PeopleSoft®

PeopleSoft EnterpriseOne Enhanced Real Estate Management for the United Kingdom 8.11 SP1 PeopleBook

---

August 2005

PeopleSoft EnterpriseOne Enhanced Real Estate Management for the United Kingdom 8.11 SP1 PeopleBook
SKU E1_APPS811SP1ARE-B 0805
Copyright © 2005, Oracle. All rights reserved.

The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If the Programs are delivered to the United States Government or anyone licensing or using the Programs on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth in FAR 52.227-19, Commercial Computer Software–Restricted Rights (June 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee’s responsibility to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and we disclaim liability for any damages caused by such use of the Programs.

The Programs may provide links to Web sites and access to content, products, and services from third parties. Oracle is not responsible for the availability of, or any content provided on, third-party Web sites. You bear all risks associated with the use of such content. If you choose to purchase any products or services from a third party, the relationship is directly between you and the third party. Oracle is not responsible for: (a) the quality of third-party products or services; or (b) fulfilling any of the terms of the agreement with the third party, including delivery of products or services and warranty obligations related to purchased products or services. Oracle is not responsible for any loss or damage of any sort that you may incur from dealing with any third party.

Oracle, JD Edwards, PeopleSoft, and Retek are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

Open Source Disclosure

Oracle takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation. The following open source software may be used in Oracle’s PeopleSoft products and the following disclaimers are provided.

This product includes software developed by the Apache Software Foundation (http://www.apache.org/). Copyright © 1999-2000 The Apache Software Foundation. All rights reserved. THIS SOFTWARE IS PROVIDED “AS IS” AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Contents

General Preface

About This PeopleBook Preface ix

PeopleSoft Application Prerequisites ix

PeopleSoft Application Fundamentals ix

Documentation Updates and Printed Documentation x

  Obtaining Documentation Updates x

  Ordering Printed Documentation x

Additional Resources xi

Typographical Conventions and Visual Cues xii

  Typographical Conventions xii

  Visual Cues xiii

  Country, Region, and Industry Identifiers xiv

  Currency Codes xiv

Comments and Suggestions xiv

Common Elements Used in PeopleBooks xv

Preface

PeopleSoft EnterpriseOne Enhanced Real Estate Management Preface xvii

PeopleSoft EnterpriseOne Products xvii

PeopleSoft EnterpriseOne Application Fundamentals xvii

Chapter 1

Getting Started with PeopleSoft EnterpriseOne Enhanced Real Estate Management 1

Enhanced Real Estate Management Overview 1

Enhanced Real Estate Management Integrations 3

Enhanced Real Estate Management Implementation 3

  Global Implementation Steps 3

  Core Implementation Steps 4

Chapter 2

Setting Up the Enhanced Real Estate Management System 5

Prerequisite 5

Setting Up User-Defined Codes 5

Setting Up Additional Company Constants..........7
    Understanding Additional Company Constants..........7
    Form Used to Set Up Additional Company Constants..........7
    Setting Up Additional Company Constants..........7
Setting up Automatic Accounting Instructions..........11
Setting Up Bill Codes and Adjustment Reasons..........12
Setting Up Billing Patterns..........12
    Understanding Billing Patterns..........12
    Form Used to Set Up Billing Patterns..........13
    Setting Up Billing Patterns..........13
Setting Default Payment Profile Statuses..........15
    Understanding Default Payment Profile Statuses..........15
    Form Used to Set Default Payment Profile Statuses..........15
    Setting Default Payment Profile Statuses..........15
Setting up Bank Base Rates..........16
    Understanding Bank Base Rates..........16
    Prerequisites..........17
    Form Used to Set Up Bank Base Rates..........17
    Setting Up Bank Base Rates..........17

Chapter 3
Setting Up Additional Facility and Lease Information..........19
Setting Up VAT for Properties and Units..........19
    Understanding the VAT Setup for Properties and Units..........19
    Forms Used to Set Up VAT for Properties and Units..........20
    Setting Up VAT for Properties and Units..........20
Setting Up Additional Lease Information..........22
    Understanding Additional Lease Master Information..........22
    Forms Used to Set Up Additional Lease Information..........24
    Setting Up Additional Lease Information..........24

Chapter 4
Processing Manual Billing Records..........27
Prerequisite..........27
Entering Manual Billing Records..........27
    Understanding the Manual Billing Process..........27
    Form Used to Enter Manual Billing Records..........28
Entering Manual Billing Records..........28

Chapter 5

Processing Recurring Billings.......29
Entering Recurring Billing Information.......29
  Understanding Recurring Billing Entry.......29
  Forms Used to Enter Recurring Billing Information.......31
  Setting Processing Options for Recurring Billing Information (P74U1502).......31
Entering Recurring Billing Information.......32

Chapter 6

Processing Expense Participation Billings.......35
Understanding the Expense Participation Process.......35
  Entering Expense Participation Information.......35
  Generating, Reviewing, and Revising Expense Participation Calculations.......36
  Generating Expense Participation Billings.......36
  Deleting Expense Participation Batches.......37
  Generating Estimated Expense Participation Billings.......37

Chapter 7

Processing Fees and Interest.......39
Understanding Fee and Interest Processing.......39
  Entering Fee and Interest Information.......39
  Generating Fee and Interest Records.......40

Chapter 8

Completing the Billing Process.......41
Understanding How To Complete the Billing Process.......41
Running Global Generation.......41
  Understanding Global Generation.......41
  Running Global Generation (R74U0210).......42
  Setting Processing Options for Global Generation (R74U0210).......42
Running the Billing Edit/Register and Posting Transactions.......44
  Understanding the Billing Edit/Register and Post Programs.......45

Chapter 9

Managing Payment Profiles and Accounting Profiles.......47
Understanding Payment and Accounting Profiles.......47

Managing Payment Profile Records........48
    Understanding Payment Profile Records........48
    Forms Used to Manage Payment Profile Records........49
Managing Accounting Profile Records........50
    Understanding Accounting Profile Records........50
    Forms Used to Manage Accounting Profile Records........51
Generating the Accounting Profile Journal Entries........53
    Understanding the Accounting Profile Journal Creation Program........53
    Running the Accounting Profile Journal Creation Program (R74U0212)........54
    Setting Processing Options for Accounting Profile Journal Creation (R74U0212)........54

Chapter 10
Updating the Enhanced Real Estate Management System........57
Updating Rent Changes Globally........57
    Understanding the Process to Change Rent Amounts Globally........57
Updating Bank Base Rates Globally........58
    Understanding Updating Bank Base Rates........58
    Update Bank Base Rates Globally........58
    Setting Processing Options for Global Bank Rate Update (R74U0202)........58
Updating Payment Profile Statuses Globally........59
    Understanding Changes to the Payment Profile Status........59
    Changing Payment Profile Statuses........60
    Setting Processing Options for Payment Profile Status Change (R74U0221)........60
Updating Accounting Profile Statuses Globally........61
    Understanding Changes to the Account........61
    Changing Accounting Profile Statuses for Periodic Records........62
    Setting Processing Options for Periodic Accounting Profile Status Change (R74U0222)........62
    Changing Accounting Profile Statuses for Weekly Records........62
    Setting Processing Options for Weekly Accounting Profile Status Change (R74U0223)........63
Deleting Unposted Billing Transactions........63
    Understanding the Batch Delete Program (R74U5806)........63
    Deleting Unposted Billing Batches........64
    Setting Processing Options for Batch Delete Program (R74U5806)........64

Appendix A
Tables Used by Enhanced Real Estate Management........67
Enhanced Real Estate Management Tables........67

Appendix B

PeopleSoft Enhanced Real Estate Management Reports....................................69
Enhanced Real Estate Management Reports....................................69
PeopleSoft Enhanced Real Estate Management Reports: A to Z....................................69
PeopleSoft Enhanced Real Estate Management Reports: Selected Reports....................................70
R74U0220 - Rent List New Tenancies....................................70
Processing Options for Rent List New Tenancies (R74U0220)....................................70
R74U0224 - Mixed Residential/Commercial Rents....................................71
Processing Options for Mixed Residential/Commercial Rents (R74U0224)....................................71
R74U0225 - Mixed Residential/Commercial Expenses....................................72
Processing Options for Mixed Residential/Commercial Expenses (R74U0225)....................................72
R74U0226 - Non Elected Property Report - Detail....................................73
Processing Options for Non-Elected Property Report - Detail (R74U0226)....................................73
R74U0227 - Non Elected Property Report - Summary....................................75
Processing Options for Non-Elected Property Report - Summary (R740227)....................................75
R74U0230 - Rent Review Settled/Not Settled Report....................................76
Processing Options for Rent Review Settled/Not Settled (R74U0230)....................................76
R74U0228 - Payment/Accounting Profile Reconciliation - Detail....................................77
Processing Options for Payment/Accounting Profile Reconciliation - Detail (R74U0228)....................................77
R74U0229 - Payment/Accounting Profile Reconciliation Summary Report....................................79
Processing Options for Payment/Accounting Profile Reconciliation - Summary....................................79

Glossary of PeopleSoft Terms....................................81

Index 91

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.

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.

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.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

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 peoplebookspress@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

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
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. 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.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (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. 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 Enhanced Real Estate Management Preface

This preface discusses:

- PeopleSoft EnterpriseOne products
- PeopleSoft EnterpriseOne application fundamentals

PeopleSoft EnterpriseOne Products

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

PeopleSoft EnterpriseOne 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 Applications Fundamentals 8.11 SP1 PeopleBook.*

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook, "PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals Preface"

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Enhanced Real Estate Management

This chapter provides an overview of Enhanced Real Estate Management, and discusses:

- Enhanced Real Estate Management integrations.
- Enhanced Real Estate Management implementation.

Enhanced Real Estate Management Overview

The Enhanced Real Estate Management system is a supplementary system to the Real Estate Management system that provides extra functionality to meet the requirements of the United Kingdom real estate market. The Enhanced Real Estate Management system is used in conjunction with the Real Estate Management system. The information in this guide describes only the enhanced functionality.

The features of the Enhanced Real Estate Management system include:

Additional Lease Information

The Lease Master Maintenance program has been enhanced to provide additional information for bank interest rates, alternative unit of measure conversion, and payment/accounting profile years. It also has functionality to automatically credit or credit/re-invoice tenants who have been billed in advance and who move out before the end of the billing period. The Enhanced Real Estate Management Lease Master Maintenance program replaces the standard program.

User-Defined Bill Patterns

Enhanced Real Estate Management uses bill patterns instead of billing frequencies that enable users to determine when, and how often an account is billed. Bill patterns are used in recurring billing and expense participation processing.

Property VAT Accounting

Enhanced Real Estate Management allows you to set up tax rate areas and tax explanation codes for VAT processing by property and unit. Manual billing, recurring billing, and expense participation use these as defaults instead of using the tax defaults from the customer or supplier master record.

Enhanced Manual Billing

Manual billing has been enhanced to process currency, unit accounting and property VAT accounting.

Recurring Billing with Payment and Accounting Profiles

The recurring billing process has been enhanced for currency, unit accounting and VAT accounting, and to use bill patterns instead of billing frequencies. In addition, each recurring billing record generates both payment profiles and accounting profiles, which are used for billing generation and accounting accruals and deferrals, respectively.

Expense Participation by Bill Pattern

Expense participation has been enhanced to use bill patterns instead of billing frequencies and to use the base currency of the building to determine its currency. In addition, enhanced expense participation now interfaces directly with enhanced recurring billing for estimates or directly into a payment profile for actuals. Although the enhanced expense participation replaces standard expense participation it continues to use a number of the standard expense participation programs.

Fees & Interest with Bank Rates

Interest can be calculated using bank rates and the process can manage changes in bank rates over the interest calculation period. The generation process now creates records in the payment profile instead of the Lease Billings Master table (F1511B), which enables fee and interest charges to be combined on the same invoice as the recurring billing charges. Enhanced fees and interest replaces the standard fees and interest.

Global Generation

Global generation is the process that converts the payment profile records into records in the Lease Billings Master table (F1511B). The global generation process in Enhanced Real Estate Management replaces the standard recurring billing generation program. In addition, the global generation program processes both fees and interest and expense participation billings into the Lease Billings Master table (F1511B).

Accounting Generation

Accounting Generation is the process that converts the accounting profile from the Enhanced Real Estate Management system into records in the Account Ledger table (F0911).

VAT Reporting

Enhanced Real Estate Management provides a number of additional reports to meet customs and excise requirements, including mixed rents, mixed expenses, and non-elected properties reports.

Global Updates

Enhanced Real Estate Management provides a number of additional global updates for the enhancements, including global updates for rents, bank rates, payment profiles and accounting profiles.

Integrities

Enhanced Real Estate Management provides two additional integrity reports to alert users of differences between the payment and accounting profiles.

Unit Accounting

Enhanced Real Estate Management allows users to automatically update unit balances into the general ledger as subledger entries. By providing this additional information in the general ledger, users can report on property transactions at both the property and unit levels.

Enhanced Real Estate Management Integrations

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

- Real Estate Management
- Accounts Receivable
- Accounts Payable
- General Accounting

Real Estate Management

Enhanced Real Estate Management retrieves information from and updates information to the tables in the Real Estate Management system. The enhancements described in this PeopleBook provide additional functionality to meet the requirements for the United Kingdom. Specifically, the Enhanced Real Estate Management system uses the Real Estate Management system exclusively for receipt processing, sales overage, sales analysis, and revenue fees. The Enhanced Real Estate Management system does not support escalations, FASB 13, or projected rent processing.

Accounts Receivable

Enhanced Real Estate Management generates invoice and receipt records for tenants in the Accounts Receivable system, which allows integration for credit and collection management, reporting, and accounting processes.

Accounts Payable

Enhanced Real Estate Management generates voucher and payment records for landlords in the Accounts Payable system, which allows integration for reporting and accounting processes.

General Accounting

Enhanced Real Estate Management generates journal entries from the accounting profile records so that billing amounts that fluctuate by period, can be recorded as fixed amounts.

Enhanced Real Estate Management Implementation

This section provides an overview of the global and core steps that are required to implement the Enhanced 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 *About These PeopleBooks,* with information about where to find the most current version of each.

Global Implementation Steps

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

Step	Reference
1. Set up fiscal date patterns.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Organizations"
2. Set up accounts.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Organizations"
3. Set up General Accounting constants.	*PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook*, "Setting Up the General Accounting System," Setting Up Constants for General Accounting
4. Set up multicurrency processing, including currency codes and exchange rates.	*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook*, "Setting Up General Accounting for Multicurrency Processing"
5. (Optional) Set up ledger type rules.	*PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook*, "Setting Up the General Accounting System," Setting Up Ledger Type Rules for General Accounting
6. Enter address book records.	*PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook*, "Entering Address Book Records"

Core Implementation Steps

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

Step	Reference
1. Set up additional company constants.	Chapter 2, "Setting Up the Enhanced Real Estate Management System," Setting Up Additional Company Constants, page 7
2. Set up user-defined codes.	Chapter 2, "Setting Up the Enhanced Real Estate Management System," Setting Up User-Defined Codes, page 5
3. Set up automatic accounting instructions.	Chapter 2, "Setting Up the Enhanced Real Estate Management System," Setting up Automatic Accounting Instructions, page 11
4. Set up bill codes and adjustment reasons.	Chapter 2, "Setting Up the Enhanced Real Estate Management System," Setting Up Bill Codes and Adjustment Reasons, page 12
5. Set up billing patterns.	Chapter 2, "Setting Up the Enhanced Real Estate Management System," Setting Up Billing Patterns, page 12
6. Set up default payment profile statuses.	Chapter 2, "Setting Up the Enhanced Real Estate Management System," Setting Default Payment Profile Statuses, page 15
7. Set up bank base rates.	Chapter 2, "Setting Up the Enhanced Real Estate Management System," Setting up Bank Base Rates, page 16

CHAPTER 2

Setting Up the Enhanced Real Estate Management System

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

- Set up user-defined codes.
- Set up additional company constants.
- Set up automatic accounting instructions.
- Set up bill codes and adjustment reasons.
- Set up billing patterns.
- Set up default payment profile statuses.
- Set up bank base rates.

Prerequisite

Before you complete the tasks in this section:

- The Real Estate Management system setup must be completed before you can set up Enhanced Real Estate Management.
- The user profile must have the value *UK* entered in the Localization Country Code field.

Setting Up User-Defined Codes

This table describes user-defined codes (UDCs) that pertain to the Enhanced Real Estate Management system. You must set up these user-defined codes in addition to those that you set up for the Real Estate Management system.

Note. If the UDCs are hard-coded, you must use the codes that are set up in the corresponding UDC table; you cannot add or revise the codes.

UDC	Description	Hard-Coded
Accounting Journal Method (74U/AJ)	Defines the method used to create accounting journals.	Yes
Bank Base Rates (74U/BC)	Defines the bank used for setting interest rates.	No
Billing Occurrences (74U/BO)	Defines the billing day of the month.	Yes
Bill Pattern Type (74U/BT)	Defines whether weekly bill patterns use offset days or fixed day billing.	Yes
Credit Calculation Method (74U/CM)	Defines the method used to credit tenants who have been billed past their move out date.	Yes
Cancellation Reasons (74U/CR)	Defines the reason codes entered when a billing event is canceled.	Yes
Day of the Week (74U/DW)	Defines the billing day of the week.	Yes
Generation Type (74U/GE)	Defines the generation method used for billing, such as recurring, manual, fees and interest, actual and estimated expense participation.	Yes
Accounting Profile Status (74U/PA)	Defines the status of an accounting profile line.	Yes
Payment Method (74U/PM)	Defines whether billing is in advance or arrears.	Yes
Property Number From (74U/PN)	Defines which property number is to be used on purchase orders for retrieval of tax codes and rates.	Yes
Payment Profile Status (74U/PP)	Defines the status of a payment profile line.	Yes
Bill Period Type (74U/PT)	Defines whether billing is weekly, monthly or by Fiscal date Pattern (hard coded).	Yes

UDC	Description	Hard-Coded
Period Weeks (74U/PW)	Defines the number of weeks in selected period. Used in the definition of the 445 Method of the accounting profile structure.	Yes
Unit Accounting Constant (74U/UA)	Defines whether unit accounting is implemented.	Yes

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

Setting Up Additional Company Constants

This section provides an overview and describes how to set up additional company Constants.

Understanding Additional Company Constants

The Additional Property Company Constants program (P74U0201) provides the supplementary framework for how the Enhanced Real Estate Management processes work, based on the business needs. These parameters let you define these rules for each company:

- Lease processing rules.
- Accounting rules.
- Default VAT (value added tax) codes and rules.

The system stores the information for additional company constants in the Property Company Constants table (F74U0201).

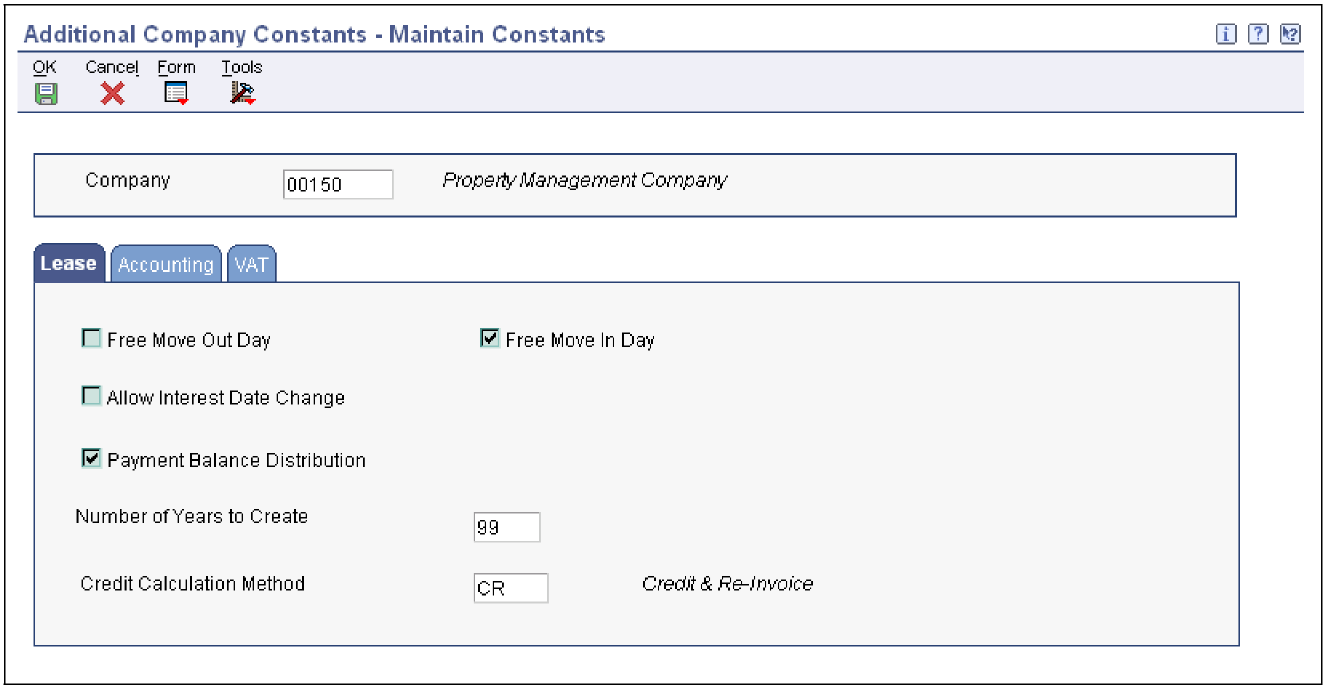
Important! Only authorized personnel should have access to this program. Changes after the initial setup are not generally recommended as they may produce unpredictable results.

Form Used to Set Up Additional Company Constants

Form Name	FormID	Navigation	Usage
Work With Company Constants	W74U0201A	Enhanced Setup (G74U15415), Additional Company Constants.	Review the company constant records.
Maintain Constants	W74U0201B	Click Add on Work With Company Constants.	Add or revise company constants on the Lease, Accounting, and VAT tabs.

Setting Up Additional Company Constants

Access the Maintain Constants form.



Company 00150 *Property Management Company*

☐ Free Move Out Day ☑ Free Move In Day

☐ Allow Interest Date Change

☑ Payment Balance Distribution

Number of Years to Create 99

Credit Calculation Method CR *Credit & Re-Invoice*

Maintain Constants form

Select the Lease tab.

Free Move Out Day	Select to charge the tenant rent on their move-out day. If you select the check box, the move-out day is free and the tenant is not charged rent. If you clear the check box, the move-out day is not free and the tenant must pay rent.
Free Move In Day	Select to charge the tenant rent on their move-in day. If you select the check box, the move-in day is free and the tenant is not charged rent. If you clear the check box, the move-in day is not free and the tenant must pay rent.
Allow Interest Date Change	Select this option to allow changes to the dates in the Fee & Interest Information program (P74U1525). When this option is selected, the system allows changes to the date fields.
Payment Balance Distribution	Select to allow differences for fixed payment amounts to be distributed for lease terms that are greater than one year. If you select the check box, the system allows the difference to be distributed. If you clear the check box, the system does not allow the difference to be distributed.
Number of Years to Create	Enter the default number of years for which the system generates payment profile records. The system uses the value of this field as the default value for the Number Years to Create Payment Profile and Number Years to Create Account Profile fields on the Work With Lease Master Additional Information form when you add a lease.

The value that you specify should be greater than or equal to the term of the lease. The minimum value that you can enter is 1. You should enter the value 99 so that billing and expense records are always generated. You can override the value of this field when you set up additional information for the lease, if desired. You cannot leave this field blank.

Credit Calculation Method	Enter the user-defined code (74U/CM) to specify how to calculate credit amounts if the tenant moves out before the end of the lease term. Values are: *CR*: Credit and Re-Invoice. The system credits all of the billing amounts that were invoiced and generates a new invoice for the desired period for the appropriate amount *NC*: Net Credit. The system generates a credit invoice for the applicable period only.

Select the Accounting tab.

Accounting Journal Method	Enter the user-defined code (74U/AJ) to specify the method to use to create accounting profile transactions. Values are: *4*: "445" Method. When you select this method, the system displays additional fields for you to specify the number of weeks in each quarter, which it uses to generate the accounting profile transactions. If you leave the period fields blank, the system automatically assigns the default values *4*, *4*, and *5*, respectively. *D*: Daily Journals. The system generates accounting profile transactions daily. *P*: Periodic Journals. The system generates accounting profile transactions on the last day of each month.
Number of Accounting Weeks	Appears on the form only when you enter *4* in the Accounting Journal Method field. Enter the actual number of accounting period weeks. The system automatically updates the value of this field to 52. You can override the value to 53, if desired. No other values are valid.
Quarter 1, Quarter 2, Quarter 3, Quarter 4	Displays only when you enter *4* in the Accounting Journal Method field. Enter the number of weeks for each period of each quarter in the corresponding fields. Values are *0*, *1*, *2*, *3*, *4*, *5*, and *6*.
Weekly Accounting Used	Select to generate a weekly accounting profile in addition to the period accounting profile, as specified by the value in the Accounting Journal Method field. If you select the check box, the system generates a weekly accounting profile. If you clear the check box, the system does not generate a weekly accounting profile.
Property Number From	Enter the user-defined code (74U/PN) to specify whether the system retrieves the property number from the branch/plant or business unit record from the Purchasing system. Values are: *BP*: Retrieves the property number from the branch/plant record. *BU*: Retrieves the property number from the business unit record.

Unit Accounting Constant	Enter the user-defined code (74U/UA) to specify whether to generate journal entries that use the unit as the subledger. Values are: *N*: Not implemented. Do not use the unit number as the subledger. *S*: Use Subledger. The system uses the unit number as the subledger.

Note. The other value set up in the UDC table is C, but this is reserved for future use.

Select the VAT tab.

Mandatory Property Tax Code	Select to specify whether tax explanation codes are required for buildings and units. If you select this check box, a tax explanation code is required for building and units. The system returns an error if you add a new unit or building and do not specify a tax explanation code. If you clear this check box, a tax explanation code is not required for building and units.
VAT Override Allowed	Select to specify whether to return an error or display a warning message when the user overrides the system-calculated VAT amount. If you select this check box, the system returns an error when the user overrides the VAT amount. If you clear this check box, the system displays a warning message when the user overrides the VAT amount.
Allow Interest Tax Code Change	Select to specify whether to allow overrides to the tax explanation codes on interest amounts. If you select this check box, the system does not allow overrides to the tax explanation code on interest. The system assigns the value entered in the Tax Exempt Code field. If you clear this check box, the system allows overrides to the tax explanation code on interest. If a tax explanation code is not specified, the system assigns the default code for exempt.
Tax Exempt Code	Enter the user-defined code (00/EX) that specifies the default tax explanation code to assign to buildings and units that are exempt from taxes. If specified, the system assigns the same tax explanation code to interest amounts, since tax should not be applied to interest. Valid tax explanation codes must begin with the letter E.
Tax Exempt Area/Rate	Enter the code to specify the default tax rate area to assign to buildings and units that are exempt from taxes. If specified, the system also assigns the tax rate area to interest amounts.

Note. This tax area is not the same as a tax area that represents a zero rate.

Setting up Automatic Accounting Instructions

The system uses AAIs from the Real Estate Management system to distribute journal entries that were generated from the Enhanced Real Estate Management system.

In addition to the standard AAIs, Enhanced Real Estate management uses these AAI prefixes in conjunction with the appropriate bill codes to process transactions for the accounting profile:

Prefix	Description
AR	The revenue account for a receivable accounting profile transaction, which the system credits. For example, ARRO is the AAI that corresponds to the revenue account for regular rent (RO).
AD	The debtor account for a receivable accounting profile transaction, which the system debits. For example, ADRO is the AAI that corresponds to the accrued revenue account for regular rent (RO).
AP	The expense account for a payable accounting profile transaction, which the system debits. For example, APRENT is the AAI that corresponds to the expense account for payable rent (RENT).
AC	The creditor account for a payable accounting profile transaction, which the system credits. For example, ACRENT is the AAI that corresponds to the accrued expense account for payable rent (RENT).

The Accounting Profile Journal Creation program (R74U0212) uses the AAI prefixes as processing option selections but users have the choice to reference other user-defined prefixes.

Enhanced Real Estate Management also uses the six AAIs in this table for the specific purposes of credit/re-invoice and rent review:

AAI	Description
PMCRED*	The income account, which the system debits, for the credit transaction that it automatically creates when a tenant moves out of a property.
RCCRED*	The debtor account, which the system credits, for a credit transaction that it automatically creates when a tenant moves out of a property.
PMRINV*	The income account, which the system credits, for a re-invoice transaction that it automatically creates when a tenant moves out of a property.
RCRINV*	The debtor account, which the system debits, for a re-invoice transaction that it automatically creates when a tenant moves out of a property.
PMRRVW	The income account for a back dated rent review change, which the system credits.
RCRRVW	The debtor account for a back dated rent review change, which the system debits.

*These AAIs are utilized only when a tenant who is billed in advance decides to move out. The settings of the additional company constants determine which AAIs the system uses.

Important! Only authorized personnel should have access to this program, changes after initial setup are not generally recommended as they may produce unpredictable results.

Setting Up Bill Codes and Adjustment Reasons

This section describes the bill codes and adjustment reasons that pertain to the Enhanced Real Estate Management system.

You set up and use bill codes and adjustment reasons for Enhanced Real Estate Management in the same way that you do for the Real Estate Management system: to identify the automatic accounting instructions (AAIs) that correspond to the transactions that the system generates. In addition to the standard bill codes, the Enhanced Real Estate Management system uses these bill codes to facilitate the credit/re-invoice and rent review process:

- CRED - The credit transaction generated when a tenant moves out before the lease expiry date.
- RINV - The re-invoice transaction generated when a tenant moves out before the lease expiry date.
- RRVW - The transaction generated for a back dated rent review.

See *PeopleSoft EnterpriseOne Real Estate Management 8.11 SP1 PeopleBook*, “Setting Up the Real Estate Management System,” Setting Up Bill Codes and Adjustment Reasons.

Setting Up Billing Patterns

This section provides an overview of billing patterns and discusses how to set up billing patterns that pertain to the Enhanced Real Estate Management system.

Understanding Billing Patterns

You set up bill patterns for recurring billing and expense participation to determine when and how often an account is billed. You can set up billing cycles such as daily, weekly, bi-weekly, bi-monthly, monthly, quarterly, semi-annually and annually. Billing dates can be specific dates such as the beginning of the month, the end of the month, quarter days and so on.

The billing patterns that you set up must be defined as one of three types:

- F - Fiscal periods (expense participation only).

  The system uses the periods defined by the fiscal date pattern for billings. An ’X’ for Fiscal Pattern Linked should be entered in each period that billings should be done. For example, if EP is calculated annually in December, an ’X’ should be in period 12 only.

- M - Monthly periods.

  The system uses calendar months for monthly, bi-monthly, quarterly, semi-annual, and annual billings. You determine the day of the month that to use.

- W - Weekly billing.

  The system uses a specific day of the week or a number of days for billing, which you define.

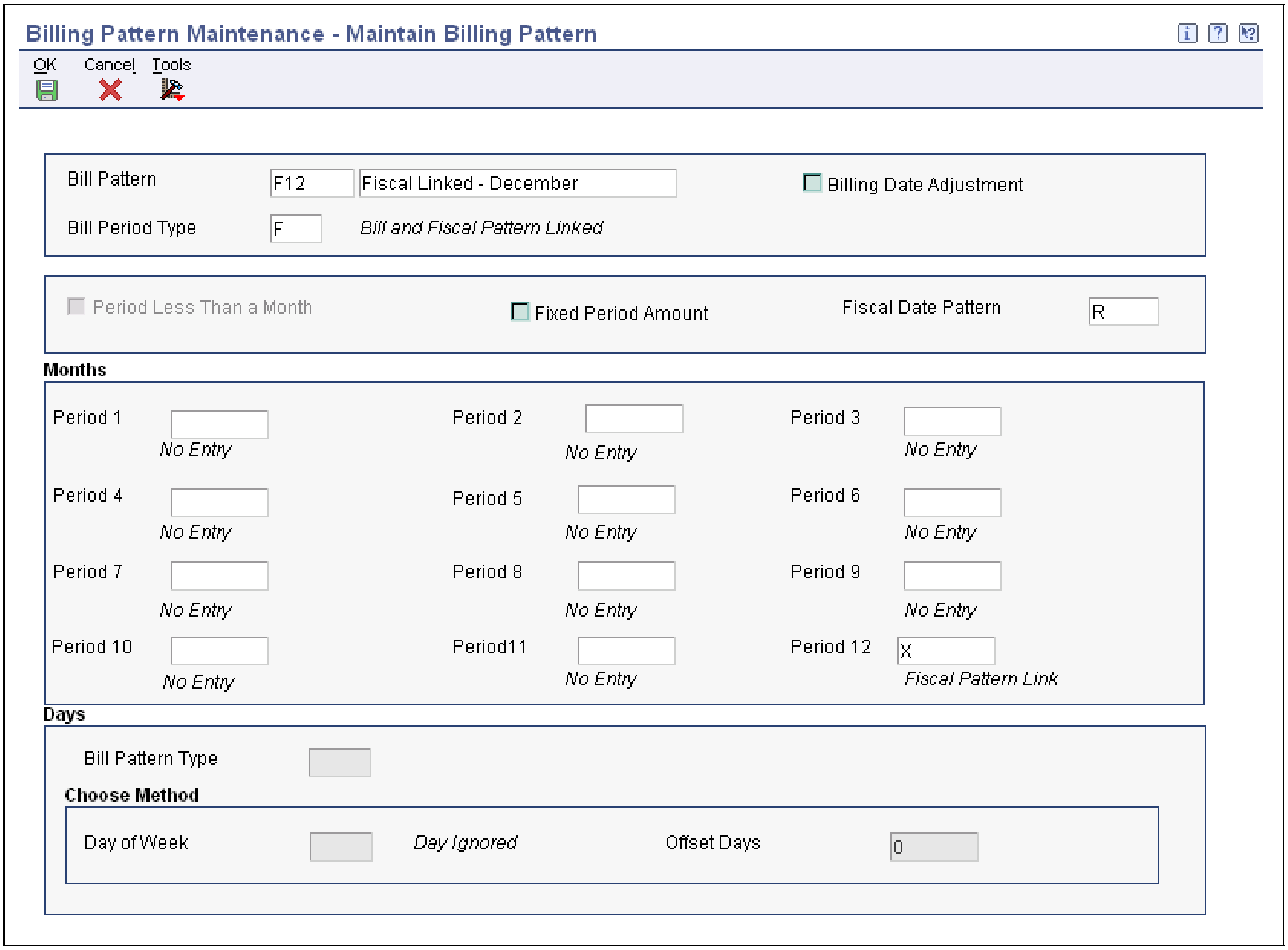
You assign billing patterns to the billings that occur automatically, such as recurring billing, interest and fees, and expense participation.

Form Used to Set Up Billing Patterns

Form Name	FormID	Navigation	Usage
Work With Billing Patterns	W74U0203A	Enhanced Setup (G74U15415), Billing Pattern Maintenance.	Review and select the billing patterns that are set up.
Maintain Billing Pattern	W74U0203B	Click Add on Work With Billing Patterns.	Set up billing patterns.

Setting Up Billing Patterns

Access the Maintain Billing Pattern form.



Bill Pattern: F12 Fiscal Linked - December

☐ Billing Date Adjustment

Bill Period Type: F *Bill and Fiscal Pattern Linked*

☐ Period Less Than a Month

☐ Fixed Period Amount

Fiscal Date Pattern: R

Months

Period 1: *No Entry*

Period 2: *No Entry*

Period 3: *No Entry*

Period 4: *No Entry*

Period 5: *No Entry*

Period 6: *No Entry*

Period 7: *No Entry*

Period 8: *No Entry*

Period 9: *No Entry*

Period 10: *No Entry*

Period11: *No Entry*

Period 12: X *Fiscal Pattern Link*

Days

Bill Pattern Type:

Choose Method

Day of Week: *Day Ignored*

Offset Days: 0

Maintain Billing Pattern form

Bill Pattern

Enter a code up to five characters in length to identify the billing pattern. Enter the description of the billing pattern in the unlabeled field to the right of the Bill Pattern field.

Bill Period Type	Enter the user-defined code (74U/PT) to specifies when the system generates the payment profile (billing) records. Values are: *F*: The billing period is linked to the fiscal date pattern. The system generates the payment profile records according to the fiscal date pattern that is specified. **Note.** You must use a bill pattern that is set up for this bill period type if you use expense participation. *M*: The billing period is at least one month. The system generates payment profile records monthly on the day that you specify for each period. *W*: The billing period is less than one month. The system generates payment profile records weekly on the day that you specify in the Day of Week field or by the frequency that you specify by the number of days that you enter in the Offset Days field.
Billing Date Adjustment	Select to specify whether to include the billing date as the ending date in the payment profile for the specified bill pattern. The system uses this check box only for the payment method of Arrears (ARR). If you select this check box, the system generates a payment profile for ending dates that include the billing date. If you clear this check box, the system generates a payment profile for ending dates that do not include the billing date.
Period Less Than a Month	The system automatically selects this check box when you enter *W* in the Bill Period Type field.
Fixed Period Amount	Select to specify whether to bill a fixed amount for each period and generate a catch-up billing amount at the end of the billing cycle or lease. For example, if you generate a payment profile monthly, because the number of days vary in each month, the billing amount will be different for each month. If you select this check box, the system prorates the annual billing amount so that the period billing amount is a fixed rate. The number that you enter in each of the period fields should be the same. If you clear this check box, the system generates the payment profile according to the bill period type and dates specified in the Period fields. The system selects this check box automatically if the Bill Period Type is *W*.
Fiscal Date Pattern	Enter the UDC code (H00/DP) to specify the fiscal date pattern to use for the payment profile (billing cycle). The system enables this field only when you enter *F* in the Bill Period Type field.
Period 01 through Period 12	Enter the UDC code (74U/BO) that corresponds to the day on which you want the billing to occur. The system enables the period fields only when you enter *F* or *M* in the Bill Period Type field.
Bill Pattern Type	Enter the UDC code (74U/BT) that specifies whether the weekly billing occurs on a specific day of the week or is based on the number of offset days. The system enables this field only when you enter *W* in the Bill Period Type field. Values are: *F*: Fixed billing day. The system enables the Day of Week field for you to complete.

	O: Offset number billing day. The system enables the Offset Days field for you to complete.
Day of Week	Enter the UDC code (74U/DW) that corresponds to the day of the week on which you want the billing to occur. The system enables this field only when you enter *F* in the Bill Pattern Type field.
Offset Days	Enter the frequency that you want the billing (payment profile) generated. For example, if you enter 20, the system generates a payment profile every 20 days. The number that you enter must be between 1 and 28. The system enables this field only when you enter *O* in the Bill Pattern Type field.

Setting Default Payment Profile Statuses

This section provides an overview default payment profile statuses and discusses how to set up default payment profile statuses.

Understanding Default Payment Profile Statuses

You set up default payment profile status codes to assign to payment profile transactions that the system generates. Because the codes that you set up are assigned to all transactions that the system generates, assign the most commonly used code for the corresponding status. All of the payment status codes are user-defined codes that are set up in 74U/PP. The codes in the UDC table are hard-coded, so you should not revise them. You can override the status that the system assigns to the billing or expense record, if necessary, by accessing the payment profile record after the system generates it and changing the status.

The system stores the default payment status information in the EPM Status Code table (F74U0209).

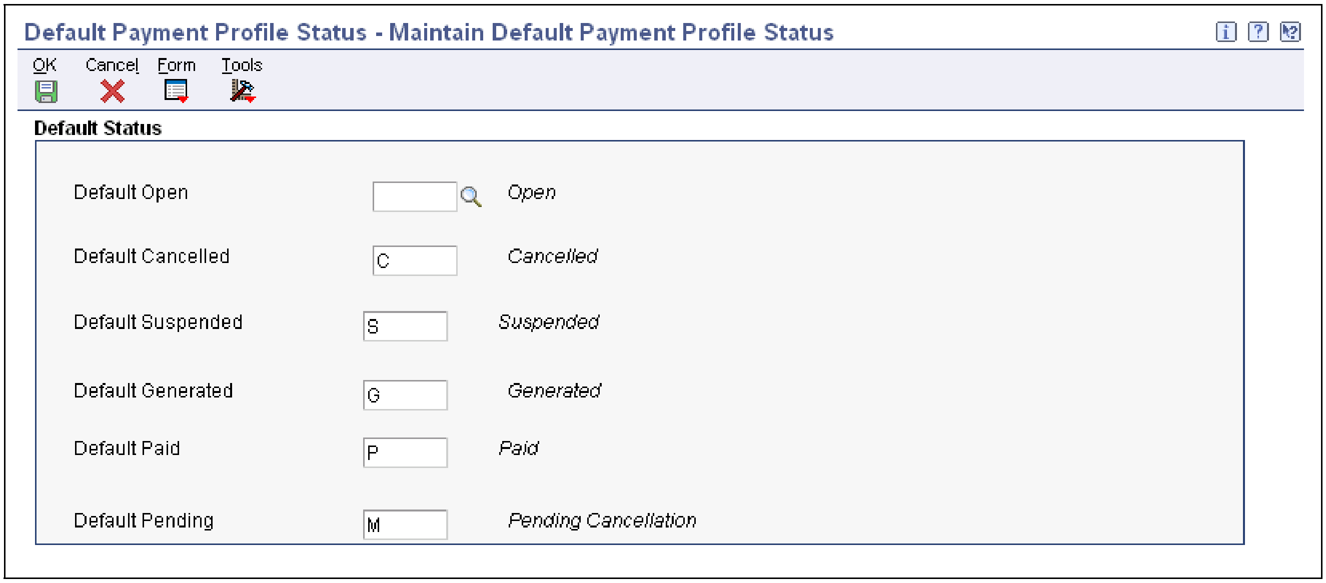
Important! Only authorized personnel should have access to this program, changes after initial setup are not generally recommended as they may produce unpredictable results.

Form Used to Set Default Payment Profile Statuses

Form Name	FormID	Navigation	Usage
Maintain Default Profile Status	W74U0209A	Enhanced Setup (G74U15415), Default Payment Profile Status.	Set up default values for payment profiles.

Setting Default Payment Profile Statuses

Access the Maintain Default Payment Profile Status form.



Default Payment Profile Status - Maintain Default Payment Profile Status

Default Status

Default Open		Open
Default Cancelled	C	Cancelled
Default Suspended	S	Suspended
Default Generated	G	Generated
Default Paid	P	Paid
Default Pending	M	Pending Cancellation

Maintain Default Payment Profile Status form

Default Open, **Default Canceled**, **Default Suspended**, and **Default Paid**	Enter the user-defined code (74U/PP) that specifies the default status to assign to payment profile transactions that are not paid, canceled, suspended or paid.
Default Generated	Enter the user-defined code (74U/PP) that specifies the default status to assign to payment profile transactions that are processed by the Global Generation program (R74U0210).
Default Pending	Enter the user-defined code (74U/PP) that specifies the default status to assign to payment profile transactions that are pending cancellation due to an early move out on a lease. The system assigns the value that you specify when you run the Global Generation program.

Setting up Bank Base Rates

This section provides an overview of bank base rates and discusses how to set up bank base rates that pertain to the Enhanced Real Estate Management system.

Understanding Bank Base Rates

You set up annual bank base rates to calculate interest payments for the Fee & Interest Calculation program (R74U5160). As the bank base rates change, you must add new base bank rate records; the system does not allow revisions to existing base bank records. When you add a new record for an existing bank, the system automatically assigns an effective end date that is equal to the effective start date of the new rate. You can enter the rate as either a decimal or a whole number. If you need to update the same rate across numerous banks, run the Bank Base Rate Global Update program (R74U0202).

The system stores bank base rate records in the Bank Base Rates (EPM) table (F74U0202).

Prerequisites

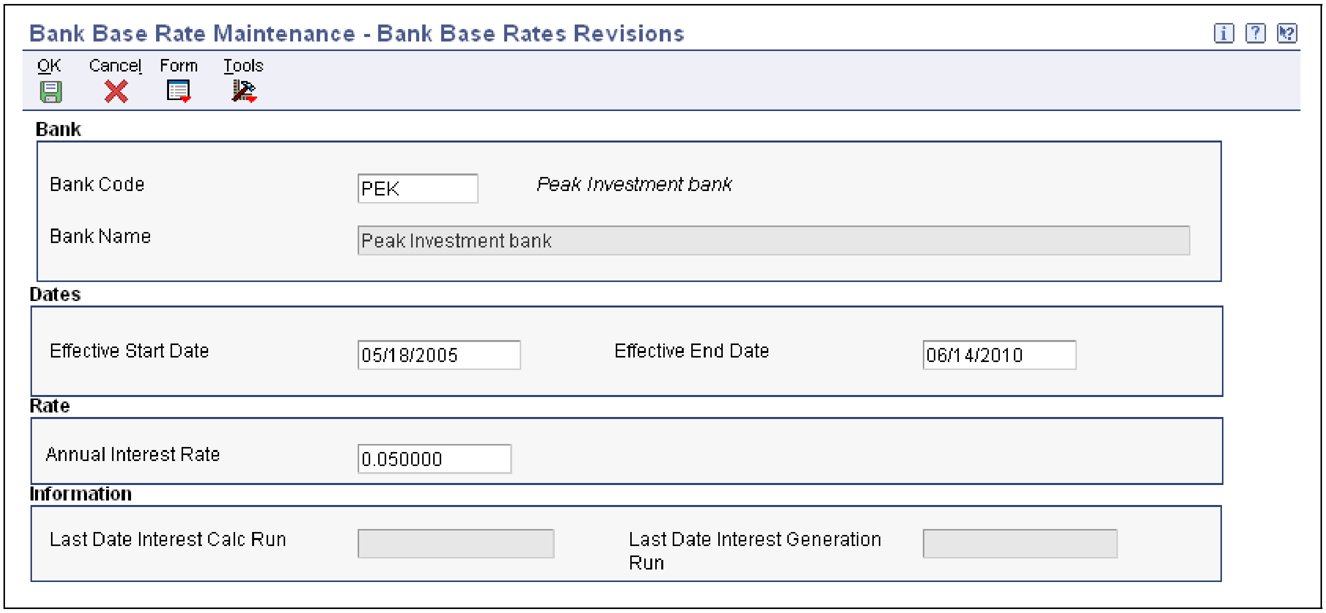
Set up the bank codes that correspond to the banks that you use in UDC 74U/BC.

Form Used to Set Up Bank Base Rates

Form Name	FormID	Navigation	Usage
Bank Base Rate Maintenance	W74U0202A	Enhanced Setup (G74U15415), Bank Base Rate Maintenance.	Review and select bank base rate records.
Bank Base Rate Revisions	W74U0202B	Click Add on Bank Base Rate Maintenance.	Set up bank base rates.

Setting Up Bank Base Rates

Access the Bank Base Rate Revisions form.



Bank Code: PEK Peak Investment bank

Bank Name: Peak Investment bank

Effective Start Date: 05/18/2005

Effective End Date: 06/14/2010

Annual Interest Rate: 0.050000

Last Date Interest Calc Run:

Last Date Interest Generation Run:

Bank Base Rate Revisions form

Bank Code	Enter the user-defined code (74U/BC) that specifies a bank for which you can associate interest rate percentages based on effective dates. You can use this information when you set up interest and fee tables by bank code.
Effective Start Date and **Effective End Date**	Enter the date on which the annual interest rate is effective or expires.
Annual Interest Rate	Enter the number that specifies the annual percentage to apply as interest on past due amounts. You can enter the number in either a decimal format or as a whole number. For example, you can enter .05 or 5.0 to specify 5 percent.
Last Date Interest Calc Run (last date interest calculation run)	Enter the date that the record was last used in an interest calculation by the Fee & Interest Calculation program (R74U5160).

Last Date Interest Generation Run	Enter the date that the record was used for interest generation by the Global Generation program (R74U0210).

CHAPTER 3

Setting Up Additional Facility and Lease Information

This chapter discusses how to:

- Set up VAT for properties and units.
- Set up additional lease information.

Setting Up VAT for Properties and Units

This section provides an overview of the VAT setup requirements for the Enhanced Real Estate Management system and discusses how to:

- Set up VAT for properties.
- Set processing options for Property Maintenance For VAT (P74U0210).
- Set up VAT for units.
- Set processing options for Unit Maintenance For VAT (P74U0215).

Understanding the VAT Setup for Properties and Units

You set up properties, buildings, floors, and units in the Enhanced Real Estate Management system using the same programs that you use in the Real Estate Management system. As part of the property setup, the United Kingdom requires that you assign VAT information to each building. The system prompts you to set up VAT information after you enter the building record. When you set up VAT information, you must specify whether the building is exempt from taxes:

- If the building is exempt from taxes, the system assigns the default tax exempt information from the Additional Company Constants.

  When you set up units for a tax exempt building, the units are also tax exempt and you cannot override tax information.

- If the building is not exempt from taxes, you assign the tax explanation code and tax rate area to calculate taxes for billing and expenses.

  The system provides separate tax fields so that you can assign different tax information depending on whether you are the landlord (generating billing records) or the tenant (generating expense records). When you set up units for buildings that are not tax exempt, you have the opportunity to override the tax information for the unit.

In addition to the tax information that you must enter for a building, you can also enter the address book number of the person to contact about the building, as well as the asset number of the building, if you use the Fixed Assets system. If you provide the asset number, the system updates the Account Ledger records (F0911) for billing and expenses so that you can use it for inquiry and reporting purposes.

In addition to the tax information that you might enter for a unit, you can also enter the address book number of the person to contact. Additionally, the system provides an option for you to update the address book number in the Unit Master table (F1507), if desired.

Revising Tax Information on Buildings and Units

The system controls the tax information that you set up for buildings and, optionally, units by using effective dates. To revise the tax information, you enter a tax change date and revise the tax information. The system automatically generates a new tax record for the change and updates the Effective Date with the value of the change date. The system also updates the Ending Date on the original tax record to one day before the change date that you entered. Once you revise a tax record, you cannot select it. The system displays the record for audit purposes only. If you attempt to change the tax information without entering a change date, the system issues a warning that the audit trail of changes will be lost.

Note. Revisions and deletions to VAT codes and rates are only allowed if no billing records exist between the specified dates. A processing option controls the validation for billing records, so that you can override it, however, you should use caution when exercising this option.

Forms Used to Set Up VAT for Properties and Units

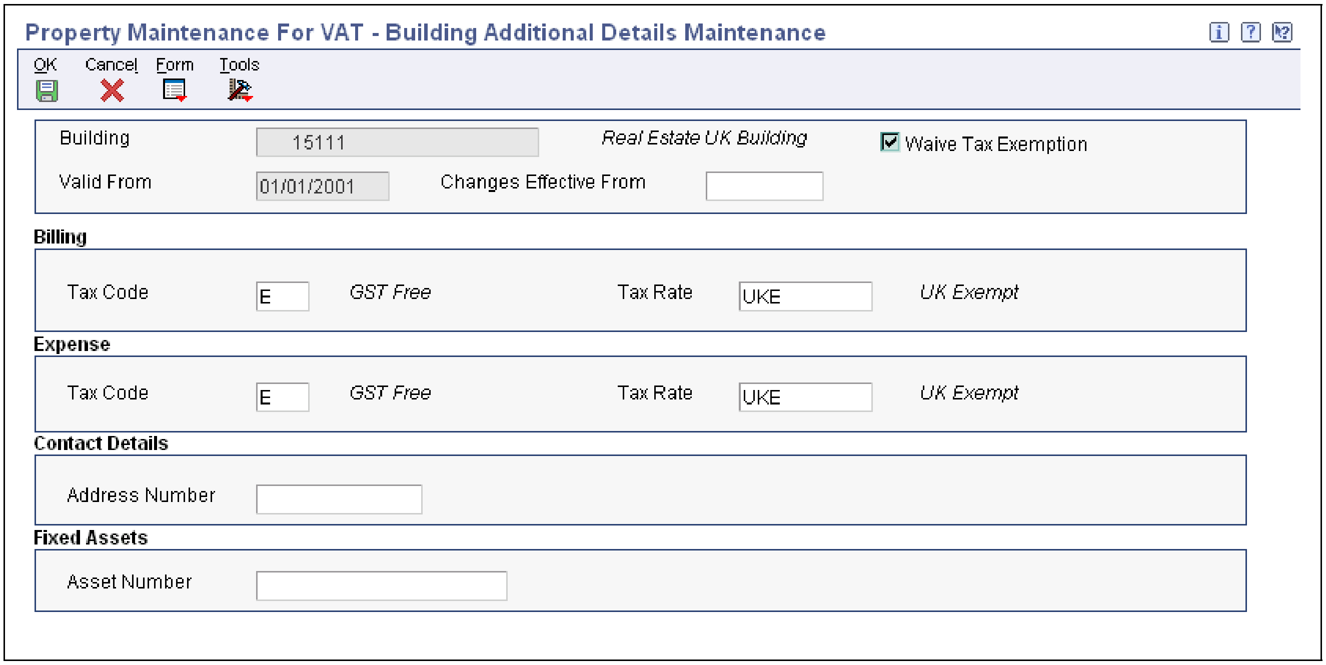
Note. The system automatically launches the application to set up tax information when you add a new building or unit. You use the navigation to access the forms in this table when you need to review or revise tax information.

Form Name	FormID	Navigation	Usage
Work With Building Additional Details	W74U0210B	Facility Setup (G74U15411), Property Maintenance For VAT	Review the properties for which VAT has been set up.
Building Additional Details Maintenance	W74U0210A	Click Add on Work With Building Additional Details.	Add and revise VAT information for the building.
Work With Unit VAT	W74U0215A	Facility Setup (G74U15411), Unit Maintenance For VAT	Review the units for which VAT has been set up.
Maintain Unit VAT	W74U0215B	Click Add on Work With Unit VAT.	Add and revise VAT information for the unit.

Setting Up VAT for Properties and Units

Information that is set up for the unit overrides the information that is set up for the property.

Access either the Building Additional Details Maintenance form or the Maintain Unit VAT form.



Property Maintenance For VAT - Building Additional Details Maintenance

Building 15111 *Real Estate UK Building* ☑ Waive Tax Exemption

Valid From 01/01/2001 Changes Effective From

Billing

Tax Code E *GST Free* Tax Rate UKE *UK Exempt*

Expense

Tax Code E *GST Free* Tax Rate UKE *UK Exempt*

Contact Details

Address Number

Fixed Assets

Asset Number

Building Additional Details Maintenance form

Building Additional Details Maintenance

Valid From	Enter the date on which the VAT tax record becomes effective for the property that is specified. The system automatically updates this field with the date that you set up in the building record. You can override the date, if desired.
Waive Tax Exemption	Select to specify whether the property is exempt from VAT tax. If you select this check box, the property is not exempt from VAT tax. The system enables the tax fields so that you can specify the tax explanation code and tax rate area to use for billing and expense transactions. If you clear this check box, the property is exempt from VAT tax. The system automatically completes the tax fields with the default values from the Additional Company Constants that are specified for the company that is assigned to the property.
Changes Effective From	Enter the date that new tax information becomes effective. The system automatically generates a new record and using the date that you enter in this field as the effective date for the new record.
Billing Tax Code	Enter the VAT tax explanation code (00/EX) to use to calculate the tax amounts for billing transactions, including manual, recurring, interest and fees, and expense participation.
Billing Tax Rate	Enter the tax rate area to retrieve the tax rate to calculate the tax amounts for billing transactions, including manual, recurring, interest and fees, and expense participation.
Expense Tax Code	Enter the VAT tax explanation code (00/EX) to calculate the tax amounts for expense transactions, including vouchers, purchase orders, and journal entries with VAT.

Expense Tax Rate	Enter the tax rate area to retrieve the tax rate to use to calculate the tax amounts for expense transactions, including vouchers, purchase orders, and journal entries with VAT.
Address Number	Enter the address book number of the contact person for the property.
Asset Number	Enter the asset number to cross-reference the property to the Fixed Assets system.

Maintenance Unit VAT

Note. Only the fields different from the Building Additional Details Maintenance form are described.

Update Unit Address Details	Select to specify whether to update the unit record in the Unit Master table (F1507) with the address information entered in the Address Number field. If you select this check box, the system updates the unit record with the address book number. If you clear this check box, the system does not update the unit record with the address book number.

Setting Up Additional Lease Information

This section provides an overview about the additional lease information that you need to set up and discusses how to set up additional lease information.

Understanding Additional Lease Master Information

You set up a lease in the Enhanced Real Estate Management system in the same manner that you would set up a lease in the Real Estate Management system; the fields that you complete are the same. After you set up the lease and click OK, the system prompts you to enter additional information about the lease. This information is specific to Enhanced Real Estate Management and includes:

- The default bank code to use for fee and interest calculations.
- Additional interest to add to the base bank rate, if desired.
- The number of years to generate payment profile and account profile transactions.
- The currency code and exchange rate.

In addition to the fields that you complete on the Maintain Lease Master Additional Information form, you can also set up unit of measure conversion rates and assign them to each building and unit record that is associated with the lease. For example, if the area of the unit that you lease is 10,000 square feet, you can set up a conversion rate from square feet to square meters so that you can calculate the area in square meters quickly and accurately. You access the unit of measure conversion application only through the Lease Master Maintenance program; it is not set up on a menu.

The system stores lease information that you enter in these tables:

- Lease Master Header (F1501B).

  The system stores the information that you enter in the header area of the lease in this table.
- Lease Master Detail (F15017).

The system stores the information that you enter in the grid area of the lease in this table.

- Lease Master Tag (F74U01BT).

  The system stores the additional lease information in this table.

- Lease Master Alternative UOM Tag (F74U03BT).

  The system stores alternate unit of measure information in this table.

Move-Out Dates

In the Enhanced Real Estate Management system, if the tenant moves out early, you have a choice of whether to credit the tenant for the amount of the overpayment that they made or credit and re-invoice the tenant for the correct amount to pay. The system uses the value of the Credit Calculation Method field in the Additional Company Constants to determine which payment profile records to create. The system closes the original payment profile records and creates new ones depending on the which method that you use.

Note. The process to credit or re-invoice billing amounts for early move-out dates is applicable only to recurring billing records with a payment method of advance.

Processing Options for Lease Master Maintenance (P74U1501)

The processing options for Lease Master Maintenance are the same as the processing options for Lease Master Information in the Real Estate Management system.

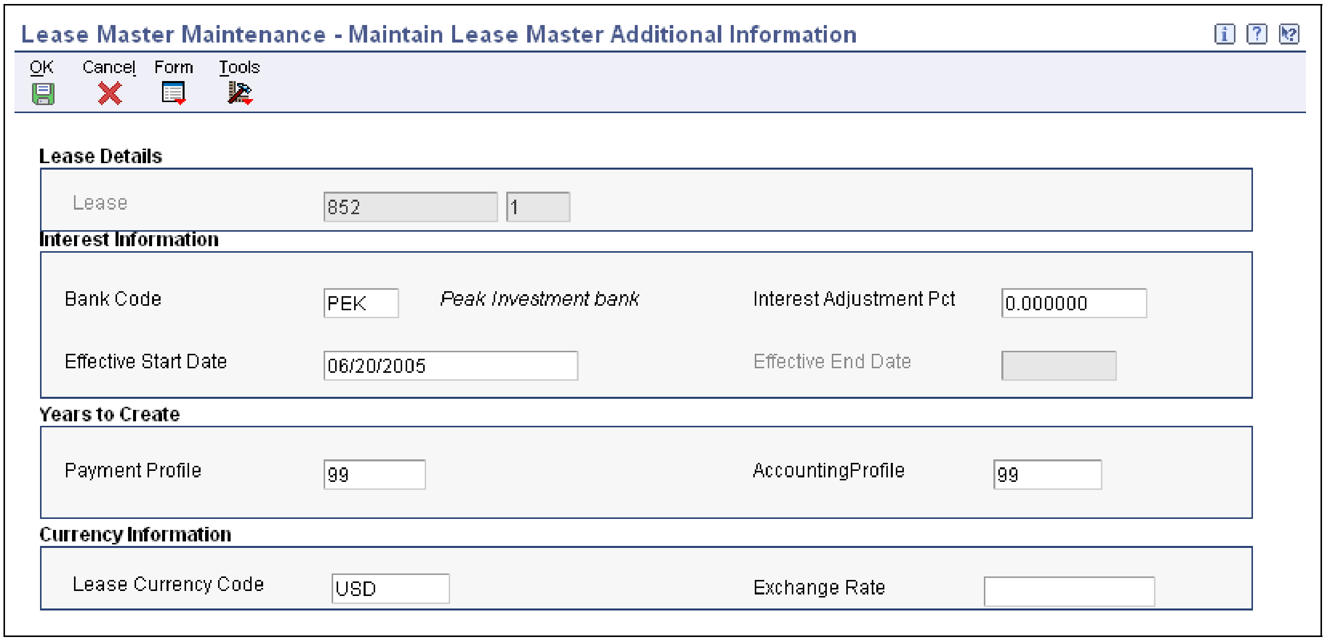
There are no additional processing options for the additional lease information or the alternative unit of measure applications.

Forms Used to Set Up Additional Lease Information

Form Name	FormID	Navigation	Usage
Work with Leases	W74U1501A	Tenant & Lease Information (G74U1511), Lease Master Maintenance	Review and select lease records.
Lease Master Revisions	W74U1501D	Select a lease record on Work with Leases or click Add to set up a new lease.	Review, revise, or add a new a lease.
Maintain Lease Master Additional Information	W74U501AB	• Click OK after setting up a new lease on Lease Master Revisions. • Click Add on Work With Lease Master Additional Information.	Add or revise additional lease information.
Work With Lease Master Additional Information	W74U501AA	• Select a lease on Work with Leases, and then select Additional Info from the Row menu. • Select Additional Information from the Form menu on Lease Master Revisions.	Review and select additional lease information records.
Lease Master Alternative UOM Display	W74U501AC	Select a building record for the lease on Lease Master Revisions, and then select Alternative UOM (alternative unit of measure) from the Row menu.	Complete the Alternative UOM field in the header area, and then select Convert from the Form menu. The system automatically updates the Alternative UOM and Alternative UOM Qty (alternative unit of measure quantity) fields in the grid based on the conversion rate that is set up.
Work With Standard Units of Measure	W41003A	Select UOM Conversion (unit of measure conversion) from the Form menu on Lease Master Alternative UOM Display.	Set up and revise conversion rates for the unit of measure.

Setting Up Additional Lease Information

Access the Maintain Lease Master Additional Information form.



Lease Master Maintenance - Maintain Lease Master Additional Information

Lease Details

Lease: 852 1

Interest Information

Bank Code: PEK *Peak Investment bank*

Interest Adjustment Pct: 0.000000

Effective Start Date: 06/20/2005

Effective End Date:

Years to Create

Payment Profile: 99

AccountingProfile: 99

Currency Information

Lease Currency Code: USD

Exchange Rate:

Maintain Lease Master Additional Information form

Bank Code

Enter the bank code to use for calculating interest and fees. The system uses the value that you enter as a default value unless you set up a different value in the Fee & Interest Information program. The system automatically updates this field with the bank code that you enter in the Fee & Interest Information, if you change the value.

Interest Adjustment Pct. (interest adjustment percent)

Enter the percentage to add to the base bank code rate to determine the interest to assess on past due billing amounts. The system adds the percentage to the rate for the base bank rate record. Enter the value as either a whole number or a decimal fraction. The system displays the percentage as a whole number, but stores it as a decimal fraction.

Note. You can enter a negative value, but when calculate, the total interest rate cannot be less than zero.

Effective Start Date

Enter the effective date that is associated with the interest adjustment percentage.

Effective End Date

This field is not updated by the system, nor is it enabled for input.

Payment Profile and Accounting Profile

Enter the number of years for which the system generates payment profile and accounting profile transactions for the lease. Typically, the number of years that you enter equals the number of years for which the lease is set up. The system automatically updates this field with the value in the Number of Years to Create field form the Additional Company Constants, but you can override it if necessary.

Note. If the number of years that you enter is less than the term of the lease, the system will not generate profile records after the number of years expires. You must manually update the field to generate additional payment and accounting profile records. You should enter the value 99 so that billing and expense records are always generated.

Lease Currency Code	Enter the currency code of the lease. The system generates transactions in the currency that are assigned to the lease. If you leave this field blank, the system assigns the same currency code that is assigned to the company of the building.
Exchange Rate	Enter the exchange rate for transactions that the system generates for foreign leases. If you leave this field blank, the system retrieves the exchange rate that is set up in the Currency Exchange Rates table (F0015).

CHAPTER 4

Processing Manual Billing Records

This chapter discusses how to enter manual billing records.

Prerequisite

Before you complete the tasks in this chapter, review the manual billing process in the Real Estate Management Guide.

Entering Manual Billing Records

This section provides an overview of manual billing process and discusses how to enter a manual billing record for a lease.

Understanding the Manual Billing Process

The Enhanced Real Estate Management system uses the same manual billing process as the Real Estate Management system. You enter the manual billing record, generate the billing register, and review and post billing batch. After records are processed, you can print invoices and statements.

The differences between the Manual Billing program (P74U1511) that you use for the Enhanced Real Estate Management and the Manual Billing Entry program (P1511) that you use for Real Estate Management are:

- The system retrieves the VAT information from the unit. This information might be the same as the VAT information for the building, which the system uses as the default when you set up the VAT unit information.
- If unit accounting is selected in the Additional Company Constants, the system updates the subledger with the unit number.
- The form that you use to enter the manual billing record displays tax fields in the grid area only instead of the header area and grid area.
- The form that you use to enter the manual billing record includes totals at the bottom for the gross amount, discount, and tax amounts.
- The system updates the Payment Profile table (F74U0205) in addition to the Lease Billings Master table (F1511B).

After you enter manual billing records you must run the Billing Edit/Register and post the transactions to generate invoices or vouchers.

Processing Options for Manual Billing (P74U1511)

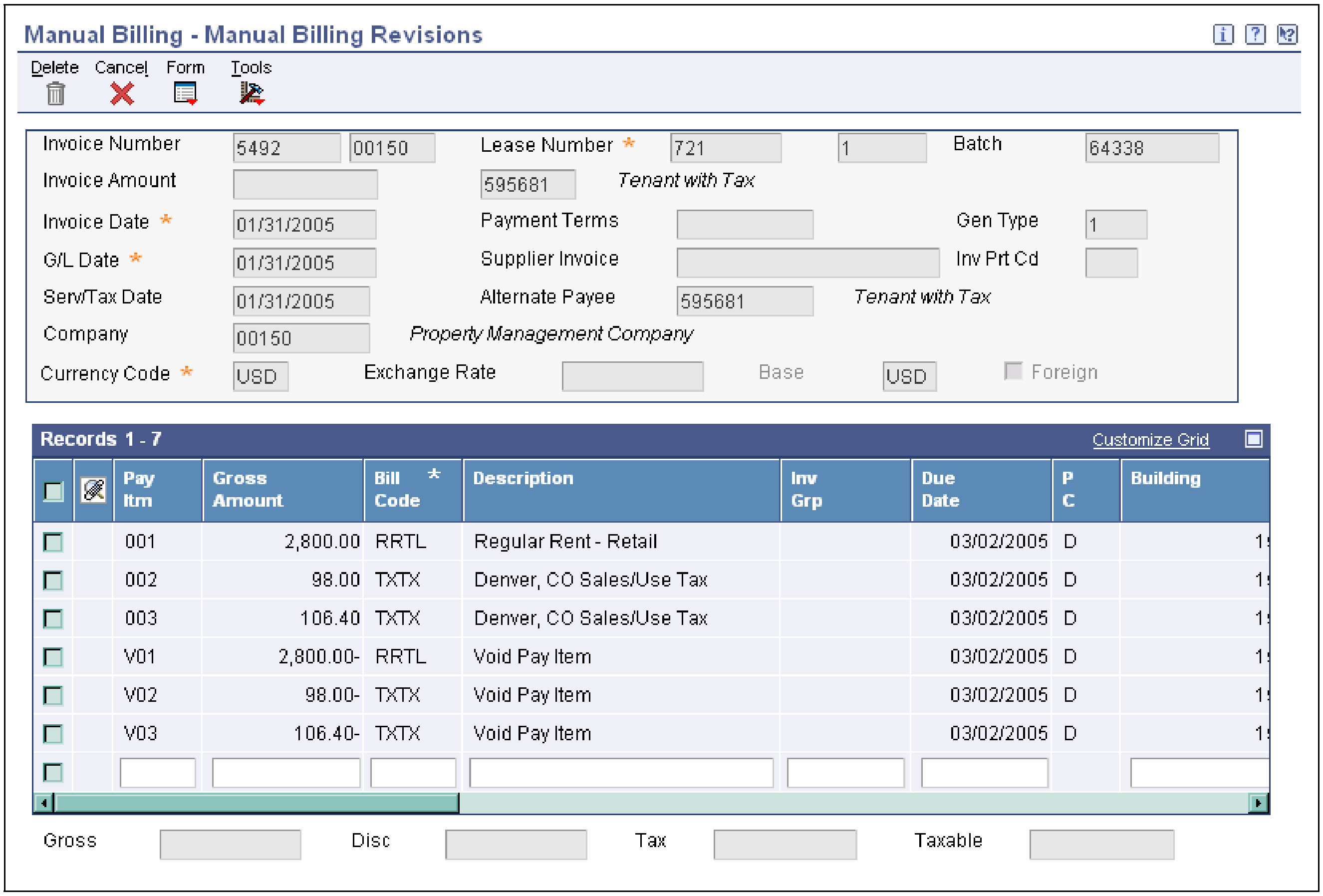
The processing options for Manual Billing (P74U1511) are the same as the processing options for Manual Billing Entry (P1511).

Form Used to Enter Manual Billing Records

Form Name	FormID	Navigation	Usage
Manual Billing Revisions	W74U1511A	Real Estate Management Manual Billing (G74U1512), Manual Billing. Click Add on Work with Manual Billings.	Enter manual billings records for leases.

Entering Manual Billing Records

Access the Manual Billing Revisions form.



Invoice Number 5492 00150
Lease Number * 721 1
Batch 64338
Invoice Amount
595681 Tenant with Tax
Invoice Date * 01/31/2005
Payment Terms
Gen Type 1
G/L Date * 01/31/2005
Supplier Invoice
Inv Prt Cd
Serv/Tax Date 01/31/2005
Alternate Payee 595681 Tenant with Tax
Company 00150 Property Management Company
Currency Code * USD
Exchange Rate
Base USD
☐ Foreign

Records 1 - 7

☐		Pay Itm	Gross Amount	Bill Code *	Description	Inv Grp	Due Date	P C	Building
☐		001	2,800.00	RRTL	Regular Rent - Retail		03/02/2005	D	1
☐		002	98.00	TXTX	Denver, CO Sales/Use Tax		03/02/2005	D	1
☐		003	106.40	TXTX	Denver, CO Sales/Use Tax		03/02/2005	D	1
☐		V01	2,800.00-	RRTL	Void Pay Item		03/02/2005	D	1
☐		V02	98.00-	TXTX	Void Pay Item		03/02/2005	D	1
☐		V03	106.40-	TXTX	Void Pay Item		03/02/2005	D	1
☐									

Gross
Disc
Tax
Taxable

Manual Billing Revisions form

CHAPTER 5

Processing Recurring Billings

This chapter provides an overview of the recurring billing process and discusses how to:

- Enter recurring billing information.
- Set processing options for Recurring Billing Information (P74U1502).

Entering Recurring Billing Information

This section provides an overview of recurring billing and discusses how to enter recurring billing information.

Understanding Recurring Billing Entry

Entering recurring billing information is the same for Enhanced Real Estate Management as it is for Real Estate Management, with these exceptions:

- You enter an annual billing amount, not a period amount.

  The system divides the annual amount by the number of periods in the lease to determine the period billing amount. Differences can be billed to either the first or final billing period or allocated by a percentage to both depending on how you complete the Payment Balance Allocation form.

- You enter a bill pattern code instead of a billing frequency.

  The bill pattern code that you enter must be based on a monthly or weekly bill period type; you cannot use a fiscal link. If you click the Search button for the Bill Pattern field, the system displays only monthly bill patterns on the Search Bill Pattern form.

- You can specify either to bill in advance or in arrears.

  Depending on whether you select the check box for the Billing Date Adjustment when you set up the billing pattern, when you bill in arrears, the system either includes or excludes the actual billing date from the period that is billed.

  For example, if the billing date is the 10th of each month and you select the Billing Date Adjustment check box, when the system generates the payment profile records, it uses the 10th of the month as the value of the Bill Date. If you clear the check box, when the system generates the payment profile records it uses the 9th of the month as the value of the Bill Date.

- The system retrieves tax information from the Business Unit Tag (F74U006T) or the Property Unit Tag (F74U071T) tables instead of the customer or supplier master record.
- After you have entered entering information on the Enhanced Recurring Billing form, the system displays the Payment Balance Allocation form so that you can distribute the difference amounts that occur when the system divides the annual billing amount by the number of billing periods for the year, to the first or final billing period of the lease.

You can also split the difference between the first and final lease periods based on a percentage that you enter. The system updates the payment profile records according to the selections that you make.

Note. The system displays the Payment Balance Allocation form only for leases with a lease term of more than one year.

If you Cancel the form or click OK without entering any information, the system allocates differences to the first billing period by default.

- The system generates records in these tables in addition to the Recurring Billings Master table (F1502B) and the Billings Generation Control table (F15011B):
  - The Recurring Billing Tag table (F74U02BT).
  - The Payment Profile table (F74U0205).

    The system generates records in this table for each period for based on the value specified for the number of years to create payment profile records in the Additional Lease Information.
  - The Accounting Billing Profile table (F74U0212) or the Weekly Accounting Profile table (F740213), depending on the value of the Weekly Accounting Used check box on the Maintain Constants form, which you access from the Additional Company Constants program.

    The system generates records in the appropriate table for each period (or week) for based on the value specified for the number of years to create accounting profile records in the Additional Lease Information.

Revisions to Recurring Billing Records

Before you can revise recurring billing records, you must clear the payment and accounting profile records. When you revise the recurring billing record, the system regenerates the payment and accounting profile records based on the new information. If you suspend the recurring billing record manually, the system does not update the status on the payment and accounting profile records. Therefore, you could still generate billing transactions for suspended records because the system selects the records to process from the Payment Profile table, not the Recurring Billing Master table.

Complete the Billing Process

After you enter recurring billing information, you must run the Global Generation and post transactions to complete the billing process.

Forms Used to Enter Recurring Billing Information

Form Name	FormID	Navigation	Usage
Work with Leases	W1501A	Tenant & Lease Information (G1511), Lease Information	Find and select a lease record.
Enhanced Recurring Billing	W74U1502A	Real Estate Management Recurring Billing menu (G74U1521), Recurring Billing Information. On Work With Leases, select a lease.	On Enhanced Recurring Billing, select the appropriate Row or Form exit to set up recurring billing information.
Payment Balance Allocation	W74U0206A	• Click OK on Enhanced Recurring Billing after setting up a new recurring bill line. • Select a recurring billing record on Enhanced Recurring Billing, and then select Pay Balance Dist (pay balance distribution) from the Row menu.	Specify whether to allocate remaining difference amounts to the first or final billing period or by a percentage that you specify. Remaining differences occur as the result of dividing the annual lease amount by the number of periods for the billing year.

Setting Processing Options for Recurring Billing Information (P74U1502)

Processing options enable you to specify the default processing for programs and reports.

Defaults

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: Displays the version of the lease that is effective as of the system date.

1: Displays the version of the lease with the latest (future) effective date. For example, if today’s date is June 30, 2003 and the lease has two versions dated January 01, 2003 and October 01, 2003, respectively, the system displays the version dated October 01, 2003.

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

Edits

1. Date Edits Against the Lease Master

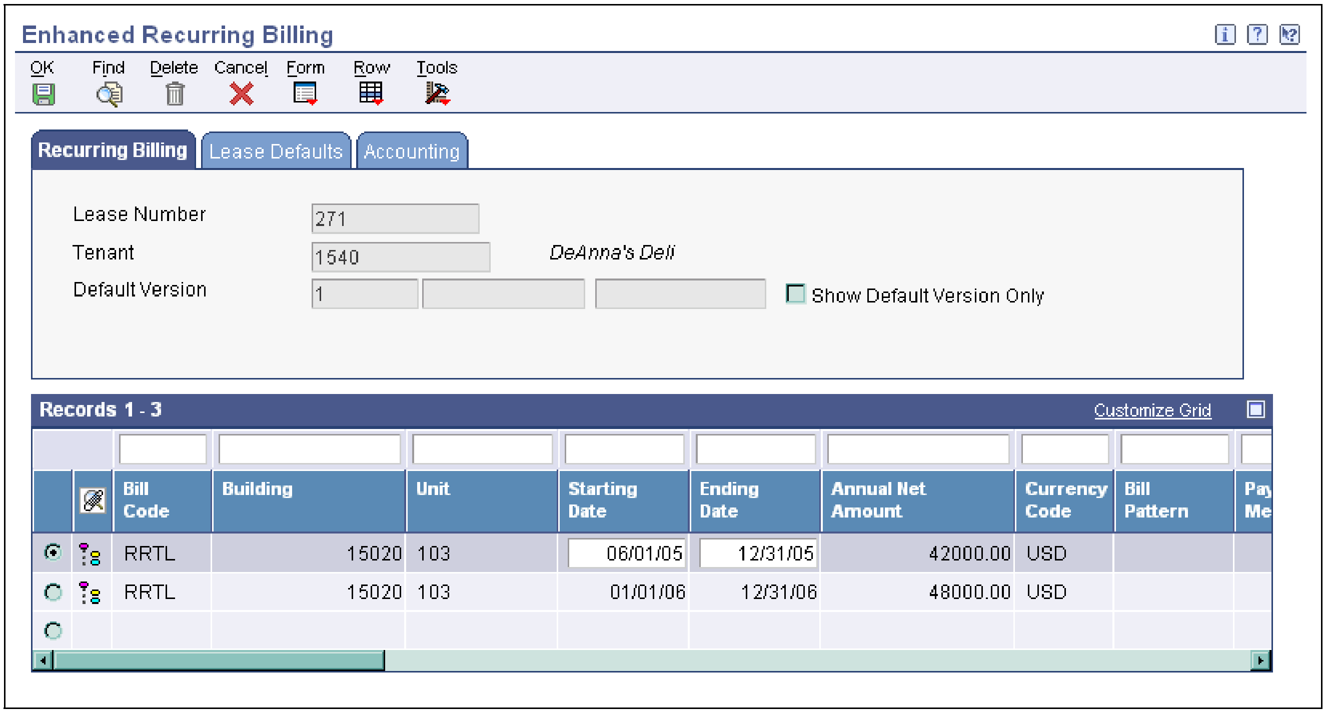
Specify whether the system validates recurring billing entries against the beginning and ending dates in the Tenant/Lease Master table (F1501). Values are:

Blank: Do not validate. The system accepts all entries regardless of the lease dates.

1: Validate. The system enables you to enter only recurring billing entries with dates that occur within the beginning and ending dates of the lease.

Entering Recurring Billing Information

Access the Enhanced Recurring Billing form.

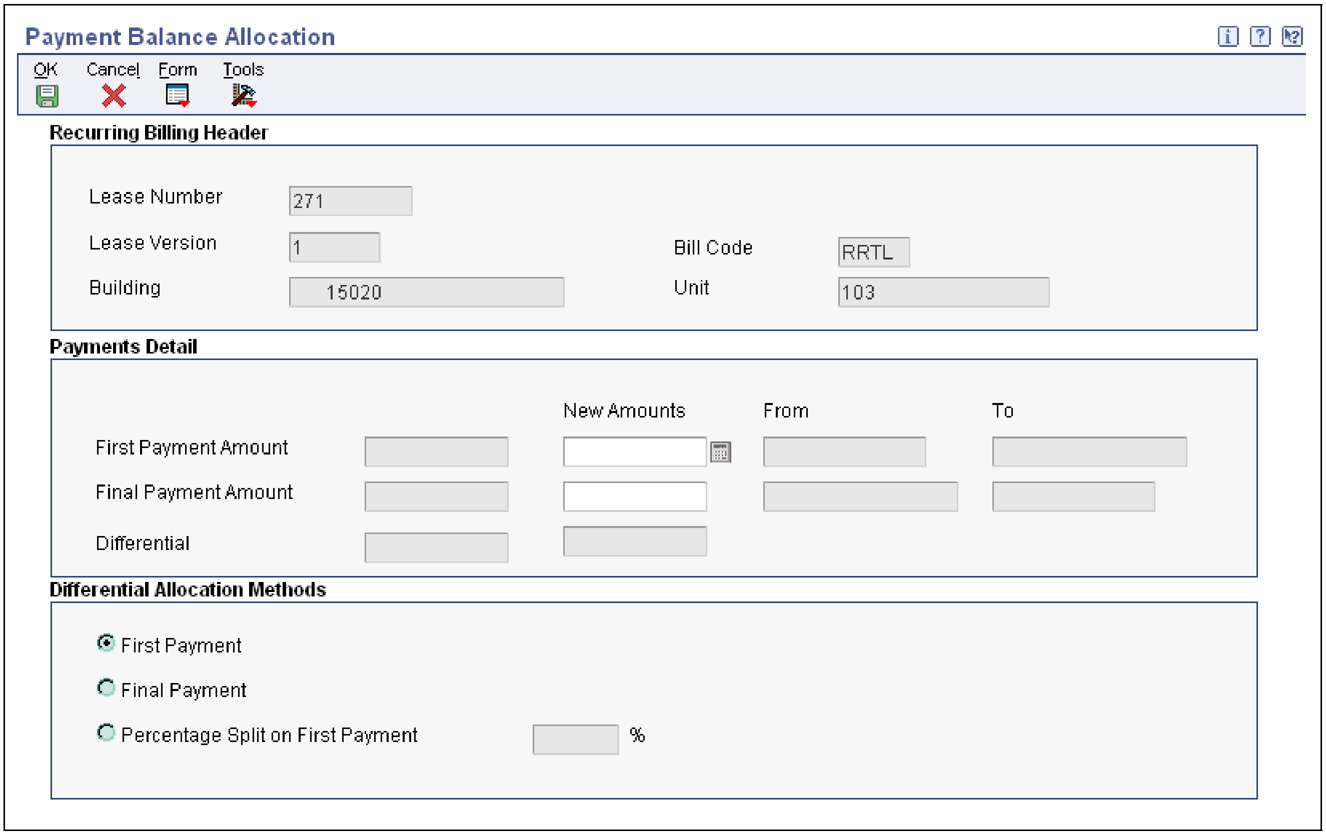

Enhanced Recurring Billing
OK
Find
Delete
Cancel
Form
Row
Tools
Recurring Billing
Lease Defaults
Accounting
Records 1 - 3
Customize Grid

Lease Number 271
Tenant 1540 *DeAnna's Deli*
Default Version 1
☐ Show Default Version Only

		Bill Code	Building	Unit	Starting Date	Ending Date	Annual Net Amount	Currency Code	Bill Pattern	Pay Me
●		RRTL	15020	103	06/01/05	12/31/05	42000.00	USD		
○		RRTL	15020	103	01/01/06	12/31/06	48000.00	USD		
○										

Enhanced Recurring Billing form

Access the Payment Balance Allocation form.


Payment Balance Allocation
OK
Cancel
Form
Tools

Recurring Billing Header

Lease Number: 271
Lease Version: 1
Bill Code: RRTL
Building: 15020
Unit: 103

Payments Detail

		New Amounts	From	To
First Payment Amount				
Final Payment Amount				
Differential				

Differential Allocation Methods

● First Payment
○ Final Payment
○ Percentage Split on First Payment %

Payment Balance Allocation form

CHAPTER 6

Processing Expense Participation Billings

This chapter provides an overview of the differences between processing expense participation for the Enhanced Real Estate Management system and processing expense participation for the Real Estate Management system.

Understanding the Expense Participation Process

The process that generates expense participation billings is the same for the Enhanced Real Estate Management system as it is for the Real Estate Management system:

- You set up expense classes.
- You enter expense participation information.
- You generate expense participation calculations.
- You review and revise calculations, if necessary.
- You generate expense participation billing records.

The differences between the two systems, the Real Estate Management system and the Enhanced Real Estate Management system, are discussed in each of these subsections:

- Entering Expense Participation Information.
- Generating, Reviewing, and Revising Expense Participation Calculations.
- Generating Expense Participation Billings.
- Deleting Expense Participation Batches.
- Generating Estimated Expense Participation Billings.

Program Navigations

All of the programs that the Enhanced Real Estate Management program uses to process expense participation are located on menu G74U1523. Even if you use the corresponding program for Real Estate Management, the system launches the program for Enhanced Real Estate Management because of the value in the Localization Country Code field on the User Profile Revisions form.

Entering Expense Participation Information

The process to enter expense participation information using the E.P. Information program (P74U5012) is the same for the Enhanced Real Estate Management system as it is for the Real Estate Management system that uses the E.P. Information program (P15012), with these exceptions:

- It uses billing patterns instead of billing frequencies.

The billing pattern that you enter must be a fiscal link, which enables you to process expense participation information according to the fiscal date pattern instead of solely by calendar year. You can still process expense participation by calendar year as long as the fiscal date pattern that you use for the billing pattern is based on a calendar year.

- It enables you to specify a payment method to bill in advance, as well as in arrears.
- It retrieves the tax information from the Lease Master Tag File (F74U01BT), instead of the customer or supplier master record.

  If tax information is set up for the unit, the system uses it. If tax information is not set up for the unit, the system uses the tax information that is set up for the building.
- It does not use tenant exclusion rules.
- It does not use share factor denominators.

Note. The only Fee Basis options that are allowed in Enhanced Real Estate Management are Blank, for Tenant's Net Share, and *1*, for Expense Class Exposure. Option 2, for Total Class Exposure is not valid.

Processing Options for E.P. Information (R74U5012)

The processing options for the E.P. Information program (P74U5012) are a subset of the processing options that the E.P. Information program (P15012) uses in the Real Estate Management system. With respect to processing options, the only difference between the two programs is that program P74U5012 does not allow you to override currency and exchange rate information.

Generating, Reviewing, and Revising Expense Participation Calculations

The system generates calculations using the same formulas that the E.P. Calculation Generation program uses in the Real Estate Management system. The process to review and revise calculations is also the same, and the programs that appear on the menu are the same.

Processing Options for E.P. Calculation Generation (R74U5110)

The processing options for the E.P. Calculation Generation program (R74U5110) are a subset of the processing options that the E.P. Calculation Generation program (P15012) uses in the Real Estate Management system. With respect to processing options, the only differences between the two programs are that program R74U5110 does not have processing options for:

- Account Range Inclusion

  There are no fields to specify objects and subsidiaries on the E.P Information Revisions form, so there is no information to use for inclusions.
- Version Override

  You cannot override the dates to retrieve estimated billings for lease versioning.

Generating Expense Participation Billings

The Enhanced Real Estate Management system uses two programs to generate expense participation billing records:

- E.P. Billing Generation (R74U5101)

  This program generates records in the Payment Profile table (F74U0205).

- Global Generation (R74U0210)

  This program generates records in the Lease Billings Master table (F1511B).

E.P. Billing Generation

The process to generate expense participation billings is the same for the Enhanced Real Estate Management system as it is for the Real Estate Management system, with these exceptions:

- The system generates records in the Payment Profile table (F74U0205) only.
- The system assigns the currency of the building as the currency in which it generates billing amounts, not the currency of the lease.

After you generate expense participation records in the Payment Profile table, you must run additional programs to complete the billing process.

Processing Options for E.P. Billing Generation (R74U5101)

The processing options for the E.P. Billing Generation program (R74U5101) for the Enhanced Real Estate Management system are the same as those for the E.P. Billing Generation program (P15101) that you use for the Real Estate Management system with this exception: R74U5101 does not include a processing option to specify a version of the Billing Edit/Register program (R15300). This processing option is included on the Global Generation program (R74U5101), which you must run to generate F1511B records.

Deleting Expense Participation Batches

The Enhanced Real Estate Management system does not provide a separate program for deleting expense participation batches. Do not use the E.P. Batch Delete (R158061) program from the Real Estate Management system because it will not delete the associated payment profile records; use the Batch Delete program (R74U5806) for Enhanced Real Estate Management.

Generating Estimated Expense Participation Billings

The process to generate estimated expense participation billings is the same for the Enhanced Real Estate Management system as it is for the Real Estate Management system, with these exceptions:

- You run the Estimated E.P. Billing Generation program (R74U5102), unless you use the calculations that were generated for actual expense participation billings.
- You run the Estimated E.P. Edit/Update program (R74U5113).

  You can specify to run this program in proof mode by setting a processing option in the E.P. Billing Generation program (R74U5101).

When you run E.P. Edit/Update (R74U5113), the system updates the Payment Profile table (F74U0205) and the Accounting Billing Profile table (F74U0212) in addition to the Recurring Billings Master table (F1502B) and the Recurring Billing Tag table (F74U02BT).

After you run the E.P. Edit/Update program, you must run additional programs to complete the billing process.

Processing Options for Estimated E.P. Billing Generation

The processing options for Estimated E.P. Billing Generation (R74U5102) in the Enhanced Real Estate Management system are the same as the processing options for Estimated E.P. Billing Generation (R15102) in the Real Estate Management system.

Processing Options for Estimated E.P. Edit/Update

The processing options for Estimated E.P. Edit/Update (R74U5113) in the Enhanced Real Estate Management system are the same as the processing options for Estimated E.P. Edit/Update (R15113) in the Real Estate Management system, with these exceptions:

- You specify a bill pattern code instead of a billing frequency code.
- You can specify a bill pattern to use for catch-up billings.

See *PeopleSoft EnterpriseOne Real Estate Management 8.11 SP1 PeopleBook*, “Processing Expense Participation,” Understanding Estimated Expense Participation Billings Update.

CHAPTER 7

Processing Fees and Interest

This chapter provides an overview of the differences between processing fees and interest for the Enhanced Real Estate Management system and processing fees and interest for the Real Estate Management system.

Understanding Fee and Interest Processing

The process to generate fees and interest is the same for the Enhanced Real Estate Management system as it is for the Real Estate Management system:

- You enter fee and interest information in tables.
- You calculate fee and interest amounts.
- You generate fee and interest billing records, which you post.

Program Navigations

All of the programs that the Enhanced Real Estate Management program uses to process fees and interest are located on menu G74U1527. Do not use the Fee and Interest programs from menu G1527 because they will not update the correct tables.

Entering Fee and Interest Information

Use the enhanced Fee and Interest Information program (P74U1525) to set up the fee and interest values that the system uses to generate calculations with the Fee & Interest Calculation program (R74U5160) and the Global Generation program (R74U0210).

The process to enter the fee and interest information that you use to generate fee and interest records is the same for the Enhanced Real Estate Management system as it is for the Real Estate Management system with these exceptions:

- You can use a bank code to assess the fee or interest instead of setting up amounts or percentages.
- The system retrieves the tax information from the unit or property, not from the customer master record.
- You cannot enter a currency code.

  The system generates the fee and interest records in the currency that is assigned to the lease.
- The system updates the Interest Tag table (F74U25BT) in addition to the A/R Fee Interest table (F1525B).

Note. You cannot revise the tax information on the fee and interest records unless you select the Allow Interest Tax Code Change check box in the Additional Company Constants.

Generating Fee and Interest Records

The Enhanced Real Estate Management system uses two programs to generate fee and interest records:

- Fee & Interest Calculation program (R74U5160).

  This program processes the fee calculations and generates records in the Payment Profile table (F74U0205).
- Global Generation program (R74U0210).

  This program generates records in the Lease Billings Master table (F1511B).

Fee & Interest Calculation

The Fee & Interest Calculation program processes fees and interest records like Fee & Interest Generation program (R15160) from the Real Estate Management system, with these exceptions:

- It generates payment profile records only.
- It uses the rate associated with the bank code, if specified.

  If you use a bank code and complete the Interest Adjustment Pct (interest adjustment percent) field that is set up on the Maintain Lease Master Additional Information, the system adds the percentage that you specify to the rate entered for the bank code.

  If the bank rate changes during the period in which you generate fees and interest, the system calculates the fee and interest based on each effective date only when you select the Allow Interest Date Change check box using the Additional Company Constants. Otherwise, the system uses the bank record with the most recent effective date, regardless of whether it is set up for the period during which processing occurs.

  Note. You can override the interest adjustment percent on the recurring bill code line, if desired.

- It generates one fee or interest record per bill code; there is no processing option to specify a File Update Method to generate the fee or interest by invoice number.

After you generate fee and interest records in the Payment Profile table, you must run additional programs to complete the billing process.

Processing Options for Fee & Interest Calculation (R74U5160)

The processing options for Fee & Interest Calculations are the same as those for Fee & Interest Generation (R15160), with these exceptions:

- You can select records to process by company and lease currency code.
- You do not have the option to generate fee and interest records by invoice; the system generates them by bill code.
- You can generate the report to summarize by bill code or lease.

CHAPTER 8

Completing the Billing Process

This chapter provides an overview of the programs to run to complete the billing process and discusses how to:

- Run the Global Generation program (R74U0210).
- Run the Billing Edit/Register and posting transactions.

Understanding How To Complete the Billing Process

With the exception of the manual billing process, which updates records to the Lease Billings Master table (F1511B) automatically, you must generate the F1511B records from the payment profile records so that you can post them and generate invoices and vouchers. The process to complete the billing process is:

- Run the Global Generation program (R74U0210).
- Run the Billing Edit/Register (R15300).
- Run the Post Invoices or Post Vouchers program (R15199).

Running Global Generation

This section describes how to run the global generation program.

Understanding Global Generation

You run the Global Generation program to generate billing records in the Lease Billings Master table (F1511B). The records that the system generates can be from recurring billing, expense participation, interest and late fees, and credits. You can run Global Generation in either proof or final mode:

- In proof mode, the system generates a report of the payment profile records that it selects to update. If you are not satisfied with the records selected, you can change the data selection and processing options and rerun the program until the report displays the records that you want to generate.
- In final mode, the system generates a report of the payment profile records that were selected and generates records in the Lease Billings Master table (F1511B). The system also updates these fields in the payment profile records that you can display on the Payment Profile Information form:
  - Status.

    The system updates the value to G (generated).

- Document Number.

  The system assigns the document number from the next number table for either the voucher or invoice. The system does not generate the actual voucher or invoice until you run the corresponding post program (R15199).

- Document Type.

  The system assigns the document type based on the generation type. For recurring billing records that are generated for Accounts Receivable, the system assigns the document type *RD*. For recurring billing records that are generated for Accounts Payable, the system assigns the document type *PF*.

- Pay Item.

  The system assigns *001* as the starting pay item and increments by 1 for each subsequent pay item.

- G/L Date and Invoice Date.

  The system assigns the value in the Billing Date field as the general ledger date and the invoice date unless you specify an override date in the corresponding processing option.

Although you can generate the recurring billing, expense participation, and fee and interest records simultaneously when you run the Global Generation, You should run the program separately for each type of billing, so that the system assigns the correct generation type to the F1511B records.

See *PeopleSoft EnterpriseOne Real Estate Management 8.11 SP1 PeopleBook*, “Processing Recurring Billings”.

Running Global Generation (R74U0210)

Select Recurring Billing (G74U1521), Global Generation.

Select Global Generation from the Report menu on Payment Profile Information.

Setting Processing Options for Global Generation (R74U0210)

Processing options enable you to specify the default processing for programs and reports.

Process

1. From Date	Specify the beginning date in the date range that the system uses to select payment profile records to process. If you leave this processing option blank, the system selects all payment profile records through the date entered in the Through Date processing option.
2. Through Date	Specify the ending date in the date range that the system uses to select payment profile records to process. If you leave this processing option blank, the system selects records from the date entered in the From Date processing option through today.
3. Process Recurring Billings	Specify whether to select recurring billing records (generation type 1) from the Payment Profile table (F74U0205) to process. Values are: *Y*: Yes. *N*: No.
4. Process Credits	Specify whether to select credit transactions, such as credit invoices and unapplied receipts, to process. Values are:

	Y: Yes. *N*: No.
5. Process Interest/Late Fees	Specify whether to select interest and late fee records (generation type 5) to process. Values are: *Y*: Yes. *N*: No.
6. Process Expense Participation	Specify whether to select expense participation records (generation types 2 and 7) to process. Values are: *Y*: Yes. *N*: No.
7. Summarize Invoices by Lease	Specify whether the system summarizes invoices by lease. An invoice number is generated each time that the lease Alternate Payee or Separate Invoice Code on a payment profile line changes. Values are: Blank or *N*: Generate a new invoice for each payment profile line that is processed, regardless of lease number. *Y*: Generate one invoice number for each lease, regardless of the number of payment profile lines that are processed for the lease
8. Alternate Payee Retrieval	Specify the table from which the system retrieves the alternate payee. Values are: Blank: The Recurring Billings Master table (F1502B). *1*: The Lease Master Header table (F1501B).

Catch Up

1. Catch Up	Specify whether to generate catch-up billings. The system generates billings for payment profile records with dates prior to the date that you enter in the From Dateprocessing option. Values are: *Y*: Generate catch-up billings. You must specify the number of catch up periods to process by completing the Number of Catch Up Periods processing option. *N*: Do not create catch-up billings.
2. Number of Catch Up Periods	Specify the number of billing periods for which you want to generate catch up billings.

Currency

1. Global Generation Currency	Specify the currency code to use to select payment profile records to process. Do not leave this processing option blank; the system does not select any records to process.
2. Currency Mode	Use this processing option to specify whether to print the amounts on the report in the domestic or foreign currency. Values are: Blank or *D*: Domestic currency. *F*: Foreign currency.

Receivables/Payables

1. Receivable/Payable	Specify whether to select payment profile records for 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: Invoice records. *1*: Voucher records. **Note.** You must process recurring billings that generate invoices separately from recurring billings that generate vouchers.

Override Dates

1. General Ledger Date, **2. Invoice Date**, and **3. Service Tax Date**	Specify the date to assign to as the general ledger date, invoice date, or service tax date on the F1511B records. If you leave these processing options blank, the system uses the date entered in the Billing Date field of the payment profile record.
4. Due Date	Specify the date to assign to as the due date on the F1511B records. If you leave this processing option blank, the system uses the payment term to calculate the due date.

Print

1. Print Edit Report	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 generate, but does not generate the records or update tables. *1*: Final mode. The system generates billing records in the Lease Billings Master table (F1511B).

Versions

1. Billing/Edit Register	Specify the version of the Billing Edit/Register program (R15300) to run. If you leave this processing option blank, the system does not run program R15300 automatically; you must run the program manually.

Running the Billing Edit/Register and Posting Transactions

This section provides an overview of the Billing Edit/Register program and the Post program.

Understanding the Billing Edit/Register and Post Programs

After you generate F1511B records, whether by running the Global Generation or entering manual billing records, you must run the Billing/Edit Register program (R15300), and then run the corresponding post program (R15199) to generate the invoices or vouchers. If you run the Global Generation, you can set a processing option so that the system automatically runs the Billing Edit/Register when the Global Generation program completes. If you did not set the processing option or you entered manual billing records, you must run the Billing Edit/Register manually, so that batches are no longer set to an error status. Depending on the setting of the Manager Approval of Input check box in the Accounts Receivable Constants and Accounts Payable Constants, the system updates the batch status from error to either pending or approved when you run the Billing Edit/Register:

- If the Manager Approval of Input check box is selected, the batch will be in pending status. You must approve the batch before running the post program.
- If the Manager Approval of Input check box is cleared, the batch will be in an approved status and will be ready to post.

Note. You cannot manually approve the batches with an error status from the batch review program, you must run the Billing Edit/Register program.

After the batches are approved, you run the Post Invoices or Post Vouchers program (R15199) to generate the appropriate transactions:

- If you run the Post Invoices program, the system generates records in the Customer Ledger (F03B11) and Account Ledger (F0911) tables.
- If you run the Post Vouchers program, the system generates records in the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables.

Both programs are described in much more detail in the *PeopleSoft EnterpriseOne Real Estate Management 8.11 SP 1 PeopleBook*.

See *PeopleSoft EnterpriseOne Real Estate Management 8.11 SP1 PeopleBook*, "Processing Manual Billings," Posting Invoices and Vouchers for Real Estate Management.

CHAPTER 9

Managing Payment Profiles and Accounting Profiles

This chapter provides an overview of payment and accounting profiles, and discusses how to:

- Manage payment profile records.
- Manage accounting profile records.
- Generate the accounting profile journal entries.

Understanding Payment and Accounting Profiles

The system generates payment profile records automatically depending on the billing process that you run. This table shows which profile records the system creates when you run the corresponding program.

Program	Payment Profile Records	Accounting Profile Records
Manual Billing P74U1511	Yes	No
Recurring Billing Information P74U1502	Yes	Yes
E.P. Billing Generation R74U5101	Yes	No
Estimated E.P. Edit/Update R74U5113	Yes	Yes
Fee & Interest Calculation R74U5160	Yes	No

Except for manual billing, which updates the Lease Billings Master table (F1511B) when you enter the billing record, the system uses the payment profile records to generate Lease Master Billing records (F1511B) when you run the Global Generation program.

The system uses the accounting profile to generate accrual entries, so that reporting can be done on a fixed amount, instead of an amount that fluctuates based on the number of days in the billing period. You must run the Accounting Profile Journal Creation program to generate these journal entries.

The system stores payment profile records in the Payment Profile table (F74U0205). The system stores accounting profile records in the Accounting Billing Profile table (F74U0212).

Managing Payment Profile Records

This section provides an overview of payment profile records and discusses how to manage payment profile records.

Understanding Payment Profile Records

You use the Payment Profile Inquiry program (P74U0205) to review payment profile records. You can access this program from several menus, as well as from the recurring billing information program. The Payment Profile Inquiry program displays payment profile information on three forms:

- The Work With Payment Profile form displays each payment profile record from the Payment Profile table (F74U0205). You access this form only when you select Payment Profile Inquiry from a menu.
- The Payment Profile Information form displays details about the payment profile record, such as
  - The billing dates that the system used to generate the record.
  - The status of the record.
  - For fee and interest records, the lease adjustment percent, the amount on which the fee is based, and the rate used to process the fee.
  - The posted code.
  - The invoice date, due date, and general ledger date.
- The Work With Payment Profile Status History form displays audit information, such as when the status of the record was changed, the reason for the change, and the user ID of the person that changed it. The system displays records from the Payment Profile Status History table (F74U207A).

Changes to Payment Profile Statuses

Each payment profile record has a status that maintains an audit trail of the changes that were made to the record. The system assigns default status codes based on the values set up in the Default Payment Profile Status program. The system stores records for status changes as history in the Payment Profile Status History table (F74U207A).

You can change the status of the payment profile record individually or by selecting a record and selecting the corresponding Row menu, or you can update payment profile records globally by running the Payment Profile Status Change program.

Clear and Regenerate Payment Profile Records

If you need to make changes to recurring billing records, you need to clear the payment profile and accounting profile records that the system generated initially, change the recurring billing line, and regenerate the payment and accounting profile records. You must perform these tasks from the recurring billing application.

To clear payment profile records, all of the records associated with the recurring billing line must be set to an open (blank) status. You cannot manually update the status of a payment profile record to blank; you must run the Payment Profile Status Change program (R74U0221).

When you clear the payment profile records associated with a recurring billing line, the system changes the color of the line to yellow to indicate that payment profile records are missing. The system regenerates new payment profile records automatically when you change the recurring billing record. If you do not need to change the recurring billing record, because you cleared the records erroneously, you can click OK on the Enhanced Recurring Billing form to regenerate the records for the same amount.

Extend the Payment Profile

The system generates payment profile records based on the number of years that you specify in the additional lease master information, not the recurring billing dates. If you did not enter a number of years that is equal to the term of the lease, you might need to create additional payment profile records for recurring billing lines at some point during the term of the lease. To do so, you must select Ext. Payment Profile from the Row menu on the Enhanced Recurring Billing form. The system generates the additional payment profile records automatically based on the Number of Years to Create which is set up in Lease Master Additional Information. For example, if the number of years to create is set to 1, the payment profile will only be extended for 1 additional year. To extend for more than 1 year, change the value of the Number of Years to Create in Lease Master Additional Details.

Forms Used to Manage Payment Profile Records

Form Name	FormID	Navigation	Usage
Work With Payment Profile	W74U0205A	• Manual Billing (G74U1512), Payment Profile • Recurring Billing (G74U1521), Payment Profile Inquiry • Expense Participation (G74U1523), Payment Profile Inquiry • Fees & Interest (G74U1527), Payment Profile Inquiry	Review payment profile records.
Enhanced Recurring Billing	W74U1502A	Recurring Billing (G74U1521), Recurring Billing Information Select a lease on Work with Leases.	Access the programs to manage payment profile records.
Clear Payment Profile Confirmation	W74U1502C	Select a recurring billing record on Enhanced Recurring Billing, and then select Clear Payment Profile (clear payment profile) from the Row menu.	Click Yes on Clear Payment Profile Confirmation to clear payment profile records for the selected recurring billing line.

Page Name	Object Name	Navigation	Usage
Extend Payment Profile Confirmation	W74U1502F	Select a recurring billing record on Enhanced Recurring Billing, and then select Ext. Payment Profile (extend payment profile) from the Row menu.	Click Yes on Extend Payment Profile Confirmation to create additional payment profile records for the selected recurring billing line.
Payment Profile Information	W74U0205B	• Select a payment profile record on Work With Payment Profile. • Select recurring billing record on Enhanced Recurring Billing, and then select View Pay Profile from the Row menu.	Review payment profile details.
Work With Payment Profile Status History	W74U0220D	Select a payment profile record on Payment Profile Information, and then select Status History from the Row menu.	Review the audit trail for payment profile status changes.
Status History	W74U0220B	Select a payment profile record on Payment Profile Information, and then select Status Change from the Row menu.	Change the status of a payment profile record.

Managing Accounting Profile Records

This section provides an overview of accounting profile records and discusses how to manage accounting profile records.

Understanding Accounting Profile Records

You can review accounting profile records only from the Recurring Billing Information program by selecting the Row menu that corresponds to the Accounting Journal Method that you specified in the Additional Company Constants. The system enables the Row menu, Wkly Account (weekly accounting), to review accounting profile records that were generated weekly only when you select the Weekly Accounting Used check box on the Maintain Constants form that you access from the Additional Company Constants program.

The system provides two forms for you to review accounting profile information for each method:

- Accounting Profile Information or Weekly Accounting Profile Information.

  You use this program to review the accounting profile records for the recurring billing line that you selected. The system displays the amount, the status, and the audit information that corresponds to the journal entry when you run the Accounting Profile Journal Creation program. The system displays information from the Accounting Billing Profile table (F74U0212).

- Periodic Accounting Profile History or Weekly Accounting Profile History.

You use this program to review the audit trail of changes that were made to accounting profile statuses, such as when the status of the record was changed, the reason for the change, and the user ID of the person that changed it. The system displays records from either the Periodic Accounting Profile Status History table (F74U207B) or the Weekly Accounting Profile Status History table (F74U207C).

Changes to Accounting Profile Statuses

Each accounting profile record has a status that maintains an audit trail of the changes that were made to the record. The system assigns default status codes based on the values set up in the Default Payment Profile Status program. The system stores records for status changes as history in either the Periodic Accounting Status Profile History table (F74U207B) or the Weekly Accounting Status Profile History table (F74U207C).

You can change the status of the accounting profile record individually or by selecting a record and selecting the corresponding Row menu, or you can update accounting profile records globally by running either the Periodic Accounting Profile Status Change program or the Weekly Accounting Profile Status Change program.

Clear and Regenerate Accounting Profile Records

If you need to make changes to recurring billing records, you need to clear the payment profile and accounting profile records that the system generated initially, change the recurring billing line, and regenerate the payment and accounting profile records. You must perform these tasks from the recurring billing application.

To clear accounting profile records, all of the records associated with the recurring billing line must be set to an open (blank) status, and you cannot have generated journal entries for the records. You cannot manually update the status of an accounting profile record to blank; you must update them globally by running either the Periodic Accounting Profile Status Change program (R74U0222) or the Weekly Accounting Profile Status Change program.

If you clear accounting records for the wrong recurring billing line, you can regenerate them by clicking OK on the Enhanced Recurring Billing form. The system automatically regenerates the accounting profile records.

Extend the Accounting Profile

The system generates accounting profile records based on the number of years that you specify in the additional lease master information, not the recurring billing dates. If you did not enter a number of years that is equal to the term of the lease, you might need to create additional accounting profile records for recurring billing lines at some point during the term of the lease. To do so, you must select Ext. Accounting Profile from the Row menu on the Enhanced Recurring Billing form. The system generates the additional accounting profile records automatically based on the Number of Years to Create which is set up in Lease Master Additional Information. For example, if the number of years to create is set to 1, the accounting profile will only be extended for 1 additional year. To extend for more than 1 year, change the value of the Number of Years to Create in Lease Master Additional Details.

Forms Used to Manage Accounting Profile Records

Form Name	FormID	Navigation	Usage
Enhanced Recurring Billing	W74U1502A	Recurring Billing (G74U1521), Recurring Billing Information Select a lease on Work with Leases.	Access the programs to manage accounting profile records.

Page Name	Object Name	Navigation	Usage
Accounting Profile Information	W74U0212A	Select a recurring billing record on Enhanced Recurring Billing, and then select Accounting Profile from the Row menu.	Review periodic accounting profile information.
Weekly Accounting Profile	W74U0212B	Select a recurring billing record on Enhanced Recurring Billing, and then select Wkly Account (weekly accounting) from the Row menu.	Review weekly accounting profile information.
Extend Accounting Profile Confirmation	W74U1502G	Select a recurring billing record on Enhanced Recurring Billing, and then select Ext. Acct. Profile from the Row menu.	Click Yes on Extend Accounting Profile Confirmation to create additional accounting profile records for the selected recurring billing line.
Clear Accounting Profile	W74U1502F	Select a recurring billing record on Enhanced Recurring Billing, and select Clear Acct Profile (clear accounting profile) from the Row menu.	On Clear Accounting Profile, the system displays one accounting profile record for each year for which they were generated. Double-click the accounting profile summary record to select it. The system displays a button or period to the left of the Billing Code field. Click OK to clear the accounting profile detail records associated with summary record.
Periodic Accounting Profile History	W74U0230B	Select an accounting profile record on Accounting Profile Information, and then select Status History from the Row menu.	Review the audit trail associated with changes made to the status of the periodic accounting profile record.
Periodic Accounting Profile Status Change	W74U0230A	Select an accounting profile record on Accounting Profile Information, and then select Status Change from the Row menu.	Change the status of a periodic accounting profile record.
Weekly Account Profile History	W74U0230D	Select an accounting profile record on Weekly Accounting Profile, and then select Status History from the Row menu.	Review the audit trail associated with changes made to the status of the weekly accounting profile record.
Weekly Accounting Profile Status Change	W74U0230C	Select an accounting profile record on Weekly Accounting Profile, and then select Status Change from the Row menu.	Change the status of a weekly accounting profile record.

Generating the Accounting Profile Journal Entries

This section provides an overview of the accounting profile journal creation program and discusses how to:

- Run the Accounting Profile Journal Creation (R74U0212).
- Set processing options for Accounting Profile Journal Creation (R74U0212).

Understanding the Accounting Profile Journal Creation Program

You run the Accounting Profile Journal Creation program (R74U0212) to generate journal entries in the Account Ledger table for fixed billing amounts. Because you can generate billing amounts for any day of the period, the amount that you generate from the payment profile records could be different for each period. The system generates payment profile records based on the billing date that you enter in the billing pattern that you assign. The system generates accounting profile records based on the value of the Accounting Journal Method that you enter in the Additional Company Constants. For example, if you enter *P*, the system generates accounting profile records monthly, from the first of the month through the end of the month. In effect, the system produces a straight-line amount for each month. Some companies and countries require that reporting be done on straight-line billing amounts, rather than the actual, fluctuating billing amounts.

The system generates accounting profile records only for billing types that generate recurring billing records, such as recurring billing and estimated expense participation.

You can run Accounting Profile Journal Creation in either proof or final mode:

- In proof mode, the system generates a report of the records that it selects to process.
- In final mode, the system generates a report of the records that it processes and generates the journal entry in the Account Ledger table. The system also updates the accounting profile records with audit information, such as the batch number, document number, document type, and general ledger date. The system updates the status to G (generated).

You can generate accounting profile journal entries for each period or whenever you want. The system allows you to generate catch-up billings for any periods that you do not process.

Update the Accounting Profile Records

A processing option enables you to choose whether to update the accounting profile records regardless of errors. The system generates the journal entries regardless of how you set this processing option. For example, if you set up an AAI with an invalid account, the system generates the journal entries without an account number.

If you choose to update the accounting profile records, you must correct the existing journal entry and post it. Otherwise, the information that is updated on the accounting profile records will not match the actual journal entry (for example, if you delete the journal entry and reenter it).

If, however, you do not update the accounting profile records, you might lose the audit trail completely. The system allows you to update the status of the accounting profile record, but it does not allow you to enter the audit information to locate the journal entry. Therefore, because the system still generates the journal entry, even if you delete it, you cannot rerun the program to regenerate it or to update the audit information on the accounting profile record. You can update the status to G (generated), however, and attach a memo with the correct journal entry audit information. You cannot clear the accounting profile records either, once journal entries have been generated.

Running the Accounting Profile Journal Creation Program (R74U0212)

Select Accounting Profile (G74U1530), Accounting Profile Journal Creation.

Select Create Journals from the Report menu on the Accounting Profile Information form, which you access by selecting the corresponding Row menu from Enhanced Recurring Billing.

Setting Processing Options for Accounting Profile Journal Creation (R74U0212)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Company	Specify the company for which you want to generate journal entries from the accounting profile. If you leave this processing option blank, the system does not process any records.
2. From Date and 3. Through Date	Specify the dates to use to select the accounting profile records to process. If you leave these processing options blank, the system processes all records for the company specified through today's date.
4. Document Type	Specify the document type to assign to the journal entries that the system generates. If you leave this processing option blank, the system assigns document type JP.
5. Primary Ledger Type	Specify the ledger type to assign to the journal entries that the system generates. If you leave this processing option blank, the system uses AA.
6. Journal Description	Specify the text to assign to the Explanation field on the journal entry that the system generates. If you leave this processing option blank the system assigns *Accounting Profile Journal* as the default explanation.
7. Suspended Recurring Billing Lines	Specify whether to process accounting profile records that are suspended (the Status field is assigned the value *S*). Values are: Blank: Do not process. *1*: Process.

Print

1. Proof or Final	Specify whether to run the program in proof or final mode. Values are: Blank: Proof mode. The system generates a report of the records that it selects to process. *1*: The system creates journal entries for the records that it selects and generates a report.
2. Update Accounting Profile	Specify whether to update the accounting profile records if the system generates journal entries with errors. For example, if the AAI is set up for an invalid account, the system generates the journal entries without an account number, regardless of the setting of this processing option. This processing option controls whether the system updates the accounting profile records as generated. Values are:

Blank: Update the accounting profile records only when the journal entries are generated without error.

Note. If the system generates the journal entries with errors, and you do not update the accounting profile records, you can update the status to G, but you cannot update the audit information, such as the document number, batch number, and so forth.

1: Update the accounting profile records regardless of whether the system generates the journal entries with errors.

Note. If you delete the journal entry that is in error, you cannot update the status of the accounting profile record from G (generated) back to blank (open). You must manually enter the journal entry, which could result in an audit discrepancy between the document number on the accounting profile records and the actual document number of the journal entry.

Catch Up

1. Catch Up	Specify whether to generate journal entries for catch up billings, which are accounting profile transactions with a date that is prior to the date range specified in the From Date and Through Date processing options. Values are: Blank: Do not generate. *1*: Generate.
2. Catch Up G/L Date (catch up general ledger date)	Specify the general ledger date to assign to the journal entries that the system generates for catch up billings. This processing option is necessary only if you specified to create catch up billings. If you leave this processing option blank, the system uses the journal date that is assigned to the accounting profile records as the general ledger date.

Important! If you do not assign a general ledger date this it is in the current period, you might not be able to post the entries that the system generates.

AAI

Debtor Accrual Prefix	Specify the 2-character prefix to use to retrieve the AAI item for the debtor accrual account. The system concatenates the prefix that you enter to the bill code from the accounting profile record. The standard prefix for this account is AD, but you can use any prefix that you want, as long as you set up the AAI item. If you leave this processing option blank, the system uses the prefix PM in conjunction with the billing code to retrieve the AAI.
Receivable Rent Accrual Prefix	Specify the 2-character prefix to use to retrieve the AAI item for the receivable rent accrual account. The system concatenates the prefix that you enter to the bill code from the accounting profile record. The standard prefix for this account is AR, but you can use any prefix that you want, as long as you set up the AAI item. If you leave this processing option blank, the system does not generate the journal entries for this account.

Creditor Accruals Prefix	Specify the 2-character prefix to use to retrieve the AAI item for the creditor accrual account. The system concatenates the prefix that you enter to the bill code from the accounting profile record. The standard prefix for this account is AC, but you can use any prefix that you want, as long as you set up the AAI item. If you leave this processing option blank, the system uses the prefix RM in conjunction with the billing code to retrieve the AAI.
Payable Rent Accrual Prefix	Specify the 2-character prefix to use to retrieve the AAI item for the payable rent accrual account. The system concatenates the prefix that you enter to the bill code from the accounting profile record. The standard prefix for this account is AP, but you can use any prefix that you want, as long as you set up the AAI item. If you leave this processing option blank, the system uses the prefix RM in conjunction with the billing code to retrieve the AAI.

CHAPTER 10

Updating the Enhanced Real Estate Management System

The Enhanced Real Estate Management system provides several programs to assist you in managing changes that affect numerous records for the leases and billing activity. This chapter discusses how to:

- Update rent changes globally.
- Update bank base rates globally.
- Update payment profile statuses globally.
- Update accounting profile statuses globally.
- Purge unposted billing transactions.

Updating Rent Changes Globally

This section provides an overview of the differences between the process to update rent amounts globally in the Enhanced Real Estate system and the process that is used to update recurring billing records in the Real Estate Management system.

Understanding the Process to Change Rent Amounts Globally

The programs that you use to select and update records for rent changes in the Enhanced Real Estate system correspond to the programs that you use for the same purpose in the Real Estate Management system:

- Rent Change Global Selection program (R74U1521) = Recurring Billing Global Selection program (R15021).
- Rent Change Global Update program (R74U1516) = Recurring Billing Global Update program (R15116).

The only difference between the two sets of programs is the selection and update of the Payment Profile table (F74U0205) and the Recurring Billing Tag (F74U02BT). Otherwise, the process to select records and the process to update records is the same.

Note. When the records are updated to recurring billing, the payment and accounting profiles are created interactively.

Processing Options for the Rent Change Global Selection and Rent Change Global Update Programs

The processing options for these programs are identical to those used by the program R15021 and R15116, with the exception of minor wording.

Updating Bank Base Rates Globally

This section provides an overview of the updating base bank rates and discusses how to:

- Update bank base rates globally.
- Set processing options for Bank Base Rate Global Update (R74U0202).

Understanding Updating Bank Base Rates

You enter bank base rates to use to charge interest or fees. To update the rate, you must enter a new bank record. If you have many bank records to update, rather than reentering the information manually for each record, you can use this program to update one or more records simultaneously.

You specify which records to update using data selection. If you do not enter any data selection, the system selects all records. You use processing options to specify the percentage by which you want the rates to change, whether to increase or decrease the rate, and the date on which the new rate becomes effective. You can run the Bank Base Rate Global Update program in either proof or final mode:

- In proof mode, the system generates a report of the records selected to update. The report includes the old interest rate and the new interest rate that would result from the change.
- In final mode, the system generates a report of the number of records changed, but it does not include the details of the old and new rates. Because the system generates new records, however, you can review the old and new records using the Bank Base Rate Maintenance program (P74U0202).

Update Bank Base Rates Globally

Select Global Updates (G74U15311), Bank Base Rate Global Update.

Setting Processing Options for Global Bank Rate Update (R74U0202)

Processing options enable you to specify the default processing for programs and reports.

Rate

1. Interest Rate Change	Specify the percentage by which you want the rent amount increased or decreased. Enter the percentage as a decimal value. For example, enter .050000 to specify 5 percent.
2. Type of Increase	Specify whether to use the percentage that you entered in the Interest Rate Charge processing option to increase the rent amount or decrease the rent amount. Values are: +: Increase. –: Decrease.

Proof/Final

1. Proof or Final	Specify whether to run the program in proof or final mode. Values are: *0*: Proof mode. The system generates a report of the records selected to update.

	1: Final mode. The system updates the Bank Base Rates (EPM) table (F74U0202) and generates a report of the number of records updated.

Date

1. Date - Beginning Effective	Specify the date to use as the beginning effective date for the bank base rate records that the system updates. If you leave this processing option blank, the system assigns today's date as the effective start date for the new rate.

Update

1. Interest Charging Update	Specify whether the system performs an update. This processing option should always be set to 1 unless advised otherwise by an Application Consultant. Values are: Blank or *0:* Do not perform the update. *1:* Perform the update.

Updating Payment Profile Statuses Globally

This section provides an overview of updating payment profile statuses and discusses how to:

- Change payment profile statuses.
- Set processing options for Payment Profile Status Change (R74U0221).

Understanding Changes to the Payment Profile Status

The system assigns an open status (blank) to payment profile records when it generates them. The Global Generation program selects payment profile records to generate billing records in the F1511B table. If you need to change the status on payment profile records to prevent them from being selected for billing, you can run the Payment Profile Status Change program to update the records quickly. You might use this program when you:

- Manually suspend a recurring billing record.

  The system does not automatically update the status on the associated payment profile records when you suspend a recurring billing record; therefore, you must update the status to prevent the records from generating billing records. Depending on the number of payment profile records generated, this program can save you hours of time updating each record individually.

- Need to change the status of payment profile records back to blank (open).

  If you revise records after you have generated payment profile records, the system generates new records and assigns a status, such as Pending Cancellation or canceled to the old, obsolete records. If, however, you need to make additional changes, which require you to clear the payment profile records, the system returns an error because it can clear only those records that have an open (blank) status. You must use this program to reset the status of the payment profile records back to blank so that you can revise the recurring billing record; you cannot reset the status to blank using the manual process.

The system stores records by line number and payment profile line number. The line number corresponds to the bill code and period for which the transaction is generated. Because there are multiple payment profile records generated for each recurring billing record, the system assigns a payment profile line number (PPLN) to uniquely identify the records to update. The payment profile line number is a sequential number that the system assigns when the payment profile records are generating.

When you run the Payment Profile Status Change program, the system generates a report that lists each record and the change that was made to the status. The system selects the records to update from the Payment Profile Status History table (F74U207A).

Note. This program does not have an option to generate a report of the records selected prior to updating them.

Changing Payment Profile Statuses

Select Global Updates menu (G74U15311), Payment Profile Status Change.

Setting Processing Options for Payment Profile Status Change (R74U0221)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Lease Number	Specify the lease number of the payment profile records to select to update. If you leave this processing option blank, the system does not select any records.
2. Source Batch Number	Specify the source batch number to use to select the payment profile records to update. If you leave this processing option blank, the system does not use the source batch number as selection criteria.
3. From Line Number and **4. To Line Number**	Specify the beginning line number or the ending line number for the range of line numbers that the system uses to select the records to update. If you leave these processing options blank, the system selects records based on the value entered in the To Line Number processing option only.
	Note. The line number corresponds to the value that displays in the Line Number field (LNID) on the Work With Payment Profile form.
5. From Payment Profile Line Number and **6. To Payment Profile Line Number**	Specify the beginning payment or the ending payment profile line number for the range of payment profile line numbers that the system uses to select the records to update. If you leave these processing options blank, the system selects records based on the value entered in the To Payment Profile Line Number processing option only.
	Note. The system does not display the payment profile line number (PPLN) on any form. The system uses this number to identify the payment profile status records that the system generates for each billing code.
7. Billing Code	Specify the billing code to use to select the payment profile records to update. If you leave this processing option blank, the system does not use the billing code as selection criteria.

8. Change to Status	Specify the status to assign to the payment profile records that the system selects. The code that you enter must exist in UDC 74U/PP.
9. Remark	Specify the text to assign to the Remark field that displays on the Work With Payment Profile Status History form.

Updating Accounting Profile Statuses Globally

This section provides an overview of updating accounting profile statuses globally and discusses how to:

- Change accounting profile statuses for periodic records.
- Set processing options for Periodic Accounting Profile Status Change (R74U0222).
- Change accounting profile statuses for weekly records.
- Set processing options for Weekly Accounting Profile Status Change (R74U0223).

Understanding Changes to the Account

When you run the Accounting Profile Journal Creation program, the system generates journal entries based on the status of the accounting profile records. If you do not want to generate journal entries on a subset of records for the lease or for the recurring billing line, you must update the status of the accounting profile record to prevent the program from selecting the records.

Because accounting profile records are stored in separate tables depending on whether you generate them periodically or weekly, the system provides separate programs to update the statuses.

Periodic Accounting Profile Status Change

You run the Periodic Accounting Profile Status Change program (R74U0222) to change the status of records that are stored in the Periodic Accounting Profile Status History table (F74U207B). You might need to run this program when you:

- Manually suspend a recurring billing record.

  The system does not automatically update the status on the associated accounting profile records when you suspend a recurring billing record; therefore, you must update the status to prevent the records from generating journal entries. Depending on the number of accounting profile records generated, this program can save you hours of time updating each record individually.

- Need to change the status of accounting profile records back to blank (open).

  If you revise records after you have generated accounting profile records, the system generates new records and assigns a status, such as Pending Cancellation or canceled to the old, obsolete records. If, however, you need to make additional changes, which require you to clear the accounting profile records, the system returns an error because it can clear only those records that have an open (blank) status. You must use this program to reset the status of the accounting profile records back to blank so that you can revise the recurring billing record; you cannot reset the status to blank using the manual process.

The system stores records by line number and accounting profile line number. The line number corresponds to the bill code and period for which the transaction is generated. Because there are multiple accounting profile records generated for each recurring billing record, the system assigns an accounting profile line number to uniquely identify the records to update. The accounting profile line number is a sequential number that the system assigns when the accounting profile records are generating.

When you run the Periodic Accounting Profile Status Change program, the system generates a report that lists each record and the change that was made to the status.

Note. This program does not have an option to generate a report of the records selected prior to updating them.

Weekly Accounting Profile Status Change

You run the Weekly Accounting Profile Status Change program (R74U0223) to change the status of records that are stored in the Weekly Accounting Profile Status History table (F74U207C). The system stores records by line number and accounting profile line number. The line number corresponds to the bill code and period for which the transaction is generated. Because there are multiple accounting profile records generated for each recurring billing record, the system assigns an accounting profile line number (ACPL) to uniquely identify the records to update. The accounting profile line number is a sequential number that the system assigns when the accounting profile status records are generated.

When you run the Weekly Accounting Profile Status Change program, the system generates a report that lists each record and the change that was made to the status.

Note. This program does not have an option to generate a report of the records selected prior to updating them.

Changing Accounting Profile Statuses for Periodic Records

Select Global Updates (G74U15311), Periodic Accounting Profile Status Change.

Setting Processing Options for Periodic Accounting Profile Status Change (R74U0222)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Lease Number	Specify the lease number of the accounting profile records to select to update. If you leave this processing option blank, the system does not select any records.
2. Line Number	Specify the line number to use to select the records to update.
3. Accounting Profile Line Number	Specify the accounting profile line number to use to select the records to update. The system does not display the accounting profile line number (ACPL) on any form. The system uses this number to identify the accounting profile status records that the system generates for each billing code.
4. Change to Status	Specify the status to assign to the payment profile records that the system selects. The code that you enter must exist in UDC 74U/PP.
5. Remark	Specify the text to assign to the Remark field that displays on the Periodic Accounting Profile History form.

Changing Accounting Profile Statuses for Weekly Records

Select Global Updates (G74U15311), Weekly Accounting Profile Status Change.

Setting Processing Options for Weekly Accounting Profile Status Change (R74U0223)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Lease Number	Specify the lease number of the accounting profile records to select to update. If you leave this processing option blank, the system does not select any records.
2. Line Number	Specify the line number to use to select the records to update.
3. Accounting Profile Line Number	Specify the accounting profile line number to use to select the records to update. The system does not display the accounting profile line number (ACPL) on any form. The system uses this number to identify the accounting profile status records that the system generates for each billing code.
4. Weekly Accounting Profile Line Number	Specify the weekly accounting profile line number to use to select the records to update. The system does not display the accounting profile line number (WAPL) on any form. The system uses this number to identify the weekly accounting profile status records that the system generates for each billing code.
5. Change to Status	Specify the status to assign to the payment profile records that the system selects. The code that you enter must exist in UDC 74U/PP.
5. Remark	Specify the text to assign to the Remark field that displays on the Weekly Accounting Profile History form.

Deleting Unposted Billing Transactions

This section provides an overview of the Batch Delete program (R74U5806) and discusses how to:

- Purge unposted billing batches.
- Set processing options for Batch Delete (R74U5806).

See *PeopleSoft EnterpriseOne Real Estate Management 8.11 SP1 PeopleBook*, “Purging Real Estate Management Tables”.

Understanding the Batch Delete Program (R74U5806)

You run the Batch Delete program (R74U5806) to remove transactions that are processed by the Enhanced Real Estate Management system that have not been posted to the general ledger. You might need to do this when you have processed records in error. The Batch Delete program is powerful because it deletes transactions based on the batch number that you enter from Enhanced Real Estate Management, Real Estate Management, Accounts Payable, Accounts Receivable and General Accounting systems. This ensures that all related transactions are purged from all systems and minimizes integrity problems that could result when you have to purge records from tables separately.

The Batch Delete program removes records that remain unposted in the Account Ledger table. These 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.

xxxYou cannot use the Batch Delete program to delete batches of receipts, revenue fees, or security deposits, or accounting profile records, because the system does not write records to the Lease Billings Master table, which is the source table used to retrieve the batch number; the Batch Delete program deletes batches only when records exist in table F1511B.

Note. The Batch Delete program can also be used for unposted EP Calculation (R74U5110) batches where only F1532B and F1538B records exist.

The Batch Delete program removes records from these tables based on the batch number that you enter:

- Batch Control Records table (F0011).
- Customer Ledger table (F03B11).
- Accounts Payable Ledger table (F0411).
- Account Ledger table (F0911).
- Estimated EP Recurring Billings table (F1502WB).
- Lease Billings Master table (F1511B).
- Expense Participation Audit File table (F1532B).
- EP Billing Register table (F1538B).
- Payment Profile table (F74U0205).

Note. Records do not necessarily exist in all of the tables for the batch number specified.

When you run Batch Delete, the system:

- Removes all transactions that exist in the tables for the batch number entered.
- Resets the billing control ID for the related period from G (Generated) or B (Billed) for generation types 2 and 6 to blank in the Billings Generation Control table (F15011B) so that you can generate billings again for that period.
- Changes the status of the payment profile records back to open.

Important! Because this program deletes records and updates tables, you should run the program in proof (edit) mode first to verify that the records selected are correct, before you run the program in final (update) mode.

Deleting Unposted Billing Batches

Select Purges menu (G74U15312), Batch Delete.

Setting Processing Options for Batch Delete Program (R74U5806)

Processing options enable you to specify the default processing for programs and reports.

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. File Deletion Selection	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: Customer Ledger table. *1*: 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 have 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. *1*: Delete.

Print

This processing option enables you to specify whether to generate a report of the deleted records.

1. Audit Trail Report	Specify whether the system prints an audit report of the records deleted by this program. Values are: Blank: Do not print. *1*: Print.
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 enter *1* in the Audit Trail Report processing option.

APPENDIX A

Tables Used by Enhanced Real Estate Management

The Enhanced Real Estate system uses tables to store processing information.

Enhanced Real Estate Management Tables

Enhanced Real Estate Management stores information in these tables:

Table	Description
Business Unit Tag F74U006T	Contains additional property information, including billing tax codes/rates, expense tax codes/rates with effective tax dates and contact details.
Bill Pattern Mapping F74U0208	Contains additional billing pattern information.
Global Generation Currency Work F74U210W	Contains the lease currency code that is used in expense participation.
Tenant EP Class Tag F74U012T	Contains expense participation setup information, including the tenant participation period, occupancy period, gross-up factor, share factor, lease end dates, bill pattern and payment method.
Lease Master Tag F74U01BT	Contains additional lease information, including bank codes, interest adjustment percentages, currency codes, and exchange rates.
Recurring Billing Tag F74U02BT	Contains billing information for the lease, including the billing pattern, payment method and annual rent amount.
Property Unit Tag F74U071T	Contains additional unit information, including billing tax codes/rates, expense tax codes/rates, effective tax dates, and contact details.
Property Company Constants F74U0201	Contains company rules for lease, accounting and tax processing.

Table	Description
Bank Base Rates F74U0202	Contains annual bank base rates with effective dates.
Lease Master Alternative UOM Tag F74U03BT	Contains alternative unit of measure conversion for lease rentable and usable areas.
Billing Pattern-Periodic F74U203A	Contains periodic billing pattern information for recurring billings and expense participation.
Billing Pattern -Weekly F74U203B	Contains weekly billing pattern information for recurring billings.
Payment Profile Status History F74U207A	Contains payment profile status history.
Periodic Accounting Profile Status History F74U207B	Contains periodic accounting profile status history
Weekly Accounting Profile Status History F74U207C	Contains weekly accounting profile status history.
Interest Tag F74U25BT	Contains fee and interest information, including charges, bank rates, interest rates, and calculation patterns.
Payment Profile F74U0205	Contains payment profile of recurring and manual billings.
Status Code F74U0209	Contains status codes for the payment and accounting profiles.
Accounting Billing Profile F74U0212	Contains periodic accounting profile of recurring billings.
Accounting Profile - Weekly F74U0213	Contains weekly accounting profile of recurring billings.

APPENDIX B

PeopleSoft Enhanced Real Estate Management Reports

This appendix provides an overview of Enhanced Real Estate Management reports and enables you to:

- View summary information for all reports.
- View detail information for selected reports

Enhanced Real Estate Management Reports

The Enhanced Real Estate Management system provides you with additional reports to the Real Estate Management system to review and analyze information.

This section describes the reports that you can produce with Enhanced Real Estate Management system.

You can use integrity programs to verify and resolve problems with consistency across different tables. For example, billing control information, billing control integrity, and batch control integrity.

PeopleSoft Enhanced Real Estate Management Reports: A to Z

The table lists the Enhanced Real Estate Management reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R74U0220 Rent List New Tenancies	Use this report to review tenant and lease information for any new tenancies after the lease start date that is entered in the processing options.	Tenant & Lease Reporting (G74U1514), Rent List New Tenancies.
R74U0224 Mixed Residential/Commercial Rents	Use this report to review the percentage split of rental income between residential and commercial for all properties elected for VAT.	Tenant & Lease Reporting (G74U1514), Mixed Residential /Commercial Rents.
R74U0225 Mixed Residential/Commercial Expenses	Use this report to review the actual input VAT percentage recovered for user-defined period for all properties elected for VAT.	Tenant & Lease Reporting (G74U1514), Mixed Residential /Commercial Expenses.

Report ID and Report Name	Description	Navigation
R74U0226 Non-Elected Property Report - Detail	Use this report to review income and expenditure transactions for all properties not elected for VAT.	Tenant & Lease Reporting (G74U1514), Non Elected Property Report - Detail.
R74U0227 Non-Elected Property Report - Summary	Use this report to review total income and expenditure for all properties not elected for VAT.	Tenant & Lease Reporting (G74U1514), Non Elected Property Report - Summary.
R74U0228 Payment/Accounting Profile Reconciliation - Detail	Use this report to compare total payment profile values with total accounting profile values for user-defined periods or dates. The purpose of the report is to warn users of any integrity differences between rent billed (income/expense) and rent accounted for (revenue/accruals).	Global Updates (G74U15311), Payment/Accounting Profile Rec - Detail.
R74U0229 Payment/Accounting Profile Reconciliation – Summary	Use this report to compare total payment profile values with total accounting profile values, for user-defined periods or dates. The purpose of the report is to warn users of any integrity differences between rent billed (income/expense) and rent accounted for (revenue/accruals).	Global Updates (G74U15311), Payment/Accounting Profile Rec - Summary.
R74U0230 Rent Review Settled/Not Settled Report	Use this report to review leases that require rent reviews. Leases requiring rent reviews need to be set up with appropriate log classes (15/LG) and critical dates.	Tenant & Lease Reporting (G74U1514), Rent Review Settled/Not Settled Report.

PeopleSoft Enhanced Real Estate Management Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

R74U0220 - Rent List New Tenancies

Use this report to list tenant and lease information for any new tenancies after the lease start date selected in the processing options.

The report sequences information by tenant and lease number.

Processing Options for Rent List New Tenancies (R74U0220)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Lease Start Date	Specify the date to use to select the leases to include on the report. The system selects all leases with a date that is on or after the date that you specify. If you leave this processing option blank, the system uses today's date.
2. Lease Status	Specify the lease status to use to select the leases to include on the report. If you leave this processing option blank, the system does not use the lease status as selection criteria.
3. Lease Manager	Specify the address book number of the lease manager to use to select the leases to include on the report. If you leave this processing option blank, the system does not use the lease manager as selection criteria.
4. Lease Type	Specify the lease type to use to select the leases to include on the report. If you leave this processing option blank, the system does not use the lease type as selection criteria.
5. Payable or Receivable	Specify whether to select payable leases or receivable leases. Values are: Blank: Payable leases. 1: Receivable leases.
6. Versions	Specify the version to use to select the leases to include on the report. Values are: Blank: Include only lease versions that are active on the date entered in the Version Active Date processing option. *1*: Include all versions of the lease on the report.
7. Version Active Date	Specify the date to use to select the lease versions to include on the report, if you did not enter *1* in the Versions processing option. If you leave this processing option blank, the system uses today's date.

R74U0224 - Mixed Residential/Commercial Rents

You use this report to show the percentage split of rental income between residential and commercial for all properties elected for VAT. The system selects records to include from the Lease Billings Master table (F1511B). The report sequences by company, property, and invoice date. Residential and commercial rents are defined at the bill code level.

Note. If a company number is not specified in the corresponding processing option, the system includes all companies and report totals may be meaningless if they include more than one base currency.

Processing Options for Mixed Residential/Commercial Rents (R74U0224)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Company	Specify the company number to use to select records to include on the report. If you leave this processing option blank, the system selects all companies.

2. Currency Code	Specify the currency code to use to print transactions on the report. If you leave this processing option blank, the system prints amounts in the currency that is assigned to each company. The report does not print totals if you include more than one company for more than one currency.
3. From Date	Specify the date to use as the beginning date to select the records to include on the report. If you leave this processing option blank, the system uses today's date.
4. Date To	Specify the date to use as the ending date to select the records to include on the report. If you leave this processing option blank, the system selects records that with dates that are up to 12 months from the date entered in the From Date processing option.
5. Date Source	Specify which date to use to select the records based on the values in the From Date and Date To processing options. Values are: Blank: Invoice date. *1*: General ledger date. *2*: Service/tax date.

R74U0225 - Mixed Residential/Commercial Expenses

You use this report to show the actual Input VAT percentage recovered over a user-defined period for all properties elected for VAT. The system selects records to include from the Lease Billings Master table (F1511B). The report sequences by company, property, and general ledger account number. Residential and commercial rents are defined at the bill code level.

Note. If a company number is not specified in the corresponding processing option, the system includes all companies and report totals may be meaningless if they include more than one base currency.

Processing Options for Mixed Residential/Commercial Expenses (R74U0225)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Company	Specify the company number to use to select records to include on the report. If you leave this processing option blank, the system selects all companies.
2. Currency Code	Specify the currency code to use to print transactions on the report. If you leave this processing option blank, the system prints amounts in the currency that is assigned to each company. The report does not print totals if you include more than one company for more than one currency.
3. From Date	Specify the date to use as the beginning date to select the records to include on the report. If you leave this processing option blank, the system uses today's date.
4. Date To	Specify the date to use as the ending date to select the records to include on the report. If you leave this processing option blank, the system selects records that with dates that are up to 12 months from the date entered in the From Date processing option.

5. Date Source	Specify which date to use to select the records based on the values in the From Date and Date To processing options. Values are: Blank: Invoice date. *1*: General ledger date. *2*: Service/tax date.
6. Type of Property	Specify whether to include records for properties that are exempt from VAT tax. Values are: Blank: Include all properties regardless of the tax status. *1*: Include only properties that have are subject to VAT taxes.

R74U0226 - Non Elected Property Report - Detail

Use this report to review income and expenditure transactions for all properties not elected for VAT.

The report sequences information by company, property, and general ledger account number.

Processing options enable you to select company, date ranges, tax code for VAT non-election, account ranges for income and expenditure, ledger type and currency.

Note. If a company number is not specified in the corresponding processing option, the system includes all companies and report totals may be meaningless if they include more than one base currency.

The system selects property transactions from the Account Ledger table (F0911) and provides details by account for each property. Processing options enable you to specify whether to include tax information (F0018),

Processing Options for Non-Elected Property Report - Detail (R74U0226)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Company	Specify the company number to use to select records to include on the report. If you leave this processing option blank, the system selects all companies.
2. From Date	Specify the date to use as the beginning general ledger date to select the records to include on the report. If you leave this processing option blank, the system uses today's date.
3. Date To	Specify the date to use as the ending general ledger date to select the records to include on the report. If you leave this processing option blank, the system selects records that with dates that are up to 12 months from the date entered in the From Date processing option.
4. Date Source	Specify which date to use to select the records based on the values in the From Date and Date To processing options. Values are: Blank: Invoice date. *1*: General ledger date. *2*: Service/tax date.

5. Elected	Specify whether to include records for properties that are subject to VAT tax. Values are: Blank: Include all properties regardless of the tax status. *1*: Include only properties that have are exempt from VAT taxes.

Accounting Range

1. Income Accounting Range From and **2. Income Accounting Range To**	Specify the first account or the last account in the range of income accounts to include on the report. If you leave these processing options blank, the system returns an error that the accounting range is incomplete.
3. Expenditure Accounting Range From and **4. Expenditure Accounting Range To**	Specify the first account or the last account in the range of expenditure accounts to include on the report. If you leave these processing options blank, the system returns an error that the accounting range is incomplete.
5. Ledger Type	Specify the ledger type to use to select the records to include on the report.
6. Currency Code	Specify the currency code for which you want transaction amounts printed. If you leave this processing option blank, the system prints transaction amounts in the currency assigned to the company. If transactions are included for companies with different currencies, the report does not print totals.
7. Signs	Specify whether to print the debit and credit signs for amounts on the report. Values are: Blank: Print the report without signs. *1*: Print the report with signs for debits and credits. *2*: Print the report without signs, but display a negative margin if the expenditure for the selected period is greater than the income.

Other

1. Document Type	Specify the document type to use to select transactions to include on the report. If you leave this processing option blank, the system includes transactions for all document types.
2. Posted Trans (posted transactions)	Specify whether to select only transactions that are posted on the report. Values are: Blank: Include only transactions that are posted (posted code is equal to P). *1*: Include all transactions regardless of whether they are posted.
3. Unit Accounting	Specify whether to print the subledger on the report. Values are: Blank: Do not print. *1*: Print.
4. Date Sequence	Specify the general ledger date sequence in which to print transactions on the report. Values are: Blank: Print transactions in date descending order; the system prints the most recent transactions first.

	1: Print the transactions in date ascending order; the system prints the oldest transactions first. *2*: Print the transactions by unit number, and then by date descending order. *3*: Print the transactions by unit number, and then by date ascending order.
5. Tax	Specify whether to print tax information on the report. Values are: Blank: Do not print. *1*: Print.

R74U0227 - Non Elected Property Report - Summary

Use this report to review total income and expenditure for all properties not elected for VAT.

The report sequences information by company and property.

Processing options enable you to select company, date ranges, tax code for VAT non-election, account ranges for income and expenditure, ledger type and currency.

Note. If a company number is not specified in the corresponding processing option, the system includes all companies and report totals may be meaningless if they include more than one base currency.

The system selects property transactions from the Account Ledger table (F0911) and provides details by account for each property. Processing options enable you to specify whether to include tax information (F0018) and whether to report integrity differences between the general ledger and tax tables.

Processing Options for Non-Elected Property Report - Summary (R740227)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Company	Specify the company number to use to select records to include on the report. If you leave this processing option blank, the system selects all companies.
2. From Date	Specify the date to use as the beginning general ledger date to select the records to include on the report. If you leave this processing option blank, the system uses today’s date.
3. Date To	Specify the date to use as the ending general ledger date to select the records to include on the report. If you leave this processing option blank, the system selects records that with dates that are up to 12 months from the date entered in the From Date processing option.
4. Date Source	Specify which date to use to select the records based on the values in the From Date and Date To processing options. Values are: Blank: Invoice date. *1*: General ledger date. *2*: Service/tax date.

5. Elected	Specify whether to include records for properties that are subject to VAT tax. Values are: Blank: Include all properties regardless of the tax status. *1*: Include only properties that have are exempt from VAT taxes.

Accounting Range

1. Income Accounting Range From and **2. Income Accounting Range To**	Specify the first account or the last account in the range of income accounts to include on the report. If you leave these processing options blank, the system returns an error that the accounting range is incomplete.
3. Expenditure Accounting Range From and **4. Expenditure Accounting Range To**	Specify the first account or the last account in the range of expenditure accounts to include on the report. If you leave this processing option blank, the system returns an error that the accounting range is incomplete.
5. Ledger Type	Specify the ledger type to use to select the records to include on the report.
6. Currency Code	Specify the currency code for which you want transaction amounts printed. If you leave this processing option blank, the system prints transaction amounts in the currency assigned to the company. If transactions are included for companies with different currencies, the report does not print totals.
7. Signs	Specify whether to print the debit and credit signs for amounts on the report. Values are: Blank: Print the report without signs. *1*: Print the report with signs for debits and credits. *2*: Print the report without signs, but display a negative margin if the expenditure for the selected period is greater than the income.

Other

1. Tax	Specify whether to print tax information on the report. Values are: Blank: Do not print. *1*: Print.
2. Integrity	Specify this processing option to specify whether to print integrity information on the report. Values are: Blank: Do not print. *1*: Print.

R74U0230 - Rent Review Settled/Not Settled Report

Use this report to review leases that require rent reviews based on the log class and critical dates that are set up for the lease. You can specify whether to sequence the information on the report by either lease or critical date.

Processing Options for Rent Review Settled/Not Settled (R74U0230)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Up To and Including Critical Date	Specify the date to use to select the leases on the report. The system includes leases with a review date that is prior to or on the date that you enter.
2. Sequence	Specify whether to sequence the information on the report by lease or critical date. Values are: Blank: Lease number. *1*: Critical date.
3. Resolved / Unresolved	Specify whether to select all records or only those which are still unresolved. Values are: Blank: Unresolved *1*: Resolved and unresolved
4. Attachments	Specify whether to print attachment information for the log lines selected. Values are: Blank: Do not print. *1*: Print.
5. Rent Review Property Log Class	Specify the log class that is set up for rent review for the system to use to select lease records.

R74U0228 - Payment/Accounting Profile Reconciliation - Detail

Use this report to review and compare the information stored in the Payment Profile table (F74U0205) and the Accounting Billing Profile table (F74U0212). Two reports are provided to show any reconciliation differences between these tables.

This report compares total payment profile values with total accounting profile values, for user-defined periods or dates. The purpose of the report is to warn users of any integrity differences between rent billed (income/expense) and rent accounted for (revenue/accruals).

The system selects transactions from the Account Ledger table (F0911) and subtotals them by subledger (unit), bill code, lease and company to show any integrity differences at these levels.

The system sequences the information on the report by company, property, lease, bill code, subledger (unit), account number, and general ledger date.

Processing options enable you to select company, date ranges, income account ranges, income document types, revenue account ranges, revenue document types, ledger type and currency.

Note. If company is not selected, then all companies are selected and report totals may be meaningless if they include more than one base currency.

Processing Options for Payment/Accounting Profile Reconciliation - Detail (R74U0228)

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Company	Specify the company number to use to select records to include on the report. If you leave this processing option blank, the system selects all companies.
2. From Date	Specify the date to use as the beginning bill date to select the records to include on the report. If you leave this processing option blank, the system uses today's date.
3. To Date	Specify the date to use as the ending bill date to select the records to include on the report. If you leave this processing option blank, the system selects records that with dates that are up to 12 months from the date entered in the From Date processing option.

Accounting Range

1. Income Accounting Range From and **2. Income Accounting Range To**	Specify the first account or the last account in the range of income accounts to include on the report. If you leave these processing options blank, the system returns an error that the accounting range is incomplete.
3. Restrict Income Document Type To	Specify the document type to use to select income account transactions. If you leave this processing option blank, the system selects all income accounts for the specified range regardless of the document type.
4. Revenue Accounting Range From and **5. Revenue Accounting Range To**	Specify the first account or the last account in the range of revenue accounts to include on the report. If you leave this processing option blank, the system returns an error that the accounting range is incomplete.
6. Restrict Income Document Type To	Specify the document type to use to select revenue account transactions. If you leave this processing option blank, the system selects all revenue accounts for the specified range regardless of the document type.

Other

1. Ledger Type	Specify the ledger type to use to select the records to include on the report.
2. Currency Code	Specify the currency code for which you want transaction amounts printed. If you leave this processing option blank, the system prints transaction amounts in the currency assigned to the company. If transactions are included for companies with different currencies, the report does not print totals.
3. Signs	Specify whether to print the debit and credit signs for amounts on the report. Values are: Blank: Print the report without signs. *1*: Print the report with signs for debits and credits. *2*: Print the report without signs, but display a negative margin if the expenditure for the selected period is greater than the income.
3. Subledger/Unit	Specify whether to print the subledger on the report. Values are: Blank: Do not print the subledger. *1:* Print the subledger.

4. Bill Code	Specify whether to print the bill code associated with the account on the report. Values are: Blank: Print. *1*: Do not print.

R74U0229 - Payment/Accounting Profile Reconciliation Summary Report

Use this report to review and compare the information stored in the Payment Profile table (F74U0205) and the Accounting Billing Profile table (F74U0212). Two reports are provided to show any reconciliation differences between these tables.

This report compares total payment profile values with total accounting profile values, for user-defined periods or dates. The purpose of the report is to warn users of any integrity differences between rent billed (income/expense) and rent accounted for (revenue/accruals).

The system selects transactions from the Account Ledger table (F0911) and subtotals them by subledger (unit), bill code, lease and company to show any integrity differences at these levels.

The system sequences the information on the report by company, property, lease, bill code, subledger (unit), account number, and general ledger date.

Processing options enable you to select company, date ranges, income account ranges, income document types, revenue account ranges, revenue document types, ledger type and currency.

Note. If company is not selected, then all companies are selected and report totals may be meaningless if they include more than one base currency.

Processing Options for Payment/Accounting Profile Reconciliation - Summary

Processing options enable you to specify the default processing for programs and reports.

Selection

1. Company	Specify the company number to use to select records to include on the report. If you leave this processing option blank, the system selects all companies.
2. Date From	Specify the date to use as the beginning bill date to select the records to include on the report. If you leave this processing option blank, the system uses today's date.
3. Date To	Specify the date to use as the ending bill date to select the records to include on the report. If you leave this processing option blank, the system selects records that with dates that are up to 12 months from the date entered in the From Date processing option.

Accounting Range

1. Income Accounting Range From and **2. Income Accounting Range To**	Specify the first account or the last account in the range of income accounts to include on the report. If you leave these processing options blank, the system returns an error that the accounting range is incomplete.

3. Restrict Income Document Type To	Specify the document type to use to select income account transactions. If you leave this processing option blank, the system selects all income accounts for the specified range regardless of the document type.
4. Revenue Accounting Range From and **5. Revenue Accounting Range To**	Specify the first account or the last account in the range of revenue accounts to include on the report. If you leave these processing options blank, the system returns an error that the accounting range is incomplete.
6. Restrict Income Document Type To	Specify the document type to use to select revenue account transactions. If you leave this processing option blank, the system selects all revenue accounts for the specified range regardless of the document type.

Other

1. Ledger Type	Specify the ledger type to use to select the records to include on the report.
2. Currency Code	Specify the currency code for which you want transaction amounts printed. If you leave this processing option blank, the system prints transaction amounts in the currency assigned to the company. If transactions are included for companies with different currencies, the report does not print totals.
3. Signs	Specify whether to print the debit and credit signs for amounts on the report. Values are: Blank: Print the report without signs. *1*: Print the report with signs for debits and credits. *2*: Print the report without signs, but display a negative margin if the expenditure for the selected period is greater than the income.
3. Subledger/Unit	Specify whether to print the subledger on the report. Values are: Blank: Do not print. *1*: Print.
4. Bill Code	Specify whether to print the bill code associated with the account on the report. Values are: Blank: Print. *1*: Do not print.
6. Posted Code	Specify whether to select only transactions that are posted on the report. Values are: Blank: Include only transactions that are posted (posted code is equal to P). *1*: Include all transactions regardless of whether they are posted.

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 table.
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. 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 EnterpriseOne 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.

workbench	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
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. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z 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.

Index

A

- A/R Fee Interest table (F1525B)
  - updated by Fee and Interest Information program (P74U1525) 39
- AAIs 11
  - adjustment reasons 12
  - bill codes 12
  - prefixes 11
- Account Ledger table (F0911)
  - deleting records with Batch Delete program (R74U5806) 64
  - updating with Post Invoices program (R15199) 45
  - updating with Post Vouchers program (R15199) 45
- Accounting Billing Profile table (F74U0212)
  - reconciling with Payment Profile table (F74U0205) - detail 77
  - reconciling with Payment Profile table (F74U0205) - summary 79
  - records for recurring billing 30
  - reviewing accounting profile records 50
  - storing accounting profile records 48
  - summary of tables 68
  - updated by E.P. Edit/Update (R74U5113) 37
- accounting generation
  - product features 2
- accounting profile
  - extending 51
- Accounting Profile - Weekly table (F74U0213)
  - summary of tables 68
- Accounting Profile Information form
  - reviewing Accounting Billing Profile table (F74U0212) 50
- Accounting Profile Journal Creation program (R74U0212)
  - navigation 54
  - processing options 54
  - usage overview 53
- accounting profile journal entries
  - generating 53
- accounting profile records
  - clearing 51
  - managing 50
  - regenerating 51
  - updating 53
- accounting profile status change
  - periodic 61
  - weekly 62
- accounting profile statuses
  - changing 51
  - updating globally 61
- accounting profiles
  - managing 47
- Accounts Payable
  - integration 3
- Accounts Payable Ledger table (F0411)
  - deleting records with Batch Delete program (R74U5806) 64
  - updating with Post Vouchers program (R15199) 45
- Accounts Receivable
  - integration 3
- additional documentation x
- additional facility information
  - setup 19
- additional lease information
  - product features 1
  - setup 19
  - setup form 24
- Additional Property Company Constants program (P74U0201)
  - overview 7
- adjustment reasons
  - AAIs 12
  - setup 12
- application fundamentals ix
- automatic accounting instructions
  - setup overview 11

B

- Bank Base Rate Global Update program (R74U0202)
  - usage overview 16
- Bank Base Rate Revisions form 17
- bank base rates

- Bank Base Rate Global Update program (R74U0202) 16
- Bank Base Rates (EPM) table (F74U0202) 16
- Fees & Interest Calculation program (R74U5160) 16
- setup 16
- updating globally 58

Bank Base Rates (EPM) table (F74U0202)
- setup 16

Bank Base Rates table (F74U0202)
- summary of tables 68

bank rates
- setup 17

Batch Control Records table (F0011)
- deleting records with Batch Delete program (R74U5806) 64

Batch Delete program (R74U5806)
- navigation 64
- processing options 64
- usage overview 63

bill codes
- AAIs 12
- setup 12
- transaction processing 11

Bill Pattern Mapping table (F74U0208)
- summary of tables 67

Billing Edit/Register (R15300)
- completing billing process 41

Billing Edit/Register program (R15300)
- usage overview 45

Billing Pattern -Weekly table (F74U203B)
- summary of tables 68

Billing Pattern-Periodic table (F74U203A)
- summary of tables 68

billing patterns
- fiscal periods 12
- Maintain Billing Pattern form 13
- monthly periods 12
- setting up 12
- weekly billing 12

billing process
- completing process 41

billing transactions
- deleting unposted 63

billings
- expense participation 35

Billings Generation Control table (F15011B)
- records for recurring billing 30

Building Additional Details Maintenance form 21

Business Unit Tag (F74U006T)
- tax information for recurring billing 29

Business Unit Tag table (F74U006T)
- summary of tables 67

C

comments, submitting xiv

common elements xv

company constants
- setting up 7

constants
- additional company setup 7
- Additional Property Company Constants program (P74U0201) 7
- setting up company 7

contact information xiv

cross-references xiii

Customer Connection website x

Customer Ledger table (F03B11)
- deleting records with Batch Delete program (R74U5806) 64
- updating with Post Invoices program (R15199) 45

D

default payment 15

default payment profile statuses
- setup 15
- setup form 15
- Status Code table (F74U0209) 15

deleting batches
- expense participation 37

documentation
- printed x
- related x
- updates x

E

E.P. billing generation
- process overview 37

E.P. Billing Generation (R74U5101)
- records in Payment Profile table (F74U0205) 36

E.P. Billing Generation program (R74U5101)
- processing options 37

E.P. Calculation Generation program (R74U5110)
  processing options 36
E.P. Information program (P15012)
  contrasted with E.P. Information program (P74U5012) 35
E.P. Information program (P74U5012)
  contrasted with E.P. Information program (P15012) 35
  processing options 36
enhanced manual billing
  product features 1
Enhanced Real Estate Management
  AAIs setup 11
  adjustment reasons 12
  bill codes 12
  billing patterns setup 12
  default payment profile statuses 15
  integrations 3
  journal entry AAIs 11
  lease master information setup 22
  overview 1
  reports summary table 69
  summary of tables 67
  system setup 5
  UDC table 5
  updating system 57
  user-defined codes 5
  VAT setup 19
Enhanced Recurring Billing form 32
EP Billing Register table (F1538B)
  deleting records with Batch Delete program (R74U5806) 64
Estimated E.P. Billing Generation program (R74U5102)
  processing options 37
Estimated EP Recurring Billings table (F1502WB)
  deleting records with Batch Delete program (R74U5806) 64
estimated expense participation billings
  generating 37
expense participation
  processing billings 35
Expense Participation Audit table (F1532B)
  deleting records with Batch Delete program (R74U5806) 64
expense participation batches
  deleting 37
expense participation billings
  generating 36
  generating estimated 37
expense participation by bill pattern
  product features 2
expense participation calculations
  generating and revising 36
extending years
  payment profile 49

F

F0011 table (Batch Control Records)
  deleting records with Batch Delete program (R74U5806) 64
F03B11 table (Customer Ledger)
  deleting records with Batch Delete program (R74U5806) 64
  updating with Post Invoices program (R15199) 45
F0411 table (Accounts Payable Ledger)
  deleting records with Batch Delete program (R74U5806) 64
  updating with Post Vouchers program (R15199) 45
F0911 table (Account Ledger)
  deleting records with Batch Delete program (R74U5806) 64
  updating with Post Invoices program (R15199) 45
  updating with Post Vouchers program (R15199) 45
F15011B table (Billings Generation Control)
  records for recurring billing 30
F15017 table (Lease Master Detail)
  additional information setup 22
F1501B table (Lease Master Header)
  additional information setup 22
F1502B table (Recurring Billings Master)
  records for recurring billing 30
  updated by E.P. Edit/Update (R74U5113) 37
F1502WB table (Estimated EP Recurring Billings)
  deleting records with Batch Delete program (R74U5806) 64
F1507 table (Unit Master)
  updating address book number 20
F1511B table (Lease Billings Master)
  basis for Batch Delete program (R74U5806) 64

  - deleting records with Batch Delete program (R74U5806) 64
  - records for Global Generation (R74U0210) 37
  - updated by Global Generation program 41
  - updated by Global Generation program (R74U0210) 40
  - updated during manual billing 27

F1525B table (A/R Fee Interest)
  - updated by Fee and Interest Information program (P74U1525) 39

F1532B table (Expense Participation Audit File)
  - deleting records with Batch Delete program (R74U5806) 64

F1538B table (EP Billing Register)
  - deleting records with Batch Delete program (R74U5806) 64

F740213 table (Weekly Accounting Profile)
  - records for recurring billing 30

F74U006T table (Business Unit Tag)
  - summary of tables 67
  - tax information for recurring billing 29

F74U012T table (Tenant EP Class Tag)
  - summary of tables 67

F74U01BT table (Lease Master Tag)
  - additional information setup 23
  - summary of tables 67

F74U0201 table (Property Company Constants)
  - summary of tables 67

F74U0202 table (Bank Base Rates)
  - setup 16
  - summary of tables 68

F74U0205 table
  - storing payment profile records 48

F74U0205 table (Payment Profile)
  - deleting records with Batch Delete program (R74U5806) 64
  - reconciling with Accounting Billing Profile table (F74U0212) - detail 77
  - reconciling with Accounting Billing Profile table (F74U0212) - summary 79
  - records for E.P. Billing Generation (R74U5101) 36
  - records for recurring billing 30
  - summary of tables 68
  - updated by E.P. Edit/Update (R74U5113) 37
  - updated by Fee & Interest Calculation (R74U5160) 40
  - updated during manual billing 27
  - updating rent changes globally 57
  - Work With Payment Profile form 48

F74U0208 table (Bill Pattern Mapping)
  - summary of tables 67

F74U0209 table (Status Code)
  - default payment information setup 15
  - summary of tables 68

F74U0212 table (Accounting Billing Profile)
  - reconciling with Payment Profile table (F74U0205) - detail 77
  - reconciling with Payment Profile table (F74U0205) - summary 79
  - records for recurring billing 30
  - reviewing accounting profile records 50
  - storing accounting profile records 48
  - summary of tables 68
  - updated by E.P. Edit/Update (R74U5113) 37

F74U0213 table (Accounting Profile - Weekly)
  - summary of tables 68

F74U02BT table (Recurring Billing Tag)
  - records for recurring billing 30
  - summary of tables 67
  - updated by E.P. Edit/Update (R74U5113) 37
  - updating rent changes globally 57

F74U03BT table (Lease Master Alternative UOM Tag)
  - additional information setup 23
  - summary of tables 68

F74U071T table (Property Unit Tag)
  - summary of tables 67
  - tax information for recurring billing 29

F74U203A table (Billing Pattern-Periodic)
  - summary of tables 68

F74U203B table (Billing Pattern -Weekly)
  - summary of tables 68

F74U207A table (Payment Profile Status History)
  - revising 48
  - updating statuses globally 60

  - Work With Payment Profile Status History form 48
- F74U207AT table (Payment Profile Status History)
  - summary of tables 68
- F74U207B table (Periodic Accounting Profile Status History)
  - reviewing accounting profile history records 50
  - summary of tables 68
  - updating statuses globally 61
- F74U207C table (Weekly Accounting Profile Status History)
  - reviewing records 50
  - summary of tables 68
  - updating statuses globally 62
- F74U210W table (Global Generation Currency Work)
  - summary of tables 67
- F74U25BT table (Interest Tag)
  - summary of tables 68
  - updated by Fee and Interest Information program (P74U1525) 39
- facility information
  - setup additional 19
- Fee & Interest Calculation program (R74U5160)
  - contrasted with Fee & Interest Generation program (R15160) 40
  - processing options 40
  - updates Payment Profile table (F74U0205) 40
  - usage overview 16
- fee and interest information
  - entry overview 39
- fee records
  - generating 40
- fees and interest with bank rates
  - product features 2

G

- General Accounting
  - integration 3
- Global Bank Rate Update program (R74U0202)
  - processing options 58
  - usage overview 58
- global generation
  - product features 2
  - usage overview 41
- Global Generation (R74U0210)
  - records in Lease Billings Master table (F1511B) 37
- Global Generation Currency Work table (F74U210W)
  - summary of tables 67
- Global Generation program (R74U0210)
  - completing billing process 41
  - navigation 42
  - processing options 42
  - updating Lease Billings Master table (F1511B) 40
- global updates
  - product features 2

I

- implementation
  - global steps 3
  - product-specific 4
- integration
  - Accounts Payable 3
  - Accounts Receivable 3
  - Enhanced Real Estate Management 3
  - General Accounting 3
  - Real Estate Management 3
- integrity reports
  - product features 2
- interest and fee information
  - entry overview 39
- interest records
  - generating 40
- Interest Tag table (F74U25BT)
  - summary of tables 68
  - updated by Fee and Interest Information program (P74U1525) 39

J

- journal entries
  - generating accounting profile 53

L

- Lease Billings Master table (F1511B)
  - basis for Batch Delete program (R74U5806) 64
  - deleting records with Batch Delete program (R74U5806) 64
  - records for Global Generation (R74U0210) 37

- updated by Global Generation program 41
- updated by Global Generation program (R74U0210) 40
- updated during manual billing 27

lease information
- setup additional 19, 22

Lease Master Alternative UOM Tag table (F74U03BT)
- additional information setup 23
- summary of tables 68

Lease Master Detail table (F15017)
- additional information setup 22

Lease Master Header table (F1501B)
- additional information setup 22

lease master information
- Lease Master Detail table (F15017) 22
- Lease Master Header table (F1501B) 22
- Lease Master Tag table (F74U01BT) 22
- setup additional 22

Lease Master Maintenance program (P74U1501)
- processing options 23

Lease Master Tag table (F74U01BT)
- additional information setup 23
- summary of tables 67

M

Maintain Billing Pattern form 13

Maintain Constants form 8

Maintain Default Payment Profile Status form 16

Maintain Lease Master Additional Information form 25

Manual Billing Entry program (P1511)
- differences from Manual Billing program (P74U1511) 27

Manual Billing program (P74U1511)
- differences from Manual Billing Entry program (P1511) 27
- processing options 28

manual billing records
- processing overview 27

Manual Billing Revisions form 28

Mixed Residential/Commercial Expenses program (R74U0225)
- processing options 72
- report usage 72
- summary table 69

Mixed Residential/Commercial Rents program (R74U0224)
- processing options 71
- report usage 71
- summary table 69

MMA Partners x

move-out dates
- additional lease information setup 23

N

Non Elected Property Report - Detail program (R74U0226)
- processing options 73
- report usage 73

Non Elected Property Report - Summary program (R74U0227)
- report usage 75

Non-Elected Property Report - Detail program (R74U0226)
- summary table 70

Non-Elected Property Report - Summary program (R74U0227)
- processing options 75
- summary table 70

notes xiii

P

P15012 (E.P. Information)
- contrasted with E.P. Information program (P74U5012) 35

P1511 program (Manual BillingEntry)
- differences from Manual Billing program (P74U1511) 27

P74U0201 program (Additional Property Company Constants)
- overview 7

P74U0205 program (Payment Profile Inquiry)
- reviewing records 48

P74U1502 program (Recurring Billing Information)
- processing options 31

P74U1511 program (Manual Billing)
- differences from Manual Billing Entry program (P1511) 27
- processing options 28

P74U5012 program (E.P. Information)
- contrasted with E.P. Information program (P15012) 35

  processing options 36
P74UI1501 program (Lease Master Maintenance)
  processing options 23
Payment Balance Allocation form 33
payment profile 15
  extending years 49
Payment Profile Information form
  payment profiles details 48
Payment Profile Inquiry program (P74U0205)
  reviewing records 48
payment profile records
  clearing 48
  regenerating 48
Payment Profile Status Change program (R74U0221)
  processing options 60
  updating profile status 49
  updating statuses globally 59
Payment Profile Status History table (F74U207A)
  revising 48
  summary of tables 68
  updating statuses globally 60
  Work With Payment Profile Status History form 48
payment profile statuses
  default setup 15
  revising 48
  updating globally 59
Payment Profile table (F74U0205)
  deleting records with Batch Delete program (R74U5806) 64
  reconciling with Accounting Billing Profile table (F74U0212) - detail 77
  reconciling with Accounting Billing Profile table (F74U0212) - summary 79
  records for E.P. Billing Generation (R74U5101) 36
  records for recurring billing 30
  storing payment profile records 48
  summary of tables 68
  updated by E.P. Edit/Update (R74U5113) 37
  updated by Fee & Interest Calculation (R74U5160) 40
  updated during manual billing 27
  updating rent changes globally 57
  Work With Payment Profile form 48
payment profiles
  managing 47
Payment/Accounting Profile Reconciliation - Detail program (R74U0228)
  processing options 77
  summary table 70
  usage overview 77
Payment/Accounting Profile Reconciliation - Summary program (R74U0229)
  processing options 79
  summary table 70
  usage overview 79
PeopleBooks
  ordering x
PeopleCode, typographical conventions xii
PeopleSoft application fundamentals ix
Periodic Accounting Profile History form
  reviewing Periodic Accounting Profile Status History table (F74U207B) 50
Periodic Accounting Profile Status Change program (R74U0222)
  navigation 62
  processing options 62
  updating the Periodic Accounting Status Profile History table (F74U207B) 61
Periodic Accounting Profile Status History table (F74U207B)
  reviewing accounting profile history records 50
  summary of tables 68
  updating statuses globally 61
Post Invoices or Post Vouchers program (R15199)
  completing billing process 41
  usage overview 45
prerequisites ix
printed documentation x
profile
  extending accounting 51
profile records
  clearing accounting 51
  managing accounting 50
  regenerating 51
  updating accounting 53
profile status
  changing accounting 51
profile status change
  periodic accounting 61

profiles
  managing payment and accounting 47
properties
  VAT Setup 19
Property Company Constants table (F74U0201)
  summary of tables 67
Property Unit Tag (F74U071T)
  tax information for recurring billing 29
Property Unit Tag table (F74U071T)
  summary of tables 67
property VAT accounting
  product features 1

R

R15199 program (Post Invoices or Post Vouchers)
  completing billing process 41
  usage overview 45
R15300 program (Billing Edit/Register)
  completing billing process 41
  usage overview 45
R74U0202 program (Bank Base Rate Global Update)
  usage overview 16
R74U0202 program (Global Bank Rate Update)
  processing options 58
  usage overview 58
R74U0210 program (Global Generation)
  completing billing process 41
  processing options 42
  records in Lease Billings Master table (F1511B) 37
  updating Lease Billings Master table (F1511B) 40
R74U0212 program (Accounting Profile Journal Creation)
  navigation 54
  processing options 54
  usage overview 53
R74U0220 program (Rent List New Tenancies)
  processing options 70
  summary table 69
R74U0221 program (Payment Profile Status Change)
  processing options 60
  updating profile status 49
  updating statuses globally 59
R74U0222 program (Periodic Accounting Profile Status Change)
  processing options 62
  updating the Periodic Accounting Profile Status History table (F74U207B) 61
R74U0223 program (Weekly Accounting Profile Status Change)
  processing options 63
  updating statuses globally 62
R74U0224 program (Mixed Residential/Commercial Rents)
  processing options 71
  summary table 69
R74U0225 program (Mixed Residential/Commercial Expenses)
  processing options 72
  summary table 69
R74U0226 program (Non-Elected Property Report - Detail)
  processing options 73
  summary table 70
R74U0227 program (Non-Elected Property Report - Summary)
  processing options 75
  summary table 70
R74U0228 program (Payment/Accounting Profile Reconciliation - Detail)
  processing options 77
  summary table 70
R74U0229 program (Payment/Accounting Profile Reconciliation - Summary)
  processing options 79
  summary table 70
R74U0230 program (Rent Review Settled/Not Settled)
  processing options 76
  summary table 70
R74U1516 program (Rent Change Global Update) 57
  compared to Recurring Billing Global Update program (R15116) 57
R74U1521 program (Rent Change Global Selection)
  compared to Recurring Billing Global Selection program (R15021) 57
  processing options 57
R74U5101 program (E.P. Billing Generation)
  processing options 37

  records in Payment Profile table (F74U0205) 36
R74U5102 program (Estimated E.P. Billing Generation)
  processing options 37
R74U5110 program (E.P. Calculation Generation)
  processing options 36
R74U5160 program (Fee & Interest Calculation)
  contrasted with Fee & Interest Generation program (R15160) 40
  processing options 40
  updates Payment Profile table (F74U0205) 40
  usage overview 16
R74U5806 program (Batch Delete)
  processing options 64
  usage overview 63
Real Estate Management
  AAIs setup 11
  integration 3
  user-defined codes 5
recurring billing
  completing process 30
  contrasted with REM 29
  payment and accounting profiles
    product features 2
  revisions 30
  usage overview 29
Recurring Billing Information program (P74U1502)
  processing options 31
recurring billing record
  manually suspending 61
Recurring Billing Tag table (F74U02BT)
  records for recurring billing 30
  summary of tables 67
  updated by E.P. Edit/Update (R74U5113) 37
  updating rent changes globally 57
Recurring Billings Master table (F1502B) 37
  records for recurring billing 30
related documentation x
Rent Change Global Selection program (R74U1521)
  compared to Recurring Billing Global Selection program (R15021) 57
  processing options 57
Rent Change Global Update program (R74U1516)
  compared to Recurring Billing Global Update program (R15116) 57
  processing options 57
rent changes
  updating globally 57
Rent List New Tenancies program (R74U0220)
  processing options 70
  report usage 70
  summary table 69
Rent Review Settled/Not Settled program (R74U0230)
  processing options 76
  summary table 70
  usage overview 76

S

Status Code table (F74U0209)
  default payment information setup 15
  summary of tables 68
suggestions, submitting xiv

T

tax information
  revising for buildings 20
  revising for units 20
Tenant EP Class Tag table (F74U012T)
  summary of tables 67
typographical conventions xii

U

unit accounting
  product features 2
Unit Master table (F1507)
  updating address book number 20
units
  VAT setup 19
unposted billing transactions
  deleting 63
user-defined bill patterns
  product features 1
user-defined codes
  overview 5
  Real Estate Management 5
  table 5

V

- VAT
  - property setup 19
  - property setup form 20
  - setting up
    - properties and units 19
  - units setup 19
  - units setup form 20
- VAT reporting
  - product features 2
- visual cues xiii

W

- warnings xiii
- Weekly Accounting Profile History form
  - reviewing Weekly Accounting Profile Status History table (F74U207C) 50
- Weekly Accounting Profile Information form
  - reviewing Accounting Billing Profile table (F74U0212) 50
- Weekly Accounting Profile Status Change program (R74U0223)
  - navigation 62
  - processing options 63
  - updating statuses globally 62
- Weekly Accounting Profile Status History table (F74U207C)
  - reviewing records 50
  - summary of tables 68
  - updating statuses globally 62
- Weekly Accounting Profile table (F740213)
  - records for recurring billing 30
- Work With Payment Profile form
  - viewing Payment Profile table (F74U0205) 48
- Work With Payment Profile Status History form
  - viewing Payment Profile Status History table (F74U207A) 48