales History Work File table. If the system cannot locate any sales amounts, it does not process sales overage.
- If sales overage information is not set up, the system uses the sales overage information from the Advanced Real Estate Forecasting system and retrieves the sales amounts to use from the AREF Projected Sales table (F15L301). If it cannot locate sales amounts in table F15L301, it uses the period sales amounts from the AREF Unit Master table (F15L101) when it calculates sales overage.

For units that are not leased, the system always uses sales overage information from the Advanced Real Estate Forecasting system.

You process sales overage amounts in the Advanced Real Estate Forecasting system by doing the following:

- Setting up a sales overage rule
The sales overage rule specifies the calculation method to use, the breakpoint amount, and the percentage by which the system multiplies the sales amounts to determine the sales overage amount (or rent).
- Assigning the sales overage rule to the desired units or to the building constants.
If you want to use the same rule to calculate sales overage amounts, you can set it up in the constants as a default value, instead of assigning it to each unit.
- Loading forecasted sales from the Real Estate Management system, if desired.
If the sales overage information in the Real Estate Management system is set up for computation method 0, a processing option in the AREF Budget Calculation program (R15L1091) enables you to process sales overage using the rules from the Advanced Real Estate Forecasting system. If you want to use the projected sales amounts from the Real Estate Management system in conjunction with the sales overage rule from the Advanced Real Estate Forecasting system, you can upload them to the Advanced Real Estate Forecasting system using the AREF Load Forecasted Sales program (R15L3011).
- Assigning period sales amounts to each unit.
Period sales amounts must be entered for each unit for which you want to process sales overage in the Advanced Real Estate Forecasting system using the AREF Unit Maintenance program (P15L101).

Note

The system uses the information from the AREF Projected Sales table (F15L301) before it uses the period sales amounts from the AREF Unit Master table (F15L101) when it calculates sales overage.

- Assigning annual recapture amounts to each unit, if desired.
The recapture amount is an amount for which the system does not calculate sales overage. The system uses the recapture amount in the same manner that it uses the minimum rent amount in the Real Estate Management system; it divides the amount by 12 and subtracts it from the period amount for which sales overage is calculated. For example, if you assume that the tenant pays you a minimum rent amount of 12,000 annually, the system subtracts 1,000 from the sales overage amount for each period.
- Running the AREF Budget Calculation program (R15L1091).
When you run the AREF Budget Calculation program and you set the processing option to calculate sales overage, the system runs the AREF Sales Overage Budget Calculation program (R15L1097) to calculate the sales overage amounts and updates the AREF Budget Results table (F15L109) and the AREF Prior Gross Billings table (F15L302).

See Also

- ❑ *Loading Forecasted Sales Information to the Advanced Real Estate Forecasting System* in the *Advanced Real Estate Forecasting Guide* for more information about this process.

Sales Overage Rules for Advanced Real Estate Forecasting

If you do not have sales overage rules set up in the Real Estate Management system, or if the sales overage rules no longer apply because the lease has expired, you must set up sales overage rules in the Advanced Real Estate Forecasting system.

You set up sales overage rules by building and revision number. When you set up a sales overage rule, you must specify the growth pattern to assign, the calculation method to use, the type of breakpoint to use, and the percentage of sales. You can assign as many breakpoint amounts and corresponding breakpoint sales percentages as necessary. For example, you might want to encourage sales by lowering the breakpoint sales percentage as sales amounts increase.

The system derives the sales overage amounts based on the calculation method that you assign and whether you specify to use a natural breakpoint or breakpoint amount.

- If you specify to use a natural breakpoint, the breakpoint amount is determined by a percentage of the annual rent. The rent amount billed is a percentage of the reported sales.
- If you specify a breakpoint amount, the system does not calculate sales overage until the amount of sales exceeds the breakpoint amount. The system subtracts the breakpoint amount from the sales amount and then multiplies the corresponding breakpoint sales percent by the result to derive the sales overage amount.

Using the AREF Sales Overage Rules program (P15L103), you can add, revise, or copy sales overage rules.

The system stores sales overage rules in the AREF Sales Overage Rule Header (F15L103) and AREF Sales Overage Detail (F15L113) tables.

Examples of Sales Overage Computation Methods

The system calculates sales overage (gross billing) amounts when you set the appropriate processing option in the AREF Budget Calculation program (R15L1091). When the processing option is set, the system runs the AREF Sales Overage Budget Calculation program (R15L1097).

The examples that follow show how the system calculates sales overage (gross billing) amounts for each calculation method using single and multiple breakpoints.

Note

The setup information uses a growth pattern that is a fixed amount. In the calculations that follow, the system adds the growth pattern amount to the period sales amount. If the growth pattern is a percentage, instead of a fixed amount, the system multiplies the period sales by the percentage and adds the result to the period sales amount. Stated differently, the system multiplies the period sales by 1+ the growth pattern percentage. For example, if the growth pattern is set up for five percent, the system multiplies the period sales by 1.05.

Setup Information – Single Breakpoint

Growth Pattern: FIXED

Growth Pattern Amount Year 01: 1,000

Breakpoint Amount: 500

Sales Breakpoint Percentage: 5

Period 01 Sales Amount: 15,000

Period 02 Sales Amount: 20,000

Period 03 Sales Amount: 25,000

Recapture Amount for Year 1 = 1,200

Setup Information – Multiple Breakpoints

The system uses the same growth pattern, periods, sales amounts, and recapture amounts as described in the setup information for a single breakpoint.

1st Breakpoint Amount: 500

1st Sales Breakpoint Percentage: 5

2nd Breakpoint Amount: 20,000

2nd Sales Breakpoint Percentage: 4

3rd Breakpoint Amount: 40,000

3rd Sales Breakpoint Percentage: 3

Computation Method 1 (Each Period) – Single Breakpoint

The system calculates sales overage amounts for each period separately using the following formula:

$$\frac{\{[(\text{period sales} \times 12) + \text{growth pattern} - \text{breakpoint amount}] \times \text{sales breakpoint percentage}\}}{12 - (\text{recapture amount} / 12)}$$

Using the setup information for a single breakpoint, the system derives the sales overage (gross billing) amounts for each period as follows:

Period 01: $\{[(15,000 \times 12) + 1,000 - 500] \times .05\} / 12 - 100 = 652.08$

Period 02: $\{[(20,000 \times 12) + 1,000 - 500] \times .05\} / 12 - 100 = 902.08$

Period 03: $\{[(25,000 \times 12) + 1,000 - 500] \times .05\} / 12 - 100 = 1152.08$

Computation Method 1 (Each Period) – Multiple Breakpoints

The system uses multiple calculations for each breakpoint amount and corresponding percentage using the following steps:

1. The system multiplies the period sales amount by 12
2. The system applies the growth pattern and compares the result with the breakpoint amounts to determine which breakpoint to use.

3. The system subtracts the appropriate breakpoint amount from the calculation.
4. The system multiplies the result of step 3 by the corresponding breakpoint percentage.
5. The system divides the result by 12.

After the system calculates the amount for the highest breakpoint amount, it uses the following formula to process the remaining amounts for each breakpoint:

$$(\text{difference between breakpoint amounts} \times \text{corresponding breakpoint percentage}) / 12$$

Then, the system adds the sum of the sales overage amounts for each breakpoint and subtracts the recapture amount (if specified) to derive the gross billing amount.

Using the setup information for multiple breakpoints, the system derives the gross billing amount for period 01 as follows:

$$\{[(15,000 \times 12) + 1,000 - 40,000] \times .03\} / 12 = 352.50$$

Because 180,000 (15,000 x 12) is greater than 40,000 (the third breakpoint), the system uses the corresponding breakpoint percentage for amounts over 40,000.

$$[(40,000 - 20,000) \times .04] / 12 = 66.67$$

$$[(20,000 - 500) \times .05] / 12 = 81.25$$

$$352.50 + 66.67 + 81.25 - 100 (\text{recapture}) = 400.42 (\text{gross billing amount})$$

Using the same methodology for periods 02 and 03, the system derives the following sales overage (gross billing) amounts

Period 01: 400.42

Period 02: 550.42

Period 03: 700.42

Computation Method 2 (Cumulative) – Single Breakpoint

The system calculates the sales overage amount for each period using the following formula:

$$(\text{cumulative period sales} + \text{growth pattern} - \text{breakpoint amount}) \times \text{sales breakpoint percentage} - \text{prior gross billings} - (\text{recapture amount} / 12)$$

Using the setup information for a single breakpoint, the system derives the sales overage amounts for each period as follows:

$$\text{Period 01: } (15,000 + 1,000 - 500) \times .05 - 100 = 675$$

$$\text{Period 02: } (35,000 + 1,000 - 500) \times .05 - 675 - 100 = 1,000$$

$$\text{Period 03: } (60,000 + 1,000 - 500) \times .05 - 675 - 1,000 - 100 = 1,250$$

Computation Method 2 (Cumulative) – Multiple Breakpoints

When you set up multiple breakpoints, the system uses a separate calculation for each breakpoint amount and corresponding percentage using the following steps:

1. The system applies the growth pattern to the cumulative sales amount for the period and compares the result to the breakpoint amounts to determine which breakpoint to use.
2. The system subtracts the appropriate breakpoint amount from the calculation.
3. The system multiplies the result of step 2 by the corresponding breakpoint percentage.
4. The system calculates the sales overage amounts for the remaining breakpoints using the following formula:

difference between breakpoint amounts x corresponding breakpoint percentage

5. The system adds the sales overage amounts for each breakpoint, subtracts the prior gross billings, and subtracts the recapture amount (divided by 12).

Using the setup information for multiple breakpoints, the system calculates the sales overage (gross billing) amount for each period as follows:

Period 01: 675

$$(15,000 + 1,000 - 500) \times .05 - 100 = 675$$

The system uses the first breakpoint only (500) because 15,000 is less than 20,000.

Period 02: 840

The system calculates the sales overage amount for the highest breakpoint first, which in this example is the second breakpoint (20,000) because the cumulative sales amount is not greater than 40,000.

$$(35,000 + 1,000 - 20,000) \times .04 = 640$$

The system calculates the sales overage amount for the remaining breakpoint as follows:

$$(20,000 - 500) \times .05 = 975.$$

The system sums the sales overage amounts for each breakpoint, subtracts the prior gross billings, and then subtracts the recapture amount to derive the sales overage amount for the period: $640 + 975 - 675 - 100 = 840$

Period 03: 790

$$(60,000 + 1000 - 40,000) \times .03 = 630$$

The system uses the third breakpoint (40,000) because 60,000 is greater than 40,000.

The system calculates the sales overage amounts for the other breakpoints as follows:

$$(40,000 - 20,000) \times .04 = 800$$

$$(20,000 - 500) \times .05 = 975$$

The system sums the sales overage amounts for each breakpoint, subtracts the prior gross billings, and then subtracts the recapture amount to derive the sales overage amount for the period: $630 + 800 + 975 - 675 - 840 - 100 = 790$

Computation Method 3 (Cumulative Pro-Rata) – Single Breakpoint

Using a combination of computation methods 1 and 2, the system uses the following steps to calculate sales overage for a single breakpoint:

1. The system multiplies the cumulative period sales amount by 12
2. The system divides the result by the period number
3. The system applies the growth pattern
4. The system compares the result from step 3 with the breakpoint, and if it exceeds it, the system subtracts the appropriate breakpoint amount from the calculation.
5. The system multiplies the result of step 4 by the corresponding breakpoint percentage.
6. The system divides the result by 12.
7. The system multiplies the result of step 6 by the period number.
8. The system subtracts the prior gross billing amounts.
9. The system subtracts the recapture amount (divided by 12).

Using the setup information for a single breakpoint, the system derives the sales overage (gross billing) amounts for each period as follows:

Period 01: $\{[(15,000 \times 12) / 1 + 1,000 - 500] \times .05\} / 12 \times 1 - 100 = 652.08$

Period 02: $\{[(35,000 \times 12) / 2 + 1,000 - 500] \times .05\} / 12 \times 2 - 652.08 - 100 = 1,002.08$

Period 03: $\{[(60,000 \times 12) / 3 + 1,000 - 500] \times .05\} / 12 \times 3 - 652.08 - 1,002.08 - 100 = 1252.08$

Computation Method 3 (Cumulative Pro-Rata) – Multiple Breakpoints

The system uses the same steps as those described for the calculation using a single breakpoint, but also calculates the amounts for the each subsequent breakpoint amount using the following formula:

$$[(\text{difference between breakpoint amounts} \times \text{corresponding breakpoint percentage}) / 12] \times \text{period number}$$

Period 01: 400.42

The system calculates the sales overage amount using the highest breakpoint first, which in this example is the third breakpoint (40,000) because the cumulative annualized sales amount (15,000 x 12) is greater than 40,000.

$$\{[(15,000 \times 12) / 1 + 1000 - 40,000] \times .03\} / 12 \times 1 = 352.50$$

The system calculates the sales overage amounts for each subsequent breakpoint as follows:

$$\{[(40,000 - 20,000) \times .04] / 12\} \times 1 = 66.67$$

$$\{[(20,000 - 500) \times .05] / 12\} \times 1 = 81.25$$

The system sums the sales overage amounts for each breakpoint, subtracts the gross prior billings, and then subtracts the recapture amount.

$$352.50 + 66.67 + 81.25 - 100 = 400.42$$

Period 02: 650.41

The system calculates the sales overage amount using the highest breakpoint first, as follows:

$$\{[(35,000 \times 12) / 2 + 1000 - 40,000] \times .03\} / 12 \times 2 = 855.00$$

The system calculates the sales overage amounts for each subsequent breakpoint as follows:

$$\{[(40,000 - 20,000) \times .04] / 12\} \times 2 = 133.33$$

$$\{[(20,000 - 500) \times .05] / 12\} \times 2 = 162.50$$

The system sums the sales overage amounts for each breakpoint, subtracts the gross prior billings, and then subtracts the recapture amount.

$$855.00 + 133.33 + 162.50 - 400.42 - 100 = 650.41$$

Period 03: 810.42

The system calculates the sales overage amount using the highest breakpoint first, as follows:

$$\{[(60,000 \times 12) / 3 + 1000 - 40,000] \times .03\} / 12 \times 3 = 1507.50$$

The system calculates the sales overage amounts for each subsequent breakpoint as follows:

$$\{[(40,000 - 20,000) \times .04] / 12\} \times 3 = 200.00$$

$$\{[(20,000 - 500) \times .05] / 12\} \times 3 = 243.75$$

The system sums the sales overage amounts for each breakpoint, subtracts the gross prior billings, and then subtracts the recapture amount.

$$1507.50 + 200.00 + 243.75 - 400.42 - 640.41 - 100 = 810.42$$

Computation Method 4 (Modified Cumulative) – Single Breakpoint

When used with a single breakpoint, this computation method functions identically to computation method 2.

Computation Method 4 (Modified Cumulative) – Multiple Breakpoints

The difference between this method and computation method 2 occurs only when multiple breakpoints exist. Rather than calculate the sales overage amount using the appropriate breakpoint percentage according to the breakpoint amount, the system always applies the percentage of the highest breakpoint amount that it uses. For example, if three percent is the breakpoint percentage associated with the highest breakpoint amount, after the system calculates the sales overage amount for the highest breakpoint, it continues to multiply the difference between the subsequent breakpoints by three percent.

Using the setup information for multiple breakpoints, the system calculates the sales overage (gross billing) amounts as follows:

Period 01: 675.00

$$(15,000 + 1,000 - 500) \times .05 - 100 = 675.00$$

Period 02: 645.00

$$(35,000 + 1,000 - 20,000) \times .04 = 640.00$$

The system uses four percent in the subsequent breakpoint calculations, because it is associated with the highest breakpoint amount used in the calculation.

$$(20,000 - 500) \times .04 = 780.00$$

To derive the gross billing amount for the period, the system adds the sales overage amounts for both breakpoints, subtracts the prior gross billings, and then subtracts the recapture amount.

$$640.00 + 780.00 - 675.00 - 100.00 = 645.00$$

Period 03: 395.00

$$(60,000 + 1,000 - 40,000) \times .03 = 630.00$$

The system uses three percent in the subsequent breakpoint calculations, because it is associated with the highest breakpoint amount used in the calculation.

$$(40,000 - 20,000) \times .03 = 600.00$$

$$(20,000 - 500) \times .03 = 585.00$$

To derive the gross billing amount for the period, the system adds the sales overage amounts for both breakpoints, subtracts the prior gross billings, and then subtracts the recapture amount.

$$630.00 + 600.00 + 585.00 - 675.00 - 645.00 - 100.00 = 395.00$$

Example of a Natural Breakpoint Calculation

As an alternative to specifying the breakpoint amounts and corresponding percentages, you can have the system derive the breakpoint amount for you. To do this, you set up the sales overage rule to use a natural breakpoint. When you specify to use a natural breakpoint, the system does not display the fields for the computation method or the breakpoint amount, because it determines the breakpoint for you based on the annual revenue amounts that it locates and the breakpoint percentage that is specified on the sales overage rule. Because the system calculates one breakpoint amount, you can specify only one breakpoint percentage. The system retrieves the revenue amounts that it uses from different sources depending on whether the unit is leased:

- If the unit is leased, the system retrieves the revenue amounts from the recurring billing information that is set up. The system uses the recurring bill code rule that is assigned to the unit (or the building constants) to identify the rent (revenue bill codes). The system sums the recurring billing amounts for all bill codes identified as rent. If the system cannot locate a recurring bill code rule or recurring billing information, it uses the market rate assigned to the assumption rule to calculate the revenue amount (based on the unit's area and the growth pattern).
- If the unit is vacant, the system uses the market rate from the assumption rule to calculate the revenue amount by multiplying it by the area of the unit and adding the growth pattern.

Note

If the sales overage information exists in the Real Estate Management system, the system uses it and does not use the sales overage rule from the Advanced Real Estate Forecasting system.

To determine the natural breakpoint, the system uses the following formula:

$$\text{annual revenue amount} / \text{breakpoint percentage}$$

For example, if the annual rent amount is 96,000 and the breakpoint percentage is 25, the system calculates the natural breakpoint as 384,000 ($96,000 / .25$). After the system calculates the natural breakpoint, it compares it against the accumulated sales for the period, to which it applies the growth pattern assigned to the sales overage rule to determine whether to compute a sales overage amount.

- If the natural breakpoint amount is greater than the accumulated period sales plus the growth pattern, the system does not calculate a sales overage amount.
- If the natural breakpoint is less than the accumulated period sales plus the growth pattern, it calculates the sales overage (gross billing) amount as follows:

$$[(\text{accumulated period sales} + \text{growth pattern} - \text{natural breakpoint}) \times \text{breakpoint percent}] - \text{prior gross billings} - \text{period recapture amount}$$

Setup Information

Growth Pattern: PERCENT

Growth Pattern Percentage for Year 01: 10%

Sales Breakpoint Percentage: 40%

Period 01 Sales Amount: 50,000

Period 02 Sales Amount: 60,000

Period 03 Sales Amount: 70,000

Period 04 Sales Amount: 80,000

Annual Revenue Amount: 72,000

Recapture Amount for Year 1 = 1,200

Calculation for Natural Breakpoint

Based on the setup information, the system calculates the natural breakpoint as follows:

$$72,000 / .40 = 180,000$$

Using the natural breakpoint, the system calculates the sales overage amounts for each period as follows:

Period 01: 0

$$50,000 (\text{accumulated period sales}) \times 1.10 (\text{growth pattern}) = 55,000$$

Because 55,000 is less than the natural breakpoint (180,000), the system does not calculate a sales overage amount. The system uses a growth pattern of 1.10 to represent ten percent because the period sales should include the calculated growth pattern amount.

Period 02: 0

$$110,000 (\text{accumulated period sales}) \times 1.10 (\text{growth pattern}) = 115,500$$

Because 115,500 is less than the natural breakpoint (180,000), the system does not calculate a sales overage amount.

Period 03: 7,100

180,000 (accumulated period sales) x 1.10 (growth pattern) = 198,000

Because 198,000 is greater than the natural breakpoint (180,000), the system calculates the sales overage amount as follows:

$[(198,000 - 180,000) \times .40 \text{ (breakpoint)}] - 100 \text{ (recapture / 12)} = 7,100.$

Period 04: 35,200

260,000 (accumulated period sales) x 1.10 (growth pattern) = 286,000

$[(286,000 - 180,000) \times .40 \text{ (breakpoint)}] - 7,100 \text{ (prior gross billings)} - 100 \text{ (recapture)} = 35,200$

Considerations for Processing Sales Overage Information

Computation Methods

The Advanced Real Estate Forecasting system uses only four computation methods, while the Real Estate Management system uses seven (including 0). When the system tries to process sales overage using the information that is set up in the Real Estate Management system for computation methods 0, 5, and 6, it does the following:

- If the computation method is 0, a processing option setting for the AREF Budget Calculation program (R15L1091) determines whether the system bypasses the calculation or uses the sales overage rule that is set up in the Advanced Real Estate Forecasting system.
- If the computation method is 5, the system bypasses the calculation.
- If the computation method is 6, the system automatically uses computation method 3 in conjunction with the sales overage rules in the Real Estate Management system.

Accruals and Year-End Overrides

The system does not perform calculations for accruals and it ignores year-end override records.

► To add a sales overage rule

From the AREF Setup menu (G15L412), choose AREF Sales Overage Rules.

1. On Work with Sales Overage Rules, click Add.



AREF Sales Overage Rules - AREF Sales Overage Revisions

OK Delete Cancel Form Row Tools

Sales Overage Rule Info

Report Codes

Building 15020 Atrium Mall

Overage Rule/Revision RETAIL 1

Description 2% 20,000 1% 25,000 .5% 30,0

Overage Bill Code SL80

Growth Pattern FIXED

Natural Break Point Y/N N

Computation Method 2 Cumulative

Records 1 - 4

Customize Grid

	Breakpoint Sales Percent	Breakpoint Amount	Seq Number
<input checked="" type="radio"/>	0.50	30,000.00	3
<input type="radio"/>	1.00	25,000.00	2
<input type="radio"/>	2.00	20,000.00	1
<input type="radio"/>			

- On AREF Sales Overage Revisions, complete the following fields in the header portion of the form:

- Building
- Overage Rule/Revision
- Description
- Overage Bill Code
- Growth Pattern
- Natural Break Point Y/N
- Computation Method

The system does not display this field when you enter Y in the Natural Break Point (Y/N) field.

- Complete the following fields in the detail area:

- Break Point Sales Percent
- Dollar Breakpoint

The system does not display this field when you enter Y in the Natural Break Point (Y/N) field.

You can set up multiple breakpoint percentages and amounts on separate detail lines, if desired.

4. Click the Report Codes tab and complete any of the following fields, as desired:
 - Report Code 01
 - Report Code 02
 - Report Code 03
 - Report Code 04
 - Report Code 05
5. Click OK.

Processing Options for AREF Sales Overage Rules (P15L103)

Defaults Tab

1. Retain Values After Add

Blank = Do not retain previous values

1 = Retain previous values

Use this processing option to specify whether the system retains the values entered in the Description, Overage Bill Code, and Growth Pattern fields from the record entered previously. Valid values are:

Blank

Do not retain the values.

1

Retain the values.

Versions Tab

1. AAI (P0012)

Blank = ZJDE0015

Use this processing option to specify the version of the Automatic Accounting Instructions program (P0012) to use when you choose AAI from the Form menu. If you leave this processing option blank, the system uses version ZJDE0015.

2. Bill Code (P1512)

Blank = ZJDE0001

Use this processing option to specify the version of the Bill Codes/Adjustment Reasons program (P1512) to use when you choose Bill Codes from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Unit Assumptions (P15L102)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Unit Assumptions program (P15L102) to use when you choose Assumption Revisions from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Sales History (P1541B)

Blank = ZJDE0001

Use this processing option to specify the version of the Sales History Inquiry program (P1541B) to use when you choose Sales History from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Loading Forecasted Sales Information to the Advanced Real Estate Forecasting System

From the AREF Retail Setup menu (G15L413), choose AREF Load Forecasted Sales.

If you have sales overage information that is set up in the Real Estate Management system for computation method 0, a processing option in the AREF Budget Calculation program (R15L1091) allows you to process sales overage using the sales overage rules from the Advanced Real Estate Forecasting system. In this case, you might want to use sales amounts in the Projected Sales table (F1542) from the Real Estate Management system, instead of the period sales amounts that are set up in the AREF Unit Master table (F15L101). To do this, you must run the AREF Load Forecasted Sales program (R15L3011) to upload the projected sales amounts to the AREF Projected Sales table (F15L301).

When you run the AREF Load Forecasted Sales program, the system copies sales amounts from table F1542 to table F15L301. A processing option allows you to specify the revision number to assign to the sales records uploaded. To process sales overage, the revision number that you specify must be the same as the revision number assigned to the sales overage rule. If you do not want to upload all sales amounts for all years, buildings, and leases, you must use data selection to specify the records to retrieve.

After you load forecasted sales into table F15L301, you can revise the information as necessary using the AREF Forecasted Sales program (P15L301).

► **To revise forecasted sales information**

From the AREF Retail Setup menu (G15L413), choose AREF Forecasted Sales.

1. On AREF Work With Forecasted Sales, complete the following fields in the header portion of the form to limit the number of records that the system displays:
 - Lease Number
 - Building
 - Unit No.
 - Revision Number
2. Click Find.
3. Choose a record and click Select.
4. On AREF Forecasted Sales Revisions, complete or revise any of the estimated period sales numbers in the detail section of the form, and then click OK to save your changes.

Processing Options for AREF Load Forecasted Sales File (R15L3011)

Defaults Tab

1. Revision Number

Use this processing option to specify the revision number to assign to the projected sales records that the system copies from the Projected Sales table (F1542) to the AREF Projected Sales table (F15L301). If you leave this processing option blank, the system assigns revision number 0.

Unit Master Information for Advanced Real Estate Forecasting

Unit information must exist for each unit for which you want to generate a forecasted budget. The system uses unit information to retrieve the area values and assumption rules that you assign. Existing units in the Real Estate Management system can be uploaded to the Advanced Real Estate Forecasting system by running the AREF Load Unit Master program (R15L1012). This allows you to do forecast budgets based on actual information. However, if you want to do “as if” analyses or compare budget information among several units, you might need to set them up manually.

You use the AREF Unit Maintenance program (P15L101) to do the following:

- Set up new units
- Assign rules and sales information to new and existing units
- Revise unit information
- Reabsorb units (divide one unit into multiple units)

When you add a new unit, you must assign it to an existing building and floor, specify the budget revision number and unit type, and enter the area of the unit (rentable and useable). You can also assign unit-effective dates, if desired. If you want to forecast budgets based on estimated sales, you can also specify sales amounts for each period and annual recapture amounts. The system uses the sales information only if you enter a sales overage rule.

Note

The system does not update the Real Estate Management system with unit information that you enter using the AREF Unit Maintenance program.

You assign assumption, expense participation, sales overage, and recurring bill code rules only to those units that might require a different rule from the default rules that are set up in the building constants. You can assign rules to each unit, individually, using the AREF Unit Maintenance program, or you can assign rules to multiple units, globally, using the AREF Unit Assumption Assignment program (P15L1011).

As long as the unit is not locked, you can revise unit information at any time. However, if you have generated budget calculations for the revision number specified on the unit, you must regenerate the calculations to include the revisions.

As the area of a unit changes, or if a landlord plans to reallocate unit space at a future date, you can divide existing units into multiple units by reabsorbing them. When you reabsorb a unit, the system assigns the original unit number to the new, resulting units, for audit purposes. You can create as many new units as necessary using the reabsorb process as long as the area of the new units equals the area of the original unit.

The system stores information from the unit master record in the AREF Unit Master table (F15L101).

Assigning Multiple Assumption, Expense Participation, Sales Overage, and Recurring Bill Code Rules

When you assign more than one assumption, expense participation, sales overage, and recurring bill code rule, the system uses the term of the first assumption rule (from the assumption header) as the term for the corresponding rules (expense participation, sales overage, and recurring bill code):

- When Assumption Rule 01 is effective, the corresponding 01 rules for expense participation, sales overage, and recurring bill codes are also effective.
- When Assumption Rule 02 is effective, the corresponding 02 rules for expense participation, sales overage, and recurring bill codes are also effective.
- When Assumption Rule 03 is effective, the corresponding 03 rules for expense participation, sales overage, and recurring bill codes are also effective.

If you do not have the same number of corresponding expense participation, sales overage, or recurring bill code rules assigned as you have assumption rules, the system uses the term from the last assumption rule specified, as shown in the example that follows:

Example: Multiple Assumption Rules and Effective Dates

AREF Budget Calculation Processing Option Settings

The system uses the Budget Start Period, Budget Start Year, and Number of Years Forecast processing options from the AREF Budget Calculation program to determine the effective dates of the assumption, based on the assumption term that is specified.

- Start Budget Period: 01
- Start Budget Year: 03
- Number of Years to Forecast: 10

Unit Assumption Information			
Assumption ID	New Term	New Term Type	Effective Dates*
ARA	2	AN	01/01/03 – 12/31/04
ARB	5	AN	01/01/05 – 12/31/09
ARC	36	MO	01/01/10 – 12/31/12
ARD	Blank	Blank	01/01/03 – 12/31/12

*Based on the AREF Budget Calculation processing option settings

The following table shows the effective date of the expense participation, sales overage, and recurring bill code rules based on the effective date of the assumption rule. Notice that when fewer corresponding rules (expense participation, sales overage, or recurring bill code) are set up than assumption rules, the system uses the effective date of the last assumption rule as the effective date for the corresponding rule.

Unit Master Setup Information		Rule Effective Dates
Assumption Rule 01	ARA	01/01/03 – 12/31/04
Assumption Rule 02	ARB	01/01/05 – 12/31/09
Assumption Rule 03	ARC	01/01/10 – 12/31/12
E.P. Rules ID 01	EPA	01/01/03 – 12/31/04
E.P. Rules ID 02	EPB	01/01/05 – 12/31/12*
E.P. Rules ID 03		
Sales Overage Rule 01	SOA	01/01/03 – 12/31/12*
Sales Overage Rule 02		
Sales Overage Rule 03		
Recurring Bill Code Rule 01	RBA	01/01/03 – 12/31/04
Recurring Bill Code Rule 02	RBB	01/01/05 – 12/31/12*
Recurring Bill Code Rule 03		

*The system uses the through effective date of Assumption Rule 03 as the through effective date of the corresponding rule.

Similarly, if the first assumption rule entered does not have a term specified, the assumption is effective for the duration of the budget and the system will never use the second and subsequent assumption, expense participation, sales overage, or recurring bill code rules.

See Also

- ❑ *Assigning Assumption Rules to Units Globally* in the *Advanced Real Estate Forecasting Guide* for information about globally adding assumption, sales overage, expense participation, and recurring bill code rules to existing units.
- ❑ *Building Constants for Advanced Real Estate Forecasting* in the *Advanced Real Estate Forecasting Guide* for information about setting up and using default rules.

► **To add unit master information**

From the AREF Setup menu (G15L412), choose AREF Unit Maintenance.

1. On Work With Units, click Add.

PeopleSoft®

AREF Unit Maintenance - Unit Revisions

OK Cancel Form Tools

No Active Lease

Unit Info Assumption Rules Sales Amounts Report Codes Recapture

Building	15020	Atrium Mall	Useable Area	5,000.00
Revision Number	1		Sales Area	4,700.00
Unit	101		Lock Flag	N
Description	Space 101		E.P. Unit Type	
Original Unit			Unit Begin Date	
Unit Type	RSALE		Unit End Date	
Unit of Measure	SF		Lease Start Date	
Floor	1		Lease End Date	

2. On Unit Revisions, click the Unit Info tab and complete the following fields:

- Building
- Revision Number
- Unit
- Description
- Unit Type
- Unit of Measure
- Floor
- Useable Area

This corresponds to the rentable area in other Advanced Real Estate Forecasting programs.

- Sales Area

This corresponds to the useable area in other Advanced Real Estate Forecasting programs.

- Lock Flag

The system automatically updates this field to N (unlocked). If you enter Y (lock), the system locks the unit, which protects it from future updates. You can reabsorb a locked unit.

Note

If you change the Lock Flag from Y to N, you must tab out of the field to enable the OK button in the toolbar.

- E.P. Unit Type

If you set up expense participation rules that use a tenant exclusion rule or share factor denominator, you must complete this field.

- Unit Begin Date
- Unit End Date

PeopleSoft®

AREF Unit Maintenance - Unit Revisions

OK Cancel Form Tools

No Active Lease

Unit Info **Assumption Rules** Sales Amounts Report Codes Recapture

New Rule	Assumption Rule 01	CPI	CPI Rate	Action	N
New Rule	Assumption Rule 02			Action	
New Rule	Assumption Rule 03			Action	
New Rule	E.P. Rules ID 01	RETAIL	Retail Rule		
New Rule	E.P. Rules ID 02				
New Rule	E.P. Rules ID 03				
New Rule	Sales Overage Rule 01	RETAIL	2% 20,000 1% 25,000 .5% 30,000		
New Rule	Sales Overage Rule 02				
New Rule	Sales Overage Rule 03				
New Rule	Recurring Bill Code Rule 01	RB1	Recurring Bill Code Rule 1		
New Rule	Recurring Bill Code Rule 02				
New Rule	Recurring Bill Code Rule 03				

3. To assign rules, click the Assumption Rules tab and complete the following fields to specify the assumption rules:

- Assumption Rule 01
- Action
- Assumption Rule 02
- Action
- Assumption Rule 03
- Action

An action must be associated with each assumption rule that you specify.

4. Complete the following fields to specify expense participation rules, if used:
 - E.P. Rules ID 01
 - E.P. Rules ID 02
 - E.P. Rules ID 03
5. Complete the following fields to specify sales overage rules, if used:
 - Sales Overage Rule 01
 - Sales Overage Rule 02
 - Sales Overage Rule 03
6. Complete the following fields to specify the recurring bill code rules:
 - Recurring Bill Code Rule 01
 - Recurring Bill Code Rule 02
 - Recurring Bill Code Rule 03
7. If you use sales overage rules, but do not have estimated sales updated to the AREF Projected Sales table (F15L301), click the Sales Amounts tab and complete any of the amount fields, as necessary.
8. Click the Report Codes tab and complete any of the Real Estate Management report code fields, as necessary.

The system automatically copies report code values from the Real Estate Management system, if they exist, when the unit is uploaded.
9. Complete any of the Advanced Real Estate Forecasting report code fields, as necessary.
10. If you use sales overage rules, click the Recapture tab and complete any of the recapture fields, as necessary.
11. Click OK.

► **To reabsorb a unit**

From the AREF Setup menu (G15L412), choose AREF Unit Maintenance.

1. On Work With Units, complete any of the following fields and click Find:
 - Property
 - Building
 - Revision Number
 - Floor
 - Unit Type
2. Choose the unit that you want to reabsorb, and then choose Reabsorb Unit from the Row menu.

3. On Reabsorb Units, complete the following fields in the detail area to specify the new units:

- Unit
- Description
- Floor
- Quantity

Enter the rentable area of the unit in this field. This field corresponds to the Useable Area field on the Unit Revisions form. The sum of the areas that you enter for each new unit cannot exceed the useable area entered on the reabsorbed (original) unit or the system returns an error.

- Unit of Measure
- Unit Type
- Unit Start Date

If you leave this field blank, the system updates it with today's date.

- Unit End Date
- Lock Y/N

If you enter Y in this field, the system locks the reabsorbed unit and the original unit.

- Assumption Rule 1
- Assumption Rule 2
- Assumption Rule 3
- Assumption Action 1
- Assumption Action 2
- Assumption Action 3
- E.P. Rule 1
- E.P. Rule 2
- E.P. Rule 3
- Sales Overage Rule 1
- Sales Overage Rule 2
- Sales Overage Rule 3

4. Click OK.

The system automatically updates the unit end date of the original unit with a date that is one day prior to the begin date of the first reabsorbed unit, if entered.

Processing Options for AREF Unit Maintenance (P15L101)

Defaults Tab

1. Unit Type

Use this processing option to specify the default unit type to assign to the Unit Type field (UTTY) when you add a unit. You can override the default unit type, if necessary, when you add the unit. If you leave this processing option blank, you must assign the unit type when you add the new unit, or the system returns an error.

The unit type that you enter must exist in UDC 15/UT.

2. E.P. Unit Type

Use this processing option to specify the default unit type to assign to the E.P. Unit Type field (EPTY) when you add a unit. You can override the default unit type, if necessary, when you add the unit. The unit type that you enter must exist in UDC 15/EU.

3. Lock Unit

Blank = No

1 = Yes

Use this processing option to specify the default value to assign to the Locked Flag field (BELK) when you add a unit. You can override the default value, if necessary, when you add the unit. Valid values are:

Blank

N. The unit is not locked.

1

Y. The unit is locked.

4. Assumption Action

Use this processing option to specify the default value to assign to the Action field (AACT), which the system completes when you enter an assumption rule. The value that you assign must exist in UDC 15L/UA.

Versions Tab

1. Unit Assumption Revisions (P15L102)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Unit Assumptions program (P15L102) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. E.P. Rules Revisions (P15L104)

Blank = ZJDE0001

Use this processing option to specify the version of the E.P. Rules program (P15L104) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Sales Overage Revisions (P15L103)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Sales Overage Rules program (P15L103) to use when the program is accessed the program from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Growth Pattern Revisions (P15L105)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Growth Pattern program (P15L105) to use when the the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Legal Clauses Revisions (P1570)

Blank = ZJDE0001

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

6. Lease Information (P1501)

Blank = ZJDE0001

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

7. Unit Information (P15217)

Blank = ZJDE0001

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

8. Recurring Bill Code Revisions (P15L106)

Blank = ZJDE0001

Assigning Assumption Rules to Units Globally

As an alternative to manually assigning rules to each unit using the AREF Unit Maintenance program (P15L101), you can globally assign or revise the rules on multiple units simultaneously using the AREF Unit Assumption Assignment program (P15L1011). The program provides multiple search fields to use to locate the units that you want to update, including unit information, report codes, and rules. For example, you might want to assign all of the units in a specific building or for a particular revision number the same rules, or you might want to globally update the rule assigned to units to a new rule.

After you locate the units that you want to update, you enter the assumption, expense participation, sales overage, and recurring bill code rules that you want to assign. If the rules do not apply to all of the units that you located, you can select the units to update and choose Copy to Select Record from the Row menu. To assign the rules to all units displayed, choose Copy All Records from the Form menu.

Note

If you inadvertently copy rules to the wrong units, you cannot use this program to update them to a blank value; you must use the AREF Unit Maintenance program, which you can access using a Row or Form menu.

Prerequisite

- ❑ Upload units from the Real Estate Management system.
- ❑ Add units manually, if necessary.
- ❑ Set up the assumption rules, expense participation rules, sales overage rules, and recurring bill code rules that you want to assign.

► To assign assumption rules to units globally

From the AREF Setup menu (G15L412), choose AREF Unit Assumption Assignment.

1. On Unit Assumption Assignment, complete any of the following fields on the Unit Info, Report Codes, or Rules tabs to specify the search criteria to locate the units that you want to update, and then click Find.

PeopleSoft®

AREF Unit Assumption Assignment - Unit Assumption Assignment

Unit Info | Report Codes | Rules

Property: *
Building: 15020 Atrium Mall
Revision Number: 1
Unit Type: RSALE Retail Sales
Floor No: *
E.P. Unit Type: *
Lock Flag: *

Copy From Header

Assumption Rule	Action	E.P. Rule	S.O. Rule	B.C. Rule
Assumption Rule 1		RETAIL	RETAIL	
Assumption Rule 2				
Assumption Rule 3				

Records 1 - 25

Property	Building	Revision Number	Unit Number	Description	Unit Type	E.P. Unit Type	Floor No.	Useable Area	Sales Area
15010	15020	1	101	Space 101	RSALE		1	5,000.00	
15010	15020	1	102	Space 102	RSALE		1	5,000.00	
15010	15020	1	202	Space 202	RSALE		2	3,000.00	
15010	15020	1	203	Space 203	RSALE		2	5,000.00	
15010	15020	1	300	Unit 300	RSALE		3	1,950.00	
15010	15020	1	301	Unit 301	RSALE		3	1,750.00	
15010	15020	1	302	Unit 302	RSALE		3	1,500.00	
15010	15020	1	303	Unit 303	RSALE		3	1,775.25	
15010	15020	1	304	Unit 304	RSALE		3	1,200.00	
15010	15020	1	305	Unit 305	RSALE		3	1,200.00	
15010	15020	1	306	Unit 306	RSALE		3	950.00	
15010	15020	1	307	Unit 307	RSALE		3	2,200.00	

2. Complete any of the fields in the Copy From Header section of the form with the rules that you want to assign to the units.

Note

For each assumption rule that you specify, you must complete the Action field associated with it.

3. Do one of the following to assign the specified rules to the units:
 - To assign the rules to all of the units in the detail area, choose Copy All Records from the Form menu.
 - To assign the rules to some of the units in the detail area, choose the units, and then choose Copy to Selected Records from the Row menu.
4. Click OK.

Processing Options for AREF Unit Assumption Assignment (P15L1011)

Defaults Tab

1. E.P. Unit Type Default

Use this processing option to specify the default value for the E.P. Unit Type field. The value that you specify must exist in UDC 15/11.

2. Unit Type Default

Use this processing option to specify the default value for the Unit Type field. The value that you specify must exist in UDC 15/UT.

Versions Tab

1. Unit Assumption (P15L102)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Unit Assumptions program (P15L102) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. E.P. Rules (P15L104)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF E.P. Rules program (P15L104) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Sales Overage Rules (P15L103)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Sales Overage Rules program (P15L103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Unit Maintenance (P15L101)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Unit Maintenance program (P15L101) to use when the program is accessed from the Form or Row menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Growth Patterns (P15L105)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Growth Patterns program (P15L105) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

6. Bill Code (P1512)

Blank = ZJDE0001

Use this processing option to specify the version of the Bill Codes/Adjustments Reasons program (P1512) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

7. AAI (P0012)

Blank = ZJDE0015

Use this processing option to specify the version of the Automatic Accounting Instructions program (P0012) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0015.

8. Recurring Bill Code Rules (P15L106)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Recurring Bill Code Rules program (P15L106) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Building Constants for Advanced Real Estate Forecasting

If you apply the same set of rules to the majority of the units in a building for which you generate a forecasted budget, you can expedite the setup process by adding building constant records. You can add the record for each building or for the property. If the business unit has an associated property, the system will use the building constants record that is set up for the property if it cannot locate a building constant record for the building. You set up building constants by building (business unit) and revision number to establish the default rules to use to calculate the budgets for units that do not have assumptions (rules) assigned to them. If the unit has assumptions assigned to it, the system uses them and ignores the building constant.

In addition to the default assumptions that you can set up, you can also use building constants to set up the parameters to calculate management fees, such as the rate, amount limits, and bill codes. The system uses the revenue bill code that you specify to retrieve the amount to which it applies the rate, and then updates the result to the account specified by the resulting bill code. If you have revenue fee information set up in the Real Estate Management system, an option enables you to use those rules, if desired. You can also specify an account association code to use to report bad debt.

The building constants program also enables you to enter information about the building, such as the purchase price, discount percentage, selling cost percentage, and so forth, that the system uses to calculate NPV (net present value) and IRR (internal rate of return) when you run the AREF Valuation Report (R15L111).

If you have more than one building for which you want to use building constants, you can copy an existing record. You can add, modify, and delete building constant records, as necessary.

Note

You cannot set up a default constant to use for all buildings and revisions.

After you set up building constant records, you can update them globally by setting up and using a building constant model.

The system stores building constants in the AREF Building Constants table (F15L100).

See Also

See the following topics in the *Advanced Real Estate Forecasting Guide*:

- ❑ *Building Constants Models* for information about globally updating building constant records.
- ❑ *Account Association Information* for information about setting up an account association code for bad debt.

► To add building constants information

From the AREF Setup menu (G15L412), choose AREF Building Constants.

1. On Work With AREF Building Constants, click Add.
2. On AREF Building Constants Revisions, complete the required following fields:
 - Building
 - Revision Number
 - Assumption Action
3. Complete any of the following fields to set up the default rules:
 - Assumption Rule
 - E.P. Rule
 - Sales Overage Rule
 - Recurring Bill Code Rule
 - Growth Pattern
4. To forecast management fees using the information that is set up in the Real Estate Management system, turn on the following option:
 - Use Existing RE Rules

The system uses only the fee information from the Real Estate Management system that is set up for the business unit (not the lease).

If you choose this option, the system disables all other management fee fields.
5. To set up rules to forecast management fees, complete the following fields:
 - Rev Bill Code
 - Fee Rate

Enter the percentage in a decimal format.

 - Minimum Dollars
 - Results Bill Code
 - Maximum Dollars
6. To forecast the amount of bad debt associated with the building, complete the following fields:
 - Account Association Code

- Percentage

The system uses this information only when you generate the AREF Input Assumptions report.

7. If you generate the AREF Valuation Report, complete the following fields on the NPV and IRR tab:

- Initial Purchase Price

Enter the amount as a negative number.

- Cap Rate Percent
- Discount Rate Percent
- Selling Cost Percent
- Year for Stabilized NOI

8. Click OK.

Processing Options for AREF Building Constants (P15L100)

Defaults Tab

1. Retain Values After Add

Blank = Do not retain previous values

1 = Retain previous values

Use this processing option to specify whether the system retains the values entered in the following fields when you add multiple building constant records:

- o Revision Number
- o Assumption Rule
- o E.P. Rule
- o Sales Overage Rule
- o Recurring Bill Code Rule
- o Growth Pattern
- o Assumption Action

Valid values are:

Blank

Do not retain values.

1

Retain values.

2. Assumption Action

Use this processing option to specify the default value to assign to the Assumption Action field (AACT) when you add a building constant record. If you leave this processing option blank, you must assign the assumption action manually.

3. Replace Data When Copying Models

Blank = Do not replace existing data

1 = Replace existing data

Use this processing option to specify whether the system replaces the existing data entered in the building constant records with the data that is set up in the model when you choose Copy Model To Rows. Valid values are:

Blank

Do not replace existing data. The system copies information from the model to only those fields that are blank on the selected building constants records.

1

Replace existing data. The system replaces all of the data entered on the selected building constant records with the data entered on the model, which might include replacing information with blank values.

Versions Tab

1. Assumption Revisions (P15L102)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Unit Assumptions program (P15L102) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. EP Rules Revisions (P15L104)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF E.P. Rules program (P15L104) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Sales Overage Revisions (P15L103)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Sales Overage Rules program (P15L103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Growth Pattern Revisions (P15L105)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Growth Patterns program (P15L105) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Building Constants Models (P15L1001)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Building Constants Models program (P15L1001) to use when you choose Add Model from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

6. Recurring Bill Code Rules Revisions (P15L106)

Blank = ZJDE0001

Use this processing option to specify the version of the Recurring Bill Code Rules program (P15L106) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Building Constants Models

After you create the building constant records to use for your budget revisions, you might need to revise them. For example, you might need to change the fee percentage that you assigned or the growth pattern. Instead of modifying each building constant record manually, you can set up a model building constant record and then copy the changes to selected building constant records.

You use the AREF Building Constants Models program (P15L1001) to set up model building constant records, and then you use the AREF Building Constants program (P15L100) to locate the model and the building constant records that you want to update, and to copy the changes from the model to the selected records.

You follow the same steps to add a model building constant that you do to enter an actual building constant record. With the exception of the Initial Purchase Price and Year for Stabilized NOI fields, which are specific to a building, the forms and fields that you use to enter the building constants model record are the same as those that you use to enter the building constant record.

When you copy the model to the selected building constant records, a processing option setting for the AREF Building Constants program determines whether the system copies only information from the model to blank fields on the building constant records or whether the system replaces the information on the building constant record with information from the model. If you choose to replace information, the system copies the values from all of the fields on the model, including blank, to the corresponding fields on the building constant record.

Prerequisites

- ❑ Follow the steps that are used to set up a building constant record to set up a model building constant record. See *To add building constants information* in the *Advanced Real Estate Forecasting Guide*.
- ❑ Verify that the processing option Replace Data When Copying Models for the AREF Building Constants program (P15L100) is set appropriately for the information that you want to update.

► To add a building constants model

From the AREF Setup menu (G15L412), choose AREF Building Constants Models.

1. On AREF Building Constants Model Revisions, complete the following fields to identify the model:
 - Building Constants Model
 - Description
2. Complete any of the fields on the Defaults tab.
3. Complete any of the fields on the NPV and IRR tab.
4. Click OK.

► **To update building constant records using a model**

From the AREF Setup menu (G15L412), choose AREF Building Constants.

1. On Work With AREF Building Constants, click Find to locate all of the building constant records or use the QBE row to locate the records that you want to update.
2. Complete the following field with the name of the model that you want to copy:
 - Building Constants Model
3. Choose the building constant records that you want to update from those displayed and click the Copy Model to Row(s) button.

The system copies the information from the model to the building constant records selected.

Processing Options for AREF Building Constants Models (P15L1001)

Defaults Tab

1. Retain Values After Add

Blank = Do not retain previous values

1 = Retain previous values

Use this processing option to specify whether the system retains the values entered in the following fields when you add more than one building constant record.

- o Revision Number
- o Assumption Rule
- o E.P. Rule
- o Sales Overage Rule
- o Recurring Bill Code Rule
- o Growth Pattern
- o Assumption Action

Valid values are:

Blank

Do not retain values.

1

Retain values.

2. Assumption Action

Use this processing option to specify the default value to assign to the Assumption Action field (AACT) when you add a model record for building constants.

Versions Tab

1. AREF Building Constants (P15L100)

Blank = ZJDE0001

Use this processing option to specify the version of the AREF Building Constants program (P15L100) to use when you choose Copy Model from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Base Account Definition Information

If you want to calculate a budget for expenses, such as capital expenditures, or any other account for which a bill code is not defined, you must have the accounts set up with the period balances to use in the AREF Base Account Definition table (F15L108). The Advanced Real Estate Forecasting system provides two methods for updating this table with existing information from the Account Master (F0901) and Account Balances (F0902) tables:

- Use the AREF Account Definition program (P15L108) to retrieve and save account information based on parameters that you define.

The advantage of using this online method is that you can see the accounts retrieved so that you can modify amounts, delete accounts, and retrieve new accounts before you save them to table F15L108.

- Run the AREF Global Account Retrieval program (R15L1095) to automatically update table F15L108 based on the data selection and processing option information that you provide.

Depending on the number of accounts and buildings for which you generate budgets and forecast amounts, running the AREF Global Account Retrieval program might be more efficient than manually retrieving account information.

Processing options allow you to automatically assign a growth pattern to the expense and balance sheet accounts. If you leave the processing options blank, the system assigns the growth pattern that is set up for the building constant. The system does not assign a growth pattern to revenue accounts (accounts associated with bill codes), but you can assign one manually, if desired.

The system uses the GLG AAIs to determine the account type (expense, revenue, or balance sheet) for assigning the default growth pattern. To be considered as part of the account range, the object account must be equal to or greater than the object account defined by the beginning GLG AAI and less than the object account defined by the ending GLG AAI. Because GLG13 is the last AAI of this type, the system considers all object accounts equal to or greater than GLG13 as expense accounts.

The following table shows the relationship between the account type, the AAI range, and the fields that the system updates in table F15L108:

Account Type	Beginning GLG AAI	Ending GLG AAI	Fields Updated in F15L108	
			Revenue/Expense Flag (FLRE)	Growth Pattern (GRPA)
Balance Sheet	GLG1	GLG6	Blank	Value in Balance Sheet Account Growth Pattern processing option
Revenue	GLG6 GLG11	GLG7 GLG13	R	Blank
Expense	GLG8 GLG13	GLG11	E	Value in Expense Account Growth Pattern processing option

In addition to a growth pattern, you can also specify a budget pattern code to use to allocate the account balance amounts to the appropriate period. For example, if the company generates a budget for the months between May and September, you can create a budget pattern code to allocate amounts to those periods only based on a percentage.

The system stores account definition information in the following tables:

- AREF Base Account Definition (F15L108)
- AREF Base Account Definition Detail (F15L118)

Creating Budget Pattern Codes

You can specify the percentage of the annual budget to be spread to each period with budget pattern codes. For each business year, you can use the Revise Seasonal Patterns program (P09001) to do the following:

- Create an unlimited number of seasonal pattern codes
- Spread amounts equally across the number of periods
- Bypass spreading amounts

If your company rarely needs to spread an annual budget equally among the months, you can use the blank code to identify a seasonal pattern code that you frequently use, which speeds data entry of that code.

► **To create budget pattern codes**

From the Budgeting menu (G1412), choose Revised Seasonal Patterns.

1. On Work with Budget Patterns, click Add.

The screenshot shows the 'Revised Seasonal Patterns - Revise Budget Pattern' window in PeopleSoft. The window has a title bar with 'PeopleSoft' and a standard toolbar with 'OK', 'Cancel', and 'Tools' buttons. Below the toolbar, there is a section for 'Budget Pattern' with a dropdown menu showing 'WIN' and a text field labeled 'Winter Pattern'. Below this is a section titled 'Percent' which contains a table for entering percentages for 14 periods. The table has two columns: Period 01 through Period 07 on the left, and Period 08 through Period 14 on the right. Each period has a corresponding text input field. The 'Total' row at the bottom right shows a value of 100.0000.

Percent	
Period 01	20.0000
Period 02	30.0000
Period 03	20.0000
Period 04	
Period 05	
Period 06	
Period 07	
Period 08	
Period 09	
Period 10	
Period 11	10.0000
Period 12	20.0000
Period 13	
Period 14	
Total	100.0000

2. On Revise Budget Pattern, complete the following field:
 - Budget Pattern
3. Complete each of the following fields in the Percent area that applies, and then click OK:
 - Period 01through
 - Period 14

Using the AREF Account Definition Program (P15L108)

To add base account definition information, you define the parameters, such as the range of accounts, revision number, ledger type, fiscal year, and range of periods, to retrieve the desired accounts, and then save them.

You can retrieve account balances for up to 12 consecutive periods using two fiscal years and two ledger types. For example, you could specify to retrieve balances from periods 01 through 06 for fiscal year 02 and ledger type AA, and periods 07 through 12 for fiscal year 03 and ledger type BA. The system copies accounts and account balances from the Account Master (F0901) and Account Balances (F0902) tables, respectively, and generates records in the AREF Base Account Definition table (F15L108) with the growth pattern entered in the processing options.

Note

The system does not apply the growth patterns entered in the corresponding processing options to accounts assigned with a posting edit code that is set up in UDC 15L/PC.

After you retrieve and save the accounts for which you want to generate budget and forecast amounts, you can manipulate the accounts as follows:

- Add and revise period amounts

Account definition records can be revised by period before you calculate the budget as long as the posting edit code assigned to the account does not exist in UDC 15L/PC (No Growth Posting Edit Codes). If the posting edit code assigned to the account is set up in the UDC table, you can retrieve, save, and delete the account only; you cannot revise it.

- Delete accounts
- Add budget pattern codes and calculate the period amounts

If you have budget pattern codes set up, you can assign the code and have the system spread the amount total to the amount period fields according to the percentages defined by the budget pattern code.

Note

If you add a budget pattern code, you must choose Calculate Budget from the Row menu to apply it to the amount total before you run the AREF Budget Calculation program (R15L1091). If you neglect to apply the budget pattern code, the system ignores it when you generate the budget.

- Lock accounts

After you have the beginning period balances set up for the account, you can lock it to prevent changes. You can lock account records individually or globally.

- Assign detail information

If the account balance represents amounts from different sources, you can add a description of the source and enter the period amounts. You can add as many detail lines as necessary, and even assign budget pattern codes for which you can calculate period amounts based on a total amount. When you click OK to save the details, the system totals the detail line amounts by period and updates the base account definition record accordingly. For example, if you have three detail lines and you enter amounts of 1,000, 2,000, and 3,000 in the Amount Period 1 fields, respectively, the system sums the amounts and updates the Amount Period 1 field on the base account definition to 6,000.

Note

The system overrides all period amounts on the base account definition record with the sum of the period amounts from the detail records. The system also automatically locks the base account definition record to protect it from future updates. If you delete the account definition detail records, the system unlocks the base account definition record.

The detail information that you assign is for audit purposes only; the system uses only the information from the base account definition record when it calculates the budget and forecast amounts.

Prerequisites

- ❑ Run the AREF Unit Load program for the building and revision number for which you want to define accounts. See *Uploading Unit Information from the Real Estate Management System* in the *Advanced Real Estate Forecasting Guide*.
- ❑ Set up growth patterns.
- ❑ Set up budget patterns codes.

► To retrieve accounts for the account definition

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Account Definition.

1. On Work With AREF Account Definition, click Add.

PeopleSoft® Sign Out

AREF Account Definition - AREF Account Retrieval 1 ?

Find

Company Building Revision Number

Account Range From To

Fiscal Year Ledger Type From Period To Period

Fiscal Year Ledger Type From Period To Period

Records 1 - 23 Customize Grid

	Co	Building	Obj Acct	Sub	Description	Account ID	P E	AREF Posting 01	Net Posting 01	AREF Posting 02	Net Posting
<input type="checkbox"/>	00150	15020	5000		Revenues	00152813	N				
<input type="checkbox"/>	00150	15020	5305		FASB 13 Rent Adjustments	00152821					
<input type="checkbox"/>	00150	15020	5310		Regular Rent - Office	00152830					
<input type="checkbox"/>	00150	15020	5320		Regular Rent - Retail	00152848					
<input type="checkbox"/>	00150	15020	5330		Regular Rent - Residential	00152856					
<input type="checkbox"/>	00150	15020	5340		Regular Rent - Parking	00152864					
<input type="checkbox"/>	00150	15020	5350		EP Revenue (CAM)	00152872					
<input type="checkbox"/>	00150	15020	5360		Sales Overage Revenue	00152881					
<input type="checkbox"/>	00150	15020	5365		Sales Revenue - Accruals	00185691					
<input type="checkbox"/>	00150	15020	5370		Escalation Revenue	00152899					
<input type="checkbox"/>	00150	15020	5380		Management Fee Revenue	00152901					
<input type="checkbox"/>	00150	15020	5390		Miscellaneous Revenue	00152910					
<input type="checkbox"/>	00150	15020	6400		Operating Expenses - Billable	00152928	N				
<input type="checkbox"/>	00150	15020	6410		Tenant Improvements	00152936					
<input type="checkbox"/>	00150	15020	6420		Utilities	00152944					
<input type="checkbox"/>	00150	15020	6430		Janitorial	00152952					
<input type="checkbox"/>	00150	15020	6440		Advertising	00152961					

2. On AREF Account Retrieval, complete the following fields to define the parameters for the accounts to retrieve:

- Company

Complete this field to retrieve accounts for more than one building or enter * to retrieve accounts for all companies and buildings based on the revision number.

- Building

Enter * to retrieve accounts for multiple buildings in the same company that have the same revision number.

- Revision Number

- From

Enter the beginning object account for the range of accounts that you want to retrieve.

- To

Enter the ending object account for the range of accounts that you want to retrieve.

- Fiscal Year

- Ledger Type

- From Period

Enter the beginning period number for the range of account balances that you want to retrieve.

- To Period

Enter the ending period number for the range of account balances that you want to retrieve.

3. If desired, you can retrieve accounts for a second ledger type and fiscal year by completing the following fields:

- Fiscal Year
- Ledger Type
- From Period
- To Period

4. Click Find.

The system retrieves and displays the accounts and account balances. If the information that you provided was incorrect and you retrieved the wrong records, you can revise the parameters and click Find again.

5. When you have retrieved the accounts that you want, choose Save All from the Form menu.

Alternatively, to save only some of the records retrieved, you can choose the records by row, and then choose Save from the Row menu.

6. On the Confirmation form, click OK to save the account accounts. The system replaces any accounts for the building and revision number specified when you click OK.

► **To revise period amounts on account definition records**

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Account Definition.

1. On Work With AREF Account Definition, complete the following fields and click Find:

- Building
- Revision Number

2. Choose the building record and click Select.

PeopleSoft® Sign Out

AREF Account Definition - AREF Account Definition Revisions 1 ? H

OK Find Delete Cancel Detail Form Row Tools

Building 15020 Atrium Mall

Revision Number 1

☒ 12 Month Display
☐ Annual Total Only

Records 1 - 21 Customize Grid

Building	Obj Acct	Sub	Description	Account ID	P E	Budg Patt	Lock Flag	Amount Period 1	Amount Period 2	Amount Period 3
15020	5350		EP Revenue (CAM)	00152872			N			
15020	5360		Sales Overage Revenue	00152881			N			
15020	5365		Sales Revenue - Accruals	00185691			N			
15020	5370		Escalation Revenue	00152899			N			
15020	5380		Management Fee Revenue	00152901			N			
15020	5390		Miscellaneous Revenue	00152910			N			
15020	6410		Tenant Improvements	00152936			N			
15020	6420		Utilities	00152944		EQL	N	26,931.56	26,931.56	26,931.
15020	6430		Janitorial	00152952		EQL	N	29,999.88	29,999.88	29,999.
15020	6440		Advertising	00152961			N	425.00	425.00	425.
15020	6445		Promotions	00152979			N	575.00	4,000.00	
15020	6450		Window Cleaning	00152987			N	5,000.00	5,000.00	5,000.
15020	6460		Building Maintenance	00152995			N	7,500.00	7,500.00	7,500.
15020	6470		Property Taxes	00153007			N		86,515.00	
15020	6480		Insurance	00153015			N	43,000.00		
15020	6490		Management Fees	00153023			N	45,025.00		

- On AREF Account Definition Revisions, choose the account that you want to revise and complete the period amount fields as necessary.

If account detail records exist for the account that you choose, the system displays the lock icon to the left of the Rev. No. field and does not allow revisions to any of the fields. The system does not change the value of the Lock Flag field. If necessary, you can delete the account detail records, and then revise the period amounts.

- To allocate period amounts based on budget pattern code, complete the following fields and choose Calc Budget Spread from the Row menu:

- Budg Patt
- Override Total

Note

You can also enter period amounts and allocate period amounts based on a budget pattern code at the time that you retrieve the accounts, before you click Cancel.

- Click OK to save your revisions.

► To lock account definition records

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Account Definition.

1. On Work With AREF Account Definition, complete the following fields and click Find:
 - Building
 - Revision Number

2. Choose the building record and click Select.

3. On AREF Account Definition Revisions, to lock individual records, choose the desired accounts and choose Lock from the Row menu.

Alternatively, you can change the value of the Lock Flag field to Y.

4. To lock all records, choose Lock All from the Form menu.
5. Click OK.

Note

To unlock records, you must change the value of the Lock Flag field on the desired account. The system does not provide a mechanism to unlock multiple records.

► To add account definition detail records

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Account Definition.

1. On Work With AREF Account Definition, complete the following fields and click Find:
 - Building
 - Revision Number

2. Choose the building record and click Select.

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AREF Account Definition - AREF Account Definition Detail

OK Delete Cancel Row Tools

Building 15020 Revision Number 1 Lock Flag N

Object Account 6420 Subsidiary Utilities

Records 1 - 4									
	Description	Budg Patt	Amount Period 1	Amount Period 2	Amount Period 3	Amount Period 4	Amount Period 5	Amount Period 6	Amount Period 7
<input type="checkbox"/>	Gas		1,600.00	1,600.00	1,600.00	1,600.00	900.00	800.00	700.00
<input type="checkbox"/>	Water		250.00	250.00	250.00	250.00	250.00	250.00	250.00
<input type="checkbox"/>	Electric		725.00	725.00	725.00	725.00	725.00	725.00	725.00

3. On AREF Account Definition Revisions, choose the account definition record to which you want to add detail information, and then choose Detail from the Row menu.

4. On AREF Account Definition Detail, complete the following field to identify the detail record:
 - Description
5. To enter period amounts, complete any or all of the Amount Period fields as desired.
6. To enter period amounts based on a budget pattern code, complete the following fields and choose Calc Budget Spread from the Row menu:
 - Budg Patt
 - Total Amount

The system calculates the period amounts based on the budget pattern code.
7. Repeat steps 4 through 6 as necessary for each detail line that you want to add.
8. Click OK.

Note

The system overwrites existing period amounts on the base account definition record with the sum of the account definition detail records for each period. You cannot revise period amounts on base account definition records if account definition detail records exist; you must delete the detail records first.

Processing Options for AREF Account Definition (P15L108)

Defaults Tab

1. Expense Account Growth Pattern

Use this processing option to specify the default growth pattern to assign to the expense accounts that the system retrieves. The system identifies expense accounts by the range of accounts entered for the AAI items GLG8 through GLG11 and accounts equal to or greater than the account entered for GLG13.

If you leave this processing option blank, the system uses the growth pattern from the AREF Building Constants table (F15L100) for the building and revision number entered for the account definition. If the system cannot locate a building constant, it does not assign a growth pattern.

2. Balance Sheet Growth Pattern

Use this processing option to specify the default growth pattern to assign to the balance sheet accounts that the system retrieves. The system identifies balance sheet accounts by the range of accounts entered for the AAI items GLG1 through GLG6.

If you leave this processing option blank, the system uses the growth pattern from the AREF Building Constants table (F15L100) for the building and revision number entered

for the account definition. If the system cannot locate a building constant, it does not assign a growth pattern.

3. Account Range From

Use this processing option to specify a default value for the beginning object account for the range of accounts that the system retrieves.

4. Account Range To

Use this processing option to specify a default value for the ending object account for the range of accounts that the system retrieves.

Versions Tab

1. Account Balance by Month (P0902P1)

Blank = ZJDE0001

Use this processing option to specify the version of the Account Balances by Month program (P0902P1) to use when the program is accessed from the Row menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Trial Balance/Ledger Comparison (P09210A)

Blank = ZJDE0001

Use this processing option to specify the version of the Trial Balance/Ledger Comparison program (P09210A) to use when the program is accessed from the Row menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Trial Balance by Object (P09214)

Blank = ZJDE0001

Use this processing option to specify the version of the Trial Balance by Object program (P09214) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Trial Balance by Company (P09216)

Blank = ZJDE0001

Use this processing option to specify the version of the Trial Balance by Company program (P09216) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Using the AREF Global Account Retrieval Program (R15L1095)

From the AREF Global Updates menu (G15L311), choose AREF Global Account Retrieval.

As an alternative to retrieving accounts manually and saving them to the AREF Base Account Definition table (F15L108), you can run the AREF Global Account Retrieval program (R15L1095). When you run the AREF Global Account Retrieval program, the system uses processing options and data selection to determine which accounts to retrieve, and automatically updates the records to table F15L108.

You can run the program in proof or final mode. In proof mode, the system prints a report of the records retrieved and the growth pattern assigned so that you can verify the information before you update table F15L108. The system also prints the accounts that were not retrieved and provides an explanation.

If base account definition records already exist for the building and revision number that you specify, the system overwrites them with the information retrieved unless the accounts are locked. If the account is assigned a posting edit code that exists in UDC 15L/PC, the system locks the record when it is updated to table F15L108 and does not apply the default growth pattern from the processing options.

After you retrieve the base definition accounts, you can modify period amounts, delete accounts, and add account definition details using the AREF Account Definition program (P15L108).

Processing Options for AREF Global Account Retrieval (R15L1095)

Defaults Tab

1. Expense Account Growth Pattern

Use this processing option to specify the growth pattern to assign to the accounts that the system identifies as expense accounts. The system defines expense accounts as the range of accounts specified by the AAI items GLG8 through GLG11 and GLG13. If you leave this processing option blank, the system uses the growth pattern that is assigned to the building constant record. If the system cannot locate a growth pattern, it does not apply one to the expense accounts that it retrieves.

2. Balance Sheet Account Growth Pattern

Use this processing option to specify the growth pattern to assign to the accounts the system identifies as balance sheet accounts. The system defines balance sheet accounts as the range of accounts specified by the AAI items GLG1 through GLG06. If you leave this processing option blank, the system uses the growth pattern that is assigned to the building constant record. If the system cannot locate a growth pattern, it does not apply one to the balance sheet accounts that it retrieves.

Process Tab

1. Revision Number

Use this processing option to specify the revision number to assign to the records that the system retrieves and updates to the AREF Base Account Definition table (F15L108). If you leave this processing option blank, the system assigns revision number 0.

2. Fiscal Year (1)

Use this processing option to specify the fiscal year to use to retrieve account balances from the Account Balances table (F0902). If you leave both fiscal year processing options blank, the system does not retrieve any account balances.

3. Ledger Type (1)

Use this processing option to specify the ledger type to use to retrieve account balances from the Account Balances table (F0902). You must specify a value in one of the ledger type processing options, or the system does not retrieve any account balances.

4. From Period (1)

Use this processing option to specify the beginning period to use to retrieve amounts from the Account Balances table (F0902). The system uses this processing option in conjunction with the To Period (1) processing option to determine the range of account balances to retrieve for the first fiscal year and ledger type that you specified.

5. To Period (1)

Use this processing option to specify the ending period to use to retrieve amounts from the Account Balances table (F0902). The system uses this processing option in conjunction with the From Period (1) processing option to determine the range of account balances to retrieve for the first fiscal year and ledger type that you specified.

6. Fiscal Year (2)

Use this processing option to specify the fiscal year to use to retrieve account balances from the Account Balances table (F0902). You must specify a value in one of the fiscal year processing options, or the system does not retrieve any account balances.

7. Ledger Type (2)

Use this processing option to specify the ledger type to use to retrieve account balances from the Account Balances table (F0902). You must specify a value in one of the ledger type processing options, or the system does not retrieve any account balances.

8. From Period (2)

Use this processing option to specify the beginning period to use to retrieve amounts from the Account Balances table (F0902). The system uses this processing option in conjunction with the To Period (2) processing option to determine the range of account balances to retrieve for the second fiscal year and ledger type that you specified.

9. To Period (2)

Use this processing option to specify the ending period to use to retrieve amounts from the Account Balances table (F0902). The system uses this processing option in conjunction with the From Period (2) processing option to determine the range of account balances to retrieve for the second fiscal year and ledger type that you specified.

10. Proof or Final

Blank = Print a report only

1 = Update the Base Account Definition

Use this processing option to specify whether to run the program in proof or final mode. In proof mode, the system only generates a report of the accounts retrieved. In final mode, the system updates the AREF Base Account Definition table (F15L108) and prints a report. Valid values are:

Blank

Proof mode.

1

Final mode.

Generating the Budget and Forecast Amounts

From the AREF Budget Processing menu (G15L21), choose AREF Budget Calculation.

After you set up the Advanced Real Estate Forecasting system, you run the AREF Budget Calculation program (R15L1091) to generate the budget and forecast amounts in the AREF Budget Results table (F15L109). You can forecast amounts up to fifteen years into the future. Processing options allow you to specify the fiscal year and period to use to begin the budget calculations.

Note

The system uses the fiscal date pattern that is assigned to the company that is assigned to the building to determine the period number. For example, if the fiscal year is defined as 5/01/05 through 4/30/06, and you specify period 1, the system generates the budget beginning with May 1, 2005 (not January).

The process that the system uses to retrieve information and calculate the budget amounts is based on the type of account for which you generate the budget. The following table shows the accounts for which you can generate a budget, the source of the information that the system uses, and the tables that the system updates.

Account Type	Process to Calculate Budget
Revenue	<p>If the unit is leased, the system uses the recurring bill code rule assigned to the unit or the building constants record, in conjunction with the information that is set up in the Recurring Billings Master table (F1502B) in the Real Estate Management system, to forecast the revenue amounts until the lease expires.</p> <p>If the unit is vacant, or if recurring billing information is not set up for the lease, the system uses the effective assumption rule from the Advanced Real Estate Forecasting system that is assigned to the unit or to the building constants record to forecast revenue.</p> <p>If the unit is vacant, or no recurring billing information is set up for the lease, the system uses the assumption rules assigned to the unit or the building constants record to locate the market rate, growth pattern, and any other information necessary to derive the budget, including detail assumptions. The system multiplies the market rate by the area of the unit, applies the growth pattern, divides the amount by 12, and updates the results to table F15L109.</p>
Expense, capital expenditure, balance sheet	<p>The system uses the account balances that were retrieved and updated to the AREF Base Account Definition table (F15L108) and applies the corresponding growth pattern to the amounts. If the account has a zero balance, and the growth pattern is for a fixed amount, the system divides the growth pattern by 12 to derive a balance for each period. If the growth pattern is a percentage, because the system cannot multiply by zero, it does not generate any period budget amounts.</p> <p>Note</p> <p>The system does not use the budget pattern code assigned to the base account definition record when it calculates the budget. You must manually calculate the amounts based on the budget pattern code prior to running program R15L1091.</p>

Management fee	A processing option enables you to generate a budget for management fees, if desired. The system uses the setting of the Use Existing RE Rules option from the building constants to determine whether to retrieve the management fee setup information from the Management Fee Master table (F1505B) in the Real Estate Management system or from the information that is set up in the AREF Building Constants table (F15L100).
Sales overage	<p>A processing option allows you to generate a budget for revenue that is based on sales overage amounts (percent rent). When you set the processing option, the system runs the AREF Sales Overage Budget Calculation program (R15L1097) and updates the results to table F15L109 and the AREF Prior Gross Billings table (F15L302).</p> <p>If the unit is leased, the system uses the sales overage information that is set up in the Real Estate Management system. If the unit is not leased, or if sales overage information is not set up in the Real Estate Management system, the system uses the sales overage rule that is set up in the Advanced Real Estate Forecasting system.</p> <p>Although program R15L1097 has associated processing options, the system uses them only as the recipient for values that are passed from the processing options of the AREF Budget Calculation program (R15L1091); therefore, you do not need to update them.</p>
Expense participation	<p>A processing option enables you to generate a budget for revenue that is based on expense participation. When you set the processing option, the system runs the AREF E.P. Budget Calculations program (R15L1096) and updates the results to the AREF Budget Results table (F15L109) and the AREF EP Billing Register table (F15L38).</p> <p>If the unit is leased, the system uses the expense participation information that is set up in the Real Estate Management system. If the unit is not leased, or if expense participation information is not set up in the Real Estate Management system, the system uses the expense participation rule that is set up in the Advanced Real Estate Forecasting system.</p> <p>Although program R15L1096 has associated processing options, the system uses them only as the recipient for values that are passed from the processing options of the AREF Budget Calculation program (R15L1091); therefore, you do not need to update them.</p>

After you run the AREF Budget Calculation program, you can review the budget results forecasted using the AREF Edit Budget program (P15L109) or by generating the AREF Budget Calculation Audit Report (R15L1098).

Prerequisites

- ❑ Verify that the date pattern assigned to the company is set up for the number of years for which you want to produce a forecasted budget. For example, if you want to forecast a budget for 10 years, starting with 2004, the date pattern must be set up through 2014. See *Setting Up Fiscal Date Patterns* in the *General Accounting Guide* for more information.
- ❑ Assign assumptions, expense participation rules, sales overage rules, and recurring bill code rules to each unit for which you want to calculate a budget or for the corresponding building constant record.
- ❑ Add base account definition records, if desired, to create budgets for non-revenue accounts, such as capital expenditure.

- ❑ If the expense participation information that is set up for the lease in the Real Estate Management system uses a share factor denominator or tenant exclusion rule, run the Gross Lease Occupancy Refresh program (R15141) prior to generating the expense participation calculations
- ❑ If the expense participation rule in the Advanced Real Estate Forecasting system uses a share factor denominator or tenant exclusion rule, you must run the AREF Occupancy Refresh program (R15L1092) prior to generating the budget calculations. A processing option for the AREF Budget Calculation program (R15L1091) allows you to submit the AREF Occupancy Refresh prior to generating the expense participation calculations.

See Also

See the following topics in the *Advanced Real Estate Forecasting Guide*:

- ❑ *Reviewing and Revising Forecasted Amounts*
- ❑ *Generating the AREF Budget Calculation Audit Report*

Processing Options for AREF Budget Calculation (R15L1091)

Defaults Tab

1. Revision Number

Use this processing option to specify the revision number to assign to the budget calculation records that the system generates.

2. Budget Start Period

Use this processing option to specify the number of the first period for which the system calculates a budget. If you leave this processing option blank, the system uses period 01.

3. Budget Start Fiscal Year

Use this processing option to specify the fiscal year that the system uses to begin the budget calculations. If you leave this processing option blank, the system uses current year of the company that is assigned to the building that is processed.

4. Years to Forecast

Use this processing option to specify the number of years (between 1 and 15) to forecast the budget. The system calculates budget amounts for the number of years specified.

Process Tab

1. Management Fee Calculations

Blank = Do not calculate

1 = Calculate

Use this processing option to specify whether to calculate management fees. Valid values are:

Blank

Do not calculate management fees.

1

Calculate management fees.

5. Unit Area for Budget Calculations

1 = Rentable area

2 = Sales useable area

Use this processing option to specify the unit area to use as the basis for calculating budget amounts. Valid values are:

1

Use the rentable area.

2

Use the sales useable area.

Sales Overage Tab

1. Sales Overage Calculations

Blank = Do not calculate

1 = Calculate

Use this processing option to specify whether to calculate sales overage. Valid values are:

Blank

Do not calculate sales overage.

1

Calculate sales overage.

2. Sales Overage Prior Gross Billings

Blank = Calculate at the unit level

1 = Calculate at the detail level

Use this processing option to specify whether the system calculates prior gross billings at the unit or detail level when it calculates sales overage using the information from the Real Estate Management system. The system always calculates prior gross billings at the unit level when it calculates sales overage using the information from the Advanced Real Estate Forecasting system. Valid values are:

Blank

Calculate prior gross billings at the unit level.

1

Calculate prior gross billings at the detail level (building, unit, and product code).

3. REM Computation Method 0 Default

Blank = Bypass calculation

1 = Use the AREF rule

Use this processing option to specify whether the system bypasses calculating sales overage when the computation method is 0 (weekly) in the Real Estate Management system or whether it calculates sales overage using the sales overage rule that is set up in the Advanced Real Estate Forecasting system. Valid values are:

Blank

Do not calculation sales overage.

1

Calculate sales overage using the sales overage rule from the Advanced Real Estate Forecasting system.

Expense Participation Tab

1. Expense Participation Calculations

Blank = Do not calculate

1 = Calculate

Use this processing option to specify whether to calculate expense participation. Valid values are:

Blank

Do not calculate expense participation.

1

Calculate expense participation.

2. Occupancy Refresh

Blank = Do not run

1 = Run prior to E.P. calculations

Use this processing option, in conjunction with the Expense Participation Calculations processing option, to specify whether to run the AREF Occupancy Refresh program (R15L1092) prior to calculating budgets for expense participation. If the Expense Participation Calculations processing option is blank, the system ignores this processing option. Valid values are:

Blank

Do not run the Occupancy Refresh program.

1

Run the Occupancy Refresh program prior to calculating the budgets for expense participation.

Versions Tab

1. Occupancy Refresh (R15L1092)

Blank = XJDE0001

Use this processing option to specify the version of the AREF Occupancy Refresh program (R15L1092) to use when the Occupancy Refresh processing option on the Expense Participation tab is set to 1. If you leave this processing option blank, the system uses version XJDE0001.

Reviewing and Revising Forecasted Amounts

After you generate the budget calculations, you can review and revise the results, using the AREF Edit Budget program (P15L109). When you choose the program, the system displays the Calculated Budget Results form, which you use to define the search criteria and display the forecasted annual amounts. You can display the budgets for each building and revision number, or enter search criteria to limit the number of records that are displayed to a specific unit (by using the Subledger field) or account.

You cannot revise any of the information on the Calculated Budget Results form; however, you can lock records from future updates or revisions, as well as delete the records for which no budget amounts were forecast. To revise an annual budget amount, you must revise the period amounts, which you access by clicking the annual amount for the desired budget year. You can revise the period amounts using the following methods:

- Change the amount in the desired period.
The system automatically updates the annual amount.
- Enter an override annual amount and a budget pattern code, and choose Calc Budget Spread from the Row menu.
The system spreads the annual amount to the appropriate periods based on the budget pattern code.

Alternatively, you can change the setup information and rerun the AREF Budget Calculation program (R15L1091). You can rerun the budget calculation program as often as you need. The system recalculates and overwrites the information in the AREF Budget Results table (F15L109) unless the account record is locked for the selected building and revision.

To maintain an audit trail of the changes that you make to a budget, use the AREF Copy Revisions program (R15L1094) to generate a new revision number of the budget, and then make your changes to that revision.

To review the sources that the system used to generate the calculation, including the formulas that were used, run the AREF Budget Calculation Audit Report program (R15L1098) for the building.

See Also

See the following topics in the *Advanced Real Estate Forecasting Guide*:

- ❑ *Generating a New Budget Revision* for information about maintaining an audit trail of the changes to your budget
- ❑ *Generating the AREF Budget Calculation Audit Report* for information about reviewing the sources for the budget calculations, including the formulas that the program used

► **To review and revise forecast amounts**

From the AREF Budget Processing menu (G15L21), choose AREF Edit Budget.

1. On Calculated Budget Results, complete the following fields to identify which budget records to display:

- Building
- Revision Number

You must enter a revision number. If you leave this field blank, the system does not display any records. The system does not accept * as a wildcard value in this field.

2. Complete any of the following fields to narrow your search criteria:

- Account BU
- Obj Acct
- Subledger

Enter the unit number to review the accounts associated with a specific unit.

3. To display the account description, turn on the following option:

- Show Account Description

4. Click Find.



AREF Edit Budget - Calculated Budget Results

Find Cancel Form Row Tools

Building	15020	Atrium Mall	Year for Detail Edit	
Revision Number	1			
Account BU			<input type="checkbox"/> Show Account Description	
Object Account				
Subledger				

Records 1 - 104						Customize Grid				
	Account BU	Obj Acct	Sub	Sub-ledger	Sub Type	2005	2006	2007	2008	2009
<input type="checkbox"/>	15020	6410								
<input type="checkbox"/>	15020	6420				329,643.60	336,236.54	343,801.85	351,537.32	360,325.80
<input type="checkbox"/>	15020	6430				367,200.03	374,544.05	382,971.21	391,588.09	401,377.84
<input type="checkbox"/>	15020	6440				5,202.00	5,306.04	5,425.44	5,547.48	5,686.20
<input type="checkbox"/>	15020	6445				6,874.80	7,012.30	7,170.07	7,331.40	7,514.69
<input type="checkbox"/>	15020	6450				61,200.00	62,424.00	63,828.60	65,264.64	66,896.28
<input type="checkbox"/>	15020	6460				91,800.00	93,636.00	95,742.84	97,897.08	100,344.48
<input type="checkbox"/>	15020	6470				176,490.60	180,020.42	184,070.88	188,212.46	192,917.78
<input type="checkbox"/>	15020	6480				43,860.00	44,737.20	45,743.79	46,773.02	47,942.35
<input type="checkbox"/>	15020	6490				95,943.75	97,862.63	100,064.53	102,315.99	104,873.89
<input type="checkbox"/>	15020	2025		101	U	82,400.00				
<input type="checkbox"/>	15020	5320		101	U	51,500.00-	63,800.04-	65,799.96-	68,000.04-	70,200.00-
<input type="checkbox"/>	15020	5390		101	U	10,300.00-				
<input type="checkbox"/>	15020	2025		102	U	82,400.00				
<input type="checkbox"/>	15020	5320		102	U	51,500.00-	63,800.04-	65,799.96-	68,000.04-	70,200.00-
<input type="checkbox"/>	15020	5390		102	U	10,300.00-				
<input type="checkbox"/>	15020	2025		103	U	29,900.00				

In the detail area, the system displays annual totals for each account for the number of years that the budget was forecast.

- To review the period amounts for the account, click the annual amount displayed for the desired year.

Alternatively, you can complete the Year for Detail Edit field and choose Edit Year Detail from the Row menu.

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AREF Edit Budget - Edit AREF Year Period Details

OK Cancel Row Tools

Account Description	Regular Rent - Retail		Century/Fiscal Year	2005
Building	15020	Atrium Mall	Lock Flag	<input type="checkbox"/>
Revision Number	1			
Account BU	15020			
Object Account	5320		Original Annual Amount	51,500.00-
Subsidiary			Override Annual Amount	51,500.00-
Subledger	101		Budget Pattern Code	

Records 1 - 2									
	Period End 01/31	Period End 02/28	Period End 03/31	Period End 04/30	Period End 05/31	Period End 06/30	Period End 07/31	Period End 08/31	Period End 09/30
<input type="checkbox"/>			5,150.00-	5,150.00-	5,150.00-	5,150.00-	5,150.00-	5,150.00-	5,150.00-
<input type="checkbox"/>									

6. On Edit AREF Year Period Details, revise any of the period amount fields, as desired.
The system revises the Override Annual Amount field automatically when you tab out of the field.
7. To revise the period amounts using a budget pattern code, complete the following fields, and then choose Calc Budget Spread from the Row menu:
 - Override Annual Amount
 - Budget Pattern Code
8. To lock the account to prevent future revisions or updates, enter Y in the following field:
 - Lock Flag

Alternatively, you can click Cancel to return to the Calculated Budget Results form, choose the accounts that you want to lock and choose Lock All Years from the Row menu.
9. Click OK.

Generating the AREF Budget Calculation Audit Report

From the AREF Budget Reports menu (G15L22), choose AREF Budget Calculation Audit Report.

Because the system retrieves information from the both the Real Estate Management system and the Advanced Real Estate Forecasting system, determining how the system derived specific amounts can be challenging. The AREF Budget Calculation Audit Report prints the source of each amount, including the source system, the setup information, and the formulas that it uses in the calculations, for all budget types including sales overage, expense participation, and management fees.

You can generate the audit report before you run the AREF Budget Calculation program (R15L1091) to test how the system uses the information that is set up. Processing options enable you to mimic the processing that occurs when you run program R15L1091 so that you can use the audit report as a proof copy.

Processing options also allow you to retrieve existing budget calculations from the AREF Budget Results table (F15L109). If you do not choose this option, the program calculates the budget amounts that appear on the report. The system performs the same calculations regardless of whether you run this program or the AREF Budget Calculation program.

Note

The AREF Budget Calculation Audit Report cannot calculate management fees, expense participation, or sales overage amounts; you must run the AREF Budget Calculation program for these budget types. The audit report can, however, print the source of the calculations that the AREF Budget Calculation program uses, including whether the information was retrieved from the Real Estate Management system, and the parameters that the system uses to perform the calculations.

Depending on the number of years that you forecast the budget, the unit might use the lease information from the Real Estate Management system and the assumption rules from the Advanced Real Estate Forecasting system more than once. Regardless of which system it uses to retrieve the information, each time the system uses different information, it reports it as a different lease. For example, if the budget is forecast for 10 years (2003 through 2013) and the unit is leased between 2004 and 2006, the system will print information for three leases:

- For year 2003, the system will print information based on the effective assumption rule, and the report will reference it as the AREF Estimated Lease.
- For years 2004 through 2006, the system will print information based on the real estate lease, and reference the actual lease number.
- For years 2007 through 2013, the system will print information based on the effective assumption rule, and the report will reference it as the AREF Estimated Lease.

The report can, therefore, generate numerous pages of information for one unit.

When you run the AREF Budget Calculation Audit Report, the system first generates information for the property, then the building, and then each unit, as follows:

Property and Building Information

The system prints the same type of information for the business units that are set up as a property and building on a separate page.

- **Property and Building Header Information**

The system prints information to identify the property or building, such as the business unit number, name, and area values (rentable and sales useable). The system also indicates which area value was used for the calculations.

The system determines the value of each building by adding the area values of the units in the building. The system determines the value of each property by adding the area values of the buildings.

- **Account Definition Information**

The system prints the account definition records that were generated for the property and the business unit for each year the budget is forecast. The report includes the budget pattern code that was used to allocate amounts to specific periods, the lock flag, the period amounts for the year forecast, the total amount, and the growth pattern code that was applied.

The report also includes the growth pattern information, including the growth pattern type (FX, PC, or SF) and the corresponding compounded growth amount (or percentage or amount per square foot).

- **Management Fee Information**

The system prints the source information for calculating management fees, if specified, or prints the message *No Management Fees to Process*.

If you have management fee information set up, the report indicates the system from which it retrieved the information to use. If it retrieves the rules from the Real Estate Management system, it prints REM Rules, and then prints the information that was set up, such as the bill codes, accounts, effective dates, fee rate and basis, and minimum and maximum amounts. If it retrieves the rules from the Advanced Real Estate Forecasting system, it prints AREF Rules, and then prints the information that was set up in the building constant record.

Note

The management fee type must be business-unit based (as opposed to lease based) or the system does not retrieve any management fee information from the Real Estate Management system.

If you set the processing option to retrieve the calculations from the AREF Budget Results table, the report includes the period amounts of the fee. Otherwise, the system prints only the setup information that it retrieves.

Unit Information

The information that prints on the report is grouped into the following sections:

- Unit Header Information

The system prints information to identify the unit, including the unit type, area values, effective dates, expense unit type, floor number, and lock flag.

- Lease Information

If the unit is leased, it prints the lease information it located, including the lease number, tenant, lease effective dates, lease version, lease status, and lessee flag. Otherwise, the system prints AREF Estimated Lease to indicate that it uses the information only from the Advanced Real Estate Forecasting system (AREF).

- Lease Revenue

The system prints the assumption rule that it retrieves from either the AREF Unit Master table (F15L101) or the AREF Building Constants table (F15L100). It then prints the information that is set up for the assumption, including the effective dates, the rate (market or CPI) that it uses, the action (new, renewal, or blend), the annual base rent that it calculates based on the area of the unit and the market rate), and the growth pattern code.

After the assumption rule, the system prints the growth pattern information, based on the code that was assigned in the assumption, and also includes a calculation to represent the growth pattern amount or percent as amount per square foot.

If the unit is leased, the assumption information includes a recurring bill code rule, and the bill codes specified have corresponding recurring billing information, the system prints the applicable bill codes, the growth pattern assigned (for nonrent bill codes), and their respective effective dates, amounts, and billing frequency. If the system cannot retrieve any recurring billing information, it does not print the associated bill codes from the bill code rule.

If the unit is vacant, the system calculates rent information based on the assumption rule, and the system does not include recurring bill code rules.

Finally, the report prints lease revenue usage codes for each period that it locates rent and nonrent revenue. If the system retrieves rent revenue for the period, it prints one of two codes:

- R, to indicate that the rent was retrieved from recurring billing information in the Real Estate Management system
- A, to indicate that the system calculated the rent revenue from the assumption rule that was set up in the Advanced Real Estate Forecasting system

If the system retrieves nonrent revenue for the period, it prints the letter N. If the system does not retrieve either rent or nonrent revenue, it does not print a code in the period field.

- Detailed Assumptions

The system prints the information that is set up for each detailed assumption, including the computation method, formula used in the calculation, rent bill codes, detail rate, growth pattern, posting account, a message that indicates when the post occurs, and the amount that the system calculated.

- Sales Overage Information

If you have sales overage information set up in both the Real Estate Management system and the Advanced Real Estate Forecasting system, the report includes the setup information for both systems for comparison.

- The sales overage information for the Advanced Real Estate Forecasting system includes all of the information that is set up for the sales overage rule, and the sales and recapture amounts entered for the unit.
- The sales overage information for the Real Estate Management system includes the setup information for sales overage, product scales, and minimum and maximum rent and recoveries. The system also includes the sales amounts from the Tenant Sales History table (F1541B) and the Projected Sales table (F1542).

After the setup information, the system prints the sales overage usage code for each period to indicate whether the amounts that follow were calculated based on the setup information from the Real Estate Management system (R) or the setup information from the Advanced Real Estate Forecasting system (A).

Finally, the system prints the sales overage amounts that it retrieves from the AREF Prior Gross Billings table (F15L302). The system prints amounts only when you set the processing option to use the budget results.

- Expense Participation Information

If you have expense participation information set up in both the Real Estate Management system and the Advanced Real Estate Forecasting system, the report includes the setup information for both systems for comparison.

After it prints the expense participation setup information for both systems, the system continues to print the setup information for each expense class, including class adjustments, and then prints the share factor denominator and tenant exclusion rule, if specified.

After the setup information, the system prints the expense participation usage code for each period to indicate whether the amounts that follow were calculated based on the setup information from the Real Estate Management system (R) or the setup information from the Advanced Real Estate Forecasting system (A).

Finally, the system prints the expense participation calculations and the amounts that it retrieves from the AREF EP Billing Register table (F15L38). The system prints amounts only when you set the processing option to use the budget results.

See Also

- ❑ *Calculation Methods for Detailed Assumptions* in the *Advanced Real Estate Forecasting Guide* for specific examples of each computation method

Processing Options for AREF Budget Calculation Audit Report (R15L1098)

Defaults Tab

1. Revision Number

Use this processing option to specify the budget revision number to use to retrieve the information to process. If you leave this processing option blank, the system uses revision number 0.

2. Budget Start Period

Use this processing option to specify the number of the first period for which the system retrieves or calculates a budget. If you leave this processing option blank, the system uses period 01.

3. Budget Start Fiscal Year

Use this processing option to specify the fiscal year that the system uses to retrieve or begin the budget calculations. If you leave this processing option blank, the system uses the current year of the company that is assigned to the building that is processed.

4. Years to Forecast

Use this processing option to specify the number of years (between 1 and 15) to retrieve or forecast the budget. If you leave this processing option blank, the system does not generate information for the report.

Process Tab

1. Sales Overage Information

Blank = Do not print sales overage information

1 = Print sales overage information

Use this processing option to specify whether to print sales overage information on the report. Valid values are:

Blank

Do not print the sales overage information.

1

Print the sales overage information. Unless you enter 1 in the Use Budget Results processing options, the system does not include the budget amounts for the sales overage accounts; it prints only the sales overage information that it uses when you run the AREF Budget Calculation program (R15L1091).

2. REM Computation Method 0 Default

Blank = Bypass Calculation

1 = Use AREF Rule Calculation

Use this processing option to specify whether to bypass printing sales overage information from the Real Estate Management system when the computation method is 0 (weekly) or whether to print the sales overage information from the Advanced Real Estate Forecasting system. Valid values are:

Blank

Do not print sales overage information.

1

Print the sales overage information that is set up in the Advanced Real Estate Forecasting system.

3. Expense Participation Information

Blank = Do not print expense participation information

1 = Print expense participation information

Use this processing option to specify whether to print expense participation information on the report. Valid values are:

Blank

Do not print expense participation information.

1

Print expense participation information. Unless you enter 1 in the Use Budget Results processing options, the system does not include the budget amounts for the expense participation accounts; it prints only the expense participation information that it uses when you run the AREF Budget Calculation program (R15L1091).

4. Management Fee Information

Blank = Do not print management fee information

1 = Print management fee information

Use this processing option to specify whether to print management fee information. Valid values are:

Blank

Do not print management fee information.

1

Print management fee information. Unless you enter 1 in the Use Budget Results processing options, the system does not include the budget amounts for the management fee accounts; it prints only the management fee information that it uses when you run the AREF Budget Calculation program (R15L1091).

5. Budget Unit Area

Blank = Use rentable area

1 = Use sales useable area

Use this processing option to specify the unit area to use as the basis for calculating budget amounts.

Note: If you set the processing option to use the budget results, and you specify an area in this processing option that is different from the area used to generate the budget results, or if the area on the unit was changed, the calculations on the report will not match the budget result that appears on the report.

Valid values are:

Blank

Use the rentable area. The system uses the value in the Useable Area field (USEA) in the AREF Unit Master table (F15L101).

1

Use the sales useable area. The system uses the value in the Sales Area field (SUSA) in the AREF Unit Master table.

6. Budget Results

Blank = Do not print budget results

1 = Print budget results

Use this processing option to specify whether the system retrieves information that it previously generated in the AREF Budget Results table (F15L109) or generates new calculations. Valid values are:

Blank

Do not use the budget results. The system calculates the budget amounts based on the current setup information and the processing options settings. The system does not calculate sales overage, expense participation, or management fee amounts.

1

Use the budget results. The system retrieves information from the AREF Budget Results table. If you specify to print sales overage, expense participation, or management fees in the corresponding processing options, the system includes the calculations that it generated for these accounts.

Generating a New Budget Revision

From the AREF Global Updates menu (G15L311), choose AREF Copy Revisions.

You can track the changes that you make to the budget by generating a new budget revision number. When you run the AREF Copy Revisions program (R15L1094), the system copies all of the records for the revision number that you specify to a new revision number that you specify. The revision numbers that you specify do not need to be sequential. For example, you can copy revision number 1 to revision number 101. Using revision numbers enables you to make changes to the setup information or to the budget amounts while still retaining your original information.

If you have the same revision numbers assigned to budgets for multiple buildings or properties, you can use data selection to specify the applicable buildings. If you do not set up data selection, the system generates records for a new revision number for all buildings and properties.

If you do not want to copy the records from the AREF Budget Results table (F15L109), you can set a processing option to bypass this table. If you bypass copying budget results records, the system also bypasses copying the supporting records in the AREF EP Billing Register table (F15L38) and the AREF Prior Gross Billings table (F15L302).

If the system finds that a record exists for the new revision number, a processing option allows you to choose whether to replace the existing record. The information that defines the record must be exactly the same; otherwise, the system generates a new record. If an extraneous record exists for the new revision number that is not a duplicate record, the system does not delete it.

Note

The system does not provide a method to remove all the records generated for a revision number. If you generate records for the wrong revision number, you must manually delete them.

Processing Options for AREF Copy Revisions (R15L1094)

Defaults Tab

1. Copy From Revision Number

Use this processing option to specify the revision number from which the system copies records.

2. Copy To Revision Number

Use this processing option to specify the revision number to which the system copies records. The program copies the assumption records in each table based on the revision number in the From processing option.

Process Tab

1. Budget Results

Use this processing option to specify whether the system copies records in the AREF Budget Results table (F15L109). Valid values are:

Blank

Do not copy budget result records.

1

Copy budget result records.

2. Replace Existing Records

Use this processing option to specify records to be replaced for the target revision number. Tables that are affected include:

- o F15L102 - AREF Unit Assumptions Master Header

- o F15L112 - AREF Unit Assumptions Master Detail

- o F15L101 - AREF Unit Master

- o F15L104 - AREF E.P. Rules Header

- o F15L114 - AREF E.P. Rules Detail

- o F15L103 - AREF Sales Overage Rule Header

- o F15L113 - AREF Sales Overage Detail

- o F15L108 - AREF Base Account Definition

- o F15L118 - AREF Base Account Definition Detail

- o F15L105 - AREF Growth Pattern

- o F15L100 - AREF Building Constants

- o F15L109 - AREF Budget Results

- o F15L120 - AREF Account Association

Valid values are:

Blank

Do not replace existing records.

1

Replace existing records.

Copying Budget Results to the General Ledger

From the AREF Global Updates menu (G15L311), choose AREF Copy Results to Ledger.

When you are satisfied with the budget results for a specific revision number, you can run the AREF Copy Results to Ledger program (R15L1093) to copy the amounts from the AREF Budget Results table (F15L109) to the Account Balances table (F0902), where they can be incorporated with budgets from other systems for reporting purposes.

You copy budget results by revision number, which you specify in the processing options. If you want to update the budget for specific properties only, you must use data selection to specify the property (or building). You can copy the budget results to any of the ledger types *except* AA, AU, AZ, CA, and CU, which represent actual amounts and units for domestic, foreign, and cash basis transactions. The ledger type that you assign to the budget amounts must be set up in UDCs 15L/TL and 09/LT and the Ledger Type Master File table (F0025) or the system does not update any records in table F0902.

If records for the ledger type that you specify exist in table F0902, you can choose to either add the amounts from table F15L109 to the existing amounts or overwrite the amounts in table F0902. The system does not remove any account balance records. In addition to the period amounts that the system updates in table F0902, you can also update one of the annual budget amount fields (Requested, Approved, or Final). Processing options enable you to specify which field.

To prevent the budget results records in table F15L109 from being revised or updated, you can set a processing option to lock the records after the system updates table F0902. Locking the records ensures the integrity between the two tables; however, if you need to make a revision, you can unlock the record using the AREF Edit Budget program (P15L109), and then update the change to the Account Balances table by rerunning the AREF Copy Results to Ledger program.

To verify that program R15L1093 successfully copied the budget records to the Account Balances table, review the report that the system generates. The report provides the parameters that were used to copy the records, such as the revision number and ledger type, as well as provides the total number of records copied and a message to confirm that the process finished successfully.

Prerequisites

- ❑ Verify that the ledger type to which you want budget results copied is set up in UDC tables 15L/TL and 09/LT and in the Ledger Type Master File table (F0025). See *User Defined Codes for General Accounting* and *Setting Up Ledger Type Rules for General Accounting* in the *General Accounting Guide* for more information.

Processing Options for AREF Copy Results to Ledger (R15L1093)

Defaults Tab

1. Specify Target Ledger

Use this processing option to specify the ledger type to which the system will copy the estimated budget. Ledger types must be defined in UDC 09/LT and UDC 15L/TL.

2. Revision Number

Use this processing option to specify the budget revision number that the system records in the AREF Budget Results table (F15L109).

Process Tab

1. Source Budget Record Lock

Blank = Do not lock

1 = Lock

Use this processing option to specify whether the system locks the source record in the AREF Budget Results table (F15L109) when the record is posted to the Account Balances table (F0902). Valid values are:

Blank

Do not lock the record.

1

Lock the record.

2. Target Budget Field

1 = Requested

2 = Approved

3 = Final

Use this processing option to specify the target ledger that the system uploads to the Account Balances table (F0902). Valid values are:

1

Requested Budget

2

Approved Budget

3

Final Budget

3. Add or Replace Amounts

Blank = Add uploaded amount to existing

1 = Replace existing with uploaded amount

Use this processing option to specify whether to add the period and annual budget amounts to any existing balances in the Account Balances table (F0902) or whether to replace existing balances with the budget amounts that the system copies. Valid values are:

Blank

Add the budget amounts from the AREF Budget Results table (F15L109) to the existing balances in the Account Balances table for accounts that have the same account ID, ledger type, and fiscal year.

1

Replace any existing balances in the Account Balances table with the budget amounts from the AREF Budget Results table for accounts that have the same account ID, ledger type, and fiscal year.

Purging the Budget Results

From the AREF Purges menu (G15L312), choose AREF Purge Budget Results.

Because you can create multiple revisions of the same budget for numerous buildings, you might want to manage the size of the AREF Budget Results table (F15L109) by purging some of the records. The system purges the records by revision number; therefore, if you do not want to purge all of the records for a specific revision number, use data selection to specify a property or building. When you run the AREF Purge Budget Results program (R15L109P), the system removes records from the following tables only:

- AREF Budget Results (F15L109)
- AREF Prior Gross Billings (F15L302)
- AREF EP Billing Register (F15L38)

The system does not remove any of the setup records that exist for the revision specified.

You can run the purge program in proof or final mode. In proof mode, the system generates only a report of the records retrieved to purge. In final mode, the system removes the records from table F15L109 and generates a report. You can generate either a summary report, which lists the number of records purged, or a detail report, which identifies each record that the system removed.

Note

You do not need to run the purge program to rerun the AREF Budget Calculation program (R15L1091) for the same revision. The system automatically removes the budget results records prior to generating new records.

Although you cannot retrieve the records that you purge, you can re-create them by rerunning program R15L1091, as long as the parameters in the setup information have not been altered.

Prerequisite

- ❑ Because you cannot recover the information that the system purges, verify that you have a backup of the AREF Budget Results table (F15L109), or run the program in proof mode first to review the results.

Processing Options for AREF Purge Budget Results (R15L109P)

Defaults Tab

1. Revision Number

Use this processing option to specify the revising number to use to select the records to purge. If you leave this processing option blank, the system uses revision number 0.

Process Tab

1. Proof Or Final Mode

Blank = Proof Mode

1 = Final Mode

Use this processing option to specify whether to run the program in proof or final mode. In proof mode the system generates only a report of the records to purge. In final mode, the system removes the records from the table and generates a report. Valid values are:

Blank

Proof mode

1

Final mode

Print Tab

1. Summary Or Detail

Blank = Summary

1 = Detail

Use this processing option to specify the type of report to generate. Valid values are:

Blank

Generate a summary report. The system prints only the total number of records purged.

1

Generate a detail report. The system prints each record that it purges.

Advanced Real Estate Forecasting Reports

After you generate budget and forecast amounts, you can use the information to generate a number of budget reports. Many of the reports in the Advanced Real Estate Forecasting system use account association codes that allow you to group account balances into the categories that you most often use for reporting purposes. For example, you might want to group all the bill codes that you use for rent into one association code, RENT.

Each report provides processing options and data selection that you can use to generate different reports for comparison purposes.

Prerequisites

- ❑ Run the AREF Budget Calculation program (R15L1091) to update the AREF Budget Results table (F15L109).
- ❑ If you run the AREF Valuation Report, complete the information on the NPV and IRR tab of the building constant records for which you want to generate financial information.

Account Association Information

After you generate budget calculations and update the AREF Budget Results table (F15L109), you might want to set up account association codes to group similar accounts to use for reporting purposes. For example, you might want to summarize all of the accounts associated with rent revenue into the account association code RENT. Other examples of account association codes include common area maintenance, management fees, taxes and insurance, and so forth.

The system uses account association codes for reporting purposes only. The following reports in the Advanced Real Estate Forecasting system generate account balances based on the account association codes that you specify in the processing options:

- AREF Input Assumptions
- AREF Unit Plan Roster
- AREF Lease Revenue by Type
- AREF Schedule of Base Rental Revenue

The system stores account association information in the AREF Account Association table (F15L120).

► To add account association information

From the AREF Occupancy and Account Setup menu (G15L414), choose AREF Account Association.

1. On Work With AREF Account Association, click Add.

2. On AREF Account Association Revisions, complete the following fields to add the account association code:
 - Building
 - Revision Number
 - Account Association Code
 - Account Description
3. In the detail area, complete the following fields to specify each account that relates to the association code:
 - Business Unit
 - Object Account
 - Subsidiary

Alternatively, choose Retrieve Accts from the Form menu to locate and retrieve multiple accounts.
4. Click OK.

Generating the Valuation Report

From the AREF Budget Reports menu (G15L22), choose AREF Valuation Report.

If you want to generate financial information, such as the net present value (NPV) or internal rate of return (IRR), you must complete the information on the NPV and IRR tab of the building constants record and run the AREF Valuation Report (R15L111).

You use processing options to specify the revision number to use to retrieve the information from the building constant record, the beginning fiscal year to use, and the number of years to generate cash flow information.

The following table outlines the type of financial information that the report generates, as well as the formula that the system uses:

Financial Information	Formula Used
Cash flow	Revenue less expenses (including capital expenditures)
Stabilized NOI amount	The year for stabilized NOI cash flow amount less any capital expenditure amounts
Selling price	Stabilized NOI Amount/Cap Rate %
Selling cost amount	Selling price x selling cost %
Net proceeds from sale	Selling price x (1 – selling cost %)

NPV (net present value)	$NPV = \sum [CF_t / (1 + k)^t] - IPP$ <p> CF = cash flow k = discount rate t = time period IPP = initial purchase price </p>
IRR (internal rate of return)	$\sum [CF_t / (1 + r)^t] - IPP = 0$ <p> CF = cash flow r = internal rate of return t = time period IPP = initial purchase price </p>

Processing Options for AREF Valuation Report (R15L111)

Defaults Tab

1. Revision Number

Use this processing option to specify the revision number to use to select records from the AREF Building Constants table (F15L100) to print on the report. If you leave this processing option blank, the system uses revision number 0.

2. Start Fiscal Year

Use this processing option to specify the fiscal year to use to retrieve budget information from the AREF Budget Results table (F15L109). The system uses the fiscal year that you specify and the value from the Number of Years processing option to determine the range of years on which to retrieve cash flow information and calculate the net present value and internal rate of return. If you leave this processing option blank, the system uses the current year (based on today's date).

3. Number of Years

Use this processing option to specify the number of years that the system uses to calculate the net present value (NPV) and internal rate of return (IRR). The system uses the value in the Start Fiscal Year processing option to determine the starting fiscal year to use. If you leave this processing option blank, the system uses the number of years for which cash flow information exists in the AREF Budget Results table (F15L109).

Generating the AREF Input Assumptions Report

From the AREF Budget Reports menu (G15L22), choose AREF Input Assumptions.

As an alternative to reviewing the assumption and other rules assigned to each unit online, you can run the AREF Input Assumptions report (R15L005) to print the information that the system used to derive the budget amounts for each unit. The system prints the rules associated with the building constants, unit assumptions, expense participation, sales overage, and recurring bill codes, as well as the growth pattern assigned to the unit assumption, that the system used to calculate the budget amounts for each unit.

The system does not print budget amounts for each account; however, it does provide processing options to allow you to specify account association codes to print summarized amounts for specialty leasing and other income accounts, if desired. The system prints the amount and the growth rate for each year for which the budget information exists in the AREF Budget Results table (F15L109).

Processing Options for AREF Input Assumptions (R15L005)

Defaults Tab

1. Fiscal Year

Use this processing option to specify the beginning fiscal year to use to retrieve the forecasted amounts from the AREF Budget Results table (F15L109). If you leave this processing option blank, the system uses the current year (based on today's date).

2. Revision Number

Use this processing option to specify the revision number to use to retrieve the corresponding assumption information and rules. If you leave this processing option blank, the system uses revision number 0.

3. Specialty Leasing Account Association Code

Use this processing option to specify the account association code to use to retrieve the account balances for specialty leasing. If you leave this processing option blank, the system does not report on specialty leasing.

4. Other Income Account Association Code

Use this processing option to specify the account association code to use to retrieve the account balances for other income. If you leave this processing option blank, the system does not report on other income.

5. End of Year Occupancy Percentage Area Type

Use this processing option to specify the area type to use to retrieve the information from the AREF Gross Lease Occupied table (F15L141) to calculate the end-of-year occupancy percentage. If you leave this processing option blank, the system uses the value in the Rentable Area Type field (RNAT) in the Real Estate Management Constants table (F1510B).

Print Tab

1. Unit Assumptions

Blank = Print unit assumptions

1 = Do not print unit assumptions

Use this processing option to specify whether to print unit assumption information on the report. Valid values are:

Blank

Print unit assumption information.

1

Do not print unit assumption information.

2. Expense Participation Rules

Blank = Print E.P. rules

1 = Do not print E.P. rules

Use this processing option to specify whether to print the expense participation rule on the report. Valid values are:

Blank

Print the expense participation rule.

1

Do not print the expense participation rule.

3. Sales Overage Rules

Blank = Print sales overage rules

1 = Do not print sales overage rules

Use this processing option to specify whether to print the sales overage rule on the report.
Valid values are:

Blank

Print the sales overage rule.

1

Do not print the sales overage rule.

4. Growth Patterns

Blank = Print growth patterns

1 = Do not print growth patterns

Use this processing option to specify whether to print the growth pattern on the report.
Valid values are:

Blank

Print the growth pattern.

1

Do not print the growth pattern.

5. Recurring Bill Code Rules

Blank = Print recurring bill code rules

1 = Do not print recurring bill code rules

Use this processing option to specify whether to print the recurring bill code rules on the report. Valid values are:

Blank

Print the recurring bill code rules.

1

Do not print the recurring bill code rules.

Generating the AREF Unit Plan Roster

From the AREF Budget Reports menu (G15L22), choose AREF Unit Plan Roster.

You generate the unit plan roster to review amounts by account association code. Processing options allow you to specify up to nine account association codes to print on the report. By using association codes, you can easily review amounts by a common group, such as rent, instead of amounts by individual bill code.

When a unit is leased, the system prints the tenant and lease information and the corresponding lease-effective dates. When the unit is vacant, the system prints New Lease and uses the dates for which the budget was calculated as the effective dates.

Processing options allow you to print amounts by square foot, if desired, for easier comparison.

The system retrieves information from the following tables to generate the report:

- AREF Unit Master (F15L101)
- AREF Unit Assumptions Master Header (F15L102)
- AREF Account Association table (F15L120)
- AREF Budget Results table (F15L109)

Processing Options for AREF Unit Plan Roster (R15L006)

Print Tab

1. Account Association Code

Association Code 1

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

Association Code 2

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

Association Code 3

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

Association Code 4

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

Association Code 5

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

Association Code 6

Use this processing option to specify the account association code that the system uses for bill code 6 when you run the AREF Leasing Plan Roster program (R15L006).

Association Code 7

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

Association Code 8

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

Association Code 9

Use this processing option to specify the account association code to use to retrieve the billing amounts to print on the report. For each account association code processing option that you complete, you must create labels for the columns that appear on the report by completing the corresponding processing option on the Display tab.

2. Revision Number

Use this processing option to specify the revision number to use to retrieve the information that appears on the report. If you leave this processing option blank, the system uses revision number 0.

3. Area Type

Blank = Billable Area

1 = Sales Area

Use this processing option to specify the area type to use to retrieve the area value that appears on the report. Valid values are:

Blank

Billable area. The system uses the value in the Useable Area field (USEA) in the Unit Master table (F1507).

1

Sales area. The system uses the value in the Sales Area field (SUSA) in the Unit Master table.

4. Print Amounts Per Square Foot

Blank = Print amounts

1 = Print amounts per square foot

Use this processing option to specify whether to print the amounts that correspond to the association codes as an amount per square foot. Valid values are:

Blank

Do not print the amounts as an amount per square foot.

1

Print the amounts as an amount per square foot. The system divides the amount retrieved for the association code by the area specified in the Area Type processing option to derive the amount per square foot that appears on the report.

Display Tab

1. Association Code 1, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing

option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 1, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

2. Association Code 2, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 2, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

3. Association Code 3, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 3, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

4. Association Code 4, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 4, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

5. Association Code 5, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 5, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

6. Association Code 6, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 6, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

7. Association Code 7, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 7, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

8. Association Code 8, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 8, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

9. Association Code 9, Column Heading 1

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the upper column heading for the association code. If the description is short enough to use one column heading only, you can leave this processing option blank and complete only the corresponding Association Code Column Heading 2 processing option.

Association Code 9, Column Heading 2

Use this processing option to specify the description of the account association code that you entered in the corresponding processing option on the Print tab. The system prints the description that you enter as the lower column heading for the association code. If the description requires two stacked column headings, use the corresponding Association Code Column Heading 1 processing option to specify the description that the system prints in the upper column heading.

Generating the AREF Lease Revenue by Type Report

From the AREF Budget Reports menu (G15L22), choose AREF Lease Revenue by Type.

You run the AREF Lease Revenue by Type report to review the forecasted budget amounts for the following accounts based on the account association codes that you enter in the processing options:

- Minimum Rent
- Percentage in Lieu of Minimum
- Overage Rent
- Expense Participation
- Real Estate Taxes
- Marketing
- Utilities
- Miscellaneous

The system provides two versions of the report: one that sequences by unit, and therefore provides account totals by unit, and one that sequences on tenant, which summarizes the account totals for multiple units that are leased by the same tenant.

Processing options allow you to specify the year and revision number to use to retrieve the account information from the AREF Budget Results table (F15L109), but you can also limit the report to specific properties or leases using data selection.

Processing Options for AREF Lease Revenue by Type (R15L001)

Defaults Tab

1. Fiscal Year

Use this processing option to specify the fiscal year to use to retrieve the information from the AREF Budget Results table (F15L109). If you leave this processing option blank, the system uses the current year (based on today's date).

2. Account Association Codes

Minimum Rent

Use this processing option to specify the account association code to use to retrieve the minimum rent amount that appears on the report.

Percent in Lieu of Minimum

Use this processing option to specify the account association code to use to retrieve the percent- in-lieu-of-minimum rent amount that appears on the report.

Overage Rent

Use this processing option to specify the account association code to use to retrieve the sales overage amount that appears on the report.

Expense Participation

Use this processing option to specify the account association code to use to retrieve the expense participation amount that appears on the report.

Real Estate Taxes

Use this processing option to specify the account association code to use to retrieve the real estate tax amount that appears on the report.

Marketing

Use this processing option to specify the account association code to use to retrieve the marketing amount that appears on the report.

Utilities

Use this processing option to specify the account association code to use to retrieve the utilities amount that appears on the report.

Miscellaneous

Use this processing option to specify the account association code to use to retrieve the miscellaneous amount that appears on the report.

3. Revision Number

Use this processing option to specify the budget revision number to use to retrieve information from the AREF Budget Results table (F15L009). If you leave this processing option blank, the system uses revision number 0.

4. Print Amounts By

Blank = Print amounts by unit

1 = Print amounts by tenant

Use this processing option to specify whether to print amounts on the report by unit or by tenant. Valid values are:

Blank

Print amounts by unit.

1

Print amounts by tenant.

Generating the AREF Schedule of Base Rental Revenue Report

From the AREF Budget Reports menu (G15L22), choose AREF Schedule of Base Rental Revenue.

As an alternative to reviewing the revenue amounts for the rent accounts for each unit online, you can run the AREF Schedule of Base Rental Revenue report. Processing options allow you to specify the account association code to use for the rent revenue amounts that you want to review. The system prints the rent amounts for each unit for up to 15 years, and provides a total for each building. The report also provides an average amount per square foot for both the useable and sales areas.

Processing Options for AREF Base Rental Revenue Report (R15L002)

Defaults Tab

1. Fiscal Year

Use this processing option to specify the beginning fiscal year to use to retrieve information from the AREF Budget Results table (F15L109). The system retrieves budget information for 15 years, beginning with the year that you enter in this processing option. If you leave this processing option blank, the system uses the current year (based on today's date).

2. Base Rental Revenue Account Association Code

Use this processing option to specify the account association code to use to retrieve the base rental revenue amount that appears on the report.

3. Revision Number

Use this processing option to specify the budget revision number to use to retrieve information from the AREF Budget Results table (F15L009). If you leave this processing option blank, the system uses revision number 0.

Generating the AREF Schedule of Prospective Cash Flow Report

From the AREF Budget Reports menu (G15L22), choose AREF Schedule of Prospective Cash Flow.

To review the results of the budget forecast as it affects your chart of accounts, you can run the AREF Schedule of Prospective Cash Flow report (R15L003). The system prints a statement of the account balances from the AREF Budget Results table (F15L109) so that you can review projected revenue, expenses, and cash flow trends for each building.

Data selection allows you to specify which buildings to include on the report, as well as the range of accounts for which the report should be generated. If you do not set up any data selection, the system prints the forecasted budget for 15 years for all buildings and all accounts.

Processing options allow you to specify the budget revision number, the beginning fiscal year to use, and the account level of detail (1 through 9). To generate a report with less detail, choose a level of detail that is less than 9; the system summarizes the accounts with a higher level of detail into the accounts at the level of detail that you specify.

Processing Options for AREF Schedule of Prospective Cash Flow (R15L003)

Defaults Tab

1. Fiscal Year

Use this processing option to specify the beginning fiscal year to use to retrieve information from the AREF Budget Results table (F15L109). The system retrieves budget information for 15 years, beginning with the year that you enter in this processing option. If you leave this processing option blank, the system uses the current year (based on today's date).

2. Account Level of Detail

Use this processing option to specify the level of detail (1 through 9) for which you want account information to appear. If you leave this processing option blank, the system uses account level of detail 9.

3. Revision Number

Use this processing option to specify the budget revision number to use to retrieve information from the AREF Budget Results table (F15L109). If you leave this processing option blank, the system uses revision number 0.

Generating the AREF Account Detail by Month Report

From the AREF Budget Reports menu (G15L22), choose AREF Account Detail by Month.

To review the results of the budget forecast as it affects your chart of accounts by period, you can run the AREF Account Detail by Month report (R15L004). The system prints a statement of the account balances from the AREF Budget Results table (F15L109) so that you can review projected revenue, expenses, and cash flow trends for each period in the fiscal year specified.

Data selection allows you to specify which buildings to include on the report, as well as the range of accounts for which the report should be generated. If you do not set up any data selection, the system prints the forecasted budget for all buildings and all accounts.

Processing options allow you to specify the budget revision number, the fiscal year to use, and the account level of detail (1 through 9). To generate a report with less detail, choose a level of detail that is less than 9; the system summarizes the accounts with a higher level of detail into the accounts at the level of detail that you specify.

Processing Options for AREF Account Detail by Month Report (R15L004)

Defaults Tab

1. Fiscal Year

Use this processing option to specify the fiscal year to use to retrieve period information from the AREF Budget Results table (F15L109). If you leave this processing option blank, the system uses the current year (based on today's date).

2. Account Level of Detail

Use this processing option to specify the level of detail (1 through 9) for which you want account information to appear. If you leave this processing option blank, the system uses account level of detail 9.

3. Revision Number

Use this processing option to specify the budget revision number to use to retrieve information from the AREF Budget Results table (F15L109). If you leave this processing option blank, the system uses revision number 0.

EnterpriseOne PeopleBooks Glossary

“as of” processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
balance forward receipt application	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

method	newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.

blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.

business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.

clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.

configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all “batch” processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
control tables merge	A process that blends a customer’s modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item’s cost—for example, material, labor, or overhead.

cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.

data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'échange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'échange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.
delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.

direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.
displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.

do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.

engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.
environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.

facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.

form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e serviços substituto-markup.
imposto de renda (IR)	Brazilian income tax.

imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.

Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.

JDEBASE Database Middleware	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.</p>

leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.

logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.

master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.

named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.

object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.

order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	<p>The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.</p> <p>When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.</p>
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.

parent/child form	<p>A type of form that presents parent/child relationships in an application on one form:</p> <p>The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.</p> <p>The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.</p> <p>The parent/child form supports drag and drop functionality.</p>
parent/child relationship	See parent/component relationship.
parent/component relationship	<p>1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.</p> <p>2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.</p> <p>Sometimes referred to as parent/child relationship.</p>
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.

portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ($100 / 80 = 1.25$).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.

product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.

receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
relevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See relevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.

rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.
row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.

silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	<p>The Specification merge is comprised of three merges:</p> <ul style="list-style-type: none"> Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. <p>The merges blend customer modifications with data that accompanies a new release.</p>
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.

specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.

system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.

throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
tree structure	A type of graphical user interface that displays objects in a hierarchy.

trigger	<p>Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers:</p> <p>Calculator.</p> <p>Calendar.</p> <p>Search form.</p>
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	<p>1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates.</p> <p>2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.</p>
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.

voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.

z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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