PeopleSoft®

# PeopleSoft EnterpriseOne Real Estate Management 8.11 PeopleBook

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# About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

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**Note.** PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element 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. Elements that are common to all PeopleSoft applications are defined in this preface.

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## PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 PeopleSoft applications most effectively.

## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications. For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

# Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

## 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'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

**Important!** 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, https://www.peoplesoft.com/corp/en/login.jsp

## Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

### Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

### Telephone

Contact MMA Partners at 877 588 2525.

### Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

### See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

## Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

| Resource | Navigation |
|---|---|
| Application maintenance information | Updates + Fixes |
| Business process diagrams | Support, Documentation, Business Process Maps |
| Interactive Services Repository | Interactive Services Repository |
| Hardware and software requirements | Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements |
| Installation guides | Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes |
| Integration information | Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications |
| Minimum technical requirements (MTRs) (EnterpriseOne only) | Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms |
| PeopleBook documentation updates | Support, Documentation, Documentation Updates |
| PeopleSoft support policy | Support, Support Policy |
| Prerelease notes | Support, Documentation, Documentation Updates, Category, Prerelease Notes |
| Product release roadmap | Support, Roadmaps + Schedules |
| Release notes | Support, Documentation, Documentation Updates, Category, Release Notes |
| Release value proposition | Support, Documentation, Documentation Updates, Category, Release Value Proposition |
| Statement of direction | Support, Documentation, Documentation Updates, Category, Statement of Direction |

| Resource | Navigation |
|---|---|
| Troubleshooting information | Support, Troubleshooting |
| Upgrade documentation | Support, Documentation, Upgrade Documentation and Scripts |

# Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

## Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

| Typographical Convention or Visual Cue | Description |
|---|---|
| **Bold** | Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call. |
| *Italics* | Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.<br>We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*. |
| KEY+KEY | Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key. |
| `Monospace font` | Indicates a PeopleCode program or other code example. |
| “ ” (quotation marks) | Indicate chapter titles in cross-references and words that are used differently from their intended meanings. |

| Typographical Convention or Visual Cue | Description |
|---|---|
| . . . (ellipses) | Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax. |
| { } (curly braces) | Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( \| ). |
| [ ] (square brackets) | Indicate optional items in PeopleCode syntax. |
| & (ampersand) | When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.<br>Ampersands also precede all PeopleCode variables. |

# Visual Cues

PeopleBooks contain the following visual cues.

## Notes

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

**Note.** Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

**Important!** Example of an important note.

## Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

***Warning!*** Example of a warning.

## Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

# Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

### Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

## Currency Codes

Monetary amounts are identified by the ISO currency code.

# 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 send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

# Common Elements Used in PeopleBooks

**Address Book Number** Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

**As If Currency Code** Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.

**Batch Number** Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).

**Batch Date** Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.

**Batch Status** Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:

*Blank:* Batch is unposted and pending approval.

*A:* The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.

*D:* The batch posted successfully.

*E:* The batch is in error. You must correct the batch before it can post.

*P:* The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.

*U:* The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

**Branch/Plant** Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.

**Business Unit** Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.

**Category Code** Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.

**Company** Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

**Currency Code** Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.

**Document Company** Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.

If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

**Document Number** — Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

**Document Type** — Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

*P:* Accounts payable documents.

*R:* Accounts receivable documents.

*T:* Time and pay documents.

*I:* Inventory documents.

*O:* Purchase order documents.

*S:* Sales order documents.

**Effective Date** — Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

**Fiscal Period** and **Fiscal Year** — Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

**G/L Date** (general ledger date) — Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

# PeopleSoft EnterpriseOne Real Estate Management Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.

## PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft EnterpriseOne Real Estate Management.

## PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook.*.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "PeopleSoft EnterpriseOne Financial Fundamentals Solutions Preface"

## Common Elements Used in This PeopleBook

**Begin Date** Specify the date the lease term begins or a log line or an item becomes effective.

For the Recurring Billing Information program (P1502), it is the starting date for the billing line. The system does not generate recurring billings for the billing line before the date specified.

**Bill Code** Specify the code that the system uses in conjunction with the AAI item to retrieve the accounts to update when the billing record is posted.

The system retrieves the appropriate account to bill based on the AAI item PM*xxxx* (for invoices) and RM*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

| | |
|---|---|
| | The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RC*xxxx* (for invoices) and PC*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.<br><br>The value that you enter must be set up as an extension to an item in the AAI table. For example, if you specify BD, you must have an AAI item set up that uses the extension BD, such as RABD. |
| **Building** | Specify the business unit that identifies the building or property.<br><br>Enter a building number only when you want to limit the use of the code to a specific building; otherwise, leave this field blank. |
| **End Date** | Specify the date on which the lease term ends or the log line or item is no longer effective.<br><br>For Recurring Billing Information (P1502), it is the ending date for the billing line. The system does not generate recurring billings for the billing line after the date specified. |
| **Lease** | Specify the number that identifies the lease contract. |
| **Lease Version** | Specify the number that represents the version of the lease. To maintain an audit trail of the changes that you make to a lease, you can generate a new lease version.<br><br>Complete this field only when you complete the Lease field. |
| **S C** (suspended code) | Specify the code that determines whether the billing line is active, suspended, or inactive. Values are:<br><br>Blank: Active.<br><br>The billing line is eligible to generate recurring or escalation billings, as appropriate.<br><br>*Y*: Suspended.<br><br>The billing line is not eligible to generate recurring or escalation billings, as appropriate, until after the date entered in the Suspend Date field (SUDT).<br><br>*I:* Inactive.<br><br>The billing line is not eligible to generate recurring or escalation billings, as appropriate. |
| **Tenant** | Specify the address book number of the company or person named as the lessee or lessor on the lease.<br><br>You set up legal clause information by lease or tenant; therefore, if you complete this field, do not complete the Lease field. |
| **ULI Code** (Urban Land Industry Code) | Specify the ULI code. The Urban Land Industry (ULI) Code is an industry standard code used to identify the nature of a business or enterprise. The ULI is a real estate trade organization that publishes sales, expenses and other statistical information by types of Buildings, Developments, and Tenants. |
| **UM** and **U/ M** (unit of measure) | Specify the unit of measure for the number in the Quantity field of the log line. Examples include:<br><br>*DL:* Dollars.<br><br>*MO:* Months. |

*SF:* Square feet.

**Unit** Specify the number that identifies the actual space within a building that is or can be leased, such as an apartment, office, retail space, parking space, and so on.

# CHAPTER 1

# Getting Started with PeopleSoft EnterpriseOne Real Estate Management

This chapter discusses:

- Real Estate Management overview
- Real Estate Management integrations
- Real Estate Management implementation

## Real Estate Management Overview

PeopleSoft EnterpriseOne Real Estate Management provides comprehensive real estate management functionality that enables you to streamline financial and operations processes to enhance the ability to cost-effectively manage the portfolio. You can effectively manage the entire real estate life cycle with up-to-the-minute processing and billing capabilities for managing the leases and financial information, and realtime data access and reporting that enable you to monitor the factors that affect the portfolio, such as payables, receivables, lease origination and occupancy patterns. Real Estate Management also enables you to leverage the financial data to compute budgets and subsequent forecasts at the property and portfolio levels.

For example, you can:

- Automate the billing processes for complex commercial and retail leases.
- Generate FASB 13, occupancy, and critical date reports.
- Analyze and forecast sales.
- Process late fees.
- Generate detailed lease-level and portfolio-level budgeting and valuation.
- Manage and monitor the portfolio to identify assets that are under-performing in key areas.
- Analyze and report at the property and portfolio level.
- Process multi-currency transactions.

## Real Estate Management Integrations

The Real Estate Management system integrates with these PeopleSoft EnterpriseOne systems:

- Financial Management

- Service Management

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

### Financial Management

Real Estate Management integrates with Financial Management to enable you to leverage the financial data to compute budgets and subsequent forecasts and to improve financial reporting accuracy. You can integrate in realtime with the general ledge to eliminate the need for reconciliation.

### Service Management

Real Estate Management integrates with Service Management to help you enhance customer service and satisfaction, increase tenant retention, reduce vacancy loss, and spare capital leasing cost. For quick response, work orders from handheld wireless devices can be entered from the tenant's doorstep on demand, or dispatched from the call center to maintenance personnel, no matter where they are in the building. Response times are benchmarked to ensure that personnel are adhering to corporate expectations in caring for customers.

# Real Estate Management Implementation

This section provides an overview of the steps that are required to implement the Real Estate Management system.

In the planning phase of the implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks* with information about where to find the most current version of each.

## Global Implementation Steps

This table lists the suggested global implementation steps for the Real Estate Management system:

| Step | Reference |
|---|---|
| 1. Set up companies, fiscal date patterns, and business units. | *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization" |
| 2. Set up accounts, and the chart of accounts. | *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts" |
| 3. Set up the General Accounting constants. | *PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System" |
| 4. Set up multicurrency processing, including currency codes and exchange rates. | • *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up General Accounting for Multicurrency Processing"<br>• *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up Exchange Rates" |

| Step | Reference |
|---|---|
| 5. Set up ledger type rules. | *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Ledger Type Rules for General Accounting" |
| 6. Enter address book records. | *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records" |

## Core Implementation Steps

This table lists the core implementation steps for the Real Estate Management system:

| Step | Reference |
|---|---|
| 1. Set up Real Estate Management system constants. | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 2. Set up automatic accounting instructions (AAIs). | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 3. Set up user-defined codes (UDCs) for Real Estate Management. | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 4. Set up bill codes and adjustment reasons. | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 5. Set up billing frequency information. Set up periodic billing cycles and weekly billings. | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 6. Set up tax rate area information. | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 7. Set up logs and legal clauses. Enter log standards and lease option types. | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 8. Set up statement messages. | Chapter 2, "Setting Up the Real Estate Management System," page 5 |
| 9. Set up building and property information. | Chapter 3, "Setting Up Facility Information," page 35 |
| 10. Set up floor information. | Chapter 3, "Setting Up Facility Information," page 35 |
| 11. Set up unit and multiunit information. | Chapter 3, "Setting Up Facility Information," page 35 |
| 12. Set up market, renewal, and potential rent information. | Chapter 3, "Setting Up Facility Information," page 35 |
| 13. Set up tenant information. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |
| 14. Set up lease information. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |
| 15. Set up legal clause information and copy option standards. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |
| 16. Enter space detail information. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |

| Step | Reference |
| --- | --- |
| 17. Enter space detail audit information. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |
| 18. Enter clause amounts. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |
| 19. Enter clause options audit information. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |
| 20. Review and revise critical dates for leases. | Chapter 4, "Setting Up Tenant and Lease Information," page 57 |

# CHAPTER 2

# Setting Up the Real Estate Management System

This chapter provides an overview of the Real Estate Management system setup and discusses how to:

- Set up constants.
- Set up automatic accounting instructions (AAIs).
- Set up user-defined codes (UDCs).
- Set up bill codes and adjustment reasons.
- Set up billing frequency information.
- Set up tax rate area information.
- Set up logs and legal clauses.
- Set up statement messages.

## Understanding Real Estate Management System Setup

Before you can use the Real Estate Management system, you need to define information that the system uses during processing.

This table describes the information that you must set up for the Real Estate Management system:

| Setup Tasks | Description |
|---|---|
| Constants | Establish system basics, such as:<br>• How to retrieve the business unit to use for the revenue account.<br>• The month when the lease cycle begins.<br>• The month when the reporting cycle begins.<br>• Whether to display tax fields for tax processing.<br>• Whether to allow revisions to the lease (versioning).<br>• UDCs for rentable and usable areas and options for validating the areas defined. |
| AAIs | Define which accounts the system uses for journal entries |
| UDCs | Define customized codes that are appropriate for the business needs, such as business unit types, tenant lease types, lease status codes, and log classes. |

| Setup Tasks | Description |
|---|---|
| Bill codes and adjustment reasons | Define bill codes and adjustment reasons that you use when you set up AAIs to specify unique accounts to use for journal entries. |
| Billing frequency | Define billing frequencies for recurring billing cycles. |

**Note.** Because you generate invoices and vouchers from the Real Estate Management system, you must also set up the Accounts Receivable (AR) and Accounts Payable (AP) constants.

### See Also

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Setting Up the Accounts Receivable System," Setting Up Constants for Accounts Receivable

*PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Setting Up the Accounts Payable System," Setting Up Constants for Accounts Payable

# Setting Up Real Estate Management System Constants

This section provides an overview of Real Estate Management system constants and discusses how to set up system constants.

## Understanding Real Estate Management System Constants

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

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

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

When you set up constants for company 00000, not only do you provide default information that can be used by all companies and buildings, you also establish system constants. The options that define the constants for the system, such as versions, area types, and area validations, appear only on the form for company 00000. When you use a company number other than the default company value of 00000, you use an abbreviated version of the Real Estate Management Constants Revisions form.

The system stores information about the real estate constants in the F1510B table.

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

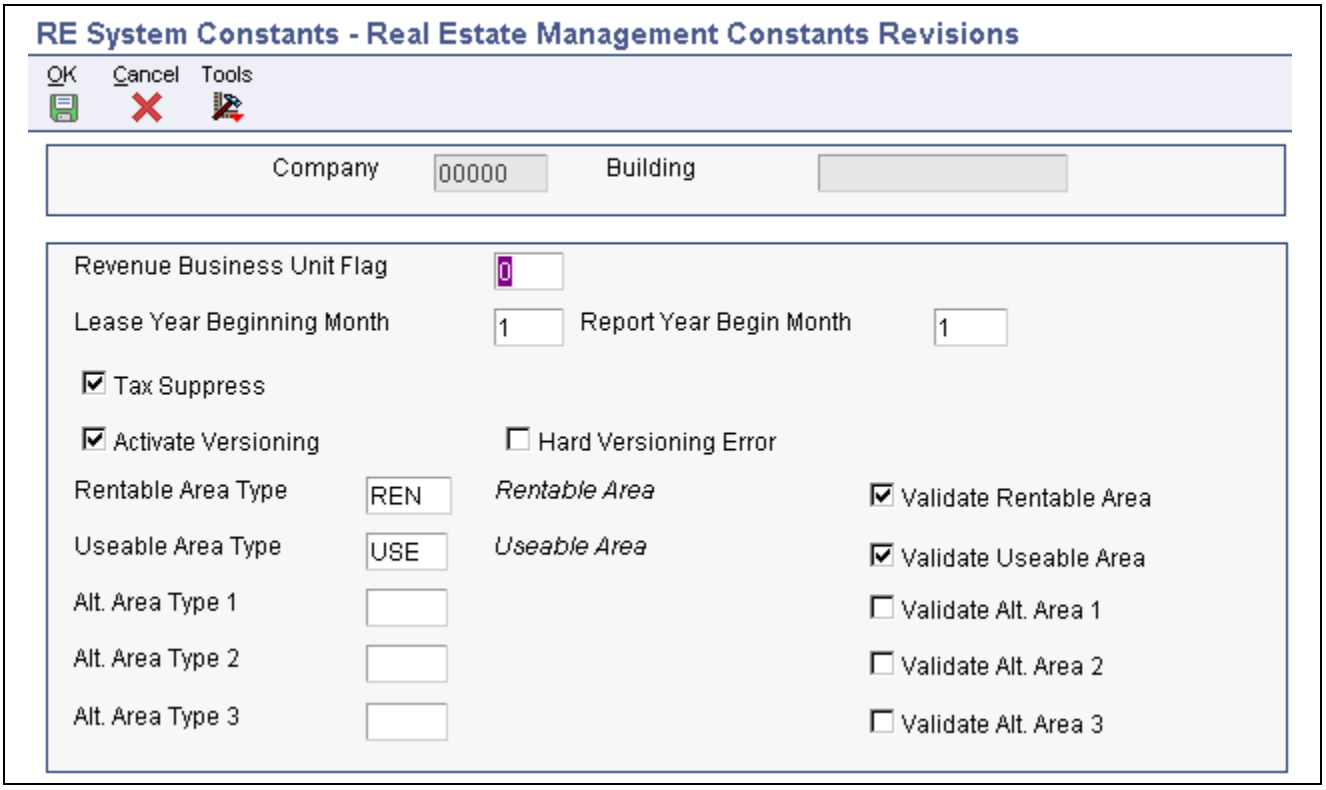
**Important!** In general, do not change system constants after you set up the system. If you do make changes, you must be thoroughly familiar with the information that is involved because it is central to the system processes. You should also ensure that only authorized personnel can access and maintain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

## Forms Used to Set Up System Constants

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Real Estate Management Constants | W1510D | RE System Setup (G15412), RE System Constants | Locate and review system constant records by company and building. |
| Real Estate Management Constants Revisions | W1510C | Select Add on the Work with Real Estate Management Constants form. | Add and revise system constant records. |

## Setting Up System Constants

Access the Real Estate Management Constants Revisions page.




Real Estate Management Constants Revisions form

**Revenue Business Unit Flag** Enter the code that specifies the method that the system uses to retrieve the business unit, which determines the revenue account. Values are:

*0:* The system uses the building number as the revenue business unit, regardless of any business unit defined in the AAIs.

*1:* The system uses the business unit that is defined in the PM*xxxx* AAIs. If no business unit is defined in these AAIs, the system uses the building number. To direct revenues to business units other than the building, you must enter a value of *1*.

**Note.** The Expense Account AAIs (RM*xxxx*) are used in the same way during Accounts Payable processing as the Revenue Account AAIs (PM*xxxx*) are used during Accounts Receivable processing.

**Lease Year Beginning Month** Enter the code that specifies the beginning month of a standard lease year. Although various leases may start on different dates throughout the year, they can share the same annual schedule that the property manager establishes. When the beginning month is unknown, enter *01* for January.

**Report Year Begin Month** Enter the month that defines the beginning of the year for tenant sales analysis purposes. It is used in sales analysis processing to determine which months are to be included in QTD, and YTD numbers.

If in doubt, enter *01*.

**Tax Suppress** Specify whether the Property Management system uses tax processing. A value of *Y* or *1* in this field causes the system to bypass processing of taxes and to not display fields related to such processing. Any other value causes the system to process taxes. Individual forms and reports may have processing options that override the value entered here.

**Activate Versioning** Indicate whether the edits and options for lease versioning are active. If selected, versioning is active.

**Hard Versioning Error** Enter the option that indicates whether you can edit versions of the lease. If you activate this option, the system allows changes only to the latest version of a lease. When you access any other versions of the lease, the system displays a message that indicates that the version is locked. If you clear this option, the system allows you to make changes to all versions of a lease.

The Hard Versioning Error option appears only if you have enabled the Activate Versioning option.

**Rentable Area Type** Enter the UDC that defines the rentable area.

**Validate Rentable Area** Specify whether the system validates the rentable area when you entering building, floor, and unit information.

**Note.** When the system validates the rentable area, the total square footage of the floors cannot exceed the total square footage of the building. The total square footage of the units cannot exceed the total square footage of the floors.

**Usable Area Type** Enter the UDC that defines the usable area.

**Validate Usable Area** Indicate whether the system validate the usable area when you enter building, floor, and unit information.

**Note.** The total square footage of the floors cannot exceed the total square footage of the building. The total square footage of the units cannot exceed the total square footage of the floors.

**Alt. Area Type 1** (alternate area type 1) Enter the UDC (15/AR) that specifies an area type other than the rentable or usable area types.

**Validate Alt. Area 1** (validate alternate area 1) Enter the code that specifies whether the system validates alternate area 1 when you enter building, floor, and unit information.

**Note.** For validation purposes, the total square footage of the floors cannot exceed the total square footage of the building. The total square footage of the units cannot exceed the total square footage of the floors.

Select this option to determine whether the system validates Alternate Area 1 when you enter building, floor, and unit information.

**Alt. Area Type 2** (alternate area type 2) Enter the UDC (15/AR) that specifies an area type other than the rentable or usable area types.

**Validate Alt. Area 2** (alternate area type 2) Enter the code that specifies whether the system validates Alternate Area 2 when you enter building, floor, and unit information.

**Note.** For validation purposes, the total square footage of the floors cannot exceed the total square footage of the building. The total square footage of the units cannot exceed the total square footage of the floors.

Select this option to determine whether the system validates Alternate Area 2 when you enter building, floor, and unit information.

**Alt. Area Type 3** (alternate area type 2) Enter the UDC (15/AR) that specifies an area type other than the rentable or usable area types.

**Validate Alt. Area 3** (validate alternate area 3) Enter the code that specifies whether the system validates alternate area 3 when you enter building, floor, and unit information.

**Note.** For validation purposes, the total square footage of the floors cannot exceed the total square footage of the building. The total square footage of the units cannot exceed the total square footage of the floors.

Select this option to determine whether the system validates Alternate Area 3 when you enter building, floor, and unit information.

# Setting Up Automatic Accounting Instructions

You can create AAIs for each unique combination of company and either a billing or adjustment code, or general ledger (GL) offset code that you plan to use:

- Billing and GL offset codes can be 1 - 4 characters.
- Adjustment reason codes can be only 2 characters.

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

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

| AAI Item | Type of Code | Description of AAI |
|---|---|---|
| PM | Billing code | The revenue account for an invoice, which the system credits. You must set up this AAI for each bill code that you use. For example, PMRO identifies the revenue account for regular office rent, as specified by the billing code (RO). |
| PM | Tax code | The tax account for an invoice generated with taxes using tax explanation code AR. You must enter a GL offset in the tax rate area, and then set up the AAI using the GL offset specified. For example, if the tax rate area CO is set up with the GL offset TXTX, the system generates a journal entry for the tax amount and uses the account set up for AAI PMTXTX. |
| RC | GL offset | The receivables trade account, which the system debits. For example, RCRO identifies the receivables trade account for regular office rent, as specified by the GL offset code (RO). |
| RC | Tax offset | The offset for the tax amount if the tax explanation code is AR. You must set up the AAI using the GL offset entered in the tax explanation code. |
| RM | Billing code | The expense account for a voucher, which the system debits. You must set up this AAI for each bill code that you use. For example, RMRENT identifies the expense account for the rent payment related to a payable lease, as specified by the billing code (RENT). |
| RM | Tax code | The tax account for a voucher generated with taxes using tax explanation code AR. You must enter a GL offset in the tax rate area, and then set up the AAI using the GL offset specified. For example, if the tax rate area CO is set up with the GL offset TXTX, the system generates a journal entry for the tax amount and uses the account set up for AAI RMTXTX. |

| AAI Item | Type of Code | Description of AAI |
|---|---|---|
| PC | GL offset | The payables trade account, which the system credits. For example, PCRENT identifies to the payables trade account for the rent payment related to a payable lease, as specified by the GL offset code (RENT). |
| PC | Tax offset | The offset for the tax amount if the tax explanation code is AR. You must set up the AAI using the GL offset entered in the tax explanation code. |
| RA | Adjustment code | The adjustment account for a receipt transaction, which the system either debits or credits, depending on how it is used.<br>For example, the system uses the RASI to identify the account to credit for interest earned on a security deposit; and RABD to identify the write-off account to debit for bad debt. |

In the Automatic Accounting table (F0012), the AAIs related to the Real Estate Management system have sequence numbers between 15.000 and 15.999.

This table shows some of the AAIs that are defined in the system for demonstration purposes:

| Field | Explanation | Sample Items |
|---|---|---|
| 15.010 | Regular rent - office | PMRO, RCRO |
| 15.020 | Regular rent - retail | PMRRTL, RCRRTL |
| 15.040 | Rent expense - payable | PCRENT, RMRENT |
| 15.050 | Expense participation | PMEXPA, RCEXPA |
| 15.060 | Sales overage (AR) | PMSLSO, RCSLSO |
| 15.065 | Sales overage (AP) | PCSALE, RMSALE |
| 15.070 | Escalation | PMESCA, RCESCA |
| 15.080 | Management fees | PMMGMT, RCMGMT |
| 15.090 | Miscellaneous receivables<br>FASB 13 - accruals<br>FASB 13 - adjustments<br>FASB 13 - catch-up adjustments<br>FASB 13 - deferrals | PMMISC, RCMISC<br>PMACCR, RCACCR<br>PMAJST, RCAJST<br>PMCACH, RCCACH<br>PMDEFR, PCDEFR |

| Field | Explanation | Sample Items |
|---|---|---|
| 15.100 | Security deposit | PMSECD, RCSECD |
| 15.110 | Non-sufficient funds | PMNSF, RCNSF |
| 15.700 | Late fees | PMLATE, RCLATE |
| 15.800 | Sales tax - payable | PMCTXTX, RMTXTX |
| 15.900 | Security deposit refunds - offset account<br><br>Security deposit clearing account | PCREFD<br><br>RARF |

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Working with Automatic Accounting Instructions"

# Setting Up User-Defined Codes for Real Estate Management

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

This table lists the UDCs used by the Real Estate Management system:

| UDC | Description |
|---|---|
| Business Unit Type (00/MC) | Defines the types of business units with which you work, such as office building or warehouse. In general, you use this code to differentiate the properties and buildings that you manage. In addition, you can use this code to separate the Real Estate Management business unit types from other types of business units. |
| Unit Type (15/UT) | Defines the types of units that consist of rentable areas for which leases exist, such as office, condo, apartment, or retail store. |
| Unit Usage (15/UU) | Defines how a unit is used, such as storage or parking. |
| Unit Status (15/US) | Defines the status of a unit, such as occupied or vacant. |

| UDC | Description |
|---|---|
| Lease Type (15/LT) | Defines the types of leases for billing and reporting purposes, such as operating agreement or sublease.<br><br>Special handling codes are as follows:<br><br>*O:* Enter the letter *O* in the first position of the Description 2 field to indicate that the lease type is open-ended.<br><br>*S:* Enter *S* in the first position of the Description 2 field to indicate that the lease type is a sublease.<br><br>*NA:* Enter *NA* in the first two positions of the Description 2 field to indicate the lease as speculative. |
| Lease Status (15/LS) | Defines the status of a lease for billing and reporting purposes, such as expired, holdover, or terminated.<br><br>Special handling codes are as follows:<br><br>*O:* Enter the letter *O* in the first position of the Description 2 field to indicate that the lease type is open-ended.<br><br>*X:* Enter *X* in the first position of the Description 2 field to indicate that the lease status is inactive. |
| Log Class (15/LG) | Defines the types of information that a log line can contain, and this can further describe a lease or facility.<br><br>For leases, the log class can define terms and conditions such as insurance.<br><br>For facilities, the log class can define building permits, features and amenities, and fire protection systems.<br><br>You can enter any combination of these special handling codes to specify the log class when more than one value is applicable:<br><br>*B:* Enter *B* in the first position of the Description 2 field to indicate that the log class is a building.<br><br>*F:* Enter *F* in the first position of the Description 2 field to indicate that the log class is a floor.<br><br>*L:* Enter *L* in the first position of the Description 2 field to indicate that the log class is a lease.<br><br>*O:* Enter *O* in the first position of the Description 2 field to indicate that the log class is an option.<br><br>*U:* Enter *U* in the first position of the Description 2 field to indicate that the log class is a unit.<br><br>Blank: Leave the Description 2 field blank to indicate that the log class applies to all. |
| Log Amenity ID (15/AM) | Defines the facility amenities identified in a log line, such as the number of rentable units and elevator banks, seating capacity, and so on. |

| UDC | Description |
|---|---|
| Tenant Sales Product Code (15/PC) | Provides another level of detail for goods that are sold by tenants, such as jewelry or office furnishings for a retail store. |
| Tenant Sales Report Type (15/RT) | Defines the types of sales reports that are provided by tenants, such as estimated, actual, or verbal. |
| Tenant Sales Adjustment Type (15/AT) | Defines the adjustment reasons or causes for changes in originally reported sales, such as a correction or a miscellaneous adjustment. |
| Revenue Fee Type (15/FE) | Defines the types of fees that the system uses to calculate revenue, such as lease commissions or management fees.<br>Special handling codes are as follows:<br>*LS:* Enter *LS* in the first two positions of the Description 2 field to indicate that the revenue fee type is lease-based.<br>*CCAR:* Enter *CCAR* in the first four positions of the Description 2 field to indicate that the revenue fee type is based on a business unit from the Accounts Receivable system.<br>*CCGL:* Enter *CCGL* in the first four positions of the Description 2 field to indicate that the revenue fee type is based on a business unit from the General Accounting system. |
| Fee & Interest Type (15/FY) | Defines the types of fees and interest that the system uses to generate charges against invoices, such as delinquency fees and security deposit interest. |
| Area Type (15/AR) | Defines the types of area that the system uses to calculate rent, such as rentable area or usable area. |
| Space Detail Hierarchy (15/HI) | Defines the hierarchy level for space detail options, such as first, second, or final. |
| Option Status (15/OS) | Defines the status of an option type, such as approved, declined, or expired. |
| Option Amount Type (15/TA) | Defines the amount type for the option, such as, dollars, percentage, or number of spaces. |
| Offer Status (15/OF) | Defines the status of the option offer, such as accepted or declined. |
| Standard Option Level (15/SL) | Defines whether the option is a lease or tenant level standard. The values of *T* (tenant level) and *L* (lease level), which are the only valid values for the UDC, are hard-coded and should not be changed. |
| Recurring Option (15/RO) | Defines whether the option standard is a recurring option throughout the term of the lease. |

| UDC | Description |
|---|---|
| Clause Key Level (15/CK) | Defines whether the clause is lease-level or tenant-level. The values of *T* (tenant level) and *L* (lease level), which are the only valid values for the UDC, are hard-coded and should not be changed. |
| Escrow Deposit Type (15/ED) | Defines the types of escrow deposits, such as utility, security, or key deposit. |

### See Also

*PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

# Setting Up Bill Codes and Adjustment Reasons

This section provides an overview of bill codes and adjustment reasons and discusses how to:

- Set processing options for the Bill Codes / Adjustment Reasons program (P1512).
- Set up bill codes and adjustment reasons.

## Understanding Bill Codes and Adjustment Reasons

You use bill codes and adjustment reasons to identify the AAIs that the system uses when you post transactions.

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

**Important!** The Accounts Receivable (AR) system also uses reason codes. Do not use the AR reason codes unless they have also been set up in the Real Estate Management system. To limit the possibility of errors, it is recommended that you set up identical codes for both systems.

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

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

## Prerequisite

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

# Forms Used to Set Up Bill Codes and Adjustment Reasons

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Bill Codes/Adj Reasons | W1512A | RE System Setup (G15412), Bill Codes / Adjustment Reasons | Select and review bill codes and adjustment reasons |
| Bill Codes / Adjustment Reasons Revisions | W1512B | Select Add on Work With Bill Codes/Adj Reasons. | Add or revise bill codes and adjustment reasons. |

# Setting Processing Options for Bill Codes / Adjustments Reasons (P1512)

Set this processing option to specify the default processing for this program.

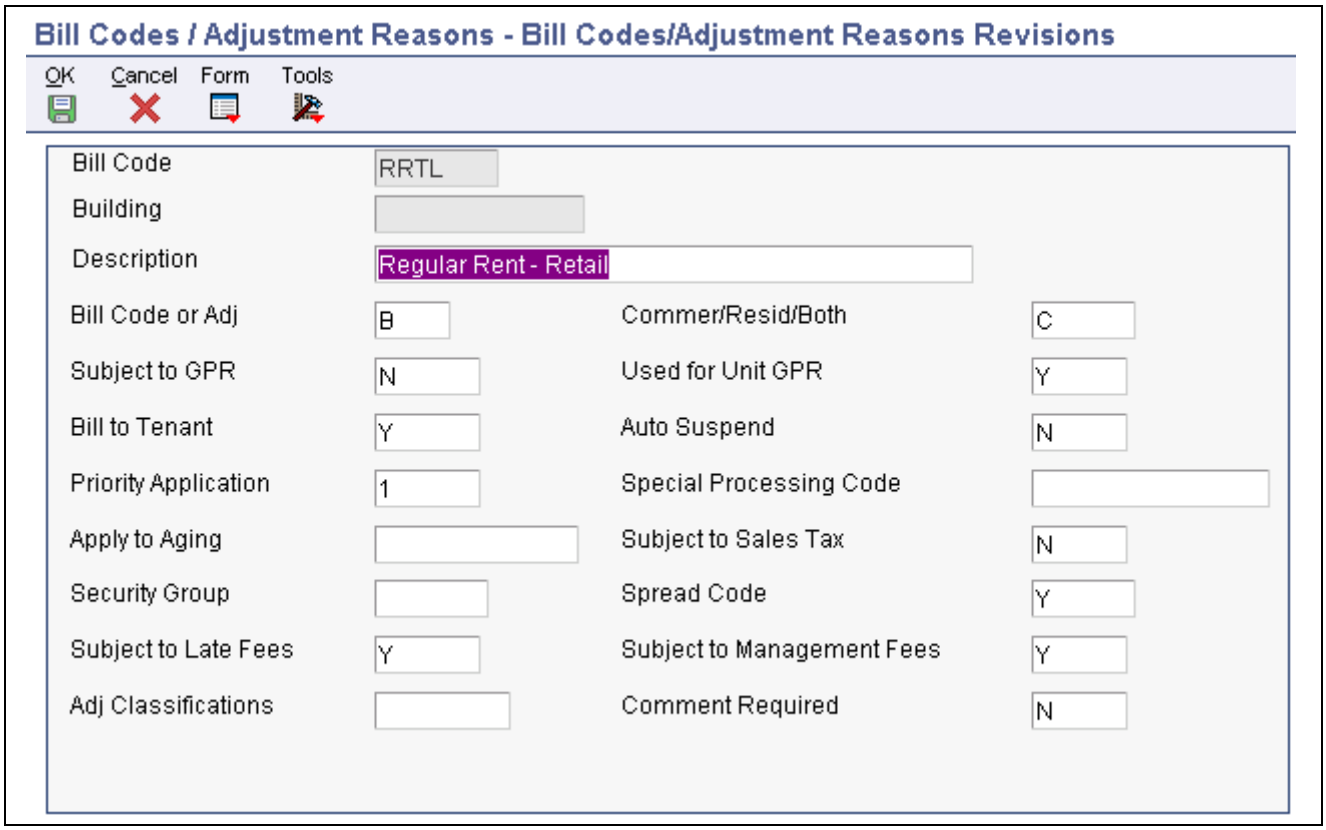
## Versions

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

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

# Setting Up Bill Codes and Adjustment Reasons

Access the Bill Codes/Adjustment Reasons Revisions form.




Bill Codes/Adjustment Reasons Revisions form

**Bill Code or Adj** (bill code or adjustment reason code)

Enter the code that specifies whether the bill code record is a bill code or an adjustment reason code. The AAIs that you set up vary depending on whether the bill code record is assigned *B* or *A*. Values are:

*B:* Bill code.

*A:* Adjustment reason code. If you specify *A,* you must complete the Adj. Classifications field.

**Subject to GPR** (subject to gross potential rent)

Future use.

**Bill to Tenant**

Future use.

**Priority Application**

Enter the two-character numeric code that indicates the order in which the system applies the receipt to the invoice pay item based on the bill code. The system applies the payment to invoice pay items with bill codes assigned a lower number (higher priority) first. For example, if one invoice has three bill codes with the following priorities: 1, 2, 3 (respectively), the system applies the receipt to the pay item that has a bill code with a priority of 1 first.

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**Note.** The priority application code is applicable only when you load invoices for receipt entry, and only when the corresponding option (Priority Code Application) is activated.

---

These priority codes are hard-coded for special processing:

*00:* Assign *00* to bill codes that you use on credit memos (negative invoices) when you want to use the feature to automatically apply receipts to specific credit memos only, which is based on a processing option for the RE Receipts Entry program (P15103). The system displays only those credit memos with a priority code equal to *00*.

*99:* Assign *99* to bill codes that you use on invoices that you want the system to skip when you use the feature to automatically apply receipts to invoices, which is based on a processing option for the RE Receipts Entry program (P15103). The system will not automatically apply receipts to invoices, regardless of the setting of the corresponding processing option, if the priority application code assigned to the bill code is *99*.

**Apply to Aging**

Future use.

**Security Group**

Enter the UDC (15/SG) to specify the security group to which you assign the bill code record. Complete this field only for bill codes that are used to identify security deposits.

**Subject to Late Fees**

Enter the code that indicates whether the bill code is subject to fee and interest calculations. Values are:

*Y:* The bill code is subject to fee and interest calculations.

*N:* The bill code is not subject to fee and interest calculations.

**Adj Classifications** (adjustment classifications)

Enter the UDC (15/AD) to further classify adjustment codes for reporting purposes.

You must complete this field if you entered *A* (for adjustment) in the Bill Code field or the Adj field.

**Commer/Resid/Both** (commercial, residential, or both) Future use.

**Used for Unit GPR** (used for unit gross potential rent) Future use.

**Auto Suspend** Future use.

**Special Processing Code** Enter the code that specifies whether to use the bill code as the default value for unapplied receipts if the Unapplied Bill Code field (GLC) is blank. If more than one bill code is set up as a default, the system uses the bill code that it locates first in alphabetical order. If none of the bill codes are set up as a default, the system uses the bill code UC. Values are:

Blank: Do not use the bill code as the default.

*UNC:* Use the bill code as the default.

**Subject to Sales Tax** Future use.

**Spread Code** Enter the code that specifies whether to allow the invoices generated with the bill code to be paid. For example, you might need to prevent invoices for security deposits from being paid. Values are:

*Y:* Allow invoices generated with this bill code to be paid.

*N:* Do not allow invoices generated with this bill code to be paid. The system does not display invoices with this bill code on the Receipts Entry form, regardless of whether they were selected for payment using the Load or Select features.

*W:* Allow invoices generated with this bill code to be paid, but issue a warning message.

**Subject to Management Fees** Future use.

**Comment Required** Enter the code that specifies whether invoices for the bill code require a value in the Remark field of the detail line on the Receipts Entry form. The system assigns the description of the bill code by default. Values are:

*Y:* The Remark field in the detail area requires a value.

*N:* The Remark field in the detail area does not require a value.

# Setting Up Billing Frequency Information

This section provides an overview of billing frequency information and discusses how to:

- Set up periodic billing cycles.
- Set up weekly billing cycles.

# Understanding Billing Frequency Information

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

You can set up billing cycles in this way:

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

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

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

- For periodic frequencies, the date pattern code must be set up in the F0008 table.

  You can add new date pattern codes or revise existing codes by accessing the Date Patterns form. It is accessible from the Form menu from the Company Names & Numbers program (P0010).

- For weekly billings, the date pattern code that you assign must be set up in the F0008B table.

  You can verify whether the 52-period date pattern exists by activating the corresponding option when you set up the weekly billing frequency. If a date pattern does not exist, you can set one up, by using the Set 52 Period Dates program (P0008B).

The system stores billing frequency information in the F15019 table.

# Prerequisite

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

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization," Setting Up Fiscal Date Patterns

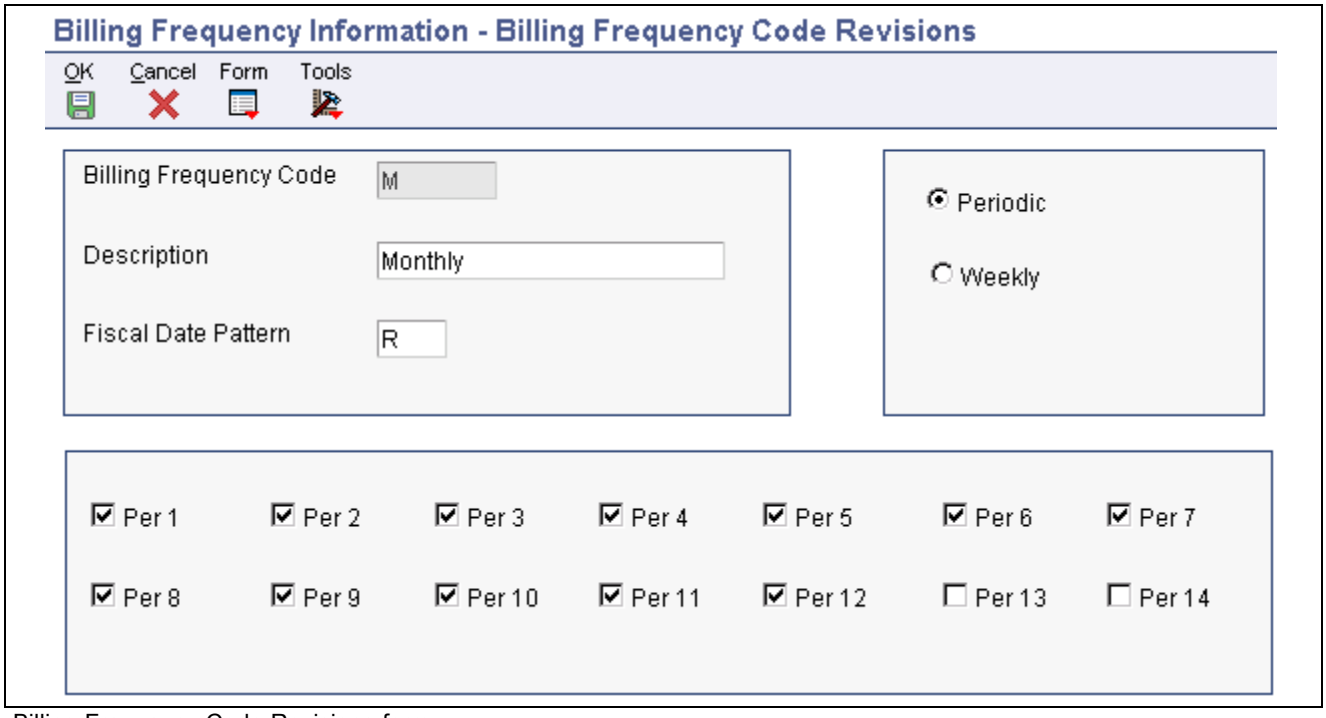
*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up 52 Period Accounting," Setting Up 52 Period Fiscal Date Patterns

# Forms Used to Set Up Billing Frequencies

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Billing Frequency Codes | W15019A | RE System Setup (G15412), Billing Frequency Information | Select and review billing frequency records. |
| Billing Frequency Code Revisions | W15019B | Select Add on Work with Billing Frequency Codes. | Add and revise periodic billing frequency records.<br>Select the Periodic option. |
| Work with 52 Period Pattern | W15019D | Add a weekly billing frequency and click OK on the Work with Billing Frequency Code Revisions form. | Verify whether a date pattern code exists for the weekly billing frequency.<br>The form appears only when you click the Set 52 Period Pattern option, which appears when you select the Weekly option when you add a new billing frequency code. |
| Set Up 52 Periods | W0008BF | Select Add on the Work with 52 Period Pattern form. | Add weekly billing cycles. |

# Setting Up Periodic Billing Cycles

Access the Billing Frequency Code Revisions form.




Billing Frequency Code Revisions form

**Billing Frequency Code** Enter the code that specifies how often the system generates billing records. The code that you enter must exist in the F15019 table.

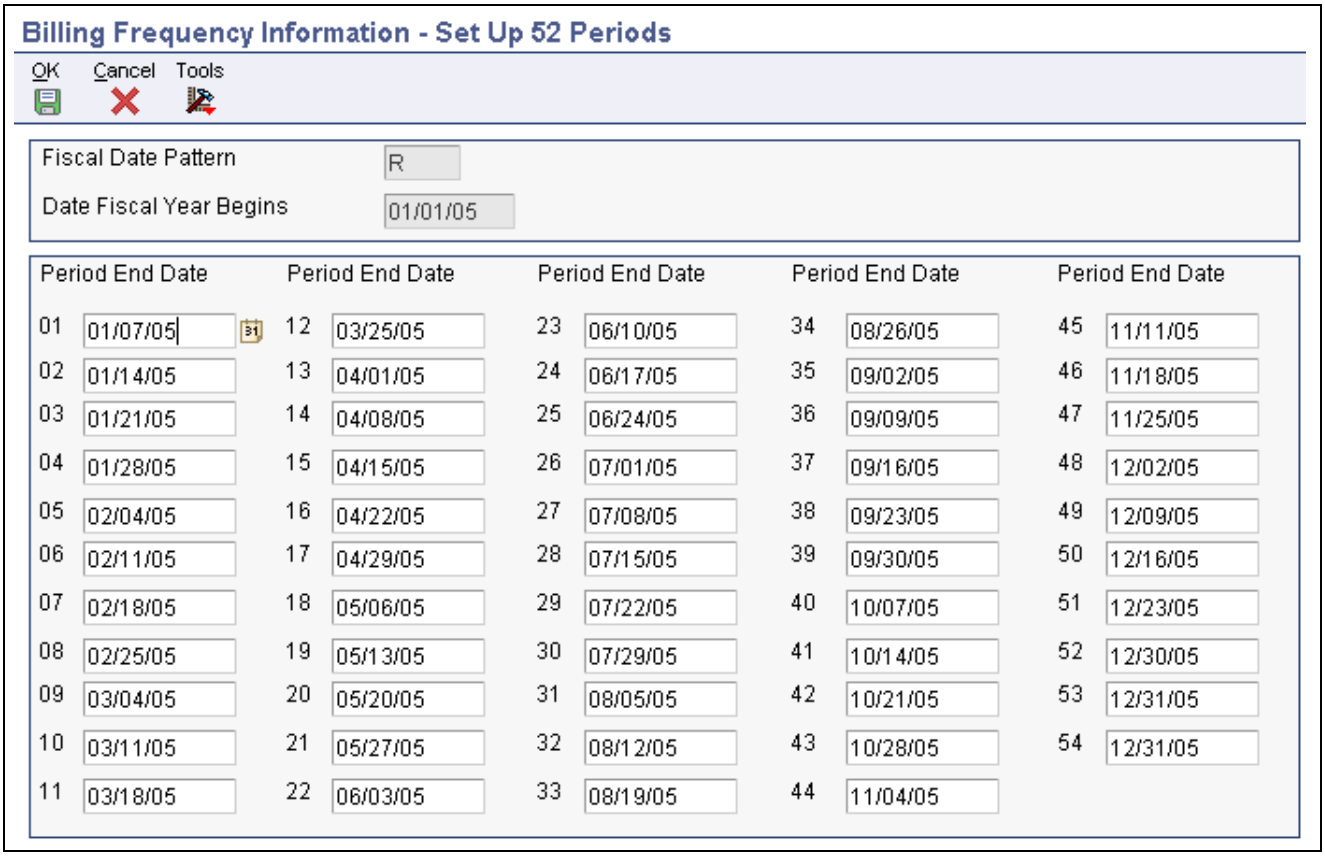
**Fiscal Date Pattern** Enter the code that identifies date patterns. You can use one of 15 codes. You must set up special codes (letters *A* through *N*) for 4-4-5, 13-period accounting, or any other date pattern unique to the environment. An *R*, the default, identifies a regular calendar pattern.

**Periodic** Enter the number of days that are added to a collection transaction date to calculate the due date for the next action.

**Per 1 through Per 14** (period 1 through period 14) Select the period options that apply to the frequency code and click OK.

## Setting Up Weekly Billings

Access the Set Up 52 Periods form.




Set Up 52 Periods form

**Fiscal Date Pattern** Enter the same code that you entered when you set up the billing frequency code.

**Weekly** Enter the number of days that are added to a collection transaction date to calculate the due date for the next action.

When you select the Weekly option, the Set 52 Period Pattern option becomes available.

**Set 52 Period Pattern** Select this option to prompt the system to display the 52-period pattern.

**Date Yr Beg** (date fiscal year begins) Enter the first day of the fiscal year.

**End Of Per 01** (end date of period 1)

Enter the month end date in 12-period (monthly) accounting. The period end date in 13-period, or 4-4-5 period, or 52-period accounting.

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

# Setting Up Tax Rate Area Information

This section provides an overview of tax rate area information and discusses how to set up tax rate areas.

## Understanding Tax Rate Area Information

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

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

When you process taxes in the Real Estate Management system, note that:

- The Tax Suppress field in the F1510B table controls whether tax processing is in effect and whether the tax-related fields are displayed.

  Processing options for specific billing programs also control tax processing.

- When tax processing is in effect, you can assign the necessary tax information for a billing in the Tax Explanation Code, Tax Rate/Area, and Service/Tax Date fields.

  The service and tax date must occur within the effective date range defined for the tax rate and area.

- The system automatically supplies the tax rate area for a tenant from either the Customer Master by Line of Business table (F03012) or Supplier Master table (F0401).

  You can also manually assign a different tax rate area for a particular billing.

In addition to the tax explanation codes used in the Accounts Payable and Accounts Receivable systems, the Real Estate Management system uses the tax explanation code AR.

The system calculates taxes for tax explanation code AR in the same manner that it does for S with these differences:

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

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

The resulting invoice has these three pay items:

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

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

**Important!** Any tax explanation codes other than AR that you use in the Real Estate Management system are subject to the standard financial tax processing and setup.

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Understanding Tax Explanation Codes.

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

## Prerequisite

Before you complete the tasks in this section:

- Set up tax authorities.
- Set up the appropriate tax AAIs.

### See Also

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Tax Rate Areas

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Tax Authorities

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up AAIs for Taxes

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Tax Rules

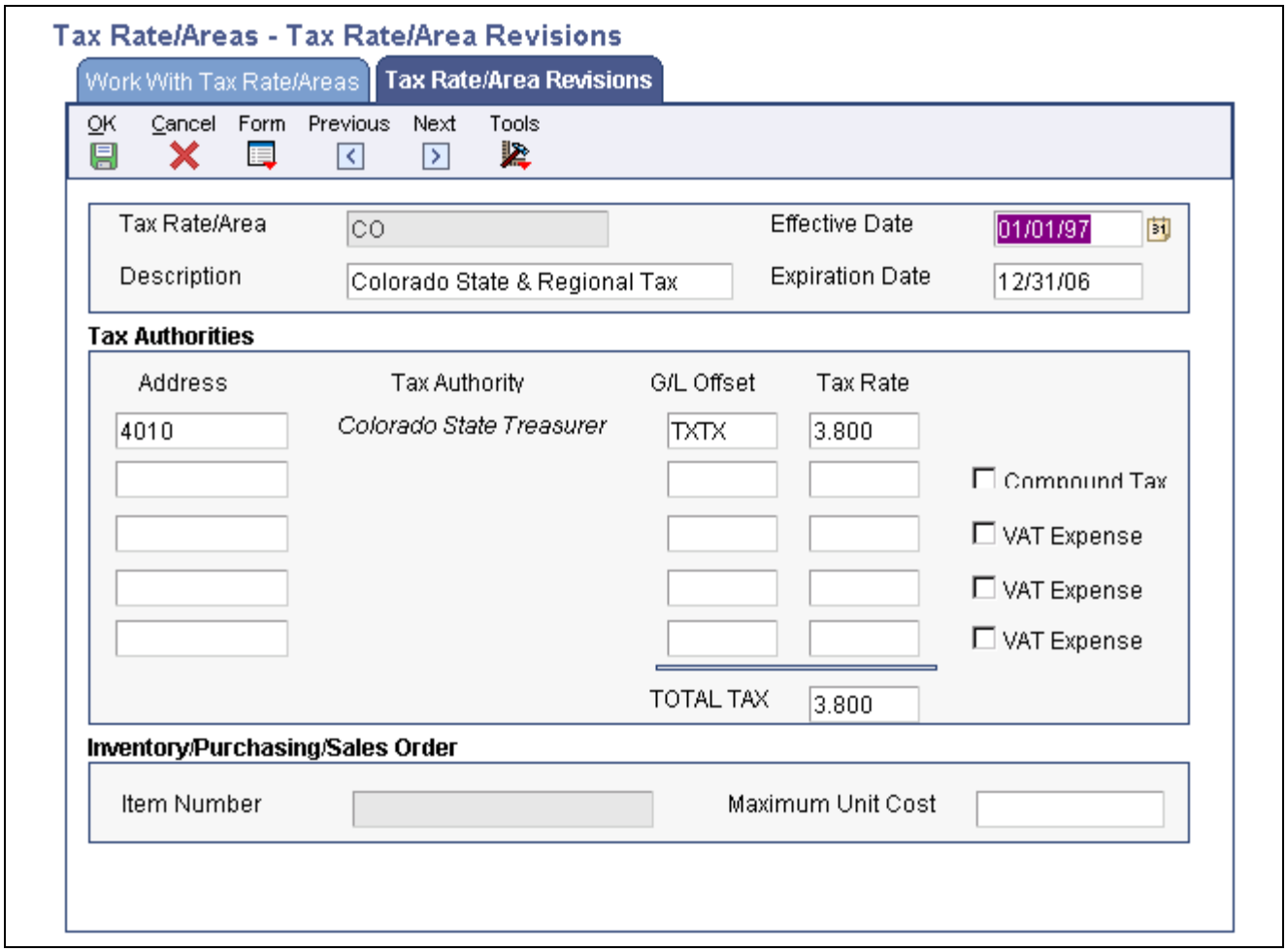
*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Understanding Tax Explanation Codes

## Forms Used to Set Up Tax Rate Areas

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Tax Rate/Areas | W1508A | Tax Processing and Reporting (G0021), Tax Rate/Areas | Review and select tax rate area records. |
| Tax Rate/Area Revisions | W1508B | Select Add on the Work With Tax Rate/Areas form. | Add and revise tax rate area information. |

## Setting Up Tax Rate Area Information

Access the Tax Rate/Area Revisions form.



Tax Rate/Area Revisions form

**Tax Rate/Area** Enter the code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code that you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and GL distribution amounts when you create an invoice or voucher.

**Effective Date** Enter the date when a transaction, contract, obligation, preference, or policy rule becomes effective.

**Expiration Date** Enter the date when a transaction, contract, obligation, preference, or policy rule ceases to be in effect.

**Tax Authority Address** Enter the Address Book number of the tax authority.

**G/L Offset** (general ledger offset code) Enter the code that indicates how to locate the tax account for general ledger entries. This field points to AAIs that, in turn, point to the tax account. Examples are:

PT*yyyy* for AP (VAT only).

RT*yyyy* for AR (VAT only).

GT*yyyy* for GL (VAT only).

4320 for sales orders

4400 and 4410 for purchase orders.

When setting up VAT and Canadian GST, PT*yyyy*, RT*yyyy*, and GT*yyyy* are the only valid values. For the AP system, a second GL offset (PT*xxxx*) is required when the tax setup involves VAT plus use taxes (tax explanation code B). Use the AAI PT*xxxx* to designate the use tax portion of the setup.

For sales taxes, the Accounts Payable and Accounts Receivable systems do not use the values in this field. However, the Sales Order Management and Procurement systems require values in this field.

You must complete this field for tax rate areas that are used with tax explanation code AR.

**Tax Rate** Identify the percentage of tax that is assessed or paid to the corresponding tax authority, based on the tax area.

Enter the percentage as a whole number and not as the decimal equivalent. For example, to specify 7 percent, enter *7,* not *.07.*

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

# Setting Up Logs and Legal Clauses

This section provides overviews of logs and legal clauses, log standards, and lease options, and discusses how to:

- Enter log standard information
- Enter lease options

## Understanding Log and Legal Clause

The system provides two methods for tracking information: logs and legal clauses.

You can use either or both methods, depending on the type of information that you want to track:

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

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

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

This table describes some of the differences between legal clauses and logs, as well as information specific to the template:

| Feature | Legal Clause | Log |
|---|---|---|
| Clause Amounts | Can track each lease option by an amount. You can define the amount type, and amount types include monetary, number, miles, and percentage. | No field for tracking. Must use attachment. |
| Standard Option versus Required Log | You can specify whether the option is standard for the lease or tenant.<br>The system copies any standard lease options automatically based on the setting of a processing option. | You can set up log standards that are required. If one log standard is required, the system copies all standards automatically based on the setting of a processing option. |
| Dates | Legal-clause dates that can be tracked:<br>• Lease Option.<br>• Begin.<br>• End.<br>• Critical.<br>• Notice.<br>• Audit Information.<br>• Date offered.<br>• Date decision is required.<br>• Date the status of an option changed. | Log-class dates that can be tracked:<br>• Begin<br>• Expired<br>• Critical |
| Amenity ID | Not used, because you can set up multiple detail types per option type. | Each log class is one detail line; you use the amenity ID to create subcategories for a log class. |
| E.P. Code | Expense participation does not use area information from the legal clauses. | You can set up areas to use for expense participation calculations instead of using the areas that are set up on the lease. |
| Space Details | You can set up square footage or unit information for each detail line for each lease option. For example, if the unit is a parking structure, you can set up space details for each floor of the parking garage, that has audit information that is separate from the audit | Tack additional space information on separate log lines for the lease. |

# Understanding Log Standard Information

Log standards are templates or models that you can set up so that you can track the same information for the same types of buildings, floors, and units.

This table lists the log standard and type, and the information that you might set up:

| Log Standard | Based On | Examples of Information to Track (Log Classes) |
|---|---|---|
| Building | Business Unit Type | For the building, you can track:<br>• Date that you built or acquired the building.<br>• Mortgage information.<br>• Insurance information.<br>• Tax assessment information. |
| Floor | Area Grouping Code | For the floor, you can track:<br>• Number of rest rooms<br>• Number of elevators |
| Unit | Unit Type | For the unit, you can track:<br>• Areas to use in EP<br>• Raised flooring<br>• Handicap ramps<br>• Number of parking spaces<br>• Number of rest rooms |

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

Log information further describes a lease or facility. For leases, the log information defines the terms and conditions of the lease, such as critical dates, lease options, text descriptions, and so on. For facilities, it might define the areas that you use for expense participation, critical dates, the number of units within a building or on a floor, tenant improvements, inspection of the sprinkler system, and so on.

If you use the same logs to track similar information on the lease or facility, you can set up log standards to use as a template.

Log standards are useful because they:

- Simplify the setup process for individual leases and facilities.
- Enable you to efficiently set up a large number of leases or facilities.
- Maintain uniformity.
- Reduce the possibility of errors.

When you set up log standards, you must set up the log standard level to identify whether the log pertains to the lease, building, floor, or unit.

You use these UDCs to further identify the type of lease, building, floor, or unit to which the log pertains:

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

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

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

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

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

## Understanding Lease Option Type Standards

For legal clauses, you use lease options as the model or template for the type of information that you track. You can set up options for each lease type that you use, or for specific tenants, but not for both. For example, you might offer an option for parking on commercial leases that you do not offer on leases for restaurants.

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

Lease option type information is stored in these tables:

- F157011
- F157012

## Prerequisites

Ensure that these UDCs are set up:

- Tenant Lease Type (15/LT)
- Business Unit Types (00/MC)
- Grouping Code (15/GC)
- Unit Type (15/UT)
- Log Class (15/LG)
- Amenity Identification (15/AM)

### See Also

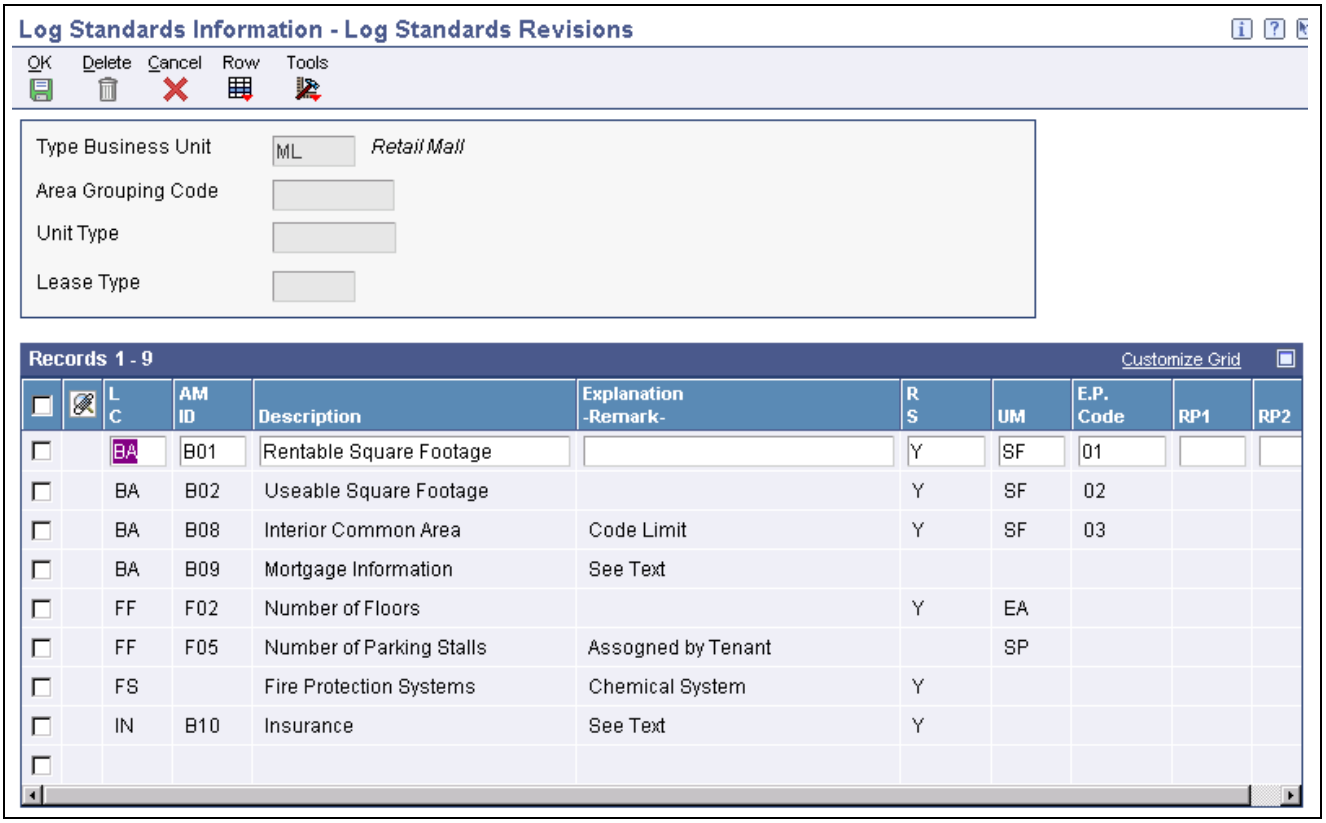
Chapter 4, “Setting Up Tenant and Lease Information,” Setting Up Legal Clause Information, page 72

# Forms Used to Enter Log Standards and Lease Options

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Log Standard Level Selection | W1523A | RE System Setup (G15412), Log Standards Information | Access the Log Standards Revisions form. |
| Log Standards Revisions | W1523B | Select an option, complete the corresponding field, and then select Revisions from the Form menu on the Log Standard Level Selection form. | Add and revise log standards for the code entered in one of these fields:<br>• Type Business Unit<br>• Area Grouping Code<br>• Unit Type<br>• Lease Type |
| Work With Option Types | W157011A | RE System Setup (G15412), Lease Option Type Information | Review and select lease option types. |
| Option Type Revisions | W157011B | Select Add on the Lease Option Type Information form. | Add and revise lease option information. |

# Entering Log Standards

Access the Log Standards Revisions form.




Log Standards Revisions form

**Business Unit Log Standards** Specify the type of processing for an event.

**Floor Log Standards** Specify the type of processing for an event.

**Unit Type Log Standards** Specify the type of processing for an event.

**Lease Type Log Standards** Specify the type of processing for an event.

**Type Business Unit** Enter the UDC (00/MC) that identifies the classification of the business unit.

**Area Grouping Code** Enter the code. The system uses this code to reconcile the total area of the group to the total area of the floor.

If you leave this field blank, the system automatically uses FLOR. A processing option in this program controls the kind of floor that the form displays, based on the grouping code.

**Unit Type** Enter the UDC (15/UT) that identifies the type of unit for billing and reporting purposes. Examples include:

*OFFCE:* Office space

*RSALE:* Retail space

*RESTR:* Restaurant

*CONDO:* Condominium

**Lease Type** Enter the UDC (15/LT) that identifies the type of lease for billing and reporting purposes. Examples of values include:

*AP:* Apartment.

*CO:* Commercial office.

*RT:* Retail store.

*SB:* Sublease.

**L C** (log class) Enter the UDC (15/LG) that identifies the type of information that the log contains. Examples of values include:

*OP:* First renewal option.

*IN:* Insurance.

*PK:* Parking spaces.

*TI:* Tenant improvements.

**AM ID** (amenity ID) Enter the four-character UDC (15/AM) that is used to provide additional information about the class to which the log belongs. For example, if the log class represents building features, the amenity ID can be used to further define a feature, such as atrium. Examples include:

*F01:* Number of rentable units

*F02:* Seating capacity

*INS:* Insurance renewal

*SEWR:* Sewer hookups

**Explanation -Remark-** Enter a name or remark that describes the purpose for using an account or that conveys any other information about the transaction.

**R S** (required standards) Enter the code that specifies whether the log line is a required standard for the lease. Values are:

Blank or *N:* The log line is not a required standard.

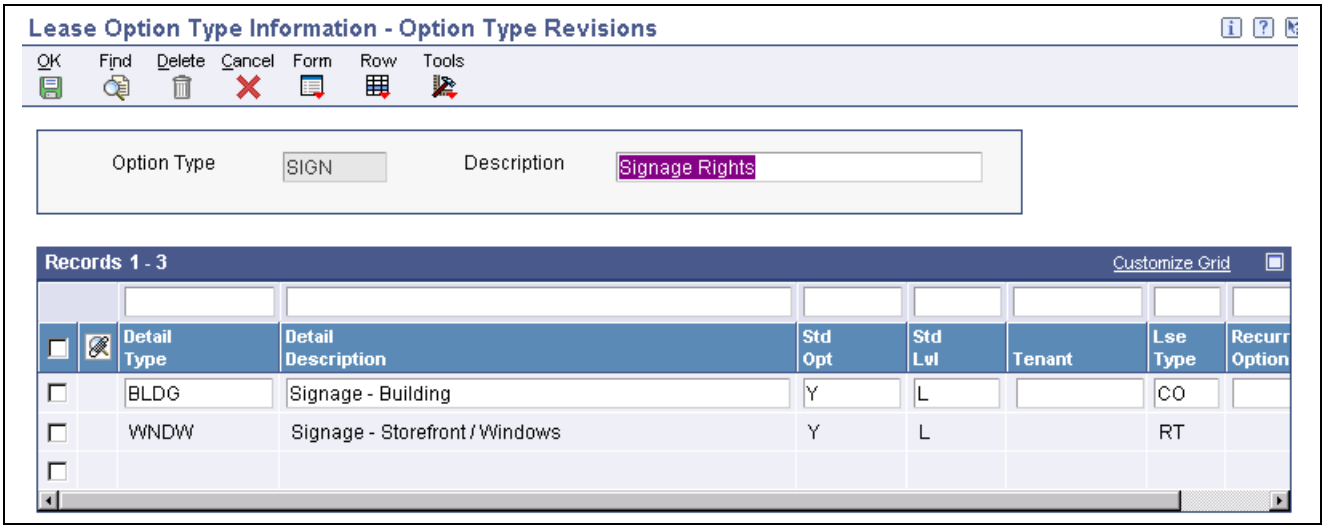
*Y:* The log line is a required standard and cannot be deleted from the model. If you select this value, the system disables the LC (log class), AM ID (amenity ID), and UM (unit of measure) fields for revisions.

**E.P. Code** (expense participation code) Enter the UDC (15/EP) that specifies an area that the system uses to calculate expense participation.

**RP1** (reporting code pm log 01) Enter the UDC (system 15, types L1-L10) that specifies a group for reporting purposes. You can set up the field names in vocabulary overrides.

# Entering Lease Option Types

Access the Option Type Revisions form.




Option Type Revisions form

**Option Type** Enter the code that you set up in the Lease Option Type Information program (P157011) that specifies the type of option that is offered on a legal clause.

**Detail Type** Enter the code that identifies individual items within an option type.

**Detail Description** Enter the code that specifies details about an option type, such as the number of parking spaces.

**Std Opt** (standard option) Enter the code that specifies whether an option is standard. The system automatically copies options that are standard when a new lease is added based on the setting of the processing option. Values are:

Blank: The option is not standard.

*Y:* The option is standard.

**Std Lvl** (standard option level) Enter the UDC (15/SL) that indicates whether an option is defined as standard for the lease or the tenant. If the option is a standard for leases, the lease type

must also be defined. If the option is a tenant standard, the tenant number must also be defined. Values are:

*L:* Lease. You must also specify the lease type if you select this option.

*T:* Tenant. You must also specify the tenant's address book number if you select this option.

**Lse Type** (lease type) Enter the UDC (15/LT) that identifies the type of lease for billing and reporting purposes. Examples include:

*AP:* Apartment.

*CO:* Commercial office.

*RT:* Retail store.

*SB:* Sublease.

**Recurring Option** Enter the UDC (15/RO) that can be used for informational purposes.

# Setting Up Statement Messages

This section provides an overview of statement messages and discusses how to set up statement messages.

## Understanding Statement Messages

You can set up the system to print user-defined messages on statements that you send to customers. The Statement Messages program (P00191) uses UDCs for table 15/MS as identifiers for the associated text that prints on the statement.

Although you can set up an unlimited number of statement messages, the print statement program limits the number of messages that are printed in these locations on the statement:

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

  You can specify a different message to print according to the aging category. For example, you might include a more strongly worded message on statements with invoices in the fifth aging category than on statements with invoices in the first aging category. If one statement has invoices in multiple aging categories, the system prints the message associated with the oldest aging category.

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

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

## Prerequisite

Verify the processing option settings:

- Ensure that you enter *15* in the System Code processing option and *MS* in the Record Type processing option.

These two processing options are located on the Defaults tab.

- Ensure that you enter *2* in the Text Type processing option on the Display tab.

### See Also

Chapter 6, "Processing Manual Billings," Printing Statements for Real Estate Management, page 114

## Forms Used to Set Up Statement Messages

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Generic Message/Rate Types | W00191A | RE System Setup (G15412), Statement Messages | Access statement message codes. |
| Enter Generic Message/Rates | W00191D | Select Add on the Work With Generic Message/Rate Types form. | Add and delete statement message codes, and access statement messages. |
| General Message | W00191E | On the Enter Generic Message/Rates form, select a code and select General Message from the Row menu. | Add and revise message text for the code. |

## Setting Processing Options for Generic Message /Rates Records (P00191)

Set these processing options to specify the default processing for this program.

### Defaults

Use these processing options to specify the default information that the system uses.

**1. System Code** Enter the UDC (98/SY) that identifies a system. Values include:

*01:* Address Book

*03B:* Accounts Receivable

*04:* Accounts Payable

*09:* General Accounting

*11:* Multicurrency

**2. Record Type** Enter the code that identifies the table that contains UDCs. The table is also referred to as a UDC type.

### Display

Use these processing options to specify how the text displays.

**1. Text Type** Specify the type of text that the system displays. Values are:

*1:* Display rate text

*2:* Display message text

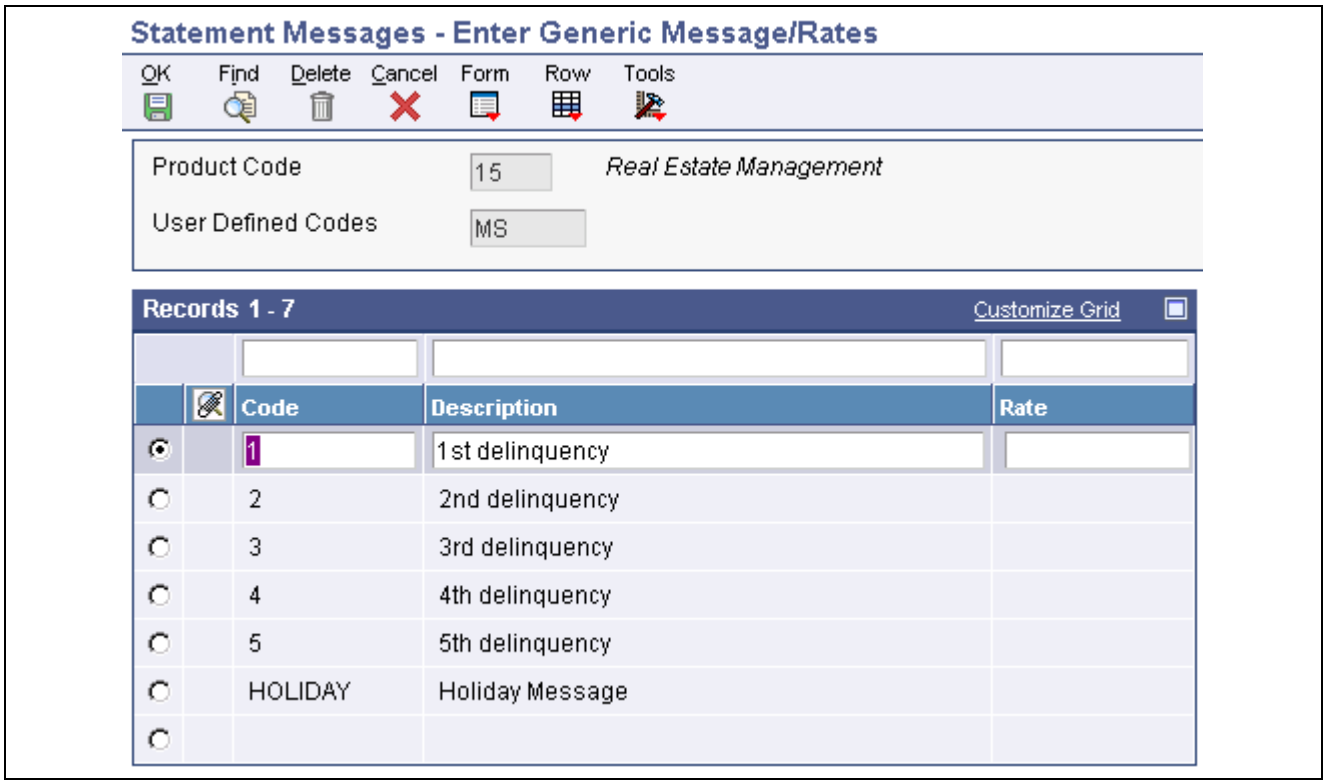
**2. Text Column Display** Specify the width, in characters, of the text column that the system displays. Values are:

*1:* 60-column display

*2:* 80-column display

## Setting Up Statement Messages

Access the Enter Generic Message/Rates form.




Enter Generic Message/Rates form

# CHAPTER 3

# Setting Up Facility Information

This chapter provides an overview of facility setup and discusses how to:

- Set up building and property information.
- Set up floor information.
- Set up unit information.
- Set up market, renewal, and potential rent information.

## Understanding Facility Setup

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

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

## Setting Up Building and Property Information

This section provides an overview and discusses how to set up buildings and properties.

### Understanding Building and Property Information

Properties and buildings are business units. A building is the minimum required element for facility information and is the most specific level by which you can group accounts. To further define the information and provide greater flexibility, you can associate buildings with a common property, and you can subdivide a building into floors and units. You set up and maintain information for properties and buildings in the Property/Building Information program (P15062).

You can set up relationships between parent and subordinate business units by using levels of detail. The level of detail indicates how a property or building is associated with a higher level of project or grouping. You can set up a hierarchy that includes up to nine levels. Level 1 is the least detailed level, and level 9 is the most detailed level. For example, you could set up a property (level 1) that consists of a retail mall (level 2), office building (level 2), and parking structure within the office building (level 9). The default level of detail is 9.

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

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

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

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The system stores building and property information in the F0006 table and the F1514 table.

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

### Building Logs and Copying Building Log Standards

After you set up the building, you can assign a building log to it.

You can use building logs to track information such as:

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

To reduce errors, you can copy the standard log information that is set up for the type of building that you enter. The setting of the Copy Log Standards processing option for the Property/Building Information program (P15062) determines whether the system automatically copies the appropriate log standards when you set up the building or whether you must manually copy the log:

- If the processing option is set to blank (to automatically copy the information), the system copies the model of the log standards when you add the building information based on the business unit type (for example, whether the building is a commercial or retail property, or an apartment complex).

  At least one log detail line must be required for the system to copy the logs automatically.
- If the processing option is set to *1* (to bypass copying), you can manually copy the log standards after you set up the building, or you can add the appropriate log lines individually.

  ---

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

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

  ---

## Prerequisite

Before you complete the tasks in this section:

- Set up an Address Book record for the property or building.

- Enter the business unit in the General Accounting system, and assign the appropriate business unit type and category codes.

### See Also

Chapter 2, "Setting Up the Real Estate Management System," Setting Up Logs and Legal Clauses, page 25

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System," Setting Up Business Unit Supplemental Data

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System"

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System," Setting Up Business Unit Supplemental Data

## Forms Used to Enter Property and Building Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Property/Buildings | W15062A | Facility Setup (G15411), Property/Building Information | Review and select building and property records. |
| Building Revisions | W15062D | Select Add on the Work with Property/Buildings form. | Add and revise building and property information. |
| Log Details | W1521A | Select Log Details from the Form menu on the Building Revisions form. | Copy building log standards by selecting Copy Logs from the Form menu, and add and revise log records. |

## Setting Processing Options for Property/Building Information (P15062)

Set these processing options to specify the default processing for this program.

### Display

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

**1. Required Standards Protection**

Specify whether changes are allowed to these required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Values are:

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

*1:* Do not allow changes to required standards fields.

### Edits

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

**1. Area Validation (Building to Floor)**

Specify whether the system validates the area entered for the building against the sum of the area entered for the floors. The system uses this processing

option when you revise the building area after floors have been set up. Values are:

Blank: Do not validate the area.

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

### Process

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

**1. Copy Log Standards**

Specify whether the system automatically copies the log standards to the building logs when you add a building. Values are:

Blank: Automatically copy the log standards to the building logs.

*1:* Do not automatically copy the log standards to the building logs.

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

**2. Copy Area Master**

Specify whether to automatically copy the F1514 records to the new building when you select Copy on the Work with Property/Buildings form to add a building. Values are:

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

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

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

### Versions

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

**1. Floor Information (P1506)**

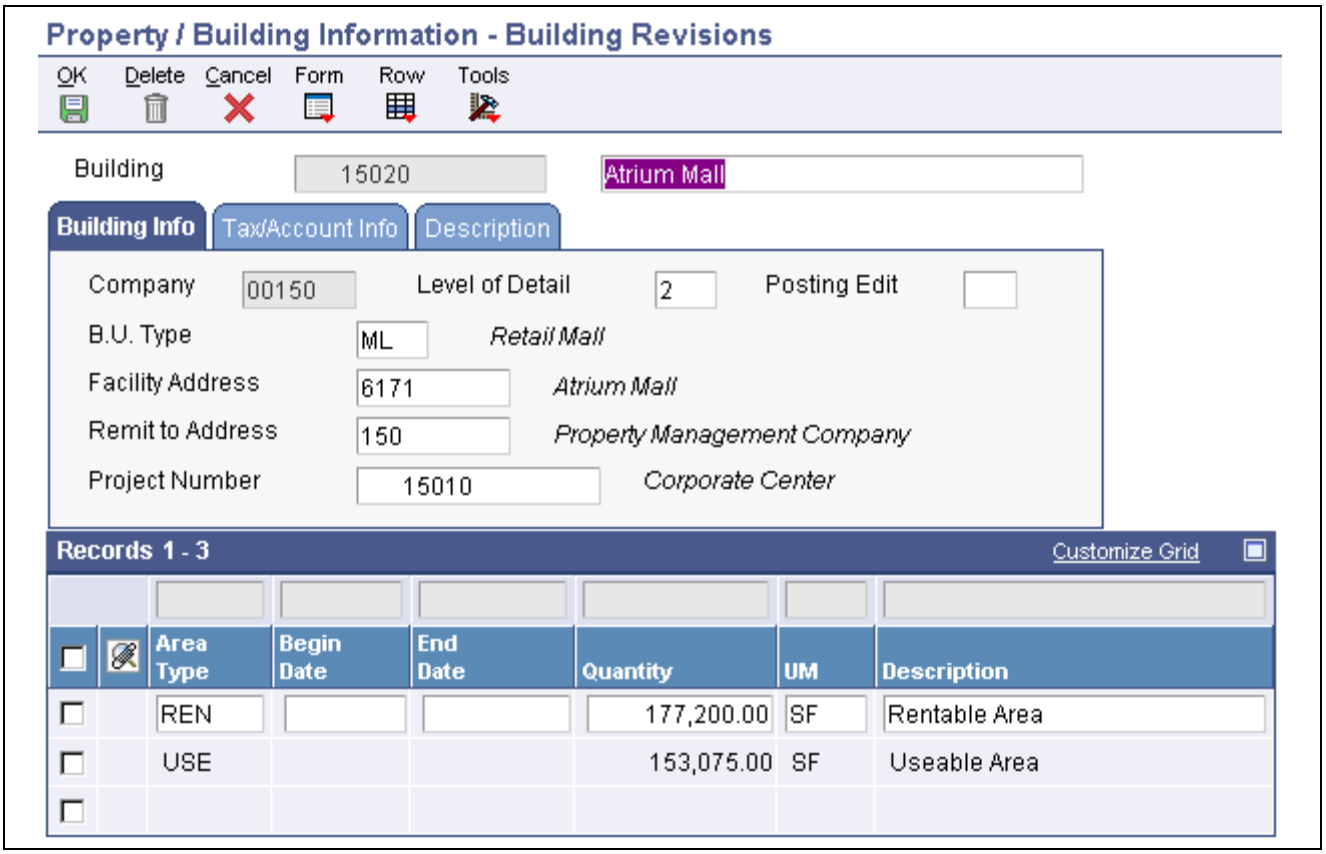
Specify the version of the Floor Information program (P1506) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

**2. Address Book (P01012)**

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

## Entering Property and Building Information

Access the Building Revisions form.




Building Revisions form

**Company** Enter the Address Book number of the company responsible for the property or building, or the company responsible for the original billing on the lease.

**B.U. Type** (business unit type) Enter the user-defined code (UDC) (00/MC) that identifies the classification of the business unit.

Although this field is required, you can set up blank as a value in the UDC.

**Facility Address** Enter the Address Book number of the company or person named as the lessee or lessor on the lease.

**Remit to Address** Enter the number in the Address Book system that identifies the remit-to address for Accounts Receivable (AR) invoices and statements.

**Project Number** Enter the number that identifies the associated property, building, or project. This number is a business unit. The business unit for a property can be different from the business unit for an associated building.

**Tax Entity** Enter the address number of the tax authority to which property taxes are paid.

**Tax Area - Payroll** Enter the code of a taxing authority. All time entries for the cost center appear by default as the value entered in this field.

**Labor Distri. Meth** (labor distribution method) Specify whether the labor costs include a flat burden for payroll taxes and benefits. Values are:

*0:* The flat burden factor is always 1.0000, so the resulting amount for the flat burden is 0.

*1:* The flat burden factor is always greater than 1.0000, so the labor costs include a flat burden.

**Burden Account** Enter the account number that specifies where payroll labor burdens are distributed for a job (business unit). Use this value only if the user elects to split payroll burdens in the payroll company constants. Otherwise, burdens are included in the amount distributed to the base labor account (OBJ1). Burdens include all company-paid payroll expenses, including FICA, FUI, SUI, workers' compensation and general liability insurance premiums, company-paid benefits, and fringe benefits.

At this time, the system cannot separate the burdens related to base labor versus premium labor; they are combined.

**Labor Account** Enter the code that indicates the account to which payroll labor are distributed for a job (business unit). This field can be overridden by an object account (that is, non-blank) established at the union-job category level. Also, this field overrides an object account set up at the automatic accounting instruction (AAI) account level.

See the information about these related fields: OBJ2, OBJ3, SUB1.

**Premium Account** Enter the object account portion of a general ledger account.

**Area Type** Enter the UDC (15/AR) that identifies the area by its use, such as rentable, usable, gross leasable (GLA), gross lease occupied (GLOA), and so on.

**Quantity** Enter the amount that appears as part of a log line; for example, the potential rent for a unit, the square footage, or the amount of insurance coverage for a lease.

# Setting Up Floor Information

This section provides overviews of floor information and area validations, and discusses how to set up floors.

## Understanding Floor Information

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

### Floor Logs and Copying Floor Log Standards

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

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

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

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

Floor information is stored in the F1506, F1514, and F1523 tables.

# Understanding Validation for Areas

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

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

The system validates areas only under these circumstances:

- The grouping code assigned to the floor is *FLOR*.
- The area types are defined in the Real Estate system constants.

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

**Note.** When you add floors to UDC 15/FL, the code must be four characters in length and should be left-justified. For example, if you add floor 10, you must enter the value with two leading spaces or 0s.

## Example of Area Validations

Suppose that a building has a total rentable area of 70,000 square feet (SF).

The building contains three floors with these rentable areas:

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

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

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

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

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

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

### See Also

Chapter 2, "Setting Up the Real Estate Management System," Setting Up Logs and Legal Clauses, page 25

## Forms Used to Set Up Floor Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Floor Information | W1506A | Facility Setup (G15411), Floor Information<br>Select Floor Info from the Form menu after you add the building or property on Building Revisions. | Review and select floor records. |
| Floor Revisions | W1506C | Select Add on the Work With Floor Information form. | Add or revise floor information. |
| Log Details | W1521A | Select Log Details from the Form menu on the Floor Revisions form. | Copy floor log standards by selecting Copy Logs from the Form menu, and add and revise log records. |

## Setting Processing Options for Floor Information (P1506)

Set these processing options to specify the default processing for this program.

### Display

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

**1. Required Standards Protection** Specify whether to allow changes to these required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Values are:

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

*1:* Do not allow changes to required standards fields.

### Edits

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

**1. Validate Floor Number** Specify whether the system validates the floor number against the values in UDC 15/FL. Values are:

Blank: Do not validate the floor number.

*1:* Validate the floor number.

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

**2. Grouping Code**

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

**3. Area Validation (Floor to Building)**

Specify whether to validate the sum of the area entered for the floors against the area entered for the building. Values are:

Blank: Do not validate the area entered.

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

**4. Area Validation (Floor to Unit)**

Specify whether to validate the sum of the area entered for the units against the area entered for the floor. Values are:

Blank: Do not validate the area.

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

## Process

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

**1. Copy Log Standards**

Specify whether the system automatically copies the log standards to the floor logs when you add a building. Values are:

Blank: Automatically copy the log standards to the floor logs.

*1:* Do not automatically copy the log standards to the floor logs.

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

**2. Copy Area Master**

Specify whether to automatically copy the F1514 records to the new floor when you select Copy on the Work With Floor Information form to add a floor. Values are:

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

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

**Note.** This processing option applies only when using the Copy feature; it does not apply when a floor is manually added.

### Versions

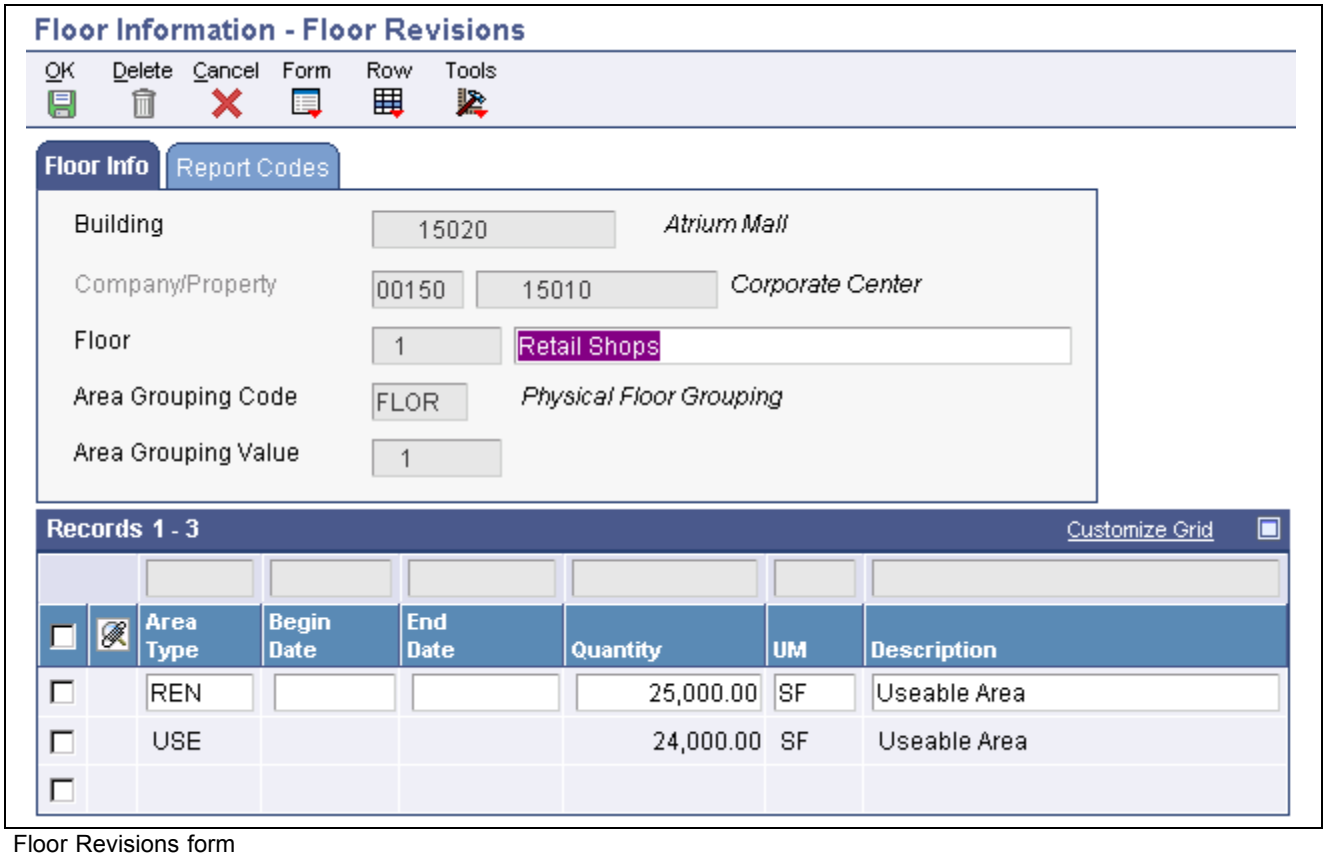
These processing options enables you to specify the versions of programs that are accessed from the Form menu.

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

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

## Setting Up Floor Information

Access the Floor Revisions form.




Floor Revisions form

**Floor** Enter the UDC (15/FL) that identifies a floor on which the unit exists.

**Area Grouping Code** Enter the code. The system uses this code to reconcile the total area of the group to the total area of the floor.

If you leave this field blank, the system automatically uses *FLOR*. A processing option in this program controls the kind of floor that the form displays, based on the grouping code.

**Area Grouping Value** Enter the value. When you assign *FLOR* to the Grouping Code field, the system supplies the floor number from the Floor Number field to this field.

| | |
|---|---|
| | For relationships other than the physical floor, you must type the information in this field. |
| **Area Type** | Enter the UDC (15/AR) that identifies the area by its use, such as rentable, usable, gross leasable (GLA), gross lease occupied (GLOA), and so on. |
| **Quantity** | Enter the amount that appears as part of a log line; for example, the potential rent for a unit, the square footage, or the amount of insurance coverage for a lease. |
| **Report Code 01** | Enter the UDC (15/U1) to use for reporting purposes. |

# Setting Up Unit Information

This section provides an overview of unit information and discusses how to:

- Set processing options for the Unit Information program (P15217).
- Set processing options for the Multi Unit Information program (P15071).
- Set up unit information.
- Set up multiunit information.
- Replicate units.
- Set processing options for Replicate Property / Units (R15115).

## Understanding Unit Information

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

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

The system stores unit information in these tables:

- F1507
- F1514
- F159071

### Unit Logs and Copying Unit Log Standards

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

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

---

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

---

### Multi-Unit Information

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

### Replicating Units

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

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

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

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

---

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

---

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

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

## Prerequisites

Before you complete the tasks in this section:

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

### See Also

Chapter 2, “Setting Up the Real Estate Management System,” Setting Up Logs and Legal Clauses, page 25

# Forms Used to Set Up Unit Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Units | W15217A | • Facility Setup (G15411), Unit Information<br>• Tenant & Lease Information (G1511), Unit Information | Review and select units. |
| Unit Master Revisions | W15217C | Click Add on the Work with Units form. | Add and revise unit information. |
| Log Details | W1521A | Select Log Details from the Form menu on the Unit Master Revisions form. | Copy unit log standards by selecting Copy Logs from the Form menu, and add and revise log records. |
| Work With Buildings | W15071B | Facility Setup (G15411), Multi-Unit Information | Select the building for which you want to set up unit information. |
| Multi Unit Information | W15071A | Select the building on the Work With Buildings form. | Add multiple units to a building using one form. |

# Setting Processing Options for Unit Information (P15217)

Set these processing options to specify the default processing for this program.

## Display

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

**1. Required Standards Protection**

Specify whether to allow changes to these required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Values are:

Blank: Allow changes to required standards fields.

---

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

---

*1:* Do not allow changes to required standards fields.

**2. Speculative Lease Occupancy Status**

Specify whether to display the units that are attached to speculative leases as vacant or occupied. Values are:

Blank: Display the units as vacant.

*1:* Display the units as occupied.

**Lease Status 1**

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

## Edits

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

**1. Floor Number Validation** Specify whether to validate the floor number entered against the values set up in the UDC table 15/FL. Values are:

Blank: Do not validate the floor number.

*1:* Validate the floor number.

**2. Area Validation (Floor to Unit)** Specify whether to validate the square footage entered for the units against the square footage entered for the floor. Values are:

Blank: Do not validate the square footage.

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

## Process

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

**1. Copy Log Standards** Specify whether to automatically copy the log standards to the unit logs when you add a unit. Values are:

Blank: Automatically copy the log standards to the unit logs.

*1:* Do not automatically copy the log standards to the unit logs.

---

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

---

**2. Search Area Type** Specify the area type to retrieve from the F1510B to use as the default search criteria for the Unit Size and Thru fields in the header portion of the Work with Units form. The system completes the unlabeled field (ARTY) to the right of the Thru field with the value specified. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

---

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

---

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

**3. Alternate Area Type** Specify an area type other than rentable and usable to use as search criteria for the Unit Size and Thru fields in the header portion of the Work with Units

form. The system completes the Unlabeled field (ARTY) to the right of the Thru field with the value specified, and adds a column in the detail area to display the area. The value that you enter must exist in UDC 15/AR.

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

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

**5. Copy Area Master** Specify whether to automatically copy the F1514 records to the new unit when you select Copy on the Work With Units form to add a unit. Values are:

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

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

---

**Note.** This processing option applies only when you use the Copy feature; it does not apply when a unit is manually added.

---

### Versions

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

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

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

**3. Market / Renewal / Potential Rent (P159071)** Override the default version of the Market / Renewal / Potential Rent program (P159071) when you select the Rent Translations row exit from the Rent Information form. If you leave this option blank, the system uses the default version ZJDE0001.

**4. Property / Building Information (P15062)** Override the default version of the Property / Building Information program (P15062) when you select the Area Translations row exit from the Unit Revisions form. If you leave this option blank, the system uses the default version ZJDE0001.

## Setting Processing Options for Multi-Unit Information (P15071)

Set these processing options to specify the default processing for this program.

### Process

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

**1. Copy Log Standards** Specify whether the system automatically copies the log standards to the unit logs when you add a unit. Values are:

Blank: Automatically copy the log standards to the unit logs.

*1:* Do not automatically copy the log standards to the unit logs.

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

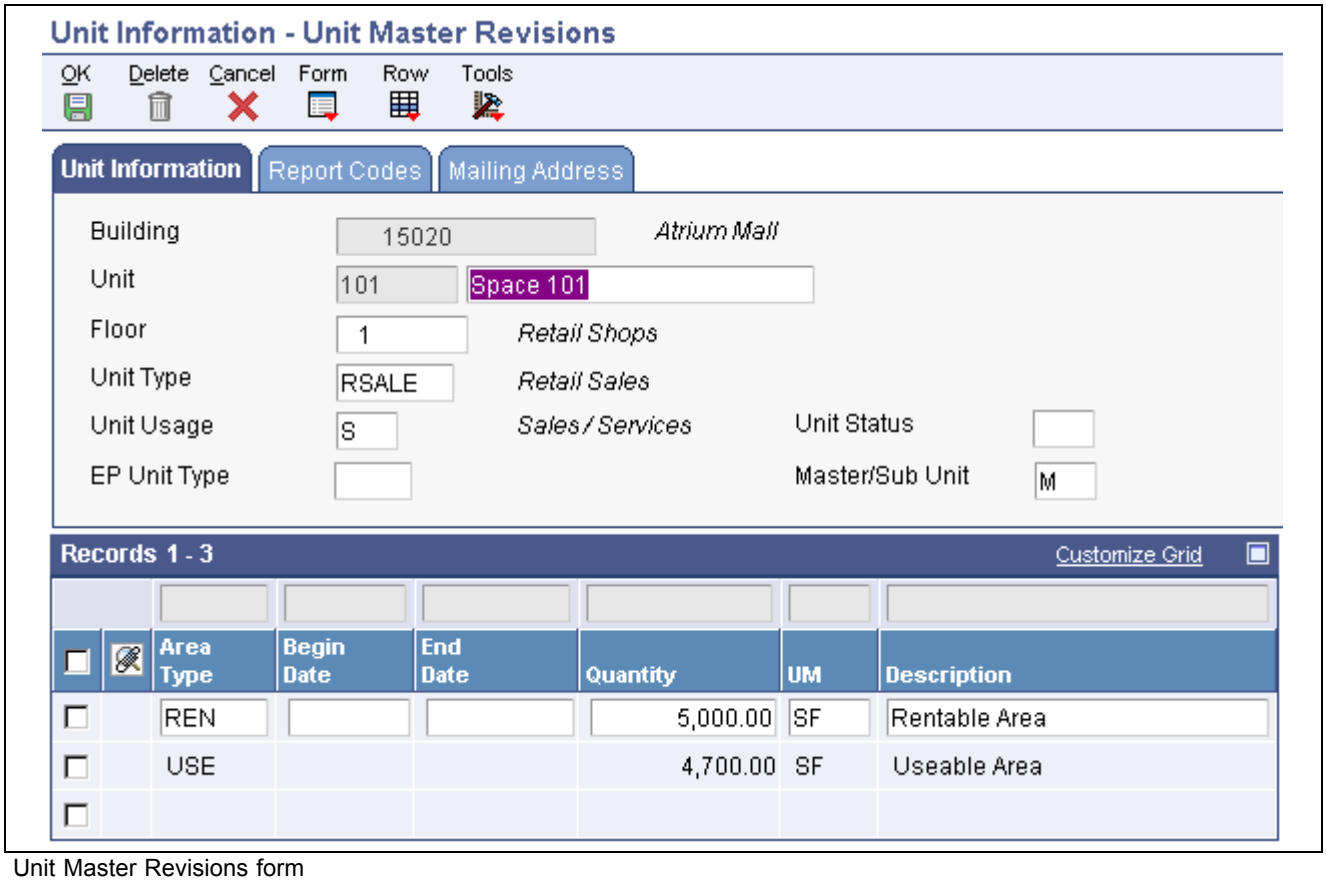
### Versions

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

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

## Setting Up Unit Information

Access the Unit Master Revisions form.




Unit Master Revisions form

**Unit Usage** Enter the UDC (15/UU) that specifies how a unit is used. Examples include:

*M:* Medical

*L:* Legal

*S:* Storage

**EP Unit Type** (expense participation unit type) Enter the UDC (15/EU) that identifies the unit for expense participation exclusions. The system uses the EP unit type when you set up a tenant exclusion or a share factor denominator.

**Unit Status** Enter the UDC (15/UX) that identifies the occupancy status of a unit.

**Master/Sub Unit** Enter the code that specifies whether the unit is a master or a sub-unit. A master unit is the main unit of a group of related units (sub-units). Codes are:

*M:* Master unit

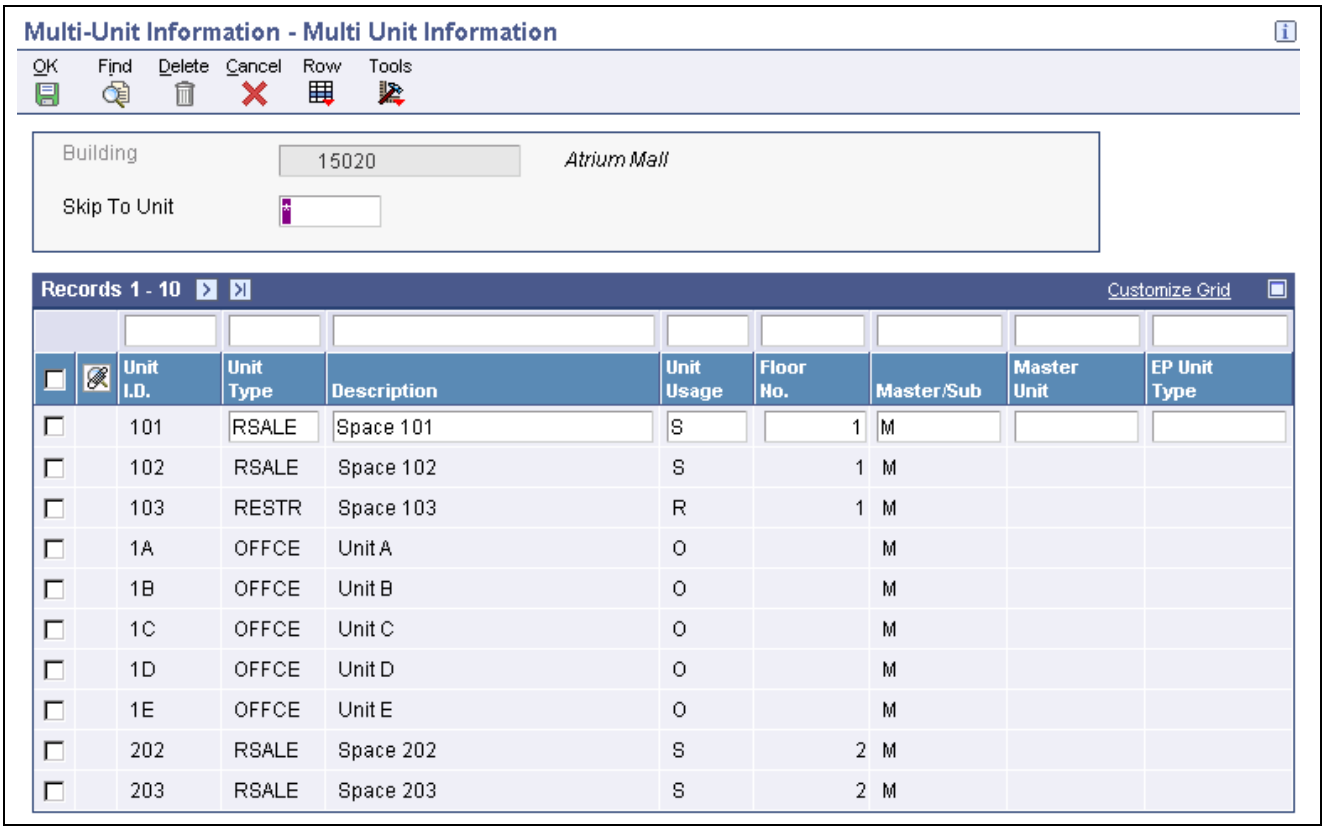
*S:* Sub-unit. If you leave this field blank, the system automatically assigns *M* to it.

If the unit is a sub-unit, use the next field to identify the master unit to which it relates. The field becomes visible when you navigate to another field on the form.

**Report Code 01** Enter the UDC (15/U1) to use for reporting purposes.

## Setting Up Multi-Unit Information

Access the Multi Unit Information form.




Multi Unit Information form

**Unit I.D.** (unit identification) Enter the number that identifies a particular leasable space within a building, such as an apartment, office, retail space, parking space, and so on.

# Replicating Units

Select Facility Setup (G15411), Replicate Property / Units.

# Setting Processing Options for Replicate Property / Units (R15115)

Set these processing options to specify the default processing for this report.

## Process

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

**1. Property From** Specify the source property or building from which you want to copy units.

**2. Property To** Specify the target property or building to which you want to copy units.

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

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

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

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

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

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

**5. Proof or Final Mode** Specify whether to run the program in proof or final mode. Values are:

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

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

## Copy Logs

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

**1. Copy Log Lines**

Specify whether to copy the log lines from the units when the system creates the new units. Values are:

Blank: Do not copy the log lines to the new units.

*1:* Copy the log lines to the new units.

**2. Copy Log Text**

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

Blank: Do not copy the log text to the log lines.

*1:* Copy the log text to the log lines.

**3. Copy Log Quantity**

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

Blank: Do not copy the log quantities to the log lines.

*1:* Copy the log quantities to the log lines.

## Select

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

**1. Copy Area Records**

Specify whether to copy the F1514 records to the new units. Values are:

Blank: Do not copy Area Master records.

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

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

**2. Area Record Effective Date**

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

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

**3. Copy Rent Amounts**

Specify whether to copy rent amounts to the new units. The system copies the amounts from the F159071 table. Values are:

Blank: Do not copy rent amounts.

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

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

**4. Rent Amount Effective Date** Specify the date to use to select the rent amount records from the F159071 table to copy. The system copies only those rent records that have a begin date (EFTB) greater than or equal to the date entered. If you leave this processing option blank, the system uses today's date.

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

### Print

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

**1. Summary or Detail Report** Specify whether the system prints the detail associated with each unit that is copied. Values are:

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

*1:* The system prints only the total number of records copied.

# Setting Up Market, Renewal, and Potential Rent Information

This section provides an overview of market, renewal, and potential rent information and discusses how to:

- Set processing options for Market / Renewal / Potential Rent (P159071).
- Set up market, renewal, and potential rent.

## Understanding Market, Renewal, and Potential Rent

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

The system stores market, renewal, and potential rent information in the F159071 table.

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

# Forms Used to Set Up Market, Renewal, and Potential Rent Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Market / Renewal / Potential Rent | W159071A | Facility Setup menu (G15411), Market / Renewal / Potential Rent. | Review and select building records to which to apply the market, renewal and potential rent amounts. |
| Market / Renewal / Potential Rent Revisions | W159071B | Select the option for the type of rent to add and select a building record on the Work with Market / Renewal / Potential Rent form. | Add and revise the rent amount, based on the option selected, for each unit in the building, if necessary. |

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

Set these processing options to specify the default processing for this program.

## Process

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

**1. Select Area Type**

Specify the area type that the system uses as the default search criteria for the Area Type field (ARTY) on the Market / Renewal / Potential Rent Revisions form. The system retrieves this area type from the F1510B. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**2. Alternate Area Type**

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

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

## Versions

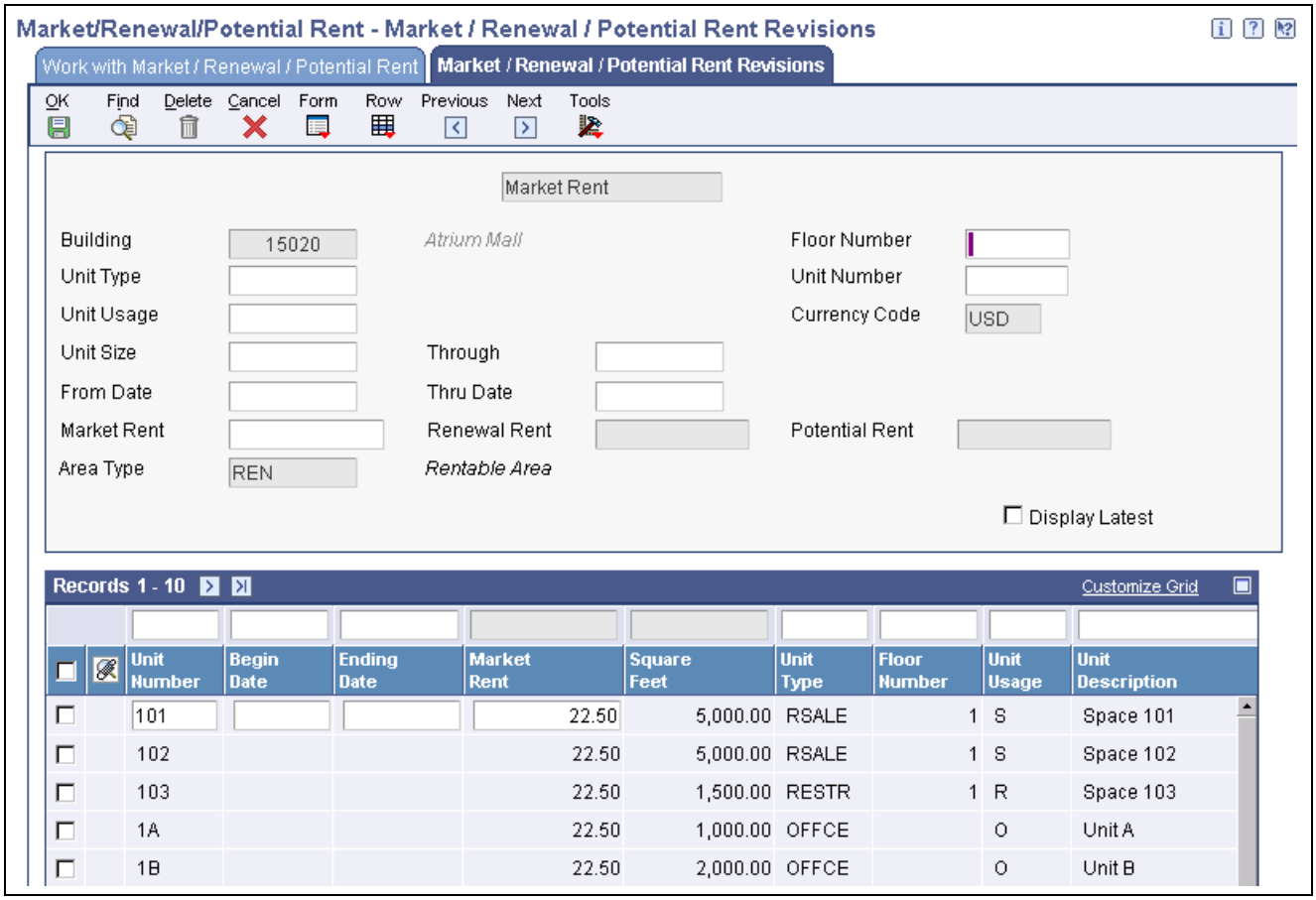
This processing option enables you to specify the version of the Unit Search program that the system accesses from the Form menu.

**1. Unit Information (P15217)**

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

# Setting Up Market, Renewal, and Potential Rent Information

Access the Market / Renewal / Potential Rent Revisions form.




Market / Renewal / Potential Rent Revisions form

**Potential Rent** Enter the amount that indicates the annual potential rent per square foot for a unit.

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

**Market Rent** Enter the amount that indicates the annual market rent per square foot for a unit.

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

**Renewal Rent** Enter the amount that indicates the current renewal rent per square foot for a specific unit.

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

# CHAPTER 4

# Setting Up Tenant and Lease Information

This chapter discusses how to:

- Set up tenant information.
- Set up lease information.
- Set up legal clause information.
- Review critical dates.

## Setting Up Tenant Information

After you set up property information, you can assign tenants to the units. You set up information about the companies and people with whom you do business as tenants using the Tenant Information program (P01012), which is identical to the Address Book revisions program (P01012). You must enter tenant address book records before you can enter related real estate information, such an assignment of tenants to a lease.

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

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

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

### See Also

*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records," Entering Address Book Records

## Setting Up Lease Information

This section provides overviews of lease information and creating new lease versions, and discusses how to:

- Set processing options for Lease Information (P1501).

- Set processing options for New Lease Entry (P15010).
- Set up a lease.
- Use the new lease entry program.
- Create a new lease version.

# Understanding Lease Information

In Real Estate Management, the lease is the basis for invoices or vouchers, and receipts or payments. When you set up a lease for a tenant, you enter the name and location of the tenant, and then you specify the area that the tenant occupies, the rental terms of the lease, and so on.

You set up information about leases that are associated with the tenants by using the Lease Information program (P1501). Tenant leases can be as simple or as complex as necessary. In addition to regular leases and subleases, you can set up and maintain coterminous (option) and holdover leases. The system stores lease information in the F1501B and F15017 tables.

After you set up the lease, you can access these programs by using Form menus:

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

## Copying Lease Log Standards

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

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

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

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**Note.** You can revise and delete only those log lines that are not required standards (lines for which the RS field is blank). If a log line in the log standard is designated as required (the RS field is set to *Y*), you cannot delete the line from the model or change the information in the corresponding LC, AM ID, or UM field. If you need to change the log line, you must remove the *Y* from the RS field on the appropriate log standard, and then set the Required Standards Protection processing option for the Lease Information program to blank (do not protect).

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

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### New Lease Entry

As an alternative to entering the lease and then setting up information for other programs separately, you can use the New Lease Entry program (P15010) to assist you in setting up and tracking information for other programs when you set up the lease. The New Lease Entry program provides access to the same programs that you can access using the Form menu from Lease Master Revisions (listed in the previous table), plus access to the New Manual Billing Entry program (P15111) and an option to print a lease master listing. Using the Manual Billing Entry (P1511) and the New Manual Billing Entry (P15111) programs enables you to enter manual billing records, as necessary, and then run the programs that complete the billing process.

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**Note.** The New Manual Billing Entry program is available from the New Lease Setup program only. If you click the button to enter manual billings, the system does not return you to the New Lease Setup form until you exit the New Manual Billing form.

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The New Lease Setup form appears automatically, only after you enter a new lease. After you exit the form, you cannot access it again for an existing lease.

See Chapter 6, "Processing Manual Billings," Understanding Manual Billing Entry, page 93.

## Understanding New Lease Versions

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

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

## Prerequisite

Before you complete the tasks in this section:

- Set up tenants and, if applicable, set up alternate payees in the Address Book system.
- To create new lease versions, set up versioning in the Real Estate Management system constants.

  See Chapter 2, "Setting Up the Real Estate Management System," Setting Up Real Estate Management System Constants, page 6.

### See Also

Chapter 4, “Setting Up Tenant and Lease Information,” Setting Up Legal Clause Information, page 72

Chapter 2, “Setting Up the Real Estate Management System,” Entering Log Standards, page 29

Chapter 10, “Processing Recurring Billings,” Entering Recurring Billing Information, page 217

Chapter 11, “Processing Sales Overage,” Entering Sales Overage Information, page 246

Chapter 14, “Processing Expense Participation,” Setting Up Expense Participation Information, page 323

Chapter 8, “Processing Security Deposits,” Using Security Deposit Maintenance, page 188

Chapter 15, “Processing Escalation Billings,” Setting Up Escalation Information , page 390

Chapter 6, “Processing Manual Billings,” Entering Manual Billing Transactions, page 92

## Forms Used to Set Up Lease Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Leases | W1501A | Tenant & Lease Information (G1511), Lease Information | Review and select lease information. |
| Lease Master Revisions | W1501D | Click Add on the Work with Leases form. | Add and revise lease information. |
| Log Details | W1521A | Select Log Details from the Form menu on the Lease Master Revisions form. | Add and revise lease log information. |
| New Lease Setup | W15010A | Tenant & Lease Information (G1511), New Lease Entry | Access and track setting up other program information. |
| New Lease Setup | W15010A | Add a lease and click OK on the Work with Leases form. | The New Lease Setup form appears automatically only if the New Lease Setup processing option is set for the Lease Information program. |
| Version Confirmation | WW1501E | Select New Version from the Form menu on the Lease Master Revisions form. | Create a new lease version, copy logs, and copy options (standards). |

## Setting Processing Options for Lease Information (P1501)

Set these processing options before you run the Lease Information program.

### Defaults

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

**1. Move-In Date** Specify whether to use the lease begin date as the default move-in date for the unit. Values are:

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

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

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

**2. Plan-Out Date**

Specify whether to use the lease end date as the default plan-out date for the unit. Values are:

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

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

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

**3. Search Default For Lease Version**

Specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if the current date is June 6, 2003 and the lease has two versions dated January 1, 2003 and October 1, 2003, respectively, the system displays the version dated October 1, 2003.

**Note.** If versioning is not set up in the F1510B, the system ignores this processing option.

**4. Company**

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

Blank: Update the company.

*1:* Do not update the company.

## Display

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

**1. Required Standards Protection**

Specify whether to allow changes to these required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Values are:

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

*1:* Do not allow changes to required standards fields.

**2. Warning Message Suppression**

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

Blank: Display a warning message for invalid or blank units.

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

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

## Edits

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

**1. Require Lease Manager** Specify whether the lease requires a lease manager. Values are:

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

*1:* The lease requires a lease manager.

**2. Unit Number Edit** Specify whether the lease requires a valid unit number. Values are:

Blank: The lease requires a valid unit number. The unit number that you enter must exist in the F1507; you cannot leave this field blank.

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

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

**3. Activate FASB 13 Warning Window** Specify whether the system displays the FASB 13 warning window when you revise a date that affects FASB 13. Values are:

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

*1:* Display the FASB 13 warning window. The system enables you to automatically update the Generation Control field (GENC) to *Y*, so that FASB 13 information can be recalculated and new FASB 13 records generated.

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

## Process

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

**1. Copy Log Standards** Specify whether to automatically copy the log standards to the lease logs when you add a lease. Values are:

Blank: Automatically copy the log standards to the lease logs.

*1:* Do not automatically copy the log standards to the lease logs.

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

**2. Speculative Lease Display and Entry**

Specify whether to display and allow the entry of speculative leases, nonspeculative leases, or both. Values are:

Blank: Display and allow the entry of speculative and nonspeculative leases.

*1:* Display and allow the entry of nonspeculative leases only.

*2:* Display and allow the entry of speculative leases only.

**3. Copy Clause Option Standards**

Specify whether to automatically copy option type standards to the F1570 when you add a lease, and which option type standards to copy. Values are:

Blank: Do not automatically copy option standards.

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

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

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

**4. Run New Lease Setup**

Specify whether to launch the New Lease Setup program (P15010) after you add a new lease. Values are:

Blank: Do not launch the New Lease Setup program.

*1:* Launch the New Lease Setup program.

## Versions

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

**1. Unit Information (P15217)**

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

**2. Recurring Billing Information (P1502)**

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

**3. Expense Participation (P15012)**

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

**4. Escalation Information (P15016)**

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

**5. Sales Overage Information (P15013)**

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

**6. Address Book Revisions (P01012)**

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

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

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

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

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

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

## Work Center Messages

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

**1. Distribution Structure Type** Specify the structure type of the distribution list to use to send workflow messages when a lease version is created. The system uses the structure type in conjunction with the parent number to locate the distribution list to use for message routing.

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

**2. Distribution Parent Number** Specify the parent address book number of the distribution list to use to send workflow messages when a lease version is created. The system uses the parent number in conjunction with the structure type to locate the distribution list to use for message routing.

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

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

## Currency

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

**1. Default Currency From** Specify the default transaction currency code to use on the lease. The system updates the Lease Currency Code field (CRCD) with the value specified. Values are:

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

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

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

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

**2. Transaction Currency Override** Specify whether to allow users to override the transaction currency code from the default value on the lease. Regardless of the setting of this processing option, the system does not allow the transaction currency code to be changed after a transaction has been billed for the lease. Values are:

Blank: Allow users to override the transaction currency code.

*1:* Do not allow users to override transaction currency code.

**3. Exchange Rate Override** Specify whether you can override the exchange rate that the system automatically copies either from the lease or from the Exchange Rate table (F0015) at billing generation. If you allow an override, you can change the exchange rate at any time. If you do not allow an override, the system displays the exchange rate value that was entered for the lease. However, the exchange rate value on the form is disabled for changes. Values are:

Blank: Allow the exchange rate to be overridden.

*1:* Use the exchange rate that the system automatically copies from the lease, or leave blank to retrieve exchange rate at billing generation.

# Setting Processing Options for New Lease Entry (P15010)

Set these processing options before you run the New Lease Entry program.

## Versions

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

**1. Legal Clause Information (P1570)** Specify the version of the Legal Clause program (P1570) to use when you select Legal Clause / Addenda. If you leave this processing option blank, the system uses version ZJDE0001.

**2. Recurring Billing Information (P1502)** Specify the version of the Recurring Billing program (P1502) to use when you select Recurring Billings / Rent. If you leave this processing option blank, the system uses version ZJDE0001.

**3. Sales Overage Information (P15013)** Specify the version of the Sales Overage program (P15013) to use when you select Sales Overage / Percent Rent. If you leave this processing option blank, the system uses version ZJDE0001.

**4. Expense Participation Information (P15012)** Specify the version of the Expense Participation program (P15012) to use when you select Expense Participation / Pass-Throughs. If you leave this processing option blank, the system uses version ZJDE0001.

**5. Security Deposit Information (P1565)** Specify the version of the Security Deposit program (P1565) to use when you select Security Deposit / Other Deposits. If you leave this processing option blank, the system uses version ZJDE0001.

**6. Manual Billing Revision (P1511)** Specify the version of the Manual Billing program (P1511) to use when you select Manual Billing / Misc. Expenses. If you leave this processing option blank, the system uses version ZJDE0001.

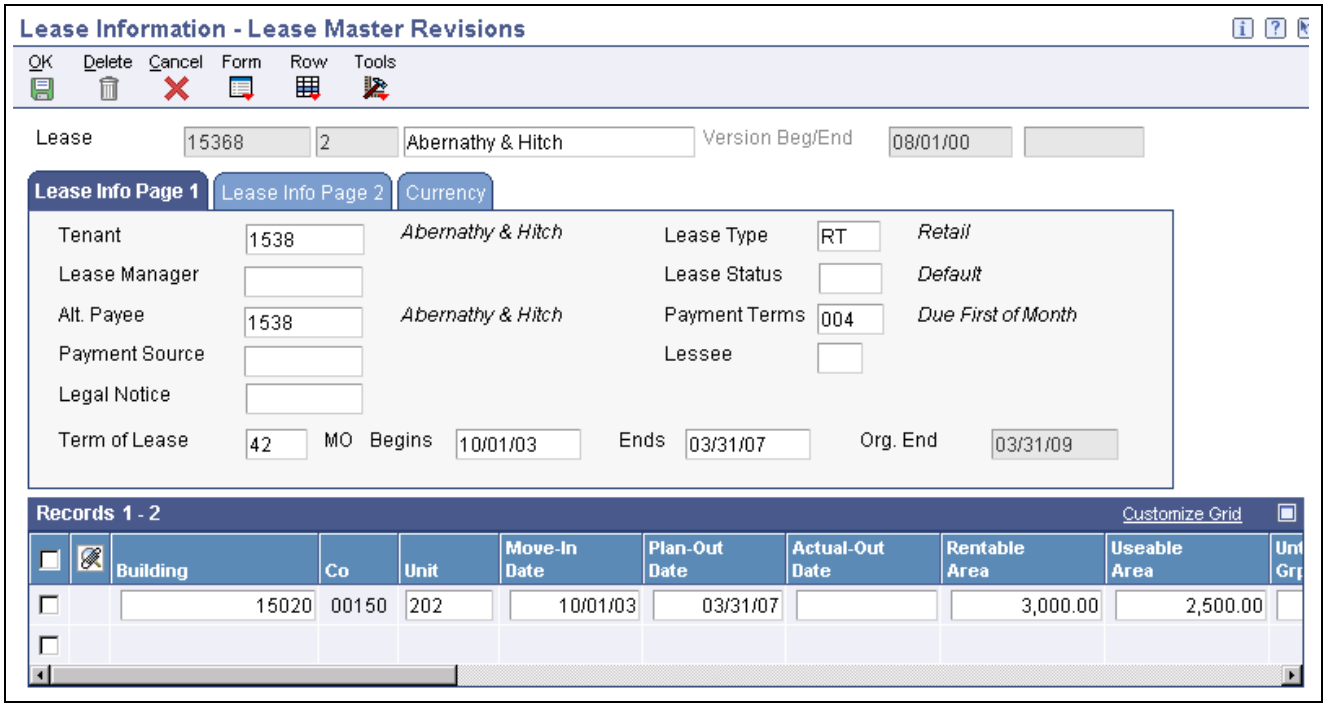
**7. Escalation Information (P15016)** Specify the version of the Escalation program (P15016) to use when you select Escalations / CPI. If you leave this processing option blank, the system uses version ZJDE0001.

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

**9. Lease Master Listing (R15401)** Specify the version of the Lease Master Listing report (R15401) to use when you select Lease Master Listing. If you leave this processing option blank, the system uses version XJDE0001.

## Setting Up a Lease

Access the Lease Master Revisions form.




Lease Master Revisions form

Select the Lease Info Page 1 tab.

**Lease Number** Enter the number assigned to the lease.

If you leave the Lease field blank, the system uses the Next Number Revisions program (P0002) to assign the lease number.

**Lease Manager** Enter the address book number of the person responsible for managing the lease. This is not necessarily the same as the tenant.

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

**Alt. Payee** (alternate payee)

Enter the address book number of the person or company responsible for payment of rent and charges related to the lease. This might not be the same number as the tenant.

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

**Payment Source**

Enter the address book number of the person or company that submits payment for the rent or other charges related to the lease. This field is used for informational and reporting purposes only.

**Lease Status**

Enter the UDC (15/LS) that identifies the status of the lease for billing and reporting purposes. Examples include:

*E:* Expired

*N:* Negotiated

*L:* Litigation

---

**Note.** An *X* in the first position of the Description 2 field indicates that the lease is nonbillable. The letter *O* indicates that the lease is open-ended.

---

**Lessee**

Enter the code that specifies whether the system generates Accounts Receivable (AR) invoices or Accounts Payable (AP) vouchers for the lease. Codes are:

Blank: Generate AR invoices

*Y* or *1:* Generate AP vouchers

---

***Warning!*** Do not change the value of this field after you have generated invoices or vouchers for the lease. Instead, you should create one lease to generate AR invoices and a separate lease for AP vouchers.

---

**Payment Terms**

Enter the code that indicates the default payment terms for a customer. Payment terms determine the due date, discount amount, and discount due date that the system assigns when you create an invoice. Use a blank code for the payment terms that you use most frequently. Examples of payment terms include:

Blank: Net 15.

*1:* 1/10 net 30.

*2:* 2/10 net 30.

*D:* Due upon receipt.

*N:* Net 30.

*P:* Prox 25th.

**Term of Lease**

Enter the length of the lease in calendar months.

**Org. End** (original lease end date)

Enter the original lease end date. This date is populated when a lease is first set up.

Select the Lease Info Page 2 tab.

**Print (I/S/N)** (print invoice, statement, notice)

Enter the code that specifies whether to print invoices, statements, and notices for the tenant. The three unlabeled fields represent Invoice (I), Statement (S), and Notice (N). Values are:

*Y:* Print invoices.

*N:* Do not print invoices.

**Note.** The system uses the Send Invoice To field (SITO) on the customer master record to determine only the billing address that prints on the invoice. If the value of SITO is *N* (do not print), the system ignores it.

**Subldgr Inact.** (subledger inactive)

Indicate whether a specific subledger is inactive. Examples of inactive subledgers are jobs that are closed, employees who have been terminated, or assets that have been disposed. Select this option to indicate that a subledger is inactive. If a subledger becomes active again, clear this option. Select this option to use subledger information in the tables for reports, but prevent transactions from posting to the record in the Account Balances table (F0902). Values are:

*Off:* Subledger active

*On:* Subledger inactive

**Dsp. Notice** (dispossess notice)

Enter the code that indicates whether the tenant has received notice of eviction, which prevents the entry of receipts from the tenant. Values are:

Blank: The tenant has not been sent an eviction notice.

*Y:* The tenant has been sent the eviction notice. The system does not allow the entry of receipts to the tenant's account.

**Mgmt. Fee** (management fee)

Enter the code that specifies whether the system includes the lease when it calculates management fees. The Revenue Fee Generation program (R15105) uses this value. Values are:

*Y:* Include the lease in the calculation.

*N:* Do not include the lease in the calculation.

**Tenant SIC** (tenant standard industrial classification)

Enter the code that is used to classify goods and services. This code can be in the format specified by any one of these classification systems:

Standard Industrial Classification (SIC) or North American Industry Classification System (NAICS). These are numerical systems used in the U.S. to classify goods and services. A code in the SIC format is four digits. A code in the NAICS format is six digits.

Harmonized System (HS). This is the international method of classifying goods. More than fifty countries use this system. A code in the HS format can be up to 10 digits.

Standard Industrial Trade Classification (SITC). This is a numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this system. A code in the SITC format can be up to six digits.

**Supplemental Date**

Enter the supplemental date associated with the lease.

**Start Rent Date** Enter the date when rent actually begins.

**Rent Year - Begin Month** Enter the beginning month for the rent year.

**Lease Year - Begin Month** Enter the beginning month for the standard lease year. Although leases can start on different dates during the year, they can all share the same annual schedule (lease year) that you set up.

**Own/Lease** Enter the code that identifies the occupant of the space. Values are:

Blank: A tenant occupies the space

*O:* The owner occupies the space

Select the Currency tab.

**Lease Currency Code** Enter the code that identifies the currency of a transaction.

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

**Lease Override Exchange Rate** Enter the number (exchange rate) that a foreign currency amount is multiplied by or divided by to calculate a domestic currency amount.

The number in this field can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions.

**Trans Curr** (transaction currency code) Enter the code that identifies the currency of a transaction.

**Override Exch Rate** (override exchange rate) Enter the number (exchange rate) that a foreign currency amount is multiplied by or divided by to calculate a domestic currency amount.

The number in this field can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions.

---

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

---

These fields appear in the detail area:

**Unit** Enter the unit number. When you complete this field, the system locates the unit master record and completes the rest of the fields in the detail area. If you need to revise this information, revise it at the unit level to avoid integrity issues.

If you do not know the unit number, select Unit Search from the Form menu to locate and select a unit.

**Move-In Date** Enter the date on which the tenant moves into the unit.

**Plan-Out Date** Enter the date on which the tenant plans to move out of the unit.

**Actual-Out Date** Enter the date on which the tenant physically moved out of the unit.

**Rentable Area** Enter the gross occupied area of a unit, floor, or building, or the area available to lease.

**Usable Area** Enter the area of a building, floor, or unit that can be occupied or leased; the net leasable area. This might be different from the rentable area.

**Unt Grp** (unit group code) Enter the three-character alphanumeric code that you can use to organize similar units for reporting or billing purposes. This field corresponds to the Unit Group Code (UNGR) that you can use to set up one billing line to represent multiple units in the recurring billing, escalation, and expense participation applications. For example, if two units exist to which you assign unit grouping codes of *61* and *1*, respectively, you can set up a recurring billing line with a unit group code of *1* to specify both units.

By allowing a three-to-one match with the recurring billing Unit Group Code field, you can assign meaning to each character of the unit grouping code and establish an unlimited number of groups to use in recurring billing, escalations, and E.P.

**Occupant Address** Enter the number in the Address Book system that identifies the occupant or occupants of a managed facility other than the legal tenant.

**SIC** (standard industrial classification) Enter the UDC (01/SC) that specifies Standard Industry Classification (SIC) codes which identify the industry classification of the occupant of a leased facility, such as construction, retail trade, finance, and so on. It is for information only and has no effect on billing and lease processing.

**Salesman** Enter the address book number that identifies an additional person associated with the lease. The number that you enter must exist in the Address Book Master table (F0101). This field is for informational and reporting purposes only.

**Sublease Date** Enter the number that specifies the date on which the term of a sublease begins. If a sublease exists, the system updates this date on the parent or original lease. A sublease is designated by the lease type, which you set up in UDC table 15/LT. The sublease is designated by an *S* in the second description.

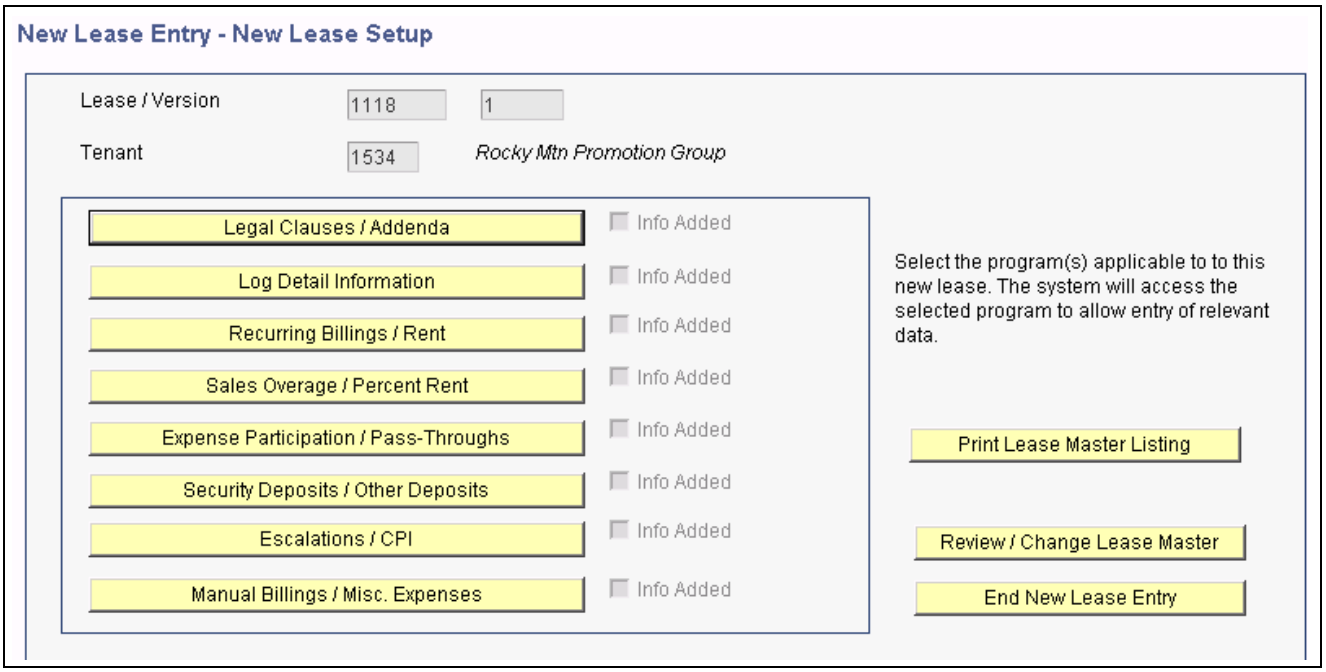
**DBA** Enter the address book number that identifies the name under which a tenant operates, if the tenant name is different from the tenant name on the lease. You can use the DBA number to separate or combine sales information for reports. The system validates the number that you enter against the Address Book Master table (F0101).

**Commitment Begin Date** Enter the date on which the leased space is committed.

**Deal No** For future use.

## Using the New Lease Entry Program

Access the New Lease Setup form.




New Lease Setup form

Click the button that corresponds to the information that you want to set up, and then follow the steps to complete the associated task on the New Lease Setup form. Each time that you complete the steps associated with a particular task, the system returns you to the New Lease Setup form and displays a check mark in the Info Added field next to corresponding button.

**Note.** You cannot return to the New Lease Setup form after you exit the program.

## Creating a New Lease Version

Access the Work with Leases form.

To create a new lease version:

1. Select the lease for which you want to create a new version on Work with Leases.
2. Select New Version from the Form menu and complete the Version Effective Date field on the Lease Master Revisions form.

   If you do not specify a version effective date, the system will not create the new version.
3. Select one of these options to specify whether to copy lease log standards:
   - No Logs
   - Log Standards
   - Current Logs

   If you do not copy the logs for the existing version, you cannot copy them at a later date. However, you can copy the log *standards* at a later date and revise them.
4. Select one of these options to copy legal clause information from the existing lease version or from the standards:
   - No Options
   - Tenant Standards

- Lease Standards
- Both Standards
- Current Options

  If you specify Current Options, the system displays additional options. Select one or more of these options as necessary:

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

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

5. Click the OK button.

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

6. Complete or revise any of the fields as necessary on Lease Master Revisions.

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

7. Click the OK button.
8. Select the Display All Versions option and select Find on the Work with Leases form.

   A green check mark indicates the default lease version as specified in the Search Default for Lease Version processing option:

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

   **Note.** When you create a new lease version, the system updates the Version End Date field of the previous version with the date that is immediately prior to the effective date of the new version. For example, if the lease version is 1, and you create a new version using June 1, 2005, as the effective date, the system updates the Version End Date of version 1 to May 31, 2005.

9. Click the purple button next to the Display All Versions option to return to the new lease version.

# Setting Up Legal Clause Information

This section provides an overview of legal clause information and discusses how to:

- Set processing options for Legal Clause Information (P1570).
- Enter legal clause information.
- Copy lease option standards.

- Enter space detail information.
- Enter space detail audit information.
- Enter clause amounts.
- Enter clause options audit information.

# Understanding Legal Clause Information

As an alternative to using log information, or in addition to using logs, you can set up legal clauses. You set up legal clause information by lease or by tenant, but not both. You use legal clause information to access and track option types and related lease information for retail and commercial leases, and to store this information in one location without having to refer to the actual lease. For example, after you establish an option type, such as early termination or first right of refusal, you can further define the option types with corresponding details such as beginning dates, end dates, notice dates, critical dates, space details, and associated option amounts.

Processing options for the Legal Clause Information program (P1570) enable you to specify additional forms that appear automatically when you add legal clause information. Examples include Space Detail Revisions, Clause Amount Revisions, and Clause Options Audit Revisions.

The system uses the F1570 to track information at the source section or paragraph level of the original lease, and associates all of the related information by using a legal clause number key that is assigned through the next numbers feature.

Additionally, the system maintains legal clause information in these tables:

- F15701
- F15702
- F157021
- F15703

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

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

## Copying Lease Option Standards

To minimize manual data entry, you can copy any lease option standards that you set up. Depending on the setting of the Copy Clause Option Standards processing option in the Lease Information program (P1501), the system can automatically copy the option standards for the tenant, the lease, or both, when you enter the lease.

If the processing options are not set up to automatically copy lease option standards, you can manually copy them by selecting Copy Standards from the Form menu, and then completing the Standard Level field. When you copy option standards, you must determine the type of clause (either tenant or lease) to which you are copying the standards. If you want to copy the options for both the lease and tenant, leave the Standard Level field blank and complete the Copy From All option.

---

**Note.** Nonstandard options must be entered manually.

---

See Chapter 2, "Setting Up the Real Estate Management System," Understanding Lease Option Type Standards, page 28.

## Space Detail and Space Detail Audit Information

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

You complete the space detail audit information to assign dates to each space detail record, such as the date that the space was offered, the date that a decision is required, as well as whether the offer was accepted or declined.

The system uses the next numbers feature to sequence space detail records, and maintains space detail information in these tables:

- F15702
- F157021

## Clause Amounts and Clause Amount Audit Information

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

Similar to space details, you can audit clause amount information by using the Clause Options Audit Revisions form. When you audit clauses, you review and track the options that were taken on the lease, along with the corresponding dates that relate to clause offers, decisions, and statuses.

The system maintains clause amounts information in these tables:

- F15703
- F15701

# Forms Used to Enter Legal Clause Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Legal Clauses | W1570A | Tenant & Lease Information (G1511), Legal Clause Information | Review and select legal clause records. |
| Legal Clause Revisions | W1570B | Click Add on the Work With Legal Clauses form. | Add and revise legal clause information. |
| Copy Option Standards | W1570G | Select Copy Standards from the Form menu on the Work With Legal Clauses form. | Copy lease option standards at the tenant or lease level or both. |
| Space Detail Revisions | W1570C | Select the clause, and then select Space Detail from the Row menu on Work With Legal Clauses. | Add or revise space detail information for the legal clause. |
| Space Detail Audit Revisions | W1570D | Select the clause, and then select Space Detail Audit from the Row menu on the Space Detail Revisions form. | Add or revise the dates and status associated with the space detail records. |
| Clause Amounts Revisions | W1570E | Select the clause and then select Clause Amounts from the Row menu on the Work With Legal Clauses form. | Add or revise the amounts associated with the legal clause. |
| Clause Options Audit Revisions | W1570F | Select the clause, and then select Option Audit from the Row menu on the Work With Legal Clauses form. | Add or revise the dates and status associated with the legal clause amount records. |

# Setting Processing Options for Legal Clause Information (P1570)

Set these processing options before you run the Legal Clause Information program.

## Defaults

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

**1. Search Default For Lease Version**

Specify whether the system retrieves the version of the lease that is based on the current date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if the current date is June 30, 2003 and the lease has two versions dated January 1, 2003, and October 1, 2003, respectively, the system displays the version dated October 1, 2003.

---

**Note.** If versioning is not set up in the F1510B table, the system ignores this processing option.

---

**2. Automatic Display of Forms**

Specify whether the system automatically displays the form for these options after you click OK to add a new legal clause:

- Space Detail Revisions
- Clause Amount Revisions
- Clause Options Audit Revisions

Values are:

Blank: Do not automatically display the form.

*1:* Automatically display the form.

---

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

---

## Display

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

**1. Retain Tenant Number**

Specify whether the system retains the value entered in the corresponding field of the previous legal clause when you add a new legal clause. Values are:

Blank: Do not retain the value from the previous legal clause.

*1:* Retain the value from the previous legal clause.

**2. Retain Lease Number**

Specify whether the system retains the value entered in the corresponding field of the previous legal clause when you add a new legal clause. Values are:

Blank: Do not retain the value from the previous legal clause.

*1:* Retain the value from the previous legal clause.

**3. Retain Option Type**

Specify whether the system retains the value entered in the corresponding field of the previous legal clause when you add a new legal clause. Values are:

Blank: Do not retain the value from the previous legal clause.

*1:* Retain the value from the previous legal clause.

**4. Retain Option Status**

Specify whether the system retains the value entered in the corresponding field of the previous legal clause when you add a new legal clause. Values are:

Blank: Do not retain the value from the previous legal clause.

*1:* Retain the value from the previous legal clause.

## Versions

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

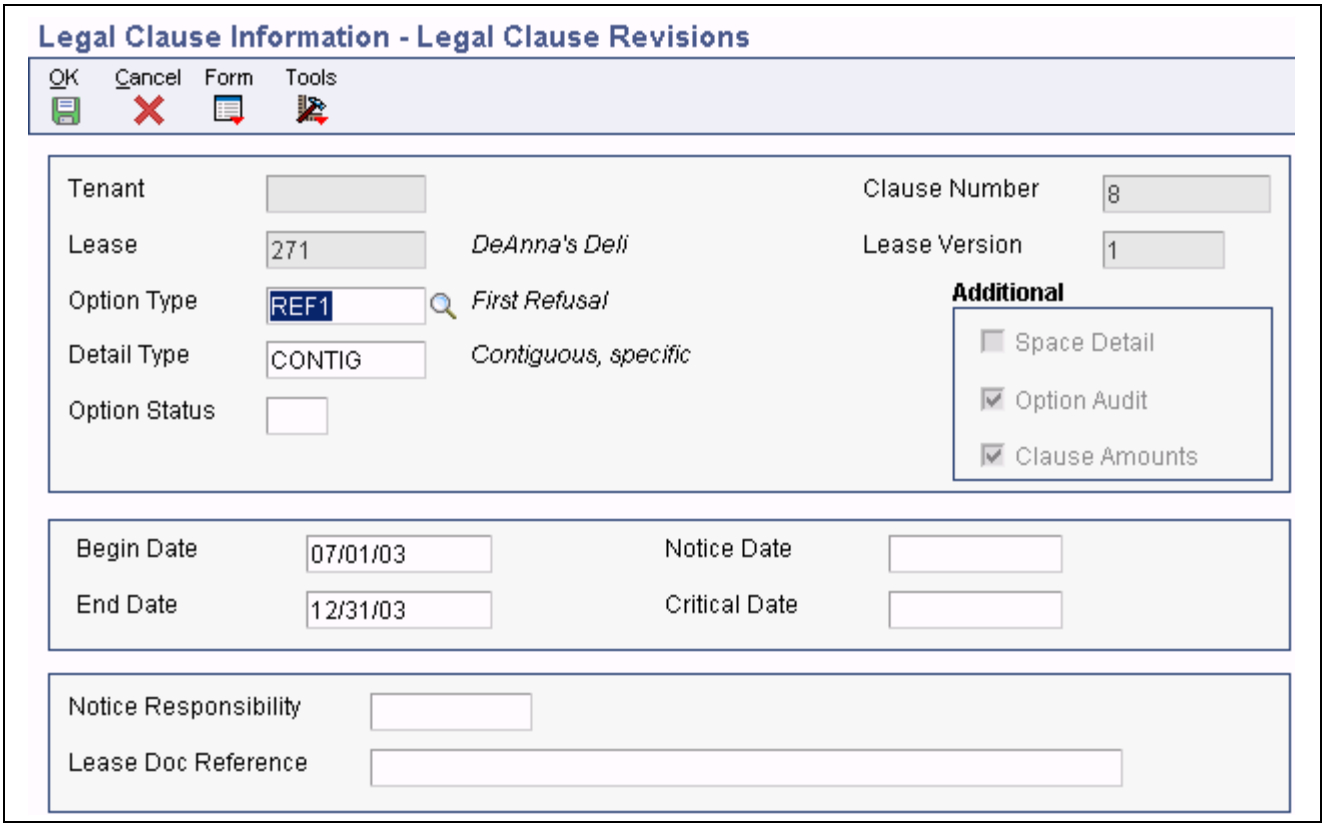
**1. Lease Information (P1501)**

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

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

## Entering Legal Clause Information

Access the Legal Clause Revisions form.




Legal Clause Revisions form

**Lease** Enter the lease. You set up legal clause information by lease or tenant; therefore, if you complete this field, do not complete the Tenant field.

**Tenant** Enter the tenant. You set up legal clause information by lease or tenant; therefore, if you complete this field, do not complete the Lease field.

**Option Type** Enter the code that you set up in the Lease Option Type Information program (P157011) that specifies the type of option that is offered on a legal clause.

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

**Clause Number** Enter the number that defines a legal clause option in the Property Management system. The system uses Next Numbers (system 15, index 5) to generate this number.

**Display All Versions** Specify whether to display all versions. All Lease versions are displayed with a check mark denoting the version defined in the processing options (*CURRENT or *LAST). If left blank (the default), only the lease version defined in the processing options is displayed.

**Option Status** Enter the code that indicates the overall status of an option. Some examples of statuses include Offered, Negotiated, Accepted, Refused, and Expired.

**Begin Date** Enter the begin date. If you leave the begin and end dates blank and the clause is entered for a lease, the system uses the beginning and ending dates of the version of the lease specified.

**End Date** Enter the end date. If you leave the begin and end dates blank and the clause is entered for a lease, the system uses the beginning and ending dates of the version of the lease specified.

**Notice Date** Enter the date on which either party might be obligated to inform the other about whether an option is available, has been exercised, or was refused.

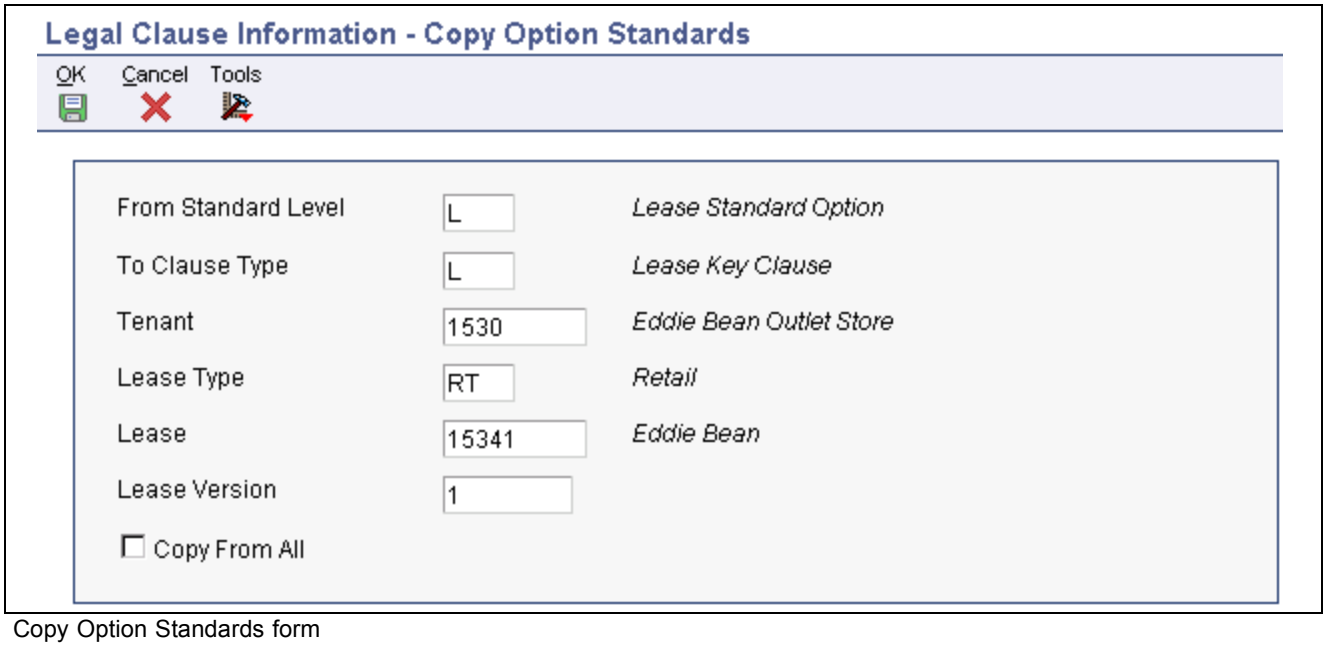
**Critical Date** Enter the date that requires some kind of action, such as when an option ends or an inspection is due.

**Notice Responsibility** Enter the value that indicates the individual who is responsible for the notice option, such as the landlord or tenant.

**Lease Doc Reference** Enter the value that indicates the source section or paragraph of the lease document.

## Copying Option Standards

Access the Copy Option Standards form.




Copy Option Standards form

**From Standard Level** Enter the UDC (15/SL) that indicates whether an option is defined as standard for the lease or the tenant. If the option is a standard for leases, the lease type must also be defined. If the option is a tenant standard, the tenant number must also be defined. Values are:

*L:* Lease. You must also specify the lease type if you select this option.

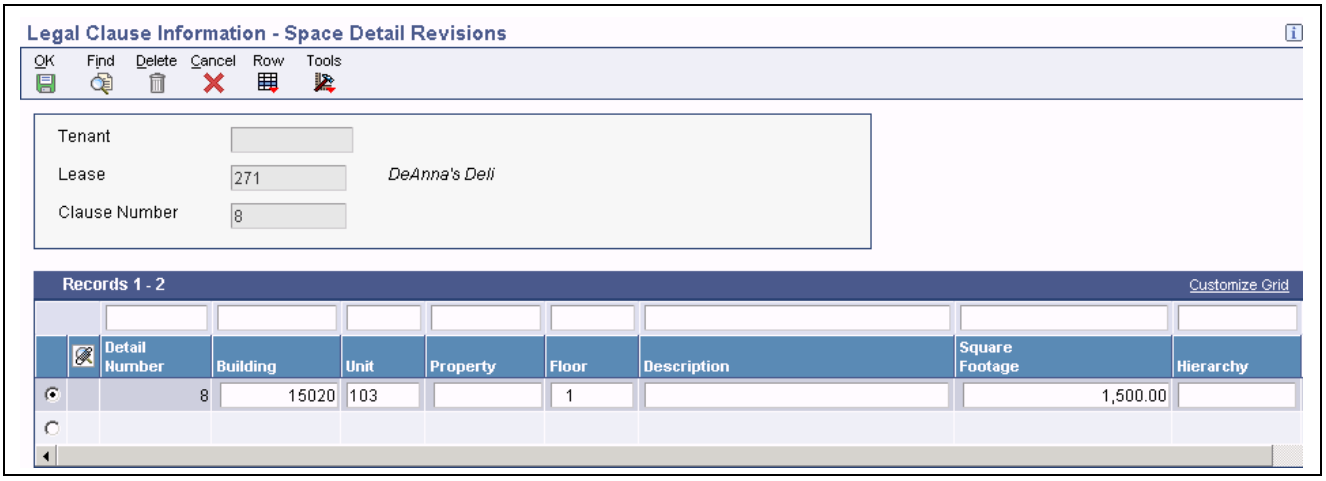
*T:* Tenant. You must also specify the tenant's address book number if you select this option.

**To Clause Type** Enter the code that specifies whether the clause record is attached to a lease or to a tenant. The lease and tenant key values are mutually exclusive in the F1570 table. The value that you specify must exist in UDC 15/CK.

**Copy From All** Specify whether the system copies option type standards for each standard level. If you do not activate this option, the system copies only option types with the standard level defined in the From Standard Level control.

# Entering Space Detail Information

Access the Space Detail Revisions form.




Space Detail Revisions form

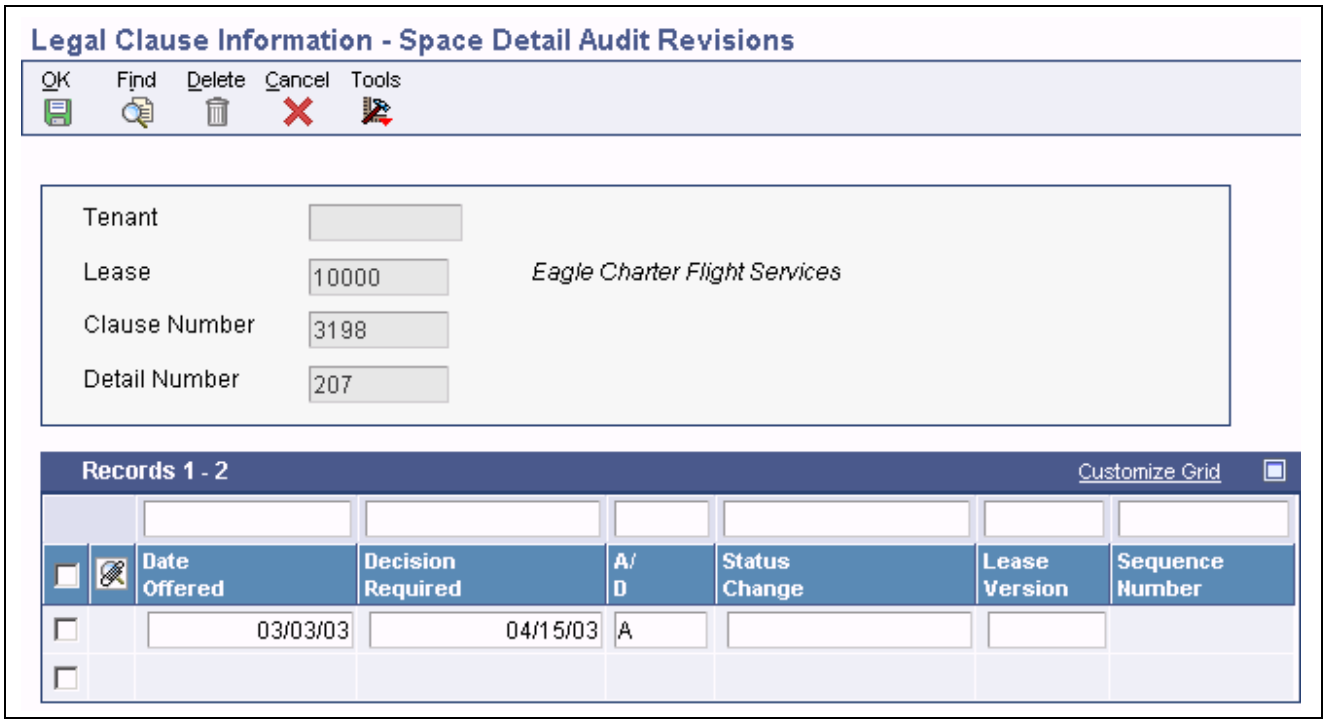
Depending on the setting of certain processing options, the system might display the Space Detail Revisions form immediately after you set up legal clause information.

**Square Footage** Enter the gross occupied area of a unit, floor, or building, or the area available to lease.

**Hierarchy** Enter the code that specifies which legal clause rights take precedence over others. Such precedence can exist between clauses within the same lease, or clauses addressed in the leases of different tenants.

# Entering Space Detail Audit Information

Access the Space Detail Audit Revisions form.




Space Detail Audit Revisions form

**Date Offered** Enter the date on which an offer is made.

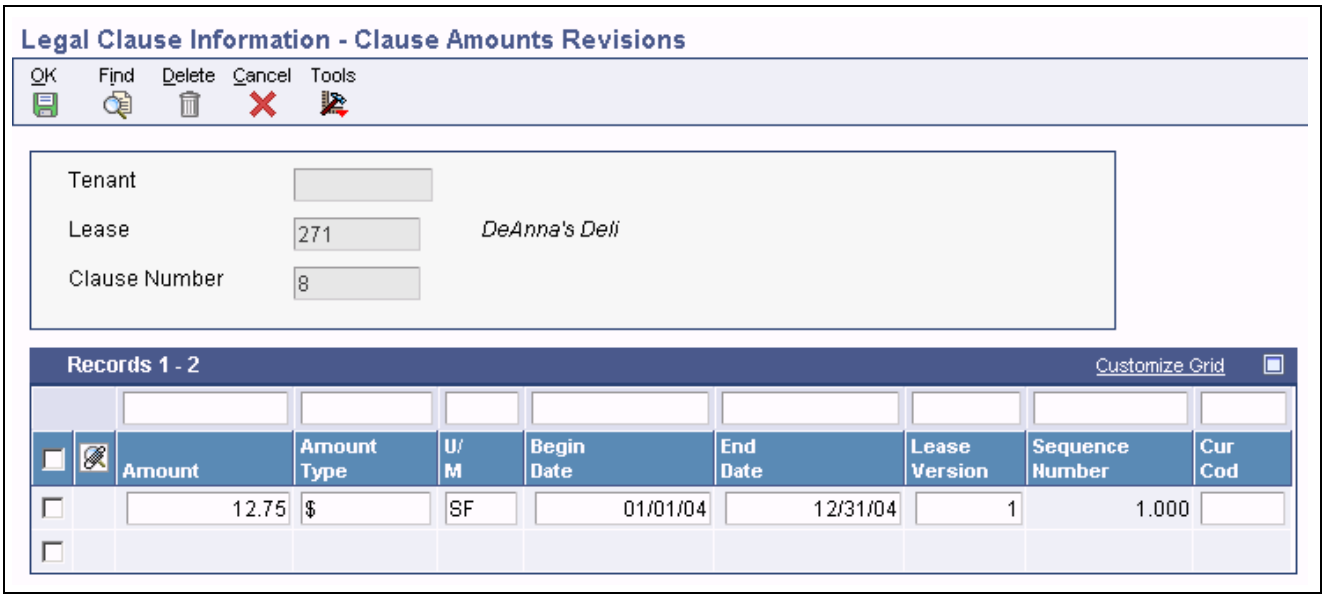
**Decision Required** Enter the date by which a decision on an offer is required. For example, the date by which the offer must be accepted or declined.

**A/ D** (accepted or declined) Enter the value from UDC 15/OF that specifies the status of an offer, such as accepted or declined.

**Status Change** Enter the date on which a change was made to the status of an offer. For example, the date on which an offer was accepted or declined.

## Entering Clause Amounts

Access the Clause Amounts Revisions form.




Clause Amounts Revisions form

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

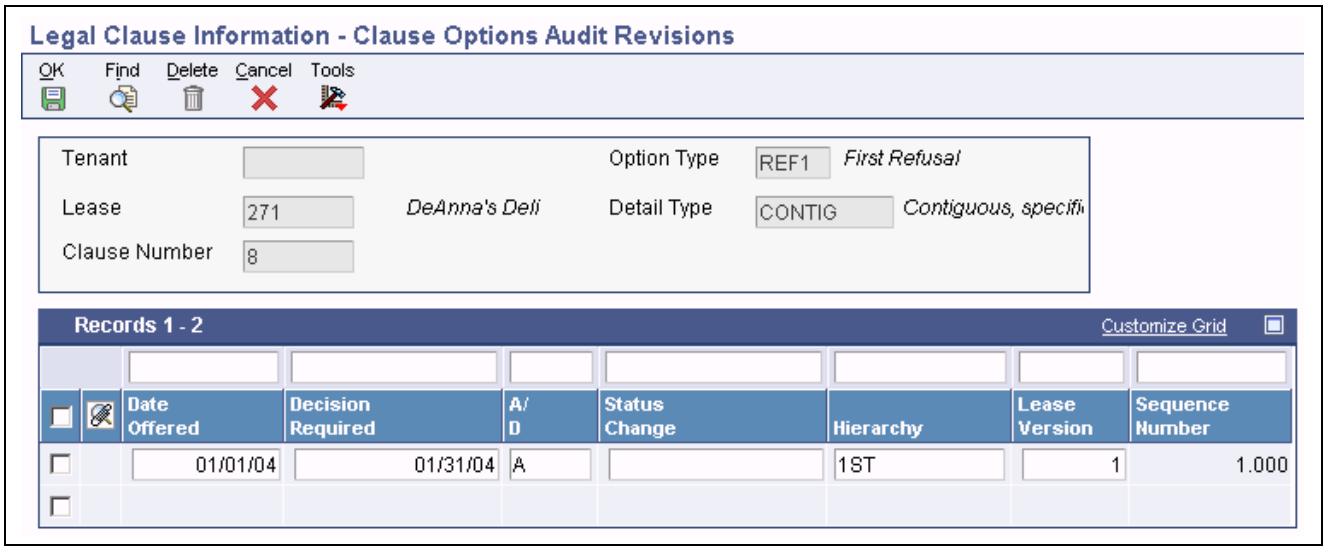
**Amount** Enter the value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

**Amount Type** Enter the code (UDC 15/TA) that indicates the amount type, such as percentage amount, monetary amount, and so on, to enter for the legal clause.

**Cur Cod** (currency code) Enter the code that identifies the currency of a transaction.

## Entering Clause Options Audit Information

Access the Clause Options Audit Revisions form.




Clause Options Audit Revisions form

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

**Hierarchy** Enter the code that specifies which legal clause rights take precedence over others. Such precedence can exist between clauses within the same lease, or clauses addressed in the leases of different tenants.

# Reviewing Critical Dates for Leases

This section provides an overview of critical dates and discusses how to:

- Set processing options for Critical Date Inquiry (P15204).
- Review and revise critical dates.

## Understanding Critical Dates

A critical date is any date on which an action or a decision is required. You can add critical dates to a lease, unit, property or building, or clause. When you need to review dates for required actions or decisions about leases or facilities, use the Critical Date Inquiry program (P15204). You can review critical dates for all types of log details and clauses. For example, you can review when insurance needs to be renewed, renewal reminders need to be sent, or work needs to be done.

The system enables you to search for critical dates using the these criteria:

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

If you select a log detail record, the system displays the appropriate form according to the type of log detail. For example, if the log is set up for a building, the system displays the Building Revisions form, from which you can select Log Details from the Form menu.

To review critical dates associated with clauses, select Clause Dates from the Form menu. Otherwise, access the Work With Legal Clauses form and select Critical Date from the Form menu.

## Forms Used to Review and Revise Critical Dates

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Log Detail Critical Dates | W15204C | Tenant & Lease Information (G1511), Critical Date Inquiry | Review critical dates for the lease logs, and select records to revise. |
| Work with Legal Clause Critical Dates | W15204A | Select Clause Dates from the Form menu on the Work with Log Detail Critical Dates form. | Review critical date information associated with legal clauses and select records to revise. |

## Setting Processing Options for Critical Date Inquiry (P15204)

Set these processing options before you run the Critical Date Inquiry program.

### Defaults

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

**1. Search for Default Lease Version**

Specify whether the system retrieves the version of the lease that is based on the current date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if the current date is June 30, 2003, and the lease has two versions dated January 1, 2003, and October 1, 2003, respectively, the system displays the version dated October 1, 2003.

**Note.** If versioning is not set up in the F1510B table, the system ignores this processing option.

### Versions

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

**1. Lease Information (P1501)**

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

**2. Unit Information (P15217)**

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

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

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

**5. Legal Clause Information (P1570)** 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.

## Reviewing and Revising Critical Dates

Access the Work with Log Details Critical Dates form.

**Resolve Status** Enter the code that specifies whether the requirements for the log line have been satisfied. Values are:

Blank: The requirements have not been satisfied, the log line is not active, or no status is required.

*Y:* Yes, the requirements have been satisfied.

*N:* No, the requirements have not been satisfied.

**Lease Only** Specify whether to display only log entries that are defined as lease logs.

**Log Level** Enter the code that specifies the level of a log entry. Values are:

*B:* Building

*F:* Floor

*U:* Unit

*L:* Lease

# CHAPTER 5

# Working with Gross Lease Occupancy Information

This chapter discusses how to:

- Update gross lease occupancy information.
- Review and revise gross lease occupancy information.

## Updating Gross Lease Occupancy Information

This section provides an overview of the Gross Lease Occupancy Refresh program and discusses how to:

- Run the Gross Lease Occupancy Refresh program.
- Set processing options for Gross Lease Occupancy Refresh (R15141).

### Understanding the Gross Lease Occupancy Refresh Program

You run the Gross Lease Occupancy Refresh program (R15141) to calculate gross lease occupied area (GLOA) and gross leasable area (GLA) for all units in a building or property for a specified period. This information can be used for reporting purposes to brokers who are seeking properties to lease and to landlords who can provide the information to prospective tenants.

When you run R15141, the system:

- Uses the dates entered in the processing options to determine the period of time, based on the lease dates, for which the calculations apply.
- Retrieves the GLOA value from the F15017 table based on the area values entered on the lease.
- Retrieves the GLA value, which includes vacant and occupied areas, based on the area values entered on the unit, which is stored in the F1514.

Processing options enable you to specify how the system performs the calculations, as well as whether the calculations should be performed for all lease statuses and lease types. You can also run the program for specific building (business unit) category codes to determine occupancy for a group of buildings (for example, the occupancy on A-rated properties).

When you run the Gross Lease Occupancy Refresh program, the system updates the F15141 table.

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

# Running the Gross Lease Occupancy Refresh Program

Select Tenant & Lease Information (G1511), Gross Lease Occupancy Refresh.

# Setting Processing Options for Gross Lease Occupancy Refresh (R15141)

Set these processing options to specify the default processing for this report.

## Options

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

**1. Start Date For Generation**

Specify the beginning date that the system uses to calculate gross leasable areas (GLA) and gross lease occupied areas (GLOA), based on the lease date.

**2. End Date For Generation**

Specify the ending date that the system uses to calculate gross leasable areas (GLA) and gross lease occupied areas (GLOA), based on the lease date.

**3. Gross Lease Area Method**

Specify the calculation method for the occupied area for a unit and the records to delete from the F15141 table. Values are:

Blank: Select area values as of the first day of the month.

*1:* Select area values as of the last day of the month.

*2:* Select area values as of the 15th day of the month.

*3:* Select an average area for the month. (Average = Total occupied area / Days in the month.)

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

*5:* Delete all records in the Gross Lease Occupied Area table.

**4. Select Area Type**

Specify the area type to retrieve from the F1510B table to use for gross lease occupancy calculations. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**5. Alternate Area Type**

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

**6. Include Committed as Occupied**

Specify whether a unit is occupied or vacant for the period from the commitment date to the lease begin date. Values are:

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

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

### Lease Status

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

**1. Select/Omit Flag** Use this processing option in conjunction with the Lease Status 1 through Lease Status 10 processing options to specify which leases to select for processing based on the lease status. Values are:

Blank: Process all leases for all lease statuses.

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

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

**2. Lease Status 1** Use this processing option in conjunction with the Select/Omit Flag processing option to specify which leases to select for processing based on the lease status. The lease status that you specify must exist in UDC 15/LS.

**12. Include Blank Lease Statuses in Select/Omit List** Specify whether to include leases with a blank lease status in the select/omit list. Values are:

Blank: Do not include leases with a blank lease status.

*1:* Include leases with a blank lease status.

### Lease Type

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

**1. Select/Omit Flag** Use this processing option in conjunction with the Lease Type 1 through Lease Type 10 processing options to specify which leases to select for processing based on the lease type. Values are:

Blank: Select all lease types.

*S:* Select only lease types identified in the lease type processing options.

*O:* Omit lease types identified in the lease type processing options.

**2. Lease Type 1** Specify the lease types to select or omit based on the value specified in the Select/Omit Flag processing option.

**12. Include Blank Lease Types in Select/Omit list** Specify whether to include leases with a blank lease type in the Select/Omit list. Values are:

Blank: Do not include leases with a blank lease type.

*1:* Include leases with a blank lease type.

### Print

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

**1. Print Edit Report** Specify whether to print a report of the records that the system generates and whether to print all records or only those records for which the system issues a warning message. Values are:

Blank: Do not print a report.

*1:* Print all records. The system prints all records updated to the F15141.

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

# Reviewing and Revising Gross Lease Occupancy Information

This section provides an overview about working with gross lease Occupancy information and discusses how to revise gross lease occupancy information.

## Understanding Gross Lease Occupancy Information

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

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

## Forms Used to Review and Revise Gross Lease Occupancy Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with GLOA | W151410A | Tenant & Lease Information (G1511), Gross Lease Occupancy Information | Review gross occupancy information and select records to revise. You can select records to revise only when you summarize records by unit. |
| GLOA Revisions | W151410B | Summarize records by unit, and then select a record to revise on the Work with GLOA form. | Revise GLOA and GLA area amounts. |

## Revising Gross Lease Occupancy Information

Access the GLOA Revisions form.

**Gross Lease Occupied Area** Enter the value of the gross leasable occupied area, which is a portion of the gross leasable area that is not occupied, such as a hallway.

**O F** (occupied change flag) Enter the code that indicates whether the value in the Gross Lease Occupancy field is modified the next time that the Gross Lease Occupancy Refresh program (R15141) or the AREF Occupancy Refresh (R15L141) program is run. Codes are:

*1:* The refresh program does not modify this value.

*0:* The refresh program modifies this value.

**Gross Leasable Area** Enter the value of the gross leasable area, which is the space that is actually available to lease.

**L F** (leasable change flag to) Enter the code that indicates whether the gross leasable area is modified the next time that the Gross Lease Occupancy Refresh program (R15141) or the AREF Occupancy Refresh program (R15L141) is run. Values are:

*1:* The refresh program cannot modify this value.

*0:* The refresh program can modify this value.

# CHAPTER 6

# Processing Manual Billings

This chapter provides an overview of the manual billing process and discusses how to:

- Enter manual billing transactions.
- Revise unposted billing transactions.
- Process manual billing transactions.
- Generate the Billing Edit/Register report.
- Review real estate transaction batches.
- Post invoices and vouchers.
- Print invoices.
- Print statements.
- Review billing transactions.

## Understanding the Manual Billing Process

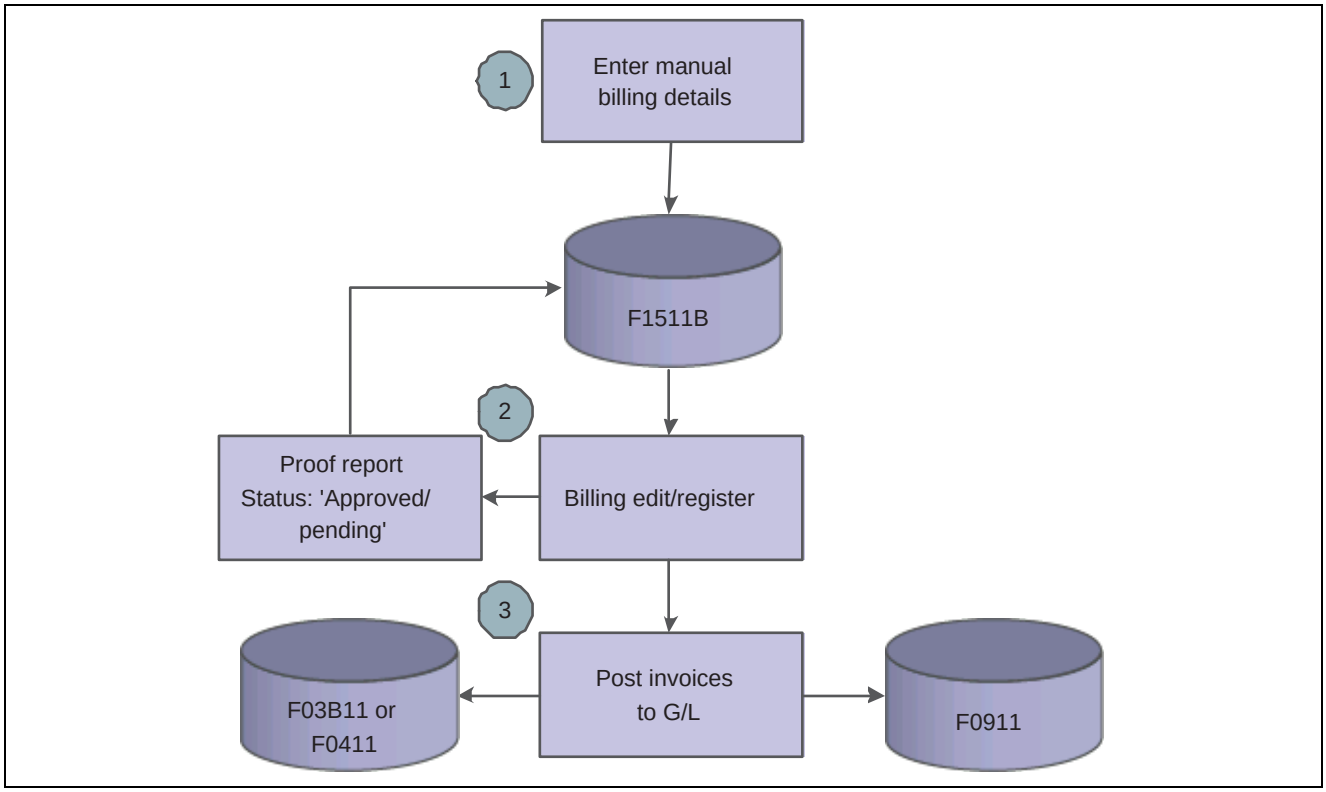
You use the Manual Billing Entry program (P1511) to generate an invoice to bill tenants for one-time charges such as build-outs, supplies, and repairs, so that you do not have to set up and run these charges in a recurring billing cycle. You can also use this program to revise billing records that were created both manually and automatically. Additionally, if the lease is set up appropriately, you can use the Manual Billing Entry program to generate vouchers for payments.

The manual billing process consists of these activities:

| Activity | Description |
|---|---|
| Entering the manual billings. | You enter the billing information that you use to process an invoice or voucher. The system creates a batch record in the F0011 table and records in the F1511B table. |
| Generating the Billing Edit/Register report. | After you enter manual billings, you must run the Billing Edit/Register program (R15300) to validate that the batch is ready to post. |

| Activity | Description |
|---|---|
| (Optional) Reviewing and approving batches. | If the Manager Approval of Input option is activated in the Accounts Receivable or Accounts Payable constants, the system changes the batch status to pending when you successfully generate the billing edit register. You must approve batches that are in a pending status before you can post them. |
| Posting real estate invoices and vouchers. | When batches are in an Approved status, they are ready to post. Depending on how the lease is set up, you run either the Post RE Invoices to generate invoices or the Post RE Vouchers program (R15199) to generate vouchers. |

This process flow shows the billing process that the system uses:




Real Estate Billing process

# Entering Manual Billing Transactions

This section provides an overview of manual billing entry and discusses how to:

- Set processing options for Manual Billing.
- Set processing options for New Manual Billing.
- Enter manual billing transactions.

# Understanding Manual Billing Entry

You enter manual billings in batches. You must enter invoices and vouchers in separate batches because the system processes them differently. The value of the Lessee field (STMB) on the lease controls whether the system generates invoices or vouchers. If the Lessee field is blank, the system generates invoices; if the Lessee field has a value of either *Y* or *1*, the system generates vouchers.

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

---

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

- Creates a batch header record in the F0011 table.
- Assigns a batch type of 1 to the batch.
- Assigns a batch status of Error.

  Even if the batch is in error, you can still add, revise, and delete records from the batch.
- Creates records in the F1511B table.
- Assigns a generation type of 7, if the processing option is set up correctly.

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

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  **Note.** The system does not update the F15011B table for manual billings.

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  See Chapter 22, “Integrity Reports,” Reviewing Billing Control Information, page 477.

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

## New Manual Billing Entry

If you know the manual billing records that you need to enter when you set up the lease, you can access the New Manual Billing Entry program from the New Lease Setup form.

When you click the Manual Billing / Misc. Expenses button, the system provides these program options when you finish entering the manual billing record to complete the billing process:

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

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

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

See Chapter 4, “Setting Up Tenant and Lease Information,” Using the New Lease Entry Program, page 70.

# Prerequisites

Before you complete the tasks in this section:

- Determine whether you are using batch control and set the appropriate constants.

  See *PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Setting Up the Accounts Receivable System," Setting Up System Controls for Accounts Receivable.

  See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Setting Up the Accounts Payable System," Setting Up Constants for Accounts Payable.
- Verify that the Lessee field on the lease has the appropriate value for generating either invoices or vouchers.
- Verify that the processing options are set up to display the tax fields if you need to add transactions with taxes.

### See Also

Chapter 2, "Setting Up the Real Estate Management System," Setting Up Tax Rate Area Information, page 22

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Using Batch Control to Manage the Entry Process," Entering Batch Information for Batch Control

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Default Values for Taxes

# Forms Used to Enter Manual Billing Transactions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Manual Billings | W1511B | Manual Billing (G1512), Manual Billing Entry | Review and select manual billing records. |
| Manual Billing Revisions | W1511A | Click Add on the Work with Manual Billings form. | Add and revise manual billing records. |
| Manual Billing Revisions | W1511A | Click the Manual Billing / Misc. Expenses button on the New Lease Setup form. | Add manual billing records after entering a new lease using the New Lease Entry program. |

# Setting Processing Options for Manual Billing Entry (P1511)

Set these processing options before you run the Manual Billing Entry program.

### Display

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

**1. Display Tax Fields** Specify whether to display the Tax Explanation Code, Tax Rate/Area, Taxable Amount, and Tax Amount fields on the Manual Billing Revisions form. Values are:

Blank: Use the setting of the Tax Suppress option in the F1510B table to determine whether to display the tax fields.

*0:* Display the tax fields. If you select this option, the system ignores the setting of the Tax Suppress option in the F1510B table.

*1:* Do not display the tax fields. If you select this option, the system ignores the setting of the Tax Suppress option in the F1510B table.

**2. Display Service/Tax Date Field** Specify whether the system displays the Service/Tax Date field on the Manual Billing Revisions form. Values are:

Blank: Display the Service/Tax Date field.

*1:* Do not display the Service/Tax Date field.

## Process

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

**1. Validate Building Against Lease** Specify whether to validate that the building entered on the billing is set up on the lease. Values are:

Blank: Validate the building against the lease.

*1:* Do not validate the building against the lease.

**2. Generation Type** Specify the default generation type for which you allow manual billings to be entered or revised. The system allows you to review transactions entered for all generation types, but limits the ability to add or revise transactions to the generation type specified. Values are:

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

*1:* Recurring billings.

*2:* Expense participation.

*3:* Sales overage.

*4:* Escalations.

*5:* Accounts receivable fees and interest.

*6:* Estimated expense participation.

*7:* Manual billing.

**3. Populate Doing Business As (DBA)** Specify whether to update the DBA (doing business as) field with the value from the corresponding field in the F15017 table. Values are:

Blank: Do not update the value of the DBA field.

*1:* Update the value of the DBA field.

## Currency

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

**1. Exchange Rate Date** Specify the date to use to retrieve the exchange rate for multicurrency billings when an exchange rate is not entered on the lease or on the entry form. The system retrieves the exchange rate from the Currency Exchange Rates table (F0015) based on the date specified. Values are:

Blank: Use the general ledger date to retrieve the exchange rate.

*1:* Use the invoice date to retrieve the exchange rate.

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

# Setting Processing Options for New Manual Billing (P15111)

Set these processing options before you run the New Manual Billing program.

## Versions

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

**1. Manual Billing (P1511)** Specify the version of the Manual Billing program (P1511) to use when you select Review and Change Manual Billing. If you leave this processing option blank, the system uses version ZJDE0001.

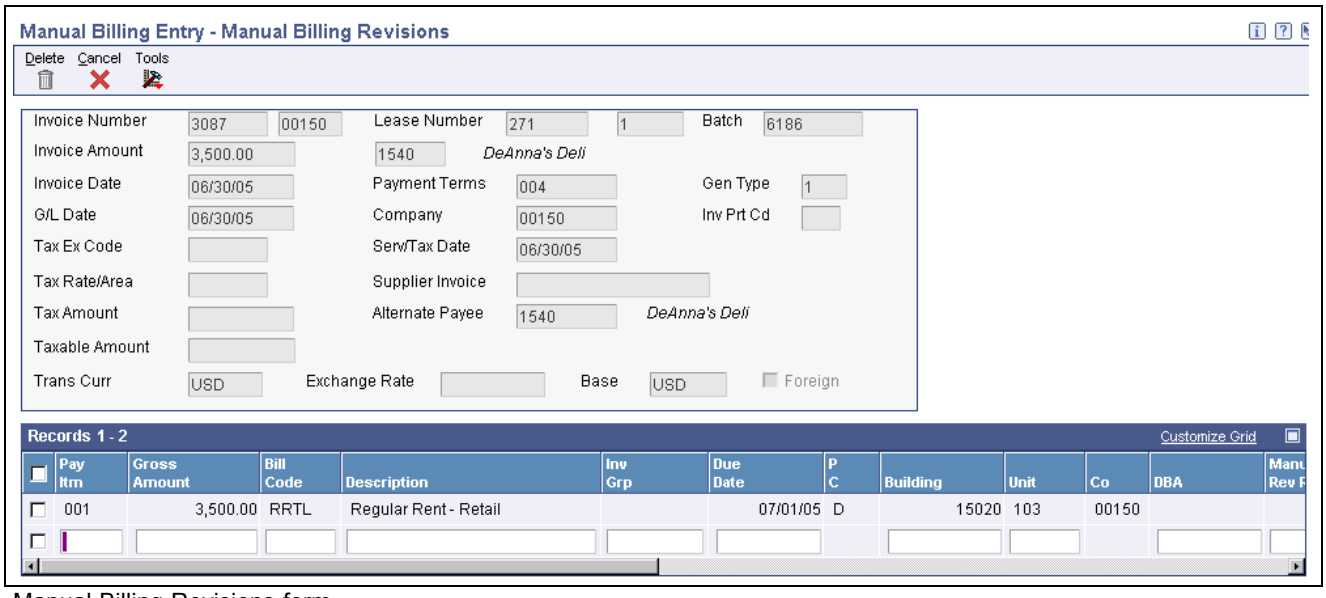
**2. Billing Edit Register (R15300)** Specify the version of the Billing Edit Register program (R15300) to use when you select Generate Billing Register. If you leave this processing option blank, the system uses version XJDE0007.

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

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

# Entering Manual Billing Transactions

Access the Manual Billing Revisions form.



Manual Billing Revisions form

The process to enter manual billing records is the same regardless of whether you access the program from the menu or from the New Lease Setup form.

**Invoice Number**

Enter the number that identifies the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or have the system assign it using the Next Numbers program (P0002). Matching document numbers (DOCM) identify related documents in the Accounts Receivable and Accounts Payable systems. Examples of original and matching documents are:

For the Accounts Payable system:

- Original document: Voucher
- Matching document: Payment

For the Accounts Receivable system:

- Original document: Invoice
- Matching document: Receipt

---

**Note.** In the Accounts Receivable system, these transactions simultaneously generate original and matching documents: deductions, unapplied receipts, chargebacks, and drafts.

---

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

**Invoice Amount**

Enter the invoice amount. This results in a calculation.

**Invoice Date**

Enter the date of the invoice. This can be either the date of the supplier's invoice to you or the date of the invoice to a customer.

**G/L Date** (general ledger date)

Enter the date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can use up to 14 periods. Generally, period 14 is for audit adjustments.

**Tax Ex Code** (tax explanation code)

Enter the hard-coded user-defined code (UDC) (00/EX) that controls the algorithm that the system uses to calculate tax and general ledger (GL) distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

If you leave this field blank, the system uses the tax information that is set up for the tenant from either the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401), depending on whether you are entering a billing record for an invoice or a voucher. You can also override any values that the system assigns.

If you do not want to assign the same tax explanation code to all of the pay items on the transaction, either leave the field blank and enter the value for the appropriate pay items in the detail area of the form, or use the value supplied and override it on the individual pay item.

**Tax Rate Area**

Enter the code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code that you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction

with the tax explanation code and tax rules to calculate tax and GL distribution amounts when you create an invoice or voucher.

If you leave this field blank, the system uses the tax information that is set up for the tenant from either the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401), depending on whether you are entering a billing record for an invoice or a voucher. You can also override any values that the system assigns.

If you do not want to assign the same tax rate area to all of the pay items on the transaction, either leave the field blank and enter the value for the appropriate pay item in the detail area of the form, or use the values supplied and override it on the individual pay item.

**Payment Terms** Enter the code that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently used payment term. You define each type of payment term on the Payment Terms Revisions form.

If you leave this field blank, the system uses the payment term code that is set up for the lease.

**Serv/Tax Date** (service/tax date) Enter the date that identifies when the service, sale, activity, or tax occurred or became effective. Generally, if you leave this field blank, the system supplies the general ledger date.

**Supplier Invoice** Enter the supplier's invoice number that is used for voucher entry. Voucher entry allows only one invoice per voucher number. If multiple invoice numbers exist on a voucher, you must set them up as multiple vouchers or combine the invoices and enter them as one voucher. Depending on how you have the accounts payable constants set, the system can:

- Accept a duplicate invoice number without warning or error.
- Generate a warning message in which the duplicate invoice number can still be accepted.
- Generate an error message.

Blank values are treated in the same manner as any other invoice number. Two blank invoice numbers are treated as duplicates.

To test for duplicate invoice numbers that might have been entered in error, run the Suspected Duplicate Payments report (R04601).

---

**Note.** The duplicate invoice number validation is not run for vouchers with document type NO. These vouchers are created by the Generate Reimbursements program (R03B610).

---

**Gen Type** (generation type) Enter the code that identifies the type of billing transaction. Examples are:

*1:* Recurring billings

*2:* Expense participation

*3:* Sales overage

*4:* Escalation

*5:* Accounts receivable fees and interest

*6:* Estimated expense participation

*7:* Manual invoice

**Inv Prt Cd** (invoice print code)

Enter the code that specifies whether to print invoices for the tenant. Values are:

*Y:* Print invoices.

*N:* Do not print invoices.

**Note.** The system uses the Send Invoice To field (SITO) on the customer master record to determine only the billing address that prints on the invoice. If the value of SITO is *N* (do not print), the system ignores it.

**Trans Curr** (transaction currency)

Enter the code that identifies the currency of a transaction.

The system uses the base and transaction currencies that are set up in the lease as default values. You can override the transaction currency, if necessary.

**Exchange Rate**

Enter the number (exchange rate) that a foreign currency amount is multiplied by or divided by to calculate a domestic currency amount.

The number in this field can have a maximum of seven decimal positions. If more are entered, the system rounds to seven decimal positions.

The system uses the exchange rate that is set up in the lease as the default value. If a default value does not exist for the lease, and you leave this field blank, the system retrieves the value from the Currency Exchange Rates table (F0015) based on the date specified in the Exchange Rate Retrieval Date processing option on the Currency tab.

**Foreign**

Specify whether the system displays amounts in the domestic or foreign currency.

If you select this option, the system displays amounts in the foreign currency of the transaction. Otherwise, the system displays amounts in the domestic currency of the transaction.

**Gross Amount**

Specify the total amount of the invoice or voucher pay item. The gross amount can include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the Gross Amount field.

The amount that you enter for each pay item must total to the amount entered in the Invoice Amount field in the header portion of the form.

# Revising Unposted Billing Transactions

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

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

### Considerations for Deleting Billing Transactions

Depending on the generation type of the billing transaction, the system performs additional updates when you delete a transaction.

This table describes the additional updates that occur when you delete an unposted transaction for the generation type specified:

| Generation Type | Result of Deleting Transaction |
|---|---|
| 1: Recurring Billings | The system updates the F15011B by removing the *G* from the Period field in which the transaction was generated. |
| 2: Expense Participation | The system updates the Billings Generation Control table by removing the *G* from the Period field in which the transaction was generated.<br><br>The system deletes the associated record in F1538B table. |
| 3: Sales Overage | The system updates the Billings Generation Control table by removing the *G* from the Period field in which the transaction was generated. |
| 4: Escalation | The system updates the Billings Generation Control table by removing the *G* from the Period field in which the transaction was generated.<br><br>The system deletes the associated record from the F1548B table. |

## Processing Manual Billing Transactions

After you enter billing transactions, you must perform additional tasks to update the general ledger accounts associated with the bill codes.

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

| Related Task for Processing Manual Billing Transactions | Description |
|---|---|
| (Required) Generating the Billing Edit/Register | After you enter manual billings, you must run version XJDE0007 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status.<br><br>See Chapter 6, "Processing Manual Billings," Generating the Billing Edit/Register, page 102. |

| Related Task for Processing Manual Billing Transactions | Description |
|---|---|
| Manual Billing Journal Review | You can review the batch of manual billing records before you post them, and revise or delete billing transactions as necessary.<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Real Estate Transaction Batches, page 105. |
| (Required) Posting Invoices and Vouchers | After you generate the billing edit register, you must post the billing transactions to generate the invoice or voucher records.<br><br>See Chapter 6, "Processing Manual Billings," Posting Invoices and Vouchers for Real Estate Management, page 107. |
| Printing Invoices | After you post invoices, you can print and send them to tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Invoices for Real Estate Management, page 112. |
| Printing Statements | After you post invoices, you can print statements and send them to tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Statements for Real Estate Management, page 114. |
| Billings Transaction Inquiry | You can review manual billing transactions in detail using the Billings Transaction Inquiry program (P15211).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |
| Tenant Ledger Inquiry | You can use the Tenant Ledger Inquiry program (P15222) to review the invoices generated from billing transactions.<br><br>See Chapter 7, "Processing Real Estate Management Receipts," Understanding the Tenant Ledger Inquiry Program, page 181. |
| Supplier Ledger Inquiry | You can use the Supplier Ledger Inquiry program (P0411) to review the vouchers generated from manual billing transactions. |

## New Manual Billing Entry

If you use the New Lease Entry program to set up a new lease and you click the Manual Billing / Misc Expenses button, after you complete entering the manual billing records, the system provides these program options to complete the billing process:

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

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

You do not have to complete all of the tasks that you can access from the New Manual Billings form; however, the tasks that you select must be performed in this sequence:

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

**Note.** The New Manual Billing Entry program is available only from the New Lease Setup form. If you do not click the Manual Billing / Misc. Expenses button when you set up a new lease, you cannot access the New Manual Billing Entry program. After you exit the New Manual Billing form, you cannot access it again for that lease.

# Generating the Billing Edit/Register

This section provides an overview of generating the billing edit/register and discusses how to:

- Run the Billing Edit/Register program.
- Set processing options for Billing Edit/Register (R15300).

After you enter or generate billings, you must run the Billing Edit/Register program to validate the transactions in the batch and to change the batch status. Depending on the type of billing, you might be able to set a processing option to run this program automatically (for example, when you generate recurring billings).

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

| Version | Generation Type | Type of Billing |
|---|---|---|
| XJDE0001 | 1 | Recurring |
| XJDE0002 | 2 | Actual expense participation |
| XJDE0003 | 3 | Sales overage |
| XJDE0004 | 4 | Escalation |
| XJDE0005 | 5 | Fee and interest |
| XJDE0006 | 6 | Estimated expense participation |
| XJDE0007 | 7 | Manual |

**Note.** The Billing Edit/Register program provides a processing option for you to specify a batch number. An additional processing option enables you to use data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error and does not process the transactions.

If no errors exist when you run the Billing Edit/Register program, the system changes the batch status to either Pending or Approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If the option is activated, the system changes the batch status to pending; you must approve batches before posting them.
- If the option is disabled, the system changes the batch status to approved, batches are ready to post.

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

Processing options enable you to specify whether the system displays:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Additionally, if you use multicurrency, you can specify whether the system displays amounts in the base (domestic) currency or the transaction (foreign) currency.

## Running the Billing Edit/Register Program

Select Billing Edit/Register from one of these menus:

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

## Setting Processing Options for Billing Edit/Register (R15300)

Set these processing options before you run the Billing Edit/Register report.

### Process

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

**1. Batch Selection** Specify the batch number to process. If you leave this processing option blank, the system processes batches based on data selection.

**2. Update Batch Header** Specify whether the system updates the batch header record (F0011) for batches processed using data selection. If you enter a value in the Batch Selection processing option, the system updates the batch header record automatically. Values are:

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

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

## Print

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

**1. Print Report** Specify whether to print a transaction report of batches that have been processed, and whether to include all transactions for the batch on the report. Values are:

Blank: Print all transactions for the batches processed on the report.

*1:* Do not print a report.

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

**2. Print Invoice Attachments** Specify whether the system prints invoice attachments on the transaction report. The system prints invoice attachments only when the processing option Print Report is set to blank. Values are:

Blank: Do not print invoice attachments.

*1:* Print invoice attachments.

**3. Print Warning Messages** Specify whether to suppress printing warning messages on the transaction report. The system prints error messages regardless of the setting of this processing options. Values are:

Blank: Print warning messages.

*1:* Do not print warning messages.

**4. Print Description** Specify whether to print the tenant description or the lease description on the report. Values are:

Blank: Print the tenant description.

*1:* Print the lease description.

## Currency

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

**1. Report Currency** Specify whether to print multicurrency transaction amounts in the base or transaction currency. Values are:

Blank: Print amounts in the base currency.

*1:* Print amounts in the transaction currency.

# Reviewing Real Estate Transaction Batches

This section provides an overview of using the Real Estate Journal Review program and discusses how to:

- Set processing options for the Real Estate Journal Review program (P150011).
- Review manual billing batches.

## Understanding the Real Estate Journal Review Program

You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions from a real estate batch (such as billings or fees) before you run the post program (R15199) to generate invoice and voucher transactions. Depending on whether the organization requires management approval, you might also be required to approve the batches.

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**Note.** Do not confuse the Real Estate Journal Review program (P150011) with the Batches program (P0011). Use these guidelines:

You use the Real Estate Journal Review program to review records in the F1511B table that you post (using program R15199) to generate invoice and voucher transactions.

You use the Batches program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the F0902 table.

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The Real Estate Journal Review program appears on all of the Real Estate system menus that you use to generate F1511B transactions. Depending on the menu, the program name varies to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program (from menu G1512), you review batches of transactions for generation type 7 only.

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

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review.
- General review of transactions within a batch.
- Detailed review of a transaction.

### Difference Amounts and Batch Control

If you use batch control, the system shows the differences between the expected entries and the actual entries in a batch. These differences are illustrated for both the input total and the number of documents, and they are informational only.

If you do not use batch control, the system subtracts the actual entries from 0, resulting in negative amounts in the fields that display the differences. The differences that appear are informational only.

# Forms Used to Review Manual Billing Batches

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batches | W150011A | Manual Billing (G1512), Manual Bill Journal Review | Review transactions in a batch, approve batches, post batches. You can also access the program to revise the transaction if necessary. |

# Setting Processing Options for Real Estate Journal Review (P150011)

Set these processing options before you run the Real Estate Journal Review program.

## Process

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

**1. Generation Type** Specify the generation type to use as the default value on the Work With Batches form. If you leave this processing option blank, the system does not display Real Estate Management batches. Values are:

*1:* Recurring billings

*2:* Expense participation

*3:* Sales overage

*4:* Escalations

*5:* Accounts receivable fees and interest

*6:* Estimated expense participation

*7:* Manual Billing

## Versions

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

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

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

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

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

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

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

## Reviewing Manual Billing Batches

Access the Work With Batches form for manual billings.

**Batch Number** Enter the number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or have the system assign it using the Next Numbers program.

**Unposted Batches, Posted Batches,** and **All Batches** Specify whether posted, unposted or all batches are displayed on the screen.

Select Unposted Batches to display all batches that are not posted or are in error. Select Posted Batches to display all batches that have been successfully posted. Select All Batches to display all batches.

**Previous Batch Number** Enter the number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or have the system assign it using the Next Numbers program.

# Posting Invoices and Vouchers for Real Estate Management

This section provides an overview of the post process and discusses how to:

- Post invoices and vouchers for Real Estate Management.
- Set processing options for Post RE Invoices and Post RE Vouchers (R15199).

## Understanding the Post Process for Real Estate Management

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

- Post Invoices
- Post Vouchers

The only difference between the two versions is the setting of the Batch Type processing option. You must run the appropriate version for the billing documents in the batch; you cannot generate and process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system performs these same tasks:

- Selects records from the F1511B table.
- Creates a new record in the F0011 table and assigns it one of these batch types:

- For invoices, the system assigns the batch type 2B.
- For vouchers, the system assigns the batch type / (forward slash).

  For audit purposes, the system uses the same batch number that was assigned to the original batch.

- Creates records in the F03B11 table and the F0911 table, if you post invoices, and assigns the records one of these document types (based on the program that originated the billing record) so that you can easily identify them:
  - RD (recurring billing)
  - RH (expense participation)
  - RJ (sales overage)
  - RL (escalations)
  - RN (manual billing)
  - RT (fees and interest)
- Creates records in the Accounts Payable Ledger table (F0411) and the Account Ledger table (F0911), if you post vouchers, and assigns the records one of these document types (based on the program that originated the billing record) so that you can easily identify them:
  - PF (recurring billing).
  - PJ (sales overage).
  - PQ (manual billing, expense participation, escalations).
- Creates records in the Account Ledger table only, if you post accrual entries from recurring billings, and assigns the records a document type of AC.

  The system also updates the Subledger and Subledger Type fields as illustrated in this table, depending on the setting of the corresponding processing option:

| PO Setting | Subledger | Subledger Type |
|---|---|---|
| 1 (tenant) | Address Book Number | A |
| 2 (lease) | Lease Number | L |
| 3 (unit) | Unit Number | U |

- Updates the posted code to *D* on the records in the F1511B table.
- Changes the billing status from *G* to *X* for the appropriate period in the F15011B for these generation types:
  - 1 (recurring billing)
  - 2 (expense participation
  - 3 (sales overage)
  - 4 (escalation)
  - 6 (estimated expense participation)
- Automatically submits the General Ledger Post Report (R09801), which completes these tasks:
  - Creates automatic entries with the document type AE in table F0911.
  - Updates the Account Balance table (F0902).
  - For invoices, updates the posted code on records in table F03B11 to *D*.

- For vouchers, updates the posted code on records in table F0411 to *D*.
- Updates the posted code on records in table F0911 to *P*.
- Updates the batch status to GL Approved.

### Correcting Errors

If the post program encounters an error, the system updates the batch status to GL Error. When this occurs, the system does not update table F0902, nor does it update the posted code to *D* on the records in table F0911.

After you correct the errors, you must post the batch again. Because the system updates the posted code to *D* on records in table F1511B, you must set the processing option for Posted Batches Data Selection to *1* to ensure that the system includes the posted F1511B records. The system does not create additional records in the F03B11, F0411, or F0911 tables.

## Posting Invoices and Vouchers for Real Estate Management

Select either Post RE Invoices or Post RE Vouchers from one of these menus:

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

## Setting Processing Options for Post RE Invoices and Post RE Vouchers (R15199)

Set these processing options before you run the Post RE Invoices and Post RE Vouchers program.

### Select

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

**1. Batch Type** Specify the transaction batch type to process. If you leave this processing option blank, the system does not process any transactions. Values are:

*2B:* Process tenant invoices.

*/:* Process tenant vouchers.

**2. Process Posted Batches** Specify whether to process batches that include one or more transactions that have been previously posted to the Tenant/Lease Billings Detail Master table (F1511B), but have not been posted to the Customer Ledger (F03B11), Supplier Ledger (F0411) or Account Ledger (F0911) tables. Values are:

Blank: Do not process posted batches.

*1:* Process posted batches.

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

## Process

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

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

Blank: Do not apply credit amounts.

*1:* Apply credit amounts.

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

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

Blank: Apply only credits from unapplied receipts.

*1:* Apply all open credits.

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

**3. Match Credit Date** Specify whether to use an additional date criteria to locate and apply the credit transaction, and the type of date to use. The system uses the date specified in addition to the lease number and bill code to locate and apply credit amounts to invoices. Values are:

Blank: Invoice date

*1:* Due date

*2:* Service/tax date

*3:* GL date

*4:* Do not use a date criteria to apply credits.

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

**4. Match Building and Unit** Specify whether to use the building number and unit, in addition to the lease number and bill code, as criteria to locate and apply credit transactions to invoices. Values are:

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

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

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

**5. FASB 13 Summarization** Specify whether to summarize the FASB 13 amounts by revenue account and document number when the system generates the Account Ledger record (F0911). Values are:

Blank: Do not summarize the FASB 13 amounts.

*1:* Summarize the FASB 13 amounts.

**6. Update Subledger In Account Ledger** Specify the value to use to update the Subledger field on Account Ledger transactions (F0911) that the system generates. The system updates all transactions in the batch based on the value specified. Values are:

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

*1:* Use the tenant number as the subledger.

*2:* Use the lease number as the subledger.

*3:* Use the unit number as the subledger.

## Versions

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

**1. General Ledger Post Report (R09801)** Specify whether to override the default version of the General Ledger Post Report program (R09801) that the system uses to post invoice and voucher transactions to the general ledger. If you leave this processing option blank, the system uses version ZJDE0026 for invoice batches (batch type 2B) and version ZJDE0037 for voucher batches (batch type /).

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

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

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

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

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

# Printing Invoices for Real Estate Management

This section provides an overview of printing invoices and discusses how to:

- Print invoices.
- Set processing options for Print RE Invoices (R15500).

## Understanding the Print RE Invoice Program

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

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

The system prints invoice information from the Lease Billings Master table (F1511B). You can use processing options to specify which invoices to print based on a date range. Processing options also enable you to specify whether to print attachment information, tax information, and short text messages on invoices. In addition, you can use data selection to print specific invoices for specific tenants.

## Prerequisite

Verify that the first field, immediately following the Print (I/S/N) field, which is located under the Lease Info Page 2 tab on the Lease Master Revisions form, is set to *Y*. This field controls whether the system prints invoices for the tenant.

**Note.** If the Print (I/S/N) field is set to *Y* and the system does not print the invoice, review the value of the Inv Prt Cd field on the Manual Billing Revisions form. If this is set to *N*, it overrides the value from the lease.

## Printing Invoices

Select Print RE Invoices from one of these menus:

- Manual Billing (G1512)
- Security Deposits (G1515)
- Recurring Billing (G1521)
- Sales Overage (G1522)
- Expense Participation (G1523)

- Escalations (G1524)
- Fees & Interest (G1527)

# Setting Processing Options for Print RE Invoices (R15500)

Set these processing options before you run the Print RE Invoices report.

## Select

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

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

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

## Print

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

**1. Zero Balance or Credit Balances** Specify whether to print invoices that have a zero or credit balance. Values are:

Blank: Print invoices that have a zero or credit balance.

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

**2. First Invoice Reference Number** Specify whether to print the invoice reference number of the first invoice on the header portion of the form, beneath the page number. Values are:

Blank: Do not print the invoice reference number.

*1:* Print the invoice reference number.

**3. Invoice Attachments** Specify whether to print attachment information on the invoice. Values are:

Blank: Print invoice attachments.

*1:* Do not print invoice attachments.

**4. Tax Amounts** Specify whether to print tax amounts in a separate column on the invoice. Values are:

Blank: Do not print tax amounts.

*1:* Print tax amounts in a separate column on the invoice.

**5. Invoice From Address** Specify which address to print as the From Address on the invoice. The system retrieves the value from the corresponding field of the building record in the Business Unit Master table (F0006). The system prints the from-address specified only when the value is different from the remit-to address. Values are:

Blank: Print the address of the company.

*1:* Print the address of the facility address.

*2:* Print the address of the remit-to address.

**6. Additional Invoice Text** Specify any additional text to print on each invoice.

# Printing Statements for Real Estate Management

This section provides an overview of printing statements and discusses how to:

- Print statements.
- Set processing options for the Print RE Statements (R155001).

You send statements to the tenants to inform them about their account activities and to provide them with an additional payment option. Statements list open invoices and their due dates, as well as the invoices that were paid in that period. You can generate these types of statements using the Real Estate Management program for printing statements:

- Open invoice statements.

  Each invoice appears on a statement until the invoice is paid.

- Summarized or balance forward statements.

  Unpaid invoices are summarized into a single balance forward amount, similar to a credit card statement.

- Zero balance statements.

You can also use processing options to specify whether the system applies credit memos, includes paid invoices, prints future amounts (invoices that are not due), and includes aging or summary information. You can also specify the text for the aging columns and an additional statement message.

The system prints statement information from the Customer Ledger table (F03B11). The system stores statement information in these tables:

- A/R Notification History (F03B20).

  This table stores information about the statement.

- A/R Notification History Detail (F03B21).

  This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements that were previously generated online to answer tenant inquiries and to reprint statements that are lost. You can also reset the last statement that the system generated so that you can include a last-minute payment by a tenant or revise the data selection. Information is stored in the statement tables until you purge it.

## Prerequisites

Before you complete the tasks in this section:

- Verify that the Print Statement option on the tenant's customer master record is enabled.
- Verify that the Print Statement option in the Accounts Receivable system constants is enabled for each company for which you want to print statements.
- Verify that the Print (I/S/N) field on the Lease Info Page 2 tab on the Lease Master Revisions form is set to *Y* for the tenant's lease.

  The print statement field is the second of the three that appear on the form after the field description.

- Set up any messages that you want to appear on the statement.

  See Chapter 2, "Setting Up the Real Estate Management System," Setting Up Statement Messages, page 32.
- Run the Post Invoices program (R15199) to generate invoice transactions in the Customer Ledger table (F03B11).
- Post the receipt transactions to ensure that the statement reflects the most current information.

### See Also

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Processing Statements," Reviewing Statement Details

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Processing Statements," Reprinting Statements

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Processing Statements," Resetting Statements

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Processing Statements," Purging Statements and Delinquency Notices

## Printing Statements

Select Print RE Statements from one of these menus:

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

## Setting Processing Options for Print RE Statements (R155001)

Set these processing options before you run the Print RE Statements report.

### Aging

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

**1. Print Aging**

Specify whether to print aging information on the statement. Values are:

Blank: Do not print aging information.

*1:* Print aging information.

**2. Retrieve Aging Specifications**

Specify whether to retrieve the aging specifications and statement date from the Accounts Receivable constants. If you leave this field blank, the system retrieves the aging specifications from the processing options. Values are:

Blank: Use processing options to retrieve aging specifications.

*1:* Use the Accounts Receivable constants.

**3. Statement Date**

Specify the date for the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Age Open Balances Date processing

option, to determine the number of days the invoice is past due. The system also uses this date as the statement date that is printed on the statement.

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

**4. Open Balances Date Type** Specify the date on the invoice for the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Values are:

Blank: Use the default value of *D* (due date).

*D:* Use the invoice due date.

*I:* Use the invoice date.

*G:* Use the GL date.

*S:* Use the statement date.

**5. Aging Method** Specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Open Balances Date Types processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Values are:

Blank: Use the default value *1* (aging days).

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

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

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

**6. Apply Credits** Specify whether to age credit amounts according to the aging specifications, or to apply credits to the Current Aging column that prints on the statement. Values are:

Blank: Age credits according to the aging specifications.

*1:* Apply credits to current aging category.

## Aging Days

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

**1. Aging Day Ranges** Specify the number of days to begin each aging category. The system uses the number of days entered to determine the interval for the six aging categories that are printed on the statement.

## Print

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

**1. Remit To Address** Specify whether to print the remit-to address entered on the building record. Values are:

Blank: Print the remit-to address.

*1:* Do not print the remit-to address.

**2. Account Summary Information**

Specify whether to print an account summary on the statement. Values are:

Blank: Print the account summary.

*1:* Do not print the account summary.

**3. Future Amounts**

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

Blank: Include future amounts.

*1:* Exclude future amounts.

**4. Date of Future Amounts**

Specify the date to use to indicate that an invoice amount is in the future. The system compares the GL date of the invoice record (F03B11) to the date entered in this processing option to determine whether the amount is in the future.

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

**5. Date to Include Detail**

Specify the date from which the system prints invoice details on the statement. The system uses the date that you enter to determine the balance forward amount that is printed on the statement. All invoice records (F03B11) with a GL date on or before the date entered are included in the balance forward amount. The system prints a separate detail record for all invoice records with a GL date after the date entered.

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

**6. FROM Address Selection**

Specify the address to print as the from address on the statement. The system retrieves the value from the corresponding field of the building record in the Business Unit Master table (F0006). Values are:

Blank: Print the address of the Company.

*1:* Print the address of the facility address.

*2:* Print the address of the remit-to address.

**7. Include Paid Invoices**

Specify whether to include invoices that were paid in the current period on the statement. Values are:

Blank: Include paid invoices.

*1:* Exclude paid invoices.

## Message

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

**1. Message Identifier - Top Of Statement**

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

the code *REMIT* that is set up in the Statement Messages program. The system prints the message in the remittance section of the statement

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

**2. Message Identifier Aging Buckets**

Specify the message identifier that corresponds to the code that is set up in the Statement Messages program (P00191). The system locates the associated text to print based on the identifier (code) that you enter.

For example, if you enter *AGE1* in the Aging Bucket 1 processing option, the system retrieves the text associated with the code AGE1 that is set up in the Statement Messages program. The system prints the message in the aging information section of the statement. The system prints the text associated for the aging category only when an amount prints in the aging category specified. If you leave this processing option blank, the system does not print a message for the aging category on the statement.

**3. Message Identifier - Total Line**

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

### Currency

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

**1. Report Currency**

Specify the currency to use to print amounts on the statement, if you process transactions in a multicurrency environment. Values are:

Blank: Base currency

*1:* Transaction currency

# Reviewing Billing Transactions

To review the details of a billing transaction, use the Billings Transaction Inquiry program (P15211). After locating the records to review, you can review details for each record by selecting it. When you select a record, the system displays the billing details from the Lease Billings Master table (F1511B) and the Lease Billings History table (F1511HB) on one form (the Transaction Detail form). You cannot revise billing transactions using this program; you can only review them.

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

This section discusses how to:

- Set processing options for Billings Transaction Inquiry (P15211).
- Review billing transactions.

# Forms Used to Review Billing Transactions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Billing Transactions | W15211A | Tenant & Lease Information (G1511), Billings Transaction Inquiry | Review and select billing records. |
| Transaction Detail | W15211D | Select a billing record on the Work With Billing Transactions form. | Review the details of the billing record on one form. |

# Setting Processing Options for Billings Transaction Inquiry (P15211)

Set these processing options before you run the Billings Transaction Inquiry program.

## Versions

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

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

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

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

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

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

# Reviewing Billing Transactions

Access the Billing Transaction Inquiry form.

# CHAPTER 7

# Processing Real Estate Management Receipts

This chapter provides overviews of receipt processing and dates and document types, and discusses how to:

- Enter receipts.
- Display open invoices for tenants.
- Apply receipts to invoices using type input codes.
- Applying receipts using other methods.
- Entering stand-alone transactions.
- Approve and post receipts.
- Work with receipts.
- Review applied receipts using Tenant Ledger Inquiry.

## Understanding Receipts Processing for Real Estate Management

One of the most important steps in the accounts receivable process is to enter payments that you receive from the tenants. Doing so enables you to evaluate the current cash position. The RE Receipts Entry program (P15103) provides the flexibility that you need to enter and maintain various types of receipts.

The process to enter receipts and adjust invoices in the Real Estate Management system is similar to the process used in the Accounts Receivable system, but with these exceptions:

- The Real Estate Management system uses lease numbers and bill codes to apply receipts.
- The bill codes can have different priorities that affect how the system applies payments to invoices.

  You can apply payments automatically by bill code priority.
- The receipt entry program has additional processing options that are specific to processing real estate receipts.

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

- Enter
- Review
- Post

# Understanding Dates and Document Types

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

## Receipt Dates and General Ledger Dates

When you enter a receipt, you must enter both a receipt date and a general ledger date:

- Receipt date

  The date you enter for the receipt date can be the date you entered the receipt into the system or the date on the customer's check. The system does not use the receipt date for any accounting purposes. The system maintains this date for information only.

- General ledger date

  The system uses the general ledger date for exchange rate calculations, to determine whether a discount is earned, and to update account information when you post the receipt. Because the system uses the general ledger date for so many reasons, you cannot change the general ledger date after you enter the receipt.

## Document Types

The system uses document types to identify invoice and receipt transactions. Because document types are part of the key data that the system uses to locate transactions, you should understand how the system assigns and uses document types.

## Invoice Document Types

Invoice document types can be user-defined or system-defined (RR, for example). Invoice transactions can exist in the system autonomously-that is, they are not dependent upon the existence of other transactions. The system stores invoices in the Customer Ledger table (F03B11).

The system assigns the document type for all receipt transactions. Receipts cannot exist without a corresponding record in the Customer Ledger table. The document type that the system assigns to a receipt is the stored in the matching Document Type field (DCTM), unless the receipt generates an invoice record.

Invoice records that are generated from the receipt programs include:

- Unapplied receipts (RU)
- Chargebacks (RB)
- Deductions (R5)
- Drafts (R1)

When you display open items for a customer, each pay item consists of an invoice document type. When you apply the receipt to the invoice, the system generates a receipt document for the invoice.

Common invoice document types include:

| Document Type | Description |
|---|---|
| RI (Regular Invoice) | Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RI to all invoice documents that are created by the Sales Order Management system, as well as those entered manually using Standard Invoice Entry or Speed Invoice Entry. |
| RM (Credit Memo) | Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RM to credit memos entered manually using Standard Invoice Entry or Speed Invoice Entry. |
| RR (Recurring Invoice) | The system assigns RR to all recurring invoices entered with frequency and number of payments. |
| RN (Manual Billing) | The system assigns RN to all invoices generated from manual billings in the Real Estate Management system. |
| RD (Recurring Billing) | The system assigns RD to all invoices generated from the recurring billings in the Real Estate Management system. |
| RH (Expense Participation) | The system assigns RH to all invoices generated from the expense participation billings in the Real Estate Management system. |
| RJ (Sales Overage) | The system assigns RJ to all invoices generated from the sales overage billings in the Real Estate Management system. |
| RL (Escalation) | The system assigns RL to all invoices generated from the escalation billings in the Real Estate Management system. |
| RT (AR Fee & Interest) | The system assigns RT to all invoices generated from the fee and interest billings in the Real Estate Management system. |
| RB (Chargeback Invoice) | The system assigns RB to invoice chargeback records generated when the receipt is entered. The chargeback indicates that you want to pursue payment for an unearned discount or disputed invoice amount. |
| R5 (Deduction) | The system assigns R5 to invoice deduction records generated when the receipt is entered. The deduction indicates an unpaid amount that must be resolved. |
| R1 (Draft) | The system assigns R1 to *draft* invoice records. Drafts are a promise to pay a debt. This document can be a paper record or an electronic record. A draft includes the amount to be paid, the due date, banking information and, possibly, information about underlying liabilities. |

| Document Type | Description |
|---|---|
| RF (Delinquency Fee) | The system assigns RF to fee invoices. The fee invoice represents the total amount of all fees generated for all eligible invoices for the customer for the time period specified. |
| NP (Partial NSF) | The system assigns NP to stand-alone invoice records that are generated for the NSF amount when you enter a partial NSF draft. |

## Receipt Document Types

When you apply the receipt to an invoice, the system creates two records:

- A receipt header record that stores the amount of the receipt, the check number, receipt and general ledger dates, and so on.

  The system stores receipt header records in the Receipts Header table (F03B13).

- A receipt detail record that stores the amount of the receipt that is applied to each invoice.

  The system stores receipt detail records in the Receipts Detail table (F03B14).

The system assigns receipt document types to the receipt detail record in table F03B14.

Receipt document types include:

| Document Type | Description |
|---|---|
| RC (receipt) | The system assigns this document type when you enter a receipt. |
| RO (void receipt) | The system assigns this document type when you void a receipt. |
| RS (spread receipt) | The system assigns this document type when you apply a credit memo to an invoice on a zero-amount receipt. The system does not assign this document type when you apply an unapplied receipt to an invoice. |
| RV (insufficient funds receipt) | The system assigns this document type when a customer does not have sufficient funds in the bank to pay the payment. |
| RU (unapplied receipt) | The system assigns this document type to a receipt that is not applied to a specific invoice. The system applies this receipt to the customer's overall account to reduce the open balance. |

| Document Type | Description |
|---|---|
| RL (logged receipt) | The system assigns this document type to a receipt that is not associated with a customer or payor. |
| RR (rounding record) | The system assigns this document type when the receipt is either fully applied on the foreign side, but not fully applied on the domestic side, or fully unapplied on the foreign side but not fully unapplied on the domestic side. This rounding record is at the receipt level and is not associated with any particular invoice pay item. |

# Entering Receipts for Real Estate Management

This section provides overviews of the receipt entry process and entering unapplied receipts and discusses how to:

- Set processing options for RE Receipt Entry (P15103).
- Enter unapplied receipts.

## Understanding the Receipt Entry Process

To apply receipts that you receive from the tenants to invoices that were generated from the billing programs in the Real Estate Management system, use the RE Receipts Entry program (P15103). Do not use the receipt entry programs for the Accounts Receivable system.

When you use RE Receipts Entry, you specify the invoices that the receipt pays as well as how to apply the payment. You also use this program to enter security deposits.

You use type input (TI) codes to specify how you want the system to apply payment amounts. Based on the payment amount that you enter and the type input code that you use, the system can calculate write-off, chargeback, and deduction amounts, as well as determine whether discounts that are available are earned. You can also overpay invoices to generate credits to tenant accounts. Processing options enable you secure TI codes that you do not use.

You enter receipts in batches, just as you enter invoices in batches. Depending on the settings of the Accounts Receivable constants, the system might display a batch control form for entering information about the batch, such as the number of transactions and total amount. To simplify the bank reconciliation process, you might want to group the different types of receipts into different batches.

**Note.** The system assigns a new batch number only when you exit the Work With Customer Receipts Inquiry form (not the Receipts Entry form) and reenter it. The status of the batch remains "In Use" until you exit the Work with Customer Receipts Inquiry form. The system assigns the batch type RB to all records that are generated by the receipts applications.

When you apply a receipt to invoices, the system creates one document to represent the receipt, which is stored in the Receipts Header table (F03B13), and one document for each invoice to which you apply the receipt, which is stored in the Receipts Detail table (F03B14).

## Fields Updated During Receipt Entry

When you enter a receipt, the system updates specific fields with the account ID. The system locates the AAI based on the how the receipt is applied to invoices. The system uses this account ID when you post the receipt to create automatic entries.

This table lists the fields that the system updates based on the type of payment, and the AAI that the system uses to locate the account:

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| Bank Account | All | N/A | GLBA | Receipts Header (F03B13) | The system uses the bank account number entered on the receipt. If the Bank Account field is blank, the system locates the account based on this hierarchy:<br>• RB for the company entered on the payment.<br>• RB for company 00000. |
| AR Trade | Applied payment | 10 | AID | Receipts Detail (F03B14) | The system does not use an AAI. Instead, the system uses the account entered in the AID field of the invoice record in the F03B11 table. |
| AR Trade | Unapplied payment | N/A | AID | Receipts Header (F03B13) | The system locates the account using this hierarchy, where *xxxx* is the value of the Unapplied Bill Code field:<br>• RC*xxxx* for the company entered on the receipt.<br>• RC*xxxx* for company 00000.<br>• RCUC for the company entered on the receipt.<br>• RCUC for company 00000. |
| AR Trade | Payment that generates a chargeback | 11 and 16 | AIDC and AID | Receipts Detail (F03B14) and Customer Ledger (F03B11) | The system locates the account using this hierarchy, where *xxxx* is the value of the Chargeback GL Offset field:<br>• RC*xxxx* for the company entered on the invoice.<br>• RC*xxxx* for company 00000.<br>• RC for the company entered on the invoice.<br>• RC for company 00000. |

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| AR Trade | Stand-alone chargeback | 26 | AIDC | Receipts Detail (F03B14) | The system locates the account using this hierarchy, where *xxxx* is the value of the Chargeback GL Offset field:<br>• RC*xxxx* for the company entered on the receipt.<br>• RC*xxxx* for company 00000.<br>• RC for the company entered on the receipt.<br>• RC for company 00000. |
| Discount Taken | Payment with a discount | 10 | AIDD | Receipts Detail (F03B14) | The system uses this hierarchy:<br>• RKD for the company entered on the receipt.<br>• RKD for company 00000. |
| Write-off | Payment with a write-off | 10 and 15 | AIDW | Receipts Detail (F03B14) | The system uses this hierarchy, where *xx* is the write-off reason code:<br>• RA *xx* for the company entered on the invoice.<br>• RA *xx* for company 00000. |
| Write-off | Stand-alone write-off | 25 | AIDW | Receipts Detail (F03B14) | The system uses this hierarchy, where *xx* is the write-off reason code:<br>• RA *xx* for the company entered on the receipt.<br>• RA *xx* for company 00000. |
| Deduction Suspense | Payment with a deduction | 17 | DAID | Receipts Detail (F03B14) | The system uses this hierarchy:<br>• RN that is set up for the company entered on the invoice.<br>• RN for company 00000. |
| Deduction Suspense | Stand-alone deduction | 27 | DAID | Receipts Detail (F03B14) | The system uses this hierarchy:<br>• RN that is set up for the company entered on the receipt.<br>• RN for company 00000. |

# Understanding Unapplied Receipts for Real Estate Management

The fastest and easiest method to recognize cash for the business and credit the tenant's account is to enter unapplied receipts. You use an unapplied receipt to immediately enter the money that you receive into the system. Doing so helps you to determine the current cash position. Unapplied receipts enable you to apply a receipt to a tenant's account without applying it to a specific invoice or group of invoices. For example, you might want to include the receipt in the daily bank deposit and later apply it to the appropriate invoices. You also use unapplied receipts for entering security deposits.

When you enter an unapplied receipt, the system creates a record in each of the tables listed:

| Table | Description |
|---|---|
| Customer Ledger (F03B11) | The invoice record for the unapplied receipt. Because a receipt document cannot exist in the system by itself and must be associated with some invoice record, the system generates an invoice record for the unapplied receipt and assigns it a document type RU.<br><br>The invoice record for the unapplied receipt has these characteristics:<br><br>• It establishes an audit trail to the receipt payment ID.<br><br>• It is expressed as a credit amount.<br><br>• It has a batch type of RB.<br><br>• It contains a posting status of D (posted).<br><br>The posted codes for the receipt records in the Receipts Header table (F03B13) and the Receipts Detail table (F03B14) remain blank until the receipt is posted. |
| Receipts Header (F03B13) | The receipt record for the transaction. |
| Receipts Detail (F03B14) | The receipt record that is associated with the invoice that it pays.<br><br>Unapplied receipt (RU), chargeback (RB), and deduction (R5) invoice records, which are generated from the receipt application, have a corresponding detail record that is used for posting purposes. The system creates the invoice records (F03B11) with a posting status of D. You must post the receipt records (F03B14) to update the general ledger. |

Unapplied receipts remain open until you apply them to the appropriate invoices.

After you enter unapplied receipts, you must post them. When you post unapplied receipts, the system debits the bank account and credits the AR trade account associated with the AAI item RCUC, unless you override the Unapplied Bill Code field on the receipt.

# Prerequisite

Verify that the appropriate offset account is set up for the AAI item RC*xxxx*, where *xxxx* is the unapplied bill code. If you enter unapplied receipts, the system uses RCUC as the default unapplied bill code unless you specify a different unapplied bill code value.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Understanding Multicurrency and Receipt Types

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Entering Receipts in a Foreign Currency

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Entering Manual Receipts in a Foreign and Alternate Currency

Chapter 8, "Processing Security Deposits," page 187

## Forms Used to Enter an Unapplied Receipt

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Receipts Inquiry | W15103A | Real Estate Receipts (G1513), RE Receipts Entry | Review and select receipt records. |
| RE Receipts Entry | W15103C | Click Add on Work With Customer Receipts Inquiry. | Add or revise a receipt. |

## Processing Options for RE Receipts Entry (P15103)

Set these processing options before you run the RE Receipts Entry program.

### Display

These processing options enable you to retain values that were previously entered on the RE Receipts Entry form. If you are entering similar types of receipts, completing these processing options can reduce data entry time.

**1. Company** Specify whether to retain the company number entered on the form after you enter the receipt. Values are:

Blank: Do not retain the company number.

*1:* Retain the company number.

**2. Bank Account** Enter the code that specifies whether to retain the bank account entered on the form after you enter the receipt. Values are:

Blank: Do not retain the bank account.

*1:* Retain the bank account.

**3. G/L Date** Specify whether to retain the GL date entered on the form after you enter the receipt. Values are:

Blank: Do not retain the GL date.

*1:* Retain the GL date.

**4. Receipt Date** Specify whether to retain the receipt date entered on the form after you enter the receipt. Values are:

Blank: Do not retain the receipt date.

*1:* Retain the receipt date.

**5. Payor Number** Specify whether to retain the payor number entered on the form after you enter the receipt. Values are:

Blank: Do not retain the payor number.

*1:* Retain the payor number.

**6. Customer Number** Specify whether to retain the customer number entered on the form after you enter the receipt. Values are:

Blank: Do not retain the customer number.

*1:* Retain the customer number.

**7. Remark** Specify whether to retain the remark entered on the form after you enter the receipt. Values are:

Blank: Do not retain the remark.

*1:* Retain the remark.

**8. Currency** Specify whether to retain the currency entered on the form after you enter the receipt. Values are:

Blank: Do not the retain the currency.

*1:* Retain the currency.

**9. Exchange Rate** Specify whether to retain the exchange rate entered on the form after you enter the receipt. Values are:

Blank: Do not the retain the exchange rate.

*1:* Retain the exchange rate.

**10. Payment Instrument** Specify whether to retain the payment instrument on the form after you enter the receipt. Values are:

Blank: Do not retain the payment instrument.

*1:* Retain the payment instrument.

**11. Cleared/Value Date** Specify whether to retain the cleared/value date on the form after you enter the receipt. Values are:

Blank: Do not retain the cleared/value date.

*1:* Retain the cleared/value date.

**12. Lease Number** Specify whether to retain the lease number on the form after you enter the receipt. Values are:

Blank: Do not retain the lease number.

*1:* Retain the lease number.

## Defaults

These processing options enable you to specify default values to use on the Work with Customer Receipts Inquiry, Receipt Entry, Additional Information, Load Invoices, and Select Invoices forms. When you enter the receipt, you can override any of the values that you enter in these processing options.

**1. Display Receipt Type** Specify which type of receipts to display on the Work With Customer Receipts Inquiry form. Values are:

*1:* All

*2:* Unapplied

*3:* Logged

*4:* General Ledger

**2. Date Type**

Specify the default date type to use for the Date Selection From and Through fields. Values are:

*1:* Receipt date

*2:* GL date

**3. Type Input Code**

Use this processing option, in conjunction with the Automatic Application processing option, to specify the default type input code for applying receipts to invoices automatically. If the Automatic Application processing option is set to *1* (Do not allow auto application), the system ignores this processing option. Values are:

Blank: The system does not use a default value.

*10:* Simple invoice match.

*11:* Match auto chargeback discount.

*15:* Match with write-off.

*16:* Match with chargeback.

*17:* Match with deduction.

**4. Remark**

Specify the default remark to assign to receipt detail records. Values are:

Blank: Use the remark from the invoice record.

*1:* Use the remark from the receipt header.

**5. Receipt Numbering**

Specify whether the system assigns the receipt number automatically using the Next Numbers program (P0002). Values are:

Blank: Do not use Next Numbers. You must manually enter the receipt number.

*1:* Use Next Numbers.

**6. Deduction Reason Code**

Specify the default deduction reason for entering a deduction amount. If you leave this processing option blank, the deduction reason code must be entered manually in the detail area on the RE Receipts Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

**7. Override Company Number**

Specify the default company number to use on the Load, Select, and Remittance forms. Values are:

Blank: Use the company number entered on the RE Receipts Entry form.

*1:* Use * for all companies.

**8. Bill Code for Unapplied Receipts**

Specify whether to use the value in the G/L Offset field of the customer record (F03012) as the default value for the Unapplied Bill Code field when you enter unapplied receipts. The system locates the AR trade account based on the bill code that you use. Values are:

Blank: Do not use the value from the customer record. The system uses the first bill code that it locates in the Billing Code Extension table (F1512) that has a value of *UNC* in the Special Processing Code field (CLSS).

*1:* Use the GL offset from the customer record. If the customer record does not have a GL offset defined, the system uses the first bill code that it locates in the Billing Code Extension table (F1512) that has a value of *UNC* in the Special Processing Code field (CLSS).

## Edits

These processing options enable you to perform specific functions such as writing off amounts or designating receipts as having insufficient funds, as well as to specify whether you want the system to notify you of certain conditions such as using a duplicate receipt number or entering an overpayment.

**1. Receipt Number**

Specify whether the system requires a receipt number when you enter a receipt. Values are:

Blank: Do not require receipt number.

*1:* Require receipt number.

**2. Write-Offs**

Specify whether to allow write-offs on receipts. Values are:

Blank: Allow write-offs.

*1:* Do not allow write-offs.

**3. Delete/NSF Unposted Receipts**

Specify whether to allow the delete and NSF operations on unposted receipts. Values are:

Blank: Allow delete and NSF.

*1:* Do not allow delete and NSF.

**4. Overpayment Edit**

Specify the severity of the error message issued when an invoice has been overpaid. Values are:

*0:* No Edit

*1:* Warning

*2:* Error

---

**Note.** When you overpay an invoice, the system displays it as a negative open amount.

---

**5. Duplicate Receipt Edit**

Specify the severity of the message issued when a duplicate receipt number is detected in the system. The system searches for duplicate receipt numbers for all records in the Receipts Header table (F03B13), not for individual customers. Values are:

*0:* No Edit

*1:* Warning

*2:* Error

## Process

These processing options enable you to control how the system applies receipts to invoices when you use a default type input code. They also control whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of receipts that you enter or a detail record for each receipt.

**1. Apply Invoices**

Specify how to apply receipts to invoices that appear in the detail area when you specify a default type input code to use. If you leave the Type Input Code processing option on the Defaults tab blank, the system ignores this processing option. Values are:

Blank: Apply invoices up to the receipt amount. The system automatically applies invoices up to the receipt amount. Remaining invoices that appear in the detail area are not considered. If you select both credit memos and invoices, you must select credit memos first so that the system can process them. For example:

Processing option for Type Input Code (Defaults tab) = 10

Processing option for Apply Invoices = Blank (apply up to the receipt amount)

Receipt amount =100

Invoice amount = 200, due date = 6/15/05

Credit memo amount = 100, due date = 6/30/05

When you use the Load feature to display open invoices for the customer, the system displays the invoice record before the credit memo because it has an earlier due date. Because you have type input code 10 specified in the processing option, the system applies the receipt amount of 100 to the invoice and leaves the invoice open for 100. The system does not consider the credit memo because the full amount of the receipt is applied to the first invoice.

*1:* Apply all invoices. The system applies the receipt to the invoice open amount, regardless of whether the receipt amount is exceeded. The system considers all invoices and credit memos that appear in the detail area.

---

**Note.** This processing option also affects how the system processes write-offs, chargebacks, and deductions. For example:

---

Processing option for Type Input Code (Defaults tab) = 15

Processing option for Apply Invoices = 1 (apply all invoices)

Processing option for Maximum Write-off Amount = 25 (automatic and manual)

Receipt amount = 80

Invoice amount = 100

The system displays the type input code as 15 (manual write-off), applies 100 to the invoice and ignores the write-off. The system returns an error because the amount applied to the invoice exceeds the amount of the receipt. For the system to process the write-off, you must override the transaction payment amount to 80.

**2. Journal Entry Creation Method**

Specify whether the post program creates one summarized journal entry for the batch of receipts entered, or one journal entry for each receipt. The system

assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the Receipts Header record (F03B13). The post program uses this value to create the journal entry records. Values are:

Blank: Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

The offset method in the AR Constants is equal to B (batch mode)

The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

*1:* Detail journal entries. The system creates one journal entry with the document type RC for each receipt in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates these fields in the Receipts Detail table (F03B14) with the journal entry information:

JE document type (RZDCTG)

JE document number (RZDOCG)

JE document company (RZKCOG)

**3. Display Invoices**

Specify whether to display all invoices or only invoices with an approved pay status. Values are:

Blank: Display all invoices.

*1:* Display only approved invoices.

## Currency

These processing options enable you to specify whether you want the system to validate whether the exchange rate is effective, and whether to allow alternate currency receipts to be entered.

**1. Edit Effective Date**

Specify whether to validate the effective date that is used to retrieve the exchange rate against the GL date that you enter on the receipt. Values are:

Blank: Do not validate the effective date.

*1:* Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the GL date of the receipt.

**2. Alternate Currency Receipts**

Specify whether to allow the payment of an invoice in an alternate currency (a currency other than the base or transaction currency of the invoice). Values are:

Blank: Do not allow payment in alternate currency.

*1:* Allow payment in alternate currency.

## Chargeback

These processing options enable you to specify values that the system assigns to chargeback records that it creates.

**1. Pay Status** Specify the default pay status to assign to chargeback invoice records. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Values are defined in UDC 00/PS (Pay Status).

**2. Date Option** Specify the invoice date and net due date to assign to chargeback invoice records. Values are:

Blank: Use the receipt GL date.

*1:* Use the corresponding dates from the invoice that is used to generate the chargeback.

**3. Reason Code** Specify the default reason code to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Chargeback reason codes are defined in UDC 03B/CB.

## Auto Write-Off

These processing options activate the automatic write-off feature and enable you to establish write-off limits for both underpayments and overpayments. You must designate the write-off reason code that the system uses when you activate the automatic write-off feature.

**1. Maximum Underpayment Amount** Specify the limit to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the receipt.

**2. Underpayment Reason Code** Specify whether to activate the automatic write-off process and to specify the default reason code that you want the system to assign when it automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for the write-off reason code that you specify.

**3. Maximum Overpayment Amount** Specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

**4. Overpayment Reason Code** Specify whether to activate the automatic write-off process and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

## Mnl Write-Off

These processing options enable you to establish write-off limits for both underpayments and overpayments, and to set up a default write-off reason code.

**1. Maximum Underpayment Amount** Specify the maximum amount for which you can write off an underpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the receipt.

**2. Maximum Overpayment Amount** Specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

**3. Write-Off Reason Code** Specify the default reason code that you want the system to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for each write-off reason code that you specify.

## Discount

These processing options enable you to specify the rules for processing discounts.

**1. Discount Available** Specify whether to allow the discount taken to be greater than the discount available. Values are:

Blank: Do not allow discounts taken to be greater than the discounts available.

*1:* Allow discounts taken to be greater than the discounts available.

**2. Discount Applied** Specify whether to allow the discount taken to be greater than the payment amount. Values are:

Blank: Do not allow the discount taken to be greater than the payment amount.

*1:* Allow the discount taken to be greater than the payment amount.

**3. Grace Period Days** Specify how many days to add to the discount due date to extend the period during which the discount can be taken. The system uses this processing option only when it calculates the discount taken automatically.

**4. Discount Reason Code** Specify the discount reason code that you want the system to use when discounts are taken. You can override this code, if necessary, when you enter the receipt. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xxx*, where *xxx* is the reason code) for each discount reason code that you specify.

## Match Priority

These processing options enable you to specify the order that the system uses to locate invoices when entering receipts from a remittance.

**1. Invoice Match** Specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. The search methods are:

Invoice Number

Sales Order Number

Customer Reference Number

Statement Number

Lease Number

Values are: blank, *1, 2, 3, 4,* and *5.* If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If

you leave all of the methods blank, the system searches using all methods in the order listed in this definition.

**2. Sales Order Match**

Specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. The search methods are:

Invoice Number

Sales Order Number

Customer Reference Number

Statement Number

Lease Number

Values are: blank, *1, 2, 3, 4,* and *5.* If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods blank, the system searches using all methods in the order listed in this definition.

**3. Customer Reference Match**

Specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. The search methods are:

Invoice Number

Sales Order Number

Customer Reference Number

Statement Number

Lease Number

Values are blank, *1, 2, 3, 4,* and *5.* If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods blank, the system searches using all methods in the order listed in this definition.

**4. Statement Match**

Specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. The search methods are:

Invoice Number

Sales Order Number

Customer Reference Number

Statement Number

Lease Number

Values are blank, *1, 2, 3, 4,* and *5.* If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods blank, the system searches using all methods in the order listed in this definition.

**5. Lease Number Match**

Specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. The search methods are:

Invoice Number

Sales Order Number

Customer Reference Number

Statement Number

Lease Number

Values are blank, *1, 2, 3, 4,* and *5.* If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods blank, the system searches using all methods in the order listed in this definition.

## RE Edits

These processing options enable you to specify the type input codes that are invalid for use when applying receipts to invoices.

**1. Exclude Type Input Codes** Specify the type input codes to disable from use when applying receipts to invoices. You can specify up to eight type input codes to disable. They system returns an error if the type input code is used.

**2. Automatic Application** Use this processing option in conjunction with the Type Input Code processing option to specify whether the system applies the receipt to open invoices automatically. For example, if the Type Input Code processing option is set to *10*, and this processing option is blank (apply receipts automatically), the system automatically copies the type input code specified into the corresponding field for all open invoices.

If the Type Input Code processing option is blank, the system ignores this processing option.

**3. Credit Auto Application** Use this processing option, in conjunction with the Type Input Code processing option, to specify whether to include credit memos (negative invoices) when the system applies receipts automatically. Values are:

Blank: Apply credit memos automatically. Depending on the setting of the Automatic Application processing option, and whether the Priority Code Application option (using the Load feature) is used, the system either displays credit memos only or display and applies them.

If the Automatic Application processing option is set to blank, the system includes credit memos when the receipt is applied automatically. Additionally, if the Priority Code Application option is turned on when invoices are loaded, the system displays and applies only those credit memos that are assigned bill codes that have a priority application code (PRAP) equal to 00.

If the Automatic Application processing option is set to *1*, the system displays the credit memos in the detail area of the form, but does not automatically apply them. Additionally, if the Priority Code Application option is turned on when invoices are loaded, the system displays only those credit memos that are assigned bill codes that have a priority application code (PRAP) equal to 00.

*1:* Do not apply credit memos automatically. The system does not display or apply credit memos regardless of setting the Automatic Application processing option, or regardless of setting the Priority Code Application option.

**4. Security Group Display** Specify whether to display security group records, which are invoices for bill codes that have been set up with the value *S* in the Security Group field (SECG) in the Billing Code Extension table (F1512). Values are:

Blank: Display all invoices.

*1:* Do not display security group records.

**5. Batch Entry**

Specify whether to allow receipts to be entered for multiple companies in the same batch. Values are:

Blank: Allow receipts to be entered in a single batch regardless of the company number.

*1:* Do not allow receipts to be entered for multiple companies in the same batch; all receipts in the batch must be entered for the same company.

**6. Unapplied Receipt Company Validation**

Specify whether to validate the company. Values are:

Blank: Do not validate the company.

*1:* Validate the company. The system issues an error if the company entered on the unapplied receipt is different from the company entered on the lease. If you do not specify a lease number on the unapplied receipt, the system locates the first lease entered for the tenant and validates the company number from that lease.

**Note.** This processing option applies only when an unapplied receipt is entered, not when it is applied to invoices.

### Versions

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

**1. Tenant Ledger (P15222)**

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

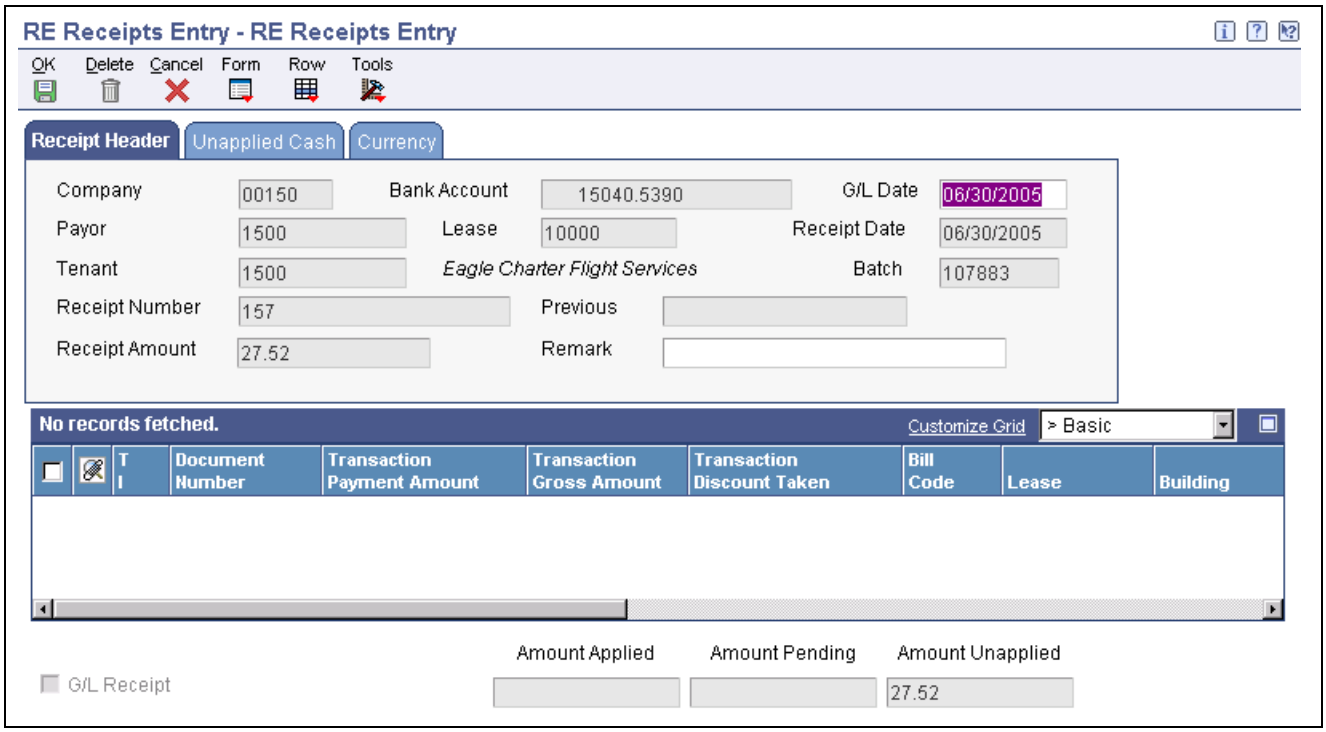
**2. Customer Master (P03013)**

Specify the version of the Customer Master Information program (P03013) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

## Entering Unapplied Receipts

You complete only the header portion of the RE Receipts Entry form when you enter an unapplied receipt.

Access the RE Receipts Entry form.



RE Receipts Entry form

**Bank Account**

Enter the value that identifies an account in the general ledger. Use one of these formats to enter account numbers:

Standard account number (business unit.object.subsidiary or flex format).

Third GL number (maximum of 25 digits).

Account ID number. The number is eight digits long.

Speed code, which is a two-character code that you concatenate to the AAI item SP. You can then enter the code instead of an account number.

The first character of the account number indicates its format. You define the account format in the General Accounting constants.

If you leave this field blank, the system uses the bank account that is set up for AAI RB for the company number entered.

**Lease**

Enter a lease number. If you enter a tenant but do not enter a lease number, the system will use the first lease, building, and unit for the tenant as the default value.

**Payor**

Enter the user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type **TOTAL* into the field, and the system would return 4100.

**Receipt Date** Enter the date on a payment or the date on which a receipt was entered.

In Accounts Payable, the manual payment date and the general ledger date that the system uses when it posts payments. The system also uses this date to retrieve the exchange rate for foreign payments from the Currency Exchange Rates table (F0015).

In Accounts Receivable, the date on the check or the date that you enter the receipt into the system. The receipt date is used for information and reporting purposes only.

**Receipt Number** Enter the alphanumeric code that identifies a check or receipt.

Depending on the setting of the processing option for Duplicate Receipt Edit, the system might display a warning or error message if the receipt number has already been entered.

**Receipt Amount** Enter the actual amount of the receipt or payment.

**Unapplied Bill Code** Enter the bill code. If you leave this field blank, the system uses *UC* as the default value.

**Building** Enter the building. If this lease is for multiple units and you do not enter a building or unit for the lease, you will get a warning indicating that the system will apply cash to the first building and unit on the lease.

**Unit** Enter the unit. If this lease is for multiple units and you do not enter a building or unit for the lease, you will get a warning indicating that the system will apply cash to the first building and unit on the lease.

**Receipt Reference** Enter the alphanumeric value that you can use as secondary reference on the receipt or draft.

**Payment Instrument** Enter the user-defined code (UDC) (00/PY) that specifies how payments are made by the customer. For example:

C: Check

D: Draft

T: Electronic funds transfer

**Cleared Date** Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment. Automatic payments populate this field automatically. If you are making manual payments and have set a processing option to display the value date field, you can manually enter the value date here.

**Currency** Enter the code that identifies the currency of a transaction.

The system automatically completes this field based on the information from the lease, but you can override all information on this tab except the base currency.

**Exchange Rate** Enter the exchange rate. The system automatically completes this field based on the information from the lease, but you can override all information on this tab except the base currency.

# Displaying Open Invoices for Tenants

This section provides an overview of the methods you can use to display open invoices and discusses how to:

- Load Invoices
- Select Invoices
- Select Invoices by Remittance

## Understanding the Methods to Display Open Invoices for Tenants

To specify the invoices that a receipt pays, you must display them on the receipt entry form. Regardless of the method that you use to locate open invoices, you specify search criteria on one form, and the system returns the invoices that meet the specified criteria on the RE Receipts Entry form.

**Note.** You must complete the header portion of the form, as if you were entering an unapplied receipt, before you can select the method to display open invoices.

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

| Display Method | Description |
|---|---|
| Load Invoices | The system displays all the open invoices for the specified payor that meet the additional search criteria specified:<br>• Company<br>You can specify one company or enter * for all companies.<br>• Currency Code<br>You can specify one currency code or enter * for all currency codes.<br>• Lease<br>• Priority Code Application<br>The system displays the invoices in order by due date unless you complete this option. |

| Display Method | Description |
|---|---|
| Select Invoices | The system displays all the open invoices that meet the search criteria that you enter:<br>• Payor or Tenant<br>• Company<br>Specify one company or enter * for all companies.<br>• Currency Code<br>Specify one currency code or enter * for all currency codes.<br>Additionally, you can use the QBE row to specify additional search criteria such as lease number or bill code.<br>The system displays the invoices that meet the criteria that you specified. Then select each invoice pay item to pay; the system displays a check mark next to each invoice when it is selected. To remove the selection, select the invoice and click Select again.<br>After you indicate the invoices to pay, you can alter the search criteria and select more invoices. The system tracks the invoices that you select and the total amount of the selected invoices. When you click Close, the system lists all the invoices on the receipt entry form, in the order that you chose them. |
| Select Invoices by Remittance | Use this method to enter the remittance information from the bank. Enter information about the invoice, such as the invoice number, in the Invoice Reference field, and the system indicates the number of invoices located that meet the criteria that you specified. Use a separate detail line to specify different search criteria.<br>**Note.** If the invoice does not contain the information that you enter in the header portion of the form, in addition to the detail information about the invoice, the system cannot locate the invoice record.<br>Processing options enable you to set up a default search order that the system uses to locate the invoices based on the value entered in the Invoice Reference field.<br>The system can locate open invoices by these criteria:<br>• Invoice number<br>• Sales order number<br>• Customer reference number<br>• Statement number<br>• Lease number<br>With the exception of statement number, the system uses the invoice reference to locate invoices from the Customer Ledger table (F03B11). The system locates invoices using the statement number from the A/R Notification History Detail table (F03B21). |

Regardless of the method that you use to display open invoices, the system does not retrieve these types of invoices:

- RU - Unapplied receipt

- R5 - Deductions

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

See Chapter 2, "Setting Up the Real Estate Management System," Setting Up Bill Codes and Adjustment Reasons, page 15.

If you set a processing option to use a default type input code, the system completes the TI field with the value that you specified when you display the invoices on the form.

## Prerequisite

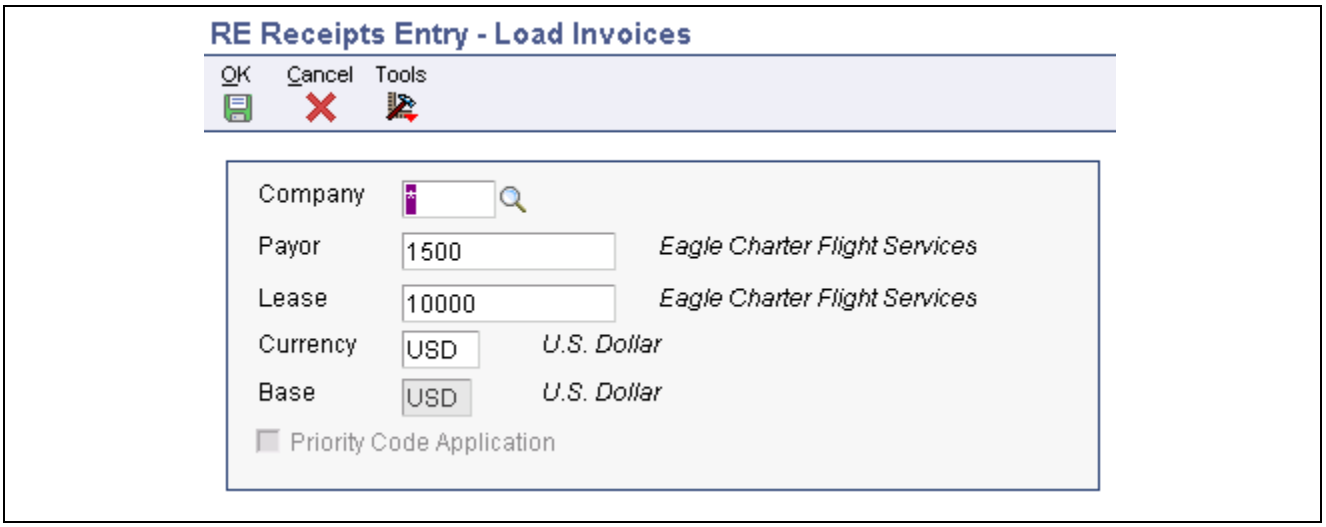
If you select invoices by remittance, verify that the processing options on the Match Priority tab for the RE Receipts Entry program (P15103) are set up appropriately.

## Forms Used to Display Open Tenant Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Receipts Inquiry | W15103A | Real Estate Receipts (G1513), RE Receipts Entry | Review and select receipt records. |
| RE Receipts Entry | W15103C | Click Add or select an unapplied receipt on Work With Customer Receipts Inquiry. | Add or revise a receipt.<br>Access the menus to display open invoices. |
| Load Invoices | W15103G | Complete the header portion of the form on RE Receipts Entry, and then select Load from the Form menu. | Specify the criteria to select invoices to display. |
| Select Invoices | W15103E | Complete the header portion of the form on RE Receipts Entry, and then select Select from the Form menu. | Specify the criteria to select invoices to display |
| Select Invoices by Remittance | W15103H | Complete the header portion of the form on RE Receipts Entry, and then select Remittance from the Form menu. | Enter invoices from a bank statement (remittance form) and retrieve them for receipt application. |

## Loading Open Invoices

Access the Load Invoices form.




Load Invoices form

**Company** Enter the company. The system loads only those invoices for the company that you specify. Use * to load all invoices for all companies.

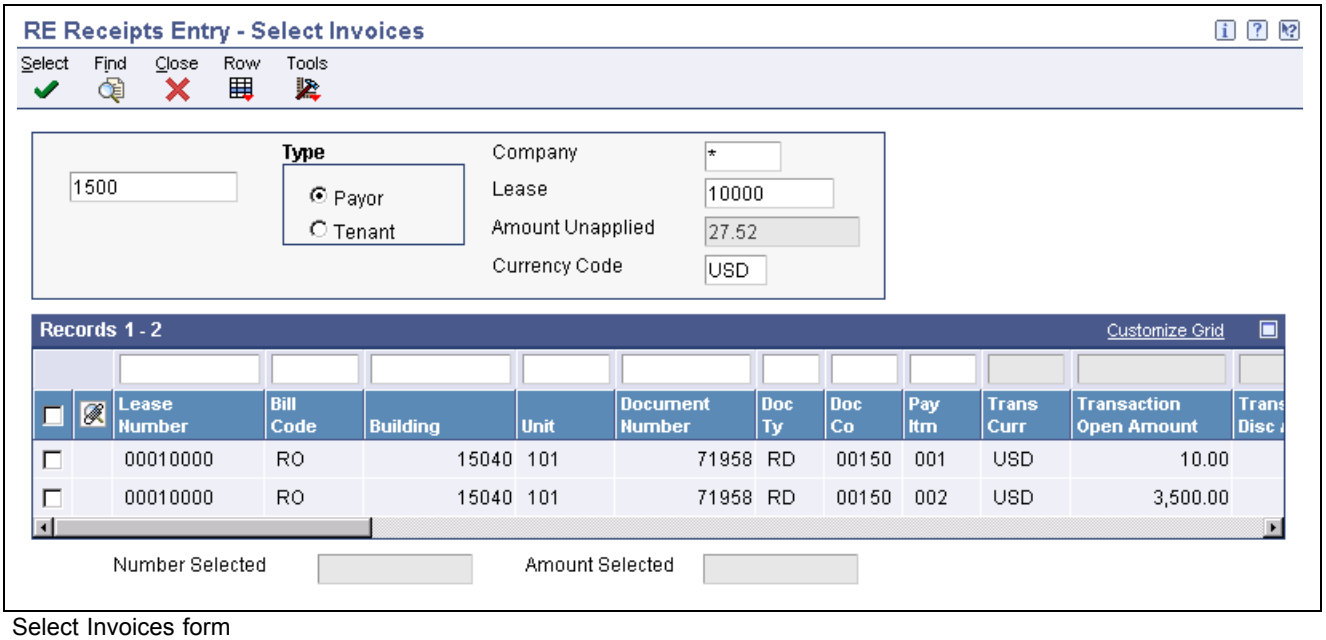
**Payor** Enter the payor.

**Currency** Specify the transaction currency code. The system selects invoices entered for the transaction currency code that you specify in this field. Enter * to load invoices for all transaction currency codes.

**Priority Code Application** Specify how to order the invoices. If you select this option, the system orders the invoices selected by priority code on the RE Receipts Entry form. If you do not select this option, the system orders the invoices selected by due date.

## Selecting Open Invoices

Access the Select Invoices form.




Select Invoices form

**Address Number** Displays the tenant number that you entered in the receipt header. You can select invoices for another tenant by entering his or her address number in this field.

**Payor** Displays whether the address book number entered specifies a payor or a tenant.

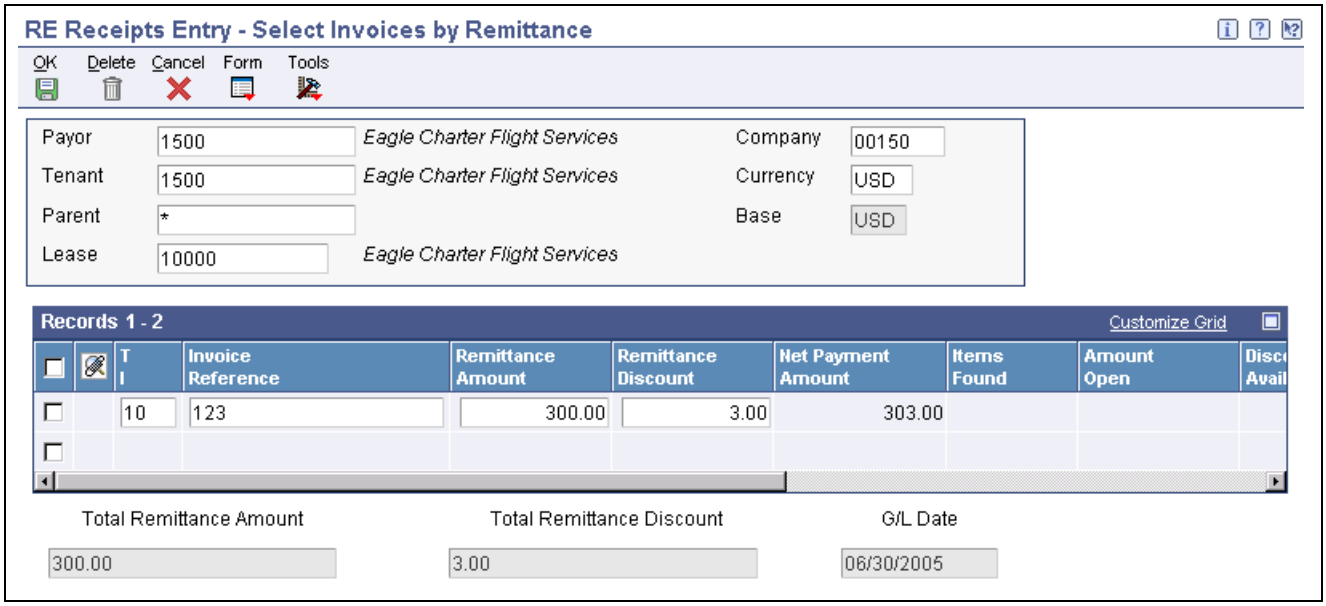
**Tenant** Displays whether the address book number entered specifies a payor or a tenant.

**Company** Enter * to locate open invoices for all companies.

**Lease** Displays the lease number that you entered in the receipt header. You can select invoices for another lease by overriding the value in this field.

## Selecting Open Invoices by Remittance

Access the Select Invoices by Remittance form.




Select Invoices by Remittance form

**T I** (type input) Enter the code that specifies how the system processes a transaction during receipts entry. The system will not process transactions with a blank or invalid type input.

You can enter a TI code to override the default value specified in the processing option, if desired. However, the system ignores any value that you enter, unless you specify a remittance amount for tracking purposes

**Invoice Reference** Enter the identification number that the system uses to locate invoice records for receipt matching. The system can locate invoices by these references:

Invoice number

Statement number

Sales order number

Customer reference number

Shipment number

The system uses the value of this field in conjunction with the Match Priority processing options or the Override Type field to determine which of the five options the value represents unless you complete the Override Type field.

The system searches the A/R Notification History Detail table (F03B21) to locate the statement number; therefore, you must use the Statement Notification Refresh program (R03B500X) or the Print Statements program (R155001) to generate statements for the system to locate invoices by statement number.

**Remittance Amount** Enter the remittance amount. If you need to keep a running total of the remittance amounts, you can complete the Remittance Amount and Remittance Discount fields to update the remittance totals on the bottom of the form; however, the system does *not* use the amounts entered as the payment and discount amounts on the receipts entry form. You must specify the payment amount on the receipts entry form when the system displays the invoices you specified.

**Remittance Discount** Enter the remittance discount. If you need to keep a running total of the remittance amounts, you can complete the Remittance Amount and Remittance Discount fields to update the remittance totals on the bottom of the form; however, the system does *not* use the amounts entered as the payment and discount amounts on the receipts entry form. You must specify the payment amount on the receipts entry form when the system displays the invoices you specified.

**Doc Type** (document type) Enter the UDC (00/DT) that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are:

*P:* Accounts payable documents

*R:* Accounts receivable documents

*T:* Time and Pay documents

*I:* Inventory documents

*O:* Purchase order documents

*S:* Sales order documents

**Doc Co** (document company) Enter the number that, with the document number, document type and GL date, uniquely identifies an original document, such as invoice, voucher, or journal entry.

If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.

**Pay Item** Enter the number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.

**Override Type** Enter the number that the system uses to identify which matching process to run to locate invoices. If you leave the field blank, the system uses the matching process that is specified in the processing options for the Standard Receipts Entry program (P03B102). Values are:

*1:* Invoice Match

*2:* Sales Order Match

*3:* Customer Reference Match

*4:* Statement Number Match

*5:* Shipment Number Match

To reduce processing time, you can specify the search criteria for the system to use to locate the invoice based on the information entered. For example, if you enter an invoice number in the Invoice Reference field, you can enter *1* in this field and the system searches for the invoice by invoice number only and ignores the Match Priority processing options.

**Items Found** Displays the number of invoices that the system located based on the information provided on the remittance form.

# Applying Receipts to Invoices Using Type Input Codes

This section provides an overview of type input codes and discusses how to apply receipts to invoices using type input codes.

## Understanding Type Input Codes

When you apply receipts to invoices, you use type input (TI) codes to automatically calculate amounts to apply for payments, discounts, write-offs, chargebacks, and deductions.

This table lists the types of input codes for standard receipts entry or draft entry and how you can use them to automatically calculate any necessary amounts:

| Type Input Code | Calculations |
|---|---|
| 10-Simple Invoice Match | You can use this code to calculate these amounts:<br>• Payment amount = current open amount - discount available.<br>• Discount taken = discount available.<br>• Write-off = optional.<br>• Chargeback = optional.<br>• Deduction = optional. |

| Type Input Code | Calculations |
|---|---|
| 11-Invoice Match with Automatic Chargeback for Discount Amount | You can use this code to calculate these amounts:<br>• Payment amount = current open amount - discount available.<br>• Discount taken = optional.<br>• Write-off = optional.<br>• Chargeback = discount available.<br>• Deduction = optional. |
| 15-Invoice Match with Write-Off | You can use this code to calculate these amounts:<br>• Amount applied = current amount - discount available.<br>• Discount taken = discount available.<br>• Write-off = current open amount - amount applied, discount taken, chargeback amount, and deduction amount.<br>• Chargeback = optional.<br>• Deduction = optional. |
| 16-Invoice Match with Chargeback | You can use this code to calculate these amounts:<br>• Amount applied = current open amount - discount available.<br>• Discount taken = discount available.<br>• Write-off = optional.<br>• Chargeback = current open amount - amount applied, discount taken, write-off, and deduction amount.<br>• Deduction = optional. |
| 17-Invoice Match with Deduction | You can use this code to calculate these amounts:<br>• Amount applied = current open amount - discount available.<br>• Discount taken = discount available.<br>• Write-off = optional.<br>• Chargeback = optional.<br>• Deduction = current open amount - amount applied, discount taken, write-off, and chargeback. |

## Example: Using Type Input Codes to Enter Receipts

These examples illustrate how you can use type input codes to enter receipts or drafts. For each example, the outstanding invoice amount is 1000.00, and the payment terms are 1/10, net 30:

### Simple Invoice Match (Type Input 10)

You receive 990.00 for invoice 123 within the discount period:

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Pay Item | Document Type |
|---|---|---|---|---|---|---|---|---|
| 10 | 990.00 | 10.00 | | | 1000.00 | 123 | 001 | RI |

Using type input 10, the system applies 990.00 and allows the discount of 10.00.

### Invoice Match with Automatic Chargeback for Discount Amount (Type Input 11)

You receive 990.00 for invoice 123 after the discount period has expired:

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Pay Item | Document Type |
|---|---|---|---|---|---|---|---|---|
| 11 | 990.00 | | | 10.00 | 1000.00 | 123 | 001 | RI |

Using type input 11, the system applies the 990.00 and creates a chargeback for 10.00.

### Invoice Match with Write-Off (Type Input 15)

You receive 970.00 for invoice 123 within the discount period. You decide to create a write-off for the 20.00 instead of creating a chargeback invoice:

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Pay Item | Document Type |
|---|---|---|---|---|---|---|---|---|
| 15 | 970.00 | 10.00 | 20.00 | | 1000.00 | 123 | 001 | RI |

Using type input 15, the system applies the 970.00, allows 10.00 for the discount, and creates a write-off for 20.00.

### Invoice Match with Chargeback (Type Input 16)

You receive 600.00 for invoice 123 within the discount period:

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Pay Item | Document Type |
|---|---|---|---|---|---|---|---|---|
| 16 | 600.00 | 10.00 | | 390.00 | 1000.00 | 123 | 001 | RI |

Using type input 16, the system applies the 600.00, allows 10.00 for the discount, and creates a chargeback for 390.00.

### Invoice Match with Deduction (Type Input 17)

You receive 850.00 for invoice 123 within the discount period. You decide to create a deduction for the remaining amount of 140.00, which you will research and resolve at a later time:

| TI Code | Amount Applied | Discount | Write-Off | Deduction | Gross Amount | Document Number | Pay Item | Document Type |
|---|---|---|---|---|---|---|---|---|
| 17 | 850.00 | 10.00 | | 140.00 | 1000.00 | 128 | 001 | RI |

Using type input 17, the system applies the 850.00, allows the discount of 10.00, and creates a deduction for 140.00.

### Simple Invoice Match (TI Code 10)

You use type input code 10 when the receipt pays all or part of the invoice and you do not want to specify manual write-offs, chargebacks, or deductions. The system automatically takes any discount that is earned (that is, the GL date is on or before the discount due date). You indicate the amount of the invoice that the receipt pays in the Payment Amount field. If you leave this field blank, the system pays the entire open amount of the invoice, up to the receipt amount.

After you enter receipts, you must post them to the general ledger. When you post receipt records, the system debits the bank account for the amount of the receipt and credits the AR trade account that was used when the invoice was posted.

### Invoice Match with Discount (TI Code 10)

When you apply a receipt to an invoice or group of invoices, you can allow the discount. If the tenant pays the invoice in full on or before the discount due date, the discount is earned and the system automatically completes the Discount Taken field with the amount of the discount. If the discount is not earned (that is, the GL date of the receipt is after the discount due date), the system does not automatically complete the Discount Taken field, but you can override it and apply a discount amount manually. If you do not allow the discount, the system leaves the invoice open in the amount of the discount.

You can set processing options to allow the amount of the discount taken to be more than the discount available, or to allow the discount taken to be more than the applied (payment amount). For example, you might issue a credit to a tenant in the form of a discount for a disputed item. You can also specify grace days to add to the discount due date.

After you enter receipts with discounts, you must post them. When you post payments with earned discounts, in addition to the bank account and AR trade account, the system updates a discount taken account.

The system uses this hierarchy to locate the discount taken account:

1. The system searches for AAI item RKD*xxx*, where *xxx* is the discount reason code that you entered for the company that you entered on the receipt.
2. If the system does not locate this AAI, it uses RKD*xxx* for company 00000.
3. If the system does not locate RKD*xxx* for company 00000, it returns an error.

### Invoice Match with Chargeback (TI Codes 11 and 16)

When you apply a receipt to an invoice, you can create a chargeback if the amount that you receive is less than the open amount for the invoice. For example, a tenant might issue a payment for an invoice, less the discount amount, even though the terms of the discount have expired.

You can use these types of input codes for generating a chargeback invoice:

| TI Code | Description |
|---|---|
| TI Code 11 | Use this type input code when you want the system to create a chargeback for an unearned discount. The system automatically completes the Chargeback Amount field with the discount available. |
| TI Code 16 | Use this type input code when you want the system to generate a chargeback for a short payment that is not an unearned discount. The system automatically completes the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice. |

When you enter a receipt with a chargeback, the system generates specific records as listed in these three tables:

| Table | Description |
|---|---|
| Customer Ledger (F03B11) | The system generates a chargeback invoice record, which takes the place of a specific invoice, for the disputed amount that you want to charge back to the tenant. The system closes the original invoice and marks it as paid, and creates a new chargeback invoice record and assigns it a document type of RB.<br>The chargeback invoice record has these characteristics:<br>• It establishes an audit trail to the receipt payment ID.<br>• It establishes an audit trail to the original invoice, if the chargeback was generated for a specific invoice.<br>• It is expressed as a debit amount.<br>• It has a batch type of RB.<br>• It contains a posting status of D (posted).<br>The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt is posted. |
| Receipts Header (F03B13) | The system generates a receipt record. |
| Receipts Detail (F03B14) | The system generates a detail record that pays the invoice from which the chargeback was generated. |

Regardless of the type input code that you use, if you specify a chargeback amount and reason code, the system creates a chargeback record.

After you enter receipts with chargebacks, you must post them. When you post receipts with chargebacks, in addition to updating the bank account and AR trade account, the system might update a different AR trade account for the chargeback amount, depending on whether you complete the Chargeback G/L Offset field on the receipt record.

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

If the payment that you receive is not enough to satisfy the open amount of the invoice, or if you receive a small overpayment, you might want to write off the difference and close the invoice. For example, you might receive a payment from a tenant that is slightly less than the invoice amount. To maintain a good relationship with the tenant, you might write off the minor amount instead of creating a chargeback invoice for the difference or leaving the amount open.

This table describes the two options for performing write-offs:

| Option | Description |
|---|---|
| Automatic write-off<br>(TI Code 10) | The system calculates the difference between the payment amount and the open amount of the invoice. If the difference is within the tolerance limits that are defined in the processing options, the system automatically performs the write-off.<br>For example, assume that you establish the maximum write-off amount as 10.00, the invoice open amount is 500.00, and you enter a receipt for 490.00. The system automatically writes off 10.00, provided that you either enter 490.00 in the Payment Amount field or accept the system default. You do not need to calculate or specify a write-off amount.<br>Automatic write-offs require you to enter a default reason code in the processing options, which the system uses to determine the write-off (adjustment) account. When you enter the receipt, you cannot override the write-off reason code for automatic write-offs.<br>When you apply the payment to invoices, the system displays a remaining open amount. After you enter the receipt and review it, the system displays the write-off amount and write-off reason code. You can override the write-off reason code at this time. |
| Manual write-off<br>(TI Code 15) | You specify that you want the system to perform a write-off by using type input code 15, in which case the system calculates the write-off amount for you. If you exceed the maximum manual write-off amount specified in the processing options, the system issues an error when you click OK. You can then manually adjust the write-off amount.<br>You can set up a default reason code to use for manual write-offs, but it is not required, and you can override it when you enter the receipt. |

Regardless of the type input code that you use, if you specify a write-off amount and reason code, the system generates a write-off.

For the write-off to occur on amounts that exceed the invoice open amount, such as overpayments, you must override the transaction payment amount with the receipt amount. Otherwise, the system generates an unapplied receipt record for the amount. For example, if the payment amount is 100.00 and the invoice amount is 95.00, and you want to write off the 5.00 automatically, you must change the payment amount in the detail area from 95.00 to 100.00. Otherwise, the system generates an unapplied receipt record for 5.00.

After you enter receipts, you must post them. When you post payments with write-offs, in addition to crediting the bank account and debiting the AR trade account, the system updates a write-off account that you specify for the AAI item RA*xx*, where*xx*is the write-off (adjustment) reason code. You must set up an AAI for each write-off (adjustment) reason code that you use.

## Invoice Match with Deduction (TI Code 17)

Entering receipts with deductions is a method of postponing a response to a short payment from the tenant without delaying payment entry. You can enter the payment immediately while another person researches and resolves the deduction.

Some common reasons that a tenant might take a deduction are:

- Taking unearned discounts
- Billing errors
- Refusing to pay tax

You specify that you want the system to calculate deductions by using type input code 17. If the amount applied to the invoice is less than the receipt amount, the system automatically updates the Deduction Amount field for the difference. The system also updates the deduction reason code with the default value that you specify in the processing options.

When you enter a receipt with a deduction, the system generates documents in these three tables:

| Table | Description |
|---|---|
| Customer Ledger (F03B11) | The system generates a deduction invoice document, which takes the place of a specific invoice or group of invoices, for the disputed amount that you want to research and resolve. The system closes the invoice, marks it as paid, creates a new deduction invoice record, and assigns document type R5 to the new record.<br>The deduction invoice record has these characteristics:<br>It establishes an audit trail to the receipt payment ID.<br>It establishes an audit trail to the original invoice (if the deduction was generated for a specific invoice).<br>It is expressed as a debit amount.<br>It has a batch type of RB.<br>It contains a posting status of D (posted).<br>The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt is posted. |
| Receipts Header (F03B13) | The system generates a receipt record. |
| Receipts Detail (F03B14) | The system generates a detail record that pays the invoice from which the deduction was generated. |

Regardless of the type input code that you use, if you specify a deduction amount and reason code, the system creates a deduction record.

After you enter receipts, you must post them. When you post payments with deductions, in addition to updating the bank account and AR trade account, the system debits the deduction suspense account that is set up for the AAI item RN. The system also creates records in the A/R Deduction Management table (F03B40). The deduction record enables you to research and resolve the reason for the deduction at a later time.

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**Note.** If you need to change the deduction amount or void the payment after it is posted, you must first reverse or void the deduction record (F03B40) using the deduction application. You can, however, revise other non-deduction payment detail records.

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See *PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Processing Manual Receipts," Understanding Type Input Codes for Standard Receipts Entry or Draft Entry.

### Invoice Match Using Multiple Type Input Codes

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

When you apply a receipt to invoices using multiple type input codes, you can address each invoice individually by using the type input codes in any combination.

The system uses these criteria to determine the payment amount for each receipt detail line:

- Receipt amount
- Open invoice amount
- Type input code
- Unapplied amount

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

## Prerequisite

Before you complete the tasks in this section:

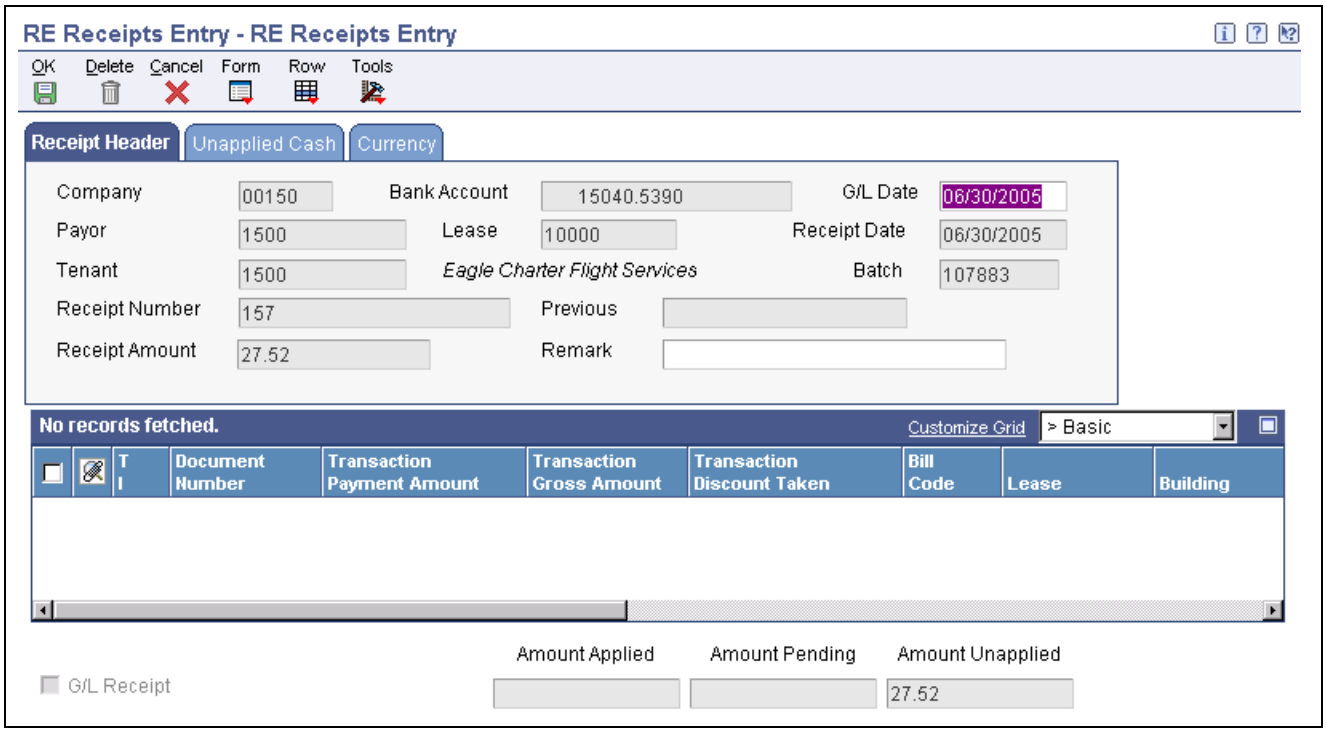
- Verify that the appropriate accounts are specified for these AAI items:
  - RKD for discounts taken.
  - RC*xxxx*, where *xxxx* is the chargeback general ledger offset code, for the chargeback AR trade account.
  - RA*xx*, where *xx* is the write-off reason code.
  - RN, for the deduction suspense account.
- Verify that these UDC tables are set up to specify the reason codes:
  - 00/DE for discount reason codes.
  - 03B/CB for chargeback reason codes.
  - 03B/RC for write-off reason codes.
  - 03B/CR for deduction reason codes.
- Verify that the processing options are set up appropriately for discounts, chargebacks, write-offs, and deductions, as well as for any type input codes that you allow.

# Forms Used to Apply Receipts to Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Receipts Inquiry | W15103A | Real Estate Receipts (G1513), RE Receipts Entry | Review and select receipt records. |
| RE Receipts Entry | W15103C | Click Add or select an unapplied receipt on Work With Customer Receipts Inquiry. | Add or revise a receipt.<br>Access the menus to display open invoices.<br>Apply the receipt to invoices. |

# Applying Receipts to Invoices

Access the RE Receipts Entry form.




RE Receipts Entry form

**T I** (type input code) Enter the type input code to specify the application method to use. The system will not process transactions with a blank or invalid type input.

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

If you enter *11*, the system completes the Payment Amount field with the amount of the invoice and the Chargeback Amount field with the amount in the Discount Available field when you exit this field.

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

If you enter *16*, the system automatically completes the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice when you exit this field.

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

**Transaction Payment Amount** Override the value in this field if necessary. This is the amount of the receipt expressed in the transaction (foreign) currency.

---

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

If you specify a payment amount that is greater than the open amount of the invoice, the system displays the overpayment as a negative open amount on the invoice.

Depending on the processing option settings, the system might automatically write off the difference between the open amount of the invoice and the payment amount that you enter.

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See Chapter 7, "Processing Real Estate Management Receipts," Entering Stand-Alone Transactions, page 161.

**Transaction Disc Avail** (transaction discount available) Enter the amount of discount allowable on the pay item. You can manually assign an amount or let the system calculate it based on either the payment terms in the lease or the terms you specify when you enter the invoice.

**Transaction Discount Taken** Enter the amount by which an invoice is reduced if paid by a specific date. The discount taken does not have to be the same as the discount available.

If the discount is earned and the invoice is paid in full, the system completes this field with the amount of the discount available.

If the discount is not earned (that is, the general ledger date of the payment is after the discount due date), or the invoice is not paid in full, the system does not complete this field.

You can override the value in this field to specify a different discount amount, including zero.

**Transaction Write Off Amount** Enter the amount that the system subtracts from the open amount of the invoice and does not require the customer to pay.

**WO Cd** (write-off code) Enter the code that identifies the reason that the write-off occurred. If you entered a type input code of *15*, complete this field. Typical reason codes are:

*BD:* Bad debt

*DC:* Damaged goods

*MW:* Minor amount write-off

*TF:* Tax or freight dispute

**Transaction Charge Back Amount** Enter the unpaid invoice amount for which you want to create a new invoice record to charge the customer.

**CB Cd** (chargeback code) Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. If you entered a type input code of *11* or *16*, complete this field. Typical chargeback reason codes are:

*DA:* Disputed amounts

*DD:* Unearned (disallowed) discount amount

---

**Note.** The system does not accept Blank as a value, even if it is defined in the UDC table.

---

**Transaction Deduction Amount** Enter the amount of the deduction represented in the currency of the transaction from which the deduction was generated. For example, if the deduction was generated from Customer Ledger Inquiry, the transaction currency is the currency in which the invoice was entered. If the deduction was generated from a receipt, the transaction currency is the currency in which the receipt or draft was entered.

The currency associated with this amount appears in the Transaction Currency Code field (TCRC).

**DD Cd** Enter the code that identifies the reason a customer did not fully pay an invoice. If you entered a type input code of *17*, complete this field. Typical deduction reason codes include:

*DG:* Damaged Goods

*SS:* Short Shipment

*UD:* Undefined Deduction

---

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

---

**Chargeback G/L Offset** Enter the code that indicates the AR trade account that you want the system to use when you post the chargeback. If the TI code is *11* or *16*, complete this optional field to direct the offset for the chargeback to a different AR trade account. To locate the account, the system concatenates this code to the AAI item RC. The system uses this hierarchy to locate the AR trade account to use for the chargeback record:

1. If you use multicurrency, the system searches for RC*xxx*, where *xxx* is the currency code of the receipt.
2. If the system does not locate the AAI, it uses RC*xxxx*, where *xxxx* is the value in the Chargeback G/L Offset field.
3. If the system does not locate the AAI, it uses RC*xx*, where *xx* is the chargeback reason code.
4. If the system does not locate the AAI, it uses RC for the company that is specified on the receipt.
5. If the system does not locate the AAI, it uses RC for company 00000.

| | |
|---|---|
| **Amount Pending** | Displays the amount pending. If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form. |
| **Amount Unapplied** | Displays the unapplied record that the system created for the amount. |

# Applying Receipts Using Other Methods

This section provides overviews of applying unapplied receipts to invoices, applying credit memos to invoices, and entering general ledger receipts, and discusses how to enter general ledger receipts.

## Understanding the Process to Apply Unapplied Receipts to Invoices

After you enter an unapplied receipt, you can apply it to the appropriate invoice or group of invoices using all of the available type input codes. To match an unapplied receipt to invoices, you select the unapplied receipt first and then display the open invoice records. You cannot use the Load, Select, or Remittance features to display unapplied invoice records along with the open invoices.

When you select the unapplied receipt record, the system enables you to override the GL date. The general ledger date that you assign does not change the general ledger date of the unapplied receipt record in the Receipts Header table (F03B13). The system uses the general ledger date for the records that it creates in the Receipts Detail table (F03B14) to pay the invoices; it does not affect the date on which the system updated the bank account when the receipt was posted.

When you fully apply an unapplied receipt to invoices, the system performs these functions for each invoice to which the receipt was applied:

- Creates a new batch record in the Batch Control Records table (F0011) for batch type RB if the unapplied payment is posted when you apply it against invoices.
- Closes the RU invoice document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RN or RD invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates RC documents in the Receipts Detail table (F03B14).

If you fully apply an unapplied receipt to invoices before it is posted, the system deletes the RU record from the F03B11 and F03B14 tables.

Regardless of whether the unapplied receipt is posted before you apply it to an invoice, you must post the receipt after you apply it to invoices to update the appropriate accounts in the general ledger.

### See Also

Chapter 7, “Processing Real Estate Management Receipts,” Understanding the Journal Entries Created by the Receipt Post Process, page 170

## Understanding the Process to Apply Credit Memos to Invoices

When the customer has outstanding credit memos, you can apply them to outstanding invoices using the RE Receipts Entry program (P15103). Because you do not have a physical payment, you enter zero in the Receipt Amount field. You can use the Load, Select, or Remittance feature to display the credit memo and invoice, and then you use the appropriate type input code to apply the credit memo to the invoice. If the credit memo does not fully pay the invoice, you can leave the invoice open for the amount that remains, or create a write-off, chargeback, or deduction record for the difference.

When you fully apply a credit memo to an invoice, the system:

- Closes the RM credit memo document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RN or RD invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates a record in the Receipts Header table (F03B13) for a zero amount.
- Creates RS receipt documents in the Receipts Detail table (F03B14) for both the credit memo and the invoice.

After you apply credit memos to invoices, you must post the batch to update the general ledger.

## Understanding the Process to Enter General Ledger Receipts

When you receive a check that is not associated with a tenant's account, such as a refund check from an insurance company or a rebate, you can enter the check by entering a general ledger receipt using the RE Receipts Entry program (P15103). A general ledger receipt enables you to credit the appropriate general ledger account and include the amount in the bank deposit.

You enter the general ledger receipt exactly as you enter an unapplied receipt, however, because the receipt is not associated with a tenant, you do not complete the Customer or Payor fields, nor do you display invoices to pay. You enter the information about the receipt and then select a Form menu to enter the general ledger information, such as the account and distribution amount. You can distribute a receipt to as many general ledger accounts as required as long as you distribute the entire amount.

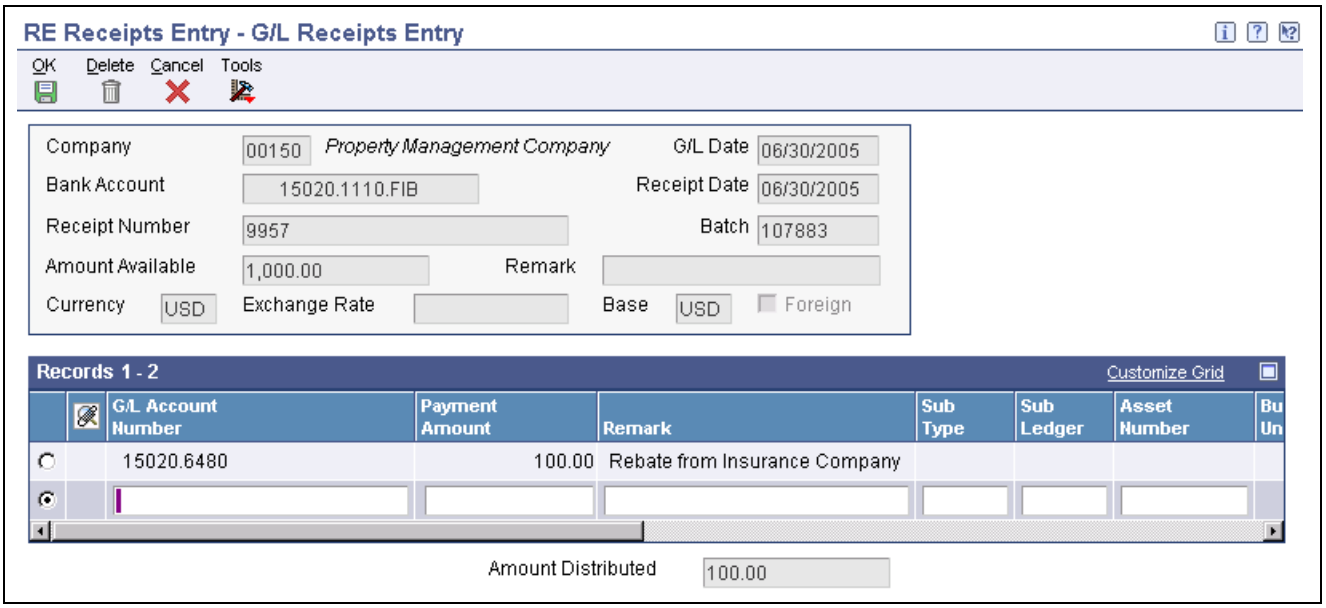
After you enter general ledger receipts, you must post them to update the bank and the general ledger accounts.

## Forms Used to Apply Receipts Using Other Methods

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Receipts Inquiry | W15103A | Real Estate Receipts (G1513), RE Receipts Entry | Review and select unapplied receipt records to apply to invoices. |
| RE Receipts Entry | W15103C | Click Add or select an unapplied receipt on Work With Customer Receipts Inquiry. | Add or revise a receipt.<br>Access the menus to display open invoices.<br>Apply an unapplied receipt to invoices. Apply a credit memo to invoices. Access the form to enter a general ledger receipt. |
| G/L Receipts Entry | W03B0001C | Complete the header portion of the form and select General Ledger from the Form menu on RE Receipts Entry. | Enter account information to distribute the receipt. |

## Entering General Ledger Receipts

Access the G/L Receipts Entry form.




G/L Receipts Entry form

# Entering Stand-Alone Transactions

This section provides an overview of stand-alone transactions and discusses how to:

- Enter stand-alone transactions with invoice match.

- Enter stand-alone transactions without invoice match.

# Understanding Stand-Alone Transactions

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create stand-alone records when the customer or tenant sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. You can also use the stand-alone feature when an unapplied receipt is applied to several invoices and a small difference between the totals exists. In these scenarios, the system matches the payment to invoices, but the shortage is recorded without specifying a particular invoice.

You can also use the stand-alone feature without performing an invoice match. For example, you can create a deduction or write off a small duplicate payment. Additionally, to distribute an unapplied receipt to several customer or tenant accounts, you can enter a stand-alone chargeback without invoice matching. When you use the stand-alone feature without invoice matching, you must enter the amount as a *credit (negative);* otherwise, the system creates an unapplied receipt for twice the amount specified.

You should use the stand-alone feature in conjunction with invoice match, whenever possible.

You use these types of input codes to create stand-alone transactions:

| Type Input Code | Description |
|---|---|
| 25 (Stand-alone write-off) | Use this code to create a write-off for a disputed amount that is not associated with a specific invoice. |
| 26 (Stand-alone chargeback) | Use this code to create a chargeback invoice for an unpaid amount that is not associated with a specific invoice. |
| 27 (Stand-alone deduction) | Use this code to create a deduction for an amount that is not associated with a specific invoice. |

## Stand-Alone Write-Offs (TI Code 25)

A stand-alone write-off is a write-off for an amount that is not associated with any specific invoice. For example, when you receive a receipt to pay multiple invoices, and the tenant has not indicated which invoice should receive the short payment, you can write off this amount using a stand-alone entry. Additionally, you might use the stand-alone feature for write-offs that are not associated with any invoice. For example, you might use a stand-alone write-off when you receive a duplicate payment for a small amount and want to write it off.

When you create a stand-alone write-off (type input code 25), the system reduces the customer's (or tenant's) open balance by the amount of the write-off.

## Stand-Alone Chargebacks (TI Code 26)

When an amount in dispute is not associated with a specific invoice, you can create a stand-alone chargeback for the amount. A stand-alone chargeback enables you to reinvoice the tenant for the amount that is in dispute. Typically, you enter stand-alone chargebacks when the payment amount does not total the invoices being paid, and you want to charge back the difference to the tenant. In this case, you enter a standalone chargeback with invoice match. The system increases the tenant's open balance by the amount of the short-payment.

You enter a stand-alone chargeback without invoice match when you want to distribute an unapplied receipt among multiple tenant accounts. When you do this, the system creates a record in the Receipts Header table (F03B13) for the payor, and creates associated records in the Receipts Detail (F03B14) and Customer Ledger (F03B11) tables for the chargeback amount (as a credit) to each tenant. This process simulates the creation of an unapplied receipt for each account.

### Example: Using Stand-Alone Chargebacks to Distribute an Unapplied Receipt Among Multiple Tenants

When you receive one payment to be distributed among multiple tenants without applying it to invoices, you use the stand-alone chargeback feature.

For example, you receive a receipt for 15,000 from payor 3001 to be applied as:

- 5,000 to tenant 3004
- 5,000 to tenant 3333
- 5,000 to tenant 3334

Using the stand-alone chargeback feature, you specify the tenant and amount that you want to distribute. Enter the payment amount as a credit (negative amount). You repeat the process until the amount is fully distributed among the tenants.

The system creates these records:

| Table | Document Type | Gross Amount | Tenant Number | Payment ID |
|---|---|---|---|---|
| F03B13 | N/A | 15,000 | 3001 | 521 |
| F03B11 | RB | -5,000 | 3004 | 521 |
| F03B11 | RB | -5,000 | 3333 | 521 |
| F03B11 | RB | -5,000 | 3334 | 521 |
| F03B14 | RC* | -5,000 | 3004 | 521 |
| F03B14 | RC* | -5,000 | 3333 | 521 |
| F03B14 | RC* | -5,000 | 3334 | 521 |

*This is the matching document type (DCTM).

The system uses the payment ID to provide an audit trail from the F03B11 and F03B14 records to the original F03B13 payment record.

**Note.** Later, you must apply the negative chargeback invoices to invoices that you want to pay.

## Stand-Alone Deductions (TI Code 27)

When the amount of the payment does not equal the amount of the invoices that it pays, you can create a stand-alone deduction to postpone the resolution of the short-payment until a later date. Additionally, you might use the stand-alone feature for deductions that are not associated with any invoice. For example, you would use this feature if you receive a duplicate payment for a small amount and are unsure about how to process it.

When you create a stand-alone deduction (type input code 27), the system reduces the tenant's account by the amount of the short-payment.

When you post the deduction, the system creates a record in the A/R Deduction Management table (F03B40) that you use to resolve the issue.

## Prerequisites

For stand-alone write-offs:

- Ensure that you set the maximum amount in the Manual Write-Off processing option high enough so that the system accepts entry.
- Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RA*xx*, where *xx* is the write-off reason code.
- Verify that the processing option on the Edits tab is set up to allow write-offs.
- Verify that the values that you want to use for the write-off reason code are set up in UDC 03B/RC.

For stand-alone chargebacks:

- Verify that the chargeback AR trade account is set up for the AAI item RC*xxxx*, where *xxxx* is the chargeback general ledger offset code.
- Verify that the processing options under the Chargeback tab are set up.
- Verify that the values that you want to use for the chargeback reason code are set up in UDC 03B/CB.

For stand-alone deductions:

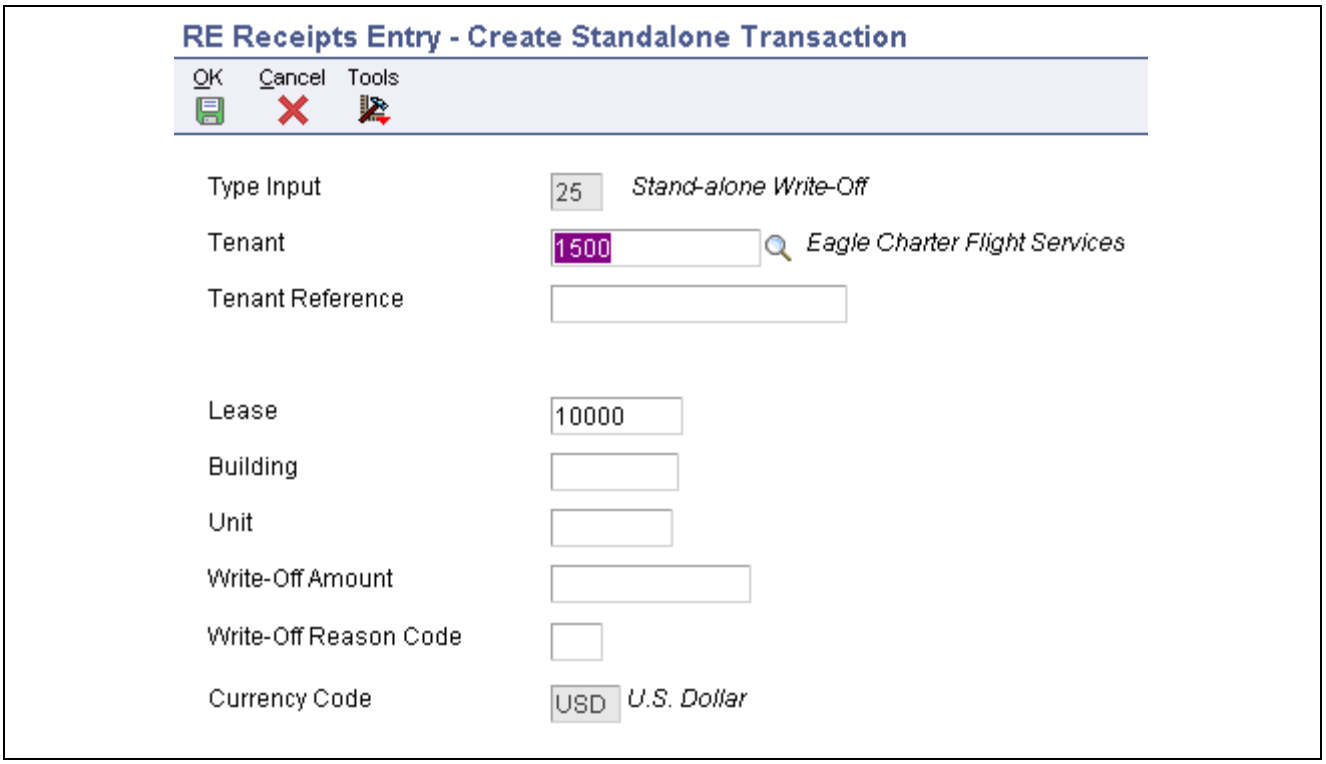
- Verify that the deduction suspense account is set up for the AAI item RN.
- Verify that the values that you want to use for the deduction reason code are set up in UDC 03B/CR.

## Forms Used to Enter Stand-Alone Transactions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Receipts Inquiry | W15103A | Real Estate Receipts (G1513), RE Receipts Entry | Review and select receipt records. |
| RE Receipts Entry | W15103C | Click Add or select an unapplied receipt on Work With Customer Receipts Inquiry. | Add or revise a receipt.<br>Access the menus to display open invoices. |
| Create Standalone Transaction | W15103D | Complete the header portion of the form on RE Receipts Entry, and then one of these options from the Form menu: Standalone Write-Off, Standalone Chargeback, or Standalone Deduction. | Enter stand-alone information. |

## Entering Stand-Alone Records with Invoice Match

Access the Create Standalone Transaction form.




Create Standalone Transaction form

After you enter a stand-alone record with invoice match, on RE Receipts Entry, the system adds a new detail line, creates a payment amount for the stand-alone transaction, and assigns the appropriate type input code.

**Write-Off Amount** Enter the amount by which you want to reduce the customer's account balance. The system updates the account specified in the AAI item RA*xx*, where *xx* is the write-off reason code with the amount specified. Complete this field for standalone write-offs.

**Write-Off Reason Code** Enter the code that identifies the reason that the write-off occurred. Complete this field for standalone write-offs. The system does not accept blank as a value, even if it is set up in the UDCs. If you leave this field blank, the system does not use the default write-off reason code from the processing options. Typical reason codes are:

*BD:* Bad debt

*DC:* Damaged goods

*MW:* Minor amount write-off

*TF:* Tax or freight dispute

**Chargeback G/L Offset** Enter the code that indicates the AR trade account that you want the system to use when you post the chargeback. To locate the account, the system concatenates this code to the AAI item RC. Complete this field for standalone chargebacks. If you do not use a separate account to track the offset for chargebacks, you can leave this field blank.

The system uses this hierarchy to locate the AR trade account to use for the chargeback record:

1. If you use multicurrency, the system searches for RC*xxx*, where *xxx* is the currency code of the receipt.
2. If the system does not locate the AAI, it uses RC*xxxx*, where *xxxx* is the value in the Chargeback G/L Offset field.
3. If the system does not locate the AAI, it uses RC*xx*, where *xx* is the chargeback reason code.
4. If the system does not locate the AAI, it uses RC for the company that is specified on the receipt.
5. If the system does not locate the AAI, it uses RC for company 00000.

**Chargeback Amount** Enter the unpaid invoice amount for which you want to create a new invoice record so that you can charge the customer. Complete this field for standalone chargebacks.

**Chargeback Reason Code** Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. Complete this field for standalone chargebacks. The system does not accept blank as a value, even if it is set up in the UDCs. If you leave this field blank, the system does not use the default chargeback reason code from the processing options. Typical chargeback reason codes are:

DA: Disputed amounts

DD: Unearned (disallowed) discount amount

---

**Note.** The system does not accept Blank as a value, even if it is defined in the UDC table.

---

**Deduction Amount** Enter the domestic amount of the deduction. The currency associated with this amount appears in the Base Currency Code field (BCRC). Complete this field for stand-alone deductions.

**Deduction Reason Code** Enter the code that identifies the reason a customer did not fully pay an invoice. Complete this field for stand-alone deductions. The system does not accept blank as a value, even if it is set up in the UDCs. If you leave this field blank, the system does not use the default deduction reason code from the processing options. Typical deduction reason codes include:

*DG:* Damaged Goods

*SS:* Short Shipment

*UD:* Undefined Deduction

**Amount Pending** Displays the amount pending. If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form. Verify that the value in this field is correct.

**Amount Unapplied** Displays the unapplied record that the system created for the amount. Verify that the value in this field is correct.

## Entering Stand-Alone Transaction without Invoice Match

You use stand-alone write-off without invoice match if you have a small overpayment that you want to write off.

You use stand-alone chargeback without invoice match when you want to enter and distribute an unapplied receipt among multiple tenant accounts.

**Note.** If you are creating standalone chargebacks to distribute an unapplied receipt among multiple tenant accounts, enter a stand-alone transaction without invoice match for each tenant to whom you want to distribute an amount.

Access the Create Standalone Transaction form.

After you enter a stand-alone transaction without invoice match, on RE Receipts Entry, the system adds a new detail line, creates a positive payment amount for the stand-alone transaction, and assigns the appropriate type input code.

**Tenant** Enter the tenant number. If you are creating standalone chargebacks so that you can distribute an unapplied receipt among multiple tenants, enter the tenant number to whom you want to distribute the unapplied receipt. The system creates credit (RB) records in the Customer Ledger table (F03B11) for the appropriate tenants, which you can locate and apply against invoices at a later time.

**Write-Off Amount** Enter the amount by which you want to reduce the customer's account balance. The system updates the account specified in the AAI item RA*xx*, where *xx* is the write-off reason code with the amount specified. Complete this field for standalone write-offs.

For standalone write-offs without invoice match, you must enter the write-off amount as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount that you specified.

**Write-Off Reason Code** Enter the code that identifies the reason that the write-off occurred. Complete this field for standalone write-offs. The system does not accept blank as a value, even if it is set up in the UDCs. If you leave this field blank, the system does not use the default write-off reason code from the processing options. Typical reason codes are:

*BD:* Bad debt

*DC:* Damaged goods

*MW:* Minor amount write-off

*TF:* Tax or freight dispute

**Chargeback G/L Offset** Enter the code that indicates the AR trade account that you want the system to use when you post the chargeback. To locate the account, the system concatenates this code to the AAI item RC. Complete this field for standalone chargebacks. If you do not use a separate account to track the offset for chargebacks, you can leave this field blank.

The system uses this hierarchy to locate the AR trade account to use for the chargeback record:

1. If you use multicurrency, the system searches for RC*xxx*, where *xxx* is the currency code of the receipt.
2. If the system does not locate the AAI, it uses RC*xxxx*, where *xxxx* is the value in the Chargeback G/L Offset field.
3. If the system does not locate the AAI, it uses RC*xx*, where *xx* is the chargeback reason code.

4. If the system does not locate the AAI, it uses RC for the company that is specified on the receipt.
5. If the system does not locate the AAI, it uses RC for company 00000.

**Chargeback Amount** Enter the amount that you want to distribute to the first tenant as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount specified. Complete this field for standalone chargebacks.

**Chargeback Reason Code** Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. Complete this field for standalone chargebacks. The system does not accept blank as a value, even if it is set up in the UDCs. If you leave this field blank, the system does not use the default chargeback reason code from the processing options. Typical chargeback reason codes are:

DA: Disputed amounts

DD: Unearned (disallowed) discount amount

---

**Note.** The system does not accept Blank as a value, even if it is defined in the UDC table.

---

**Deduction Amount** Enter the deduction amount. For stand-alone deductions without invoice match, you must enter the deduction amount as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount that you specified. The currency associated with this amount appears in the Base Currency Code field (BCRC). Complete this field for stand-alone deductions.

**Deduction Reason Code** Enter the code that identifies the reason a customer did not fully pay an invoice. Complete this field for stand-alone deductions. The system does not accept blank as a value, even if it is set up in the UDCs. If you leave this field blank, the system does not use the default deduction reason code from the processing options. Typical deduction reason codes include:

*DG:* Damaged Goods

*SS:* Short Shipment

*UD:* Undefined Deduction

**Amount Pending** Displays the amount pending. If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form. Verify that the value in this field is correct.

**Amount Unapplied** Displays the unapplied record that the system created for the amount. Verify that the value in this field is correct.

# Approving and Posting Receipts

This section provides overviews of the receipt posting process, the journal entries that the system creates, the automatic entries that the system creates, and discusses how to:

- Post receipts.
- Set processing options for Post Receipts (R09801).

## Understanding the Receipt Posting Process

After you enter receipts, you must post them to the general ledger to update the appropriate account information. Depending on the organization's policy, management approval might be required before you can post receipt batches. The process to review and approve batches is the same regardless of the batch type.

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**Note.** The status of the receipt batch header remains "In Use" until you exit the Work With Customer Receipts Inquiry form.

---

After you approve receipts, you can post them to the general ledger. Because the system creates all of the entries to the Account Ledger table (F0911) when you post receipts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system:

- Selects unposted receipt transactions from these tables:
  - Receipts Header (F03B13)
  - Receipts Detail (F03B14)
- Validates each transaction

If no errors occur, the system:

- Debits the appropriate bank account for the receipt amount, which creates bank deposit records in the Account Ledger table (F0911).
- Creates automatic offsets (credits) to the AR trade account in the Account Ledger table (F0911).
- Creates automatic entries to the discount, write-off, chargeback, or deduction accounts, if applicable.
- Updates balances in the Account Balances table (F0902).
- Marks the transactions as posted (P) in the Account Ledger table (F0911).
- Updates the Receipts Header table (F03B13) and Receipt Detail table (F03B14) with a *D* in the Posted Code field.
- Updates the status of the Batch Control Record table (F0011) to *D*.

You can also post receipts from the Work With Batches form that you access when you select the Receipts Journal Review or Real Estate Journal Review program (P0011), located on the same menu as the post program.

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**Note.** The system creates unapplied receipt (RU), chargeback (RB), and deduction (R5) invoices with a posted status of D in the Customer Ledger table (F03B11). To determine whether these records are posted, you must locate and verify the posted status of the receipt document from which they originated.

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### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Using the Batch Review Program"

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Posting Financial Transactions," Understanding the Financial Post Process

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Posting Foreign and Alternate Currency Receipts

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Currency Gains and Losses for Accounts Payable," Understanding Realized Gain/Loss Calculations

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up General Accounting for Multicurrency Processing," Setting Up Multicurrency Constants

## Understanding the Journal Entries Created by the Receipt Post Process

When you post receipts to the general ledger, the system creates the account ledger record (F0911) differently, depending on the setting of the processing option for the journal entry creation method in the receipts entry program.

Regardless of the method that you use to create journal entries, the system updates these fields in the receipt detail record (F03B14) from the journal entry that the system creates:

- RZDCTG (Document Type - JE)
- RZDOCG (Document Number - JE)
- RZKCOG (Document Company - JE)

### Detail Method

If you set the processing option to create detailed journal entries, when you enter the receipt, the system updates the A/R Post Status (ISTR) field in the Receipts Header table (F03B13) to *1*.

When you post receipts, the system:

- Creates one document in the Account Ledger table (F0911) for each receipt in the batch.
- Assigns the journal entry for the bank account a document type of RC.
- Assigns the document number from Next Numbers for system 09, line 2 (Journal Entry).

  The system does not use the receipt number because the field lengths are not the same. The receipt number is a 25-character number, and the journal entry document number is an 8-character number.
- Updates the record in the Receipts Detail table (F03B14) with the document number that is assigned to the journal entry for audit purposes.

### Summary Method

If you set the processing option to create summarized journal entries, when you enter the receipt, the system does *not* update the A/R Post Status (ISTR) field in the Receipts Header table (F03B13). When you post receipts, the system:

- Creates one document in the Account Ledger table (F0911) for each batch of receipts posted.
- Assigns the journal entry a document type of RK to the entry for the bank account.

- Assigns the batch number as the document number.

For the system to create summarized journal entries, you must also verify:

- The offset method in the Accounts Receivable Constants is set to a value of B (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than 2 or 3.

Otherwise, the system creates detailed journal entries.

### Key to Method Used

This table shows the type of journal entry that the system creates according to the settings in the general accounting and accounts receivable constants:

| Intercompany (G/A Constants) | Offset Method (AR Constants)* | Journal Entry Creation Method (Summary or Detail) | Journal Entry Created (F0911) |
|---|---|---|---|
| 1 (Hub) | B | D | Detail |
| 1 | Y | D | Detail |
| 1 | S | D | Detail |
| 2 (Detail) | B | D | Detail |
| 2 | Y | D | Detail |
| 2 | S | D | Detail |
| 3 (Configured Hub) | B | D | Error (not allowed) |
| 3 | Y | D | Detail |
| 3 | S | D | Detail |
| 1 | B | S | Summary |
| 1 | Y | S | Detail |
| 1 | S | S | Detail |
| 2 | B | S | Summary |
| 2 | Y | S | Detail |
| 2 | S | S | Detail |
| 3 | B | S | Error (not allowed) |
| 3 | Y | S | Detail |

| Intercompany (G/A Constants) | Offset Method (AR Constants)* | Journal Entry Creation Method (Summary or Detail) | Journal Entry Created (F0911) |
|---|---|---|---|
| 3 | S | S | Detail |
| * Offset Method<br>• Y = One automatic entry offset per document, regardless of the number of line items.<br>• S = One automatic entry per pay item.<br>• B = One automatic entry per batch. | | | |

### Posting Voided and NSF Receipts

The system also creates different journal entries when you post a receipt that has been voided or designated as insufficient funds (NSF).

Regardless of the processing option setting for the journal entry creation method, the subsequent occurs:

- When you post a voided receipt, the system creates a journal entry with the document type RO.
- When you post a receipt that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ, DCTQ, and KCOQ fields in the F03B13 record with the document number and document type that the system assigns to the journal entry.

### Posting Zero Amount Receipts

When you fully apply credit memos or unapplied receipts to invoices, the system does not generate journal entries to the bank account because the amount of the receipt is zero.

Additionally, the system creates an automatic entry (document type AE) only when the AR trade account to which the unapplied receipt or credit memo was posted is different from the AR trade account to which the invoice was posted. If the trade accounts are the same for the credit memo or unapplied receipt and the invoice, the system does not generate AE entries or produce a posting edit report.

### See Also

Chapter 7, "Processing Real Estate Management Receipts," Understanding the Receipt Entry Process, page 125

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Automatic Payments in a Foreign or Alternate Currency," Posting Foreign and Alternate Currency Payments

## Understanding the Automatic Entries Created by the Receipt Post Process

When you post receipts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the receipt.

This table lists the fields that the system uses during the post process to locate the account for the AE entry based on the type of receipt:

| Account | Type of Receipt | Field | Table |
|---|---|---|---|
| AR Trade | Applied Receipt (TI code 10) | AID | F03B14 |
| | Unapplied Receipts | AID | F03B13 |
| | Chargebacks (TI codes 11, 16, and 26) | AIDC | F03B14 |
| Discount Taken | Discounts (TI code 10) | AIDD | F03B14 |
| Write-off | Write-offs (TI codes 10, 15, and 25) | AIDW | F03B14 |
| Deduction Suspense | Deduction (TI codes 17 and 27) | DAID | F03B14 |

### Company 00000

When the system creates automatic entries for receipts, it always assigns company 00000 to the document company field of the journal entry (KCO), regardless of the setting of the offset method in the constants. The system must assign company 00000 because of the one-to-many relationship inherent in the receipt entry process-that is, one receipt can pay many invoices from different companies. If the post did not use company 00000, it would have to create additional journal entries to accommodate each invoice document company.

## Posting Receipts

Use one of these navigations:

Select Manual Receipts Processing (G03B12), Post Receipts to G/L.

Select Real Estate Receipts (G1513), Post Receipts.

## Setting Processing Options for General Ledger Post (R09801)

Set these processing options before you run the General Ledger Post report.

### Print

These processing options specify which account format prints on the report and whether the report includes error messages.

**1. Account Format** Specify the account format that you want to print on the General Ledger Post report.

**2. Print Error Messages** Specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Values are:

Blank: Do not print error messages.

*1:* Print error messages.

## Versions

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

**1. Detail Currency Restatement Version** Specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

**2. Fixed Asset Post Version** Specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

**3. 52 Period Post Version** Specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances table (F0902) and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

## Edits

This processing option specifies whether the system updates the specific fields on the transaction.

**1. Update Transaction** Update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the GL date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

## Taxes

These processing options specify how the system updates tax information.

**1. Update Tax File** Specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Values are:

Blank: The system does not update the Taxes table.

*1:* The system updates the Taxes table for these tax explanation codes only: V, VT, V+, U, and UT.

*2:* The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

*3:* The system updates the Taxes table for all tax explanation codes including E (exempt).

**2. Update VAT Discounts**

Specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

---

**Note.** These options in the tax rules must be turned on to use this processing option:

---

Tax on Gross Including Discount

Discount on Gross Including Tax

Values are:

Blank: The system does not adjust tax amounts for discounts taken.

*1:* The system updates only the Tax Amount field (STAM).

*2:* The system updates the Tax (STAM), Taxable (ATXA), and Extended Price (AEXP) Amount fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

Adjustment to the gross amount (extended price) = discount taken

Adjustment to the taxable amount = (taxable amount / gross amount) × discount taken

Adjustment to the tax amount = (tax amount / gross amount) × discount taken. For example:

Tax Rate = 25 percent

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

Adjustment to the Gross Amount = 12.50

Adjustment to the Taxable Amount = 10.00

Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50

Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00

Adjusted Tax Amount: 250.00 - 2.50 = 247.50

**3. Update VAT Receipts and W/O**

Specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Values are:

Blank: The system does not adjust tax amounts for write-offs.

*1:* The system updates only the Tax Amount field (STAM).

*2:* The system updates the Tax (STAM), Taxable (ATXA), and Extended Price (AEXP) amount fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

Adjustment to the gross amount (extended price) = write-off amount

Adjustment to the taxable amount = (taxable amount / gross amount) × write-off amount

Adjustment to the tax amount = (tax amount / gross amount) × write-off amount. For example:

Tax Rate = 25 percent

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

Adjustment to the Gross Amount = 12.50

Adjustment to the Taxable Amount = 10.00

Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50

Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00

Adjusted Tax Amount: 250.00 - 2.50 = 247.50

## Process

This processing option specifies whether the system explodes the parent item.

**1. Explode parent item time** Specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a *1* for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Values are:

Blank: Do not explode the time entries for a parent asset down to the children of the parent asset.

*1:* Explode the time entries for a parent asset down to the children of the parent asset.

### Cash Basis

These processing options specify the units ledger type to assign to cash basis entries, and the version of the Create Cash Basis Entries program (R11C850) to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

**1. Units Ledger Type** Specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

**2. Create Cash Basis Entries Version** Specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

# Working with Receipts

This section provides overviews about receipt revisions, deleting and voiding receipts, and insufficient funds (NSF) receipts, and discusses how to:

- Void or designate a receipt as NSF.
- Delete or void an invoice pay item from a receipt.

## Understanding Receipt Revisions

After you enter receipts, you might need to revise them. For example, you might have applied a receipt to the wrong invoice or customer, or used the wrong general ledger date. Depending on the posting status and the data that you need to change, you might have to delete or void the receipt, and then re-enter it.

This table indicates the fields that you can revise on a receipt.

You can revise unposted receipts that are in the current general ledger period only, unless you enable the Allow PBCO Postings option within the General Accounting constants:

| Type of Revision | Description |
| --- | --- |
| Revising unposted receipts | You can revise these fields on an unposted receipt:<br>• Bank Account<br>• Remark<br>• Receipt Amount<br>**Note.** If you revise the receipt amount, you must also revise the payment amount information in the detail area.<br>• Payment Instrument<br>• Cleared Date<br>• Unapplied GL Offset<br>• Receipt Reference<br>• Lease*<br>• Building*<br>• Unit*<br>* These fields can be revised only on unapplied receipts, and only when you use the RE Receipts Entry program (P15103).<br>You can also change the payment amount or type input code, remove invoice pay items, or select other invoices to pay. |
| Revising posted receipts | After you post a receipt, you can change the information in these fields only:<br>• Remark<br>• Payment Instrument<br>• Cleared Date<br>• Receipt Reference<br>You do not need to post the receipt again.<br>You can also void invoice pay items and specify new invoices to pay. If you revise payment information, you must post the receipt again. |

**Note.** Depending on the setup of the AAI item for the receivables trade account (RC), the system might generate an error when you try to revise the building on an unposted receipt.

When you enter an unapplied receipt, the system uses the default AAI item RCUC to retrieve the AR trade account unless you enter an unapplied general ledger offset. If you enter an unapplied general ledger offset, the system uses the account set up for AAI item RC*xxxx*, where*xxxx*is the value of the general ledger offset. If the AAI does not have a business unit specified, the system uses the building number (MCU2) entered on the unapplied receipt as the business unit for the account. The system updates the AID field of the Receipts Header record (F03B13) based on the account retrieved from the AAI.

If you change the building number on an unapplied receipt, the system does not rewrite the value of AID. Based on the AAI setup, if the system determines that a different account should be updated to the AID field, it generates an error. You must delete the unapplied receipt and re-enter it.

## Understanding Deleting and Voiding Receipts

When you cannot revise the information on a receipt, such as the payor or the general ledger date, you must delete or void the receipt. You follow the same steps to delete and void a receipt; if the receipt is unposted, the system removes all the receipt detail records, if the receipt is posted, the system creates new reversing records.

When you delete or void a receipt, the system:

- Restores the open amount of the invoice or group of invoices to which the receipt applied.
- Changes the pay status on the invoices from paid (P) to approved (A).

Additionally, if you void a receipt, the system:

- Marks the receipt as voided in the Receipts Header table (F03B13).
- Creates new records in the Batch Control Records table (F0011) and the Receipts Detail table (F03B14).

You must post the new batch to update the general ledger accounts with reversing information. When you post a voided receipt, the system creates a record in the Account Ledger table (F0911) with the document type RO.

## Understanding Insufficient Funds (NSF) Receipts

When the payor's bank account does not have sufficient funds available to pay the invoices that they have specified, you can designate a receipt as insufficient funds (NSF) and reopen the invoice or group of invoices. The steps to designate a receipt as insufficient are the same regardless of whether the receipt is posted or unposted.

When you designate a receipt as insufficient funds, the system:

- Indicates the insufficient fund status of the record in the Receipts Header table (F03B13).

  When you analyze the payment trends of the customer or tenant, this indication helps you to distinguish insufficient funds receipts from reversals for entry errors and so on. If the receipt is not posted at the time that it is designated as insufficient funds, the system also marks the posted status of this record as D.
- Restores the open amount of the invoice or group of invoices to which the receipt applied.
- Changes the pay status of the invoices from paid (P) to approved (A).
- Creates a new record in the Batch Control Records table (F0011), if the receipt is posted.
- Creates a new record in the Receipts Detail table (F03B14) with a matching document type RV, if the receipt is posted.

If the receipt is not posted when it is designated as insufficient funds, the system deletes the original record in the F03B14 table.

You must post the new batch to update the general ledger accounts with reversing information. When you post a receipt that is designated as insufficient funds, the system creates in the Account Ledger table (F0911) a record with the document type RV.

## Prerequisite

Verify that the values that you want to use for the Void/NSF reason codes are set up in UDC 03B/VR.

## Forms Used to Work with Receipt Revisions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Receipts Inquiry | W15103A | Real Estate Receipts (G1513), RE Receipts Entry | Review and select receipt records to revise, delete, void, or designate as NSF. |
| RE Receipts Entry | W15103C | Select the receipt record on Work With Customer Receipts Inquiry. | Add or revise a receipt.<br>Delete or void one invoice pay item from the receipt. |
| Void/NSF Receipt | W15103B | Select a receipt and click Delete on Work With Customer Receipts Inquiry. | Enter a GL date and reason code. The system displays this form only when the receipt is posted. |

## Voiding a Receipt or Designating a Receipt as NSF

Access the Void/NSF Receipt form.

## Deleting or Voiding an Invoice Pay Item from a Receipt

Access the RE Receipts Entry form.

To delete or void an invoice pay item from a receipt:

1. Select the pay item that you want to delete or void on Receipts Entry.
2. Select Void/Delete from the Row menu.
3. Click the OK button on the Confirm Delete form.

   If the receipt is not posted, the system removes the pay item record.
4. Complete the Reason Code field and click OK if the receipt is posted on Void/NSF Receipt.

   The system marks the voided pay item with *X* and creates a new pay item for a reversing amount on Receipts Entry.
5. Select another invoice to distribute the payment amount, or click OK to create an unapplied receipt for the amount of the voided pay item on Receipts Entry.

# Reviewing Applied Receipts Using Tenant Ledger Inquiry

This section provides an overview of the Tenant Ledger Inquiry program and discusses how to:

- Set processing options for Tenant Ledger Inquiry (P15222).
- Review invoices using Tenant Ledger Inquiry.
- Review receipt details.

## Understanding the Tenant Ledger Inquiry Program

After you enter a receipt, you might want to verify that you applied it to the correct invoices or view the current open amount for the tenant. To do so, use the Tenant Ledger Inquiry program (P15222). When you use this program to review paid and partially paid invoices, you can also review information about the receipt that was applied to the invoice, such as the receipt number, payment ID, and batch number, as well as the write-off, chargeback, and deduction amounts. Having this information available from Tenant Ledger Inquiry minimizes the necessity of having to locate and review receipt information from other applications.

### Chargebacks, Deductions, and Unapplied Receipts

During the application of receipts to invoices, you might create open chargeback, deduction, or unapplied receipt records. The system assigns document types RB, R5, and RU to these invoices, respectively, and a receipt batch type of RB (not 2B). Because these invoices are open, you cannot review the receipt that generated these invoices using the option from the Row menu.

This table outlines the options for locating the receipt that generated the open chargeback, deduction, or unapplied receipt invoice record.

| Invoice | Options for Locating the Receipt |
|---|---|
| Chargeback (RB) generated from a receipt | The options are:<br>• Locate the invoice number from which the chargeback originated, using the Original Document field.<br>Then, select the invoice, and select Receipt/Draft Dtls from the Row menu. If the chargeback was generated from a deduction, you must locate the deduction record (R5), which is now paid as a result of creating the chargeback, and then select RE Rec/Draft Dtls from the Row menu.<br>• Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you select RE Receipts Entry. |
| Deduction (R5) generated from an invoice or receipt | The options are:<br>• Using the Original Document field, locate the invoice number from which the deduction originated.<br>Then select the invoice and select RE Rec/Draft Dtls from the Row menu.<br>• Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you select RE Receipts Entry. |

| Invoice | Options for Locating the Receipt |
|---|---|
| Chargeback (RB) generated from a deduction | Locate the payment ID on the chargeback record and enter it in the QBE line. Verify that the search criteria includes the option All, and then click Find. The system displays the chargeback and deduction records. Select the deduction (R5), and then select RE Rec/Draft Dtls from the Row menu. |
| Unapplied Receipt (RU) | Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you select RE Receipts Entry. |

# Forms Used to Review Transactions Using Tenant Ledger Inquiry

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Tenant Ledger Inquiry | W15222A | Real Estate Receipts menu (G1513), Tenant Ledger Inquiry. | Review invoices and access receipt detail records. |
| Receipt Details | W15222E | Select a paid invoice and select RE Rec/Draft Dtls from the Row menu on Work with Tenant Ledger Inquiry. | Review the receipt detail records (F03B14) for paid invoices. |

# Setting Processing Options for Tenant Ledger Inquiry (P15222)

Set these processing options before you run the Tenant Ledger Inquiry program.

## Versions

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

**1. Standard Invoice Entry (P03B11)** Specify the version of the Standard Invoice Entry program (P03B11) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

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

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

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

**5. RE Receipts Entry (P15103)** (real estate receipts entry) Specify the version of the RE Receipts Entry program (P15103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

### Currency

These processing options enable you to specify the currency code and exchange rate to use for the "as if" currency code feature.

**1. As If Currency Code** Specify the as if currency and to display the As If Curr Code field on the Work with Tenant Ledger Inquiry form. The system recalculates domestic amounts based on the as if currency and the date in the Exchange Rate processing option, and displays them in the as if columns in the detail area on the form.

If you leave this processing option blank, the system does not display the As If Curr Code field or as if currency columns.

**2. Exchange Rate Date** Specify the date to use to retrieve the exchange rate between the As If Currency and the Domestic Currency. If you leave this processing option blank, the system uses the value that you specify in the Thru Date on the Work with Tenant Ledger Inquiry form. If you leave this processing option blank and do not specify a value in the Thru Date, the system uses the most recent exchange rate entered. If an exchange rate does not exist, the system returns an error.

### Process

This processing option enables you to specify whether to use the customer self-service functionality in the Java/HTML environments.

**1. Customer Self-Service in Java/HTML** Specify whether to activate customer self-service functionality in Java/HTML environments. Values are:

Blank: Do not activate customer self-service.

*1:* Activate customer self-service.

## Reviewing Transactions Using Tenant Ledger Inquiry

Access the Work with Tenant Ledger Inquiry form.

**Parent** Displays the parent. The system returns tenant records for both the parent and first-level children. The system does not return records for subsequent levels of parent/child relationships.

**Include Security Deposit** Specify whether to display transactions that are related to security deposits. If selected, transactions that are related to Security Deposits will be included in the display. If not selected, Security Deposits transactions will be excluded.

**All** Click one of these options to control the display of invoices:

All -Display all invoices

Paid - Display only paid invoices

Open - Display only unpaid invoices

Include Partial - Include partially paid invoices when displaying paid invoices

You must enable this option if you use the As Of Date feature.

**Paid** Click one of these options to control the display of invoices:

All -Display all invoices

Paid - Display only paid invoices

Open - Display only unpaid invoices

Include Partial - Include partially paid invoices when displaying paid invoices

**Open**

Click one of these options to control the display of invoices:

All -Display all invoices

Paid - Display only paid invoices

Open - Display only unpaid invoices

Include Partial - Include partially paid invoices when displaying paid invoices

**Include Partial**

Click one of these options to control the display of invoices:

All -Display all invoices

Paid - Display only paid invoices

Open - Display only unpaid invoices

Include Partial - Include partially paid invoices when displaying paid invoices

The Include Partial option appears only when you click the Paid option and allows you to display or exclude partially paid invoices.

**Date From**

Displays the date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.

**Thru**

Displays date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.

**Invoice Date**

Indicate the type of date used when you enter a From/Thru date selection. Examples are invoice date, GL date, due date, and statement date.

**Due Date**

Indicate the type of date used when you enter a From/Thru date selection. Examples are invoice date, GL date, due date, and statement date.

**Statement Date**

Indicate the type of date used when you enter a From/Thru date selection. Examples are invoice date, GL date, due date, and statement date.

**As Of Date**

Displays the as of date. The system compares the general ledger date of the receipt to the as of date that you enter to determine whether the invoice was open or paid on that date.

To use this feature you must click the All option to include invoices regardless of pay status.

**Recurring Invoice**

Specify whether to display recurring invoices. If you activate this option, the system displays only invoices that have recurring information, such as the number of payments and frequency.

**Summarize** Specify whether to display summaries. When you click the Summarize option and select Find, the system displays a summary of charges based on bill codes. The system summarizes amounts by similar bill codes.

# CHAPTER 8

# Processing Security Deposits

This chapter provides an overview of processing security deposits and discusses how to:

- Use the Security Deposit Maintenance program.
- Working with security deposits.
- Refunding full and partial security deposits.
- Posting security deposit refunds and adjustment batches.

## Understanding the Security Deposit Process

To recover expenses for damages in excess of normal wear and tear, or to ensure that keys are returned or utility bills are paid, you might require a security deposit from the tenants. The Real Estate Management system provides security deposit programs that assist you in entering and refunding deposits as necessary. You can refund full or partial amounts, accept security deposits as monthly payments, and track any interest that is generated by security deposits.

The process to enter and track security deposits is as follows:

1. Enter a security deposit record.

   You enter the security deposit to create a record in the Security Deposit Master table (F1565), which you use for tracking and reporting information about security deposits.

2. (Optional) Generate a manual billing record to print an invoice.

   When you enter the security deposit record, you can create a security deposit invoice in the Lease Billings Master table (F1511B). You can then use the Print RE Invoices program (R15500) to print the invoice. If you do not need to print an invoice, you do not need to generate a billing record.

3. Receive and post the security deposit receipt.

   You enter the security deposit from the tenant as an unapplied receipt using the RE Receipts Entry program (P15103). You identify the receipt as a security deposit by using an unapplied bill code, such as SECD. The bill code that you use must be assigned to a security group so that the system recognizes it as a security deposit.

   After you enter the receipt, you must post it or you will not see that the receipt has been received using the Required vs. Received application.

4. (Optional) Generate interest.

   If required, you can generate interest on the security deposit that you can refund to the tenant when you refund the deposit.

5. (Optional) Refund part of the deposit.

Depending on the terms of the lease, you might be required to refund a portion of the security deposit to the tenant after a designated time period (for example, after they have paid their rent on time for six months).

6. (Optional) Apply the deposit to invoices.

   When the lease expires, you can assess whether to withhold a portion of the deposit to pay for damages, rent, utilities, and other expenses. You use the Security Deposit Refund Application program (P15654) to review the security deposit and access the RE Receipts Entry program, which you use to apply the unapplied receipt (security deposit) to invoices as necessary.

7. Refund the security deposit.

   You run the Security Deposit Refund Generation program (R15655) to generate a voucher in the Accounts Payable system and an adjustment (receipt) in the Accounts Receivable system. You use the voucher to pay the tenant and the adjustment to close the unapplied receipt record.

8. Post records.

   After you generate vouchers, you must post both the voucher and receipt batches to update the appropriate general ledger accounts.

# Using Security Deposit Maintenance

This section provides an overview of the Security Deposit Maintenance program and discusses how to:

- Set processing options for Security Deposit Maintenance (P1565).
- Enter a security deposit.

## Understanding the Security Deposit Maintenance Program

You use the Security Deposit Maintenance program (P1565) to enter the security deposit record for tracking, reporting, and refunding purposes. When you enter the security deposit, the system creates a record in the Security Deposit Master table (F1565), after which you can:

- Generate a security deposit invoice.

  You can print an invoice that the tenant can to use to remit the security deposit. To do so, enter *Y* in the Create Invoice field (BLMN), and then select Create SD Invoice from the Form menu to enter the manual billing record that is used to generate the invoice. When you enter the manual billing record, the system automatically updates the posted code to D to prevent it from being posted to the Accounts Receivable system. The manual billing record is used only to generate the invoice; it is not used to update account information. Do not generate a billing edit register or post this record.

  The system updates the deposit status to B to indicate the manual billing record was generated.

  **Important!** Do not access the Manual Billing Entry program (P1511) from the menu to enter the manual billing record that is used to generate the invoice; the system does not update the posted code automatically. Posting the manual billing record is a common error that results in erroneous accounting entries. Use only the Form menu from the Security Deposit Maintenance program to generate the manual billing record.

- Receive the security deposit.

If you have received the check for the security deposit, you can enter the check as an unapplied receipt and assign the receipt the unapplied bill code that is set up for security deposits (such as SECD). The system creates records in the Receipts Header table (F03B13), the Receipts Detail table (F03B14), and the Customer Ledger (F03B11) table.

### Assigning the Security Deposit to a New Version of the Lease

If you need to assign the security deposit to a new version of the lease, select the lease, select the security deposit record, and then select Version from the Row menu.

The system suspends the security deposit record entered and assigns the security deposit to the version of the lease that you specify.

---

**Note.** Verify that the option for Show Default Version only is not enabled; otherwise, the system cannot assign the security deposit.

---

### Changing the Status of Security Deposit

The system assigns a status to the security deposit when you generate a manual billing (B) and when you refund the deposit (R). You can, however, add UDC codes (15/SD) to assign to the security deposit for tracking and reporting purposes. For example, you might want to update the status after you enter the receipt for the security deposit.

To change the status, select the lease, and then select Speed Status from the Form menu. On Speed Status Change, complete the To Deposit Status field and click OK.

## Prerequisite

Verify that the bill codes that you use for security deposits are assigned to a security group.

See Chapter 2, “Setting Up the Real Estate Management System,” Setting Up Bill Codes and Adjustment Reasons, page 15.

### See Also

Chapter 6, “Processing Manual Billings,” Entering Manual Billing Transactions, page 92

Chapter 7, “Processing Real Estate Management Receipts,” Entering Unapplied Receipts, page 139

Chapter 6, “Processing Manual Billings,” Printing Invoices for Real Estate Management, page 112

## Forms Used to Enter a Security Deposit

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Security Deposits | W1565A | Security Deposits (G1515), Security Deposit Maintenance | Select the lease to which you want to add the security deposit.<br>Select the lease to revise the security deposit. |
| Security Deposit Revisions | W1565C | Select a lease on Work with Security Deposits. | Add and revise security deposit information. |

# Setting Processing Options for Security Deposit Maintenance (P1565)

Set these processing options before you run the Security Deposit Maintenance program.

## Defaults

These processing options enable you to select records to display on the form.

**1. Display Selection**

Specify which records to display on the Work with Security Deposits form. Values are:

Blank: Display all records.

*1:* Display only those records that have a security deposit.

*2:* Display only those records that do not have a security deposit.

**2. Search Default For Lease Version**

Specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

---

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

---

## Versions

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

**1. Manual Billing (P1511)**

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

**2. Lease Information (P1501)**

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

**3. Bill Codes/Adj Reasons (P1512)**

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.

**4. RE Receipts Entry (P15103)**

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

## Currency

These processing options enable you to specify whether users can override the transaction currency and exchange rate.

**1. Transaction Currency Override**

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

Blank: Allow users to override the transaction currency code.

*1:* Do not allow users to override transaction currency code.

**2. Exchange Rate Override**

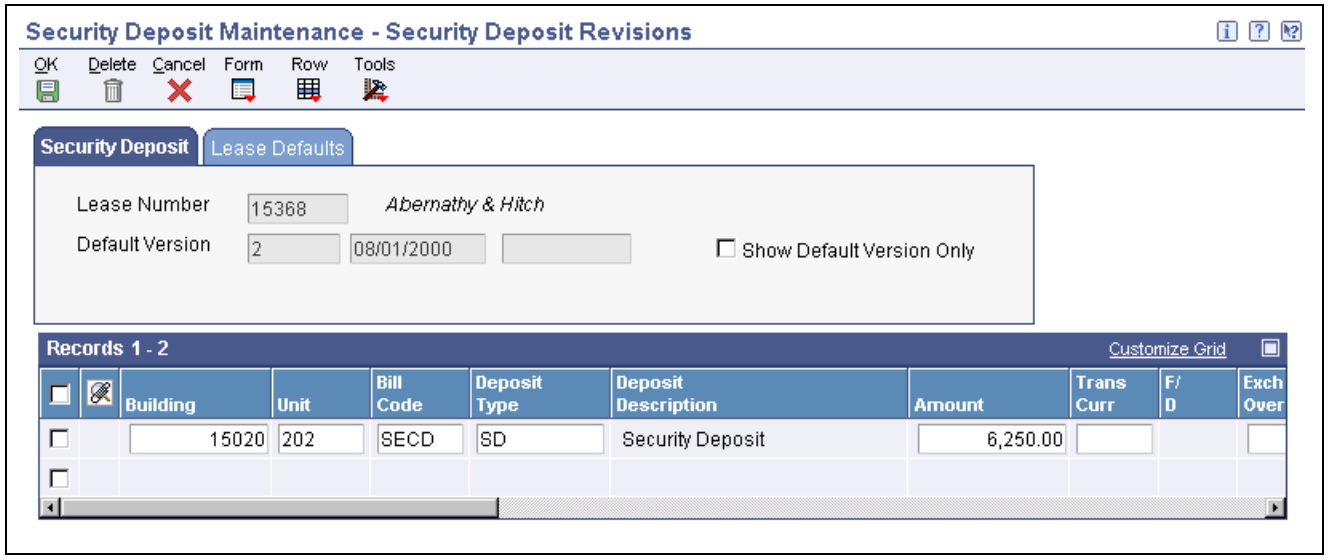
Specify whether to allow users to enter a value in the Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in foreign currency. Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Values are:

Blank: Allow users to override the exchange rate. If you leave this field blank, the system uses the default exchange rate that is entered on the lease. If the lease does not have an exchange rate, the system uses the exchange that is set up in the Currency Exchange Rates table (F0015).

*1:* Do not allow users to override the exchange rate.

## Entering a Security Deposit

Access the Security Deposit Revisions form.




Security Deposit Revisions form

**Display All Versions**

Specify whether to display all versions. All Lease versions are displayed with a check mark denoting the Version defined in the Processing Options (*CURRENT or *LAST). If left blank (default), only the Lease Version defined in the Processing Options is displayed.

**No Deposit**

Specify whether to display leases that have no security deposit attached. When No Deposit is selected, the system displays only Leases that do not have a Security Deposit attached.

**Deposit Attached**

Specify whether to display leases that have a security deposit attached. When Deposit Attached is selected, the system displays only Leases that have a Security Deposit attached.

When you enable this option, the system displays the Deposit Not Refunded option.

**All**

Specify whether to display all leases. When All is selected, the system displays all Leases.

When you enable this option, the system displays the Deposit Not Refunded option.

**Deposit Not Refunded**

Specify whether to display leases for which the security deposit has been refunded. Options are:

On: The system displays leases for which the security deposit has been refunded.

Off: The system does not display leases for which the security deposit has been refunded.

**Show Default Version Only**

Specify whether to display only default version records. Only the default Lease Version records are displayed. If left blank (default), all Lease Version records are displayed.

**Deposit Type**

Enter the user-defined code (UDC) (15/ED) that indicates the reason for the security deposit. Examples include key deposit, utilities deposit, and rent deposit.

**D S** (Security Deposit Applied Status (SDAP))

Enter the UDC (15/SD) that the system assigns to indicate whether the security deposit has been billed or refunded. Values are:

*B:* The security deposit has been billed (an invoice has been generated).

*R:* The security deposit has been refunded.

**Create Invoice**

Enter the code that specifies whether to generate an invoice to send to the tenant for the security deposit. Values are:

Blank: Do not generate an invoice for the security deposit.

*Y:* Generate an invoice for the security deposit.

If you enter *Y* in this field, you must access the manual billing program by choosing Create SD Invoice from the Form menu. If you do not select Create SD Invoice, the system displays a warning message. You can select Create SD Invoice from the Form menu at any time, as long as the value in this field is *Y*. Otherwise, the system displays an error message when you try to access the Form menu.

---

**Note.** You must select Create SD Invoice from the Form menu to enter the manual billing record that the system uses to generate the invoice. The system updates the posted code on this record to *D* to prevent it from being posted to the Accounts Receivable system. Do not use the Manual Billing Entry program from the menu to create the billing record for the security deposit invoice. Because the system does not update the posted code automatically, you might inadvertently post the security deposit billing record to Accounts Receivable and erroneously update account information.

---

**V S** (Version Suspend Code (VRSC))

Enter the code that indicates whether a billing record is suspended by the versioning process. Values are:

Blank: Active. The billing record is not suspended.

*1:* Suspended. The billing record is suspended by the versioning process. A new billing record might exist for the next (subsequent) version of the lease.

**Alternate Payee**

Enter the address book number of the person or company responsible for payment of rent and charges related to the lease. This might not be the same number as the tenant.

If the person to receive the refund is different from the tenant on the lease, you must set up a supplier master record in addition to the address book record before you can complete this field. The program provides a Form menu exit to an Address Book program, from which you can access the Supplier Master Information program (F0401).

# Working with Security Deposits

This section provides an overview of the Security Deposit Refund Application program and discusses how to:

- Set processing options for Security Deposit Refund Application (P15654).
- Review required versus received security deposit details.
- Apply security deposits to tenant invoices.

## Understanding the Security Deposit Refund Application Program

After you receive the security deposit from the tenant, you can use the Security Deposit Refund Application program (P15654) to review and work with security deposits online.

Using Form and Row menus, you can also perform these related tasks:

- Access the Security Deposit Maintenance program (P1565) to revise the security deposit amount, add another security deposit, change the security deposit status, or add a receipt.
- Review the security deposits received.
- Compare the security deposits owed to those received by using the Required vs. Received Detail form.

  Review the Required Amount and Receipt Open fields to determine the portion of the security deposit that is received. If the system does not display a record when you inquire on this form, the receipt for the security deposit has not been entered.
- Apply the security deposit to open invoices.

  If you are not refunding the entire security deposit, you should apply it to the appropriate open invoices before you refund the deposit.

**Note.** You do not have to use Security Deposit Refund Application program to apply the unapplied receipt to invoices. You can use the RE Receipts Entry program (P15103). The advantage of using the Security Deposit Refund Application program is that it locates and selects the unapplied receipt record for you.

See Chapter 8, "Processing Security Deposits," Applying Security Deposits to Open Tenant Invoices, page 195.

- Access the Security Deposit Refund Generation program (R15655), form which you can generate a voucher to refund all or part of the security deposit.

## Forms Used to Work with Security Deposits

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Security Deposits | W15654A | Security Deposits (G1515), Security Deposit Refund Application | Select the lease to access the security deposit record to revise.<br>Access the Required vs. Received Detail form. |
| Required vs. Received Detail | W15654B | Select Required vs. Rec'd from the Form menu on Work With Security Deposits. | Review the amount received for the security deposit. |
| Deposit Refund Application | W15654C | Select Refund Application from the Row menu on Work With Security Deposits. | Select the unapplied receipt record to apply to invoices or refund to the tenant. |
| Work With Customer Receipts Entry | W15103A | Select Apply Deposit from the Row menu on Deposit Refund Application. | Select the unapplied receipt record to which you want to apply invoices. |
| RE Receipts Entry | W15103C | Select the security deposit receipt record on Work With Customer Receipts Entry. | Select invoices to apply against the security deposit receipt. |

## Setting Processing Options for Security Deposit Refund Application (P15654)

Set these processing options before you run the Security Deposit Refund Application program.

### Defaults

These processing options enable you to specify default information when you access the program.

**1. Search Default For Lease Version**

Specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

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

**2. Display Speculative Leases**

Use this processing option to specify whether to display speculative leases. Values are:

Blank: Do not display speculative leases.

*1:* Display speculative leases.

**3. Security Group Code**

Use this processing option to specify the default value for the Security Group field that displays on the Deposit Refund Application form. If you leave this processing option blank, the system displays security deposits for all groups.

### Versions

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

**1. Tenant Ledger Inquiry (P15222)**

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

**2. RE Receipts Entry (P15103)**

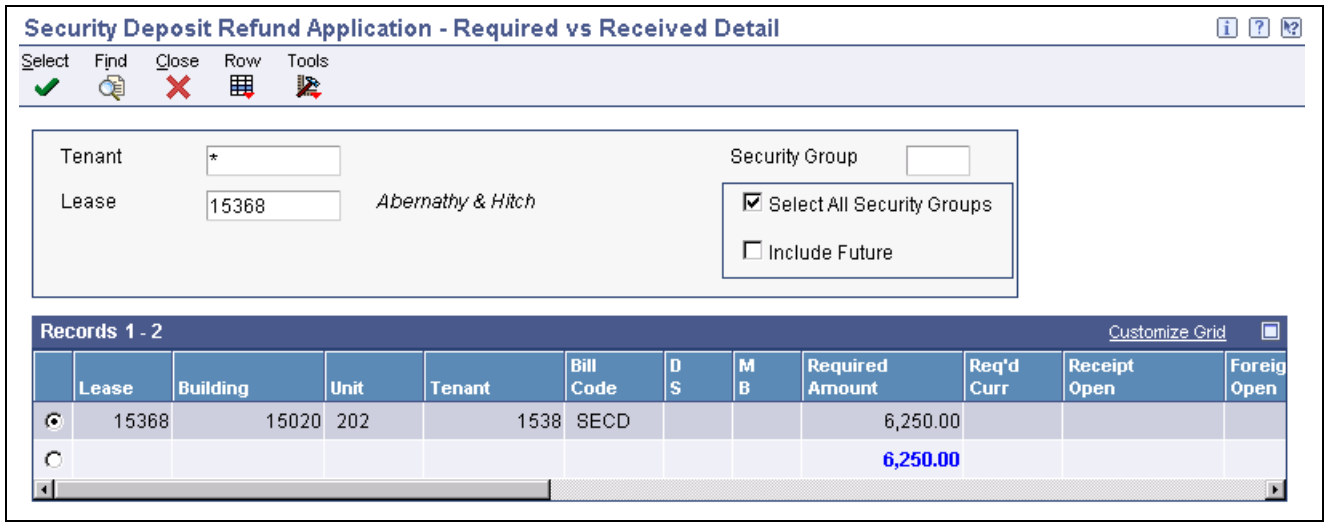
Specify the version of the RE Receipts Entry program (P15103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

**3. Security Deposit Master (P1565)**

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

## Reviewing Required Versus Received Security Deposit Details

Access the Required vs Received Detail form.




Required vs Received Detail form

## Applying Security Deposits to Open Tenant Invoices

You can also use the RE Receipts Entry program (P15103) to apply the unapplied receipt to the tenant's open invoices.

Access the Deposit Refund Application.

**Security Group** Enter the UDC (15/SG) to specify the security group to which you want the bill code record assigned. Complete this field only for bill codes that are used to identify security deposits.

**Select All Security Groups** Specify whether to display all security deposit records, or only those that are associated with the security group specified. This option is used in conjunction with the Security Group field (SECG). Options are:

On: The system displays all security deposit records regardless of the security group. The system automatically removes the value from the Security Group field when you select this option.

Off: The system displays all security deposit records for the security group that you specified.

# Refunding Partial and Full Security Deposits

This section provides an overview of refunding security deposits and discusses how to:

- Refund security deposits.
- Set the processing options for the Security Deposit Refund Generation program (R15655).

## Understanding Security Deposit Refunds

You use the Security Deposit Refund Generation program (R15655) to generate a voucher to refund a security deposit to a tenant. You can use this program to generate a partial refund (before the lease expires) or a full refund (when the lease expires). If you generate a full refund, you can generate the voucher for the entire amount of the security deposit or for the difference between the security deposit amount and open invoices.

**Note.** Do not confuse a partial refund with a full refund that has been reduced to pay open invoices. You must generate partial refunds separately from full refunds. You cannot generate both partial and full refunds in the same batch.

Processing options enable you to run this program to produce a report only, so that you can ensure that you are processing the appropriate records. You must run the program again to create and update the appropriate batches.

The system generates voucher or receipt records in these batches:

- A voucher record in the Accounts Payable Ledger table (F0401) in a voucher batch (batch type V).
- A receipt record in the Receipts Detail table (F03B14) in a receipt batch (batch type RB).

### Refunding Interest Earned on Security Deposits

To refund the interest earned on security deposits, you must first set up the bill code (for example, INTR) in a security group. After you generate the interest for the security deposit, you can generate the voucher to refund the security deposit, the interest, or both.

See Chapter 18, “Processing Fees and Interest,” Generating Fees and Interest, page 436.

### Multicurrency Considerations

When you use multicurrency, the system displays the transaction currency of the security deposit receipt on the report, and creates vouchers in the receipt's transaction currency. The system creates a separate voucher for each receipt transaction currency that is refunded.

When working with partial refunds, enter the transaction currency in the Partial Refund Transaction Currency processing option on the Partial Refund tab. The system processes only the receipt amounts with the same transaction currency.

## Prerequisite

Post all unapplied receipts that were entered for security deposits that you want to refund.

## Refunding Security Deposits

Select Security Deposits (G1515), Security Deposit Refund Generation.

## Setting Processing Options for Security Deposit Refund Generation (R15655)

Set these processing options before you run the Security Deposit Refund Generation report.

### Defaults

These processing options enable you to specify the default information that the system provides when you generate security deposit refunds.

**1. Accounts Payable G/L Offset**

Specify the GL offset code to use for the vouchers that the system generates when a security deposit is refunded. The system retrieves the AP trade account based on the AAI item PC*xxxx*, where *xxxx* is the GL offset code, for the company entered on the voucher.

If you enter a GL offset code for which no AAI is set up, or if you leave this processing option blank, the system uses the default AAI item PC for the company entered on the voucher.

**2. Adjustment Reason**

Specify the default adjustment reason code (bill code) to use for the receipt that the system generates when a security deposit is refunded. The system retrieves the account to credit based on the AAI item RA*xx*, where *xx* is the adjustment reason code for the company entered on the receipt.

If you enter an adjustment reason code for which no AAI is set up, or if you leave this processing option blank, the system does not generate a refund for the security deposit.

**3. Voucher Pay Status Code**

Specify the pay status to assign to the vouchers that the system generates. If you leave this processing option blank, the system assigns a pay status of A (approved).

### Select

These processing options enable you to select the leases for which the system generates security deposit refunds.

**1. G/L Date**

Specify the GL date to use for the receipts and vouchers that the system generates. If you leave this processing option blank, the system uses today's date as the GL date.

**2. Generation As Of Date**

Use this processing option in conjunction with one of these to select the leases for which you are generating the security deposit refund:

Data Selection

The processing options for the Lease End Selection and Actual Out Selection must be blank or the system uses the values in the Lease End or Actual Out processing options.

Lease End Date and Actual Out Date processing options

The system uses the As Of Date that you enter in conjunction with the date ranges specified in the Lease End Date and Actual Out Date processing options to determine the version of the lease and the date ranges to use to select the leases.

Lease End Days and Actual Out Days processing options

The system uses the As Of Date that you enter in conjunction with the number of days specified in the Lease End Days and Actual Out Days processing options to determine the version of the lease and the date range to use to select the leases.

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

---

**Note.** The system does not refund any security deposit records that have a suspend date that is prior to the as of date that you enter.

---

**3. Voucher Due Date**

Specify the due date to assign to the voucher that the system generates. If you leave this processing option blank, the system uses the payment term from the alternate payee's supplier master record (F0401) to calculate the due date.

**4. Lease End Selection**

Specify the criteria that the system uses to select lease records. Values are:

Blank: Use the values entered in either the Lease End Date and Actual Out Date processing options or Lease End Days and Actual Out Days processing options.

*1:* Use data selection, in conjunction with the Generation As Of Date processing option, to select the records to process. You must also set the Actual Out Selection processing option to 1 to use data selection.

**5. Lease End Date From**

Use this processing option, in conjunction with the Lease End Date Through processing options and the Actual Out Date processing options, to specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds.

The Lease End Date processing options work with the Actual Out Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

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**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

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**6. Lease End Date Through**

Use this processing option, in conjunction with the Lease End Date From processing options and the Actual Out Date processing options, to specify the date ranges that the system uses to select the lease records from the Lease Master Header table (F1501B) for which to generate security deposit refunds.

The Lease End Date processing options work with the Actual Out Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

**7. Lease End Days Prior to As Of Date**

Use this processing option, in conjunction with the Lease End Days After As Of Date and the Actual Out Days processing options, to specify the number of days prior to the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Lease End Days processing options work with the Actual Out Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

**8. Lease End Days After As Of Date.**

Use this processing option, in conjunction with the Lease End Days Prior to As Of Date and the Actual Out Days processing options, to specify the number of days after the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Lease End Days processing options work with the Actual Out Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

**9. Actual Out Selection**

Specify the criteria that the system uses to select lease records. Values are:

Blank: Use the values entered in either the Actual Out Date and Lease End Date processing options or the Actual Out Days and Lease End Days processing options.

*1:* Use data selection, in conjunction with the Generation As Of Date processing option, to select the records to process. You must also set the Lease End Selection processing option to 1 to use data selection.

**10. Actual Out Date From**

Use this processing option, in conjunction with the Actual Out Date Through processing option and the Lease End Date processing options, to specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds.

The Actual Out Date processing options work with the Lease End Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

**11. Actual Out Date Through**

Use this processing option, in conjunction with the Actual Out Date From processing option and the Lease End Date processing options, to specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds.

The Actual Out Date processing options work with the Lease End Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

**12. Actual Out Days Prior to As Of Date**

Use this processing option, in conjunction with the Actual Out Days After As Of Date and the Lease End Days processing options, to specify the number of days prior to the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Actual Out Days processing options work with the Lease End Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

**13. Actual Out Days After As Of Date**

Use this processing option, in conjunction with the Actual Out Days Prior to As Of Date and the Lease End Days processing options, to specify the number of days after the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Actual Out Days processing options work with the Lease End Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

**Note.** The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

## Process

These processing options enable you to specify how the system processes the security deposit refund.

**1. Refund Generation**

Specify whether to generate refunds for tenants that have open invoices (unpaid debts). Values are:

Blank: Disregard unpaid debts. The system produces a refund for tenants that have open invoices.

*1:* Refund only if debts paid. The system produces a refund only for those tenants who do not have open invoices (debts are paid).

**2. Refund Amounts**

Specify whether to refund the full amount of the security deposit or to subtract open invoices (unpaid debt) from the security deposit and refund the difference. Values are:

Blank: Full refund. The system generates a refund for the entire amount of the security deposit.

*1:* Deposit less unpaid debts. The system subtracts open invoices from the security deposit and refunds the difference.

**3. Refund Generation Processing**

Specify whether to generate a standard or partial refund. A standard refund includes refunds from which open invoices (unpaid debts) are subtracted. To designate a partial refund you must also complete the corresponding processing options to designate the amount or percent of the refund that you want to process. You cannot process full and partial refunds together; you must run the program separately for each. Values are:

Blank: Process a standard refund.

*1:* Process a partial refund. The system determines the amount of the refund to process based upon the settings of the Partial Adjustment Indicator and Partial Refund Amount/Percent processing options.

**4. Create Refund Batches**

Specify whether to print a report and generate refund batches, or print a report only. Values are:

Blank: Print a report only. The system prints a report of the transactions selected for processing, but does not create refund batches or update tables.

*1:* Create refund batches. The system creates the security deposit refunds, updates the appropriate tables, and prints a report.

**5. Security Deposit Status**

Specify whether the system updates the Security Deposit Applied Status field (SDAP) to R when the security deposit has been fully refunded. The system displays the status of the security deposit in the DS field on the Security Deposit Revisions form. Values are:

Blank: Update the security deposit status to *R*.

*1:* Do not update the security deposit status.

## Std Refund

These processing options enable you to specify the bill codes used to select the security deposit records to refund.

**1. Select or Omit Bill Codes for Standard Refund**

Specify whether to process standard refunds by bill code. You can either select or omit the transactions to refund based on the bill codes entered. You can enter up to five bill codes to use or exclude. Values are:

Blank: Process standard refunds for all bill codes.

*1:* Process standard refunds for the bill codes entered in the Standard Refund Bill Codes processing options.

*2:* Do not process standard refunds for the bill codes entered in the Standard Refund Bill Codes processing options; process refunds for all other bill codes.

**Standard Refund Bill Code 1 through Standard Refund Bill Code 5**

Use this processing option, in conjunction with the Select or Omit Bill Codes for Standard Refunds processing option, to specify the bill codes to use as selection criteria for the security deposit records to refund.

**Note.** The system selects only bill codes that are assigned to a security deposit group regardless of whether you select or omit them.

## Partial Refund

These processing options enable you to specify how to process partial refunds, and the bill codes to use to select the security deposit records to refund.

**1. Partial Adjustment Indicator**

Specify whether the value entered in the Partial Refund Amount/Percent processing option indicates an amount or a percentage. Values are:

Blank: Percentage

*1:* Amount

**2. Partial Refund Amount/Percent**

Specify either the percentage of the full refund amount or the amount of the partial refund, based on the setting of the Partial Adjustment Indicator processing option.

**Note.** Enter percentages as whole numbers. For example, enter 5 for 5 percent (not .05).

**3. Partial Refund Transaction Currency**

Specify the transaction currency (CRCD) to use to select the unapplied receipts to generate a partial refund. For partial refunds, you must refund the security deposit in the same currency in which it was received. If you need to generate partial refunds in multiple currencies, you must run the program separately for each transaction currency.

If you use multicurrency, you must specify a value in this processing option. If you do not use multicurrency, the system ignores this option.

**4. Select or Omit Bill Codes for Partial Refund**

Specify whether to process partial refunds by bill code. You can either select or omit the transactions to refund based on the bill codes entered in the Partial Refund Bill Codes processing options. The bill codes that you enter must be assigned to a security group or the system ignores them. Values are:

Blank: Process partial refunds for all bill codes.

*1:* Process partial refunds for the bill codes entered in the Partial Refund Bill Codes processing options.

*2:* Do not process partial refunds for the bill codes entered in the Partial Refund Bill Codes processing options; process refunds for all other bill codes.

**Partial Refund Bill Code 1 through Partial Refund Bill Code 5**

Use this processing option, in conjunction with the Select or Omit Bill Codes for Partial Refunds processing option, to specify the bill codes to use as selection criteria for the security deposit records to refund.

**Note.** The system selects only bill codes that are assigned to a security deposit group regardless of whether you select or omit them.

### Versions

These processing options enable you to specify the versions of the programs to run when the system generates the vouchers to refund the security deposit.

**1. Journal Entry MBF (P0900049)** Specify the version of the Journal Entry MBF Processing Options program (P0900049) to use to generate vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

**2. Voucher Entry MBF (P0400047)** Specify the version of the Voucher Entry MBF Processing Options program (P0400047) to use to generate vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

# Posting Security Deposit Refunds and Adjustment Batches

After you generate the transactions to refund the security deposit, you must post the batches to the general ledger to update the appropriate account information. According to the organization's policies, you might require management approval before you post either the receipt or the voucher batches. The process to review and approve batches is the same regardless of the batch type.

**Note.** The programs to review, approve, and post receipt and voucher batches are located on the Security Deposits menu (G1515).

The Security Deposit Refund Generation program creates two batches of transactions to post as listed in this table:

| Batch Type | Description |
|---|---|
| Receipt batch (batch type RB) | You use the Receipts Journal Review program (P0011) to review and approve receipt batches. When batches are approved, you post them using the Post Receipts program (R09801). When you post the receipt records that were generated to refund the security deposits, the system debits the AR trade account (based on the unapplied billing code entered on the receipt) and credits an adjustment account associated with the AAI item RA*xx*, where *xx* is the reason code that you enter in the corresponding processing option. |
| Voucher batch (batch type V) | You use the Voucher Journal Review (P0011) to review and approve voucher batches. When batches are approved, you post them using the Post Vouchers program (R09801). When you post vouchers generated to refund security deposits, the system debits the adjustment account (that is credited when you post the receipt) and credits the AP trade account for the voucher. The system locates the AP trade account from the AAI item PC*xxxx*, where *xxxx* is the GL offset entered in the corresponding processing option. |

# Prerequisite

Before you complete the tasks in this section:

- Verify that the AAI item RA*xx* is set up, where *xx* is the adjustment reason code entered in the corresponding processing option, for the company entered on the receipt.
- Verify that the AAI item PC*xxxx* is set up, where *xxxx* is the GL offset entered in the corresponding processing option, for the company entered on the receipt.

## See Also

Chapter 7, “Processing Real Estate Management Receipts,” Approving and Posting Receipts, page 168

*PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Processing Accounts Payable Vouchers,” Entering Standard Vouchers

*PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Processing Batch Vouchers”

# CHAPTER 9

# Processing Tenant Work Orders

This chapter provides an overview of tenant work orders and discusses how to:

- Enter tenant work orders
- Review work order costs

## Understanding Tenant Work Orders

You use various tenant work orders programs in the Real Estate Management system to enter work orders for managing leasehold improvements as requested by tenants. These tenant work orders identify lease, building, and unit information that is necessary for tracking the completion of tasks. Billable costs in the general ledger, which reference the tenant work order as the subledger, can be processed to accounts receivable through the Service Billing system.

The Document Type that you should use for Tenant Work Orders must be set up in user-defined codes (UDCs) (00/DT). This should also be implemented using the Document Type Maintenance program (P40040).

Using the Tenant Work Order Entry program (P48201) you can enter tenant work orders, compare completion to a projected schedule, and track task completion.

After you enter work orders, you can review accumulated costs charged to a work order by using the Tenant Work Order Cost Inquiry program (P15249). You can also use this program to review detailed cost transactions and totals for actual and estimated amounts for the selected work orders.

### See Also

*PeopleSoft EnterpriseOne Work Orders 8.11 PeopleBook*, "Creating Work Orders"

## Entering Tenant Work Orders

This section discusses how to:

- Set processing options for Tenant Work Order Entry (P48201).
- Enter tenant work orders.

# Forms Used to Enter Tenant Work Orders

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Work Orders | W48201F | Tenant Work Orders (G1516), Tenant Work Order Entry | Review and select work orders to revise. |
| Work Order Revisions | W15248A | Click Add on Work With Work Orders. | Add and revise work orders. |
| Work With Work Order Cost (Summary) | W15249A | Tenant Work Orders (G1516), Tenant Work Order Cost Inquiry | Review costs associated with tenant work orders. |
| Work With Work Order Cost (Detail) | W48211A | Select a work order and select Order Cost from the Row menu on Work With Work Order Cost. | Review detailed cost transactions and totals for actual and estimated amounts for the selected work orders. |

# Setting Processing Options for Tenant Work Order Entry (P48201)

Set these processing options before you run the Tenant Work Order Entry program.

## Defaults

These processing options control default values that are used for some of the filter fields on the Work With Work Orders form.

**1. From Status Code W.O.** (from status code work orders)
Specify the beginning status code for a range of work orders. The system uses this default value when searching for work orders. Enter a value from UDC 00/SS (Work Order Status).

**2. Thru Status Code W.O.** (thru status code work orders)
Specify the ending status code for a range of work orders. The system uses this default value when searching for work orders. Enter a value from UDC 00/SS (Work Order Status).

**3. Type - W.O.** (type of work order)
Specify the classification of work orders or engineering change orders. The system uses this default value when searching for work orders. Enter a value from UDC 00/TY (Work Order/ECO Type).

**4. Document Type**
Specify the document type. The system uses this default value when searching for work orders. Enter a value from UDC 00/DT (Document Type - All Documents).

**5. Job or Business Unit**
Specify the business unit or job that the system uses to search for work orders.

**6. Models**
Specify whether the system displays model work orders. Values are:

Blank: Do not display model work orders.

*1:* Display model work orders.

**7. Originator**
Specify the originator of the work order that the system uses to search for work orders.

**8. Customer**
Specify the customer of the work order that the system uses to search for work orders.

**9. Manager** Specify the manager of the work order that the system uses to search for work orders.

**10. Supervisor** Specify the supervisor of the work order that the system uses to search for work orders.

## Categories

These processing options control which values are used for the category codes.

**1. Phase** Specify the current stage or phase of development for work orders that the system uses to search for work orders. Enter a value from UDC 00/W1 (Phase/System Codes).

**2. Category Code 02** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W2 (Work Order Category Code 2).

**3. Category Code 03** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W3 (Work Order Category Code 3).

**4. Category Code 04** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W4 (Work Order Category Code 4).

**5. Category Code 05** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W5 (Work Order Category Code 5).

**6. Category Code 06** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W6 (Work Order Category Code 6).

**7. Category Code 07** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W7 (Work Order Category Code 7).

**8. Category Code 08** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W8 (Work Order Category Code 8).

**9. Category Code 09** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W9 (Work Order Category Code 9).

**10. Category Code 10** Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W0 (Work Order Category Code 10).

## Versions

These processing options control which version the system uses when any of these programs are called:

**1. Work Order Print (R17714) Version** Specify the version of the Work Order Print program (R17714) that the system uses when printing work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

**2. Equipment Work Order Print (R48425) Version** Specify which version of the Maintenance Work Order Report program (R48425) the system uses to print work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

**3. Project Work Order Print (R48415) Version** Specify the version of the Work Order Print program (R48415) to use when printing project work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

**4. Tenant Work Order Print (R15448) Version** Specify the version of the Tenant Work Order Print program (R15448) that the system uses when printing tenant work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

**5. Completed PM (P12071) Version** Specify the version of the Preventive Maintenance Backlog program (P12071) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**6. Parts Detail (P17730) Version** Specify the version of the Work Order Parts Detail program (P17730) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**7. Labor Detail (P17732) Version** Specify the version that the system uses for the Work Order Labor Detail program (P17732). If you leave this processing option blank, the system uses the ZJDE0001 version.

**8. Inventory Issues (P31113) Version** Specify the version of the Work Order Inventory Issues program (P31113) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**9. Time Entry (P311221) Version (S/WM Only)** Specify the version of the Work Order Time Entry program (P311221) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**10. Work With Returned Material Authorization (P40051) Version (S/WM Only)** Specify the version of the Work With Return Material Authorization program (P40051) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**11. Open Purchase Order (P4310) Version** Specify the version of the Purchase Orders program (P4310) that the system uses. If you leave this processing option blank, the system uses the ZJDE0011 version.

**12. Returned Material Authorization Revisions (P400511) Version (S/WM Only)** Specify the version of the Return Material Authorization Revisions program (P400511) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**13. On Line Work Order Quote (P17717) Version (S/WM Only)** Specify the version of the On Line Work Order Quote Inquiry program (P17717) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**14. Time Entry By Employee (P051121) Version** Specify the version of Speed Time Entry (P051121) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**15. Work with Failure Analysis (P17766) Version** Specify the version of the Work with Failure Analysis program (P17766) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**16. Failure Analysis (P17767) Version** Specify the version of the Failure Analysis program (P17767) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

**17. Supplier Recovery Generation (R1776) Version** Specify the version of the Create Supplier Recovery Claims program (R1776) that you want to use to generate a supplier recovery claim from a work order. If you leave this processing option blank, the system uses the XJDE0001 version.

**18. Status History (P1307) Version** Specify which version the system uses for the Status History program (P1307). If you leave this processing option blank, the system uses the ZJDE0001 version.

**19. Work with Equipment Work Orders (P13220) Version** Specify the version of the Work with Equipment Work Orders program (P13220) that you want to use. If you leave this processing option blank, the system uses the XJDE0001 version.

**20. Work Order Cost (P48211) Version** Specify the version of the Work Order Cost program (P48211) that you want to use when you review the cost of an order. If you leave this processing option blank, the system uses the XJDE0001 version.

**21. Resource Assignment (P48331) Version** Specify the version that the system uses for the Resource Assignment program (P48331). If you leave this processing option blank, the system uses the ZJDE0001 version.

**22. Quick Customer/Contact Add (P01015) Version** Specify the version of the Quick Customer/Contact Add program (P01015) that you want to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

**23. Equipment Search/Select (P17012S) Version** Specify the version to use for the Equipment Search/Select application (P17012S). If this processing option is left blank, version ZJDE0001 is used.

### WO Entry

These processing options control which work order entry program and version that the system calls from the Work With Work Orders program.

**1. Work Order Entry Program** Specify which program the system uses for work order entry and printing when you create or select a work order. Values are:

*1:* Work Order Revisions (P17714).

*2:* Project Task Details (P48014).

*3:* Tenant Work Order Entry (P15248).

**2. Work Order Entry Version** Specify the version for the selected work order entry program. If you leave this processing option blank, the system uses the ZJDE0001 version.

### Process

These processing options control whether the Priority Code field is highlighted and whether self-service functionality is used.

**1. Priority** Specify whether the system applies a contrasting color to the Priority field within the detail area. Values are:

Blank: Do not apply a contrasting color to the Priority field.

*1:* Apply a contrasting color to the Priority field.

---

**Note.** Colors for the Priority field are hard-coded by the Special Handling field in UDC 00/PR (Work Order Priority).

---

**2. Customer Self-Service Functionality** Specify whether the system activates customer self-service functionality. Values are:

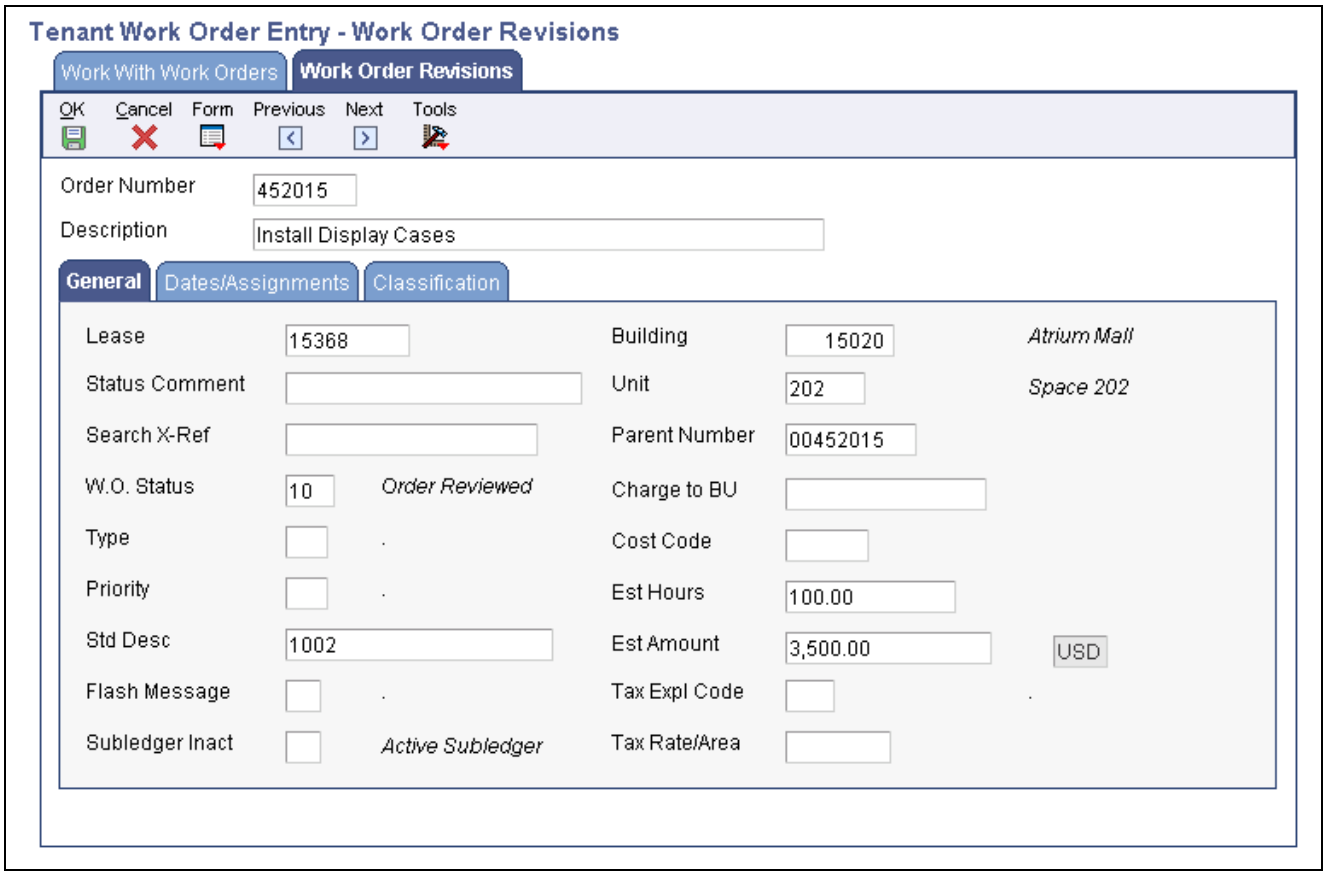
Blank: Do not activate customer self-service functionality.

*1:* Activate customer self-service functionality for Java and HTML.

*2:* Activate customer self-service functionality for Windows.

## Entering Tenant Work Orders

Access the Work Order Revisions form.




Work Order Revisions form

**Work Order Number** Enter the work order number. If you leave this field blank, the system assigns the order number from the Next Numbers Revisions program (P0002).

**Previous Order Number** Enter the number that identifies the lease contract.

**Status Comment** Enter a brief description to explain the status of the work order.

**Search X-Ref** (search cross reference) Enter the alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

**W.O. Status** (work order status) Enter the UDC (00/SS) that describes the status of a work order, rate schedule, or engineering change order. Any status change from 90 through 99 triggers the system to automatically update the completion date.

**Type** Enter the UDC (00/TY) that indicates the classification of a work order or engineering change order.

| | |
|---|---|
| | You can use work order type as a selection criterion for work order approvals. |
| **Priority** | Enter the UDC (00/PR) that indicates the relative priority of a work order or engineering change order in relation to other orders.<br><br>A processing option for some forms lets you enter a default value for this field. The value then displays automatically in the appropriate fields on any work order you create on those forms and on the Project Setup form. You can either accept or override the default value. |
| **Std Desc** (standard description) | Specify the code (48/SN) that is assigned to a standard note, message, or general narrative explanation. You can use this code to add instructional information to a work order. You set up codes for this field on the Generic Message/Rate Types table (F00191). |
| **Flash Message** | Enter the UDC (00/WM) that indicates a change in the status of a work order. The system indicates a changed work order with an asterisk in the appropriate report or inquiry form field. The system highlights the flash message in the Description field of the work order. |
| **Parent Number** | Enter the number that identifies the parent work order. You can use this number to:<br><br>Enter default values for new work orders, such as Type, Priority, Status, and Manager<br><br>Group work orders for project setup and reporting |
| **Charge to BU** (charge to business unit) | Enter the business unit that identifies the building or property. |
| **Cost Code** | Enter the cost code. A subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account. |
| | **Note.** If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object. |
| **Est Hours** (estimated hours) | Enter the estimated hours that are budgeted for this work order. |
| **Est Amount** (estimated amount) | Enter the estimated monetary amount that is budgeted for this work order. |
| **Planned Comp** (planned to be completed) | Enter the date that the work order or engineering change order is planned to be completed. |
| **Date Assigned** | Enter the date the person responsible for the work order receives the work order. |
| **Start Date** | Enter the start date for the order. You can enter this date manually, or have the system calculate it using a backscheduling routine. The routine starts with the required date and offsets the total leadtime to calculate the appropriate start date. |
| **Transaction** | Enter the date that an order was entered into the system. This date determines which effective level the system uses for inventory pricing. |

**Originator** Enter the address book number of the person who originated the change request. The system verifies this number against the Address Book.

**Supervisor** Enter the address book number of the supervisor.

**Customer** Enter the address book number of the company or person named as the lessee or lessor on the lease.

The system completes this field with the tenant specified on the lease.

**Manager** Enter the address book number of the person responsible for managing the lease. This may or may not be the same as the tenant.

**Phase** Enter the UDC (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.

**Note.** Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.

**Category 02** Enter the UDC (00/W2) that indicates the type or category of a work order.

**Note.** A processing option for some forms lets you enter a default value for this field. The system enters the default value automatically in the appropriate fields on any work orders that you create on those forms and on the Project Setup form. You can either accept or override the default value.

# Reviewing Work Order Costs

This section discusses how to:

- Set processing options for Tenant Work Order Cost Inquiry (P15249).
- Review costs charged to tenant work orders.
- Review cost details.

## Forms Used to Review Work Order Costs

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Work Order Cost (Summary) | W15249A | Tenant Work Orders (G1516), Tenant Work Order Cost Inquiry | Review costs associated with tenant work orders. |
| Work With Work Order Cost (Detail) | W48211A | Select a work order and select Order Cost from the Row menu on Work With Work Orders Cost. | Review detailed cost transactions and totals for actual and estimated amounts for the selected work orders. |

# Setting Processing Options for Tenant Work Order Cost Inquiry (P15249)

Set these processing options before you run the Tenant Work Order Cost Inquiry program.

### Versions

These processing options enable you to specify the version of the associated program to run when it is accessed from the Row menu.

**1. Tenant WO Entry (P15248)** (tenant work order entry) — Specify the version of the Tenant Work Order Entry program (P15248) to use when the program is accessed from the Row menu. If you leave this processing option blank, the system uses version ZJDE0001.

**2. Work Order Cost (P48211)** — Specify the version of the Work Order Cost program (P48211) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

# Reviewing Costs Charged to Tenant Work Orders

Access the Work With Order Cost (summary) form.

**Ledger Type** — Enter the UDC (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

**Include Inactive Work Orders** — Enter the code that specifies whether inactive work order information appears on the display. Active/Inactive refers to the status of the work order. A work order is inactive if an × appears in the first character of the Description 2 field of the status code.

**From and Through Dates** — Enter the from and through dates. You can use the date range fields to limit to a specific range the display of actual costs from the posted and unposted transactions in the Account Ledger table (F0911). The Account Ledger table provides the hour and amount totals for actual costs for both posted and unposted transactions.

# Reviewing Cost Details

Access the Work With Order Cost (detail) form.

# CHAPTER 10

# Processing Recurring Billings

This chapter provides an overview of the recurring billing process, list prerequisites, and discusses how to:

- Enter recurring billing information.
- Generate recurring billings.
- Revise recurring billings.
- Copy recurring billings to a new lease version.

## Understanding the Recurring Billing Process

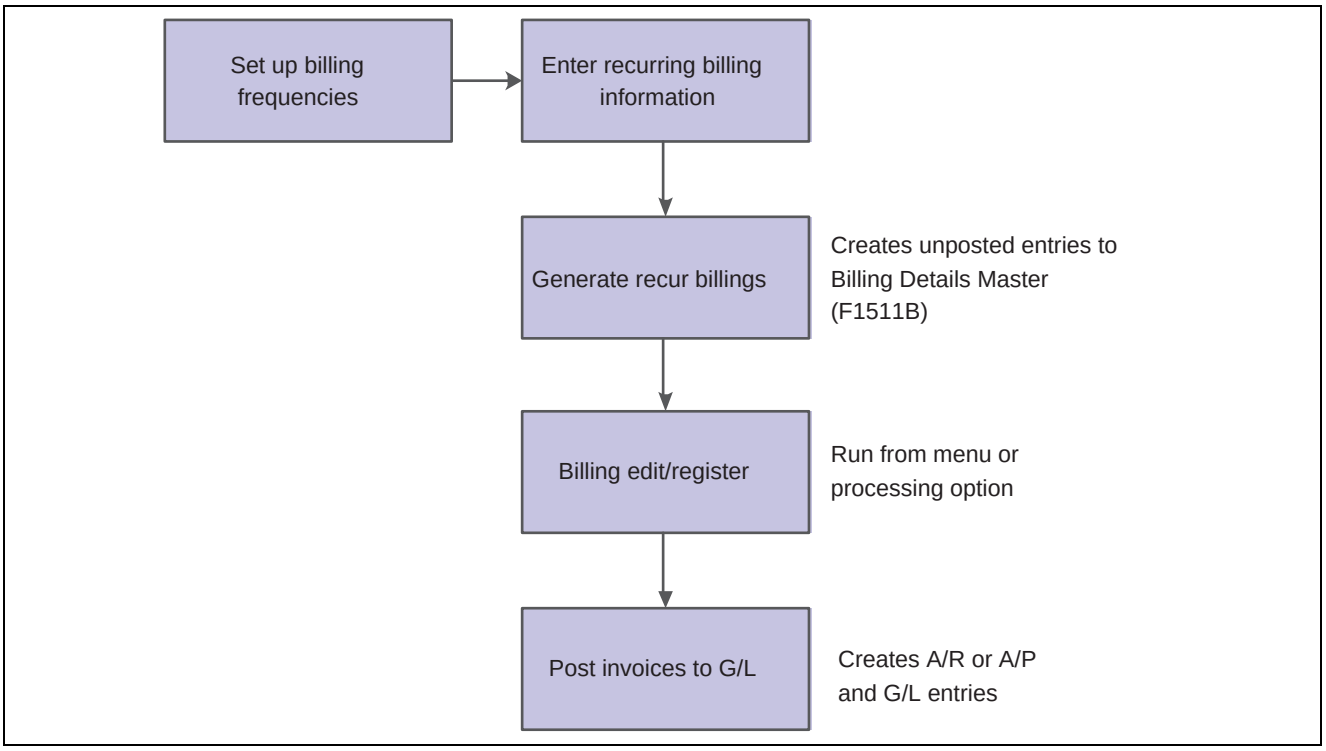
If you bill the tenants (or pay the landlord) the same amount on a regular basis, you can enter recurring billing information and generate billings automatically by billing frequency. Additionally, if you use other processes such as escalations, expense participation, and FASB 13, the system updates the recurring billings table so that invoices (or vouchers) can be generated automatically when the recurring billing process is completed. The system can also generate prorated billings (for partial billing periods) and catch-up billings for unbilled periods.

The recurring billing process consists of activities listed in this table:

| Activity | Description |
|---|---|
| Recurring Billing Information (required) | You enter recurring billing information, such as the bill codes and billing frequencies, start and end dates, payment terms, and so forth, that the system uses to generate billing records. |
| Generate Recurring Billings (required) | You generate the billing records that you process into invoices or vouchers. The system creates a batch record in the Batch Control Records table (F0011) and records in the Lease Billings Master table (F1511B). |
| Generating the Billing Edit/Register (required) | After you generate recurring billings, you must run version XJDE0001 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. |
| Recurring Billing Journal Review | You can review the batch of recurring billing records before you post them, and revise or delete billing transactions as necessary. |
| Posting Invoices and Vouchers (required) | After you generate the billing edit register, you must post the billing transactions to generate the invoice or voucher records. |

| Activity | Description |
| --- | --- |
| Printing Invoices | After you post invoices, you can print and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Invoices for Real Estate Management, page 112. |
| Printing Statements | After you post invoices, you can print statements and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Statements for Real Estate Management, page 114. |
| Reviewing Billing, Invoice, and Voucher Transactions | You can review recurring billing transactions in detail using the Billings Transaction Inquiry program (P15211).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |
| Reviewing Tenant Invoice Transactions | You can review the invoices generated from recurring billing transactions by using the Tenant Ledger Inquiry program (P15222).<br><br>See Chapter 7, "Processing Real Estate Management Receipts," Understanding the Tenant Ledger Inquiry Program, page 181. |
| Reviewing Tenant Voucher Transactions | You can review the vouchers generated from recurring billing transactions by using the Supplier Ledger Inquiry program (P0411). |

This flowchart illustrates the Recurring Billing Process for Real Estate Management Foundation:




Real Estate Billing Process

# Prerequisites

Before you complete the tasks in this section:

- Verify that the AR Controls in the Accounts Receivable Constants are set up appropriately.

  See *PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Setting Up the Accounts Receivable System," Setting Up Constants for Accounts Receivable.

  See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Setting Up the Accounts Payable System," Setting Up Constants for Accounts Payable.

- Verify that the Lessee field on the lease has the appropriate value for generating either invoices or vouchers.

# Entering Recurring Billing Information

This section provides overviews of recurring billing information and bill code considerations for printing invoices, and discusses how to:

- Set processing options for Recurring Billing Information.
- Enter recurring billing information.

# Understanding Recurring Billing Information

Before you can generate billing records automatically, you must set up the recurring billing information for each lease, such as the bill codes and billing frequencies, start and end dates, payment terms, and so forth.

You can set up billings for regular weekly, monthly, quarterly, semiannual, or annual cycles, as well as numerous other cycles such as 13-period, quarter-days, and irregular month and period combinations. The system updates the recurring billing record with an *X* for each period that corresponds to the billing frequency that you enter, based on the information in the Billing Frequency Master table (F15019). For example, if the billing frequency that you enter is *Q* (for quarterly), which is set up as the third, sixth, ninth, and twelfth periods in table F15019, the system updates the corresponding fields (BF03, BF06, BF09, and BF12) in the Recurring Billings Master table (F1502B) with an *X*. The Recurring Billing Generation program (R15100) uses this information to create billing records for the appropriate periods.

You can set up recurring billing information to generate invoices, vouchers, or journal entries only (accruals) as illustrated in this table:

| Transaction Type | Description |
|---|---|
| Invoices and vouchers | The value of the Lessee field (STMB) on the lease controls whether the system generates invoices or vouchers. If the Lessee field is blank, the system generates invoices; if the Lessee field has a value of either *Y* or *1*, the system generates vouchers. You must set up a separate lease to process recurring billings for vouchers than the lease that you use to process recurring billings for invoices.<br><br>**Note.** After you generate recurring billings for a lease, you should not change the value of the Lessee field. |
| Journal entries (accruals) | The value of the Bill Type field (TRAN) on the Recurring Billing Revisions form controls whether the system generates a billing record or accrual record. If the Bill Type is blank, the system generates a billing record (invoice or voucher depending on the lease). If the Bill Type is *A*, the system generates an accrual record (journal entry only). When you run the post program (R15199), regardless of whether you post invoices or vouchers, the system generates a journal entry for the accrual in the Account Ledger table (F0911). |

The system stores recurring billing information in the Recurring Billings Master table (F1502B).

## Grouping Bill Code Lines to Generate Recurring Billings

As an alternative to generating recurring billings by tenant and lease, you can use the Billing Group field (BLGR) to organize recurring billing information and generate recurring billing records for different leases and tenants. The system assigns the number of the first building that is identified with the lease as the default value for the Billing Group field, but you can override the value as necessary.

For example, assume that a particular tenant that sells party supplies has ten leases. Each lease is for a separate shopping center and a different building number in each center. You could create a billing group named Party Grp and generate recurring billings for the group.

### The Effect of FASB 13 Standards on Recurring Billing

If the rent that you bill increases or decreases over the term of the lease, you must enter accrual or deferral entries to accommodate the FASB 13 ruling, which states that revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease. For example, if a tenant's rent for a three-year lease is 1000 the first year, 1500 the second year, and 2000 the third year. FASB 13 requires a billing of 1500 each month for the life of the lease. You must enter or generate journal entries to account for the adjustments (500 for each month during the first year and -500 for each month during the third year).

The FASB 13 Generation program (R15130) calculates the adjustment amounts for you, and the FASB 13 R. B. Update program (R15132) generates the recurring billings for the adjustments.

If you do not use the FASB 13 programs to calculate and generate the adjustment billings, you must set up the bill codes for the adjustment amounts manually in recurring billings, or enter a journal entry each month for the adjustment.

### See Also

Chapter 19, "FASB 13 Standards and Process," page 441

Chapter 19, "FASB 13 Standards and Process," Generating FASB 13 Information, page 444

Chapter 19, "FASB 13 Standards and Process," Updating Recurring Billings with FASB 13 Information, page 451

## Understanding Bill Code Considerations for Printing Invoices

When you print invoices, the system generates one invoice per lease and prints each billing record as a separate detail line. You can summarize billing records for different billing codes into a single pay item that appears on the invoice. Alternatively, you can direct the system to print multiple invoices for the same lease.

---

**Note.** Grouping and separating bill code lines does not affect how the system generates transactions in the Customer Ledger table (F03B11), Accounts Payable Ledger table (F0411), or the Account Ledger table (F0911). The system uses the information to print the invoice only.

---

### Summarizing Bill Code Lines for Printing Invoices

You can group bill code lines into a single item to appear on an invoice. The description of the item grouping comes from the Remark field of the first line in the group. For example, suppose item grouping code A1 identifies the base rent and several billing escalations. When you enter A1 in the Item Grouping field, the system combines them as one line item that uses the description from the base rent billing line.

### Separating Bill Code Lines for Printing Invoices

Normally, the system generates a separate invoice for each tenant and lease; however, if a tenant requires multiple invoices for the billing records generated for the same lease, you can designate which billing lines appear on a separate invoice by:

- Assigning a different value in the SI Code field (SEPI) for each bill code that requires a separate invoice.

  The system prints only those bill code lines with the same code in the SI Code field on one invoice.
- Assigning a different address book number in the Alternate Payee field for each bill code line that requires a separate invoice.

## Prerequisites

Before you complete the tasks in this section:

- Set up the billing frequencies that you want to use.
- Set up the AAIs and bill codes that you want to use.

## Forms Used to Enter Recurring Billing Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Leases | W15210A | Recurring Billing Information (G1521), Work with Leases | Select the lease version to access recurring billing information. |
| Recurring Billing Revisions | W1502A | Select a lease on Work with Leases. | Add or revise recurring billing information. |

## Setting Processing Options for Recurring Billing Information (P1502)

Set these processing options before you run the Recurring Billing Information program.

### Defaults

These processing options enable you to specify the default information to use when entering recurring billing information.

**1. Retrieve Bill Code Description**

Specify whether to retrieve the description for the bill code from the Billing Code Extension table (F1512), or leave the description blank so that it can be entered manually. Values are:

Blank: Leave the description for the bill code blank.

*1:* Retrieve the description for the bill code from the Billing Code Extension table (F1512).

**Note.** If you leave this processing option blank, and then change it to 1 at a later date, the system retrieves the bill code description when you inquire on the recurring billing record.

**2. Search Default For Lease Version**

Specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

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

**3. Version Copy Retain Amount**

Specify which amount to retain when you create a new version of the recurring billing information. Values are:

Blank: Retain the gross amount.

*1:* Retain the annual square footage amount.

*2:* Retain the taxable amount.

**4. Use Gross Amt as Taxable Amt (use gross amount as taxable amount)**

Specify whether the system uses the gross recurring billing amount as the taxable amount. Values are:

Blank: Do not use the gross amount as the taxable amount.

*1:* Use the gross amount as the taxable amount.

## Display

These processing options enable you to specify whether the system displays the FASB 13 entries and the tax fields.

**1. Display of FASB 13 Entries**

Specify whether to display accrual and deferral entries (recurring billing transactions with a bill type of A) that were created from the FASB 13 Generation program (R15130). Values are:

Blank: Display both accrual and deferral FASB entries.

*1:* Do not display either accrual or deferral FASB entries.

**2. Display Tax Fields**

Specify whether to display the tax fields (Tax Explanation Code, Tax Rate Area, and Taxable Amount) on the Recurring Billing Revisions form. Values are:

Blank: Use the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants to determine whether to display tax fields.

*0:* Display tax fields. The system ignores the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants.

*1:* Do not display tax fields. The system ignores the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants.

## Edits

These processing options enable you to specify whether the system validates the dates entered against the lease, and whether the system displays the FASB 13 warning window when revisions are made to recurring billings affect FASB 13.

**1. Date Edits Against the Lease Master**

Specify whether the system validates recurring billing entries against the beginning and ending dates in the Tenant/Lease Master table (F1501). Values are:

Blank: Do not validate recurring billing entries. The system accepts all entries regardless of the lease dates.

*1:* Validate recurring billing entries. The system allows you to enter only recurring billing entries with dates that occur within the beginning and ending dates of the lease.

**2. Activate FASB 13 Warning Window**

Specify whether the system displays the FASB 13 warning window when you revise an amount or date that affects FASB 13. Values are:

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

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

---

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

---

### Process

This processing option enables you to determine how the system calculates the square footage rate.

**1. Designate Per Square Foot Rate**

Specify whether the system uses the gross amount (AG) or the taxable amount (ATXA) to calculate the annual square footage rate. Values are:

Blank: Use the gross amount.

*1:* Use the taxable amount.

### Currency

These processing options enable you to limit or allow overrides to the transaction currency and exchange rate.

**1. Transaction Currency Override**

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

Blank: Allow users to override the transaction currency code.

*1:* Do not allow users to override transaction currency code.

**2. Exchange Rate Override**

Specify whether to allow users to override the value in the Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in foreign currency. If you leave this option blank, the system uses the exchange rate that is set up in the Currency Exchange Rates table (F0015) when the transaction is billed.

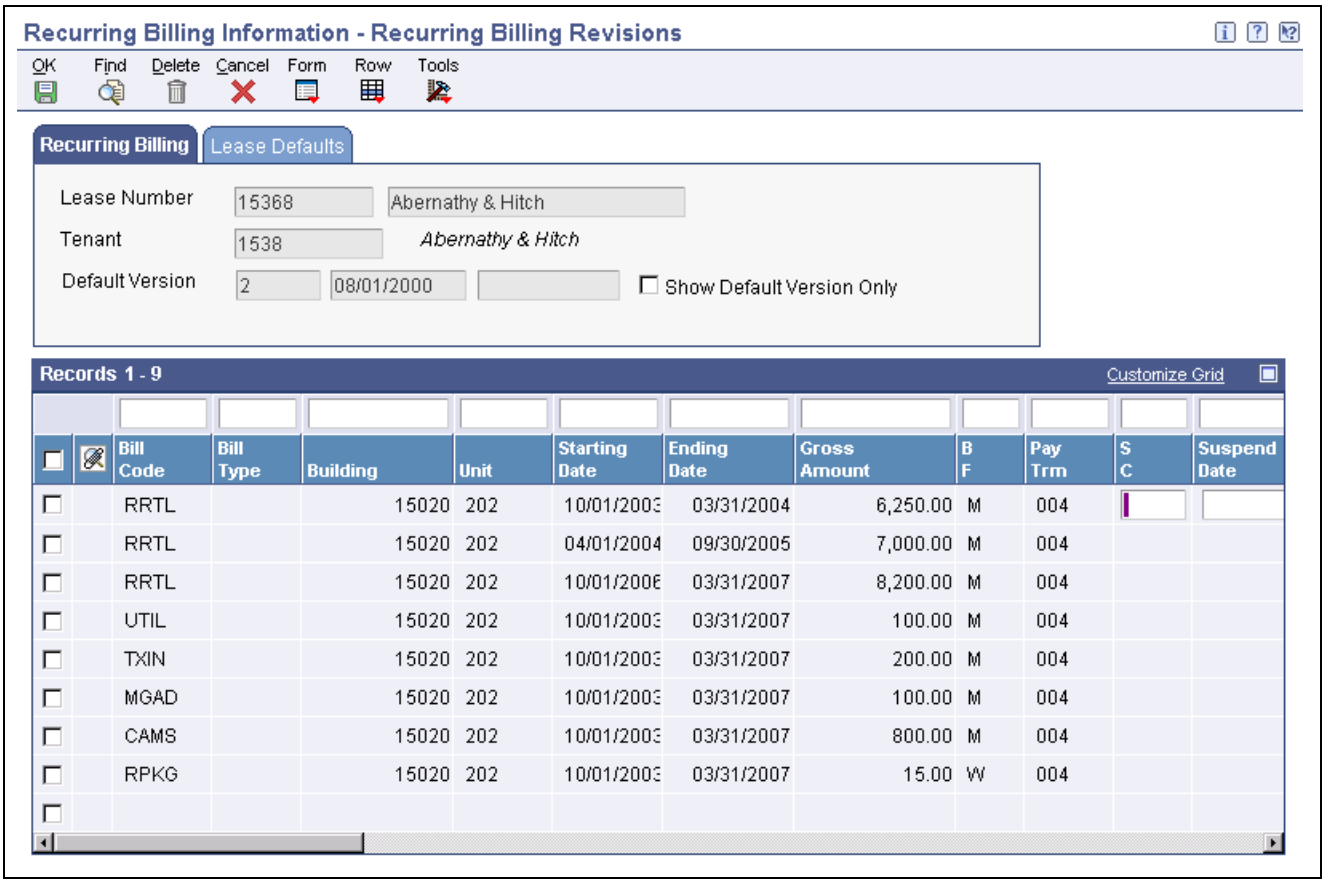
Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Values are:

Blank: Allow users to override the exchange rate.

*1:* Do not allow users to override the exchange rate.

## Entering Recurring Billing Information

Access the Recurring Billing Revisions form.



Recurring Billing Revisions form

**Show Default Version Only** Specify whether to display only the default Lease Version records. If left blank (default), all Lease Version records are displayed.

**Bill Code** Enter the bill code. If you set up recurring billings as payables, you must use bill codes specific to Accounts Payable for each pay item line.

**Bill Type** Enter the user-defined code (UDC) (15/TR) that specifies whether the recurring billing line generates an invoice or voucher, or a journal entry (accrual entry) only. Values are:

Blank: Billing entry. When processed, the system generates either an invoice, which updates the Customer Ledger (F03B11) and Account Ledger (F0911) tables, or a voucher, which updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. The lease determines which type of document the system generates.

*A:* Accrual entry. When processed, the system generates a journal entry only and updates the Account Ledger table (F0911).

**Unit** Enter the unit. If the lease is for more than one building or unit, the system displays only the first building and unit, as well as a message notifying you about the condition.

**Ending Date** Enter the ending date. This field is not required if the lease is open-ended.

**Gross Amount** Enter the value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax

explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

**Suspend Date** Enter the date from which the billing line is suspended. The system generates recurring billings for the billing line up to and including the date specified.

If you leave this field blank, and the suspend code is Y, the system does not generate recurring billings until the suspend code is changed to Blank.

**Billing Group** Enter the code that is used to group different tenants and leases into one combined billing. The system automatically supplies this field with the number of the first building displayed on the Lease Information form. You can override the value of this field if necessary.

**Alternate Payee** Displays the alternate payee. The system provides default values for these fields. You can override them as required.

Programs and IDs

Recurring Billing Information (P1502)

**Remark** Enter a remark. A generic field that you use for a remark, description, name, or address.

**Annual Sq Ft** (annual square foot amount) Enter the amount that represents the result of multiplying the recurring billing amount by the billing frequency, and then dividing that result by the area.

Gross Amount = 1000

Billing Frequency = M (monthly)

Area = 5000

Annual Square Foot Amount = 2.4 ((1000 × 12) / 5000)

Conversely, if you enter the annual square foot amount, the system calculates the gross amount by multiplying the annual square foot amount by the area, and then dividing that result by the billing frequency.

Annual Square Foot Amount = 4.5

Billing Frequency = M (monthly)

Area = 5000

Gross Amount = 1875 ([4.5 × 5000] / 12)

**Annual Gross** Enter the annual gross. Results in a calculation.

**Taxable Amount** Enter the amount on which taxes are assessed.

You can enter either a gross amount or a taxable amount, depending upon how the processing option is set.

**U G** (unit group code) Enter the one-character alphanumeric code that is used to select units on the lease for billing purposes. The system sums the area for all units that have the corresponding code specified in the Unit Grouping field (UNGP) on the lease. Only one value from the Unit Grouping field on the lease must match the value of the Unit Group Code field on the recurring, escalation, or expense participation (E.P.) billing line for the system to retrieve the unit information. For example, if you have two units to which you assign unit

grouping codes of 61 and 1, respectively, you can set up a recurring billing line for unit group 1 to specify both units.

**Note.** If you enter a value in the Unit Group Code field on a bill code line, you cannot specify a value in the Unit field for that bill code line, and the system does not automatically provide the dates from the lease.

**S I Code** (separate invoice code) Enter the one-character alphanumeric code that indicates which billing records to print on the invoice. The system prints a separate invoice for each group of billing records that have the same lease number, alternate payee, and separate invoice code.

**Item Grouping** Enter the three-character alphanumeric code that indicates which billing records to summarize on printed invoices and reports. Billing records that are assigned the same invoice grouping code for the same lease appear as a single pay item, regardless of the bill code.

**Billing ID** Enter the unique number that the system assigned to each billing record to identify it in a table. The system assigns the number from the Next Numbers - Automatic table (F0002) for system 15, line 2 (Billing Control).

**Base Billing ID** Enter the value assigned to the Billing Control ID field (BCI) on the billing record for the previous version of the lease. The system assigns the same number to provide an audit trail for billing records that are generated for multiple versions of the lease.

**From Year** Enter the number that represents the beginning year in a range of years that is defined by the value in the Year Type field (YT). The system uses the year range for informational and reporting purposes only.

**To Year** Enter the number that represents the ending year in a range of years that is defined by the value in the Year Type field (YT). The system uses the year range for informational and reporting purposes only.

**Year Type** Enter the UDC (15/YT) that identifies the year range, defined by the Year From and Year To fields. The system uses the year range for informational and reporting purposes only. Values are:

*R:* Rent Years

*L:* Lease Years

**V S** (version suspend code) Enter the code that indicates whether a billing record is suspended by the versioning process. Values are:

Blank: Active. The billing record is not suspended.

*1:* Suspended. The billing record is suspended by the versioning process. A new billing record might exist for the next (subsequent) version of the lease.

# Generating Recurring Billings

This section provides an overview of the program to generate recurring billings and discusses how to:

- Run the Recurring Billing Generation program.

- Set processing options for Recurring Billing Generation (R15100).

# Understanding the Recurring Billings Generation Program

After you set up recurring billing information for the lease, you run the Recurring Billing Generation program (R15100) to generate billing records. When you run Recurring Billing Generation, the system:

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

  The system assigns the batch status based on the setting of the Manager Approval of Input option in the Accounts Receivable constants (for invoices) and Accounts Payable constants (for vouchers).

  Even if the batch is in error, you can add, revise, and delete records from the batch as necessary.
- Creates records in the Lease Billings Master table (F1511B).
- Assigns a generation type of 1.

You use processing options to specify, among other things, the records that the system processes, the dates to assign to those records, whether to process prorated or catch-up billings, and whether to generate invoices or vouchers.

---

**Note.** You can segregate recurring billing records that generate accrual entries from other recurring billing records. To do so, specify in the data selection for the Recurring Billing Generation program that transaction type is equal to A.

---

## Prorated Billings

You generate prorated billings when the start and end dates entered on the billing record do not comprise a complete billing period. The system provides different methods for calculating prorated billings, but the most common method is simply to divide the billing amount by the number of days in the billing period, and then multiply the result by the number of days on the billing record (represented by the Starting Date and Ending Date fields).

## Catch-Up Billings

You generate catch-up billings to process records for all unbilled periods from the starting date entered on the recurring billing record.

## Multicurrency Considerations

If you work with multiple currencies, the system creates a separate invoice for each transaction currency on a lease. If an override exchange rate exists for a billing line, the system uses the override rate in the currency conversion process. Otherwise, the system retrieves the exchange rate based on the date specified in the processing option entitled General Ledger Date for Billings (on the Process tab).

After you generate recurring billings, you must run the Billing Edit/Register program and post the resulting invoice or voucher transactions.

### See Also

Chapter 6, “Processing Manual Billings,” Generating the Billing Edit/Register, page 102

Chapter 6, “Processing Manual Billings,” Reviewing Real Estate Transaction Batches, page 105

Chapter 6, “Processing Manual Billings,” Posting Invoices and Vouchers for Real Estate Management, page 107

## Running the Recurring Billing Generation Program

Select Recurring Billing (G1521), Recurring Billing Generation.

## Setting Processing Options for Recurring Billing Generation (R15100)

Set these processing options before you run the Recurring Billing Generation report.

### Process

These processing options enable you to specify the records for the generation, whether to generate records for invoices or vouchers, and whether to process the records in proof or final mode.

**1. Recurring Billing Date**

Specify the date to use to retrieve the recurring billing records to process from the Recurring Billings Master table (F1502B). The system processes all records for the period in which the date that you enter occurs. For example, if you enter 06/15/05, and you process recurring billings monthly, the system processes all records that are effective from 06/01/05 through 06/30/05.

---

**Note.** The system locates the billing frequency (monthly, weekly, quarterly) from the F1502B record, and then validates that a period has been defined for the date specified in the Billing Frequency Master table (F15019). The period number contains the value X, if it has been defined. For example, assume that you process recurring billings monthly, use a billing frequency of M, and you enter a date of 6/15/05. The Billing Frequency Master record must contain the value X for the sixth period (June) for the billing frequency M; otherwise, the system does not process any records for that period.

---

You cannot leave this processing option blank.

**2. Billing Control Period Number**

Specify the period number field to update in the Billing Generation Control table (F15011B). The system assigns a *G* (generated) to the Period Number field for which recurring billings are generated to prevent the system from generating duplicate billings for the same period. The system also uses the period number that you enter to process prorated and catch-up billings, if the Proration and Catch-Up processing option is set to either *2* or *3*.

You cannot leave this processing option blank.

---

**Note.** This processing option is independent from the Recurring Billing Date processing option; therefore, you can select and process records for a different billing period from the one that you update using this processing option. If the fiscal date pattern is not a regular calendar year, verify that the period number that you enter corresponds to the date that you entered in the Recurring Billing Date processing option.

---

**3. Billing Control Year**

Specify the fiscal year to update in the Billing Generation Control table (F15011B). The system assigns a *G* (generated) to the Period Number field as specified in the Billing Control Period Number processing option for the fiscal year entered in this processing option to prevent the system from generating duplicate billings for the same period in the same year.

---

**Note.** This processing option is independent from the Recurring Billing Date processing option; therefore, you can select and process records for a different billing period from the one that you update using this processing option. If the fiscal date pattern is not a regular calendar year, verify that the period number that you enter corresponds to the date that you entered in the Recurring Billing Date processing option.

---

You cannot leave this processing option blank.

**4. Weekly Billing Date**

Specify the date to use to generate recurring weekly billings when the period entered in the Billing Control Period Number processing option does not coincide with the desired weekly billing period. For example, if you entered 01 in the Billing Control Period Number processing option, but you also want to run weekly billings for period 04, you can do this by entering a date in this processing option that falls within the weekly billing period 04.

The system uses the date to retrieve the corresponding weekly billing period from the Date Fiscal Patterns - 52 Period Accounting table (F0008B) and updates the period in the Billing Generation Control table (F15011B) accordingly. If you generate both weekly and monthly recurring billings, the system writes a separate record in table F15011B.

---

**Note.** The system validates that a weekly date pattern has been set up in the Billing Frequency Master table (F15019). If you do not have such a date pattern defined, the system does not generate weekly recurring billings.

---

**5. General Ledger Date for Billings**

Specify the general ledger date (DG) to assign to the billing records generated in the Tenant/Lease Billings Detail Master table (F1511B). The system uses this date to post billings to the Account Ledger table (F0911) and either the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), depending on whether you are generating invoices or vouchers.

**6. Receivables or Payables**

Specify whether to select leases that generate invoice records or leases that generate voucher records. If the value of the Lessee field (STMB) on the lease is blank, the system generates invoice records when you post billings. If the value of the Lessee field (STMB) on the lease is *1* or *Y*, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Values are:

Blank: Select leases that generate invoice records.

*1:* Select leases that generate voucher records.

---

**Note.** You must process recurring billings that generate invoices separately from recurring billings that generate vouchers.

---

**7. Proof or Final Mode**

Specify whether to process recurring billings in proof or final mode. Values are:

Blank: Final mode. The system generates recurring billing records in the Tenant/Lease Billings Detail Master table (F1511B), runs the Billing Edit Register program (R15300), which prints a report, and updates the records as generated (G) for the appropriate period in the Billing Generation Control Master table (F15011B).

*1:* Proof mode. The system prints a report of the records selected to generate, but does not generate recurring billings or update tables. The system does not validate the records selected for errors.

## Proration

These processing options enable you to specify whether to generate prorated or catch-up billings and the method of proration to use.

**1. Proration and Catch-Up** Specify whether the system generates proration and catch-up billings. Values are:

Blank: Bill the current period only; do not prorate or process catch-up billings. The system bills for the entire current period regardless of the number of days the unit or building was occupied.

*1:* Prorate and bill the current period; do not process catch-up billings. The system prorates the amount of the billing based on the starting and ending dates, and the value in the Method of Proration processing option.

*2:* Prorate and process catch-up billing. The system prorates the amount of the billing based on the starting and ending dates, and the value in the Method of Proration processing option. The system also generates a billing for the consecutive periods prior to the current billing period that were not billed. For example, if the current period is 10, and periods 7 and 9 were not billed, the system would process the catch-up billing for period 9 only, because it is consecutive to period 10.

*3:* Perform catch-up billing, but do not prorate the current period. The system generates a billing for the consecutive periods prior to the current billing period that were not billed. For example, if the current period is 10, and periods 7 and 9 were not billed, the system would process the catch-up billing for period 9 only, because it is consecutive to period 10. The system also bills for the entire current period regardless of the number of days the unit or building was occupied.

**2. Method of Proration** Specify the method to calculate the prorated billing amount if you entered *1* or *2* in the Proration and Catch-Up processing option. Values are:

Blank: Prorate the billing amount based on the number of days in the billing period.

*1:* Prorate the billing amount based on a 30-day month. This option is valid only for a monthly billing frequency.

*2:* Prorate the billing amount based on the Quarter Day method. The system uses starting and ending dates from the recurring billing record to determine the number of days to bill for the period, and then multiplies it by the number of billing periods in the year, divides that result by the number of days in the year, and multiplies it by the billing amount. Additionally, the system calculates an adjustment in the last period of the recurring billing cycle that

uses the same method of proration, so that the total amount billed or paid is equal to the number of days tenancy.

### Override Dates

These processing options enable you to specify the dates to select and update recurring billing records that the system generates.

**1. Due Date** Specify the due date to assign to the invoice or voucher records generated for the recurring billing. If you leave this processing option blank, the system calculates the due date based on the payment terms code entered.

**2. Period Begin Date** Use this processing option in conjunction with the Period End Date processing option to specify the billing period to use in the generation process, instead of the dates associated with the billing period entered in the Billing Control Period Number processing option. If you generate prorated billings, the system uses the override dates that you enter to calculate the prorated amount.

**3. Period End Date** Use this processing option in conjunction with the Period Begin Date processing option to specify the billing period to use in the generation process, instead of the dates associated with the billing period entered in the Billing Control Period Number processing option. If you bill prorations, the system uses the override dates that you enter to calculate the prorated amount.

**4. Service Tax Date** Specify the service tax date to assign to the invoice or voucher records that the system generates. If you leave this processing option blank, the system uses the last day of the billing period selected.

**5. Invoice Date** Specify the invoice date to assign to the recurring billing records that are generated, including catch-up billings and tax pay items. If you leave this processing option blank, the system uses the date entered in the General Ledger Date for Billings processing option as the invoice date.

### Versions

This processing option enables you to specify whether to run the Billing Edit/Register program (R15300) automatically and which version to use.

**1. Billing/Edit Register (R15300)** Specify the version of the Billing/Edit Register program (R15300) to run after the system generates recurring billings. If you leave this processing option blank, you must run the Billing/Edit Register program manually; the system does not use a default version and will not produce a report.

### Currency

These processing options enable you to specify whether amounts appear in the base or transaction currency, and the date on which the exchange rate is based.

**1. Edit Report Currency** Specify whether to print amounts on the report in the base currency (BCRC) or the transaction currency (CRCD). Values are:

Blank: Print the amounts in the base currency of the record.

*1:* Print the amounts in the transaction currency of the record.

**2. Exchange Rate Retrieval Date** Specify the date to use to retrieve the exchange rate for multicurrency billings when an exchange rate is not entered on the lease. The system retrieves

the exchange rate from the Currency Exchange Rates table (F0015) based on the date specified. Values are:

Blank: Use the GL date to retrieve the exchange rate.

*1:* Use the invoice date to retrieve the exchange rate.

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

# Revising Recurring Billing Information

After you have generated the billing records for the recurring billings, the system does not allow you to change the information for the recurring billing line, even if the billing records have not been posted. A lock symbol appears to the right of the first field on the form as a reminder that billing records have been generated. Depending on the circumstances, you can use one of these methods to revise recurring billing information on locked records:

- Suspend the billing line and enter a new billing line.

  Enter a *Y* or *I* in the SC field on the Recurring Billing Revisions form to suspend the billing line from generating future billing records, and then add another line with the correct information. If the original line has not been posted, you can use the Manual Billing Entry Revisions program (P1511) to delete it, or you can generate a manual billing record for the difference.

  **Note.** The system does not generate catch-up billings for the difference between the two billing lines. For example, if the billing line is set up to bill 1000 monthly, and you suspend it and add another billing line for 1100, when you generate recurring billings, the system does not automatically adjust for the 100 difference for previous periods. The system considers each billing record separately.

- Update the Billings Generation Control table (F15011B).

  When you generate recurring billings, the system creates a record in the Billings Generation Control table for the billing line and updates the period for which the billing record was generated with a G, which locks the recurring billing record. The system updates the table in this manner to prevent the generation of duplicate billings.

  Another method for correcting recurring billings that were generated in error is to delete the billing records (using the Manual Billing Entry Revisions program), remove the G from the appropriate period in the Billings Generation Control table (F15011B), and then change the recurring billing information for that line.

  **Note.** This method is recommended only for billing records that have never been posted. If a billing record has been posted, the system updates the billing period in table F15011B with X, instead of G; removing the G does not unlock the record, because it has been billed for a previous period.

  You use the Billing Control Information program (P150111) and the billing ID to locate the appropriate billing control record and to remove the G from the appropriate billing periods. The system unlocks the recurring billing record so that you can make the appropriate changes.

  For example, if you set up a recurring billing record that starts 3/01/05 and ends 12/31/06, and you generate the billing record for March (period 03), the system updates table F15011B with a G in period 3 for the billing record. If you delete the billing record and remove the G from the billing period in table F15011B, the recurring billing record is eligible to be updated.

**Important!** This option should be carefully exercised. You can inadvertently update the wrong records and generate duplicate billings. Access to the Billing Control Information program should be granted only to those users with a thorough understanding of the billing process.

- Run the Billings Batch Deletion program (R15806) to delete some or all of the billing records in the batch.

  This program deletes the unposted billing records from the appropriate tables and removes the G from the billing period in the Billings Generation Control table. The system unlocks the recurring billing record only when all of the periods in the Billings Generation Control table are blank.

### The Effect of FASB 13 on Changes to Recurring Billing Information

When you generate FASB 13 adjustments, the system creates records in the FASB 13 Lease Control table (F1513B), which prevents you from generating FASB 13 adjustments multiple times. However, if you change recurring billing information that affects FASB 13 (such as the starting and ending dates for the rent bill codes, or the rent amounts), you must recalculate the FASB 13 adjustments. To do this, you must update the Generation Control field (GENC) to *Y* on the records that are affected and rerun the FASB 13 Generation program (R15130).

To assist you in this process, the system provides a processing option (Activate the FASB 13 Warning Window) that, when activated, prompts you to update the GENC field to *Y*. If you do not activate the processing option, or if you do not click OK in the warning window message, you must manually update the GENC field to *Y* using the FASB 13 Revisions program (P1513) before you can regenerate FASB 13 adjustments. If you do not run the FASB 13 programs, you must manually calculate the adjustment and enter a journal entry.

### See Also

Chapter 19, “FASB 13 Standards and Process,” Revising FASB 13 Information, page 447

Chapter 23, “Purging Real Estate Management Tables,” Purging Billing Batches, page 485

# Copying Recurring Billing Records to a New Lease Version

If you create a new version of the lease, you will need to set up recurring billing information for it. To save time and reduce the possibility of errors, you can copy recurring billing information and save it in a different version of the lease. To do so, select the version of the lease, and then select the recurring billing records that you want to copy and select Version from the Row menu. The new lease version does not have to be active to copy new recurring billing records.

When you use the Version feature, the system automatically:

- Suspends the billing records that you specified by updating the SC field with *Y*.
- Updates the Suspend Date field with a date that is one day prior to the starting date of the new lease version.

  For example, if version 2 of the lease starts on 7/01/06, the system updates the Suspend Date field to 6/30/06.
- Creates new billing records based on the starting and ending date of the lease.

  You can override the information on the new billing records as necessary.

**Note.** The system uses the starting and ending dates on the recurring billing record in conjunction with the starting and ending dates assigned to the new lease version to determine the dates to assign to the new (copied) billing record.

For example, if the new lease version begins 7/01/05, and the recurring billing record that you are copying has an ending date of 6/30/05, the system does not copy the record to the new lease. Similarly, if the new version of the lease ends 12/31/05, and the recurring billing record has an ending date of 3/31/06, the system assigns an ending date of 12/31/05 (based on the ending date of the new lease version).

Processing options enable you to specify whether the system copies the gross amount, the annual square-foot rate, or the taxable amount.

## Prerequisite

Create a new version of the lease.

See Chapter 4, "Setting Up Tenant and Lease Information," Understanding New Lease Versions, page 59.

## Forms Used to Copy Recurring Billing Records to a New Lease Version

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Leases | W15210A | Recurring Billing Information (G1521), Work with Leases | Select the lease version to copy recurring billing information. |
| Recurring Billing Revisions | W1502A | Select a lease on Work with Leases. | Add or revise recurring billing information. |

## Copying Recurring Billing Records to a New Lease Version

Access the Recurring Billing Revisions form.

# CHAPTER 11

# Processing Sales Overage

This chapter provides overviews of sales overage, billing calculations, sales overage computation methods, and sales overage processing methods, and discusses how to:

- Enter sales overage information.
- Generate the expected sales report.
- Enter expected and unexpected sales.
- Review sales report batches.
- Post sales reports to history.
- Adjust posted sales.
- Generating sales overage billings.
- Review sales history.

## Understanding Sales Overage Processing

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

Sales overage is attractive to tenants, especially start-up businesses or tenants moving to a new location, because generally:

- The overhead for operation from a higher fixed rent is reduced.
- A major portion of the landlord's revenue is tied directly to the success of the tenants' business.

  To promote the tenants' success, the landlord, in turn, invests in maintaining the property's attractiveness and general appeal, and leases space to a variety of business types.

The landlord benefits from sales overage because:

- The revenue associated with sales is potentially higher than for a fixed rent amount.
- Establishing rent as a percentage of sales dollars results in an automatic hedge on inflation.

This table outlines the process to set up and calculate sales overages:

| Sales Overage Process | Description |
|---|---|
| Enter sales overage information | You specify which leases to process for sales overage billings by adding sales overage information. You use the Sales Overage Information program (P15013) to set up the lease appropriately. When you enter sales overage information, the system creates a record in the Sales Overage Master File table (F15013B), and the Product Scales Master table (F15013B). |
| Generate expected sales report | After you set up the lease to report on sales overages, you must create records in the Sales Report Control table (F1540B). You enter expected sales amounts in the records generated in table F1540B to be able to run reports and generate billings. |
| Enter expected sales | By having records in Sales Report Control table, you need only enter sales amounts; you do not have to enter lease, building, and tenant information. You use the Expected Sales Report Entry program (P1540) to locate records to which sales amounts are added. |
| Enter unexpected sales | If the tenant reports unexpected sales, you can add records directly into the Sales Report Control table for these sales amounts. |
| Review sales report batches | After you enter sales amounts, you must post the batches to update the records in these tables:<br>Sales Report Control<br>Tenant Sales History (F1541B)<br>Tenant Weekly Sales (F15410) |
| Post sales report batches | When you post sales report batches, the system updates the Tenant Sales History table or the Tenant Weekly Sales table. |
| Adjust posted sales | If errors were made in entering sales amounts, you can adjust posted sales records and repost them. Additionally, you can generate adjusted billings. |
| Generate sales overage billings | After you enter sales amounts, you generate billings by running the Sales Overage Generation program (R15120). |
| Post billings | After you generate billings, you must post them to create the invoice and voucher transactions. |
| Track and report sales | The system provides various reports that you can use as an alternative to online inquiries, as well as to compare weekly sales, report occupancy rents, and so on. |

# Understanding Billing Calculations and Sales Overage Computation Methods

Before the system performs the billing calculations for sales overage, it verifies information in these tables:

- Billings Generation Control (F15011B).
- Sales Overage Master File (F15013B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).
- Sales Report Control (F1540B).
- Tenant Sales History (F1541B).
- Tenant Weekly Sales (F15410).

By referring to these tables, the system ensures that a billing generation includes only leases with reported sales that have not already been processed.

The system does not perform calculations for a lease if one or more of these conditions are present:

- The billings for sales overage have already been calculated for the respective period.
- No projected or actual sales have been reported for the period.
- Sales have been reported and entered, but the Tenant Sales History table has not been updated with that information.
- The sales information is only estimated or verbal, and the billings cannot be based on estimated sales.

  The sales information is controlled by the Sales Report Type field in the Sales Report Control table and the Invoice Estimates field in the Sales Overage Master table. If sales estimates exist in the F1542 table, the system includes those leases.
- The YTD sales do not exceed the breakpoint for the lease.

  In this case, the Billing Period field in the Billings Generation Control Master table is updated to *G* (generated) for the related control record. Therefore, the system does not consider the lease for that period.

Methods of computation control how the system handles the sales information, breakpoints, and percentages.

To calculate sales overage, you can select from seven methods of computation, as illustrated in this table:

| Computation Method | Description |
|---|---|
| Method 0 - Weekly Sales | The system uses the sales amount for the week to calculate the gross overage billing. |
| Method 1- Each Period | The system multiplies the sales amount for the current period by 12 to calculate the YTD gross overage billing. The system then divides the result by 12 to calculate the gross overage billing. |
| Method 2 - Cumulative | The system uses the YTD sales amount to calculate the gross overage billing. The prior YTD gross overage billing is then deducted to calculate the current gross overage billing. |

| Computation Method | Description |
|---|---|
| Method 3 - Cumulative Pro Rata | The system multiplies the YTD sales amount by 12 to calculate the YTD gross overage billing. This amount is then divided by 12 before the prior YTD gross overage billing is deducted. |
| Method 4 - Modified Cumulative | The system uses the YTD sales amount to calculate the YTD gross overage billing. During the calculation, the percentage for the highest breakpoint that is reached is applied to the entire amount of sales that exceeds the first breakpoint. The prior YTD gross overage billing is then deducted to calculate the current gross overage billing. |
| Method 5 - Partial Year Pro Rata | This method is used with the process for a year-end override if a tenant has moved in or out within a fiscal year that is specified in the system constants. |
| Method 6 - Lease Pro Rata | This method is calculated similar to Method 3, except that the lease breakpoint is used to determine a maximum billable amount for the lease. The billable amount is then prorated by the product code, based on the product code sales being a percentage of total sales. |

## Examples: Sample Calculations

The sample calculations for the first five methods are based on the following information for a product scale record. The gross sales-overage rent is calculated for the second period (except for the weekly billing, which just accounts for sales for period 1).

This table shows the differences in the calculations that the system uses in the first five methods of computation:

| | Method 0 | Method 1 | Method 2 | Method 3 | Method 4 |
|---|---|---|---|---|---|
| **Sales information** | | | | | |
| Period 1 | 125,000 | | 125,000 | 125,000 | 125,000 |
| Period 2 | | 100,000 | 100,000 | 100,000 | 100,000 |
| YTD sales | | | 225,000 | 225,000 | 225,000 |
| Annualized | | x 12 | | x 6 | |
| **Calculated sales** | 125,000 | 1,2000,000 | 225,000 | 1,350,000 | 225,000 |
| **Breakpoints** | | | | | |
| First breakpoint | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Zero | - 0 | - 0 | - 0 | - 0 | - 0 |
| Percent due | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| (implied) | x .00 | x .00 | x .00 | x .00 | x .00 |
| First amount due | 0 | 0 | 0 | 0 | 0 |
| Second breakpoint | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| First breakpoint | -50,000 | -50,000 | -50,000 | -50,000 | -50,000 |
| | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Percent due | x .04 | x .04 | x .04 | x .04 | x .03 |
| Second amount due | 1,000 | 1,000 | 1,000 | 1,000 | 750 |
| Calculated sales | 125,000 | 1,200,000 | 225,000 | 1,350,000 | 225,000 |
| Second breakpoint | -75,000 | -75,000 | -75,000 | -75,000 | -75,000 |
| | 50,000 | 1,125,000 | 150,000 | 1,275,000 | 150,000 |
| Percent due | x .03 | x .03 | x .03 | x .03 | x .03 |
| Third amount due | 1,500 | 33,750 | 4,500 | 38,250 | 4,500 |
| **Total of amounts due** | | | | | |
| YTD current period | 2,500 | 34,750 | 5,500 | 39,250 | 5,250 |
| Year | | | | | |
| **Gross overage billing** | | 34,750 | 5,500 | 39,250 | 5,250 |
| Deannualized [1] | | ÷ 12 | | ÷ 6 | |
| | | 2,896 | | 6,542 | |
| Prior YTD gross overage billing [2] | | | -2,500 | -3,646 | -2,250 |
| **Current gross overage billing** | 2,500 | 2,896 | 3,000 | 2,896 | 3,000 |
| **Current period adjustment** | | | | | |
| Minimum rent [3] | | | | | |
| **Gross sales overage rent** | -2,000 | -2,000 | -2,000 | -2,000 | -2,000 |
| (billable amount) | 500 | 896 | 1,000 | 896 | 1,000 |

Sample calculations for the first five methods of computation

**Note.** [1]A gross overage billing that is based on one month is deannualized to 1/12, a billing based on two months is deannualized to 2/12 or 1/6, a billing based on three months is deannualized to 3/12 or 1/4, and so on.

[2]The respective method was used to calculate the prior YTD gross overage billing.

[3]The minimum rent is the amount in effect at the time of the calculation.

## Calculation for Method 5

An owner or property manager can set up values in the Real Estate Management system constants to organize the billing operations for all the tenants for a fiscal lease year. A specialized billing reconciliation, such as sales overage, uses this lease year as the cutoff date. Therefore, any tenant who moves in or out within the lease year can be charged a prorated share of the sales for the partial year. The calculation includes the tenant's sales for either the ensuing 12 months if the calculation is associated with a move-in or the preceding year if the calculation is associated with a move-out. A daily proration is calculated from the sales and applied to the partial year.

You can also specify a period of sales either greater than or less than 12 months if necessary. This value is controlled by the Beg Period (Beginning Period), Beg Year, and Override Year values in the Sales Overage Master table.

For example, suppose that a tenant's lease begins on June 1, 2005, and the fiscal lease year begins on January 1. The calculation for sales overage is based on the owner's fiscal year rather than the tenant's rent year.

Along with these dates, this example assumes:

- Sales from June 1, 2005 to December 31, 2005: USD 85,000.
- Sales from January 1, 2006 to May 31, 2006: 25,000.
- Dollar breakpoint: 50,000.
- Percentage due: 10.

The system performs the steps, in the sequence described, to calculate the sales overage for the partial year:

- Gathers the reported sales for a full year to determine the gross sales (85,000 + 25,000 = 110,000).
- Subtracts the dollar breakpoint from the gross sales (110,000 - 50,000 = 60,000).
- Multiplies the difference from step 2 by the percentage due to determine the gross overage billing (60,000 × .10 = 6,000).
- Prorates the gross overage billing, based on the number of days in the partial year (6,000 × 214/365 = 3518).

The billable amount is 3518 USD for the partial year from June 1 to December 31, 2005.

## Calculation Method 6 - Lease Pro Rata

This example shows a lease through the first four months of the sales year to demonstrate the calculations that the system performs using the Lease Pro Rata method. In this example, lease 333 has a percentage due of 5 percent, with a total breakpoint of 2,700,000.00 USD that was set up in the Product Scales Master table (F15014B) with the product code breakdown as illustrated:

| Product Code | Dollar Breakpoint | Percent Due |
|---|---|---|
| CLTH | 600,000.00 | 5.00 |
| ELEC | 900,000.00 | 5.00 |
| SPRT | 1,200,000.00 | 5.00 |

Sales for January through April 2005:

| Product Code | January | February | March | April |
|---|---|---|---|---|
| CLTH | 40,000.00 | 60,000.00 | 90,000.00 | 95,000.00 |
| ELEC | 50,000.00 | 65,000.00 | 70,000.00 | 125,000.00 |
| SPRT | 150,000.00 | 160,000.00 | 175,000.00 | 180,000.00 |

When the Sales Overage Generation is run for January 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 240,000.00 (40,000 + 50,000 + 150,000).
- Annualized sales are 2,880,000.00 (240,000 × 12).

| Product Code | Description | Amt One | Amt Two | Percent | Billing Amt | Annualized Amt |
|---|---|---|---|---|---|---|
| CLTH | Sales (Period, Annualize) | 40,000 | 480,000 (40000×12) | | | |
| ELEC | Sales (Period, Annualize) | 50,000 | 600,000 (50000×12) | | | |
| SPRT | Sales (Period, Annualize) | 150,000 | 1,800,000 (150000×12) | | | |
| SPRT | Overage Calculation (Bkpt) | 1,200,000 | 600,000 (1800000 - 1200000) | 5 | | |
| SPRT | PR percent (Prod/Lease Billable) | 30,000 (600000×5 percent) | 30,000 | 100 | 750 | 9,000 |
| | Total Gross Billing | | | | 750 | |

**Note.** SPRT is the only product code that went over its breakpoint: so that product code owes the entire 5 percent. The total gross billing is calculated as:

(2,880,000.00 - 2,700,000.00) = (180,000 × 5 percent) = (9,000 / 12) = 750.00

When the Sales Overage Generation is run for February 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 525,000.00 (240,000 + 60,000 + 65,000 + 160,000).
- Annualized sales are 3,150,000.00 (525,000 × 12 / 2).

| Product Code | Description | Amt One | Amt Two | Percent | Billing Amt | Annualized Amt |
|---|---|---|---|---|---|---|
| CLTH | Sales (Period, Annualize) | 60,000 | 600,000 (100000×12 /2) | | | |
| ELEC | Sales (Period, Annualize) | 65,000 | 690,000 (115000×12 /2) | | | |
| SPRT | Sales (Period, Annualize) | 160,000 | 1,860,000 (310000×12 /2) | | | |
| SPRT | Overage Calculation (Bkpt) | 1,200,000 | 660,000 (1860000 - 1200000) | 5 | | |
| SPRT | PR Percent (Prod/Lease Billable) | 33,000 (660000×5 percent) | 33,000 | 100 | 3,750 | 22,500 |
| | Total Gross Billing | | | | 3,750 | |
| | Prior Gross Billing | | | | (750) | |
| | Current Gross Billing | | | | 3,000 | |
| | Net Invoice Amount | | | | 3,000 | |

**Note.** Again, SPRT is the only product code that went over its breakpoint; so that product code owes the entire 5 percent. The total gross billing is calculated as:

3,150,000.00 - 2,700,000.00 = 450,000 × 5 percent = 22,500 / 12 × 2 = 3,750.00

When the Sales Overage Generation is run for March 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 860,000.00 (525,000 + 90,000 + 70,000 + 175,000).
- Annualized sales are 3,440,000.00 (860,000 × 12 / 3).

| Product Code | Description | Amt One | Amt Two | Percent | Billing Amt | Annualized Amt |
|---|---|---|---|---|---|---|
| CLTH | Sales (Period, Annualize) | 90,000 | 760,000.00 (190000×12 /3) | | | |
| CLTH | Overage Calculation (Bkpt) | 600,000 | 160,000 (760000 - 600000) | 5.00 | | |
| CLTH | PR Percent (Prod/Lease Billable) | 8,000 (160000×5 percent) | 45,000 (8000 + 37000) | 17.78 (8000/45000) | 1,644.65 | 6,578.60 |
| ELEC | Sales (Period, Annualize) | 70,000 | 740,000 (185000×12 /3) | | | |
| SPRT | Sales (Period, Annualize) | 175,000 | 1,940,000 (485000×12 /3) | | | |
| SPRT | Overage Calculation (Bkpt) | 1,200,000 | 740,000 (1940000-1200000) | 5.00 | | |
| SPRT | PR Percent (Prod/Lease Billable) | 37,000 (740000×5 percent) | 45,000 (37000 + 8000) | 82.22 (37000 /45000) | 7,605.35 | 30,421.40 |
| | Total Gross Billing | | | | 9,250.00 | |
| | Prior Gross Billing | | | | (3,750.00) | |
| | Current Gross Billing | | | | 5,500.00 | |
| | Net Invoice Amount | | | | 5,500.00 | |

**Note.** Both CLTH and SPRT are over their respective breakpoints, and both product codes must share a percentage of the total billable. The total gross billing is calculated as:

(3,440,000.00 - 2,700,000.00) = (740,000 × 5 percent) = (37,000 / 12 × 3) = 9,250.00

The billing amount for product code CLTH is: 9,250.00 × 17.78 percent = 1,644.65

The billing amount for product code SPRT is: 9,250.00 × 82.22 percent = 7,605.35

When the Sales Overage Generation is run for April 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 1,260,000.00 (860,000 + 95,000 + 125,000 + 180,000).
- Annualized sales are 3,780,000.00 (1,260,000 × 12 / 4).

| Product Code | Description | Amt One | Amt Two | Percent | Billing Amount | Annualized Amount |
|---|---|---|---|---|---|---|
| CLTH | Sales (Period, Annualize) | 95,000 | 855,000 (285000×12 /4) | | | |
| CLTH | Overage Calculation (Bkpt) | 600,000 | 255,000 (855000 - 600000) | 5 | | |
| CLTH | PR Percent (Prod/Lease Billable) | 12,750 (255000×5 percent) | 54,000 | 100 | 4,250 (12750 /12×4) | 12,750 |
| ELEC | Sales (Period, Annualize) | 125,000 | 930,000 (310000×12 /4) | | | |
| ELEC | Overage Calculation (Bkpt) | 900,000 | 30,000 (930000 - 900000) | 5 | | |
| ELEC | PR percent (Prod/Lease Billable) | 1,500 (30000×5 percent) | 54,000 | 100 | 500 (1500/12×4) | 1,500 |
| SPRT | Sales (Period, Annualize) | 180,000 | 1,995,000 (665000×12 /4) | | | |
| SPRT | Overage Calculation (Bkpt) | 1,200,000 | 795,000 (1995000 - 1200000) | 5 | | |
| SPRT | PR Percent (Prod/Lease Billable) | 39,750 (795000×5 percent) | 54,000 | 100 | 13,250 (39750 /12×4) | 39,750 |
| | Total Gross Billing | | | | 18,000 | |

| Product Code | Description | Amt One | Amt Two | Percent | Billing Amount | Annualized Amount |
|---|---|---|---|---|---|---|
| | Prior Gross Billing | | | | (9,250) | |
| | Current Gross Billing | | | | 8,750 | |
| | Net Invoice Amount | | | | 8,750 | |

Now that all of the product codes are over their respective breakpoints, each owes the entire 5 percent. The total gross billing is calculated as follows:

(3,780,000.00 - 2,700,000.00) = (1,080,000 × 5 percent) = (54,000 / 12 × 4) = 18,000.00

# Understanding Sales Overage Processing Methods

When you process sales overage, you can create two records for the same lease:

- One record with sales information (normal processing).
- One record with year-end override information.

The value in the Year End Override Code field in the Sales Overage Master and Min/Max Rents And Recoveries Master tables determines whether the system performs year-end override processing. Normal processing occurs when the Year End Override Code field is blank. In this case, the sales information that is used to calculate the overage is determined by the gross overage billing amounts for each product scale record.

Year-end override processing occurs when the Year End Override Code field contains a user-defined, one-character code (for example, Y). This value lets you depart from normal processing to:

- Recalculate the overage rent if sales have been reviewed and adjusted at the end of the year.
- Rebill for previous periods.
- Reconcile with previous periods.
- Prorate the sales if a move-in or move-out results in a partial occupancy for a lease year.

## Sales Overage Accruals

For leases that are based on sales overages, you can create accrual entries (F0911 account ledger records only). You create accrual entries based on the Accrual Method field on the Sales Information Revisions form in the sales overage information for the lease. You also set the Generate Accruals processing option on the Process tab in the Sales Overage Generation program (R15120).

These methods exist for generating sales overage accruals:

| Method | Description |
|---|---|
| 1 | When you select accrual method 1, the system generates the record as a reversing accrual each month, except the report year-end month. |
| 2 | When you select accrual method 2, the system generates the record as a reversing accrual, regardless of the report year-end month. For the report year-end month, the accrual entry is not reversed. |
| 3 | When you select accrual method 3, the system generates the record as a reversing accrual each month, except for the report year-end month. If actual or estimated sales exceed the actual breakpoint, generate an invoice or voucher, regardless of the reporting month. |

When the system creates accrual entries, it:

- Writes the records in the Lease Billings Master table (F1511B).
- Updates the billing control information.
- Populates the transaction type with an A for accruals in the Lease Billings Master table.
- Uses the bill code in the Product Scales Master table (F15014B).

  If this field is blank, the system uses the bill code in the Sales Overage Master File table (F15013B).

Be aware that the system does not write records to the Lease Billings History table (F1511HB). Consequently, no prior gross billings exist.

When the system creates billings, it:

- Writes records to the Lease Billings Master table (F1511B).
- Updates the billing control information.
- Writes records to the Lease Billings History table (F1511HB).

  Consequently, prior gross billings are created.
- Sets the transaction type to blank in the F1511B.
- Uses the bill code in the Sales Overage Master File table.

You can create accrual entries that are based on actual tenant sales from the F1541B table or projected sales, which are stored in the F1542 table.

# Entering Sales Overage Information

This section provides an overview of sales overage information and discusses how to:

- Set processing options for Sales Overage Information (P15013).
- Enter sales overage information.
- Enter minimum and maximum rent and recovery information.

# Understanding Sales Overage Information

You can set up and work with the information that the system uses to calculate sales overage for a lease. When you enter sales overage information, you can also enter minimum rent, maximum rent, and recovery information for the lease.

The system stores sales overage information in these tables:

- Sales Overage Master (F15013B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).

### Minimum Rent, Maximum Rent, and Recovery Adjustments

Sales overage adjustments can include minimum rent, maximum rent, and recoveries. Minimum rent, or fixed rent, is the amount that is deducted from the gross overage billing for a billing period. If the gross overage is less than this amount, the billing for the period does not include sales overage. Typically, a minimum rent is involved with a lease that is set up both for regular rent as a recurring billing and for sales overage. In this case, the bill code line for recurring billing has the same amount and bill code as the minimum rent for sales overage.

Maximum rent is the upper limit of the gross overage billing for a billing period. If the gross overage is greater than this amount, the system uses the maximum amount in the calculation.

Recovery is normally an amount that a tenant has paid or has been billed that can be deducted from the gross overage billing for the billing period. For example, suppose a tenant paid a contractor to improve the appearance of a storefront. Depending on the terms of the lease, the tenant can recover this expense over a period of time against the sales overage.

### Assigning Sales Overage Information to a New Version of the Lease

If you need to assign sales overage information to a new version of the lease, select the lease and select Versions from the Row menu.

The system displays a version confirmation message. To suspend the selected sales overage information line, click OK.

The system copies all of the relevant information to a new line and enters the date one day prior to the date of the new effective date for the version in the Suspend Date field for the original bill code lines.

The system also copies any minimum and maximum rent and recovery information.

# Forms Used to Enter Sales Overage Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Sales Information | W15013D | Sales Overage (G1522), Sales Overage Information | Select sales overage records. |
| Sales Information Revisions | W15013E | Click Add on Work With Sales Information. | Add or revise sales overage information. |
| Min/Max Rent & Recoveries Revisions | W15015A | Select Min/Max Rent from the Form menu on Sales Information Revision. | Add or revise minimum, maximum, and recovery amounts. |

# Setting Processing Options for Sales Overage Information (P15013)

Processing options enable you to generate records for a specific period or for all of the periods in a year. If you are entering weekly sales reports, ensure that you enter the weekly sales date in the appropriate processing option.

## Process

Use these processing options to specify how to display tax fields on the report and what information the system uses to run the report.

**1. Display Tax Fields**

Specify whether to display the Tax Explanation Code and Tax Rate/Area fields on the Sales Information Revisions form. Values are:

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

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

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

**2. Date Edits Against the Lease Master**

Specify whether the system validates sales overage entries against the beginning and ending dates of the lease. Values are:

Blank: Do not validate the sales overage entries. The system accepts all sales overage entries regardless of the beginning and ending dates entered.

*1:* Validate the sales overage entries. The system validates that the beginning and ending dates entered for the sales overage entry occurs within the beginning and ending date range of the lease.

**3. Populate Area Automatically**

Specify whether the system updates the Area field (SUSA) on the Sales Information Revisions form with the rentable or usable area from the Lease Master Detail table (F15017). You can override the default value. Values are:

Blank: Do not update the Area field.

*1:* Update the Area field with the rentable area.

*2:* Update the Area field with the usable area.

## Defaults

Use these processing options to specify the default information that the system uses for this report.

**1. Lease Version Effective Date**

Specify the date to use to retrieve the lease version. If you leave this processing option blank, the system uses the value entered in the Search Default for Lease Version processing option.

**2. Search Default For Lease Version**

Specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

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

### Currency

Use these processing options to specify currency information for the report.

**1. Transaction Currency Override**

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

Blank: Allow users to override the transaction currency code.

*1:* Do not allow users to override transaction currency code.

**2. Exchange Rate Override**

Specify whether to allow users to enter a value in the Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in foreign currency. If you leave this option blank, the system uses the default exchange rate that is entered on the lease. If the lease does not have an exchange rate, the system uses the exchange that is set up in the Currency Exchange Rates table (F0015).

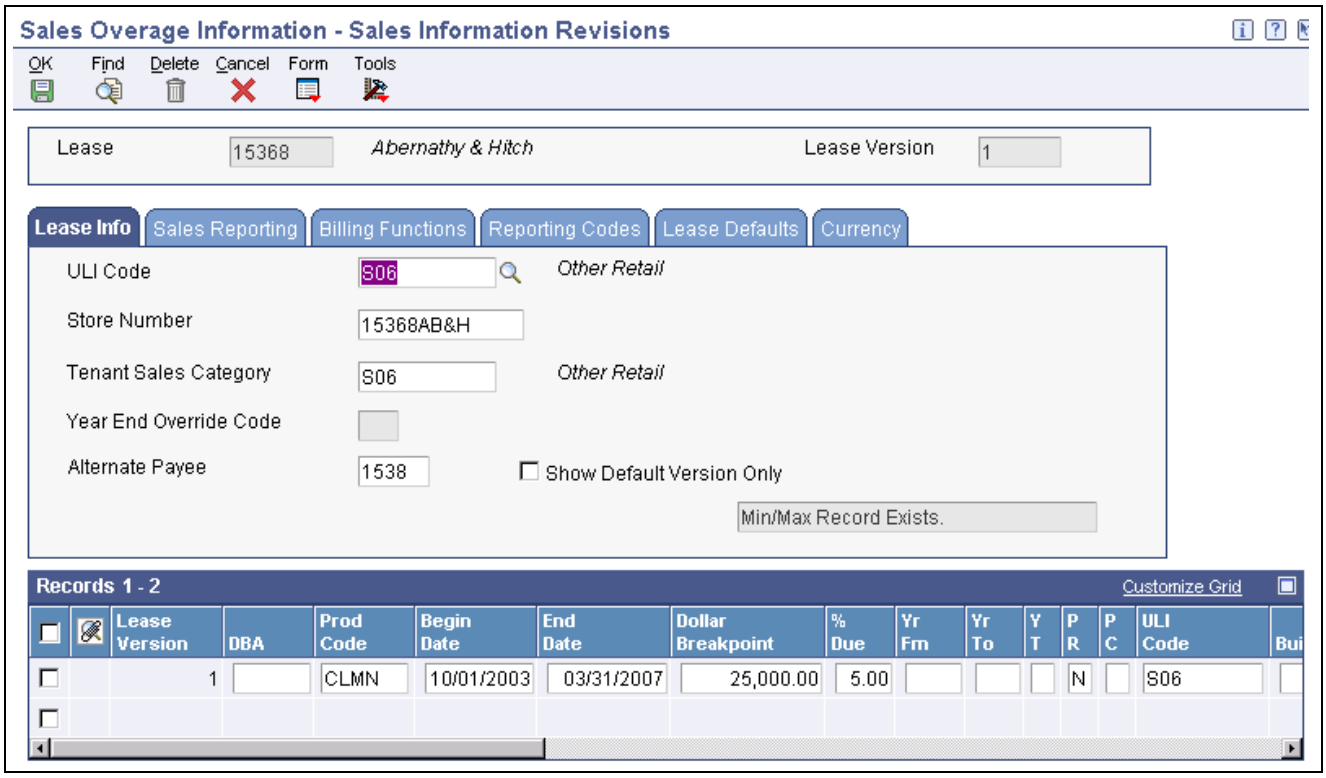
Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Values are:

Blank: Allow users to override the exchange rate.

*1:* Do not allow users to override the exchange rate.

## Entering Sales Overage Information

Access the Sales Information Revisions form.



Sales Information Revisions form

**Year End Override Code** Displays a value that indicates that the specifications for a user-defined sales overage period might differ from the normal lease specifications. You use this value to differentiate between normal sales overage processing and year-end override processing, which includes partial lease-year occupancies. You can specify a time period for which to process the override, or you can leave the date range fields blank to print the Year-End Month report, which is an annual report.

This report might duplicate or override the sales overage specifications for a lease, including the minimum and maximum rents and recoveries.

**Tenant Sales Category** Enter the additional ULI (Urban Land Institute) Code for Tenant Sales categorization.

The ULI Code is an industry-standard code used to identify the nature of a business or enterprise. The ULI is a real estate trade organization that publishes sales, expenses, and other statistical information by types of Buildings, Developments, and Tenants.

**Report Frequency Code** Indicate the frequency a Tenant's Sales Reports will be due. These Codes must be set up in user-defined codes (UDCs) (15/BC).

You can establish Codes for all possible combinations of reporting frequencies, including twelve and thirteen period accounting years.

**Report Due Days** Enter the number of days after the end of a reporting period in which the Tenant's Sales Report(s) must be submitted. This field is an informational tickler and is also used to generate the Delinquent Sales Report Notice and Delinquent Sales Report Letter FASTR reports.

**Annual Report Due Days** Enter the number of days after the end of the Tenant's Fiscal Year in which the Tenant's annual (year total) Sales Report must be submitted. The field is used as an informational tickler.

**Review Sales from Month/Year** Enter the first period or month to be included in the processing of a Sales for a series of periods or months.

**Report Year End (Mo)** (report year end month) Enter the period in which the tenant's fiscal year ends. For example, if the Tenant's Fiscal Year ends on December 31st, enter *12* in this field.

**Year End Override Year** Enter the applicable year, including the century.

**Audit Date** Enter the audit date. Its intended purpose is to record a date for the finalization of Sales Overage recording and calculation for a Tenant for a given year.

**Computation Method** Enter the number that specifies the method that the system uses to calculate percentage rent by comparing breakpoints and percentages to tenant sales. Values are:

*0:* Weekly Sales. The system uses the sales amount for the week to directly calculate the gross overage billing. The system calculates sales for each period, does not annualize the amounts, and expresses the breakpoints as period amounts.

*1:* Each Period. The system annualizes and processes current period sales. It then deannualizes the resulting amount to determine the current gross amount of the overage rent.

*2:* Cumulative. The system directly processes YTD sales to determine the YTD gross amount of the overage rent. It then deducts YTD billings to determine the current gross amount of the overage rent.

*3:* Cumulative Pro Rata. This method is similar to method 2, except that the system annualizes and processes YTD sales, and the result is deannualized.

*4:* Modified Cumulative. This method is similar to method 2, except that when the system reaches a higher breakpoint, it applies the rate associated with this breakpoint to all sales that exceed the first breakpoint.

*5:* Partial Year Pro Rata. The system calculates billings on the nearest 12 months of sales and then prorates them daily for the tenant's partial lease year occupancy.

*6:* Lease Pro Rata. This method is similar to method 3, except that the system uses the lease breakpoint to determine a maximum amount that is billable for the lease. The system then prorates the billable amount by product code and calculates the product code sales as a percentage of total sales.

**Lease Breakpoint** Specify the amount that tenant sales must exceed before the system applies the sales breakpoint percentage. Depending on the computation method, the system compares the period, cumulative period, cumulative period annualized, or annual sales amounts to the breakpoint. If you set up multiple breakpoint amounts, the system applies the sales breakpoint percentage to the difference between the breakpoint amounts.

**Invoice Estimates** Enter the code that specifies whether the system generates sales overage billing for non-actual sales. A non-actual sale is one for which the sales report type is not blank and that requires follow-up. Examples of non-actual sales include estimated sales and verbal sales (reported only). However, non-actual sales

do not include those that the Projected Sales Generation program (R1542) forecasts. Values are:

*N:* Do not calculate sales overage billing for non-actual sales.

*Y:* Calculate sales overage billing for non-actual sales.

**Manual Review Reqd** (manual review required)

Enter the code that specifies whether a billing record must be reviewed before it can be approved for posting. Codes are:

Blank: A review is not required.

*Y:* A review is required. The batch retains a status of Error until the Manual Rev Reqd field for the billing record is changed from *Y* to blank.

**Property Code 1**

Enter the code. This is one of twenty user-defined Reporting Codes which exists within the Property Management system. These Codes, which are three characters in length, can be used to further define and categorize records such as Property/Buildings, Floors, Units, Leases, and Billing Records.

**Percent Due**

Enter the percentage which the system will use to calculate Sales Overage Rent for the associated breakpoint. For example, 5 1/2 percent would be entered as 5.5.

BACKGROUND: Sales Overage, or Percentage Rent, is calculated on a Product Code line basis across a Scale with various breakpoints. Each breakpoint must have a percentage associated with it. This percentage represents the rate at which a Tenant will be billed Sales Overage Rent for Sales that are greater than one breakpoint and less than the next one.

**P R** (prorate overage)

Specify whether to prorate overage. You can use this field to prorate Sales Overage Billing based on percentages specified at detail (Product Scale) levels with a total Lease-level breakpoint. When this field is used, the system will bill Overage for all of the Lease's Sales in excess of the Lease-level breakpoint using this logic:

1. For each detail (Product Code) record, the system determines the amount of Sales applicable to that record by dividing specific Product Sales by total Sales for the Lease, and then applying that proportion to total Sales in excess of the Lease-level breakpoint.
2. The system then bills Overage Rent for the specified percentage of the Sales calculated.

Values are:

*N:* Do not prorate Overage

*Y:* Prorate Overage

**P C** (process code)

Define the purpose of each Product Scale record.

Usually the Product Scale (Building/Unit/DBA/Product Code) identifies both the level at which Sales must be reported and the level at which billing specifications should be applied. However, billing requirements may be specified at a different level than Sales reporting requirements. This field enables you to distinguish between the two levels. Values are:

Blank: Use Product Scale for Sales Report Control AND Billing Calculations.

*B:* Use Product Scale for only Billing Calculations (Product Scale fields are used to identify Sales subject to said breakpoint and percent).

*R:* Use Product Scale only for Sales Report Control (product scale fields are used to identify how Sales are expected to be reported).

**Accrual Method** Enter the UDC (15/AU) that specifies the method that the system uses to generate accruals. Values are:

Blank: Do not generate accruals.

*1:* Generate this record as a reversing accrual each month, except for the report year-end month.

*2:* Always generate this record as a reversing accrual, regardless of the report year-end month. For the report year-end month, the accrual entry is not reversed.

*3:* Generate this record as a reversing accrual each month, except for the report year-end month. If actual or estimated sales exceed the breakpoint, generate an invoice or voucher regardless of the reporting month.

**Sales Lease** Enter a Lease number which the system will use to retrieve sales amounts. The same Sales Reporting Lease number should be entered on each line of a group of Product Scales records. A group of Product Scale records has the same values in DBA, Product Code, Building and Unit. This field is intended to be used in situations involving Subleases, where billings for more than one Lease are based on the same sales amounts.

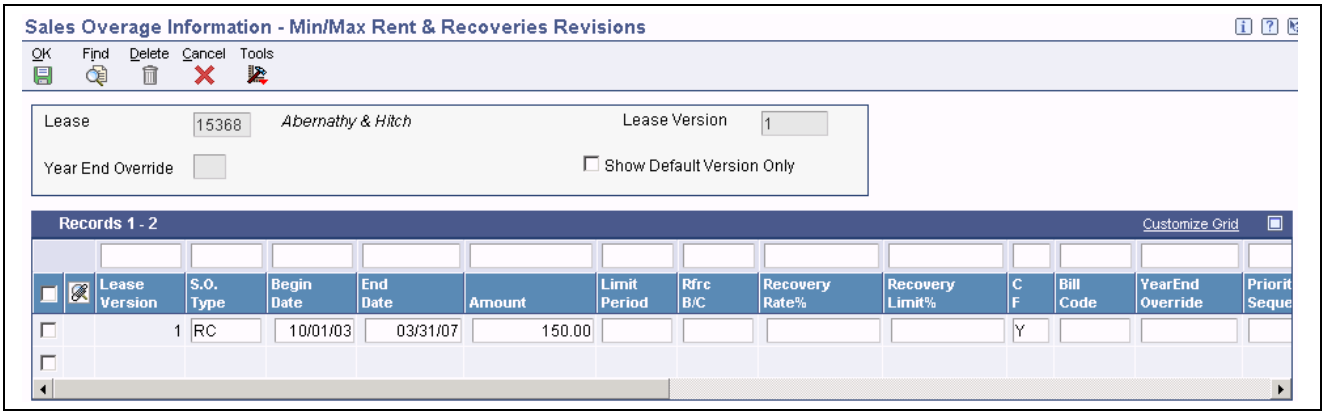
**V S** (version suspend code) Enter the code that indicates whether a billing record is suspended by the versioning process. Values are:

Blank: Active. The billing record is not suspended.

*1:* Suspended. The billing record is suspended by the versioning process. A new billing record might exist for the next (subsequent) version of the lease.

# Entering Minimum and Maximum Rent and Recovery Information

Access the Min/Max Rent & Recoveries Revisions form.




Min/Max Rent & Recoveries Revisions form

**S.O. Type** (sales overage type code) Enter the code that relates the pay item to sales overage rent. Values are:

*RC:* Recovery that is generally exempt from the calculation of sales overage. A lease may have more than one recovery active for a given billing period.

*MN:* Minimum rent that is fixed and generally credited against sales overage in a given billing period.

*MX:* Maximum rent that specifies the ceiling for a tenant's sales overage in a given billing period.

**Amount** Enter the value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

**Limit Period** Specify the period associated with the Maximum Rent amount for Sales Overage Rent. Values are:

*A:* The Maximum Rent amount is an annual maximum.

*P:* The Maximum Rent amount is a maximum for the current billing period.

*L:* The Maximum Rent amount is a maximum for the entire Lease term.

**Rfrc B/C** (reference bill code) Enter the reference bill code.

FOR MINIMUM RENT: You can enter the Bill Code associated with amounts already invoiced to a Tenant in this field. The system will compare these amounts to the Sales Overage calculation amounts to determine whether the Minimum Rent amount has been reached. For a example, a Tenant is billed estimated Minimum Rent of 500 per month through the Recurring Billing system (P1502) and a Minimum Rent of 500 has been set up on the Min/Max Rents & Recoveries screen.

The Bill Code for the estimated Minimum Rent should be entered in the Reference Bill Code field. The system will then calculate Sales Overage Rent, compare the amount with what has already been billed and calculate the net charge or credit.

FOR RECOVERIES: Enter the Bill Code associated with the general ledger account which contains the amount to be recovered. The system will automatically calculate the gross amount of recovery based on this Code and the percentage entered in the Recovery Rate field.

**Recovery Rate Percent** Specify the rate at which Recoveries are deducted from Gross Overage Rent. After the system calculates the Recovery amount, identified through the use of a Reference Bill Code applicable to the given period, it modifies the Recovery amount by this rate. The modified Recovery amount is then deducted, subject to other limits and rates, from Gross Overage Rent.

**Recovery Limit Percent** Specify the maximum increase in percentage of dollars that is allowed for an annual escalation. For example, the value 6.000 represents a 6 percent maximum in the increase between a recurring charge being escalated and the new recurring charge.

**C F** (period carry forward) Specify whether to allow carry forward. You can use this field to cause Maximum Rent adjustments made to Gross Overage Rent or Recovery adjustments based on Recovery Limits to be carried forward to the following billing period.

For a Recovery, if Carry Forward is in effect, the Recovery amount calculated in excess of the Gross Overage Billing will be added to the following period's Recoveries. For a Maximum Rent, if Carry Forward is in effect, the Maximum Rent amount (Gross Billing - Maximum Rent) will be added to the following period's Gross Overage Billing.

Carry Forwards can be financially advantageous to the Property Manager/Owner when processing a Maximum Rent adjustment and disadvantageous when processing a Recovery.

*Y:* Allow carry forward.

*N:* Do not allow carry forward.

**Priority Sequence** Enter the value that to resequence the order in which the system calculates minimum rent, maximum rent, and recovery adjustments. The system processes the adjustments in the order in which the Minimum/Maximum Rents and Recoveries program (P15015) displays them. To change this order, enter an alphanumeric sequence value or a series of values in the Priority Sequence field.

**Limit Amount** Define the limit amount (or maximum amount) of a Recovery. The Recovery Limit amount is the maximum amount which will be allowed over the term of the Lease.

After the system calculates the Recovery amount deductible from Gross Overage Rent for the given billing period, it adjusts the Recovery amount so as to not exceed the Recovery Limit for the life of the Lease.

# Generating the Expected Sales Report

Before you can enter expected sales, you must generate the expected sales report. When you run the Expected Sales Report Generation program (R15780), you prepare the system to accept sales information that you expect to receive for a specific lease by first creating records without monetary amounts (records with empty buckets).

This section discusses how to:

- Run the Expected Sales Report Generation program.
- Set processing options for Expected Sales Report Generation (R15780).

## Generating the Expected Sales Report

Select Sales Report Processing (G15221), Expected Sales Report Generation.

## Setting Processing Options for Expected Sales Report Generation (R15780)

Set these processing options before you run Expected Sales Report Generation.

### Select

Use these processing options to specify dates for sales report control records.

**1. Sales Report Month** Specify the month to use to create Sales Report Control records (F1540B). The system generates a separate record for each month and year for each building, unit, and product code for leases that have a Sales Overage Information record (F15013B) set up.

**2. Sales Report Year** Specify the year to use to create Sales Report Control records (F1540B). The system generates a separate record for each year and month for each building, unit, and product code for leases that have a Sales Overage Information record (F15013B) set up.

**3. Weekly Sales Date** Specify the date to use to create weekly Sales Report Control records (F1540B). The system generates a separate record for each week and year for each building, unit, and product code for leases that have a Sales Overage Information record (F15013B) set up.

**4. Reporting Month-End Date** Specify the month-end date that the system uses to calculate the tenants sales report due date. The system adds the number of days entered in the Report Due Days field (RFDY) on the Sales Information Revisions form, to the date you enter in this processing option to calculate the sales report due date (DLSD) that the system stores in the Sales Report Control table (F1540B).

**Note.** If you complete the Weekly Sales Date processing option, the system ignores this processing option.

**5. Process by Period or Year** Specify whether the system generates expected sales reports for the period (week and month) that corresponds to the Sales Report Month and Weekly Sales Date processing option, or for all of the periods for the year specified in the Sales Report Year processing option. Values are:

Blank: Generate expected sales reports for the period (week and month).

*1:* Generate expected sales reports for all periods in the year.

### Print

Use this processing option to specify the information to print on the report.

**1. Expected Sales Record Report** Specify whether to print a detailed report of the records created in the Sales Report Control records (F1540B) that includes information such as the lease number and description, building, unit, DBA number, product code and description, report year and period. Values are:

Blank: Do not print report.

*1:* Print report.

# Entering Expected and Unexpected Sales

After you run the Expected Sales Report Generation program (R15780), you can enter the expected and unexpected sales figures from the tenants. The menu provides a different version of the same program (P1540) that you use to enter expected and unexpected sales.

This section discusses how to:

- Enter expected sales
- Enter unexpected sales

# Forms Used to Enter Expected and Unexpected Sales

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Sales Entry | W1540E | • Sales Report Processing (G15221), Expected Sales Report Entry<br>• Sales Report Processing (G15221), Unexpected Sales Report Entry | Review and select sales report records.<br>The navigation that you use depends on whether you want to add expected or unexpected sales amounts. |
| Expected Sales Entry | W1540A | Click Add on Work With Sales Entry. | Add or revise expected sales amounts for individual sales report records. |
| Multiple Expected Sales Report Revisions | W1540D | Locate the sales report records and select Multiple Revisions from the Form or Row menu on Work With Sales Entry. | Add or revise sales amounts for multiple records using one form. |
| Unexpected Sales Revisions | W1540B | Click Add on Work With Sales Entry. | Add or revise unexpected sales amounts for individual sales report records. |

# Setting Processing Options for Sales Report Entry (P1540)

Set these processing options before you run the Sales Report Entry program.

## Process

These processing options enable you to specify whether to allow the entry of unexpected and adjusted sales amounts.

**1. Unexpected Sales Entry** Specify whether to allow the entry of unexpected sales amounts when the Sales Report Control record (F1540B) has not been generated. Values are:

Blank: Do not allow the entry of unexpected sales amounts if the Sales Report Control record is not generated.

*1:* Allow the entry of unexpected sales amounts regardless of whether the Sales Report Control record is generated.

**2. Adjusted Sales Entry** Specify whether to allow the entry of adjusted sales amounts to periods for which sales have been reported. Values are:

Blank: Do not allow the entry of adjusted sales amounts.

*1:* Allow the entry of adjusted sales amounts.

## Defaults

This processing option enables you to specify whether to activate batch control when entering sales amounts.

**1. Batch Control** Specify whether to activate batch control for entering sales amounts regardless of the setting of the Batch Control Required field in the Accounts Receivable constants. Values are:

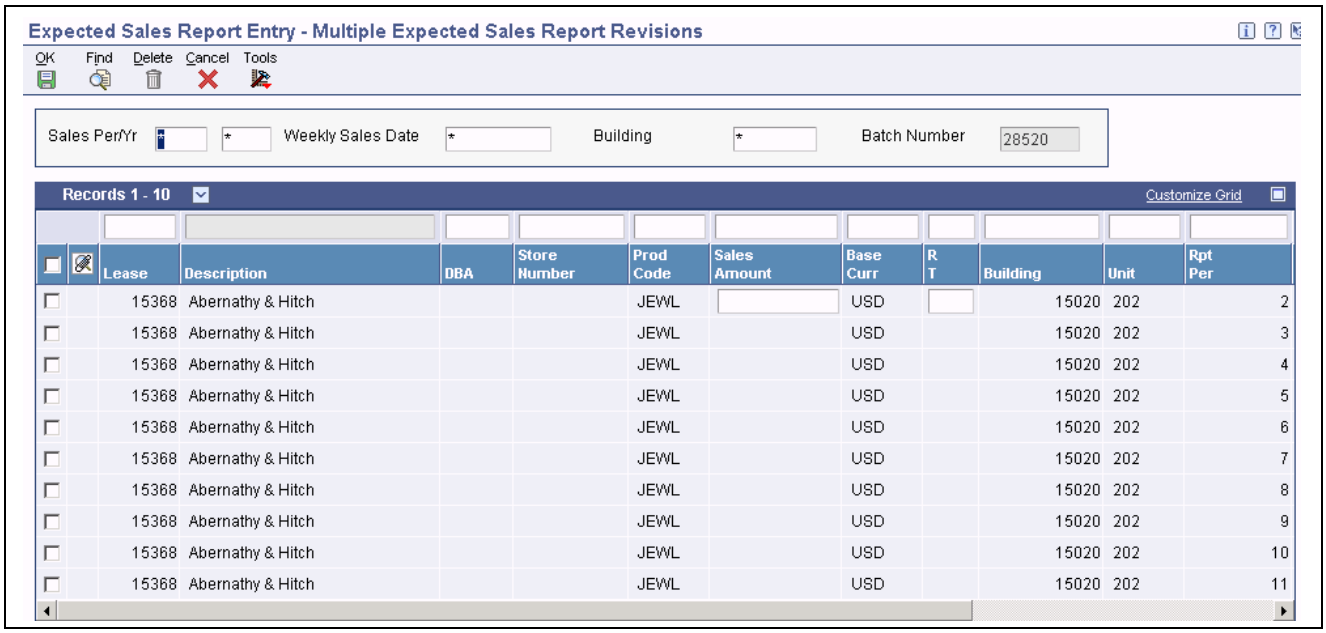
Blank: Use the value entered in the Batch Control Required field on the Accounts Receivable constants.

*1:* Activate batch control.

*0:* Do not activate batch control.

## Entering Expected Sales

Access the Expected Sales Entry form or the Multiple Expected Sales Report Revisions form.



Multiple Expected Sales Report Revisions form

**Report Per/Yr** (sales report period/year - calendar year)

Enter the report period. This field is used to record the Tenant's Sales reporting period. These periods will usually correspond to calendar months, quarters, or to periods of some other established year.

**Weekly Sales Date**

Enter the last calendar date that a tenant's sales report represents.

If you are entering weekly sales, enter the weekly sales date. The system will calculate the report month and report year for you.

**Report Type**

Enter the types of Sales Reports, which are user-defined. Some examples of Sales Report Types are Actual Sales, Estimated Sales, and Verbal Sales (reported verbally).

Actual Sales are Sales Reports that require no follow-up and are eligible for purging from the Sales Report Control table. The default value of blank in the Sales Report Type field is Actual Sales.

Any non-blank value in the Sales Report Type field indicates that some follow-up is required. The system retains non-blank Sales Report Type records in the control file for reporting and follow-up purposes. You can use the Sales Report Type codes to differentiate between Sales Report conditions that require unique types of follow-up.

**Sales Rpt Status** (sales report status)

Enter the sales report status code. These codes are assigned by the system; you cannot add, change, or delete them. Values are:

Blank: Most recent, unposted Sales Report for a given Product Scale and billing period.

*P:* Posted Sales Report that has not been replaced by any Adjusting Sales Reports for a given Product Scale and billing period.

*X:* Posted Sales Report that has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.

**Expected Sales** Enter the expected sales code. This code is used by the Property Management Sales Overage system to determine whether a sales report record is invited or expected. This code is intended for internal use and is not accessible to the user. The sales invited code values have these meanings:

*X:* Invited. This record was generated previous to sales report entry.

Blank: Uninvited. This record is an unexpected sales report.

**All Sales Reports** Enter the all sales reports code. This code is used by the Property Management Sales Overage system to determine whether a sales report record is invited or expected. This code is intended for internal use and is not accessible to the user. The sales invited code values have these meanings:

*X:* Invited. This record was generated previous to sales report entry.

Blank: Uninvited. This record is an unexpected sales report.

**Posted, Unposted, All** Enter the posted sales report code. Sales Report Status Codes are assigned by the system; you cannot add, change, or delete them. Values are:

Blank: Most recent, unposted Sales Report for a given Product Scale and billing period.

*P:* Posted Sales Report that has not been replaced by any Adjusting Sales Reports for a given Product Scale and billing period.

*X:* Posted Sales Report that has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.

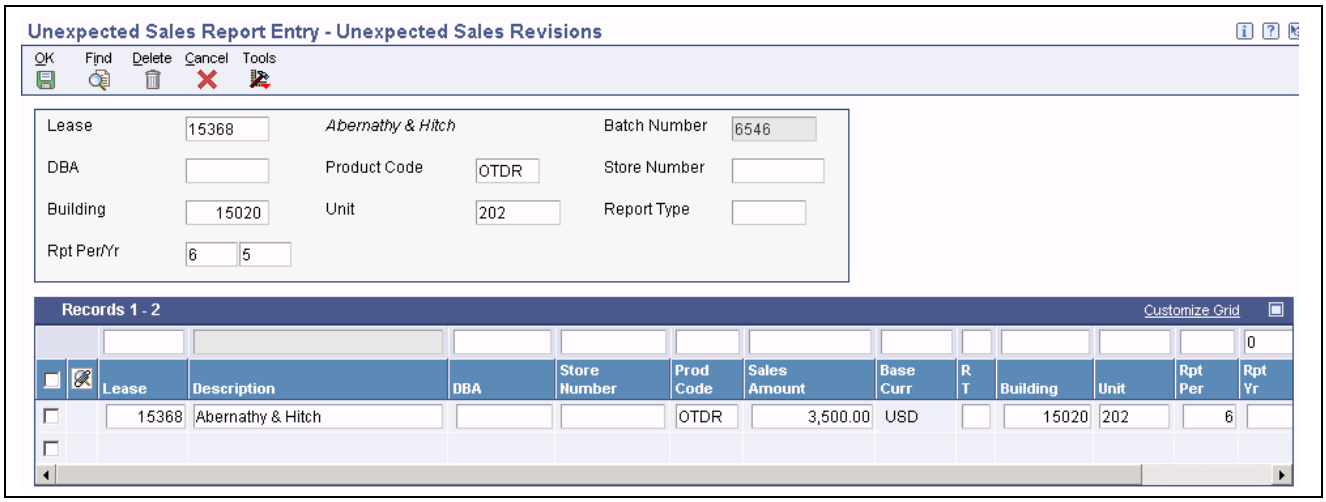
**Sales Amount** Enter the total sales amount for the associated product and sales period.

**Batch Number** Enter the number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it using the Next Numbers program.

## Entering Unexpected Sales

To save time when you are entering sales for the same lease, product code, or report month and year, consider completing those fields in the header so that the system enters the default information into the detail area when you enter sales amounts.

Access the Unexpected Sales Revisions form.



Unexpected Sales Revisions form

# Reviewing Sales Report Batches

This section provides an overview of reviewing sales report batches and discusses how to:

- Set processing options for Sales Report Batch Review (P15206).
- Review sales report batches.

## Understanding Sales Report Batch Review

Before you generate sales overage billings, you can review batches of sales information for posting using the Sales Report Batch Review program (P15206). For example, you might run this program after posting and adjusting sales. The sales information is stored in the Batch Control Records (F0011) and the sales report control tables.

Real Estate Management provides these levels of detail for reviewing and approving batches of sales report batches:

- General batch review.
- General review of the information in a batch.
- Detailed review of a batch.

You use Sales Report Batch Review to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on information such as user ID, batch number, and batch date.

When you review batches of transactions, you can review sales report batch details for posted batches (for example, to check batch totals) and batches in error.

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**Note.** If you use batch control, the system shows the differences between what you expect to enter and what you actually enter for both the input total (Difference Amount) and the number of documents (Difference Documents). If you do not use batch control, the system subtracts the actual entries from zero, which results in negative numbers in these fields.

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## Forms Used to Review Sales Report Batches

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batches | W15206A | Sales Report Processing (G15221), Sales Report Batch Review.<br>Sales Report Batch Review, Work with Batches | Review, select, approve, and post sales report batches. |

## Setting Processing Options for Sales Report Batch Review (P15206)

Set these processing options before you run the Sales Report Batch Review program.

### Process

These processing options enable you to specify the default information that appears when you access the program.

**1. Batch Type** Specify the default value for the Batch Type field that displays on the Work With Batches form. If you leave this processing option blank, the system uses *.

**2. Display Multiple Status Column** Specify whether to display multiple status columns on the report. Values are:

Blank: Do no display multiple status columns.

*1:* Display multiple status columns.

### Versions

This processing option enables you to specify the version of the program to run when you post by batch.

**1. Post Sales Reports to History (R15820)** Specify the version of the Post Sales Reports to History program (R15820) to use if you select to post by batch. If you leave this processing option blank, the system uses version XJDE0001.

## Reviewing Sales Report Batches

Access the Work With Batches form.

# Posting Sales Reports to History

This section discusses how to:

- Post sales reports.
- Set processing options for Post Sales Reports to History (R15820).

## Posting Sales Reports

You use the Post Sales Reports to History program (R15820) to post both expected and unexpected sales. You can also specify whether the system generates sales analysis information when you post sales batches.

See Chapter 13, "Analyzing Sales," Setting Up Levels of Detail for Sales Analysis , page 300.

When you post sales batches, the system updates the Tenant Sales History File table (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410).

Select Sales Report Processing (G15221), Post Sales Reports to History.

## Setting Processing Options for Post Sales Reports to History (R15820)

Set this processing option before you run the report.

### Print

This processing option enables you to specify whether the program runs in proof or final mode.

**1. Proof or Final Mode** Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system prints a report of the sales amounts to post.

*1:* Final mode. The system updates the sales amounts to the Tenant Sales History table (F1541B) and prints a report.

# Adjusting Posted Sales

This section provides an overview and discusses how to adjust posted sales.

## Understanding Adjusted Sales

After you post sales, you might need to change the sales figures (for example, when a tenant's actual sales have changed since the posting). You use the Adjust Sales Reports program (P1540) to change the posted sales amounts.

**Note.** If you try to select posted sales records from the Work With Sales Entry form that the system displays when you select the Expected Sales Entry and Unexpected Sales Entry programs, the system returns an error. You must use the Adjust Sales Report program. You can, however, select and revise unposted sales report records using the Expected Sales Entry, Unexpected Sales Entry, or Adjust Sales Reports programs.

When you revise posted sales amounts, the system:

- Reopens the batch header record (F0011).
- Changes the Rpt Sts (report status) field from *P* to *X*, which indicates that the value has been changed.
- Adds a detail record with the new sales amount.

  The report status for the new sales amount is blank until you post the batch.

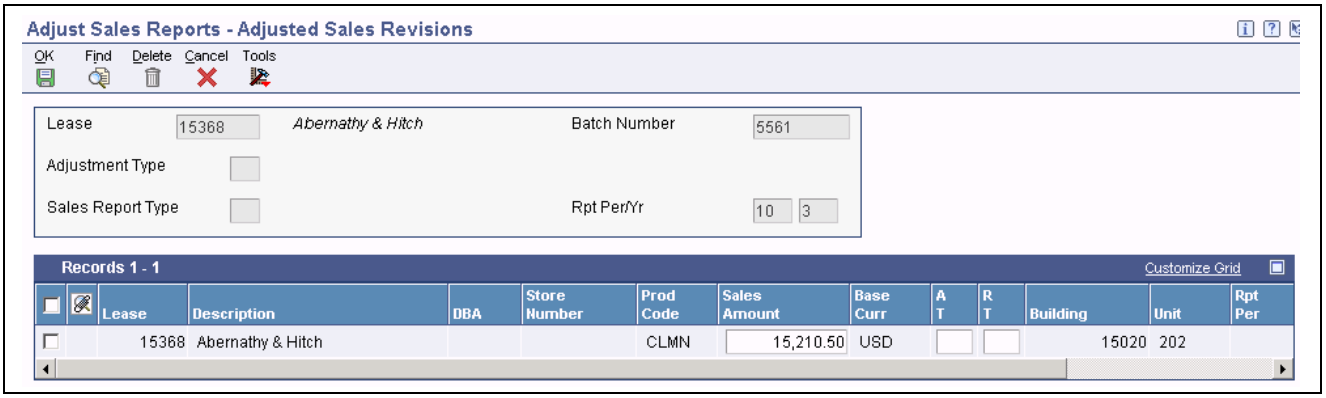
The system retains the original sales amount to provide an audit trail of the changes. After you post the batch, the system updates the report status on both the detail record displayed on the Adjusted Sales Revisions form, as well as the report status on the Work With Sales Entry form.

## Forms Used to Adjust Posted Sales

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Sales Entry | W1540E | Sales Report Processing (G15221), Adjust Sales Reports. | Review and select posted sales report records. |
| Adjusted Sales Revisions | W1540F | Select a posted sales report record on Work With Sales Entry. | Revise posted sales report records. |

## Adjusting Posted Sales

Access the Adjusted Sales Revisions form.



Adjusted Sales Revisions form

# Generating Sales Overage Billings

This section provides an overview of sales overage generation and discusses how to:

- Run the Sales Overage Generation program.
- Set processing options for Sales Overage Generation (R15120).

## Understanding Sales Overage Generation

When you run Sales Overage Generation (R15120), the system:

- Creates a batch header record in the Batch Control Records table (F0011).
- Assigns the batch a batch type of 1.
- Assigns the batch a batch status (error, pending, or approved).
- Runs a version of the Billing Edit/Register program (R15300), which generates the records in the Lease Billings Master table for generation type 3.

You use processing options to specify:

- The records that the system processes.
- Whether the system creates billing records for vouchers or invoices.
- The dates to assign to the billing records.

**Note.** The billing period that you specify in the data selection must be the same as the billing period that you specify in the first processing option on the Process tab.

## Related Tasks for Processing Sales Overage Billings

This table lists the related tasks to perform after you generate the sales overage billing records.

You must run the programs that are designated as Required to complete the sales overage billing generation process:

| Task | Description |
|---|---|
| Sales Overage Journal Review | You can review the batch of sales overage billing records before you post them, and revise or delete billing transactions as necessary.<br><br>See Appendix A, "PeopleSoft EnterpriseOne Real Estate Management Reports," R154014 - Sales Overage Information Listing, page 523.<br><br>See Chapter 11, "Processing Sales Overage," Reviewing Sales Report Batches, page 260. |
| Posting Invoices and Vouchers (Required) | After you generate the billing edit register, you must post the sales overage billing transactions to generate the invoice or voucher records.<br><br>See Chapter 6, "Processing Manual Billings," Posting Invoices and Vouchers for Real Estate Management, page 107. |
| Printing Invoices | After you post invoices, you can print and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Invoices for Real Estate Management, page 112. |
| Printing Statements | After you post invoices, you can print statements and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Statements for Real Estate Management, page 114. |
| Reviewing Billing Transactions | You can review sales overage billing transactions in detail using the Billings Transaction Inquiry program (P15211).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |

| Task | Description |
|---|---|
| Reviewing Invoice Transactions | You can review the invoices generated from the sales overage process by using the Tenant Ledger Inquiry program (P15222).<br><br>See Chapter 7, "Processing Real Estate Management Receipts," Understanding the Tenant Ledger Inquiry Program, page 181. |
| Reviewing Voucher Transactions | You can review the vouchers generated from the sales overage process by using the Supplier Ledger Inquiry (P0411). |

# Running Sales Overage Generation

Select Sales Overage (G1522), Sales Overage Generation.

# Setting Processing Options for Sales Overage Generation (R15120)

Set these processing options before you run the report.

## Process

These processing options enable you to specify the parameters to use to process the records.

**1. Month** Specify the month and year through which you want to process tenant sales. The system processes all sales that are posted to the Tenant Sales History table (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410) from the beginning of the tenant's reporting year through the date that you enter in this processing option.

**2. Year** Specify the month and year through which you want to process tenant sales. The system processes all sales that are posted to the Tenant Sales History table (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410) from the beginning of the tenant's reporting year through the date that you enter in this processing option.

**3. G/L Date** (general ledger date) Specify the GL date to assign to the records in the Lease Billings Master table (F1511B) that the system generates.

**4. Invoice Date** Specify the invoice date to assign to the records in the Lease Billings Master table (F1511B) that the system generates. If you leave this processing option blank, the system uses today's date as the invoice date.

**5. Service / Tax Date** Specify the service/tax date to use to retrieve prior sales overage billings from the Lease Billings Master table (F1511B) that are used to adjust current sales overage billings. The system selects all records for the period in which the date that you enter occurs.

If you leave this processing option blank, the system uses the first day of the last period (based on today's date).

**6. Search Default for Lease Version** Specify whether the system calculates sales overage billings for the version of the lease that is based on today's date (the system date) or the latest effective

date. If the version of the lease specified does not have associated sales overage information, the system uses version 1 of the lease. Values are:

Blank: The system uses the version of the lease that is effective as of the system date.

*1:* The system uses the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

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

**7. Weekly Sales Date** Specify the date to use to select records to process for weekly sales. The system processes all sales entered for the period in which the date you enter occurs. If you leave this processing option blank, the system processes records for the period associated with today's date.

**8. Generate Accruals** Specify whether to generate accrual entries when billing records are posted. Values are:

Blank: Do not generate accrual entries. The system generates billing records in the Lease Billings Master table (F1511B) only.

*1:* Generate accrual entries. The system generates billing records in the Lease Billings Master table (F1511B) and updates the Transaction Billing Type field (TRAN) with A, which generates the accrual entries when the batch is posted. The Accrual Method field on the Sales Information Revisions form must be completed for the system to generate accrual entries.

**9. Process Estimated Sales** Specify whether to use actual sales amounts only or actual and estimated sales amounts to generate sales overage billings. The system retrieves estimated sales amounts only from the F1542 table. Values are:

Blank: Use actual sales amounts only.

*1:* Use actual and estimated sales amounts.

## Options

These processing options enable you to specify the parameters to use to process the selected records.

**1. Receivables or Payables** Specify whether to select leases that generate invoice records or leases that generate voucher records. If the value of the Lessee field (STMB) on the lease is blank, the system generates invoice records when you post billings. If the value of the Lessee field (STMB) on the lease is not blank, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Values are:

Blank: Select leases that generate invoice records.

*1:* Select leases that generate voucher records.

**Note.** You must process sales overage billings that generate invoices separately from sales overage billings that generate vouchers.

**2. Amount to Retrieve From A/R or A/P** (amount to retrieve from accounts receivable or accounts payable)

Specify the amount to retrieve from the Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) table if you have set up minimum maximum rent amounts, and recovery amounts using the Min/Max Rents & Recoveries program (P15015). Values are:

Blank: Use the gross amount of the transaction.

*1:* Use the gross amount less adjustments (such as write-offs) that have been made to the invoice, if any. This value is valid only if you process invoices.

*2:* Use the amounts that have been paid against the transaction.

**3. AR/AP Retrieval Date** (accounts receivable/accounts payable retrieval date)

Specify the date type to use to retrieve invoice records, including unapplied receipts, from the Customer Ledger table (F03B11) or vouchers from the Accounts Payable Ledger table (F0411). The system selects all records for the date type specified for the period and year entered in the Tenant Sales Through Date processing option. For example, if you specify Due Date in this processing option and 06 and 2005 in the Tenant Sales Through Date processing option, the system retrieves all records with a due date between 6/01/05 and 6/30/05. Values are:

Blank: Invoice Date

*1:* Due Date

*2:* Service/Tax Date

*3:* GL Date

**4. Prior Gross Billings Calculation**

Specify how the system calculates prior gross billings before updating them to the Tenant/Lease Billings Detail Master (F1511B) and Tenant/Lease Billings Detail History (F1511HB) tables. Values are:

Blank: Calculate prior gross billings at the lease level.

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

## Print

This processing option enables you to specify whether to generate a printed report.

**1. Print Billing Report**

Specify whether to print a billing report, and the type of billing report to print. Values are:

Blank: Do not print a billing report.

*1:* Print a summarized billing report. The system prints billing totals only.

*2:* Print a detailed billing report. The system prints all prior, current, and year-to-date billing totals, as well as the calculations for each amount.

## Versions

This processing option enables you to specify the version of the program to run.

**1. Billing/Edit Register (R15300)**

Specify the version of the Billing/Edit Register program (R15300) to run after the system generates sales overage billings. If you leave this processing option blank, the system uses version XJDE0003.

# Reviewing Sales History

Sales History Inquiry is an online, date-sensitive program that displays actual sales from the F1541B table and projected sales from the F1542 table. The program displays the start date and the end date for the first 12-month cycle, as well as the start date and end date of the subsequent 12-month cycle. This information appears:

- Total sales for the first 12-month cycle.
- Total sales for the second 12-month cycle.
- Total sales for the 24-month cycle.
- Sales per square foot for the first 12-month cycle.
- Sales per square foot for the second 12-month cycle.
- Sales per square foot for the 24-month cycle.

The system uses these tables in the sales inquiry:

- Lease Master Header (F1501B).
- Lease Master Detail (F15017).
- Tenant Sales History (F1541B).
- Projected Sales (F1542).
- Sales History Work File (F1541BW).
- Real Estate Management Constants (F1510B).
- Unit Master (F1507).
- Area Master (F1514).

Total sales are calculated using these formulas:

Sales per square foot amounts for the first and second 12-month cycles:

| Total | Formula |
|---|---|
| Total Sales (12-month) | = Sales 1 + Sales 2 + ? + Sales 11 + Sales 12 |
| Total Square Foot (12-month) | = Sq Ft 1 + Sq Ft 2 + ? + Sq Ft 11 + Sq Ft 12 |
| Total Sales / Sq Ft (12-month) | = Total Sales (12-month) / Total Sq Ft (12-month) |

Sales per square foot amounts for the overall 24-month period:

| Total | Formula |
|---|---|
| Total Sales (24-month) | = Sales 1 + Sales 2 + ? + Sales 23 + Sales 24 |
| Total Square Foot (24-month) | = Sq Ft 1 + Sq Ft 2 + ? Sq Ft 23 + Sq Ft 24 |
| Total Sales / Square Foot (24-month) | = Total Sales (24-month) / Total Sq Ft (24-month) |

**Note.** Because total sales and sales per square foot can be weighted differently, they cannot simply be added for the first and second 12-month cycles.

# Forms Used to Review Sales History

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Sales History Inquiry | W1541BB | Sales Report Processing (G15221), Sales History Inquiry<br>Sales History Inquiry | Review sales amounts for actual and estimated sales.<br>Using the Sales Per Square Foot option, the system summarized sales amounts per square foot per period. |
| Sales By Unit Detail | W1541BC | Select a sales report record on Sales History Inquiry. | Review sales history amounts in detail by unit. |
| Monthly Sales Area | W1541BA | Select a sales report record and select Monthly Area from the Row menu on Sales By Unit Detail. | Review sales, area, and sales per square foot for the unit on one form. |

# Setting Processing Options for Sales History Inquiry (P1541B)

Set these processing options to specify the default processing for the program.

## Process

These processing options enable you to specify the parameters to use to retrieve sales history data.

**1. Select Area Type**

Specify the area type that the system uses to calculate the sales per square foot amount that appears on the Monthly Sales Area form. The system retrieves this area type from the Real Estate Management Constants table (F1510B). Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**2. Alternate Area Type**

Specify the alternate area type to use if the Unit Area Type processing option is blank. The value that you specify must exist in UDC 15/AR. The system uses the area type to calculate the sales per square foot when you select the option. The system ignores this processing option if you entered a value in the Unit Area Type processing option.

**3. Gross Leasable Area (GLA) Retrieval**

Specify whether to retrieve the area, which is used to calculate the gross leasable area (GLA), based on the first day of the month or the last day of the month. Values are:

Blank: Retrieve the gross leasable area as of the first day of the month.

*1:* Retrieve the gross leasable area as of the last day of the month.

**4. Sales to Display** Specify the default option to select to display sales amounts on the Sales History Inquiry form. You can override this default option on the form, if desired. Values are:

Blank: Display actual sales amounts

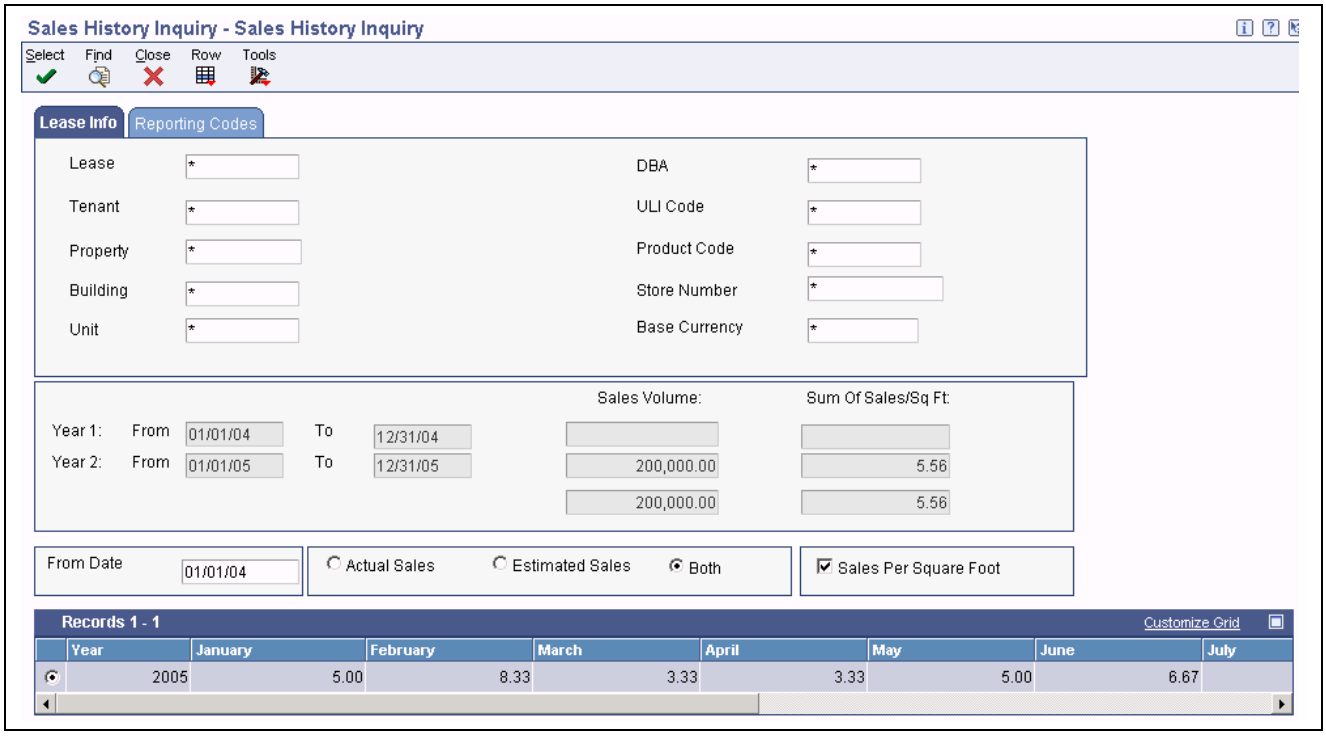
*1:* Display estimated sales amounts.

*2:* Display both actual and estimated sales.

# Reviewing Actual and Estimated Sales

The system displays sales or sales per square feet amounts for the 24-month cycle in the detail area. Columns for periods that do not fall in the date range that you specified are either not displayed or are unavailable for input. For sales that exist in the F1541B table or the F1542 table, if only part of the year falls within the 24-month rolling date range, the months that are outside of the range are unavailable for input.

Access the Sales History Inquiry form.




Sales History Inquiry form

**Property** Enter the number that identifies the associated property, building, or project. This number is a business unit. The business unit for a property can be different from the business unit for an associated building.

**DBA** (doing business as) Enter the address book number that identifies the name under which a tenant operates, if the tenant name is different from the tenant name on the lease. You can use the DBA number to separate or combine sales information for reports. The system validates the number that you enter against the Address Book Master table (F0101).

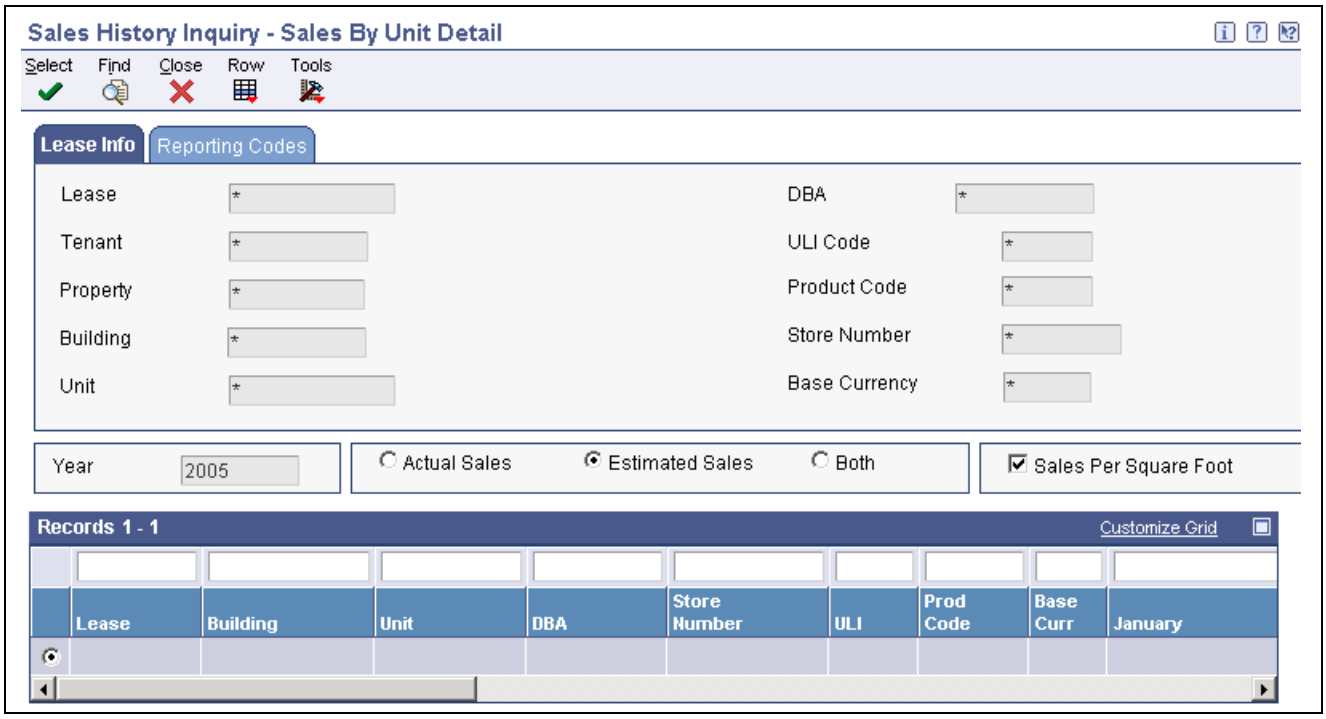
**Product Code** Enter the product code. Product Codes are four-character, UDCs which you use to categorize Tenants' Sales. The codes are used for sales reporting in the

| | |
|---|---|
| | Sales Overage module of the Property Management system. You can set up allowed code values and short descriptions in UDCs (15/PC).<br>Example Product Codes are:<br>*FOOD:* Food<br>*GIFT:* Gift Merchandise<br>*TOYS:* Toys<br>*OFCF:* Office Furniture<br>*BOOK:* Books |
| **Store Number** | Enter the alphanumeric code that identifies a particular store number. |
| **Base Currency** | Enter the code that identifies the currency of a transaction. |
| **Property Code 11–15, 21–25** | Enter the property codes. These user-defined reporting codes exist within the Property Management system. These codes, which are three characters in length, can be used to further define and categorize records such as property or buildings, floors, units, leases, and billing records. |
| **From Date** | Enter the date from which to display a rolling 24 months of sales. |
| **Actual Sales** | Select this option to display actual sales. |
| **Estimated Sales** | Select this option to display estimated sales. |
| **Both** | Select this option to display both actual and estimated sales. |
| **Sales Per Square Foot** | Specify whether the system displays monthly sales or monthly sales per square foot. |
| **January through December** | Display sales report history information, which is retained for thirteen (13) reporting periods per year. Sales amounts are used to generate Sales Analysis reporting and to calculate Sales Overage billing. |

## Reviewing Sales By Unit Detail

The search fields on Sales By Unit Detail are completed automatically from the header fields that you completed on Sales History Inquiry. Sales or sales per square foot amounts for the units appear for the months of the year that you specified. Since sales per square foot amounts are summarized on the Sales History Inquiry form, the Sales By Unit Detail form displays the units which make up the total, since different units might have contributed to sales for the different months.

Access the Sales By Unit Detail form.




Sales By Unit Detail form

# CHAPTER 12

# Forecasting Sales

This chapter provides an overview of sales forecasting and discusses how to:

- Generate seasonality values.
- Work with seasonality information.
- Generate projected sales.
- Add and revise projected sales.

## Understanding Sales Forecasting

Percentage rent, or sales overage, is a significant component of revenue for all retail real estate companies and a significant expense for retail tenants. The sales forecasting tools are designed to enable users to forecast sales amounts for future periods. These estimated amounts can then be used to generate billings for the tenants. More importantly, they can be used to analyze historical trends and to predict future revenue and expenses.

Sales forecasting uses these applications:

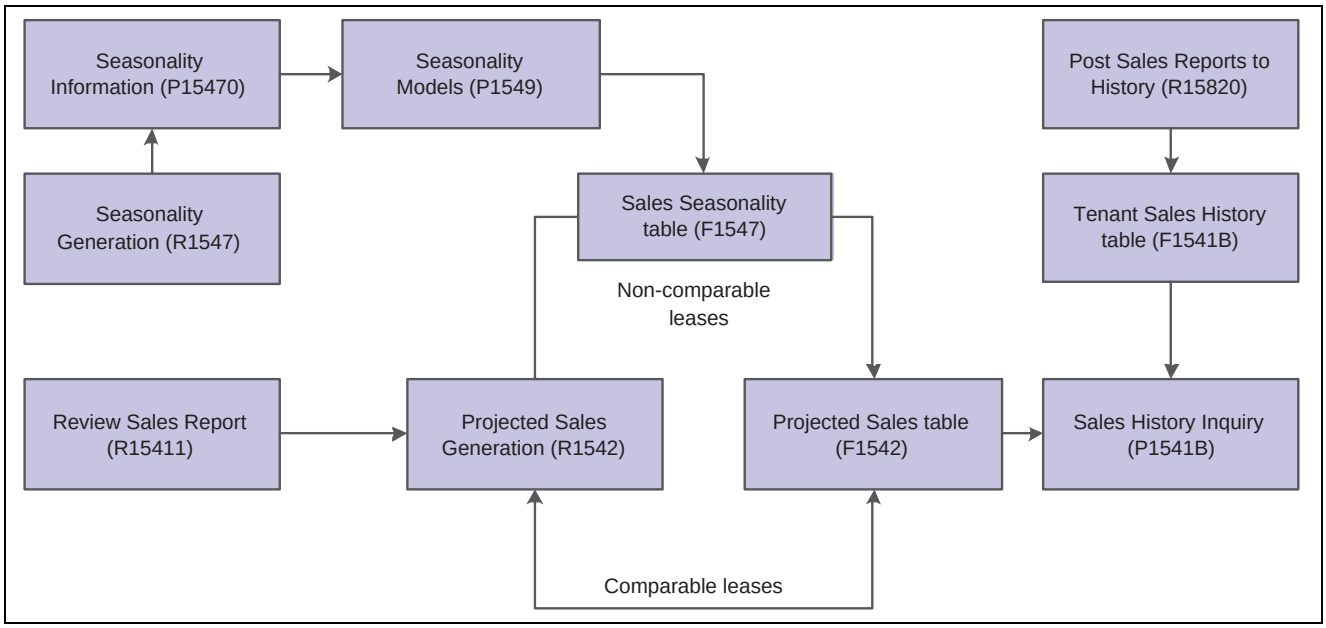
- Seasonality Generation (R1547)
- Seasonality Information (P15470)
- Seasonality Models (P1549)
- Projected Sales Generation (R1542)
- Sales History Inquiry (P1541B)

The Seasonality Generation program creates the values that populate the Sales Seasonality table (F1547) and are used to calculate estimates for noncomparable leases. The Seasonality Information program is used to revise generated seasonality values. The Seasonality Models program displays the order in which the seasonality model for estimating sales is determined.

The Projected Sales Generation program projects monthly and annual sales. You use processing options to specify whether the system projects annual sales. For noncomparable leases, sales are projected based on the seasonality values. For comparable leases, sales are projected based on comparisons with prior actual sales amounts.

The Sales History Inquiry displays a rolling 24-month cycle for both actual and estimated sales amounts. Actual sales amounts are retrieved from the F1541B table. Estimated sales amounts are retrieved from the F1542 table.

The flowchart shows a high-level view of the programs and tables required for Sales Forecasting:




Sales Forecasting

# Generating Seasonality Values

This section provides overviews of seasonality values and seasonality generation, and discusses how to:

- Run the Seasonality Generation Program.
- Set processing options for Seasonality Generation (R1547).

## Understanding Seasonality Values

If a lease does not meet the conditions for comparable leases or if insufficient sales data are available to generate future sales estimates, you can define seasonality values to enable the system to create a sales forecast. Seasonality values and a default seasonality model can be generated by running the Seasonality Generation program (R1547), or created manually.

You can use the Seasonality Information program (P15470) to review and revise seasonality values generated by the Seasonality Generation program. You can also manually enter new seasonality values as an alternative to using the Seasonality Generation program.

You can retrieve seasonality values for estimating sales, based on a seasonality model. You can set up seasonality models in the Seasonality Models program (P1549) by defining the number of tenants. This information is stored in the Sales Seasonality table (F1547) and used by the Projected Sales Generation program (R1542) to determine which seasonality values to use. When the system forecasts sales, it uses the model with the lowest line number whose minimum number of tenants is fewer than the number of tenants for whom the sales forecast is run. If none of the models generated or entered manually meets the criteria, the system uses the default model that includes sales for the entire project or building.

# Understanding Seasonality Generation

You use the Seasonality Generation program to generate the seasonality values that the system uses to estimate sales for noncomparable leases. Seasonality values are stored in the Sales Seasonality table (F1547). A lease is considered noncomparable if any of these items for the lease within the comparable period have changed:

- Urban Land Industry (ULI) code.
- Building.
- Unit.
- Area.
- DBA.

If the lease was comparable and any of the items in the previous list change, the lease then becomes noncomparable. The seasonality values are calculated by building and ULI or project and ULI.

The system uses this formula to calculate seasonality values:

Seasonality (month X) = (Sales (month X this year) × 100) / total sales for current year

Seasonality Generation can be run in either edit or update mode. You use processing options to determine whether the values are created at the building or project level and whether the default seasonality model should be created. If the seasonality values are generated by building (MCU), the default seasonality model includes all sales for that particular building. If the seasonality values are generated by project (MCUS), the default seasonality model includes all sales for that particular project.

# Prerequisites

Before you complete the tasks in this section:

- Complete the appropriate processing option to specify whether the system creates seasonality values at the building or the project level.
- Complete the appropriate processing option to specify whether the system creates the default seasonality model.

# Running the Seasonality Generation Program

Select Sales Forecasting (G152211), Seasonality Generation.

# Set Processing Options for Seasonality Generation (R1547)

Set these processing options before you run the Seasonality Generation report.

## Process

These processing options enable you to specify parameters that the system uses for generating seasonality values.

**1. Process Year** Specify the year used to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system uses the current year.

**2. From Period** Specify the beginning date used to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system processes the report beginning from the current year.

**3. Thru Period** Specify the date through which to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system sets the through date to the end of the current year.

**4. Process by Building or Property** Specify whether to generate seasonality values by building or project number. Values are:

Blank: Generate seasonality values by building (MCU).

*1:* Generate seasonality values by project number (MCUS).

**5. Generate Default Seasonality Model** Specify whether to generate seasonality values for the default seasonality model. If you generate seasonality values by building (MCU), the default seasonality model does not take all sales for that particular building into consideration. If you generate seasonality values by project (MCUS), the default seasonality model takes all sales for that particular project into consideration. Values are:

Blank: Do not generate the default seasonality model.

*1:* Generate the default seasonality model.

**6. Leases to Consider for Generation** Specify whether to calculate seasonality using only comparable leases or both comparable and non-comparable leases. Comparable leases are leases for which the ULI code, building, unit, square footage, doing business as, and tenant have remained unchanged over the year. Furthermore, sales must exist for every period in the year. Values are:

Blank: Consider only comparable leases.

*1:* Consider both comparable and non-comparable leases.

**7. Process Estimated Sales** Specify whether to consider actual sales only, or both actual and estimated sales, when you run the Seasonality Generation program (R1547). Values are:

Blank: Process only actual sales.

*1:* Process actual and estimated sales.

**8. Area Type** Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate seasonality values. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**9. Alternate Area Type** Specify the area type. The system validates this value against the user-defined code list (UDC) (15/AR).

## Print

These processing options enable you to specify whether the system prints only an edit report and whether the system inserts a page break by building or property.

**1. Print Edit Report** Specify whether to generate seasonality values in the Sales Seasonality table (F1547) or to print an edit report. Values are:

Blank: Print an edit report. The system does not update the Sales Seasonality table.

*1:* Generate seasonality values and print an edit report. The system populates the Sales Seasonality table with the appropriate values.

**2. Page Break By Building/Property** Specify whether to insert a page break between each building, if you print the report by building, or between each project, if you print the report by project number. Values are:

Blank: Do not insert a page break between building (MCU) or project number (MCUS).

*1:* Insert a page break between building or project number.

### Exclusions

These processing options enable you to specify the ULI Codes, unit types, lease types, and lease status to exclude.

**1. ULI Codes to Exclude** (urban land industry codes to exclude) Specify which Urban Land Industry (ULI) codes to exclude when the system generates seasonality values.

**2. Unit Types to Exclude** Specify which unit types to exclude when the system generates seasonality values.

**3. Lease Types to Exclude** Specify which lease types to exclude when the system generates seasonality values.

**4. Lease Status to Exclude** Specify which lease statuses to exclude when the system generates seasonality values.

## Working with Seasonality Information

This section discusses how to:

- Set processing options for Seasonality Information (P15470).
- Revise seasonality information.
- Set processing options for Seasonality Models (P1549).
- Revise seasonality models.

# Forms Used to Revise Seasonality Information and Models

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Seasonality Information | W15470A | Sales Forecasting (G152211), Seasonality Information. | Review and select seasonality records and seasonality models. |
| Seasonality Revisions | W15470C | Click Add on Work With Seasonality Information. | Add or revise seasonality information. |
| Work With Seasonality Models | W1549A | Sales Forecasting (G152211), select Seasonality Models | Review and select seasonality models. |
| Seasonality Model Revisions | W1549B | Select a model record on Seasonality Models. | Revise seasonality models. |

# Setting Processing Options for Seasonality Information (P15470)

Set this processing option before you run the Seasonality Information program.

### Process

This processing option enables you to specify whether to create seasonality information by building or by project.

**1. Seasonality by Building or Property**

Specify whether to process seasonality information by building or project number. Values are:

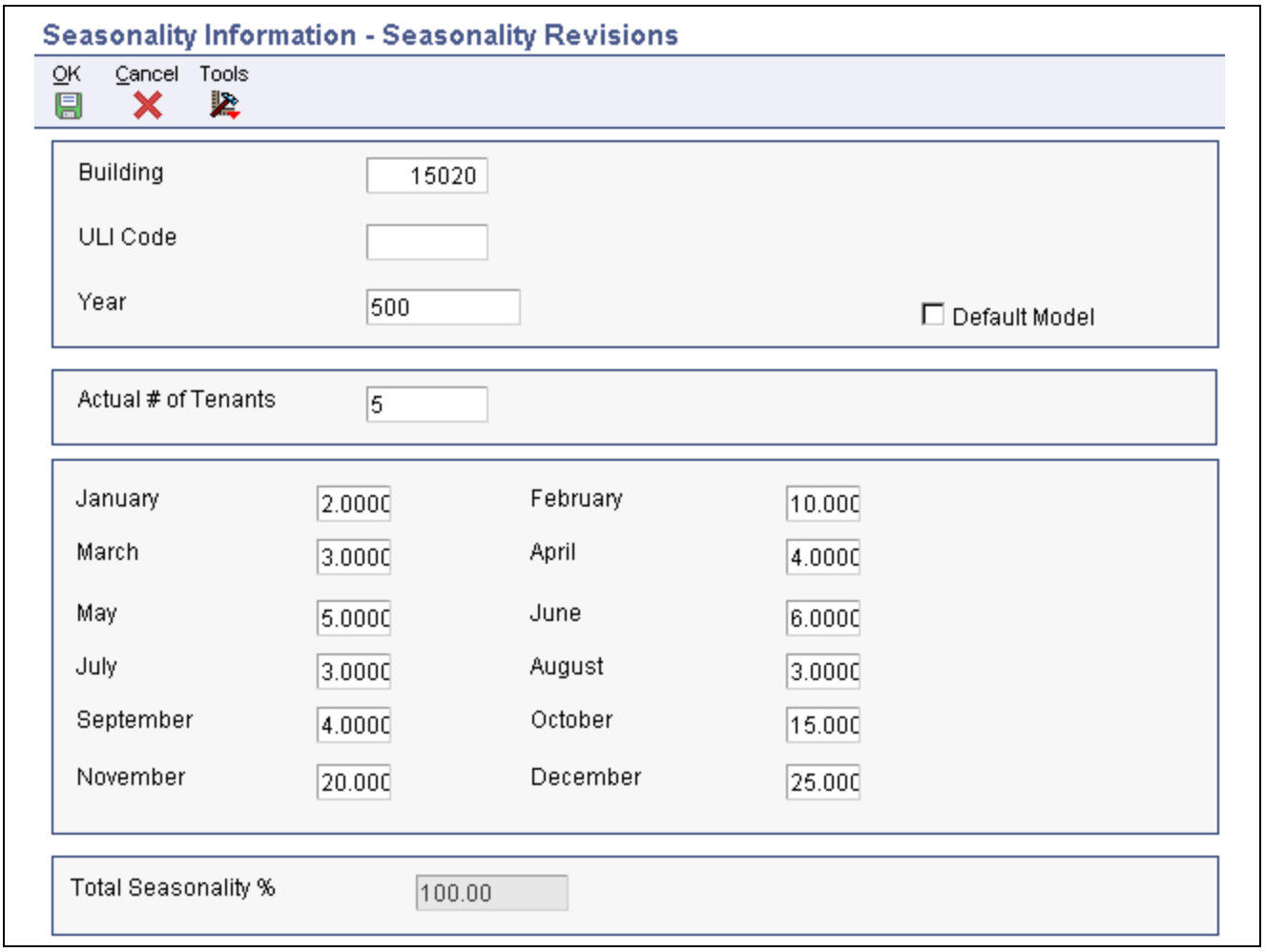
Blank: Process seasonality values by building (MCU).

*1:* Process seasonality values by project number (MCUS).

# Revising Seasonality Information

Even though seasonality values are calculated to four decimal places when values are manually entered, the program rounds only to the nearest hundredth. For example, even though the values might actually total 100.0001 percent, the program rounds the value to 100.00 percent.

Access the Seasonality Revisions form.




Seasonality Revisions form

**Year** Enter a two or four digit year to view rows with enrollment within the specified year. Enter * if you do not want to filter rows based on the enrollment period.

This field is used in conjunction with the type of year and specifies calendar or fiscal year.

**January** Enter the seasonality for period 1. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**February** Enter the seasonality for period 2. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**March** Enter the seasonality for period 3. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**April** Enter the seasonality for period 4. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**May** Enter the seasonality for period 5. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**June** Enter the seasonality for period 6. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**July** Enter the seasonality for period 7. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**August** Enter the seasonality for period 8. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**September** Enter the seasonality for period 9. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**October** Enter the seasonality for period 10. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**November** Enter the seasonality for period 11. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**December** Enter the seasonality for period 12. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

**Default Model** Specify whether to display default seasonality models. Values are:

*On:* Display default seasonality models, which encompass sales for all projects or buildings for the year.

*Off:* Do not display default seasonality models.

**Actual # of Tenants** (actual number of tenants) Enter the number that indicates how many tenants have actual sales for the selected year and ULI code.

**Total Seasonality Percent** Displays the total seasonality percent.

# Setting Processing Options for Seasonality Models (P1549)

Set this processing option before you run the Seasonality Models program.

## Process

This processing option enables you to specify whether the system generates the seasonality model by building or by property.

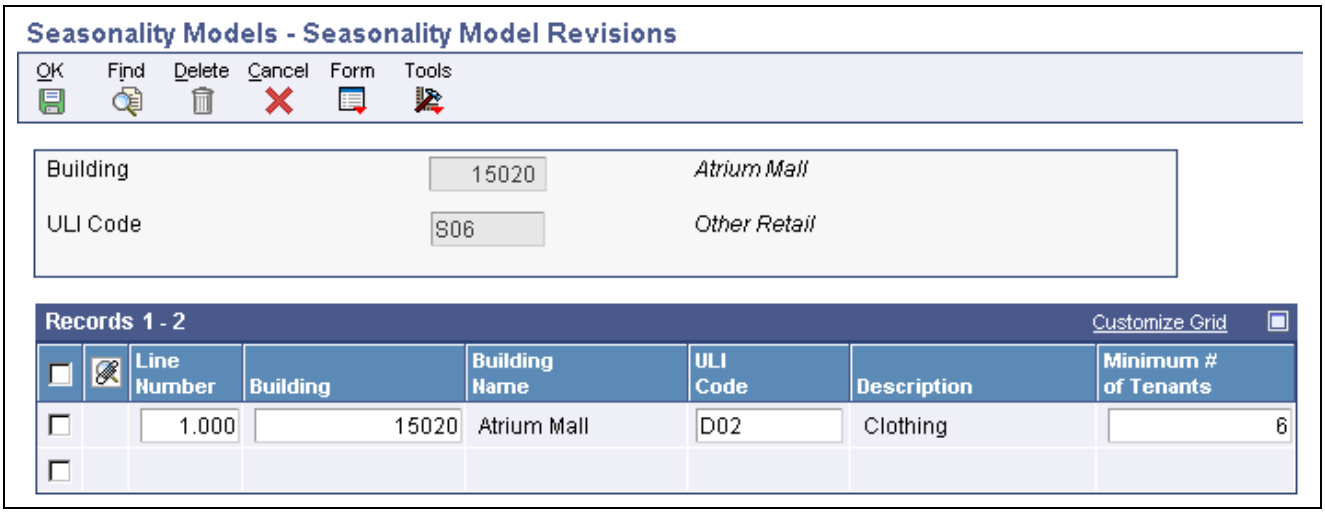
**1. Process by Building or Property** Specify whether to set up seasonality models by building or property. Values are:

Blank: Set up seasonality models by building (MCU).

*1:* Set up seasonality models by property (MCUS).

# Revising Seasonality Models

Access the Seasonality Model Revisions form.



Seasonality Model Revisions form

# Generating Projected Sales

This section provides overviews of projected sales and forecasting methods, and discusses how to:

- Run the Projected Sales Generation program.
- Set processing options for Projected Sales Generation (R1542).

## Understanding Projected Sales

To provide reliable data that support sales forecasting for overage rents, you run the Projected Sales Generation program (R1542). This program estimates future sales based on a variety of calculation methods. You use processing options to determine which calculation is used.

The PeopleSoft EnterpriseOne System provides seven forecasting methods for comparable and noncomparable leases. Regardless of the method you use, certain conditions have to be met. Typically, sales data has to be available for a certain number of months.

Leases must meet these conditions to be considered comparable:

- The ULI Code (for example, the Major Merchandise code) has not changed.
- The building has not changed.
- The area (square footage) has not changed.
- The unit has not changed.
- The DBA has not changed.

If any of these conditions change or if insufficient sales data are available to use any of the forecasting methods, you need to run the Seasonality Generation program (R1547) to generate the values required by the forecasting methods.

You can generate either a month-by-month detail report or a summary report. The detail report includes the calculations for each month of the year; and indicates estimates with an asterisk (*). The summary report includes the rolling sales, year-to-date sales, and annualized sales. The summary report also includes sales per square foot and percent changes. Estimates are identified with an asterisk. The annual projection for a lease is the same as the amount for 12 months if the lease has a full set of rolling 12 months of actual sales. If the lease does not, it is considered noncomparable, in which case the system uses seasonality values to calculate the annual projection. The system calculates seasonality values, as follows:

(Monthly Sales / Seasonality) / Number of Months

# Understanding Forecasting Methods and Forecasting Sales for Noncomparable Leases

The system provides seven forecasting methods. Each method and an example of how it is used is described in the next section, as well as forecasting for noncomparable leases.

## Forecasting Method 1: Percent Increase of Rolling 12 Months Over Prior Rolling Months

The percentage increase is calculated by comparing the rolling 12 months up to 2 months prior to the month for which sales are estimated, to the prior rolling 12 months. For example, if you want to estimate sales for November 2006, you compare the time period from October 2005 through September 2006 with the time period from October 2004 through September 2005. The same percentage is applied to the remaining months if you are estimating sales to the end of the reporting period.

This forecasting method uses this calculation:

Monthly Estimate = (Previous Year's Sales for Same Month × Current Rolling 12 months) / Prior Rolling 12 Months

### Example

This table illustrates the results of the forecast calculation based on reported sales from October, 2004 to September, 2005:

| Month | 2004-2005 | 2005-2006 | 2006 | Value Type | Forecast Calculation |
|---|---|---|---|---|---|
| OCTOBER | 88,048 | 97,420 | 84,821 | Reported (RPT) | |
| NOVEMBER | 88,636 | 97,355 | | RPT | |
| DECEMBER | 905,20 | 101,217 | | RPT | |
| JANUARY | 121,928 | 104,431 | | RPT | |
| FEBRUARY | 98,552 | 115,141 | | RPT | |
| MARCH | 98,155 | 122,095 | | RPT | |
| APRIL | 94,741 | 120,730 | | RPT | |
| MAY | 98,765 | 107,837 | | RPT | |

| Month | 2004-2005 | 2005-2006 | 2006 | Value Type | Forecast Calculation |
|---|---|---|---|---|---|
| JUNE | 106,026 | 102,469 | | RPT | |
| JULY | 105,369 | 96,900 | | RPT | |
| AUGUST | 106,312 | 103,977 | | RPT | |
| SEPTEMBER | 97,083 | 89,204 | | RPT | |
| TOTAL | 1,194,135 | 1,258,776 | | | |
| PERCENT INCREASE | | 5.41 percent | | | |
| NOVEMBER | | | 102,622 | Estimated (EST) = | 97,355 × 1.0541 |
| DECEMBER | | | 106,693 | EST = | 101,217 × 1.0541 |

By applying the forecast calculation from the previous table, you arrive at the sales estimate for November and December based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

**Note.** For a lease to be comparable, 24 rolling months of sales must exist.

## Forecasting Method 2: Lease Year-To-Date Increase Over Prior Year

The percentage for all months is calculated based on a year-to-date increase over the previous year. The same percentage is applied to the remaining months. Leases must have at least 13 months of actual sales for the system to estimate sales. For example, if you want to estimate sales for November 2006, you compare the time period from January through October 2005 with the time period from January through October 2006. The same percentage is then applied to the remaining months if you are estimating sales to the end of the reporting period.

This forecasting method uses this calculation:

Monthly Estimate = (Last Year's Sales for Same Month × Year-To-Date Sales for Current Year) / Year-To-Date Sales Last Year

## Example

This table illustrates the results of the forecast calculation based on reported sales for 2005 and 2006:

| Month | 2005 | 2006 Reported | 2006 Estimated | Forecast Calculation |
|---|---|---|---|---|
| JANUARY | 121,928 | 104,431 | | |
| FEBRUARY | 98,552 | 115,141 | | |
| MARCH | 98,155 | 122,095 | | |
| APRIL | 94,741 | 120,730 | | |

| Month | 2005 | 2006 Reported | 2006 Estimated | Forecast Calculation |
|---|---|---|---|---|
| MAY | 98,765 | 107,837 | | |
| JUNE | 106,026 | 102,469 | | |
| JULY | 105,369 | 96,900 | | |
| AUGUST | 106,312 | 103,977 | | |
| SEPTEMBER | 97,083 | 89,204 | | |
| OCTOBER | 97,420 | 84,821 | | |
| NOVEMBER | 97,355 | | 99,564.96 | 1.0227 × 97,355 |
| DECEMBER | 101,217 | | 103,514.63 | 1.022 × 101,217 |
| TOTAL | 102,6350 | 1,049,605 | | |
| PERCENT INCREASE | | 2.27 percent | | |

By applying the forecast calculation from the previous table, you determine the sales estimate for November and December 2006 based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

**Note.** For a lease to be comparable, 13 months of sales must exist. In addition, you cannot use this method to forecast January sales.

## Forecasting Method 3: Fixed Percent Increase

Sales are estimated using a fixed flat percentage increase entered in the appropriate processing option.

This forecasting method uses this calculation:

Monthly Estimate = (Sales This Month Last Year) × (Fixed Flat Percent Increase)

## Example

This table illustrates calculating a sales estimate by using a flat percentage:

| Month | 2005 Reported | Estimated | Forecast Calculation |
|---|---|---|---|
| NOVEMBER | 88,500 | 97,350 | 88,500 × 1.1 |

You determine the sales estimate for November 2006 by multiplying the sales figure for November 2005 with the flat percentage entered into the processing option.

**Note.** For a lease to be comparable, sales for the estimated month in the prior year must exist. That is, at least 13 months of sales data must be available.

## Forecasting Method 4: Specific Percent Increase for Each Month

Sales are estimated using a percentage increase for the particular month as entered in the appropriate processing option.

This forecasting method uses this calculation:

Monthly Estimate = (Sales This Month Last Year) × (This Month's Percent Increase)

### Example

To calculate sales estimates for January, February and March of 2006, you enter these percentage values in the appropriate processing options:

- January: 10 percent
- February: 20 percent
- March: 30 percent

| Month | 2005 Reported | 2006 Estimated | Forecast Calculation |
|---|---|---|---|
| JANUARY | 10,000 | 11,000 | 10,000 × 1.1 |
| FEBRUARY | 12,500 | 15,000 | 12,500 × 1.2 |
| MARCH | 15,000 | 19,500 | 15,000 × 1.3 |

You arrive at the sales estimates for January, February and March 2006 by multiplying the sales figures for the corresponding months of 2005 with the percentage you entered in the processing options.

---

**Note.** For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

---

## Forecasting Method 5: Specific Percent Increase over Prior Month's Sales

Sales are estimated using a percentage increase over the prior month's sales in the prior year. This percentage increase is entered in the appropriate processing options.

This forecasting method uses this calculation:

Monthly Estimate = (Sales Last Month Last Year) × (This Month's Percent Increase)

### Example

To calculate sales estimates for July, August and September 2006, you enter these percentage values in the appropriate processing option:

- July: 25 percent
- August: 30 percent
- September: -15 percent

| Month | 2005 Reported | 2006 Estimated | Forecast Calculation |
|---|---|---|---|
| JUNE | 20,000 | | |
| JULY | 22,500 | 25,000 | 20,000 × 1.25 |

| Month | 2005 Reported | 2006 Estimated | Forecast Calculation |
|---|---|---|---|
| AUGUST | 25,000 | 29,250 | 22,500 × 1.3 |
| SEPTEMBER | 27,500 | 21,250 | 25,000 × .85 |

You determine the sales estimates for July, August, and September, 2006 by multiplying each previous month's sales in 2005 with the percentage that you entered in the processing option.

**Note.** For a lease to comparable, sales must exist for the month prior to the estimated month in the prior year.

## Forecasting Method 6: Flat Percent Derived From Comparing the 13th to the 1st Month

Sales are estimated by comparing sales for the 13$^{th}$to the 1$^{st}$month when 13 months of sales figures are available. To calculate this month's estimated sales, you use the percentage increase or decrease multiplied by this month's sales for the year.

This forecasting method uses this calculation:

Monthly Estimate = (Sales This Month Last Year × Sales for 13$^{th}$month) / Sales for 1$^{st}$month

### Example

This table shows the reported sales figures for 13 months and illustrates how the sales estimates for February through December, 2006 are calculated:

| Month | 2005 Reported | 2006 Reported | 2006 Estimated | Forecast Calculation |
|---|---|---|---|---|
| JANUARY | 30,000 | 40,000 | | |
| FEBRUARY | 25,000 | | 33,333 | 25,000 × 1.3333 |
| MARCH | 20,000 | | 26,667 | 20,000 × 1.3333 |
| APRIL | 28,000 | | 37,333 | 28,000 × 1.3333 |
| MAY | 30,000 | | 40,000 | 30,000 × 1.3333 |
| JUNE | 35,000 | | 46,667 | 35,000 × 1.3333 |
| JULY | 32,000 | | 42,667 | 32,000 × 1.3333 |
| AUGUST | 30,000 | | 40,000 | 30,000 × 1.3333 |
| SEPTEMBER | 27,000 | | 36,000 | 27,000 × 1.3333 |
| OCTOBER | 33,000 | | 44,000 | 33,000 × 1.3333 |
| NOVEMBER | 45,000 | | 60,000 | 45,000 × 1.3333 |
| DECEMBER | 60,000 | | 80,000 | 60,000 × 1.3333 |

You derive the percentage used to calculated the sales estimates from this calculation:

Increase in 13th month over 1st month = Sales (January 2006) / Sales (January 2005)

40,000 / 30,000 = 1.3333 or 33.33 percent

---

**Note.** For a lease to be comparable, sales for the estimated month in the prior year must exist. That is, at least 13 months of sales data must be available.

---

## Forecasting Method 7: Project/Building Year-To-Date Increase Over Prior Year

Sales are estimated based on a year-to-date increase for the mall (either building or project number as defined in the processing options) over the prior year. Because this method includes more than just the lease for which sales are being estimated, the reporting months sales for all comparable leases within the building or project are included in the calculation of year-to-date sales. For example, if estimating sales for December 2006, you compare year-to-date sales for January to December 2006 with the year-to-date sales for January to December 2005 for all comparable leases with the same building or project number. When forecasting the first three months of the year, (January, February, and March), year-to-date sales include the prior 4 months through the reporting month.

This forecasting method uses this calculation:

Monthly estimate = (Lease Sales This Month Last Year × Mall Year To Date Sales This Year) / Mall Year To Date Sales Last Year

Where *Month* is the current reporting period.

### Example

In this example, leases 1, 2, and 3 are all in Building ULSTER.

This table lists the reported sales for leases 1, 2, and 3 for 2005 and 2006:

| Month | Lease 1 2005 | Lease 1 2006 | Lease 2 2005 | Lease 2 2006 | Lease 3 2005 | Lease 3 2006 |
|---|---|---|---|---|---|---|
| JANUARY | 30,000 | 40,000 | 25,000 | 28,000 | 21,500 | 30,000 |
| FEBRUARY | 25,000 | 35,000 | 20,000 | 30,000 | 25,000 | 25,000 |
| MARCH | 20,000 | 25,000 | 28,000 | 35,000 | 22,000 | 20,000 |
| APRIL | 28,000 | 33,000 | 30,000 | 35,000 | 25,000 | 20,730 |
| MAY | 30,000 | 34,200 | 35,000 | 25,000 | 23,000 | 27,837 |
| JUNE | 35,000 | 23,800 | 25,000 | 20,000 | 24,200 | 32,469 |
| JULY | 32,000 | 35,000 | 20,000 | 29,000 | 23,000 | 26,900 |
| AUGUST | 30,000 | 24,000 | 28,000 | 32,000 | 33,200 | 33,977 |
| SEPTEMBER | 27,000 | 29,000 | 30,000 | 30,000 | 20,000 | 29,204 |
| OCTOBER | 33,000 | 22,000 | 35,000 | 39,000 | 25,000 | 24,821 |
| NOVEMBER | 45,000 | 41,000 | 28,000 | 42,000 | 29,000 | 25,000 |

| Month | Lease 1 2005 | Lease 1 2006 | Lease 2 2005 | Lease 2 2006 | Lease 3 2005 | Lease 3 2006 |
|---|---|---|---|---|---|---|
| DECEMBER | 30,000 | 50,000 | 30,000 | 49,000 | 22,000 | |
| YTD (NOVEMBER) | 365,000 | 392,000 | 334,000 | 394,000 | 292,900 | 295,938 |

Lease 3 is not used for calculating the building growth rate because it does not have sales for December. Without a full set of year-to-date sales, the growth rate calculation would be skewed and, therefore, incorrect. In this example, only leases 1 and 2 are used to calculate the building growth rate.

This calculation yields this result:

Building Growth Rate = Year-To-Date Sales 2006 / Year-To-Date Sales 2005

392,000 + 394,000 / 365,000 + 334,000

786,000 / 699,000 = 1.1245 or 12.45 percent

You arrive at the sales estimate for December 2006 for Lease 3 by multiplying the sales figure for November 2005 with the percentage increase calculated for the building growth rate:

Estimated Sales (Lease 3, December 2006) = 22,000 × 1.1245 = 24,739.00

**Note.** For a lease to be comparable, sales must exist for at least a calendar year, from January to December.

## Sales Forecasting for Noncomparable Leases

For noncomparable leases, you use seasonality values to calculate monthly estimates: Running the Seasonality Generation program provides you with the values necessary for generating monthly estimates.

## Example: Sales Forecasting for Building Quincy and ULI Code B05 for the year 2005

This table lists the actual sales for 2000, as well as the seasonality values for each month:

| Month | Sales for 2005 | Seasonality (Percent) for 2005 | Seasonality Calculation |
|---|---|---|---|
| JANUARY | 30,000 | 8.2192 | = 30,000 / 36,5000 |
| FEBRUARY | 25,000 | 6.8493 | = 25,000 / 36,5000 |
| MARCH | 20,000 | 5.4795 | = 20,000 / 365,000 |
| APRIL | 28,000 | 7.6712 | = 28,000 / 365,000 |
| MAY | 30,000 | 8.2192 | = 30,000 / 365,000 |
| JUNE | 35,000 | 9.5890 | = 35,000 / 365,000 |
| JULY | 32,000 | 8.7671 | = 32,000 / 365,000 |
| AUGUST | 30,000 | 8.2192 | = 30,000 / 365,000 |

| Month | Sales for 2005 | Seasonality (Percent) for 2005 | Seasonality Calculation |
|---|---|---|---|
| SEPTEMBER | 27,000 | 7.3973 | = 27,000 / 365,000 |
| OCTOBER | 33,000 | 9.0411 | = 33,000 / 365,000 |
| NOVEMBER | 45,000 | 12.3288 | = 45,000 / 365,000 |
| DECEMBER | 30,000 | 8.2192 | = 30,000 / 365,000 |
| TOTAL | 365,000 | 100.00 | |

To generate a monthly estimate, you need to retrieve the previous three months of actual sales. The program requires at least one month of sales to generate the monthly estimate. If no sales exist for the previous 3-month period, the program cannot calculate a monthly estimate.

For the months following the first month for which estimates are generated, the Projected Sales Generation (R1542) program uses the estimated sales to generate subsequent estimated amounts.

The monthly estimate is calculated using this formula:

Monthly Estimate (n, ×) = ((Sales$_{n-3,\ \times}$/Seasonality$_{n-3,\ \times-1}$+ Sales$_{n-2,\ \times}$/Seasonality$_{n-2,\ \times-1}$+ Sales$_{n-1,\ \times}$/Seasonality$_{n-1,\ \times-1}$) /Number of months) × Seasonality$_{n,\times-1}$

Where *n* is the current period/month and × is the current year.

In the processing options for Projected Sales Generation, you can determine whether the program is run for the reporting period only or for a period of time through the end of the reporting period.

## Forecast Through the Reporting Period

In this example, assume that you want to generate estimates for the months of April, May and June:

| Month | Seasonality | Sales 2005 | Sales 2006 | Sales Estimate |
|---|---|---|---|---|
| JANUARY | 8.2192 | 30,000 | 40,000 | |
| FEBRUARY | 6.8493 | 25,000 | 35,000 | |
| MARCH | 5.4795 | 20,000 | 25,000 | |
| APRIL | 7.6712 | 28,000 | | 37,177.51 |
| MAY | 8.2192 | 30,000 | | 39,777.77 |
| JUNE | 9.5890 | 35,000 | | 45,542.80 |

The projected sales for April, May and June are calculated as:

| Month | Calculation |
|---|---|
| Sales Estimate (April) | = 0.076712 × (40,000/.082192 + 35,000/.068493 + 250,007.054795) / 3<br>= 0.076712 × (486,665.37 + 511,001.12 + 456,246.01) / 3<br>= 37177.51 |
| Sales Estimate (May) | = 0.082192 × (35,000/.068493 + 25,000/.054795 + 37,177.51/.076712) / 3<br>= 0.082192 × (511,001.12 + 456,246.01 + 484,637.48) / 3<br>= 39,777.77 |
| Sales Estimate (June) | = 0.095890 × (25,000/.054795 + 37,177.51/.076712 + 39,777.77/.082192) / 3<br>= 0.095890 × (45,6246.01 + 48,4637.48 + 48,3961.58) / 3<br>= 45,542.80 |

### Forecast for the Reporting Period Only

In this example, assume that you want to generate an estimate for only the month of June:

| Month | Seasonality | Sales 2005 | Sales 2006 | Sales Estimate |
|---|---|---|---|---|
| JANUARY | 8.2192 | 30,000 | 40,000 | |
| FEBRUARY | 6.8493 | 25,000 | 35,000 | |
| MARCH | 5.4795 | 20,000 | 25,000 | |
| APRIL | 7.6712 | 28,000 | | |
| MAY | 8.2192 | 30,000 | | |
| JUNE | 9.5890 | 35,000 | | 43,749.43 |

The projected sales for June are calculated as follows:

Sales Estimate (June) = 0.095890 × (25,000/.054795 + 0 + 0) / 1

0.095890 × 456,246.01 = 43,749.43

## Prerequisite

Run the Seasonality Generation program (R1547) before you run the Projected Sales Generation program to ensure that all included leases meet the conditions for comparable leases.

See Chapter 12, “Forecasting Sales,” Generating Seasonality Values, page 274.

## Running the Projected Sales Generation Program

Select Sales Forecasting (G152211), Projected Sales Generation.

# Setting Processing Options for Projected Sales Generation (R1542)

Set these processing options before you run the Projected Sales Generation report.

## Process

These processing options enable you to specify parameters that the system uses for generating projected sales.

**1. Reporting Period**

Specify the month through which to forecast sales. If you leave this processing option blank, the system uses the system date.

**2. Year**

Specify the year to forecast sales. If you leave this processing option blank, the system uses the system date.

**3. Select Area Type**

Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate projected sales. This processing option is valid only when you specify to print the summary report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**4. Alternate Area Type**

Specify the alternate area type the system should use if you leave the Select Area Type processing option blank. This processing option is valid only when you specify to print the summary report. You can set up values in UDCs (15/AR).

**5. Process By Building or Property**

Specify whether to process the Projected Sales Generation program (P1542) by building or property number. Values are:

Blank: Process the program by building (MCU).

*1:* Process the program by property number (MCUS).

**6. Sales For Partial Months**

Specify whether to consider sales for partial months as whole months or as partial months.

For partial months, if a partial first or last month exists, the Projected Sales Generation program (P1542) adjusts monthly sales to only consider sales for the number of days in the period that fall within the move in and move out dates. Values are:

Blank: Calculate sales for partial months as whole months.

*1:* Calculate sales for partial months partially.

**7. Gross Leasable Area (GLA) Retrieval**

Specify whether to locate gross leasable area (GLA) as of the first day or last day of the month. This processing option is valid only when you specify to print the summary report. Values are:

Blank: Locate gross leasable area as of the first day of the month.

*1:* Locate gross leasable area as of the last day of the month.

**8. Forecast Through Reporting Period**

Specify whether to forecast sales for the specified reporting period only, or to forecast sales for all periods with no sales reported. Values are:

Blank: Forecast sales for the reporting period only.

*1:* Forecast sales through the reporting period.

**9. Forecast Comparable** Specify whether to forecast sales for only comparable leases, or for both comparable and non-comparable leases. Values are:

Blank: Forecast sales for comparable leases only.

*1:* Forecast sales for all leases.

## Forecast

These processing options enable you to specify the forecast method to use for generating projected sales, as well as to specify the monthly percentages for forecast methods that require them.

**1. Forecasting Method** Specify the forecasting method to use to forecast sales for comparable leases. If a lease is noncomparable, the system uses the appropriate seasonality values to forecast sales. Values are:

Blank: Do not forecast sales.

*1:* Use the percentage increase of the current rolling 12 months from the prior rolling 12 months.

*2:* Use the lease year-to-date increase from the prior year.

*3:* Use the fixed percentage that you enter for the Flat Percentage Increase (Method 3) processing option.

*4:* Use a specific percentage increase for each month.

*5:* Use a specific percentage increase from the prior month's sales.

*6:* Use the flat percentage that is derived from comparing the thirteenth month to the first month.

*7:* Use the year-to-date increase of the project or building over the prior year.

**2. Flat Percentage Increase (Method 3)** Enter a percentage increase by which to forecast sales, if you indicate the fixed percent increase method in the Forecasting Method processing option. Enter fractional percentages as decimals. For example, to indicate five and a half percent, enter 5.5.

If Method 4 or 5 is selected, enter the specific percentage for each month.

**Percentage - January** Specify the percentage increase by which the system forecasts sales for January if you indicated either of these methods in the Forecasting Method processing option:

- Specific percent increase for each month.
- Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - February** Specify the percentage increase by which the system forecasts sales for February if you indicated either of these methods in the Forecasting Method processing option:

- Specific percent increase for each month.

• Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - March**

Specify the percentage increase by which the system forecasts sales for March if you indicated either of these methods in the Forecasting Method processing option:

• Specific percent increase for each month.

• Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - April**

Specify the percentage increase by which the system forecasts sales for April if you indicated either of these methods in the Forecasting Method processing option:

• Specific percent increase for each month.

• Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - May**

Specify the percentage increase by which the system forecasts sales for May if you indicated either of these methods in the Forecasting Method processing option:

• Specific percent increase for each month.

• Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - June**

Specify the percentage increase by which the system forecasts sales for June if you indicated either of these methods in the Forecasting Method processing option:

• Specific percent increase for each month.

• Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - July**

Specify the percentage increase by which the system forecasts sales for July if you indicated either of these methods in the Forecasting Method processing option:

• Specific percent increase for each month.

• Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - August**

Specify the percentage increase by which the system forecasts sales for August if you indicated either of these methods in the Forecasting Method processing option:

- Specific percent increase for each month.
- Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - September** Specify the percentage increase by which the system forecasts sales for September if you indicated either of these methods in the Forecasting Method processing option:

- Specific percent increase for each month.
- Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - October** Specify the percentage increase by which the system forecasts sales for October if you indicated either of these methods in the Forecasting Method processing option:

- Specific percent increase for each month.
- Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - November** Specify the percentage increase by which the system forecasts sales for November if you indicated either of these methods in the Forecasting Method processing option:

- Specific percent increase for each month.
- Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

**Percentage - December** Specify the percentage increase by which the system forecasts sales for December if you indicated either of these methods in the Forecasting Method processing option:

- Specific percent increase for each month.
- Specific percent increase over prior month's sales.

Enter fractional percentages as decimals. For example, enter *5.5* to indicate five and a half percent.

## Print

These processing options enable you to specify whether to print an edit report, whether to insert a page break, and whether to include the tenant's name.

**1. Print Edit Report** Specify whether to print an edit report or generate estimated sales to populate the F1542 table. Values are:

Blank: Print an edit report only.

*1:* Print an edit report and forecast the sales.

**2. Page Break** Specify whether to insert a page break between each building, if you print the report by building, or between each project, if you print the report by project number. Values are:

Blank: Do not insert a page break between building (MCU) or project number (MCUS).

*1:* Insert a page break between building or project number.

**3. Print Select** Specify whether to print the Projected Sales Generation report (R1542) as a month-by-month detail report or a summary report. Values are:

Blank: Print the detail report.

*1:* Print the summary report.

**4. Print Tenant Name** Specify whether the Projected Sales Generation month-by-month detail report (R1542) prints the tenant name. Values are:

Blank: Do not print tenant name.

*1:* Print tenant name.

# Adding and Revising Projected Sales

You use the Projected Sales Revision program (P15423) to revise or delete projected sales records that the system generates when you run the Projected Sales Generation program (R1542), or to manually add projected sales records. A processing option enables you to display and add records for the building or the property. The system updates the F1542 table with the revisions that you make.

This section discusses how to:

- Set processing options for Projected Sales Revisions (P15423).
- Add and revise projected sales.

## Forms Used to Add and Revise Projected Sales

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Projected Sales | W15423A | Sales Forecasting (G152211), Projected Sales Revisions. | Review and select projected sales records. |
| Projected Sales Revisions | W15423B | Click Add on Projected Sales Revisions. | Add and revise projected sales records. |

## Setting Processing Options for Projected Sales Revisions (P15423)

Set this processing option before you run the Projected Sales Revisions program.

### Process

Use this processing option to specify whether the system displays the building or property field on the form.

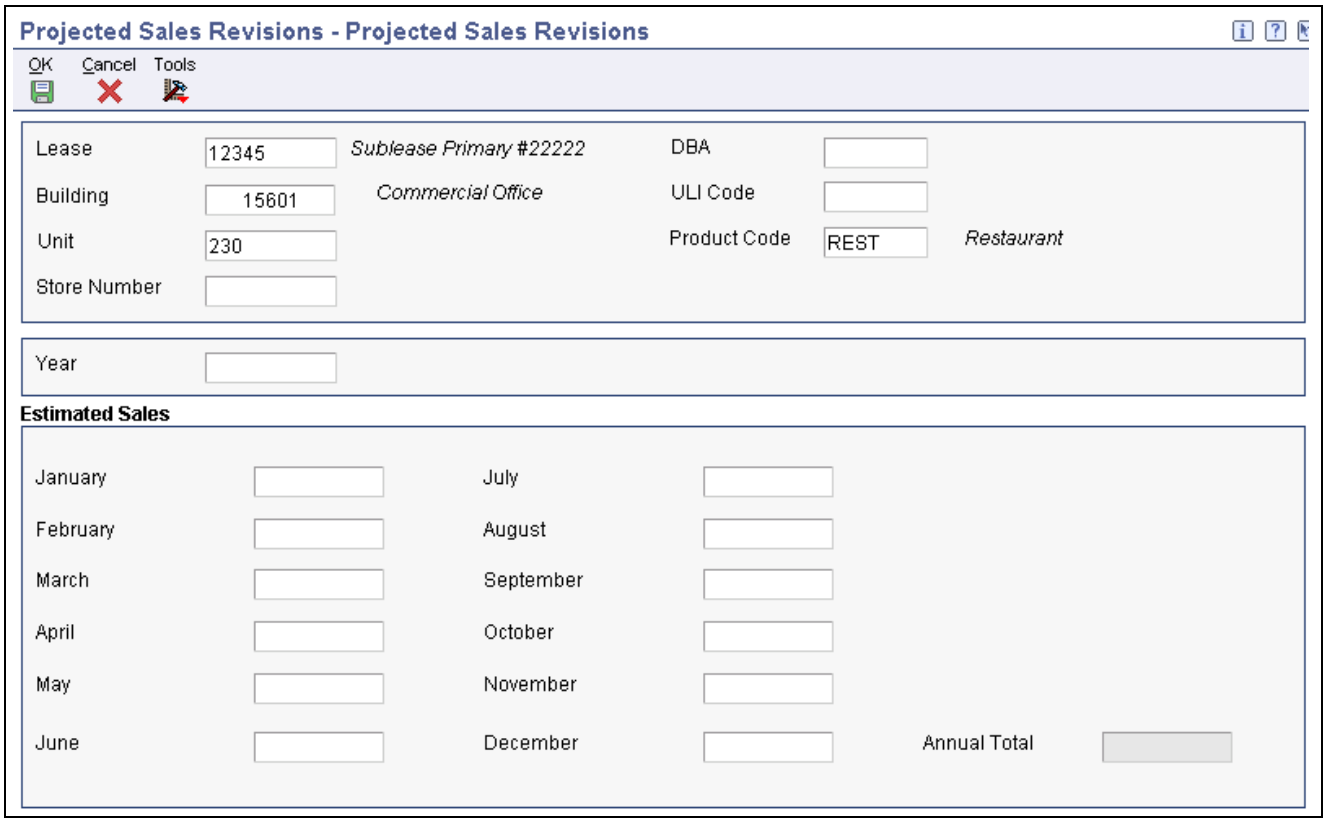
**1. Process by Building or Property** Specify whether to process estimated sales records by building or property number. Values are:

Blank: Process seasonality values by building (MCU).

*1:* Process seasonality values by property number (MCUS).

## Adding and Revising Projected Sales

Access the Projected Sales Revisions form.




Projected Sales Revisions form

**Product Code** Enter the product code. Product Codes are four-character, UDCs which you use to categorize Tenants' Sales. The Codes are used for Sales Reporting in the Sales Overage module of the Property Management system. You can set up allowed Code values and short descriptions in UDCs (15/PC). Example Product Codes are:

FOOD: Food

GIFT: Gift Merchandise

TOYS: Toys

OFCF: Office Furniture

BOOK: Books

**Store Number** Enter the alphanumeric code that identifies a particular store number.

**Year** Enter the four-digit calendar year.

**January** Enter the forecasted sales amount for period 1.

# CHAPTER 13

# Analyzing Sales

For Sales Analysis, Real Estate Management provides a wide variety of reports that can be used to analyze and compare similar projects.

This chapter provides an overview of sales analysis as an analytical and reporting tool, lists a prerequisite, and discusses how to:

- Set up levels of detail for sales analysis.
- Generate sales analysis information.
- Revise sales analysis information.

## Understanding Sales Analysis as an Analytical and Reporting Tool

Typically used by property owners and marketing experts, sales analysis is strictly an analytical and reporting tool. It does not generate invoices. You can set up analysis periods for weekly, monthly, quarterly, and YTD sales. You can make projections based on the YTD amounts.

You can specify that the sales analysis information be presented in a specific sequence in which the detail lines are sorted with the best performers appearing first. These reports are called ranking reports, and they display the lines that are sorted according to one of these sales figures:

- Analysis period for the current year.
- Same period in the prior year.
- Change from the prior year.
- Percentage increase or decrease.

You can specify the level of detail for the Sales Analysis Report (R15675). The report can display one line at the project level or numerous lines according to units, tenants, product codes, and so on. For example, you could create a report that ranks the best performing tenants in a shopping mall, the best performing malls in a region, or the best performing products on each floor in a mall. You can rank the information according to different sales figures and include the same level of detail on separate reports.

A line of summarized information can include the number of items included in the summary. For example, a line summarized for a shopping mall might also demonstrate how many tenants are represented by that mall or how many different products are sold in it.

### Controlling Invalid Comparisons

Invalid comparisons for sales information can result from either of these situations:

- The sales information does not extend through the entire analysis period.

  At the tenant level, for example, YTD sales cannot be compared to the same period from the prior year if the tenant launched the business after the prior year began or if no sales were reported for any one of the months involved.

- The rented area related to the sales information changed during the analysis period.

  Depending on the report, the system might handle such a change differently.

However, the lack of reported sales or the change in rented area at one level does not necessarily cause a higher level of comparison to be invalid. For example, a comparison of the sales performance between two shopping malls might not be invalid because of the lack of sales for a given tenant. But this comparison could be invalid when the overall performance of the malls is being analyzed without regard to attrition and vacant space.

### Sales Analysis Summary Codes

The sales figures that the system uses for analysis, comparison, and ranking are calculated at the levels of detail that you require. These requirements, called key structures, are stored in the Sales Analysis Control table (F1544B). The system performs the calculations when the sales figures are generated and places the results in the Tenant Sales Analysis Reporting File table (F1543B). This logic makes the process more efficient because the system has to create the records only once. You can then view the same records online or sort them in numerous ways in reports. The sales analysis summary code identifies the definition and key structure that controls the generation of the sales figures.

# Prerequisite

Enter and post sales reports that you received from tenants.

See Chapter 11, “Processing Sales Overage,” Posting Sales Reports to History, page 261.

# Setting Up Levels of Detail for Sales Analysis

This section provides an overview of the levels of detail for sales analysis and discusses how to set up the levels of detail for sales analysis.

## Understanding Levels of Detail for Sales Analysis

Setting up levels of detail that are required to support the analysis of sales information can include this criteria:

- Any combination of these key fields (flags) as the key structure:
  - Building (business unit).
  - Tenant (address book number).
  - Unit number.
  - DBA.
  - Floor number.
  - Product code.

- Project number.
- Company.
- Lease number (order number).
- ULI codes.
- Reporting codes.

  To request a summary of at least one of the key fields to identify the summary level, type *S* in each of the fields, as appropriate.

  The system prompts you for additional information at the bottom of the form, depending on the key fields that you summarize.

- One or more of the key fields as an item count.

  To request an item count, type *C* in each of the key fields as appropriate.

  If you select more than one field for an item count, the count is the total of all of the unique combinations possible for the items. For example, suppose a shopping mall has three stores (A, B, and C) selling three similar products (1, 2, and 3). If you set up the sales analysis to summarize by building and you count both tenant and product code, the count is nine (A1, B1, C1, A2, B2, C2, A3, B3, C3).

- Whether sales analysis is automatically generated when you post expected or unexpected sales batches (automatic update when you run Post Sales Reports to History (R15820).
- Whether the system excludes invalid comparisons.
- The basis for the square footage (building total, unit total, rentable, or usable).

The system generates these types of information and stores the information in the Tenant Sales Analysis Reporting File table (F1543B):

| Type of Information | Description |
|---|---|
| System-controlled | The summary code, century, year, and reporting period are supplied by the system. The reporting period works in conjunction with the Report Year Beginning Month field in the Real Estate Management system constants to determine the quarterly and YTD time periods. |
| User-controlled | You identify this information by setting up the key fields for the key structure. |
| Sales analysis | The system calculates the sales figures (such as YTD gross sales, changes in quarterly sales, and so on) as they relate to the analysis period and sequence. |
| Miscellaneous and statistical | The system calculates the square footage, changes in square footage, number of months without sales, total sales for the prior year, rolling sales for the previous 12 months, and item count. |

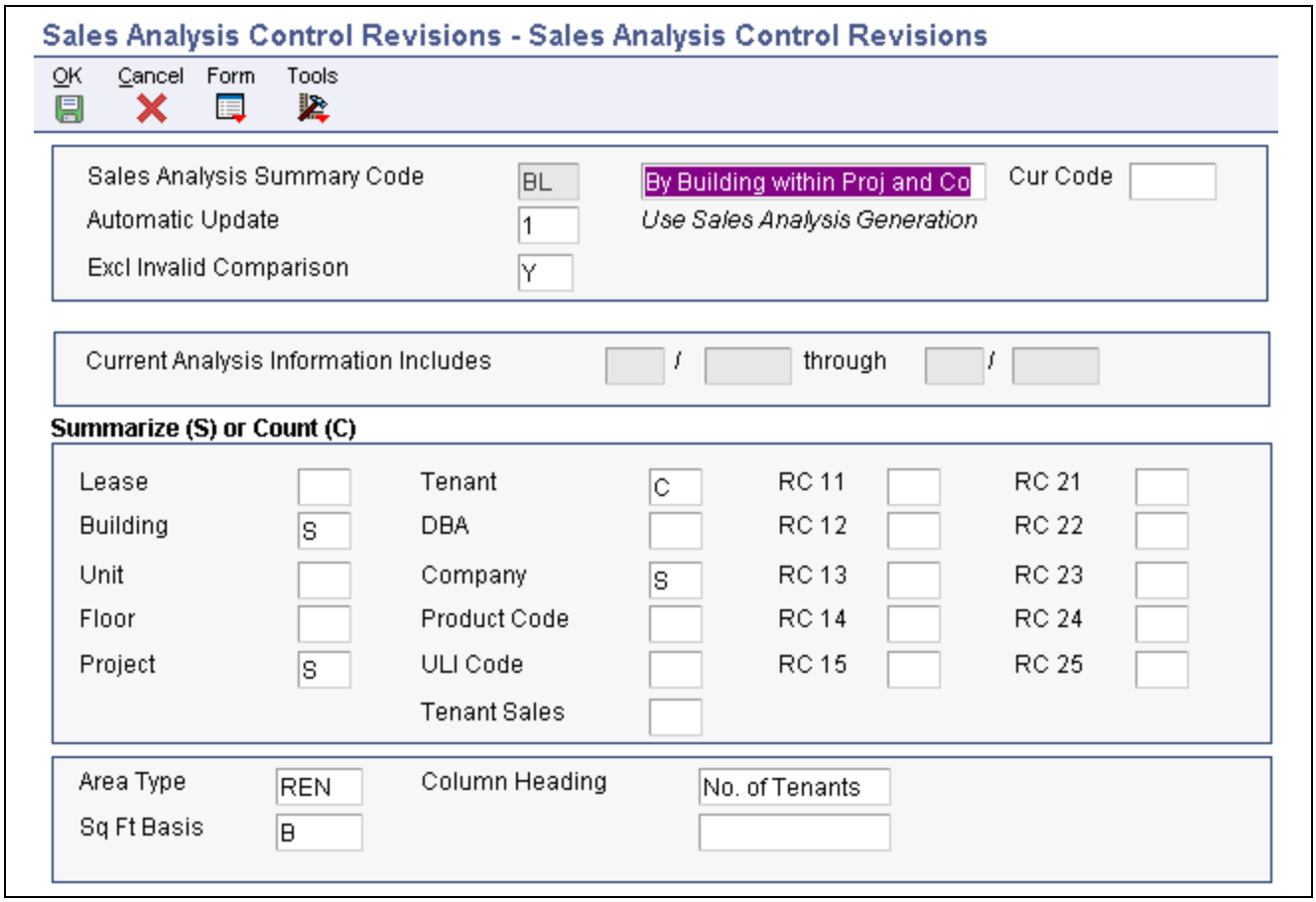
**Note.** After you have generated the sales analysis for a summary code, you cannot change or delete the definition for the code. To be able to change or delete a code definition, you must first purge the related information from the Tenant Sales Analysis Reporting (F1543B) table.

# Forms Used to Set Up Levels of Detail for Sales Analysis

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Sales Analysis Summary Codes | W1544A | Sales Analysis Processing (G15222), Sales Analysis Control Revisions. | Review and select sales analysis summary codes. |
| Sales Analysis Control Revisions | W1544C | Click Add on Work With Sales Analysis Summary Codes. | Add and revise sales analysis summary codes that are used as the levels of detail. |

# Setting Up Levels of Detail for Sales Analysis

Access the Sales Analysis Control Revisions form.




Sales Analysis Control Revisions form

**Sales Analysis Summary Code**

Enter the two-character code that is used to identify the manner in which Sales History information is grouped together and summarized when Sales Analysis records are generated.

Each Summary Code defines a group of key fields in the Sales Analysis Summary Control file. For a given Summary Code, every Sales History record with identical information in each of the key fields which make up the Summary Code, will be combined into one Sales Analysis record.

**Automatic Update**

Specify which method shall be used to generate or update records. In the Sales Analysis Summary Control file this field determines whether sales analysis for a summary code will be created through the Sales Analysis Generation program or by the Post To Sales History program. Values are:

*0:* Sales analysis information should not be generated for this summary code (to maintain square footage history without the sales analysis).

*1:* Sales analysis information should be updated only by the Sales Analysis Generation program (relieves processing burden from the post, but requires the user to submit the generation program).

*2:* Sales analysis information should be maintained automatically whenever sales are posted to history.

---

**Note.** Even if *1* is chosen, system will automatically update sales analysis when posting sales to periods that have already been generated.

---

**Excl Invalid Comparison** (exclude invalid comparison)

Specify whether invalid comparisons will be excluded or included in sales analysis. An invalid comparison is defined as a period with sales compared to a period with no sales. Values are:

*Y:* Exclude sales history records that are invalid comparisons.

*N:* Include sales history records that are invalid comparisons.

**Lease**

Specify whether to include Lease Number in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Lease Number in the key field structure.

*S:* Include Lease Number in the key field structure on which sales analysis record generation is based.

*C:* Designate the Lease Number as the key field to be counted when generating sales analysis records. For example, if Lease Number is selected as the count field, the total number of leases included in each sales analysis record is counted.

**Building**

Specify whether to include Building in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Building in the key field structure.

*S:* Include Building in the key field structure on which sales analysis record generation is based.

*C:* Designate Building as the key field to be counted when generating sales analysis records. For example, if Building is selected as the count field, the total number of buildings included in each sales analysis record is counted.

**Unit**

Specify whether to include Unit in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Unit Number in the key field structure.

*S:* Include Unit Number in the key field structure on which sales analysis record generation is based.

*C:* Designate Unit Number as the key field to be counted when generating sales analysis records. For example, if Unit Number is selected as the count field, the total number of units included in each sales analysis record is counted.

**Floor** Specify whether to include Floor in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Floor Number in the key field structure.

*S:* Include Floor Number in the key field structure on which sales analysis record generation is based.

*C:* Designate Floor Number as the key field to be counted when generating sales analysis records. For example, if Floor Number is selected as the count field, the total number of floors included in each sales analysis record is counted.

**Project** Specify whether to include Project in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Project Number in the key field structure.

*S:* Include Project Number in the key field structure on which sales analysis record generation is based.

*C:* Designate Project Number as the key field to be counted when generating sales analysis records. For example, if Project Number is selected as the count field, the total number of projects included in each sales analysis record is counted.

**Tenant** Specify whether to include Tenant in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Address Number in the key field structure.

*S:* Include Address Number in the key field structure on which sales analysis record generation is based.

*C:* Designate Address Number as the key field to be counted when generating sales analysis records. For example, if Address Number is selected as the count field, the total number of tenants included in each sales analysis record is counted.

**DBA** (doing business as) Specify whether to include DBA in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include DBA (Doing Business As) in the key field structure.

*S:* Include DBA in the key field structure on which sales analysis record generation is based.

*C:* Designate DBA as the key field to be counted when generating sales analysis records. For example, if DBA is selected as the count field, the total number of DBA codes included in each sales analysis record is counted.

**Company** Specify whether to include Company in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Company Number in the key field structure.

*S:* Include Company Number in the key field structure on which sales analysis record generation is based.

*C:* Designate Company Number as the key field to be counted when generating sales analysis records. For example, if Company Number is selected as the count field, the total number of companies included in each sales analysis record is counted.

**Product Code** Specify whether to include Product Code in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Product Code in the key field structure.

*S:* Include Product Code in the key field structure on which sales analysis record generation is based.

*C:* Designate Product Code as the key field to be counted when generating sales analysis records. For example, if Product Code is selected as the count field, the total number of product codes included in each sales analysis record is counted.

**ULI Code** (urban land industry code) Specify whether to include ULI Code in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include the ULI Code in the key field structure.

*S:* Include the ULI Code in the key field structure on which sales analysis record generation is based.

*C:* Designate the ULI Code as the key field to be counted when generating sales analysis records. For example, if the ULI Code is selected as the count field, the total number of ULI codes included in each sales analysis record is counted.

**RC 11** (reporting code 11) Specify whether to include RC 11 in the key field structure. More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Reporting Code 11 (RC 11) in the key field structure.

*S:* Include RC 11 in the key field structure on which sales analysis record generation is based.

*C:* Designate the RC 11 as the key field to be counted when generating sales analysis records. For example, if the RC 11 is selected as the count field, the total number of RC 11 codes included in each sales analysis record is counted.

**Area Type** Enter the user-defined code (UDC) (15/AR) that identifies the area by its use, such as rentable, usable, gross leasable (GLA), gross lease occupied (GLOA), and so on.

**Sq Ft Basis** (square foot basis) Enter the square foot basis. A field that is used to provide the Sales Analysis system with the necessary information to calculate the square footage amount. Depending on the key fields selected, the system prompts for different information.

If the prompt is "Use Rentable/Usable Sq Ft ?", the expected answer is whether the rentable area amount or the usable area amount should be used in the Square Footage calculation.

**Column Heading** Specify the column heading text. Column heading text is used for field description primarily on reports. It should not be longer than the size of the data item. The text will be centered when it appears on a report, so it should be entered left justified.

When you select a key field for an item count, the system prompts you to specify the related column heading at the bottom of the form. This heading, which can be two lines of text, appears on the sales analysis reports.

# Generating Sales Analysis Information

This section provides an overview of generating sales analysis information and discusses how to:

- Run the Sales Analysis Generation program.
- Set processing options for Sales Analysis Generation (R15820).

## Understanding Sales Analysis Generation

You use the Sales Analysis Generation program to summarize the information for sales analysis.

Based on the Sales Analysis Control table, Sales Analysis Generation also uses information from these tables:

- Tenant/Lease Billings Detail Master (F1511B).
- Tenant Sales History (F1541B)

The generated information is stored in the Tenant Sales Analysis Reporting table. If you have set up sales analysis to be generated automatically when you post expected or unexpected sales batches, the system generates the sales analysis information when you run the Post Sales Reports to History report (R15820).

If sales analysis is not generated automatically:

- You must run Sales Analysis Generation directly from the Sales Analysis Processing menu.
- When you post sales reports to history, the system still updates sales for periods in the Tenant Sales Analysis Reporting File table (F1543B) for which sales analysis has already been generated.
- You set processing options control whether a report prints for review.

If you set the Sales Analysis Dynamic Update processing option to 1 (Update through post), you no longer have to manually change the value in the Automatic Update field in Sales Analysis Control Revisions for each summary code being processed.

If you specify a number of months in the Number Of Months To Keep processing option (Purge tab), the system retains only sales analysis records for that number of months, beginning with the most current record and counting back the number that you specify. The system deletes records older than the specified number of months. If you specify a number of months and also complete the Purge Through Period processing option, the system uses the earlier cutoff date.

## Running the Sales Analysis Generation Program

Select Sales Analysis Processing (G15222), Sales Analysis Generation.

## Setting Processing Options for Sales Analysis Generation (R15143)

Set these processing options before you run the Sales Analysis Generation report.

### Process

These processing options enable you to specify the date to use to generate records, as well as whether the system automatically updates the sales analysis field.

**1. Generation Date Month**

Enter the generation date month. This is the month for which records in the Sales Reporting table (F1543B) are generated.

**2. Generation Date Century and Year**

Enter the generation date century and year.

This is the year for which records in the Sales Reporting table (F1543B) are generated.

**3. Sales Analysis Dynamic Update**

Use this processing option to change selected summary codes from batch generation to dynamic update through the post program. Values are:

Blank: Do not change the current process.

*1:* Update through the post program.

This option eliminates the having to manually change the value in the Sales Analysis field in the Sales Analysis Control program (P1544) for each summary code being processed. You would have to manually change the value in the Sales Analysis field if the code is not set up for automatic update and you want Sales Analysis to be generated automatically when you run the Post Sales to History report (R15820).

### Print

This processing option enables you to specify whether to generate a sales analysis report.

**1. Sales Analysis Report**

Use this processing option to print a report that will illustrate the sales analysis reporting records that were created by running the Sales Analysis Generation report (R15143). Values are:

Blank: Do not print the report.

*1:* Print the report showing sales analysis generated.

### Purge

These processing options enable you to specify which sales analysis records to purge.

**1. Number Of Months To Keep**

Specify which sales analysis records will be purged. The system retains only that number of months of sales analysis records beginning with the most current record and counting back that number of months. The system deletes records older than the specified number of months.

If you enter a value in this option and the purge through period option, the system will use the earlier cutoff date.

**2. Purge Through Period**

Specify which sales analysis records will be purged. If you enter a month and year, the system deletes all records prior to that month and year.

If you enter a value in this option and the number of months to keep option, the system will use the earlier cutoff date.

**3. Sales Analysis Purge**

Specify whether the system purges records in the Sales Analysis Reporting table (F1543B). Values are:

Blank: Do not purge records in the Sales Analysis Reporting table.

*1:* Purge all records in the Sales Analysis Reporting table. Enter a *1* if you only want to keep current month analysis data and you are selecting all summary codes.

# Revising Sales Analysis Information

This section provides overviews of sales analysis information and the recalculation process and discusses how to:

- Set processing options for Sales Analysis Revisions (P15043).
- Revise sales analysis information.

## Understanding Sales Analysis Information

You can review and revise the information in the Tenant Sales Analysis Reporting File table (F1543B) by using the Sales Analysis Revisions program. For example, you can review how the sales calculations are derived, and the differences between the rolling sales and YTD sales. You can change or delete lines that have invalid or incomplete information. A processing option controls whether the system recalculates the related information interactively. If the processing option is set to *1* (Recalculate related amounts), the system recalculates the related information according to the changes that you make. Note that:

- The automatic update involves only the record with which you are working.

  Changes have no effect across records. For example, if you change a QTD sales amount for the reporting period March 2005, the system does not change the same QTD amounts in the records for January 2005 and February 2005. Similarly, if you change a sales amount in the MTD Last Year field for March 2005, the system does not change the sales amount in the MTD This Year field for March 2004.

- The system recognizes only one change at a time.

  After all of the related fields have been recalculated for a change, you must click OK to trigger the recalculation process.

You can use the Report Year Beginning Month field in the Real Estate Management system constants to organize the fiscal periods for the sales information that appears in Sales Analysis Revisions. If the field contains 5, for example, the form displays all of the sales for all tenants on a May through April fiscal year. The first quarter of sales is then reported for May, June, and July.

You can reset any records that have been changed, recalculated, or deleted by rerunning Sales Analysis Generation.

## Understanding the Recalculation Process

If a change triggers the recalculation process, the related fields are recalculated in a specific sequence to obtain the correct results. This table shows this sequence for each field that can trigger the process.

| Field | Explanation |
|---|---|
| MTD-Gross Sales Amounts-This Year | 1 MTD-Gross Sales Amounts-Change<br>2 MTD-Per Square Foot (PSF) Amounts-This Year<br>3 MTD-PSF Amounts-Change<br>4 MTD-Percent Change<br>5 QTD-Gross Sales Amounts-This Year<br>6 QTD-Gross Sales Amounts-Change<br>7 QTD-PSF Amounts-This Year<br>8 QTD-PSF Amounts-Change<br>9 QTD-Percent Change<br>10 YTD-Gross Sales Amounts-This Year<br>11 YTD-Gross Sales Amounts-Change<br>12 YTD-PSF Amounts-This Year<br>13 YTD-PSF Amounts-Change<br>14 YTD-Percent Change<br>15 CYP (Current Year Projection)-Gross Sales Amounts-This Year<br>16 CYP-Gross Sales Amounts-Change<br>17 CYP-PSF Amounts-This Year<br>18 CYP-PSF Amounts-Change<br>19 CYP-Percent Change |

| Field | Explanation |
| --- | --- |
| MTD-Gross Sales Amounts-Last Year | 1 MTD–Gross Sales Amounts–Change<br>2 MTD-PSF Amounts-Last Year<br>3 MTD-PSF Amounts-Change<br>4 MTD-Percent Change<br>5 QTD-Gross Sales Amounts-Last Year<br>6 QTD-Gross Sales Amounts-Change<br>7 QTD-PSF Amounts-Last Year<br>8 QTD-PSF Amounts-Change<br>9 QTD-Percent Change<br>10 YTD-Gross Sales Amounts-Last Year<br>11 YTD-Gross Sales Amounts-Change<br>12 YTD-PSF Amounts-Last Year<br>13 YTD-PSF Amounts-Change<br>14 YTD-Percent Change<br>15 CYP-Gross Sales Amounts-This Year<br>16 CYP-Gross Sales Amounts-Last Year<br>17 CYP-Gross Sales Amounts-Change<br>18 CYP-PSF Amounts-Last Year<br>19 CYP-PSF Amounts-Change<br>20 CYP-Percent Change |

| Field | Explanation |
| --- | --- |
| MTD-PSF Amounts-This Year | 1 MTD-Gross Sales Amounts-This Year<br>2 MTD-Gross Sales Amounts-Change<br>3 MTD-PSF Amounts-This Year<br>4 MTD-PSF Amounts-Change<br>5 MTD-Percent Change<br>6 QTD-Gross Sales Amounts-This Year<br>7 QTD-Gross Sales Amounts-Change<br>8 QTD-PSF Amounts-This Year<br>9 QTD-PSF Amounts-Change<br>10 QTD-Percent Change<br>11 YTD-Gross Sales Amounts-This Year<br>12 YTD-Gross Sales Amounts-Change<br>13 YTD-PSF Amounts-This Year<br>14 YTD-PSF Amounts-Change<br>15 YTD-Percent Change<br>16 CYP-Gross Sales Amounts-This Year<br>17 CYP-Gross Sales Amounts-Change<br>18 CYP-PSF Amounts-This Year<br>19 CYP-PSF Amounts-Change<br>20 CYP-Percent Change |

| Field | Explanation |
| --- | --- |
| MTD-PSF Amounts-Last Year | 1 MTD-Gross Sales Amounts-Last Year<br>2 MTD-Gross Sales Amounts-Change<br>3 MTD-PSF Amounts-Last Year<br>4 MTD-PSF Amounts-Change<br>5 MTD-Percent Change<br>6 QTD-Gross Sales Amounts-Last Year<br>7 QTD-Gross Sales Amounts-Change<br>8 QTD-PSF Amounts-Last Year<br>9 QTD-PSF Amounts-Change<br>10 QTD-Percent Change<br>11 YTD-Gross Sales Amounts-Last Year<br>12 YTD-Gross Sales Amounts-Change<br>13 YTD-PSF Amounts-Last Year<br>14 YTD-PSF Amounts-Change<br>15 YTD-Percent Change<br>16 CYP-Gross Sales Amounts-This Year<br>17 CYP-Gross Sales Amounts-Last Year<br>18 CYP-Gross Sales Amounts-Change<br>19 CYP-PSF Amounts-Last Year<br>20 CYP-PSF Amounts-Change<br>21 CYP-Percent Change |

| Field | Explanation |
| --- | --- |
| QTD-Gross Sales Amounts-This Year | 1 QTD-Gross Sales Amounts-Change Amounts<br>2 QTD-PSF Amounts-This Year<br>3 QTD-PSF Amounts-Change<br>4 QTD-Percent Change<br>5 YTD-Gross Sales Amounts-This Year<br>6 YTD-Gross Sales Amounts-Change<br>7 YTD-PSF Amounts-This Year<br>8 YTD-PSF Amounts-Change<br>9 YTD-Percent Change<br>10 CYP-Gross Sales Amounts-This Year<br>11 CYP-Gross Sales Amounts-Change<br>12 CYP-PSF Amounts-This Year<br>13 CYP-PSF Amounts-Change<br>14 CYP-Percent Change |
| QTD-Gross Sales Amounts-Last Year | 1 QTD-Gross Sales Amounts-Change<br>2 QTD-PSF Amounts-Last Year<br>3 QTD-PSF Amounts-Change<br>4 QTD-Percent Change<br>5 YTD-Gross Sales Amounts-Last Year<br>6 YTD-Gross Sales Amounts-Change<br>7 YTD-PSF Amounts-Last Year<br>8 YTD-PSF Amounts-Change<br>9 YTD-Percent Change<br>10 CYP-Gross Sales Amounts-This Year<br>11 CYP-Gross Sales Amounts-Last Year<br>12 CYP-Gross Sales Amounts-Change<br>13 CYP-PSF Amounts-Last Year<br>14 CYP-PSF Amounts-Change<br>15 CYP-Percent Change |

| Field | Explanation |
| --- | --- |
| YTD-Gross Sales Amounts-This Year | 1 YTD-Gross Sales Amounts-Change<br>2 YTD-PSF Amounts-This Year<br>3 YTD-PSF Amounts-Change<br>4 YTD-Percent Change<br>5 CYP-Gross Sales Amounts-This Year<br>6 CYP-Gross Sales Amounts-Change<br>7 CYP-PSF Amounts-This Year<br>8 CYP-PSF Amounts-Change<br>9 CYP-Percent Change |
| YTD-Gross Sales Amounts-Last Year | 1 YTD-Gross Sales Amounts-Change<br>2 YTD-PSF Amounts-Last Year<br>3 YTD-PSF Amounts-Change<br>4 YTD-Percent Change<br>5 CYP-Gross Sales Amounts-This Year<br>6 CYP-Gross Sales Amounts-Last Year<br>7 CYP-Gross Sales Amounts-Change<br>8 CYP-PSF Amounts-This Year<br>9 CYP-PSF Amounts-Change<br>10 CYP-Percent Change |
| YTD-PSF Amounts-This Year | 1 YTD-Gross Sales Amounts-This Year<br>2 YTD-Gross Sales Amounts-Change<br>3 YTD-PSF Amounts-Change<br>4 YTD-Percent Change<br>5 CYP-Gross Sales Amounts-This Year<br>6 CYP-Gross Sales Amounts-Change<br>7 CYP-PSF Amounts-This Year<br>8 CYP-PSF Amounts-Change<br>9 CYP-Percent Change |

| Field | Explanation |
| --- | --- |
| YTD-PSF Amounts-Last Year | 1 YTD-Gross Sales Amounts-Last Year<br>2 YTD-Gross Sales Amounts-Change<br>3 YTD-PSF Amounts-Change<br>4 YTD-Percent Change<br>5 CYP-Gross Sales Amounts-This Year<br>6 CYP-Gross Sales Amounts-Last Year<br>7 CYP-Gross Sales Amounts-Change<br>8 CYP-PSF Amounts-Last Year<br>9 CYP-PSF Amounts-Change<br>10 CYP-Percent Change |
| CYP-Gross Sales Amounts-Last Year | 1 CYP-Gross Sales Amounts-This Year<br>2 CYP-Gross Sales Amounts-Change<br>3 CYP-PSF Amounts-Last Year<br>4 CYP-PSF Amounts-Change<br>5 CYP-Percent Change |
| Square Footage This Year | 1 MTD-PSF Amounts-This Year<br>2 MTD-PSF Amounts-Change<br>3 QTD-PSF Amounts-This Year<br>4 QTD-PSF Amounts-Change<br>5 YTD-PSF Amounts-This Year<br>6 YTD-PSF Amounts-Change<br>7 CYP-PSF Amounts-This Year<br>8 CYP-PSF Amounts-Change |
| Square Footage Last Year | 1 MTD-PSF Amounts-Last Year<br>2 MTD-PSF Amounts-Change<br>3 QTD-PSF Amounts-Last Year<br>4 QTD-PSF Amounts-Change<br>5 YTD-PSF Amounts-Last Year<br>6 YTD-PSF Amounts-Change<br>7 CYP-PSF Amounts-Last Year<br>8 CYP-PSF Amounts-Change |

| Field | Explanation |
|---|---|
| MTD-Empty Months | 1 QTD-Empty Months<br>2 YTD-Empty Months |
| QTD-Empty Months | 1 YTD-Empty Months |
| MTD-Abs Chg SF (absolute change in square footage) | 1 QTD-Abs Chg SF<br>2 YTD-Abs Chg SF |
| QTD-Abs Chg SF | 1 YTD-Abs Chg SF |

These fields are not affected by the recalculation process, nor does a change to them trigger the process:

- Rolling 12 Months Sales
- MTD-Net Change SF
- Count Field
- QTD-Net Change SF
- PY Empty Mos (prior year empty months)
- YTD-Empty Months
- YTD-Net Change SF
- YTD-Abs Chg SF

## Forms Used to Revise Sales Analysis Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Sales Analysis | W15043B | Sales Analysis Processing menu (G15222), Sales Analysis Revisions | Review and select sales analysis records. |
| Sales Analysis Revisions | W15043C | Click Add on Work With Sales Analysis. | Add or revise sales analysis information. |

## Setting Processing Options for Sales Analysis Revisions (P15043)

Set these processing options before you run the Sales Analysis Revisions program.

### Process

This processing option enables you to specify the method of calculation to use.

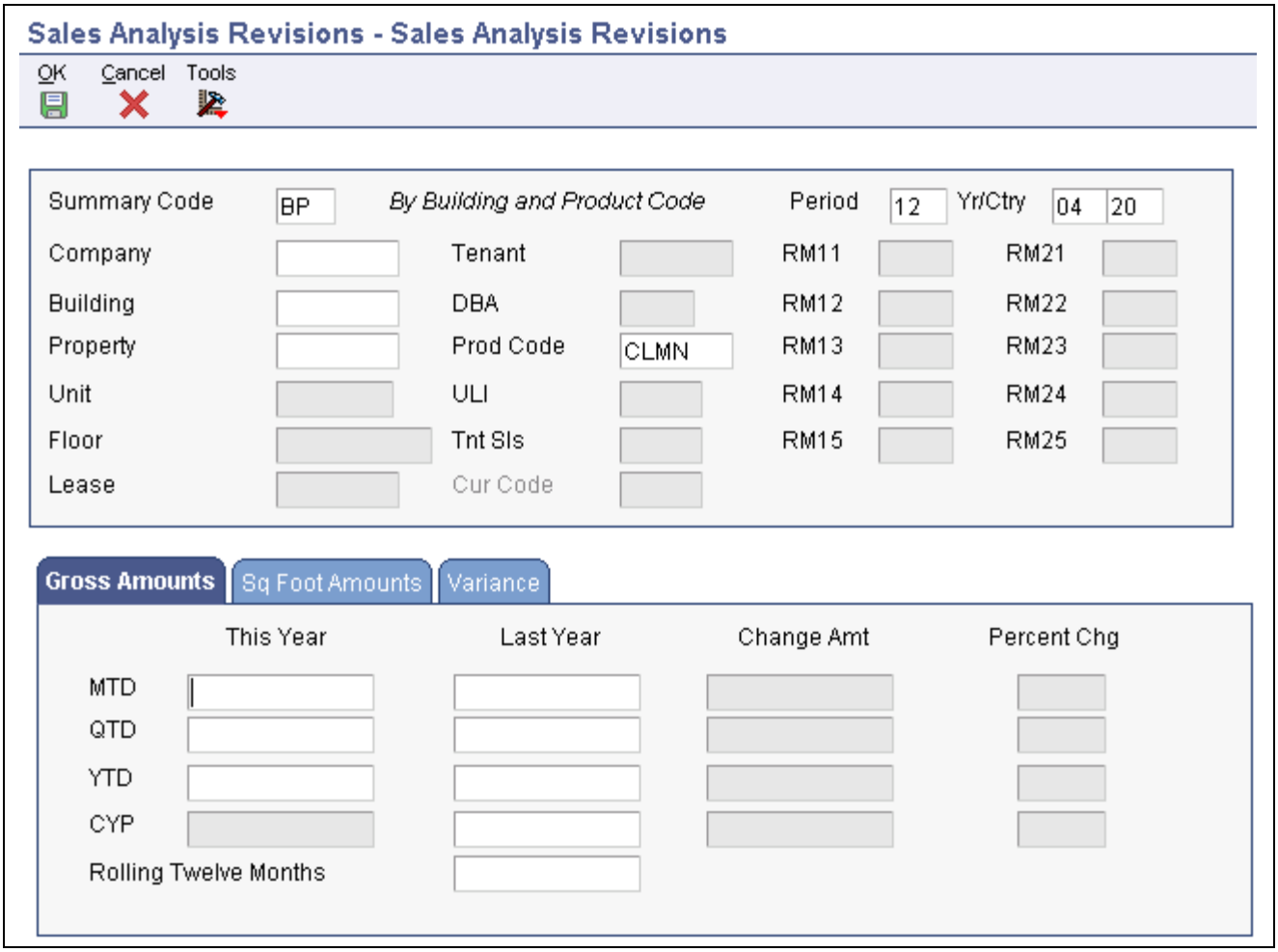
**1. Recalculate Amounts** Specify which method of calculation to use. Values are:

Blank: Allow the amount fields to be changed without the automatic recalculation of related amount fields.

*1:* Automatically recalculate the related amount fields based on the changed amount fields.

# Revising Analysis Information

Access the Sales Analysis Revisions form.




Sales Analysis Revisions form

# CHAPTER 14

# Processing Expense Participation

This chapter provides an overview of expense participation and discusses how to:

- Set up expense participation classes.
- Set up expense participation information.
- Adjust expense participation calculations.
- Adjust the expense class.
- Set up tenant exclusion rules.
- Set up share factor denominators.
- Set up group and subgroup limits.
- Set up expense participation adjustment information.
- Generate expense participation calculations.
- Revise expense participation calculations.
- Delete expense participation batches.
- Generate expense participation billings.
- Generate estimated expense participation billings.
- Update estimated expense participation billings.

## Understanding Expense Participation

In the Real Estate Management industry, the process of billing tenants a pro rata share of operating expenses that are related to a property or building is known by many terms, such as common area maintenance, expense pass-through, rebills, escalations, triple net, and building operating costs. These expenses can include utilities, taxes, insurance, maintenance, cleaning, advertising, and promotions. Within the Real Estate Management system, we use the term *expense participation* because the system can generate billings that result in invoices and vouchers for almost any type of expense sharing.

The expense participation process assumes that each tenant pays for expenses based on the percentage of the area in the building or property that they occupy. However, because leases can be negotiated to exclude a unit from expense sharing or reduce the level of a unit's share, the system provides for entering adjustments to the expense category, tenant's area, and the area of the building - all of which are used in the calculation to derive the tenant's expense share amount.

You can set up expense participation to generate estimated billings for the tenants' expected share of expenses on a recurring frequency, such as monthly, and then generate billings again at the end of the year based on actual amounts from which you can deduct the estimated paid amounts. You can also use the actual amounts as the basis for the estimated billings for the following year, as well as generate estimated expenses based on a budget ledger type, if desired.

The process to generate estimated and actual billings for expense participation consists of the tasks listed in this table:

| Task | Description |
|---|---|
| Set up expense participation classes | You set up expense participation classes, which specify the accounts or range of accounts that comprise the expenses for each class. |
| (Optional) Set up the share factor denominator | You can set up a denominator to use in the expense participation calculation that excludes units from the area of the building or property based on the expense participation unit type, the area of the unit, or both. |
| (Optional) Set up tenant exclusions | You can set up rules to exclude expenses from the expense class based on bill code. |
| Set up expense participation information | You set up expense participation information to specify the expense classes for each tenant based on the tenant's lease, as well as any adjustment information. |
| Generate expense participation calculations | After you set up the expense participation information for each tenant, you can generate the calculations for each tenant's share of expenses for the expense class. You can generate the calculation for actual or estimated amounts. |
| Review and revise expense participation calculations | Before generating the expense participation billing records, you can review the expense participation calculations and make revisions, as necessary. |
| Generate estimated expense participation billings | If you do not generate the records for the estimated expense participation amounts when you generate the billing records for actual amounts, you can generate the estimated amounts separately. You can either use the same calculation batch that was used to generate the actual billing records or use a different calculation batch. |
| Update estimated expense participation billings | After you generate the estimated expense participation records in the worktable, you generate recurring billing records for estimated expenses. |
| Post expense participation billing records | After you generate expense participation billings, regardless of whether they are for actual or estimated expenses, you must post the records to generate invoices or vouchers and update the appropriate account information. |

# Setting Up Expense Participation Classes

This section provides an overview of expense participation classes and discusses how to set up expense participation classes.

## Understanding Expense Participation Classes

To process and maintain operating expenses shared by tenants more easily, you identify the expenses by property or building, account number, and time period, and then group these expenses into expense classes. For example, you can set up expense classes for expenses related to common area maintenance, utilities, taxes, advertising, parking, administration, and so on.

You set up the accounts that comprise the expense class using the E.P. Class Information program (P1530). The total amount of all transactions posted to the accounts that are set up for the expense class is the *class exposure.* The class exposure includes only those transactions that occur within all of these date ranges:

- The date ranges entered for the expense participation class.
- The tenant participation period for the expense participation class, which is set up in the expense participation information.
- The billing period, which is specified in a processing option when you run the E.P. Calculation Generation program (R15110).

The system stores expense class information in the Expense Participation Class Master table (F1530).

## Prerequisite

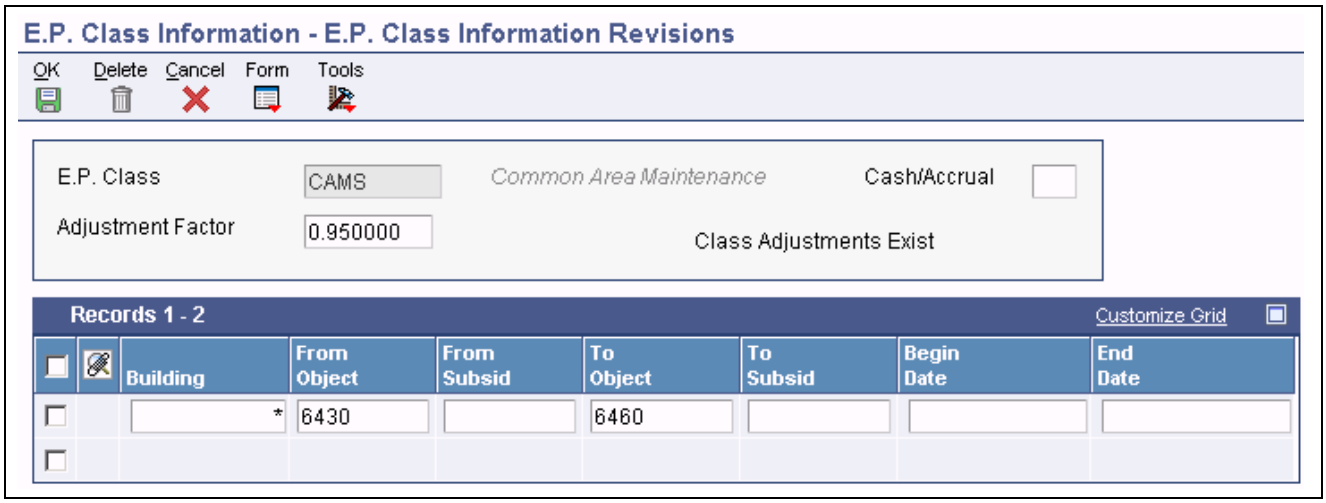
Set up expense class codes in UDC 15/EC.

## Forms Used to Set Up Expense Participation Classes

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with E.P. Class Information | W1530A | Expense Participation menu (G1523), E.P. Class Information. | Review and select expense participation class records. |
| E.P. Class Information Revisions | W1530C | Click Add on Work with E.P. Class Information. | Add and revise expense participation class information. |

## Setting Up Expense Participation Classes

Access the E.P. Class Information Revisions form.




E.P. Class Information Revisions form

**E.P. Class** (expense participation class)

Enter the user-defined code (UDC) (15/EC) that identifies the expense participation class that the system uses to calculate the class exposure for the shared expenses.

**Adjustment Factor**

Enter the percentage by which the total expenses for the expense class (class exposure) is multiplied to adjust the amount in which tenants participate. For example, if the landlord agrees to pay 10 percent of the operating expenses, you can adjust the class exposure accordingly by multiplying it by 90 percent.

Enter the percentage as a decimal. For example, enter *.05* to specify 5 percent.

**From Object**

Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

---

**Note.** If you use a flexible chart of accounts and the object account is set to 6 digits, generally you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

---

You cannot use * in this field.

**From Subsid** (from subsidiary)

Enter the subsidiary account number. This is a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

---

**Note.** If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

---

You cannot use * in this field.

**To Object**

Enter the object account portion of a general ledger account.

You cannot use * in this field.

**To Subsid** (to subsidiary) Enter the subsidiary account number. This is a subset of an object account. Subsidiary accounts keep more detailed records of the accounting activity for an object account.

Enter 99999999 to include all subsidiaries for the account.

You cannot use * in this field.

**Adjustment Amount** Enter the amount that is added to the class exposure either immediately before or immediately after the administrative fee is added, depending on the value in the Calculation Placement Control field (CPC).

**C P** (calculation placement) Enter the code that specifies whether to add the adjustment amount before calculating the administration fee, if any, on the class exposure. Values are:

*1* or *A:* The system adds the adjustment amount to the class exposure after it calculates the administration fee.

Any other value: The system adds the adjustment amount to the class exposure before it calculates the administration fee.

**Note.** If the Fee Basis field (FEBS) for the expense participation information is set to blank, the placement control does not matter because the fee is calculated on the tenant's net share.

# Setting Up Expense Participation Information

This section provides overviews of expense participation information and calculations without adjustments, and discusses how to:

- Set processing options for E.P. Information (P15012).
- Set up basic expense participation information.

## Understanding Expense Participation Information

You define the parameters that the system uses to calculate the tenants' share of expenses for each expense class in which they participate using the E.P. Information program (P15012). You set up expense participation information by lease and by expense class. If a lease pertains to multiple units, expense participation information must be set up for each unit and expense class separately.

At its most basic level, the expense participation information that you set up must specify the expense class, the tenant's area (numerator), and the area of the building or property (denominator). These are the key components to calculate the tenant's expense share using the formula: amount of expenses × (tenant's area / building or property area) = tenant's expense share.

This table explains each of the components that you must set up as the expense participation information for the lease:

| Component | Description |
|---|---|
| Expense class | You specify the expense class, which contains the account information necessary to derive the total expense amount for a specific period of time. |

| Component | Description |
| --- | --- |
| Tenant's area | The system retrieves the tenant's area from the area entered on their lease, which you can override, if necessary. |
| Area of building (or property) | The system retrieves or calculates the area of the building based on the computation method that you specify:<br>• If the computation method is B, the system retrieves the area for the building from the building log record that is assigned the same E.P. code that you specify on the expense participation information record.<br>If you do not have a building log record set up for an area E.P. code, you cannot use this computation method.<br>• If the computation method is X, the system uses the average occupied space for the building (also known as a gross-up factor).<br>The system sums the rentable square footage of all the units in the building and calculates the number of days that each unit is occupied (based on the billing period used in the expense participation calculation). Then, the system multiplies the area by the number of days occupied and divides that result by the number of days in the billing period.<br>You use the corresponding computation methods P and Y, respectively, to compute property area values, instead of building area values. |

In addition to the basic information that you must set up, you can specify adjustments to the expense class, limits, and other rules for calculating the denominator (area of the building or property) by excluding units.

### Assigning expense participation information to a new version of the lease

If you need to assign expense participation information to a new version of the lease, on the E.P. Information Revisions form, select the lease, and then select Versions from the Row menu.

The system suspends the original version of the lease and copies all of the information to a new lease.

### See Also

Chapter 14, "Processing Expense Participation," Adjusting Expense Participation Calculations, page 334

Chapter 14, "Processing Expense Participation," Setting Up Tenant Exclusion Rules, page 345

Chapter 14, "Processing Expense Participation," Setting Up Share Factor Denominators, page 347

Chapter 14, "Processing Expense Participation," Setting Up Group and Subgroup Limits, page 350

## Understanding Calculations Without Adjustments

Without specifying adjustments, the only factor that affects the expense participation calculation is the computation method. These examples explain how changing the computation method affects the tenant's expense share amount.

## Examples of Computation Methods B and X

This setup information pertains to both examples:

- Building 15020 = 100,000 square feet.
- Building 15020 has 5 units; the following describes the square footage of each unit:
  - Unit 1A = 20,000
  - Unit 1B = 15,000
  - Unit 1C = 25,000
  - Unit 1D = 30,000
  - Unit 1E = 10,000
- Units 1C and 1D are occupied for the entire billing period for which expense participation is calculated (365 days).
- Unit 1A is occupied from June 1, 2005 through December 31, 2005 (214 days).
- Expense Class = UTIL.
- Class Exposure = 90,000.
- Tenant's S.F. = 20,000 (Unit 1A).

### Computation Method B

Using computation method B, you must specify an E.P. code to use to retrieve the area for the building from the building log. In this example, the E.P code is 01 and the corresponding area in the building log is 90,000 square feet.

If you generate expense participation calculations, the system calculates the tenant's utility expense share for unit 1A as follows:

Class exposure × (tenant area / building area) = tenant's utility expense amount

90,000 × (20,000 / 90,000) = 20,000

The system uses 90,000 square feet, instead of 100,000, because it found 90,000 set up in the building log record for E.P. code 01.

---

**Note.** The formula for computation method P is the same as computation method B, except that the system uses the combined area of all buildings that make up the property.

---

### Computation Method X

Using computation method X, the system calculates the average occupied space in the building, which it uses as the denominator, using these steps:

1. For each occupied unit, the system multiplies the area of the unit by the number of days that the unit is occupied.
2. The system adds the result from the previous step for all occupied units and then divides that sum by the number of days in the billing period.

This table shows the information that is set up for the units in the building and the calculation that the system performs:

| Unit | Area | Occupied Days | Calculation (Area × Days) |
|---|---|---|---|
| 1A | 20,000. | 214 | 20,000 × 214 = 4,280,000 |
| 1C | 25,000 | 365 | 25,000 × 365 = 9,125,000 |
| 1D | 30,000 | 365 | 30,000 × 365 = 10,950,000 |

The system uses these calculations:

- Total occupied space × occupied days = 24,355,000.
- Denominator = 24,355,000 / 365 (number of billing days) = 66,726.03.

Using the newly calculated denominator, the system calculates the tenant's utility expense share as follows:

Class exposure × tenant area / building area = tenant's utility expense amount

90,000 × (20,000 / 66,726.03) = 26,975.98

**Note.** The formula for computation method Y is the same as computation method X, except that the system uses the combined area of all buildings that make up the property.

### See Also

Chapter 14, "Processing Expense Participation," Understanding Calculations Without Adjustments, page 324

## Prerequisite

To use calculation methods B or P, verify that building log records have been set up that define the building area by E.P. code.

See Chapter 3, "Setting Up Facility Information," Setting Up Building and Property Information, page 35.

## Forms Used to Set Up Basic Expense Participation Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Leases | W15210A | Expense Participation (G1523), E.P. Information. | Select the lease to which you want to add or revise expense participation information. |
| E.P. Information Revisions | W15012A | Click Add on Work with Leases. | Add or revise expense participation information. |

## Setting Processing Options for Expense Participation Information (P15012)

Set these processing options to specify the default processing for the program.

### Display

This processing option is used to specify whether the system displays tax fields.

**1. Display of Tax Fields** Specify whether to display the Tax Explanation Code and Tax Rate/Area fields on the E.P. Information Revisions form. Values are:

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

*0:* Display the tax fields. If you select this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table.

*1:* Do not display the tax fields. If you select this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table.

## Edits

This processing option is used to specify whether the system validates the dates entered on the expense participation record against the lease dates.

**1. Edit Dates Against Lease Master** Specify whether the system verifies whether the dates entered for expense participation information are within the beginning and ending lease dates in the Lease Master Header table (F1501B). Values are:

Blank: Do not verify that the expense participation dates are within the lease dates.

*1:* Verify that expense participation dates are within the lease dates. The dates for the expense participation information must match the lease dates, or the system displays an error message.

## Defaults

This processing option is used to specify the lease version that the system retrieves.

**1. Search Default For Lease Version** Specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

---

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

---

## Currency

These processing options are used to specify whether to allow overrides to the currency code and exchange rate.

**1. Transaction Currency Override** Specify whether to override the transaction currency code that the system automatically copies from the lease. If the system allows an override, you can change the transaction currency when a line is entered or before a line is billed. This value locks after the line is billed. If the system does not allow

an override, the transaction currency code value displays, but it is disabled for changes. Values are:

Blank: The system allows overrides of the transaction currency.

*1:* Use the transaction currency code that the system automatically copies from the lease.

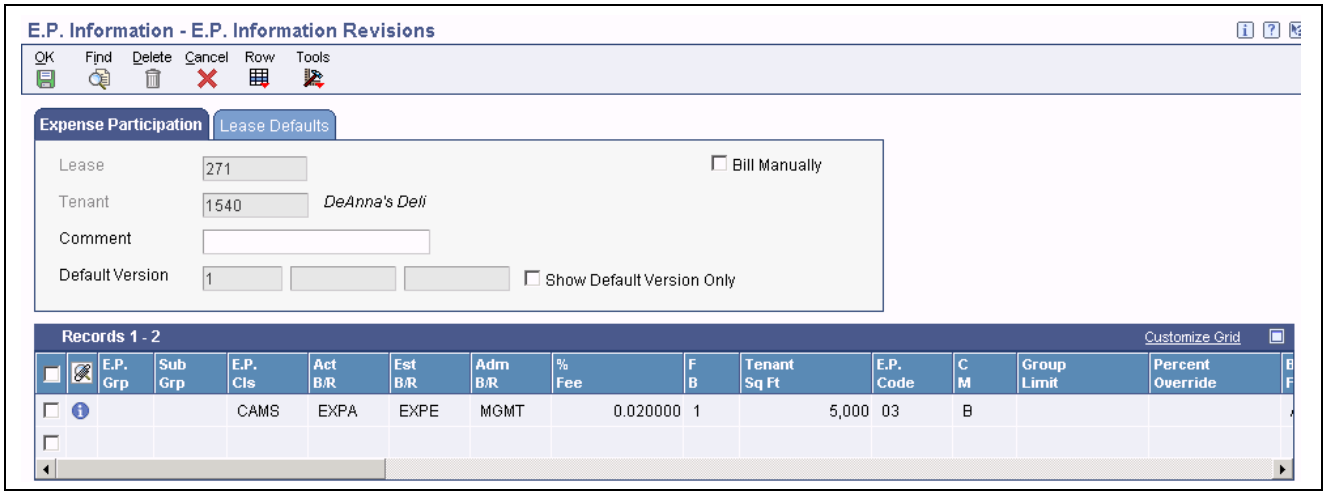
**2. Exchange Rate Override** Specify whether to override the exchange rate that the system automatically copies either from the lease or from the Exchange Rate table (F0015) at billing generation. If the system allows an override, the exchange rate can change at any time. If the system does not allow an override and an exchange rate value has been entered for the lease, that value displays, but the exchange rate value on the form is disabled for changes. Values are:

Blank: The system allows overrides for the exchange rate.

*1:* Use the exchange rate that the system automatically copies from the lease or leave blank to open at billing generation.

# Setting Up Basic Expense Participation Information

Access the E.P. Information Revisions form.




E.P. Information Revisions form

**Bill Manually** Specify whether the system automatically calculates and posts the billing.

If this option is selected, you must manually enter and post the billing; the system does not create billing records automatically. Use this code if the complexity of the calculation warrants a manual calculation or if you want to use the Manual Billing Entry program (P1511). If left unchecked, the system automatically calculates and posts the billing.

**Sub Grp** (expense participation subgroup) Enter the code that identifies a second level group of expense participation classes that are subject to a common limit.

**Act B/R** (actual billing receipt code) Enter the code that the system uses in conjunction with the AAI item to retrieve the accounts to update when the billing record is posted.

The system retrieves the appropriate account to bill based on the AAI item PM*xxxx* (for invoices) and RM*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RC*xxxx* (for invoices) and PC*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

Enter the bill code to which you want expense participation amounts billed.

**Est B/R** (estimated billing receipt code)

Enter the bill code that identifies the estimated billing amounts to subtract from the actual billing amounts. For example, if you run expense participation based on the expenses from the previous year, and then you rerun it for the actual expenses, the system subtracts the estimated amounts previously billed and bills the tenant for only the difference.

The system retrieves the appropriate account to use based on the AAI item PM*xxxx* (for invoices) and RM*xxxx* (for vouchers) where *xxxx* is equal to the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade) to use based on the AAI item RC*xxxx* (for invoices) and PC*xxxx* (for vouchers) where *xxxx* is equal to the code that you enter.

**Adm B/R** (billing receipt code - administration fee)

Enter the code that the system uses in conjunction with the AAI item to retrieve the account to update for the management fee amount that the system calculates when you run the E.P. Calculation Generation program.

The system retrieves the appropriate account to bill based on the AAI item PM*xxxx* (for invoices) and RM*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RC*xxxx* (for invoices) and PC*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

If you leave this field blank, the system uses the same account that it uses for the billing amount.

---

**Note.** If the administration fee is calculated on the adjusted class exposure, the fee becomes an inherent part of the expense amount, and the system ignores the bill code that appears in this field.

---

**% Fee** (percent fee rate)

Enter the percentage that you want to allocate for an administration fee. Enter the percentage in a decimal format. For example, enter *.01* to specify a 1 percent fee.

The system assigns the bill code that appears in the Admin B/R field (BRAD) to the billing record that the system generates for the fee. The system calculates the fee based on the value that appears in the FB field (FEBS) on the E.P. Information Revisions form.

**F B** (fee basis)

Enter the code that specifies whether the system calculates the fee from the amounts billed or the amounts collected. Values are:

*A:* Accrual basis. The system calculates the fee based on the amount billed.

*C:* Cash basis. The system calculates the fee based on the amount collected.

A code that specifies how the system calculates the administration fee. Values are:

Blank: The system calculates the fee based on the tenant's net share (billable) amount.

*1:* The system calculates the fee based on the total class exposure after exclusions.

*2:* The system calculates the fee based on the class exposure prior to exclusions.

**Tenant Sq Ft** (tenant square footage) Enter the rentable area of the tenant's unit, which is the numerator that the system uses to calculate the tenant's share of expenses. If you leave this field blank, the system retrieves the area from the lease. You can override the value, if necessary.

**E.P. Code** (expense participation code) Enter the system uses this code only when you specify calculation methods B or P, and only when you do not specify a share factor denominator.

**C M** (calculation method) Enter the code that specifies the square footage to use for the denominator portion of the expense participation calculation, or identifies the expense information record for a special use. Values are:

*B:* Use with either the E.P. code or the share factor denominator that is specified in the expense participation information to determine the square footage of the building.

---

**Note.** For values *B* and *P*, if you use the computation method with an E.P. code, the system retrieves the area of the building or property respectively from the building log lines referenced by the E.P code that you specified.

If you use the computation method with a share factor denominator, the system retrieves the area of the building or property respectively from Gross Lease Occupied Areas table (F15141), based on the information specified by the rule.

---

*P:* Use with either the E.P. code or the share factor denominator that is specified in the expense participation information to determine the square footage of the property.

*X:* Use the average occupied space for the building.

---

**Note.** For values *X* and *Y*, the system divides the number of days in the billing period by the sum of the space days for each occupied unit of the building or property respectively to determine the average occupied space. The system derives the space days for each occupied unit by multiplying the rentable area (square feet) of the unit by the number of days that the unit is occupied. For example, if one unit is occupied for 214 days (six months) and has an area of 20,000 and a second unit is occupied for 365 days and has an area of 35,000, the space days for the each unit is 4,280,000 and 12,775,000, respectively. If you divide the sum of the two units (17,055,000) by the number of days in the billing period (365), the average occupied space (the denominator) is 46,726.03.

---

*Y:* Use the average occupied space for the property.

*N:* Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the building, and then adjust the calculation accordingly.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated

amount using the formula 1 / calculated gross up factor = new gross-up factor. For example, if the gross-up percentage is *.50*, and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.549271 (1 / .645465).

---

**Note.** For values *N* and *U*, if the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates, the system adjusts the calculated amount using the formula Percentage entered / calculated gross-up factor = new gross-up factor. For example, if the gross-up percentage is .80, and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.239417 (.80 / .645465).

---

*U:* Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the building, and then adjust the calculation accordingly.

If the gross-up percentage that you enter is less than the gross-up factor that the system calculates, the system does not use a gross-up factor.

*O:* Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the property, and then adjust the calculation accordingly.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated amount using the formula 1 / calculated gross up factor = new gross-up factor. For example, if the gross-up percentage is .50, and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.549271 (1 / .645465).

---

**Note.** For values *O* and *V*, if the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates, the system adjusts the calculated amount using this formula:

Percentage entered / calculated gross-up factor = new gross-up factor

For example, if the gross-up percentage is .80, and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.239417 (.80 / .645465).

---

*V:* Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the property, and then adjust the calculation accordingly.

If the gross-up percentage that you enter is less than the gross-up factor that the system calculates, the system does not use a gross-up factor.

*L:* Use the expense participation record for the group or subgroup limit only. You must enter a separate record for each group and subgroup for which a limit applies.

*A:* Do not generate an expense participation billing record because the record has already been generated.

*M:* Do not generate an expense participation billing record because the expense participation information specified to enter a manual billing record.

*S:* Do not use the expense participation record to calculate expense participation or generate a billing because the record has been suspended.

**Group Limit** Enter the maximum amount that the system uses for the combined adjusted share amounts of the expense classes in the group.

**Percent Override** Specify the percentage to use to calculate the tenant's share of expenses instead of the area percentage that the system derives by dividing the tenant's area by the building area. Enter the percentage in a decimal format. For example, enter *.35* to specify 35 percent.

**Base Exclusion** Enter the number that specifies the amount to subtract from the adjusted class exposure before the system computes the tenant's share factor. If you complete this field, you must also specify a value in the Base St Yr field (BPSY).

**Base St Yr** (base period start - year) Enter the first year for which the base exclusion amount applies. If you enter a base exclusion amount, you must complete this field. The system deducts the base exclusion amount one year after the base start year that you specified. For example, if you enter a base start year of 2005, the system does not deduct the base exclusion amount until you process expense participation for the year 2006.

**Gross Up** Enter the percentage by which the class exposure is multiplied to adjust for occupancy. The system uses the percentage that you enter, in conjunction with the computation method, to determine the gross-up factor.

If the computation method is B, P, X, or Y, the system multiplies the class exposure by the gross-up percentage and includes it in the total exposure.

If the computation method is N, O, U, or V, the system uses the corresponding computation method (X for building or Y for property) to determine the gross-up factor, and then compares it to the gross-up percentage that you entered. If the gross-up percentage that you enter is greater than the calculated gross-up factor, the system divides the percentage by the calculated gross-up factor and uses that result as the new gross-up factor. The system multiplies the new gross-up factor by the class exposure.

For example, if the gross-up percentage is .80, and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.239417 (.80 / .645465).

For computation methods N and O, if the gross-up percentage that you enter is less than the gross-up factor that the system calculates, the system adjusts the calculated amount using this formula:

1 / calculated gross-up factor = new gross-up factor.

For example, if the gross-up percentage is .50, and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.549271 (1 / .645465).

For computation methods U and V, if the gross-up percentage that you enter is less than the gross up factor that the system calculates, the system does not use a gross-up factor.

**Note.** If the computation method is N, O, U, or V, the system uses the value from the E.P. Code field (EPCD) to locate the rentable area for the building (methods N and O) or the property (methods U and V) from the building log to use as the denominator.

**Tenant Exclusion Rule** Enter the code that identifies the tenant exclusion rule.

The system does not include amounts specified by the tenant exclusion rule when it calculates the tenant's share factor.

For example, a tenant exclusion rule might specify to deduct amounts associated with bill code EXPA from all tenants who lease any unit that is defined as an anchor and that has an area of more than 5,000 square feet.

The system uses the tenant exclusion rule only when you assign it to the expense participation information that you set up for the lease.

**Exclusion Override** Enter the amount that the system uses instead of the amount calculated by the tenant exclusion rule.

**Share Factor Denominator** Enter the code that identifies the units to exclude from the denominator portion of the calculation that the system uses to determine the tenant's share factor. For example, you can specify a share factor denominator that excludes anchor tenants (specified by the E.P unit type) that have more than 16,000 square feet (specified by the share factor area value).

The system uses the share factor denominator only when you assign it to the expense participation information that you set up for the lease.

**Begin Date** Enter the begin date. If you leave this field blank, the system uses the starting date of the lease.

**End Date** Enter the end date. If you leave this field blank, the system uses the ending date of the lease.

**Occup From** (occupancy date from) Enter the date upon which occupancy begins. If you leave this field blank, the system uses the starting date of the lease.

**Occup To** (occupancy date to) Enter the date upon which occupancy terminates. If you leave this field blank, the system uses the ending date of the lease.

**O R** (expense participation occupancy rule) Enter the UDC (15/EO) that specifies how the system prorates amounts and areas that are used in the expense participation calculation for units that are occupied for less than a complete billing period. Values are:

Blank: No proration. The system uses only units that are occupied for the entire billing period.

*H:* Half month. If the unit is occupied for 15 days, the system considers it occupied for the entire billing period.

*P:* Partial month. If the unit is occupied for one day, the system considers it occupied for the entire billing period.

*D:* Daily proration. The system divides the number of days of occupancy by the total number of days in the billing period and then multiplies that result by the area and amounts used in the expense participation calculation.

# Adjusting Expense Participation Calculations

This section provides overviews of the expense participation adjustments, calculations with adjustments, and the gross-up factor, and discusses how to:

- Adjust the class exposure.
- Set up adjustments to expense participation information.

## Understanding Expense Participation Adjustments

You can set up expense participation information to adjust any and all components of the calculation that the system uses to determine the tenant's expense share amount, which includes:

- The class exposure (expense class amount).
- The numerator (tenant's area).
- The denominator (area of building or property).

For example, some tenants, such as an anchor tenant in a shopping mall, might be exempt from expense sharing because their unit attracts the shoppers who increase the sales for all mall tenants. You can set up an adjustment to exclude the area for their unit from the total area for the building or property.

Additional adjustments might include:

- Excluding an account from the class exposure.
- Adding a fee to the class exposure or to the tenant's expense share amount.
- Multiplying the class exposure by a percentage.
- Adding or subtracting an amount from the class exposure.
- Adding or subtracting an amount from the tenant's expense share amount.
- Subtracting estimated expenses for which the tenant has been billed.

Regardless of the type of adjustment, you specify adjustment information in one of two programs:

- E.P. Class Information (P1530)
- E.P. Information (P15012)

### Adjustments to the Class Exposure

You can adjust the class exposure by multiplying it by a percentage, adding or subtracting an amount to it, excluding account information, and so forth. This table outlines each adjustment to the class exposure that you can set up, and the program that you use to define it:

| Adjustment Type | Description | Program |
|---|---|---|
| Account Exclusion | You can specify the accounts to exclude from the class exposure. The system subtracts the amounts posted to the accounts from the class exposure. | E.P. Class Information (P1530) |

| Adjustment Type | Description | Program |
|---|---|---|
| Amount | You can add an adjustment amount to or subtract an adjustment amount from the class exposure. You can also specify whether the adjustment occurs before or after the administration fee, if specified, based on the value of the Fee Basis field (FEBS) that you set up in the E.P. Information program. | E.P. Class Information (P1530) |
| Amount | You can set up a rule that excludes amounts from the class exposure, based on bill code, E.P. unit type, and area. After you set up the tenant exclusion rule, you assign it to the appropriate expense class in the E.P. Information program.<br><br>See Chapter 14, "Processing Expense Participation," Setting Up Tenant Exclusion Rules, page 345. | Tenant Exclusion Revisions (P150120) |
| Amount | You can specify an amount that overrides the exclusion amount that the system calculates based on the tenant exclusion rule that you specify.<br><br>For example, you might have expense participation information set up to exclude tenant contributions for utilities the first year, based on the amounts billed, but decide to exclude a defined amount the next year regardless of the billed amount. | E.P. Information (P15012) |
| Amount | You can specify a base exclusion amount that can be increased (compounded) by a percentage for each year that the tenant participates, which the system subtracts from the class exposure. When you set up a base exclusion amount, you must specify the year that it occurs. The system excludes the base amount the year following the beginning year that you specify. The system subtracts the base exclusion amount as the final adjustment to the class exposure, if specified. | E.P. Information (P15012) |

| Adjustment Type | Description | Program |
|---|---|---|
| Amount | You can specify a minimum or maximum amount against which the total exposure is compared, and for which the system generates adjustment amounts. If the total exposure is less than the minimum amount specified, the system adjusts it to use the minimum amount. If the total exposure is greater than the maximum amount specified, the system adjusts it to use the maximum amount. | E.P. Information (P15012) |
| Fee | You can add a management or administration fee to the class exposure. The amount of the fee depends on the percentage that you specify, and at which point the system uses it in the calculation. As an adjustment to the class exposure, the fee could be calculated on the class exposure before or after exclusions have been made.<br><br>You can also set up the system to calculate the fee based on the tenant's net share amount for the expense class, which does not affect the class exposure. | E.P. Information (P15012) |
| Percentage | You can multiply the class exposure by a percentage adjustment factor. For example, if the landlord agrees to pay 10 percent of expenses for a specific expense class, you can adjust the class exposure by multiplying it by 90 percent. You specify the percentage in a decimal format in the Adjustment Factor field. | E.P. Class Information (P1530) |
| Percentage | You can multiply the class exposure by a gross-up percentage. The system uses the gross-up percentage only when you specify the computation methods N or O (for computing the area of the building), or U or Y (for computing the area of the property).<br><br>See Chapter 14, "Processing Expense Participation," Understanding Calculations with Adjustments, page 337. | E.P. Information (P15012) |

## Adjustments to the Numerator

You can adjust the numerator (tenant's area) that is used in the calculation for the tenant's share factor in one of these ways:

- You can adjust the square footage that represents the tenant's area that the system uses as the numerator in the calculation for the tenant's share factor by changing the value in the Tenant Sq. Ft. field (EPOF) that the system supplies with the rentable area that is set up on the lease.

  The system uses the value that you enter as the tenant's area.

- You can specify a percentage of the class exposure to use, instead of calculating a share factor by dividing the tenant's area by the building (or property) area.

  For example, if you enter *.20* in the Percent Override field (PCTP), the system multiplies the class exposure by 20 percent to derive the gross share amount.

### Adjustments to the Denominator

Adjustments to the area of the building or property can be made only by setting up a share factor denominator in the Share Factor Denominator Revisions program (P150122) and assigning it to the expense participation information for the expense class. When you set up a share factor denominator, you specify the areas of units to exclude from the total area of the building (or property) by E.P. unit type, unit area, or both.

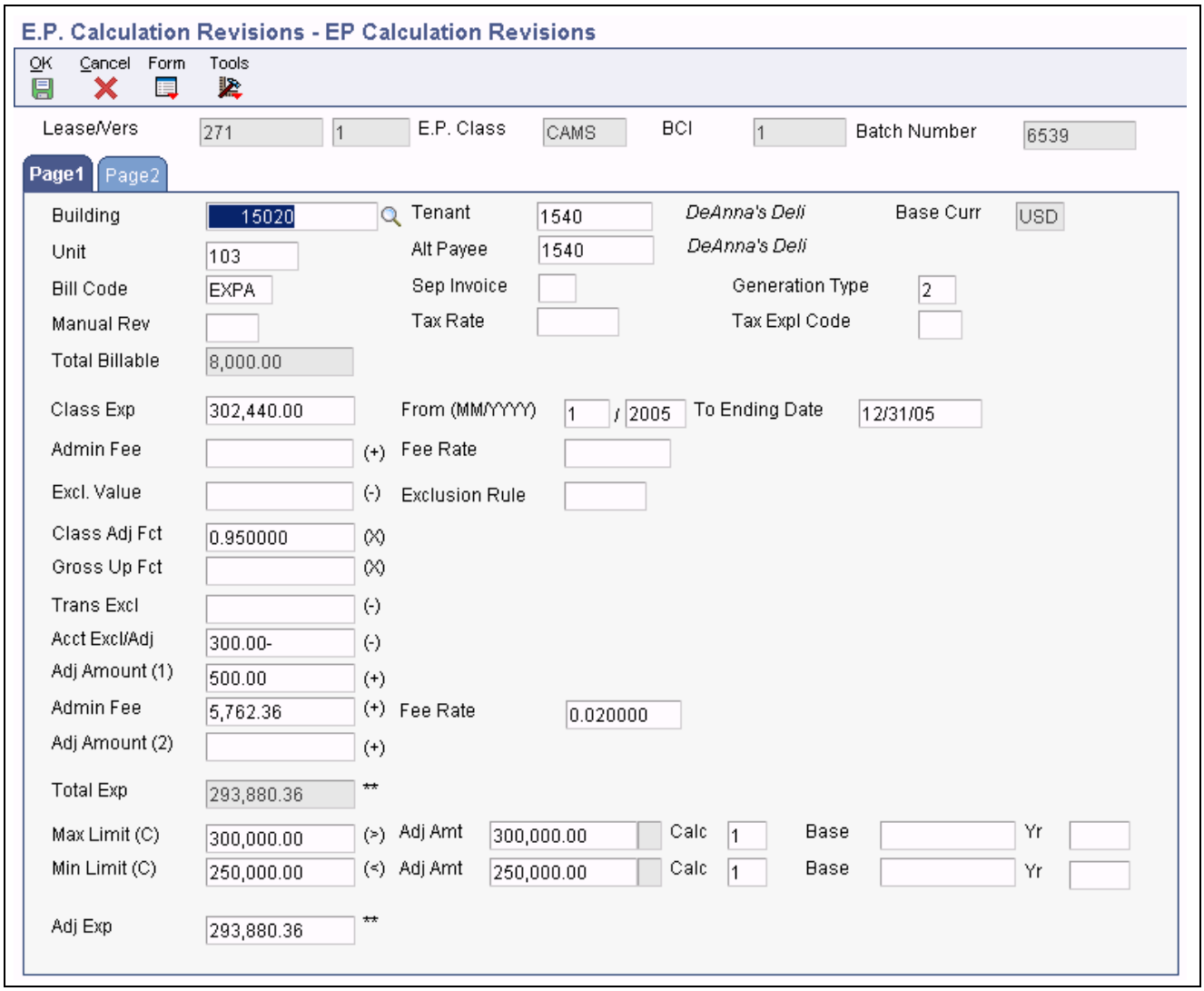
See Chapter 14, "Processing Expense Participation," Setting Up Share Factor Denominators, page 347.

## Understanding Calculations with Adjustments

To understand how to specify adjustment information for the expense participation record, you must understand how the system uses the adjustment in the calculation. Each adjustment that you specify affects the tenant's expense share amount, but you can affect it differently depending on the adjustment that you set up.

### Example

These forms illustrate the order in which the system uses each adjustment in the calculation. By reviewing this calculation, you can determine how to set up adjustment information in the corresponding expense participation program.




E.P. Calculation Revisions form, page 1

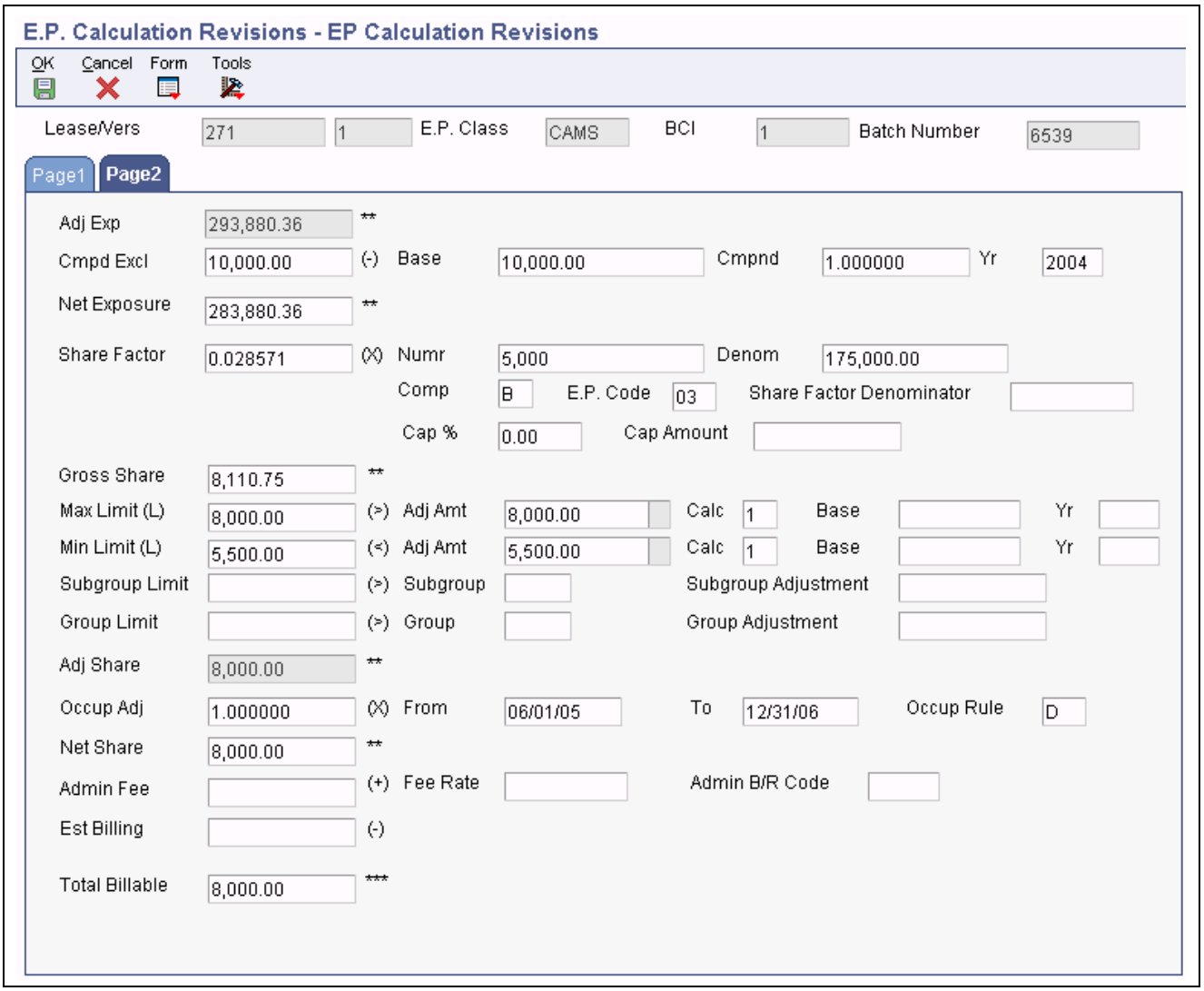
This table lists most of the fields from the Page 1 tab and provides an explanation of how the system calculates each field:

| Field | Amount | Explanation of Calculation | Running Total | Program |
|---|---|---|---|---|
| Class Exp. | 302,440.00 | The system totals the amounts for the accounts specified for the expense class CAMS (E.P. Class). | 302,440.00 | E.P. Class Information (P1530) |

| Field | Amount | Explanation of Calculation | Running Total | Program |
|---|---|---|---|---|
| Excl Value | | If a tenant exclusion rule had been specified, the system would have added the amounts based on the bill codes specified, and subtracted the result from the class exposure. | | |
| Adj Factor | .95 | The system multiplies the class exposure by the adjustment factor. The adjustment factor is used when the landlord pays some portion of expense, in this case 5 percent. | 287,318.00 | E.P. Class Information (P1530) |
| Acct Excl/Adj | 300.00 | An account adjustment. The system adds this amount to the class exposure. The system displays the amount as negative, because the calculation is set up to subtract it (subtracting a negative number results in addition). | 287,618.00 | E.P. Information (P15012)<br>Expense Participation Adjustments form |
| Adj Amount 1 | 500.00 | The system subtracts the amount from the class exposure. The Calculation Placement field determines whether the system enters the adjustment amount in this field or in the Adj. Amount 2 field. | 287,118.00 | E.P. Class Information (P1530)<br>E.P. Class Adjustments Revisions form |
| Admin Fee | 5,762.36 | The Fee Basis field determines when the fee is calculated and added to the class exposure. In this example, the fee basis specifies that the system calculate the fee on the class exposure after exclusions. | 293,880.36 | E.P. Information (P15012) |

| Field | Amount | Explanation of Calculation | Running Total | Program |
|---|---|---|---|---|
| Total Exposure | 293,880.36 | | | System-calculated |
| Max Limit (C) | 300,000.00 | The maximum limit for the total exposure. If the total exposure is greater than 300,000, the system uses 300,000 as the adjusted exposure amount.<br><br>You set this up as a class adjustment level. | | E.P. Information (P15012)<br><br>Expense Participation Adjustments form |
| Min Limit (C) | 250,000 | The minimum limit for the total exposure. If the total exposure is less than 250,000, the system uses 250,000 as the adjusted exposure amount.<br><br>You set this up as a class adjustment level. | | E.P. Information (P15012)<br><br>Expense Participation Adjustments form |
| Adj Exposure | 293,880.36 | Because the total exposure is within the maximum and minimum range specified, the system uses it. | | System-calculated |

This form shows the calculations from the Page 2 tab:



EP Calculation Revisions form, page 2

This table lists most of the fields from the Page 2 tab and provides an explanation of how the system calculates each field:

| Field | Amount | Explanation of Calculation | Running Total | Program |
|---|---|---|---|---|
| Adj Exp. | 293,880.36 | From previous screen | | |
| Cmpd Excl (base exclusion) | 10,000.00 | The system subtracts the amount from the adjusted exposure. | 283,880.36 | E.P. Information (P15012) |
| Net Exposure | 283,880.36 | | 283,880.36 | System-calculated |

| Field | Amount | Explanation of Calculation | Running Total | Program |
|---|---|---|---|---|
| Share Factor | .028571 | The result of this calculation:<br>Numerator (tenant's area) / Denominator (building area)<br>Numerator = 5,000<br>Denominator = 175,000 | | System-calculated |
| Comp (computation method) | B | The computation method. The system used the area from the building log that was set up for E.P. code 03. | | E.P. Information (P15012) |
| Gross Share | 8,110.75 | The system multiplies the share factor by the net exposure. | 8,110.75 | System-calculated |
| Max Limit (L) | 8,000 | The maximum limit for the gross share. If the gross share is greater than 8,000, the system uses 8,000 as the adjusted share amount.<br>You set this up as a lease adjustment level. | | E.P. Information (P15012)<br>Expense Participation Adjustments form |
| Min Limit (L) | 5,500 | The minimum limit for the gross share. If the gross share is less than 5,500, the system uses 5,500 as the adjusted share amount.<br>You set this up as a lease adjustment level. | | E.P. Information (P15012)<br>Expense Participation Adjustments form |
| Adj Share | 8,000 | Because 8,081.60 is greater than 8,000, the system uses 8,000 as the adjusted share. | 8,000 | System-calculated |
| Net Share | 8,000 | | 8,000 | System-calculated |

| Field | Amount | Explanation of Calculation | Running Total | Program |
|---|---|---|---|---|
| Est Billing | | If the system had located estimated billings based on the bill code entered in the Est B/R field, the amount would have been subtracted from the net share. | 8,000 | E.P. Information (P15012) |
| Total Billable | 8,000 | | 8,000 | System-calculated |

# Understanding the Gross-Up Factor

You can enter a gross-up percentage to adjust the class exposure based on a minimum occupancy level (the number of days that each tenant occupies their unit in the building). The system uses the percentage that you specify in conjunction with the computation method to determine a gross-up factor that reflects the percent of occupancy for the building and the occupancy for each unit.

If the computation method is B, P, X, or Y, the system multiplies the class exposure by the gross-up percentage and includes it as part of the total exposure. These computation methods do not adjust the gross-up factor based on occupancy.

Computation methods N and U derive a gross-up factor by dividing the area of the building (based on the E.P. code from the building log) by the average occupied area, that the system calculates using computation method X. The system adjusts the gross-up factor based on the percentage specified on the expense participation record, if necessary.

Computation methods O and V perform the same calculations as N and U, but derive the gross-up factor by using the result of computation method Y (average occupied area of the property) as the numerator.

These examples explain how the system calculates the gross-up factor using computation methods N and U.

## Computation Method N

The system compares the gross-up percentage on the expense participation record to the gross-up factor, which it calculates by dividing the area of the building (based on the E.P. code from the building log) by the average occupied area for each unit, which it calculates by running computation method X.

For example, if you set up the expense participation record to use computation method X, and the system calculates a denominator of 67,000 s.f., and the area of the building (based on the E.P. code and building log) is 175,000 s.f., the calculated gross-up factor is .38 (38 percent).

If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates, the system adjusts the calculated amount using this formula:

Gross-up percentage entered on expense participation record / calculated gross-up factor = new gross-up factor

For example, if the gross-up percentage on the expense participation record is .5, and the calculated gross-up factor is .38, the system derives the new gross-up factor .76 (.38 / .50). The system uses this gross-up factor to multiply by the class exposure as part of the total exposure amount.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated amount using this formula:

1 / calculated gross up factor = new gross-up factor

For example, if the gross-up percentage on the expense participation record is .25 and the calculated gross-up factor is .38, the system calculates the new gross-up factor as 2.63.

### Computation Method U

If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates using computation method Y (which performs the same calculation as computation method X, but uses the area of the property instead of the building), the system performs the same calculation as it does using computation method N.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system does not use a gross-up factor.

### See Also

Chapter 14, "Processing Expense Participation," Understanding Calculations Without Adjustments, page 324

## Adjusting the Expense Class

You can adjust expense class information in one of two ways:

- Enter an adjustment factor to the expense class.
- Adjust the amount of the class exposure.

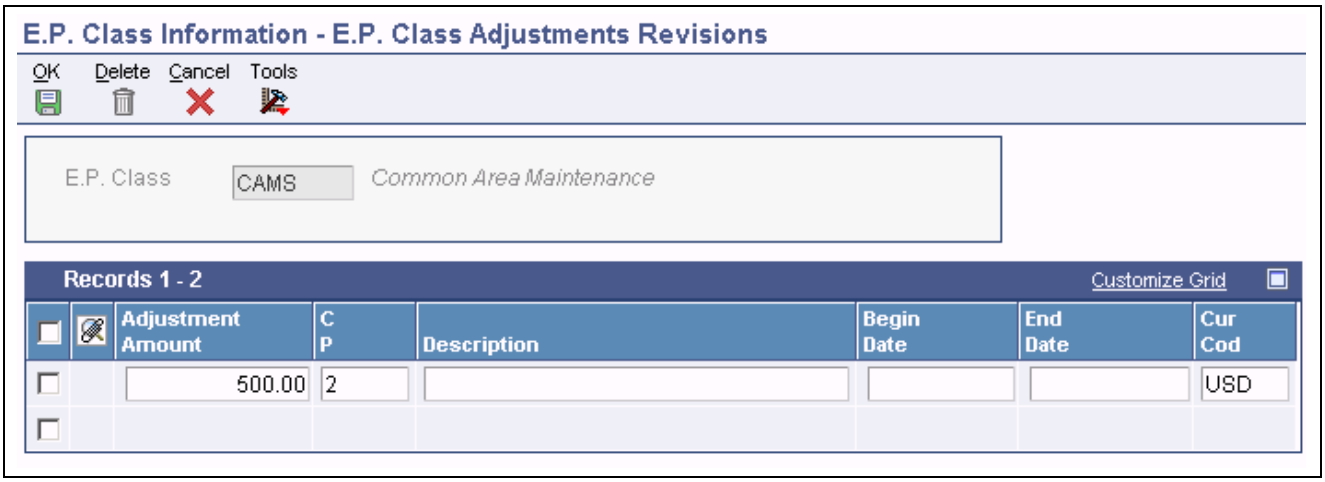
This section discusses how to set up adjustments to the expense class.

### Forms Used to Set Up Adjustments to the Expense Class

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with E.P. Class Information | W1530A | Expense Participation menu (G1523), E.P. Class Information. | Review and select expense participation class information. |
| E.P. Class Information Revisions | W1530C | Click Add on Work with E.P. Class Information. | Enter a rate (adjustment factor) to adjust the total class exposure for the expense class. |
| E.P. Class Adjustment Revisions | W1530B | Select Class Adjustments from the Form menu on E.P. Class Information Revisions.<br>You cannot access this form from E.P. Class Revisions during Add mode. | Add and revise adjustments to the expense participation class. |

### Setting Up Adjustments to the Expense Class

Access the E.P. Class Information Revisions form.




E.P. Class Adjustments Revisions form

**Adjustment Amount** Enter the adjustment amount for the currency specified by the currency code.

**CP** (calculation placement control) Enter the calculation placement control. If you enter 1 or A, the system adds the adjustment amount to the class exposure after it calculates an administration fee, if specified. Otherwise, the system adds the adjustment amount to the class exposure before it calculates the administration fee.

# Setting Up Tenant Exclusion Rules

This section provides an overview of tenant exclusion rules and discusses how to set up tenant exclusion rules.

## Understanding Tenant Exclusion Rules

Tenant exclusion rules enable you to subtract certain tenant contributions from the total class exposure. The system identifies the amounts to exclude by unit type, unit area, and bill code. For example, you can exclude all amounts associated with bill code EXPE (estimated expense participation billing) for units assigned an E.P unit type of ANC (anchor).

You can also specify an area value to use as additional criteria to locate the amounts associated with the unit. For example, you might want to exclude only amounts associated with bill code EXPE for anchor units that have a square footage of 15,000 or more.

The system uses the Gross Lease Occupied Areas table (F15141) to locate the unit areas based on the area method and area type that you specify. The area method includes gross leaseable, gross lease occupied, average leaseable, and average lease occupied. The area type specifies whether the area is rentable, usable, or some other value.

**Note.** The information that you specify for the area type must correspond to the area type that was used to generate the information in table F15141 or the system does not exclude any area.

The system retrieves the amounts to subtract (based on the bill codes that you enter) from either the Customer Ledger (F03B11) or the Accounts Payable Ledger (F0411) table, depending on the lease. You set up the rule using the Tenant Exclusion Revisions program (P150120), and then assign it to the expense participation information that you set up for the lease. The system calculates the tenant exclusion amount when you run the E.P. Calculation Generation program (R15110).

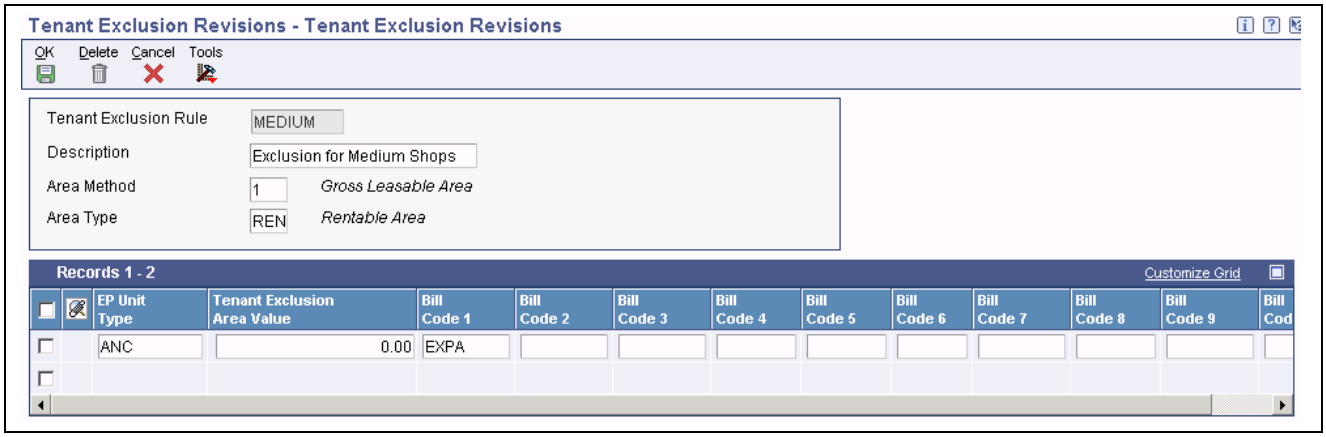
The system stores tenant exclusion rules in the Tenant Exclusion Header (F150120) and Tenant Exclusion Detail (F150121) tables.

## Forms Used to Set Up Tenant Exclusion Rules

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Tenant Exclusions | W150120A | Expense Participation (G1523), Tenant Exclusion Revisions. | Review and select tenant exclusion rules. |
| Tenant Exclusion Revisions | W150120B | Click Add on Work with Tenant Exclusions. | Add and revise tenant exclusion rules. |

## Setting Up Tenant Exclusion Rules

Access the Tenant Exclusion Revisions form.




Tenant Exclusion Revisions form

**Tenant Exclusion Rule** Enter the code that identifies the tenant exclusion rule.

The system does not include amounts specified by the tenant exclusion rule when it calculates the tenant's share factor.

For example, a tenant exclusion rule might specify to deduct amounts associated with bill code EXPA from all tenants who lease any unit that is defined as an anchor and that has an area of more than 5,000 square feet.

The system uses the tenant exclusion rule only when you assign it to the expense participation information that you set up for the lease.

**Area Method** Enter the UDC (15/DM) that specifies the value to retrieve from the Gross Lease Occupied Areas table (F15141) when the system calculates the tenant exclusion or share factor denominator. Codes are:

*1:* Gross leaseable area (GLA).

*2:* Gross lease occupied area (GLOA).

*3:* Average leaseable area.

*4:* Average lease occupied area.

**Area Type** Enter the UDC (15/AR) that identifies the area by its use, such as rentable, usable, gross leaseable (GLA), gross lease occupied (GLOA), and so on.

The area type that you specify must be the same as the area type that was used for the Gross Lease Occupancy Refresh program (R15141), or the system cannot locate the values to exclude.

**EP Unit Type** (expense participation unit type) Enter the UDC (15/EU) that identifies the unit for expense participation exclusions. The system uses the E.P. unit type when you set up a tenant exclusion or a share factor denominator.

If you specify a Tenant Exclusion Area Value, you must specify a non-blank, valid E.P. unit type. The system does not consider areas for units with a blank E.P. unit type, regardless of whether it exists in UDC 15/EU.

**Tenant Exclusion Area Value** Enter the control area to which the system compares the area of the unit from the Gross Lease Occupied Areas table (F15141) to determine whether to subtract the amounts billed to these units from the class exposure. The system excludes amounts that are associated with units that have an area greater than the value specified for the class exposure.

The system uses the tenant exclusion rule only when you assign it to the expense participation information that you set up for the lease.

If you specified an E.P. unit type, the system uses the tenant exclusion area value in conjunction with the E.P. unit type. For example, if the E.P. unit type is ANC and the value in this field is 10,000, the system excludes units that are assigned an E.P. unit type of ANC and have more than 10,000 square feet from the tenant's area used for the numerator in the expense participation calculation.

**Bill Code 1** Enter the bill code that identifies the amounts to exclude from the tenant's contribution as part of the tenant exclusion rule.

You must specify a value in at least one of the bill code fields, or the system does not exclude amounts.

# Setting Up Share Factor Denominators

This section provides an overview of share factor denominators and discusses how to set up share factor denominators.

## Understanding Share Factor Denominators

The Expense Participation Calculation Generation program (R15110) calculates the tenant's share factor by dividing the area of the unit that the tenant leases by the total area of all of the units in the building or for the property. You can manipulate the tenant's share factor by specifying unit areas to exclude from the total (denominator) amount. You can identify the unit areas to exclude from the calculation by E.P. unit type, area value, or both. The system retrieves the area information for the unit from the Gross Lease Occupied Areas table (F15141) based on the area method that you specify. For example, if you want the system to exclude all unit areas with more than 10,000 square feet, you must specify whether the 10,000 square feet is a GLA, GLOA, or the average GLA or GLOA.

In addition to specifying the unit areas to exclude from the total area that the system uses to calculate the tenant's share factor, you can also set up a cap value, which is a percentage of the gross leaseable area (GLA) for the building or property, that establishes a minimum area value to use in the calculation. The system compares the calculated denominator to the cap value and uses the greater of the two values as the denominator for the expense participation calculation.

**Note.** Because the cap value is a percentage of GLA, if the area method that you specify for the share factor denominator is GLA, the system never uses the cap.

After you create a share factor denominator, you can add it to the expense participation information for all applicable leases. The share factor denominator works only with computation methods B and P, and only when an E.P. code is not specified. This value can be different for each line of expense participation information that you set up.

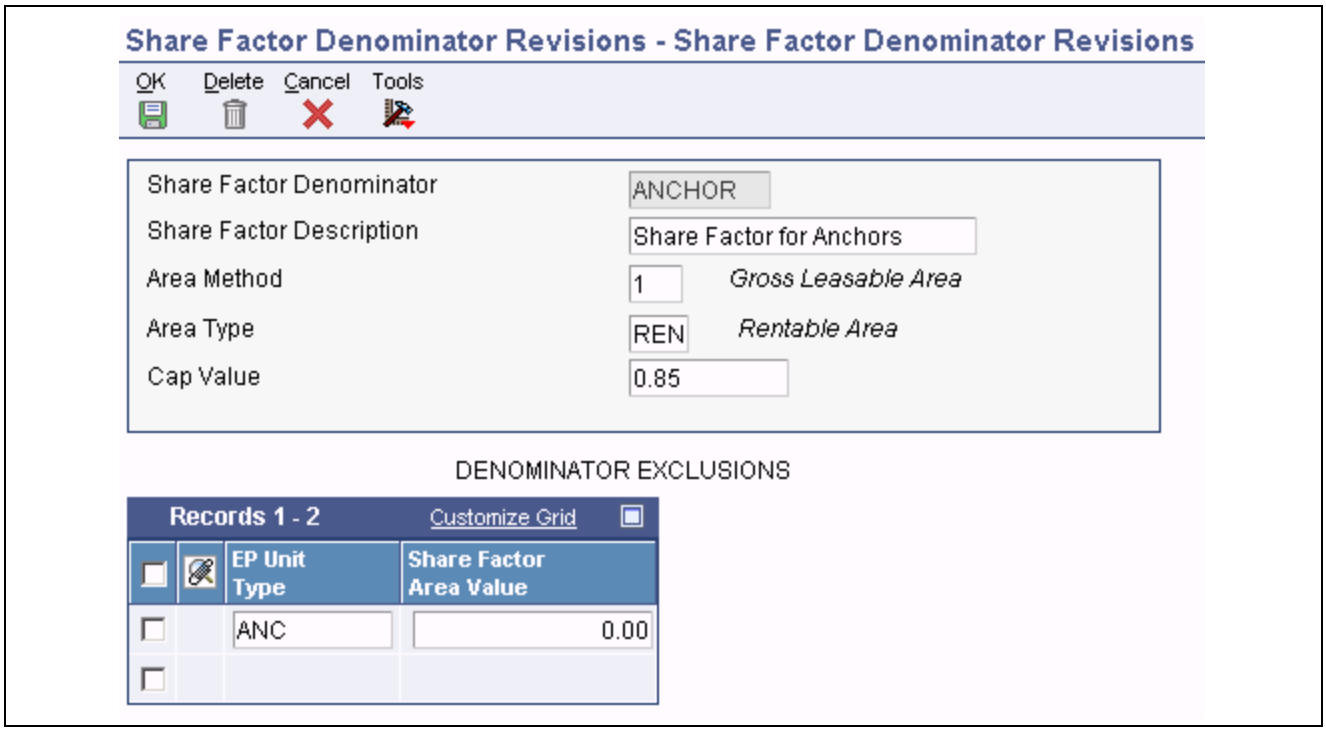
The system stores share factor information that you set up in the Share Factor Denominator Header (F150122) and Share Factor Denominator Detail (F150123) tables.

## Forms Used to Set Up Share Factor Denominators

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Share Factor Denominator | W150122B | Expense Participation (G1523), Share Factor Denominator Revisions. | Review and select share factor denominators. |
| Share Factor Denominator Revisions | W150122A | Click Add on Work with Share Factor Denominator. | Add or revise share factor denominators. |

## Setting Up a Share Factor Denominator

Access the Share Factor Denominator Revisions form.




Share Factor Denominator Revisions form

**Share Factor Denominator** Enter the code that identifies the units to exclude from the denominator portion of the calculation that the system uses to determine the tenant's share factor. For example, you can specify a share factor denominator that excludes anchor

tenants (specified by the E.P unit type) that have more than 16,000 square feet (specified by the share factor area value).

The system uses the share factor denominator only when you assign it to the expense participation information that you set up for the lease.

**Share Factor Description** Enter the share factor description.

**Area Method** Enter the UDC (15/DM) that specifies the value to retrieve from the Gross Lease Occupied Areas table (F15141) when the system calculates the tenant exclusion or share factor denominator. Valid codes are:

*1:* Gross leaseable area (GLA).

*2:* Gross lease occupied area (GLOA).

*3:* Average leaseable area.

*4:* Average lease occupied area.

**Area Type** Enter the UDC (15/AR) that identifies the area by its use, such as rentable, usable, gross leaseable (GLA), gross lease occupied (GLOA), and so on.

The area type that you specify must be the same as the area type that was used for the Gross Lease Occupancy Refresh program (R15141), or the system cannot locate the values to exclude.

**Cap Value** Enter the percentage of the gross leaseable area (GLA) that represents a minimum amount to use as the denominator to calculate the tenant's share factor, if the building area that is retrieved is a lesser amount. For example, if the area method and type specify to use the average leased occupied area (for the rentable area), and that amount is less than the percentage of GLA specified by the cap, the system uses the cap value.

Enter the percentage in a decimal format. For example, enter .80 to specify 80 percent. The system does not calculate a cap that is greater than 100 percent.

Completing this field is optional.

**EP Unit Type** (expense participation unit type) Enter the UDC (15/EU) that identifies the unit for expense participation exclusions. The system uses the E.P. unit type when you set up a tenant exclusion or a share factor denominator.

If you specify a Share Factor Area Value, you must specify a non-blank, valid E.P. unit type. The system does not consider areas for units with a blank E.P. unit type, regardless of whether it is exists in UDC 15/EU.

**Share Factor Area Value** Enter the control area against which the system compares the area of the unit from the Gross Lease Occupied Areas table (F15141) to determine whether to subtract it from the total area of the building that the system uses to calculate the tenant' s share factor. The system excludes all units for the unit type specified, including blank, that have an area that is greater than the value specified.

For example, if you specify ANC as the E.P. unit type, and 16,000 as the share factor area value, the system excludes all units for area type ANC that are greater than 16,000 square feet.

If you specified an E.P. unit type, the system uses the share factor area value in conjunction with the E.P. unit type. For example, if the E.P. unit type is ANC and the value in this field is 10,000, the system excludes units that are assigned

an E.P. unit type of ANC and have more than 10,000, from the total building area used for the denominator in the expense participation calculation.

**Share Factor Denominator** Enter the code that identifies the units to exclude from the denominator portion of the calculation that the system uses to determine the tenant's share factor. For example, you can specify a share factor denominator that excludes anchor tenants (specified by the E.P unit type) that have more than 16,000 square feet (specified by the share factor area value).

The system uses the share factor denominator only when you assign it to the expense participation information that you set up for the lease.

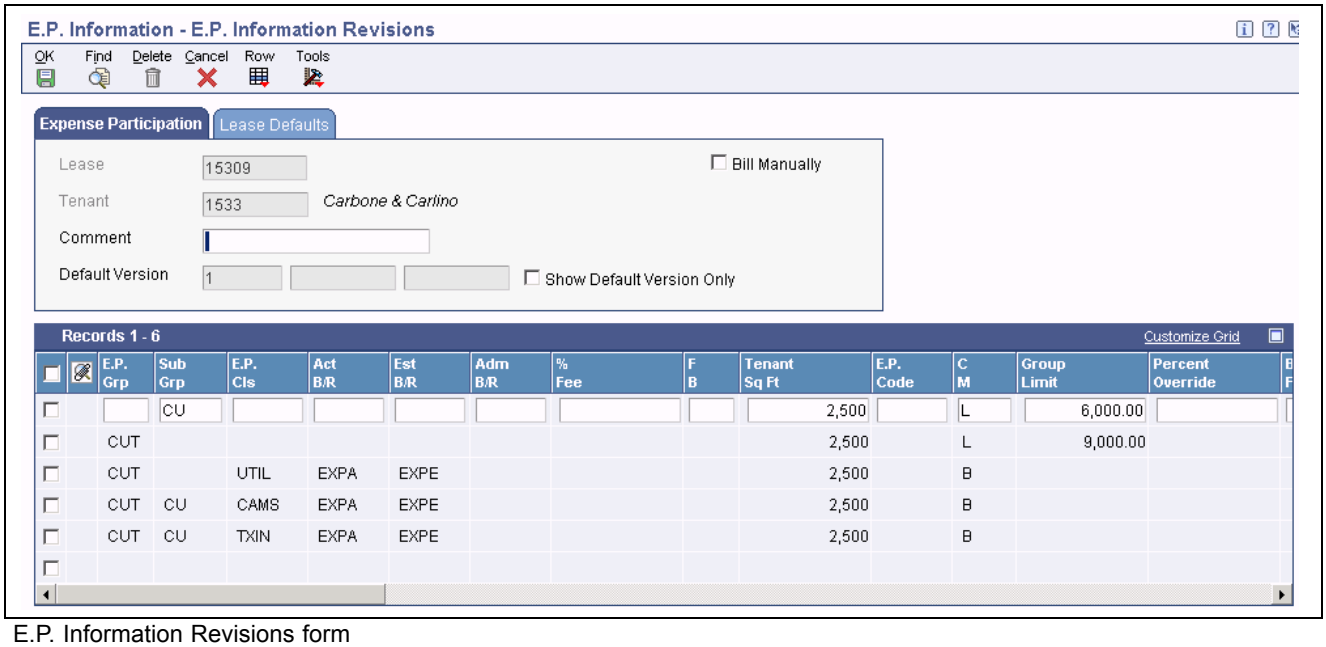
# Setting Up Group and Subgroup Limits

When you set up expense participation information, you can group two or more expense classes to define a common limit that applies to the sum of the classes within the group. The system compares the limit amount for the group to the gross share amount for each expense class in the group. If the sum of the gross share amounts for the group exceeds the group limit, the system performs a calculation that adjusts the net amount by the group adjustment amount.

To define more than one common limit for a group, you can create subgroups within the group that has a different common limit than the one established for the group. For example, you could group two or more expense classes into a subgroup that has a common limit of 10,000, and then group that subgroup with other expense classes into a group that has common limit of 16,000.

For each group and subgroup that you want to use, you must set up a separate expense participation limit record using computation method L.

This form displays expense participation information that is set up to use both a subgroup and a group limit:



E.P. Information Revisions form

In this example, the expense classes CAMS and TXIN make up the subgroup CU. A separate expense participation record has been set up to identify the subgroup as CU with a limit of 6,000 and a computation method of L. The expense classes that make up the group CUT include the two expense classes for the subgroup (CAMS and TXIN) and the expense class UTIL. A separate expense participation record has been set up to identify the group as CUT with a limit of 9,000 and a computation method of L.

---

**Note.** When you set up the subgroup and group limit expense participation records, you must additionally specify a billing frequency.

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## Example: Group and Subgroup Limits

When you set up group limits, you ensure that the tenant's total gross share does not exceed a defined amount. If the amount exceeds the group limit, the system performs the calculation that is described in the example to adjust the tenant's net share (billable) amount.

These examples explain how the system uses the group limit and subgroup limit to reduce the tenant's billable amount for the expense class.

## Example: Group Limit Adjustments

In this example, the group consists of two expense classes, so that you can easily follow the calculation that the system performs. If more expense classes existed in the group, the system would perform the same calculation for each expense class.

This table shows the relevant information that is set up on the expense participation record:

| Setup Information | Value |
|---|---|
| E.P. Group | CU |
| E.P. Classes | CAMS, UTIL |
| Group Limit | 9,000 |
| Gross Share for CAMS | 11,243.00 |
| Gross Share for UTIL | 6,378.57 |
| Sum of Gross Shares for CAMS and UTIL | 17,621.57 |

## Calculation for CAMS

9,000.00 (group limit) / 17,621.57 (sum of gross shares) = .510738

11,243.00 (gross share for CAMS) × .510738 = 5,742.23 (net share for CAMS - billable amount)

11,243.00 - 5,742.23 = 5,500.77 (group adjustment)

## Calculation for UTIL

9,000.00 (group limit) / 17,621.57 (sum of gross shares) = .510738

6,378.57 (gross share for UTIL) × .510738 = 3,257.78 (net share for UTIL - billable amount)

6,378.57- 3,257.78 = 3,120.79 (group adjustment)

## Example: Subgroup Limit and Group Limit Adjustments

In this example, two of the three expense classes in the group are organized into a smaller subgroup with its own limit. The system performs the same calculations that were described in the previous example for each expense class in the subgroup using the subgroup limit to determine the net share. Then, the system uses this net share as the basis for calculating the net share (billable amount) for each expense class using the group limit.

By reviewing the resulting calculations, you can see that using group and subgroup limits ensures that the tenant's total expense share does not exceed specific limits.

This table shows the relevant information that is set up on the expense participation record:

| Setup Information | Value |
|---|---|
| E.P. Group | CUT (CAMS, UTIL, TXIN) |
| E.P. Subgroup | CT (CAMS, TXIN) |
| E.P. Classes | CAMS, UTIL, TXIN |
| Group Limit | 9,000 |
| Subgroup Limit | 6,000 |
| Gross Share for CAMS | 9,854.89 |
| Gross Share for UTIL | 6,378.57 |
| Gross Share for TXIN | 3,262.83 |
| Sum of Gross Shares for Subgroup (CAMS and TXIN) | 13,117.72 |

### Subgroup Calculation for CAMS

6,000 (subgroup limit) / 13,117.72 = .45740

9,854.89 (gross share for CAMS) × .45740 = 4,507.63 (net share for subgroup)

9,854.89 - 4,507.63 = 5,347.26 (subgroup adjustment)

### Subgroup Calculation for TXIN

6,000 (subgroup limit) / 13,117.72 = .45740

3,262.83 (gross share for TXIN) × .45740 = 1,492.42 (net share for subgroup)

3,262.83 - 1,492.42 = 1,770.41 (subgroup adjustment)

### Group Calculation for CAMS

To determine the group share amount, the system uses the net share amounts for the subgroup + the gross share for UTIL, which was not part of a subgroup.

4,507.63 + 1,492.42 + 6,378.57 = 12,378.62 (sum of net share and gross share amounts)

9,000 (group limit) / 12,378.62 = .72706

4,507.63 (net share for subgroup) × .72706 = 3,277.32 (net share for CAMS - billable amount)

4,507.63 - 3,277.32 = 1,230.31 (group adjustment)

### Group Calculation for TXIN

9,000 (group limit) / 12,378.62 = .72706

1,492.42 (net share for subgroup) × .72706 = 1,085.08 (net share for TXIN - billable amount)

1,492.42 - 1,085.08 = 407.34 (group adjustment)

### Group Calculation for UTIL

9,000 (group limit) / 12,378.62 = .72706

6,378.57 (gross share) × .72706 = 4,637.60 (net share for UTIL - billable amount)

\6,378.57 - 4,637.60 = 1,740.97 (group adjustment)

# Setting Up Expense Participation Adjustment Information

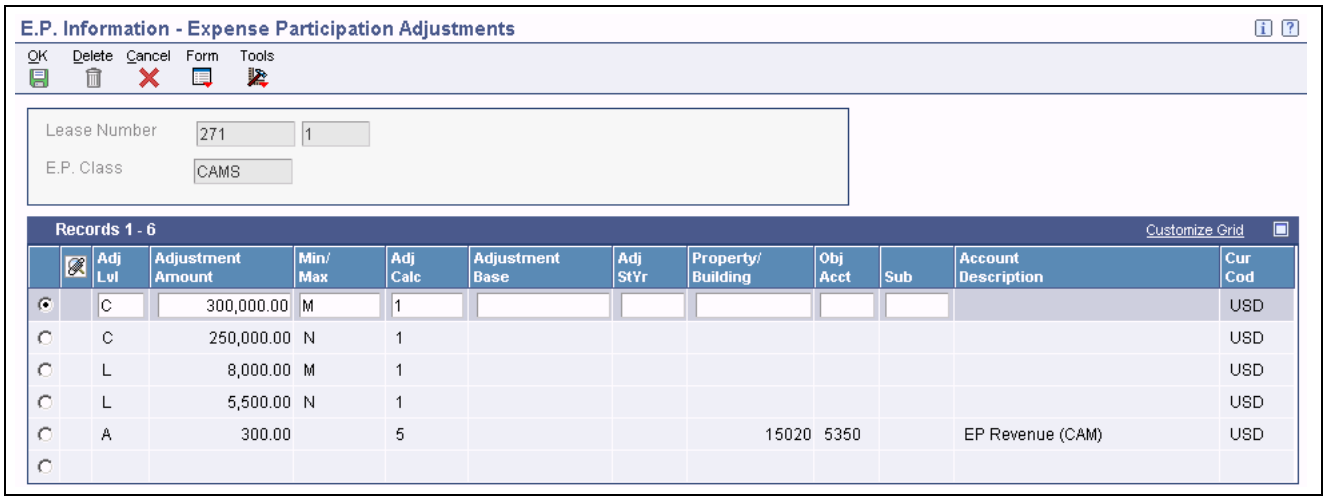
This section discusses how to set up expense participation adjustment information.

## Forms Used to Set Up Expense Participation Adjustment Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Leases | W15210A | Expense Participation (G1523), E.P. Information. | Select the lease to which you want to add or revise expense participation information. |
| E.P. Information Revisions | W15012A | Click Add on Work with Leases. | Add or revise expense participation information. |
| Expense Participation Adjustments | W15012B | Select EP Adjustments from the Row menu on E.P. Information Revisions. | Add or revise expense participation adjustment information. |

## Setting Up Expense Participation Adjustment Information

Access the Expense Participation Adjustments form.




Expense Participation Adjustments form

To set up expense participation adjustments:

1. Complete these fields to adjust the class exposure on E.P. Information Revisions:
   - Base Exclusion
   - Compound Factor
   - Base St Yr
   - Gross Up
   - Tenant Exclusion Rule
   - Exclusion Override

     If you specify an amount in this field, the system does not use the tenant exclusion rule specified.
2. Complete these fields to adjust the numerator (tenant's area):
   - Tenant Sq Ft
   - Percent Override
3. Complete the Share Factor Denominator field to adjust the denominator (area of building or property).

   The system uses the share factor denominator only with computation methods B and P, and only when an E.P. code is not specified.
4. Complete these fields to specify a fee:
   - % Fee

     Enter the percentage as a decimal. For example, enter *.01* to specify a 1 percent fee.
   - F B
5. Select EP Adjustments from the Row menu to set up account exclusions and minimum and maximum adjustment levels for the expense class.
6. Complete these fields on Expense Participation Adjustments:
   - Adj Lvl
   - Adjustment Amount
   - Min/ Max

- Adj Calc
- Adjustment Base
- Adj StYr

7. Complete these fields to specify the account balances to exclude, if you entered an adjustment level of A.
   - Property/ Building
   - Obj Acct
   - Sub
8. Click OK.

   The system returns you to the E.P. Information Revisions form and displays an informational button next to the detail line for the expense class to indicate that an adjustment level exists.

   See Chapter 14, "Processing Expense Participation," Setting Up Group and Subgroup Limits, page 350.

**Base St Yr** (base start year) Enter the year. The system does not subtract the amount specified in the Base Exclusion field until the year following the year specified in this field. For example, if you specify 25,000 as the base exclusion amount to start in 2005, the system does not exclude it from the class exposure until you generate expense participation for 2006.

**Gross Up** Enter the percentage in a decimal format. For example, enter *.80* to specify 80 percent.

The system uses the gross-up percentage differently depending on the calculation method.

See Chapter 14, "Processing Expense Participation," Understanding Calculations with Adjustments, page 337.

**Adj Lvl** (adjustment level) Enter the UDC (15/EL) that specifies the placement in the expense participation calculation at which the system uses the adjustment. Values are:

*A:* Account level. The system uses the adjustment to calculate the total exposure by excluding all or a portion of the account balance for the account specified for the billing period used in the expense participation calculation.

Account level adjustments are limited to adjustment calculation codes 5 and 6.

*C:* Class level. The system uses the adjustment to calculate the net exposure amount. Depending on whether the adjustment amount is used as a minimum or maximum amount for comparison to the total exposure, the system uses either the adjustment amount or the total exposure amount as the adjusted exposure amount.

For example, if the adjustment amount is 100,000, and it is defined as a minimum amount, the system uses it as the adjusted exposure amount if the total exposure amount is less than 100,000.

Class level adjustments are limited to adjustment calculation codes 1, 2, 3, 4, and F.

*L:* Lease level. The system uses the adjustment to calculate the adjusted share amount. Depending on whether the adjustment amount is used as

a minimum or maximum amount for comparison to the gross share, the system uses either the adjustment amount or the gross share amount as the adjusted share amount.

For example, if the adjustment amount is 10,000, and it is defined as a maximum amount, the system uses it as the adjusted share amount if the gross share amount is greater than 10,000.

Lease level adjustments are limited to adjustment calculation codes 1, 2, 3, 4, and F.

**Adjustment Amount**

Enter the number that represents an amount or percentage, depending on the value of the Adjustment Calculation field (CLCY), that the system calculates and either adds to or subtracts from the class exposure. If you specify a positive adjustment amount, the system adds it to the class exposure. If you specify a negative amount, the system subtracts it from the class exposure.

If the adjustment level is A, and you specify an adjustment amount, the system adds or subtracts the amount from the account balance that corresponds to the property (business unit), object, and subsidiary that you specify. If you want to exclude an entire account balance, leave this field blank.

---

**Note.** If the number represents a percentage, enter it as a whole number. For example, enter 50 to specify 50 percent.

---

**Min/ Max** (minimum/ maximum amount)

Enter the UDC (15/ET) that specifies whether the system uses the adjustment amount as a minimum or maximum amount for comparison purposes. Depending on the adjustment level, the system compares the adjustment amount to a different value in the expense participation calculation. If the adjustment level is C or L, you must specify whether the amount represents a minimum or maximum amount. Values are:

Blank: None. The adjustment amount is not used for comparison purposes. This value is valid for account-level adjustments only.

*M:* Maximum. The adjustment amount represents a maximum amount that the system uses when either the total exposure (for class adjustments) or the gross share (for lease adjustments) is greater than the adjustment amount.

*N:* Minimum. The adjustment amount represents a minimum amount that the system uses when either the total exposure (for class adjustments) or the gross share (for lease adjustments) is less than the adjustment amount.

**Adj Calc** (adjustment calculation)

Select the calculation method that corresponds to the adjustment level.

A UDC (15/CE) that specifies whether the number entered in the Adjustment Amount field (ADJE) represents an amount or a percentage, and whether the system uses it in relation to the adjustment base amount. Values are:

*1:* The number represents an adjustment amount to the base adjustment amount, if specified.

If an adjustment base amount is specified, the system either adds the adjustment amount to or subtracts the adjustment amount from the adjustment base amount. For example, if you enter -500 as the adjustment

amount and 15,000 as the adjustment base, the system uses an adjustment amount of 14,500 in the expense participation calculation.

If an adjustment base amount is not specified, the system uses only the adjustment amount entered.

*2:* The number represents a percentage of the base adjustment amount, which is required. The system multiplies the percentage specified by the adjustment base amount and uses the result in the expense participation calculation.

*3:* The number represents a compounded adjustment amount for the base adjustment amount. The system uses the adjustment start year to determine whether to compound the adjustment amount for the base adjustment amount. For example, if the adjustment amount is 2000, and the base adjustment amount is 10,000, the system calculates an adjustment amount of 12,000 for the first year, 14,000 for the second year, 16,000 for the third year, and so on.

*4:* The number represents a compounded percentage of the base adjustment amount. The system uses the adjustment start year to determine whether to compound the adjustment percentage for the base adjustment amount. For example, if the adjustment percentage is 20, and the base adjustment amount is 10,000, the system calculates an adjustment amount of 2000 the first year, 4000 for the second year, 8000 for the third year, and so on.

*5:* The number represents an adjustment amount to the account balance for the specified account for the billing period that the system uses to calculate expense participation. The system adds or subtracts the adjustment amount from the class exposure, depending on whether you enter a positive or negative amount.

*6:* The number represents a percentage that the system uses to adjust the account balance for the account specified for the billing period that it used in the expense participation calculation. The system multiplies the percentage by the account balance, subtracts that result from the account balance, and uses the result as the account exclusion.

*7:* The number represents a fixed amount. The system does not use a base adjustment amount with this calculation method. The system uses the amount entered as the adjustment amount in the expense participation calculation.

**Adjustment Base**

Enter the amount that the system uses as the basis for other adjustments, depending on the adjustment calculation method. An amount is valid for calculation methods 1, 2, 3, and 4 only.

If you specify an adjustment base amount, the system applies the adjustment amount to the adjustment base amount. You cannot specify an adjustment base amount without specifying an adjustment amount.

The system does not use the adjustment base amount with adjustment level A.

**Adj StYr** (adjustment start - year)

Enter the four-digit number that represents either the lease year or the fiscal year, depending on the value of the Adj Calc field (CLCY).

If the value of the adjustment calculation is *1* or *2*, enter the lease year for which the adjustment applies. For example, enter *0001* to specify the first year of the lease.

If the value of the adjustment calculation is *3* or *4*, enter the fiscal year for which the adjustment applies. For example, enter *2005* to specify the fiscal year for which the adjustment applies.

This field is not used when the value of the adjustment calculation is *5*, *6*, or *F*.

**Obj Acct** (object account) Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

**Note.** If you use a flexible chart of accounts and the object account is set to 6 digits, generally you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

**Sub** (subsidiary) Enter the subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

**Note.** If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

# Generating Expense Participation Calculations

This section provides an overview of generating expense participation calculations and discusses how to:

- Run the E.P. Calculation Generation.
- Set processing options for E.P. Calculation Generation (R15102).

## Understanding the E.P. Calculation Generation Program

You generate the expense participation calculations before you generate the estimated or actual billing amounts, so that you can verify that you have expense participation information set up correctly for each tenant.

Processing options enable you to specify whether to generate calculations for estimated or actual billings based on the generation type. If you specify to generate the calculations for estimated billings (generation type 6, then you must run the Estimated E.P. Generation program (R15102) and the Estimated E.P. Edit/Update program (R15113) to generate the recurring billing records. If you generate calculations for actual billings (generation type 2) you run the E.P. Billing Generation program (R15101) to generate the billing records.

Regardless of the generation type that you specify, when you run the E.P. Calculation Generation program (R15110) the system:

- Retrieves expense participation information from the Tenant E.P Class Master table (F15012B).
- Generates a batch number for the calculations.
- Updates the E.P. Billing Register table (F1538B).

The system generates a record in this table for every lease for which it generates an expense participation calculation.

**Note.** The system does not generate a record if the total for the expense class is a negative amount.

- Updates the E.P. Billings Generation Control Master.

  The system generates a record in this table for each lease for which it generates an expense participation calculation. The system updates the Billing Period field with *G* that corresponds to the billing period number specified in the processing option. For example, if you specify a billing period of 12, the system updates the 12th billing period field.

- Automatically generates the EP Billing Register (R1538 or R1538S) and the EP Extraction Listing (R1532).

  You use the EP Billing Register to review the calculations that the system generates, and the EP Extraction Listing to review the account balances for each expense class.

You can run expense participation at any time during the year for any tenant or lease. However, if you set up a tenant exclusion rule to exclude the billing expenses related to a specific unit type, such as anchor, you must generate and post the expense participation records for the anchor units first, so that the amounts can be deducted from leases set up with the anchor tenant exclusion. If the tenant exclusion rule does not specify a unit type, you can generate expense participation billings for any tenant or lease at any time in any order.

### Data Selection and Data Sequence

You can specify data selection to limit the calculation generation program to specific leases or buildings. If you use data selection, do not specify criteria that conflicts with the processing options. For example, do not use data selection to specify the billing period to use to process records. The system uses the information that is set up in the processing options.

This program has been hard-coded to perform activities in a specific order; therefore, data sequencing is not set up. Do not specify additional data sequencing.

## Prerequisite

Run the Gross Lease Occupancy Refresh program (R15141) if you set up expense participation information using a tenant exclusion rule or share factor denominator.

See Chapter 5, “Working with Gross Lease Occupancy Information,” Running the Gross Lease Occupancy Refresh Program, page 86.

## Running the E.P. Calculation Generation Program

Select Expense Participation (G1523), E.P. Calculation Generation.

## Setting Processing Options for Expense Participation Calculation Generation (R15110)

Set these processing options to specify the default processing the report.

### Process

These processing options are used to specify the period for which the system retrieves account information to generate the calculation, as well as to specify the generation type for the billing records.

**1. Billing Period Number**

Specify the periods for which expenses are retrieved that comprise the expense class. The system uses the billing frequency that is set up on the E.P. Information Revisions form, in conjunction with this processing option, to retrieve the appropriate expense amounts.

The system retrieves expenses for the period specified, as well as for all periods prior to the period specified that do not have an *X* in the Period Number field on the Work with Billing Frequency Codes form. For example, if the billing frequency is annual (A), which is set up with an X for period 12 only, the system retrieves the billing frequency record for A and then retrieves the expenses for the entire fiscal year (periods 1 through 12).

---

**Note.** The billing period number that you specify must have an *X* in the corresponding period in the Billing Frequency Master table (F15019), or the system does not retrieve any expenses.

---

If the lease that you process is set up on an irregular fiscal date pattern, the period number does not coincide with the calendar month. For example, if the fiscal year is July 1, 2005 through June 30, 2006, period 12 represents June, not period 6.

The value in this field also determines the year and period fields that the system updates in the Billings Generation Control Master table (F15011) for the billings that the system generates.

The system retrieves expenses from either the Account Ledger (F0911) or Account Balances (F0902) table, depending on the setting of the Extract Account Transactions processing option.

**2. Fiscal Year**

Specify the fiscal year to use to retrieve the expense amounts. The system uses the Billing Period Number processing option in conjunction with this processing option, and the billing frequency from the expense participation record, to retrieve the appropriate expense amounts.

---

**Note.** The fiscal year is defined as the year in which the end of the first period occurs. For example, if the fiscal year begins 12/15/04, and the end of period 1 is 01/14/05, the fiscal year is 05.

---

The system retrieves expenses from either the Account Ledger (F0911) or Account Balances (F0902) table, depending on the setting of the Extract Account Transactions processing option.

**3. Generation Type**

Specify the generation type to assign to the records that the system generates. Values are:

*2:* Expense Participation. Enter this value only if the calculations that you generate are for actual expense participation billing records.

*6:* Estimated Expense Participation.

## Select

These processing options are used to specify additional information to retrieve the appropriate records, as well as the instructions to process them.

**1. Area Log Class**

Specify the log class to use to locate the building log record to retrieve the square footage for the building or property (used for the denominator) when the same EP code is assigned to multiple building log lines.

---

**Note.** The system uses this processing option only with the calculation method B or P, and only when you do not enter a share factor denominator on the expense participation information record.

---

**2. Area Amenity ID**

Specify the amenity ID to use to locate the building log record to retrieve the square footage for the building or property (used for the denominator) when the same log class and EP code is assigned to multiple building log lines.

---

**Note.** The system uses this processing option only with the calculation method is B or P, and only when you do not enter a share factor denominator on the expense participation information record.

---

**3. Prorate Base Exclusion Amount**

Specify whether to prorate the base exclusion amount entered on the E.P. Information Revisions form based on the occupancy dates. The system derives an occupancy factor that it multiplies by the base exclusion amount to determine the prorated base exclusion amount.

The system calculates the occupancy factor by dividing the number of days that the tenant occupies the unit (based on the occupancy from and through dates on the expense participation information record) by the number of days in which these dates overlap:

Dates of the billing period (entered in the Billing Period Number processing option)

Expense participation dates (entered in the Begin Date and End Date fields on the E.P, Information Revisions form)

Effective dates for the expense class (entered on the E.P. Class Information Revisions form)

For example, if the unit is occupied for four months (9/01 through 12/31, or 122 days), and the billing period, expense participation dates, and effective dates for the expense class overlap by one year (365 days), the occupancy factor is .3342 (122 / 365). If occupancy begins on 09/15, the calculation is .2959 (108 / 365).

**4. Receivables or Payables**

Specify whether to select leases that generate invoice records or leases that generate voucher records. If the value of the Lessee field (STMB) on the lease is blank, the system generates invoice records when you post billings. If the value of the Lessee field (STMB) on the lease is *1* or *Y*, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Values are:

Blank: Select leases that generate invoice records.

*1:* Select leases that generate voucher records.

---

**Note.** You must process recurring billings that generate invoices separately from recurring billings that generate vouchers.

---

## Expenses

These processing options are used to specify the ledger type, table, and account range to use to retrieve the appropriate records.

**1. Override Ledger Type** Specify the ledger type to use to locate the account transactions. The system locates the account transactions from either the Account Ledger (F0911) or Account Balances (F0902) table, depending on the setting of the Extract Account Transactions processing option. If you leave this processing option blank, the system uses the Cash/Accrual field for the expense class to determine the ledger type.

**2. Extract Account Transactions** Specify whether to extract the account transactions from the Account Ledger (F0911) or the Account Balances (F0902) table. Values are:

Blank or *1:* Use the Account Balances table (F0902).

*2:* Use the Account Ledger table (F0911).

**3. Adjustment Ledger Type** Specify the ledger type to use to extract account transactions that were entered for adjustments. The system extracts the adjustment transactions in addition to the transactions that you specified for the expense class for ledger types AA or AZ, or the ledger type that you entered in the Override Ledger Type processing option.

**4. Account Range Inclusion** Specify whether the system uses the ranges specified for the object accounts separately from the ranges specified for the subsidiary accounts, or whether the system considers the object account range only. Values are:

Blank: Use the range for the object accounts only. The system includes all subsidiaries within the range of objects specified. For example, if the From Object and From Subsidiary fields contain 5000 and 001, respectively, and the To Object and To Subsidiary fields contain 5100 and 020, respectively, the system includes all accounts between 5000 and 5100, regardless of the subsidiary.

*1:* Use separate ranges for the object and subsidiary accounts. For example, if the From Object and From Subsidiary fields contain 5000 and 001, respectively, and the To Object and To Subsidiary fields contain 5100 and 020, respectively, the system includes all object accounts between 5000 and 5100 that have subsidiaries between 001 and 020. If account 5050.025 were set up, the system would not include it in the range.

## Billings

These processing options are used to specify the information to retrieve and process estimated expense participation billings.

**1. Amount to Reconcile** Specify how the system processes estimated billings. Values are:

Blank: Reconcile estimated billings. The system retrieves the estimated billing amounts from either the Customer Ledger (F03B11) or the Accounts Payable Ledger (F0411) table, based on the bill code entered in the Est B/R field (BRCD). The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

*1:* Reconcile estimated billings less adjustments. The system retrieves the estimated billing amounts from either the Customer Ledger or the Accounts Payable Ledger table, based on the bill code entered in the Est B/R field. Additionally, the system includes the receipt adjustment records for the same bill code from the Receipts Detail table (F03B14). Because the receipt adjustments are negative, including adjustments reduces the estimated billing amount and increases the tenant's net share. The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

*2:* Reconcile payments to estimated billings. The system retrieves the payments, including unapplied receipts, for estimated billing amounts from either the Receipts Detail or the Accounts Payable Matching Document Detail (F0414) table, based on the bill code entered in the Est B/R field. The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

**2. A/R or A/P Retrieval Date** (accounts receivable or accounts payable retrieval date)

Specify the date to use for retrieving the estimated billing amounts from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). Values are:

Blank: Invoice date

*1:* Due date.

*2:* Service or tax date.

*3:* GL date.

**3. Override Begin Date**

Specify the beginning date to use to retrieve the estimated billings from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). If you leave this processing option blank, the system uses the dates defined by the Billing Period Number and Fiscal Year processing options.

**4. Override End Date**

Specify the ending date to use to retrieve the estimated billings from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). If you leave this processing option blank, the system uses the dates defined by the Billing Period Number and Fiscal Year processing options.

**5. Version Override**

Specify the dates to use to retrieve the estimated billings from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414) if versioning is active. If lease versioning is not active, the system ignores this processing option. Values are:

Blank: Use the occupancy dates that are entered in the Occupancy From (OCPB) and Occupancy To (OCPE) fields on the expense participation record.

*1:* Use the dates entered in the Override Begin Date and Override End Date processing options. If those processing options are blank, the system uses the dates defined by the Billing Period Number and Fiscal Year processing options.

## Print

This processing option is used to specify whether the system generates a detailed or summary report.

**1. Summary or Detail Report**

Specify the calculation report to generate. Values are:

Blank: Generate the E.P. Calculation Register - Summary report (R1538S).

*1:* Generate the E.P. Calculation Register - Detail report (R1538).

**Note.** You can run additional reports, as necessary, from the Expense Participation menu (G1523).

### Versions

These processing options are used to specify the version of the corresponding print program to run.

**1. E.P. Extraction Register (R1532)** (expense participation extraction register)

Specify the version of the E.P. Extraction Register (R1532) to generate. If you leave this processing option blank, the system uses version XJDE0001.

**2. E.P. Calculation Register (R1538/R1538S)** (expense participation calculation register)

Specify the version of the E.P. Calculation Register (R1538 or R1538S) to generate. The version that you specify corresponds to the report that you generate based on the setting of the Summary or Detail Report processing option. If you leave this processing option blank, the system uses version XJDE0001.

**3. E.P. Class Adjustment Listing (R1535)** (expense participation class adjustment)

Specify the version of the E.P. Class Adjustment Listing (R1535) to generate. If you leave this processing option blank, the system does not generate the report.

# Revising Expense Participation Calculations

This section provides an overview about revising expense participation calculations and discusses how to revise expense participation calculations.

## Understanding Expense Participation Calculation Revisions

After you generate expense participation calculations you can review them online using the E.P. Calculation Revisions program (P15382). The system provides the calculation in the same format that appears on the EP Calculation Register for the detail report that the system automatically generates when you run the E.P. Calculation Generation program (R15110).

You can use the E.P. Calculation Revisions program to revise an amount or calculation, to add an transaction exclusion amount to the class exposure, or to delete one or more calculations from the batch. For example, if one the calculations was not set up correctly, you can delete it without affecting the remaining records in the batch. When you revise an amount, you must recalculate the remaining amounts to update them correctly. When you select an option from the Form menu to recalculate the amounts, the system displays a message to notify the user that the calculated amounts were overridden.

You can revise and recalculate amounts as often as necessary until you generate expense participation billing records. To revise amounts after you generate billing records, you should delete the calculation batch using the E.P. Batch Delete program (R158061), and then regenerate it after making the desired revisions.

**Note.** Although the system allows it, if you delete an expense participation calculation record after the billing records are generated, you lose the audit trail to how the system derived the expense participation amounts.

By reviewing, revising, and recalculating the expense participation amounts, you can ensure that the system generates the billing amounts exactly as required.

The E.P. Calculation Revisions program updates information in the EP Billing Register table (F1538B) only.

## Forms Used to Revise Expense Participation Calculations

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With EP Calculation Batches | W15382A | Expense Participation (G1523), E.P. Calculation Revisions. | Review and select expense participation calculation batches. |
| EP Calculation Revisions | W15382B | Select a batch on Work With EP Calculation Batches. | Revise expense participation calculations. |

## Setting Processing Options for EP Calculation Revisions (P15382)

Set these processing options to specify the default processing for the program.

### Process

This processing option is used to specify whether the system displays tax fields.

**1. Display of Tax Fields** Specify whether the system displays the tax fields on the EP Calculation Revisions form. Values are:

Blank: Use the setting of the Tax Suppress field in the Real Estate Management constants to determine whether to display the tax fields on the form.

*0:* Display the tax fields.

*1:* Do not display the tax fields.

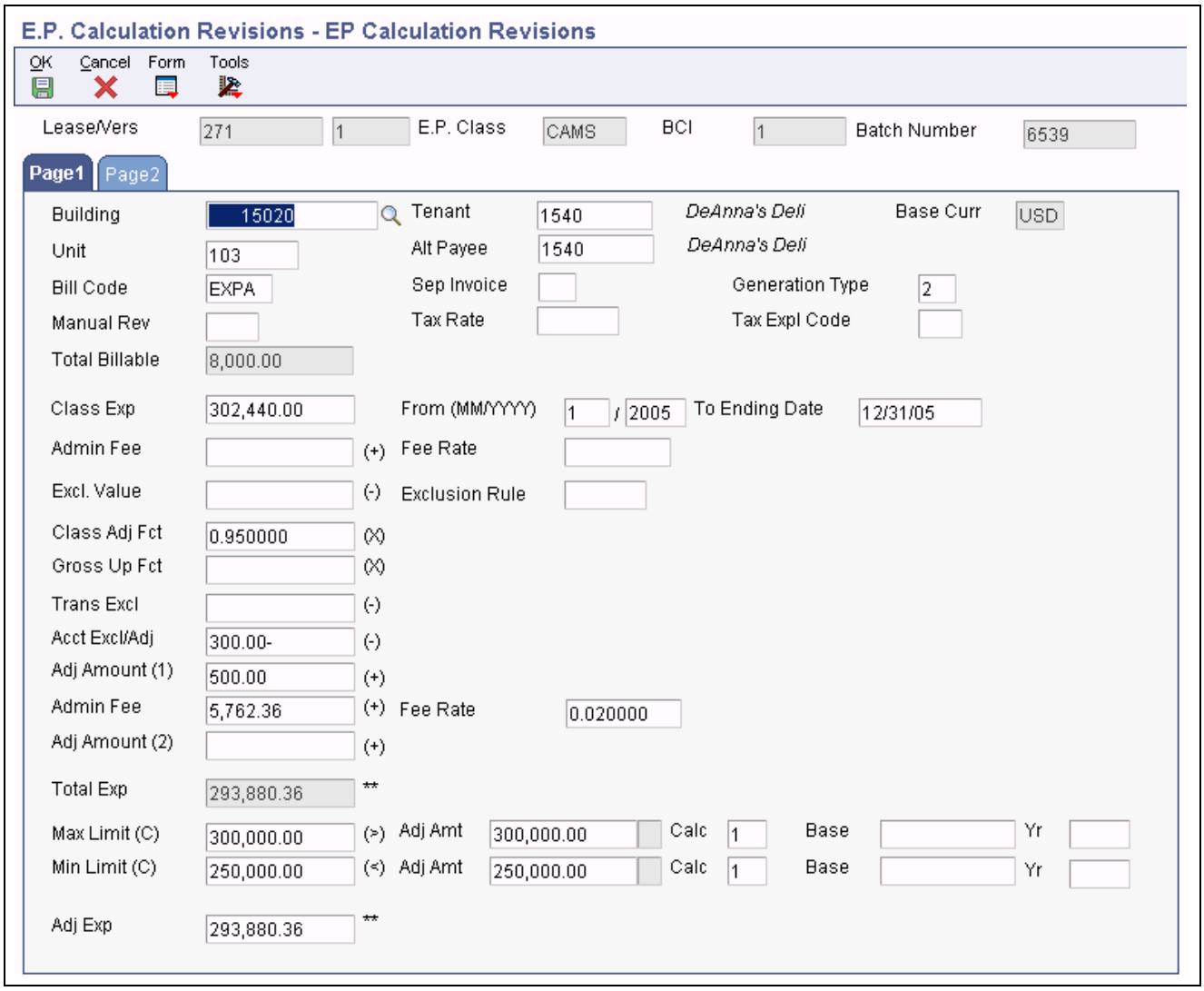
### Versions

This processing option is used to specify the version of the program to run when it is accessed from the Form menu.

**1. EP Information (P15012)** (expense participation information) Specify the version of the Expense Participation Information program (P15012) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

## Revising Expense Participation Calculations

Access the EP Calculation Revisions form.



E.P. Calculation Revisions form

To revise expense participation calculations:

1. Click Find to display all expense participation calculation records, or complete any of these fields to limit the search on Work With EP Calculation Batches:
   - Batch Number
   - Lease
   - Tenant
   - Building
2. Select the Display History Records option and click Find to display calculation records for batches that have been posted to the Accounts Receivable or Accounts Payable system.

   A lock symbol appears in the far left column on records that have been posted or if recurring billing records have been generated for estimated expense participation amounts. You can not revise locked records.
3. Select the record and click Select to review or revise a calculation.

**Note.** The system displays a warning message, if a billing record has been generated for the calculation record that you select. Changes made to calculation records for which billing records have been generated do not affect those billing records. To affect the billing records that have been generated, you must delete the expense participation batch, which deletes the billing records, and then revise the calculation record and regenerate the billing records.

4. Complete any of the input-capable fields on the Page 1 or Page 2 tab on the EP Calculation Revision form.
5. Select Recalculate from the Form menu if you revise a field that affects the calculation, such as an amount or percentage field.

   The system recalculates the billable amount accordingly.

**Note.** The system does not recalculate the billable amount for changes that you make to these fields:

Exclusion Rule

Share Factor Denominator

Cap %

Occup Rule

Comp (Dates Computation Method)

E.P. Code

To recalculate the billable amount based on the changes that you make to these fields, you must delete the calculation batch, revise the expense participation information, and regenerate the calculation.

6. Click OK.

**Sep Invoice** (separate invoice) — Enter the one-character alphanumeric code that indicates which billing records to print on the invoice. The system prints a separate invoice for each group of billing records that have the same lease number, alternate payee, and separate invoice code.

**Generation Type** — Enter the code that records the Generation Type for an Expense Participation billing line.

**Class Exp** (class exposure) — Enter the sum of the gross amounts for the accounts that are specified by the expense class for the expense participation billing period that do not include exclusions (account, transaction, tenant, and so on).

**To Ending Date** — Enter the last date of the term for which expenses are extracted.

**Class Adj Fct** (class adjustment factor) — Enter the percentage by which the total expenses for the expense class (class exposure) is multiplied to adjust the amount in which tenants participate. For example, if the landlord agrees to pay 10 percent of the operating expenses, you can adjust the class exposure accordingly by multiplying it by 90 percent.

Enter the percentage as a decimal. For example, enter *.05* to specify 5 percent.

**Trans Excl** (tenant exclusions)

Enter the amount to adjust the class exposure. The system subtracts the amount entered from the class exposure. The system does not update this field; it is reserved for manual input.

**Acct Excl/Adj** (account exclusions / adjustments)

Enter the amount that the system subtracts from the class exposure based on the expense participation adjustment information that you enter. The amount represents either an account balance or an override adjustment amount, depending on which of these adjustment calculation methods you use:

Method 5, which is an amount adjustment to the account. The system adds or subtracts (depending on whether the amount specified is positive or negative) the adjustment amount from the class exposure amount.

Method 6. The system calculates the account exclusion adjustment amount by multiplying the adjustment percentage by the account balance and then subtracting that result from the account balance.

---

**Note.** If you specify a positive adjustment amount, the system adds it to the expense class (it appears as a negative amount that is subtracted). If you specify a negative adjustment amount, the system subtracts it from the expense class (it appears as a positive amount that the system subtracts).

---

**Adj Amount (1)** (adjustment amount 1)

Enter the amount that is added to the class exposure either immediately before or immediately after the administrative fee is added, depending on the value in the Calculation Placement Control field (CPC).

**Excl. Value** (exclusion value)

Enter the amount to exclude based on either the tenant exclusion rule or the exclusion override that you enter for the expense participation information.

**Exclusion Rule**

Enter the code that identifies the tenant exclusion rule.

The system does not include amounts specified by the tenant exclusion rule when it calculates the tenant's share factor.

For example, a tenant exclusion rule might specify to deduct amounts associated with bill code EXPA from all tenants who lease any unit that is defined as an anchor and that has an area of more than 5,000 square feet.

The system uses the tenant exclusion rule only when you assign it to the expense participation information that you set up for the lease.

**Admin Fee** (administration fee)

Enter the amount of the administration fee for the lease and expense class, which the system calculates using the values from the Fee Rate (FERT) and Fee Basis (FEBS) fields on the E.P. Information Revisions form.

**Fee Rate**

Enter the percentage to allocate for an administration fee. Enter the percentage in a decimal format. For example, enter *.01* to specify a 1 percent fee.

**Adj Amount (2)** (adjustment amount 2)

Enter the amount to be added to the class exposure immediately after the Administrative Fee is added.

**Max Limit (C)** (maximum limit C)

Enter the maximum allowable amount for the total class exposure. The system uses the value in this field for the adjusted class exposure when the calculated amount for the total class exposure is greater than this value. For example, if the total class exposure is 200,000, and the expense class limit is 175,000, the system uses 175,000 for the adjusted class exposure.

**Adj Amt** (adjustment amount) Enter the adjustment amount. Depending on the adjustment calculation method, this is the amount or percentage that the system uses to determine the minimum amount for the total class exposure.

**Calc** (adjustment calculation) Displays the adjustment calculation method that was entered in the corresponding field, Adj Calc (CLCY), on the Expense Participation Adjustments form.

**Base** Displays the amount entered in the Adjustment Base field (ADJB) on the Expense Participation Adjustments form for the detail line that specifies an adjustment calculation method of C and a maximum adjustment amount.

**Yr** (base year) Enter the value that defines the base year for the maximum amount to be charged for the class.

**Min Limit (C)** (minimum limit C) Enter the minimum allowable amount for the total class exposure. The system uses the value in this field for the adjusted class exposure when the calculated amount for the total class exposure is less than this value. For example, if the total class exposure is 150,000, and the class limit minimum is 175,000, the system uses 175,000 for the adjusted class exposure.

**Adj Exp** (adjustment exposure) Enter the amount from which the system subtracts any base exclusions to determine the net exposure amount. The system compares the total exposure amount to the maximum or minimum adjustment amounts to determine the value to enter in this field.

**Cmpd Excl** (compound exclusion) Enter the amount that the system calculates based on the values entered in the Base Exclusion (BSEX), Compound Factor (CPFC), and Base Start Year (BPSY) fields on the E.P. Information Revisions form.

**Base** Enter the number that specifies the amount to subtract from the adjusted class exposure before the system computes the tenant's share factor. If you complete this field, you must also specify a value in the Base St Yr field (BPSY).

**Cmpnd** (compound) The percentage by which the base exclusion amount is multiplied to adjust it for the next year. To increase the base amount, enter a percentage that is greater than 1. For example, to increase the base exclusion amount by 5 percent, enter *1.05*. To decrease the base exclusion amount, enter the percentage in a decimal format. For example, enter *.95* to specify 95 percent.

**Yr** (applicable year) Enter the applicable year, including the century.

**Net Exposure** Displays the result of subtracting the compound base exclusion amount from the adjusted exposure amount. To determine the gross share amount, the system multiplies the amount in this field by the percentage that it calculated for the share factor.

**Share Factor** Displays the percentage that the system calculates by dividing the amount in the Numerator field (EPOF) by the amount in the Denominator field (DENM). The system multiplies this percentage by the net exposure to determine the gross share amount.

**Numr** (numerator) Enter the rentable area of the tenant's unit, which is the numerator that the system uses to calculate the tenant's share of expenses. If you leave this field blank, the system retrieves the area from the lease. You can override the value, if necessary.

The value entered in the corresponding field on the E.P. Information Revisions form.

**Share Factor Denominator** Enter the code that identifies the units to exclude from the denominator portion of the calculation that the system uses to determine the tenant's share factor. For example, you can specify a share factor denominator that excludes anchor tenants (specified by the E.P unit type) that have more than 16,000 square feet (specified by the share factor area value).

The system uses the share factor denominator only when you assign it to the expense participation information that you set up for the lease.

**Cap %** (cap percentage) Enter the percentage of the gross leaseable area (GLA) that represents a minimum amount to use as the denominator to calculate the tenant's share factor, if the building area that is retrieved is a lesser amount. For example, if the area method and type specify to use the average leased occupied area (for the rentable area), and that amount is less than the percentage of GLA specified by the cap, the system uses the cap value.

Enter the percentage in a decimal format. For example, enter *.80* to specify 80 percent. The system does not calculate a cap that is greater than 100 percent.

**Cap Amount** Displays the calculated value of the occupancy floor, which is based on the Average GLA and the Cap percentage.

**Denom** (denominator) Enter the total area in square feet which applies to the expenses in which the tenant is participating. This value can be the total square footage of a building or property or the occupied square footage or the gross leaseable area.

**Gross Share** Displays the amount that the system derives by multiplying the share factor by the net exposure amount. The amount represents the tenant's share of expenses for the expense class before the system calculates the adjustments for occupancy, lease, and group limits.

**Max Limit (L)** (maximum limit L) Enter the maximum allowable amount for the tenant's share of expenses for the expense class. The system uses the value in this field for the adjusted share when the calculated amount for gross share is greater than this value. For example, if the gross share amount is 1500, and the maximum amount specified is 1200, the system uses 1200 for the adjusted share amount.

**Adj Amt** (adjustment amount) Enter the adjustment amount. Depending on the adjustment calculation method, the amount or percentage that the system uses to determine the maximum amount for the tenant's share of expenses.

**Min Limit (L)** (minimum limit L) Enter the minimum allowable amount for the tenant's share of expenses for the expense class. The system uses the value in this field for the adjusted share when the calculated amount for gross share is less than this value. For example, if the gross share amount is 1500, and the minimum amount specified is 2000, the system uses 2000 for the adjusted share amount.

**Yr** (start base year) Enter the value that defines the start (base) year for the minimum amount to be charged for the lease.

**Subgroup Limit** Enter the maximum amount that the system uses for the combined gross share amounts of the expense classes in the subgroup.

**Subgroup** Enter the code that identifies a second level group of expense participation classes that are subject to a common limit.

**Subgroup Adjustment** Enter the amount that, when added to the sum of the group adjustment and net share amounts, equals the adjusted share amount for the expense class.

The system calculates the amount by adding together the gross share amount for each expense class in the subgroup. When the combined result is greater than the subgroup limit, the system divides the subgroup limit by the combined result and then multiplies the resulting percentage by each gross share amount to calculate the net share amount for each expense class in the subgroup. The difference between the gross share amount and the net share amount for the subgroup is the subgroup adjustment amount.

When the combined gross share amounts for all of the expense classes in the subgroup is less than the subgroup limit, the system ignores it.

**Group Limit** Enter the maximum amount that the system uses for the combined adjusted share amounts of the expense classes in the group.

**Group** Enter the code that identifies the expense participation classes that are subject to a common group limit. For example, if two expense classes are set up, one for the expenses related to the parking structure and another for the maintenance expenses for the external grounds, you can either define a separate limit for each class or group the two classes and define a limit for the tenant's share of the combined expenses.

**Group Adjustment** Enter the amount, that when added to the net share amount, equals the gross share amount for the expense class, unless a subgroup limit is specified.

The system calculates the amount by adding together the gross share amount for each expense class in the group. When the combined result is greater than the group limit, the system divides the group limit by the combined result and then multiplies the resulting percentage by the gross share amount of each expense class to calculate the net share amount for each expense class in the group. The difference between the gross share amount and the net share amount for the expense class is the group adjustment amount.

When you specify a subgroup limit, the system adds the net share that it calculated for each subgroup, and adds that amount to the gross share of the expense classes (that do not have subgroups) within the group. Then, the system divides the group limit by the sum of the subgroup net share and group gross share amounts, and then multiplies the result by each subgroup net share and group gross share amount to calculate the group net share for each expense class. The difference between the subgroup net share amount and the group net share amount is the group adjustment amount.

When the combined adjusted share amount for the expense classes in the group is less than the group limit, the system ignores it.

**Occup Adj** (occupancy adjustment) Enter the percentage that represents the number of days in the range specified by the values in the Occupancy From (OCPB) and Occupancy To (OCPE) fields on the expense participation record divided by the number of days in the range specified by the values in the Begin Date (EFTB) and End Date (EFTE) fields. The system uses the occupancy rule to determine the number of occupied days.

**Net Share** Enter the amount that represents the tenant's share of expenses for the expense class before the adjustment for the administration fee and estimated billings, if applicable.

**Admin B/R Code** Enter the code that the system uses in conjunction with the AAI item to retrieve the account to update for the management fee amount that the system calculates when you run the E.P. Calculation Generation program.

The system retrieves the appropriate account to bill based on the AAI item PM*xxxx* (for invoices) and RM*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RC*xxxx* (for invoices) and PC*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

If you leave this field blank, the system uses the same account that it uses for the billing amount.

**Note.** If the administration fee is calculated on the adjusted class exposure, the fee becomes an inherent part of the expense amount, and the system ignores the bill code that appears in this field.

**Total Billable** Enter the billable amount for the tenant's share of the expenses for the expense class specified.

# Deleting Expense Participation Batches

This section provides an overview of the E.P. Batch Delete program and discusses how to:

- Run the E.P. Batch Delete program.
- Set processing options for E.P. Batch Delete (R158061).

## Understanding the E.P. Batch Delete Program

If, after generating the expense participation calculations, you find that the expense participation information was not set up correctly, you can run the E.P. Batch Delete program (R158061) to remove the records from the E.P. Billing Register table (F1538B).

You can delete expense participation batches even after the billing records have been generated for actual amounts, if they have not been posted to the Accounts Receivable or Accounts Payable systems. After records are posted, the system does not delete them when you run this program; you must enter manual billing records for adjustments.

You delete expense participation batches only when the change that you want to make affects multiple lease records or an expense class. Otherwise, you can revise individual calculations for specific leases using the E.P. Calculation Revisions program (P15382).

When you delete expense participation batches, the system updates the Billings Generation Control Master table (F15011B) by removing the G or B from the appropriate periods, and removes records from these tables:

- EP Billing Register (F1538B).
- Batch Control Records (F0011).

- Estimated EP Recurring Billings (F1502WB).
- Lease Master Billings (F1511B).

Processing options enable you to run this program in proof (edit) mode first so that you can review a report of the records to be deleted before you run the program in final (update) mode.

---

**Note.** When you generate the recurring billing records for estimated expense participation amounts, the system locks the calculation batch, even if the actual amounts have not been generated. After the calculation batch is locked, the system does not delete or unlock the record.

---

## Running the E.P. Batch Delete Program

Select Expense Participation (G1523), E.P. Batch Delete.

## Setting Processing Options for E.P. Batch Delete (R158061)

Set these processing options to specify the default processing for this report.

### Process

These processing options are used to specify the batch number to use to locate the records to delete, and to specify whether to delete the records or print a report only.

**1. Batch Number** Specify the batch number of the records to delete.

**2. Proof or Final Mode** Specify whether to run the program in proof (edit) or final (update) mode. Values are:

Blank: Proof mode. The system only generates a report of the records to delete. It does not remove records from the table.

*1:* Final mode. The system updates the table by removing the records and generates a report.

# Generating Expense Participation Billings

This section provides an overview of generating expense participation billings and discusses how to:

- Run the E.P. Billing Generation program.
- Set processing options for E.P. Billing Generation (R15101).

## Understanding Expense Participation Billing Generation

After you generate the calculation batch for the expense participation records, you must generate the expense participation billing records by running the E.P. Billing Generation program (R15101).

**Note.** A processing option enables you to specify a version of the Estimated EP Edit Report (R15113) to run after this program completes. If you specify a version, the system runs the Estimated E.P. Generation program (R15102) and generates expense participation records for estimated amounts in the Estimated EP Recurring Billings worktable (F1502WB). Then, the system runs program R15113 in proof mode to generate a report of the records generated in the worktable.

When you run the E.P. Billing Generation program, the system:

- Creates a batch header record in the Batch Control Records table (F0011).
- Assigns 1 as the batch type.
- Assigns Error as the batch status.
- Creates records in the Lease Billings Master table (F1511B) for each expense class.
- Changes the *G* to *B* in the Period field in the Billings Generation Control table (F15011B) to indicate that billing records exist.

  The system updates the code to *X* when the batch is posted to the Accounts Receivable or Accounts Payable system.

After you generate expense participation billings, you must run the Billing Edit/Register program (R15300), and then run the appropriate post program. A processing option enables you to run program R15300 automatically after the expense participation billing records are generated.

## Related Tasks for Processing Expense Participation Billings

This table lists the related tasks to perform after you generate the expense participation recurring billing records. You must run the programs that are designated as Required to complete the expense participation billing generation process:

| Task | Description |
|---|---|
| Generating the Billing Edit/Register (Required) | After you generate expense participation billings, you must run version XJDE0002 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status.<br><br>Depending on the setting of the version processing option, the system might run this program automatically upon completion of the E.P. Billing Generation program (R15101).<br><br>See Chapter 6, "Processing Manual Billings," Generating the Billing Edit/Register, page 102. |
| E.P. Journal Review | You can review the batch of expense participation billing records and revise or delete billing transactions as necessary before you post the billing records.<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Real Estate Transaction Batches, page 105. |

| Task | Description |
| --- | --- |
| Posting Invoices and Vouchers (Required) | After you generate the billing edit register, you must post the billing transactions to generate the invoice or voucher records.<br><br>See Chapter 6, "Processing Manual Billings," Posting Invoices and Vouchers for Real Estate Management, page 107. |
| Printing Invoices | After you post invoices, you can print and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Invoices for Real Estate Management, page 112. |
| Printing Statements | After you post invoices, you can print statements and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Statements for Real Estate Management, page 114. |
| Reviewing Billing Transactions | You can review recurring billing transactions in detail using the Billings Transaction Inquiry program (P15211).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |
| Reviewing Invoice Transactions | You can review the invoices generated from recurring billing transactions by using the Tenant Ledger Inquiry program (P15222).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |
| Reviewing Voucher Transactions | You can review the vouchers generated from recurring billing transactions by using the Supplier Ledger Inquiry (P0411). |

### See Also

Chapter 14, "Processing Expense Participation," Generating Expense Participation Billings, page 373

## Running the E.P. Billing Generation Program

Select Expense Participation (G1523), E.P. Billing Generation.

## Setting Processing Options for E.P. Billing Generation (R15101)

Set these processing options to specify the default processing for this report.

### Process

These processing options are used to specify the records to process and the general ledger date to assign to the billing records that the system generates. Additionally, if you specify to run the report for estimated billings, you can specify an inflation rate to apply to the estimated billing amounts.

**1. Batch Number to Process** Specify the batch number of the expense participation calculation records for which the system generates billing records. If you leave this processing option blank, the system does not generate billing records for any calculation batches.

**2. G/L Date** (general ledger date) Specify the general ledger date to assign to the billing records that the system generates. If you leave this processing option blank, the system assigns today's date.

**3. Inflation Rate For Recurring Billings** Specify the percentage by which the system multiplies the recurring billing amount for estimated expense participation billings to adjust for an inflation rate.

Enter the percentage in a decimal format. For example, enter *.05* to specify 5 percent.

The system uses this processing option only when you specify a version in the Estimated EP Edit Report (R15113) processing option. If you do not specify a version, the system ignores this processing option.

### Versions

These processing options are used to specify the version of the program to run after the expense participation billing records are generated.

**1. Billing/Edit Register (R15300)** Specify the version of the Billing/Edit Register program (R15300) to run after the system generates the expense participation billing records.

If you leave this processing option blank, the system does not run the Billing/Edit Register program automatically.

**2. Estimated EP Edit Report (R15113) (estimated expense participation edit report)** Specify the version of the Estimated EP Edit/Update program (R15113) to run after the system generates the expense participation billing records. The system runs program R15113 in proof mode only (to generate a report), regardless of the setting of the Print Edit Report processing option for the version.

If you leave this processing option blank, the system does not print a report.

# Generating Estimated Expense Participation Billings

This section provides overviews of the process to generate estimated expense participation billings, the generation of estimated billings using the E.P. Billing Generation program, the Estimated E.P. Generation program, the Estimated E.P. PSF Generation program, revising estimated recurring billing records, and discusses how to:

- Run the Estimated E.P. Generation program.
- Set processing options for Estimated E.P. Generation (R15102).
- Run the Estimated E.P. PSF Generation program.
- Set processing options for Estimated E.P. PSF Generation program.

# Understanding the Process to Generate Estimated Expense Participation Billings

In addition to generating expense participation billings for actual expenses, you can generate expense participation billings for estimated expenses for the upcoming year. You can generate estimated expenses using one of three methods. Regardless of the method that you use to generate estimated expense participation billing records, you must run the Estimated E.P. Edit/Update program (R15113) afterwards to generate records in the Recurring Billings Master table (F1502B) that you process as a recurring billing for the upcoming year.

This table outlines each method and its corresponding steps:

| Method | Steps |
|---|---|
| Generate estimated expense participation billings simultaneously with the actual expense participation billings, based on the actual billing amounts. | Use these steps for this method:<br>1. Generate the calculation for generation type 2 (actual billings).<br>2. Run the E.P. Billing Generation program (R15101) with the processing option set to generate estimated billings or run the Estimated E.P. Generation program (R15102) on the calculation batch for actual amounts.<br>3. Run the Estimated E.P. Edit/Update program (R15113). |
| Generate estimated expense participation billings separately from actual billings, using a different criteria for the calculation, if desired. | Use these steps for this method:<br>1. Generate the calculation for generation type 6 (estimated billings).<br>2. Run the Estimated E.P. Generation program (R15101).<br>3. Run the Estimated E.P. Edit/Update program (R15113). |
| Generate estimated expense participation billings based on a per square foot rate. | Use these steps for this method:<br>1. Run the Estimated E.P. PSF Generation program (R15114).<br>2. Run the Estimated E.P. Edit/Update program (R15113). |

After you generate records in table F1502B, you must run the Recurring Billing Generation program (R15100) to generate records in the Lease Billings Master table (F1511B), and then post the records to the Accounts Receivable or Accounts Payable system.

# Understanding the Generation of Estimated Billings Using the E.P. Billing Generation Program

When you generate actual expense participation billings, you can specify a version of the Estimated EP Edit Report (R15113) in a processing option. When you do this, the system runs the Estimated E.P. Generation program (R15102), and then runs the Estimated E.P. Edit/Update program (R15113) in proof mode to generate a report.

The system updates these tables for estimated expenses:

- Estimated EP Recurring Billings worktable (F1502WB).

  The system generates a record for each expense class.

- Billings Generation Control table (F15011B).

  The system generates a record for each expense class for generation type 6 and updates the appropriate Bill Period field to *G*.

The system generates estimated billing amounts based on the billing frequency from the calculation record.

## Understanding the Estimated E.P. Generation Program

If you prefer not to generate estimated expense participation billings at the time that you generate actual billings, or if you want to use a different calculation batch than was generated for the actual billings, you run the Estimated E.P. Generation program. You can run this program for any calculation batch, regardless of its generation type. For example, if the calculation batch was generated for actual billings (generation type 2), you can still use that batch to generate estimated billings.

When you run Estimated E.P. Generation, the system:

- Retrieves the calculation record from the E.P. Billing Register table (F1538B).
- Generates a record for each expense class in the Estimated EP Recurring Billings worktable (F1502WB).
- Generates a record for each expense class in the Billings Generation Control table (F15011B), if necessary, and updates the appropriate Bill Period field to *B*.

---

**Note.** If you generated the calculations for estimated expenses (generation type 6), the records already exist in table F15011B and the system merely updates the Bill Period field from *G* to *B*.

If you generated the calculations for actual expenses (generation type 2), the system creates the F15011B records for the estimated expenses when you run this program.

---

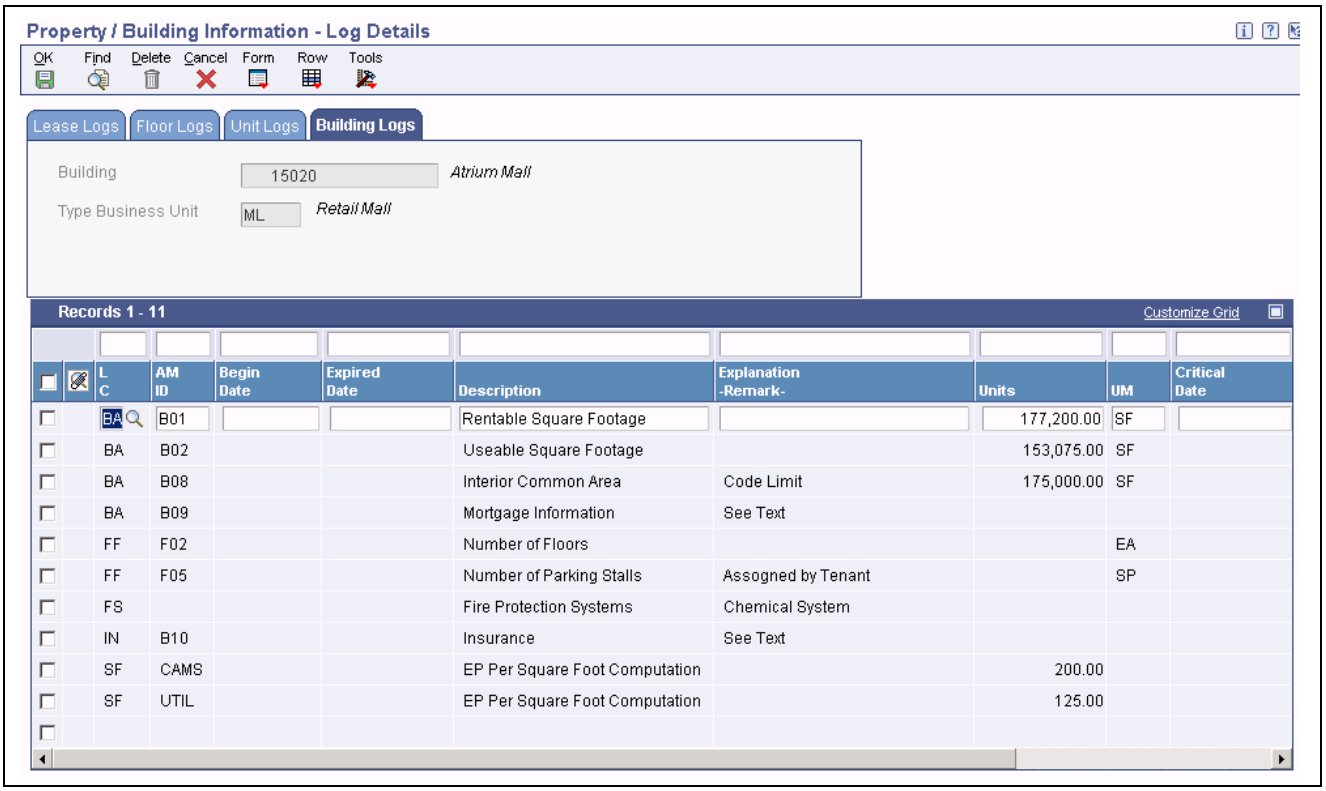
Processing options enable you to specify the batch number for the associated calculation batch, as well as to enter the rate of inflation, if desired. Additionally, you can specify a version number so that the system automatically runs the Estimated E.P. Edit/Update program (R15113) in proof mode to generate a report. If you do not specify a version number for R15113, the system does not print a report of the records it generates in table F1502WB.

The system generates estimated billing amounts based on the billing frequency from the calculation record.

## Understanding the Estimated E.P. PSF Generation Program

As an alternative to generating estimated expense participation billings based on a calculation batch, you can set up the system to calculate the estimated billing amounts based on an amount per square foot. To do this, you must set up a log record for each expense class. You assign the same log class code to each of these records and enter the expense class in the Amenity ID field (AMID) and the amount per square foot in the Units field (PMU1). You can enter information for either the lease log or the building log. If information exists in both logs for the same expense class, the system uses the amount per square foot from the lease log.

This form shows how the setup information appears in a building log record:




Log Details form

The log class is SF, the expense classes are CAMS and UTIL, and the amount per square foot for each expense class is 200 and 125, respectively.

When you run the Estimated E.P. PSF Generation program, the system multiples the amount per square foot for the expense class by the number of square feet specified in the Tenant's SF field (EPOF) from the corresponding expense participation information record, and then generates a record in table F1502WB for the estimated annual billing amount. The system always uses an annual frequency when you run this program. When you run the Estimated E.P. Edit/Update program (R15113), a processing option enables you to assign the billing frequency to the recurring billing records that the system generates.

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**Note.** The system does not generate records in the Billings Generation Control table until you run the Recurring Billing Generation program (R15100).

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### See Also

Chapter 14, "Processing Expense Participation," Generating Expense Participation Billings, page 373

Chapter 14, "Processing Expense Participation," Updating Estimated Expense Participation Billings, page 382

## Understanding Revising Estimated Recurring Billing Records

When you erroneously generate records in the Estimated EP Recurring Billings worktable (F1502WB) or need to revise the calculation information:

- Run the E.P. Batch Delete program (R158061) to delete the appropriate records.
- Revise the necessary expense participation information.
- Regenerate the calculations.

- Rerun the Estimated E.P. Generation program.

You cannot delete the records in worktable F1502WB without also deleting the calculation records in table F1538B. However, you can continue to generate the recurring billing information records by running the Estimated E.P. Edit/Update program (R15113), and then revise the recurring billing information as necessary. If you do this, though, the calculation will not support the revisions that you make.

### See Also

Chapter 14, "Processing Expense Participation," Deleting Expense Participation Batches, page 372

Chapter 14, "Processing Expense Participation," Revising Expense Participation Calculations, page 365

## Running the Estimated E.P. Generation Program

Select Expense Participation (G1523), Estimated E.P. Generation.

## Setting Processing Options for Estimated E.P. Generation (R15102)

Set these processing options to specify the default processing for this report.

### Process

These processing options are used to specify the records to process, as well as the inflation rate to apply to estimated expense participation amounts.

**1. Batch Number to Process** Specify the batch number of the expense participation calculation batch to process. If you leave this processing option blank, the system does not process any records.

**2. Inflation Rate** Specify the percentage by which the system multiplies the recurring billing amount for estimated expense participation billings to adjust for an inflation rate.

Enter the percentage in a decimal format. For example, enter *.05* to specify 5 percent.

### Versions

This processing option is used to specify the version of the program to run.

**1. Estimated EP Edit Report (R15113) (estimated expense participation edit report)** Specify the version of the Estimated E.P. Edit/Update program (R15113) to run in proof (edit) mode so that the system can generate a report of the records that it updated in the Estimated EP Recurring Billings worktable (F15102WB).

When you leave this processing option blank, the system updates the records but does not generate a report.

---

**Note.** The system always runs the Estimated E.P Edit/Update program in proof mode even when the processing option of the version specified is set to run the program in final (update) mode.

---

# Running the Estimated E.P. PSF Generation Program

Select Expense Participation (G1523), Estimated EP PSF Generation.

# Setting Processing Options for Estimated E.P. PSF Generation (R15114)

Set these processing options to specify the default processing for this report.

## Process

These processing options are used to specify how the system processes selected records.

**1. Generation Date**

Specify the date to use to generate estimated expense participation billing records. The system uses the date that you enter, in conjunction with these dates, to determine the leases to process:

Lease beginning and ending dates

Lease log line effective dates

Building beginning and ending dates

Building log line effective dates

E.P. information effective dates

---

**Note.** When information for the same expense class is specified in both the lease log and the building log, the system uses the estimated expense participation billing record for the lease log.

---

**2. Recurring Billing Start Month**

Use this processing option, in conjunction with the Recurring Billing Start Year processing option, to specify the beginning date to use on the recurring billing record that the system generates when you run the Estimated EP Edit/Update program (R15113). For example, if you enter 6 in this processing option and 05 as the recurring billing start year, the system uses 6/01/05 as the starting date on the recurring billing record.

**3. Recurring Billing Start Year**

Use this processing option, in conjunction with the Recurring Billing Start Month processing option, to specify the beginning date to use on the recurring billing record that the system generates when you run the Estimated EP Edit/Update program (R15113). For example, if you enter 05 in this processing option and 6 as the recurring billing start month, the system uses 6/01/05 as the starting date on the recurring billing record.

**4. Log Class for PSF Amounts (log class for per square foot amounts)**

Specify the log class to use to retrieve the amount per square foot for the expense class from the lease or building log. When the expense class is set up for the same log class in both the lease and building logs, the system uses the value from the lease log.

**5. Search Default for Lease Version**

Specify whether the system calculates estimated expense participation per square foot for the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

Blank: The system uses the version of the lease that is effective as of the system date.

*1:* The system uses the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

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

### Update

This processing option enables you to specify whether the system runs the program in proof or final mode.

**1. Proof or Final** Specify whether to process the records in proof or final mode. Values are:

Blank: Proof mode. The system generates only a report of the records it retrieves to process.

*1:* Final mode. The system generates records in the Estimated EP Recurring Billings worktable (F1502WB) and generates a report.

# Updating Estimated Expense Participation Billings

This section provides an overview of updating estimated expense participation billings and discusses how to:

- Run the Estimated E.P. Edit/Update program.
- Set processing options for Estimated E.P. Edit/Update (R15113).

## Understanding Estimated Expense Participation Billings Update

The final step in generating estimated billings for expense participation is to run the Estimated E.P. Edit/Update program (R15113). When you run the Estimated Edit/Update program, the system generates a record in the Recurring Billings Master table (F1502B) for each record in the Estimated EP Recurring Billing worktable (F1502WB), based on the batch number that you specify. The system also removes the record from table F1502WB and locks the corresponding calculation record, if one exists, in the EP Billing Register table (F1538B).

**Note.** Estimated expense participation records generated by running the Estimated E.P. PSF Generation program (R15114) do not generate records in table F1538B.

The system locks the calculation records in table F1538B, regardless of whether the actual expense participation billing records have been generated or posted. Therefore, if you are generating actual and estimated expense participation billings, you must generate the billing records for the actual amounts *before* you generate the recurring billing records for estimated amounts. You cannot run the E.P. Billing Generation program on locked calculation batches.

When the system generates the new recurring billing record for estimated expenses, it suspends the existing record. Therefore, you can run R15114 as often as necessary without having to manually suspend or delete recurring billing records generated erroneously.

### Catch-Up Billings

The system can also generate a record for catch-up billings, if specified in the processing option, when the difference between the estimated amount billed for the year and the actual amount differs. For example, if the amount of estimated expenses billed each month is 1,400.00, and the actual annual amount (divided by 12) is 1,600.00, the system generates a catch-up billing for 2,400.00, which represents the difference between the estimated and actual amounts (200) multiplied by the number of months in the billing cycle (12).

You can specify whether the catch-up billing is based on estimated amounts only, estimated amounts less adjustments (write-offs), or estimated amounts less payments (receipts). The method you use directly affects the catch-up billing amount.

### Generating Recurring Billing Records based on Estimated Per Square Foot Calculations

If you generated estimated expense participation billings using the Estimated E.P. PSF Generation program, when the system generates the recurring billing record, it uses the area billings value from the lease, not the area that is assigned to the expense participation information record. The system uses this area, in conjunction with the annual billing amount (which is calculated using the area from the expense participation record), to derive the rate per square foot that appears on the Recurring Billing Revisions form.

For example, if the expense participation information record specifies an area of 6,000 square feet and the log record specifies an amount per square foot of 310.00, the system calculates the annual estimated billing amount as 1,860,000.00. However, if the area on the lease is 5,000 square feet, the system divides 1,860,000 by 5,000 to derive a rate per square foot of 372 (not 310) that appears on the recurring billing information record.

## Running the Estimated E.P. Edit/Update Program

Select Expense Participation (G1523), Estimated E.P. Edit/Update.

## Setting Processing Options for Estimated E.P. Edit/Update (R15113)

Set these processing options to specify the default processing this report.

### Process

These processing options enable you to specify the records to process, as well as information to assign to the recurring billing records that the system generates.

**1. Batch Number to Process** Specify the batch number of the estimated expense participation batch to process. If you leave this processing option blank, the system does not process any records.

**2. Copy Area From Work Table** Specify whether to copy the area value (for example, the square footage amount) from the Estimated EP Recurring Billings table (F1502WB) into the records that the system generates in the Recurring Billings Master table (F1502).

**3. Override Description** Specify the value of the remark field to use for the recurring billing records that the system generates. Values are:

Blank: Use Estimated Expense Participation as the default remark.

*1:* Use the description of the bill code.

**4. Proof or Final** Specify whether the system processes records in proof or final mode. Values are:

Blank: Proof mode. The system generates only a report of the records to process, but does not generate records in the Recurring Billings Master table (F1502B).

*1:* Final mode. The system generates records in the Recurring Billings Master table (F1502B) and generates a report.

**5. Billing Frequency Code** Specify the billing frequency code to assign to the recurring billing records that the system generates.

---

**Note.** When an existing billing record is suspended and replaced with a new billing record, the system assigns the billing frequency from the suspended record to the new billing record and ignores the setting of this processing option.

---

## Print

This processing option enables you to specify whether the system generates recurring billing records or prints only an edit report.

**1. Display of Tax Fields** Specify whether the system includes tax information on the report that the system generates. Values are:

Blank: Use the setting of the Tax Suppress field in the Real Estate Management constants to determine whether to include the tax information on the report.

*0:* Include the tax fields.

*1:* Do not include the tax fields.

## Select

These processing options enable you to specify the effective dates that the system assigns to the records that it generates, as well as whether to generate a catch-up billing record for a reconciliation amount and how to calculate the amount.

**1. Effective Date Selection** Specify the date to assign to the Starting Date field (EFTB) on the recurring billing record that the system generates. Values are:

Blank or *1:* Use the date from the corresponding field on the record in the Estimated EP Recurring Billings worktable (F1502WB).

*2:* Add one month to the value of the Ending Date field (EFTE) on the record in table F1502WB and use it as the starting date.

**2. Months To Billing Term** Specify the number of months to add to the starting date of the recurring billing record, based on the setting of the Effective Date Selection processing option, to determine the ending date to assign to the record.

**3. Override Beginning Effective Date** Specify the starting date to assign to the recurring billing record that the system generates. If you specify a date in this processing option, the system ignores the setting of the Starting Date processing option.

**4. Catch-Up Billings** Specify whether to generate a catch-up billing record, based on the method specified in the Catch-Up Billing Calculation Method processing option, to reconcile the amount of the estimated expenses to the actual expense amounts

that the system calculated. For example, if the annual amount of the actual expenses is 10,000 and the annual amount of estimated expenses paid is 8,000, the system generates a recurring billing record for the amount of the difference (2,000). Values are:

Blank: Generate catch-up billing records.

*1:* Do not generate catch-up billing records.

**5. Catch-Up Billing Calculation Method**

Specify the method to calculate the catch-up billing record, if the Catch-Up Billings processing option is set to blank. Values are:

Blank: Use the estimated billing amounts.

*1:* Use the estimated billing amounts less any adjustments, such as write-offs.

*2:* Use the payment amounts of the estimated billings, including the amount of any unapplied receipts. To include the estimated expenses, the unapplied receipts must be entered for the same bill code.

**6. Receivables/Payables Retrieval Date**

Specify the date type to use to determine the adjustment and payment records to retrieve from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). The system retrieves the records for the billing term based on the date type that you specify. Values are:

Blank: Invoice date

*1:* Due date

*2:* Service or tax date

*3:* GL date

## Thresholds

These processing options enable you to specify the minimum amount or percentage of change that must occur between the actual and estimated billing amounts to generate a recurring billing record.

**1. Threshold For Change Amount**

Specify the amount of change between the actual billing amount and the estimated billing amount that is necessary to generate a recurring billing record for the estimated expenses.

For example, if you enter 500 in this processing option, the difference between the annual actual expense amount and the annual estimated expense amount must be at least 500, or the system does not generate a new recurring billing record for the estimated amount.

**2. Threshold for Change Percent**

Specify the percent of change between the actual billing amount and the estimated billing amount that is necessary to generate a recurring billing record for the estimated expenses.

For example, if you enter *.05* in this processing option, the difference between the annual actual expense amount and the annual estimated expense amount must be at least 5 percent, or the system does not generate a new recurring billing record for the estimated amount.

Enter the percentage in a decimal format. For example, enter *.05* to specify 5 percent.

**3. Threshold Calculation**

Specify the threshold criteria to use to generate the recurring billing record for the estimated expenses. Values are:

Blank: Generate a recurring billing record for estimated expenses when the difference between the actual and estimated annual billing amounts exceeds both the amount and the percentage specified in the Threshold for Change Amount and Threshold for Change Percent processing options. When the estimated amount does not exceed both threshold criteria, the system does not generate a recurring billing record.

*1:* Generate a recurring billing record for estimated expenses when the difference between the actual and estimated annual billing amounts exceeds either the amount or the percentage specified in the Threshold for Change Amount and Threshold for Change Percent processing options. When the estimated amount does not exceed one of the threshold criterion, the system does not generate a recurring billing record.

# CHAPTER 15

# Processing Escalation Billings

This chapter provides an overview of processing escalation billings and discusses how to:

- Set up escalation indices.
- Set up escalation information.
- Calculate escalation billings.
- Generate escalation recurring billing records.

## Understanding Escalation Billings

In the real estate management industry, commercial leases are often set up with terms to regularly increase the rent (or other charges) according to an index such as the Consumer Price Index (CPI) or Porter's Wage. The process that you run to calculate and increase the tenant's rent amount is called *escalation.* The process to generate escalation billings includes:

- Setting up escalation indices.
- Setting up escalation information.
- Generating the escalation billings.
- Generating new recurring billing amounts.
- Posting the escalation billings.

### Setting Up Escalation Indices

The escalation index that you set up, such as the Consumer Price Index, Porter Wage, or some other user-defined index, provides the current rate that the system uses to determine the amount of escalation to bill.

### Setting Up Escalation Information

The escalation information includes the base index, which the system compares against the current index to determine the escalation amount, the date and bill code to use to retrieve estimated escalation billings, the bill code to assign to recurring billing records that the system generates, and the calculation method to use. You can also set up maximum and minimum escalation limits, as well as adjustments to the escalation rate before the system calculates the escalation amount.

### Generating the Escalation Billings

The system compares the current index to the base index to calculate the gross percent escalation using this formula:

(current index - base index) / base index

**Note.** If you use the Porter's Wage index, the system might use a different formula depending on the computation method.

The system then multiplies the gross percent escalation by the recurring billing amounts to determine the amount of the escalation to bill. Processing options enable you to specify whether to prorate amounts based on a partial year, as well as whether to perform catch up billings.

The system updates the Lease Billings Master table (F1511B) and the Tenant Escalation Master table (F15016B).

### Generating New Recurring Billing Amounts

You run the Escalation Update Without Post program (R15152) to generate the recurring billing record for the escalation amount. Depending on processing option settings, you can either combine the escalation amount with the rent amount or generate a separate recurring billing record for the escalation amount.

If you generated catch-up escalation billing amounts, you can run program R15152 at the time that you post the catch-up billing records, instead of as a separate step.

The system updates the Recurring Billings Master table (F1502B) and the Tenant Escalation Master table (F15016B).

### Posting the Escalation Billings

If you generated catch-up escalation billing amounts, you must post them to generate the invoice (or voucher) records and update the appropriate general ledger accounts.

## Setting Up Escalation Indices

The first step in the escalation process is to identify and set up the escalation indices that you want to use to calculate the escalation amount. You use the Escalation Indices program (P1550) to specify the index, the calendar year for which the index applies, and the monthly index amounts. The system uses the periodic change in the amounts specified to derive a rate by which to calculate the escalation amounts.

This table provides additional information about the most commonly used indices:

| Index | Description |
|---|---|
| Consumer Price Index (CPI) | The CPI measures the general increase in consumer prices (inflation) at the city, state, regional, and national levels. For example, suppose that the index for January 2005 is 169.24 and the index for January 2006 is 178.38. Inflation for 2005 is the percent increase between the two indices, which is 5.4 percent.<br><br>The U.S. government publishes the CPI monthly, with a three-month lag time. For most metropolitan areas, the regional index is published every six months. |

| Index | Description |
|---|---|
| Porter's Wage Index | The Porter's Wage is a special index that has been used historically in the metropolitan area of New York. This index is based on the Porter's Union Wage contract, which consists of base rates and fringe benefits that are renegotiated periodically by the union.<br><br>Leases set up for a building can relate to the sum of a specific combination of these rates. The comparative increase in this sum from year to year, which can be expressed as a rate per square foot, determines the increase in rent.<br><br>Note that:<br><br>• Although this index is becoming obsolete, many older leases still include this term.<br><br>• You must use a method outside of the Real Estate Management system to calculate the sum of the base and fringe rates, and to establish an index that reflects this amount for each year.<br><br>• Because each building might relate to a unique combination, more than one Porter's Wage index might have to be maintained. |
| User-Defined Index | User-defined indices can be set up to use some other criteria for increasing the rent. For example, you could escalate the rent of a building based on an increase in the operating costs, or you could set up an index that is based on the prime rate or other treasury note rates. |

The system stores escalation index information in the Escalation Index Master table (F1550).

As an alternative to reviewing the escalation indices online, you can print the Escalation Indices Listing (R1550P).

See Appendix A, "PeopleSoft EnterpriseOne Real Estate Management Reports," PeopleSoft EnterpriseOne Real Estate Management Reports: A to Z, page 497.

## Prerequisite

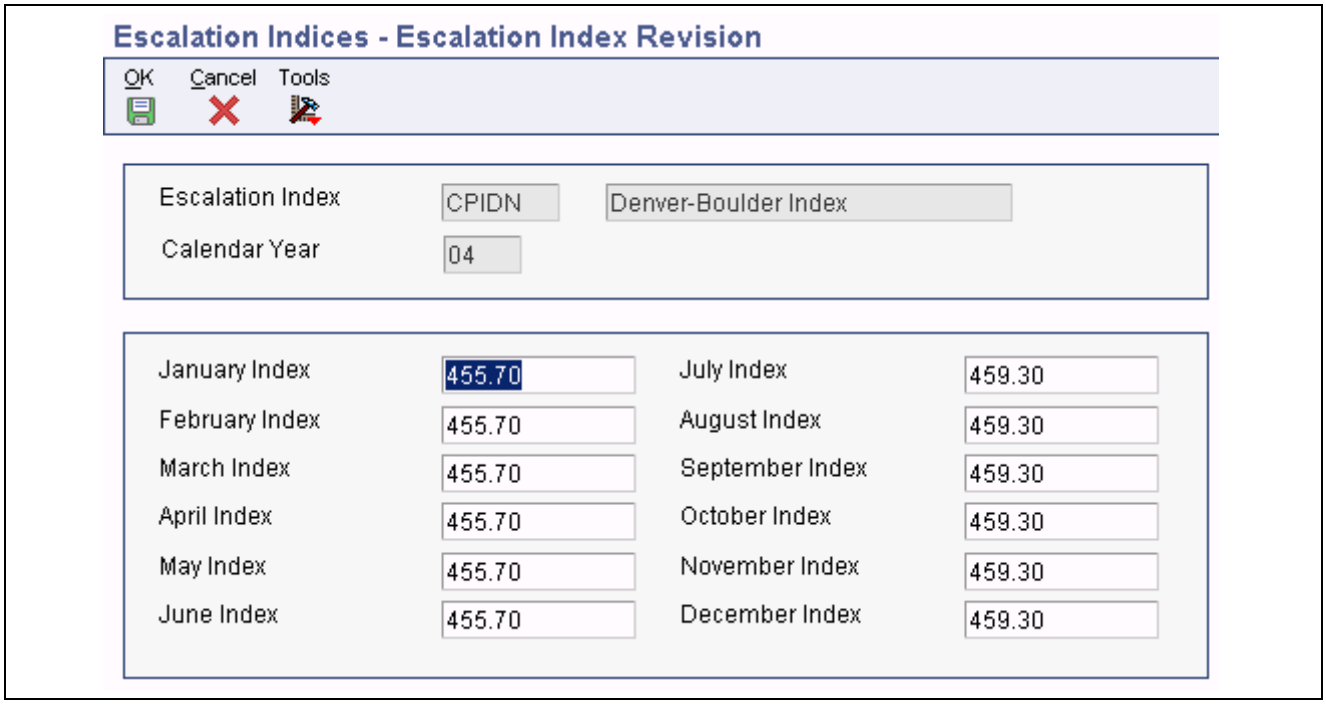
Set up the escalation indices that you use in UDC 15/IX (escalation indexes).

## Forms Used to Setting Up an Escalation Index

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Escalation Indices | W1550C | Escalations menu (G1524), Escalation Indices. | Review and select an escalation index. |
| Escalation Index Revision | W1550B | Click Add on Work With Escalation Indices. | Add and revise an escalation index. |

## Setting Up an Escalation Index

Access the Escalation Index Revision form.




Escalation Index Revision form

**Escalation Index** Enter the UDC (15/IX) that specifies the escalation index.

**January Index – December Index** Enter the index amount for the corresponding month for the escalation index and calendar year specified.

# Setting Up Escalation Information

This section provides an overview of escalation information and discusses how to set up escalation information.

## Understanding Escalation Information

After you set up the escalation indices that you want to use, you must set up escalation information for each lease for which you generate escalation billings. You use the Escalation Information program (P15016) to set up the information, which includes the index to use and the base index amount, the bill codes to use, start and end dates, the computation method, minimum and maximum amount limits, and so on.

This table further explains the escalation information that is required to generate the recurring escalation billing record:

| Required Escalation Information | Description |
| --- | --- |
| Index Information | You must specify an index code that represents the index by which to calculate the escalation, as well as the base index amount. The system uses both index amounts to derive a rate, which it multiplies by a basis amount to calculate the escalation. |
| Bill Codes | You must specify the bill codes to use to retrieve amounts and to assign to the escalation billing records that the system generates in recurring billing:<br>• Bill Code - The system assigns the value in the Bill Code field (GLC) to the escalation billing records that it generates for catch-up billings.<br>• Estimated BRCD - The system uses the value in the Estimated BRCD field (BRCD) to retrieve the amounts from the estimated escalation recurring billings records to determine the amount of catch-up billing to generate, if any.<br>The system also assigns this value to the escalation billing records that it generates for recurring billing, unless you specify to combine the escalation and rent amounts.<br>• Rent BRCD - The system uses the value in the Rent BRCD field (BRRT) to retrieve the annual amount to use as the original basis, unless you specify a value in the Original Basis field (BESA).<br>Depending on the processing option settings of the Escalation Update Without Post program (R15152), the system might assign this bill code to the recurring billing record that it generates when you combine escalation and rent amounts. |
| Dates | You must specify these dates:<br>• Effective dates for the escalation information (Begin Date and End Date fields).<br>• Effective dates for the base index (Base Start Month, Base Start Year, Base End Month, Base End Year fields).<br>• Effective dates for generating the escalation amount (Next Month, Next Year, and Period Length fields).<br>The system updates these fields when you generate the escalation recurring billing record based on the billing frequency. |

| Required Escalation Information | Description |
|---|---|
| Computation Method | You must specify one of these computation methods:<br>• Direct (D) - The system retrieves the index amount based on the index code that you entered directly from the index table.<br>• Average (C) - The system uses an average of the index values for the term of the escalation billing period.<br>For example, if the escalation term is 9/01 through 12/31 (four months), the system retrieves and sums the index amounts for the corresponding months, and then divides that result by the number of periods (four) to derive the average amount to use as the index amount.<br>The system does not include missing or zero index values when it derives the average amount to use. |
| Basis Amount | You must specify the amount to use as the basis for the escalation. You can enter a value in the Original Basis field (BESA), use the annual rent amount from recurring billing, or use the escalated rent amount (the system adds the annual amounts for the rent and estimated bill codes). |

You can also set up information to specify escalation limits, adjustments to the index amount that the system uses, and Porter Wage information, if used.

The system stores escalation information in the Tenant Escalation Master (F15016B) table.

# Examples: Calculating Escalation

The examples that follow explain how the system uses the escalation information that you set up to calculate the escalation amount. One example shows how the system calculates the escalation amount using a conventional index such as the Consumer Price Index, and the other example shows how the system calculates the escalation amount using the Porter's Wage Index.

## Example A: Consumer Price Index - Computation Methods D and C

This example shows how the system calculates the escalation amount using a conventional index such as the Consumer Price Index.

The setup information for this example is:

- Escalation Index: CPI for 2005:
  - January: 420.10.
  - February: 420.60.
  - March: 421.20.
  - April: 421.50.
  - May: 422.00.
  - June: 422.40.
  - July: 422.65.

- August: 422.90.
- September: 423.30.
- October: 423.75.
- November: 424.05.
- December: 424.50.

- Escalation Information for Lease 100:
  - Escalation Index: CPI.
  - Billing Frequency: M.
  - Period Length: 12.
  - Next Month: 01.
  - Next Year: 06.
  - Minimum Percent Per Year: .015.
  - Maximum Percent Per Year: .045.
  - Base Index: 416.40.
  - Original Basis: 60,000.
  - Lease Factor: .90.
- Processing Options: Escalation Billing Generation:
  - Escalation Generation Date: March 1, 2006.
  - Amount Used for Catch-Up Billings: Estimated billings.
  - Process Catch-Up Billings: Yes.

### Example A: Process

The system performs these steps to calculate the escalation amount using a conventional index:

1. Because an override date has not been entered in the processing options of the Escalation Billing Generation program (R15150), the system retrieves the current index value based on the computation method that is entered and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information:

   - If the calculation method is D (direct), the system retrieves the index for the month prior to the month entered in the Next Month field.

     In this example, the system would retrieve the index for December 2005 (424.50).

   - If the calculation method is C (average), the system uses the value of the Next Month, in conjunction with the period length, to determine the average index to use.

     In this example, because the period length is 12, the system uses the average index for 2005 (422.41).

   **Note.** The computation method dictates only which index amount to use as the current index, so the remaining calculations in this example will use the index retrieved for computation method D.

2. The system uses the formula (current index - base index) / base index to calculate the gross escalation rate that it multiplies by the basis amount.

   In this example, the rate of escalation is 0.01945 [(424.50 - 416.40) / 416.40].

3. Because the setup information includes a lease factor of 90 percent, the system multiplies the gross escalation rate by the lease factor to derive a new rate of .017505.
4. Because the rate does not exceed either the minimum or maximum percentages, the system ignores them.

   If the rate had been less than .015 or greater than .045, the system would have substituted the minimum or maximum rate for the calculated rate.
5. The system multiplies the escalation rate (.017505) by the basis amount (60,000) to calculate the escalation amount.

   In this example the escalation amount is 1,050.30 for year 06.

   **Note.** Depending on the setting of the Original or Last field (ORLS), the system uses either the original or last basis amount in the calculation. If the system is calculating the escalation for the lease for the first time, the system always uses the original basis amount.
6. To determine the escalation amount per month (periodic adjustment amount), the system divides the escalation amount (1,050.30) by 12.

   In this example, the periodic adjustment amount is 87.53.

   **Note.** The system derives a monthly escalation amount because the billing frequency in the escalation information is set up as monthly. If the billing frequency had been annual or yearly, the system would not have performed this step.
7. At this point, the system determines whether it needs to perform catch-up billings.

   To determine this, the system compares the value of the Escalation Generation Date processing option to the values in the Next Month and Next Year fields of the escalation information. If a gap exists between the two dates, then the system performs catch-up billings (unless the processing option is set to bypass generating catch-up billings).

   In this example, the Next Month and Next Year fields in the escalation information are set up for *01* and *06*, respectively, and the escalation date entered is March 1, 2006. Because the system always uses the month following the date entered in the processing option to start generating the escalation, it actually begins to calculate the escalation as of April 1, 2006. Therefore, it generates a billing record in the Lease Billings Master table (F1511B) for three months of catch-up billings (or 262.58).

   **Note.** The system does not write the recurring billing record for the escalation amount until you run the Escalation Update Without Post program (R15152).

## Example B: Porter's Wage Index - Computation Methods 1 and 2

When you use the Porter's Wage Index and formula to calculate the escalation amount, the system does use the maximum, minimum, or lease factor percentages.

The setup information for this example is:

- Escalation Index: Porter Wage for 2005 Escalation Information for 2005:
  - January: 13.86.
  - February: 13.86.
  - March: 13.86.
  - April: 13.86.
  - May: 13.86.

- June: 13.86.
- July: 13.86.
- August: 13.86.
- September: 13.86.
- October: 13.86.
- November: 13.86.
- December: 13.86.

- Porter Wage for 2005 Escalation Information for Lease 101:
  - Escalation Index: CPI.
  - Period Length: 12.
  - Next Month: 01.
  - Next Year: 06.
  - Base Index: 13.75.
  - Original Basis: 60,000.
  - Maximum Amount: 1,500.
  - Porter Wage Factor: 1.75.
  - September 13.86 Porter Wage S.F.: 5,000.
- Processing Options: Escalation Billing Generation:
  - Escalation Generation Date: March 1, 2006.
  - Amount Used for Catch-Up Billings: Estimated billings.
  - Process Catch-Up Billings: Yes.

### Example B: Process

The system performs these steps to calculate the escalation amount using the Porter's Wage Index:

1. Because an override date was not entered in the processing options of the Escalation Billing Generation program (R15150), the system retrieves the current index value based on the computation method that is entered and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

   The index is the same for each month, so the system uses 13.86 regardless of the calculation method.
2. Depending on the value in the Porter Wage Computation field (PWC), the system calculates either an amount change or percent change between the Porter Wage indices:
   - If the computation method is 1, the system uses the difference between the current and base index to determine the gross escalation amount.

     In this example, the gross escalation amount is 0.11 (13.86 - 13.75).
   - If the computation method is 2, the system uses the formula (current index - base index) / base index) to calculate the gross escalation percent.

     In this example, the gross escalation rate is 0.008 [(13.86 - 13.75) / 13.75].
3. Depending on the computation method, the system calculates the amount of escalation per square foot differently:

- If the computation method is 1, the system multiplies the gross escalation amount by the value in the Porter Wage Factor field (PWF).

  In this example, the amount of escalation per square foot is 0.1925 (0.11 × 1.75).

- If the computation method is 2, the system uses the formula (gross escalation percent × Porter Wage Factor) × 100 to calculate the amount of escalation per square foot.

  In this example, the amount of escalation per square foot is 1.4 [(.008 × 1.75) × 100].

4. Next, the system multiplies the amount of escalation per square foot by the value in the Porter Wage Square Feet field (PWSF).

   - If the computation method is 1, the system calculates the escalation amount as 962.50 (0.1925 × 5,000) per year.
   - If the computation method is 2, the system calculates the escalation amount as 7,000 (1.4 × 5,000) per year.

5. To determine the escalation amount per month (periodic adjustment amount), the system divides the escalation amount by 12.

   In this example, the periodic adjustment amount is 80.21 if the computation method is 1 and 583.33 if the computation method is 2.

   **Note.** The system derives a monthly escalation amount because the billing frequency in the escalation information is set up as monthly. If the billing frequency had been annual or yearly, the system would not have performed this step.

6. At this point, the system determines whether it needs to perform catch-up billings.

   To determine this, the system compares the value of the Escalation Generation Date processing option to the values in the Next Month and Next Year fields of the escalation information. If a gap exists between the two dates, then the system performs catch-up billings (unless the processing option is set to bypass generating catch-up billings).

   In this example, the Next Month and Next Year fields in the escalation information are set up for 01 and 06, respectively, and the escalation date entered is March 1, 2006. Because the system always uses the month following the date entered in the processing option to start generating the escalation, it begins to calculate the escalation as of April 1, 2006. Therefore, it would generate a billing record in the Lease Billings Master table (F1511B) for three months of catch-up billings.

   **Note.** The system does not write the recurring billing record for the escalation amount until you run the Escalation Update Without Post program (R15152).

## Forms Used to Set Up Escalation Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Leases | W15210A | Escalations menu (G1524), Escalation Information. | Select the lease to which escalation information is added. |
| Escalation Revisions | W15016B | Select the lease on Work with Leases. | Add and revise escalation information. |

## Setting Processing Options for Escalation Information (P15016)

Set these processing options to specify the default processing for this program.

## Process

Use these processing options to specify whether to allow manual changes to certain fields and whether the system validates escalation entries.

**1. Protect Fields from Manual Updates**

Specify whether to allow manual changes to the Last Period, Last Index, and Last Basis fields in the Tenant Escalation Master table. These fields are updated when the Escalation Update W/O Post program is run. If the program is not run, the fields will be updated through the post program (R15199). Values are:

Blank: Do not allow manual changes to the Last Period, Last Index, and Last Basis fields.

*1:* Allow manual changes to the Last Period, Last Index, and Last Basis fields.

**2. Date Edits Against the Lease Master**

Specify whether the system validates escalation entries by comparing them to the beginning and ending lease dates in the Lease Master Header table (F1501B). Values are:

Blank: Do not validate the escalation entries by comparing them to the lease dates.

*1:* Validate escalation entries by comparing them to the lease dates. The dates for the escalation information that you enter must occur within the lease term.

## Display

Use this processing options to specify whether to display tax fields on the Escalation Revisions form.

**1. Display of Tax Fields**

Specify whether to display the Tax Explanation Code, Tax Rate/Area, Taxable Amount, and Tax Amount fields on the Escalation Revisions form. Values are:

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

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

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

## Defaults

Use this processing options to specify the date that the system uses to retrieve a lease.

**1. Search Default For Lease Version**

Specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

*1:* The system displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 20053 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

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

### Currency

Use these processing options to specify whether to allow overrides for transaction currency and exchange rate.

**1. Transaction Currency Override**

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

Blank: Allow users to override the transaction currency code.

*1:* Do not allow users to override transaction currency code.

**2. Exchange Rate Override**

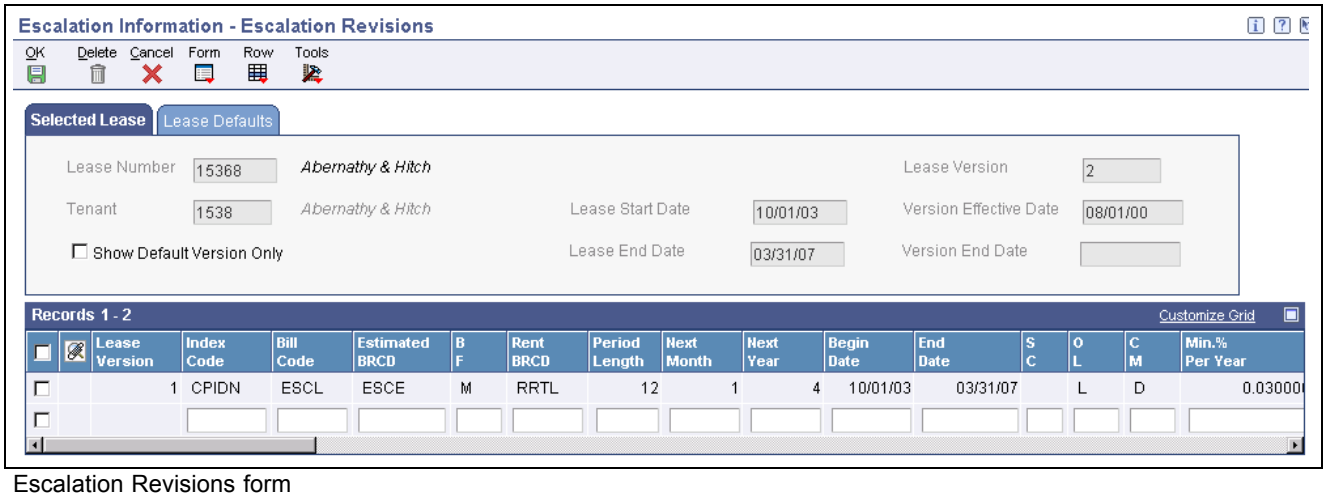
Specify whether to allow users to enter a value in the Lease Override Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in a foreign currency. If you leave this field blank, the system uses the exchange rate that is set up in the Currency Exchange Rates table (F0015) when the transaction is billed. Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord; this agreement specifies a fixed exchange rate for the term of the lease. Values are:

Blank: Allow users to override the exchange rate.

*1:* Do not allow users to override the exchange rate.

## Setting Up Escalation Information

Access the Escalation Revisions form.




Escalation Revisions form

**Index Code** Enter the UDC (15/IX) that specifies the escalation index.

**Estimated BRCD** (estimated billing receipt code) Enter the bill code that identifies the estimated billing amounts to subtract from the actual billing amounts. For example, if you ran expense participation based on the expenses from the previous year, and then you rerun it for the

actual expenses, the system subtracts the estimated amounts previously billed and bills the tenant for only the difference.

The system retrieves the appropriate account to use based on the AAI item PM*xxxx* (for invoices) and RM*xxxx* (for vouchers) where *xxxx* is equal to the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade) to use based on the AAI item RC*xxxx* (for invoices) and PC*xxxx* (for vouchers) where *xxxx* is equal to the code that you enter.

**B F** (billing frequency) Enter the code that specifies when (how often) to generate billing records. The code that you enter must exist in the Billing Frequency Master table (F15019).

**Rent BRCD** (billing receipt code rent) Enter the code that specifies the rent bill code to use to retrieve the annual amount that the system uses to update the Original Basis field when you complete the Next Month and Next Year fields. If you leave this field blank, you must complete the Original Basis field.

**Period Length** Enter the duration, in months, to use to calculate the escalation amount.

**Next Month** Enter the number that the system uses in conjunction with the Next Year field (NPSY) to specify the date to use to begin the escalation calculation, as well as the period to use to retrieve the current index. The system always retrieves the index that is one month prior to the value entered in this field. For example, if you enter *01* in this field and *06* in the Next Year field, the system uses the index that is set up for month 12 in year 05.

**Next Year** Enter the number that the system uses in conjunction with the Next Month field (NPSM) to specify the date to use to begin the escalation calculation.

**Begin Date** Enter the begin date. If you leave this field blank, the system uses the lease start date.

**End Date** Enter the end date. If you leave this field blank, the system uses the lease end date.

**O L** (original or last) Enter the code that specifies whether to use the value in the Original Basis Amount (BESA) field or the Last Basis Amount (LESA) field as the amount to use in the escalation calculation. Based on the value that you enter, the system also uses the corresponding index (base or last). Values are:

*L:* Use the last basis amount.

*O:* Use the original basis amount.

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**Note.** Regardless of the value that you enter, the system always uses the original basis amount and base index amount the first time that you process an escalation.

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The system uses the basis amount and the index amount based on the value that you enter.

If you enter *L*, and the Last Basis field (LESA) is blank, the system uses the original basis and base index amounts when it generates the billing records.

**C M** (escalation computation method) Enter the code that specifies the method that the system uses to retrieve the index values that it uses to calculate the escalation amount. Values are:

*D:* Direct method. The system retrieves the index amount directly from the index table.

---

**Note.** The system does not include missing or zero index values when it derives the average amount to use.

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*C:* Average method. The system uses an average of the index values for the term of the escalation billing period. For example, if the escalation term is 9/01 through 12/31 (four months), the system retrieves and sums the index amounts for the corresponding months, and then divides that result by the number of periods (four) to derive the average amount to use as the index amount.

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**Note.** The system does not include missing or zero index values when it derives the average amount to use.

---

*A:* Already billed. If the Escalation Update Without Post program (R15152) has been run for the batch specified, the system prints this value on the report that it generates.

*M:* Manually billed. The system does not retrieve any index value because the escalation billing record was manually entered into recurring billing.

*S:* Suspended. The system does not retrieve any index value because the escalation record is suspended.

**Min. % Per Year** (minimum percent per year)

Enter the minimum percentage that can be used to increase the rent during one year. If the escalation factor is less than the minimum percentage that you enter, the system uses the minimum percentage as the escalation factor.

Enter the percentage in a decimal format. For example, enter *.05* to specify 5 percent.

**Max. % Per Year** (maximum percent per year)

Enter the maximum percentage that can be used to increase the rent during one year. If the escalation factor is greater than the maximum percentage that you enter, the system uses the maximum percentage as the escalation factor.

Enter the percentage in a decimal format. For example, enter *.05* to specify 5 percent.

**Max. % Per Lease** (maximum percent per lease)

Enter the maximum percentage that can be used to increase the rent for the term of the lease. If the escalation factor is greater than the maximum percentage that you enter, the system uses the maximum percentage as the escalation factor.

Enter the percentage in a decimal format. For example, enter *.05* to specify 5 percent.

**M R** (manual review required)

Enter the code that specifies whether a billing record must be reviewed before it can be approved for posting. Codes are:

Blank: A review is not required.

*Y:* A review is required. The batch retains a status of Error until the Manual Rev Reqd field for the billing record is changed from *Y* to blank.

**B O** (escalation basis override code)

Enter the code that specifies the amount to use as the basis for calculating the escalation amount. When you enter a value in this field, the system

ignores the values entered in the Original Basis (BESA) and the Last Basis (LESA) fields. Values are:

Blank: The system uses either the Original Basis or the Last Basis amount, as specified.

*1* or *R:* The system uses the bill code entered in the Rent BRCD field (BRRT) to retrieve and sum the annual amounts that are set up in recurring billing for the same bill code. The recurring billing record must be in effect prior to the date represented by the Next Month and Next Year fields (NPSM and NPSY, respectively) on the escalation record, or the system ignores it.

*2* or *E:* The system uses the bill codes entered in the Rent BRCD field and the Estimated BRCD field (BRCD) to retrieve and sum the annual amounts that are set up in recurring billing for the same bill codes. The recurring billing record must be in effect prior to the date represented by the Next Month and Next Year fields on the escalation record, or the system ignores it.

**Lease Factor**

Enter the percentage by which the system reduces the gross escalation rate before it multiplies it by the basis amount to determine the escalation amount. For example, if the gross escalation rate is .144578 and the lease factor is 90 percent, the system multiplies .144578 by .9, and then multiplies that result (.130120) by the basis amount.

Enter the amount in decimal format. For example, enter *.90* to specify 90 percent.

**Base Start Month**

Enter the base start month. The system uses this field in conjunction with the Base Start Year (BPSY), Base End Month (BPEM), and Base End Year (BPEY) fields to specify the effective date range for the base index amount.

**Base Start Year**

Enter the first year for which the base exclusion amount applies. If you enter a base exclusion amount, you must complete this field. The system deducts the base exclusion amount one year after the base start year that you specified. For example, if you enter a base start year of 2005, the system does not deduct the base exclusion amount until you process expense participation for the year 2006.

A field that the system uses in conjunction with the Base Start Month (BPSY), Base End Month (BPEM), and Base End Year (BPEY) fields to specify the effective date range for the base index amount.

**Base End Month**

Enter the base end month. The system uses this field in conjunction with the Base Start Month (BPSY), Base Start Year, and Base End Year (BPEY) fields to specify the effective date range for the base index amount.

**Base End Year**

Enter the base end year. The system uses this field in conjunction with the Base Start Month (BPSY), Base Start Year, and Base End Month (BPEY) to specify the effective date range for the base index amount.

**Base Index**

Enter the amount that the system compares to the amount of the current index to calculate the escalation amount. The system retrieves the current index based on the index code that is specified.

**Original Basis**

Enter the amount to which the system applies the escalation amount. If you leave this field blank, the system uses the annual recurring billing amount for the bill code entered in the Rent BRCD field (BRRT).

**Last Start Month**

Enter the last start month. The system uses this field in conjunction with the Last Start Year (LPSY), Last End Month (LPEM), and Last End Year (LPEY) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

**Last Start Year**

Enter the last start year. The system uses this field in conjunction with the Last Start Month (LPSM), Last End Month (LPEM), and Last End Year (LPEY) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

**Last End Month**

Enter the last end month. The system uses this field in conjunction with the Last Start Month (LPSM), Last Start Year (LPSY), and Last End Year (LPEY) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

**Last End Year**

Enter the last end year. The system uses this field in conjunction with the Last Start Month (LPSM), Last Start Year (LPSY), and Last End Month (LPEM) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

**Last Index**

Enter the amount of the last index that the system used to calculate the escalation billing amount.

The system updates this field when you run the Escalation Update Without Post program (R15152).

**Last Basis**

Enter the annual amount that represents the sum of the original basis amount and the amount of the escalation.

The system updates this field when you run the Escalation Update Without Post program (R15152).

**Billing Group**

Enter the code that is used to group different tenants and leases into one combined billing. The system automatically supplies this field with the number of the first building displayed on the Lease Information form. You can override the value of this field if necessary.

**Unit Group**

Enter the one-character alphanumeric code that is used to select units on the lease for billing purposes. The system sums the area for all units that have the corresponding code specified in the Unit Grouping field (UNGP) on the lease. Only one value from the Unit Grouping field on the lease must match the value of the Unit Group Code field on the recurring, escalation, or expense participation (E.P.) billing line for the system to retrieve the unit information. For example, if you have two units to which you assign unit grouping codes of 61 and 1, respectively, you can set up a recurring billing line for unit group 1 to specify both units.

**Note.** If you enter a value in the Unit Group Code field on a bill code line, you cannot specify a value in the Unit field for that bill code line.

If you entered a value in the field for the Escalation Basis Override Code (EBOC), the unit group assigned to the recurring billing record must be the same as the value that you enter in this field. Otherwise, the system will not generate an escalation billing record.

**Maximum Amount** Enter the maximum escalation amount that is allowed for the escalation billing record. If you enter a value in this field, the system ignores the value entered in the Max. percent Per Lease field (EMXL).

**Porter Wage Factor** Enter the percentage that the system multiples by either the amount of the increase in the Porter Wage rate or the percentage of the increase in the Porter Wage rate, based on the value of the Porter Wage Computation field (PWC), to derive the escalation amount per square foot. The system determines the increase amount or percentage by comparing the current index to the index that was in effect as of the base year. The system ignores the values in these fields when you complete this field:

Lease Factor

Min.% Per Year

Max. % Per Year

Max. % Per Lease

Enter the percentage in decimal format. For example, enter *.01* to specify 1 percent.

**Note.** If you leave this field blank, the system does not calculate the escalation amount for the Porter Wage.

**Porter Wage Computation** Enter the UDC that specifies whether the system uses the amount difference or the percentage difference in the Porter Wage rates since the base year to calculate the amount of escalation per square foot. Values are:

*1:* Amount difference.

*2:* Percentage difference.

**Note.** If you leave this field blank, the system does not calculate the escalation amount for the Porter Wage.

**Porter Wage Square Feet** Enter the number of square feet to use to calculate the escalation amount. The system compares the number of square feet that you enter to the Porter Wage index to determine an escalation amount per square foot.

If you leave this field blank, the system uses the rentable square footage on the lease.

**P T** (payment terms) Enter the code that indicates the default payment terms for a customer. Payment terms determine the due date, discount amount, and discount due date that the system assigns when you create an invoice. Use a blank code for the payment terms that you use most frequently. Examples of payment terms include:

Blank: Net 15

*1:* 1/10 net 30

*2:* 2/10 net 30

*D:* Due upon receipt

*N:* Net 30

*P:* Prox 25th

**S I** (separate invoice code) Enter the one-character alphanumeric code that indicates which billing records to print on the invoice. The system prints a separate invoice for each group of billing records that have the same lease number, alternate payee, and separate invoice code.

**Billing ID** (billing identification) Enter the unique number that the system assigns to each billing record to identify it in a table. The system assigns the number from the Next Numbers - Automatic table (F0002) for system 15, line 2 (Billing Control).

**Base Billing ID** Enter the value assigned to the Billing Control ID field (BCI) on the billing record for the previous version of the lease. The system assigns the same number to provide an audit trail for billing records that are generated for multiple versions of the lease.

# Calculating Escalation Billings

This section provides an overview of generating escalation billings and discusses how to:

- Run the Escalation Billing Generation program.
- Set processing options for Escalation Billing Generation (R15150).

## Understanding the Calculation of Escalation Billings

After you set up the information necessary to process the escalation, you run the Escalation Billing Generation program (R15150) to calculate the escalation amount and the amount of catch-up billing, if necessary. When you run program R15150, the system:

- Generates a batch of calculation records in the Escalation Billing Register table (F1548B), including the amount of catch-up billing, unless it is bypassed.
- Generates a record in the Batch Control Records table (F0011) and the Lease Billings Master table (F1511B) for the amount of the catch-up billing, unless it is bypassed. The system assigns the catch-up billing record the bill code that was entered in the Bill Code field (GLC) in the escalation information.
- Updates these fields in the Tenant Escalation Master table (F15016B):
  - Last Start Month
  - Last Start Year
  - Last End Month
  - Last End Year
  - Last Index

- Last Basis

- Generates a record in the Billings Generation Control Master table (F15011) for generation type 4, and updates the first billing period to G based on the values entered in the Next Month (NPSM) and Next Year (NPSY) fields of the escalation information record.
- Locks the escalation information record to protect it from revision. Because the escalation information record provides an audit trail for the escalation calculation that the system generates, the system does not allow revisions to the information after the escalation calculation is processed. To revise the escalation information for future escalation processing, you must enter a new record and suspend the old record.
- Automatically runs the Billing Edit Register program (R15300).

### Processing Options

In addition to setting the escalation generation date, which the system uses to retrieve the current index, process escalation calculations, and assign the GL date, processing options also enable you to:

- Specify the date to use to retrieve estimated billing records from the Customer Ledger or Accounts Payable Ledger tables, as well as whether to exclude the estimated amounts from catch-up billings.
- Specify the GL date to assign to the catch-up billing records if you want to use the escalation generation date.
- Specify the date for retrieving the current index if you do not want to use the month prior to the escalation date.
- Specify the date to assign to the recurring billing records that the system generates when you run the Escalation Update Without Post program (R15152).
- Specify whether to make an adjustment to the periodic billing amount when the lease is set up for less than a full year.
- Specify the version of the Escalation Calculation Register (R1548) to print.

  The Escalation Calculation Register prints the information that the system used to calculate the escalation amount, so that you can review the information before you generate recurring billing records and post any catch-up billing records.

### Data Selection

You must specify data selection to identify which escalation records to process. Version XJDE0001 has data selection set up for the Next Start Period - Month, Next Start Period - Year, and Next Start Period - Century fields. If you do not want to use this data selection, you should set up data selection so that the system does not select escalation information records that are suspended.

### See Also

Chapter 6, “Processing Manual Billings,” Generating the Billing Edit/Register, page 102

## Running the Escalation Billing Generation Program

Select Escalations (G1524), Escalation Billing Generation.

## Setting Processing Options for Escalation Billing Generation (R15150)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify how the system processes selected records.

**1. Escalation Generation Date**

Specify the date to use to begin processing escalations, to retrieve the index amount (if no override date is specified), and to assign as the starting date on the recurring billing records (if no override date is specified) that the system generates when the Escalation Update Without Post program (R15152) is run. If you leave this processing option blank, the system uses today's date.

This list explains how the system uses this date differently, depending on the function it performs:

- As the escalation processing date, the system uses the first day of the month that follows the date that you enter.

  For example, if you enter January 1, 2006, the system starts processing the escalation as of February 1, 2006.

- To determine the number of months for which to generate catch-up billings, the system compares the date that you enter to the dates that you specified in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

  The system processes escalations through the number of periods specified in the Period Length field (ESCL) in the escalation information.

  For example, if you enter 01/01/06, and the Next Month and Next Year fields contain 01 and 06, respectively, and you process escalations monthly, the system processes one month of catch-up billing (because it starts the escalation on 2/01/06). If, however, the Next Month and Next Year fields contain 02 and 06, respectively, the system would not generate a catch-up billing.

- As the date to retrieve the index amount, the system uses the month prior to the date that you enter.

  For example, if you enter 01/01/06, the system retrieves the index from month 12 and year 05, based on the index code that you entered.

- As the date to assign to the recurring billing starting date, the system uses the first day of the month that follows the date that you enter (the same date that it uses for the escalation processing date).

**2. Adjust Periodic Billing Amount**

Specify whether to prorate the annual escalation billing during this generation. This insures that a lease set up for a partial year is properly billed. Values are:

Blank: Do not prorate.

*1:* If a recurring billing record that results from this generation is effective for less than a year, the periodic billing amount is adjusted so that the system bills the entire amount of annual escalation.

## Select

These processing options enable you to specify the override effective beginning date that the system uses for recurring billing records that result from rent escalation.

**1. Override Start Date**

Override the effective beginning date of the recurring billing records resulting from rent escalation. The usual start date is one month after the General Ledger date. The program will use the first non-blank option. Values are:

Enter the desired start month date.

Enter a number of months which, when added to the GL date, will give the desired start date.

**2. Months to Add to the G/L Date**

Specify the number of months to add to the GL date, which is specified by the Escalation Generation Date processing option, to use as the starting date on the recurring billing records that the system generates when the Escalation Update Without Post program (R15152) is run.

## Indices

These processing options enable you to specify the override month and year that the system uses to derive the current index amount.

**1. Enter the Desired Month**

Specify the number of months to add to the value in the Next Month field (NPSM) in the escalation information to use to retrieve the index amount. If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

**2. Override Index Year**

Specify the number of months to add to the value in the Next Month field (NPSM) in the escalation information to use to retrieve the index amount. If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

**3. Months to Add to the Next Month**

Specify the number of months to add to the value in the Next Month field (NPSM) in the escalation information to use to retrieve the index amount. If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

## Catch-Up

These processing options enable you to specify how the system processes catch-up billings.

**1. Amount Used for Catch-Up Billings**

Specify how the system processes catch-up billings. Values are:

Blank: Estimated billings. The system retrieves the estimated billing amounts from the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. If the system does not locate any estimated escalation records from these tables, it generates catch-up billings using the amounts that are set up on the recurring billing record for the bill code entered in the Estimated BRCD field (BRCD) in the escalation information.

If recurring billing is not set up with estimated escalation amounts, the system generates catch-up billings based on the date that you enter in the Escalation Generation Date processing option and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information. For example, if the escalation generation date that you enter is 01/01/06, the Next Month and Next Year fields contain 01 and 06, respectively, and you process escalations

monthly, the system generates one month of catch-up billing. Because the system always uses the first day of the month that follows the date that you enter in the Escalation Generation Date processing option, it starts the escalation on 02/01/06 (not 01/01/06). The difference between the escalation generation date that the system uses and the Next Month and Next Year values is one month. If, however, the Next Month and Next Year fields contain 02 and 06, respectively, the system would not generate a catch-up billing.

*1:* Estimated billings less adjustments. The system retrieves the amount that was applied to the estimated billing records from Receipts Detail table (F03B14), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. Because payments to vouchers cannot be adjusted, the system uses the payment amount from the Accounts Payable Matching Document Detail table (F0414) for vouchers that were generated for estimated escalation billings.

*2:* Payments for estimated billings. The system retrieves the payment amounts for the estimated billing records from the Receipts Detail table (F03B14) or the Accounts Payable Matching Document Detail table (F0414), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. The system also includes unapplied receipt amounts, as long as they were entered for the same bill code.

**2. Process Catch-Up Billings**

Specify whether to process catch-up billings. Values are:

Blank: Process catch-up billings.

*1:* Do not process catch-up billings.

**3. Estimated Escalations Not Billed**

Specify whether to exclude estimated escalation amounts that are set up in recurring billing, but have not been billed, from being processed with catch-up billings. Values are:

Blank: Do not exclude estimated amounts that have not been billed.

*1:* Exclude estimated amounts that have not been billed.

**4. G/L Date for Catch-Up Billings**

Specify the GL date to assign to the catch-up billing records. If you leave this processing option blank, the system assigns the date entered in the Escalation Generation Date processing option.

**5. Date for Retrieving AR/AP Information**

Specify the date that the system uses to retrieve Accounts Receivable or Accounts Payable information. You can specify a date other than the invoice date. Values are:

Blank Invoice Date.

*1:* Due Date.

*2:* Service/Tax Date.

*3:* GL Date.

## Versions

These processing options enable you to specify the version of the report that the system generates.

**1. Calculation Register (R1548) Version**

Specify the version of the Escalation Calculation Register program (R1548) to run when the system generates escalation billings. If you leave this processing option blank, the system uses version XJDE0001.

**2. Billing/Edit Register (R15300)** Specify the version of the Billing Edit Register program (R15300) to run after the system generates escalation billings. If you leave this processing option blank, the system uses version XJDE0004.

# Generating Escalation Recurring Billing Records

This section provides an overview of generating the escalation recurring billing records and discusses how to:

- Run the Escalation Update Without Post program.
- Set processing options for Escalation Update Without Post (R15152).

## Understanding the Generation of Escalation Recurring Billing Records

After you generate the escalation calculations, you must run the Escalation Update Without Post program (R15152) to create the escalation records in the Recurring Billings Master table (F1502B). You can launch this program from the menu, or you can run it as part of the post process by setting the appropriate processing option in the Post RE Invoices or Post RE Vouchers program (R15199).

You must run program R15199 to generate and post the invoice (or voucher) transactions for any catch-up billing records that the system generated when the Escalation Billing Generation program (R15150) was run. If no catch-up billing records are generated, then you should run program R15152.

When you run the Escalation Update Without Post program, the system:

- Generates recurring billing records in the Recurring Billings Master table for the escalation amount.

  Depending on how you set the Combine Base Rent and Escalation processing option, the system can automatically include the escalation amount in the recurring billing amount for rent. The system suspends the current recurring billing record (based on the bill code that you specify) and generates a new record for the new recurring billing amount. Otherwise, the system generates a separate recurring billing record for the escalation amount only. The system assigns to the recurring billing record the bill code that is entered in the Estimated BRCD field (BRCD) of the escalation information.

  The system assigns the date that the escalation begins (which is the first day of the month that follows the escalation generation date) as the starting date of the recurring billing record unless you enter an override date to use.

- Updates the Next Month (NPSM) and Next Year (NPSY) fields in the Tenant Escalation Master table (F15016B).

### Related Tasks for Processing Escalation Billings

This table lists the related tasks to perform after you generate the catch-up escalation billing records. You must run the programs that are designated as Required to complete the escalation billing generation process:

| Task | Description |
|---|---|
| Escalation Journal Review | If you generated catch-up billings records, you can review the batch, and revise or delete the transactions as necessary before you post them.<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Real Estate Transaction Batches, page 105.<br><br>See Appendix A, "PeopleSoft EnterpriseOne Real Estate Management Reports," R154015 - Escalation Information Listing, page 524. |
| (Required) Posting Invoices and Vouchers | If you generate catch-up billing records, you must post them to generate the invoice or voucher records that update the appropriate general ledger accounts.<br><br>See Chapter 6, "Processing Manual Billings," Posting Invoices and Vouchers for Real Estate Management, page 107. |
| Printing Invoices | After you post invoices, you can print and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Invoices for Real Estate Management, page 112. |
| Printing Statements | After you post invoices, you can print statements and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Statements for Real Estate Management, page 114. |
| Reviewing Billing Transactions | You can review escalation billing transactions in detail using the Billings Transaction Inquiry program (P15211).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |
| Reviewing Invoice Transactions | You can review the invoices generated from the escalation billing process by using the Tenant Ledger Inquiry program (P15222).<br><br>See Chapter 7, "Processing Real Estate Management Receipts," Understanding the Tenant Ledger Inquiry Program, page 181. |
| Reviewing Voucher Transactions | You can review the vouchers generated from the escalation billing process by using the Supplier Ledger Inquiry program (P0411). |

# Running the Escalation Update Without Post Program

Select Escalations (G1524), Escalation Update Without Post.

# Setting Processing Options for Escalation Update Without Post (R15152)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the escalation batch number to process and whether to combine the escalation amount with the amount of the recurring billing record that is set up for rent.

**1. Escalation Batch Number**

Specify the batch number of the escalation billing records to process. The system retrieves and processes the records from the Escalation Billing Register table (F1548B) that are assigned the batch number that you enter.

**2. Combine Base Rent and Escalation**

Specify whether to combine the escalation amount and the rent amount on the recurring billing record that the system generates. Values are:

Blank: Generate a separate recurring billing record for the escalation amount. The system assigns the bill code that is entered in the Estimated BRCD field (BRCD) in the escalation information to the recurring billing record that it generates. The system also suspends the recurring billing record that is set up for the estimated escalation, if one exists.

*1:* Combine the escalation amount with the rent amount. The system suspends the recurring billing record and generates a new record that includes the rent and escalation amount. The system assigns the bill code that is entered in the Base Rent Bill Code processing option to the new recurring billing record that it generates. If that processing option is blank, the system assigns the bill code that is entered in the Rent BRCD field (BRRT) in the escalation information.

**3. Base Rent Bill Code**

Specify the bill code to assign to the combined rent and escalation recurring billing record that the system generates. The system uses this processing option only when the Combine Base Rent and Escalation processing option is set to *1*. If you leave this processing option blank, the system assigns the bill code that is entered in the Rent BRCD field (BRRT) in the escalation information.

## Update

These processing options enable you to specify whether to run the program in proof or final mode, and whether to update the Recurring Billings Master table (F1502B).

**1. Generate Recurring Billing Records**

Specify whether to generate recurring billing records. Values are:

Blank: Do not generate recurring billing records. The system updates only the Tenant Escalation Master table (F15016B).

---

**Note.** If you do not generate recurring billing records, you cannot reset this processing option to generate the records at a later date; you must enter them manually.

---

*1:* Generate recurring billing records. The system updates the Tenant Escalation Master and the Recurring Billings Master table (F1502B).

**2. Proof or Final Mode**

Specify whether to only generate a report of the records that the system selects to process. Values are:

Blank: Proof mode. The system generates only a report. The system does not update any tables.

*1:* Final Mode. The system generates a report and updates the Tenant Escalation Master (F15016B) and the Recurring Billings Master table (F1502B). The system generates records in table F1502B only when the Generate Recurring Billing Records processing option is set to *1*.

# CHAPTER 16

# Updating Holdover Dates

This chapter provides an overview of holdover dates, lists a prerequisite, and discusses how to:

- Run the Update Holdover Dates program.
- Set processing options for Update Holdover Dates (R15090).

## Understanding Holdover Dates

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

Based on the processing options that you select, the program also updates the end dates of records for the selected leases in these related tables:

- Tenant E.P. Class Master (F15012B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).
- Tenant Escalation Master (F15016B).
- Recurring Billings Master (F1502B).
- Management Fee Master (F1505B).
- Fees and Interest (F1525B).

Using the Update Holdover Dates processing options, you can:

- Set the new end dates for the lease as a specific date, an increment of days from the old lease date, or an increment of months from the old lease date.
- Specify a bill code for new recurring billing records created by the holdover update process.
- Request an audit trail that suspends current recurring billing records and creates new recurring billing records.
- Select or omit records based on a bill code.
- Increase the rent amounts in the Recurring Billings Master table (F1502B) by a currency amount or percent adjustment.

  When you select this option, the system creates an audit trail regardless of the value specified in the Create an Audit Trail processing option on the Options tab.

**Note.** To easily update records for all leases in holdover status using Update Holdover Dates, in general you:

Change each lease's status to holdover status on the Lease Master Revisions form.

Define the holdover code during data selection.

See Chapter 4, "Setting Up Tenant and Lease Information," Setting Up Lease Information, page 57.

# Prerequisite

Set up user-defined codes (UDCs) to include a holdover lease status (15/LS).

# Running the Update Holdover Dates Program

Select Holdover (G1525), Update Holdover Dates.

# Setting Processing Options for Update Holdover Dates (R15090)

Set these processing options to specify the default processing for this report.

### Select

These processing options enable you to specify the records to process, as well as the parameters for processing them.

**1. From Date for Lease Selection** Specify the from date that the system uses for selecting leases. For a specific date, leave the to date for lease selection processing option blank or enter the same date in both options.

**2. To Date for Lease Selection** Specify the to date that the system uses for selecting leases. For a specific date, leave this option blank or enter the same date in the From and To date processing options.

**3. Date Selection Criteria** Specify which lease dates the system uses when selecting leases. Values are:

*1:* Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and change all end dates to the date entered in the New Lease End Date processing option.

*2:* Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of days entered in the Increment Days/Month processing option.

*3:* Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option.

*4:* Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option and set the end date to the last day of the month.

**4. New Lease End Date** Enter the new end date for the selected leases, which is based on the Date Selection Criteria option. If you have set the Date Selection Criteria option to 1, the system uses the date you enter here as the new end date for all leases in the specified range.

**5. Increment Days/Months** Specify the number of days or months the system uses to increment the lease end date, which is based on the Date Selection Criteria option.

If you have set the Date Selection Criteria option to 2, the number you enter here is the number of days the system adds to the lease end date. If you set the Date Selection Criteria option to 3 or 4, the number you enter here indicates the number of months the system adds to the lease end date. (Maximum increment = 999).

**6. Last Day of Month** Specify whether to extend the new lease end date to the last day of the new month, if the current end date is the last day of the month. For example, assume that the current lease end date is February 28th and you are extending the lease for six months. If you activate this processing option, the new lease end date changes to August 31st. In this example, if you had not activated this processing option, the system would have assigned a new lease end date of August 28th. Values are:

Blank: Extend the new end date of the lease to the same day in the new lease end month as the current lease end day.

*1:* Extend the new lease end date to the last day of the new lease end month.

## Options

These processing options enable you to specify how the system processes the recurring billing records.

**1. New Bill Code** Enter the new bill code for recurring billing records created by holdover. If you leave this field blank, the system uses the bill code of the existing record.

**2. Create an Audit Trail** Specify whether to create an audit trail for recurring billing records. Values are:

Blank: Update existing records.

*1:* Create an audit trail of recurring billing records by suspending current records and creating new billing records.

**3. Adjustment Indicator** Specify whether to enter the corresponding Adjustment Amount as a percentage or a dollar value. Values are:

Blank: Use the corresponding amount as a percentage value (default).

*1:* Use the corresponding amount as a dollar value.

**4. Enter Adjustment Amount** Specify the amount by which to increase the gross amount for recurring billing records. If the adjustment indicator is equal to 1, the system adds the increase

to the gross amount. If the adjustment indicator is blank, the system multiplies the increase by the gross amount.

**Note.** Enter a percentage value as a whole number, for example, enter 5 1/4 percent as 5.25.

**5. Adjustment Currency Code**

Specify the currency code of recurring billing records. If the Adjustment Indicator processing option is blank, or if Currency Processing in GL Accounting Constants is set to N, the system ignores this processing option.

**6. Taxable Amount Adjustment**

Specify how to modify the Taxable Amount. The system uses this processing option when the Gross Amount is not equal to the Taxable Amount and both amounts are greater than zero. The system adjusts the Gross Amount based on the Adjustment Indicator and Adjustment Amount. Values are:

Blank: Do not adjust the Taxable Amount.

*1:* Adjust the Taxable Amount by the DOLLAR change to the Gross Amount.

*2:* Adjust the Taxable Amount by the PERCENTAGE change to the Gross Amount.

**Note.** If the original Gross Amount and Taxable Amount are equal, this option is ignored and both values are increased by the adjustment amount.

## Update

This processing option enables you to specify which records the system updates.

**Table Update Selection**

Specify which records the system updates with new end dates for the specified leases in these tables:

- Expense Participation (F15012B).
- Product Scales Master (F15014B).
- Minimum Rent/Recoveries (F15015B).
- Escalation Master (F15016B).
- Recurring Billing Master (F1502B).
- Management Fee Master (F1505B).
- A/R Fee & Interest (F1525B).

When you update these tables, the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017) are updated as well.

Values are:

Blank: Do not update.

*1:* Update.

## Bill Codes

This processing option is used to specify the bill codes that the system selects or omits from processing.

**1. Select / Omit Bill Codes** Use this processing option, in conjunction with the bill code processing options, to specify which records to select for processing based on the bill code. Values are:

Blank: Select records for all bill codes.

*1:* Select the records with the bill codes specified in the processing options.

*2:* Omit the records with the bill codes specified in the processing options. The system processes records for all other bill codes.

## Print

These processing options enable you to specify whether to generate a report or update the records, as well as whether to regenerate records for FASB 13.

**1. Print Edit Report** Specify whether to update the holdover dates or print an edit report. Values are:

Blank: Print an edit report only without allowing updates.

*1:* Update the holdover dates and update the tables.

**2. FASB 13 Regeneration** Specify whether to allow the regeneration of FASB 13 records that were updated by the holdover process. Values are:

Blank: Do not update FASB 13 tables.

*1:* Regenerate FASB 13 records.

# CHAPTER 17

# Processing Revenue Fees

This chapter provides an overview of processing revenue fees and discusses how to:

- Set up fee tables.
- Generate revenue fees.
- Review batches of revenue fee transactions.
- Post revenue fee batches.
- Delete unposted revenue fee batches.

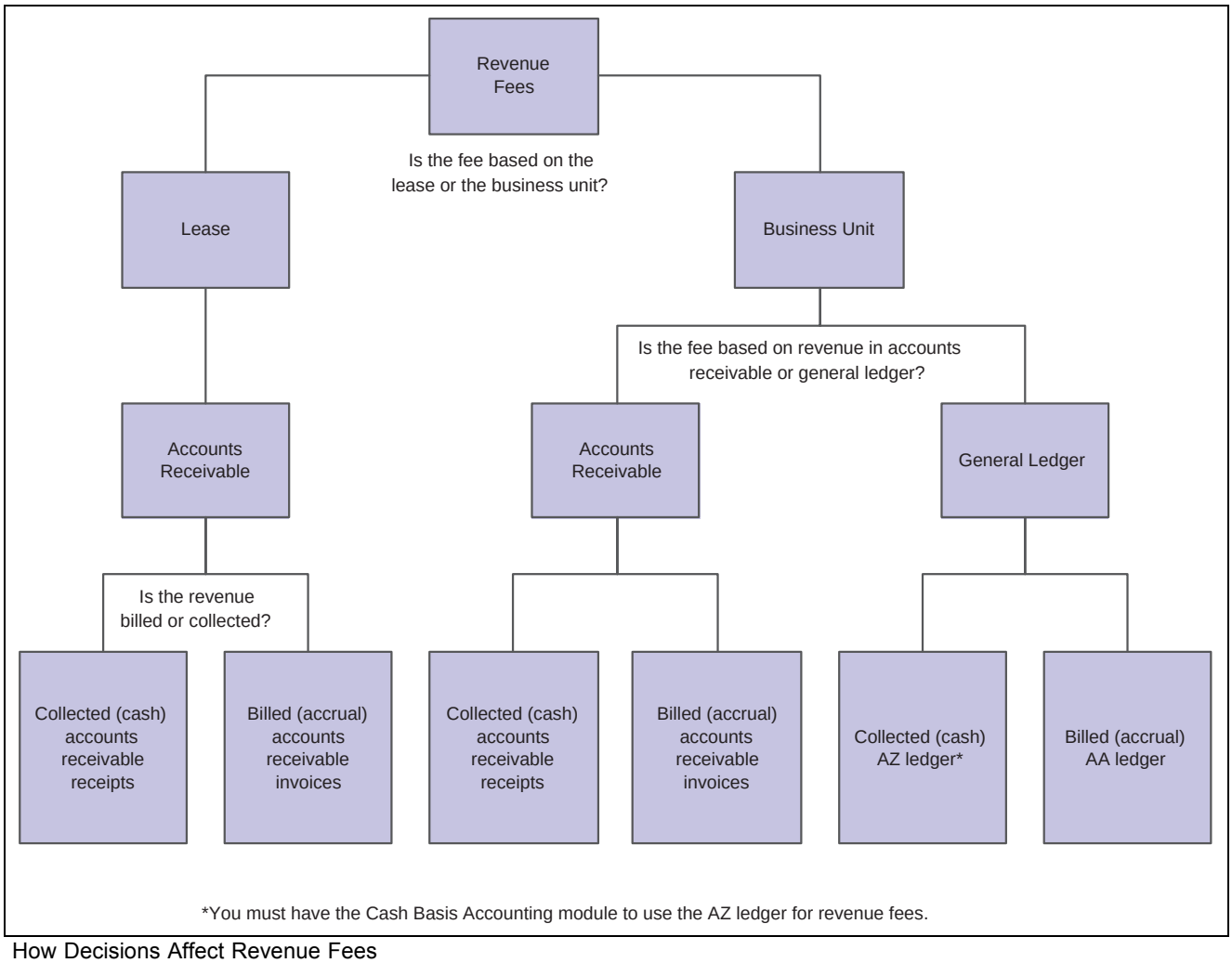
## Understanding Revenue Fee Processing

The flexibility of the revenue fee process lets you work with a variety of fees to produce an invoice, a voucher, or an intercompany journal entry. For example, a fee management company can create receivables to bill owners, or an owner can create payables to pay a leasing agent. If you bill one party and pay another, you can create a single journal entry to offset the revenue and expense accounts that are associated with the invoice and voucher specifications. Because you are not restricted to management fees only, the term *revenue fee* is more appropriate.

A fee is based on revenue from either an entire business unit or an individual lease. For a business unit, which relates to a management perspective, the revenue can be based on either the Customer Ledger table (F03B11), or one or more accounts in the Account Ledger table (F0911). For a lease, which relates to commissions, the revenue is based on the Customer Ledger table only because the lease number is a part of the F03B11 record but not the F0911 record. This action is controlled by the fee type, which is a user-defined code (UDC) (15/FE). Depending on the agreement that you make with the leasing agent, you can pay the commission immediately or pay the commission in increments. Commissions are based on rent only.

The revenue can be the amounts that have been either billed or collected (an accrual or cash basis, respectively). This action is controlled by the fee table.

This chart illustrates the primary decisions that affect the setup and calculation of revenue fees:




How Decisions Affect Revenue Fees

# Setting Up Fee Tables

When you set up fee tables, the information is stored in the Management Fee Master table (F1505B). This information controls the generation of the revenue fees. A fee can be based on revenue from either an entire business unit or an individual lease, which is controlled by the fee type.

This section provides overviews of setting up business unit fee information and setting up lease fee information and discusses how to:

- Set processing options for Revenue Fee Master Revisions (P1505).
- Set up business unit fee information.
- Set up lease fee information.

## Understanding Business Unit Fee Information

Use these guidelines when setting up business unit fee tables:

- When you set up the UDC for Revenue Fee Type, you must specify the appropriate type in the Description 2 field, which is either CCAR (business unit - accounts receivable) or CCGL (business unit - general ledger).
- In the Rev B Cd (revenue bill code) field for related revenue, you specify a bill code for a single account such as RRTL. For an account range, you specify the AAI that is related to the beginning account, such as 001B. The system automatically identifies the AAI for the end of the range.

  The AAIs for an account range are PM001B (beginning account) and PM001E (ending account). You can define up to 999 different ranges (for example, PM999B and PM999E).
- You can define a detail line for an accounts receivable invoice, accounts payable voucher, or general ledger transactions.

  The system always creates journal entries in the general ledger. This action is controlled by the GM (generation mode) field and the accounting fields.
- For an accounts receivable invoice, the account number identifies the revenue account to be credited, and the bill code identifies the general ledger offset account for accounts receivable to be debited.
- For an accounts payable voucher, the account number identifies the expense account to be debited, and the bill code identifies the general ledger offset account for accounts payable to be credited.
- For offsetting general ledger transactions, the system creates journal entries to debit the expense account and credit the revenue account associated with the invoice and voucher specifications.
- This formula is used to calculate the fee amount: Revenue amount × fee rate
- The fee limits that are specified in the Minimum Amount and Maximum Amount fields are based on monthly amounts.
- The Billing Control ID, assigned by Next Numbers, relates to the last time that a record was generated based on the batch number, billing period, and fiscal year for that record, and is used to compare the previous billing to the last billing during processing.

  This information is stored in the Revenue Fee Generation History table (F1505HB).
- Set the processing option to blank for business unit fee tables.

---

**Note.** You cannot bill a tenant twice for the same period unless you clear the Billing ID field for that period.

---

See Chapter 17, "Processing Revenue Fees," Deleting Unposted Revenue Fee Batches, page 429.

## Understanding Lease Fee Information

You follow the same guidelines for setting up lease fee tables that you used for setting up business unit fee tables, but with these differences:

- The revenue is based only on one or more leases and their revenue bill codes.
- The Lease Number field replaces the Revenue BU field in the Revenue Fee Master Revisions form.
- The Building and Unit fields are added to the Revenue Fee Master Revisions form.
- You must include the fee type, bill code, and lease number that is associated with the revenue.
- When you set up the UDC for Revenue Fee Type, you must enter *LS* (lease) in the Description 2 field.
- You set the processing option to *1* for lease fee tables.

# Forms Used to Set Up Business Unit Fee Information and Lease Fee Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Revenue Fee Master | W1505A | Revenue Fees menu (G1526), Business Unit Fee Information or Lease Fee Information | Review and select business unit fee master records.<br>Review and select lease fee master records. |
| Revenue Fee Master Revisions | W1505C | Click Add on Work With Revenue Fee Master. | Add and revise business unit fee master records.<br>Add and revise lease fee master records. |

# Setting Processing Options for Revenue Fee Master Revisions (P1505)

Set this processing option to specify the default processing for this program.

### Display

This processing option enables you to specify whether the system displays the Lease field or the Business Unit field on the form.

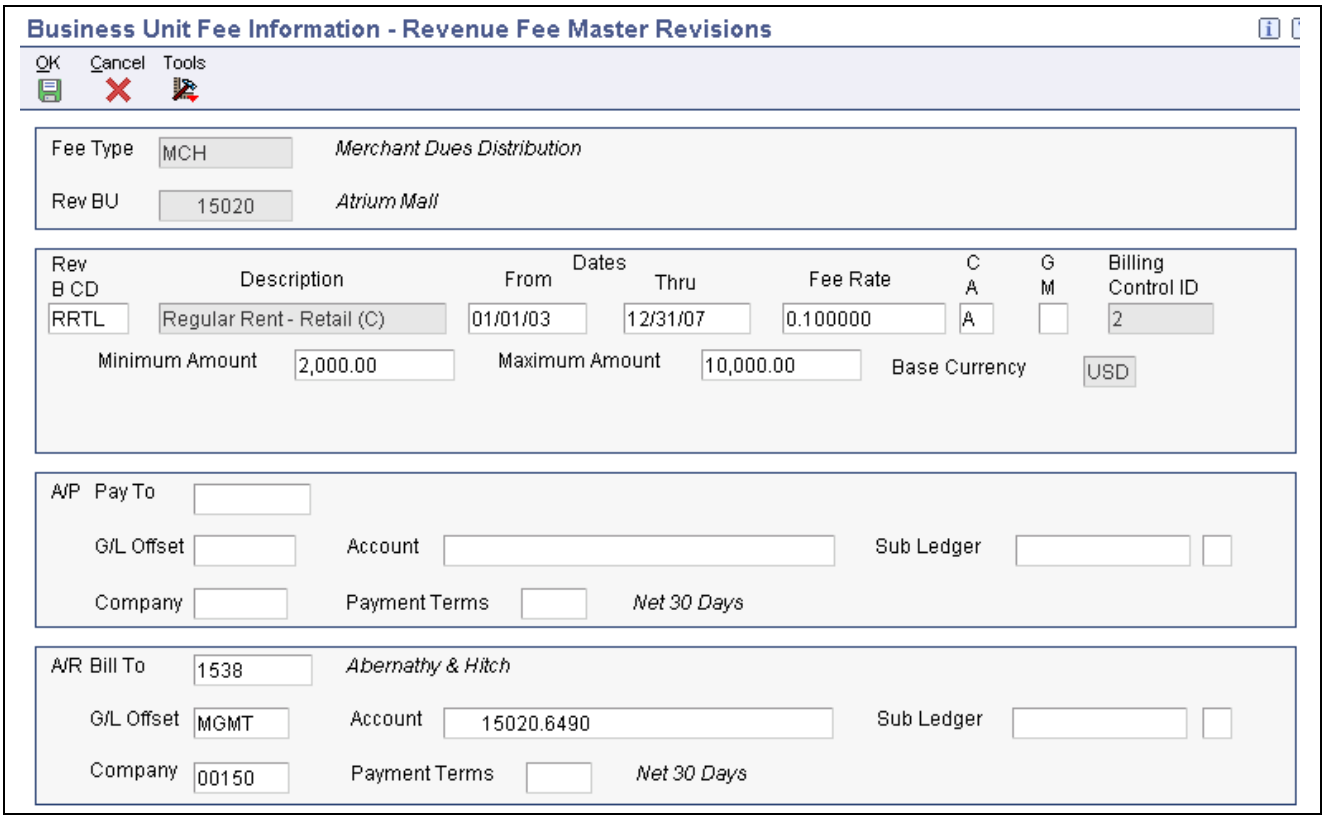
**1. Fee Type Screen Format** Specify whether to assign the fee to the business unit or to the lease. Values are:

Blank: Assign the fee to the business unit. The system displays the revenue business unit on the forms.

*1:* Assign the fee to the lease. The system displays the lease on the forms.

# Setting Up Business Unit Fee Information

Access the Revenue Fee Master Revisions form.



Revenue Fee Master Revisions form

**Fee Type**

Specify the fee type. In situations where property is managed on a fee basis, different types of fees may be distinguished. For example, simple management fees associated with rent roll billings may be distinguished from fees associated with the billing and collection of special tenant assessments.

**Rev B CD** (revenue bill code)

Specify the code that the system uses in conjunction with the AAI item to retrieve the accounts to update when the billing record is posted.

The system retrieves the appropriate account to bill based on the AAI item PM*xxxx* (for invoices) and RM*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RC*xxxx* (for invoices) and PC*xxxx* (for vouchers), where *xxxx* is equal to the code that you enter.

**Fee Rate**

Specify the percentage to allocate for an administration fee. Enter the percentage in a decimal format. For example, enter *.01* to specify a 1 percent fee.

**C A** (cash or accrual fee basis)

Specify whether the system calculates the fee from the amounts billed or the amounts collected. Values are:

*A:* Accrual basis. The system calculates the fee based on the amount billed.

*C:* Cash basis. The system calculates the fee based on the amount collected.

For revenue fees, the fees can be calculated from the amounts billed or the amounts collected. Codes are:

*A:* Accrual basis (amounts billed if AR-based).

*C:* Cash basis (amounts collected if AR-based).

**G M** (generation mode) Specify whether invoices or vouchers should be created while generating revenue fees. Values are:

*1:* Bypass generating invoices or vouchers. In this case, journal entries will be performed to debit the Pay To account and credit the Bill To account in the fold area.

Blank: Revenue fee invoices or vouchers will be created using the account numbers entered in the fold area as the revenue or expense accounts and the corresponding bill codes as the offsets.

**Minimum Amount** Specify the amount that the system uses as the revenue fee when the system-calculated amount is less than the amount specified.

**Maximum Amount** Specify the amount that the system uses as the revenue fee when the system-calculated amount is greater than the amount specified.

**G/L Offset** Specify the GL offset, or Billing/Receipt code, for AP vouchers that are automatically generated for Revenue Fees.

**Account** Specify the value that identifies an account in the general ledger. Use one of these formats to enter account numbers:

Standard account number (business unit.object.subsidiary or flex format).

Third GL number (maximum of 25 digits).

Account ID number. The number is eight digits long.

Speed code, which is a two-character code that you concatenate to the AAI item SP. You can then enter the code instead of an account number.

The first character of the account number indicates its format. You define the account format in the General Accounting constants.

**Sub Ledger** Specify the subledger provides for detailed subsidiary accounting within any General Ledger account. This provides an audit trail of the transactions posted to a General Ledger account by other related numbers. These related numbers can be defined by Address Book, Business Unit Master, Equipment Master, Order Header, Work Order Master or Lease Master files. See Subledger Type (SBLT) for how to define these different subledgers. User-defined subledgers are also available.

For example, the balance of two different Notes Receivable could be tracked by two different accounts or by two different subledgers within one account.

Use discretion in using the subledger concept. An extra record is added to the General Ledger Account Balances File - F0902 for each subledger, subledger type, ledger type, fiscal year, and account.

# Generating Revenue Fees

This section provides an overview of generating revenue fees and discusses how to:

- Run the Revenue Fee Generation program.
- Set processing options for Revenue Fee Generation (R15105).

## Understanding Revenue Fee Generation

You use Revenue Fee Generation to generate a batch of invoices, vouchers, or general ledger transactions that are related to revenue fees. Regardless of the batch, the revenue fee process always creates the general ledger transactions.

The program uses information from the Management Fee Master table (F1505B), and can update one or more of these tables:

- Customer Ledger (F03B11)
- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)
- Revenue Fee Generation History (F1505HB)

A processing option controls whether the system prints a report only or updates records.

## Running the Revenue Fee Generation Program

Select Revenue Fees (G1526), Revenue Fee Generation.

## Setting Processing Options for Revenue Fee Generation (R15105)

Set these processing options to specify the default processing for this report.

### Select

Use these processing options to specify the dates and period information that the system uses for processing the report.

| | |
|---|---|
| **1. Fiscal Period To Process** | Specify the fiscal period the system will use when processing the Revenue Fee Generation report. |
| **2. Fiscal Year To Process** | Specify the fiscal year the system will use when processing the Revenue Fee Generation report. |
| **3. Number Of Retroactive Periods** | Enter the number of periods to process retroactively in addition to the current period. This option provides you with the flexibility to process fee adjustments for prior periods. |
| **4. G/L Date** | Specify the date the system uses as the GL date when posting transactions to the General Ledger tables. |
| **5. Invoice Date** | Specify the Invoice Date the system will use when processing the Revenue Fee Generation report, if applicable. |
| **6. Voucher Date** | Specify the Voucher Date the system will use when processing the Revenue Fee Generation report, if applicable. |

## Process

Use these processing options to specify the information that the system uses to process this report.

**1. Fee Type** Enter the fee type selection you wish to process. Values are:

Blank: Business unit based fees.

*1:* Lease based fees.

**Note.** You can only process one fee type per generation.

**2. Business Unit Fees Option** Specify the fee type to use. If you select processing business unit fees, use this processing option to select one of these options:

Blank: AR based fee types

*1:* GL based fee types

**3. Leases With Management Fees** Override the management fee setting in the Lease Master table (F1501B). Values are:

Blank: Use the Management Fee setting in the Lease Master table.

*1:* Process leases regardless of the Management Fee setting in the Lease Master table.

**4. Adjustments From Revenue** Define the use of AR adjustments. Values are:

Blank: Apply adjustments to retrieved billings.

*1:* Ignore adjustments when retrieving revenues from AR.

**5. Spread Transactions** Define the use of spread transactions from the amount of payments received from AR. This option is useful if you bill unapplied cash amounts as payments and you do not wish to rebill the payment when it is spread to an invoice. Values are:

Blank: Include spreads as payments.

*1:* Ignore spread transactions when retrieving revenue from AR.

## Print

Use these processing options to specify how to print the report.

**1. Print Report Detail** Specify the level of detail printing on the report. You can use this option to suppress the revenue retrieval audit trail from printing. Values are:

Blank: Print the detail on the report.

*1:* Omit printing detail on the report.

**2. Print Edit Report** Define the creation of GL, AR, and AP batches. Values are:

Blank: Print an edit report without updating any files.

*1:* Generate the Revenue Fee batches for GL, AR, and AP.

## Versions

Use these processing options to specify the version to use for this report.

**1. Journal Entry MBF (P0900049)** (journal entry master business function)

Override the default version of the Journal Entry MBF program (P0900049) when the system generates revenue fees.

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

**2. Invoice Entry MBF (P03B0011)** (invoice entry master business function)

Override the default version of the Invoice Entry MBF program (P03B0011) when the system generates revenue fees.

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

**3. Voucher Entry MBF (P0400047)** (voucher entry master business function)

Override the default version of the Voucher Entry MBF program (P0400047) when the system generates revenue fees.

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

### Currency

Use this processing option to specify the date for the exchange rate to use for currency conversion.

**1. Exchange Rate Retrieval Date**

Specify the date on which to locate the exchange rate for currency conversions. Values are:

Blank: Use the GL date to locate the exchange rate.

*1:* Use the invoice date to locate the exchange rate.

*2:* Use the voucher date to locate the exchange rate.

# Reviewing Batches of Revenue Fee Transactions

This section provides an overview of reviewing revenue fee transaction batches and discusses how to review journal entry, invoice, and voucher transaction batches.

## Understanding Reviewing Revenue Fee Transaction Batches

When you run the Revenue Fee Generation program (R15105), you can generate batches of invoices, vouchers, and journal entries that you must post. Before you post the entries, you might want to review the transactions in the batch, or revise transactions. Depending on whether the organization requires management approval, you might need to approve batches before you can post them.

The Revenue Fees menu (G1526) provides these three batch review programs that correspond to the three batch types that you might generate:

- General Journal Review (batch type G).
- Invoice Journal Review (batch type IB).
- Voucher Journal Review (batch type V).

The process to review and approve batches and to revise transactions in the batch is the same regardless of the batch program and batch type.

### See Also

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Processing Journal Entries"

*PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Processing Accounts Payable Vouchers," Entering Standard Vouchers

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Processing Invoices," Understanding Standard Invoices

## Forms Used to Review Revenue Fee Batches

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batches | W0011A | Revenue Fees (G1526), General Journal Review | Review, approve, and post journal entry revenue batches. |
| Work With Batches | W0011A | Revenue Fees (G1526), Invoice Journal Review | Review, approve, and post invoice revenue batches. |
| Work With Batches | W0011A | Revenue Fees (G1526), Voucher Journal Review | Review, approve, and post voucher revenue batches. |

# Posting Revenue Fee Batches

After you review and approve the batches of invoices, vouchers, and journal entries that were created from the Revenue Fee Generation program (R15105), you must post the batches to update the records in the appropriate tables:

| Record Type | Information |
|---|---|
| Invoices | When you post invoices, the system updates the posted code on Customer Ledger records (F03B11) to D, creates automatic entries and updates the posted code on Account Ledger records (F0911) to P, and updates the Account Balances table (F0902). |
| Vouchers | When you post vouchers, the system updates the posted code on Accounts Payable Ledger records (F0411) to D, creates automatic entries and updates the posted code on Account Ledger records (F0911) to P, and updates the Account Balances table (F0902). |
| Journal entries | When you post journal entries, the system updates the posted code on Account Ledger records to P (F0911) and updates the Account Balances table (F0902). |

Additionally, the program updates the posted code on the batch header record (F0011) to D.

### See Also

*PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Processing Batch Vouchers"

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Processing Journal Entries," Posting Journal Entries

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Processing Journal Entries," Posting Journal Entries

# Deleting Unposted Revenue Fee Batches

This section provides an overview of deleting revenue fee batches and discusses how to:

- Run the Revenue Fee Batch Deletion program.
- Set processing options for Revenue Fee Batch Deletion (R15807).

## Understanding Revenue Fee Batch Deletion

If necessary, you can use the Revenue Fee Batch Deletion program (R15807) to delete an unposted revenue fee batch that was incorrectly generated. You cannot delete posted batches. After you delete the batch, you can bill the tenant again for charges in the same period.

When you run the Revenue Fee Batch Deletion program, the system:

- Clears the Billing Control ID field on the record in the Billings Generation Control table (F15011B).
- Deletes the batch header record.
- Deletes the transactions in the batch.
- Deletes the corresponding records in the Revenue Fee Generation History table (F1505HB).

A processing option controls whether the system prints a report only of the batches to delete or actually deletes the batches.

**Important!** Exercise care when running this program. You cannot recover deleted batches.

## Running the Revenue Fee Batch Deletion Program

Select Revenue Fees (G1526), Revenue Fee Batch Deletion.

## Setting Processing Options for Revenue Fee Batch Deletion (R15807)

Set these processing options to specify the default processing for this report.

### Select

These processing options enable you to specify the records that the system deletes.

**1. Batch Number** Specify the revenue fee batch number you want to delete. The system automatically copies the last revenue fee batch that was deleted.

**2. Delete Batch** Specify whether to delete the batch. Values are:

Blank: Do not delete the batch.

*1:* Delete the batch.

## Print

This processing option enables you to specify whether to print an audit report of the records that the system deletes.

**1. Print Audit Report** Specify whether to print an audit report. Values are:

Blank: Do not print an audit report.

*1:* Print an audit report.

# CHAPTER 18

# Processing Fees and Interest

This chapter provides overviews of processing fees and interest and fee search levels, and discusses how to:

- Enter fee and interest tables.
- Generate fees and interest.

## Understanding Fee and Interest Processing

If invoices remain unpaid after their due date, or if you receive the payments late, you can assess fees on the invoices. The fees that you assess can be based on the invoice aging (the number of days past the due date) or as a flat amount.

The interest that you charge on payments that you receive late can be calculated as:

- Simple interest (per month or per year on outstanding balances).
- Compound interest.
- Interest on fees (simple or compound).

The bill code and automatic accounting instructions (AAIs) that you set up determine whether you charge a late fee or interest. This distinction is important because revenue collected from fees and interest is taxed differently than revenue received from rent. In some cases, you must differentiate the interest that you charge from the interest that you must pay on security deposits, and so on.

The fee and interest programs also control:

- Level of detail.

  For example, you can define a late fee generally for all the leases and facilities-specifically for a lease, tenant, building, or bill code-or for any combination of those four items.

- Timing, period, and frequency.
- Grace periods.

  For example, charges can be general, such a 25.00 late fee that applies to all tenants, or they can be specific, such as .5 percent per month after a five-day grace period for a specific lease. You set up and work with fees and interest in tables of charges, interest rates, and calculation patterns.

Fee and interest information is stored in the Fees and Interest table (F1525B), which controls the generation of the fees. The fee type is a user-defined code (UDC) (15/FY).

# Understanding Fee Search Levels

The search level identifies the level of detail with which a fee and interest table is associated.

The search level is determined by the four key fields that you set up in the Fee and Interest table:

- Lease
- Tenant
- Building
- Bill Code

This chart shows the combinations of these fields that make up the 12 valid search levels:

| Key Field | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 | Level 7 | Level 8 | Level 9 | Level 10 | Level 11 | Level 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lease | X | X | X | X | | | | | | | | |
| Tenant | X | X | X | X | X | X | X | X | | | | |
| Building | X | X | | | X | X | | | X | X | | |
| Bill Code | X | | X | | X | | X | | X | | X | |

Notice that as the level increases from 1 to 12, the level of detail becomes more general. With level 1, for example, the search is limited to a specific lease, tenant, building, and bill code (AR account). Level 10, however, limits the search only to a specific building.

Using up to 12 levels, you do not need to define the calculation of fees and interest for every lease, tenant, building, and bill code. You need to set up only the general policy and any exceptions within that policy. Then during the generation, the system selects the most specific fee and interest table, based on its search level, and the key information of the invoice being generated.

For example, suppose you have the same late fee policy for all tenants in all buildings except one. In the one building, you have a second late fee policy for all tenants except one. For the one tenant, you have a third policy. That same tenant has another lease related to the first policy. The first two policies include all the bill codes, and the third policy is associated with heating, ventilation, and air conditioning (bill code HVAC).

In this example, you need to set up only four fee tables (four levels of detail) to satisfy all of the late fee requirements:

- Level 12 (all leases, tenants, buildings, and bill codes).
- Level 10 (all leases, tenants, and bill codes for a specific building).
- Level 2 (all bill codes for a specific lease, tenant, and building).
- Level 1 (a specific lease, tenant, building, and bill code).

## Examples of Fee Calculations

These examples provide information about the different types of fees that you might assess.

### Example: Late Fees (Fixed Amount and Simple Interest)

If the rent is not paid within five days, the tenant is assessed a 50.00 one-time penalty. An additional five days grace is allowed before a simple interest of 12.0 percent is charged on the last open unpaid rent balance. The interest is retroactive to the first day of the month, and it accrues daily. All the charges are based on the due date of the invoice, and the bill code LATE is used to record the income from such charges.

The bill code plus the prefixes RC and PM make up the related AAIs RCLATE and PMLATE.

### Example: Simple Interest on a Security Deposit

For the security deposit, a tenant is entitled to earn annual interest on a monthly basis. The interest is simple (noncompounding); and the rate varies, according to the prime rate. Although the lease begins on June 1, 2006, the interest calculation begins two months later on August 1. The interest is based on the general ledger date of the receipt for the security deposit, and the bill code INTR (interest) is used to record the interest.

You use the processing options for Fee and Interest Generation to specify the interest rate because it is variable. The Rate Indc field identifies this rate. The Retr Code field is blank. This code is optional because no grace period exists. The bill code, plus the prefixes RC and PM, make up the related AAIs RCINTR and PMINTR.

### Example: Compounding Interest

Only one detail line associated with compounding interest is allowed in a fee and interest table. For the detail line, note that:

- The Retr Code field must be blank because no grace period exists.
- The BCd/AdjR field must contain a bill code for an adjustment. During the generation, therefore, the system updates the AR Account Ledger table as an adjustment.
- The Cmp Flg field must be set to 1.

The adjustment reason, plus the prefix RA, make up the related AAI RAIN.

# Entering Fee and Interest Tables

You use the Fee & Interest Information program (P1525) to set up tables of charges, interest rates, and calculation patterns. Doing so enables you to maintain information associated with the various fees and interest that applies to the organization.

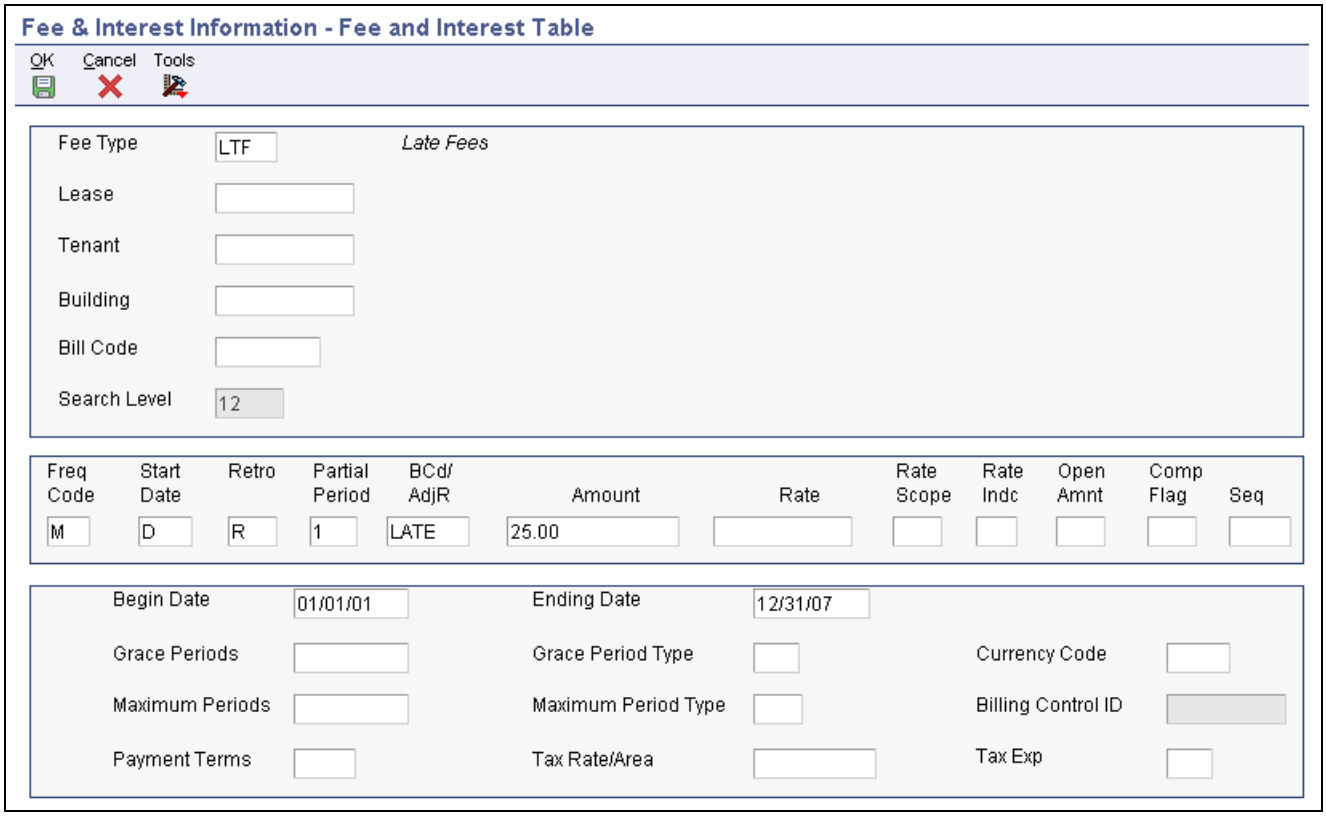
This section discusses how to set up fee and interest tables.

## Forms Used to Set Up Fee and Interest Tables

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Fee and Interest Table | W1525A | Fees & Interest menu (G1527), Fee & Interest Information. | Review and select fee and interest table records. |
| Fee and Interest Table | W1525B | Click Add on Work With Fee and Interest Table. | Add and revise fee and interest table records. |

# Setting Up Fee and Interest Tables

Access the Fee and Interest Table form.




Fee and Interest Table form

**Fee Type** Specify the fee type. Fee type codes are used to group fee tables together for items such as late or interest charges. Fee types are defined within UDCs (15/FY).

**Amount** Enter the amount that you want to use as fee or interest amount.

**Note.** You can enter either an amount or a rate, but you cannot enter both.

**Rate** Enter the percentage that you want to use to assess the fee or interest. Enter the percentage as a decimal value. For example, enter *.05* to specify 5 percent.

**Note.** You can enter either an amount or a rate, but you cannot enter both.

**Seq** (sequence number) Specify the sequence number. The sequence number is used to control the order in which AR Fee and Interest entries are processed and displayed.

**Grace Periods** Specify the number of grace periods. This value, along with the Grace Period Type, determines the amount of time that the grace period, if any, will be in effect. The grace period is measured from the Start Date (see FISD). For example, if the start date for an invoice is October 1, 2006, the number of grace periods is *10*, and the Grace Period Type is 1 day, then no fee or interest would be generated for the invoice until the generation date was past October 11, 2006.

**Grace Period Type**

Specify the amount of time that the grace period covers. For example, if the number of grace periods is eight, then the total grace period could be eight days, eight months, or eight years. Values are:

*D:* Days.

*M:* Months.

*Y:* Years.

**Maximum Periods**

Specify the maximum periods. This value, along with the Maximum Period Type, will be used to determine the amount of time that an individual entry can be applied to an invoice. For example, if the entry is a one-time flat fee, then the Maximum Periods would be *1* and the Maximum Period Type would match whatever the Fee Frequency indicated. If the entry is a monthly rate which is not to be applied more than 12 times, then the Maximum Periods could be *12* and the Maximum Period Type *2* (months) or the Maximum Periods could be *1* and the Maximum Period Type *3* (years). The maximum periods are measured from the start date. If a grace period of 10 days exists, but a maximum of 1 day, the fee will never be billed.

The grace period must be less than the maximum period. Any generation period (see AAPF) that starts before the maximum periods are up will be processed.

For example, if the entry is a monthly fee and if the Maximum Periods are *90* and the Maximum Period Type is *1* (days), then the first three months will be processed, even if the end of the third month falls outside of the 90 days.

**Maximum Period Type**

Specify the maximum period type. This value, along with the maximum periods, is used to determine the amount of time that an individual entry can be applied to an invoice. Values are:

*D:* Days

*M:* Months

*Y:* Years

**Payment Terms**

Specify the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms include:

Blank: Net 15.

*001:* 1/10 net 30.

*002:* 2/10 net 30.

*003:* Due on the 10th day of every month.

*006:* Due upon receipt.

This code prints on customer invoices.

**Billing Control ID**

Displays the Billing Control ID, which is used to keep track of all the periods that have been generated and posted. For billing generation type 5, the Billing Control ID is stored with the invoice information in the Lease Billings History table (F1511HB) rather than in the Billings Generation Control Master table (F15011B).

# Generating Fees and Interest

This section provides an overview of generating fees and interest and discusses how to:

- Run the Fee & Interest Generation program.
- Set processing options for Fee & Interest Generation (R15160).

## Understanding the Fee and Interest Generation Process

You use the Fee & Interest Generation program to generate a batch of invoices for fees and interest against accounts receivable invoices and adjustments for interest on security deposits. The program is based on the Customer Ledger table and controlled by the fee tables in the Fees and Interest table (F1525B). You set a processing option to control whether the system creates a batch or only prints a report so that you can preview the information to be processed.

You can calculate interest earned on security deposits. You must first set up the revenue bill code, such as INTR (interest) in a security group. After you calculate the interest earned, you can then generate the accounts payable voucher using the Security Deposit Refund Generation program (R15655) to refund the interest, the security deposit, or both.

**Important!** You can generate fees and interest for a tenant more than once in the same period until a batch is posted. If you inadvertently generate a batch of fees and interest, and have not yet posted it, you can delete the batch. The system deletes the batch header, the batch transactions, and the corresponding records in the Lease Billings History (F1511HB) table. After you post a batch, you cannot delete it.

This table lists the related tasks that you might perform after you generate fee and interest billing records. You must run the programs that are designated as required to complete the billing generation process.

| Task | Description |
|---|---|
| Generating the Billing Edit/Register (Required) | After you generate fee and interest records, you must run version XJDE0005 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status.<br><br>See Chapter 6, "Processing Manual Billings," Generating the Billing Edit/Register, page 102. |
| Invoice Journal Review | You can review the batch of invoice fee records before you post them, and revise or delete transactions as necessary.<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Real Estate Transaction Batches, page 105. |
| Receipts Journal Review | You can review the batch of receipt (adjustment) records before you post them, and revise or delete transactions as necessary.<br><br>See Appendix A, "PeopleSoft EnterpriseOne Real Estate Management Reports," R03B311 - Receipts Journal Report, page 504. |

| Task | Description |
| --- | --- |
| Posting Invoices (Required) | After you generate the billing edit register, you must post the billing transactions to generate the invoice records.<br><br>See Chapter 6, "Processing Manual Billings," Posting Invoices and Vouchers for Real Estate Management, page 107. |
| Posting Receipts (Required) | After you generate the receipt (adjustment) transactions, you must post them to update the general ledger.<br><br>See Chapter 7, "Processing Real Estate Management Receipts," Posting Receipts, page 173. |
| Printing Invoices | After you post invoices, you can print and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Invoices for Real Estate Management, page 112. |
| Printing Statements | After you post invoices, you can print statements and send them to the tenants.<br><br>See Chapter 6, "Processing Manual Billings," Printing Statements for Real Estate Management, page 114. |
| Billings Transaction Inquiry | You can review billing transactions in detail using the Billings Transaction Inquiry program (P15211).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |
| Tenant Ledger Inquiry | You can review the invoices generated from billing transactions using the Tenant Ledger Inquiry program (P15222).<br><br>See Chapter 7, "Processing Real Estate Management Receipts," Understanding the Tenant Ledger Inquiry Program, page 181. |
| Supplier Ledger Inquiry | You can review the vouchers generated from billing transactions using the Supplier Ledger Inquiry program (P0411). |

### See Also

Chapter 8, "Processing Security Deposits," Refunding Partial and Full Security Deposits, page 196

## Running the Fee & Interest Generation Program

Select Fee & Interest (G1527), Fee & Interest Generation.

## Setting Processing Options for Fee and Interest Generation (R15160)

Set these processing options to specify the default processing for this report.

### Select

These processing options enable you to specify the type of fees to process, the date by which to process them, and the dates to assign to the invoices that the system generates.

**1. Fee Type** Specify the type of fee to process. The value that you specify must exist in UDC 15/FY.

**2. Generation Date** Specify the date to use to select the invoice records for which you want to generate fees or interest. The system selects only those invoice records with an open amount that have a due date that is on or before the date that you enter. If you leave this processing option blank, the system uses the current date.

**3. G/L Date For Invoices** Specify the general ledger date to assign to the fee or interest invoice records that the system generates.

**4. Invoice Date** Specify the date to assign to the fee or interest records that the system generates. If you leave this processing option blank, the system assigns the current date as the invoice date.

### Process

These processing options enable you to specify whether the system updates records prints only a report or, as well as how the system processes the fee and interest records.

**1. File Update** Specify whether the program runs in proof or final mode. Values are:

Blank: Proof mode. The system generates only a report.

*1:* Final mode. The system generates the fee or interest record, updates the appropriate tables, and generates a report.

**2. File Update Method** Specify whether the system generates one fee record for each invoice or one fee record for each unique bill code that appears on the invoice. Regardless of the value that you specify, the report includes one line for each late fee amount by bill code. Values are:

Blank: Generate one fee record for each unique bill code that is entered on the invoice. The system summarizes the fee amount by the bill code if the invoice has multiple pay items for the same bill code.

*1:* Generate one late fee for the invoice, regardless of the number of pay items or the bill codes.

**3. Late Fee Processing** Specify whether the system verifies that the Subject to Late Fees option (LTFE) is turned on in the Bill Codes / Adjustment Reasons program (P1512) for the bill code for which the late fee is processed. Values are:

Blank: Verify that the option is turned on. The system does not generate late fees for bill codes that do not have the Subject to Late Fees option turned on.

*1:* Do not verify that the option is turned on. The system generates late fees for all of the bill codes specified, regardless of the setting of the Subject to Late Fees option.

**4. Security Deposit Write-Off Reason Code** Specify the reason code used to retrieve the offset account for the Receipts Detail record (F03B14) that the system generates for the compounded interest on security deposits. The system retrieves the account from the AAI item RA*xx*, where *xx* is the reason code.

The system uses this processing option only when you specify to generate compounded interest on security deposits. If the Compound Flag field (COPF) is set to blank, the system ignores this processing option.

**5. Late Fee Write-Off Reason Code**

Specify the reason code that the system uses to retrieve the offset account for the Receipts Detail record (F03B14) that the system generates for the interest on fees. The system retrieves the account from the AAI item RA*xx*, where *xx* is the reason code.

The system uses this processing option only when you specify to generate fees that are compounded. If the Compound Flag field (COPF) on the Fees and Interests record (F1525B) is set to blank, the system ignores this processing option.

**6. Variable Fee Or Interest Rates**

Specify the rate that the system uses to calculate the fee or interest when the value in the Rate Indicator Code field (RAIF) in the Fee and Interest table (F1525B) is equal to 1, 2, 3, or 4. The system uses the rate from this processing option that corresponds to the value entered in the Rate Indicator field. If the value of the Rate Indicator field is percent, the system ignores this processing option.

Type the rate in decimal format. For example type *.05* to specify 5 percent.

## Currency

This processing option enables you to specify the date to use to retrieve the exchange rate.

**1. Exchange Rate Retrieval Date**

Specify the date that the system uses to retrieve the exchange rate from the Currency Exchange Rates table (F0015) when the system generates the fee in a currency that is different from the currency code assigned to the company. Values are:

Blank: Use the general ledger date to retrieve the exchange rate.

*1:* Use the invoice date to retrieve the exchange rate.

# CHAPTER 19

# FASB 13 Standards and Process

This chapter provides overviews of the FASB 13 standards and the FASB 13 billing process and discusses how to:

- Generate FASB 13 information.
- Revise FASB 13 information.
- Update recurring billings with FASB 13 information.

## Understanding FASB 13 Standards and Process

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States to ensure that financial statements are in accordance with Generally Accepted Accounting Principles (GAAP). FASB 13, which is Ruling 13 from that board, states that the revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease. The difference between the straight-line rent that the system calculates for FASB 13 and the actual rent that you bill the tenant (or pay the landlord) must be reflected in the general ledger.

These examples illustrate the actual rent amount for three years and the effect of FASB 13.

### Example: Actual Rent

This table shows the actual rent for the lease term January 1, 2005 - December 31, 2007:

| Time Period | Actual Rent |
|---|---|
| January 1, 2005 to December 31, 2005 | 15,000 |
| January 1, 2006 to December 31, 2006 | 20,000 |
| January 1, 2007 to December 31, 2007 | 25,000 |
| Total | 60,000 |

### Example: Effect of FASB 13

This table shows the effect of FASB 13 for the lease term January 1, 2005 - December 31, 2007:

| Time Period | Actual Rent | Straight-Line Rent | Accrual/Deferral* |
|---|---|---|---|
| January 1, 2005 to December 31, 2005 | 15,000 | 20,000 | 5,000 |
| January 1, 2006 to December 31, 2006 | 20,000 | 20,000 | 0 |
| January 1, 2007 to December 31, 2007 | 25,000 | 20,000 | (5,000) |

*Straight-line rent minus actual rent

To calculate the effect of FASB 13, the system adds the rent amounts for the entire lease term, and then divides the sum by the number of months in the lease term. Then the system subtracts the actual rent from the straight-line rent to determine the amount of the accrual or deferral that must be recorded in the general ledger. GAAP states that accruals and deferrals must be recognized in the financial statements.

A positive difference is an accrual. In the example, you received 15,000 in cash the first year, but you earned 20,000 based on FASB 13. Therefore, the system generates an accrual entry to debit the account for accrued/deferred rental income and credit the account for rental revenue.

A negative difference is a deferral. In the example, you received 25,000 in cash the third year, but you earned 20,000 based on FASB 13. Therefore, the system generates a deferral entry to debit the account for rent revenue and credit the account for accrued/deferred rental income.

**Note.** The net sum of the accruals and deferrals over the life of the lease should be zero.

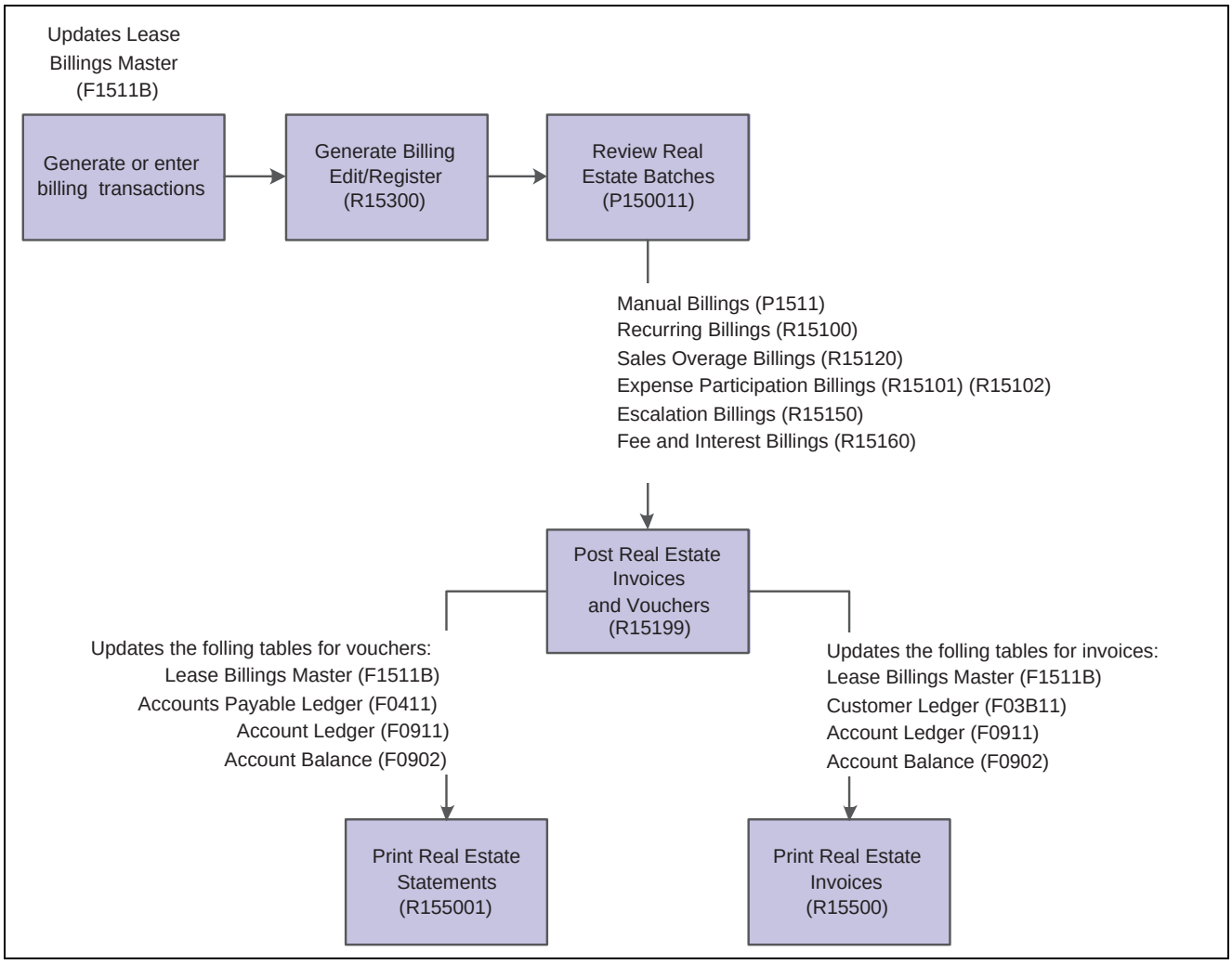
# Understanding the FASB 13 Billing Process

The process for generating the effect of FASB 13 on the recurring billing process consists of these activities:

| Activity | Description |
|---|---|
| Generating FASB 13 Information | To calculate the effect of FASB 13 on the rent that you bill, you run the FASB 13 Generation program (R15130). The system calculates the straight-line rent for each period, compares it to the actual rent for the period, and determines the accrual or deferral (adjustment) amount. |
| Updating Recurring Billings with FASB 13 Information | You run the FASB 13 Recurring Billing Update program (R15132) to generate the FASB 13 recurring billing records that you process into general ledger entries. |
| Generating the Billing Edit/Register | After you generate recurring billings, you must run the Billing Edit/Register program (R15300) to ensure that the batch is ready to post. |

| Activity | Description |
| --- | --- |
| (Optional) Reviewing and Approving Batches | If the Manager Approval of Input option is enabled in the Accounts Receivable or Accounts Payable constants, the system changes the batch status to pending when you successfully generate the billing edit register. You must approve batches that are in a pending status before you can post them. |
| Posting Real Estate Invoices and Vouchers | When batches are at a status of Approved, they are ready to post. Depending on how the lease is set up, you run either the Post RE Invoices to generate invoices or the Post RE Vouchers program (R15199) to generate vouchers.<br><br>You can use either version of the program to post accrual entries, but you should post the entries in a separate batch. You can segregate billing records that generate accrual entries from other billing records by specifying in the data selection for the post program that the transaction type is equal to A. |

This process flow illustrates the associated billing process used in the Real Estate Management system:




Real Estate Billing Process

# Generating FASB 13 Information

This section provides an overview of generating FASB 13 information and discusses how to:

- Run the FASB 13 Generation program.
- Set processing options. for FASB 13 Generation (R15130).

## Understanding the FASB 13 Generation Program

When you run the FASB 13 Generation program, the system calculates the effect of FASB 13 by performing these steps in sequential order:

- The system determines the start and end dates to use to generate FASB 13 information.

- Start date - The Lease Term Date Selection processing option determines whether the system uses the start date of the lease or the move-in date on the building or unit. Then, based on the date entered in the FASB 13 As of Date processing option, the system uses whichever date is later, the as of date or the lease start date (or move-in date on the building or unit).

  For example, if the FASB 13 As of Date processing option is set to June 1, 2005, and the processing option is set to use the start date on the lease, which is June 20, 2005, the system uses June 20, 2005 as the start date for the FASB 13 generation.

- End date - The system generates FASB 13 information through the date specified in the Lease Term Date Selection processing option (either the end date of the lease or the plan-out date on the building or unit).

  ---

  **Note.** Regardless of the end date on the lease (or move-out date on the unit), the maximum number of months that the FASB 13 Generation program can process is 1188, or 99 calendar years beginning with January.

  Additionally, the value of the century change year data item (CENTCHG) can affect the end date that the system uses because it affects the cutoff date for the century. For example, if the value of CENTCHG is 20, the cutoff year for processing FASB is 2020, regardless of the length of the lease. If the leases that you process have long terms, verify that the value of this data item is set to a number that represents the longest lease term that you process.

  ---

- The system generates a batch for processing and retrieves information from these tables based on the start and end dates:
  - From the Lease Master Header table (F1501B), the system calculates the number of months that each unit is occupied.
  - From the Recurring Billings Master table (F1502B), the system determines the base rent amounts for the occupied units.
- The system calculates the straight-line rent for the lease term.
- The system compares the straight-line rent to the actual rent and calculates the difference (accrual or deferral) for each month for the lease term.
- Based on the setting of the processing options, the system either generates a report of the records that would be generated, so that you can review them before you generate them, or generates records in the FASB 13 Lease Control table (F1513B) and generates a report.

# Running FASB 13 Generation

Select FASB 13 (G1528), FASB 13 Generation.

# Setting Processing Options for FASB 13 Generation (R15130)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify which records to process and how to process them.

**1. FASB 13 As Of Date** Specify the date to use to begin generating FASB 13 information. The system process all records from the date specified forward (no ending date). If you leave this processing option blank, the system uses the system date.

**Note.** If you enter a date prior to the lease begin date, the lease begin date value overrides the date entered.

**2. Catch-Up Adjustment Date**

Specify the date to use to generate FASB 13 catch-up adjustments. The system generates FASB 13 information for all periods (based on the date you enter) through the date specified in the FASB 13 As of Date processing option. If you leave this option blank, the system does not generate catch-up adjustments.

**3. Prorate Partial Month Rents**

Specify whether to generate prorated FASB 13 information for partial month rents. Values are:

Blank: Do not generate prorated information.

*1:* Generate prorated information. The system prorates information based on the number of days the unit is occupied and the number of days in the month.

**4. Lease Term Date Selection**

Specify which dates on the lease to use to generate FASB 13 information. Values are:

Blank: Use the beginning and ending dates on the lease.

*1:* Use the move-in and plan-out dates entered for the building or unit on the lease.

**5. FASB 13 Rounding Option**

Specify whether the system rounds the FASB amounts to the nearest whole number. Values are:

Blank: Do not round the FASB amounts.

*1:* Round the FASB amounts.

**6. Process Mode**

Specify whether to print a report only, generate FASB 13 records, or delete FASB 13 records.

Blank: Print a report of the FASB 13 calculations, but do not generate FASB 13 records.

*1:* Generate FASB 13 records and print a report.

*2:* Delete the FASB 13 records previously generated and print a report. You must specify a batch number in the Batch Number for Roll Back Process processing option to select the records to delete.

**Note.** The system ignores all other processing options when you select this option.

**7. Batch Number for Roll Back Process**

Specify the batch number to use to update the FASB 13 Lease Control table (F1513B) with calculations previously generated. The value of the Print Edit Report processing option must be 2 or the system ignores this processing option.

## Bill Codes

These processing options enable you to specify the bill codes to use for retrieving data for the FASB 13 records that the system generates.

**1. Bill Codes to Retrieve Rent Amounts** Specify the bill codes to use to retrieve the rent amounts from the Recurring Billings Master table (F1502B) to generate the FASB 13 information. You can specify as many as 10 bill codes.

**2. Bill Codes for Conversion** Specify the bill codes to use to retrieve the converted FASB amounts from the Recurring Billings Master table (F1502B) to generate new FASB 13 information. You can specify as many as 10 bill codes.

### Conversion

These processing options enable you to specify whether to generate converted FASB 13 records.

**1. Perform Manual FASB 13 conversion** Specify whether to calculate FASB 13 information for the bill codes entered in the Bill Codes for Conversion processing option for which manual billing records exist. Values are:

Blank: Do no calculate FASB 13 information.

*1:* Calculate FASB 13 information.

**2. Suspend Pre-Conversion Entries** Specify whether to suspend the converted FASB 13 recurring billing records based on the bill codes entered in the Bill Codes for Conversion processing option. Values are:

Blank: Suspend the converted FASB 13 records.

*1:* Do not suspend the converted FASB 13 records.

### Version

These processing options enable you to select which version of a lease is used when generating information.

**1. Version Effective Date** Specify the date to use to retrieve the lease version. If you leave this processing option blank, the system uses the value entered in the Search Default for Lease Version processing option.

**2. Search Default for Lease Version** Specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. The system uses the value specified in this processing option only when the Version Effective Date processing option is blank. Values are:

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

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

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

## Revising FASB 13 Information

This section provides an overview about revising FASB 13 information and discusses how to:

- Set processing options for the FASB 13 Revisions program (P1513).

- Revise FASB 13 information.

## Understanding FASB 13 Revisions

After you generate FASB 13 information, you can revise it, if necessary, using one of these methods:

- Use the FASB 13 Revisions program (P1513) to change the actual or straight-line rent amounts, or adjustments.

  The system automatically revises the accrual or deferral amount, but these requirements must be met to prevent the system from generating an error:

  - The total of the amounts in the Actual Rent column must equal the total of the amounts in the Straight Rent column.
  - The total in the Accr/Defer column (the FASB effect) must be zero (blank).

    After you revise information, if the system detects no errors, it summarizes the annual amounts and recalculates the accruals, deferrals, and balance forward.

- Change information on the recurring billing record or lease information record, and rerun the FASB 13 Generation program (R15130).

  When the system generates the FASB 13 records, the Generation Control field (GENC) for the record is blank, which prevents the system from generating FASB 13 records again. When changes that you make either to the lease information or recurring billings affects FASB 13, the system updates the GENC field to *Y*, enabling you to recalculate new FASB 13 records.

  Two conditions must be met, however, to automatically update the GENC field to *Y*; they are as follows:

  - The processing option for the FASB 13 Warning Window must be set to *1* (Activate).
  - You must click OK when the system displays the FASB 13 warning window.

    If you do not set the processing option to automatically update the GENC field, you must manually update it using the FASB 13 Revisions program (P1530).

  **Note.** In the FASB 13 Revisions program, you must set the Allow Revision of Generation Control processing option to *1* to display the GENC field.

- Delete the active FASB 13 records, and roll back to the records previously generated.

  If you discover that FASB 13 records were generated using the wrong data selection or processing option settings, or that you need to revise a recurring billing record, you can delete all or part of the active batch of FASB 13 records and reactivate the previous records. Then you can make the changes and regenerate the correct FASB 13 records.

  To delete and roll back the calculations, you must set the Process Mode processing option to *2* (roll back to previous generation) in the FASB 13 Generation program (R15130), and specify the batch number assigned to the FASB 13 records in the corresponding processing option. You can use data selection to limit the records that are deleted, if desired. When you run the program with the processing options set to roll back, the system deletes the active FASB records and reassigns the batch number to the previous records.

  For example, after you run the FASB 13 Generation program twice, the records appear as follows in the FASB 13 Lease Control table (F1513B):

| Lease | Building | Unit | Century | Year | Batch Number | Generation Code | Actual Rent Period 1 |
|---|---|---|---|---|---|---|---|
| 1234 | 150 | 101 | 20 | 3 | 0 | | 10,000 |
| 1234 | 150 | 101 | 20 | 4 | 0 | | 12,000 |
| 1234 | 150 | 101 | 20 | 5 | 0 | | 13,000 |
| 1234 | 150 | 101 | 20 | 3 | 552 | | 11,000 |
| 1234 | 150 | 101 | 20 | 4 | 552 | | 12,000 |
| 1234 | 150 | 101 | 20 | 5 | 552 | | 13,000 |

After you run FASB 13 Generation (R15130) to roll back the records to the previous batch, the system deletes the active records and updates the records for the previous calculations as follows:

| Lease | Building | Unit | Century | Year | Batch Number | Generation Code | Actual Rent Period 1 |
|---|---|---|---|---|---|---|---|
| 1234 | 150 | 101 | 20 | 3 | 552 | Y | 10,000 |
| 1234 | 150 | 101 | 20 | 4 | 552 | Y | 12,000 |
| 1234 | 150 | 101 | 20 | 5 | 552 | Y | 13,000 |

The system updates the Generation Code field to *Y* so that you can rerun FASB 13 calculations.

**Note.** The system retains only two batches in the FASB 13 Lease Control table (F1513B); therefore, you cannot roll back a specific batch more than once.

# Forms Used to Revise FASB 13 Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with FASB 13 | W1513A | FASB 13 (G1528), FASB 13 Revisions | Review and select FASB 13 records. |
| FASB 13 Revisions | W1513B | Select a record to revise on Work with FASB 13. | Revise FASB 13 information. |

# Setting Processing Options for FASB 13 Revisions (P1513)

Set these processing options to specify the default processing for this program.

## Process

These processing options enable you to specify which records and fields appear on the forms.

**1. Display FASB Generation**

Specify whether to display FASB 13 from the previous generation or the current generation. Values are:

Blank: Display the information from the current generation.

*1:* Display the information from the previous generation.

**2. Allow Revision of Generation Control**

Specify whether to display the Generation Control field (GENC) so that it can be updated manually. Values are:

Blank: Do not display the Generation Control field.

*1:* Display the Generation Control field.

### Versions

This processing option enables you to specify the version of the Lease Information program.

**1. Lease Information (P1501)**

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

## Reviewing FASB 13 Information

Access the FASB 13 Revisions form.

FASB 13 Revisions - FASB 13 Revisions

OK Cancel Tools

Lease 15368 Building 15020

Trans Curr Generation Control

Records 1 - 61 Customize Grid

| Yr | Month | Building | Unit | Actual Rent | Straight Rent | Accr/Defer | Adjustment |
|---|---|---|---|---|---|---|---|
| 3 | JAN | 15020 | 202 | | | | |
| 3 | FEB | 15020 | 202 | | | | |
| 3 | MAR | 15020 | 202 | | | | |
| 3 | APR | 15020 | 202 | | | | |
| 3 | MAY | 15020 | 202 | | | | |
| 3 | JUNE | 15020 | 202 | | | | |
| 3 | JULY | 15020 | 202 | | | | |
| 3 | AUG | 15020 | 202 | | | | |
| 3 | SEPT | 15020 | 202 | | | | |
| 3 | OCT | 15020 | 202 | | 103.69 | 103.69 | |
| 3 | NOV | 15020 | 202 | | 103.69 | 103.69 | |
| 3 | DEC | 15020 | 202 | | 103.69 | 103.69 | |
| 4 | JAN | 15020 | 202 | 86.67 | 103.69 | 17.02 | |
| 4 | FEB | 15020 | 202 | 86.67 | 103.69 | 17.02 | |
| 4 | MAR | 15020 | 202 | 86.67 | 103.69 | 17.02 | |
| 4 | APR | 15020 | 202 | 86.67 | 103.69 | 17.02 | |
| 4 | MAY | 15020 | 202 | 86.67 | 103.69 | 17.02 | |

FASB 13 Revisions form

| | |
|---|---|
| **Actual Rent** | Specify the amount that is billed or amortized for the period specified. |
| **Straight Rent** | Specify the average monthly rent amount that the system calculates when FASB 13 information is generated for the period specified. The system calculates the average monthly rent through the lease effective period based on the actual amounts.<br><br>For example, if the lease starts on January 1, 2005 and ends on December 31, 2006, and the rent is 1000 per month for 2005 and 1200 per month for 2006, the system calculates the straight line rent as 1100 per month ([1000 × 12 + 1200 × 12) / 24 = 1100). |
| **Accr/Defer** (accrual or deferral amount) | Displays a number that represents the accrual or deferral amount as a result of FASB 13 calculations. The system subtracts the amount in the Straight Rent field from the amount in the Actual Rent field to calculate the accrual or deferral amount. If the number is positive, it represents the accrual amount. If the number is negative, it represents the deferral amount. |
| **Adjustment** | Displays a number that represents the FASB adjustment amount for the period specified. The system includes catch-up amounts, as well as amounts adjusted from converted FASB records. |

# Updating Recurring Billings with FASB 13 Information

This section provides an overview about updating recurring billing records with FASB 13 information and discusses how to:

- Run the FASB 13 R.B. Update program.
- Set processing options for the FASB 13 R.B. Update program (R15132).

## Understanding the Process to Update Recurring Billing Records with FASB 13 Information

After you generate the FASB 13 information, you must update the effects of FASB 13 to recurring billings. You run the FASB 13 R.B. Update program (R15132) to automatically create the bill code lines for accrued rent, deferred rent, and adjustments in the Recurring Billings Master table (F1502B). The system uses this information to update the recurring billing cycle and to create the appropriate FASB 13 adjustment billings.

You use a processing option to specify whether the system updates the Recurring Billings Master table for the entire batch of FASB 13 information or only the records that you specify in the data selection. In addition, you can specify whether the program runs in print mode, which enables you to preview the FASB 13 billing information without updating the recurring billing table.

After you generate the FASB 13 recurring billing records, you can review them using the Recurring Billing Information program (P1502).

### Related Tasks for Processing FASB 13 Information

This table lists the related tasks to perform after you update FASB 13 to recurring billings; to complete the FASB 13 billing process, you must run the programs that are designated as required:

| Task | Description |
|---|---|
| (Required) Generating the Billing Edit/Register | After you generate recurring billings for FASB 13, you must run version XJDE0001 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status.<br><br>See Chapter 6, "Processing Manual Billings," Generating the Billing Edit/Register, page 102. |
| Recurring Billing Journal Review | You can review the batch of recurring billing records before you post them, and revise or delete billing transactions as necessary.<br><br>See Appendix A, "PeopleSoft EnterpriseOne Real Estate Management Reports," R154011 - Recurring Billing Information Listing, page 520. |
| (Required) Posting Invoices and Vouchers | After you generate the billing edit register, you must post the FASB 13 transactions to generate the invoice or voucher records.<br><br>See Chapter 6, "Processing Manual Billings," Posting Invoices and Vouchers for Real Estate Management, page 107. |
| Billings Transaction Inquiry | You can review FASB 13 billing transactions in detail using the Billings Transaction Inquiry program (P15211).<br><br>See Chapter 6, "Processing Manual Billings," Reviewing Billing Transactions, page 118. |

# Running the FASB 13 R. B. Update program

Select FASB 13 (G1528), FASB 13 R.B. Update.

# Setting Processing Options for FASB 13 Recurring Billing Update (R15132)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the records to update to the Recurring Billings Master table (F1502B).

**1. Batch Selection**

Specify the batch number to select the FASB 13 Lease Control records (F1513B) to use to update recurring billings. If you leave this processing option blank, the system uses Data Selection to select the appropriate records. If Data Selection is not specified, the system processes all records.

**Note.** Do not specify a batch number and data selection.

**2. FASB 13 Record Selection**

Specify whether to generate recurring billing records for all FASB 13 records (based on the batch number or data selection) or for specific FASB 13 records,

by additionally using the date range entered in the Generation From Date and Generation Through Date processing options. Values are:

Blank: Process specific FASB 13 records based on the additional date range criteria.

*1:* Process all FASB 13 records.

**3. Generation From Date**

Use this processing option in conjunction with the Generation Through Date processing option to specify the date range to use to select FASB 13 records from the FASB 13 Lease Control table (F1513B) to generate recurring billing records. The system processes all FASB records for the periods that correspond to the dates entered. For example, if the date range entered is June 10, 2005 through December 31, 2005, the system processes the FASB records for periods 6 through 12 for 2005.

If you leave this processing option blank, the system processes all records through the date specified in the Generation Through Date processing option. If you leave both date processing options blank, the system processes all FASB 13 records based on the batch number or data selection.

**4. Generation Through Date**

Use this processing option in conjunction with the Generation From Date processing option to specify the date range to use to select FASB 13 records from the FASB 13 Lease Control table (F1513B) to generate recurring billing records. The system processes all FASB records for the periods that correspond to the dates entered. For example, if the date range entered is June 10, 2005 through December 31, 2005, the system processes the FASB records for periods 6 through 12 for 2005.

If you leave this processing option blank, the system processes all records from the date specified in the Generation From Date processing option. If you leave both date processing options blank, the system processes all FASB 13 records based on the batch number or data selection.

**5. Proof or Final Mode**

Specify whether to process recurring billings in proof or final mode. In proof mode, the system prints a report only of the recurring billing records that it generates. In final mode, the system updates the Recurring Billings Master table (F1502B) and prints a report. Values are:

Blank: Proof mode.

*1:* Final mode.

## Bill Codes

These processing options enable you to specify the bill codes to use on the recurring billing records that the system generates.

**1. Bill Codes for Entries Generated in the Recurring Billing Table**

Specify the bill codes to assign for the accrued, deferred, adjusted, and catch-up billing entries that the system generates in the Recurring Billings Master table (F1502B).

**2. Monthly Billing Frequency**

Specify the billing frequency code to use for monthly billings. The billing frequency code that you enter must exist in the Billing Frequency Master table (F15019).

# CHAPTER 20

# Projecting Rent

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

This chapter lists prerequisites and discusses how to:

- Generate projected rent
- Reapply projection adjustments

## Prerequisites

Before you complete the tasks in this section:

- Set up company fiscal patterns for all projection years.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization," Setting Up Fiscal Date Patterns.

- Set up the market, renewal, and potential rent.

  See Chapter 3, "Setting Up Facility Information," Setting Up Market, Renewal, and Potential Rent Information, page 54.

- Set up user-defined codes (UDCs) for special ledgers (15/PG) and ledger types (09/LT).
- Set up bill codes and the associated automatic accounting instructions (AAIs).

## Generating Projected Rent

This section provides an overview of generating projected rent and discusses how to:

- Run the Projected Rent Generation program.
- Set processing options for Projected Rent Generation (R15660).

### Understanding Projected Rent Generation

You use the Projected Rent Generation program to automatically project rent into the future. During the generation, the system:

- Gathers the information that is necessary for the generation, which includes reviewing these tables:

- Lease Master Header table (F1501B) for the time periods that each unit is occupied
- Recurring Billings Master table (F1502B) for the rent amounts that are related to occupied units
- Area Master table (F1514) and Market/Potential/Renewal Rent Master table (F159071) for units and their related areas

- Calculates the projected rent, according to whether the unit is occupied or vacant:
  - A unit is occupied when it has a lease attached to it during the term of the projection. The system uses the rent information from recurring billings.
  - For a vacant unit to which no lease is attached on the beginning date of the projection, you can set the Bill Code for Vacant Units processing option (on the Process tab) to control whether the system projects rent for that unit.

    If it does, the system uses the market rent.
  - If the lease of an occupied unit expires before the ending date of the projection, an occupancy gap exists.

    You can set the Renewal processing option (on the Process tab) to control whether the system projects rent for a unit during this time of vacancy. If it does, the system uses the information for the recurring billings from the expired lease.
  - If the system projects rent for a unit during an occupancy gap and a calendar year changes before a new lease resumes, the system increases the rent by the inflation rate that is specified in the Annual Inflation Rate processing option (on the Process tab).
- Updates the Account Balances table (F0902).

  The system saves the rent amounts within specific ledgers, with each amount going into the account that is associated with the business unit of the building, and the object and subsidiary of the AAI linked to the bill code.

  Each generation that updates the table clears the ledgers of all the information that is associated with rent projection and replaces it with the newly generated information. The system does track prior rent projections.
- Populates the Account Balances table (F0902) using the appropriate AAI, depending on whether the lease is receivable (RM AAI) or payable (PM AAI).
- Generates a report with the information that is used in the rent projection.

  The Update Account Balances processing option (on the Print tab) controls whether the system updates the Account Balances table or just generates the report so that you can preview the projection.

# Running the Projected Rent Generation Program

Select Projected Rent (G1529), Projected Rent Generation.

# Setting Processing Options for Projected Rent Generation (R15660)

Set these processing options to specify the default processing for this report.

## Select

These processing options enable you to specify the records to select to calculate projected rent.

**1. Report Begin Date** Specify the beginning date of the reporting period. The system calculates the projected rent for periods that occur on or between the beginning and ending dates entered from the processing options.

**2. Report End Date**

Specify the ending date of the reporting period.

The system calculates the projected rent for periods that occur on or between the beginning and ending dates entered from the processing options.

**3. Bill Code for Vacant Units**

Specify whether the system calculates the projected rent for a unit that is vacant on the beginning date of the projection. Values are:

Blank: Bypass vacant units.

*Bill Code:* Enter a bill code to project market rent amounts for vacant units using the AAI account associated with this bill code.

---

**Note.** In order to include vacant units in the Projected Rent Generation report (R15660), you must enter a bill code in this processing option. The bill code instructs the system into which AAI account to enter the projected rent amounts for the vacant units.

---

**4. Billing Frequency Code**

Specify the billing frequency that the system uses to project market rent amounts for vacant units. If you entered a bill code in the previous processing option, then you should enter a billing frequency code here. If you enter a bill code in the previous processing option and leave this option blank, the system uses a monthly billing frequency.

**5. Square Footage Selection**

Specify which square footage that the system should use. Values are:

Blank: Use the rentable square footage defined in the Lease Master Detail table (F15017).

*1:* Use the usable square footage defined in the Lease Master Detail table.

**6. Select Area Type**

Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate projected rent on vacant space. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**7. Alternate Area Type**

Specify which area type the system should use if the Select Area Type processing option is blank. Valid area types are set up in the UDCs (15/AR).

## Process

These processing options enable you to specify how the system processes specific information for projected rent.

**1. Annual Inflation Rate**

Enter an annual inflation rate if you want the program to assume that leases renew at this rate indefinitely (for example, for 5 percent, enter *.05*).

If you enter an inflation rate, the system uses it to calculate projected rent amounts for units that have either a gap between occupancies or will be projected at market rental rates upon lease expiration. For example, if one lease expires on April 30, 2002, and another lease for the same unit begins on June 1, 2003, the system uses the projected rent amount for the first lease

through Dec. 31, 2002, and then multiplies it by the inflation rate entered here to project rent for the unit from Jan. 1, 2003, to May 30, 2003.

**2. Renewal**

Specify which projected rental amounts should be used for reporting after the lease has expired. Values are:

Blank: Do not assume renewal of the lease.

*1:* Assume renewal of the lease.

**3. Ledger Type Codes**

Enter ledger type codes for:

- Actual Lease Amounts
- Speculative Lease Amounts
- Unit Square Footage Amounts

The system enters amounts generated in the rent projection into accounts in the ledger types that you specify in this option. Each time you execute the Rent Projection Generation report (R15660), the system clears the accounts in the ledger types and enters the amounts into the appropriate accounts through the bill code specifications and AAIs.

**Note.** As a precautionary measure to avoid clearing actual amounts, you first must set up these ledger types in UDCs (15/PG) in order for the system to recognize these ledger types as eligible to be cleared and then regenerated. The system will not clear ledger types AA, AU, and AZ, regardless of whether they are set up in this UDCs table.

**4. Amounts As Credits Or Debits**

Specify whether the system enters the projected rent amounts as credits or debits. Values are:

Blank: Enter actual and speculative lease amounts as debit entries.

*1:* Enter actual and speculative lease amounts as credit entries.

## Print

These processing options enable you to specify whether the system prints only a report or updates the Account Balances table (F0902), as well as how certain values appear on the report.

**1. Update Account Balances**

Specify whether the system should update the account balances with projected rent amounts. Values are:

Blank: Print a report without updating any account balances.

*1:* Update account balances with projected rent amounts.

**2. Total Line Print Option**

Specify what square footage value should print on the report. Values are:

Blank: Print the unit's average square footage over the generation period.

*1:* Print the last square footage amount on the unit total line.

**3. Description Field on Report**

Specify which description should print on the report. Values are:

Blank: Print the lease description.

*1:* Print the tenant name as the description.

This option controls the Description field on the report if the detail line relates to an occupied unit. However, if a unit is vacant during the rent projection period, the field contains the description of the unit. If the line relates to a property or building, the field contains the description of the business unit.

**4. Totals Print Option** Specify how the system summarizes and totals amounts for the report. Values are:

Blank: Summarize the amounts within the generation period as a combined total for each building and unit along with the grand total.

*1:* Print annual totals within the unit and building and include grand totals.

## Bill Codes

These processing options enable you to specify the account to use to record the unit square footage, as well as the bill codes that appear on the report.

**1. Bill Code for Unit Square Footage** Enter a bill code for recording unit square footage.

This processing option controls the account into which the square footage of the unit is entered. The system uses the business unit of the building and the object and subsidiary of the AAI linked to the bill code.

**2. Select or Omit Bill Codes** Specify whether to select or omit bill codes from the Projected Rent Generation report (R15660). You can select or omit up to eight bill codes. Values are:

Blank: Include all bill codes.

*1:* Include only the selected bill codes.

*2:* Omit the selected bill codes.

## Options

These processing options enable you to specify how the system calculates projected rent, as well as to specify the account that the system uses for square footage.

**1. Prorate Amounts From Partial Billings** Specify whether the system prorates amounts from partial month recurring billings. Values are:

Blank: Do not prorate amounts from partial month recurring billings.

*1:* Prorate amounts from partial month recurring billings.

**2. Include Non-Billable Leases** Specify whether the system includes non-billable lease statuses in the projected rent calculation. Values are:

Blank: Do not include non-billable lease statuses in the projected rent calculation.

*1:* Include non-billable lease statutes in the selection process.

**3. Exclude Tax Amount From Calculation** Specify whether the system includes the tax amount as part of the projected rent calculation. Values are:

Blank: Include tax amounts in the calculation.

*1:* Exclude tax amounts from the calculation.

**4. Deriving the Square Footage**

Specify the correct square footage account. Values are:

Blank: Use the business unit from the rent account when deriving the square footage account.

*1:* Use the company from the Unit Master when deriving the square footage account.

# Reapplying Projection Adjustments

This section provides an overview of projection adjustments and discusses how to:

- Run the Reapply Projection Adjustment program.
- Set processing options for Reapply Projection Adjustment (R15665).

## Understanding Projection Adjustments

When you run the Projected Rent Generation program (R15660) and update the Account Balances table (F0902), the system clears the table of all the information that is associated with rent projection and replaces it with the newly generated information. Therefore, you must reapply the adjustments to the projected rent that you made prior to the generation. You can do this automatically by running the Reapply Projection Adjustment program (R15665), which updates the Account Balances table from the Account Ledger table (F0911).

This program applies only to the adjustments that you have already entered, reviewed, and posted in the General Accounting system before a generation. Therefore, you do not need to run this program regularly.

For example, assume that you projected the rent for a unit with an occupancy gap between leases. Because the gap crossed a calendar year, the system increased the rent by the annual inflation rate for the remainder of the gap. However, you wanted the rent to be inflated for the entire occupancy gap, so you use the General Accounting system to adjust the projected rent amount accordingly. But as soon as you generate projected rent again, you lose the adjustment that you made. To restore it, you run the Reapply Projection Adjustment program.

You can print a report that lists the information associated with the rent projection. The Update Account Balances processing option (on the Print tab) controls whether the system generates only a report so that you can preview the projection, or updates the Account Balances table in addition to generating the report.

## Running the Reapply Projection Adjustments Program

Select Projected Rent (G1529), Reapply Projection Adjustment.

## Setting Processing Options for Reapply Projection Adjustments (R15665)

Set these processing options to specify the default processing for this report.

### Print

This processing option enables you to specify whether to run the program in proof or final mode. Running the program in final mode updates the Account Balances table (F0902).

**1. Update Account Balances**

Specify whether to run this program in proof or final mode. Values are:

Blank: Proof mode. Print an edit report without updating any files in the Account Balances table (F0902).

*1:* Final mode. Update the Account Balances table.

# CHAPTER 21

# Running Global Updates

This chapter provides an overview of global updates and discusses how to:

- Update property and building relations.
- Update priority codes on invoices.
- Update invoices from the Address Book.
- Update billing frequency patterns.
- Select recurring bill code lines to update.
- Update recurring billing records.
- Update leases globally.

## Understanding Global Updates

You can apply changes to all transactions in the Real Estate Management system by running certain global update programs. For example, assume that one of the tenants subleases space to another business. In this case, assuming that the rent has not changed, the lease is the same, and so on, you can replace the original tenant's address book number with the sublet tenant's address book number, and run a global update program to make the change effective throughout the Real Estate Management system. In a different scenario, assume that one of the tenants wants to move to one of the larger properties. You can preserve the tenant's activity (lease history, past payment history, sales overage, and so on) by using a global update program to migrate the information from one property to the other.

## Updating Property and Building Relations

If you change the Project Number (MCUS) for a building (business unit), you can run the Property / Building Relations program (R15804) to update the new project number entered on all of the related records in the Lease Master Detail File table (F15017) and the Unit Master table (F1507).

This update is necessary because the system uses the project number as search and selection criteria on a variety of interactive and batch programs. This update program generates a report that lists the new and the old information, as well as the tables that were updated.

Select Global Updates (G15311), Property/Building Relations.

# Updating Priority Codes on Invoices

If you need to change the priority assigned to a bill code, you can update this change to the Customer Ledger table (F03B11) by running the Priority Code Reapplication program (R15903). The priority code determines the order in which open invoices should be paid.

This program does not have associated processing options, nor does it provide a report of the priorities that were changed.

Select Global Updates (G15311), Priority Code Reapplication.

# Updating Invoices from the Address Book

This section provides an overview of updating invoices with address book information and discusses how to:

- Run the Update A/R from Address Book program.
- Set processing options for Update A/R from Address Book.

## Understanding the Process to Update Invoices with Address Book Information

When you generate invoices, either manually or automatically from another system, certain address book information, such as the customer's alpha name, is written to each record. The Accounts Receivable system uses the address book information for many processes, such as printing statements and reports, and for inquiry programs. When address book information changes, you can update the invoice records by running the Update A/R from Address Book program (R03B802).

Depending on the size of the Customer Ledger table (F03B11), you might want to run Update A/R from Address Book during off-peak hours. Run this periodically, especially before running aging reports or printing statements, to ensure that the Customer Ledger table contains current information. You do not need to run it nightly, because the accuracy of programs such as Credit Analysis Refresh (R03B525) is not dependent upon the address book. However, if you use the Customer Ledger Inquiry program to search by parent number, and parent numbers are changed frequently in the Address Book, you might want to run Update A/R from Address Book nightly.

The system updates these fields in the Customer Ledger table (F03B11):

- Payor (PYR), based on the processing option on the Updates tab

  The system retrieves the value for the Payor from the Alternate Payor field (ARPY) in the Customer Master by Line of Business table (F03012). If the Alternate Payor field is blank, the system retrieves the value from the Address Book Number field (AN8).
- Alpha Name (ALPH) from the Address Book Master table (F0101).
- Parent Address Number (PA8) from the Address Organization Structure Master table (F0150).
- Alternate Payee (AN8J), based on the value of the Send Statements To (STTO) field in the Customer Master by Line of Business table.

The address book number that the system assigns to the Alternate Payee field depends on the value of the Send Statements To field. For example, if you send the statement to the customer (value of C), the system updates the Alternate Payee field with the customer's address book number (AN8). If you send the statement to the parent (value of P), the system updates the Alternate Payee field with the address book number of the parent (PA8) from the Address Organization Structure Master table.

- Category Codes 1-10 (AC01-AC10), from the Customer Master by Line of Business table.
- Collection Report Y/N (COLL), from the Customer Master by Line of Business table.

The system updates these fields in the Receipts Header table (F03B13):

- Alpha Name (ALPH), based on the setting of the processing option, from the Address Book Master table.
- Parent Address Number (PA8) from the Address Organization Structure Master table.

# Running the Update A/R from Address Book Program

Use one of these navigations:

Select A/R Advanced & Technical Operations (G03B31), Update A/R from Address Book.

Select Global Updates (G15311), Update A/R from Address Book.

# Setting Processing Options for Update A/R from Address Book (R03B802)

Set these processing options to specify the default processing for this report.

## Process

These processing options specify whether the system updates certain fields in the Customer Ledger table (F03B11).

**1. Payor** Specify whether to update the Payor field (PYR) in the Customer Ledger table (F03B11). Values are:

Blank: Do not update the Payor field.

*1:* Update the Payor field. The system uses the value of the Alternate Payor field (ARPY) in the Customer Master by Line of Business table (F03012). If the Alternate Payor field is blank, the system uses the customer's address book number.

**2. Alpha Name** Specify whether to update the Alpha Name field (ALPH) in the Customer Ledger table (F03B11). Values are:

Blank: Do not update the Alpha Name field.

*1:* Update the Alpha Name field. The system uses the value of the Alpha Name field (ALPH) in the Address Book Master table (F0101).

# Updating Billing Frequency Patterns

This section provides an overview of updating billing frequency patterns and discusses how to run the Frequency Pattern Update program.

## Understanding Updating Billing Frequency Patterns

If you need to change the periods for a particular building frequency code, you can do so by using the Billing Frequency Information program (P15019).

After you make the change, you must run the Frequency Pattern Update program (R15803) to change the billing records in these tables:

- Tenant E.P. Class Master (F15012B).
- Sales Overage Master File (F15013B).
- Min/Max Rents And Recoveries Master (F15015B).
- Tenant Escalation Master (F15016B).
- Recurring Billings Master (F1502B).

The program does not have associated processing options, nor does it generate a report of the records that the system updates.

## Running the Billing Frequency Pattern Update Program

Select Global Updates (G15311), Frequency Pattern Update.

# Selecting Recurring Bill Code Lines to Update

This section provides an overview of the recurring billing global selection program and discusses how to:

- Run the Recurring Billing Global Selection program.
- Set processing options for Recurring Billing Global Selection (R15021).

## Understanding the Recurring Billing Global Selection Program

You run the Recurring Billing Global Selection program (R15021) in conjunction with the Recurring Billing Global Update program (R15116) to identify the bill code lines for which you want to revise amounts, and then update the changes to the recurring billing records in table F1502B.

When you run the Recurring Billing Global Selection program, the system:

- Updates records in the Estimated EP Recurring Billings table (F1502WB) based on the selection criteria that you select.
- Automatically runs program R15116 in edit (proof) mode so that you can preview the information in a report format before the system updates the records.

  A processing option controls which version of program R15116 the system runs.

The program uses both the anniversary date of a lease and the effective dates for the recurring billings, and takes into account calculations.

This processing method provides this flexibility:

- On a single batch of selected records, you can apply different calculations by running different versions of the update program.

  This action lets you review and compare the results without committing to a particular update.

- If the method and amount of increase are consistent from one run or month to the next, you maintain only the date control in the versions of the selection program.

  A common version can then exist for the update program.

For both the selection and update programs, you should set up the different versions per billing frequency for these reasons:

- In the calculation, a flat amount is applied to the selected records, regardless of the billing frequency.
- The billing frequency controls how the calculated amounts are expressed.

  Monthly billings are expressed as monthly amounts, annual billings as annual amounts, and so on. However, the totals on the report do not take into account any difference in the billing frequency.

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**Important!** The billing frequency for the selection *must* correspond to the frequency for the update. Otherwise, different frequencies could be involved in the same calculation and the results would not be correct, such as if monthly billings were calculated with an annual increase.

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The selection program can produce an exception report that shows the selected records that would be omitted from the update, along with an explanation.

The system honors these conditions to determine whether a bill code line is updated:

- The new begin date cannot occur after the expiration date of the lease.
- The new begin date cannot occur on or after the suspend date if the bill code line is suspended.
- The bill code line cannot be associated with a nonbillable lease unless the processing options are set to allow it.
- The original (current) end date cannot be blank if the new begin date is not specified in the processing options.
- The original begin and end dates cannot be blank if the new begin and end dates are not specified in the processing options, and nonbillable leases are not allowed.

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**Note.** The system prints the exception report only if the processing options are set appropriately and selected records have actually been omitted.

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## Running the Recurring Billing Global Selection Program

Select Global Updates (G15311), Recurring Billing Global Selection.

## Setting Processing Options for Recurring Billing Global Selection (R15021)

Set these processing options to specify the default processing for this report.

### Dates

These processing options enable you to specify the starting and ending dates to assign to the new recurring billing records that the system generates.

**1. New Starting Date** Specify the starting date to assign to the new recurring billing records that the system creates when you run the Recurring Billing Global Update program (R15116). If you leave this processing option blank, the system assigns the day after the ending date (EFTE) of the current recurring billing records.

**2. New Ending Date** Specify the ending date to assign to the new recurring billing records that the system creates when you run the Recurring Billing Global Update program (R15116). If you leave this processing option blank, the system assigns the ending date of the lease.

### Select

These processing options enable you to specify the records to select to create recurring billing records.

**1. Select Leases with Specific Start Date Anniversaries** Specify the range of lease start dates to use to select recurring billing records. If you complete only one of the two date range processing options, the system uses the value that you enter for both the From Anniversary Date and Through Anniversary Date processing options. If you leave both processing options blank, the system selects all leases.

**2. Limit Selection Based on Fields in Associated Unit Master** Specify the criteria for selecting the recurring billing records to process. The system selects only those recurring billing records entered for units that have the values specified for these fields:

- Floor Number
- Unit
- Unit Usage
- Report Code 01
- Report Code 02

The value that you enter must exist in the associated UDC table for the field.

**3. Include Non-Billable Leases** Specify whether to select recurring billing records for non-billable leases. For example, pre-lease and speculative lease types. Values are:

Blank: Do not select non-billable leases.

*1:* Select non-billable leases.

### Print

This processing option enables you to specify whether the system prints an exception report of the excluded records.

**1. Exception Report** Specify whether to print an exception report of the records that were selected for update, but excluded because of processing issues. Values are:

Blank: Do not print an exception report.

*1:* Print an exception report. The system prints each record from the Rent Increase Amounts table (F1502WAB) for which the system does not generate

a recurring billing record, and prints the corresponding reason for omitting the record.

### Versions

This processing option enables you to specify the version of the program that the system executes.

**1. R.B. Global Update (R15116)** (recurring billing global update) Specify the version of the Recurring Billing Global Update program (R15116) to execute when this program completes. If you leave this processing option blank, the system uses version XJDE0001.

# Updating Recurring Billing Records

This section provides an overview of updating recurring billing records and discusses how to:

- Run the Recurring Billing Global Update program.
- Set processing options for Recurring Billing Global Update (R15116).

## Understanding the Process to Update Recurring Billing Records

You can simultaneously change many recurring billing records to indicate increases or decreases in the billing amounts. You do so by using Recurring Billing Global Update. This program is most commonly used to increase rents. When you run the Recurring Billing Global Update program in the update mode, the system calculates the new recurring billing information for one or more leases, updates the related bill code lines in the Recurring Billings Master table, and suspends the lines being replaced.

The update program retrieves information from the Estimated EP Recurring Billings table (F1502WB), which contains the batch of selected information that is created when you run the Recurring Billing Global Selection program. You must run the Recurring Billing Global Selection program before the update program, and you must specify the number of the resulting batch in the processing options for the update.

A processing option controls whether the system performs the update, resets the bill code lines to their current settings, or only prints a report so that you can preview the calculations and new information associated with an update. The report also indicates the records that cannot be updated, based on the thresholds that are specified in the processing options. When you run the selection program, the system automatically runs the update program in edit mode so that you can preview the new information.

The processing options control how the new billing amount is calculated.

For the calculation, the system performs these steps in sequential order:

- Determines whether the type of square footage to be used is rentable or usable.
- Retrieves the original (current) billing amount.

  If the method of increase involves the amount per square foot, the system divides the original amount by the appropriate square footage from the Lease Master tables.
- Applies the method of increase to the original amount, which results in the new gross billing amount; for example:
  - For percent, the original amount is multiplied by the specified percent.
  - For amount or amount per square foot, the specified amount is added to the original amount.

- For new amount or new amount per square foot, the original amount is replaced by the specified amount.

- Applies the rounding controls to the new amount.
- Processes the new rounded amount against the original amount to determine the calculated change. For example:
  - If the threshold is a percent, the original amount is divided by the rounded amount.
  - If the threshold is an amount, the original amount is subtracted from the rounded amount.
  - Compares the calculated change with the threshold.

    If the change is greater than or equal to the threshold, the rounded amount is accepted for the new billing amount. This step prevents updates with insignificant amounts.

    **Note.** A processing option controls whether the system updates the Recurring Billings Master table with the new amount.

- Runs the update version.

  Depending on the setting of the Update Recurring Billings processing option (on the Print tab), the system:
  - Writes the new records to the Recurring Billings Master table, and suspends the original recurring billing records if the processing option is set to *1* (Update recurring billing records).
  - Deletes the new records previously written, and resets the Suspend Code and Suspend Date fields of the original records so that they are no longer suspended if the processing option is set to 2 (Reset recurring billing records).

The system generates a report that indicates the records that were reset and those that were omitted from the process.

## Prerequisite

Run the Recurring Billing Global Selection program to select the records for which you want to update amounts.

See Chapter 21, “Running Global Updates,” Selecting Recurring Bill Code Lines to Update, page 466.

### See Also

Chapter 10, “Processing Recurring Billings,” Entering Recurring Billing Information, page 217

## Running the Recurring Billing Global Update Program (R15116)

Select Global Updates (G15311), Recurring Billing Global Update.

## Setting Processing Options for Recurring Billing Global Update (R15116)

Set these processing options to specify the default processing this report.

### Process

These processing options enable you to specify the records to process, as well as how the system processes the selected records.

**1. Batch Number (required)**

Specify the batch number to use to select the records to process. The system generates recurring billing records for all Rent Increase Amount records (F1502WAB) that are assigned the batch number specified. The system assigns the batch number to F1502WAB records when you run the Recurring Billing Global Selection program (R15021).

If you leave this processing option blank, the system does not process any records.

**2. Method of Increase**

Specify the method to use to increase the amounts of the recurring billing records. The system suspends the existing billing record and generates a new recurring billing record with the new amount based on the method that you use. Values are:

*1:* Percent increase.

*2:* Amount increase. The system applies the amount that you enter to the recurring billing transactions regardless of the billing frequency; therefore, consider running the program separately for each billing frequency or setting up a version for each billing frequency.

*3:* Annual amount per square foot increase.

*4:* New amount. The system applies the amount that you enter to the recurring billing transactions regardless of the billing frequency; therefore, consider running the program separately for each billing frequency or setting up a version for each billing frequency.

*5:* New annual amount per square foot.

**3. Calculation Amount or Percentage**

Specify the amount or percent to use for the calculation method entered in the Method of Increase processing option. Enter percentages as whole numbers. For example, to specify 5.25 percent, enter 5.25.

**4. Recurring Billing Transaction Currency**

Specify the transaction currency to use to update selected records in a multicurrency environment. The system updates transactions for the currency specified only when the Method of Increase processing option is 2, 3, 4, or 5 and the Amount Threshold processing option is not equal to zero.

**5. Rentable or Usable Area**

Specify whether to apply the calculations to the rentable or usable areas. If you leave this processing option blank, the system uses the rentable area as the default value. Values are:

*1:* Apply the calculations to the rentable area.

*2:* Apply the calculations to the usable area.

**6. Update Recurring Billings**

Specify whether to update the recurring billing amounts, reset recurring billing amounts that were previously updated, or print an edit report only of the records selected for processing. Values are:

Blank: Print an edit report of the records selected for processing. The system does not perform updates.

*1:* Update recurring billing records. The system suspends the current recurring billing records and generates new records for the new amounts.

*2:* Reset recurring billing records. You use this option when the wrong records were previously updated. The system deletes the records from the Rent Increase Amount table (F1502WAB) and the Recurring Billings Master table

(F1502B). You must rerun the Recurring Billing Global Selection program (R15021) to select new records to update.

### Options

These processing options enable you to specify how the system rounds billing amounts and whether the system updates recurring billing records based on percentage or amount thresholds.

**1. Method of Rounding** Specify the rounding algorithm to use for the newly calculated recurring billing amounts. If you leave this processing option blank, the system does not perform rounding. Values are:

*1:* Round up to the nearest increment.

*2:* Round down to the nearest increment.

*3:* Round to the nearest increment (up or down).

**2. Rounding Increment** Specify the increment to use to round amounts based on the method of rounding specified. The system can round to the number of decimals for the currency entered on the records. For example, if the currency code has two decimals (USD, CAD, GBP, EUR), you can specify to round to the nearest cent.

The result of the rounding will always be exactly divisible by the increment that you enter in this processing option. For example, if you enter 10.75 in this processing option, 1 in the Method of Rounding processing option, and the system calculates the amount as 15.60, the system rounds up to 21.50.

If you leave this processing option blank, the system does not perform rounding.

**3. Percentage Threshold** Specify the threshold percentage for the system to use to determine whether to update the recurring billing records that were selected. If the amount calculated results in a change that is less than the percentage entered, the system does not generate a new recurring billing line for that record.

**Note.** If you enter a value in both the Percentage Threshold and Amount Threshold processing options, the amount of change must meet both thresholds for the system to generate the new recurring billing line.

**4. Amount Threshold** Specify the threshold amount for the system to use to determine whether to update the recurring billing records that were selected. If the amount calculated results in a change that is less than the amount entered, the system does not generate a new recurring billing line for that record.

**Note.** If you enter a value in both the Percentage Threshold and Amount Threshold processing options, the amount of change must meet both thresholds for the system to generate the new recurring billing line.

# Updating Leases Globally

This section provides an overview of the Lease Global Update program and discusses how to:

- Run the Lease Global Update program.
- Set processing options for Lease Global Update (R15117).

# Understanding the Lease Global Update Program

The Lease Global Update program (R15117) enables you to change specific lease-related values for the records in selected tables.

These are examples of situations for which this program is useful:

- Maintaining the history for leases that have been moved to different units, such as when an appraisal results in the units being renumbered.
- Changing the number of a tenant or the name of an alternate payee.
- Recording when an internal building number or company changes.

Use the processing options to specify which fields and tables to update. This program uses information stored in the Lease Master Header table (F1501B).

You can update this information:

- Building number

  When you update the building number (business unit), the system does not change the company number in the tables. You cannot use the same business unit for more than one company.

  You can use the Old Building Number and Old Unit Number processing options on the Options tab to limit the update to a single building and unit in situations in which more than one building and unit are associated with the lease. If these options are blank, the system selects all of the buildings and units in the lease for processing.
- Unit
- Tenant

  When the system updates tenant numbers, the alternate payee does not change to the alternate payee for the new tenant. To make this change, you must also update the alternate payee in the Alternate Payee processing option on the Field Updates tab.
- Alternate Payee
- Alternate Payment Source
- Manager
- Occupant
- Salesman
- DBA (Doing Business As)
- Lease Status
- Payment Terms

You can update these tables:

- Lease Master Header (F1501B).

  When you select this table, the system also updates all the applicable fields in the Lease Master Detail table (F15017). You select these tables separately for the update.
- Recurring Billings Master (F1502B).
- Management Fee Master (F1505B).
- Tenant/Lease Billing Detail (F1511B).

- Lease Billings History (F1511HB).
- Tenant E.P. Class Master (F15012B).
- Sales Overage Master File (F15013B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).
- Tenant Escalation Master (F15016B).
- Fees and Interest (F1525B).
- Sales Report Control (F1540B).
- Tenant Sales History (F1541B).
- Tenant Weekly Sales (F15410).
- Log Detail Master (F1521).
- Security Deposit Master (F1565).
- Accounts Payable Ledger (F0411).
- Customer Ledger (F03B11).

Use the processing options to determine whether the system runs the update in proof (edit) mode or final mode. In general, you first run this report in proof mode.

# Running the Lease Global Update Program

Select Global Updates (G15311), Lease Global Update.

# Setting Processing Options for Lease Global Update (R15117)

Set these processing options to specify the default processing for this report.

## Options

These processing options enable you to specify whether to run the program in proof or final mode, whether to insert a page break, and which records to update.

**1. Proof or Final Mode** Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system generates a report of the records selected for update for you to review but does not update records in the selected tables.

*1:* Final mode. The system generates a report and updates the records in the selected tables.

**2. Page Break** Specify whether the system should insert a page break when a new lease is processed. Values are:

Blank: Do not insert a page break between leases.

*1:* Insert a page break for each new lease.

**3. Building for Update** Specify a single building to update. The system updates only the records for the building number specified.

**4. Unit for Update** Specify a single unit to update. The system updates only the records for the unit number specified.

## Table Selection

These processing options enable you to specify the tables to update when you run the program in final mode.

**1. Select Tables to Update** Specify whether to update records in the corresponding table. Values are:

Blank: Do not update records in this table.

*1:* Update records in this table.

The tables you can update are:

F1501B - Lease Master

F15012B - Expense Participation Master

F15013B - Sales Overage Master

F15014B - Product Scales Master

F15015B - Min/Max Rents and Recoveries

F15016B - Tenant Escalation Master

F1502B - Recurring Billing Master

F1505B - Management Fee Master

F1511B - Tenant/Lease Billing Detail

F1511HB - Tenant Billing Detail History

F1521 - Log Detail Master

F1525B - Fees and Interest

F1540B - Sales Report Control

F1541B - Tenant Sales History

F15410 - Tenant Weekly Sales

F1565 - Security Deposit Master

F03B11 - Accounts Receivable Ledger

F0411 - Accounts Payable Ledger

## Field Updates

These processing options enable you to specify the values that the system assigns to specific fields when you run the program in final mode.

**1. Building** Specify the new value to assign to the Building field (MCU) on records in the tables specified on the Table Selection processing option.

**2. Unit** Specify the new value to assign to the Unit field (UNIT) on records in the tables specified on the Table Selection processing option.

**3. Tenant** Specify the new value to assign to the Tenant field (AN8) on records in the tables specified on the Table Selection processing option.

**4. Alternate Payee** Specify the new value to assign to the Alternate Payee field (AN8J) on records in the tables specified on the Table Selection processing option.

**5. Lease Manager** Specify the new value to assign to the Lease Manager field (ANSA) on records in the tables specified on the Table Selection processing option.

**6. Payment Source** Specify the new value to assign to the Payment Source field (AN8P) on records in the tables specified on the Table Selection processing option.

**7. Occupant** Specify the new value to assign to the Occupant field (AN8A) on records in the tables specified on the Table Selection processing option.

**8. Salesman** Specify the new value to assign to the Salesman field (AN8S) on records in the tables specified on the Table Selection processing option.

**9. Doing Business As** Specify the new value to assign to the DBA (doing business as) field (DBAN) on records in the tables specified on the Table Selection processing option.

**10. Lease Status** Specify the new value to assign to the Lease Status field (LSST) on records in the tables specified on the Table Selection processing option.

**11. Payment Terms** Specify the new value to assign to the Payment Terms field (TRAR) on records in the tables specified on the Table Selection processing option.

# CHAPTER 22

# Integrity Reports

You can use integrity programs and reports to verify a variety of information and resolve problems with consistency across different tables.

This chapter discusses how to:

- Review billing control information.
- Validate batch control integrity.
- Validate log line integrity.
- Update the invoice posted status.
- Validate the billing service tax dates.

## Reviewing Billing Control Information

This section provides overviews of billing control information and the Billing Control Integrity report, and discusses how to:

- Review billing control information.
- Run the Billing Control Integrity program.

### Understanding Billing Control Information

You can review the information that is stored in the Billings Generation Control table (F15011B) for a specific lease using the Billing Control Information program (P150111). The information for the billings that are associated with the lease include:

- Generation type
- Billing control ID
- Status of each billing period

Billing control information prevents you from billing a tenant multiple times for the same period.

You use the Billing Control Information program to review transactions for these generation types:

- 1 - Recurring Billing
- 2 - Expense Participation
- 3 - Sales Overage
- 4 - Escalation

- 6 - Estimated Expense Participation

When the system generates billing records, it assigns to them a billing control ID. The system uses this number, in conjunction with the billing status, to track the periods for which billings have been generated.

This table describes the four billing status values:

| Billing Control Status | Description |
|---|---|
| Blank | No billing activity exists. |
| G | The billing record (F1511B) has been generated. |
| B | The billing record has been billed (generation types 2 and 6 only). |
| X | The billing record has been generated and posted. |

If necessary, you can remove the billing control status after you delete unposted billing or calculation batches and want to rerun billing generation programs.

**Important!** Because you can easily create an integrity problem by updating the billing control status, only persons thoroughly knowledgeable with the billing processes should have access to this program.

### See Also

Chapter 10, “Processing Recurring Billings,” Generating Recurring Billings, page 225

Chapter 14, “Processing Expense Participation,” Generating Expense Participation Calculations, page 358

Chapter 11, “Processing Sales Overage,” page 235

Chapter 15, “Processing Escalation Billings,” page 387

Chapter 14, “Processing Expense Participation,” Generating Estimated Expense Participation Billings, page 376

## Understanding the Billing Control Integrity Program

You use the Billing Control Integrity program (R15905) to validate that each record in the Billings Generation Control table (F15011B) has a corresponding record in one of these tables:

- Tenant E.P. Class Master (F15012B).
- Sales Overage Master File (F15013B).
- Tenant Escalation Master (F15016B).
- Recurring Billings Master (F1502B).

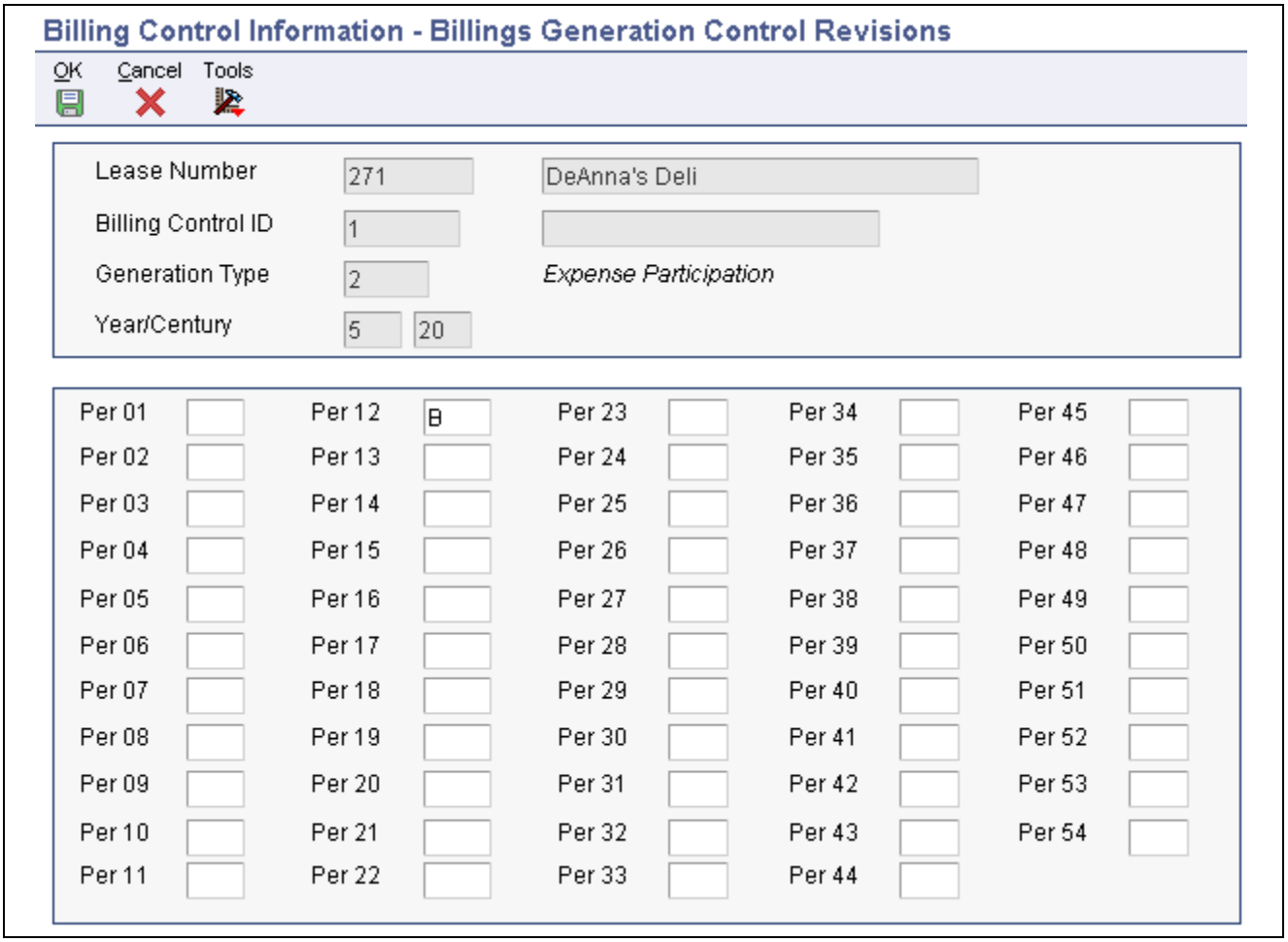
The system processes one billing control record at a time. The generation type of the billing determines the appropriate table. For example, if the generation type is 1, the system searches the Recurring Billings Master table for a record with the same lease and billing control number. If the system does not find a corresponding record, it deletes the billing control record.

## Forms Used to Review Billing Control Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Billing Generation Control | W150111A | Integrities (G15313), Billing Control Information. | Review billing control statuses for each type of billing generation by lease. |
| Billings Generation Control Revisions | W150111B | Select a billing control record for the lease by generation type on Work with Billing Control Information. | Review and revise billing control status information by period. |

## Reviewing Billing Control Information

Access the Billings Generation Control Revisions form.




Billings Generation Control Revisions form

## Running the Billing Control Integrity Program

Select Integrities (G15313), Billing Control Integrity.

# Validating Batch Control Integrity

This section provides an overview of the batch control integrity and discusses how to:

- Run the Batch Control Integrity.
- Set processing options for Batch Control Integrity (R15703).

## Understanding the Batch Control Integrity Report

When you run the Batch Control Integrity program (R15703), the system validates that each batch header record in the Batch Control Records table (F0011) has a corresponding record in the Lease Billings Master table (F1511B).

You use processing options to specify whether the system performs one or both of these actions:

- Deletes the batch headers that do not correspond to Lease Billings Master records.
- Generates a report that lists the Lease Billings Master records that do not correspond to batch header records.

## Running the Batch Control Integrity Program

Select Integrities (G15313), Batch Control Integrity.

## Setting Processing Options for Batch Control Integrity (R15703)

Set these processing options to specify the default processing for this report.

### Process

These processing options enable you to specify the records that the system deletes from the Batch Control Records table (F0011), as well as whether the system prints a report of records in the Lease Billings Master table (F1511B) that do not have a corresponding record in table F0011.

**1. Delete Batch Headers** Specify whether to delete batch header records from the Batch Control Records table (F0011) that do not have a corresponding record in the Tenant/Lease Billings Detail Master table (F1511B). Values are:

Blank: Do not delete batch header records.

*1:* Delete batch headers records.

**2. Print Detail Report** Specify whether to print a report of the Tenant/Lease Billings Detail Master records (F1511B) that do not have a corresponding batch header record (F0011). The system prints all transactions that meet this criteria regardless of whether they have been posted. Each transaction must be associated with a batch header record to post it to the appropriate tables. Values are:

Blank: Do not print a report.

*1:* Print a report.

# Validating Log Line Integrity

This section discusses how to:

- Run the Log Line Integrity program.
- Set processing options for Log Line Integrity (R15431).

## Running the Log Line Integrity Program

When you run the Log Line Integrity program (R15431), the system validates that the building and unit for a lease in the Lease Master Header table (F1501B) and Lease Master Detail table (F15017) corresponds to the building and unit for the related log lines in the Log Standard Master table (F1523). You use processing options to specify whether the system performs the update or just prints a report so that you can preview the effect of the update. You can also specify whether the update is associated with leases that are associated with one or more units.

Select Integrities (G15313), Log Line Integrity.

## Setting Processing Options for Log Line Integrity Report (R15431)

Set these processing options to specify the default processing for this report.

### Process

These processing options enable you to specify whether to run the program in proof mode or final mode, as well as to specify the version of the lease to use.

**1. Proof or Final Mode**

Specify whether to run the program in proof or final mode, and which leases to update. Values are:

Blank: Proof mode. The system prints a report of the log lines that have buildings and units that do not correspond to the buildings and units on the lease.

*1:* Final mode for single-unit leases. The system replaces the building or unit on the log standard with the building or unit from the lease.

*2:* Final mode for multi-unit leases. The system replaces the building or unit on the log standard with the first building or unit from the lease.

**2. Search Default for Lease Version**

Specify whether the system validates log lines using the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

Blank: The system uses the version of the lease that is effective as of the system date.

*1:* The system uses the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005 and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system displays the version dated October 1, 2005.

*2:* The system uses all versions of the lease regardless of the date.

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

### Print

This processing option enables you to specify the log lines that the system includes on the report.

**1. Print All Log Lines for Mulit-Unit Leases** Specify whether to print only the log lines in error or all log lines for multiple-unit leases. Values are:

Blank: Print only the log lines in error for multi-unit leases.

*1:* Print all log lines for multi-unit leases.

# Updating the Invoice Posted Status

This section provides an overview of the updating the invoice posted status and discusses how to run the Invoice Posted Status Update program.

## Understanding the Invoice Posted Status Update Program

If you are running the Post RE Invoices or Post RE Vouchers program (R15199) and the processing is interrupted (for example, as a result of a power outtage), some records in the Lease Billings Master table (F1511B) might remain unposted. You run the Invoice Posted Status Update program (R15912) to update the posted status on the F1511B records to D.

The system updates the records only under these conditions:

- The corresponding Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) record is posted.
- The corresponding Account Ledger (F0911) record is posted.
- The corresponding Batch Control Records (F0011) for batch type 1 is posted.

If the system cannot locate one of the corresponding records, or if one of the records is posted, it does not update the posted code on the F1511B record.

This program does not provide a report of the records that are updated.

## Running the Invoice Posted Status Program

Select Integrities (G15313), Invoice Posted Status Update.

# Validating the Billing Detail Service Tax Dates

This section provides an overview of the Billing Detail Serv/Tax Date Integrity program and discusses how to:

- Run the Billing Detail Serv/Tax Date Integrity program.
- Set processing options for Billing Detail Serv/Tax Date Integrity (R15906).

# Understanding the Billing Detail Serv/Tax Dates Integrity Program

When you run the post program (R15199) to generate invoices and vouchers, the system updates the service/tax date from the first detail line of the billing record in the Lease Billings Master table (F1511B) to all of the pay items on the transaction. To update the invoice and voucher transactions with the service/tax date that was entered on each billing detail record, you run the Billing Detail Serv/Tax Date Integrity program (R15906).

When you run this integrity program, the system compares the service/tax date in each billing detail record to the transaction pay item that was generated from it, and updates the service/tax date on the transaction record if necessary.

You can run this program in edit (proof) or update mode. When you run the program in edit mode, the system generates a report of the transactions to be updated. The report includes the relevant information about the F1511B record and the service/tax date from the corresponding F03B11 or F0411 transaction. The report displays an asterisk on every line for which a discrepancy exists. When you run the program in update mode, the system updates the service/tax date on the discrepant lines.

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**Note.** When you run the Billing Detail Serv/Tax Date Integrity program in update mode, the service/tax date that appears (under the Posted Serv/Tax Date column) is the date of transaction record *before* the update.

---

Processing options enable you to specify a date range for the billing records (F1511B), so that the program does not have to validate all of the billing records each time that you run it.

# Running the Billing Detail Serv/Tax Integrity Program

Select Integrities (G15313), Billing Detail Serv/Tax Date Integrity.

# Setting Processing Options for Billing Detail Serv /Tax Integrity (R15906)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify whether the system updates the accounts payable or accounts receivable records, as well as whether the program is submitted in proof mode or final mode. In addition, these processing options enable you to specify, according to the general ledger dates, the records that the system updates.

**1. Table Update Selection**

Specify whether to update the service/tax date on invoices (F03B11) or vouchers (F0411). The system uses the value of the Service/Tax Date field (DSV) from the Tenant/Lease Billings Detail Master table (F1511B) to update the selected records. Values are:

Blank: Update the invoice records in the Customer Ledger table (F03B11).

*1:* Update the voucher records in the Accounts Payable Ledger table (F0411).

**2. Proof or Final Mode**

Specify whether to run the program in proof or final mode. In proof mode, the system prints a report of the records selected to update from the table selected in the Table Update Selection processing option. In final mode, the system updates the service/tax date on the records in the selected table with the service tax date from the Tenant/Lease Billings Detail Master table (F1511B). Values are:

Blank: Proof mode. The system prints a report of the records selected to update.

*1:* Final mode. The system updates the records in the selected table and prints a report.

**3. From G/L Date**

Use this processing option, in conjunction with the Through G/L Date processing option, to specify the range of GL dates to use to select the records from the Tenant/Lease Billings Detail Master table (F1511B) to use in the update.

If you leave this processing option blank, the system includes all records through the date entered in the Through G/L Date processing option. If you leave both the From G/L Date and Through G/L Date processing options blank, the system includes all records.

**4. Through G/L Date**

Use this processing option, in conjunction with the From G/L Date processing option, to specify the range of GL dates to use to select the records from the Tenant/Lease Billings Detail Master table (F1511B) to use in the update.

If you leave this processing option blank, the system includes all records from the date entered in the From G/L Date processing option. If you leave both the From G/L Date and Through G/L Date processing options blank, the system includes all records.

# CHAPTER 23

# Purging Real Estate Management Tables

This chapter provides an overview of the purge process for Real Estate Management tables, lists a prerequisite, and discusses how to:

- Purge billing batches.
- Purge sales analysis information.
- Purge sales report information.
- Purge tenant and lease billing details.
- Purge building information.
- Purge lease information.

## Understanding the Purge Process for Real Estate Management

Several purge programs are available that enable you to remove obsolete information from the Real Estate Management tables. You can run the programs in proof mode, which enables you to verify the information before it is removed. When you run the programs in update mode, the system deletes the records.

**Important!** Purge programs *do not* write records to another table; therefore, you cannot recover records that have been purged from the tables. In general, you first run the programs in proof mode to ensure that the system deletes only the information that you intend to delete.

## Prerequisite

Back up the tables that you are purging in the event that you need to restore information.

## Purging Billing Batches

This section provides an overview of the batch delete program and discusses how to:

- Purge billing batches.
- Set processing options for the Batch Delete program (R15806).

# Understanding the Batch Delete Program

The Batch Delete program deletes unposted billing batches (invoices or vouchers).

When you run the program, the system:

- Removes the entire batch of transactions and the information for the batch header simultaneously.
- Resets the billing control ID for the related period from G (Generated) to blank in the Billings Generation Control table so that you can generate billings again for that period.

You cannot delete a posted batch. However, you can selectively delete unposted records in a batch that has been previously posted. These unposted records include any transaction that posts from the Lease Billings Master (F1511B) table to the Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) tables, but fails to post to the Account Ledger table (F0911). In this case, all of the associated records (F1511B, F03B11, F0411, and F0911) are considered unposted.

You cannot use the Batch Delete program to delete batches of receipts, revenue fees, or security deposits because the system does not write records to the Lease Billings Master table; the Batch Delete program deletes batches only when records exist in table F1511B.

The Batch Delete program removes records from these tables:

- Batch Control Records (F0011).
- Customer Ledger (F03B11).
- Accounts Payable Ledger (F0411).
- Account Ledger (F0911).
- Billings Generation Control (F15011B).
- Estimated EP Recurring Billings (F1502WB).
- Lease Billings Master (F1511B).
- Expense Participation Audit File (F1532B).
- EP Billing Register (F1538B).
- Sales Report Control (F1540B).
- Escalation Billing Register (F1548B).

Processing options control whether the system updates the tables or generates a report so that you can preview the information to be deleted. The report also shows any posted information that cannot be deleted.

# Purging Billing Batches

Select Purges (G15312), Batch Delete.

# Processing Options for Billings Batch Deletion (R15806)

Set these processing options to specify the default processing for this report.

## Select

These processing options enable you to specify the records to be deleted.

**1. Batch Number** Specify the batch number of the records to delete.

**2. Delete Invoices or Vouchers** Specify whether the system deletes records for the batch from the Accounts Payable Ledger table (F0411) or the Customer Ledger table (F03B11). Values are:

Blank: Delete information from the Customer Ledger table.

*1:* Delete information from the Accounts Payable Ledger table.

### Process

These processing options enable you to specify whether to delete records from the Lease Billings Master table (F1511B), as well as whether to run the program in proof or final mode.

**1. Posted Tenant Invoice Delete** Specify whether to delete the posted Lease Billings Master records (F1511B) that do not create corresponding Customer Ledger (F03B11), Accounts Payable Ledger (F0411), or Account Ledger (F0911) records. For example, invoices that have a zero amount, and carry-forward pending and carry-forward taken records generated from sales overage. Values are:

Blank: Do not delete records.

*1:* Delete records.

**2. Proof or Final Mode** Specify whether to process records in proof or final mode. Use this option, in conjunction with the Audit Report processing option, to print a report of the batches to process for deletion. Values are:

Blank: Proof mode. The system does not delete the records for the batch number specified.

*1:* Final mode. The system deletes the records for the batch number specified. The system generates a report of the deleted batches only if you select the processing option to print the audit report.

### Print

This processing option enables you to specify whether to generate a report of the deleted records.

**1. Audit Report** Specify whether the system prints an audit report of the records deleted by this program. Values are:

Blank: Do not print an audit report.

*1:* Print an audit report.

# Purging Sales Analysis Information

This section discusses how to:

- Purge sales analysis information.
- Set processing options for the Sales Analysis Purge program (R1543).

## Purging Sales Analysis Information

You can delete the information in the Tenant Sales Analysis Reporting File table (F1543B), by running the Sales Analysis Purge program (R1543). Processing options enable you to specify the records to retain by month or the records to purge by date. If you complete both processing options, the system uses the earliest cutoff date.

Select Purges (G15312), Sales Analysis Purge.

## Setting Processing Options for Sales Analysis Purge (R1543)

Set these processing options to specify the default processing for this report.

### Process

These processing options enable you to specify the records to purge from the Tenant Sales Analysis Reporting table (F1543B), as well as whether to run the program in proof or final mode.

**1. Number Of Months To Retain**

Specify the records to retain in the Tenant Sales Analysis Reporting table (F1543B). The system locates the record with the most current date and uses it as the starting date to count back. For example, if the most recent F1543B record has the month of 06 and year of 05, and you enter 12 in this processing option. The system retains records that are dated from 6/04 through 6/05. The system purges records that are dated prior to month 06 and year 04.

If you enter a value in this processing option and the Purge Through Period processing option, the system uses the earlier of the two dates.

**2. Purge Through Period**

Specify the records to purge from the Tenant Sales Analysis Reporting table (F1543B). The system purges all records prior to the month and year entered.

If you enter a value in this processing option and the Number of Months to Retain processing option, the system uses the earlier of the two dates.

**3. Proof or Final Mode**

Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system prints a report of the records selected to purge from the Tenant Sales Analysis Reporting table (F1543B).

*1:* Final mode. The system purges the records and prints a report.

# Purging Sales Report Information

This section provides an overview of Sales Report Purge program and discusses how to:

- Run the Sales Report Purge program.
- Set processing options for Sales Report Purge (R1541).

## Understanding the Sales Report Purge Program

To purge records from the Sales Analysis Control table (F1544B), run the Sales Report Purge program (R1541). In addition to removing F1544B records, the system also updates the batch control records (F0011). The system purges only the sales information that is posted (status code X or P). The most recent sales record, which has a blank status, cannot be purged.

Use the processing options to specify the maximum age in months for the records that you want to keep. The system uses the most recent sales record in a specific product scale group as the base from which to count back. To be eligible for purging, a record must be older than the specified number of months. You can specify one or more buildings or other related criteria during data selection.

**Note.** You can still review the sales history for a lease even though the sales information has been purged because the Tenant Sales History table (F1541B) is not affected by this program.

# Running the Sales Report Purge Program

Select Purges (G15312), Sales Report Purge.

# Setting Processing Options for Sales Report Purge (R1541)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the records to purge from the Sales Report Control table (F1540B) and the Tenant Sales History table (F1541B), as well as whether to run the program in proof or final mode.

**1. Number of Months To Retain**

Specify the monthly sales report records to retain in the Sales Report Control (F1540B) and the Tenant Sales History (F1541B) tables. The system purges only those monthly sales report records that exist in both tables (F1540B and F1541B), have a posting status code of either P or X, and are older than the number of months specified.

The system locates the record with the most current date and uses it as the starting date to count back. For example, if the most recent F1540B and F1541B records have the month of 06 and year of 05, and you enter 12 in this processing option. The system retains records that are dated from 6/04 through 6/05. The system purges records that are dated prior to month 06 and year 04.

If you leave this processing option blank, the system deletes all monthly F1540B and F1541B records with posted status codes of P and X.

**2. Number of Weeks To Retain**

Specify the weekly sales report records to retain in the Sales Report Control (F1540B) and the Tenant Weekly Sales (F15410) tables. The system purges only the weekly sales report records that exist in both tables, have a posting status code of either P or X, and that are older than the number of weeks specified.

The system locates the record with the most current date and uses it as the starting date to count back.

If you leave this processing option blank, the system deletes all weekly F1544B records with posted status codes of P and X.

**3. Proof or Final Mode**

Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system prints a report of the records to purge.

*1:* Final mode. The system prints a report and purges the records from the Sales Report Control (F1540B), Tenant Sales History (F1541B), and the Tenant Weekly Sales (F15410) tables.

# Purging Tenant and Lease Billing Details

This section discusses how to:

- Run the Tenant Billing Detail Purge program.
- Set processing options for Tenant Billing Detail Purge (R15119).

## Running the Tenant Billing Detail Purge Program

When you want to remove records from the Lease Billings Master table (F1511B), run the Tenant Billing Detail Purge program (R15119). Processing options enable you to specify a cutoff date as the basis for record selection. To be eligible for purging, a record must have a date prior to the cutoff date. If you specify more than one cutoff date, the system uses only the first date. You can use data selection to specify one or more buildings to further narrow the records to be purged.

Select Purges (G15312), Tenant Billing Detail Purge.

## Setting Processing Options for Tenant Billing Detail Purge (R15119)

Set these processing options to specify the default processing for this report.

### Process

This processing option enables you to specify whether the program runs in proof or final mode.

**1. Proof or Final Mode** Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system prints a report of the records selected to purge from the Tenant/Lease Billings Detail Master table (F1511B).

*1:* Final mode. The system purges the records and prints a report.

### Select

These processing options enable you to specify the records to be purged from the Lease Billings Master table (F1511B).

Enter *one* of these dates to select as the purge cutoff date. Records with dates prior to the *one* date entered will be purged.

**1. G/L Date** Specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Select only one date to use for the purge criteria.

**2. Invoice Date** Specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Select only one date to use for the purge criteria.

**3. Due Date** Specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less

than the date entered in the specified field. Select only one date to use for the purge criteria.

**4. Service/Tax Date** Specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Select only one date to use for the purge criteria.

# Purging Building Information

This section provides an overview of the building information purge program and discusses how to:

- Run the Building Information Purge program.
- Set processing options for Building Information Purge (R15808).

## Understanding the Building Information Purge Program

You can delete one property or building record (business unit) at a time, including all of its related information, within the Real Estate Management system. You use processing options to select the property or building to delete.

This program is based on the Business Unit Master table (F0006). The system can delete a building number from that table if no related information exists in the Account Master table (F0901), Account Balances table (F0902), or Account Ledger table (F0911).

However, regardless of the account records and balances, the system deletes related information from these tables:

- Lease Master Header (F1501B).
- Lease Master Detail (F15017).
- Billings Generation Control (F15011B).
- Extended Billings Master (F15020).
- Tenant E.P. Class Master (F15012B).
- Sales Overage Master File (F15013B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).
- Tenant Escalation Master (F15016B).
- Recurring Billings Master (F1502B).
- Log Detail Master (F1521).
- Unit Master (F1507).
- Billing Code Extension (F1512).
- Floor Master (F1506).
- Area Master (F1514).
- Security Deposit Master (F1565).

- Market/Potential/Renewal Rent Master (F159071).
- Business Unit Master (F0006).

# Running the Building Information Purge Program

Select Purges (G15312), Building Information Purge.

# Setting Processing Options for Building Information Purge (R15808)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the records to delete, as well as whether to run the program in proof or final mode.

---

***Warning!*** This program deletes the building specified in the subsequent list and all related Property Management information. Deleted records CANNOT be retrieved.

---

**1. Building To Delete**

Specify the building number to use as selection criteria to delete records from these Real Estate system tables:

Lease Master Header (F1501B).

Lease Master Detail (F15017).

Billings Generation Control (F15011B).

Extended Billings Master (F15020).

Tenant E.P. Class Master (F15012B).

Sales Overage Master (F15013B).

Product Sales Master (F15014B).

Min/Max Rents and Recoveries Master (F15015B).

Tenant Escalation Master (F15016B).

Recurring Billings Master (F1502B).

Log Detail Master (F1521).

Unit Master (F1507).

Billing Code Extension (F1512).

Floor Master (F1506).

Area Master (F1514).

Security Deposit Master (F1565).

Market/Potential/Renewal Rent Master (F159071).

Business Unit Master (F0006).

**Note.** The system deletes the building record from the Business Unit Master table only when records have been purged from the Account Ledger (F0911), Account Balance (F0902), and Account Master (F0901) tables.

**2. Proof or Final Mode** Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system prints a report of the records to purge from the Real Estate system tables.

*1:* Final mode. The system purges the records and prints a report.

# Purging Lease Information

This section provides an overview of Lease Information Purge program and discusses how to:

- Run the Lease Information Purge program.
- Set processing options for Lease Information Purge (R15118).

## Understanding the Lease Information Purge Program

The Lease Information Purge program enables you to delete obsolete information that is related to one or more leases.

**Important!** Use the processing options carefully to establish the critical dates that the system uses to determine what to purge, and to narrow the wide range of information that you can select from the various tables for the purge, such as buildings and units.

The Lease Information Purge is based on the Lease Master Header File table (F1501B) and can purge information from these tables:

- Lease Master Header (F1501B).
- Lease Master Detail (F15017).
- Tenant E.P. Class Master (F15012B).
- Sales Overage Master File (F15013B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).
- Tenant Escalation Master (F15016B).
- Recurring Billings Master (F1502B).
- Management Fee Master (F1505B).
- Lease Billings Master (F1511B).
- Lease Billings History (F1511HB).
- Log Detail Master (F1521).
- Tenant Account Exclusions (F1533B).
- EP Billing Register (F1538B).

- Escalation Billing Register (F1548B).
- Security Deposit Master (F1565).
- Billings Generation Control (F15011B).

### Critical Dates and Record Selection

In the processing options, you can select from three critical dates that the system uses to determine whether a record is eligible for purging. Because a critical date might not be part of a table that is selected for the purge, the system uses this criteria for record selection:

- If all of the records for the lease in the Lease Master Header table (F1501B) are eligible for purging, all of the related records in the selected tables are eligible.

  The system bypasses the remaining items in the date selection process.
- If one of the critical dates applies to a selected table, the date for a record must be prior to the critical date.
- If more than one critical date applies to a selected table, each critical date for the record must be before the critical date of the respective table.
- If none of the critical dates applies to a table that you selected, the system determines the records to be purged based on the relationship between the tables.

  All of the records for a specific lease in the parent table must be eligible for the related records in the dependent table to be eligible. For example, in terms of sales overage, the Product Scales Master table (F15014B) and the Min/Max Rents And Recoveries Master table (F15015B) are dependent on the Sales Overage Master File table (F15013B), which is the parent.
- If a record is eligible in the Recurring Billings Master table (F1502B), the Tenant E.P. Class Master table (F15012B), the Tenant Escalation Master table (F15016B), the Sales Overage Master File table (F15013B), or the Management Fee Master table (F1505B), then the related record with the same billing control ID number in the OW Billings Generation Control table (F15011B) will be deleted.
- If you purge all of the Tenant E.P. Class Master (F15012B) records for a lease, the corresponding records in the Tenant Account Exclusions table (F1533B) records will also be deleted.

---

**Note.** If you use data selection, and if the item that you are selecting is in both the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017), use the Lease Master Header item for selection.

---

## Running the Lease Information Purge Program

Select Purges (G15312), Lease Information Purge.

## Setting Processing Options for Lease Information Purge (R15118)

Set these processing options to specify the default processing for this report.

### Dates

These processing options enable you to specify which date the system uses to select the records to purge.

**1. Ending Effective Date** Specify the date to use to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have a date less than the date entered.

If you enter a date in more than one processing option, the record must meet all date criteria entered for the system to purge it. If you do not complete one of the date processing options, the system does not purge any records.

**2. Move-Out Date** Specify the date to use to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have a date less than the date entered.

If you enter a date in more than one processing option, the record must meet all date criteria entered for the system to purge it. If you do not complete one of the date processing options, the system does not purge any records.

**3. Date Last Updated** Specify the date to use to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have a date less than the date entered.

If you enter a date in more than one processing option, the record must meet all date criteria entered for the system to purge it. If you do not complete one of the date processing options, the system does not purge any records.

## Options

These processing options enable you to specify whether to run the program in proof or final mode, as well as the records to purge when you run the program in final mode.

**1. Proof or Final Mode** Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system prints a report of the records to purge from the Real Estate system tables.

*1:* Final mode. The system purges the records and prints a report.

**2. Page Break Selection** Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert a page break.

*1:* Insert a page break.

---

**Note.** Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

---

**3. Building Number** Specify the building number to use as selection criteria to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have the building number that you enter, unless you additionally specify a unit number in the Unit Number processing option.

**4. Unit Number** Specify the unit number to use as selection criteria to purge records from the tables specified on the Table Selection processing option tab. The system purges only those records that have the unit number that you enter for the building specified in the Building Number processing option. If you specify a value in this processing option, you must complete the Building Number processing option; otherwise, the system does not use the unit selection criteria.

## Table Selection

This processing option enables you to specify the tables from which the system purges records.

**Tables to Purge**

Use this processing option to specify whether to purge data from the corresponding table. Values are:

Blank: Do not purge data from this table.

*1:* Purge data from this table.

Tables that can be purged are listed as follows:

F1501B - Lease Master

F15012B - Expense Participation Master

F15013B - Sales Overage Master

F15014B - Product Scales Master

F15015B - Minimum Rent/Recoveries

F15016B - Tenant Escalation Master

F1502B - Recurring Billing Master

F1505B - Management Fee Master

F1511B - Tenant/Lease Billing Detail

F1511HB - Invoice History

F1521 - Log Detail Master

F1533B - E.P. Account Exclusions

F1538B - E.P. Calculation History

F1548B - Escalation Calculation History

F1565 - Security Deposit Master

# APPENDIX A

# PeopleSoft EnterpriseOne Real Estate Management Reports

This appendix provides an overview of real estate management reports and allows you to:

- View summary tables of all reports.
- View details for selected reports.

## Real Estate Management Reports

You can print real estate management reports to verify accuracy and track changes to the Real Estate Management information and to review current and historical information, including tenant and lease information, receipts, and billing and sales information.

## PeopleSoft EnterpriseOne Real Estate Management Reports: A to Z

These tables list the PeopleSoft EnterpriseOne Real Estate Management reports, sorted alphanumerically by report ID. This section discusses:

- System and facility setup reports.
- Tenant and lease reports.
- Receipt, security deposit, tenant work order, and recurring billing reports.
- Sales overage and expense participation reports.
- Escalation, holdover, revenue fees, fees and interest, and FASB 13 reports.

### System Setup and Facility Setup Reports

This table lists the system setup and facility setup reports:

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R15006P<br><br>Property/Building Listing | Use this program to print a list of the properties and buildings that are set up. | Facility Setup (G15411), Property/Building Listing |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R1507P<br>Unit Listing | Use this program to print a list of the units that are set up for each building and property. | From the Facility Setup (G15411), Unit Listing |
| R15410<br>Building / Unit Statistics | Use this program to print information about the area types defined for each unit. | Facility Setup menu (G15411), Building / Unit Statistics |
| R15450<br>Bill Code/Adjustment Reason Listing Report | Use this program to print a list of bill codes and adjustment reason codes. | RE System Setup (G15412), Bill Code / Adjustment Reason Listing |

## Tenant and Lease Reports

This table lists the tenant and lease reports:

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R15301<br>Tenant Alpha Listing | Use this program to print a list of all the tenants and their leases. | Tenant & Lease Reporting (G1514), Tenant Alpha Listing |
| R15400<br>Lease Date Edit Worksheet | Use this program to print a list of all the important dates associated with leases, such as move-in, move-out, and expiration date. | Tenant & Lease Reporting (G1514), Lease Date Edit Worksheet |
| R15401<br>Lease Master Listing | Use this program to print a profile of specific leases that includes the setup information associated with the tenant, lease, recurring billings, and extraordinary billings. | Tenant & Lease Reporting (G1514), Lease Master Listing |
| R154012<br>Lease Log Information | Use this program to print the log classes that are set up for each lease. | Tenant & Lease Reporting (G1514), Lease Log Information |
| R15402<br>Log Detail Listing | Use this program to print a comprehensive list of information associated with log lines for leases, buildings, floors, and units. | Tenant & Lease Reporting (G1514), Log Detail Listing |
| R154021<br>Log Standards Listing | Use this program to print the information entered as log standards. | Tenant & Lease Reporting (G1514), Log Standards Listing |
| R15403<br>Lease Expiration Listing | Use this program to print the expiration dates, property statistics, and annual rent information for leases for a specified time period. | Tenant & Lease Reporting (G1514), Lease Expiration Listing |
| R15415<br>Tenant Master Listing | Use this program to review a master list of the names and addresses associated with leases. | Tenant & Lease Reporting (G1514), Tenant Master Listing |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R15421<br>Tenant Rent Roll | Use this program to print rent amounts that are in effect as of the date that you specify in the processing options. | Tenant & Lease Reporting menu (G1514), Tenant Rent Roll |
| R15430<br>Lease Follow-Up Worksheet | Use this program to print information associated with leases and properties, such as the log classes, critical dates, effective dates, extended text, and billing addresses. | Tenant & Lease Reporting (G1514), Lease Follow-Up Worksheet |
| R15471<br>New Leases Report | Use this program to print information about the lease, such as the units and building to which the lease is associated, square footage, base rent, lease start and end dates, and the person who originated the lease. | Tenant & Lease Reporting (G1514), New Leases Report |
| R15600<br>Occupancy/Vacancy Listing | Use this program to print a list of vacant units as of the date that you specify. | Tenant & Lease Reporting menu (G1514), Occupancy/Vacancy Listing |
| R15605<br>Critical Date Review Report | Use this program to print the critical dates associated with log lines for leases, buildings, floors, and units. | Tenant & Lease Reporting (G1514), Critical Date Review Report |
| R15610<br>Tenant Log Information | Use this program to print a list of tenants and leases. The report includes critical dates and lease log information. | Tenant & Lease Reporting (G1514), Tenant Log Information |
| R15611<br>Critical Date Report | Use this program to print information associated with log lines for leases, buildings, floors, and units. | Tenant & Lease Reporting (G1514), Critical Date Report |
| R15690<br>Lease Log Summary Analysis | Use this program to print the lease dates and critical dates of the log classes that are associated with the lease. | Tenant & Lease Reporting (G1514), Lease Log Summary Analysis |
| R15710<br>Legal Clause Report | Use this program to print the tenant or lease (or both) to which the clause applies. The report lists the clause number, option, and detail type, option status, and date fields. | Tenant & Lease Reporting (G1514), Legal Clause Report |
| R157101<br>Legal Clause Option Audit | Use this program to print all of the information that is set up for legal clause options, such as the lease or tenant, option and detail type, date that the option was offered, decision date, whether the option was accepted, and its hierarchy. | Tenant & Lease Reporting (G1514), Legal Clause Option Audit Report |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R157102<br>Space Detail Audit Report | Use this program to print space detail audit information such as the lease or tenant, date offered, decision date, whether the offer was accepted, and a change date. | Tenant & Lease Reporting (G1514), Space Detail Audit Report |
| R15733<br>Tenant A/R Daily Balance Report | Use this report to review information such as open invoices amounts, applied and unapplied receipts, and write-offs. | Real Estate Receipts (G1513), Tenant A/R Daily Balance |

## Receipt, Security Deposit, Tenant Work Order, and Recurring Billing Reports

This table lists the receipt, security deposit, tenant work order, and recurring billing reports:

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R03B311<br>Receipts Journal Report | Use this program to print receipt batch information, as an alternative to reviewing receipts online. | Real Estate Receipts (G1513), Receipts Journal Report |
| R15305<br>Recurring Billing Comparison Report | Use this program to print the amounts for recurring billings from two periods for comparison purposes. | Recurring Billing (G1521), Recurring Billing Comparison Report |
| R154011<br>Recurring Billing Information Listing | Use this program to print recurring billing information that is set up, such as the bill codes and frequencies. | Recurring Billing menu (G1521), Recurring Billing Information Listing |
| R15420<br>Tenant Billing Listing | Use this program to print the setup information for recurring billings. | Recurring Billing (G1521), Tenant Billing Listing |
| R15440<br>Receipts Variance Report | Use this program to print the receipt amounts that have been billed and received, and the amounts still outstanding for the month and year-to-date. | Real Estate Receipts (G1513), Receipts Variance Report |
| R15448<br>Tenant Work Order Print | Use this program to print each work order entered. You use data selection to limit the report to specific tenants or leases. | Tenant Work Orders (G1516), Tenant Work Order Print |
| R15494<br>Tenant Work Order Status Summary | Use this program to print tenant work order information such as the description of the work order, the planned completion date, estimated and actual hours, the work order type, and the work order status.<br>You use data selection to limit the report to specific tenants or leases. | Tenant Work Orders (G1516), Tenant Work Order Status Summary |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R15550<br>Rent Change Report | Use this program to print the history of changes in the transactions associated with rent. | Recurring Billing menu (G1521), Rent Change Report |
| R15614<br>Security Deposit Critical Date Report | Use this report to review critical dates for security deposits, such as due dates for security deposits by lease, lease version, unit, bill code, tenant, and gross amount. | Security Deposits (G1515), Security Deposit Critical Date Report |
| R15615<br>Security Deposit Required Versus Received Report | As an alternative to reviewing whether a security deposit has been entered, billed, or received, you can print the Security Deposit Req'd vs Rec'd Report (R15615). You use this report to determine which tenants have not complied with the security deposit requirement. | Security Deposits (G1515), Security Deposit Req'd vs Rec'd Report |

## Sales Overage and Expense Participation Reports

This table lists the sales overage and expense participation reports:

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R15250<br>Sales History Report | Use this program to print the sales history for the current year and prior year for comparison purposes. | Sales Report Processing (G15221), Sales History Report |
| R15251<br>Weekly Sales History Report | Use this program to print weekly sales information. | Sales Report Processing (G15221), Weekly Sales History Report |
| R1530P<br>E.P. Class Listing | Use this program to print the expense participation class information that is set up for the lease. | Expense Participation (G1523), E.P. Class Listing |
| R1532<br>E.P. Extraction Register | Use this program to print the general ledger transactions that qualify as expense amounts for each E.P. class in a specific billing generation. This report is based on the Expense Participation Audit table (F1532B). | Expense Participation (G1523), E.P. Extraction Register |
| R15321<br>Sales Report Listing | Use this program to print expected, unexpected, or estimated sales information. You can limit the data selection to a specific batch, building, or lease. | Sales Report Processing (G15221), Sales Report Listing |
| R1535<br>E.P. Class Adjustment Listing | Use this program to print the adjustment amounts that are applied to the expense participation classes in a specific billing generation. | Expense Participation (G1523), E.P. Class Adjustment Listing |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R1538<br>E.P. Calculation Register - Detail | Use this program to print a list of the calculation details for a batch of expense participation billings before generating the billing. | Expense Participation (G1523), E.P. Calculation Register - Detail |
| R1538S<br>E.P. Calculation Register - Summary | Use this program to print a summary of the expense participation calculation before generating the billing. | Expense Participation (G1523), E.P. Calculation Register - Summary |
| R154013<br>E.P. Information Listing | Use this program to print the expense participation information that is set up for the lease. | Expense Participation (G1523), E.P. Information Listing |
| R154014<br>Sales Overage Information Listing | Use this program to print the sales overage information that is set up for the lease. | Sales Overage (G1522), Sales Overage Information Listing |
| R15411<br>Review Sales Report | Use this program to print the leases that have no actual sales for the periods that you select. You can determine whether you need estimates or other information from tenants in order to obtain sales amounts. | Sales Report Processing (G15221), Review Sales Report |
| R15412<br>Occupancy Costs/Rents Report | Use this program to compare the total occupancy costs against the total tenant sales. | Sales Report Processing (G15221), Occupancy Cost/Rents Report |
| R156120<br>Tenant Exclusion Listing | Use this program to print the tenant exclusion information that is set up from the Tenant Exclusion Header (F150120) and Tenant Exclusion Detail (F150121) tables. | Expense Participation (G1523), Tenant Exclusion Listing |
| R156122<br>Share Factor Denominator Listing | Use this program to print the share factor denominator information that is set up from the Share Factor Denominator Header (F150122) and Share Factor Denominator Detail (F150123) tables. | Expense Participation (G1523), Share Factor Denominator Listing |
| R15675<br>Sales Analysis Report | Use this program to print comparison information for sales amounts from last year and this year. | Sales Analysis Processing (G15222), Sales Analysis Report |

## Escalation, Holdover, Revenue Fees, Fees and Interest, and FASB 13 Reports

This table lists the escalation, holdover, revenue fees, fees and interest, and FASB 13 reports:

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R154015<br>Escalation Information Listing | Use this program to print the escalation information that is set up for the lease. | Escalations (G1524), Escalation Information Listing |
| R15405<br>Revenue Fee Listing | Use this program to print the business unit fee or lease fee information that is set up. | Revenue Fees (G1526), Revenue Fee Listing |
| R15406<br>FASB 13 Listing | Use this program to print the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). | FASB 13 (G1528), FASB 13 Listing |
| R15407<br>FASB 13 Register - Month | Use this program to print the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect) by month. | FASB 13 (G1528), FASB 13 Register - Month |
| R15408<br>Next Increase Listing | Use this program as a management tool to help you schedule the generation of escalation billings. The report displays information from the Tenant Escalation Master table (F15016B) and is associated with the Next Period Start - Month and Year fields. | Escalations (G1524), Next Increase Listing |
| R15409<br>FASB 13 Register - Year | Use this program to print the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect) by year. | FASB 13 (G1528), FASB 13 Register - Year |
| R1548<br>Escalation Calculation Register | Use this program print a list of the calculation details for a batch of escalation billings, to review the information for accuracy before posting the batch. The report is based on the Escalation Billing Register table (F1548B). A processing option for the Escalation Billing Generation program controls which version of the Escalation Calculation Register the system runs when you generate the calculations. | Escalations (G1524), Escalation Calculation Register |
| R15490<br>Holdover Tenant Report | Use this program to print the leases that are in a holdover status. | Holdover (G1525), Holdover Tenant Report |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R1550P<br>Escalation Indices Listing | Use this program to print the escalation index information that is set up. You can use this report to review the monthly index amounts that are associated with the escalation index for the calendar year. The system retrieves information for this report from the Escalation Index Master table (F1550). | Escalations (G1524), Escalation Indices Listing |
| R15625<br>Fee & Interest Listing | Use this program to print the fee information that is set up before you generate fee and interest transactions. The report prints information from the Fees and Interest table (F1525B).<br>You use data selection criteria as follows to limit the information that appears on the report:<br>• Fee type.<br>• Search level.<br>• Key information for the search level (lease, tenant, building, and bill code). | Fees & Interest (G1527), Fee & Interest Listing |

# PeopleSoft EnterpriseOne Real Estate Management Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed in alphanumeric order by report ID in this appendix.

## R03B311 - Receipts Journal Report

As an alternative to reviewing receipts online, you can run the Receipts Journal Report (R03B311). You can create the own version to display specific information. For example, you might set up a version of the report that displays specific batches based on a particular date or for a specific user.

When you run the Receipts Journal Report, the system displays a list of the receipts entered for each bank account, and the invoices that each receipt paid, if any. For drafts, the system does not include a bank account number on the header of the report until the draft reaches a contingent liability or collection status. The report prints unposted transactions unless you use data selection to specify a posted code of D.

This report includes information from the Receipts Header table (F03B13) and the Receipts Detail table (F03B14).

### Column Headings

The column heading TI represents the receipt type code that the system assigns to the TYIN field in the Receipt Header table when you enter a receipt.

The system assigns one of these values from UDC 03B/TI:

| Receipt Type Code | Description of Code |
|---|---|
| A | Applied receipt |
| D | Draft |
| G | General ledger receipt |
| L | Logged receipt |
| R | Rounding record |
| U | Unapplied receipt |

## Data Sequence

The system displays the transactions in this sequence:

- User ID
- Batch number
- Batch date
- GL account
- Company
- Address number
- Payment (receipt) number

**Note.** The totals on the report depend on this sequence. If you modify the sequence, you must also modify the program logic that determines how totals are calculated.

## Processing Options for Receipts Journal Report (R03B311)

Set these processing options to specify the default processing for this report.

### Print

These processing options enable you to specify the format that the system uses to print account numbers on the report.

**1. Account Format - G/L Receipts and Drafts**

Specify the format for the system to use to print account numbers on the report. The system prints the account number in the detail section of the report for general ledger receipts and drafts only; otherwise, the system prints the document numbers of the invoices paid. If you leave this processing option blank, the system does not print the account number. Values are:

*1:* Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

*2:* Print the eight-character account ID that the system assigns to the account number in the Account Master table (F0901).

*3:* Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

**2. Account Format - Bank Account** Specify the format for the system to use to print the bank account numbers on the report. The system prints the bank account number in the header section of the report. If you process drafts, the system does not print the bank account number on the report if the draft is at acceptance stage and has not been registered. If you leave this processing option blank, the system does not print the bank account number. Values are:

*1:* Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

*2:* Print the eight-character account ID that the system assigns to the account number in the Account Master table (F0901).

*3:* Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

# R15006P - Property/Building Listing Report

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

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

# Processing Options for Property/Building Listing (R15006P)

Set these processing options to specify the default processing for this report.

## Print

These processing options are used to specify whether the system includes category code information and the details of the building log, such as the log class and the amenity identification code.

**1. Print Category Codes** Specify which category codes to print on the report. Values are:

Blank: Print category codes 1 - 10.

*1:* Print category codes 11 - 20.

*2:* Print category codes 21 - 30.

**2. Print Log Details** Specify whether to print the log details for the property or building that prints on the report. Values are:

Blank: Do not print log details.

*1:* Print log details.

**3. Print Attachments** Specify whether to print the attachment information for the building log record. This processing option is valid only when the Print Log Details processing option is set to *1*. Values are:

Blank: Print the attachment information.

*1:* Do not print the attachment information.

# R1507P - Unit Listing

As an alternative to reviewing unit information online, you can print the Unit Listing report (R1507P).

The report prints the same information that you can review online, including:

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

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

# Processing Options for Unit Listing (R1507P)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the date that the system uses to use to select units and an alternate area type (other than rentable and usable).

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

**2. Alternate Area Type** Specify the alternate area type to include on the report in addition to the rentable and usable area types. The value that you specify must be set up in UDC 15/AR.

## Print

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

**1. Page Break on Building Number** Specify whether the system generates a separate page of the report for each building. Values are:

Blank: Do not generate a separate page for each building.

*1:* Generate a separate page for each building.

# R15250 - Sales History Report

You can compare the sales history between the current year and prior year. The Sales History report provides information for 12 periods beginning with the Report Month and Report Year that you specify. You can also review the sales history for the year prior to the month and year periods that you specify. The system calculates monthly and yearly percent changes when you select the prior year. The report can also provide sales history information on a year-to-date or rolling 12-month basis.

# Processing Options for Sales History Report (R15250)

Set these processing options to specify the default processing for this report.

## Processing

These processing options enable you to specify the reporting month and year.

**1. Calendar Reporting Month** Specify the beginning calendar reporting month for the sales history report.

**2. Calendar Reporting Year** Specify the beginning calendar reporting year for the sales history report.

## Select

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

**1. Sales Amount Selection** Specify whether to print sales amounts per square feet or to print gross sales amounts. Values are:

Blank: Print the gross sales amounts on the report.

*1:* Divide the gross sales amount by the lease's square footage and print these per square foot amounts on the Sales History Report.

**2. Select Area Type** Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**3. Alternate Area Type** Specify which area type to use if the Select Area Type Processing Option is left blank. Valid area types are found in user-defined code (UDC) (15/AR).

**4. Print Actual Or Estimated Sales** Specify whether the system prints actual sales or estimated sales. Values are:

Blank: Print actual sales only.

*1:* Print estimated sales only.

## Print

These processing options enable you to further specify the information to include on the report.

**1. Suppress Print Option** Specify whether to print the product code, the DBA number, and the store number on the Sales History report. Values are:

Blank: Print the product code, DBA number, and the store number on the Sales History report.

*1:* Suppress printing product code, DBA number, and store number.

**2. Totals Option** Specify whether to base report totals on a rolling 12 period cycle, or a year-to-date cycle. Values are:

Blank: Base totals on year-to-date sales beginning with the Calendar Report Month and Calendar Report Year through the end of the specified year.

*1:* Base totals on rolling 12 month sales beginning with the Calendar Report Month and Calendar Report Year through the next 12 months.

**3. Prior Year Sales** Specify whether to include prior year sales in addition to current year sales on the report. If you do include prior year sales, the system calculates the monthly and yearly change percentages. Values are:

Blank: Do not print prior year sales on the report.

*1:* Print prior year sales on the report.

# R15251 - Weekly Sales History Report

You print the Weekly Sales History Report to review the weekly sales information that is stored in the Tenant Weekly Sales table (F15410). You can review sales based on the gross amounts or per square foot, as well as the prior year sales history.

# Processing Options for Weekly Sales History Report (R15251)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the parameters used to generate the report.

**1. Weekly Date** Specify the weekly date, which is the beginning of the current 52 period cycle. The system uses the date to determine weekly sales history amounts. These amounts are retrieved from subsequent processing options for printing prior year history and for reporting YTD totals or totals based on a rolling 52 period cycle. The system process dates based on a calendar year.

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

**2. Sales Amount Selection** Specify whether to print gross sales amounts or to print sales amounts per square foot. Values are:

Blank: Print the gross sales amounts on the report.

*1:* Divide the gross sales amounts by the square footage to print the amounts per square foot. If square footage does not exist in the Product Scales Master table (F15014B), the system uses square footage from the lease. If square footage is not found in the lease, the system uses square footage from the Area Master table (F1514).

**3. Select Area Type** Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**4. Alternate Area Type** Specify an area type, other than rentable or usable, that the system can use to retrieve square footage from the lease. If no square footage is found in the lease, the system uses the Area Master table (F1514). You must enter a value from the UDCs (15/AR).

### Print

These processing options enable you to specify whether to include prior year sales information on the report, as well as how to derive the totals.

**1. Prior Year Sales** Specify whether to print prior year sales in addition to current year sales. If you print prior year sales, the system calculates a yearly percent change. Values are:

Blank: Do not print prior year sales on the report.

*1:* Print prior year sales on the report.

**2. Totals Option** Specify whether to base the report totals on a year-to-date cycle or a rolling 52 period cycle. The processing option for Weekly Date on the Process tab is the beginning period to retrieve sales amounts. Values are:

Blank: Base totals on year-to-date sales beginning with Weekly Date through the end of the specified year.

*1:* Base totals on the rolling 52 month sales beginning with Weekly Date through the next 52 months.

## R1530P - E.P. Class Listing

As an alternative to reviewing expense participation classes online, you can print the E.P. Class Listing report. You can use this report to review a list of the general ledger accounts included in each expense participation class to avoid duplicating the accounts in other expense classes that you set up. Use processing options to specify whether to include adjustments to the expense class on the report, and whether to print the associated expense amounts.

The report is based on the Expense Participation Class Master table (F1530) and can also include information from these tables, depending on the processing option settings:

- Account Balances (F0902).
- Account Ledger (F0911).
- Expense Participation Class Adjustment (F1531).

## Processing Options for E.P. Class Listing (R1530P)

Set these processing options to specify the default processing for this report.

### Select

These processing options are used to specify the dates that the system uses to accumulate transaction totals on the report.

**1. Print Transaction Totals** Specify whether to include transaction totals for each account listed. The system prints amounts only if the transaction date is between the beginning and ending dates for the accounts specified in the E.P. Class Master table (F1530). Values are:

Blank: List the accounts included in each class without corresponding total amounts.

*1:* Print transaction totals for each account listed.

**2. Begin Date for Transaction Amounts**

Enter the date to begin accumulating transaction amounts. You can include more than one year within the specified date range.

If this option is left blank, the system date will be used.

**3. End Date for Transaction Amounts**

Enter the date to stop accumulating transaction amounts. You can include more than one year within the specified date range.

If this option is left blank, the system date will be used.

## Process

These processing options are used to specify the records to include on the report.

**1. Extract Account Balances**

Specify whether to extract the account balances from the Detailed Transaction table (F0911) or from the Account Balances table (F0902). Values are:

Blank: Extract account balances from the Account Balances table (F0902). Selecting balances from this table pulls an amount for each month in the range selected in the begin and end date processing options.

*1:* Extract account balances from the Detailed Transaction table (F0911). Selecting balances from this table pulls accounts for the range selected in the begin and end date processing options by the GL date.

**2. Override for Account Transactions**

Enter an override ledger type for extracting the expense account transactions. This option is helpful if you have posted transactions to a ledger type other than actual amounts (AA). The report prints transactions only from the ledger type that you enter here. Otherwise, no actual amount transactions print.

**3. Offset Ledger Type**

Enter a ledger type for extracting offset amounts. You can enter an offset ledger type for extracting the expense account transactions. This option is helpful if you have posted adjusting transactions to a ledger type other than actual amount (AA). The amounts for the ledger type entered will be added to the AA amounts with the same GL account. If this option is left blank, the system will not extract offset amounts.

**4. Account Range Inclusion**

Specify which accounts to include in the expense class. Values are:

Blank: Combine object and subsidiary accounts. Includes all accounts greater than or equal to the From object account and subsidiary, and less than or equal to the To account and subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts between these values are included (account 5555.040 would be included).

*1:* Use separate comparison for object and subsidiary accounts. Includes all accounts with object accounts between the From and To object accounts as well as subsidiary accounts between the From and To subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts with object accounts between 5000 and 59999 as well as subsidiary accounts between 010 and 020 are included (account 5555.040 would not be included).

### Options

These processing options are used to specify the business unit the system uses to generate expense accounts, as well as whether to include class adjustment totals.

**1. Global Business Unit Substitution** Enter the business unit to substitute for global business units when deriving accounts. The E.P. Class must have a wildcard entered in the Business Unit field for this program to recognize this business unit substitution.

**Note.** A field wildcard entered in the Business Unit field during the set up of the E.P. Classes (P1530) will cause the Expense Participation Generation program (R15110) to substitute a tenant's building as the business unit for deriving expense accounts.

**2. Class Adjustment Totals** Specify whether to include class adjustment totals for each class. Values are:

Blank: Do not include class adjustment totals.

*1:* Print class adjustment totals for each class. These adjustments can be the result of identifying an adjustment factor for a class or setting up a specific adjustment amount to apply to an expense.

## R15301 - Tenant Alpha Listing

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

The report displays tenant and lease information, including lease type and status, usable and rentable areas, and move-in and move-out dates.

Information for the report comes from the Lease Master Header File (F1501B) and Lease Master Detail File (F15017) tables.

### Data Selection and Data Sequencing

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

## Processing Options for Tenant Alpha Listing (R15301)

Set these processing options to specify the default processing for this report.

### Process

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

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

**2. Search Default for Lease Version** Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

# R15305 - Recurring Billing Comparison Report

You use the Recurring Billing Comparison Report to compare the amounts for recurring billings from two periods. The system compares a billing period that you select, which is the current period, with the period prior to that period. This report helps you to identify the differences between the recurring billing setup for the current period and the setup for the prior period.

For example, assume that a tenant pays sales tax for a particular bill code line in the setup for recurring billing. The rate code for the sales tax expired in the prior month, but the setup still indicates the rate code in the bill code line. By running this report, you can observe a tax amount for the prior period, no tax amount for the current period, and a difference between the two periods. The system displays the transaction currency code on this report.

The system recalculates the billing amounts for the prior period based on the recurring billing information for that period. It does not use the accounts receivable or accounts payable information that exists for the same period. In this way, the system avoids any differences caused by adjustments to the accounts receivable or accounts payable information, and the report more accurately reflects the differences between the two setups.

The system derives information for this report from the Recurring Billings Master table (F1502B).

# Processing Options for Recurring Billing Comparison Report (R15305)

Set these processing options to specify the default processing for this report.

## Process

These processing options enables you to specify the records from the Recurring Billings Master table (F1502B) that appear on the report.

**1. Billing Period Number** Enter the billing period number for the current period. The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table (F15019).

**2. Billing Year** Enter the billing year for the current period.

The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table (F15019).

**3. Print Lines Without Differences** Specify whether to print lines without differences between Current and Prior period amounts. Values are:

Blank: Do not print lines without differences.

*1:* Print lines without differences.

**4. Weekly Billing Date** Enter the weekly billing date.

If you leave this processing option blank, the system uses the period from the Billing Period Number processing option. If the period in processing option #1 does not define the weekly billing period, the system uses this processing option to enter the weekly billing date.

## Proration

These processing options enable you to specify how the system prorates amounts.

**1. Prorate Amounts For Partial Periods** Specify whether to prorate the amounts that are in effect for partial periods. Values are:

Blank: Do not prorate amounts.

*1:* Prorate amounts.

**2. Base Proration on a 30-day Month** Specify whether to base proration on a 30-day month (if monthly). Values are:

Blank: Use the number of days in the billing period.

*1:* Base proration on a 30-day month.

## Override

These processing options enable you to override the dates for the current and prior periods.

**1. Begin Date of Current Period** Override the period begin date. If left blank, the system uses the period specified in the billing period number processing option. The purpose of this option, along with the period end date override option, is to override the billing period begin date associated with the period specified in the billing period number processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

**2. End Date of Current Period** Override the period end date. If left blank, the system uses the period specified in the fiscal year for billing control processing option. The purpose of this option, along with the period begin date override option, is to override the billing period end date associated with the period specified in the fiscal year for billing control processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

**3. Begin Date of Prior Period** Enter the beginning date of the prior period that the system uses for prorated billings. The system uses the beginning and ending dates to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period will be based on the month prior to the current period if using a monthly frequency.

**4. End Date of Prior Period** Enter the ending date of the prior period that the system uses for prorated billings. The system uses the beginning and ending date to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period will be based on the month prior to the current period if using a monthly frequency.

### Lessee

This processing option enables you to specify whether accounts payable or accounts receivable leases are processed.

**1. Receivables or Payables** Specify whether the report processes AR or AP leases. This option works in conjunction with the Lessee field in the Tenant/Lease Master table (F1501B). You cannot run reports for both types of leases at the same time. Values are:

Blank: Process leases with a blank Lessee field. (AR)

*Y* or *1:* Process leases with a non-blank Lessee field. (AP)

### Print

This processing option enables you to specify the print sequence of the report.

**1. Print Sequence** Select one of these print sequences for the Recurring Billing Comparison Report:

Blank: Print by bill code.

*1:* Print by lease number.

## R1532 - E.P. Extraction Register

You use the E.P. Extraction Register report to review the general ledger transactions that qualify as expense amounts for each E.P. class in a specific billing generation. This report is based on the Expense Participation Audit table (F1532B).

## Processing Options for E.P. Extraction Register (R1532)

Set these processing options to specify the default processing for this report.

### Select

This processing option is used to specify the records to include on the report.

**1. Batch Number to Process** Enter the batch number for the E.P. Extraction Register report (R1532).

## R1535 - E.P. Class Adjustment Listing

You use the E.P. Class Adjustment Listing report to review the adjustment amounts that are applied to the expense participation classes in a specific billing generation. This report is based on the Expense Participation Audit table (F1532B) and includes information from the Expense Participation Class Adjustment table (F1531). A processing option for the E.P. Calculation Generation program (R15110) controls whether the system prints this report when you generate the calculations.

## Processing Options for E.P. Class Adjustment Listing (R1535)

Set these processing options to specify the default processing for this report.

### Select

This processing option is used to specify the records to include on the report.

**1. Batch Number to Process** Enter the batch number when running the Class Adjustments Listing report (R1535).

## R1538 - E.P. Calculation Register - Detail

You use the E.P. Calculation Register - Detail report to review a list of the calculation details for a batch of expense participation billings before generating the billing. You can also refer to this report to locate information more quickly on the E.P. Calculation Revisions form. This report is based on the EP Billing Register table (F1538B) and includes both calculated amounts and their related limits for comparison.

## Processing Options for E.P. Calculation Register - Detail (R1538)

Set these processing options to specify the default processing for this report.

### Select

This processing option is used to specify the records to include on the report.

**1. Batch Number to Process** Enter the batch number of the E.P. billing calculation records to print.

## R1538S - E.P. Calculation Register - Summary

You use the E.P. Calculation Register - Summary report to review a summary of the expense participation calculation before generating the billing. This report is similar to the E.P. Calculation Register - Detail report, except that it summarizes the information and presents the billable amount, class totals, and grand totals.

## Processing Options for E.P. Calculation Register - Summary (R1538S)

Set these processing options to specify the default processing for this report.

### Select

This processing option is used to specify the records to include on the report.

**1. Batch Number to Process** Enter the batch number of the E.P. billing calculation records to print.

## R15400 - Lease Date Edit Worksheet

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

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

## Processing Options for Lease Date Edit Worksheet (R15400)

Set these processing options to specify the default processing for this report.

### Print

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

**1. Report Heading** Specify whether to print an additional line on the report heading. Values are:

Blank: Print the standard report heading.

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

## R15401 - Lease Master Listing

You use the Lease Master Listing report (R15401) to review a profile for specific leases that includes the setup information associated with the tenant, lease, recurring billings, and extraordinary billings.

You can generate the entire profile or limit the report to one or more of these sections (as specific changes occur to respective setup information):

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

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

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

## Processing Options for Lease Master Listing (R15401)

Set these processing options to specify the default processing for this report.

### Select

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

**1. Report As Of Date** Specify whether to include all records on the report.

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

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

### Process

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

**1. Unit Detail Information** Specify whether to include the unit detail information on the report. Values are:

Blank: Do not include unit information on the report.

*1:* Include detailed unit information on the report.

*2:* Include summarized unit information on the report.

**2. Lease Log Information** Specify whether to include the lease log information on the report. Values are:

Blank: Do not include log line information on the report.

*1:* Include detailed log information on the report.

*2:* Include summarized log information on the report.

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

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

**4. Legal Clause Information** Specify how the system includes legal clause information on the report. Values are:

Blank: Do not include legal clause information on the report.

*1:* Include detailed legal clause information on the report.

*2:* Include summarized legal clause information on the report.

**5. Related Legal Clause Information** Specify the tables from which the system prints related legal clause information on the report. Values are:

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

*1:* Print related legal clause information from these tables:

Legal Clause Options Audit (F15701)

Legal Clause Space Detail (F15702)

Legal Clause Space Detail Audit (F157021)

Legal Clause Amounts (F15703)

**6. Recurring Billing Information** Specify whether to include the recurring billing information on the report. Values are:

Blank: Do not include recurring billing information on the report.

*1:* Include detailed recurring billing information on the report.

*2:* Include summarized recurring billing information on the report.

**7. Select or Omit Bill Codes** Use this processing option, in conjunction with the bill code processing options, to specify the records to include on the report based on bill code. Values are:

Blank: Include all records on the report.

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

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

**8. Expense Participation Information** Specify whether to include the expense participation information on the report. Values are:

Blank: Do not include expense participation information on the report.

*1:* Include detailed expense participation information on the report.

*2:* Include summarized expense participation information on the report.

**9. Sales Overage Information**

Specify whether to include the sales overage information on the report. Values are:

Blank: Do not include sales overage information on the report.

*1:* Include detailed sales overage information on the report.

*2:* Include summarized sales overage information on the report.

**10. Escalation Information**

Control the printing of the escalation information on the report. Values are:

Blank: Do not include escalation information on the report.

*1:* Include detailed escalation information on the report.

*2:* Include summarized escalation information on the report.

**11. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

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## Print

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

**1. Tax Information**

Specify whether tax information prints on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Values are:

Blank: Print tax information.

*1:* Suppress the printing of tax information.

**2. Page Break On Lease Number**

Control the page breaking of the report when the lease number changes. Values are:

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

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

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

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# R154011 - Recurring Billing Information Listing

As an alternative to reviewing online the recurring billing information that is set up, such as the bill codes and frequencies, you can run the Recurring Billing Information Listing (R154011). You can use this report to verify that the recurring information is set up correctly before you generate recurring billings.

# Processing Options for Recurring Billing Information Listing (R154011)

Set these processing options to specify the default processing for this report.

## Select

This processing option enables you to specify the recurring billing records that appear on the report.

**1. Report As Of Date** Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter 12/31/06, the system retrieves billing records that have an ending date that is on or after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

## Print

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

**1. Detail or Summary** Specify whether to print a summarized or detailed report. Values are:

Blank: Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

*1:* Print a summarized report.

**2. Tax Information** Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to *1* (summary). Values are:

Blank: Print tax information.

*1:* Do not print tax information.

**3. Page Break On Lease Number** Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert a page break.

*1:* Insert a page break.

**Note.** Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

# R154012 - Lease Log Information

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

The Lease Log Information report is based on the Log Detail Master table (F1521).

# Processing Options for Lease Log Information (R154012)

Set these processing options to specify the default processing for this report.

## Select

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

**1. Report As Of Date**

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

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

## Process

This processing option enables you to specify whether the lease versions that appear on the report.

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

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## Print

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

**1. Detail or Summary**

Specify whether the report should print detailed or summarized information. Values are:

Blank: Print detailed information on the report.

*1:* Print summarized information on the report.

**2. Page Break on Lease Number**

Control the page breaking of the report when the lease number changes. Values are:

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

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

---

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

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# R154013 - E.P. Information Listing

You use the E.P. Information Listing to review the billing setup for leases that use expense participation. If you print and review this report before you generate invoices, you can save time and reduce billing errors. The report is based on the Tenant E.P. Class Master table (F15012B) and also includes information from the Tenant Account Exclusions table (F1533B).

# Processing Options for E.P. Information Listing (R154013)

Set these processing options to specify the default processing for this report.

## Select

This processing option is used to specify the date to use to select records to include on the report.

**1. Report As Of Date** Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter 12/31/06, the system retrieves billing records that have an ending date that is on or after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

## Print

These processing options are used to specify the information to include on the report, as well as whether the a new page is generated for each lease.

**1. Detail or Summary** Specify whether to print a summarized or detailed report. Values are:

Blank: Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

*1:* Print a summarized report.

**2. Tax Information** Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to *1* (summary). Values are:

Blank: Print tax information.

1: Do not print tax information.

**3. Page Break on Lease Number** Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert a page break.

*1:* Insert a page break.

**Note.** Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

# R154014 - Sales Overage Information Listing

As an alternative to reviewing sales overage information online, you can run the Sales Overage Information Listing report (R154014). This report includes the same information that appears on the Sales Information Revisions form. By reviewing the sales overage setup information before you generate billings, you can save time and avoid errors.

The Sales Overage Information Listing report is based on information from the Sales Overage Master File table (F15013B).

# Processing Options for Sales Overage Information Listing (R154014)

Set these processing options to specify the default processing for this report.

## Select

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

**1. Report As Of Date** Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter 12/31/06, the system retrieves billing records that have an ending date that is on or after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

## Print

These processing options enable you to specify whether to include summary or detail information, whether to include tax information, and whether to insert a page break by lease number.

**1. Detail or Summary** Specify whether to print a summarized or detailed report. Values are:

Blank: Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

*1:* Print a summarized report.

**2. Tax Information** Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to *1* (summary). Values are:

Blank: Print tax information.

*1:* Do not print tax information.

**3. Page Break on Lease Number** Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert a page break.

*1:* Insert a page break.

---

**Note.** Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

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# R154015 - Escalation Information Listing

As an alternative to reviewing escalation information online, you can print the Escalation Information Listing report (R154015). This report allows you to verify the escalation information that is set up before you run escalation billings.

Processing options enable you to select whether to generate a summary report or a detailed report, and whether to include taxes. The report includes the escalation information that is entered as of the date that you enter in the Report As Of Date processing options. You can use data selection to further limit the number of records that the report includes.

The report uses information from the Tenant Escalation Master table (F15016B).

# Processing Options for Escalation Information Listing (R154015)

Set these processing options to specify the default processing for this report.

## Select

This processing option enables you to specify the date to use to select the records to include on the report.

**1. Report As Of Date** Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter 12/31/06, the system retrieves billing records that have an ending date that is on or after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

## Print

These processing options enable you to specify the information that the system includes on the report, as well as whether the system inserts a page break when the lease number changes.

**1. Detail or Summary** Specify whether to print a summarized or detailed report. Values are:

Blank: Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

*1:* Print a summarized report.

**2. Tax Information** Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to *1* (summary). Values are:

Blank: Print tax information.

*1:* Do not print tax information.

**3. Page Break on Lease Number** Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert a page break.

*1:* Insert a page break.

---

**Note.** Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

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# R15402 - Log Detail Listing

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

# Processing Options for Log Detail Listing (R15402)

Set these processing options to specify the default processing for this report.

## Print

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

**1. Print Associated Log Text**

Specify whether to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Values are:

Blank: Print the associated log text.

*1:* Suppress the printing of the associated log text.

## Process

This processing option enables you to specify the lease versions that display on the report.

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

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# R154021 - Log Standards Listing

You use the Log Standards Listing report (R154021) to review the information entered as log standards (templates of standard log lines and attached media objects).

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

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

# Processing Options for Log Standards Listing (R154021)

Set these processing options to specify the default processing for this report.

### Print

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

**1. Print Associated Log Text**

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

Blank: Print the associated log text.

*1:* Suppress the printing of the associated log text.

# R15403 - Lease Expiration Listing

You use the Lease Expiration Listing report to review the expiration dates, property statistics, and annual rent information for leases for a specified time period.

The report is based on the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017), The report can also include information from these tables:

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

# Processing Options for Lease Expiration Listing (R15403)

Set these processing options to specify the default processing for this report.

### Select

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

**1. Report As Of Date**

Control the information printed on the report. When you specify an as of date for the report, the system includes information for only those leases that begin on or begin after the as of date.

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

**2. Number of Future Months to Print**

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

**3. Override Option Log Class**

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

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

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

## Bill Codes

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

**1. Bill Codes for Base Rent Amounts**

Select the bill codes that the system uses to identify base rate amounts. You can use up to 12 bill codes.

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

## Print

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

**1. Print Report in Condensed Format**

Specify whether to print the Lease Expiration Listing in a condensed format (without rent amounts) or as a detail listing. Values are:

Blank: Print a detailed report.

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

**2. Page Break on Building Number**

Control the page breaking of the report when the building number changes. Values are:

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

*1:* Enter a page break for each building number change.

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

**3. Print Building Address on Report**

Specify which information should be printed on the report heading. Values are:

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

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

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

## Currency

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

**1. As If Currency Code** Specify the currency code for As If currency processing when the GL constant for currency conversion is not set to N. The system translates and prints amounts for the bill codes that you select in a currency other than the stored currency. If you leave this processing option blank, the system converts and accumulates the billing amounts in the base currency of the building that is being processed.

**2. As If Exchange Rate Date** Specify the date on which to retrieve an exchange rate when a default exchange rate does not exist for the lease billing record, and the GL constant for currency conversion is not set to N. If you leave this processing option blank, the system uses the as of date for the report.

# R15405 - Revenue Fee Listing

As an alternative to reviewing the business unit and lease fee information online, you can print the Revenue Fee Listing (R15405). The report prints information from the Management Fee Master table (F1505B).

# Processing Options for Revenue Fee Listing (R15405)

Set these processing options to specify the default processing for this report.

## Print

These processing options enable you to specify whether the system generates the report with detail information or summary information, as well as whether the system includes lease-based fees or business unit-based fees.

**1. Detail or Summary** Determine whether the report should print detailed or summarized information. Values are:

Blank: Print summarized information on the report.

*1:* Print detailed information on the report.

**2. Lease or Business Unit Based Fees** Select either lease-based fees or business-unit based fees for reporting. Values are:

Blank: Print business unit-based fees.

*1:* Print lease-based fees.

# R15406 - FASB 13 Listing

You use the FASB 13 Listing report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table (F1513B). The report shows the information for a specific period, in either detail or summary format. It can include either the current (active) or previous (inactive) generation.

# Processing Options for FASB 13 Detail Listing (R15406)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the records from the FASB 13 Lease Control table (F1513B) that appear on the report.

**1. Report Through Date** Specify the beginning date to use to print FASB 13 information. The system prints all FASB 13 information from the date specified through the end of the lease term. If you leave this processing option blank, the system uses today's date.

**2. Select FASB Generation** Specify whether to print FASB 13 records from the current or previous FASB 13 generation. Values are:

Blank: Print records from the current FASB 13 generation.

*1:* Print records from the previous FASB 13 generation.

### Print

This processing option enables you to specify whether the information that appears on the report is detailed or summarized.

**1. Print Format** Specify whether to print a detailed or summarized report. Values are:

Blank: Print a detailed report. The system prints the actual, straight line, and net effect of FASB for each period.

*1:* Print a summarized report. The system prints only the net effect of FASB for each period.

## R15407 - FASB 13 Register - Month Report

You use the FASB 13 Register - Month report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table (F1513B). The report shows the current information by month, for a specific year, in either detail or summary format. The detailed report shows actual and straight-line rent; the summary report shows only the total FASB effect for the lease.

## Processing Options for FASB 13 Register - Month (R15407)

Set these processing options to specify the default processing for this report.

### Process

This processing option enables you to specify the records from the FASB 13 Lease Control table (F1513B) that appear on the report.

**1. Report Year Selection** Specify the year to use to print FASB 13 information from the FASB 13 Lease Control table (F1513B).

### Print

This processing option enables you to specify whether the information that appears on the report is detailed or summarized.

**1. Print Format** Specify whether to print a detailed or summarized report. Values are:

Blank: Print a detailed report. The system prints the actual, straight line, and net effect of FASB for each period.

*1:* Print a summarized report. The system prints only the net effect of FASB for each period.

# R15409 - FASB 13 Register - Year Report

You use the FASB 13 Register - Year report to review the actual recurring billings and straight-line rent for a lease, as well as to review the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table (F1513B). The report shows the information by year and includes columns for up to five years from the date that you specify in the Report From Date processing option. For example, if you enter 1/01/05 as the Report From Date, the system displays information for 2005, 2006, 2007, 2008, and 2009. The report can include records from either the current (active) or previous (inactive) FASB 13 generation.

# Processing Options for FASB 13 Register - Year (R15409)

Set these processing options to specify the default processing for this report.

## Process

These processing options enable you to specify the records from the FASB 13 Lease Control table (F1513B) that appear on the report.

**1. Report From Date** Specify the beginning date to use to print FASB 13 information. The system prints all FASB 13 information from the date specified through the end of the lease term. If you leave this processing option blank, the system uses today's date.

**2. Select FASB Generation** Specify whether to print FASB 13 records from the current or previous FASB 13 generation. Values are:

Blank: Print records from the current FASB 13 generation.

*1:* Print records from the previous FASB 13 generation.

# R15410 - Building / Unit Statistics

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

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

# Processing Options for Building / Unit Statistics (R15410)

Set these processing options to specify the default processing for this report.

## Select

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

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

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

### Print

This processing option is used to specify whether the system includes subtotals by unit type on the report.

**1. Subtotals By Unit Type** Specify whether the system prints subtotals by unit type. Values are:

Blank: Do not print subtotals by unit type.

*1:* Print subtotals by unit type.

## R15411 - Review Sales Report

You can use the Review Sales Report to determine which leases have no actual sales for the periods that you select. You can determine whether you need estimates or other information from tenants in order to obtain sales amounts. This report retrieves actual sales from the Tenant Sales History table (F1541B).

You can print all records from the Product Scales table (F15014B) that fall in the date range that you select in the processing options, regardless of whether any associated sales records exist in the Tenant Sales History table (F1541B). The system inserts page breaks in the report based on the building, and it does not include weekly sales.

## Processing Options for Review Sales Report (R15411)

Set these processing options to specify the default processing for this report.

### Process

These processing options enable you to specify the dates used to retrieve the data to include on the report.

**1. Process Year** Specify the year for processing the Review Sales report (R15411). If you leave this processing option blank, the system prints the report based on the system date.

**2. From Period** Specify the date from which to process the Review Sales report. If you leave this processing option blank, the system prints a report with data from the beginning of the process year.

**3. Thru Period** Specify the date through which to process the Review Sales report. If you leave this processing option blank, the system prints a report with data through the end of the process year.

### Print

This processing option enables you to specify whether to display decimals on the report.

**1. Display Decimals** Specify whether to print the monthly sales amounts as decimals. Values are:

Blank: Do not print monthly sales amounts as decimals.

*1:* Print monthly sales amounts as decimals.

# R15412 - Occupancy Costs/Rents Report

The Occupancy Cost/Rents Report (R15412) enables you to compare the total occupancy costs against the total tenant sales.

For this report, the system uses information stored in the Unit Master table (F1507) and displays this information:

- Building
- Unit
- Lease begin
- Lease end
- Square footage
- Tenant
- Base rent
- Percent sales rent
- Recoveries
- Effective rent

The system provides the building and report totals. The system inserts page breaks in the report whenever the building changes.

Use the Report As Of Date processing option on the Process tab to determine the active leases that the system processes. The system also uses this date as the base date from which amounts are included. The report includes accounts receivable records from the Customer Ledger table (F03B11) and records from the Accounts Payable Ledger table (F0411) per bill code selection if the GL date is greater than or equal to the Report As Of date.

The system accumulates tenant sales for the combination of lease, building, and unit, using the report as of date as the start date for the accumulations from the Tenant Sales History table (F1541B) and the Tenant Weekly Sales table (F15410). Use the Report Through Date processing option on the Process tab as the ending date for records that are included in the gross accumulations.

# Processing Options for Occupancy Costs/Rents Report (R15412)

Set these processing options to specify the default processing for this report.

## Process

Use these processing options to specify the dates for processing the report.

**1. Report As Of Date** Specify the start date of the report. The system only processes the version of the lease that is active on the start date of the report, which results in a point-in-time view of the data.

If you leave this processing option blank, the system uses the system date. Accounts receivable or accounts payable and sales information is processed if the corresponding date (general ledger for AR and AP or the report period and year for sales) is greater than or equal to the from date and less than or equal to the through date.

**2. Report Through Date** Specify the date through which the system processes the Occupancy Cost/Rents Report program (R15412). The system processes accounts

receivable or accounts payable and sales information if the corresponding date (General Ledger for AR and AP or the Report Period and Year for Sales) is less than or equal to the through date and greater than or equal to the from date.

**3. Select Area Type** Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**4. Alternate Area Type** Specify which table (15 area type) the system should use if you leave the Select Area Type processing option blank. You can set values in the UDCs (15/AR).

**5. Receivables or Payables** Select either receivable or payable leases for report processing. Values are:

Blank: Report only on receivable type leases (a lease in which the lessee is not specified).

*1:* Report only on payable type leases (a lease in which the lessee is specified).

**Note.** You can process only one type of lease at a time.

### Base Rent, Sales Rent, Recoveries, and Other Bill Codes

Use this processing option to specify the bill codes.

**1. Bill Codes for Base Rent Amounts** Specify bill codes for accounts receivable or accounts payable amounts for these categories:

Base Rent

Sales Rent

Recoveries

Other Bill Codes

## R15415 - Tenant Master Listing

To review a master list of the names and addresses associated with leases, you can generate the Tenant Master Listing report (R15415). Processing options enable you to customize the report to include the information most pertinent to the business.

In addition to the tenant address book information, you can include up to three columns from this list on the report:

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

The system prints information from these tables:

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

# Data Selection and Data Sequencing

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

# Processing Options for Tenant Master Listing (R15415)

Set these processing options to specify the default processing for this report.

## Process

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

**1. Lease Version Effective Date**

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

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

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## Columns

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

**1. Select Address for Columns 2-4**

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

*1:* Party to Bill

*2:* Occupant

*3:* Salesman

*4:* Lease Manager

*5:* Payment Source

**:* Building/Unit/Lease

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

### Print

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

**1. Alpha Name and Mailing Name** Specify whether to print only the mailing name on the report or both the alpha name and mailing name. The system retrieves the information from the Address Book Master table (F0101). Values are:

Blank: Print only the mailing name.

*1:* Print both the alpha name and the mailing name.

**2. Duplicate Address Entries** Specify whether to print all address book entries, regardless of whether they are duplicate, or unique address book entries only. For example, if a tenant leases multiple units, you can suppress the report from printing the same address book information for each unit. Values are:

Blank: Do not suppress printing duplicate address entries.

*1:* Suppress printing duplicate address entries.

## R15420 - Tenant Billing Listing

You use the Tenant Billing Listing report (R15420) to review the setup information for recurring billings. The report includes information from these tables:

- Lease Billings Master (F1511B)
- Recurring Billings Master (F1502B)

## Processing Options for Tenant Billing Listing (R15420)

Set these processing options to specify the default processing for this report.

### Process

These processing options enable you to specify the records that appear on the report, as well as the area type.

**1. Report As Of Date** Specify the date to use to retrieve the tenant billing information to print on the report. If you leave this processing option blank, the system uses today's date.

**2. Select Area Type** Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**3. Alternate Area Type** Specify the area type to retrieve if the Select Area Type processing option is blank. The value that you enter must exist in UDC 15/AR. If both area type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT) from the Real Estate Management Constants table (F1510B).

**4. Tenant Move Out Information** Specify whether to print information on tenants who have moved out (the move out day on the lease is after the date specified in the Report As Of Date processing option.) Values are:

Blank: Print the tenant information.

*1:* Do not print the tenant information.

### Print

This processing option enables you to specify whether the system displays summary or detailed information on the report.

**1. Detail or Summary** Specify whether the system prints a summarized or detail report. Values are:

Blank: Print a summarized report.

*1:* Print a detailed report. The system includes the lease start and end dates, and the bill codes on the report in addition to the information that prints when you select summary.

## R15421 - Tenant Rent Roll

You use the Tenant Rent Roll report (R15421) to review rent amounts that are in effect on the date that you specify in the processing options. The information is stored in the Recurring Billings Master table (F1502B).

The quantities associated with the recurring billing records can include:

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

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

# Processing Options for Tenant Rent Roll (R15421)

Set these processing options to specify the default processing for this report.

## Process

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

**1. Report As Of Date**

Control the information printed on the report.

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

**2. Billing Amount Frequency**

Specify whether to base billing amounts on a monthly or annual basis. Values are:

Blank: Base billing amounts on annual amounts.

*1:* Base billing amounts on monthly amounts.

**3. Expression of Billing Amounts**

Specify whether to express the billing amounts on a per square footage basis or a gross amount basis. Values are:

Blank: Calculate billing amounts per square foot.

*1:* Calculate billing amounts on gross amounts.

**4. Line 2 Display Format**

Specify whether to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Values are:

*1:* Display annual rent amounts.

*2:* Display monthly rent amounts.

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

**5. Line 2 Display Format**

Specify whether to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Values are:

*1:* Display amount per square foot.

*2:* Display gross amounts.

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

**6. Second Detail Line Description**

Specify whether the system retrieves the area type description for the second detail line description. Values are:

Blank: Omit the description.

*1:* Print the description.

**7. Select Area Type**

Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**8. Alternate Area Type** Specify which area type to use if the Select Area Type Processing Option is left blank. Valid area types are set up in the UDCs (15/AR).

**9. Rent Selection** Select one of these rent types for units if the Sales Overage format is being used. Values are:

*M:* Comparison to market rent.

*P:* Comparison to potential rent.

*R:* Comparison to renewal rent.

### Bill Codes

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

**1. Bill Codes for Base Rent Amounts** Select the bill codes that the system uses to identify base rent amounts. Up to 12 bill codes can be used.

**2. Bill Codes for EP Billing Amounts** Select the bill codes that the system uses to identify Expense Participation billing amounts. Up to 3 bill codes can be used.

**3. Bill Codes for Escalation Billing Amts.** Select the bill codes that the system uses to identify Escalation billing amounts. Up to 3 bill codes can be used.

### Print

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

**1. Print Rent Steps** Specify whether the system displays rent step information or sales overage information on the Tenant Rent Roll report. Values are:

Blank: Print sales overage data.

*1:* Print rent steps.

**2. Print Rent Amounts** Specify whether the system prints the monthly or annual rent amount on the report when using the rent step format. Values are:

Blank: Print annual rent amounts.

*1:* Print monthly rent amounts.

**3. Print Rent Amounts** Specify whether the system prints the gross rent or the rent per square foot on the report when using the rent step format. Values are:

Blank: Print per square foot rent amounts.

*1:* Print gross rent amounts.

**4. Rent Steps** Specify whether the system prints all rent steps or rent steps beginning with the as of date. Values are:

Blank: Print rent steps beginning with the as of date.

*1:* Print all rent steps.

**5. Vacancies and Future Leases** Specify whether the system includes vacancies and future leases on the report. Values are:

Blank: Print only occupied units.

*1:* Print vacancies.

*2:* Print vacancies and future leases.

**6. Print Leased or Vacant Totals** Specify whether the system prints vacant and lease totals on the report. This option is only valid when vacancies are to be printed. Values are:

Blank: Do not display separate totals.

*1:* Print the leased and vacant totals.

**7. Print Building Address** Specify whether the system prints building addresses on the report. Values are:

Blank: Do not print the building address on the report.

*1:* Print the building address on the report.

**8. Speculative Leases** Specify whether the system includes speculative leases on the report. Speculative leases are designated by an 'NA' in the second description of the Tenant Lease Type UDC table (15/LT). Values are:

Blank: Do not include speculative leases.

*1:* Include speculative leases.

**9. Non-billable Lease Status** Specify whether the system includes leases with a non-billable status (*X* in the Description field on UDC 15/LS) on the report. Values are:

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

*1:* Include leases with a non-billable status. This will include preleases.

**10. Subleases** Specify whether the system includes subleases and corresponding rent amounts on the report. Values are:

Blank: Omit subleases.

*1:* Include subleases.

*2:* Include subleases and corresponding rent amounts in totals.

## Currency

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

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

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

# R15430 - Lease Follow-Up Worksheet

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

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

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

# Processing Options for Lease Follow-up Worksheet (R15430)

Set these processing options to specify the default processing for this report.

## Defaults

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

**1. Report As Of Date** Control the information printed on the report.

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

**2. Report Heading** Specify whether to print an additional line on the report heading. Values are:

Blank: Print the standard report heading.

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

# R15440 - Receipts Variance Report

You use this report to review the receipt amounts that have been billed and received, and the amounts still outstanding for the month and year-to-date. Each detail line for a bill code is a summary of all the transactions for that bill code.

This report includes information from these tables:

- Customer Ledger (F03B11)
- Business Unit Master (F0006)
- Lease Billings Master (F1511B)

# Processing Options for Receipts Variance Report (R15440)

Set these processing options to specify the default processing for this report.

## Select

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

**1. Reporting Period** Enter the reporting period (month) for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

**2. Reporting Year** Enter the reporting year for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

**3. Year-To-Date Amounts** Specify whether the system bases all year-to-date amounts on the company's fiscal year pattern or on a calendar year. Values are:

Blank: Base amounts on a calendar year.

*1:* Base amounts on the company's fiscal year.

### Print

This processing option is used to specify whether the system prints the report by tenant or by building.

**1. Print Option** Specify whether the system prints the Cash Receipts Variance report (R15440) by tenant or building. Values are:

Blank: Print the report by tenant.

*1:* Print the report by building.

**Note.** If running this report by building, Business Unit 2 should be used in data selection for the building.

### Currency

This processing option is used to specify the currency in which the report prints.

**1. Report Currency** Specify the currency code in which to print amounts on the Cash Receipts Variance Report when the General Accounting Constant flag is not set to N. Values are:

Blank: Print amounts associated with the base currency of the record.

*1:* Print amounts associated with the transaction currency of the record.

## R15450 - Bill Code/Adjustment Reason Listing Report

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

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

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

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

Set these processing options to specify the default processing for this report.

### Print

This processing option enables you to specify whether the system includes the corresponding AAI information for the bill codes and adjustment reason codes.

**1. Print Corresponding AAIs** Specify whether to print the AAI that corresponds to the bill codes and adjustment reason codes that print on the report. Values are:

Blank: Do not print AAIs.

*1:* Print AAIs.

# R15471 - New Leases Report

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

Processing options enable you to specify whether the system includes annual or monthly amounts, as well as to specify up to twelve bill codes to use.

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

# Processing Options for the New Leases Report (R15471)

Set these processing options to specify the default processing for this report.

### Process

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

**1. From Date** Specify the beginning date of the reporting period. The report prints leases entered on or after this date.

**2. Through Date** Specify the ending date of the reporting period. The report prints leases entered on or before this date.

**3. Billing Amount Frequency** Specify whether to base billing amounts on a monthly or annual basis. Values are:

Blank: Base billing amounts on annual amounts.

*1:* Base billing amounts on monthly amounts.

### Bill Codes

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

**1. Bill Codes for Base Rent Amounts** Specify that the bill codes that the system uses to identify base rent amounts. You can use as many as 12 bill codes.

# R15490 - Holdover Tenant Report

You use this report to review the lease information associated with leases in a holdover status, rent amounts, and receivable balances. The system calculates the days in holdover as the number of days from the original lease end date to the current system date.

The report uses information from the Lease Billings Master table (F1511B).

# Processing Options for Holdover Tenant Report (R15490)

Set these processing options to specify the default processing for this report.

## Bill Codes

This processing option enables you to specify the bill codes to use to identify the base rent amounts.

**1. Bill Codes for Base Rent Amounts**

Select the bill codes that the system uses to identify base rent amounts. You can use up to twelve bill codes.

To calculate the base rent, the system adds the rent amounts for the selected bill codes. The system includes the other rents on the report in addition to the base rent. The effective rent is the base and other rents combined, and indicates the total amount of the bill codes related to recurring billing for the tenant and unit.

## Defaults

This processing option enables you to specify the version of the lease that the system includes on the report.

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

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## Select

This processing option enables you to specify the document types that the system excludes from the report.

**1. Excluded Document Types**

Specify the document types to exclude from the receivables balance.

## Print

This processing option enables you to specify whether the system generates the report with summary information or detailed information.

**1. Summary or Detail Report** Specify whether the system generates detailed or summary reports. Values are:

Blank: Print a detail report.

*1:* Print a summary report.

### Currency

This processing option enables you to specify the currency code to use to select records that appear on the report.

**1. Currency Code** Specify the currency code in which to locate rent amounts and open amounts for the report. If currency processing is set to N in the General Accounting Constants, the system ignores this processing option.

## R15550 - Rent Change Report

You use the Rent Change Report (R15550) to review the transactions associated with changes in rent. Other than to indicate the percent increase, the system does not perform any calculations for the report. It provides only a history of changes in rent. The report is based on the Lease Billings Master table (F1511B).

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**Note.** To ensure that the system makes valid comparisons, you must enter a transaction currency in the Billing Transaction Currency processing option on the Currency tab.

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## Processing Options for Rent Change Report (R15550)

Set these processing options to specify the default processing for this report.

### Select

These processing options enable you to specify records from the Lease Billings Master table (F1511B).

**1. Begin Date Of Analysis Period** Enter the beginning date of the analysis period.

If you leave this processing option blank, the system uses the beginning date from the lease.

**2. End Date Of Analysis Period** Enter the ending date of the analysis period.

If you leave this processing option blank, the system uses the ending date from the lease.

**3. Number Of Years Back or Forward** Enter the number of years to go back from the end date or to go forward from the beginning date, if not working with explicit dates.

If you use this option, you must specify either a beginning or ending date.

**4. Amount Selection** Specify whether the system bases all figures on monthly or annual amounts. Values are:

Blank: Base figures on annual amounts.

*1:* Base figures on monthly amounts.

### Default

This processing option enables you to select which version of a lease the system uses when generating the report.

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

## Bill Codes

These processing options enable you to select or omit records by bill code.

**1. Select or Omit Bill Codes**

Select or omit bill codes from the Rent Change report (R15550). You can select up to six bill codes. Values are:

Blank: Include all bill codes.

*1:* Include only the selected bill codes.

*2:* Omit the selected bill codes.

**Bill Code 1**

Select or omit bill codes for the Rent Change Report.

## Print

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

**1. Lease Commencement Rent Increases**

Specify whether the system prints rent increases caused by lease commencements on the Rent Change report (R15550). Values are:

Blank: Print rent increases caused by lease commencements on the report.

*1:* Do not print rent increases caused by lease commencements.

**2. Lease Expiration Rent Decreases**

Specify whether the system prints rent decreases caused by lease expirations on the Rent Change report (R15550). Values are:

Blank: Print the rent decreases caused by lease expirations on the report.

*1:* Do not print rent decreases caused by lease expirations.

**3. Print Building Address on Report**

Specify which information should be printed on the report heading. Values are:

Blank: Print only the first line of description.

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

**Note.** You must set up Building as the first sequence in order for the system to create page breaks and addresses by building.

**4. Blank Line For New Lease or Unit** Specify whether the system prints a blank line before every new lease or unit on the report. Values are:

Blank: Do not print a blank line.

*1:* Print a blank line before every new lease or unit.

**5. Active, Non-Escalated Rent Amounts** Specify whether the system includes active, non-escalated rent amounts (rent amounts that have not changed) on the report. Values are:

Blank: Do not print active, non-escalated rent amounts.

*1:* Print all active, non-escalated rent amounts.

### Currency

This processing option enables you to specify the currency code that appears on the report.

**1. Billing Transaction Currency** Specify the recurring billing transaction currency code to use for reporting when the G/L Constant field for Currency Conversion is not set to N. The report includes billing amounts for all selected bill codes where the transaction currency is equal to the selected value.

## R15600 - Occupancy/Vacancy Listing

The Occupancy/Vacancy Listing report (R15600) provides a list of vacant units as of the date that you specify.

You can use this report to view this information:

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

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

  To calculate the monthly rent, the system divides the annual rent by 12.
- Lost Rent to Date.

  To calculate the lost rent, the system divides the monthly rent by 30 and then multiplies that quantity by the quantity of Days Vacant.

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

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

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

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

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

---

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

---

# Processing Options for Occupancy/Vacancy Listing (R15600)

Set these processing options to specify the default processing for this report.

## Process

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

**1. Report As Of Date** Specify the beginning date that a unit is either vacated or occupied on the vacancy listing report. If you leave this processing option blank, the system uses the system date.

**2. Report Heading** Specify whether the system displays an additional line on the report heading. Values are:

Blank: Display the standard report heading.

Project Category Code: Display the description of the category (reporting) code. Enter one of the 30 UDCs for the associated project number (MCUS).

**3. Select Area Type** Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**4. Alternate Area Type** Specify which area type the system uses if you leave the Select Area Type processing option blank. Set valid area types in UDCs (15/AR).

**5. Speculative Leases** Specify whether the system includes speculative leases on the report. Speculative leases are designated by NA in the second description of the Tenant Lease Type UDC (15/LT). Values are:

Blank: Do not include speculative leases.

*1:* Include speculative leases.

**6. Rent Selection** Specify the rent type of a unit. Values are:

*M:* Market rent.

*P:* Potential rent.

*R:* Renewal rent.

**7. Committed As Occupied** Specify whether to display units that are attached to commitment leases as vacant or occupied. Values are:

Blank: Display units as vacant.

*1:* Display units as occupied.

### Totals

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

**1. Print Floor Totals** Specify whether to print floor totals. Values are:

Blank: Do not print floor totals.

*1:* Print floor totals.

**2. Print Building Totals** Specify whether to print building totals on the report. Values are:

Blank: Do not print building totals.

*1:* Print building totals.

**3. Print Property Totals** Specify whether to print property totals on the report. Values are:

Blank: Do not print property totals.

*1:* Print property totals.

## R15605 - Critical Date Review Report

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

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

## Processing Options for Critical Date Review Report (R15605)

Set these processing options to specify the default processing for this report.

### Print

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

**1. Print Associated Log Text** Specify whether to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Values are:

Blank: Do not print the associated log text.

*1:* Print the associated log text.

### Process

This processing option enables you to select which version of a lease the system uses when generating the report.

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

---

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

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# R15610 - Tenant Log Information

You use the Tenant Log Information report to review a list of tenants and their leases. The report also includes critical dates, as well as the log information and extended text associated with those dates.

The report is based on information from the Lease Master Header table and the Lease Master Detail table (F1501B and F15017, respectively) and can also include information from these tables:

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

# Processing Options for Tenant Log Information (R15610)

Set these processing options to specify the default processing for this report.

## Select

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

**1. Report As Of Date**

Control the information printed on the report.

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

---

**Note.** Records with critical dates prior to this date will not be selected.

---

**2. Report Heading**

Specify whether to print an additional line in the report heading. Values are:

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

Blank: Print the standard report heading.

**3. Omit Log Records Without Text**

Specify whether log records that do not contain log text information should be omitted from the report. Values are:

Blank: Do not omit log records.

*1:* Include only those log lines with associated text.

### Process

This processing option enables you to select which version of a lease the system uses when generating the report.

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

### Log Class

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

**1. Select Specific Log Classes**

Select specific log classes for processing. Up to ten (10) log classes can be used. If you leave this processing option blank, the system selects all log classes.

## R15611 - Critical Date Report

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

The report is based on the Log Detail Master table (F1521) and can also include information from these tables:

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

## Processing Options for Critical Date Report (R15611)

Set these processing options to specify the default processing for this report.

### Defaults

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

**1. Omit Log Records Without Text**

Specify whether the system omits log records that do not contain log text information from the report. Values are:

Blank: Do not omit log records.

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

**2. Select Area Type** Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Use the value from the Alternate Area Type processing option.

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

*2:* Use the value from the Usable Area Type field (USAT).

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

**3. Alternate Area Type** Specify which area type the system uses if the Select Area Type processing option is left blank. Valid area types are set up in UDCs (15/AR).

### Process

This processing option enables you to select which version of a lease the system uses when generating the report.

**1. Search Default for Lease Version** Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

---

### Print

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

**1. Print Building's Address on Report** Specify which information the system prints on the report heading. Values are:

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

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

**2. Print Area Type Value** Specify the area type that the system prints on the report. Values are:

Blank: Print the area type from the log line.

*1:* Print the area type from the lease unit details.

## R15614 - Security Deposit Critical Date Report

The report displays information from the Security Deposit Master table (F1565) and the Business Unit Master table (F0006).

# Processing Options for Security Deposit Critical Date Report (R15614)

Set these processing options to specify the default processing for this report.

### Print

This processing option enables you to specify whether the building address appears on the report.

**1. Print the Building Address on Report**

Specify whether the system prints the building address on the report. Values are:

Blank: Do not print the building address on the report.

*1:* Print the building address on the report.

# R15615 - Security Deposit Required Versus Received Report

The report displays this information:

- The date that the security deposit was entered and the amount of the deposit.
- The status of the security deposit (for example, whether it was billed).
- The amount and date that the security deposits were received.

This report includes information from these tables:

- Lease Master Detail table (F15017).
- Customer Ledger (F03B11).
- Receipts Detail (F03B14).
- Security Deposit Master (F1565).

# Processing Options for Security Deposit Required v.s. Received Report (R15615)

Set these processing options to specify the default processing for this report.

### Print

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

**1. Building Address**

Specify whether the system prints the building address on the report. Values are:

Blank: Do not print the building address on the report.

*1:* Print the building address on the report.

**2. Lease Totals**

Specify whether to print a lease total when the lease or unit has only one requirement or receipt received. Values are:

Blank: Do not print lease totals. The system prints the lease totals when the lease or unit has more than one requirement or more than one receipt received.

*1:* Print the lease totals. The system prints the lease totals regardless of the number of requirements or receipts received.

### Select

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

**1. Leases Without Required Deposit** Specify whether to include the leases on the report for which no security deposit master information exists. Values are:

Blank: Do not include leases for which no security deposit master information exists.

*1:* Include all leases.

**2. Security Group Code** Specify the security group code to use to retrieve the security deposits that have been received, but were not required. If you leave this processing option blank, the system includes all security deposits that have been received.

### Process

These processing options enable you to specify whether the system includes information based on the security deposit status.

**1. Select / Omit Deposit Status** Specify whether to select or omit security deposit records based on the security deposit status codes specified. The status of the code must be a valid in UDC 15/SD. Values are:

Blank: Include all security deposit records, regardless of the status.

*O:* Omit from the report the security deposit records that are assigned one of the statuses specified.

*S:* Include on the report only the security deposit records that are assigned one of the statuses specified.

**Security Deposit Status** Specify whether to select or omit security deposit records based on the security deposit status codes specified. The status of the code must be a valid in UDC 15/SD. Values are:

Blank: Include all security deposit records, regardless of the status.

*O:* Omit from the report the security deposit records that are assigned one of the statuses specified.

*S:* Include on the report only the security deposit records that are assigned one of the statuses specified.

## R15675 - Sales Analysis Report

You use the Sales Analysis Report program to generate different ranking reports to sort the sales analysis information by:

- Building
- Tenant
- Product code

The report prints nineteen columns, which are organized into these five groups:

- Key information

Key information includes the Detail, Description, and Inv Cmp (Invalid Comparisons) columns. The Print Sequence processing options controls the information that prints in the Detail and Description columns.

- Square footage

  The current square footage of the building.

- User-selected statistic

  Processing options enable you to select one statistic on which to report, such as item count, empty months, absolute change in square footage, net change in square footage, sales amount for rolling 12 months, or last year's square footage amount.

- First column display

  The system prints the gross sales amounts for this year and last year and the amount of change, and the gross sales amount per square foot for this year and last year, and the amount of change, as well as the percentage of change. Based on the setting of the corresponding processing option, the amounts can be monthly, quarterly, year-to-date or projected annual.

- Second column display

  Used to compare the amounts from the first column display, the system prints the gross sales amounts for this year and last year and the amount of change, and the gross sales amount per square foot for this year and last year, and the amount of change, as well as the percentage of change. Based on the setting of the corresponding processing option, the amounts can be monthly, quarterly, year-to-date or projected annual.

# Setting Processing Options for Sales Analysis Report (R15675)

Set these processing options to specify the default processing for this report.

## Select

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Value To Print**

Select one of these to print on the sales analysis report:

*1:* Print key field count

*2:* Print number of empty months

*3:* Print absolute change in square feet

*4:* Print net change in square feet

*5:* Print rolling 12 months

*6:* Print last year's square footage

**2. First Column Display**

Select one of these to determine which values the system displays in the first set of columns:

*1:* Display current monthly sales.

*2:* Display quarterly sales.

*3:* Display YTD sales.

*4:* Display current year projection.

Enter one of the allowed values to print the corresponding amount on the Sales Analysis Report (R15675). You can then compare these amounts in the first set of columns to the amounts in the second set of columns.

**3. Second Column Display** Select one of these to determine which values the system displays in the second set of columns:

*1:* Display current monthly sales.

*2:* Display quarterly sales.

*3:* Display YTD sales.

4: Display current year projection.

Enter one of the allowed values to print the corresponding amount on the Sales Analysis Report (R15675). You can then compare these amounts in the second set of columns to the amounts in the first set of columns.

**4. Threshold Values for Invalid Comparisons:** Enter the threshold values, if applicable, to control how the system determines invalid comparisons. An invalid comparison appears on the report by an asterisk in the Invalid Comparison column (IC). Values are:

*A:* Determine allowable net change in square footage.

*B:* Determine allowable total change in square footage.

*C:* Determine the number of empty months, which has different meanings depending on the summarization.

### Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Second Total Line** Control how the system prints the second total line on the report. Values are:

*1:* Print the total of all invalid comparisons.

*2:* Print the total of both valid and invalid comparisons.

*3:* Do not print the second total line.

**2. Print Sequence** Select one of these print sequences for the Sales Analysis Report (R15675):

1: Print by building within company. The report totals on company.

2: Print by product within building. The report totals on building.

3: Print by tenant within building. The report totals on building.

4: Print by product within tenant within building. The report totals on tenant and building.

5: Print by tenant within product within building. The report totals on product and building.

6: Print by product within building within tenant. The report totals on building and tenant.

## R15690 - Lease Log Summary Analysis

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

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

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

## Processing Options for Lease Log Summary Analysis (R15690)

Set these processing options to specify the default processing for this report.

### Print

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

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

**2. Report Heading**

Specify whether to print an additional line on the report heading. Values are:

Blank: Print the standard report heading.

Category Code: Print the description of the category (reporting) code. Enter one of the 30 UDCs (such as 01, 02, 03) for the associated project number.

**3. Print Lease Dates on Report**

Control whether the system prints the beginning and ending dates of the lease on the report. Values are:

Blank: Do not print the lease dates.

*1:* Print the lease dates.

### Logs

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

**1. Log Classes for Summary Analysis**

Select the log classes that the system uses for summary analysis. You can use up to 10 log classes.

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

## R15710 - Legal Clause Report

The Legal Clause Report (R15710) displays the tenant or lease (or both) to which the clause applies, and lists the clause number, option, and detail type, option status, and date fields. You can specify whether the system includes related information such as space details, clause amounts, audit information, and attachments.

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

# Processing Options for the Legal Clause Report (R15710)

Set these processing options to specify the default processing for this report.

## Process

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

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

---

## Print

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

**1. Related Legal Clause Information**

Specify whether to print additional legal clause information on the report. Values are:

Blank: Prints additional legal clause information only from the Legal Clause table (F1570).

*1:* Prints additional legal clause information from these tables:

Legal Clause Options Audit (F15701)

Legal Clause Space Detail (F15702)

Legal Clause Space Detail Audit (F157021)

Legal Clause Amounts (F15703)

Legal Clause Attachments (Media Objects)

# R157101 - Legal Clause Option Audit Report

The Legal Clause Option Audit Report (R157101) includes all of the information that is set up for legal clause options, such as the lease or tenant, option and detail type, date that the option was offered, decision date, whether the option was accepted, and its hierarchy.

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

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

Set this processing options to specify the default processing for this report.

### Process

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

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

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# R157102 - Space Detail Audit Report

Rather than reviewing space detail audit information online, you can print the Space Detail Audit Report (R157102). The Space Detail Audit Report includes the same information that you can review online, such as the lease or tenant, date offered, decision date, whether the offer was accepted, and a change date.

The information for the report comes from the Legal Clause Space Detail Audit table (F157021).

# Processing Option for the Space Detail Audit Report (R157102)

Set this processing option to specify the default processing for this report.

### Process

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

**1. Search Default for Lease Version**

Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

*1:* The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2005, and the lease has two versions dated January 1, 2005 and October 1, 2005, respectively, the system prints information for the version dated October 1, 2005.

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

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

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# R15733 - Tenant A/R Daily Balance Report

As an alternative to reviewing online the account balances for the tenants, you can print the Tenant A/R Daily Balance Report (R15733).

The report includes information from the Customer Ledger table (F03B11).

# Processing Options for Tenant A/R Daily Balance (R15733)

Set these processing options to specify the default processing for this report.

## Select

This processing option enables you to specify the records that appear on the report.

**1. Report Start Date** Specify the date to use to retrieve the Accounts Receivable transactions to print on the report. The system includes all transactions on the report that have a GL date that is after the date specified. The system includes transactions that have GL dates that are prior to the date specified in the cumulative balances, but it does not include the transactions on the report.

## Print

This processing option enables you to specify whether the report displays cumulative balances by tenant or by lease.

**1. Cumulative Balances** Specify whether the system calculates a cumulative balance for an each tenant or for each lease. Values are:

Blank: Calculate the cumulative balances by tenant.

*1:* Calculate the cumulative balances by lease.

## Currency

This processing option enables you to specify the currency that appears on the report.

**1. Report Currency** Specify whether to print amounts in the base currency or the transaction currency of the record. Values are:

Blank: Print amounts in the base currency.

*1:* Print amounts in the transaction currency.

# Glossary of PeopleSoft Terms

**activity** A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.

**activity rule** The criteria by which an object progresses from one given point to the next in a flow.

**add mode** A condition of a form that enables users to input data.

**Advanced Planning Agent (APAg)** A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML.

**application server** A server in a local area network that contains applications shared by network clients.

**as if processing** A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.

**alternate currency** A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.

In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.

**as of processing** A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.

**back-to-back process** A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.

**batch processing** A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.

In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.

**batch server** A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.

**batch-of-one immediate** A transaction method that enables a client application to perform work on a client workstation, 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 and store-and-forward.

**business function** A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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** See named event rule (NER).

**business view** A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.

**central objects merge** A process that blends a customer's modifications to the objects in a current release with objects in a new release.

**central server** A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.

**charts** Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.

**connector** Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.

**contra/clearing account** A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.

**Control Table Workbench** An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.

**control tables merge** A process that blends a customer's modifications to the control tables with the data that accompanies a new release.

**cost assignment** The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.

**cost component** In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).

**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.

**currency restatement** The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.

**database server** A server in a local area network that maintains a database and performs searches for client computers.

**Data Source Workbench** An application that, during the Installation Workbench process, copies all 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.

**date pattern** A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

**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 information** Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).

**direct connect** A transaction method in which a client application communicates interactively and directly with a server application.

See also batch-of-one immediate and store-and-forward.

**Do Not Translate (DNT)** A type of data source that must exist on the iSeries because of BLOB restrictions.

**dual pricing** The process of providing prices for goods and services in two currencies.

**edit code** A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.

**edit mode** A condition of a form that enables users to change data.

**edit rule** A method used for formatting and validating user entries against a predefined rule or set of rules.

**Electronic Data Interchange (EDI)** An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.

**embedded event rule** An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.

**Employee Work Center** A central location for sending and receiving all PeopleSoft 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.

**enterprise server** A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.

**EnterpriseOne object** A reusable 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.

**EnterpriseOne process** A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.

**Environment Workbench** An application that, during the Installation Workbench process, 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.

**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.

**event rule** A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.

**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. A facility is sometimes referred to as a *business unit* .

**fast path** A command prompt that enables the user to move quickly among menus and applications by using specific commands.

**file server** A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.

**final mode** The report processing mode of a processing mode of a program that updates or creates data records.

**FTP server** A server that responds to requests for files via file transfer protocol.

**header information** 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.

**interface table** See Z tables.

**integration server** A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.

**integrity test** A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

**interoperability model** A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.

**in-your-face-error** In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.

**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.

**jargon** An alternative data dictionary item description that PeopleSoft EnterpriseOne or People 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. This server provides middleware services for security and state maintenance, along with data access and persistence.

**JDBNET** A database driver that enables heterogeneous servers to access each other's data.

**JDEBASE Database Middleware** A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.

**JDECallObject** An API used by business functions to invoke other business functions.

**jde.ini** A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.

**JDEIPC** Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

**jde.log** The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.

**JDENET** PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.

**Location Workbench** An application that, during the Installation Workbench process, 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.

**logic server** A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.

**MailMerge Workbench** An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.

**master business function (MBF)** An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.

**master table** See published table.

**matching document** A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.

**media storage object** Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.

**message center** A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.

**messaging adapter** An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.

**messaging server** A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.

**named event rule (NER)** Encapsulated, reusable business logic created using event rules, rather that C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.

***nota fiscal*** In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.

***nota fiscal factura*** In Brazil, a nota fiscal with invoice information.

See also *nota fiscal.*

**Object Configuration Manager (OCM)** In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.

**Object Librarian** A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.

**Object Librarian merge** A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.

**Open Data Access (ODA)** An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.

**Output Stream Access (OSA)** An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.

**package** 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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.

**package build** A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.

Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”

**package location** The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.

**Package Workbench** An application that, during the Installation Workbench process, 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.

**PeopleSoft Database** See JDEBASE Database Middleware.

**planning family** A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.

**preference profile** The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.

**print server** The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.

**pristine environment** A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

**processing option** A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.

**production environment** A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.

**production-grade file server** A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.

**program temporary fix (PTF)** A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.

**project** In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.

**promotion path** The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):

11>21>26>28>38>01

In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.

**proxy server** A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.

**published table** Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

**publisher** The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

**pull replication** One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.

**QBE** An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.

**real-time event** A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.

**refresh** A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.

**replication server** A server that is responsible for replicating central objects to client machines.

**quote order** In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

| | |
|---|---|
| | In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order. |
| **selection** | Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter. |
| **Server Workbench** | An application that, during the Installation Workbench process, 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. |
| **spot rate** | An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies. |
| **Specification merge** | A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release. |
| **specification** | A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications. |
| **Specification Table Merge Workbench** | An application that, during the Installation Workbench process, runs the batch applications that update the specification tables. |
| **store-and-forward** | The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions. |
| **subscriber table** | Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table. |
| **supplemental data** | Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.<br><br>For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpiseOne systems. |
| **table access management (TAM)** | The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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** | An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables. |
| **table conversion** | An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables. |
| **table event rules** | Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level. |
| **terminal server** | A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer. |

**three-tier processing** The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.

**three-way voucher match** In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.

**transaction processing (TP) 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 may include programs that validate data and format terminal screens.

**transaction set** An electronic business transaction (electronic data interchange standard document) made up of segments.

**trigger** One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.

**triggering event** A specific workflow event that requires special action or has defined consequences or resulting actions.

**two-way voucher match** In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.

**User Overrides merge** Adds new user override records into a customer's user override table.

**variance** In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.

**Version 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.

**visual assist** Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.

**vocabulary override** An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.

**wchar_t** An internal type of a wide character. It is used for writing portable programs for international markets.

**web application server** A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.

**web server** A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.

**Windows terminal server** A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

**work day calendar** In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

**workflow** The automation of a business process, in whole or in 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 server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.

**XAPI events** A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.

**XML CallObject** An interoperability capability that enables you to call business functions.

**XML Dispatch** An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.

**XML List** An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.

**XML Service** An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.

**XML Transaction** An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.

**XML Transaction Service (XTS)** Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.

**Z event** A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.

**Z table** A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.

**Z transaction** Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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