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PeopleSoft Enterprise Real Estate Management 9.0 PeopleBook

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PeopleSoft Enterprise Real Estate Management 9.0 PeopleBook
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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- 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 elements, such as fields and check boxes, that require additional explanation. If an 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 Enterprise applications are defined in this preface.

PeopleSoft Enterprise 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 Enterprise applications.

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

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

Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft Enterprise applications.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most 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.

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The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft Enterprise applications. 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.
- Download and order printed documentation.

Obtaining Documentation Updates

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

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

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

- Download PDF files.
- Order printed, bound volumes.

Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021

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Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

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

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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 Enterprise 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.
“ ” (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 (|).

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Typographical Convention or Visual Cue	Description
[ ] (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 Enterprise 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.

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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 Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.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

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

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Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

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Oracle's PeopleSoft Enterprise Real Estate Management Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- Oracle's PeopleSoft Enterprise Asset Lifecycle Management
- Oracle's PeopleSoft Enterprise Billing
- Oracle's PeopleSoft Enterprise Contracts
- Oracle's PeopleSoft Enterprise General Ledger
- Oracle's PeopleSoft Enterprise Payables
- Oracle's PeopleSoft Enterprise Receivables

PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Real Estate Management PeopleBook* provides you with implementation and processing information for your PeopleSoft Real Estate Management system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks:

The following companion PeopleBooks apply specifically to PeopleSoft Real Estate Management .

- *PeopleSoft Enterprise Application Fundamentals PeopleBook*
- *PeopleSoft Enterprise Global Options and Reports PeopleBook*
- *PeopleSoft Enterprise Order to Cash Common Information PeopleBook*
- *Working With Third-Party Applications PeopleBook*
- *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals PeopleBook*

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Pages With Deferred Processing

Several pages in PeopleSoft Real Estate Management operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer, "Guidelines for Designing Pages"

Common Elements Used in This Book

Business Unit	Identification code that represents a high-level organization of business information. Use a business unit to define regional or departmental units within a larger organization.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row. See *PeopleSoft Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications,* "Working with Pages," Using Effective Dates
Effective Status	Indicates whether a row in a table is *Active* or *Inactive*. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
Fund	An accounting entity established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of PeopleSoft General Ledger.
Fund Affiliate	ChartField used to correlate transactions between funds when using a single intraunit account.
Landlord	An entity that owns and rents land, buildings, or dwelling units.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Lease	Legally binding agreement between a landlord and a tenant where the tenant rents all or part of a physical property from the landlord.

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Operating Unit	ChartField used to identify a location, such as a distribution warehouse or sales center.
Payee	The entity to whom a payment must be made.
Payor	The entity who is required to make a payment.
Process Frequency	Select the appropriate frequency from the drop-down box: *Process Once:* Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* *Don't Run:* Ignores the request when the batch process runs. *Always Process:* Executes the request every time the batch process runs.
Process Monitor	A link that accesses the Process List page, where you can view the status of submitted process requests. See *PeopleSoft Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler,* "Understanding PeopleSoft Process Scheduler."
Product	ChartField that captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
Program	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
Project	ChartField that captures information for project/grants accounting.
Report ID	Unique identification code for a report.
Report Manager	A link that accesses the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list). See *PeopleSoft Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler,* "Understanding PeopleSoft Process Scheduler."
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See *PeopleSoft Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler,* "Understanding PeopleSoft Process Scheduler."
Run Control ID	An identification code that identifies the run parameters for a report or process.
Select All	Click this button to select all options on the page.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Any text up to 15 characters.
Tenant	An entity that pays rent to use or occupy land, a building, or other property owned by another.

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User Defaults	User preferences and defaults used for PeopleSoft Real Estate Management.
User ID	The system identifier for the individual who generates a transaction.

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CHAPTER 1

Getting Started with PeopleSoft Enterprise Real Estate Management

This chapter discusses:

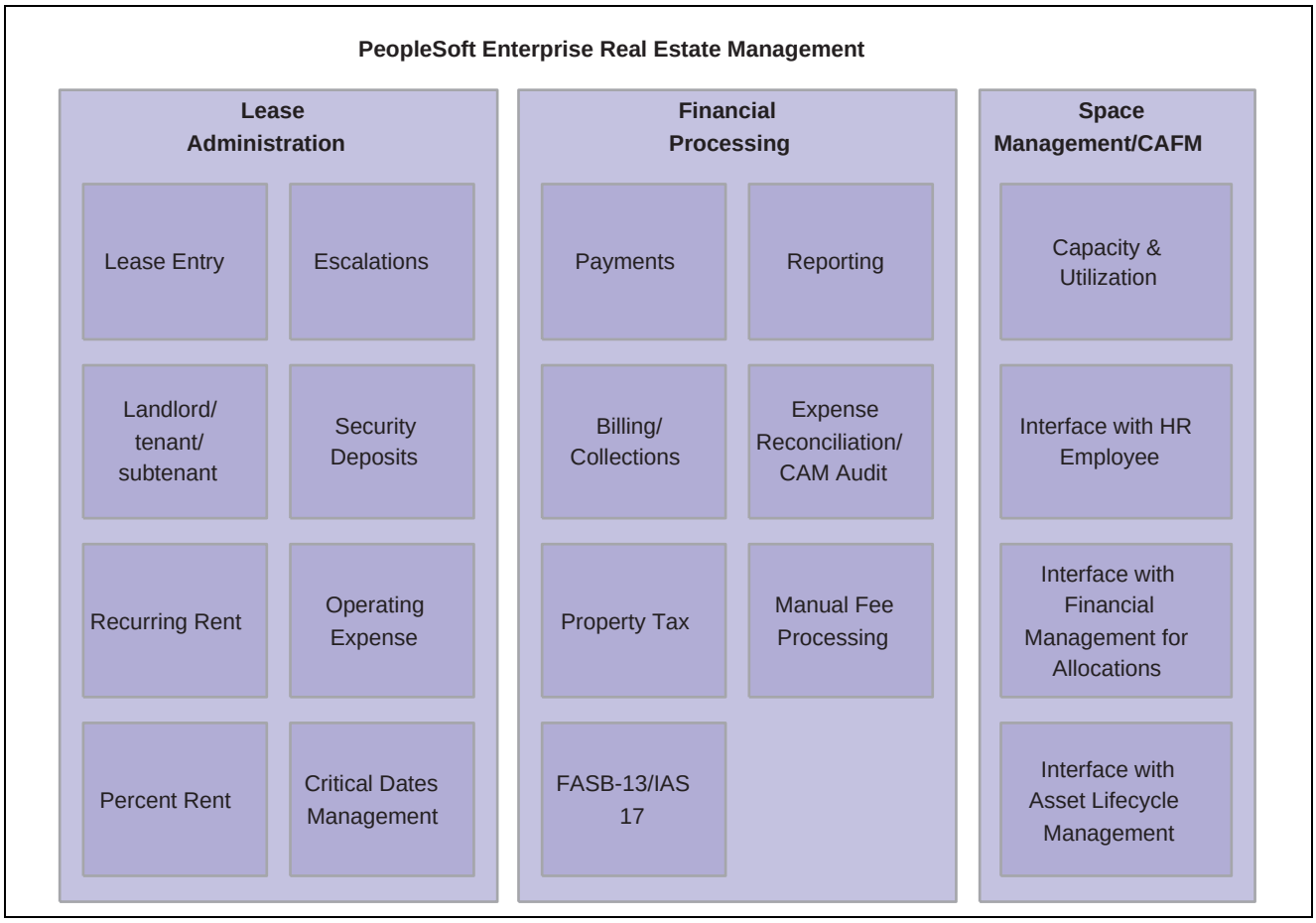
- PeopleSoft Real Estate Management business processes.
- PeopleSoft Real Estate Management integrations.
- PeopleSoft Real Estate Management implementation.

PeopleSoft Real Estate Management Business Process

The following lists the PeopleSoft Real Estate Management business processes:

We discuss these business processes in the business process chapters in this PeopleBook.

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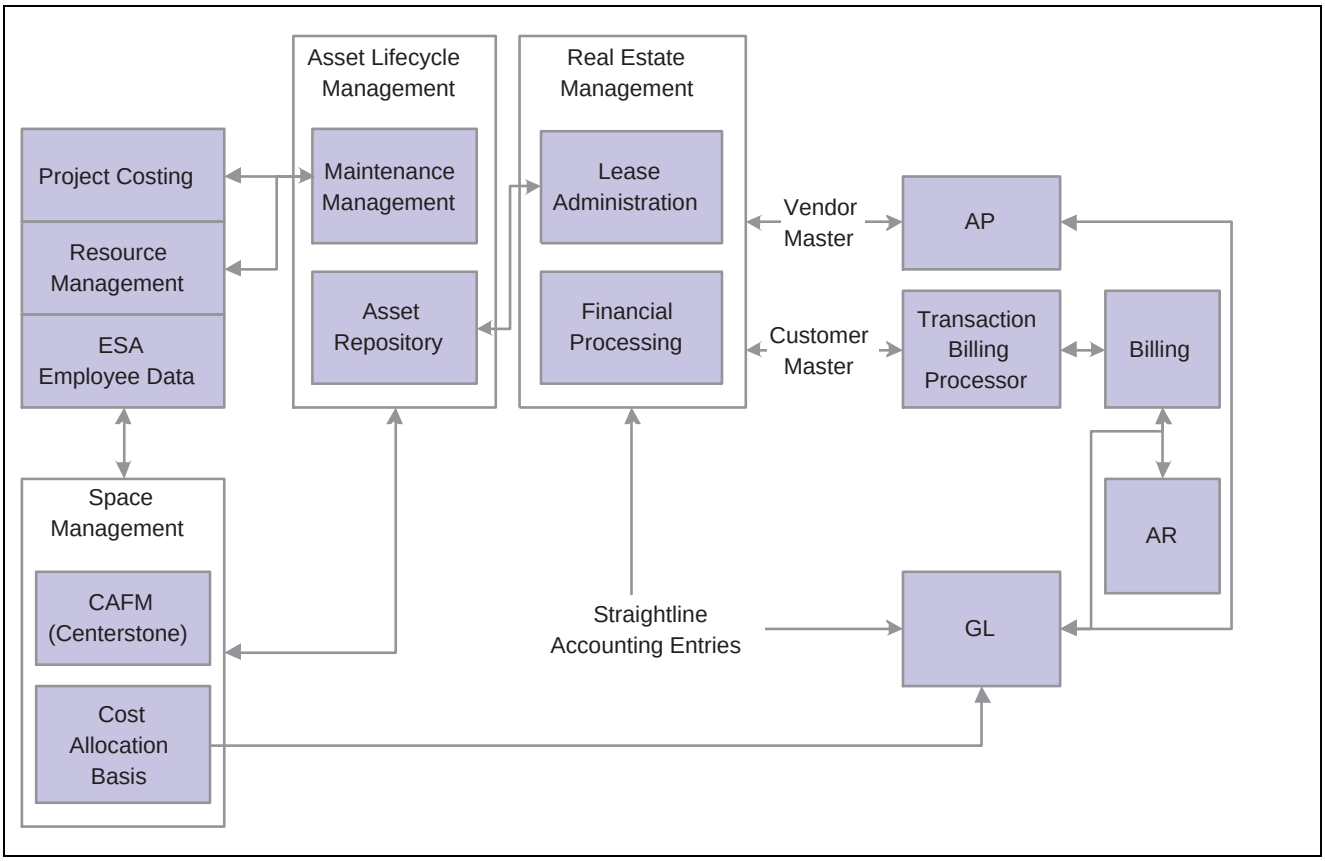


PeopleSoft Real Estate Management Business Process

PeopleSoft Real Estate Management Integrations

PeopleSoft Real Estate Management integrates with the following PeopleSoft applications:

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PeopleSoft Real Estate Management integration flow with other PeopleSoft applications

We discuss integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on Oracle's PeopleSoft Customer Connection website.

PeopleSoft Real Estate Management Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

PeopleSoft Real Estate Management also provides component interfaces to help you load data from your existing system into PeopleSoft Real Estate Management tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists the components that have component interfaces:

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Component	Component Interface	References
Region Code (REGION_CD)	REGION_CD_CI	See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Establishing Regions and Region Codes.
Establish Business Units AP (BUS_UNIT_TBL_AP)	EM_BUS_UNIT_AP	See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Setting Up PeopleSoft Payables Business Units," Understanding PeopleSoft Payables Business Units.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process setup maps. A complete list of these resources appears in the preface in the *PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management 9.0 PeopleBook,* with information about where to find the most current version of each.

See Also

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 8.9 PeopleBook

PeopleTools PeopleBook: PeopleSoft Component Interfaces

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CHAPTER 2

Navigating in PeopleSoft Real Estate Management

This chapter discusses how to navigate in PeopleSoft Real Estate Management.

Navigating in PeopleSoft Real Estate Management

PeopleSoft Real Estate Management provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

Note. In addition to the PeopleSoft Real Estate Management custom navigation pages, PeopleSoft provides menu navigation and standard navigation pages.

See *PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 9.0 PeopleBook*, "Using PeopleSoft Asset Lifecycle Management Portal Pack".

See Also

Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Real Estate Management

This table lists the custom navigation pages that are used to navigate in PeopleSoft Real Estate Management.

Lease Administration Center

The Lease Administration Center custom navigation pages provide access to real estate management setup as well as lease administration and reporting.

Page Name	Navigation	Usage
Lease Administration Center	Main Menu, Lease Administration	Access primary Lease Administration menu options as well as pages pertinent to administering leases from other PeopleSoft applications.
My Information	Click the My Information link on the Lease Administration Center page.	Access the My Lease Portfolio, My Critical Dates, and My Preferences pages.
Payables Leases	Click the Payables Leases on the Lease Administration Center page.	Access the Lease Inquiry, Create New Lease, Maintain Lease, Enter Sales Report, and Audit Operating Expenses pages.

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Page Name	Navigation	Usage
Receivables Leases	Click Receivables Leases on the Lease Administration Center page.	Access the Create New Lease, Maintain Lease, Enter Sales Report, Reconcile Operating Expense, and Refund Security Deposits pages.
Manage Payments	Click Manage Payments on the Lease Administration Center page.	Access the Process Payments, Manage Transaction Generator, Create Manual Payables, and Maintain Manual Payables pages as well as the interface to Payables.
Manage Billing/AR	Click Manage Billing/AR on the Lease Administration Center page.	Access Process Invoices, Manage Transaction Generator, Review Invoices, Create Manual Receivables, Maintain Manual Receivables, and Review Outstanding Receivables pages.
Manage Accounting	Click Manage Accounting on the Lease Administration Center page.	Access Allocation, Accounting Rules, and Straightline Accounting pages.
Reports	Click Reports on the Lease Administration Center page.	Access the Lease Abstract, Critical Dates, Property/Asset Inquiry, Pending Lease Payables, Pending Lease Receivable, Reported Sales, Minimum Lease Obligation, Lease Abstract Worksheet pages, Rent Variance and Leased Property Report.
Lease Administration Setup	Click Lease Administration Setup on the Lease Administration Center page.	Access all the setup pages necessary for PeopleSoft Real Estate Management across the applications: Transaction Routing Codes, Amendment Types, LA Business Unit Definition, Clause Types, Economic Index, Lease Options, Lease Abstract, Critical Dates Templates, Customer Setup, Lease Administration Roles, Lease Types, Vendor Setup, Manual Fee Types, Market Rate Index, Miscellaneous Rent Types, Region Codes, Role Types, Sales Categories, Security Deposit Types, Operating Expense Categories, and Schedule pages.
Asset Repository	Click Asset Repository on the Lease Administration Center page.	Access the Add/Maintain Property, Space Utilization, Property Tax, CAFM Property Integration, CAFM Department Integration and CAFM Employee Integration pages.

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CHAPTER 3

Understanding PeopleSoft Real Estate Management Implementation Issues

This chapter discusses:

- PeopleSoft Real Estate Management implementation.
- Enterprise data flow mapping.
- Recognize your business structure.
- Define a file transfer protocol (FTP) server for document attachments.
- Create and administer leases.

PeopleSoft Real Estate Management Implementation

To implement PeopleSoft Real Estate Management, you first need to design the business structure of the system and put that structure in place. You must determine the best way to map your new system to your organization's business structures, practices, and procedures.

Whether you are a retailer or corporate office professional, PeopleSoft Real Estate Management provides the functionality for management of the leasing life cycle.

Mapping Enterprise Data Flow

You need to determine the flow of data into and out of PeopleSoft Real Estate Management. Mapping which applications integrate with PeopleSoft Real Estate Management and how to carry out that integration helps you with setup decisions.

Here are some questions to help with this mapping:

- What applications which integrate with PeopleSoft Real Estate Management do you want to utilize?

  See Chapter 4, "Integrating with Other Applications," Understanding Product Integration, page 11.

- Are these applications currently implemented?

  If not, when are they scheduled for implementation?

  Both PeopleSoft General Ledger and PeopleSoft Asset Management need to be implemented prior to or at the same time as the implementation of PeopleSoft Real Estate Management. Additionally, PeopleSoft Payables must be used for processing of transactions to the landlords, and the Transaction Billing Processor and PeopleSoft Billing must be used for processing transactions to subtenants.

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- What do you want to track in your PeopleSoft Real Estate Management system?

Recognizing Your Business Structure

Implementing PeopleSoft Real Estate Management requires an iterative method of examining your business processes and investigating the software. When designing your system, take into account your policies, procedures, and existing structures. Assess how they can be incorporated into PeopleSoft Real Estate Management. Ask questions such as:

- How do you control lease management?

  How does this relate to your legal and financial organizational structure?

  Is it centralized or decentralized?
- To what extent do you want to take advantage of the hierarchical structure afforded by using a combination of leases and subleases?
- How do you want to control the security of your leases?

  Will you want the leases to be automatically approved or will someone in the management organization have to review and approve the leases?
- Who is involved in the leasing process at your company?

Defining an FTP Server for Document Attachments

PeopleSoft Real Estate Management uses an FTP server to store document attachments. You must establish an FTP server with adequate disk storage to store your documents. The RE_ATTACHMENTS URL and RE_ABSTRACT are delivered with PeopleSoft Real Estate Management, but you must update the data in the URL field so that the path to the appropriate FTP server is specified. To designate the path to the FTP server, use the URL Maintenance page.

The syntax for this URL is ftp://<username>:<password>@<machinename>.

<username>	Name of the user account under which you want all users to connect to the FTP server for adding, updating, viewing, and deleting documents.
<password>	Password associated with the user account under which you want all users to connect to the FTP server.
<machinename>	The name by which the FTP server is identified on your network. You may want to create a directory on the server where your documents are stored. If you create an optional directory, then include this directory name when citing your path. You can also store the attachments in the root directory of the FTP server.

Warning! The user name and password specified here are critical. The system uses these to connect all users to the FTP attachment server.

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See Also

PeopleSoft Enterprise PeopleTools PeopleBook: PeopleSoft Server Tools

Creating and Administering Leases

The following is a high-level overview of the steps involved in creating and administering a lease:

- (Optional) Create a lease abstract for a lease.

  Before you create a new lease, you must extract the terms and conditions of that lease to be captured and administered in the system. A lease abstract provides a work template and/or summarization of those terms and conditions, thus streamlining lease entry.

- Create a lease in PeopleSoft Real Estate Management.

  Each lease you add, whether it is a payables or receivables lease, enables you to define the timetable of the lease commencement and termination date along with the term of the lease. Each lease can include one or multiple properties. You also can designate the administrator, portfolio manager and other operational information such as region.

- Capture base rent, operating expenses and other financial terms for a lease.

  As a lease administrator, you define the base rent and operating expenses for a lease. Operating expenses can be defined for shared maintenance costs. These costs are for the common area maintenance of the property such as: landscaping, cleaning, lobby staff, and so on, and these operating expense categories can be predefined in setup.

  Once you have defined theses terms, PeopleSoft Billing can generate an invoice or a payment can be made through PeopleSoft Payables, depending on the lease type.

- Define rent escalations for a lease.

  You can associate a financial index or assign a periodic stepped increase for escalation of rents in a lease.

- Setup periodic billing and payments according to lease terms.

  Recurring monthly rent can be setup for periodic billing according to lease terms. The information is sent to PeopleSoft Billing or PeopleSoft Payables on a periodic basis, simplifying the administration of that lease.

- Define percent rent terms.

  You can establish leases with variable rent payments based on reported periodic sales. Lower rent payments can be negotiated in exchange for a portion of sales. As sales reach specified thresholds (breakpoints) the percentages change, thus altering the final rent amount. You can predefine these sales categories in setup.

- Select clause types and clause subtypes to be associated to the lease.

  You can predefine clause types and clause subtypes to associate to a lease. Leases can have multiple clauses defining the terms of conditions of that lease.

- Define options and critical dates in a lease.

  Leases can have many events, options and key milestones dates that may be of significant importance and might require reminders of actions that need to be taken. The options and critical dates feature acts as a early warning of when these dates become due so you can take the appropriate action. Additionally, templates can be setup to expedite entry and enforce consistency in notification rules.

- Manage notes and contacts.

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Enter notes to serve as a contact history of the lease, with optional attachments, if desired. From the defined Landlord or Tenant in the general information, customer or vendor contact information can be accessed from the customer or vendor master and referenced on the lease. You can also set up either internal or external real estate management contacts specific to that lease.

- Manage lease changes through amendment processing.

  Amendment processing enables you to make changes to an active lease while keeping a historical record of the original lease and any prior amendments to that lease.

See Chapter 9, "Creating and Maintaining Leases," Understanding Leases, page 75.

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CHAPTER 4

Integrating with Other Applications

This chapter provides an overview of product integration and discusses how to integrate with:

- PeopleSoft General Ledger.
- PeopleSoft Asset Management.
- PeopleSoft Contracts.
- PeopleSoft Payables.
- PeopleSoft Billing.
- PeopleSoft Asset Lifecycle Management (ALM) portal pack.

Understanding Product Integration

To fully take advantage PeopleSoft Real Estate Management, you should understand the points of integration between PeopleSoft Real Estate Management and the other PeopleSoft applications that you have purchased. Because applications share information, you must plan to work closely with the implementation teams that install other PeopleSoft applications to ensure that the PeopleSoft applications provide the full functionality and efficiency that your company requires.

PeopleSoft Real Estate Management is designed to fully integrate with PeopleSoft Asset Management (through the Asset Repository Manager), Payables, Billing (through the Transaction Billing Processor), and General Ledger. PeopleSoft Real Estate Management does not require the installation of some of these products; however, you cannot take advantage of asset management, real estate management, and financial processing functionality unless you have installed the corresponding PeopleSoft applications.

PeopleSoft Real Estate Management also integrates with third-party Computer Aided Facilities Management (CAFM) applications through the centralized asset repository in PeopleSoft Asset Management and enables you to manage the facilities maintenance and moves using PeopleSoft Maintenance Management also through the centralized asset repository in PeopleSoft Asset Management.

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, "Integrating PeopleSoft Asset Management with Other Products," Understanding How to Integrate With Real Estate Management.

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Integrating with PeopleSoft General Ledger

As with all financial applications, PeopleSoft General Ledger provides the foundation for how information is processed financially. As a result, you must define the general ledger ChartFields and other standard PeopleSoft General Ledger setup, such as general ledger business units, for reference in PeopleSoft Real Estate Management. Additionally, because organizations are required to account for lease obligations based on compliance standards, PeopleSoft Real Estate Management provides straightline accounting that integrates directly with PeopleSoft General Ledger to facilitate entries for compliance. You can set up straightline accounting defaults when you create your real estate business units or it can be performed manually when you create a lease. After the straightline amounts are calculated and staged, the system assigns predefined general ledger ChartFields, such as account and department, to the accrual, deferral, and adjustment amounts. After the adjustments are complete, you can apply the accrual or deferral into the general ledger.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Journal Generator," Understanding Journal Generator.

See Also

Chapter 10, "Managing Straightline Accounting," Understanding Straightline Accounting, page 107

Integrating with PeopleSoft Asset Management

The integration between PeopleSoft Asset Management and PeopleSoft Real Estate Management is through the centralized asset repository in PeopleSoft Asset Management. The asset repository enables you to set up properties manually or through the CAFM integration. These properties are generated into the repository in a controlled manner: through the capitalization processes between PeopleSoft Project Costing and PeopleSoft Asset Management, through the asset manager's entry as a new acquisition, or through the third-party CAFM integration.

The property data in the asset repository enables PeopleSoft Real Estate Management to create and manage a lease between a landlord and a tenant by pulling the property asset data within the centralized asset repository. The asset repository store property data in this hierarchical order: site, building, floor, area, and space. For example, when you create a lease is for a building, the floor, area, and space are unavailable for another lease after that lease is activated. The same is true when a floor of the building is leased, the areas and spaces in that floor are unavailable. The only exception to this is when a sublease to the parent lease is created. Additionally, you cannot select properties that are designated as owned in the repository on payables leases. This minimizes chances of error as well as simplifies lists of properties for selection. However, you can select owned properties and subleases on receivables leases.

Other data stored in the asset repository includes: location of the property assets, measurement of site, building, floor, area or space, location of assets, and the department or employee assignments as well as property tax information on sites. This data is used for tracking and statistical reporting.

See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Maintaining Standard Budgets in General Ledger," Understanding General Ledger Standard Budgets and *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, "Integrating PeopleSoft Asset Management with Other Products," Understanding How PeopleSoft Asset Management Integrates with Other Applications.

See Also

PeopleSoft Enterprise Asset Management 9.0 PeopleBook, "Adding and Maintaining Assets," Adding and Maintaining Asset Information

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Integrating with PeopleSoft Contracts

PeopleSoft Real Estate Management uses the Transaction Billing Processor to integrate with PeopleSoft Contracts to automatically generate invoices in PeopleSoft Billing for rents, operating expenses and specific maintenance fees on a predefined lead-time. The Transaction Billing Processor interface sends invoice requests from PeopleSoft Real Estate Management to PeopleSoft Billing with the appropriate customer, tax, and accounting information in the right structure to display in the right grouping and format on the invoice.

See *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "Working with PeopleSoft Transaction Billing Processor," Understanding Integration Messages for Transaction Billing.

Integrating with PeopleSoft Payables

Recurring rent, security deposits, operating expense reconciliations, percent rent sales reports, and manual fees are sent from PeopleSoft Real Estate Management to PeopleSoft Payables for payment. PeopleSoft Payables then generates vouchers for the payments and sends information regarding the payments back to PeopleSoft Real Estate Management. To make this integration seamless, you must establish PeopleSoft Payables setup information such as payables business units, withholding tax codes, and vendors in the Vendor Information component (VNDR_ID) for use in PeopleSoft Real Estate Management setup and lease creation.

See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Configuring the PeopleSoft Payables Payment Interface".

Integrating with PeopleSoft Billing

In PeopleSoft Real Estate Management, a tenant is also known as a customer. You must set up customers in the Customer Information component (CUSTOMER_GENERAL) before they can be attached to a lease and billed for their leases.

Recurring rent, security deposits, operating expense audits, percent rent sales reports, and manual fees are sent from PeopleSoft Real Estate Management to PeopleSoft Billing through the Transaction Billing Processor. PeopleSoft Billing then generates invoices for these payments and provides information regarding the invoices to PeopleSoft Real Estate Management. Similar to the PeopleSoft Payables integration, PeopleSoft Billing setup information such as billing business units, bill type, bill by, and tax codes must be established for use in PeopleSoft Real Estate Management setup.

See *PeopleSoft Enterprise Billing 9.0 PeopleBook*, "Understanding the Billing Interface Structure," Understanding the Billing Interface Data Structure.

See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining General Customer Information".

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Integrating with PeopleSoft Asset Lifecycle Management Portal Pack

The PeopleSoft ALM portal pack provides a series of pagelets that reside on the portal and reference summarized data from PeopleSoft Real Estate Management, the asset repository, and other financial applications for visibility to pertinent property and lease information.

See *PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 9.0 PeopleBook*, "Using Pagelets Enabled by PeopleSoft Real Estate Management".

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CHAPTER 5

Establishing Real Estate Management Business Units and Accounting Rules

This chapter provides overviews of real estate management business units and accounting rules and discusses how to:

- Create real estate management business units.
- Establish real estate management accounting rules for lease administration.

Understanding PeopleSoft Real Estate Management Business Units

To define PeopleSoft Real Estate Management business units, use the LA Business Unit Definition component (RE_BUS_UNIT).

PeopleSoft Real Estate Management defines a business unit as an operational subset of your organization that enables you to plan your operations around the way that you work. You can use a business unit to define regional or departmental units in an organization.

Before you begin the day-to-day operation of your PeopleSoft Real Estate Management system, you must create a real estate management business unit which is the backbone of your PeopleSoft Real Estate Management system. You associate each lease to a real estate management business unit, and the system populates many lease attributes by default from the values that you define for that business unit.

As you plan the optimal structure for your PeopleSoft Real Estate Management system, keep in mind its position in Oracle's PeopleSoft Enterprise suite of applications. A real estate management business unit reads property data from the asset repository based on the asset management business unit and supplies payment data to PeopleSoft Payables based on the payables business unit, invoice data through the Transaction Billing Processor to PeopleSoft Billing based on the contracts business unit, and accounting information to the general ledger based on the general ledger business unit. Therefore, you must establish business units for PeopleSoft Asset Management, Payables, Contracts, and General Ledger before you establish real estate management business units.

After you establish business units for the other PeopleSoft applications, PeopleSoft Real Estate Management can map to the applications. Be careful when selecting the appropriate business units. Make sure that all of the mappings make sense within the suite and that the other products map to the same business units in their respective setup components. For example, assume that you establish a real estate management business unit of US001 and map it to a general ledger business unit of US001 for straightline accounting entries. Most likely the payables business unit and billing business unit match the same general ledger business unit of US001 because PeopleSoft Payables and PeopleSoft Billing also post accounting entries to PeopleSoft General Ledger for lease commitments in the Lease Administration feature.

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See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, "Establishing PeopleSoft Asset Management Business Units," Understanding Asset Management Business and Cash Generating Units.

See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Defining Your Operational Structure," Defining General Ledger Business Units.

See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Setting Up PeopleSoft Payables Business Units," Understanding PeopleSoft Payables Business Units.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Application Designer, "Planning Records, Control Tables, and TableSets"

Understanding PeopleSoft Real Estate Management Accounting Rules

To define PeopleSoft Real Estate Management accounting rules, use the LA Accounting Rules Definition component (CA_ACCT_RULES).

Accounting rules for PeopleSoft Real Estate Management are essential for providing lease transactions with appropriate accounting entries sent to PeopleSoft Payables, Billing, and General Ledger. PeopleSoft Payables and Billing provide the offsetting entries to the expense or revenue accounting passed over. You must specify default accounting rules for each transaction destination with an option of providing defaults for each transaction group. You can further define accounting for specific transaction codes within a transaction group that requires its own set of accounting rules. For example, you can set up a standard accounting rule for the transaction group of operating expenses with a transaction destination of PeopleSoft Payables.

When operating expense transactions are generated and are sent to PeopleSoft Payables the defined standard accounting rule for those transactions are applied and sent as well. If a specific operating expense such as janitorial services has a unique account requirement, you can set up an accounting rule for the transaction destination of PeopleSoft Payables, transaction group of operating expenses, and a transaction routing code for janitorial services with the accounting specific to janitorial services.

Three sets of debit/credit pairs are defined in the lease administration accounting rules for PeopleSoft Real Estate Management:

- Transactions sent to the PeopleSoft Billing (BI) destination contain accounting rules that credit the revenue.

  The offset of Accounts Receivable is determined in PeopleSoft Billing setup.

- Transactions sent to the PeopleSoft Payables (AP) destination contain the debit to expenses.

  The offset of Payable is determined in PeopleSoft Payables setup.

- Transactions sent to the PeopleSoft General Ledger (GL) destination contain both the debit and credit accounts as these are the straightline accounting entries generated from PeopleSoft Real Estate Management.

The following table shows the valid and invalid combinations that can exist in the accounting rules for PeopleSoft Real Estate Management. Edit checking is added to the Accounting Rules for Lease Administration page to ensure that only valid combinations are saved:

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Transaction Destination	Transaction Group	Valid Combination?
AP	Base Rent	Yes
BI	Base Rent	Yes
GL	Base Rent	No
AP	Security Deposit	Yes
BI	Security Deposit	Yes
GL	Security Deposit	No
AP	Straightline Accounting	No
BI	Straightline Accounting	No
GL	Straightline Accounting	Yes
AP	Operating Expense	Yes
BI	Operating Expense	Yes
GL	Operating Expense	No
AP	Percent Rent	Yes
BI	Percent Rent	Yes
GL	Percent Rent	No
AP	Miscellaneous Rent	Yes
BI	Miscellaneous Rent	Yes
GL	Miscellaneous Rent	No
AP	Manual Fee	Yes
BI	Manual Fee	Yes
GL	Manual Fee	No

Creating Real Estate Management Business Units

After you determine how many business units that you use and how to organize them, you must define PeopleSoft Real Estate Management-specific business unit definitions. A business unit definition specifies the transaction processing defaults and configuration options associated with the business unit. Two pages are used to define real estate management business units:

- The Business Unit Definition General page.

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- The Business Unit Definition Transaction Settings page.

This section lists prerequisites and discusses how to:

- Define real estate management business units.
- Define real estate management business unit transaction settings.

Prerequisites

You must establish at least one assets, billing, contract, payables, and general ledger business unit in each of those respective applications to map to the Real Estate Management business unit when it is created. You must also set up a PeopleSoft calendar to define the term calendar ID and percent rent calendar ID to define the proration method.

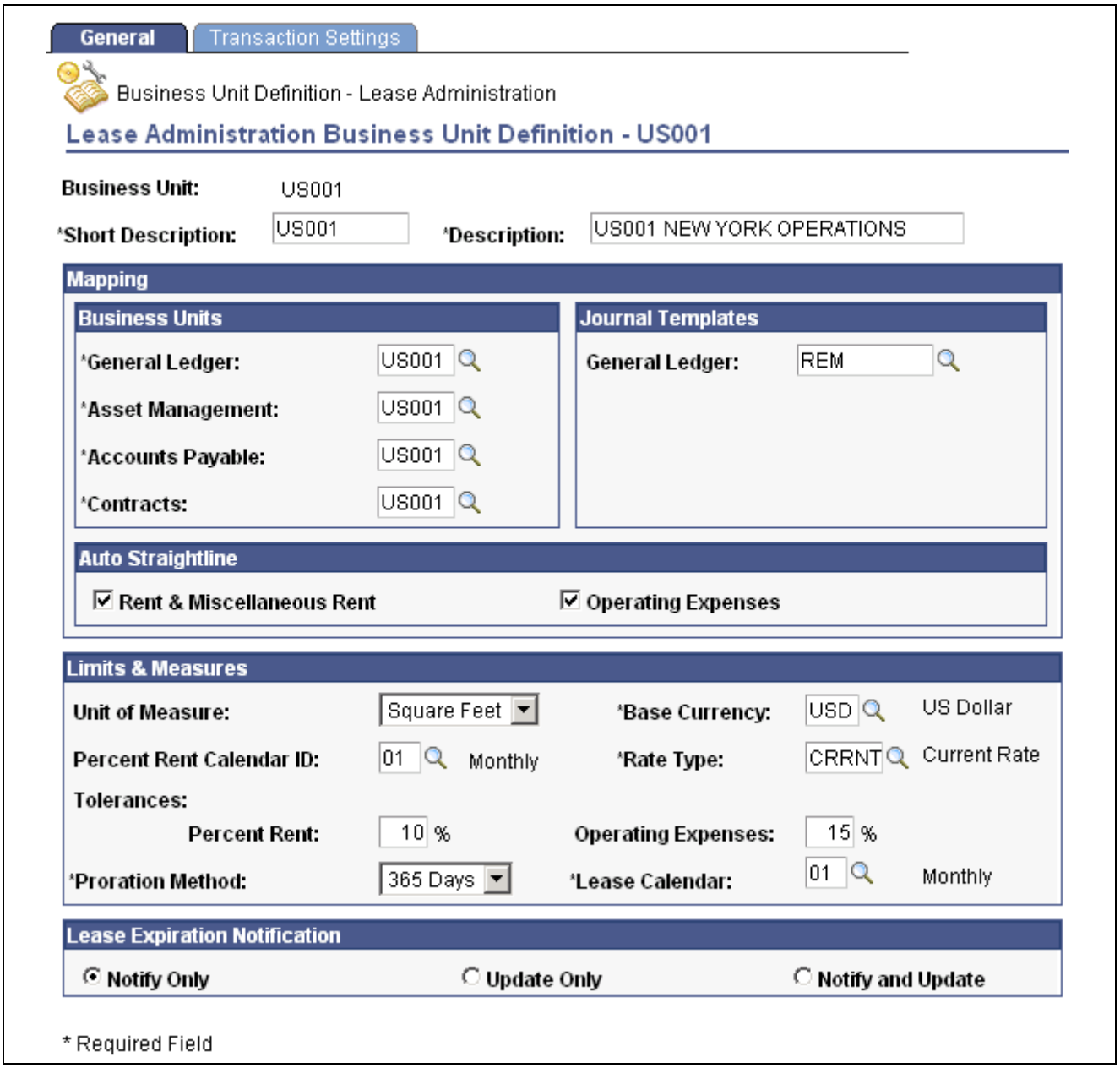
Pages Used to Establish Real Estate Management Business Units

Page Name	Object Name	Navigation	Usage
Lease Administration Business Unit Definition - General	RE_BU_CFG1	Set Up Financials/Supply Chain, Business Unit Related, Lease Administration, LA Business Unit Definition, General	Create or update a Lease Administration business unit definition. This page enables you to set various configuration options, such as the mappings to other business units, the auto-straightline option, the general limits and measures, and lease expiration notifications.
Lease Administration Business Unit Definition - Transaction Settings	RE_BU_CFG2	Set Up Financials/Supply Chain, Business Unit Related, Lease Administration, LA Business Unit Definition, Transaction Settings	Define transaction processing options, such as processing lead time and default transaction routing codes. **Note.** If settings are updated after the business unit is referenced on an active lease, those previously activated leases may not be affected by changes made to the business unit setup.

Defining Real Estate Management Business Units

Access the Lease Administration Business Unit Definition - General page.

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Lease Administration Business Unit Definition - General page

Business Unit When you add a business unit, you must provide a description and specify a value in the Default SetID field.

Business Units

General Ledger Select a general ledger business unit. This general ledger business unit defines the accounting processing for the associated real estate management business unit for straightline accounting entries. All leases with straightline accounting entries created for this real estate management business unit post to the general ledger business unit specified here.

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Note. Transactions generated through the PeopleSoft Payables and PeopleSoft Billing interfaces are posted through those respective applications.

Asset Management Select an asset management business unit. Properties are considered assets and are contained within the master asset repository. The asset management business unit (AMBU) defines the property asset information associated with this real estate management business unit.

All leases created use the PeopleSoft Asset Management property information to manage the life cycle of the lease for the property specified on the lease from the AMBU. Because PeopleSoft Asset Management might post accounting entries to the general ledger for its own purposes (such as capitalization), properties selected on leases under this real estate management business unit are restricted to only the property assets under the business unit mapped here.

Accounts Payable Select a payables business unit. All payments made for leases under a real estate management business unit are sent to Payables for processing using this business unit.

Contracts Select a contracts business unit. When creating a lease in the real estate management business unit, a contract header and line is also created in the contracts business unit. This initiates the transaction billing processor within the contracts business unit to determine the routing of the rent to be billed.

Journal Template

General Ledger Select the general ledger template to be associated with the real estate management business unit. Accounting entries created for this real estate management business unit use this general ledger accounting template to generate the journal in PeopleSoft General Ledger.

Auto Straightline

PeopleSoft Real Estate Management provides the ability to support the accounting and reporting for operating leases by allowing you to enable or disable the straightline processing at the business unit level. For example, let's say that a tenant agrees to rent a space from the landlord. Under FASB-13 Operating Lease provisions, if the rent amount or recurring expense amount for the rented space is not evenly termed across periods, or free rent (zero rent) is applicable for certain periods, those amounts must be reported in the PeopleSoft General Ledger on a *straightline* basis (an even distribution).

See Chapter 10, "Managing Straightline Accounting," Understanding Straightline Accounting, page 107.

Rent & Miscellaneous Rent Select to enable base rent and miscellaneous rent transactions to use the straightline accounting process by default for this real estate management business unit. This mechanism assists with lease entry. When a new lease or recurring rent term is added, the straightline check box is automatically selected or cleared based on the setting defined here. You can clear the check box on the lease from the default value defined on the business unit to enable or disable straightline processing on specific financial terms on a specific lease.

Operating Expenses Select to enable operating expense transactions to automatically perform straightline accounting processing for this real estate management business unit. When a new lease or an operating expense is added, the straightline check box is selected or cleared by default based on the setting defined here.

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You can clear the check box on the lease from the default value defined on the business unit to enable or disable straightline processing on specific financial terms on a specific lease.

Limits and Measures

Unit of Measure Select the default unit of measure for referencing the space measurement of a property in a lease for this real estate management business unit. Values are: *Square Feet* and *Square Meters* .

Base Currency Select the default base currency for this real estate management business unit. Lease transactions created in this real estate management business unit automatically inherit this base currency, although you can override the base currency on the lease.

The currency specified on the lease is the currency used for invoicing or payment by PeopleSoft Billing and PeopleSoft Payables, respectively.

Percent Rent Calendar ID Select the detail calendar ID. Percent rent sales reporting uses a specific calendar with distinct periods and start and end dates. The detail calendar that you select provides the system with the appropriate information to understand the frequency with which you report or receive sales reports. In addition, this calendar structure enables the system to search for and determine when sales reports are missing, as well as to prevent duplicate sales reports for the same period.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Accounting Calendars," Defining Detail Calendars.

Rate Type Select the currency exchange rate type to be used when the system must perform currency translations for this business unit.

Note. The most commonly used rate type is *CRRNT* (current).

Percent Rent Define the percentage tolerances for a sales category amount for this real estate management business unit. This value is used for visual purposes on the sales report only. If a sales report category amount has changed significantly over the previous month, the system displays a warning message on the sales reporting entry worksheet to indicate that it has exceeded the tolerance.

Operating Expenses Define the percentage tolerance for operating expense amounts for this real estate management business unit. This value is used for visual purposes on the operating expense audit page only. If an operating expense category amount has changed significantly over the previous year, the system displays an icon on the operating expense audit/reconciliation worksheet to indicate that it has exceeded the tolerance.

Proration Method Defines the rule that the system uses to determine how much to apportion to the recurring rent based on the term calendar and the proration method that you define on the lease. The term calendar determines the start and end date of the billing period. If the term start date does not correspond with the calendar period start date, the payment for the first period will be for the prorated period. For example, if you use the normal monthly calendar, January to December, and base rent starts on 01/12/2005, then the first payment must be for the prorated amount for the time frame 01/12/2005 to 01/31/2005. The

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system also performs proration when the term end date does not correspond to the calendar period end date.

The selection drives the default while setting up the recurring terms on the lease. You can override the default. Available methods for proration are:

360 Days: Select to prorate on monthly frequencies, where each month has only 30 days.

365 Days: Select to prorate according to a standard 365 day Gregorian calendar using each of the 12 months as the start and end dates (31 days in January, 28 or 29 days in February, 31 days in March, and so on). This method supports weekly, monthly, quarterly, and annual frequencies.

No Proration: Select if you do not want the proration method for the rent provided by default. You can define the proration method at the lease level.

Lease Calendar Define the lease calendar, which the system populates on all financial terms of the lease by default for this business unit. The lease calendar determines the start and end date of billing periods for recurring financial terms. You must select a calendar with a 12 period monthly allocation type.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Accounting Calendars," Setting Up Calendar Builder.

Lease Expiration Notification

The Transaction Generator Application Engine (RE_GENTRANS) includes a process that automates lease expiration. The automated lease expiry process sets the status of any active lease to expired when the lease end date precedes the execution date of the transaction generator. The Lease Expiration Notification option determines how the automated lease expiry process treats leases attached to the current business unit.

Notify Only Select to have the lease expiry process send an email notification when a lease is due to expire. The status of the lease is not changed. The notification email is sent to the Lease Administrator and Portfolio Manager named on the lease.

Update Only Select to automatically set the status of a lease to *Expired* when the lease end date has passed. No notifications are issued, however, a system generated note is added to the lease to record the expiration.

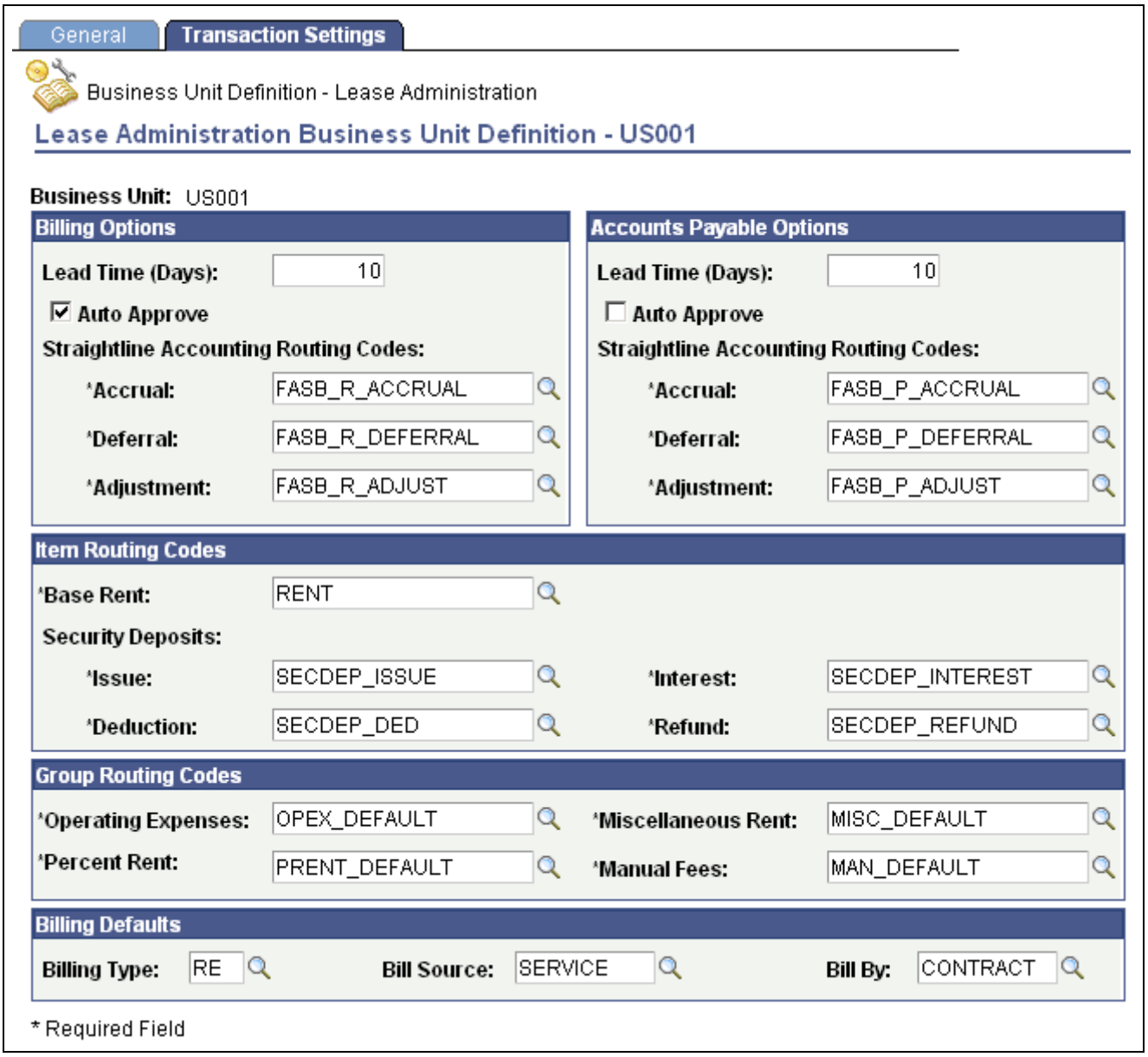
Notify and Update Select this option to automatically set the status of a lease to *Expired* when the lease end date has passed. A notification email is sent to the Lease Administrator and Portfolio Manager named on the lease. In addition, a system-generated note is added to the lease to record the expiration.

See Chapter 7, "Structuring Leases," Defining Option Notifications, page 53.

Defining Real Estate Management Business Unit Transaction Settings

Access the Lease Administration Business Unit - Transaction Settings page.

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Lease Administration Business Unit Definition - Transaction Settings page

Billing Options

Lead Time (Days) Specify the billing default transaction lead time for automatically generated transactions for this real estate management business unit. The date specified determines the number of days before the billing date that you want the automatically generate process to occur. If the invoice due date is the end of the month and it takes your organization approximately 10 days to process the invoice, then set the lead time to *10*. This setting is used to compensate for processing times needed for invoices to reach the tenant before the due date. Then, on each lease, the Transaction Generator picks up any recurring transactions based on the lease due date, less the lead time established here. Each recurring rent page includes an Anticipated Process Date field, which takes this setting into account.

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Auto Approve Select to automatically approve transactions in the transaction queue. The system sets the transactions to *Pending* status if nothing is selected. You need to approve each transaction before the transactions can be processed.

Billing Options - Straightline Accounting Routing Codes

Accrual Enter the transaction routing code for the system to use as a default for straightline accruals in this real estate management business unit. The routing code for accruals determines the processing for receivables lease transactions in the general ledger.

Deferral Enter the transaction routing code for the system to use as a default for straightline deferrals in this real estate management business unit. The routing code for deferrals determines the processing of receivables lease transactions in the general ledger.

Adjustment Enter the transaction routing code for the system to use as a default for straightline adjustments in this real estate management business unit. The routing code for adjustments determines the processing of receivables lease transactions in the general ledger.

Accounts Payable Options

Lead Time (Days) Specify the payables default transaction lead time for auto-generated transactions for this real estate management business unit. The date specified determines the number of days prior to the due date that you want the auto-generate process to occur. If the due date is the end of the month and it takes your organization approximately 10 days to process (from vouchering to mailing), then set the lead time to *10*. This setting is used to compensate for processing times needed to ensure that a payment reaches the landlord by the due date. Then, on each lease, the Transaction Generator picks up any recurring transactions based on the lease due date, less the lead time established here. Each recurring rent page includes an Anticipated Process Datefield, which takes this setting into account.

Auto Approve Select to automatically approve transactions in the transaction queue. The system sets the transactions to *Pending* status if nothing is selected. You need to approve each transaction before the transactions can be processed.

Accounts Payable Options - Straightline Accounting Routing Codes

Accrual Enter the transaction routing code for the system to use as a default for straightline accruals in this real estate management business unit. The routing code for accruals determines the processing for payables lease transactions in the general ledger.

Deferral Enter the transaction routing code for the system to use as a default for straightline deferrals in this real estate management business unit. The routing code for deferrals determines the processing of payables lease transactions in the general ledger.

Adjustment Enter the transaction routing code for the system to use as a default for straightline adjustments in this real estate management business unit. The routing code for adjustments determines the processing of payables lease transactions in the general ledger.

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Item Routing Codes

Base Rent Select the routing code for base rent transactions for this real estate management business unit. All rent transactions generated for this real estate management business unit use this routing code to generate entries that are interfaced into the general ledger.

See Chapter 7, "Structuring Leases," Understanding Transaction Routing Codes, page 40.

Security Deposit

Issue Enter the routing code to be used for standard security deposit transactions.

Deduction Select the routing code for security deposit deductions. Security deposit deduction transactions that you create use this default to generate entries that are interfaced into the general ledger. Deductions are used only in the security deposit refund process. Any deductions for damages also use this code.

Interest Select the routing code for security deposit interest. Security deposit transactions that you create use this routing code to generate entries that are interfaced into the general ledger. Interest is used only in the security deposit refund process. Any interest earned on security deposits held use this code.

Refund Select the routing code for security deposit refunds. Security deposit refund transactions that you create use this default to determine processing in the general ledger. Refund is used only in the security deposit refund process to reverse the initial issue amount.

Group Routing Codes

The Real Estate Management application uses transaction groups to link certain classes of transaction. The transaction groups—Operating Expense, Percentage Rent, Manual Fees and Miscellaneous Rent are collections of transaction categories. The Group Routing Codes field enables you to define the default routing code for each transaction group if you elect not to specify a routing code at the transaction category level. For example, let's say that you have defined an Operating Expense category called Garbage Removal and you choose not to provide a specific routing code for Garbage Removal. When an Operating Expense transaction is generated for Garbage Removal, the transaction generator attempts to locate the category's routing code. Since the routing code is not specified at the category level, the transaction generator looks for a routing code specified at the transaction group level, and the system picks up the default routing code for Operating Expenses.

Note. Transaction Group default routing codes are all required fields. A transaction cannot be processed unless a routing code exists and the transaction group is the top level of the defaulting chain.

Operating Expense Select the default routing code for all operating expenses. The system provides this routing code by default when a specific routing code is not defined for an operating expense.

Percent Rent Select the default routing code for all percent rent transactions. The system provides this routing code by default when a specific percent rent routing code is not defined for percent rent transactions.

Miscellaneous Rent Select the default routing code for all miscellaneous rent. The system provides this routing code by default when a specific routing code is not defined for miscellaneous rent transactions.

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Manual Fees Select the default routing code for all manual fees. The system provides this routing code by default when a specific routing code is not defined for manual fee transactions.

Billing Defaults

Bill Type Select a default bill type for leases created under this real estate management business unit. The bill type represents a category of activity being billed.

Bill Source Select the default billing source. The billing source is used to identify where the billing activity came from and to then associate default billing information with that billing activity.

Bill By Select a default bill by for leases created under this real estate management business unit. The Bill By field enables you to group bill lines on invoices.

Establishing Real Estate Management Accounting Rules for Lease Administration

This section discusses how to define real estate management accounting rules for lease administration.

Page Used to Establish Accounting Rules

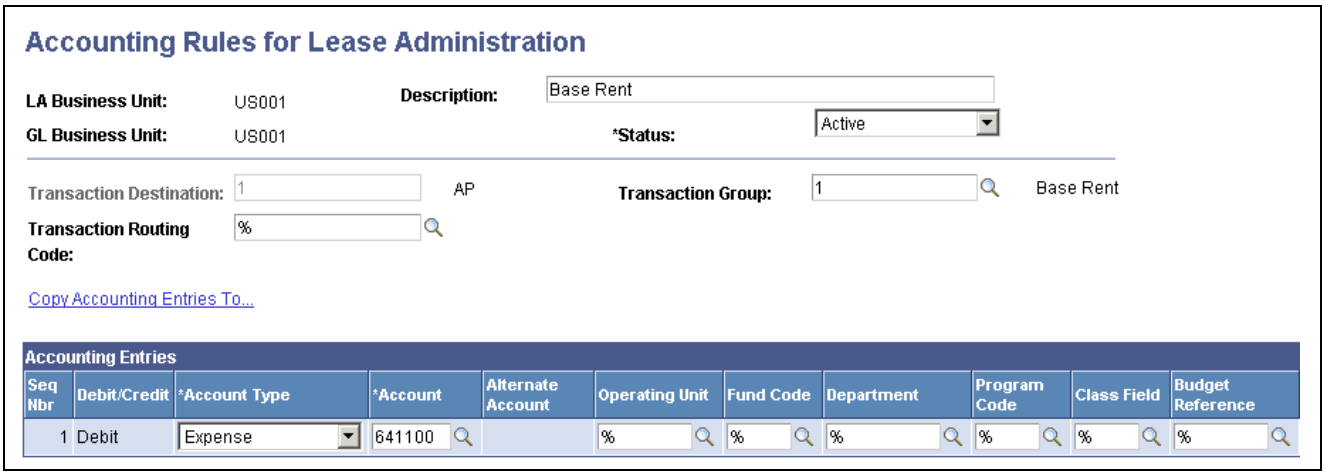
Page Name	Object Name	Navigation	Usage
Accounting Rules for Lease Administration	CA_ACCT_RULES	Set Up Financials/Supply Chain, Business Unit Related, Lease Administration, LA Accounting Rules	Define accounting rules for transaction destinations and transaction groups for lease transactions.

Defining Real Estate Management Accounting Rules for Lease Administration

Access the Accounting Rules for Lease Administration page.

Note. When you add a new accounting rule for a lease administration business unit, you should use the same general ledger business unit that you selected on the Lease Administration Business Unit Definition - General page in the General Ledger field for that lease administration business unit.

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Accounting Rules for Lease Administration page (partial)

When you define the real estate management accounting rules, you must keep in mind that the real estate business unit can only be mapped to a single general ledger business unit. PeopleSoft Real Estate Management does not support interunit accounting, therefore, only the accounting rules defined for the real estate business unit and general ledger business unit combination can be used to generate accounting entries. For example, the real estate business unit of *US001* mapped to general ledger business unit *US001* uses only those accounting rules that are defined by this business unit combination. Accounting rules defined for any other business unit combination cannot be used for processing.

Transaction Destination Enter the destination where the transaction is sent. The value that you enter determines the accounting rules for an expense or revenue transaction. Values are:

AP (PeopleSoft Payables): If the transaction destination is *AP,* then PeopleSoft Payables uses the accounting rule that you define. When the transaction goes to PeopleSoft Payables, the accounting rule specifies the expense debit side of the accounting entry.

BI (PeopleSoft Billing): If the transaction destination is *BI,* then PeopleSoft Billing uses the accounting rule that you define. When the transaction goes to PeopleSoft Billing, the accounting rule specifies the revenue credit side of the accounting entry that the transaction needs to offset the PeopleSoft Receivables side of the entry that they create.

GL (PeopleSoft General Ledger): If the transaction destination is *GL,* then PeopleSoft General Ledger uses the accounting rule that you define. When the transaction goes to PeopleSoft General Ledger, the accounting rule specifies the expense debit side of the accounting entry.

Transaction Group Select the transaction group to define the type of transactions being sent to create the proper journal entries. Possible values for this field are *Base Rent, Security Deposit, Straightline Accounting, Operating Expense, Miscellaneous Expense, Manual Fee* and *Percent Rent.*

Transaction Routing Code Select the transaction routing code. You can define unique accounting rules by specifying the transaction routing code for a specific transaction group.

Copy Account Entries To Click to copy accounting rules to create a new accounting rule.

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Accounting Entries

Use the fields in this group box to define your accounting entries for your lease transactions. By using the % (wildcard), the system accepts the default entries for that field.

Debit/Credit Displays whether the accounting entry is a debit or credit. This field corresponds with the value that you selected in the Account Type field.

Account Type Select the account type for this accounting entry.

Account Enter the account number for the account type.

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CHAPTER 6

Securing Your PeopleSoft Real Estate Management System

This chapter provides an overview of PeopleSoft Real Estate Management security and discusses how to:

- Set up basic security.
- Set up roles and permissions list.
- Set up row-level security.
- Set up lease administration security.

Understanding PeopleSoft Real Estate Management Security

PeopleSoft applications use the capabilities and flexibility of multilevel security to provide a solution to security issues. PeopleSoft Real Estate Management provides security at the row level, lease approval, and roles and permission lists.

Security rules enable you to establish which security events can be performed on transactions independent of any specific user until such time as you apply the rules to a user or users. For example, you can create one security rule to enable access to payables versus receivables leases, lease entry, amendments, and inquiry. You can create a different security rule that enables only lease entry and maintenance for a particular user (Lease Entry Clerk). After you define your security rules, you can assign these rules to a specific user ID or all the users and roles assigned to a permission list.

Note. The content of this chapter is only a part of what you need to know to secure your system. Other relevant information is located in the *PeopleSoft Application Fundamentals PeopleBook.*

Setting Up Basic Security

PeopleSoft applications provides basic access and data security. Access to PeopleSoft applications is implemented through the use of user IDs, roles, and permission lists. Data security is implemented through setIDs. To learn more about access and data security refer to the relevant section in the PeopleSoft Application Fundamentals PeopleBook.

In addition to the basic security infrastructure, the PeopleSoft Real Estate Management product provides a number of extra security features that enable you to limit certain activities to specific job roles. PeopleSoft Real Estate Management provides two features to help you manage roles and responsibilities: role types and lease administration roles.

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Role Types

Role types enable you to define any number of job roles. These job roles are categorized as either internal or external roles:

- An internal role is assigned to users who can sign on to the application, enter, and update lease information.
- An external role is assigned to users who perform a task within the lease administration process.

  These users do not have sign on access. An external role can be a service personnel, vendor, tenant, and so on.

The four role type categories are:

- *Internal Administrator:* A person who performs day-to-day operational activities associated with adding, updating and maintaining lease information.
- *Internal Manager:* A person who performs day-to-day operational activities, in addition to general operational duties, and might be required to approve certain activities such as, activating a lease or approving a transaction.
- *External Contact:* A person, such as a service personnel, you want to track as a contact.
- *Principal Contact:* A person or organization that is associated with a lease.

When you define a new role type, you can use any name for that role type. However, you must assign a category to that role type. For example, the person who performs lease maintenance in your organization in one region may be known as a lease administrator while another region may refer to this job role as a contract manager. You can define both role types and designate them as internal administrators.

Lease Administration Roles

Lease administration roles associate application users defined by the base PeopleSoft security architecture with specific real estate management job roles. After you define your lease administration roles, you can modify the PeopleSoft Real Estate Management application to limit certain activities based on the role type category of the user that is signed on.

Setting Up Roles and Permission Lists

PeopleSoft applications enable you to control user access on a feature by feature basis, using the roles and permission lists. The basic structure of access security is as follows:

- System users can be assigned one or more roles.
- A role can be allocated to one or more permission lists.
- A permission list identifies the features accessible to the role.

Note. A more detailed explanation of roles and permission lists can be found in the *PeopleSoft Application Fundamentals PeopleBook.*

PeopleSoft Real Estate Management delivers the following predefined roles:

- RE_ADMIN - Real Estate Administrator

  This role enables users to perform the general day-to-day operations involved in creating, updating, and administering leases. This also includes the management and processing of all lease based financial transactions.

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- RE_SUPER - Real Estate Super User

  This role is designed to be used by a super user for setting up and configuring the PeopleSoft Real Estate Management application. The super user also has access to all of the permissions available to the role of RE_ADMIN.

PeopleSoft Real Estate Management delivers the following predefined permission lists:

- EPRE1000 - Real Estate Configuration

  Provides access to all of the Real Estate Setup components.

- EPRE2000 - Lease Administration

  Provides access to all operational lease administration feature.

- EPRE3000 - Real Estate Portal Administration

  Provides access to administering the PeopleSoft Real Estate Management portal pagelets.

- EPRE3500 - Real Estate Portal User

  Provides views to the PeopleSoft Real Estate Management portal pagelets.

This table illustrates the delivered assignments of permission lists to roles:

Permission List/Roles	RE_SUPER	RE_ADMIN
EPRE1000 - Real Estate Configuration	Yes	No
EPRE2000 - Lease Administration	Yes	Yes
EPRE3000 - Real Estate Portal Administration	Yes	No
EPRE3500 - Real Estate Portal User	Yes	Yes

Setting Up Row-Level Security

To establish security within PeopleSoft Real Estate Management you must decide which level of security to establish throughout your system, which key fields to secure, and whether security is handled through user IDs or roles. You can implement security to restrict individual users or roles to specific rows of data that are controlled by such key fields as setIDs or business units. You can also limit users to access only a specific subset of rows.

See Also

PeopleSoft Application Fundamentals PeopleBook

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Setting Up Lease Administration Security

When a user approves the lease, the financial processing of that lease, such as billing and payments processing, begins. Consequently, you can limit the list of users that can activate a lease. These are the three key elements to setting up Lease Administration security features:

- *Role Types:* Specifies the different types of job role used by your organization.

  A role type represents a job role. The Lease Administration feature uses job roles to associate specific details to leases and in some cases, determine which roles may perform certain operations.

- *Lease Administration Roles:* Specifies the internal job roles you use and associates the roles with specific system users.

  The lease administration role associates system users to the various job roles that are associated with adding, updating and maintaining leases.

- *Lease Activation Policy:* Specifies how and by whom a lease can be activated.

  When you create a new lease, financial processing such as billing and payments processing does not begin until the lease is activated. To protect the integrity of your financial processes, the PeopleSoft Real Estate Management application enables you to prevent a lease from being activated until a manager approves it. This approval step is controlled by the automatic lease approval option on the Installation Options - Lease Administration page. When you disable the automatic lease approval option, only users who are assigned the *Lease Administration Role* based on the *Internal Manager* role type category can activate a lease. If automatic lease approval is enabled, any lease administration role can activate a lease.

  Note. This application is delivered with the automatic lease approval feature enabled.

See Chapter 7, “Structuring Leases,” Understanding Role Types, page 55.

See Chapter 7, “Structuring Leases,” Understanding Lease Administration Roles, page 56.

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CHAPTER 7

Structuring Leases

This chapter provides an overview of PeopleSoft Real Estate Management structure and discusses how to:

- Define lease abstract sections to print.
- Define amendment types.
- Define lease types.
- Define regions.
- Define user-defined fields.
- Define transaction routing codes.
- Define operating expense categories.
- Define sales categories.
- Define miscellaneous rent types.
- Define security deposit types.
- Define manual fee types.
- Define economic index values.
- Define clause types.
- Define lease options.
- Define critical date templates.
- Define role types and lease administration roles.

Understanding PeopleSoft Real Estate Management Structure

Before you can enter or process a lease for billing or payment, you must set up the tables that form the foundation of the PeopleSoft Real Estate Management system.

All tables and setup information specific to PeopleSoft Real Estate Management are discussed in the following sections.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions”.

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Common Elements Used in This Chapter

Effective Date — Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.

SetID — An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.

Status (Effective Status) — Indicates whether a row in a table is active or inactive. You cannot display inactive rows on transaction pages or use them for running batch processes. You should inactivate data that you no longer use rather than delete it to maintain an audit trail.

Defining Lease Abstract Sections to Print

To define the lease abstract sections to print, use the lease abstract sections component (RE_ABST_SECT).

This section provides an overview of lease abstract sections and discusses how to define the abstract sections to print.

Understanding Lease Abstract Sections to Print

PeopleSoft Real Estate Management enables you to use a lease abstract worksheet to assist in quick entry of the terms and conditions of the lease. You may also print the lease abstract when you have completed lease entry to provide you with a summary.

The lease sections on the Lease Abstract page are specific pages from the Maintain Lease pages. You may specify all sections or only the sections that you choose to use.

Page Used to Define Lease Abstract Sections to Print

Page Name	Object Name	Navigation	Usage
Lease Abstract	RE_ABST_SECT	Set Up Financials/Supply Chain, Product Related, Lease Administration, General Definitions, Lease Abstract	Specify the lease sections you want to view or print.

Defining Lease Abstract Sections to Print

Access the Lease Abstract page.

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Product Related Setup - Lease Administration

Lease Abstract

SetID: SHARE

Lease Abstract Sections

Customize | Find |

Print	Lease Section	Description
☑	General Information	Includes all the fields displayed on the General Information page of the Lease Maintenance component including Timetable & Properties.
☑	Financial Terms	Includes the general financial details of the Lease Maintenance component.
☐	Base Rent	Includes the Base Rent Schedule from the Financial Terms page of the Lease Maintenance component.
☐	Operating Expenses	Includes the Operating Expenses Schedule from the Financial Terms page of the Lease Maintenance component.
☐	Miscellaneous Rent	Includes all scheduled Miscellaneous Rents from the Financial Terms section of the Lease.
☑	Security Deposits	Includes the Security Deposit Information from the Financial Terms section of the Lease.
☑	Percent Rent	Includes the details of any Percent Rent Schedule defined on the Lease.
☑	Clauses	Includes all the Clauses from the Clauses section of the Lease.
☐	User Defined Fields	Includes any User Defined Fields that have been configured through the setup pages.
☑	Options and Critical Dates	Includes all Options and Critical Dates defined for the Lease.
☑	Contacts	Includes the details of all the Contacts defined on the Lease.
☑	Amendments	Includes all current and pending Amendments defined for the Lease.

Lease Abstract page

Print Select the check box to enable printing of that section. You can not view or print sections if you do not select the check box.

Lease Section Displays the sections within a lease that can be viewed or printed on the lease abstract worksheet.

Description Describes the content to be printed within the lease section.

Defining Amendment Types

To define amendment types, use the Amendment Type and Reasons component (RE_AMND_TYPE).

This section provides an overview of amendment types and discusses how to define amendment types.

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Understanding Amendment Types

PeopleSoft Real Estate Management requires that any changes you make to active lease terms and conditions be processed through an amendment. When you create an amendment, the system creates a copy of the current lease details and preserves this as a historical record. The system then creates a new amendment, where you can define the changes.

Amendment types work with amendment reasons to provide the lease viewers with a quick explanation as to why an amendment is being made. There is a parent-child relationship between the amendment type and amendment reason. For example, you might have an amendment type of *Financial Terms Increase* and a reason of *Increased Parking Fees*.You must define the amendment reasons specific to the amendment type to view that amendment reason for that type. Before you can create amendments to a lease, you must define amendment types and amendment reasons.

Note. The amendment type is informational only–no processing occurs.

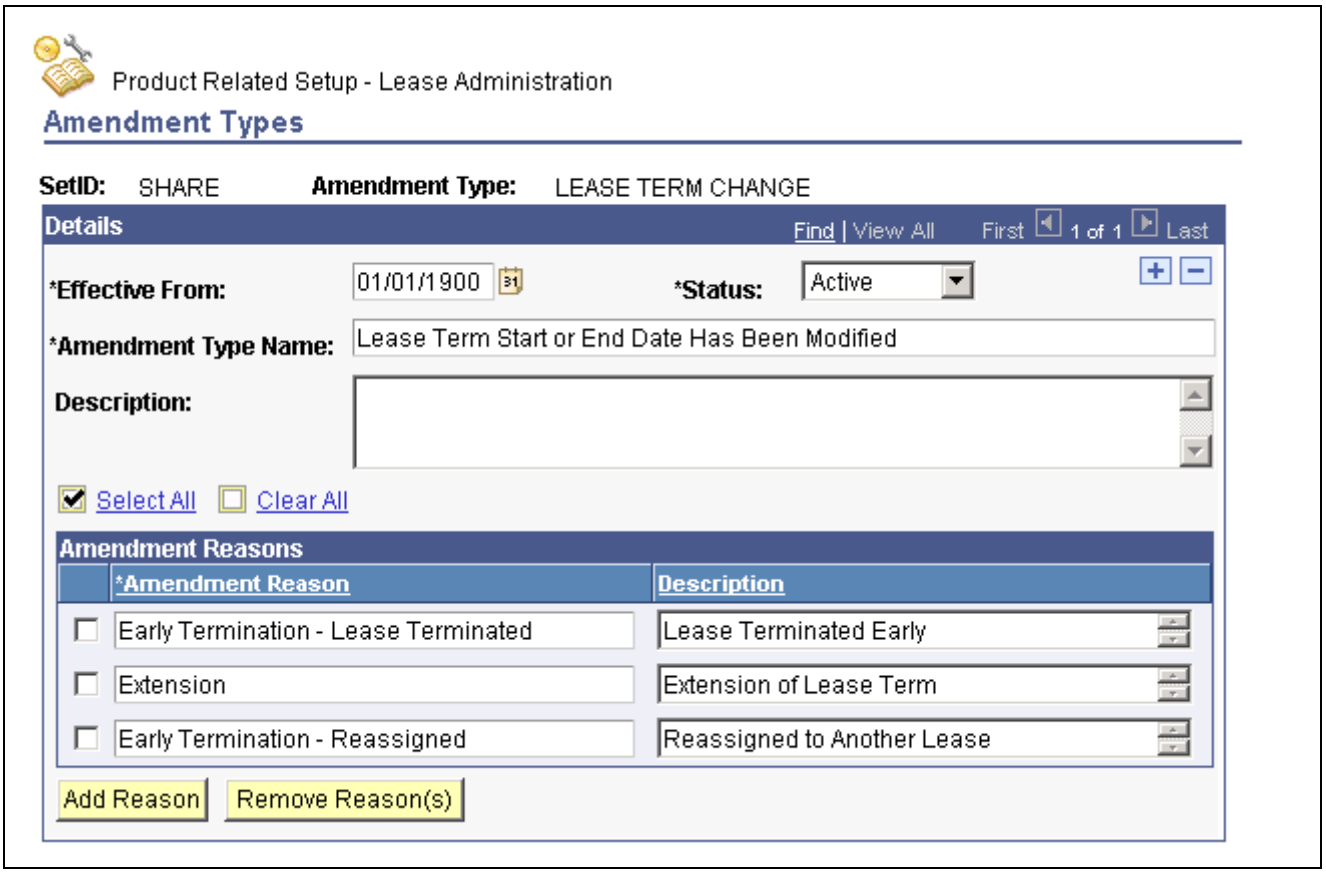
Page Used to Define Amendment Type

Page Name	Object Name	Navigation	Usage
Amendment Types	RE_AMND_TYPE	Set Up Financials/Supply Chain, Product Related, Lease Administration, General Definitions, Amendment Types	Define an amendment type and amendment reason. Amendment reasons defined for this amendment type are used only to further categorize this amendment type.

Defining Amendment Types

Access the Amendment Types page.

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Amendment Types page

Amendment Type Name Enter an amendment type name to categorize the amendment activity.

Amendment Reasons

Amendment Reasons Further identify the reason why an amendment is being created.

Add Reason Click to insert a new row to capture additional amendment reasons.

Remove Reason(s) Select the amendment reason you want to remove and click the button to delete that row.

Defining Lease Types

To define lease types, use the Lease Types component (RE_LEASE_TYPE).

This section provides an overview of lease types and discusses how to define lease types.

Understanding Lease Types

Lease types enable you to categorize leases for processing and reporting purposes. You may have many lease types, such as operating leases, warehouse leases, and subleases. The lease types are also used for statistical reporting. You can select a sublease type for a lease and run a report to track all subleases associated with a lease.

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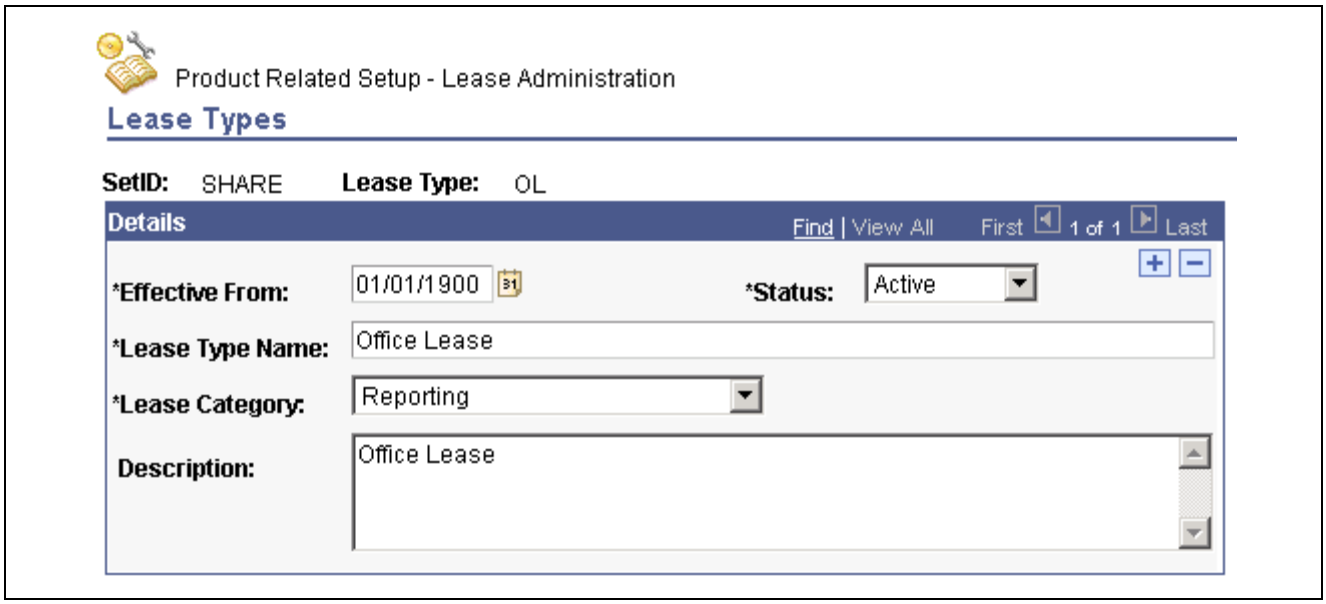
When you create a lease type, you associate it with a lease category. The lease category determines the processing of that lease type. For example, if you have a lease type of *Reporting* , the system recognizes that the lease associated with this lease type is for analytical reporting. No further processing occurs.

Page Used to Define Lease Types

Page Name	Object Name	Navigation	Usage
Lease Types	RE_LEASE_TYPE	Set Up Financials/Supply Chain, Product Related, Lease Administration, General Definitions, Lease Type	Define lease types.

Defining Lease Types

Access the Lease Types page.



Lease Types page

Lease Category Select the lease category for the lease type. The category determines how to sort or report the various lease types. Values are:

Reporting: No processing occurs.

Sub Lease: When you create a sublease, you must enter the associated parent lease number. The system validates the Parent Lease field to ensure that a parent lease is associated to the sublease.

Defining Region Codes

To define regions, use the Region Codes component (REGION_CD).

This section provides an overview of region codes.

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Understanding Region Codes

Regions can be physical entities or geographical areas. When a region represents a physical entity, the region code has the same characteristics as a business, that is, address and language. In PeopleSoft Real Estate Management, you must associate a region with a lease to enable cost reporting by the various regions with which your organization does business. For example, you may require a report for all leased properties in the Midwest region and in the Northeast region. By assigning a region to your lease, you are able to capture the data as required.

When creating or updating an existing region, be sure to select the category of *Reporting* as the default category. After you define the region, you can select the region for your lease and begin capturing the data for your reports.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Establishing Regions and Region Codes.

Defining User-Defined Fields

To define user-defined fields, use the User Defined Fields components (RE_USER_DEF_FLDS).

This section provides an overview of user-defined fields and discusses how to define user-defined fields.

Understanding User Defined Fields

Because not all businesses have the same reporting needs, PeopleSoft Real Estate Management enables you to define additional fields (up to 10) to meet your reporting requirements. When you establish a user-defined field, the field is populated on your Clauses page in the PeopleSoft Real Estate Management system, enabling you to enter the information that you want to track.

Note. User-defined fields are used for information or reporting purposes only.

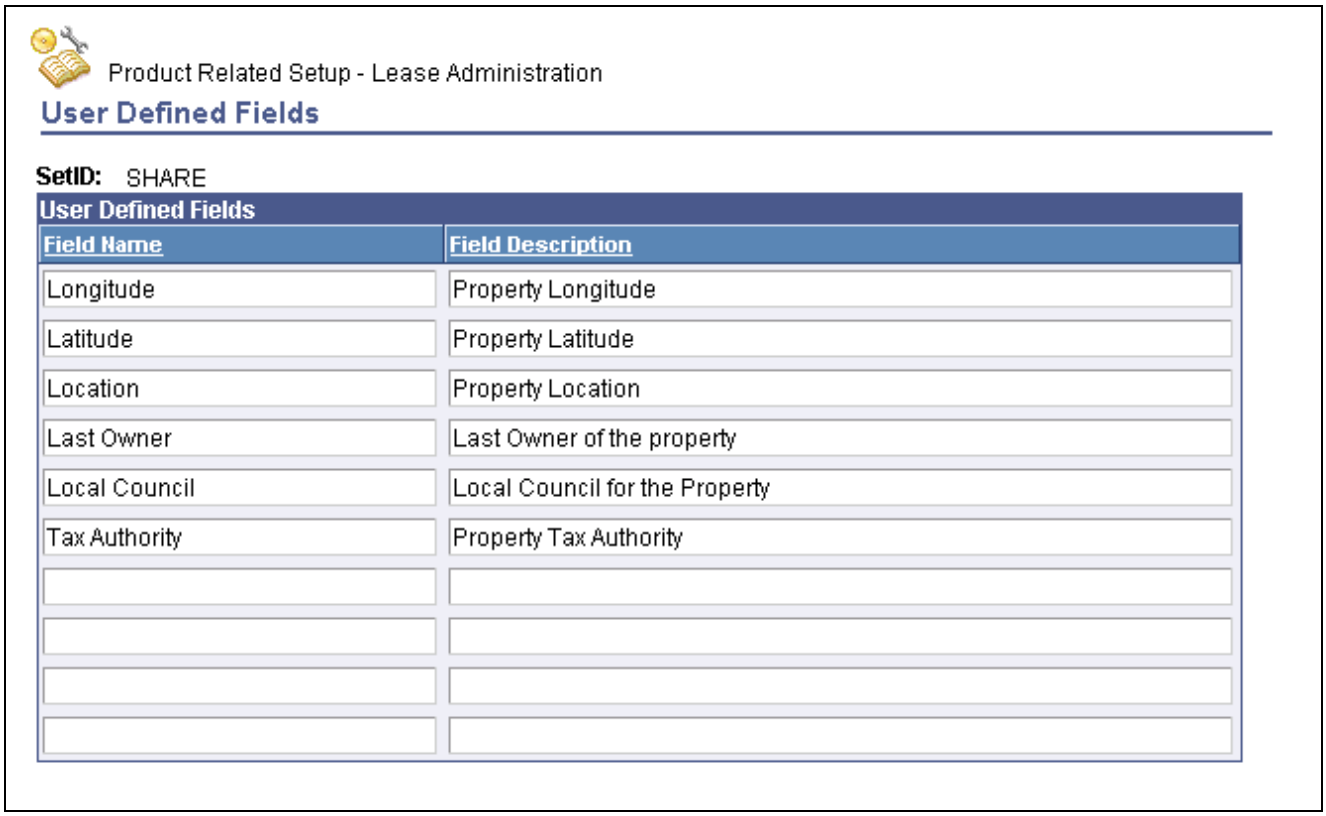
Pages Used to Define User-Defined Fields

Page Name	Object Name	Navigation	Usage
User Defined Fields	RE_USR_DEF_FLD	Set Up Financials/Supply Chain, Product Related, Lease Administration, General Definitions, User Defined Fields	Define user-defined fields. Create a new user-defined field to capture additional reporting data as required by your organization.

Defining User-Defined Fields

Access the User Defined Fields page.

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User Defined Fields page

Field Name Identify the label name that should appear on the Clauses page.

Description Enter the description for your user-defined field. The description defines how the field is used.

Defining Transaction Routing Codes

To define transaction routing codes, use the Transaction Routing Code components (RE_TXN_ROUTE).

This section provides an overview of transaction routing codes and discusses how to define transaction routing codes.

Understanding Transaction Routing Codes

Use transaction routing codes to define the routing of transactions to PeopleSoft Billing, Payables, and General Ledger. The transaction routing codes also provide the default ChartFields and taxation rules to be used by each financial application. You can associate a transaction routing code to one or more transaction types or transaction groups, providing default handling for any transaction item belonging to a group that does not have an explicit routing code assigned.

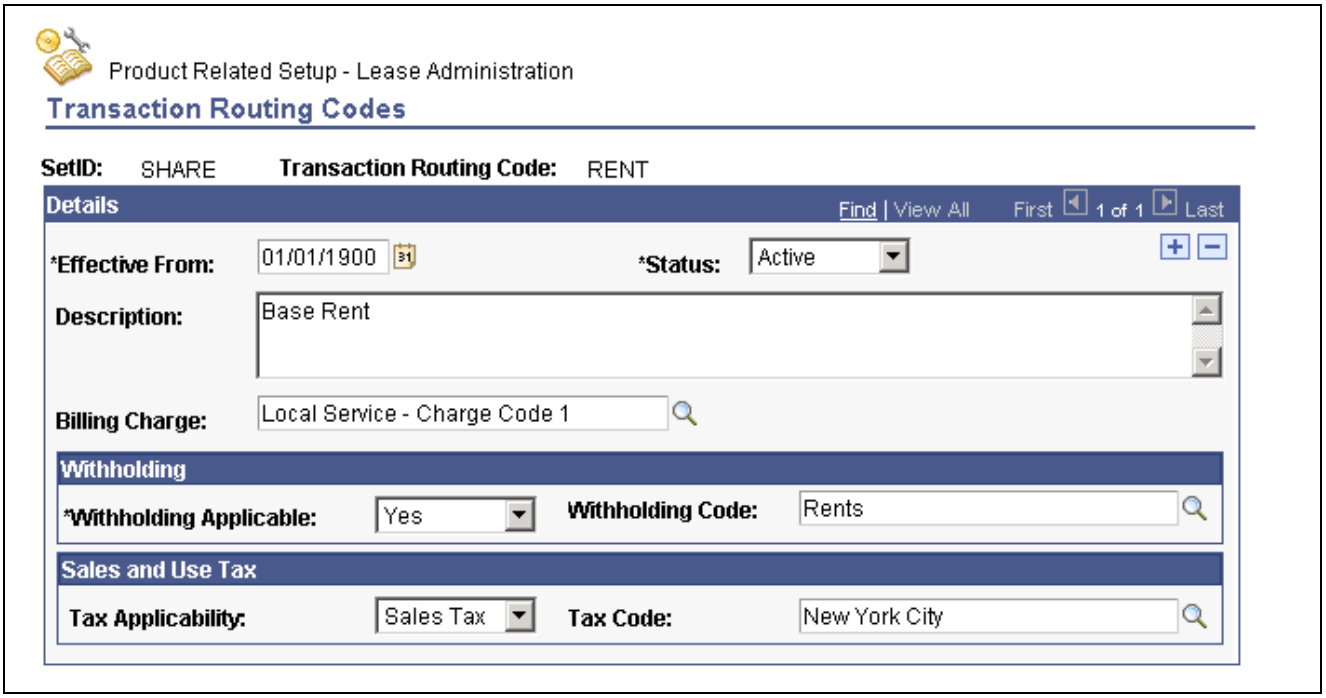
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Page Used to Define Transaction Routing Codes

Page Name	Object Name	Navigation	Usage
Transaction Routing Codes	RE_TXN_ROUTE	Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Transaction Routing Codes	Define transaction routing codes.

Defining Transaction Routing Codes

Access the Transaction Routing Codes page.



Transaction Routing Codes page

Details

Billing Charge

Select a billing charge. PeopleSoft Billing uses the billing charge code to process transactions for PeopleSoft Real Estate Management. The billing charge classifies real estate transactions.

Note. Billing charges apply only to receivables lease transactions.

Withholding Code

Withholding Applicable

Select whether withholding is applicable. The withholding applicable determines whether the voucher that is generated in PeopleSoft Payables is applicable to tax withholding. Values are:

Yes: Select if withholding applies on transactions associated to this transaction routing code. Withholding does not apply if the vendor on the lease does

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not withhold. Withholding from Real Estate overrides the withholding in PeopleSoft Payables.

No: Select if withholding does not apply.

Note. Withholding applies only to payables lease transactions.

See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Setting Up PeopleSoft Payables Withholding".

Withholding Code Select the withholding code for the associated withholding applicable. The system applies the withholding code to the voucher in PeopleSoft Payables to determine the withholding amount for the lease transaction. If Withholding Applicable is set to *Yes,* and no value is selected for the withholding code, PeopleSoft Payables applies the standard default when the vendor is set up for withholding.

Note. Set up vendor information accordingly on the Procurement Control - Withholding page for proper withholding defaults.

See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Setting Up PeopleSoft Payables Withholding".

Sales & Use Tax Default

Tax Applicability Select the tax applicable to payables transactions. Use this field to determine the excise duty and sales tax applicability details. Select from these values: *Direct Pay, Exempt, Exonerated, Sales Tax,* and *Use Tax.*

Note. Tax applicability applies only to payables lease transactions.

Tax Code Select the tax code to determine the tax percentage for a county. If Tax Applicability is set to *Yes,* and no value is selected for the tax code, PeopleSoft Payables applies the standard default from vendor.

See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)," Understanding PeopleSoft-Only Sales and Use Tax Processing.

Defining Operating Expense Categories

To define operating expense categories, use the Operating Expense Categories component (RE_EXP_CLASS).

This section provides an overview of operating expense categories and discusses how to define operating expense categories.

Understanding Operating Expense Categories

When landlords lease properties to tenants, terms for recoverable expenses incurred on general operations and maintenance of the building are written into the lease. Operating expenses is also commonly referred to as common area maintenance (CAM). You can identify the different recoverable expenses incurred by assigning them to an operating expense category. Operating expense categories enable you to associate a transaction routing code to ensure that financial processing occurs to handle the expense.

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Page Used to Define Operating Expense Categories

Page Name	Object Name	Navigation	Usage
Operating Expense Categories	RE_EXP_CLASS	Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Operating Expense Categories	Create an operating expense category.

Defining Sales Categories

To define sales categories, use the Sales Categories component (RE_SALE_CAT).

This section provides an overview of sales categories and discusses how to define sales categories.

Understanding Sales Categories

Use sales categories to identify merchandise classifications for percentage rent calculations. Tenants can negotiate a lower monthly base rent in exchange for a percentage of their sales, broken down by categories. For example, a tenant may lease a building for retail sale for a set base rent, selling items such as clothing, shoes, and accessories. These items are set up as sales categories, enabling the tenant to provide the landlord a monthly report of sales by category and amount of sales. The amount or percentage of the sales paid to the landlord is determined during lease negotiations.

After you define the sales categories and percentage sales terms are negotiated, you can enter the percent rent terms specifying the breakpoints for each category. Use breakpoints to determine the percentage or amount to bill. Landlords can calculate or recalculate the billable amount by using the percent rent sales feature.

See Chapter 13, "Setting Up and Calculating Percent Rent," Understanding Percent Rent Terms, page 141.

Page Used to Define Sales Categories

Page Name	Object Name	Navigation	Usage
Sales Categories	RE_SALES_CAT	Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Sales Categories	Define sales categories.

Defining Miscellaneous Rent Types

To define miscellaneous rent types, use the Miscellaneous Rent Types component (RE_MISC_FEES).

This section provides an overview of miscellaneous rent types and discusses how to define miscellaneous rent types.

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Understanding Miscellaneous Rent Types

Define miscellaneous rent types for miscellaneous recurring payments, such as monthly parking fees and storage fees on your lease. You can define miscellaneous rent types with a date range, schedule, amount, billing frequency, and any potential escalations.

In addition, to separate a miscellaneous rent type as a distinct bill line on an invoice, you can associate miscellaneous rent types with a transaction routing code that is specifically defined with a unique bill code.

Page Used to Define Miscellaneous Rent Types

Page Name	Object Name	Navigation	Usage
Miscellaneous Rent Types	RE_MISC_FEES	Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Miscellaneous Rent Types	Define miscellaneous rent types.

Defining Security Deposit Types

To define security deposit types, use the Security Deposit Types component (RE_SECURITIES).

This section provides an overview of security deposit types and discusses how to define security deposit types.

Understanding Security Deposit Types

Using the security deposit type enables the system to track whether the security deposit is a bank guarantee, cash, or prepaid. Security deposit types enable you to track the deposits received and also the interest that is generated by security deposits.

Security deposit types facilitate the processing of security deposits received or paid. By selecting the appropriate category for each security deposit type, the PeopleSoft Real Estate Management system determines how the security deposit is handled. There are three security deposit categories: *Charge, Guarantee* and *Prepaid.* You can create and assign a deposit type to categories.

Page Used to Define Security Deposit Types

Page Name	Object Name	Navigation	Usage
Security Deposit Types	RE_SCTY_DEP_TYP	Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Security Deposit Types	Define security deposit types.

Defining Security Deposit Types

Access the Security Deposit Types page.

Category Select a category from this list of valid values:

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Charge: The security deposit has been received for a receivables lease or paid by for a payables lease and the status of the deposit is pending .

Guarantee: Bank guarantee or letter of credit issued by a bank. No processing occurs; cash is not collected.

Prepaid: Tracks prepaid security deposits paid through PeopleSoft Payables prior to lease activation. Treated as cash during deposit refund.

Defining Manual Fee Types

To define manual fee types, use the Manual Fee Types components (RE_SUNDRY_CHG).

This section provides an overview of manual fee types and discusses how to define manual fee types.

Understanding Manual Fee Types

You create manual fee types to classify ad hoc payments for things such as repair of a broken window, rekeying a lock for an office, or items not related to the monthly operating expense fees. When creating manual fee types, you can link these manual fee types to specific transaction routing codes for processing in PeopleSoft Billing or PeopleSoft Payables.

Use manual fee types to create ad hoc payments for transactions that are one-time only payments.

Page Used to Define Manual Fee Types

Page Name	Object Name	Navigation	Usage
Manual Fee Types	RE_MISC_FEES	Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Manual Fee Types	Define manual fee types.

Defining Economic Index Values

To define economic index values, use the economic index values component (RE_INDEX).

This section provides an overview of economic index values and discusses how to define economic index values.

Understanding Economic Index Values

You set up the economic index values so that the lease rent amounts or miscellaneous fees increase from time-to-time or from year-to-year. Some leases are set up so that the rent amounts increase regularly, based on an index such as the Consumer Price Index (CPI), Porters' Wage, or a user-defined index.

Note. You cannot set up the economic index without first setting up the market rate index and market rates. Perform maintenance of the index values based on the frequency defined by your organization.

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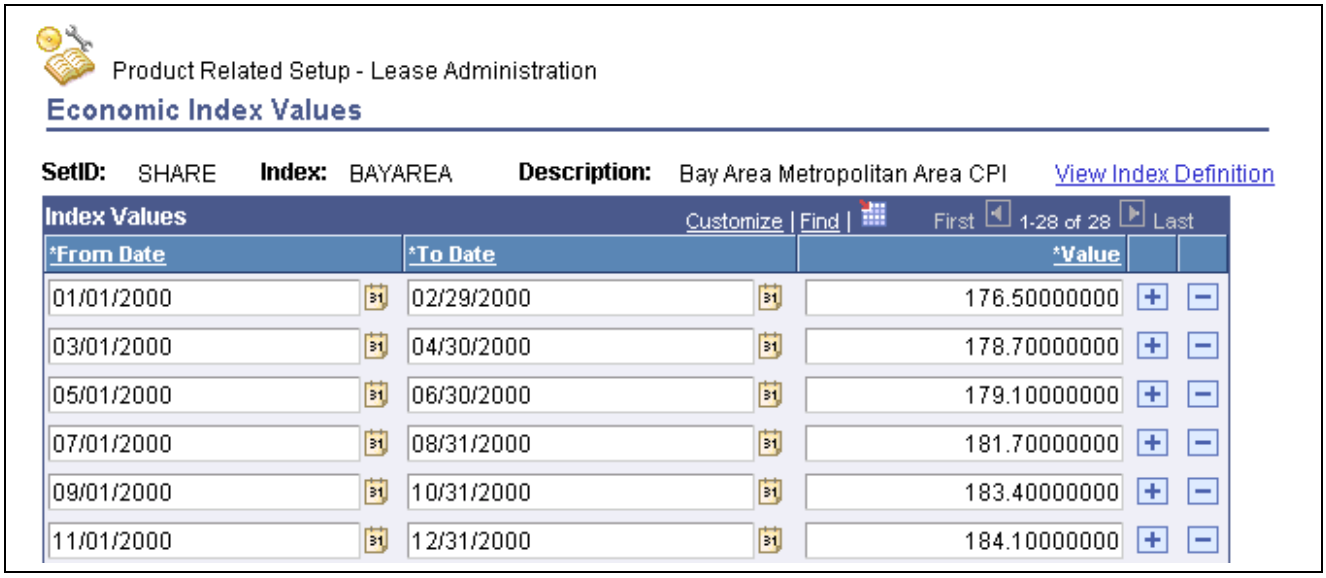
See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Processing Multiple Currencies," Defining Market Rates.

Page Used to Define Economic Index Values

Page Name	Object Name	Navigation	Usage
Economic Index Values	RE_IDX_VALUE	Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Economic Index	Define the economic index values. Rent increases are based on the economic index values defined.

Defining Economic Index Values

Access the Economic Index Values page.



Economic Index Values page

View Index Definition Click to view the Market Rate Index. This page provide the highest level of organization for market rates in the PeopleSoft system. These indices define general categories of market rates, such as exchange rates, interest rates, and commodity exchange rates.

Index Values

Date From Select the start date.

Date To Select the end date.

Value Enter the current index value for the period. These values are based on monthly updates received from an index subscription.

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Defining Clause Types

To define clause types, use the Clause Types component (RE_CLAUSE_STYPE).

This section provides an overview of clause types and discusses how to define clause types.

Understanding Clause Types

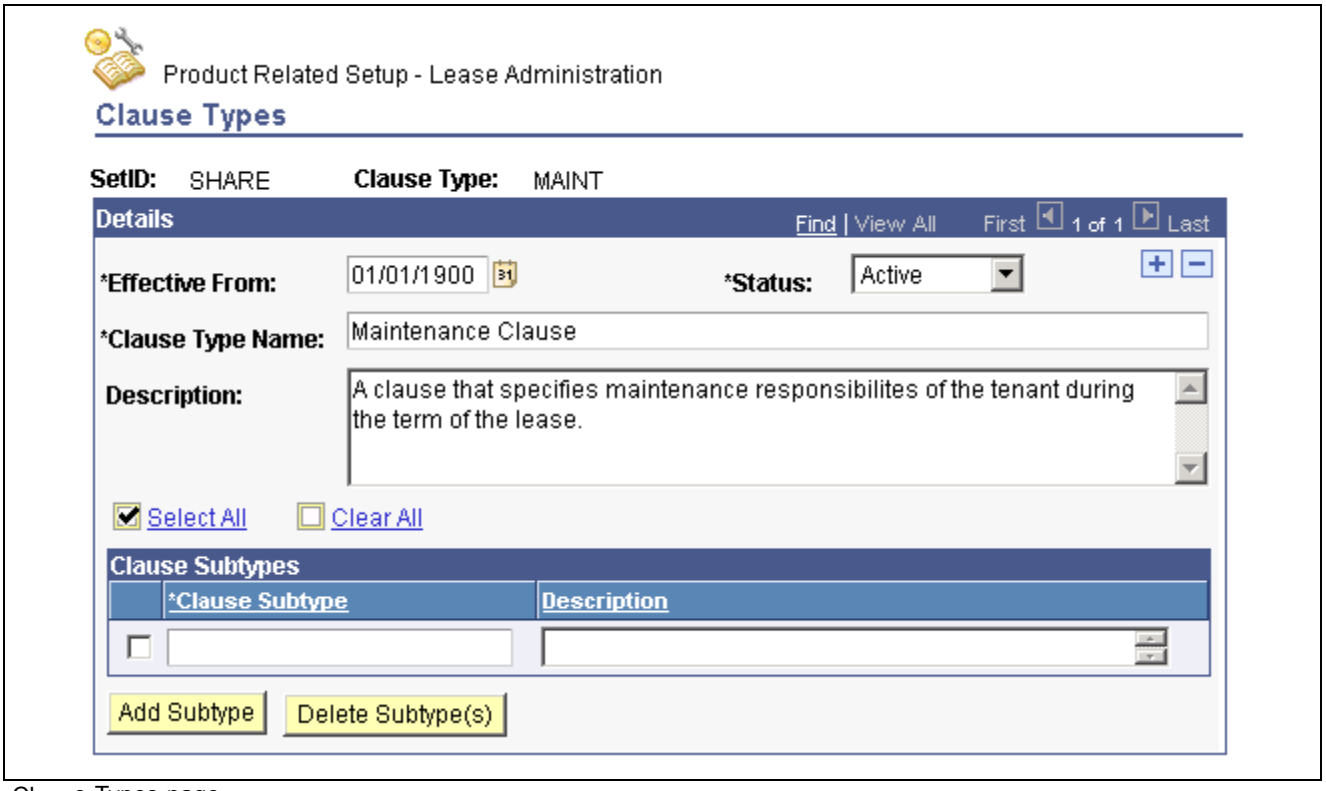
You can capture and classify pertinent lease information, such as right to assign the lease, first right of refusal, parking privileges, number of parking spaces, and so on. Clause types enable you to categorize and store this information in a logical format, which can be shared with other leases. After you establish the parking privileges clause type, you can further define the clause subtype with the corresponding detail of number of parking spaces.

Page Used to Define Clause Types

Page Name	Object Name	Navigation	Usage
Clause Types	RE_CLAUSE_TYPE	Set Up Financials/Supply Chain, Product Related, Lease Administration, Clauses and Options, Clause Type	Define the clause type. From this page, you can define specific clauses that you want to track.

Defining Clause Types

Access the Clause Types page.



Clause Types page

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Clause Subtypes Enter corresponding names and descriptions that further defines the clause types. You can add multiple clause subtypes for the clause type.

Defining Lease Options

To define a lease option definition and mail template, use the Lease Option Definition component (RE_LEASE_OPTION) and the Mail Template component (RE_OPTION_MAIL).

This section provides an overview of lease options discusses how to define:

- Lease options.
- Lease option mail templates.
- Copy from Options template.
- Insert mail fields.
- Lease option mail samples.

Understanding Lease Options

Lease options are used in leases to identify clauses. Lease options can be the same as a clause with a critical date as a reminder to take action for that option. You can define whether you want reminder when an action is required. Options are usually associated with critical dates (dates by which the option is exercised). Lease renewals, terminations, and early terminations are options that may require an action that is defined in the lease.

When you define your lease options, you can also create a mail template with standard messaging to notify a user when an action is to take place. The mail template enables you to enter your own message, copy from an existing option message, or combine your message with field inserts.

Click the Copy From Option button to select a message from an existing option. For example, you can have multiple termination options; however, the message that you have associated with each option may be the same. Copying from an existing option eliminates data entry redundancy.

Note. Critical dates send email notifications to specified users, as well as generate entries in a user's tasklist. However, do not confuse a tasklist with the worklist in PeopleSoft Workflow. Critical dates do not use standard PeopleSoft Workflow. When entries are created in My Tasklist, they are there for informational purposes only. They do not initiate any further downstream processing, nor is there any rerouting or validation that indicates that specific tasks are completed. Users can choose to mark entries in their tasklists as complete; however, this is for their own information. The system does not use the data in the same way that PeopleSoft Workflow might. Email notifications are generated through the Critical Dates Template - Template Option Details page setup.

See Chapter 7, "Structuring Leases," Understanding Critical Date Templates, page 52.

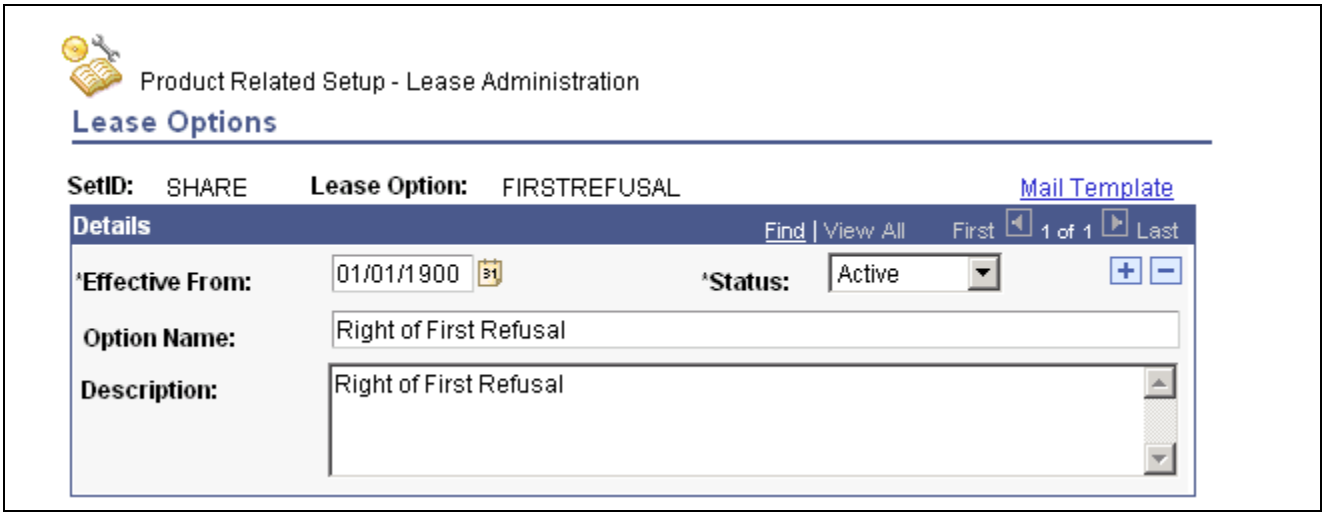
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Pages Used to Define Lease Options

Page Name	Object Name	Navigation	Usage
Lease Options	RE_LEASE_OPTION	Set Up Financials/Supply Chain, Product Related, Lease Administration, Clauses and Options, Lease Options	Enter the lease options name.
Lease Option Mail Template	RE_OPTION_MAIL	Click the Mail Template link from the Lease Options page.	Enter a message to be associated with the lease option.
Copy Mail Template	RE_CPYMAIL_TMPLT	Click the Copy from Option button from the Lease Option Mail Template page.	Select the option that you want to copy into the mail template.
Insert Mail Fields	RE_OPT_TAG	Click the Insert Mail Fields button from the Lease Option Mail Template page.	Select the template marker for values that you want to insert into your option description.
Lease Option Mail Sample	RE_OPTION_MPRV	Click the View Sample button to preview the message.	Preview a sample of your mail message.

Defining Lease Options

Access the Lease Options page.



Lease Options page

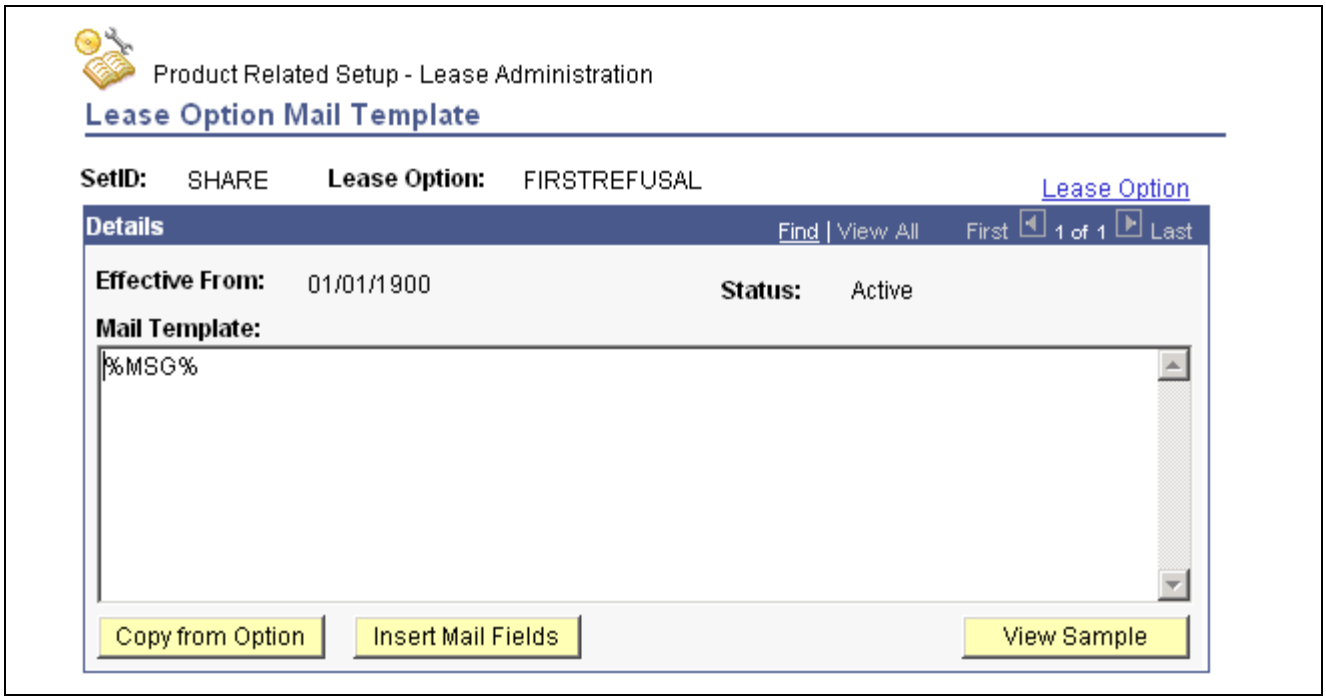
Mail Template Click the link to access the Lease Option Mail Template page.

Option Name Enter the lease option name that describes the lease option.

Defining Lease Option Mail Templates

Click to access the Lease Option Mail Template page.

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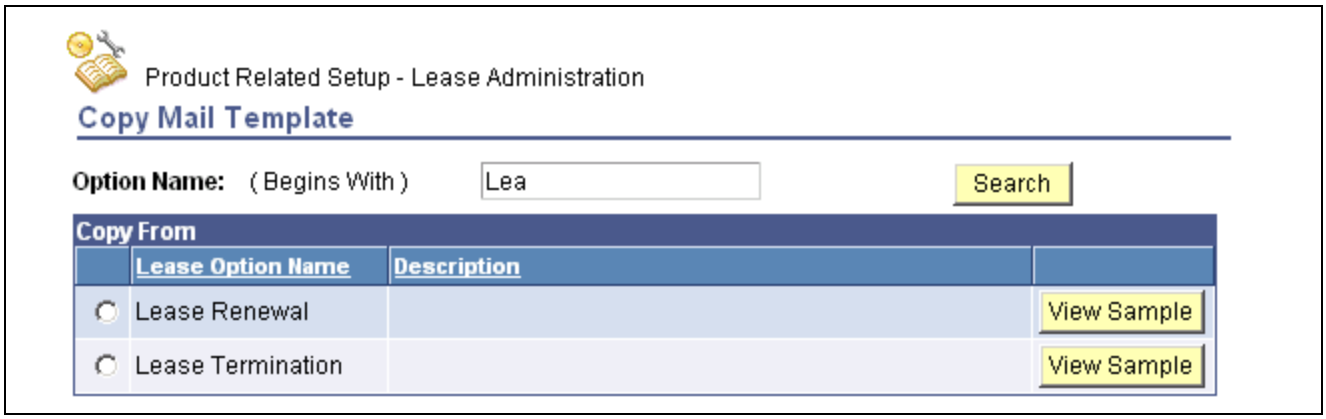


Lease Option Mail Template page

Lease Option	Click to return to Lease Options page.
Mail Template	Enter the mail message that you want to associate with the lease option. Using the template keeps email formats consistent and also reduces data entry redundancy.
Copy from Option	Click to view a list of predefined values to copy into the mail message. To obtain a list of lease options template values, enter partial values and click the Search button.
Insert Mail Fields	Click to view a list of predefined values to insert into the mail template.
View Sample	Click to view a sample of the predefined mail message.

Copying Mail Template

Access the Copy Mail Template page by clicking on the Copy from Option button.



Copy Mail Template page

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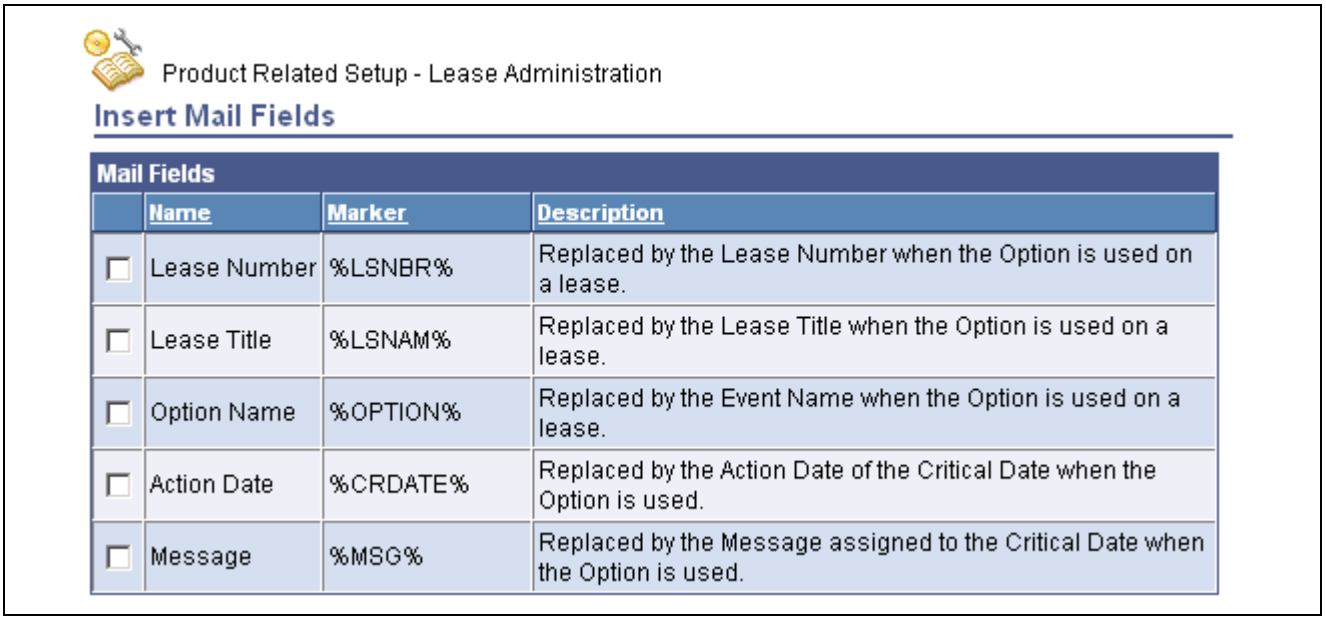
Optional Name (Begins With) — Enter a partial name or the name of the option you want to search for and click the Search button.

Lease Option Name — Displays a list of available lease options to copy into a new message. Select the lease option to insert message text.

View Sample — Click to view the message text associated with that lease option.

Inserting Mail Fields

Access the Insert Mail Fields page.



Insert Mail Fields page

Name — Select the name fields to be inserted into the mail template. When you create a lease, you select the lease options to associate with that lease. The fields that you select insert specific field data into the message template.

For example, if you select *Lease Number* as the marker in the message, the lease number from the lease that you associate with the lease option replaces the marker in the message field.

Marker — Display the place holder for specific text on the message template. Whether you check *Lease Number, Lease Title, Action Date,* and so on, the associated information defaults onto the message template when the option is used on a lease.

For example, by inserting the marker in your message (*This is a notice to inform you that the %LSNBR% will expire in 30 days*), your message will read as follows: *This is to inform you that the lease number A30178 will expire in 30 days.*

Description — Displays the description for each marker.

Reviewing Lease Option Mail Samples

Access the Lease Option Mail Sample page.

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Defining Critical Date Templates

To define lease critical date templates, use the critical date template component (RE_CRDT_TMPLT).

This section provides an overview of critical date templates and discusses how to:

- Add critical date templates.
- Define option notifications.

Understanding Critical Date Templates

A lease may have a variety of events that occur throughout the lease life cycle. Some of these events may require intervention by various interested parties associated with the lease. These events are usually, but not always, associated with an option clause contained in the lease.

You may use lease events to track key milestones (such as security deposits and lease termination), lease options (such as renewals and right of first offer), or other activities (such as lease activation approval). Because it is important for each interested party to have early warning when these dates become due, the critical date template enables you to set up alerts to remind you to take the appropriate actions.

When you need to be alerted of dates for an event that requires an action or decision, you can do so by associating the critical dates template to that lease. You must define the critical date template and schedule the template to alert you once, on a specific date, or using a timetable. You can also select the lease options and the recipients that are to receive the alerts.

For example, if you want to be notified when a lease is up for renewal before it expires, you can set the critical date notification to notify you six months in advance, again every month for the final three months, once a week in the final month, and then every other day in the last two weeks.

This table describes how to set up the critical dates notification from the example above:

Enable	Notification	Recurring	Every	On
Y	6 Months Prior	Never		
Y	3 Months Prior	Month	1 Month	15th of the Month
Y	4 Weeks Prior	Weekly	1 Week	Monday
Y	14 Days	Daily	2 Days	

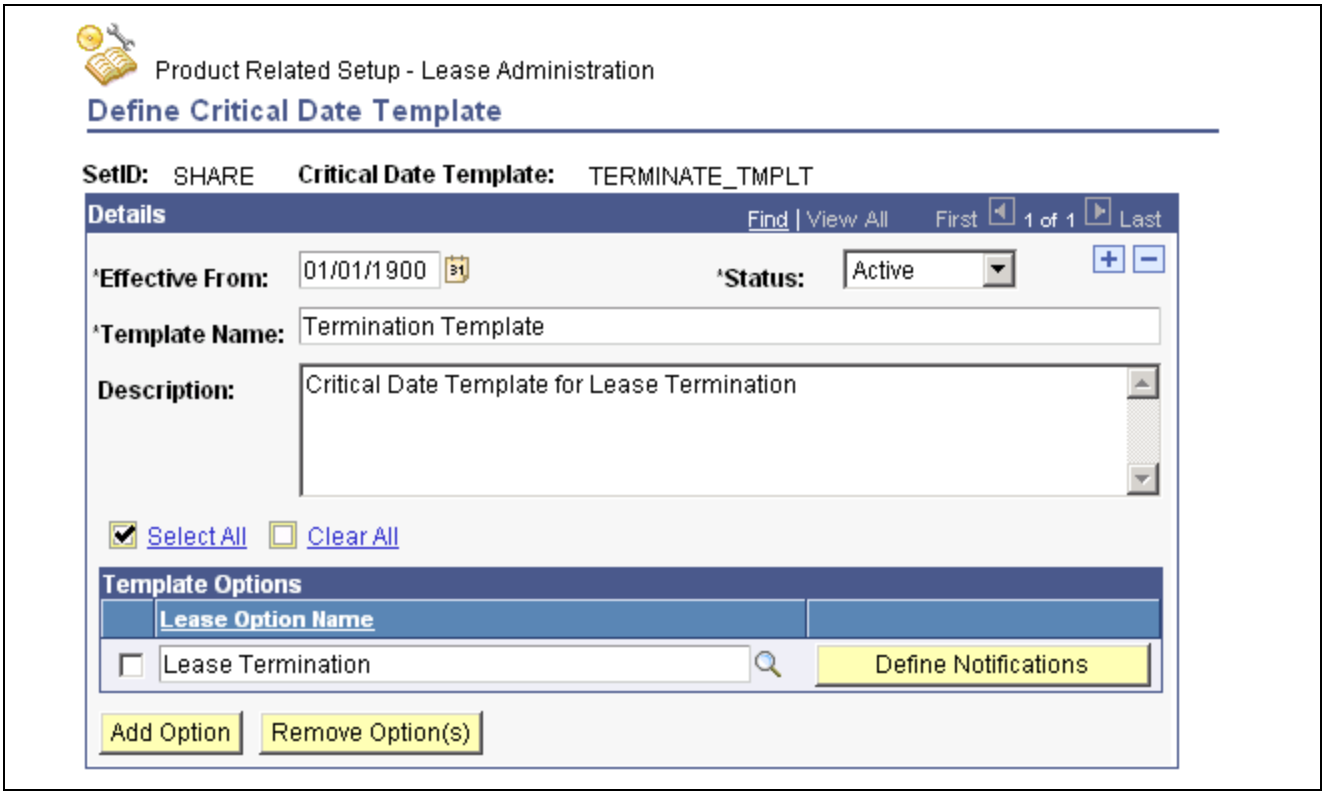
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Pages Used to Define Critical Date Templates

Page Name	Object Name	Navigation	Usage
Critical Date Template	RE_TMPLT_NM	Set Up Financials/Supply Chain, Product Related, Lease Administration, Clauses and Options, Critical Date Templates	Enter the critical date option definition.
Define Options Notifications	RE_TMPLOPT_DTL	Click the Define Notifications button from the Define Critical Date Template page.	Define a notification schedule and the recipients for the notification. An email notification goes out to the role defined here.

Defining Critical Date Templates

Access the Define Critical Date Template page.



Define Critical Date Template page

Template Name Enter the name that best defines this critical date template.

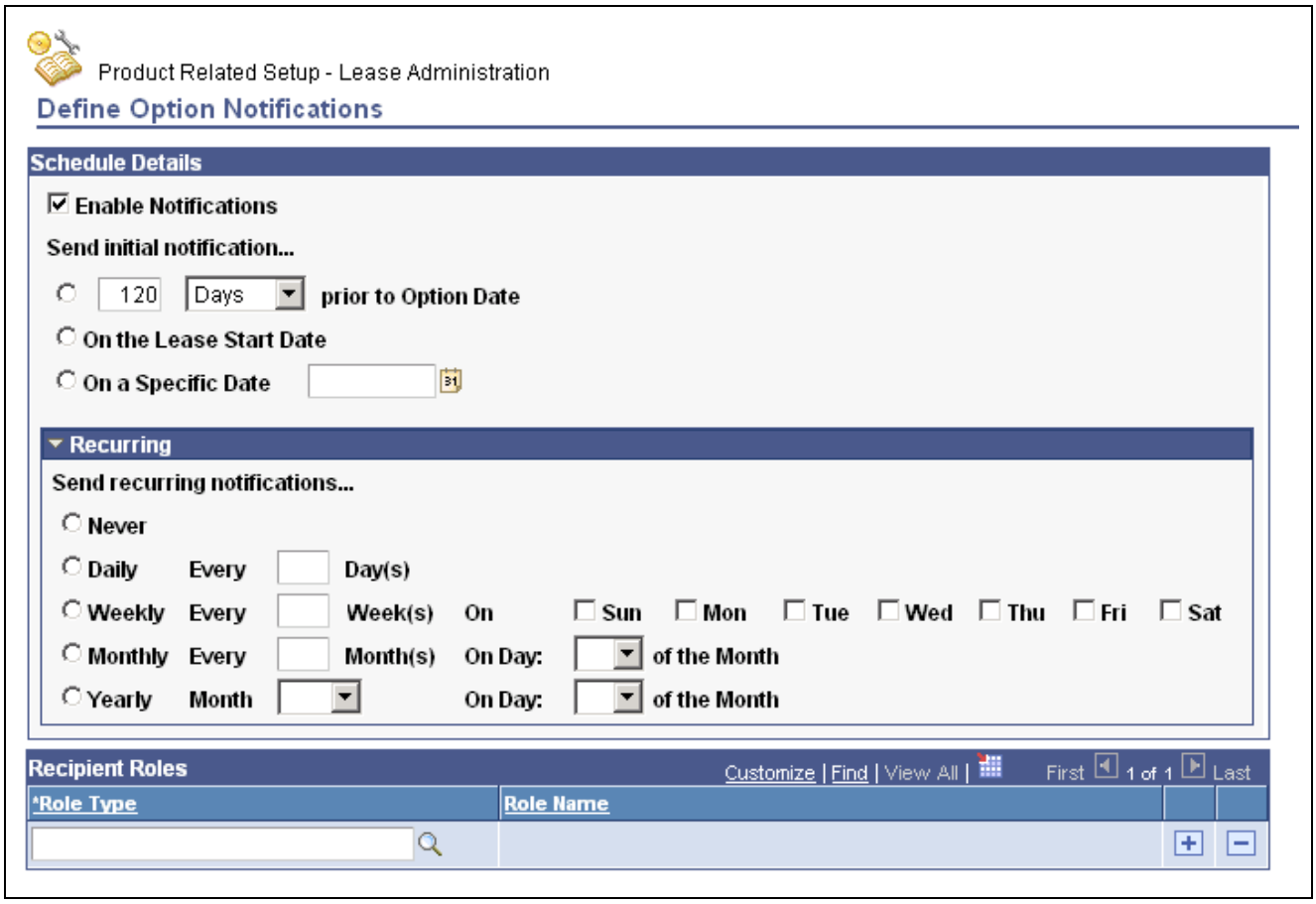
Lease Option Name Select the lease option that you want to define notifications.

Define Notifications Click to access the Define Option Notifications page.

Defining Option Notifications

Access the Define Option Notifications page.

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Define Option Notifications page

Schedule Details

Enable Notifications Select to enable the notification.

Send initial notifications:

prior to Option Date Enter the number, and then select days, months, or years prior to the option date that you want to receive the notification.

Enter a number in the blank field and select one of these values:

Days

Months

Years

On the Lease Start Date Select if you want to receive the notification upon the date that the lease is activated.

Specific Date Enter or select a specific date.

Recurring

You can send recurring notifications based on the following criteria:

Never Select to never send recurring notifications.

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Daily Select to send daily notices. You can enter a number in the blank field in the Daily row to indicate the notification frequency. For example, if you enter *2,* the system sends a notification every two days until the option date occurs.

Weekly Select to send notices weekly. You can enter a number in the blank field in the Weekly row to define the notification frequently and you can specify which day or days of the week to send the notifications. For example, if you enter *2* for the notification frequency and select Monday and Friday, the system sends notifications on Monday and Friday every two weeks until the option date occurs. If you specify a day of the week, you must enter the notification frequency.

Monthly Select to send notices monthly. You can enter a number in the blank field on the Monthly row to define the notification frequency and you can specify on which day of the month that the notification is sent.

Yearly Select to send notices yearly. Select from the *Month* list and define the number in the On Day field for a specific day within that month. For example, notifications can be sent in January on the fifth day of the month until the option date occurs.

Role Type Select the role type or recipient to receive notifications. Notification are sent out to any individual in your organization who is assigned to this role type.

See Chapter 7, "Structuring Leases," Understanding Role Types, page 55.

Defining Role Types

To define role types, use the role types component (RE_PARTY_TYPE).

This section provides an overview of role types and discusses how to define role types.

Understanding Role Types

Role types enable you to define the many contacts stored within your PeopleSoft Real Estate Management system. They are also used to identify critical date recipients. You can set up a role as a role type. Role types can be a lease administrator, portfolio manager, landlord, tenant, billing clerk, payables clerk, bank contact, and so on.

Once you set up the role type, you associate the role category to determine approval processing. When auto-approval is enabled, roles assigned the role type of *Internal Administrator* and *Internal Manager* can activate leases. If auto-approval is disabled, only the role assigned to the *Internal Manager* role type can activate leases.

Note. You must define at least one role type for your PeopleSoft Real Estate Management system.

Note. Role types are not used as a security feature in PeopleSoft.

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Page Used to Define Role Types

Page Name	Object Name	Navigation	Usage
Role Types	RE_PTY_TYPE	Set Up Financials/Supply Chain, Product Related, Lease Administration, Users Roles, Role Types	Define role types.

Defining Role Types

Access the Role Types page.

Role Category Your selection determines the actions for each role that you define. There are four role categories to chose from:

External Contact: A contact that is not an employee of your organization. External contacts can be a vendor or service personnel, such as a sale representative from a janitorial supply company or a repair man.

Internal Administrator: An employee of your organization who has access to the PeopleSoft Real Estate Management system to enter or maintain a lease. A lease administrator or a lease entry clerk is an example of an internal administrator.

Internal Manager: A manager of your organization who has access to the PeopleSoft Real Estate Management system to validate a lease. A portfolio manager is an example of an internal manager.

Lease Principal: A landlord or tenant for a lease.

Defining Lease Administration Roles

To define lease administration roles, use the Lease Administration Roles component (RE_LA_ROLES).

This section provides an overview of lease administration roles and discusses how to define lease administration roles.

Understanding Lease Administration Roles

Lease administration roles enable you to associate individuals in your organization to a particular role type within the PeopleSoft Real Estate Management system. You can associate multiple individuals in your organization to one role type. For example, there may be several individuals that can create and maintain a lease. By assigning a role type of *Lease Administrator* to each of them, each individual can perform the tasks associated with a lease administrator.

Note. You must set up role types before you set up lease administration roles.

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Page Used to Define Lease Administration Roles

Page Name	Object Name	Navigation	Usage
Lease Administration Roles	RE_LA_ROLES	Set Up Financials/Supply Chain, Product Related, Lease Administration, Users Roles, Lease Administration Role	Define a lease administration role.

Defining Lease Administration Roles

Access the Lease Administration Roles page.

User ID Select the User ID of the individual in your organization who generates a transaction.

Role Name Displays the long description from the Role Types page.

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CHAPTER 8

Creating Lease Abstracts

This chapter provides an overview of lease abstracts and discusses how to:

- Create and print lease abstract worksheets.
- Review lease abstracts.

Understanding Lease Abstracts

The lease abstract provides a method to capture and present lease information in a summarized, at-a-glance format. Because leases are usually lengthy and difficult to read, the lease abstract provides lease administrators with a short reference that is referred to more frequently. The sections printed vary by setID and are based on the setup on the Lease Abstract component (RE_ABST_SECT). The layout of the lease abstract matches with the online entry flow of the lease in the system to assist with faster data entry (after the handwritten lease abstract worksheet is completed and is ready for input).

These are the two versions of lease abstracts:

- Lease abstract worksheet.
- Lease abstract.

A lease abstract worksheet is a blank template that you can print and use to record data from a paper lease. The lease abstract worksheet has fields and sections that are similar in order and logical grouping as in the Lease Maintenance component. This enables you to read the worksheet in a linear fashion and enter the information into the Lease Maintenance component. Although the lease abstract worksheet is meant to assist with the typical lease abstraction process done by lease administrators, it is an optional step and depends on the lease administration procedures or your organization.

The Lease Abstract page is a system-generated summary of the lease. After you enter a lease in the system, you can review the lease data by looking at the lease abstract. You can view the lease abstract online or print it for your records.

To transfer lease details from the lease to the PeopleSoft Real Estate Management system, you perform these tasks:

1. Print the lease abstract worksheet.
2. Manually enter the lease information on the worksheet.
3. Use the lease abstract worksheet to enter lease information in the Lease Maintenance component.
4. Review the lease abstract on the Lease Abstract page.

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Prerequisites

Before you can print a lease abstract, you must first set up the sections to print in the lease abstracts for each setID through the Lease Abstract setup component. For each setID used in PeopleSoft Real Estate Management, you can choose which sections appear on the lease abstract.

Creating and Printing Lease Abstract Worksheets

This section discusses how to print a lease abstract worksheet.

The lease abstract worksheet provides you with spaces between fields to enable you to hand write lease information on the worksheet. The flow of the worksheet is designed so that you can quickly extract the information from a hard copy lease and input the data into the PeopleSoft Real Estate Management system.

Page Used to Create Lease Abstract Worksheets

Page Name	Object Name	Navigation	Usage
Lease Abstract Worksheet	RE_ABS_WRKSHEET	Lease Administration, Reports, Lease Abstract Worksheet	Print a worksheet used to record lease information for entry in the PeopleSoft Real Estate Management system. **Note.** You can print the worksheet from your web browser. To maximize viewing and printing of the worksheets, you should use the user interface standard of 800 X 600 screen resolution.

Printing Lease Abstract Worksheets

Access the Lease Abstract Worksheet page.

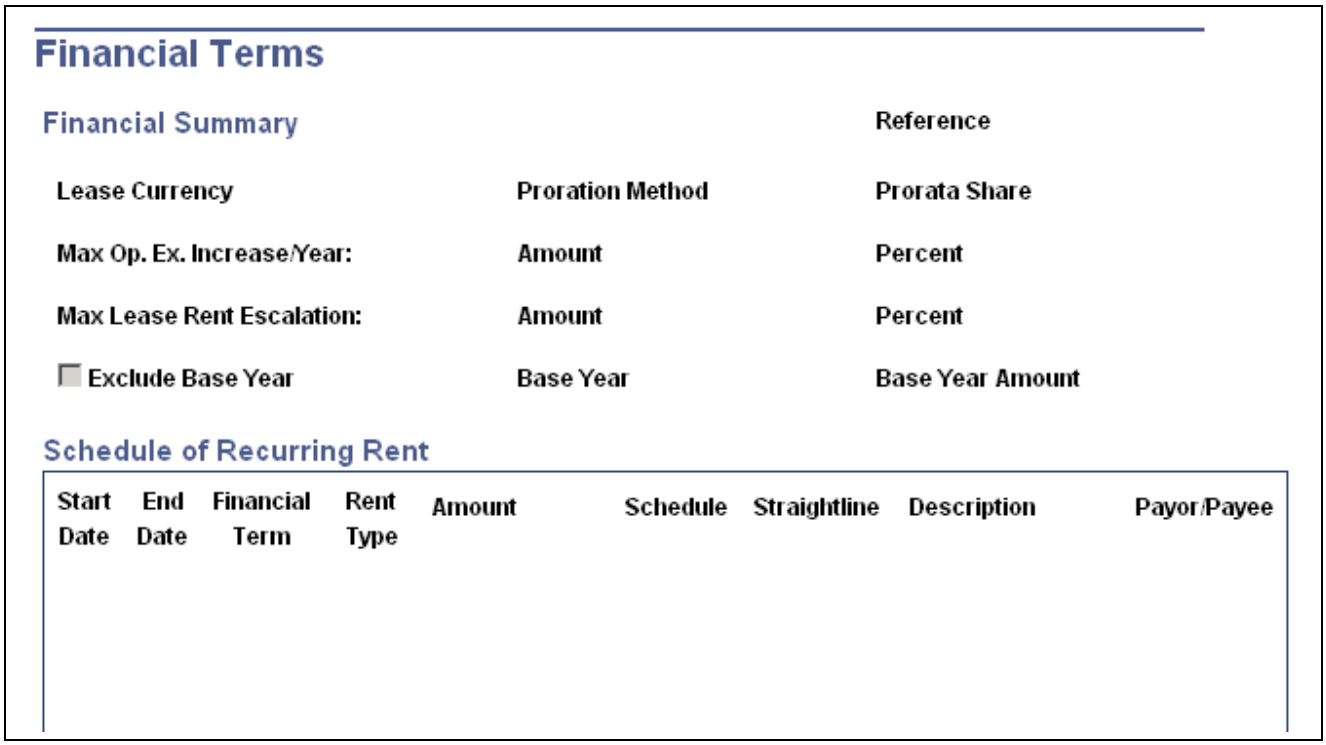
Note. These screenshots display the standard lease abstract worksheet with all options selected on the Lease Abstract setup page.

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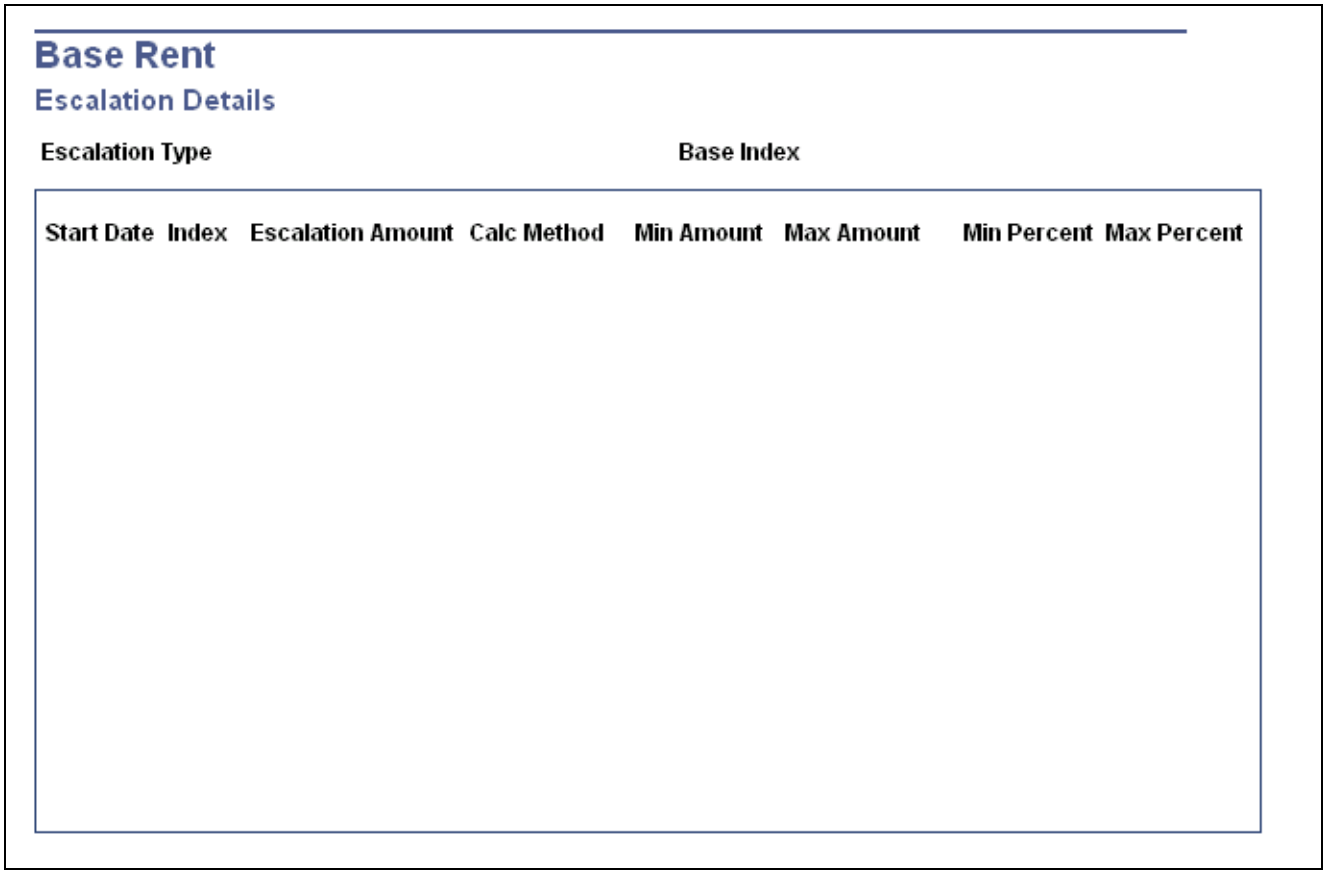


Lease Abstract Worksheet page (1 of 11)

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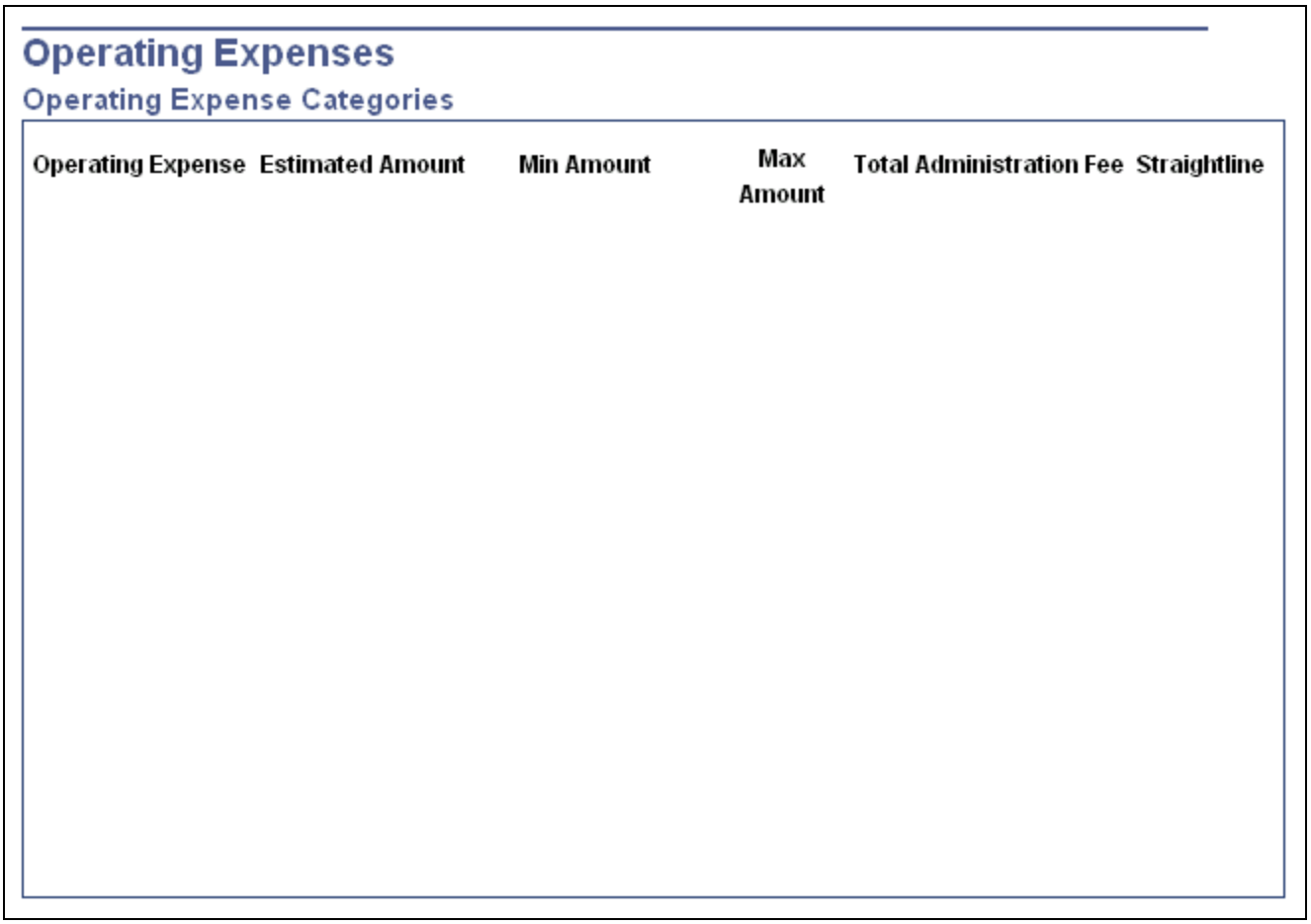


Lease Abstract Worksheet page (2 of 11)



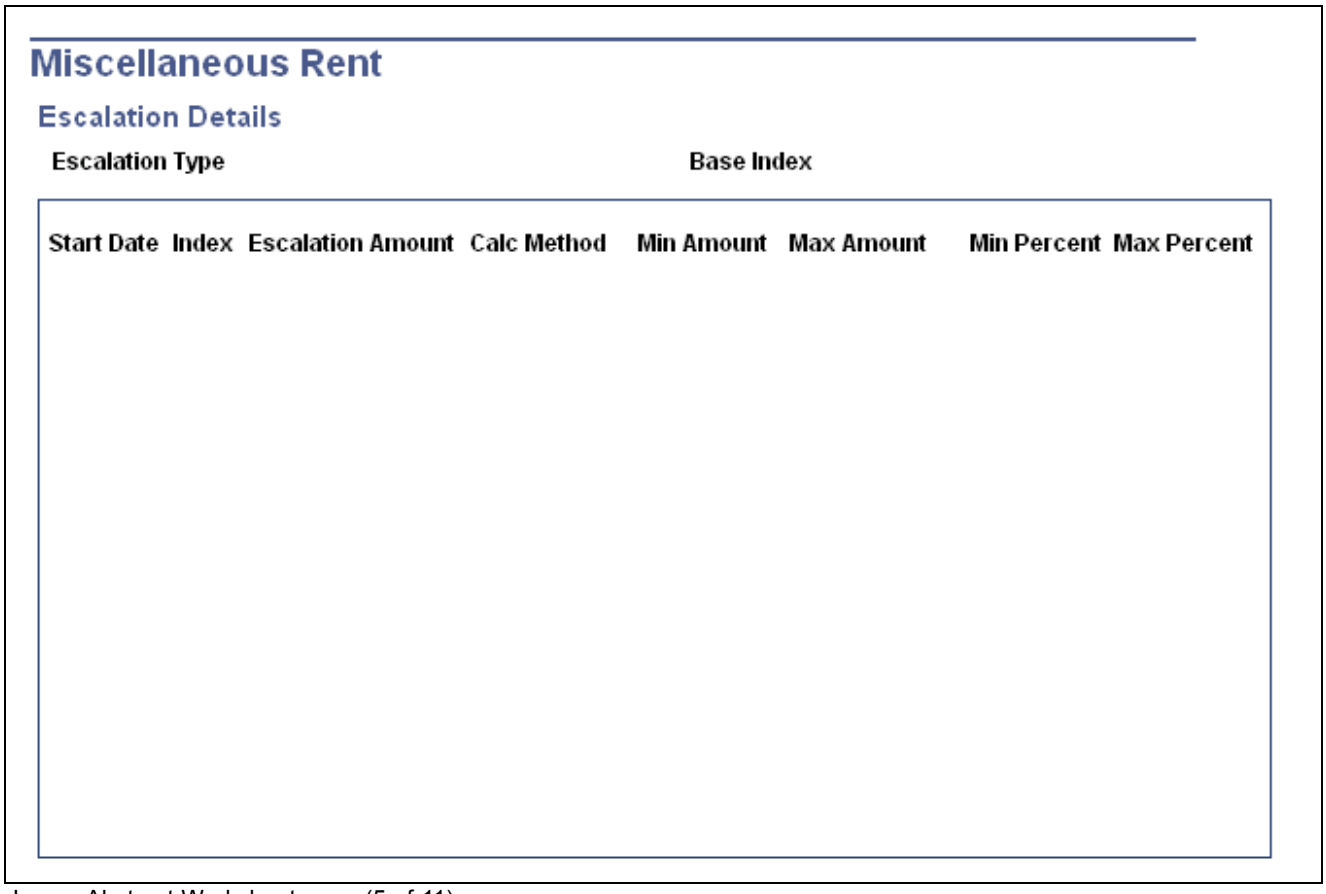
Lease Abstract Worksheet page (3 of 11)

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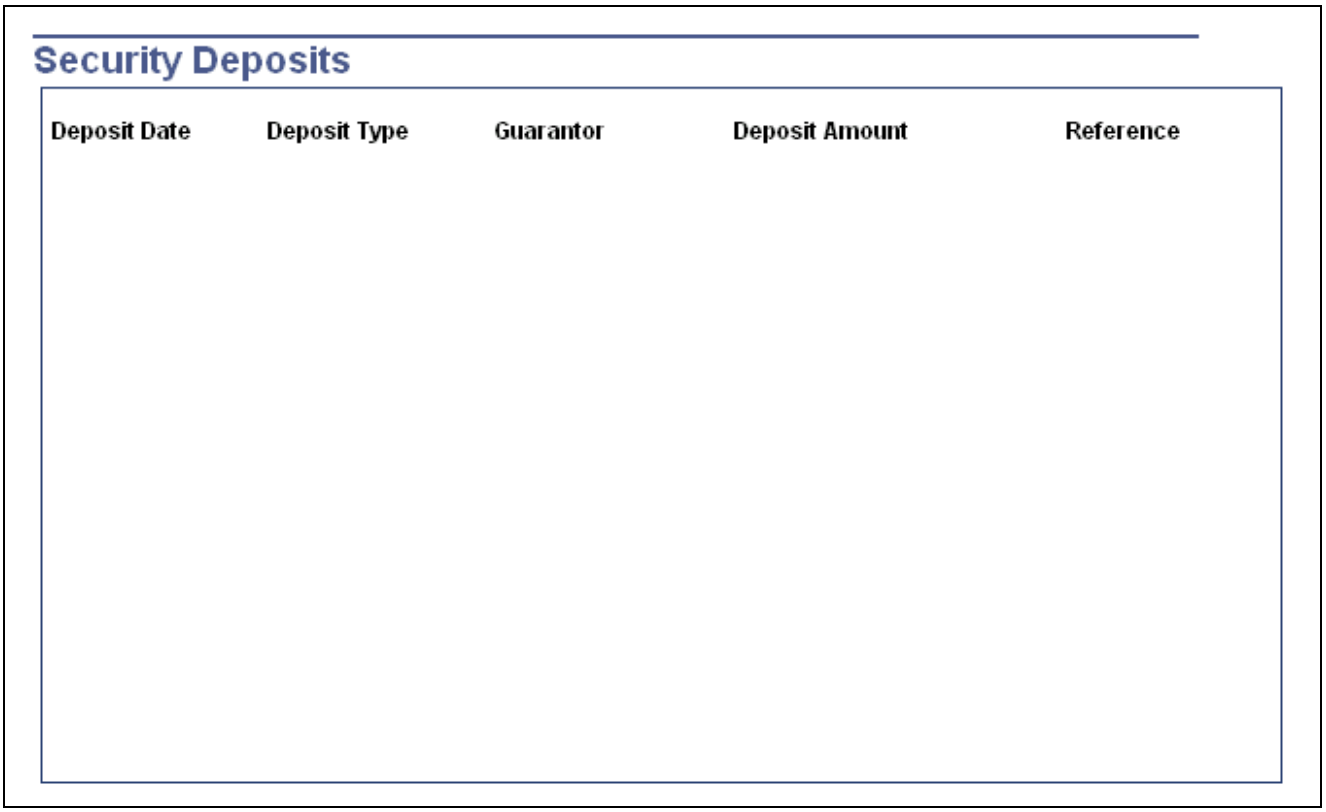
Lease Abstract Worksheet page (4 of 11)

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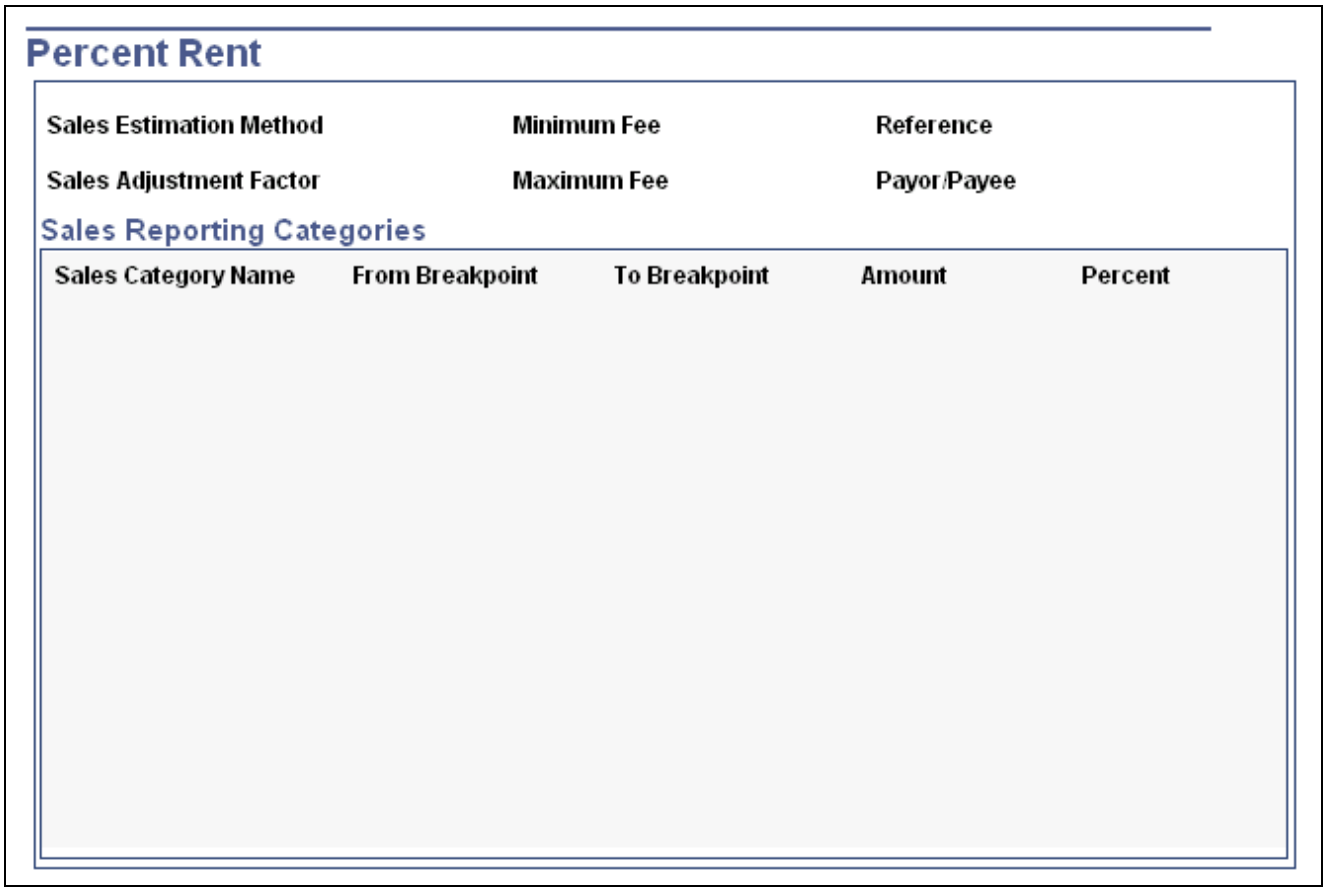
Lease Abstract Worksheet page (5 of 11)

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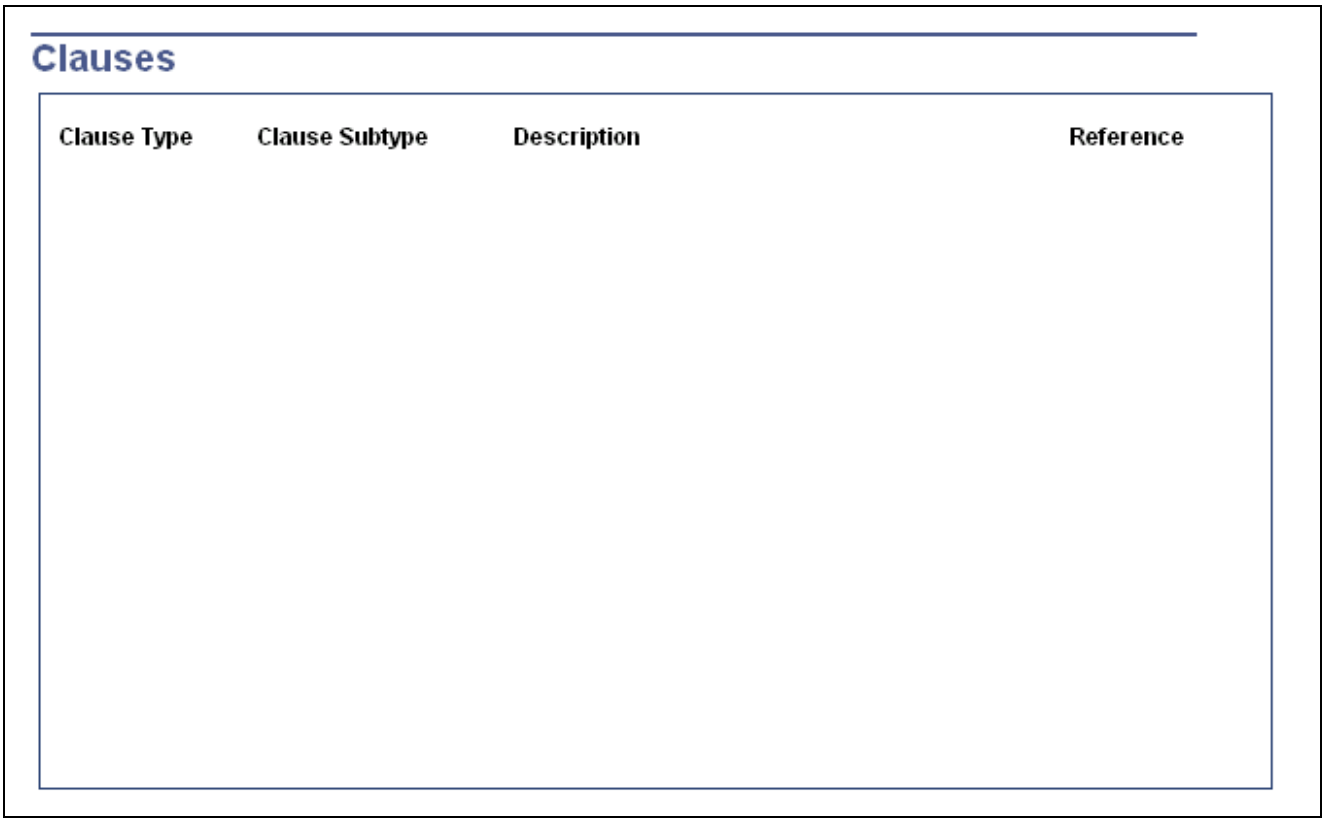
Lease Abstract Worksheet page (6 of 11)

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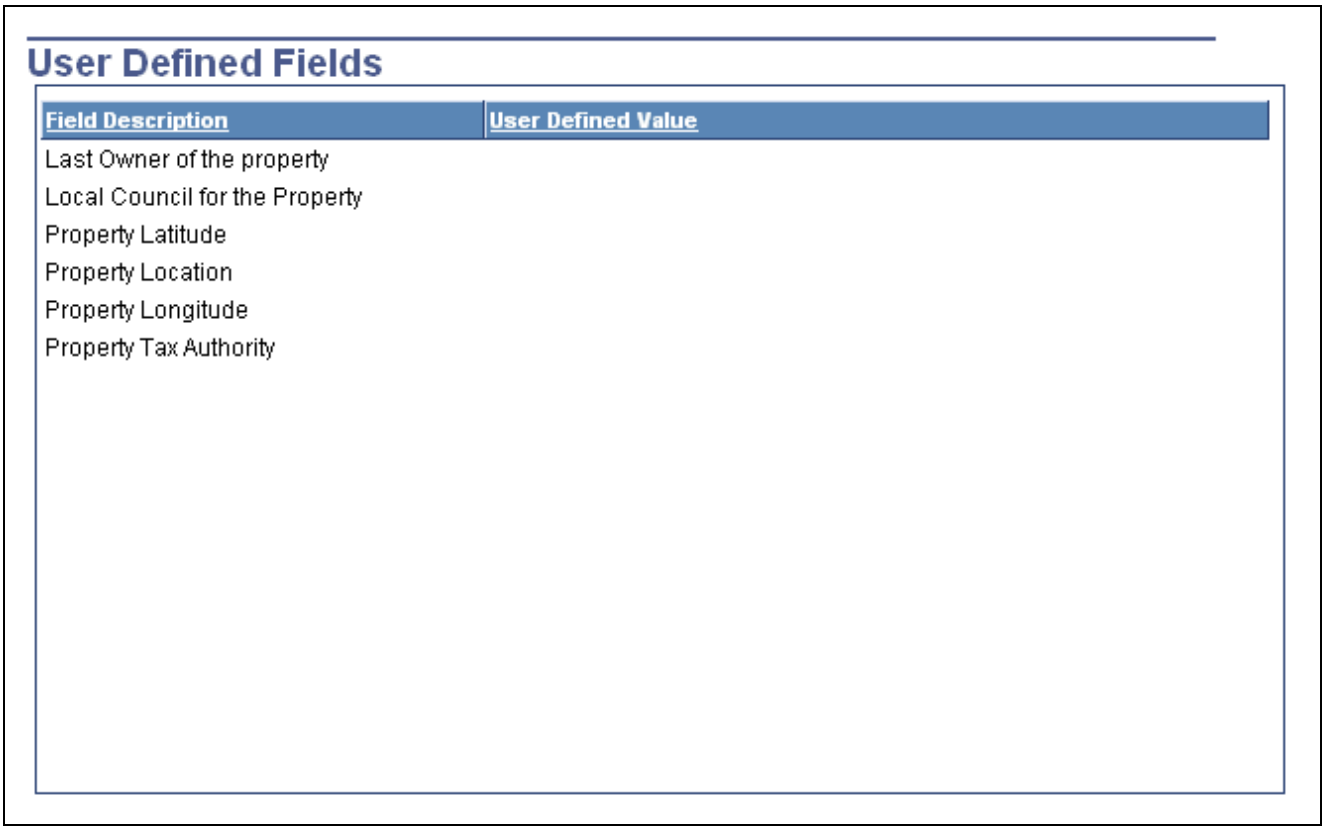


Lease Abstract Worksheet page (7 of 11)

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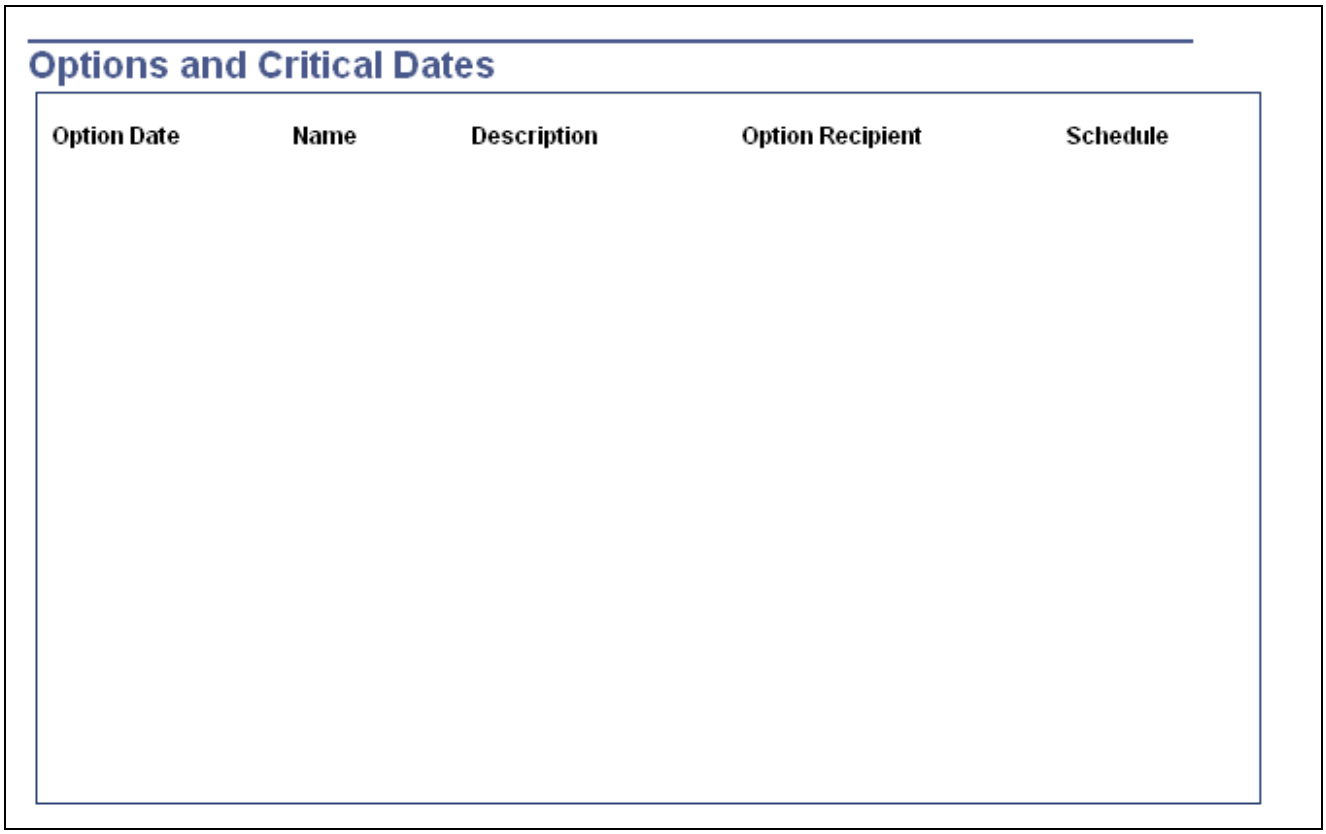


Lease Abstract Worksheet page (8 of 11)

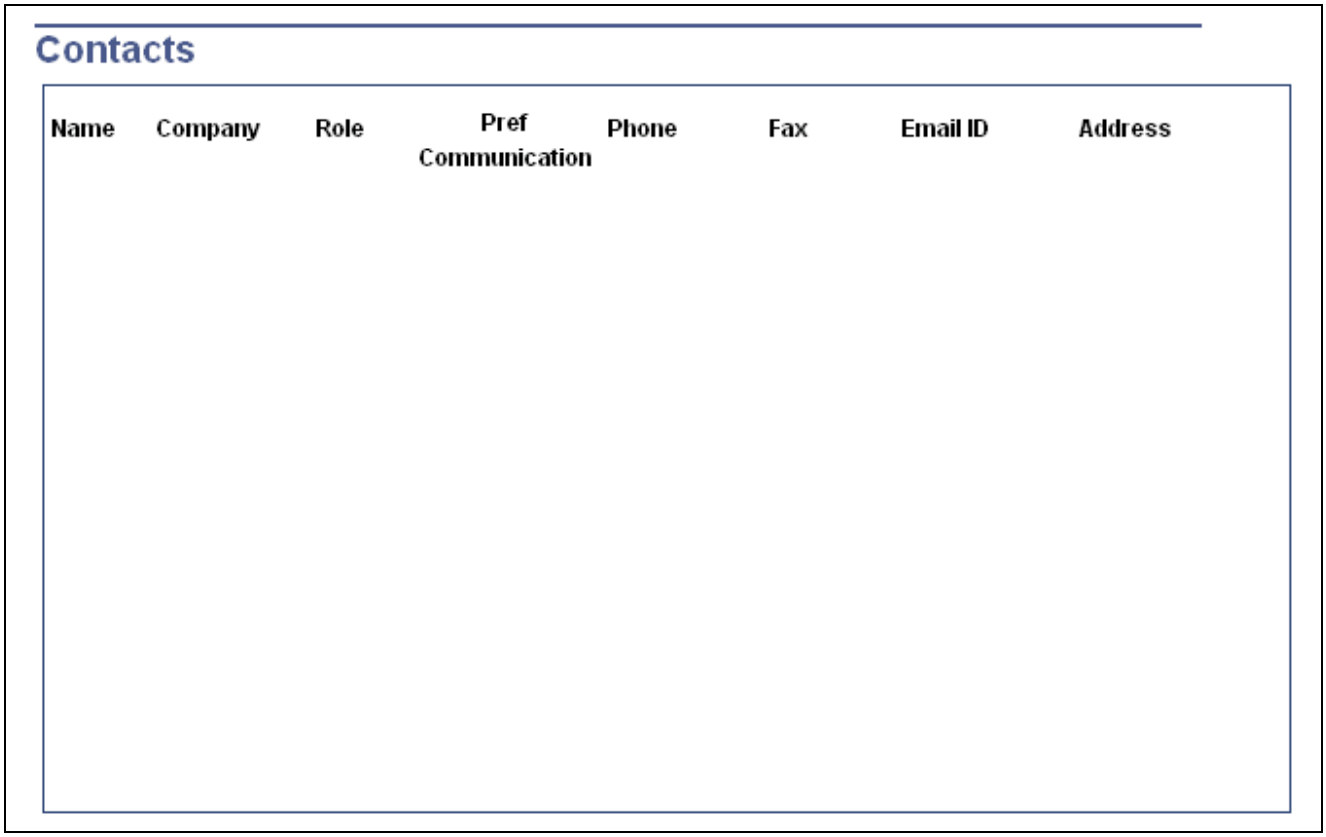


Lease Abstract Worksheet page (9 of 11)

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Lease Abstract Worksheet page (10 of 11)



Lease Abstract Worksheet page (page 11 of 11)

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See Chapter 7, "Structuring Leases," Defining Lease Abstract Sections to Print, page 34; Chapter 9, "Creating and Maintaining Leases," Defining General Information, page 84; Chapter 9, "Creating and Maintaining Leases," Define Financial Terms, page 89; Chapter 9, "Creating and Maintaining Leases," Adding Base Rent, page 92; Chapter 9, "Creating and Maintaining Leases," Define Lease Clauses, page 97; Chapter 12, "Setting Up Operating Expenses," Establishing Operating Expense Details, page 128; Chapter 13, "Setting Up and Calculating Percent Rent," Entering Percent Rent Terms, page 145; Chapter 14, "Setting Up Security Deposits," page 157 and Chapter 15, "Setting Up Lease Options and Critical Dates," page 165.

Reviewing Lease Abstracts

This section provides an overview of reviewing lease abstracts and discusses how to review lease abstracts.

Understanding Reviewing Lease Abstracts

PeopleSoft Real Estate Management enables you to review the lease abstract in any lease status, including pending leases prior to activation. You can review the summary of the lease online or you can print a copy. This feature also enables you to view all the terms and conditions for typographical and miscellaneous errors in the lease before you activate it. Any changes to the terms and conditions of the lease, after it is activated, requires a lease amendment.

Pages Used to Review Lease Abstracts

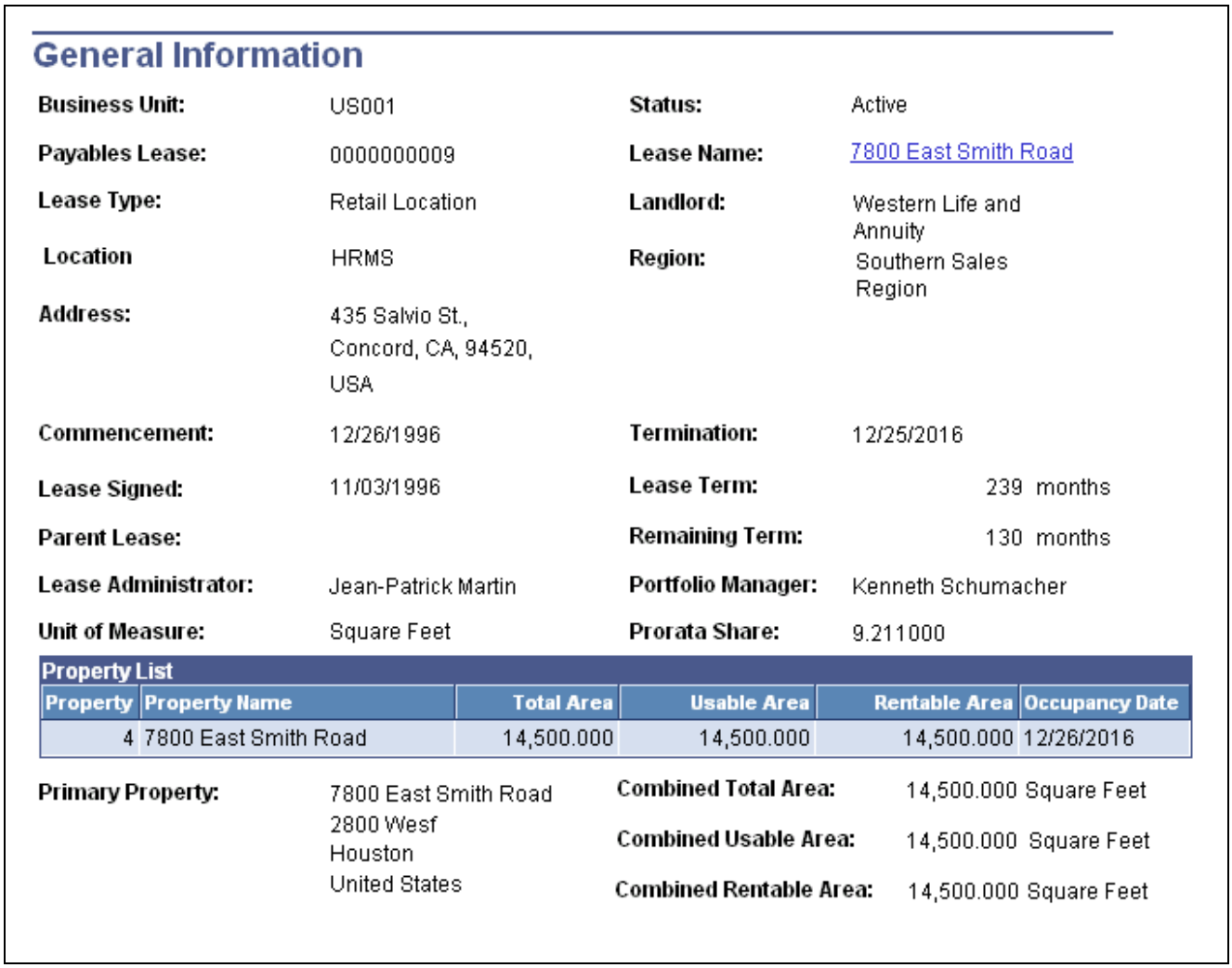
Page Name	Object Name	Navigation	Usage
Lease Abstract	RE_SUMMARY_INQ	• Lease Administration, Payables Leases, Maintain Lease Select *View Lease Abstract* in the Action field and click the Go button • Lease Administration, Receivables Leases, Maintain Lease Select *View Lease Abstract* in the Action field and click the Go button. • Lease Administration, Reports, Lease Abstract	Displays a summary of the lease.

Reviewing Lease Abstracts

Access the Lease Abstract page.

Note. The screenshots display the lease abstract of a completed lease.

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General Information

Business Unit:	US001	**Status:**	Active
Payables Lease:	0000000009	**Lease Name:**	7800 East Smith Road
Lease Type:	Retail Location	**Landlord:**	Western Life and Annuity
Location	HRMS	**Region:**	Southern Sales Region
Address:	435 Salvio St., Concord, CA, 94520, USA		
Commencement:	12/26/1996	**Termination:**	12/25/2016
Lease Signed:	11/03/1996	**Lease Term:**	239 months
Parent Lease:		**Remaining Term:**	130 months
Lease Administrator:	Jean-Patrick Martin	**Portfolio Manager:**	Kenneth Schumacher
Unit of Measure:	Square Feet	**Prorata Share:**	9.211000

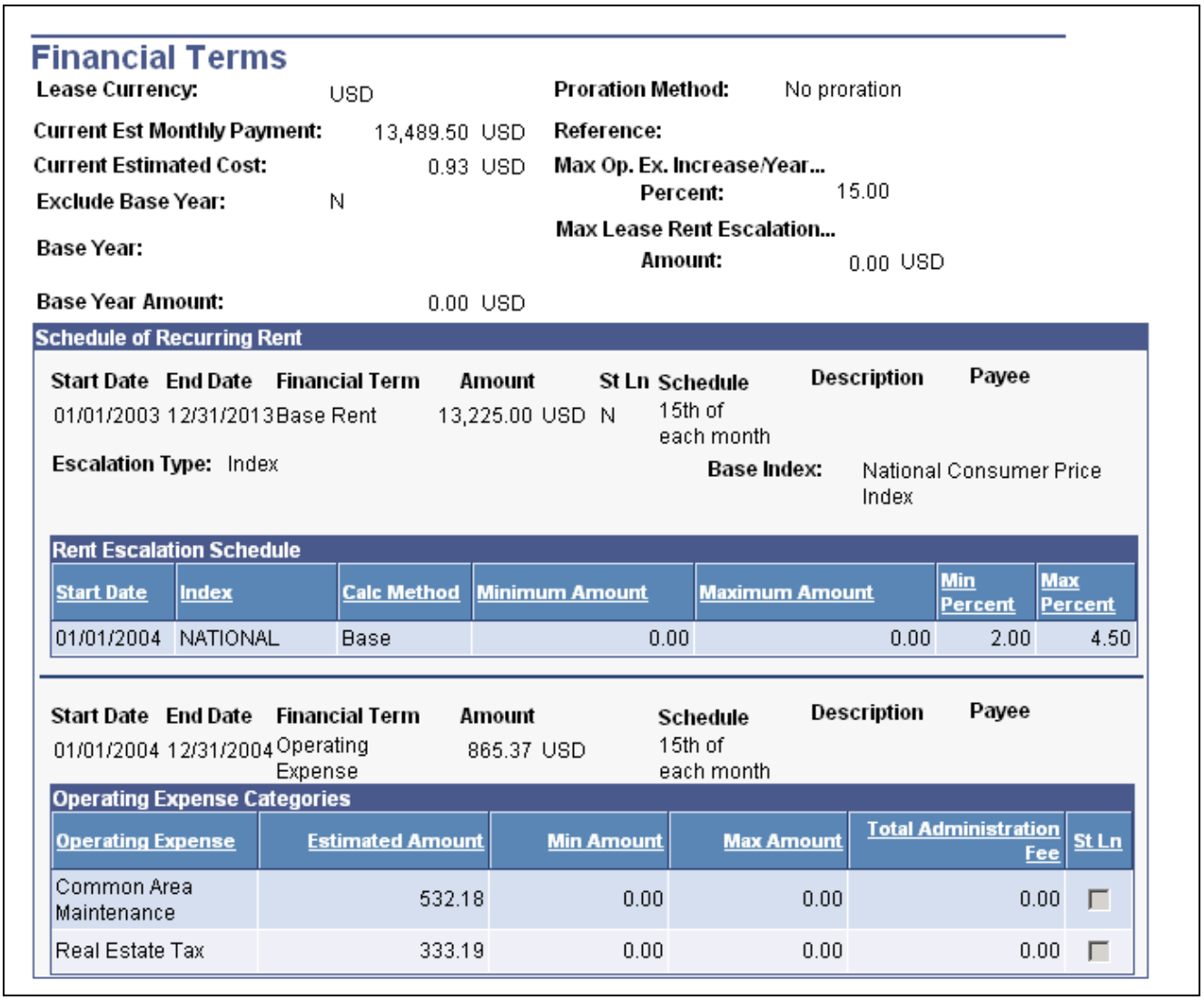
Property List

Property	Property Name	Total Area	Usable Area	Rentable Area	Occupancy Date
4	7800 East Smith Road	14,500.000	14,500.000	14,500.000	12/26/2016

Primary Property:	7800 East Smith Road 2800 Wesf Houston United States	**Combined Total Area:**	14,500.000 Square Feet
		Combined Usable Area:	14,500.000 Square Feet
		Combined Rentable Area:	14,500.000 Square Feet

Lease Abstract page (1 of 6)

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Financial Terms

Lease Currency: USD
Proration Method: No proration
Current Est Monthly Payment: 13,489.50 USD
Reference:
Current Estimated Cost: 0.93 USD
Max Op. Ex. Increase/Year...
Percent: 15.00
Exclude Base Year: N
Max Lease Rent Escalation...
Base Year:
Amount: 0.00 USD
Base Year Amount: 0.00 USD

Schedule of Recurring Rent

Start Date	End Date	Financial Term	Amount	St Ln	Schedule	Description	Payee
01/01/2003	12/31/2013	Base Rent	13,225.00 USD	N	15th of each month		

Escalation Type: Index
Base Index: National Consumer Price Index

Rent Escalation Schedule

Start Date	Index	Calc Method	Minimum Amount	Maximum Amount	Min Percent	Max Percent
01/01/2004	NATIONAL	Base	0.00	0.00	2.00	4.50

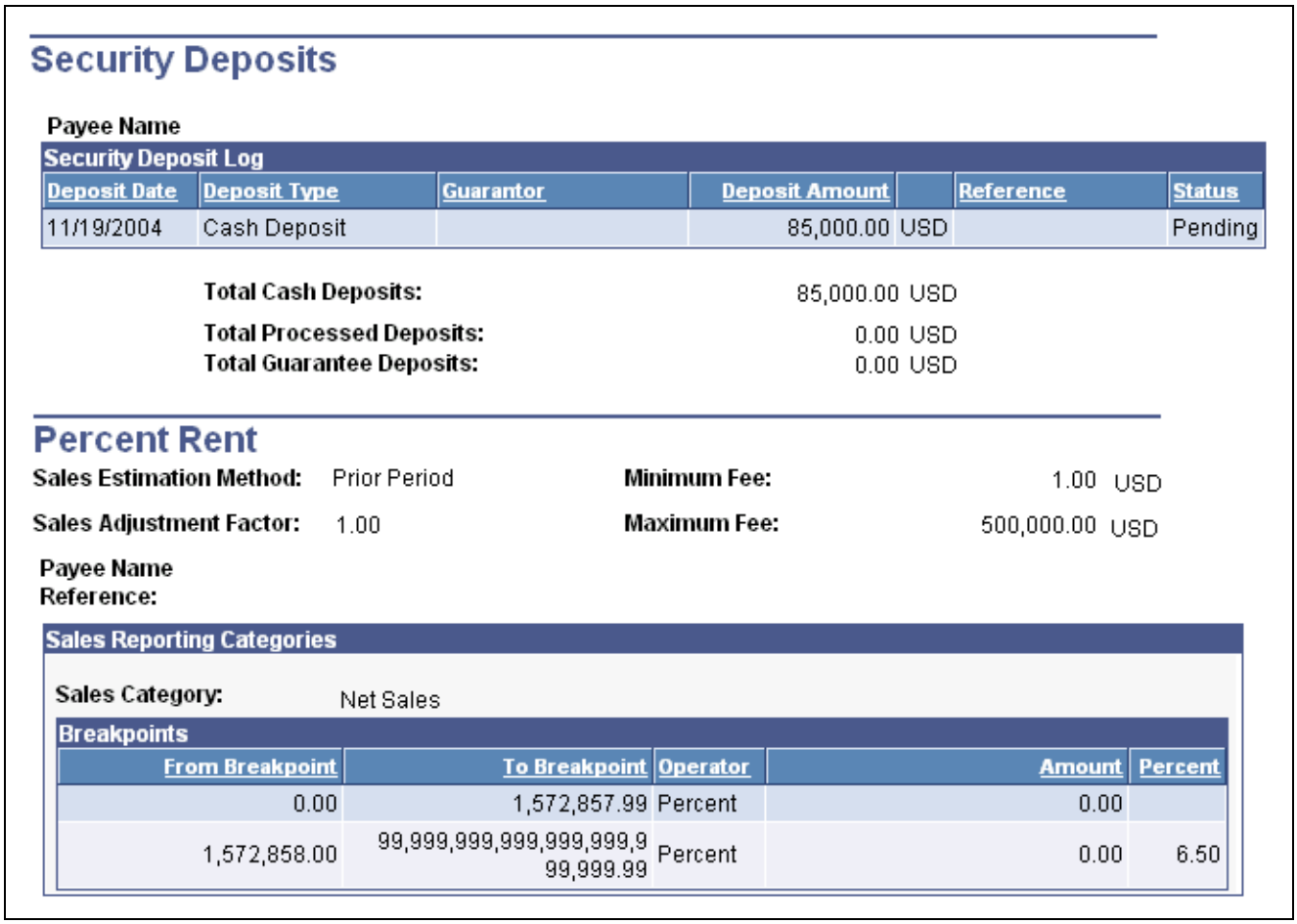
Start Date	End Date	Financial Term	Amount	Schedule	Description	Payee
01/01/2004	12/31/2004	Operating Expense	865.37 USD	15th of each month		

Operating Expense Categories

Operating Expense	Estimated Amount	Min Amount	Max Amount	Total Administration Fee	St Ln
Common Area Maintenance	532.18	0.00	0.00	0.00	☐
Real Estate Tax	333.19	0.00	0.00	0.00	☐

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Security Deposits

Payee Name

Security Deposit Log

Deposit Date	Deposit Type	Guarantor	Deposit Amount		Reference	Status
11/19/2004	Cash Deposit		85,000.00	USD		Pending

Total Cash Deposits: 85,000.00 USD

Total Processed Deposits: 0.00 USD

Total Guarantee Deposits: 0.00 USD

Percent Rent

Sales Estimation Method: Prior Period

Sales Adjustment Factor: 1.00

Minimum Fee: 1.00 USD

Maximum Fee: 500,000.00 USD

Payee Name

Reference:

Sales Reporting Categories

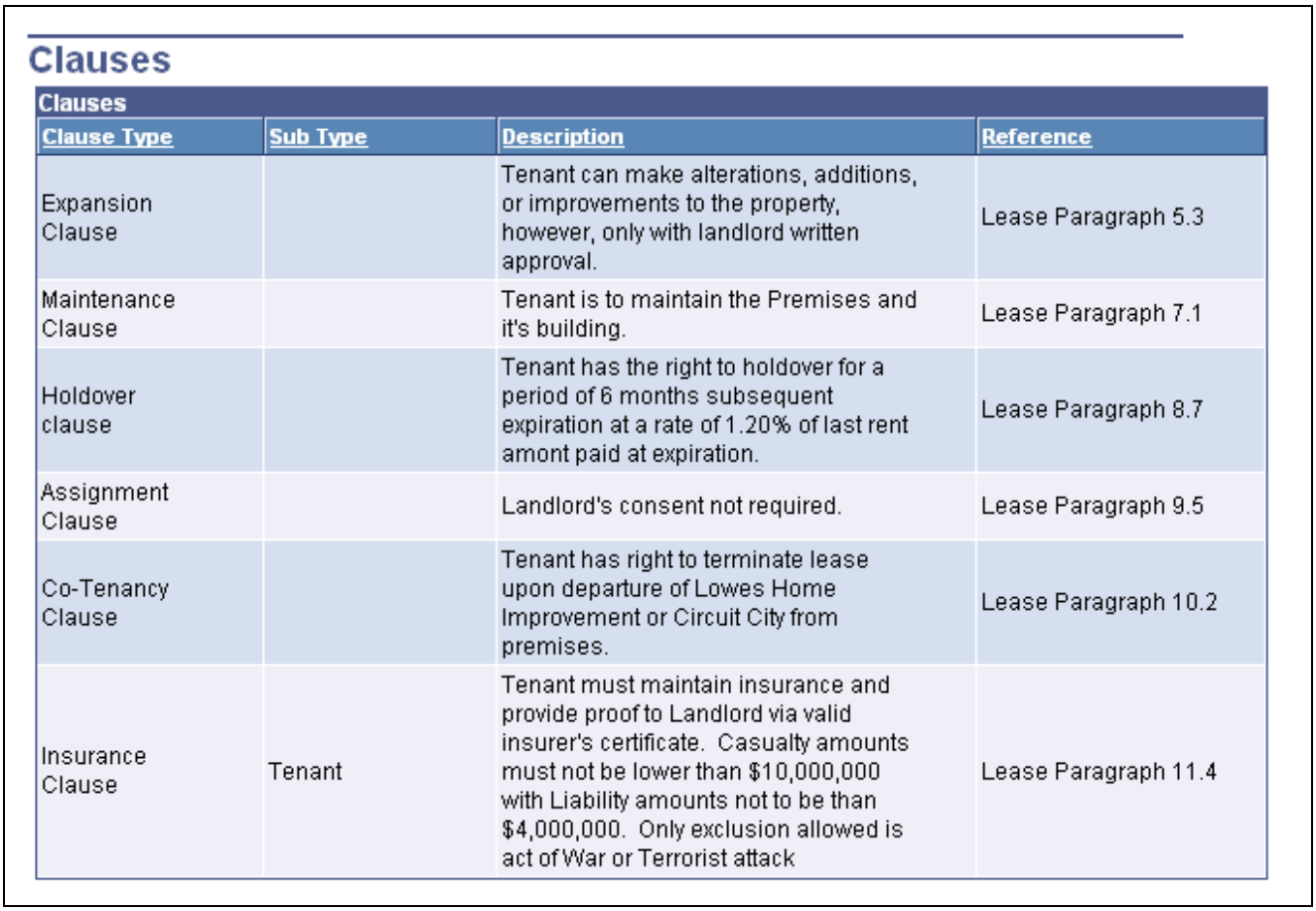
Sales Category: Net Sales

Breakpoints

From Breakpoint	To Breakpoint	Operator	Amount	Percent
0.00	1,572,857.99	Percent	0.00	
1,572,858.00	99,999,999,999,999,999,999,999.99	Percent	0.00	6.50

Lease Abstract page (3 of 6)

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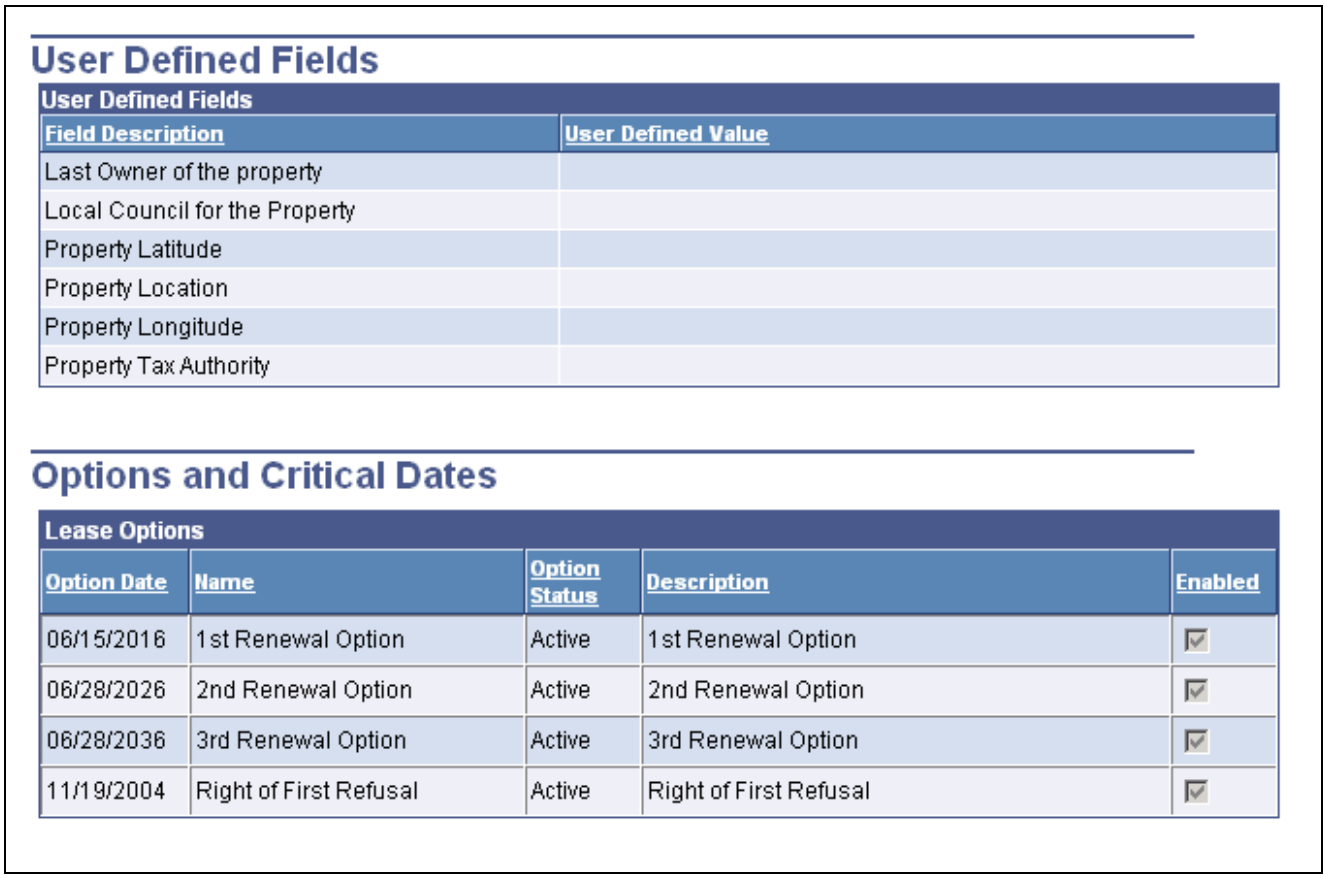
Clauses

Clauses

Clause Type	Sub Type	Description	Reference
Expansion Clause		Tenant can make alterations, additions, or improvements to the property, however, only with landlord written approval.	Lease Paragraph 5.3
Maintenance Clause		Tenant is to maintain the Premises and it's building.	Lease Paragraph 7.1
Holdover clause		Tenant has the right to holdover for a period of 6 months subsequent expiration at a rate of 1.20% of last rent amont paid at expiration.	Lease Paragraph 8.7
Assignment Clause		Landlord's consent not required.	Lease Paragraph 9.5
Co-Tenancy Clause		Tenant has right to terminate lease upon departure of Lowes Home Improvement or Circuit City from premises.	Lease Paragraph 10.2
Insurance Clause	Tenant	Tenant must maintain insurance and provide proof to Landlord via valid insurer's certificate. Casualty amounts must not be lower than $10,000,000 with Liability amounts not to be than $4,000,000. Only exclusion allowed is act of War or Terrorist attack	Lease Paragraph 11.4

Lease Abstract page (4 of 6)

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User Defined Fields

User Defined Fields

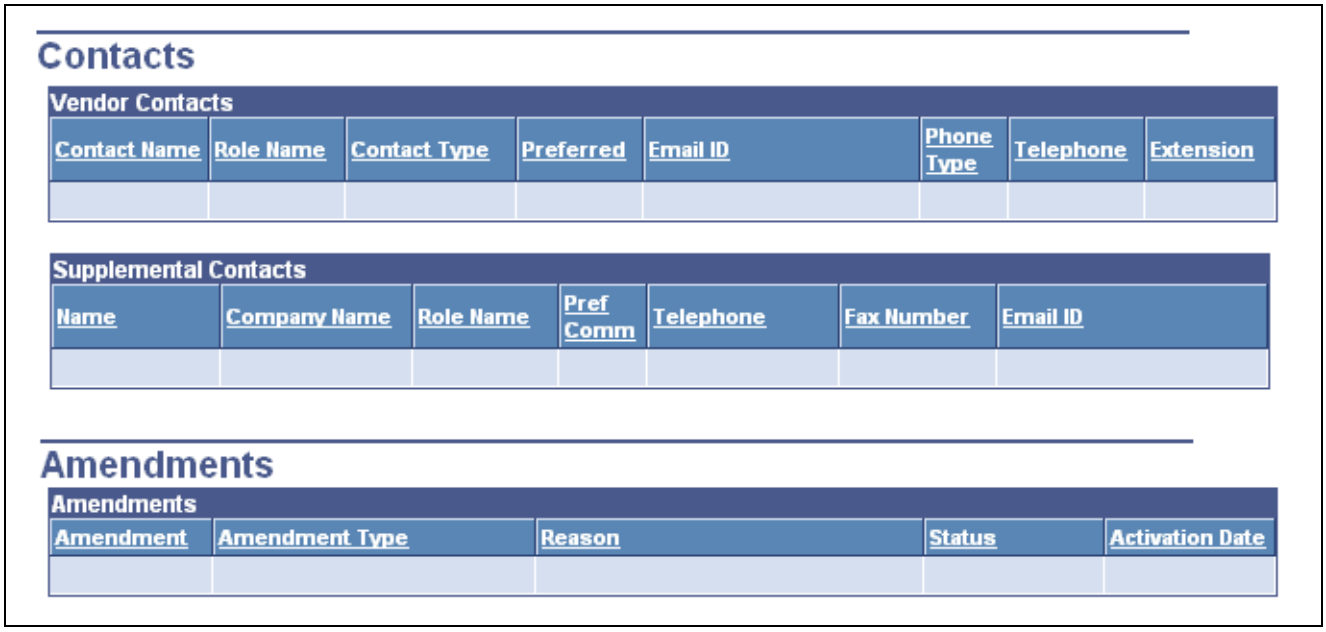
Field Description	User Defined Value
Last Owner of the property	
Local Council for the Property	
Property Latitude	
Property Location	
Property Longitude	
Property Tax Authority	

Options and Critical Dates

Lease Options

Option Date	Name	Option Status	Description	Enabled
06/15/2016	1st Renewal Option	Active	1st Renewal Option	☑
06/28/2026	2nd Renewal Option	Active	2nd Renewal Option	☑
06/28/2036	3rd Renewal Option	Active	3rd Renewal Option	☑
11/19/2004	Right of First Refusal	Active	Right of First Refusal	☑

Lease Abstract page (5 of 6)



Contacts

Vendor Contacts

Contact Name	Role Name	Contact Type	Preferred	Email ID	Phone Type	Telephone	Extension

Supplemental Contacts

Name	Company Name	Role Name	Pref Comm	Telephone	Fax Number	Email ID

Amendments

Amendments

Amendment	Amendment Type	Reason	Status	Activation Date

Lease Abstract page (6 of 6)

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CHAPTER 9

Creating and Maintaining Leases

This chapter provides an overview of leases, lists prerequisites and common elements, and discusses how to:

- Define general lease information.
- Define lease financial terms.
- Define lease clauses.
- Add notes and attachments.
- Review basic lease information.
- Manage my lease portfolio.

Understanding Leases

PeopleSoft Real Estate Management is an integrated solution that effectively manages the entire life cycle of a corporate real estate lease, from lease execution and financial processing through lease expiration and termination.

A lease is an agreement between a lessee (tenant) and a lessor (owner, landlord, or property manager) that defines terms of the rental, such as the period of time and rent amount for a property or multiple properties. The lease is the basis for invoices or vouchers and receipts or payments. You create a lease to enable processing for an invoice or payment for recurring rent and operating expenses for that lease.

You can process everything from a single invoice or payment to the most complex recurring invoices or payments as required by the lease. You can perform cost allocations, rent escalations, and capacity planning for your organization, and establish critical date alerts to notify you when you must take action on or make a decision about a particular lease.

Before you create a lease, you must determine the type. There are two types of leases: payables leases and receivables leases. Your role—landlord or tenant—determines the type of lease that you create.

This section discusses:

- Payables leases.
- Receivables leases.

Payables Leases

Payables leases enable a tenant (lessee) to manage and report on rent, operating expenses, and miscellaneous rents. You can set up recurring payment schedules to facilitate the lease. You can set up percent rent terms based on sales reported by tenant. You can capture specific lease clauses and lease options, and set up critical date alerts for important events related to the lease, such as lease expiration. You can also audit operating expenses, comparing with previous years to ensure continuity of spending.

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You create a payables lease when your organization is the tenant (or lessee) and you are issuing rent payments to a landlord (or lessor) for space that you are occupying. You enter the lease terms from your signed lease agreement as a payables lease and set it up for payment processing through PeopleSoft Payables. As a result, the majority of your transactions are payables transactions or payments that you are issuing through PeopleSoft Payables to be paid to your landlord.

When you enter the lease, you can establish recurring rent payments that the system processes on a periodic basis of your choosing. When processing rent payments, the system generates transactions with PeopleSoft Payables as the transaction destination. Even manual payments, which include ad-hoc entries, security deposits, operating expense audits, and percent rent sales reports, can be sent through PeopleSoft Payables with their associated accounting ChartFields, as determined by the transaction routing code and accounting rule setup. You can also send through PeopleSoft Payables (first as a negative reversal entry of the originating transaction and then as a new entry for the revised payment amount) any adjustment entries caused by changes in security deposits, operating expense audit adjustments, or percent rent sales reports.

For payables leases, the integration points to consider for processing are PeopleSoft General Ledger (for straightline accounting), Payables, and Asset Management (for the Asset Repository). Since PeopleSoft Billing integration is not needed for payables leases, any adjustment transactions are sent through PeopleSoft Payables as negative voucher entries.

See Chapter 7, “Structuring Leases,” Defining Transaction Routing Codes, page 41.

See Chapter 5, “Establishing Real Estate Management Business Units and Accounting Rules,” Understanding PeopleSoft Real Estate Management Accounting Rules, page 16.

Receivables Leases

Corporate real estate management sometimes requires landlord billing capabilities for leasing owned property and subleasing leased property. Accounting for all costs and lease income associated with lease management is critical to a landlord (lessor). Receivables leases enable you to collect rent, manage your expenditures, and allocate them proportionately to the departments or other entities.

When you create a receivables lease, you set up recurring invoices that generate automatically in the frequency defined in the lease. You can track lease clauses and options, and set up critical dates to remind you of important events related to the lease, such as lease expiration. You can also set up simple to complex rent terms, track percent rent schedules, and upload percent rent sales reports to determine the percent increase to bill for monthly rent.

You create a receivables lease when your organization is the landlord (or lessor) and you are submitting rent bills to a tenant (or lessee). For a receivables lease, you enter the lease terms from your signed lease agreements and set up the terms for processing as the landlord. As a result, the majority of your transactions are billing transactions or bills that you are issuing through PeopleSoft Billing to your tenant.

When entering the lease, you can establish recurring rent bills that the system processes on a periodic basis of your choosing. When processing rent invoices, the system generates transactions with PeopleSoft Billing as the transaction destination. Even manual bills, which include ad hoc entries, security deposits, operating expense reconciliations, and percent rent sales reports, are sent through PeopleSoft Billing with their associated accounting ChartFields, as determined by the transaction routing code and accounting rule setup. You can also send through PeopleSoft Billing (first as a negative reversal entry of the originating transaction and then as a new entry for the revised payment amount) any adjustment entries caused by changes in security deposits, operating expense audit adjustments, or percent rent sales reports.

Security deposit refund processing, which is available on receivables lease processing (outside of the lease component) can potentially divert the security deposit refund to PeopleSoft Payables if, during lease expiration, the refund has not been depleted by sufficient deductions to cover the remaining amount outstanding and money is owed back to the tenant.

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For Receivables leases, the integration points to consider for processing are PeopleSoft General Ledger (for straightline accounting), Billing, and Asset Management (for the Asset Repository). Although, for the most part, any adjustment transactions are sent through PeopleSoft Billing as negative invoice lines, a PeopleSoft Payables integration is also available (and potentially necessary) to handle security deposit refund processing during lease expiration.

See Chapter 7, "Structuring Leases," Understanding Transaction Routing Codes, page 40.

See Chapter 5, "Establishing Real Estate Management Business Units and Accounting Rules," Understanding PeopleSoft Real Estate Management Accounting Rules, page 16.

Process Flow Overview for Creating a Lease

The high-level business process flow for creating a lease consists of these steps:

1. Define the general lease information.
2. Enter the lease timetable and lease administration information.
3. Add the property information.
4. Define the financial terms of a lease.
5. Add base rent.
6. Add the operating expenses.
7. Add miscellaneous rent.
8. Define percent rent information.
9. Enter security deposits.
10. Add lease clauses.
11. Establish options and set critical dates.
12. Add and attach pertinent notes.
13. Define internal and external contacts for the lease.
14. Validate and activate lease.

See Chapter 12, "Setting Up Operating Expenses," Establishing Operating Expenses for a Lease, page 128; Chapter 13, "Setting Up and Calculating Percent Rent," Setting Up Percent Rent Terms, page 144; Chapter 14, "Setting Up Security Deposits," Setting Up Security Deposits, page 158; Chapter 15, "Setting Up Lease Options and Critical Dates," Setting Up Lease Options and Critical Dates, page 167 and Chapter 16, "Defining Contacts for a Lease," Understanding Lease Contacts, page 175.

Prerequisites

Before creating leases, you must:

- Set up schedules and calendar IDs.
- Structure lease component setup.
- Set up vendor and customer (landlord and tenant)

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See *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook*, "Maintaining Vendor Information," Adding New Vendors and *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Pages Used to Define Common Journal Definitions.

See Also

Chapter 7, "Structuring Leases," page 33

Common Elements Used in This Chapter

Commencement Enter the begin date that the lease goes into effect.

Lease Actions A lease can change significantly throughout the course of its typically long life cycle. With the Lease Administration feature, you can change the lease status throughout this life cycle using lease actions within the lease component. The list of available actions changes based on the current state of the lease and what can be processed against the lease. For example, you can put an active lease into a dispute status if there is a dispute between the landlord and tenant. If a lease is in dispute, you can hold it from any financial processing. Any transactions in the transaction queue is also put on hold. When the dispute is resolved, you must manually approval the transactions put on hold to enable processing.

Select from the list of values below:

- *Activate Lease*
- *Add to My Portfolio*
- *Cancel Lease*
- *Close Lease*
- *Copy From Existing Lease*
- *Delete Lease*
- *Dispute Lease*
- *Expire Lease*
- *Holdover Lease*
- *Manage Amendments*
- *Resolve Dispute*
- *Validate Lease*
- *View Lease Abstract*

See Chapter 9, "Creating and Maintaining Leases," Understanding Leases, page 75.

 **Go to Error** Click to view and resolve validation and/or activation error. The icon works in conjunction with the highlighted field for visual clue.

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Landlord and **Tenant** — Select the name of the landlord or tenant.

This field changes depending on your role (landlord or tenant) and the navigation that you use.

Note. The landlord must be set up as a vendor on the vendor table, and the tenant must be set up as a bill to customer on the customer table with the Primary Bill-To check box selected.

See *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook*, "Maintaining Vendor Information," Adding New Vendors.

Lease Type — Select the *Sub Lease* or *Reporting* lease type. If you select *Sub Lease,* you must enter the parent lease number associated with that sub lease.

See Chapter 7, "Structuring Leases," Defining Lease Types, page 38.

Location — Select the geographical site identifying a city, state, or office. This location code is based on the vendor or customer master and is not established in the Lease Administration feature.

Payables Lease or **Receivables Lease** — Displays the lease number. This field is dynamic and changes depending on the type of lease (payables or receivables) and the navigation you use. You can either enter a lease number when you create a new lease or let the system generate it from the next available number. If you enter a lease number, it can both letters and numbers.

Region — Select the geographical site that identifies a group of locations, such as *Midwest* or *Northeast.* You must enter a region before you validate or activate a lease.

Reference — Specify sections within a lease where the term of the lease is defined. For example, when adding a base rent, you can use the Reference field to specify the section in the lease where the rent terms are located.

Straightline Accounting — Select to specify straightline accounting for rent. When selected, the system applies straightline accounting rules to the rent.

See Chapter 10, "Managing Straightline Accounting," Understanding Straightline Accounting, page 107.

Termination — Enter the end date of the lease. The end date is used to define when the lease expires.

Defining General Lease Information

This section provides an overview of general lease information and discusses how to define general information for a lease.

Understanding General Lease Information

Defining lease terms and property information is the first step in setting up a new lease. You can create a new lease or copy from an existing lease.

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You can associate a one-to-many relationship between a lease and leased properties. For example, a lease can include multiple properties or a single property with multiple floors, areas, or space. To define the property information, populate the property grid. The property summary provides the calculation for total area for all properties listed on the lease.

Note. After the lease is activated, you must create an amendment to change the property information.

Before you create a lease, you need to understand the underlying actions of some of the fields and how they affect the overall processing of the lease. This section provides an overview of:

- Lease actions.
- Lease statuses.
- Proration method.

Lease Actions

You can specify various actions for a lease. The Action field is dynamic and works in conjunction with the lease Status field, enabling you to change the status of a lease at various stages.

For example, to activate a lease, you select *Activate Lease* from the Actions field (if you have user authority). After the lease status is *Active,* the only available actions are *Cancelled, Expired,* and *Dispute.*

The available values are:

- *Activate Lease:* You can activate leases if all the necessary lease information is correctly entered and validated by the system. Once a lease is activated, you can begin financial processing, make rent payments, and generate invoices. Activation of the lease validates the lease to ensure that all of the data entered is accurate. If errors are encountered, the system provides information for each error. You must correct these errors before you can reactivate the lease.

  Validation errors, when detected, appears in a list towards the top of the page, showing all the errors the system detected. The system also highlights the fields that contain invalid data as a further visual clue. To view and resolve the error, you click the Go to Error link. Errors found on other pages have the Go to Error icon with the page name displayed. Clicking on the icon takes you to the named page.
- *Add to My Portfolio:* Select to add the lease to your portfolio page. This action is only available if the lease is not currently in your portfolio.
- *Cancel Lease:* Select to cancel a lease if the lease was entered in error. This action is only available if the lease status is in pending or active status, and the lease does not have any existing financial transactions generated.
- *Close Lease:* Select to close a lease that has expired and for which all final closing transactions are complete. When a lease is closed, you cannot process any financial transaction for that lease. Before closing a lease, we recommend that you leave a lease in expired status for a period of time to allow for ad-hoc transactions, such as security deposit refunds, final bill payments, end of the year operating expense reconciliations, and so on.

  Note. You may consider keeping the lease in expired status for one year to ensure that all transactions for that lease are completed.

- *Copy From Existing Lease:* Select to copy from an existing lease. You can copy from another lease only if your lease is in pending status.
- *Delete Lease:* Select to delete a lease. You must be in update mode and the status of the lease must be pending.

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- *Dispute Lease:* Select to set a lease to dispute. The status of the lease must be in either active or holdover before you can set the status in dispute. Once a lease is in dispute, all financial transactions are put on hold. You cannot process recurring or ad hoc transactions until the dispute is resolved.
- *Expire Lease:* Select to set the lease status to expire. To expire a lease, the status must be active, in dispute, or holdover. Once a lease expires, all recurring rents are no longer automatically generated. However, you can still issue ad hoc transactions, such as security deposit refunds, percent rent sales reports, and operating expense reconciliations.

Note. If a lease, with straightline accounting specified, is manually expired, under straightline accounting rules, the accrual or deferral must be written off during the termination period. A one-time adjustment is made to end the general ledger entry and balance out the lease for all paid amounts.

- *Holdover Lease:* Select to set a lease to holdover. When the lease is set to holdover, the lease has already expired. You can complete negotiations or enable the tenant to continue to occupy the property for a short time beyond the expiration date. To extend the lease you need to create an amendment. If the lease's termination date is 6 months beyond the date on which the amendment is activated you are given the option to set the lease back into an active state.
- *Manage Amendments:* Select to create an amendment on the lease or view past amendment history. Creating an amendment changes the terms and conditions of a lease, storing new terms along with historical terms. To create an amendment, the lease status should be *Active* or *Holdover*.
- *Resolve Dispute:* Select this value after the dispute is resolved. The lease is set to the original status before the dispute.
- *Validate Lease:* Select to validate the lease to ensure that all required fields are populated. Because you can enter the lease in pending status with little required information, the system must perform an extensive validation of all lease data entered to ensure that all of the appropriate entries are correct. During validation, if any errors are encountered, the system provides information on each of them.

  Validation errors, when detected, appears in a list towards the top of the page, showing all the errors the system detected. The system also highlights the fields that contain invalid data as a further visual clue. To view and resolve the error, you click the Go to Error link. Errors found on other pages have the Go to Error icon with the page name displayed. Clicking on the icon takes you to the subsequent pages.
- *View Lease Abstract:* Select to view the lease abstract. You cannot view the lease abstract if the lease status is cancelled.

Lease Status

The lease status is a system-defined value that provides a visual indicator of the lease status within the lease life cycle. The lease status also controls what processing can occur against the lease. When creating a lease, the status is set to *Pending*. You can save a lease with only the description; however, you cannot activate the lease until you enter and validate all fields. Use lease amendments to create changes against an active lease.

The available values are:

- *Pending:* Initial entry point in a lease life cycle. You must enter only the description of the lease. No financial processing occurs at this state. Leases can be set to *Activate* in the Action field if all the data is complete and successfully validated.
- *Active:* You can change the status of the lease from pending to active based on an installation option and your role. If auto approval is enabled at the installation level, then any user with the Lease Administrator role can activate a lease. If auto approval is disabled at that installation level, then only users with the Lease Administrator role can activate the lease. If any other user activates a lease, then the system presents the user with an option to send an email message to the portfolio manager of the lease to request lease activation. When a lease is activated, financial processing of the lease begins.

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See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Application-Specific Installation Options.

- *Cancelled:* You can cancel a lease in pending or active status if there are no transactions associated with the lease. After the lease is cancelled, the lease is stored for future reference only.
- *Expired:* A lease can expire if the end date on the lease lapses.
- *Holdover:* You can manually move an expired lease into holdover status if negotiations are in process or the tenant requests an extension for a short period of time to occupy the property beyond the expiration date.

  If the tenant requests an extension, the lease term becomes a month-to-month obligation. To change the status, you must either renew the lease or let the lease expire.
- *Dispute:* You can put a lease in dispute status if it is in litigation or negotiation. No financial processing occurs until it is resolved.
- *Closed:* You can close an expired lease. Once a lease is closed, no financial processing can occur. The lease is stored in the system for historical reference only.

As the lease moves through various stages and as the status is updated, it triggers certain events in other areas of the application. Lease statuses determine the financial progress of a lease. Statuses also determine the various actions that you can take on a lease.

This table lists available actions and statuses that you can select for a lease based on the lease's current status listed in the left column:

Current Lease Status	Available Actions	Available Lease Statuses
Pending	*Activate* *Add to My Portfolio* *Cancel Lease* *Copy From Existing Lease* *Delete Lease* *Validate lease* *View Lease Abstract*	*Active:* All data entry is complete and successfully passes validation edits. *Cancelled:* You can cancel a lease if there are no existing manual Payables payments associated with the lease.
Active	*Add to My Portfolio* *Manage Amendments* *Cancel Lease* **Note.** You cannot cancel a lease if active transactions exist. *Dispute Lease* *Expire Lease* *View Lease Abstract*	*Cancelled:* You can cancel a lease if there are no existing manual payments associated with the lease. *Expired:* A lease can expire through the course of the normal lease cycle where the end date lapses. You can also manually expire a lease for early termination. *Dispute:* Stops all processing until a lease amendment is created.
Cancelled	*Delete*	None: You can only delete the lease.

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Current Lease Status	Available Actions	Available Lease Statuses
Expired	*Manage Amendments* *Close Lease* *Dispute Lease* *View Lease Abstract*	*Holdover:* The lease administrator can manually set a lease to holdover status if negotiations are in process or a tenant extends the lease term beyond the expiration date at a higher previously negotiated rent. *Closed:* A lease has expired and has not been renewed. *Dispute:* A lease can go into dispute if holdover terms are unclear or negotiations are in process.
Holdover	*Manage Amendments* *Expire Lease* *Dispute Lease* *View Lease Abstract*	*Active:* If a lease in holdover status is amended so that the lease termination is more than 6 months into the future it can be set to active. *Dispute:* A lease can go into dispute if holdover terms are unclear or negotiations are in process.
Dispute	*Manage Amendments* *Expire Lease* *Resolve Dispute* *View Lease Abstract*	*Active:* You can set the lease back to active status when the dispute is resolved. *Expired:* A lease can be expired if the dispute is resolved. *Holdover:* A lease can be in holdover status only if it was previously in holdover status and the dispute is resolved.
Closed	*Manage Amendments* *View Lease Abstract*	None: No further processing allowed.

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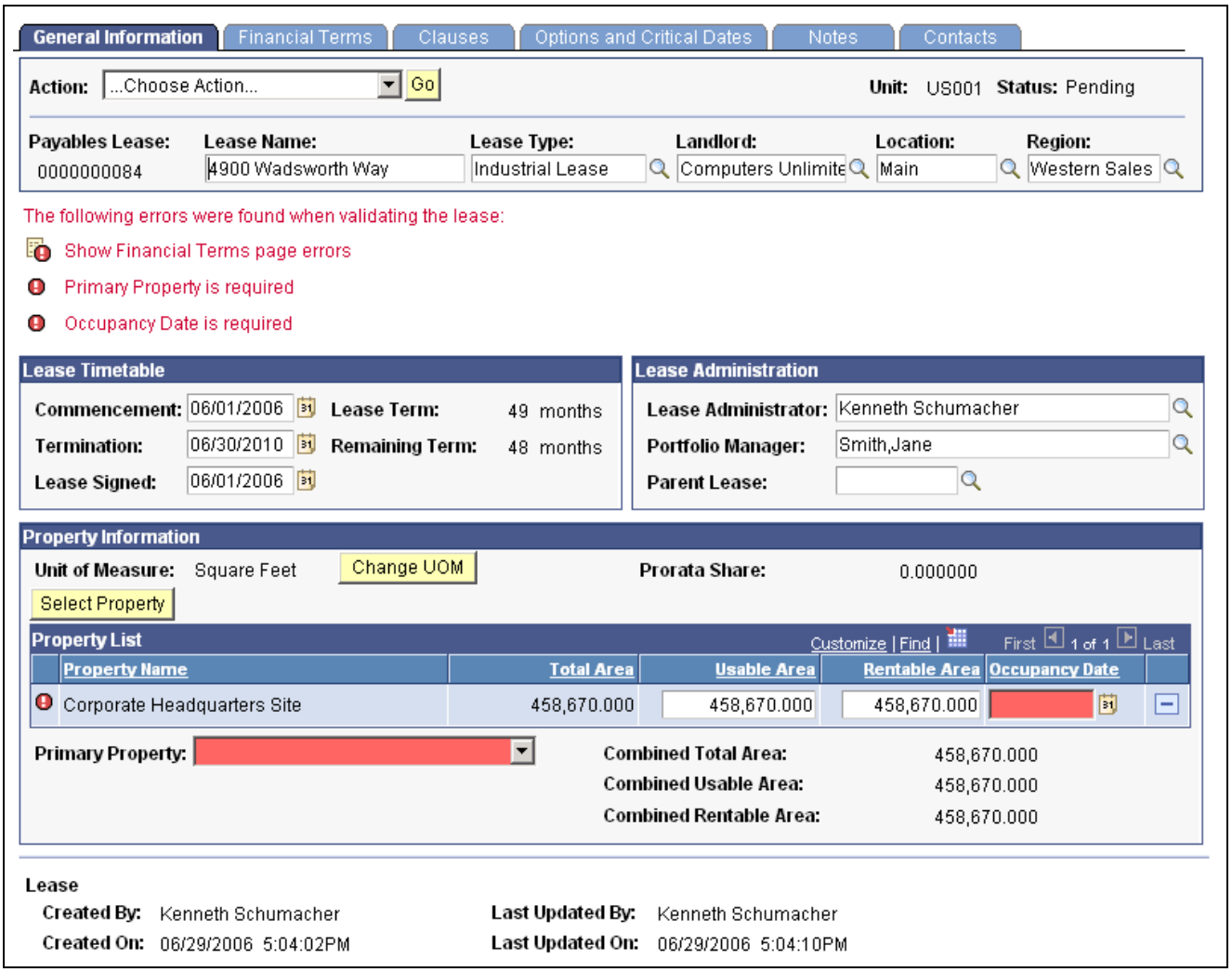
Pages Used to Define General Information

Page Name	Object Name	Navigation	Usage
Create New Lease - General Information	RE_LS_GENERAL	• Lease Administration, Payables Leases, Create New Lease, General Information • Lease Administration, Receivables Leases, Create New Lease, General Information • Lease Administration, Payables Leases, Maintain Lease, General Information • Lease Administration, Receivables Leases, Maintain Lease, General Information	Select to create a payables lease or receivables lease.
Maintain Lease - General Information	RE_LS_GENERAL	• Lease Administration, Payables Leases, Maintain Lease, General Information • Lease Administration, Receivables Leases, Maintain Lease, General Information	Select to maintain a payables lease or a receivables lease.
Property Search	RE_LS_PPTY_SRCH	Click the Select Property button on the General Information page.	Search for and select properties from a hierarchical display to associate with leases.

Defining General Information

Access the Create New Lease - General Information page.

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Create New Lease - General Information page

Note. This page displays an example of validation and/or activation errors the system detected. To view and resolve the error, click the Go to Error link. Resolve by entering or replacing the values highlighted in red.

Lease Timetable

Commencement Select the lease start date. Any changes to this date after lease activation requires an amendment. Any financial term start date must not be before this date.

Termination Select the lease end date. Any changes to this date after lease activation requires an amendment. Any financial term end date must not be after this date.

Lease Signed Select the lease signed date. This date must occur on or before the commencement date.

Lease Term Displays the total number of months for this lease.

Remaining Term Displays the number of months remaining on this lease.

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Lease Administration

Lease Administrator Enter the individual who manages and administers this lease. The lease administrators available in this list are set up under Lease Administration User Roles.

See Chapter 7, "Structuring Leases," Defining Role Types, page 55.

Portfolio Manager Select the manager of the lease administrator. Depending on your organization, this role may be the same as the lease administrator. The portfolio managers available in this list are set up under Lease Administration User Roles.

See Chapter 7, "Structuring Leases," Defining Role Types, page 55.

Parent Lease Select the lease number. If the value in the Lease Type field is *Sub Lease,* select the parent lease number associated with the sub lease.

Note. If the lease type is sublease then you must enter the value, otherwise it is optional.

Property Information

Unit of Measure Displays the unit of measure (UOM) for the property. This value defaults from business unit setup, but you can override it for a specific lease.

Change UOM (change unit of measure) Click the button to change the unit of measure for the property. This toggles between square feet and square meters.

Prorata Share Displays the proportion of the property that the tenant is occupying. You can also use this field to assist with calculating the share of operating expense for the tenant, which you can enter on the Financial Terms page.

Select Property Click to access the Property Search page where you can search for and select properties to associate with this lease. You should enter the commencement and termination dates before you select properties. The properties available for selection on the lease depends on these dates.

Property List

The Property List grid lists the properties that you select on the Property Search page.

Total Area Displays the total size of the property, including all open and shared space. The property information is stored in the Asset Repository.

Usable Area Enter the usable size of the property. This does not include shared and open space. This cannot be greater than the total area.

Rentable Area Enter the rentable size of the property for the lease. This field controls what gets billed or paid for this lease. This cannot be greater than the total area.

Occupancy Date Enter the date which the property will be occupied. This date cannot be prior to the commencement date.

Primary Property Select the property address for this lease. This field is used only for display purposes when viewing a lease.

Combined Total Area Displays the total combined size of the properties listed on this lease.

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Combined Usable Area	Displays the total sum of combined usable size of the properties on this lease.
Combined Rentable Area	Displays the total sum of combined rentable size of the properties on this lease.

Defining Lease Financial Terms

This section provides an overview of the lease financial terms and discusses how to:

- Define financial terms.
- Add base rent
- Add miscellaneous rent.

We cover security deposit financial terms in the Setting Up Security Deposits chapter in this PeopleBook.

See Chapter 14, "Setting Up Security Deposits," page 157.

We cover operating expenses in the Setting Up Operating Expenses chapter in this PeopleBook.

See Chapter 12, "Setting Up Operating Expenses," page 127.

We cover percent rent in the Setting Up and Calculating Percent Rent chapter in this PeopleBook.

See Chapter 13, "Setting Up and Calculating Percent Rent," page 141.

Understanding Lease Financial Terms

Setting up the financial terms on a lease is critical to the overall processing of the lease. You can define the billing or payment frequency of rent, operating expenses, and miscellaneous rent. Establish recurring payments or invoices and specify the specific date that payments or invoices should be processed.

You can establish rent escalations that increase at specific date intervals throughout the life cycle of the lease. When adding base rent, you can set up a recurring invoice or payment. You can create rent escalations using a predefined index or standard stepped increase. The index escalation method typically can use the Consumer Price Index (CPI) or any other index to help determine the rent increase. Escalations usually occur on an annual basis with an optional defined maximum limit capacity.

With operating expenses, you can set maximum increases by amount or percent. As a tenant, you can audit those expenses annually to ensure continuity of spending. As a landlord, you can reconcile the operating expenses and bill or credit the difference to your tenants.

You can also set up a recurring schedule for miscellaneous rent. Recurring miscellaneous rent can include such items as monthly parking fees, administrative fees, and storage fees. You can establish a recurring schedule to reduce data entry redundancy.

You may have leases that are set up on a percent rent schedule, where the monthly rent is reduced in exchange for a portion of the tenant's sales. With percent rent schedule, you can upload tenant sales reports to determine the variable monthly rent the tenant pays.

See Chapter 13, "Setting Up and Calculating Percent Rent," page 141.

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Proration Methods

PeopleSoft Real Estate Management enables you to calculate the prorated amount for recurring charges when the start date or end date of the recurring charges do not coincide with the calendar period start date or end date. PeopleSoft Real Estate Management supports two proration methods: *365 Days* and *360 Days*.

- 365 day proration:

  This method is based on the number of days in the calendar period, where the period can be weekly, monthly, quarterly, or yearly.

- 360 day proration:

  This is a 30 day month proration where the billing frequency can only be monthly with 30 days in each month.

The system applies these rules to the proration methods:

- The system uses the PeopleSoft calendar for all lease terms.

  You create calendars at the setID level by using the menu navigation Setup Financials/Supply Chain, Common Definitions, Calendars/Schedules.

  See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Accounting Calendars".

- The system uses the calendar to determine the start date and end date for the recurring transaction.
- The schedule and calendar frequencies must be the same.

For example, if base rent starts on January 11, 2007, the calendar is monthly and the schedule for payment is monthly (starting on the 15th each month). The term start date (January 11, 2007) does not correspond with the calendar period start date (January 1, 2007). The system performs proration for a period of 21 days (January 31 – January 11 = 21 days). The systems generates a bill for 21 days on January 15, 2007. At the end of the lease term for that recurring rent, if the end date also does not correspond with the calendar, then the system prorates the last payment.

The proration method applies to all recurring terms of the lease. The proration method defaults onto the lease from the business unit setup and you can change the method when the lease is in pending status. After you activate the lease, you must create an amendment to change the proration method.

When a financial term is defined with an escalation, the system considers the escalation only when the schedule date is greater than or equal to an escalation date. When calculating the prorated amount at end date of the financial term, the system first calculates the term schedule amount including any escalation and related boundaries, and then applies the proration ratio to deduct the prorated amount.

The calculation of the financial term schedule dates and related amounts is essentially the same as for activating a new term as it is for an amendment. The difference is in assessing what constitutes the true start date of the term. When an amendment is activated, the system finds the date of the last schedule generated to the transaction queue, deletes all existing schedules whose date is greater than that last generated date, and if the start date of the amended version of the term is greater than the end date of the calendar period for which transactions are already generated, then the new schedule is generated exactly like for a new term with possible application of the proration rule at term start date and term end date. If the start date of the amended version of the term is less than the end date of the calendar period for which transactions are already generated, the real start date of the amendment is the first day after the calendar period for which transactions are already generated schedule date greater than the last generated schedule date. Proration at start date is not applied but proration for the end date may be applied. If both the start and end dates of the amended term are prior to the last generated schedule date, then no new schedule is generated.

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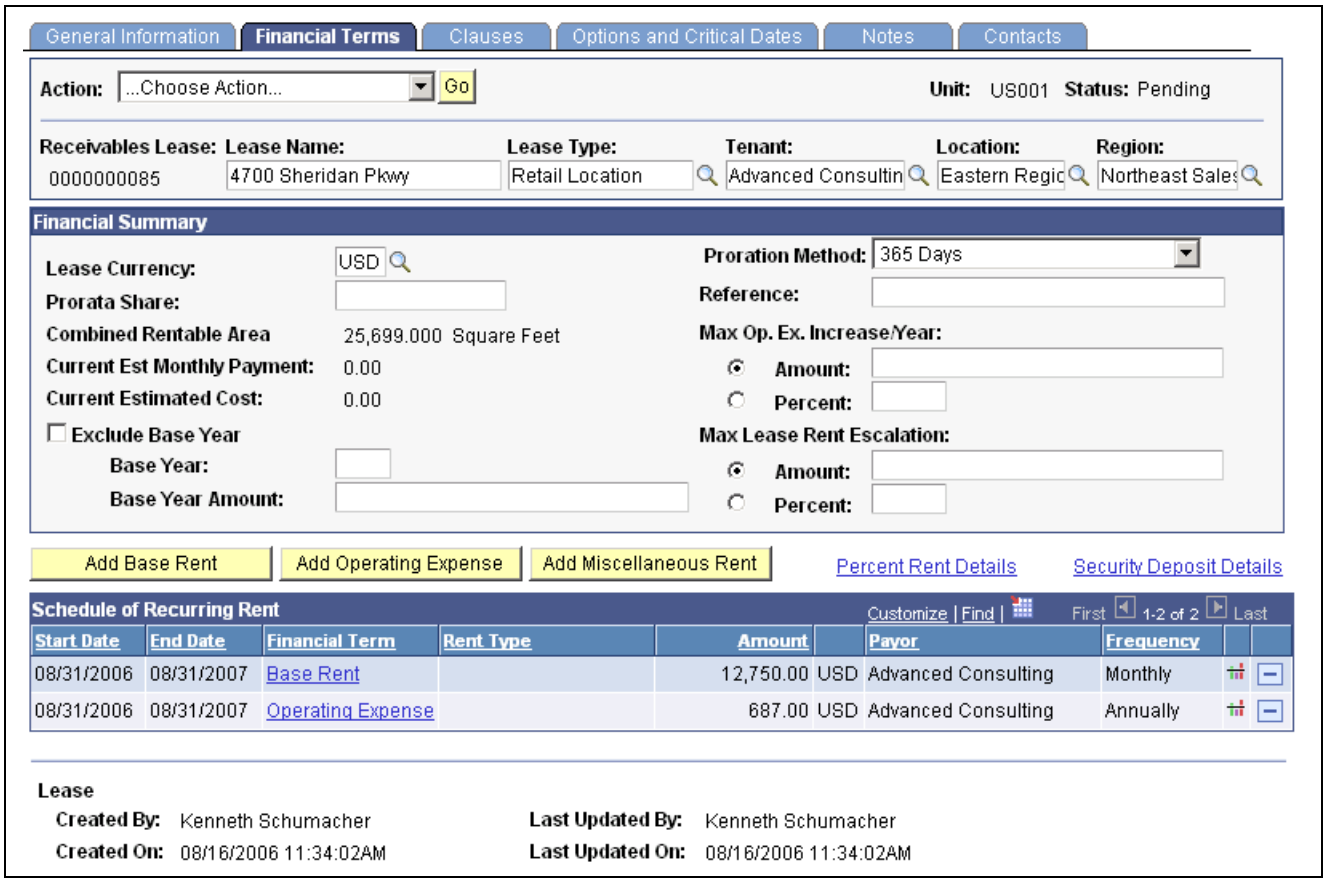
Pages Used to Define Financial Terms

Page Name	Object Name	Navigation	Usage
Create New Lease - Financial Terms	RE_LS_TERMS	• Lease Administration, Payables Leases, Create New Lease, Financial Terms • Lease Administration, Receivables Leases, Create New Lease, Financial Terms • Lease Administration, Payables Leases, Maintain Lease, Financial Terms • Lease Administration, Receivables Leases, Maintain Lease, Financial Terms	Define lease financial terms.
Financial Terms - Base Rent Details	RE_LS_TRM_SEC	Click the Add Base Rent button on the Financial Terms page.	Enter base rent details, rent escalation, and escalation schedules for the lease.
Financial Terms - Operating Expense Details	RE_LS_TRM_SEC	Click the Add Operating Expense button on the Financial Terms page.	Enter operating expense details, select operating expense categories, and establish billing frequency.
Financial Terms - Miscellaneous Rent Details	RE_LS_TRM_SEC	Click the Add Miscellaneous Rent button on the Financial Terms page.	Enter miscellaneous rent details, rent escalations, and escalation schedules for the lease.
Financial Terms - Security Deposit	RE_DEPOSIT_SEC	Click the Security Deposit Details link on the Financial Terms page.	Enter the security deposit type, amount, and guarantor for the lease.
Financial Terms - Percent Rent	RE_LS_PCT RENT_SEC	Click the Percent Rent Details link on the Financial Terms page.	Enter the sales estimation method, sales categories, and breakpoints. See Chapter 13, "Setting Up and Calculating Percent Rent," Understanding Percent Rent Terms, page 141.

Define Financial Terms

Access the Create New Lease - Financial Terms page.

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Create New Lease - Financial Terms page

Financial Summary

Lease Currency

Enter the lease currency for this lease. Invoices and payments are processed using this base currency. The default currency comes from the business unit level.

Warning! This field cannot be changed after the lease is activated.

Prorata Share

Enter the prorata share, which is a percentage indication of how much space the tenant is occupying in the building. Prorata share can assist with calculation of operating expenses and what share each tenant should bear. This field is informational only.

Combined Rentable Area

Displays the total sum of the combined rentable size of the properties on this lease. The information is calculated from the property information on the General Information page.

Current Est Monthly Payment (current estimated monthly payment)

Displays the estimated monthly payment or invoice amount. The system calculates the estimated monthly payment by totalling the amounts defined in the Schedule of Recurring Billing and Schedule of Recurring Rent fields.

Exclude Base Year

Select to indicate if operating expenses for a base year should not be charged. You can specify the base year and the base year amount to exclude. This is informational only; these fields are used to record the base year exclusion

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terms from your lease, but the system does not include these terms in the operating expense reconciliation/audit processes.

Proration Method Select from three available values: *No Proration, 365 Days,* or *360 Days*. The system populates these values by default from the business unit level, but you can override them here. If you select *365 Days,* then the system prorates the base rent for the first and last transaction if the start and end dates do not match the frequency start and end dates. The 365-Day method supports weekly, monthly, quarterly and annual frequencies. The 360-Day method supports only monthly frequency

See Chapter 5, "Establishing Real Estate Management Business Units and Accounting Rules," Defining Real Estate Management Business Units, page 18.

Max Op.Ex. Increase/Year (maximum operating expenses increase/year) Select Amount or Percent, and enter the maximum amount or percent that operating expenses can increase per year.

Note. The Amount and Percent fields are used as a guideline and for information only; there is no system processing behind them.

Max Lease Rent Escalation Select Amount or Percent, and enter the maximum amount or percent that the rent can escalate over the life span of the lease. These options are for information only, the system does not perform any processing based on these options.

See Chapter 17, "Processing Invoices for Receivables Leases," Understanding the Transaction Generator, page 180.

Add Base Rent Click to add base rent for the lease. You must have at least one base rent defined before you can activate the lease.

Add Operating Expense Click to add operating expense details for the lease.

See Chapter 12, "Setting Up Operating Expenses," Understanding Operating Expenses, page 127.

Add Miscellaneous Rent Click to add miscellaneous rent details for the lease. You must enter the rent type, which appears on an invoice or payment.

Percent Rent Details Click this link to enter percent rent details, such as sales categories and breakpoint amounts.

See Chapter 13, "Setting Up and Calculating Percent Rent," page 141.

Security Deposit Details Click this link to enter security deposit details.

See Chapter 14, "Setting Up Security Deposits," Setting Up Security Deposits, page 158.

Schedule of Recurring Rent

Rent Type Displays the rent type for miscellaneous rent.

Note. This field applies only to miscellaneous rent; otherwise, it is blank.

Amount Displays the current amount for the recurring payment or invoice.

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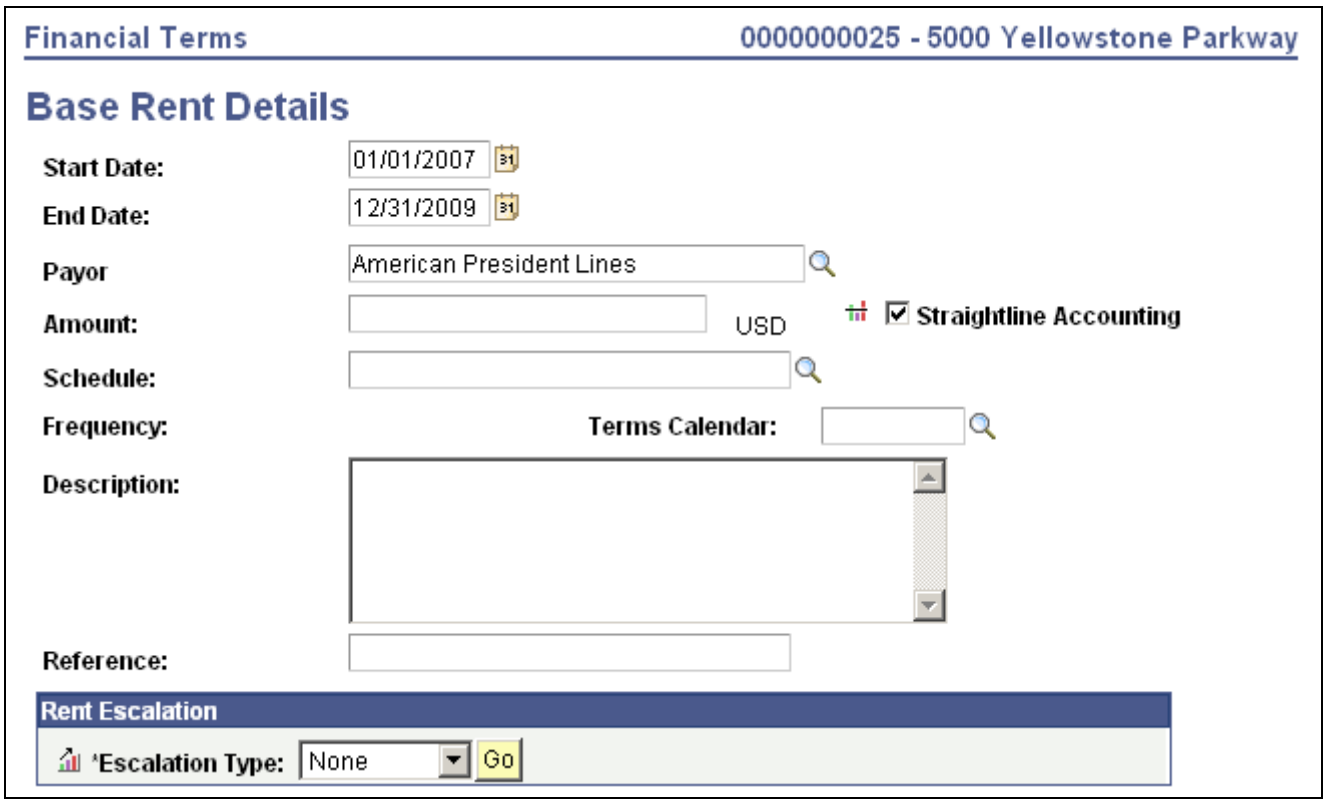
Frequency Displays the recurring frequency for payment or invoice.

Indicates that straightline accounting applies to the schedule or recurring rent for the financial term row on which the icon appears.

Indicates that a rent escalation applies to the schedule of recurring rent for the financial term row on which the icon appears.

Adding Base Rent

Access the Financial Terms - Base Rent Details page



Financial Terms - Base Rent Details page

Start Date Enter the date on which the base rent becomes effective. You must enter a date that occurs after the lease commencement date and before the end date. The default date is the lease commencement date.

End Date Enter the date on which the base rent expires. You must enter a date that occurs after the start date and before the lease termination date. The default date is the lease termination date.

Payee Enter the entity who receives the rent payments. The default value is the landlord from the lease. This field appears for only payables leases.

Payor Enter the entity who makes the rent payments. The default value is the tenant from the lease. This field appears for only receivables leases.

Amount Enter the base rent amount that is charged periodically. You cannot enter a value that is *0*.

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Schedule Select a value to specify how frequently rent transactions are generated. If the start and end date of the selected frequency differ from the start and end date of the base rent transaction, the system can optionally calculate a prorated transaction for the beginning and end of the term. The values that you have to select from, such as *Monthly* and *Weekly,* come from the Schedule component.

See Chapter 9, "Creating and Maintaining Leases," Understanding General Lease Information, page 79.

Terms Calendar Enter the terms calendar, which determines the start date and end date of billing periods for the base rent. The calendar ID from the business unit definition appears by default. You can override this value, but the frequency of the schedule and terms calendar must be the same. This is a required field.

Rent Escalation

PeopleSoft Real Estate Management enables you to establish a lease with a base rent and rent escalations using two different calculation methods: stepped or index. The stepped method refers to setting up static increases in the rent at set dates, while the index method is based on the CPI or any other indexes that you define. By selecting these fields, you can establish the maximum amount or percentage that the base rent can escalate. Usually on a monthly basis, you can update the actual index values when the index reporting authorities change the values, thus affecting the variable index escalation.

The system calculates the escalation starting with the base rent amount that is valid for the date the calculation is being run. Then searches for any escalations on this base rent row. Then the system takes the most recent non-future row based on the escalation date, which provides which index to use. Lastly, the base rent amount is added to the percentage value of the index (Base Rent + (Base Rent × Index)). If the escalation (Base Rent × Index) exceeds the minimum and maximum specified for that row, then substitute those values (use Minimum if it has not been reached, use Maximum if it has been exceeded).

Escalation Type Specify the escalation type for rent increases. The options are:

Index: Specifies rent increases based on a particular index. These increases are variable and can change depending on the values established during product related setup.

See Chapter 7, "Structuring Leases," Understanding Economic Index Values, page 45.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Processing Multiple Currencies," Defining Market Rates.

Stepped: Specifies a fixed rent increase. You can define multiple escalation schedules monthly, quarterly, or annually for the duration of the lease.

Note. The fields in the Rent Escalation Schedule grid vary based on your selection.

Base Index Select the index to use as the first reference point for rent escalations when using the escalation type of *Index.* This index compares the subsequent index values entered in the escalation schedule.

Add Escalation Click to insert a new escalation schedule.

Rent Escalation Schedule – Escalation Type: Index

When you select *Index* in the Escalation Type field, define the following fields:

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Index	Specify an alternate index to use in lieu of the base index.
Calc Method (calculation method)	Select the calculation method for the rent escalation schedule. The available methods are: *Base:* Specifies this escalation schedule to use the base index as the calculation method for the rent escalation. This method compares index values on the escalation date and the start date of the lease term and applies the escalation amount to the actual base rent amount. *Last:* Specifies this escalation schedule to use the prior index defined on the previous row. If there is no previous escalation row then it applies it to the index on term start date. This method compares index values on the escalation date and the last (prior) escalation date and applies the escalation amount to the prior escalated rent.
Minimum Amount	Enter the minimum escalation amount for base rent.
Maximum Amount	Enter the maximum escalation amount for base rent.
Min Percent (minimum percentage)	Enter the minimum percentage escalation for the base rent.
Max Percent	Enter the maximum percentage escalation for the base rent.

Rent Escalation Schedule – Escalation Type: Stepped

The stepped method enables you to establish multiple rent escalations throughout the life cycle of the lease. You can insert multiple rows of data. Upon the new start date, the new rent amount becomes the effective date. The escalation amount is added to the base rent upon the new start date; the escalation amount is not cumulative.

For example, the base rent is $5000.00, and the stepped rent escalations for 5 years is set at $500.00 per year. To set up the rent escalation schedule, you insert 5 rows: the first row escalation amount is $500.00; the second row beginning the second year is $1000.00 (first year $500.00 + second year $500.00 = second year escalation amount $1000.00); the third year, the amount is $1500.00; and so on (see table below).

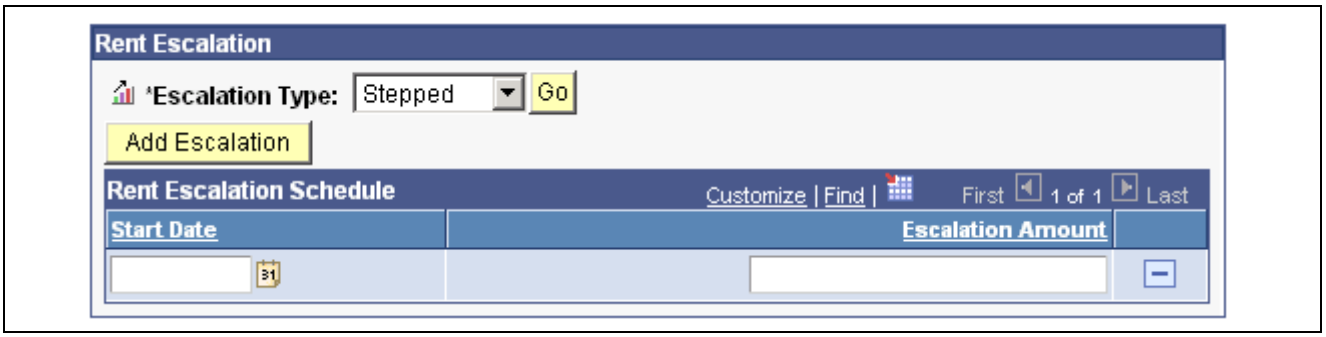
Here's an example of a stepped rent escalation (base rent = $5000.00, rent increase $500.00 per year for 5 years):

Start Date	Escalation Amount	Base Rent
01/01/2001	*$500.00*	*$5500.00*
01/01/2002	*$1000.00*	*$6000.00*
01/01/2003	*$1500.00*	*$6500.00*
01/01/2004	*$2000.00*	*$7000.00*
01/01/2005	*$2500.00*	*$7500.00*

Warning! The *Escalation Amount* is not cumulative. You must adjust the amount incrementally for every year.

When you select *Stepped* in the Escalation Type field, define the following fields:

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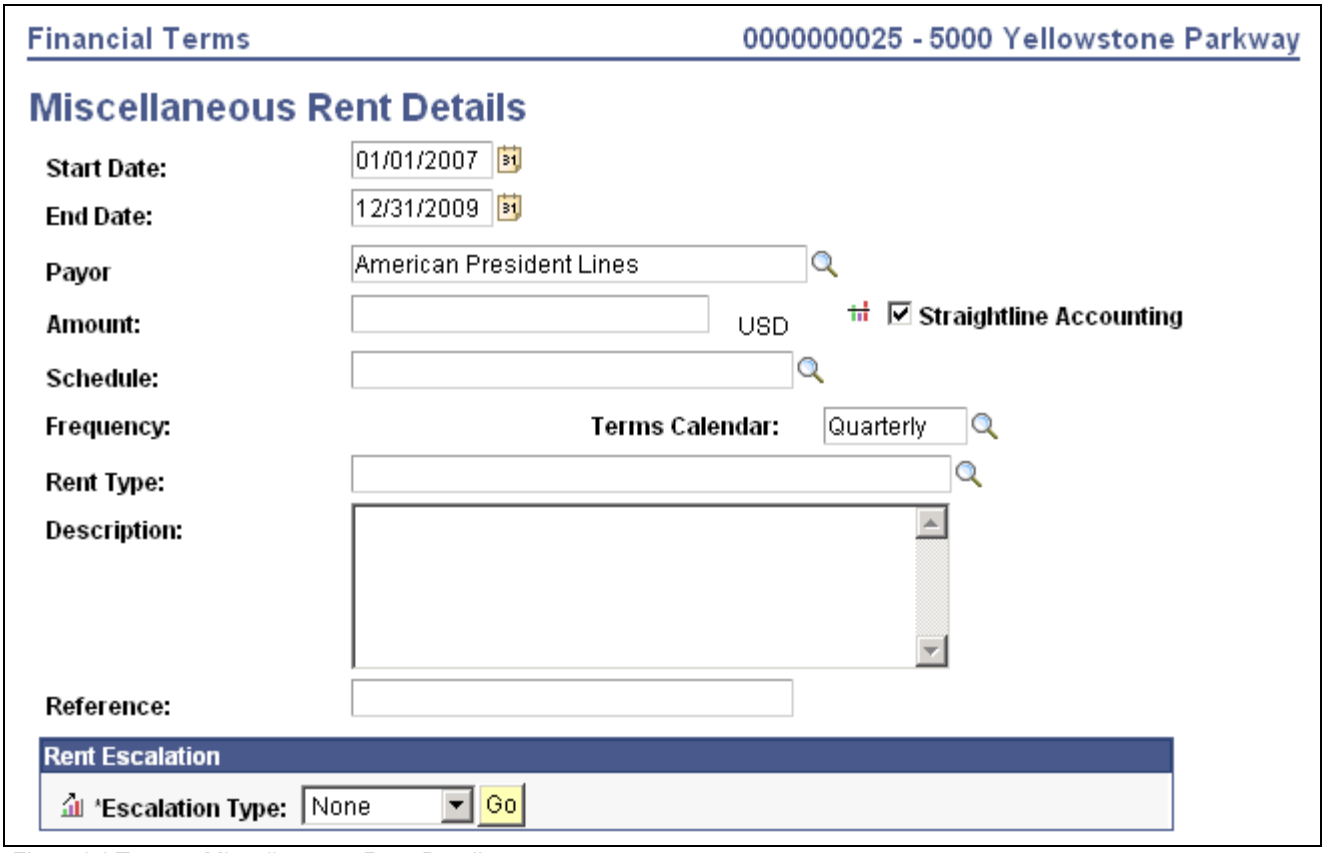


Financial Terms - Base Rent Details - Rent Escalation: Stepped page

Escalation Amount Enter the fixed escalation amount for base rent.

Adding Miscellaneous Rent

Access the Financial Terms - Miscellaneous Rent Details page.



Financial Terms - Miscellaneous Rent Details page

Many of the fields on the Miscellaneous Rent Details page are the same as the fields on the Base Rent Details page This section contains the additional field.

Rent Type Enter the type of miscellaneous rent. You can select from only active miscellaneous rent types.

See Chapter 7, "Structuring Leases," Defining Miscellaneous Rent Types, page 43.

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Defining Lease Clauses

This section provides an overview of lease clauses, lists a prerequisite, and discusses how to define lease clauses.

Understanding Lease Clauses

A lease agreement contains an enormous amount of data that is relevant to the lease administrator, such as financial terms, special clauses, options, and legal terms. Because of the numerous varieties of data, efficient capture of these important terms is difficult.

Lease clauses typically represent legal terms in the lease agreement that provide certain rights to either the tenant or the landlord. You must keep this information easily accessible because you are likely to use it frequently over the course of the lease. Although clauses are meant to capture all of your lease agreement information not otherwise stored in the Lease Administration feature, there is no processing on any of the data that you enter here. It is provided for reporting purposes. Changes to a clause or additional clauses on an active lease require an amendment.

With lease clauses, you can select the clause types and clause sub types to capture and track this information and enter additional related information in a free-form text field. Clause types and sub types enable you to reduce data entry redundancy and also logically categorize the information that you capture. For example, if you have a clause type of *Parking* and a clause sub type of *Allocated Spaces,* you can further define the clause with the actual number of parking spaces allocated to the lease. You can also incorporate specific sections of a lease in the Reference field for each clause that you enter, enabling quick reference to the actual terms within a lease.

Note. User defined fields appear on this page to capture additional information unique to your organization. You must first set up these field in the setup component.

See Chapter 7, “Structuring Leases,” Understanding User Defined Fields, page 39.

Prerequisite

Before adding lease clauses, you must set up the clause types.

See Chapter 7, “Structuring Leases,” Defining Clause Types, page 47.

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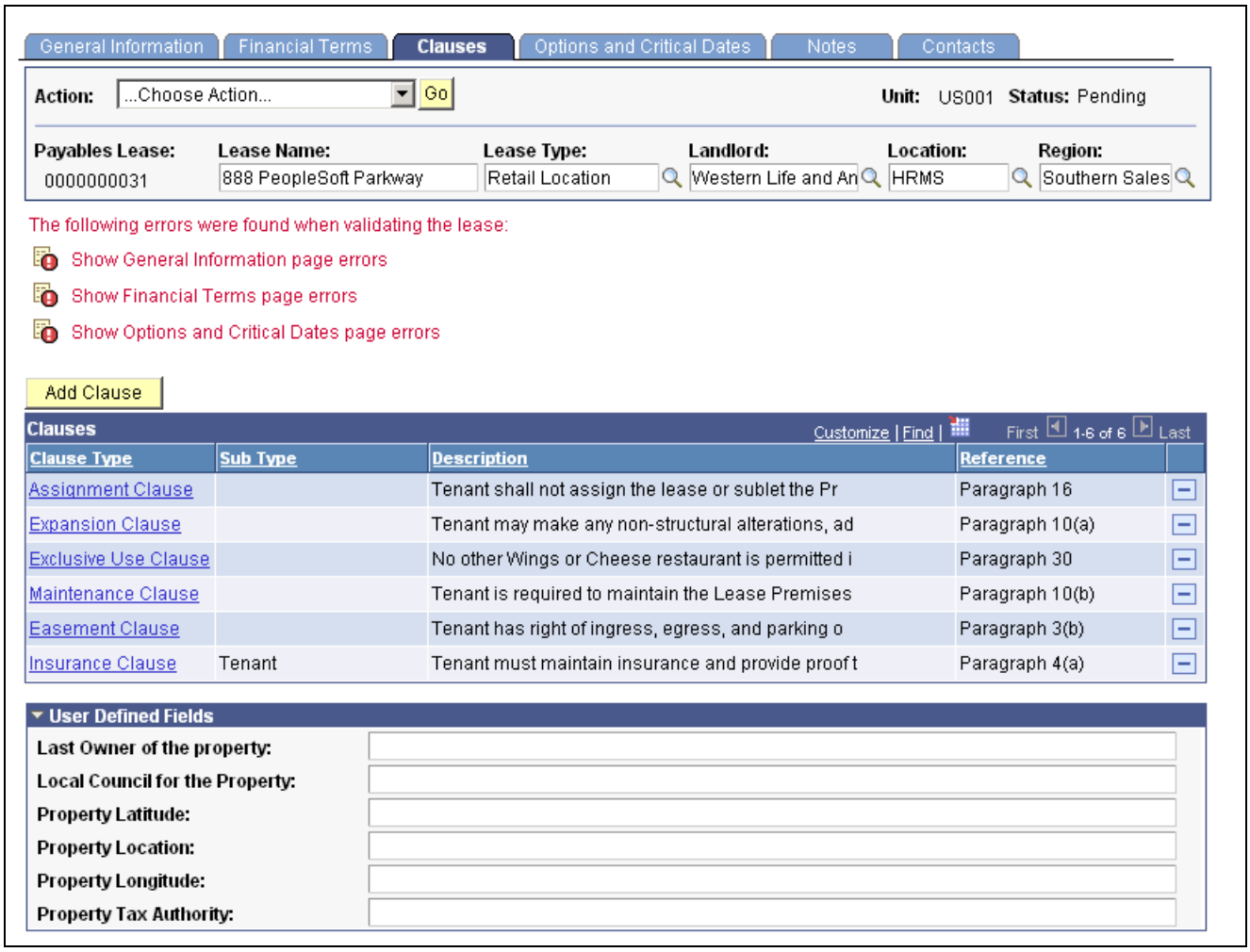
Pages Used to Define Lease Clauses

Page Name	Object Name	Navigation	Usage
Create New Lease - Clauses	RE_LS_CLAUSES	• Lease Administration, Receivables Leases, Create New Lease, Clauses • Lease Administration, Payables Leases, Create New Lease, Clauses • Lease Administration, Receivables Leases, Maintain Lease, Clauses • Lease Administration, Payables Leases, Maintain Lease, Clauses	Define lease clauses.
Clause Details	RE_LS_CLAUSES_SEC	• Click the Add Clause button on the Clauses page. • Click the link under Clause Type on the Clauses page.	Add or maintain lease clauses.

Define Lease Clauses

Access the Clauses page.

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Create New Lease - Clauses page

Clause Type Click the link under Clause Type to display the clause details previously defined in lease maintenance.

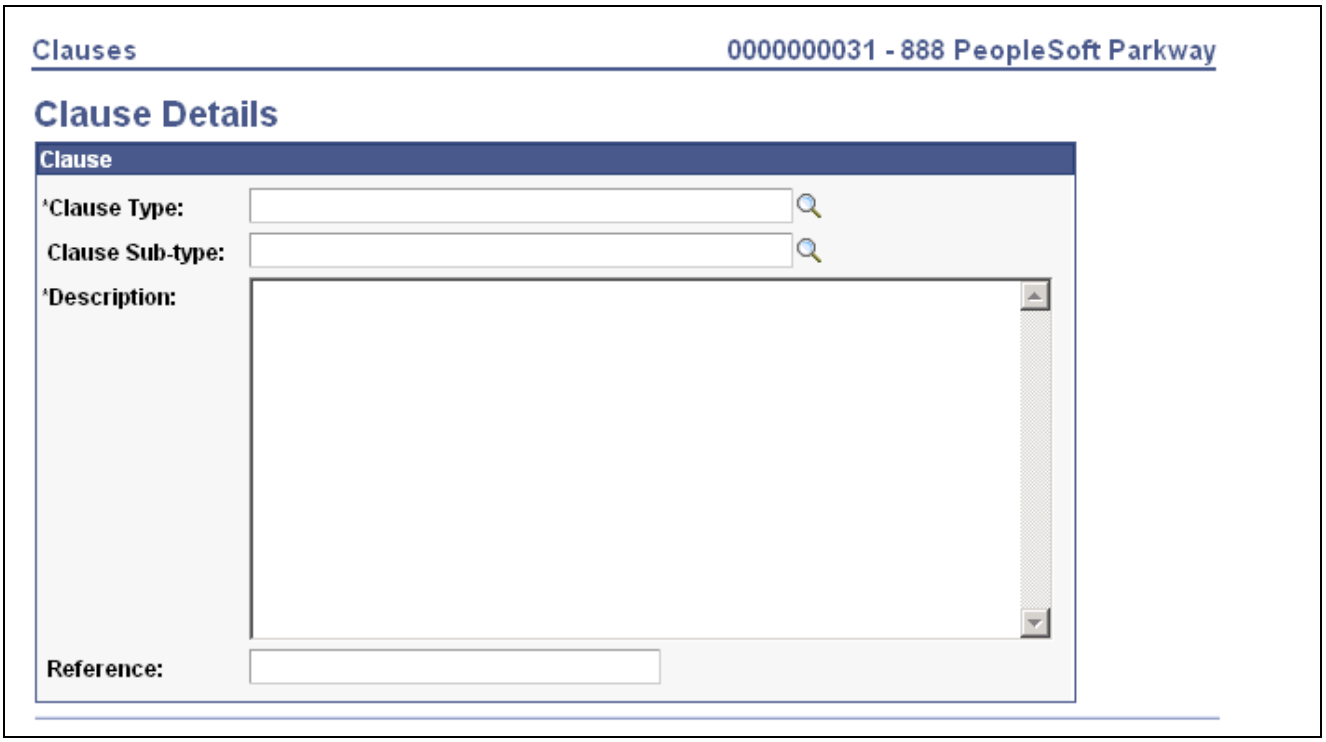
User Defined Fields Enter the data you want captured for reporting purposes. These fields are defined during implementation to enable you to capture additional information specific to your organization.

See Chapter 7, “Structuring Leases,” Understanding User Defined Fields, page 39.

Add Clause Details

Access the Clauses - Clause Details page.

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Clauses - Clause Details page

Clause Type and **Clause Subtype** Enter the clause type and subtype. You can select only the subtype associated with the clause type that you define.

Note. The clause type and clause subtype has a parent-child relationship. You cannot enter a clause subtype without first entering a clause type.

Adding Notes and Attachments

Over the life of a lease, there may be many conversations and correspondences that relate to the lease. The Notes tab within the lease provides a mechanism to record activity history on this lease, similar to a call log. You can record notes at anytime against a lease, except when the lease is cancelled or closed . When adding notes, you can optionally attach files into the database. You can use this feature to attach a soft copy of the lease agreement itself, an amendment, and other related documentation. After you save a note, you cannot amend it.

This section discusses how to add notes and attachments to a lease.

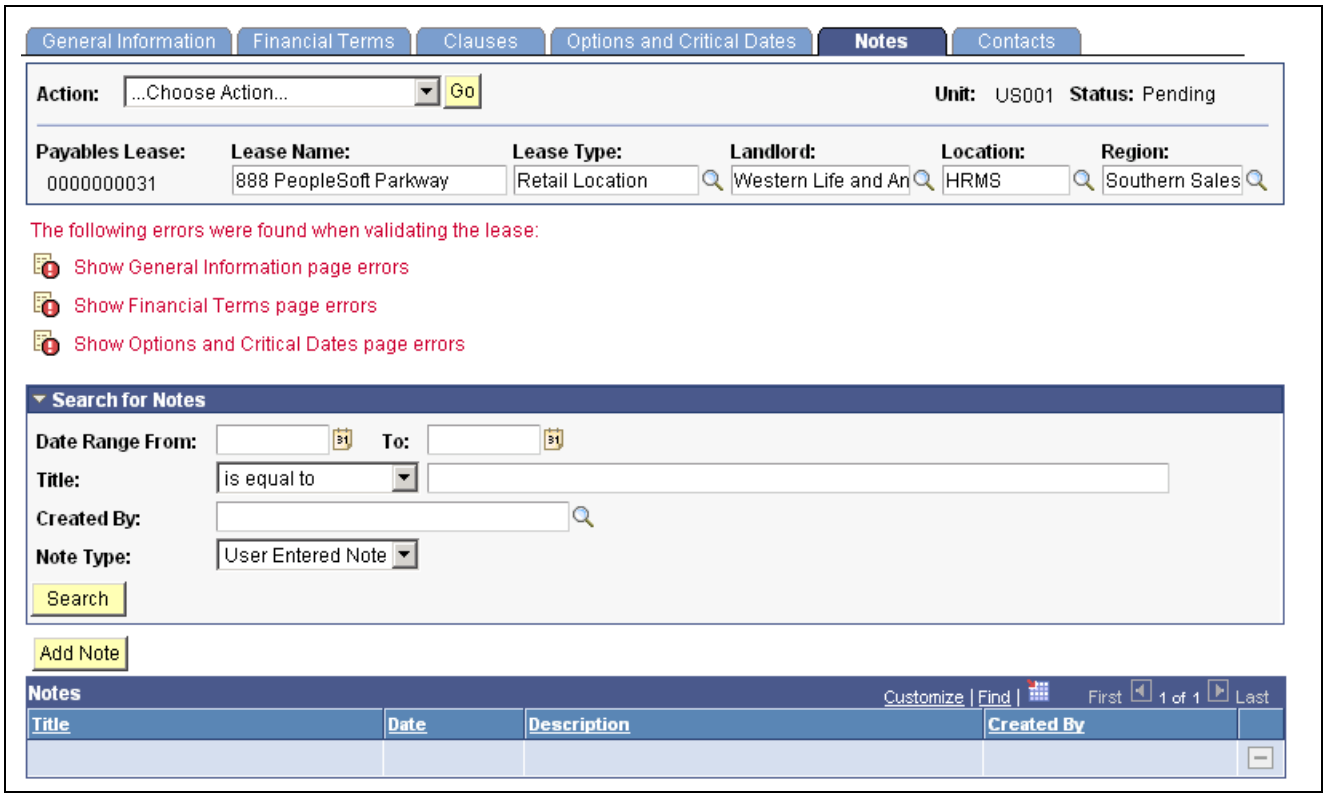
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Pages Used to Add Notes and Attachments

Page Name	Object Name	Navigation	Usage
Create New Lease - Notes	RE_LS_NOTES	• Lease Administration, Receivables Leases, Create New Lease, Notes • Lease Administration, Payables Leases, Create New Lease, Notes • Lease Administration, Receivables Leases, Maintain Lease, Notes • Lease Administration, Payables Leases, Maintain Lease, Notes	Add notes and attach document files, such as letters, spreadsheets, or drawings, or view or delete already attached files.
Notes - Note Detail	RE_LS_NOTES_SEC	• Click the Add Notes button on the Notes page. • Click the link under Show Note Details on the Notes page.	Enter a new note for a lease or view an existing note.

Add Notes and Attachments

Access the Notes page.



Notes page

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Search for Notes

You can add new notes to a lease or use the Search for Notes group box to locate a specific note already recorded against this lease. This is because over the life of a lease there is a chance that there could be hundreds of notes recorded.

Note. You cannot use the search fields when creating a new lease.

Date Range From and **To** — Enter a from date and a to date to search for a lease note within the time range defined.

Title — Select from the list of values and enter a full or partial lease title in the adjacent field to limit the volume of values returned. The values are:

Begins with: Select to search by the beginning of a lease title.

Contains: Select to search for a lease title that contains the text that you enter.

Is equal to: Select to search for the exact lease title that you enter.

Created By — Enter the name of the user whose note you want to view. You can sort the notes by user. For example, you can enter your name to search for notes that you created.

Note Type — Select the note type that you want to view. The values are:

All: Select to view all notes entered in the lease.

System Note: Indicates that the note are recorded automatically by the system, such as when a lease is auto-expired.

User Entered Note: Select to view notes that are user defined.

Search — Click to search for notes matching the search criteria that you entered in the search fields.

Notes Group Box

Displays notes that you entered throughout the lease life cycle. You can only view the list of notes previously created.

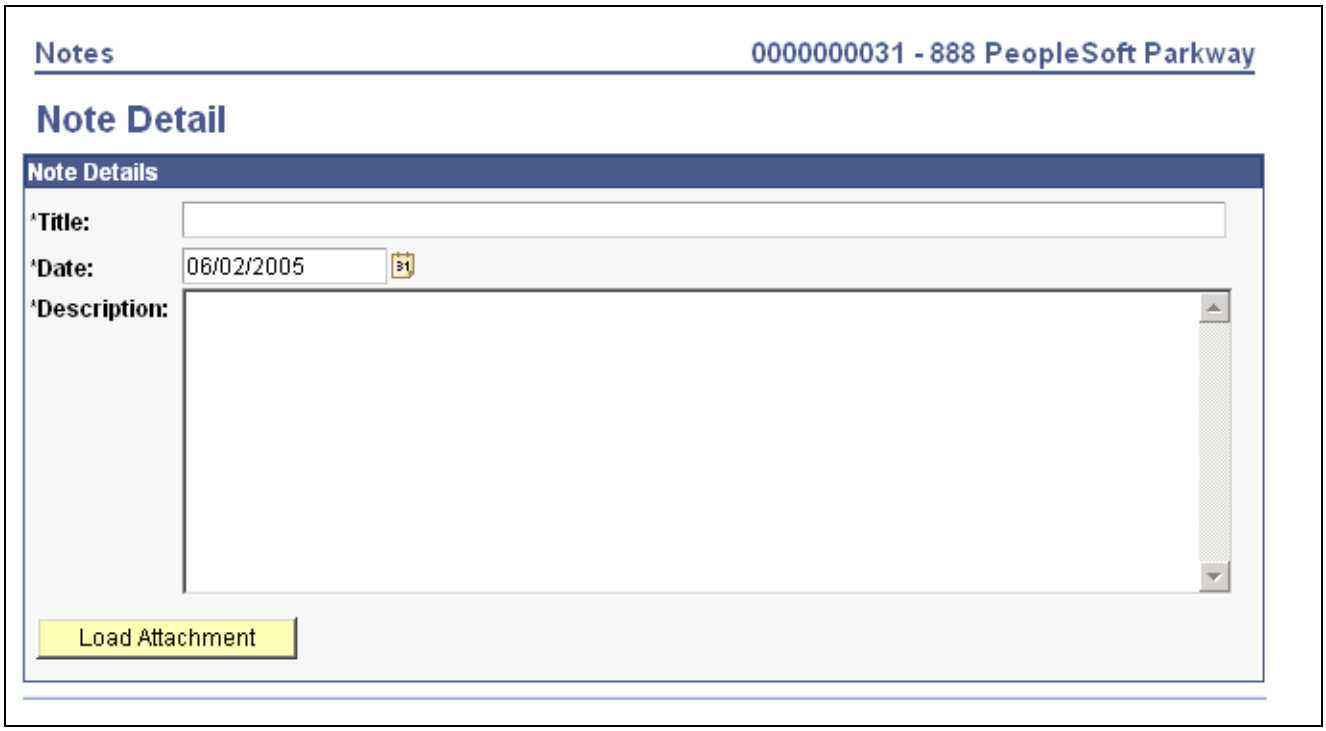
Date — Displays the date that the note was created.

Created By — Displays the user name that created the lease note.

Add Note Details

Access the Notes - Note Detail page.

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Notes - Note Detail page

Load Attachment Click this button to upload documents, letters, or drawings associated with this note. Once an attachment is loaded you can delete it or view it.

See Chapter 3, "Understanding PeopleSoft Real Estate Management Implementation Issues," Defining an FTP Server for Document Attachments, page 8.

Reviewing Basic Lease Information

This section discusses how to review leases.

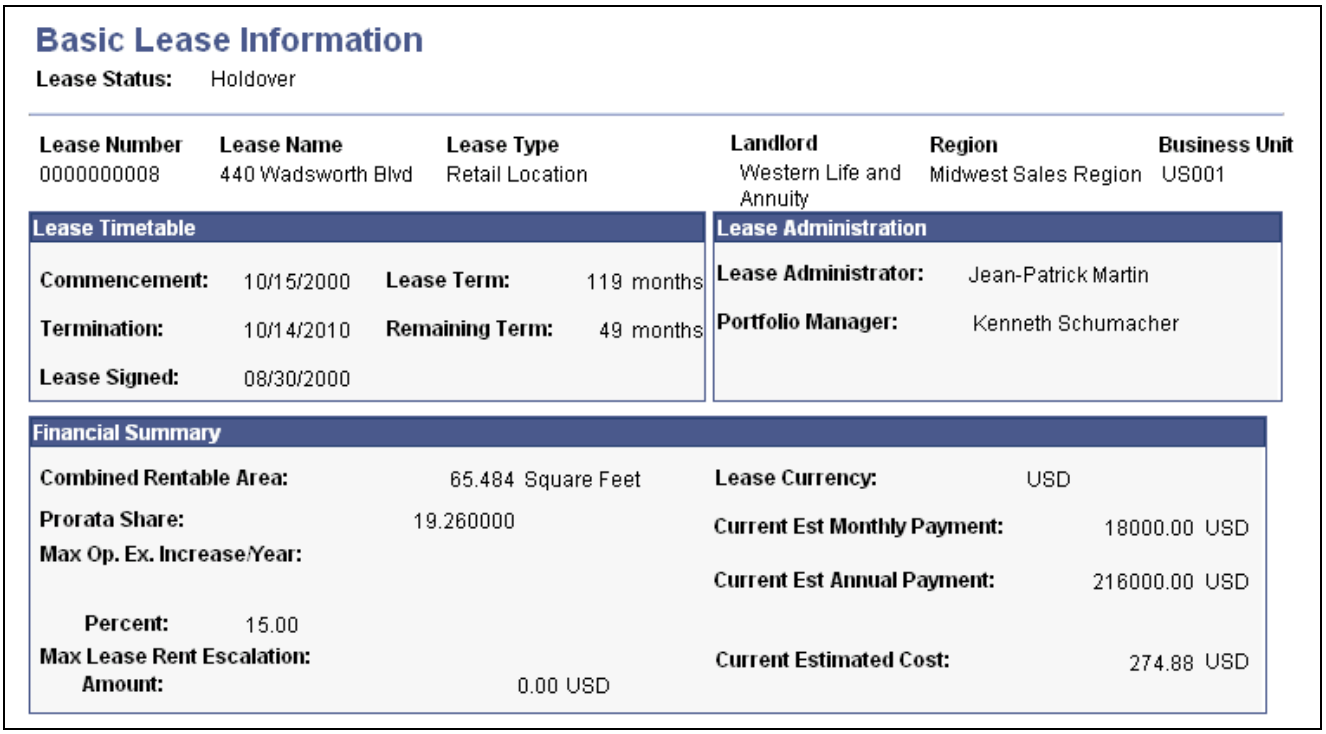
Pages Used to Review Basic Lease Inquiries

Page Name	Object Name	Navigation	Usage
Basic Lease Information	RE_LEASE_INQ	• Lease Administration, Receivables Lease, Lease Inquiry • Lease Administration, Payables Lease, Lease Inquiry	Review basic lease information such as lease terms, lease administration, and financial summary.

Reviewing Leases

Access the Basic Lease Information page.

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Basic Lease Information page

This page provides a simple online inquiry of basic lease information for a reviewing a lease. This inquiry page provides you with a summary of the lease terms and financial summary of that lease.

Managing My Lease Portfolio

This section discusses how to manage my lease portfolio.

PeopleSoft Real Estate Management provides a personalized page for viewing all leases assigned to you, as lease administrator or portfolio manager. You can add additional leases, not assigned to you, to your portfolio by clicking on the Add to My Portfolio link.

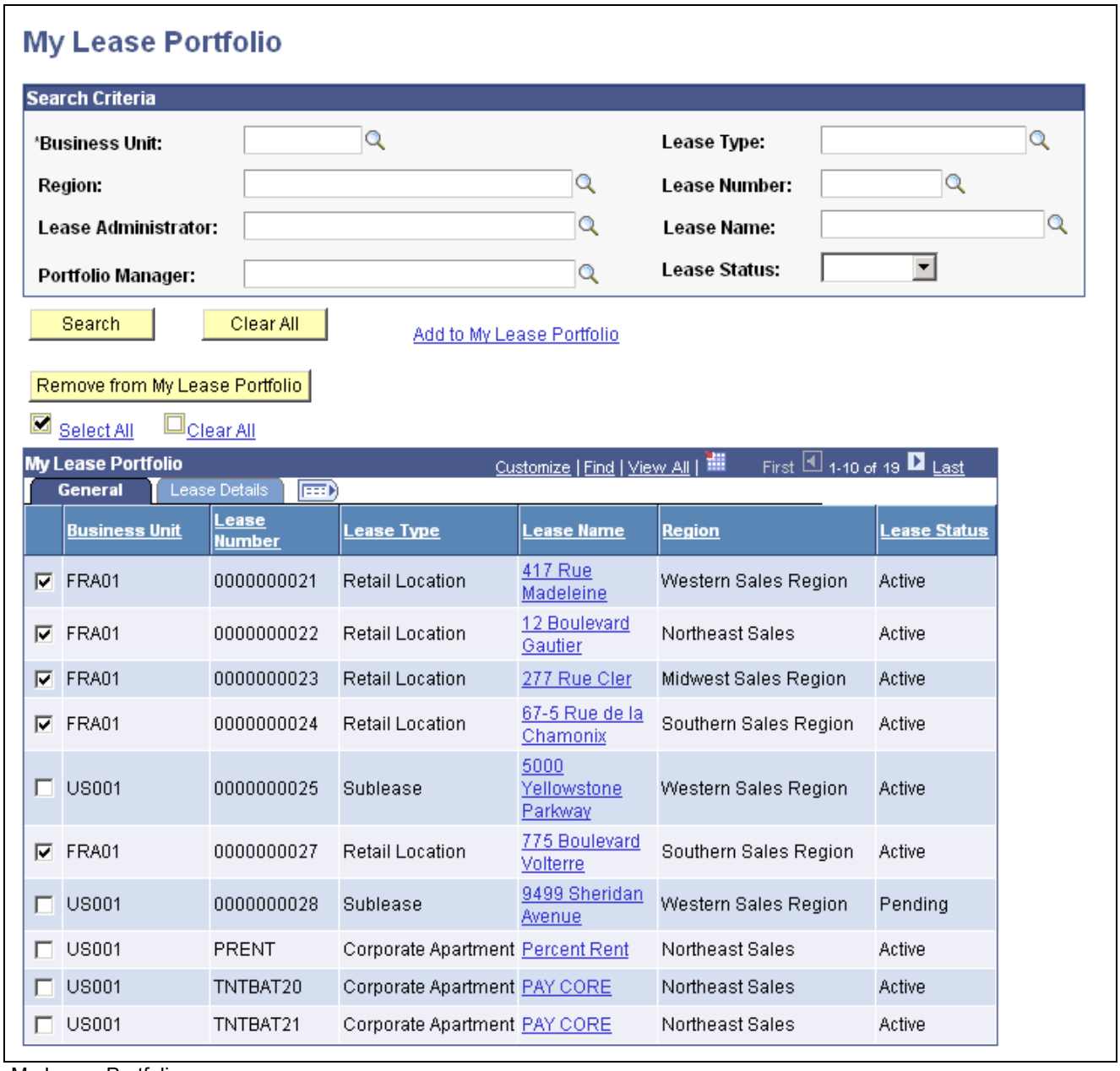
Page Used to Manage My Lease Portfolio

Page Name	Object Name	Navigation	Usage
My Lease Portfolio	RE_MYPRTFL	Lease Administration, My Lease Portfolio	Use to review or manage your leases.
Add to My Lease Portfolio	RE_PRTFL_ADD	Click the Add to My Lease Portfolio link on the My Lease Portfolio page	Add additional leases, not assigned to you, to your portfolio.

Managing My Lease Portfolio

Access My Lease Portfolio page.

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My Lease Portfolio page

Add to My Lease Portfolio Click to add additional leases to your portfolio. You can add additional leases that are not assigned to you to your portfolio to help in managing workload for the other lease administrators or portfolio managers.

Remove from My Lease Portfolio Click to remove a selected lease from your portfolio.

Note. You cannot remove a lease from your portfolio if you are named the Lease Administrator or Portfolio Manager on the lease.

Adding Leases to My Portfolio

Access the Add to My Portfolio page.

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Go Back to My Lease Portfolio	Click to go back to your lease portfolio page.

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CHAPTER 10

Managing Straightline Accounting

This chapter provides an overview of straightline accounting and discusses how to:

- Generate straightline accounting schedules.
- Perform manual straightline adjustments.
- Post straightline accounting entries.
- View posted straightline accounting entries.

Understanding Straightline Accounting

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States for financial statements to be in accordance with Generally Accepted Accounting Principles (GAAP). FASB–13 states that the revenue (recurring rent) from operating leases must be recognized evenly (as a straightline) over the life of the lease.

GAAP states that accruals and deferrals must be recognized in the financial statements.

- An accrual is a positive difference when the system subtracts the actual rent from the straightline rent.

  The system generates an accrual entry to debit the account for accrued/deferred rental income and credit the account for rental revenue.

- A deferral is a negative difference when the system subtracts the actual rent from the straightline rent.

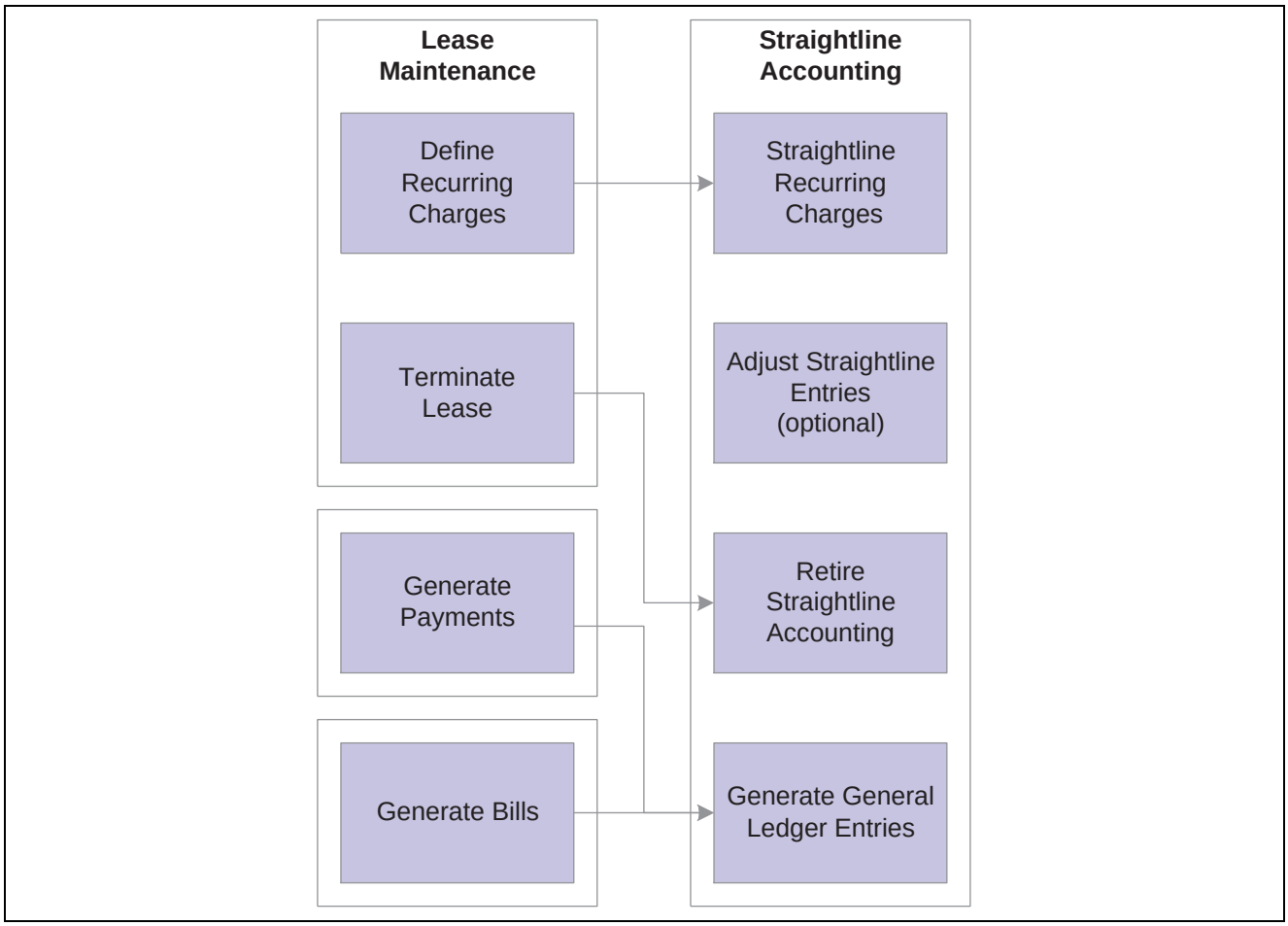
  The system generates a deferral entry to debit the account for rental revenue and credit the account for accrued/deferred rental income.

- The net sum of the accruals and deferrals over the life of the lease should be zero.

PeopleSoft Real Estate Management enables you to straightline recurring rent and operating expenses during setup and also apply the straightline values and accrual or deferral into the general ledger. When an amendment is created to adjust the term of the lease, you can make straightline adjustments to the unpaid remaining periods of that lease. In the event of an early termination on a lease, the accrual or deferral must be written off during the termination period. A one-time adjustment is made to end the general ledger entry and balance out the lease amounts for all paid periods.

This diagram provides an example of the straightline process flow:

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Straightline accounting process flow

To initiate the straightline accounting process for a lease, you must:

- Create or amend an operating lease with straightline accounting terms.

  If you amend a lease for early termination, the accrual or deferral must be written off during the termination period. A one-time adjustment is made to end the general ledger entry and balance out the lease amounts for all paid periods.

- Activate the lease.

  The system automatically generates the transaction schedule, which is the source information for both the transaction generator and straightline accounting schedule generator.

- Run the Straightline Schedule Generator Application Engine process (RE_FASB_GEN).

  When you run this process, the system builds out the straightline schedule for the lease. The proposed straightline amounts, actual billed amounts, and accrual or deferral amounts are listed for review.

  The proposed straightline values are stored on a staging table and cannot take effect until the lease administrator applies the values to the General Ledger. The total straightline must balance out with the total actual billed. The net accrual or deferral is equal to zero, if not the system generates an error.

- (Optional) Edit or perform manual adjustments.

  You can overwrite the straightline amount. The system provides an error message if the changed straightline amount causes an out of balance between total actual rent and total straightline value.

- Post straightline accounting entries to the General Ledger.

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After reviewing the proposed straightline values, run Post Straightline Entries process to post straightline entries to the journal staging table. General Ledger must run the Journal Generator process to post the entries from the staging table.

- Review posted entries to General Ledger.

  After the entries are posted to the general ledger, you can view the posting status online.

Typically the straightline accounting process is performed as a part of the month-end close process. You can post straightline accounting on a monthly basis because the process of straightline operates only monthly. The system can accept any frequency of recurring rent, such as monthly, quarterly, annually, however, the straightline generator always bring straightline entries back to monthly. The system sums up the total of the recurring rent term for that lease's entire life span, and dividing the total recurring rent term by the total number of months.

This table illustrates the straightline process for recurring rent payments for a lease:

Month	Period Ratio	Month	Actual Rent
1	.4667	Apr-03 (14 days only)	$1,633.00
2	1	May-03	$3,000.00
3	1	Jun-03	$3,500.00
4	1	Jul-03	$3,500.00
5	1	Aug-03	$3,500.00
6	1	Sep-03	$3,500.00
7	1	Oct-03	$3,500.00
8	1	Nov-03	$6,000.00
9	1	Dec-03	$8,500.00
10	1	Jan-04	$4,000.00
11	1	Feb-04	$3,500.00
12	1	Mar-04	$3,500.00
13	1	Apr-04	$3,500.00
		Total	$51,133.00

From the above schedule, the Actual Rent payment changes within the lease term. At this point, the system must straightline the Actual Rent. The mathematical formulas are as follow:

1. Total Contract Rent Amount = Sum (Actual Rent Amount)

   Total Contract Rent Amount = $51,133.00

2. Lease Period = Total Leased Days/Total Days in a Month.

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In the above example, notice that only 14 days were leased in April-03; therefore, the period is .4667 = 14/30 days

3. Total Periods in the Lease = Sum (Lease Periods)

   Total Periods in the Lease = 12.4667

4. Straightline Amount = Total Rent Amount/Total Periods in the Lease

   Straightline Amount = $51,133.00 divided by 12.4667 = $4,101.58

5. Straightline Amount Per Period = Straightline Amount × Lease Period

   Straightline Amount Per Period for Month 1 = $4,101.58 × .4667 = $1,914.07

6. Accrual or (Deferral) Per Period = Straightline Amount Per Period – Actual Rent Amount Per Period

   For the month of April: $1,914.07 - $1,633 = $281.07 Accrual

   For the month of November: $4,101.58 - $$3,500.00 = ($1,898.42) Deferral

   For the month of December: $4,101.58 - $8,500.00 = ($4,398.42) Deferral

This table illustrates the recurring rent schedule where straightline calculations have been performed:

Months	Month	Actual Rent	Straight Line Per Period	Difference Accrual/(Deferral)
1	Apr-03 (14 days only)	$1,633.00	$1,914.07	$281.07
2	May-03	$3,000.00	$4,101.58	$1101.58
3	Jun-03	$3,500.00	$4,101.58	$601.58
4	Jul-03	$3,500.00	$4,101.58	$601.58
5	Aug-03	$3,500.00	$4,101.58	$601.58
6	Sep-03	$3,500.00	$4,101.58	$601.58
7	Oct-03	$3,500.00	$4,101.58	$601.58
8	Nov-03	$6,000.00	$4,101.58	($1898.42)
9	Dec-03	$8,500.00	$4,101.58	($4,398.42)
10	Jan-04	$4,000.00	$4,101.58	$101.58
11	Feb-04	$3,500.00	$4,101.58	$601.58
12	Mar-04	$3,500.00	$4,101.58	$601.58
13	Apr-04	$3,500.00	$4,101.58	$601.58
Total		$51,133.00	$51,133.00	$0.00

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Note. Free Rent – Where rent amount is zero (0) must be included in the straightline calculations. Zero rent amounts must be reported and spread evenly across periods.

Prerequisites

Before you can use straightline accounting, you need to:

- Establish a real estate management business unit.
- Set up accounting rules for straightline accounting entries.
- Create an accounting entry template for posting to General Ledger.
- Create a lease with financial terms that require straightline accounting processing.

Generating Straightline Accounting Schedules

This section lists the page used to generate straightline accounting schedules.

After you create and activate a lease with transactions for straightline accounting, you must run the Generate Straightline Schedule Application Engine process (RE_FASB_GEN).

Warning! This process overwrites any manual adjustments made prior to the lease amendment.

Page Used to Generate Straightline Accounting Schedule

Page Name	Object Name	Navigation	Usage
Generate Straightline Schedule	RE_FASB_RUNCNTL	Lease Administration, Integrations, Generate Straightline Schedule	Enter the run control parameters to generate straightline accounting schedule for a business unit or a specific lease.

Performing Manual Straightline Adjustments

This section discusses how to perform manual straightline adjustments.

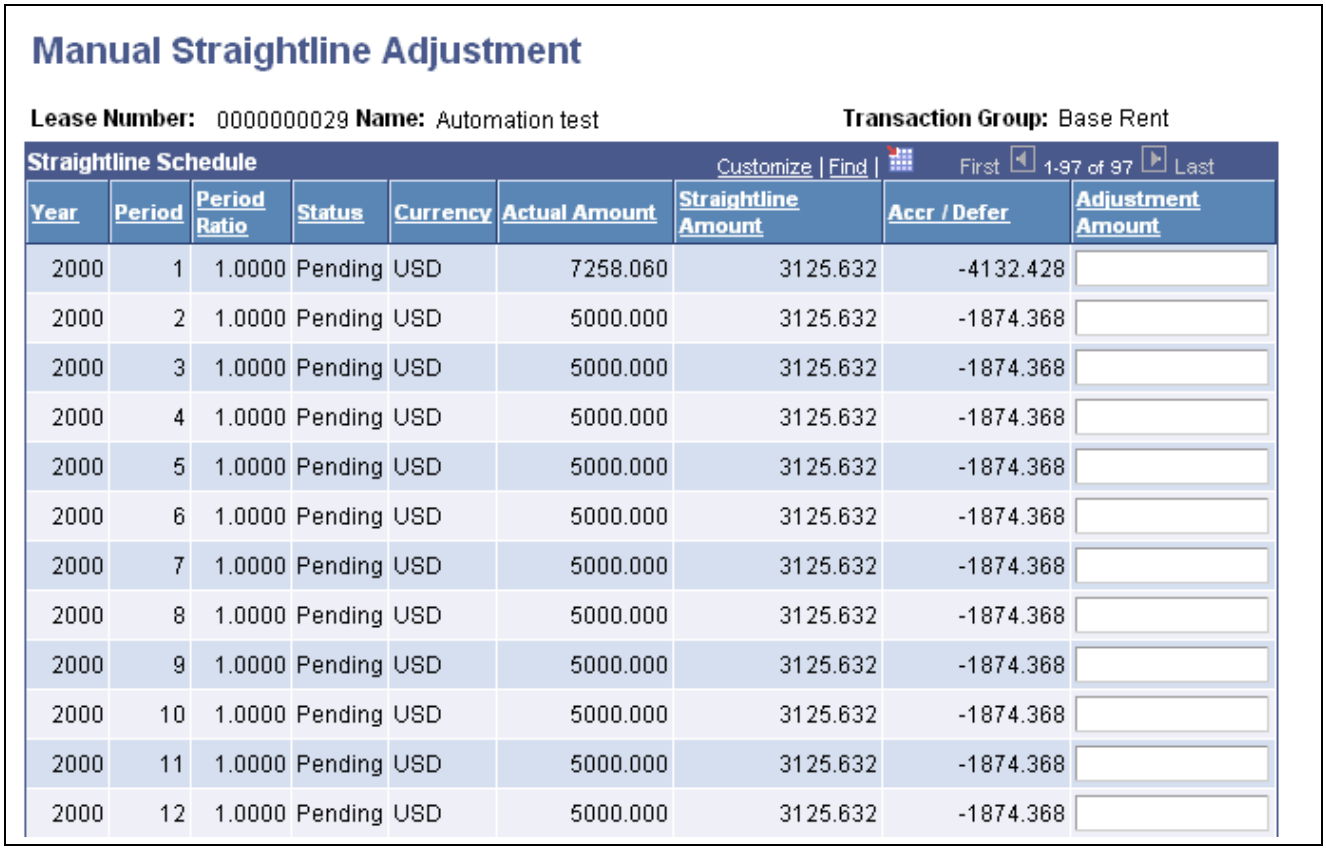
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Page Used to Perform Manual Straightline Adjustments

Page Name	Object Name	Navigation	Usage
Manual Straightline Adjustments	RE_FASB_ADJUSTMENT	Lease Administration, Integrations, Manual Straightline Adjustments	Review or adjust the generated straightline schedule. You can optionally adjust the straightline schedule prior to posting to the general ledger.

Manually Adjusting Straightline Accounting Entries

Access the Manual Straightline Adjustment page.



Manual Straightline Adjustment

Lease Number: 0000000029 **Name:** Automation test **Transaction Group:** Base Rent

Straightline Schedule — Customize | Find | First 1-97 of 97 Last

Year	Period	Period Ratio	Status	Currency	Actual Amount	Straightline Amount	Accr / Defer	Adjustment Amount
2000	1	1.0000	Pending	USD	7258.060	3125.632	-4132.428	
2000	2	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	3	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	4	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	5	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	6	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	7	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	8	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	9	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	10	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	11	1.0000	Pending	USD	5000.000	3125.632	-1874.368	
2000	12	1.0000	Pending	USD	5000.000	3125.632	-1874.368	

Manual Straightline Adjustment page (partial)

Note. Specific months posted to the general ledger are shown as display-only and cannot be adjusted.

Period Displays the accounting period that the straightline accrual or deferral is in.

Period Ratio Displays the period ratio. This is the number of days in a lease period (to the total number of days for the accounting period).

Status Displays the status of the of the transaction. Transactions posted to the general ledger are display-only and cannot be modified.

Actual Amount Displays the actual monthly rent amount prior to the straightline process. This amount is the recurring amount scheduled from the lease financial terms.

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Straightline Amount	Displays the calculated straightline amount. The calculation method is (Total Lease Amount – Total Paid Amount) divided by (Sum of Unpaid Period Ratio).
Accr/Defer (Accrual/Deferral)	Displays the amount to be accrued or deferred in the general ledger. The amount is the Actual Amount – Straightline Amount = Accrual or Deferral (negative value).
Adjustment Amount	Enter the amount to adjust the straightline value. The calculation method used is (Total Paid Amount) divided by (Total Unpaid Period Ratio).
Calculate	Click the button to recalculate the amounts after entering the adjustment amount.
Reset	Click to return all values on the page back to the original values from the database. This page can be used as a worksheet for what-if processing that you might want to undo later. If you have not saved your changes to the database yet, clicking on this button resets the values.

Posting Straightline Entries

This section provides an overview of posting straightline accounting entries and discusses how to post straightline entries.

Understanding Posting Straightline Entries

To post straightline entries to the journal staging table, you must run the Post Straightline Entries Application Engine process (RE_STGL_POST). The posting process uses the general ledger journal template defined at the Real Estate Management business unit setup and loads a Journal Generator staging table in preparation for the Journal Generator process. You can post only one period at a time. Once the posting process is complete, the accounting entries are loaded into the Journal Generator staging table (RE_STLINE_GL). You need to run Journal Generator so the data can be posted into the general ledger.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Journal Generator," Understanding Journal Generator.

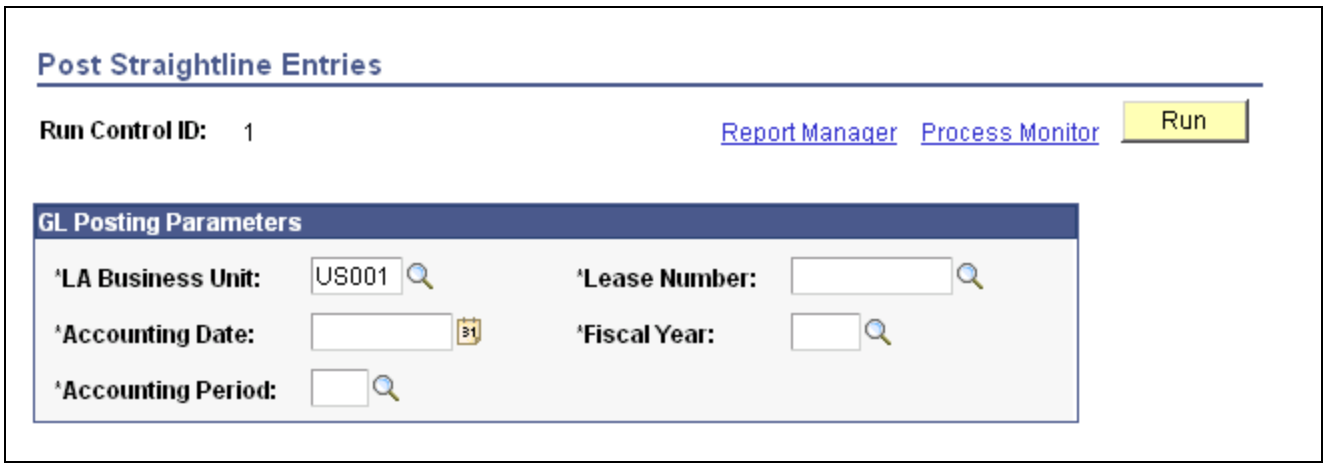
Page Used to Post Straightline Entries

Page Name	Object Name	Navigation	Usage
Post Straightline Entries	RE_STGL_RUNCNTL	Lease Administration, Integrations, Post Straightline Entries	Enter the run control parameters and run the process to insert data into the journal interface tables for the selected period. **Note.** You must run the Journal Generator in PeopleSoft General Ledger to post the transactions to the ledger.

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Posting Straightline Entries

Access the Post Straightline Entries page.



Post Straightline Entries page

LA Business Unit (Lease Administration Business Unit) — Select the Real Estate business unit to post your transactions. You must select a business unit before you can select the lease.

Accounting Date — Select the date of the accounting entry recognized in the general ledger (system date or the run date).

Fiscal Year — Select the fiscal year you want to post your transaction.

Accounting Period — Select the accounting period (period in which transactions can be posted) of the transactions you want to post to the journal staging table.

Viewing Posted Straightline Accounting Entries

This section provides an overview of posted straightline accounting entries and discusses how to:

- View posted straightline accounting entries.
- Review straightline accounting journal entries.

Understanding Posted Straightline Accounting Entries

PeopleSoft Real Estate Management enables you to view all transactions posted to the RE_STLINE_GL table, which is a staging table. When PeopleSoft General Ledger runs the Journal Generator process, the system picks up the transactions on the RE_STLINE_GL table and sends the transactions to PeopleSoft General Ledger.

Although transactions are posted to the staging table, not all transactions are generated to the general ledger until PeopleSoft General Ledger runs the Journal Generator process. You can view the transaction status as well as the general ledger distribution status. The transaction status displays whether the transaction has been picked up by the Journal Generator in PeopleSoft General Ledger and any outstanding transactions that is still in pending status. You can also view the accounting distribution information related to the transaction.

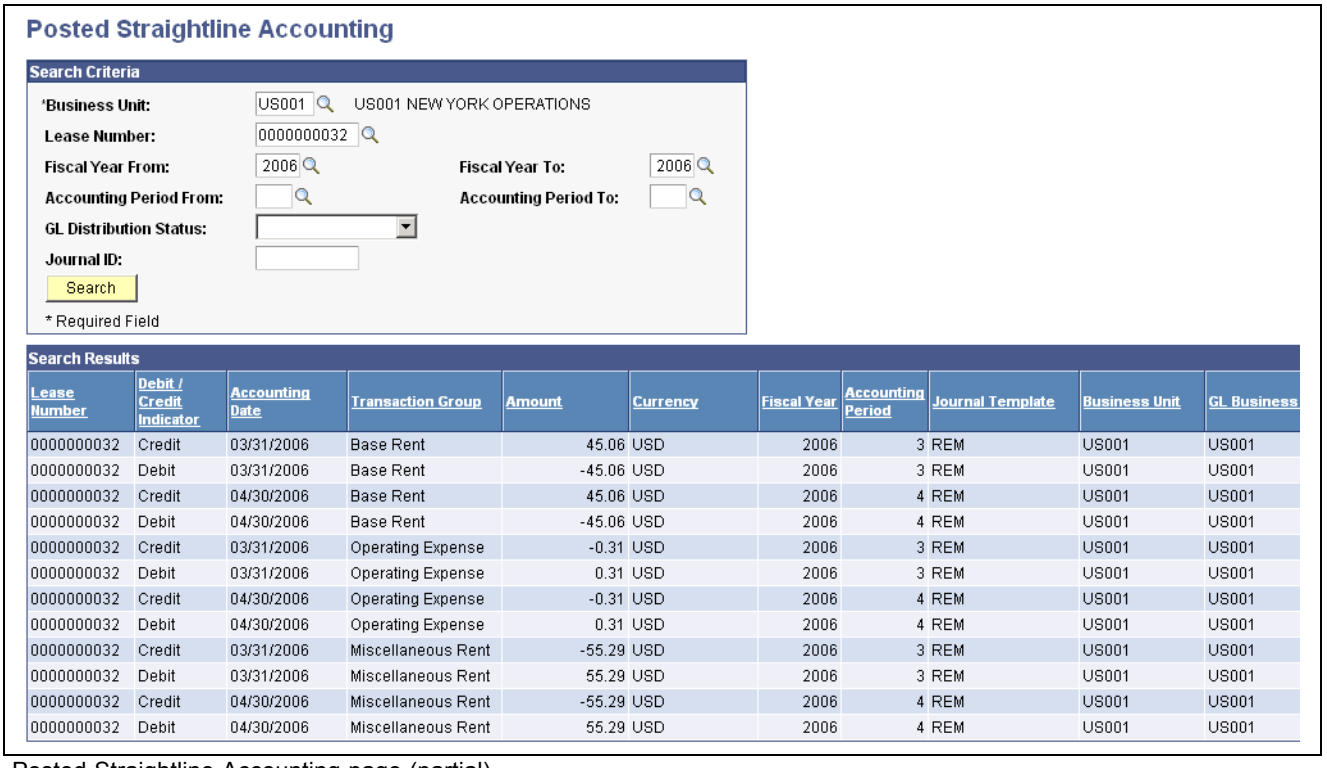
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Pages Used to View Posted Straightline Accounting Entries

Page Name	Object Name	Navigation	Usage
Posted Straightline Accounting	RE_STGL_VIEW	Lease Administration, Integrations, Posted Straightline Accounting, Posted Straightline Accounting	View transactions posted to the staging tables and also transactions posted to the general ledger through the Journal Generator.
Review Journal Entries	RE_GL_DRILL	Lease Administration, Integrations, Review Journal Entries, Review Journal Entries	Inquire about the details of each journal entry after you've run the Post Straightline Entries process and your accounting entries have gone through the Journal Generator process and have posted to the general ledger.
Journal Lines	JOURNAL_LN_FS	Click the GL Journal link on the Review Journal Entries page.	View the details of the journal.

Viewing Posted Straightline Accounting Entries

Access the Posted Straightline Accounting page.



Posted Straightline Accounting page (partial)

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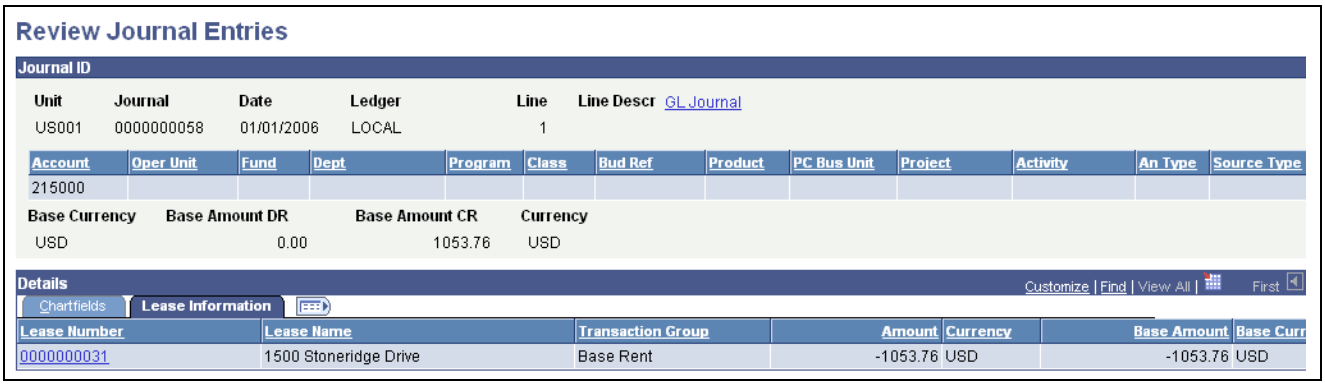
Fiscal Year From and **Fiscal Year To**	Select the fiscal year range for transactions that you want to view. The Journal Generator process populates the fiscal year after it distributes the accounting entry to a general ledger journal based on the journal date.
Accounting Period From and **Accounting Period To**	Enter the range for the accounting period you want to view. The Journal Generator process populates the accounting period after it distributes the accounting entry to a general ledger journal based on the journal date.
GL Distribution Status (general ledger distribution status)	Select the status of transaction you want to view. Values are: *Creating Journals, Distributed, Generated, Hold, Ignored, Modified, None,* and *To Be Processed.*
Journal ID	Enter the journal ID for the entries that you want to view.
Debit/Credit Indicator	Displays whether the transaction is a debit or a credit.
Accounting Date	Displays the date of the accounting entry recognized in general ledger (system date or the run date).
Amount	Displays the transaction currency amount (straightlined amount from the lease).
Journal Template	Displays the journal generator template ID. Identifies the journal defaults and summarization options for the accounting entry.
GL Business Unit (general ledger business unit)	Displays the general ledger business unit for the entry.
Distribution Status	Displays the status of the straightline entry.
Journal ID	Displays the journal ID which is populated by the Journal Generator process after it distributes the accounting entry to a general ledger journal.
GL Journal Line Number (general ledger journal line number)	Displays the general ledger journal line number which is populated by the Journal Generator process after it distributes the accounting entry to a general ledger journal.
Journal Date	Displays the journal date which is populated by the Journal Generator process after it distributes the accounting entry to a general ledger journal.
Journal Line Reference	Displays the journal line reference used to track the source of the transaction. This reference line is populated by the Journal Generator after distribution of the accounting entries to a general ledger.
Journal Line Description	Displays the description populated by the Journal Generator after distribution of the accounting entry to a general ledger journal.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, “Defining and Using ChartFields,” Understanding PeopleSoft Enterprise ChartFields.

Reviewing Straightline Accounting Journal Entries

Access the Review Journal Entries page.

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Review Journal Entries page

Unit Displays the general ledger business unit.

Journal Displays the general ledger journal ID.

Line Descr (line description) Displays the journal line description, if you entered a line description when you created the line.

GL Journal Click to access the Journal Lines page to view the details of the journal for this accounting line.

Statistic Amount and **Stat** Displays the statistical amount and statistical code if you created statistical entries for the line.

Base Amount DR (base amount debit) or **Base Amount CR** (base amount credit) Displays the debit or credit amount for the journal in the base currency of the ledger.

Transaction Amount DR (transaction debit amount) or **Transaction Amount CR** (transaction credit amount) Displays the debit or credit amount in the transaction currency.

Lease Number Click to access the Posted Straightline Accounting page on which you can view the transactions posted to the general ledger for this lease.

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CHAPTER 11

Amending Leases

This chapter provides overviews of lease amendments and amendment status and discusses how to work with amendments.

Understanding Lease Amendments

A lease amendment is any change made to an active lease for which you alter the fundamental obligations and entitlements of the lease; that is, you change or add to the lease values that you specified in the Maintain Lease component. Use the Management Amendment feature to amend a lease. Before you create an amendment to a lease, you must first understand the difference between maintaining and amending a lease.

Maintaining Leases

Maintaining a lease consists of changing certain fields on an active lease—such as lease name, lease administrator or portfolio manager, and options and critical dates notifications—without an amendment. Any changes that do not affect the fundamental obligations and entitlement of the lease can be made through the Maintain Lease component.

Amending Leases

Fields that require an amendment can be edited only through the amendment pages. The edits that you can make through amendment processing include changing the landlord or tenant, lease timetable, property list, financial terms, clauses, and so on. You can amend the details of the lease as long as an amendment is in pending status. Before you can create an amendment, the lease must be in active or holdover status. You can create a new amendment or retrieve an existing pending amendment to edit, activate, or delete.

To amend a lease, select *Manage Amendments* in the Action field. The Action field appears on all pages within the Maintain Lease component. You must enter the amendment details that include the amendment type and reason. After you save the details, you can amend the lease. The system allows you to modify fields on these pages: General Information - Editing Pending Amendment, Financial Terms - Editing Pending Amendment, and Clauses - Editing Pending Amendment in the Amend Lease component. When you save the amendment, the system saves the new data in separate amendment tables and assigns an amendment number to the amendment. Just one amendment can be in pending status at a time.

Lease amendments do not affect the originating active lease until the amendment is processed, reviewed, and activated because the amendment processing and review can potentially take a significant amount of time. As a result, an amendment should not affect the normal processing of an existing active lease until you activate it. When you activate an amendment, the system sets the amendment status to active, and the values that you specified for that amendment become the current active lease values.

You can review current or previously replaced amendments on the Amendments - Amendment History page. For example, when you amend a lease with multiple amendments, you can view a change log to see what terms were changed on a particular amendment. This log summarizes the changes by the lease sections and displays the original values and the new revised values.

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Understanding Amendment Status

The amendment status controls when you can enter data into the system for an amendment, when the system can process an amendment, and when an amendment becomes active. These are the status values for an amendment:

- *Pending:* Default status when you first create an amendment.

  You can edit many fields on a lease for amendment processing. A lease can have only one pending amendment at any given time. You can edit and save pending amendments until you activate or delete the amendment.

- *Active:* The system processes only active amendments.

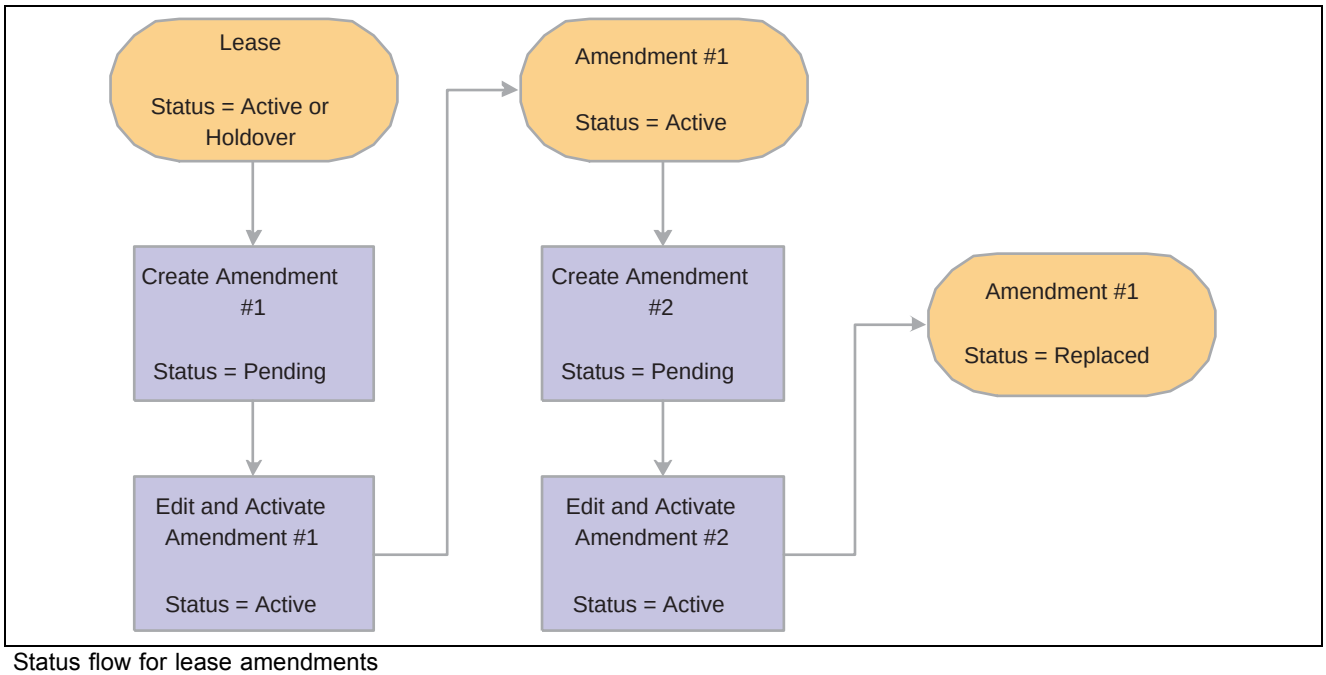
  After you activate an amendment, the system incorporates the changes that you specified within that amendment to the lease. The system sets the status of any previous active amendment to *Replaced* because this new active lease is the latest record. When you activate the amendment, the system also validates the amendment to ensure that all required fields are populated.

- *Replaced:* After you activate an amendment, the system changes the existing active amendment status to *Replaced.*

Note. When the amendment status is *Replaced,* you can no longer edit that amendment.

Amendment Status Flow

This diagram shows the flow between amendment status values and the functionality for each value:



Status flow for lease amendments

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Prerequisites

You must have a lease in *Active* or *Holdover* status in the system before you can create an amendment.

Working with Amendments

This section discusses how to:

- Manage amendments.
- Add lease amendments.
- Amend lease details.
- Review amendment details.

Pages Used to Work with Amendments

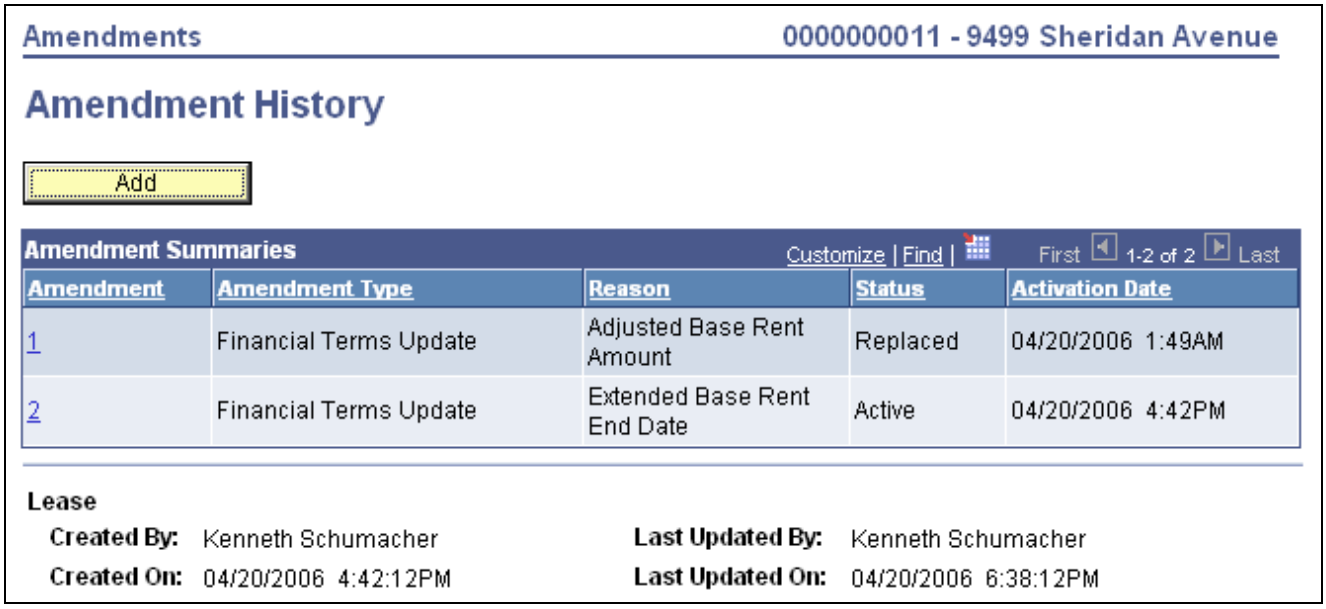
Page Name	Object Name	Navigation	Usage
Maintain Lease - General Information	RE_LS_GENERAL	• Lease Administration, Payables Lease, Maintain Lease, General Information • Lease Administration, Receivables Lease, Maintain Lease, General Information	Create or edit an amendment by selecting *Manage Amendments* in the Action field on any page within the Maintain Lease component.
Amendments - Amendment History	RE_LS_AMND_SUMM	• Lease Administration, Payables Lease, Maintain Lease, General Information Select *Manage Amendments* from the Action field on any page within the Maintain Lease component and click the Go button. • Lease Administration, Receivables Lease, Maintain Lease, General Information Select *Manage Amendments* from the Action field on any page within the Maintain Lease component and click the Go button.	Add, edit, or view amendment summary and history. View a list of all amendments made to a lease by clicking on the amendment number link to navigate to the details of those amendments.

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Page Name	Object Name	Navigation	Usage
Amendments - Edit Amendment Details	RE_LS_AMND_DTL_SEC	• Click the Add button on the Amendments - Amendment History page. • Click an amendment number for a pending amendment on the Amendments - Amendment History page.	Enter the amendment details.
Amend Leases - General Information - Editing Pending Amendment	RE_LSA_GENERAL	• Click the Continue button on the Amendment - Edit Amendment Details page. • Click the Edit button on the Amendment - Amendment History page for a pending amendment.	Edit the values in the lease sections on all pages of the Amend Leases component.
Amendments - Review Amendment Details	RE_LS_AMND_DTL_SEC	Click an amendment number for active or replaced amendments on the Amendment - Amendment History page.	View detailed changes of an amendment. Displays the changes by lease section with current and previous values on the lease.

Managing Amendments

Access the Amendments - Amendment History page.



Amendments - Amendment History page

Add Click to access the Amendments - Edit Amendment Details page on which you can enter details and save a new amendment. The Add button appears only if you do not have an existing pending amendment.

Amendment Displays the amendment number for this lease.

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For active and replaced amendments, click the amendment number link to access the Amendments - Review Amendment Details page on which you can view a summary of the changes to the lease for that particular amendment.

For pending amendments, click the amendment number link to access the Amendments - Edit Amendment Details page on which you can change the details of the amendment.

Edit Click to access the Amend Lease component to amend the lease details. The Edit button appears only for pending amendments.

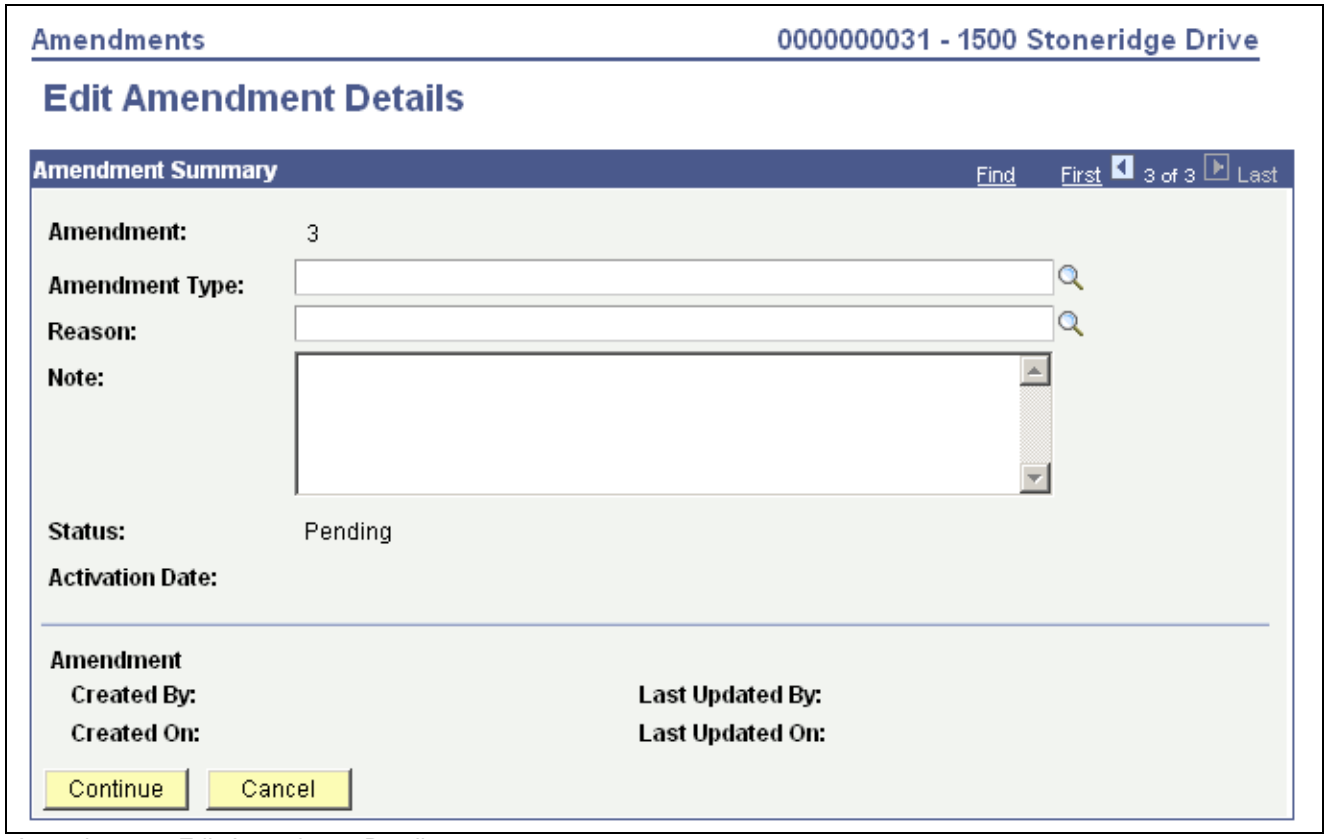
Activate Click to activate the amendment. The system validates the amendment for errors. You must correct all of the errors before you can activate the amendment. The Activate button appears only for pending amendments.

Delete Click to delete the amendment. The Delete button appears only for pending amendments.

Note. You cannot delete active or replaced amendments.

Adding Lease Amendments

Access the Amendments - Edit Amendment Details page.



Amendments - Edit Amendment Details page

Amendment Displays the amendment number. The system increments the number by one for each new amendment.

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Amendment Type	Select the amendment type to categorize your amendments for reporting. This is a required field. You can select only amendment types that are active as of the effective date on the amendment type. See Chapter 7, "Structuring Leases," Defining Amendment Types, page 35.
Reason	Select the amendment reason to further categorize your amendments for reporting. This is a required field. **Note.** The amendment type and reason have a parent-child relationship.
Status	Displays the status of this amendment.
Activation Date	Displays the date you activated the amendment.
Continue	Click to save the amendment. The system automatically transfers you to the Maintain Lease component where you can edit the values that need to be amended in each lease section.
Cancel	Click to exit the page without applying any of the changes that you may have made. The system displays the Amendment Summary page.
Activate	Click to activate the amendment. The system validates the data in the amendment before it activates the amendment.

Amending Lease Details

Click the Edit button on the Amendments - Amendment History page or click Continue on the Amendments - Edit Amendments page to access the Amend Leases component to create the lease amendment. You can modify the General Information, Financial Terms, and Clauses pages.

Amend Leases - General Information page - Editing Pending Amendment

You can change these fields when the amendment status is *Pending:*

- Landlord or Tenant and Location.

  Note. If you change the landlord or tenant, the system provides you with the option to change the payor or payee information for all financial terms to the new landlord or tenant.

- Commencement and Termination
- Lease Signed Date
- Property Information

  You can add new properties, delete properties, change existing properties, or select a new primary property. For each property, you can change these fields:

  - Usable Area
  - Rentable Area
  - Occupancy Date

Note. You can edit certain fields on an active lease without an amendment, such as Lease Administrator or Portfolio Manager. You must access the amendment pages to change any fields that require an amendment.

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Amend Leases - Financial Terms page - Editing Pending Amendment

You can change these fields only when the amendment status is *Pending:*

- Prorata Share.
- Exclude Base Year.
  - Base Year
  - Base Year Amount
- Max Op. Ex. Increase/Year (maximum operating expense increase per year).
  - Amount
  - Percent
- Max Lease Rent Escalation.
  - Amount
  - Percent
- Add Base Rent button.
- Add Operating Expense button.
- Add Miscellaneous Rent button.
- Financial Term links in the Schedule of Recurring Rent grid.

Note. You must click one of the financial term links to access the Financial Terms - Base Rent, Miscellaneous Rent, or Operating Expense Details pages to update the financial term details. If you change the payee or payor on one of these pages, then the system creates invoices or vouchers for the new payee or payor for all of the future transactions that have not be transferred to the transaction queue for approval. The transactions which are already generated in the transaction queue will not be affected by lease amendments.

- Percent Rent Details link.

Note. If you change the payee or payor for the percent rent terms, then the system uses the new payee or payor for all of the pending sales reports and all of the new pending sales reports.

See Chapter 13, "Setting Up and Calculating Percent Rent," page 141.

- Security Deposit Details link.

Note. If you change the payee or payor for the security deposit terms, then the system uses the new payee or payor to process refunds.

Note. You can change all of the fields on the financial terms pages that you access from this page while the amendment status is *Pending.*

Amend Leases - Clauses page - Editing Pending Amendment

You can change these fields on this page when the amendment status is *Pending:*

- Add Clause button.
- Delete Clause icon.

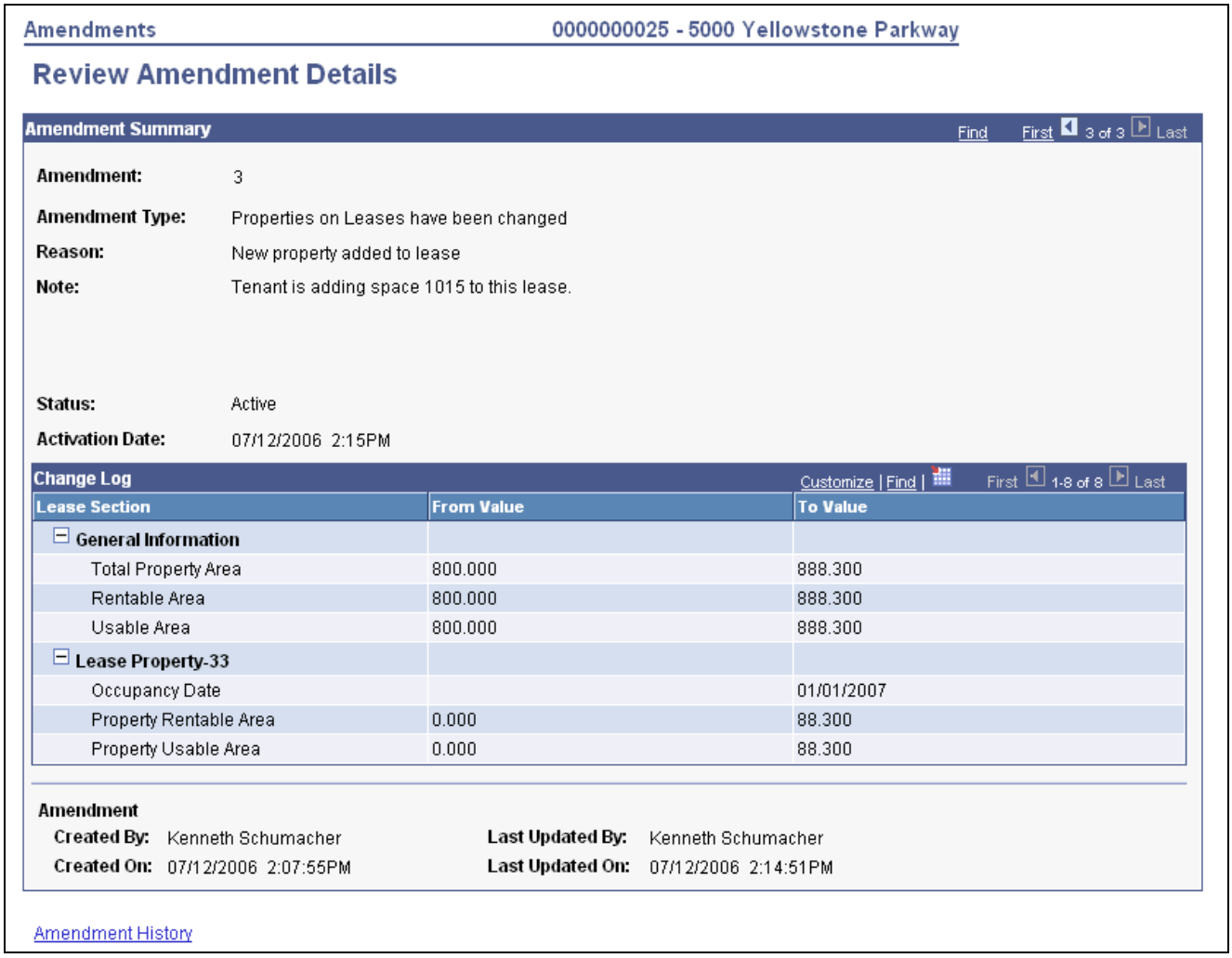
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- Clause details in the Clauses grid.

Note. You must click one of the clause type links to access the Clauses - Clause Details page to update the clause details.

Reviewing Amendment Details

Access the Amendments - Review Amendment Details page.



Amendments - Review Amendment Details page

Change Log

Lease Section Displays the lease section where the terms were amended. You can expand and collapse the sections to view additional fields within that section.

From Value Displays the original value of the lease before the amendment.

To Value Displays the amended value that replaced the original value.

Amendment History Click to return to the Amendments - Amendment History page.

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CHAPTER 12

Setting Up Operating Expenses

This chapter provides an overview of operating expenses, lists prerequisites, and discusses how to:

- Establish operating expenses for a lease.
- Perform operating expense audits for payables leases.
- Reconcile operating expenses for receivables leases.

Understanding Operating Expenses

The cost of maintaining a property or a building, commonly referred to as Common Area Maintenance (CAM) or operating expenses, is typically considered a shared expense between a landlord and a tenant. These expenses can include utilities, taxes, insurance, maintenance, cleaning, advertising, and promotions. The actual expenses are normally based on the percentage of the space that is occupied (pro rata share) and is detailed in the actual lease. The PeopleSoft Real Estate Management system enables you to set up recurring invoices or payments for estimated operating expense charges and also perform end-of-year audits and reconciliation for those shared expenses.

Typically, on an annual basis, the landlord breaks down all estimated operating expenses for the year and passes those charges through to the tenants on a monthly basis based on how much of the building that they are occupying. Since the monthly amount that is invoiced or paid is based on an estimate, the system tracks all invoices and payments that are made. At the end of the year, the landlord reconciles the estimated expenses with actual costs. A credit is issued to the tenant for overpayment or an invoice for underpayment. After the reconciliation is complete, the landlord uses that data to better estimate the upcoming year's expenses and provide a new budget and estimated bill amount. Tenants can hold CAM audits in situations where they believe that the costs are inaccurate or if they just want to verify the estimates against actuals.

Prerequisites

Before you can set up operating expenses, you must:

1. Set up the routing code.
2. Set up the operating expense categories.
3. Associate the routing code with the operating expense categories.
4. Add accounting rules for those operating expense categories/routing codes.

See Chapter 7, "Structuring Leases," Understanding Operating Expense Categories, page 42.

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Establishing Operating Expenses for a Lease

This section provides an overview operating expenses and discusses how to establish operating expense details.

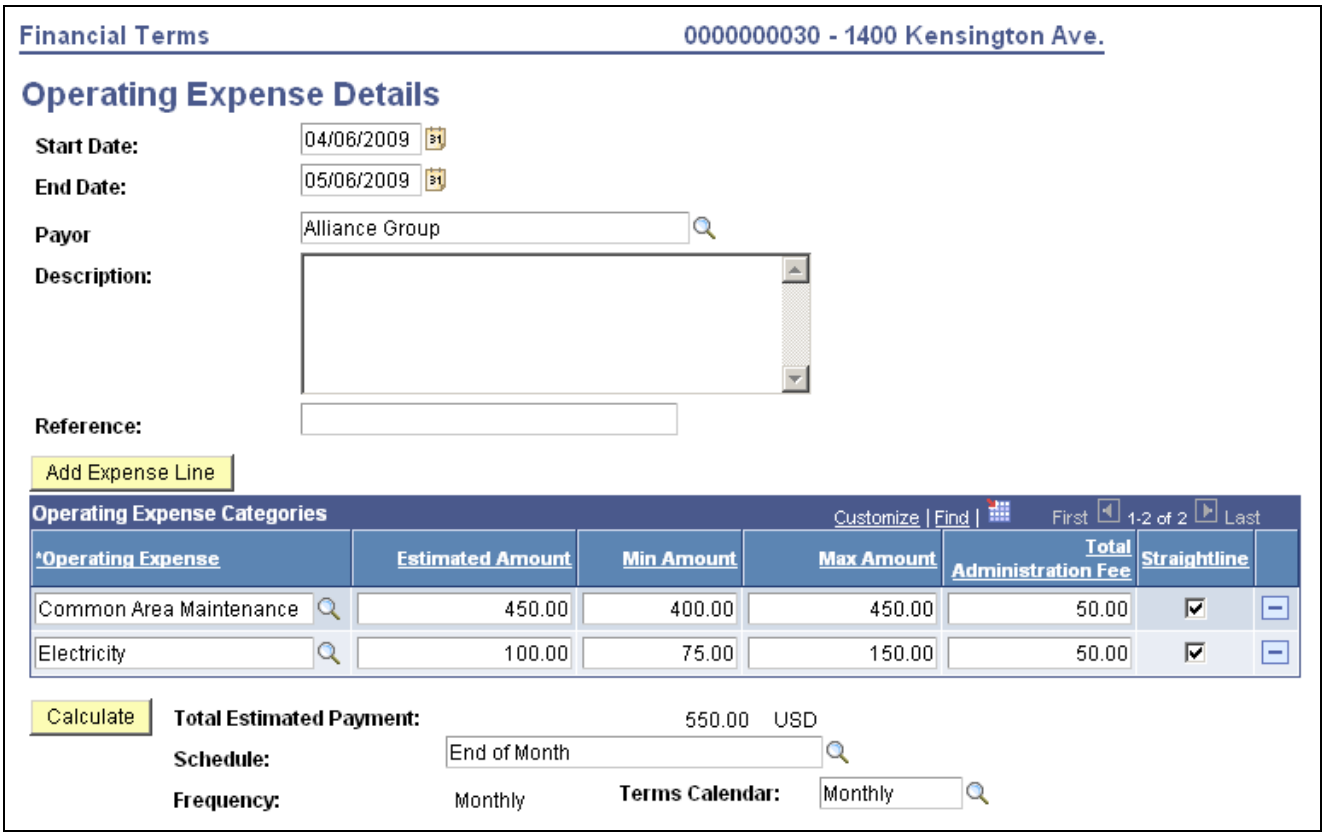
Pages Used to Establish Operating Expenses for a Lease

Page Name	Object Name	Navigation	Usage
Create New Lease - Operating Expense Details	RE_LS_TRM_SEC	• Lease Administration, Payables Leases, Create New Lease, Financial Terms Click the Add Operating Expense button. • Lease Administration, Receivables Leases, Create New Lease, Financial Terms Click the Add Operating Expense button. • Lease Administration, Payables Leases, Maintain Lease, Financial Terms Click the Add Operating Expense button. • Lease Administration, Receivables Leases, Maintain Lease, Financial Terms Click the Add Operating Expense button.	Define an operating expense for the lease. When you establish your operating expense details, you can set up categories and minimum and maximum amounts for that operating expense.

Establishing Operating Expense Details

Access the Financial Terms - Operating Expenses Details page.

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Financial Terms - Operating Expense Details page

Start Date Enter the begin date for the operating expense. The start date must occur on or after the lease start date. The system uses the lease start date as the default.

End Date Enter the end date for the operating expense. The end date should occur on or before the lease termination date. The system uses the lease end date as the default.

Payee Enter the entity who receives the operating expense payments. The default value is the landlord from the lease. This field appears only for operating expenses that are associated with payables leases.

Payor Enter the entity who is responsible to make the operating expense payments. The default value is the tenant from the lease. This field appears only for operating expenses that are associated with receivables leases.

Add Expense Line Click to add a new row to the Operating Expense Categories grid.

Operating Expense Categories

Operating Expense Enter or select the operating expense category for recoverable shared expenses. You can select from only active operating expense categories.

See Chapter 7, "Structuring Leases," Defining Operating Expense Categories, page 42.

Estimated Amount Enter the estimated amount for the operating expense. Use the estimated amount for monthly recurring invoices or payments.

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Min Amount (minimum amount)
Enter the minimum amount for the operating expense.

Note. This field is for information use only.

Max Amount (maximum amount)
Enter the maximum amount to charge for the operating expense. Use this field to calculate audit alerts during the audit and reconciliation processes.

Administration Fee
Enter the administration fee. The system adds this amount to the operating expense charges after final calculations of all operating expenses for the lease.

Straightline
Select to apply straightline calculations to the operating expense.

Note. If the rent amount or recurring expense amount for the operating expense is not evenly billed across periods, then those amounts must be reported in the general ledger on a straightline basis (an even distribution).

See Chapter 10, "Managing Straightline Accounting," Understanding Straightline Accounting, page 107.

Calculate
Click the button to calculate the recurring monthly operating expenses.

Note. This button is only available when the lease or amendment is in pending status.

Total Estimated Payment
Displays the total estimated payment amount for the operating expenses.

Schedule
Select a value from the prompt table to specify how often to invoice or pay the operating expenses. Use this field to determine the frequency of the invoice or payment. The values from which you select come from the Schedule component.

Note. If the value you need is not available, to the Schedule component to add additional values.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions.

Frequency
Displays the frequency that is associated with the schedule that you selected.

Anticipated Process Date
Displays the current anticipated processing date or the next date on which a transaction is available to be approved and sent to PeopleSoft Payables or PeopleSoft Billing. This field appears only after lease activation.

Note. You must run the Transaction Generator to get the scheduled transactions into the transaction queue.

Terms Calendar
Enter the terms calendar, which determines the start date and end date of billing periods for the operating expense. The calendar ID from the business unit definition appears by default. You can override this value, but the frequency of the schedule and terms calendar must be the same. This is a required field.

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Performing Operating Expense Audits for a Payables Lease

This section provides an overview of operating expense audits and discusses how to:

- Perform an operating expense audit for a payables lease.
- Compare operating expenses with the previous audit.

Understanding Operating Expense Audits

The PeopleSoft Real Estate Management system provides you with the ability to reconcile annual operating expenses or CAM against your estimated payments. When the landlord sends the annual CAM reconciliation statement with any invoice or credit against the estimated payments that you have made, you can compare the information against your records of estimated payments, as well as the CAM charges from the previous year. If the charges significantly increase or decrease or the data that is provided by the landlord is insufficient, you can initiate a formal CAM audit.

You can use the Audit Operating Expenses - Operating Expense Audit page to enter the values from the reconciliation statement for each expense category. The system automatically calculates the amounts that you paid to the payee, which includes all of the recurring amounts and the audit adjustment amounts. To calculate the paid amount, the system uses only processed transactions from the transaction queue. You can enter manual adjustments the final total for each expense category. The system compares the data that you entered against the data that is stored in the lease and flags any value that exceeds a certain tolerance threshold.

Note. You set up the tolerance threshold at implementation in the real estate management business unit.

After you have reviewed and compared the data in the worksheet and are satisfied with the final calculated numbers, you can issue a payment for any underpayments. If an overpayment occurs, you can create a negative payables line and apply it to any future payments, or, the landlord can issue a refund check or credit.

Prerequisites

Before you can perform an operating expense audit, the lease that you are auditing must be in active, expired, or holdover state. You must also enter operating expenses terms against the lease.

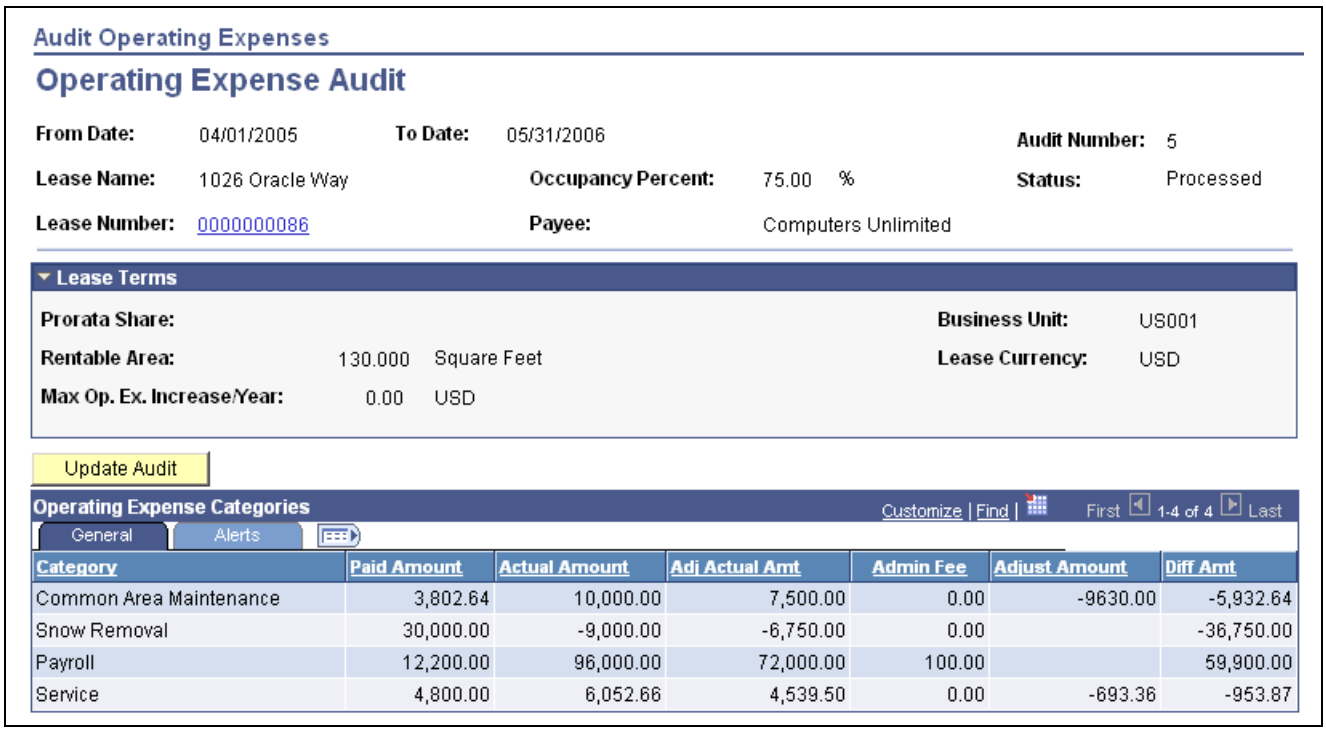
Pages Used to Audit Operating Expenses

Page Name	Object Name	Navigation	Usage
Audit Operating Expenses - Operating Expense Audit	RE_OPEXAUDIT	Lease Administration, Payables Lease, Audit Operating Expenses	Create an operating expense worksheet to compare estimated operating expense payments against actual expenses.
Audit Operating Expenses - Compare Operating Expenses with Prior Audit	RE_OPEXAUDIT_CMP	• Lease Administration, Payables Lease, Audit Operating Expenses • Click the Compare Previous Audit link.	Displays the current audit data and prior audit data, if available. You can use this comparison data to ensure continuity in operating expense charges from year to year.

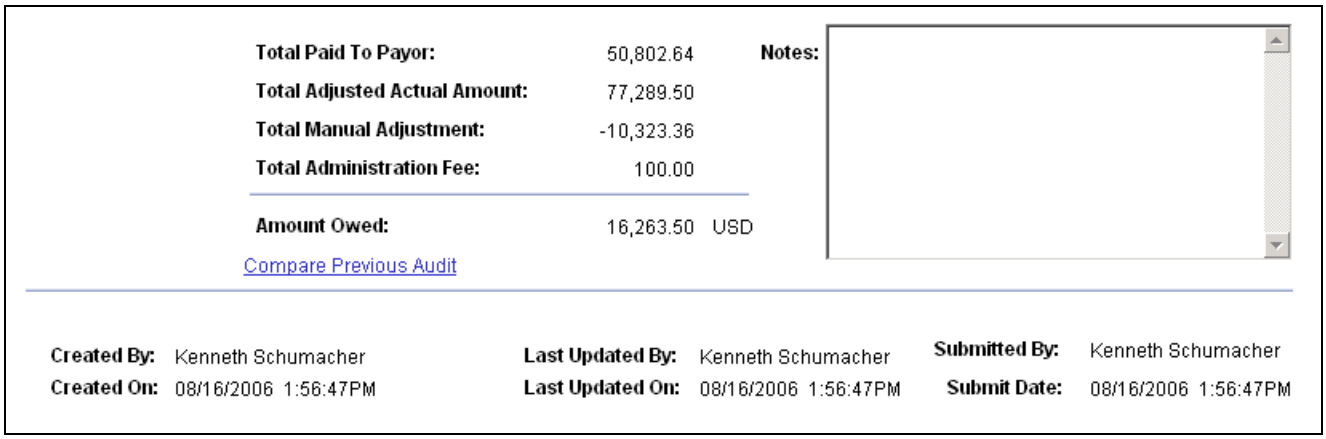
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Performing Operating Expense Audits

Access the Audit Operating Expenses - Operating Expense Audit page.



Audit Operating Expenses - Operating Expense Audit page (1 of 2)



Audit Operating Expenses - Operating Expense Audit page (2 of 2)

From Date Enter the date on which you want the audit period to begin. This date must occur after the lease start date and cannot be later than one day after the To Datefrom the previous audit. The system sets the From Date to one day later than the previous audit by default. For first audit period the system uses the lease commencement date by default.

To Date Enter the date on which you want the audit period to end. This date must occur after the from date and cannot be later than the current date.

Occupancy Percent Displays the occupancy percentage (percent of total rentable area and between 0 and 100).

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Note. The system uses occupancy percent to calculate the Adjusted Actual Amount for each of the audit categories. The formula is Adjusted Actual Amount = Actual Amount × (Occupancy percent ÷ 100).

Audit Number Displays the sequential number that is assigned to this audit.

Add Category Click the button to create a new operating expense category for the lease. This button appears only for pending audits.

Update Audit Click to update this audit. The system compares the actual charges in the current audit with the charges for the operating expense categories in the previous audit and creates and invoice for the balance amount. You can update an audit only after all of the audit transactions have been processed. This field appears only for processed audits.

Lease Terms

The lease terms group box displays the values setup on the lease you select for this audit.

Prorata Share Displays the percentage of the total area that you are occupying. The system displays the value from the lease. The field is informational only. The system does not use the field for any calculations.

Total Rentable Area Displays the total area that is available for rent from the lease. The system uses this value to calculate the Cost per Sq Unit (cost per square unit) for each of the audit categories.

Max Op. Ex. Increase/Year (maximum operating expense increase per year) Displays the maximum percentage increase or amount increase for all operating expense charges for the year. This field is informational only and defaults from the lease.

Base Year Amount Displays the operating expense amount that is charged for the first year of the lease. This is informational only. This field appears only if you select the Base Year Exclusion option on the Financial Terms page.

Lease Currency Displays the currency code from the lease.

Override Admin Fee (override administrative fee) Select to edit or override payment of the administrative fee. If you clear this field, the system automatically computes the administration fee from the lease based on the audit start and end dates.

Note. The system adds the administrative fee to the operating expense charges after final calculations.

Revision History Click to view all the previous revisions of the audit. This link appears only when more than one audit revision exists.

Operating Expense Categories

The system automatically populates the Operating Expense Categories grid with the operating expense categories that are associated with the lease and payee on which you are performing the audit.

Paid Amount Displays the amount that you paid for each operating expense category. The system adds all of the recurring operating expense amounts and all of the audit

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adjustment amounts that you paid to the payee during the audit from and to dates. The paid amount includes processed transactions from the audit period.

Actual Amount Enter the actual amount on the reconciliation statement that is provided by the landlord. The statement provides an actual amount that is incurred for that expense category.

Adj Actual Amt (adjusted actual amount) Displays the adjusted actual amount based on the occupancy percent. The system uses this calculation method: Adjusted Actual Amount = Actual Amount × (Occupancy percent ÷ 100).

Admin Fee (administrative fee) Displays the administrative fee amount from the lease terms. You can edit this field only if you select the Override Admin Fee check box.

Adjust Amount Enter the amount by which you want to adjust the differential amount. Enter a positive amount if you want to increase the differential amount or a negative amount to decrease the differential amount.

Diff Amt (differential amount) Displays the amount that is owed or invoiced for the category. The system uses this formula to calculate the value: Diff Amount = (Actual Amount − Paid Amount) + Adjust Amount + Admin Fee

Cost/SqUnit (cost per square unit) Displays the cost of the space per square feet or square meter. The calculations are based on the unit of measure that is defined on the lease.

 Determines if the actual expense exceeds the maximum amount for the operating expense category. The Category Maximum Exceeded icon appears in the Audit Alerts column for the category that exceeded the maximum after you click the Calculate button. The icon is for information only.

See Chapter 12, "Setting Up Operating Expenses," Understanding Operating Expense Audits, page 131.

 Determines if the difference between the operating expense amounts on this audit compared to the previous audit exceeds the tolerance set at the business unit level. . The Business Unit Maximum Exceeded icon appears in the Audit Alerts column for the category that exceeded the tolerance level after you click the Calculate button. The icon is for information only.

See Chapter 5, "Establishing Real Estate Management Business Units and Accounting Rules," Creating Real Estate Management Business Units, page 17.

Calculate Click the button to calculate the total lines that were entered. When you click the button, the system calculates the difference between the paid amount and the actual amounts and displays the totals and the adjustments.

Total Paid To Landlord Displays the total operating expenses that were paid to the landlord. The system adds all of the amounts in the Paid Amount column.

Total Adjusted Actual Amount Displays the total amount of the operating expenses that should have been paid to the landlord or payee. The system adds all of the amounts in the Actual Amount column.

Total Manual Adjustment Displays the total amount of the manual adjustments. The system adds all of the amounts in the Adjust Amount column.

Total Administration Fee Displays the total administration fee. The system adds all of the amounts in the Admin Fee column.

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Amount Owed Displays the amount that you owe the landlord or payee. The system uses this formula to calculate the amount: Amount Owed = Total Adjusted Actual Amount + Total Manual Adjustment + Total Administration Fee − Total Paid To Landlord.

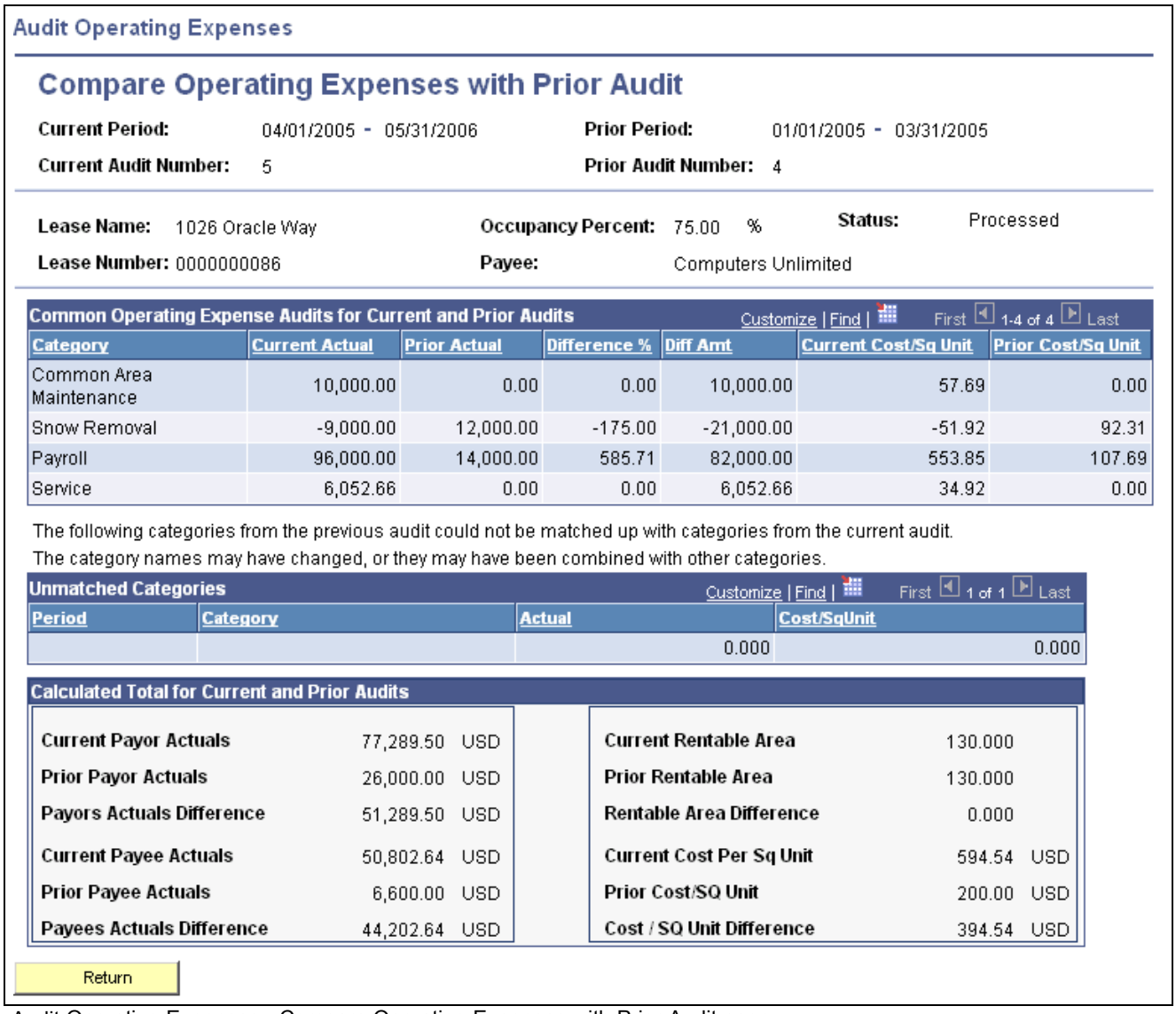
Create Payment Click to create a payment for underpayment of the operating expenses for the year. When you click on this button, the system sends the transaction to the transaction queue for payment processing.

Compare Previous Audit Click to select the previous audit for comparison, if it exists. The system bases the comparison on the audit end dates. The previous audit is the one with an audit end date less the current audit end dates. The system retrieves the two audits and displays them side-by-side. The system flags category differences from year-to-year and identifies massive increases or charges that are above the maximum that is allowed. If the system cannot find a category match, it separates those categories that are not available for comparison.

Comparing Operating Expenses with the Previous Audit

Access the Audit Operating Expenses - Compare Operating Expenses with Previous Audit page.

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Audit Operating Expenses - Compare Operating Expenses with Prior Audit page

This page enables to you compare and audit operating expenses against previous audit data, if it exists. The system retrieves the two audits and displays them side-by-side. The system flags category differences from year-to-year and identifies massive increases or charges that are above the maximum that is allowed. If the system cannot find a category match, it separates those categories that are not available for comparison.

Current Period Displays the date range for this audit period.

Prior Period Displays the date range for the prior audit period that you are comparing.

Common Operating Expense Audits for Current and Prior Audits

Current Actual Displays the current actual amount that you entered based on the reconciliation statement.

Prior Actual Displays the previous audit actual amount.

Difference % (difference percentage) Displays the percentage difference between the current actual amount and the prior actual amount. ((Current Actual - Prior Actual) ÷ Prior Actual).

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Diff Amt (difference amount)	Displays the difference amount. (Current Actual - Prior Actual).
Current Cost/Sq Unit (current cost per square unit)	Displays the current cost per square unit.(Current Cost ÷ Sq Unit = Adjusted Actual Amount ÷ Total Rentable Area).
Prior Cost/Sq Unit (prior cost per square unit)	Displays the prior cost per square unit. (Prior Cost/Sq Unit = Prior Actual Amount ÷ Prior Total Rentable Area).

Unmatched Categories

When the system cannot match up one or more categories from a previous audit with the categories from the current audit, the system displays the discrepancies in the Unmatched Categories grid. This occurs when you create a new category or an existing category from a previous audit does not exist, or if you change the category in the middle of the year. As a result, the system is unable to provide any comparisons for these categories because there is no exact match.

Calculated Total for Current and Prior Audits

Current Actual	Displays the total amount that you paid to the payee. This amount might differ from the reconciliation statement that is provided by the landlord. The current actual amount paid is based on an estimate that is provided to you at the beginning of the lease.
Prior Actual	Displays the total amount that you paid to the payee in the prior period.
Diff Amt (difference amount)	Displays the difference between the prior actual amount and the current actual amount.
Current Payor Actuals	Displays the current total amount that is paid by the payor.
Payors Actuals Difference	Displays the total amount that the payor paid in the prior audit.
Current Rentable Area	Displays the current total rentable area in the lease.
Prior Rentable Area	Displays the total rentable area in the prior audit.
Rentable Area Difference	Displays the difference between the current and prior rentable area in the lease.
Current Cost Per Sq Unit (current cost per square unit)	Displays the total current cost per square unit.
Prior Cost/SQ Unit (prior cost per square unit)	Displays the total prior cost per square unit.
Cost/SQ Unit Difference (cost per square unit difference)	Displays the difference of the total cost per square unit between the current period and the prior periods.

Reconciling Operating Expenses for Receivables Leases

This section provides an overview of operating expense reconciliation and discusses how to:

- Reconcile operating expenses
- Compare operating expense reconciliations

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Understanding Operating Expense Reconciliation

PeopleSoft Real Estate Management enables you to reconcile the difference in the original estimated operating expense and the actual operating expenses for each tenant or payor for a time period. The system calculates the amount of estimated operating expenses for the transactions that the system processed during a time period that you specify. You can enter the actual expenses that you incurred based on these criteria:

- Operating expense category: Summarize your charges by operating expense category.
- Tenant: Specify the tenant or payor.
- Time period: Determine reconciliation from and to dates.

Use the Reconcile Operating Expenses - Operating Expense Statement page to enter these amounts and compare them with the amounts that the payor paid. You can manually adjust the amount for each operating expense category. Click on the Create Invoice button on the Operating Expense Statement page to access the Billing Review page. In the case of an overpayment, you can issue a credit to the tenant that could be applied against future rent payments. In the case of an underpayment, you can issue an invoice for the remaining sum. Enter the billing amount as negative to generate a payment credit or positive to create an invoice.

You can compare this reconciliation with the previous reconciliation to identify any time gaps or large amount differences in the operating expenses.

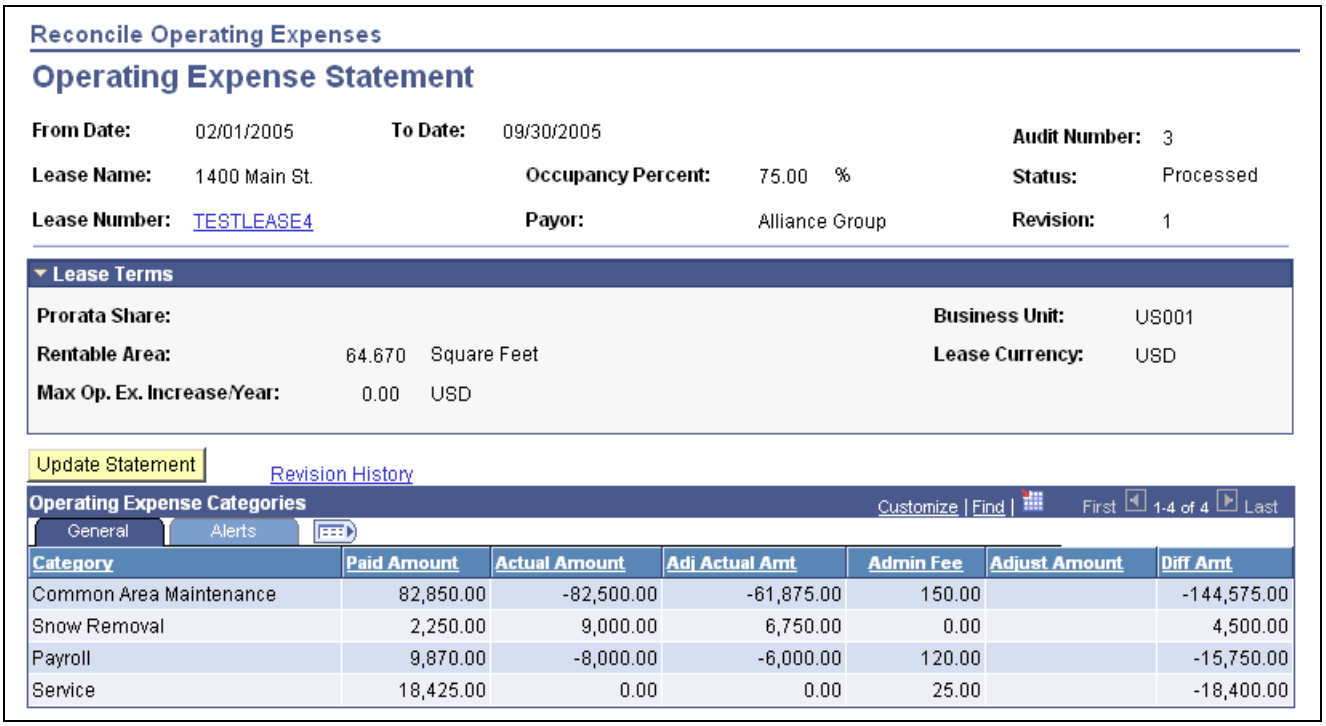
Pages Used to Reconcile Operating Expenses

Page Name	Object Name	Navigation	Usage
Reconcile Operating Expenses - Operating Expense Statement	RE_OPEXAUDIT	Lease Administration, Receivables Lease, Reconcile Operating Expenses	Compare operating expenses to the operating expense statement to reconcile paid expenses against actuals.
Compare Operating Expenses with Prior Statement	RE_OPEXAUDIT_CMP	• Lease Administration, Receivables Lease, Reconcile Operating Expenses • Click the Compare Previous Audit link.	Displays the current reconciliation data and prior reconciliation data. You can use this comparison data to ensure continuity in operating expense charges.

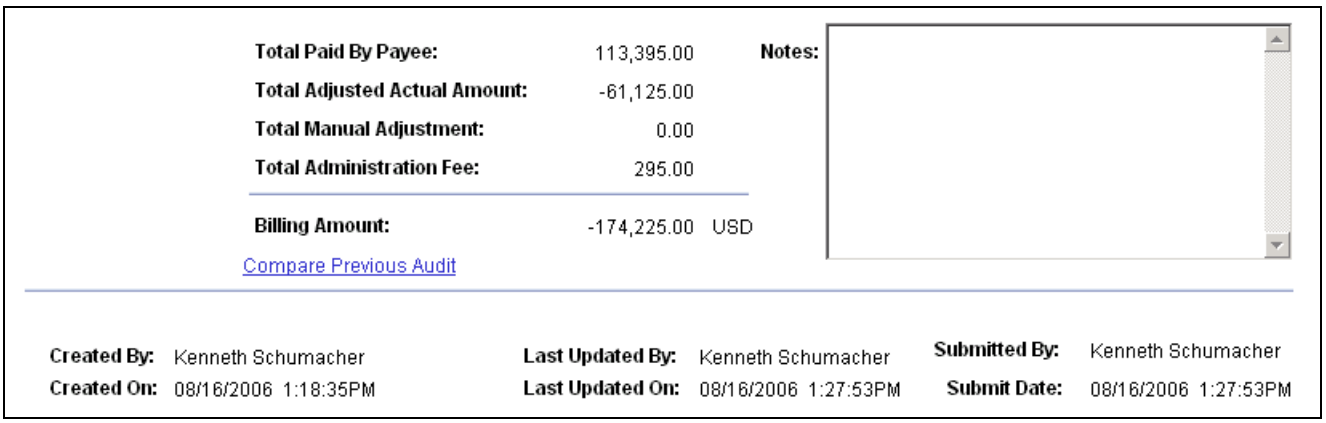
Reconciling Operating Expenses

Access the Reconcile Operating Expenses - Operating Expense Statement page.

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Reconcile Operating Expenses - Operating Expense Statement page (1 of 2)



Reconcile Operating Expenses - Operating Expense Statement page (2 of 2)

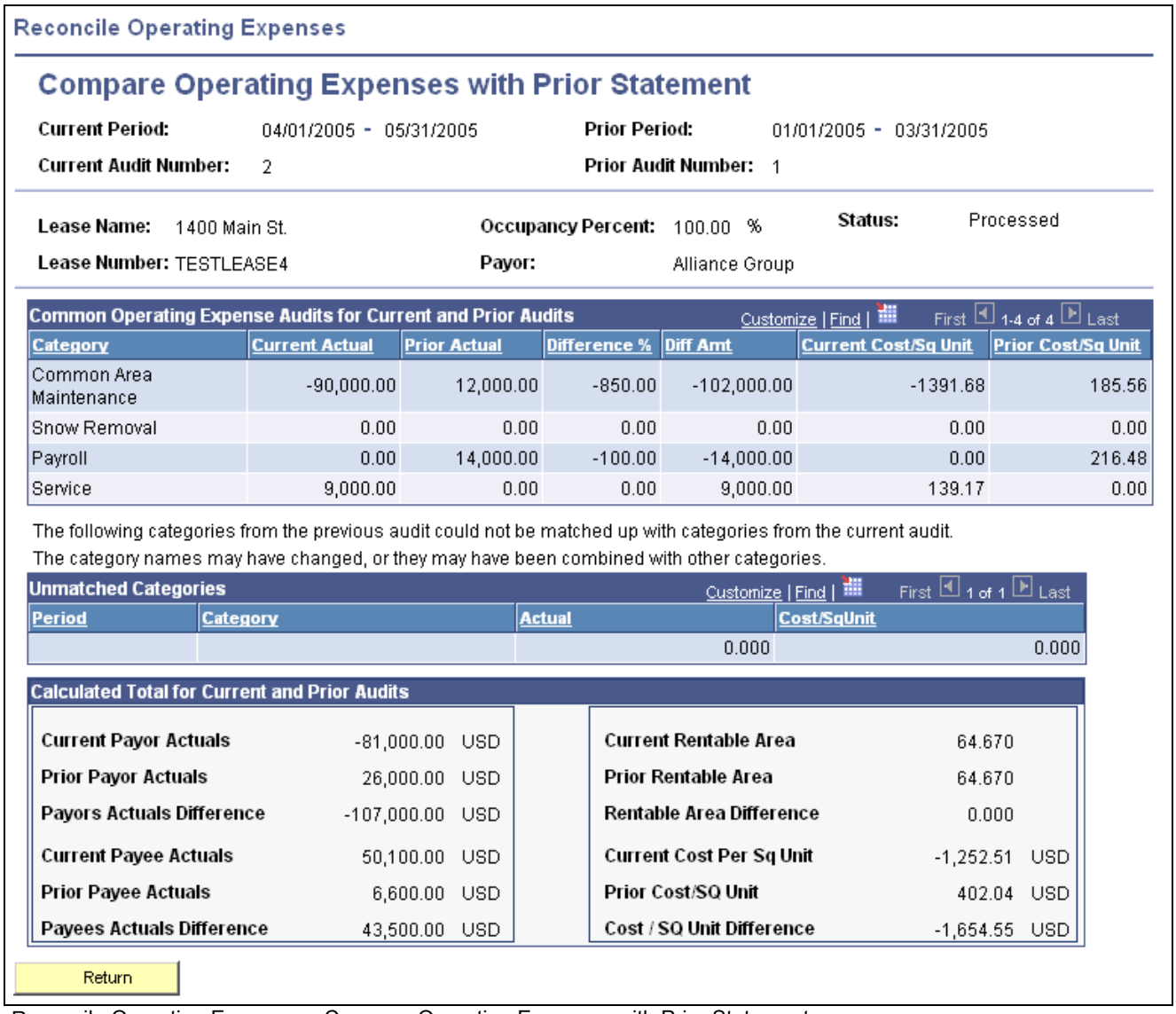
Note. The fields on this page function the same as the fields on the Audit Operating Expenses - Operating Expense Audit page.

See Chapter 12, "Setting Up Operating Expenses," Performing Operating Expense Audits, page 132.

Comparing Operating Expense Reconciliations

Access the Reconcile Operating Expenses - Compare Operating Expenses with Prior Statement page.

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Reconcile Operating Expenses

Compare Operating Expenses with Prior Statement

Current Period: 04/01/2005 - 05/31/2005 **Prior Period:** 01/01/2005 - 03/31/2005

Current Audit Number: 2 **Prior Audit Number:** 1

Lease Name: 1400 Main St. **Occupancy Percent:** 100.00 % **Status:** Processed

Lease Number: TESTLEASE4 **Payor:** Alliance Group

Common Operating Expense Audits for Current and Prior Audits — Customize | Find | First 1-4 of 4 Last

Category	Current Actual	Prior Actual	Difference %	Diff Amt	Current Cost/Sq Unit	Prior Cost/Sq Unit
Common Area Maintenance	-90,000.00	12,000.00	-850.00	-102,000.00	-1391.68	185.56
Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00
Payroll	0.00	14,000.00	-100.00	-14,000.00	0.00	216.48
Service	9,000.00	0.00	0.00	9,000.00	139.17	0.00

The following categories from the previous audit could not be matched up with categories from the current audit.
The category names may have changed, or they may have been combined with other categories.

Unmatched Categories — Customize | Find | First 1 of 1 Last

Period	Category	Actual	Cost/SqUnit
		0.000	0.000

Calculated Total for Current and Prior Audits

Current Payor Actuals	-81,000.00	USD	Current Rentable Area	64.670	
Prior Payor Actuals	26,000.00	USD	Prior Rentable Area	64.670	
Payors Actuals Difference	-107,000.00	USD	Rentable Area Difference	0.000	
Current Payee Actuals	50,100.00	USD	Current Cost Per Sq Unit	-1,252.51	USD
Prior Payee Actuals	6,600.00	USD	Prior Cost/SQ Unit	402.04	USD
Payees Actuals Difference	43,500.00	USD	Cost / SQ Unit Difference	-1,654.55	USD

Return

Reconcile Operating Expenses - Compare Operating Expenses with Prior Statement page

The fields on this page function in the same way as the fields on the Audit Operating Expenses - Compare Operating Expense with Prior Audit page.

See Chapter 12, "Setting Up Operating Expenses," Comparing Operating Expenses with the Previous Audit, page 135.

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CHAPTER 13

Setting Up and Calculating Percent Rent

This chapter provides an overview of percent rent terms, lists prerequisites, and discusses how to:

- Set up percent rent terms.
- Report sales and calculate percent rent.

Understanding Percent Rent Terms

Percent rent enables you to negotiate a lower monthly base rent in exchange for a portion of your sales once the threshold is met. This lease method is appealing because you receive a lower monthly liability in months of lower sales. As the sales amount reaches a specified threshold (breakpoint), the percentage changes, thus altering the amount of the final rent amount. For a breakpoint, the rent can be a fixed amount, a percentage of sales, or a combination of fixed amount and percentage.

When multiple breakpoints are established, the system determines which breakpoint has been reached and adds its incremental percentage over and above the other breakpoints. For example, let's say the breakpoints are as follows:

- 0 to 1,000 (5%)
- 1,000.01 to 4,999.99 (4%)
- 5,000 to 99,999,999,999.99 (3% + 1,000 USD)

If the sales amount is 1,500 USD, then the system takes the maximum of the prior breakpoint multiplied by that breakpoint percentage (or amount, or both depending on lease terms), adds the incremental amount over that breakpoint maximum, multiplied by the new breakpoint percentage.

In this example, the calculation is as follows: 1,000 × 5% + (1,500 − 1,000) × 4% = 70.

Using the previous example, if a lease had three breakpoints in percent rent setup, and the sales amount reached the third level (10,000), then the calculation is as follows: 1,000 × 5% + (4,999.99-1,000) × 4% + (10,000 − 4,999.99) × 3% +1,000 = 1360.

These tables provide additional examples of the percent rent calculation methodology:

Percent Rent Setup Data

Financial Term	Amount
Current Base Rent	1000.00 USD
Minimum Fee	25.00 USD
Maximum Fee	800.00 USD

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Sales Breakpoints

From	To	Type	Amount	Full Breakpoint
0	999.99	Percent	5%	50.00 USD
1000	4999.99	Percent	4%	160.00 USD
5000	9999.99	Percent	3%	150.00 USD
10000	99,999,999,999.99	Percent	2%	Not applicable

Sales Data

Year	Month	Reported Sales (USD)	Breakpoint Amount	Variable Rent (USD)	Adjusted Variable Amount (USD)	Base Rent (USD)	Total Rent (USD)	Comment
2004	January	250.00	5%	12.50		1,000.00	1,025.00	Minimum not met, use adjusted amount.
2004	February	2,000	VAR2	90.00		1,000.00	1,090.00	Second breakpoint reached, add full breakpoint calculation to incremental difference.
2004	March	1,800	VAR2	82.00		1,000.00	1,082.00	
2004	April	6,000	VAR3	240.00		1,000.00	1,240.00	Third breakpoint reached, add full breakpoint calculations to incremental difference.
2004	May	5,000	VAR4	210.00		1,000.00	1,210.00	
2004	June	50,000	VAR4	1,160.00	800.00	1,000.00	1,800.00	Maximum exceeded, use adjusted amount
2004	July	30,000	VAR4	760.00		1,000.00	1,760.00	
2004	August	15,000	VAR4	460.00		1,000.00	1,460.00	
2004	September	7,500	VAR3	285.00		1,000.00	1,285.00	
2004	October	4,200	VAR2	180.00		1,000.00	1,180.00	

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Year	Month	Reported Sales (USD)	Breakpoint Amount	Variable Rent (USD)	Adjusted Variable Amount (USD)	Base Rent (USD)	Total Rent (USD)	Comment
2004	November	800	5%	40.00		1,000.00	1,040.00	
2004	December	20,000	VAR4	560.00		1,000.00	1,560.00	

You define the percentage breakpoints for the percent rent tier structure before activating the lease; after the lease is activated, you must create an amendment to perform any changes to the structure. You include percent rent terms on the lease and enter them into the system prior to lease activation. You set the various sales breakpoints (or tiers) for the lease under different sales categories. In the absence of actual reported data, you can enter or have the system attempt to estimate sales data. You enter the estimated information on the Sales Report Details page and set the type to *Estimated.* The Sales Report Details page is a worksheet to enter and calculate the total sales amounts. The system uses past data to help determine an appropriate estimate.

Sales Estimation Methods

The PeopleSoft Real Estate Management system provides you with three sales estimation methods to assist you in deciding the estimated sales data. Using this data helps you determine the monthly rent amount.

The three sales estimation methods are:

- *Past 6 Period Average:* The system takes an average of sales of all prior periods up to six months, assuming there is sales data for the last six months in the database.

  If data is not available for all six months, it takes only the average of whatever data is available up to the last six months. The system cannot provide an estimate if there is no data for the last six months.

- *Same Period Last Year:* The system takes the sales from the same period last year assuming there is sales data for the same period last year.

  For example, if the current sales report being estimated is period 2 of 2005, then the system looks for period 2 of 2004 to formulate an estimate. The system cannot provide an estimate if there is no data for the same period last year.

- *Prior Period:* The system takes the sales for the preceding period, assuming there is sales data for the preceding period. The system cannot provide an estimate if there is no data for the preceding period.

Note. In addition to the sales estimation methods, the system also provides an adjustment factor that is a percentage field, at the lease level, to assist with altering the numbers to account for slower business, recession periods, inflation, and so on.

Adjustments to Estimated Rents

When you bill based on estimated sales, you will likely need to make adjustments, effectively changing the actual billable rent amount. The system provides the ability to adjust the previously calculated and processed data, as well as the ability to adjust the prior entries posted to the various subsystems. This is called the sales report revision.

A change to previously processed calculated data is called an adjustment. You can change sales report data any number of times before the transactions are processed. While making an adjustment, you select the sales type to indicate the changes that you are making. The sales type has no bearing on generating billing lines; it is informational only. The same billing lines are generated regardless of type and are updated at any time throughout this process.

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When you enter the new data, the system calculates the rent amount on the worksheet. However, the system also takes into account the last processed worksheet and compares the two to determine the amount of the adjustment. Although the data from worksheet to worksheet is compared to determine the net difference, doing so accurately over multiple iterations can be complicated. As a result, the system uses the last of the prior worksheets to determine the amount billed. The system creates a complete reversal of the bill, sending a negative bill entry to the same transaction code by sales category, and updates the bill with the new amounts. For example, the original worksheet has three sales categories and three bill lines generated for billing, each with a unique transaction code. During an adjustment process, three negative bill line entries are created for the full amount billed, along with three new bill lines for the new full amount to bill.

On the Sales Report Details page for processed reports, the latest worksheet appears as display-only until you click the Update Report button. The worksheet is then available for changes, and a new version is saved to the table with a new revision number. You can view all past adjustments, but adjust only the latest one.

Prerequisites

Before setting up percent rent terms, you must set up the following:

- Detail calendars for percent rent schedules.
- Calendar ID selection for the business unit.
- Sales categories.
- Transaction routing codes.
- Accounting rules.

Setting Up Percent Rent Terms

This section discusses how to enter percent rent terms.

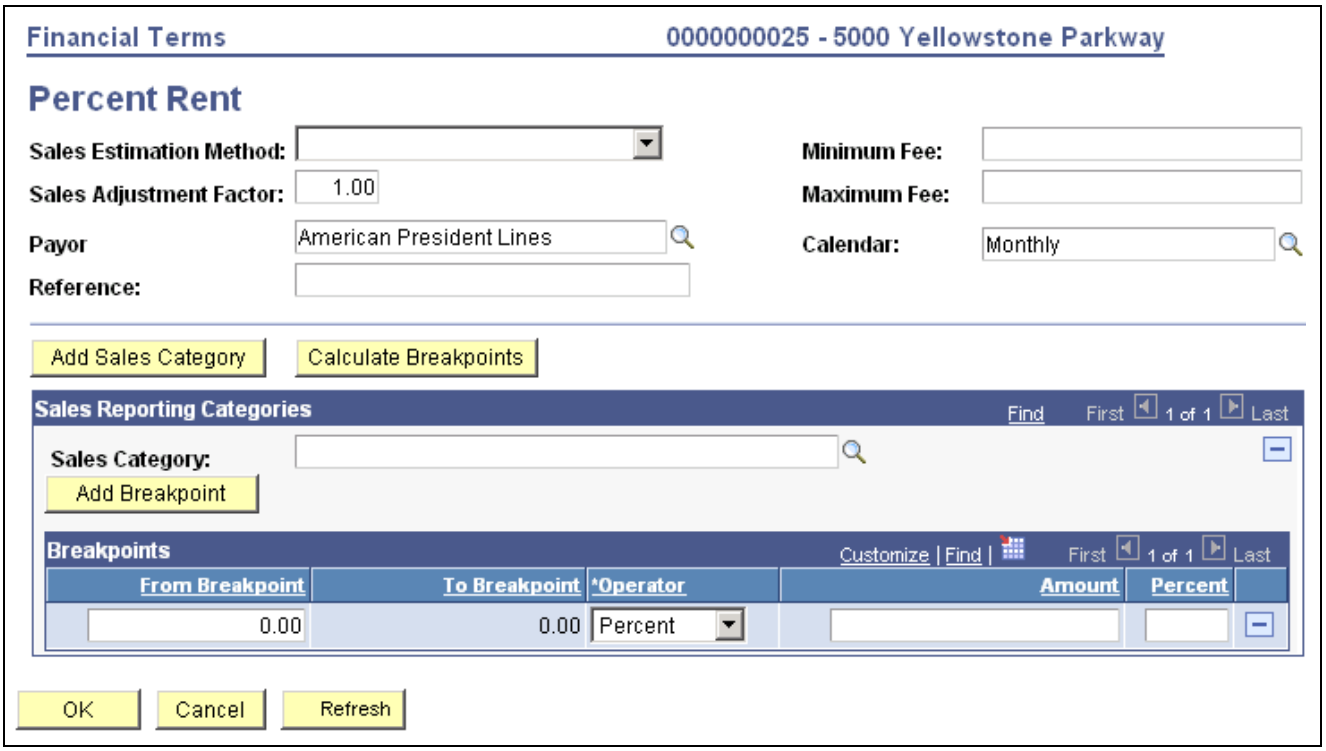
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Pages Used to Set Up Percent Rent Terms

Page Name	Object Name	Navigation	Usage
Create New Lease - Financial Terms	RE_LS_TERMS	• Lease Administration, Receivables Leases, Create New Lease, Financial Terms • Lease Administration, Receivables Leases, Maintain Lease, Financial Terms • Lease Administration, Payables Leases, Create New Lease, Financial Terms • Lease Administration, Payables Leases, Maintain Lease, Financial Terms	Enter financial terms for a lease. See Chapter 9, "Creating and Maintaining Leases," Define Financial Terms, page 89.
Financial Terms - Percent Rent	RE_LS_PCTRENT_SEC	Click the Percent Rent link on the Financial Terms page.	Enter the sales estimation method, sales category, and breakpoints.

Entering Percent Rent Terms

Access the Financial Terms - Percent Rent page.



Financial Terms - Percent Rent page

Sales Estimation Method Select a sales estimation method. The system uses this method for estimating the sales, in the absence of a sales report. The options are

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Past 6 Period Average: An average of sales of all prior periods up to six months.

Prior Period: Sales for the preceding period.

Same Period Last Year: Sales of the same period last year.

Sales Adjustment Factor Select a sales adjustment factor. This percentage field assists with altering the numbers to account for slower business, recession periods, inflation, and so on. Set the adjustment factor to *1.0* if you do not want any adjustment done to the sales estimation.

Payee Enter the entity to whom you make payments. The system uses the landlord as the default. This field appears only for payables leases.

Payor Enter the entity that is responsible for making payments. The system uses the tenant as the default. This field appears only for receivables leases.

Minimum Fee Enter the minimum amount to be charged for the entire percent rent. If the minimum is not met, the amount is increased to the minimum level.

Note. If the amount calculated based on sales reported by payor and breakpoints is less than the minimum fee, then the minimum fee amount is spread across the sales categories in the ratio of calculated bill amount.

Maximum Fee Enter the maximum amount to be charged to the entire percent rent. If the maximum is exceeded, the amount is reduced to the maximum level.

Note. If the amount calculated based on sales reported by payor and breakpoints is greater than the maximum fee, then the maximum fee amount is spread across the sales categories in the ratio of the calculated bill amount.

Calendar Enter the calendar ID, which determines the frequency with which you report or receive sales reports. Percent rent sales reporting uses a specific calendar with distinct periods and start and end dates. In addition, this calendar structure enables the system to search for and determine when sales reports are missing, as well as to prevent duplicate sales reports for the same period. The system uses the percent rent calendar ID value from the from the business unit level, but you can override this value at the least level.

Add Sales Category Click to add an additional sales category in the group box.

Calculate Breakpoints Click to calculate breakpoints. If you have multiple breakpoints, the system calculates the To Breakpoint from the data entered into the From Breakpoint.

Sales Reporting Categories

Sales Category Select a sales category to classify sales reports. You can select only from active sales categories.

See Chapter 7, “Structuring Leases,” Defining Sales Categories, page 43.

Add Breakpoint Click to add an additional breakpoint for the sales category.

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Breakpoints

From Breakpoint Enter the starting amount for the break. For the first break, this value appears as *0.* You use breakpoints within each of the sales categories to facilitate assigning of rent based on the sales.

To Breakpoint Displays the maximum sales amount allowed within the break. The system determines this value based on the next breakpoint entered when you click the OK or Calculate Breakpoints button.

Operator Enter the operator to use for the calculation of rent based on the sales amount. These are the options:

Amount: Specifies that a fixed amount be applied as rent within a breakpoint for a sales category.

Note. If you select this option, you must enter a value in the Amount field.

Percent: Specifies that a percentage of the amount be applied as rent within a breakpoint for a sales category.

Note. If you select this option, you must enter a value in the Percent field.

Both: Specifies that both a fixed amount and a percentage of the amount be applied as rent within a breakpoint for a sales category.

Note. If you select this option, you must enter values in the Amount and Percent fields.

Amount Enter a flat rent amount to be charged.

Note. This is a required field if the Operator field is set to *Amount* or *Both.* You must enter a base amount for billing or payment.

Percent Enter the percentage to be applied to the sales amount to calculate the rent.

Note. This is a required field if the Operator field is set to *Percent* or *Both.*

Reporting Sales and Calculating Percent Rent

This section provides an overview of sales reporting and percent rent calculation and discusses how to:

- Search for sales reports.
- Find missing sales reports.
- Create new sales reports and calculate percent rent.
- Import sales reports.

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Understanding Sales Reporting and Percent Rent Calculation

When setting the percent rent terms in a lease, the sales reports form the basis that the system uses to calculate rent. After you set the percent rent terms and activate the lease, you begin working with the tenant sales reports to periodically generate the rent invoices.

You collate, enter, and revise all reported sales figures for the past period in the Report Sales - Sales Report Details page. This page enables you to enter estimated or actual figures, and the system calculates the appropriate rent amount, taking into consideration the percentage breakpoints and base rent setup. The system uses the percent and fixed amount selection and enters a fixed amount for every breakpoint row.

Note. You can select a calendar for a lease that suits your billing frequency. If the tenant reports sales in a different frequency than billing, you must collate and convert this data to match the billing frequency outside of the system prior to using this worksheet.

The system populates the categories that are set up in the lease by default. You cannot add any additional rows for categories because they have to be set up on the lease to exist on the worksheet to provide validations.

You can isolate missing sales reports. For the missing reports, you can enter estimated information. Based on the sales estimation method and the adjustment factor that you selected while setting up the percent rent terms, you can estimate the sales.

After bringing the data from the estimation tools into the worksheet, the system enables you to adjust the calculated data. If the system is unable to generate an estimate, it displays a warning indicating the reason. Once you are satisfied with the estimate, you can click Create Pending Invoice in the worksheet and initiate the transfer to Billing or PeopleSoft Payables for further processing. As in normal sales reporting, the system saves the estimates along with the date, time, and user ID to the database for historical purposes.

Importing Sales Reports

You can populate the into the Report Sales - Sales Report Details page by importing the sales reports from a file. Before you can import sales reports, you must set up the URL path for attachments and configure the sales report file format.

Access the URL Maintenance page for the RE_ATTACHMENTS identifier and enter the URL in the format *ftp://<username>:<password>@<machinename>/directory name.* The user name and password are critical, as the system uses these to connect all users to the FTP server. The <machinename> is the physical name by which the FTP server is identified on the network. You can include the directory name on the server where the sales report attachments are stored, or you can store the sales report attachments in the root directory of the FTP server. If you store the resume attachments anywhere but the root of the FTP server, you must append the directory name to the URL.

To populate the Report Sales - Sales Report Details page, the system uses data from the file along with lease data that already exists.

This table contains the record fields that the file must contain along with the structure of the fields:

Record Field	Field Description	Type	Length	Required
BUSINESS_UNIT	Business Unit	Char	5	Y
LSE_NBR	Lease Number	Char	10	Y
FISCAL_YEAR	Sales Year	Nbr	4	Y
ACCOUNTING_PERIOD	Sales Period	Nbr	3	Y

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Record Field	Field Description	Type	Length	Required
CHG_GRP_CD	Category Code	Char	10	Y
SLS_AMT_TYPE	Sales Amount Type	Char	1	Y
SLS_CURR_CD	Sales Currency Code	Char	3	Y
SLS_AMT	Sales Amount	Signed Nbr	23.3	Y

The system accepts only the translate values for the Sales Amount Type field. These are the valid values with their descriptions:

- *1:* Reported
- *2:* Estimated
- *3:* Actual
- *4:* Audited

The file layout uses the comma separated value (CSV) format and is mapped to the sales report file received. The file contains eight fields to map the sales report data received and rest of the information to create a sales report is retrieved from the corresponding lease.

This table contains sample data that the sales report file should contain. You cannot change the order of fields and the values must be separated by commas.

Business Unit	Lease Number	Sales Year	Sales Period	Category Code	Sales Amount Type	Sales Currency	Sales Amount
US001	US-NVV-03	2006	05	FOODSALE	3	USD	10000
US001	US-NVV-03	2006	05	SPORTS	3	USD	5023.75
US001	US-NVV-03	2006	05	ELECTRONIC	3	USD	15000
US001	US-NVV-03	2006	05	PHARMACY	3	USD	10000

Effects of Lease Amendments on Sales Reporting

When you change a percent rent term setup because of a lease amendment, these changes are reflected during the update of a pending sales report. The changes result in an adjustment to the sales report. The recalculation is done automatically. The following occurs when you create a lease amendment:

- If you want to add a category, do so when updating a pending or adjusting sales report.
- If you delete a category, the category becomes display-only to prevent changes.

  If the amendment is done for a sales revision, the amendment creates only a negative amount for the deleted category.
- The amendment to the minimum fee or maximum fee and sales adjustment factor impacts the total rent.

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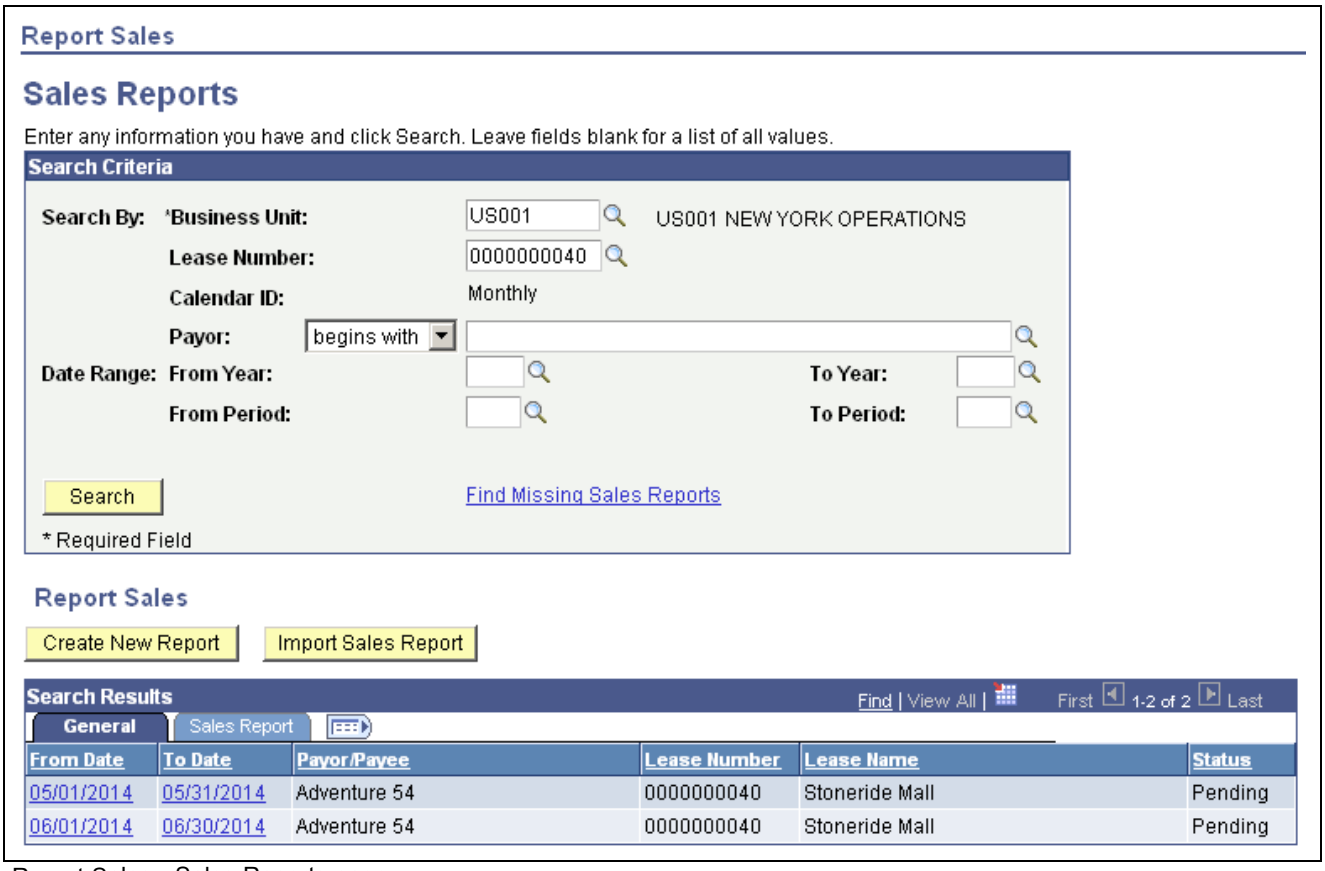
Pages Used to Report Sales and Calculate Percent Rent

Page Name	Object Name	Navigation	Usage
Report Sales - Sales Reports	RE_SLSRPT_SRCH	• Lease Administration, Receivables Leases, Enter Sales Reports • Lease Administration, Receivables Leases, Enter Sales Reports	Search for all available sales reports. Create a new sales report and import sales data.
Report Sales - Find Missing Sales Reports	RE_MISSING_SLS	Click the Find Missing Sales Reports link on the Sales Reports page.	Find missing sales reports.
Report Sales - Create New Sales Reports	RE_SLSRPT_INV	Click the Create New Sales Reports button on the Report Sales - Sales Reports page.	Create new sales reports.
Report Sales - Sales Report Details	RE_SLSRPT_INV	Click a date link on the Report Sales - Sales Report page.	View processed sales reports or modify pending sales reports.
Sales Reports - Sales Report (import)	RE_IMPORT_SLS	Click the Import Sales Report button on the Report Sales - Sales Reports page.	Create sales reports by importing data from a CSV file.

Searching for Sales Reports

Access the Report Sales - Sales Reports page.

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Report Sales - Sales Reports page

Filter search results by entering specific values in the fields in the Search Criteria group box. You must enter the business unit. If you enter only a business unit, the search returns all sales reports for all leases within that business unit.

Calendar ID Displays the percent rent calendar ID from the lease that you enter in the Lease Number field. The calendar provides a set structure to the periods and facilitates the system's ability to search for missing sales reports. The calendar provides the start and end dates of each period so that the system can keep track of sales reports and assist with locating missing sales.

From Year Select the year to define the start of the date range for the search criteria.

To Year Select the year to define the end of the date range for the search criteria.

From Period Enter the starting period to be included in the search criteria. The periods match the dates created for this detail calendar.

To Period Select the last period to be included the search criteria. The periods match the dates created for this detail calendar.

Find Missing Sales Reports Click to access the Report Sales - Find Missing Sales Reports page on which you can enter criteria to search for missing sales reports.

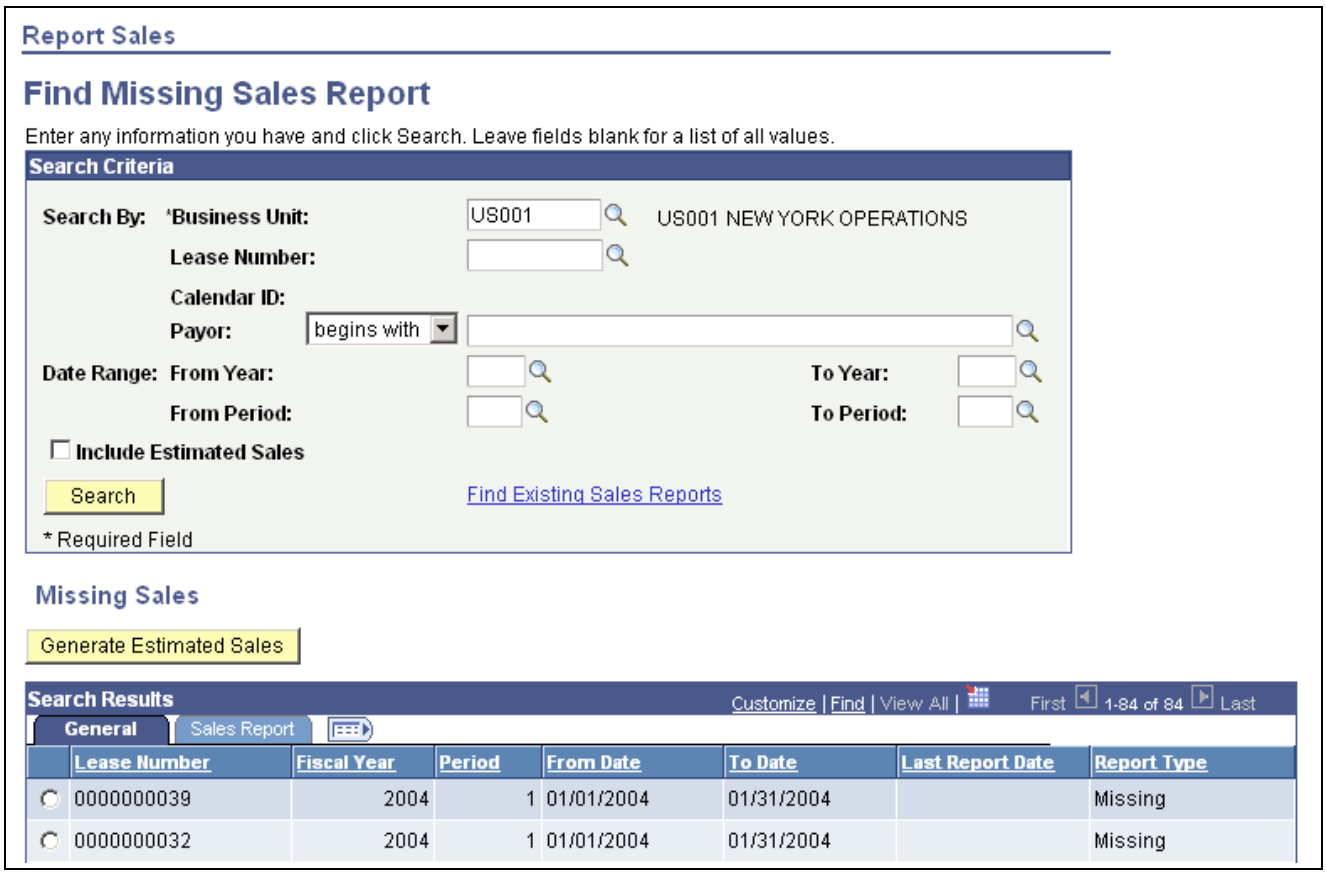
Create New Report Click to create a new sales report.

Import Sales Report Click to import reported sales data reported from a CSV file.

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Finding Missing Sales Reports

Access the Report Sales - Find Missing Sales Reports page.



Report Sales - Find Missing Sales Reports page

The system displays all of the missing sales reports based on the search criteria that you enter, regardless of lease status.

Include Estimated Sales Select to include estimated sales reports in the search results for missing sales reports. Normally, searching for missing sales reports only searches for periods that have no data; selecting this box handles any estimated sales reports as missing sales because the tenant did not provide the data.

Find Existing Sales Reports Select to return to the Report Sales - Sales Reports page to search for existing sales reports.

Generate Estimated Sales Click to generate a new estimated sales report for the selected lease. Estimates are based on the calculation method defined at the business unit level, such as *Past 6 Period Average*.

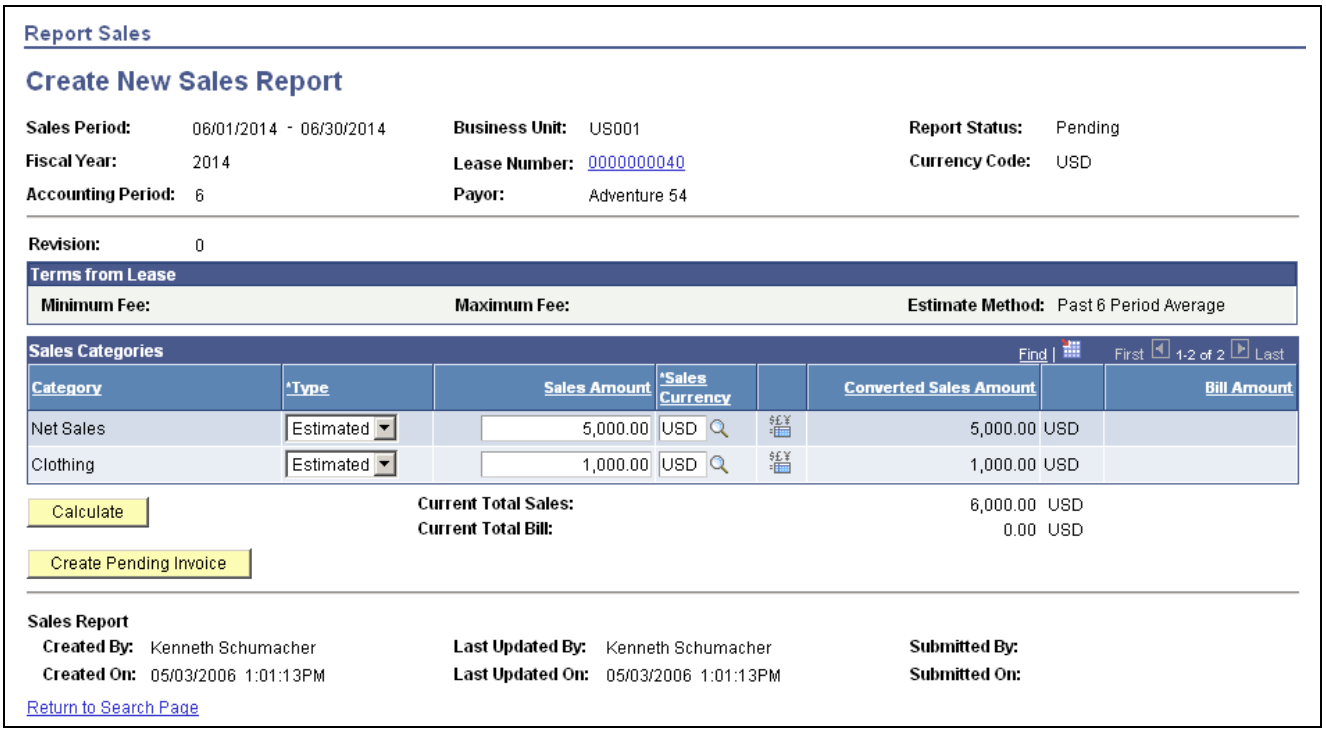
Last Report Date Displays the last date entered for a sales report for this lease.

Report Type Displays the report type, either *Missing* or *Estimated.*

Creating New Sales Reports and Calculating Percent Rent

Access the Report Sales - Create New Sales Reports page.

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Report Sales - Create New Sales Reports page

Sales Period Displays the date range for this sales report.

Fiscal Year Displays the year to which this accounting period refers.

Accounting Period Displays the accounting period for this sales report.

Lease Number Click to access the Financial Terms - Percent Rent Details page on which you can view the breakpoints for this lease.

Payee Displays the entity to whom you make payments. This field appears only for payables leases.

Payor Displays the entity that is responsible for making payments. This field appears only for receivables leases.

Revision Displays the latest revision number. Shows the number of adjustments for this period.

Type Select the type of sales reporting figures being entered. You can change the type with an amendment if more accurate numbers are determined. The type enables you to classify the sales report by the values defined. The system delivers four values that you can use interchangeably. You can use any combination of these values:

Estimated: The estimated figure is either generated by the system or entered on behalf of tenant estimates. When the system generates a sales estimate, this value is automatically defaulted on the estimated row.

Reported: The figure is reported by tenant, but with possibly no documentation.

Actual: The tenant provides documentation of the actual figures.

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Audited: The tenant provided an audited report or the landlord sent an auditor in to audit the figures.

Note. If you change the type from *Estimated* to any of the other values, you cannot change it back to *Estimated.*

Sales Amount Enter the sales amount based on the type that you select for the Type field.



Click the Exchange Rate Detail icon to access the View Exchange Rate Detail page on which you can view the details of the exchange rate that the system used to calculate the converted sales amount.

Converted Sales Amount Displays the sales amount converted back to the base currency of the lease.

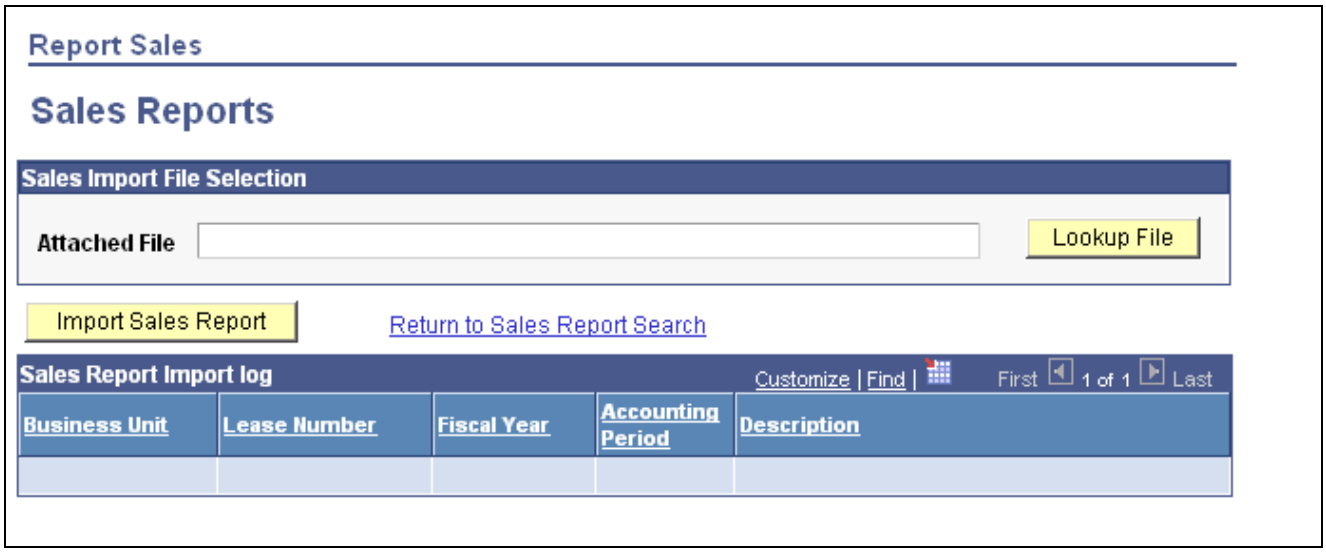
Calculate Click to calculate the bill amount based on the converted sales amount and the breakpoint using percent, amount, or both. You can enter different sales amounts to calculate and recalculate the billing amount until the calculated bill amounts are acceptable to you.

Bill Amount Displays the amount to be billed or the amount to be paid depending on the type of lease that you are using. The system calculates the amount from the percent rent terms.

Create Pending Invoice or **Create Pending Payment** Click to calculate the rent and submit the bill amount to the transaction queue for approval. The system changes the status from *Pending* to *Processed.* If the transaction is rejected in the billing transaction queue, the status of the sales report changes from *Processed* back to *Pending.*

Importing Sales Reports

Access the Report Sales - Sales Report (import) page.



Report Sales - Sales Report (import) page

Attached File Displays the name of the file that you uploaded.

Lookup File Browse through your files to locate the percent sales report and upload it to the ftp server.

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See Chapter 3, "Understanding PeopleSoft Real Estate Management Implementation Issues," Defining an FTP Server for Document Attachments, page 8.

Import Sales Report Click to import the values of the uploaded file into a sales report.

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CHAPTER 14

Setting Up Security Deposits

This chapter provides an overview of security deposits and discusses how to:

- Set up security deposits.
- Refund security deposits.

Understanding Security Deposits

During the life cycle of a lease, property damage that exceeds normal use may occur. Landlords collect a deposit from tenants to cover such damages. Such deposits are considered security deposits.

Security deposits form part of the general information of a lease. You can enter the security deposit information during the general lease entry process. Enter each deposit as a separate row in the grid.

You can define types of security deposits during the implementation of PeopleSoft Real Estate Management. Security deposit types enable the system to track whether the security deposit is a charge (cash), guarantee, or prepaid. If the deposit type is a cash deposit, then the deposit amount can generate a bill or payment depending on whether the lease is of payables or receivables type. If the deposit type is a bank guarantee or letter of credit, no processing is done as no cash is collected. Guarantor is a required field for a bank guarantee type of deposit. If the deposit type is prepaid, no processing is done when it is established, as the security deposit transaction has already been taken care of ahead of time. During the refund process, however, the system treats a prepaid deposit as a cash deposit, and includes it in refund processing.

If you want to increase or decrease the security deposit or change the payee or payor while the lease is active, you must create an amendment. You should handle security deposit values adjustments in a transactional sense. To increase the security deposit, add another row with the incremental additional amount. To reduce the security deposit, add another row with the amount to be reduced as a negative value. If you change the payee or payor for the security deposit on an amendment, the system uses the new payee or payor to process the refund.

As the landlord, you can refund the security deposit to the tenant if the damages to be collected do not exceed the amount of the deposit and a cash deposit from the tenant is outstanding when a lease is terminated. During the refund process, you can also add interest to the deposit amount or deduct for additional damages.

This table provides an example of how the system processes increases and decreases to security deposits:

Date	Deposit Type	Guarantor	Amount (USD)	Status
January 1, 2000	Cash		1000.00	Processed
March 1, 2000	Cash		(500.00)	Processed
May 1, 2000	Guarantee	Bank of America	5000.00	

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Date	Deposit Type	Guarantor	Amount (USD)	Status
May 15, 2000	Cash		250.00	Processed
May 29, 2000	Guarantee	Bank of America	(1000.00)	
Total Cash Deposits			750.00	
Total Guarantee Deposits			4000.00	

Setting Up Security Deposits

This section discusses how to add security deposits to a lease.

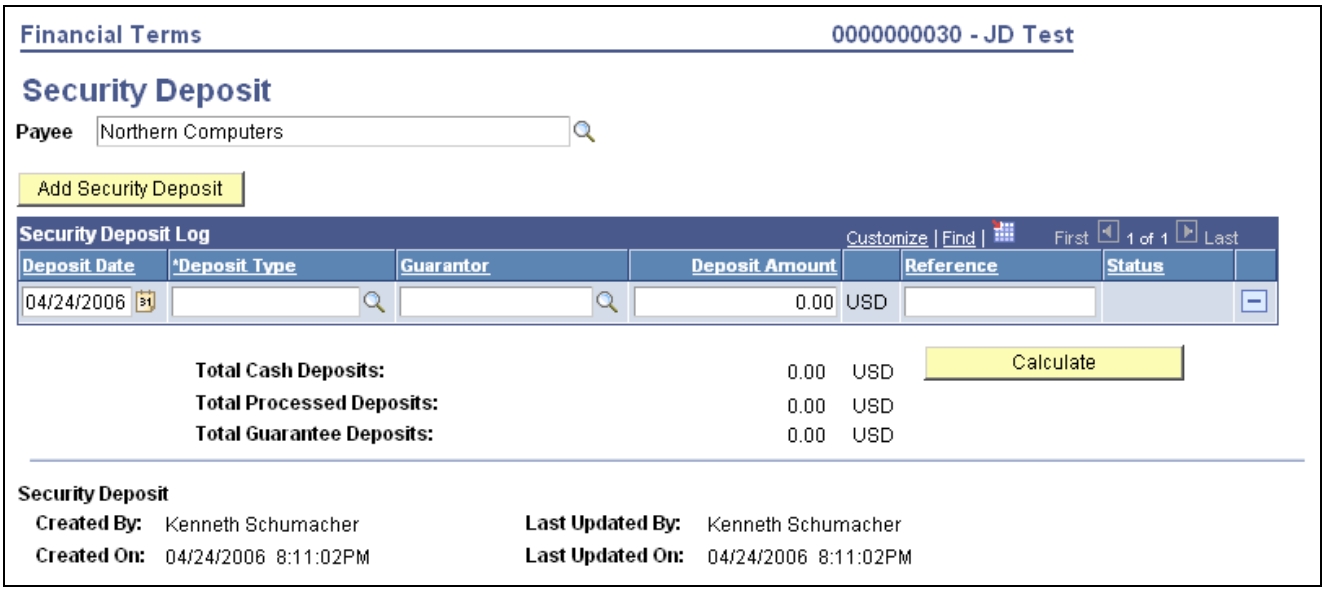
Page Used to Set Up Security Deposits

Page Name	Object Name	Navigation	Usage
Financial Terms - Security Deposit	RE_DEPOSIT_SEC	• Lease Administration, Receivables Leases, Create New Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page. • Lease Administration, Receivables Leases, Maintain Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page. • Lease Administration, Payables Leases, Create New Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page. • Lease Administration, Payables Leases, Maintain Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page.	Enter security deposit information.

Adding Security Deposits

Access the Financial Terms - Security Deposit page.

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Financial Terms - Security Deposit page

Payee Enter the entity to whom the security deposit is paid. The system uses the landlord as the default value. This field appears only for payables leases.

Payor Enter the entity responsible to pay the security deposit. The system uses the tenant as the default value. This field appears only for receivables leases.

Add Security Deposit Click to add a new security deposit. To add a new security deposit to an active lease, you must first create an amendment.

Security Deposit Log

Use the fields in this group box to add a security deposit entry. The system displays all security deposit entries for the lease with their statuses.

Deposit Date Enter the date that the security deposit is added. The system provides the current date by default.

Deposit Type Name Enter the deposit type. The system processes the security deposit by the type selected. Values are:

Cash Deposit: Use to capture cash deposits. The deposit status is set to pending for cash deposits. Upon activation of the lease, the Process Deposits button becomes available for you to send the cash deposit to PeopleSoft Payables or Billing for processing.

At lease expiration or termination, you can process any refunds for cash deposits that were received through the Refund Deposits page.

Guarantee Deposit: Use to capture information from a bank guarantee or a financial institution. Because no funds were actually transferred, bank guarantees are not included in security deposit refund processing. The deposit status is blank for guarantees because no funds are received.

Note. If selected, you need to enter the name of the bank or financial institution providing the guarantee in the Guarantor field.

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Manual Deposit: Use to record any prepaid security deposits where processing is not required. In some cases, a security deposit is required prior to the ability to activate the lease in the system and generate a security deposit transaction. In those cases, it is possible that an accounts payable or accounts receivable department has already issued the security deposit outside of the PeopleSoft Real Estate Management system; therefore, the deposit is prepaid.

The system records the prepaid security deposits that are received against the lease but no financial processing takes place when the prepaid deposit is established or when security deposit refunds are processed (such as when the lease is expired or terminated). Prepaid deposits are treated as cash and are included in refund processing to be returned through the Refund Deposits page.

Guarantor Enter the name of the guarantor. This field is required if you select a deposit type of *Guarantee.* All external contacts that are set up on any lease are listed in the prompt for the Guarantor field.

Reference Use this field to enter check numbers and any additional information that relates to the security deposit.

Status Displays the processing status of the security deposit. Values are:

Pending: The deposit status is set to pending for cash deposits.

Pending Process: This temporary status is assigned after the deposit rows are processed and before the lease is saved. Once the lease is saved, all the pending rows are changed to processed.

Processed: This system displays this status after the security deposit is processed and the lease is saved.

Refunded: The system displays this status after a deposit row is refunded. The lease is expired through the Refund page.

Total Cash Deposits Displays the total cash deposits (including manual deposits and cash deposits). Any adjustments made through an amendment are reflected in this field. The security deposit refund process includes only cash or prepaid deposits that have been processed as eligible transactions for refund. The total cash deposits cannot be negative.

Total Processed Deposits Displays the total deposits that have processed through the system. The security deposit refund process includes only cash or prepaid deposits that have been processed as eligible transactions for refund.

Total Guarantee Deposits Displays the total guarantee from the bank or financial institution. The security deposit refund process ignores any guarantees.

Process Security Deposit Click to send the deposit rows to the transaction queue. This button is visible only when the lease is in active or holdover status. For processing deposit rows for payables leases, all the rows in pending status are sent to PeopleSoft Payables and the deposit rows for receivables leases are sent to Billing. When a refund transaction is in pending status in the transaction queue, the system cannot process another security deposit.

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Refunding Security Deposits

This section provides an overview of security deposit refunds and discusses how to refund security deposits.

Understanding Security Deposit Refunds

When a lease is expired or terminated and all outstanding payments are complete, any outstanding security deposits must be refunded or used to cover any damages that were incurred. The refund page collects all cash or prepaid processed deposits from the lease and includes them in the refund worksheet. You can add interest for the outstanding deposits or deduct for any damages. Once the final refund is calculated on the worksheet, you can process the refund back to the tenant. The refund can be negative or positive, meaning the tenant may owe the landlord additional funds or the landlord needs to refund the deposit back to the tenant. If the refund amount is positive, then the transaction is sent to PeopleSoft Payables. If the refund amount is negative, the system creates a billing transaction for additional funds to be billed to the tenant.

You can create refunds only for receivables leases. When a new refund worksheet is created, the prompt for the lease number displays only leases that are expired and deposits in a processed state. You cannot create a new refund worksheet when there is an existing pending worksheet for the lease; however, you can append an existing pending refund.

Note. You can create an amendment for partial or full refunds before the lease is expired by adding new deposit lines with negative amounts.

Warning! The receivables lease must be expired before you can process a security deposit refund.

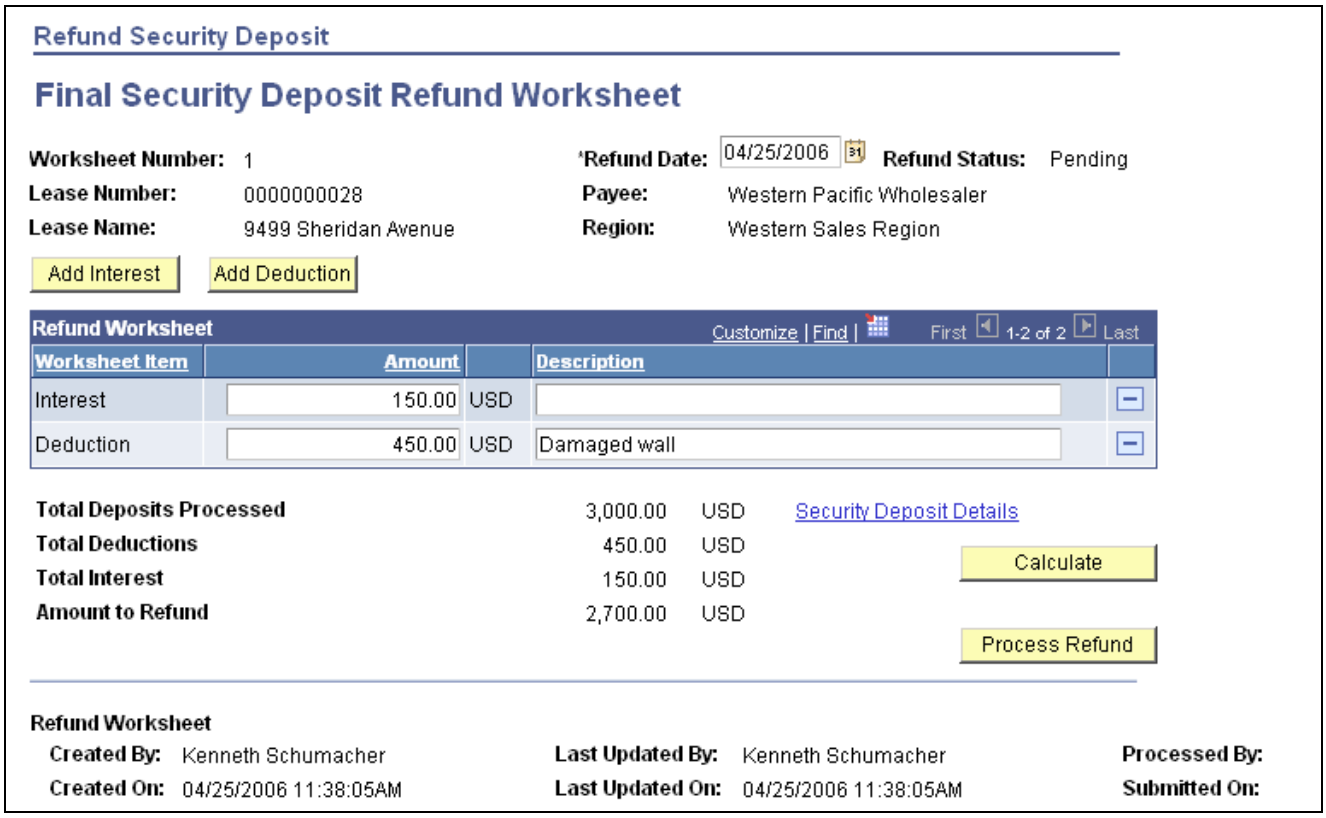
Page Used to Refund Security Deposits

Page Name	Object Name	Navigation	Usage
Refund Security Deposit - Final Security Deposit Refund Worksheet	RE_REFUND	Lease Administration, Receivables Leases, Refund Security Deposit	Process a security deposit refund.

Refunding Security Deposits

Access the Refund Security Deposit - Final Security Deposit Refund Worksheet page.

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Refund Security Deposit - Final Security Deposit Refund Worksheet page

Refund Date Enter the date on which you want the system to process the refund. The system uses the current date by default, but you can change this value to any future date.

Payee Displays the payee. If the amount to refund is positive, the payee is the entity to whom the system refunds the security deposit. If the amount to refund is negative, the payee is the entity who is responsible to pay the amount.

Add Interest Click to insert an additional worksheet item for adding interest that was accrued for the security deposit. The system does not calculate interest for security deposits for a lease; therefore, you must track the interest manually. You can code interest to a different transaction routing code, which enables flexibility for a distinct general ledger account.

Add Deduction Click to add deductions for damages to the property or any final charges to be paid by the tenant. You can code deductions to a different transaction routing code, which enables flexibility for a distinct general ledger account.

Refund Worksheet

When you click the Add Interest or Add Deduction button, the system inserts a new row in the refund worksheet.

Worksheet Item Displays *Interest* or *Deductions,* depending on whether you select the Add Interest or Add Deduction option.

Total Deposits Processed Displays the total deposits that were processed from the Security Deposits page. The system totals all of the processed deposit amounts to calculate this

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value. When the refund worksheet is in a processed state, the system retains the value in the worksheet and does not recalculate it.

Total Deductions Displays the total deductions that were added to the refund worksheet.

Total Interest Displays the total interest that was added to the refund worksheet.

Amount to Refund Displays the amount to refund or collect. The system calculates the final refund on a worksheet that is processed back to the payee. The refund can be negative or positive, which means that the tenant might owe the landlord additional funds or the landlord might refund the deposit back to the tenant. If the refund amount is positive, then the system sends the transaction to PeopleSoft Payables. If the refund amount is negative, the system creates a billing transaction to bill additional funds to the tenant.

Security Deposit Details Click the link to view the security deposit log on the Security Deposits page.

Calculate Click to calculate the amount of security deposit refund. Because the security deposit refund page uses a worksheet model for processing, you can click the Calculate button as many times as needed to create what-if scenarios. The system calculates the amount to be refunded as (Total Deposits Processed + Total Interest − Total Deductions).

Note. Calculation is automatically performed when the worksheet is saved.

Process Refund Click to send the refund request to the transaction queue for PeopleSoft Payables processing. If the deductions are greater than the security deposit amount, the system sends a request to the transaction queue for PeopleSoft Billing to send an invoice to the tenant for additional fees. The details are sent to PeopleSoft Billing even if the refund amount is zero.

After a refund worksheet is processed, the refund status is changed to *Processed* and the worksheet becomes read-only. When there is a pending refund transaction in the transaction queue, another refund cannot be processed.

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CHAPTER 15

Setting Up Lease Options and Critical Dates

This chapter provides an overview of lease options and critical dates and discusses how to:

- Set up lease options and critical dates.
- Manage your critical date task list.

Understanding Lease Options and Critical Dates

There are a variety of milestones and events that can occur throughout the life cycle of a lease. Usually, these events are in response to a clause or option that is written into the lease. Lease related events often require one or more persons to carry out a task that is related to the execution of the lease, usually on or before a critical date. The PeopleSoft Real Estate Management system provides a number of features that enable you to manage these events and inform interested parties of the due dates of these events. The key concepts that the system uses to track lease related events include:

- Lease options

  A lease option represents a lease related event, option or milestone. You can define a common set of lease options as part of your setup data. When a lease is created or updated you can assign one or more of the predefined options to the lease. You can then define the notification recipients and the frequency of the notifications prior to the option date.

- Critical date

  When you associate an option to a lease you also need to define the date the option expires. This date is typically referred to as the critical date. Once this date has passed, the option is no longer exercisable. To avoid missing the critical date, you can use the option date to define a start date, an end date and optionally, any number of intermediate dates for notifications to the users. As each date occurs, a notification is sent to the various lease contacts informing them of the pending lease option.

  For example, if you have a lease with an early termination option that expires on December 31, 2010 and you want to be notified prior to the expiration of that option, you can define a critical date that begins on September 1, 2010 and ends on December 31, 2010. You can also define intermediate notifications such as every two weeks between the dates defined. A notification is sent to the contact every two weeks between these dates advising the contacts that the Early Termination option expires on December 31st.

- Critical date template

  Critical date templates enable you to apply similar sets of options and the associated critical dates. PeopleSoft Real Estate Management provides a facility that enables you to preconfigure one or more options and critical dates and organize them into a template. You can apply the template to a new or existing lease, and each option and critical date within the template is copied into the lease. Critical date templates are reusable; that is, when a template is applied to a lease, you can modify the lease options and critical dates on the lease without affecting the original template.

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- My Critical Dates

  The potential number of critical dates generated by a lease portfolio can be extremely high. The PeopleSoft Real Estate Management application provides a task list, enabling each system user to track their own critical dates. When a critical date notification is sent to users, the system records the assignment in the My Critical Dates page. Notification recipients who are external to the system, such as: landlords, tenants and supplemental contacts, receive outbound email notification only.

This table lists the five major activities that are associated with the critical dates:

Activity	Description
Lease Option Setup & Maintenance	Creates, updates, and deletes lease options. The lease options define the set of possible milestones that can be tracked on a lease within each business unit. Each lease option defines a notification template to construct the notification messages that are sent to recipients
Critical Date Template Management	Creates, updates and deletes critical date templates. The template provides a default set of lease options that can be applied to any lease. Templates can also be preconfigured with a default notification schedule and list of the roles that need to be notified. You can define any number of templates.
Lease Option Assignment	Assigns options to a lease using either a template or a specific lease option to define or edit the critical date for each option that you add. When you assign a single option to a lease, you must also configure the critical date (including the notification schedule and recipient list) manually. When a template is applied to a lease, the critical dates are automatically set up according to the values that are preconfigured in the template. Templates can be cumulatively assigned to a particular lease.
Critical Date Notification	Generates notifications to recipients in response to the schedule defined for each critical date.
Critical Date Task List Management	For those recipients who are internal to the system, describes the actions that are available to manage the list of critical dates to which they are assigned.

Note. A previously completed critical date can be re-activated if the critical date is updated and the action date is extended. To inactivate a critical date, clear the Enable Notifications check box.

Prerequisites

Before setting up critical dates for a lease, you must first set up the following:

- Role types and lease administration roles.
- Lease option definitions.
- Critical date templates

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See Chapter 7, "Structuring Leases," Defining Lease Options, page 48; Chapter 7, "Structuring Leases," Defining Critical Date Templates, page 52; Chapter 7, "Structuring Leases," Defining Role Types, page 55 and Chapter 7, "Structuring Leases," Defining Lease Administration Roles, page 56.

Setting Up Lease Options and Critical Dates

This section discusses how to:

- Define lease options and critical dates.
- Set up critical date details and notification recipients.
- Run the Critical Date Notification process.
- Review critical dates.

Pages Used to Set Up Lease Options and Critical Dates

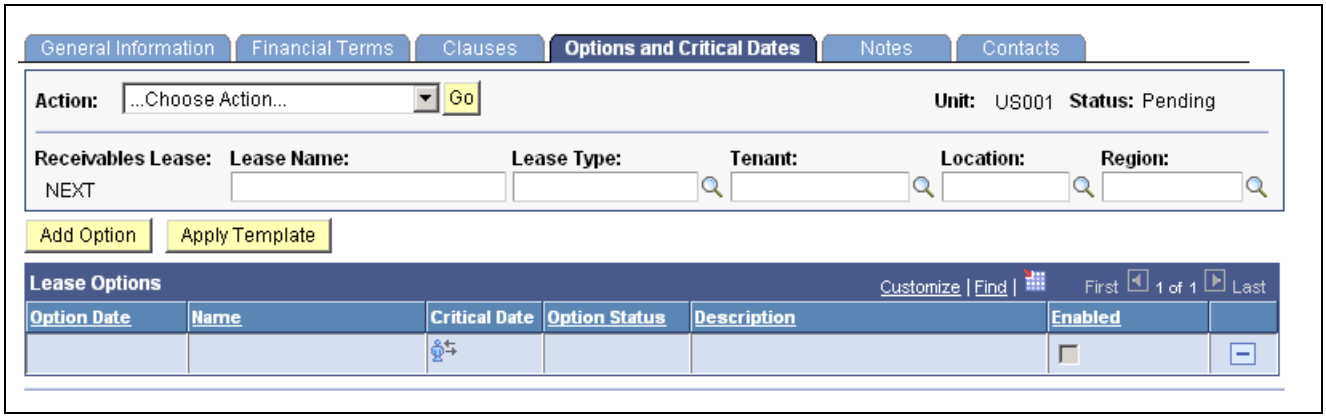
Page Name	Object Name	Navigation	Usage
Options and Critical Dates	RE_LS_OPTIONS	• Lease Administration, Receivables Leases, Create New Lease, Options and Critical Dates • Lease Administration, Receivables Leases, Maintain Lease, Options and Critical Dates • Lease Administration, Payables Leases, Create New Lease, Options and Critical Dates • Lease Administration, Payables Leases, Maintain Lease, Options and Critical Dates	Displays the list of options and critical dates associated with a lease.
Options and Critical Dates - Critical Date Detail	RE_CRDT_DTL	Click the Critical Date icon,  on the Options and Critical Dates page	View or edit the details of the critical date associated with the lease option. Use this page to both edit and view a critical date in a number of different modes. When viewing an option from a template, different fields are visible when viewing or editing the detail that is attached to a lease.
Options and Critical Dates - E-mail Message	RE_LS_OPT_EMAIL	Click the Email text link on the Critical Date Detail page.	Displays the text that should accompany the email notification.

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Page Name	Object Name	Navigation	Usage
Options and Critical Dates - Apply Critical Date Template	RE_TMPLT_SEL	Click the Apply Template button on the Lease Options page.	View the list of available Templates. Enables users to select one or more Templates for inclusion on a Lease.
Define Critical Date Template	RE_TMPLT_DTL	. Click a template name link on the Options and Critical Dates - Apply Critical Date Template page.	Displays list of options contained in the critical date template.
Generate Critical Date Notifications	RE_CDNT_GEN	Lease Administration, Integrations, Critical Date Notification, Generate Critical Date Notifications	Run the process to generate critical date notifications to recipients. You can specify an as of date parameter for generating the notifications.
Critical Date Inquiry	RE_CRTICDT_INQ	Lease Administration, Reports, Critical Date Inquiry	Inquire on critical dates associated with a lease administrator or all lease administrators. You can view critical dates by business unit, lease number, lease option, date range or by lease administrators. If you do not specify the criteria, the system displays all critical dates within that business unit.

Defining Lease Options and Critical Dates

Access the Options and Critical Dates page.



Options and Critical Dates page

Add Option Click to add new lease options and define critical date details.

Apply Template Click to select one or more templates to apply to the lease. When you select and apply a critical date template, the critical dates that are contained in the selected template are assigned to the lease. The existing assigned critical dates are not overwritten.

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Lease Options

The lease options grid displays existing options and critical dates that you have established for this lease.

Option Date — Displays the date that this option expires. This date is critical when a decision needs to be made or an action needs to be taken for that option. For example, you can set up a lease option for availability of additional space and you have the first right to that space. Setting up the option with the critical date reminds you that an action needs to take place on or before the specified date.

 **Critical Date** — Click the Critical Date icon to access the Options and Critical Dates - Critical Date Detail page on which you can view or edit the details of the critical date and specify the notification schedule and recipient list.

Option Status — Displays the status of the option. The values are:

Inactive: The critical date schedule for the option is inactive; no notification will be sent.

Active: Critical date notifications are processed when you run the critical date notification process. The lease options becomes active after you enable notifications on the Options and Critical Dates - Critical Date Detail page.

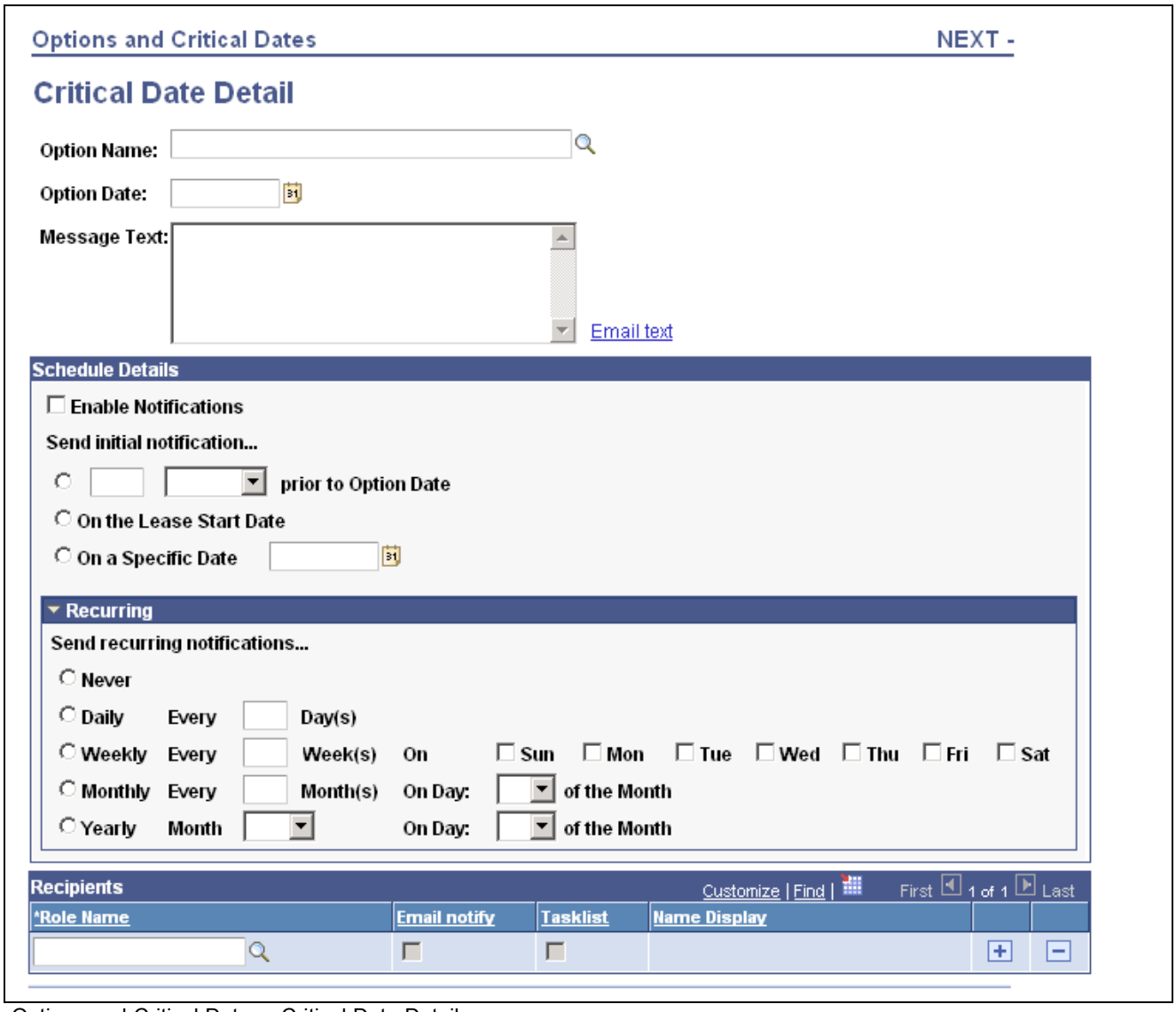
Enabled — Indicates whether the schedule that is defined by the critical date has been enabled. The system enables the option after it validates the schedule and recipient details. The system sends notifications only for active critical dates that are enabled and have one or more recipients with valid email addresses.

Note. If the lease status is *Cancelled* or *Closed,* this page is display-only. For any other lease status value, the system displays the page in update or edit mode.

Setting Up Critical Dates Details and Notification Recipients

Access the Critical Date Details page.

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Options and Critical Dates - Critical Date Detail page

Click the Add Options button.

Option Name Select the option for which you want to establish for a critical date. This is a required field.

Option Date Enter the date that this option occurs or expires. The date that you enter must occur on or after the current date and cannot occur before the lease commencement date. This is a required field.

Message Text Enter the text to insert into the email notification that is defined in the Lease Option Setup page.

Note. You must include the %MSG% tag in the mail template of the option in order to have this text appear in the generated email.

See Chapter 7, "Structuring Leases," Defining Lease Option Mail Templates, page 49.

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Email Text Click to display a sample of the email content that is generated and sent to recipients. You cannot edit the email text from this view. The email text is specified when you define the lease option during setup. You may, however, tailor the Message Text field to customize the message for this specific lease.

Schedule Details

Enable Notifications Select to enable email notifications.

Send initial notification Select the option for sending initial notifications. Critical date notifications operate within a date range. The options in this group determine the timing of the start date. Options include:

Prior to Option Date: Use this option to begin notifications on a specific number of days, months or years before the option date.

On the Lease Start Date: Use this option to begin sending notifications from the lease Commencement Date field that is specified in the General Information page for lease maintenance.

On a Specific Date: Use this option to begin sending notifications on a specific date. The date that you select must be prior to the option date.

Recurring – Send Recurring Notifications

Never Use this option if the notification is not recurring. For example, only one notification is sent on the date that is specified by selecting Send Initial Notification.

Daily Select this option to generate notifications on a daily interval. For example, setting the number value to one generates a notification every day from the initial notification until the option date occurs.

Weekly Select this option to generate notifications on weekly basis or on regular intervals on specific days of the week interval. For example, specify a value of two and select *Mon.* and *Wed*The system generates notifications on Mondays and Wednesdays, every other week, between the start date and the option date.

Monthly Select this option to generate notifications every month on a specific day of the month. For example, you can generate a notification every three months on the 31st day of the month between the start date and the option date. If you select the 29th, 30th or 31st and the notification date occurs within a month that has less days, the notification is sent on the last day of the month.

Yearly Select this option to generate notifications annually on a specific day within a specific month. For example, you can generate notifications every two years on June 30.

Recipients

This section enables you to specify the interested parties to whom critical date notifications are sent. The recipient list is role based. Notifications are only sent when a specific person is assigned to that role within the context of the lease.

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You use the Contacts section of the lease to specify the roles and specific users who are assigned to those roles. You can select a role to which no one is currently assigned; however, no notification is actually sent. Conversely, if someone is assigned to that role and they are removed from the contact list, the system displays the role as the recipient, however, the person who is assigned to the role no longer exists and no notification is generated.

See Chapter 16, "Defining Contacts for a Lease," Understanding Lease Contacts, page 175.

Role Name Select the role for whom you want to receive notifications. You can select from any of the predefined Lease Administration roles. If no one is assigned to this role, then the Name field is blank.

Email Notify Indicates that email notifications are sent to the role(s) that are defined.

Note. This field does not show whether the recipient's email address has been correctly configured. The system assumes that all email recipients are able to receive mail.

Running the Critical Date Notification Process

Access the Critical Date Notification Process page.

Note. The notification feature does not use PeopleTools Workflow

Reviewing Critical Dates

Access the Critical Date Inquiry page. The Critical Dates Inquiry page provides a view of critical dates that are about to occur for a lease administrator or all lease administrators. You can search the critical dates by defining the appropriate search criteria in the page.

Managing Your Critical Dates

This section provides an overview of the My Critical Dates page and discusses how to manage your critical dates.

Understanding the My Critical Dates Page

The My Critical Dates page enables you to view the critical dates that apply specifically to you. You can search for the critical dates by providing the appropriate search criteria in the page. For example, as Portfolio Manager, you might want to see the critical dates for lease termination within the next six months. By entering the date parameter and the lease option, the system generates the list. You can click the lease link to view the lease for further action. When you complete your task you can mark your critical dates as complete.

The system does not send further notifications on critical date when:

- All recipients are internal and every recipient has marked the critical date as task completed.
- There are both internal and external recipients and the action date of the critical date passes.
- The critical date task is explicitly set to *Complete* and the parent lease is closed.

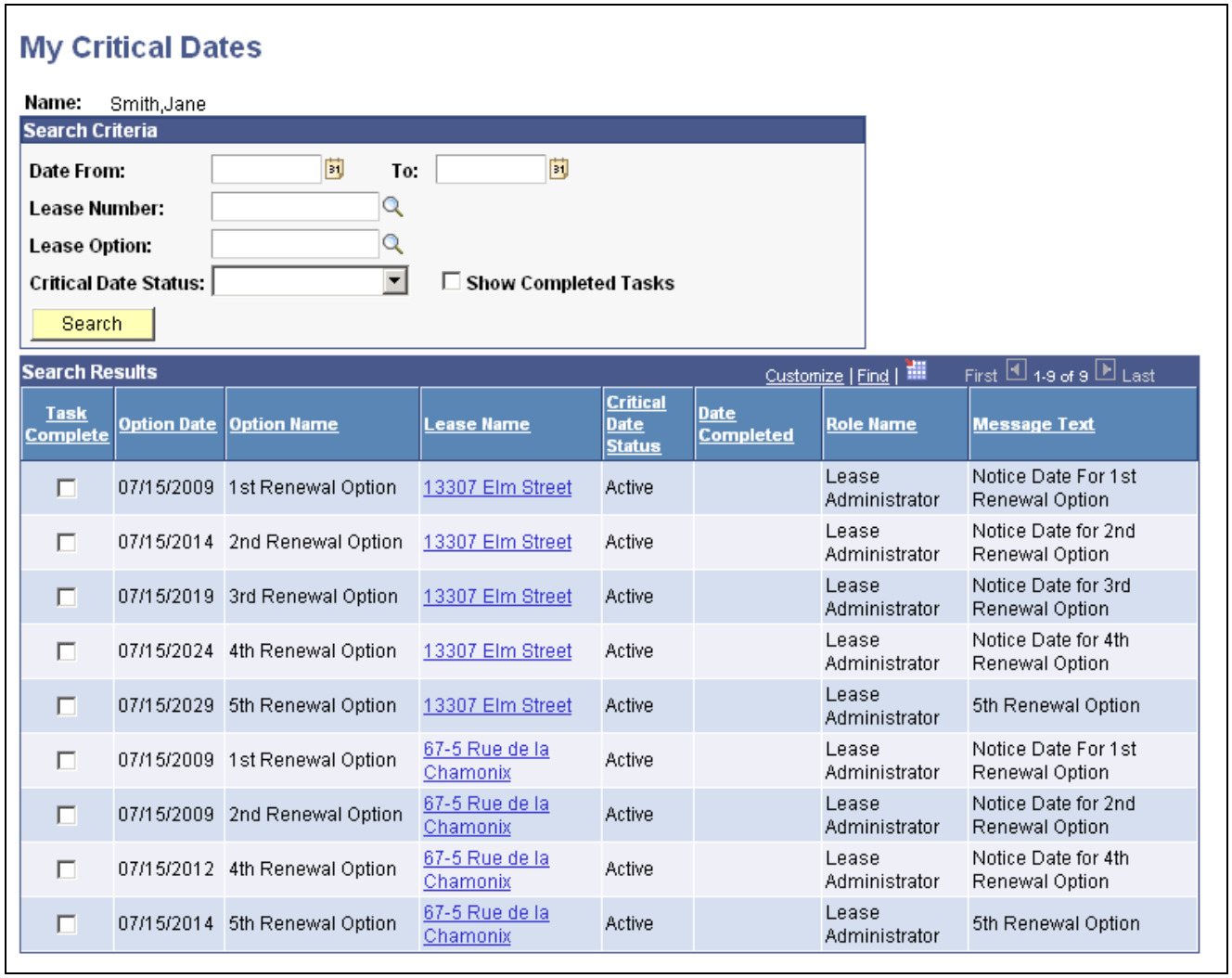
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Pages Used to Manage Your Critical Dates

Page Name	Object Name	Navigation	Usage
My Critical Dates	RE_OPT_RECIP	Lease Administration, My Critical Dates	Use to manage lease options with critical dates.

Managing Your Critical Dates

Access the My Critical Dates page.



My Critical Dates page

Show Completed Tasks Select to view completed tasks only.

Task Completed Select when you have completed the task.

Date Completed Displays the date on which you completed the task.

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CHAPTER 16

Defining Contacts for a Lease

This chapter provides an overview of lease contacts and discusses how to establish contacts for a lease.

Understanding Lease Contacts

In PeopleSoft Real Estate Management you can define multiple contacts for a lease. Contacts can be defined for various entities such as tenants, landlords, portfolio managers, lease administrators, guarantors, and service providers. Contacts provide you a quick way to look up phone numbers, email addresses, and physical addresses of the people with whom you normally interact for this lease. Additionally, you can assign roles to the contacts for critical date processing such as email reminders of when a lease is up for renewal. When setting up your contacts, you need to understand how contacts are used and how PeopleSoft Real Estate Management shares the contacts with other applications in the PeopleSoft system.

There are two types of contacts in the PeopleSoft Real Estate Management system: principal and supplemental. The key differentiation is that you need to enter the data for supplemental contacts, whereas the principal contact information is obtained from the vendor or customer table.

Principal (Vendor or Customer) Contacts

A tenant on a lease is defined as a customer and the landlord is defined as a vendor in the PeopleSoft system. Customers or vendors can have associated contact information that needs to be setup in the customer and vendor tables, respectively. These contacts are known as *principal contacts* within the PeopleSoft Real Estate Management system. When you create a lease, you must define a tenant (customer) for a receivables lease to perform billing transactions, and a landlord (vendor) for payables leases to process payment transactions. You can also specify an alternate payor or payee for a lease. These tenants, landlords, payees, and payors must be established in the system before you can select them for use on a lease. You cannot activate a lease without this information.

When setting up a vendor, you can create vendor profiles to store all the information such as name, address, payment terms, as well as voucher processing defaults. Vendor information is principally shared by PeopleSoft Payables and Purchasing, so that one or both departments can enter vendor information. You may want to set up your system so that a lease administrator or portfolio manager can enter vendor information, but only PeopleSoft Payables users can approve vendors for payment, or vice versa.

To create or update vendor profiles for all types of vendors in either product, you use the pages in the Vendor Information component. The applications are organized to help you easily enter, update, and inquire about the vendor.

All vendor information for regular vendors, one-time vendors, and permanent vendors is stored in the same set of vendor tables. So if you decide that the contractor that you used last week on a trial basis is the ideal company to use for a long term remodeling project, you can update the Persistence field on the Identifying Information page, without reentering information or storing redundant data.

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Warning! A vendor must be set up and approved before you can assign them to a lease.

Before you set up a customer, you must first understand the customer roles to determine the functional use of the customer ID. Customer information is associated with specific customer roles. You can use the customer General Information component to maintain information that applies to multiple customer roles and to select those roles. You can use the pages with role designations to enter processing attributes and additional information that are unique to the customer's function.

Bill to customers receive invoices, therefore a tenant is considered a bill to customer. When you associate a customer with the bill to customer role, you establish default values and processing options that the system uses to generate invoices. For example, you can define attributes to generate consolidated invoices, require purchase order numbers, or bill freight charges at order entry or at shipment for each of bill to customer.

Warning! To send invoices to tenants, you must confirm the tenant is set up as a customer and that the Bill-To check box is selected.

Both the vendor and customer entry pages have facilities to enable entry of contacts, such as individuals who are associated to those vendors or customers by some role that they serve in those organizations. For example, vendor contacts can include account executives, billing clerks, and collections agents. Customers contacts can include AP clerks and sales contacts Since PeopleSoft Real Estate Management shares the vendor and customer tables with other PeopleSoft applications, several contacts may already be set up for these vendors and customers, which is inherited for display on the lease if that vendor or customer is chosen.

Note. Contacts from the vendor or customer tables cannot be updated in the lease, they must be updated on the vendor or customer common component pages. Supplemental contacts are changed on the lease directly, which is why those fields are open and not display-only.

See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining General Customer Information" and *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook*, "Maintaining Vendor Information".

Supplemental Agreement Contacts

Supplemental agreement contacts enable you to add additional contacts specific to the lease. Although the vendor and customer tables have multiple contacts, these contacts may not be necessarily related to PeopleSoft Real Estate Management. By adding the contacts directly to the vendor and customer tables, every application that shares the vendor or customer tables automatically displays those contacts. For example, the PeopleSoft Enterprise Inventory application uses the vendor table for purposes related to inventory processing.

Your organization can decide to add the PeopleSoft Real Estate Management-specific contacts directly to the lease by using supplemental agreement contacts. The supplemental agreement contacts can be used as a quick reference to important contacts that are not already set up. You do not set up supplemental agreement contacts prior to creating a lease. Supplemental contacts are used only for the lease for which they are created. If you want to use the same contact on another lease, you need to add the supplemental contacts manually onto the other lease. The only exception is when you define a guarantor for a security deposit payment. In this case, the supplemental contact that you define on any lease can be used as a guarantor.

You can add, modify or delete supplemental contacts. At a minimum, you must enter the name of the contact. All other fields are optional. You can only delete one of these contacts, if the contact is not referenced either as a guarantor on a security deposit (for any lease) or on a critical date for this lease.

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Prerequisites

Before you select a tenant, landlord, payor or payee for a lease, you must first set up the tenant and payor as customers and the landlord and payee as vendors in the system.

See *PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook*, "Maintaining Vendor Information".

See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining General Customer Information".

Establishing Contacts for a Lease

This section discusses how to establish contacts for a lease.

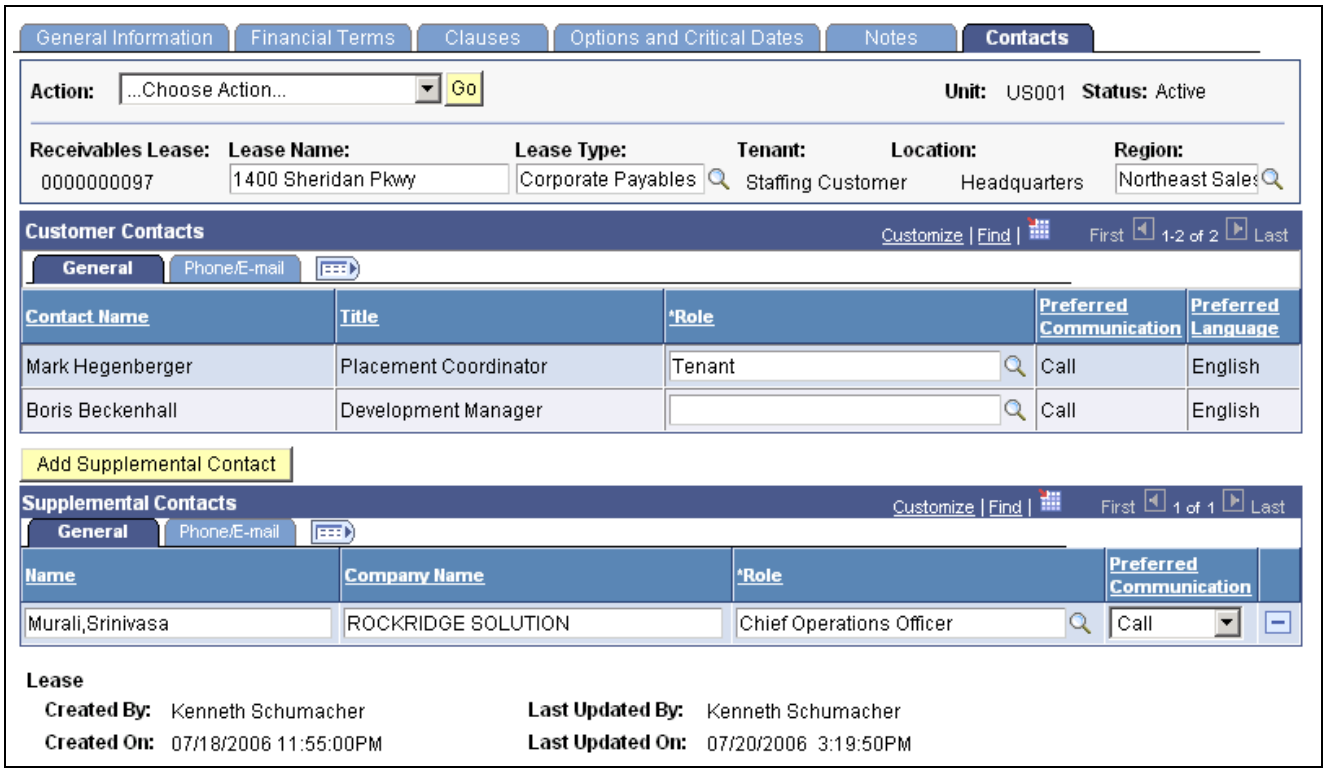
Pages Used to Set Up Supplemental Contacts

Page Name	Object Name	Navigation	Usage
Contacts	RE_LS_CONTACTS	• Lease Administration, Payables Leases, Create New Lease, Contacts • Lease Administration, Payables Leases, Maintain Lease, Contacts • Lease Administration, Receivables Leases, Create New Lease, Contacts • Lease Administration, Receivables Leases, Maintain Lease, Contacts	Assign role names to the principal contacts and track supplemental agreement contacts for the lease.
Lease Contact Address	RE_LS_CNT_ADDR_SEC	Click the Address link on the Contacts page under Principal (Vendor or Customer) contacts.	Displays the principal contact address.
External Contact Address	RE_LS_EXT_ADD_SEC	Click the Address link on the Contacts page under Supplemental Agreement Contacts.	Add supplemental agreement contact's address.

Establishing Contacts

Access the Contacts page.

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Contacts page

Customer or Vendor Contact

The contact information varies depending on the type of lease you are creating. The system populates the Customer Contacts information from the Contacts page on the vendor and customer setup table.

Role Name Select the role name for your contact. The roles are related to critical dates. By defining roles ahead of time and assigning them to the contacts on the lease, you can later define in critical dates which roles receive notifications. If the roles exist as a lease contacts then a notification is sent to that role.

Address Click the link to display the contact address. This address is stored on the vendor or customer table.

Supplemental Agreement Contacts

Name Enter the contact name. The format for this field is: last name,first name with no space between the names.

Preferred Communication Select the preferred method of communication. Values are:

Call, Email Only, Email, Prt, Fax, Mail, XML Only, and *XML, Prt.*

Address Click the link to add the address for the supplemental contact.

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CHAPTER 17

Processing Invoices for Receivables Leases

This chapter provides an overview of processing invoices for receivables leases and discusses how to:

- Work with the transaction generator.
- Manage transactions for invoice processing.
- Create manual invoice transactions.
- Run the Interface to AP/Billing process.
- View pending lease receivables.

Understanding Invoices for Receivables Leases

PeopleSoft Real Estate Management provides corporate real estate managers a facility to manage the leasing and subleasing life cycles. During the lease life cycle, the system generates various billable items. You must submit these items to the tenant or payor on an invoice. These billable items can include base rent, operating expenses, miscellaneous rent, security deposits, percent rent, and specific maintenance fees.

The high-level business process flow for processing invoices for receivables leases consists of these steps:

1. Create receivables leases (including all general and financial terms and conditions).
2. Activate receivables leases.
3. Run the Transaction Generator Application Engine process (RE_GENTRANS).
4. Review transactions for processing in the transaction queue.

   Add manual transactions if necessary.

   See Chapter 17, "Processing Invoices for Receivables Leases," Creating Manual Invoice Transactions, page 186.
5. Approve transactions for processing.

   This step is optional. You can set up the Auto Approve option at the business unit level for recurring items.
6. Run the Interface to AP/Billing Application Engine process (RE_TXN_INTFC).
7. View pending receivables.

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Before you generate an invoice, you must first create a lease, define the amount and frequency for each recurring billable item, and activate the receivables lease. After you activate the lease, run the Transaction Generator process to load the billable items into the transaction queue. You can review the transactions in the transaction queue to ensure that the recurring rent schedules are correct. If the status is *Pending*, you must approve each transaction. If Auto Approve is selected in the business unit setup, the system automatically sets the transactions to *Approved*. The system processes all transactions that are in *Approved*status when you run the Interface to AP/Billing process.

Note. If you need to review any of the transactions prior to processing, you should not enable the Auto Approve feature for Billing Options at the business unit level.

To process invoices, PeopleSoft Real Estate Management relies on the PeopleSoft Transaction Billing Processor to send billable transactions to Billing to generate the invoices. The Interface to AP/Billing process selects all of the eligible transactions from the transaction queue and passes the data to a PeopleSoft Contracts process (CABIDIR1) through the Transaction Billing Processor. This process is responsible for loading the transactions into designated staging tables and scheduling the direct invoicing job, which contains the PeopleSoft Billing interface, the finalization, and print, PeopleSoft General Ledger posting, and the interface to PeopleSoft Receivables processes.

See *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "Working with PeopleSoft Transaction Billing Processor," Understanding the PeopleSoft Transaction Billing Processor.

Payment Processing

Occasionally, you might need to process payments for reimbursement of repair costs or security deposit refunds. You can create manual payments for reimbursements or refunds using the Process Payments page.

See Chapter 18, "Processing Payments for Payables Leases," Understanding Processing Payments for Payables Leases, page 199.

Prerequisites

You must have active receivables leases before you can generate billable items to PeopleSoft Billing.

Working with the Transaction Generator

This section provides an overview of the transaction generator and discusses how to run the Transaction Generator process.

Understanding the Transaction Generator

The Transaction Generator process generates transactions into the transaction queue by monitoring the transaction schedule and processing transactions into the queue when the schedule date is reached, less the processing lead time defined at the business unit level. The transaction queue manages the financial transactions that are created by the transaction generator, as well as manual transaction entries that are entered directly in the transaction queue.

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When you run the Transaction Generator process, the process picks up all recurring items that are due within the lead time that is defined for the Real Estate business unit. Note that two different lead times are defined—one for receivables leases and one for payables leases. You also use the transaction generator to manage automatic lease expiration for leases that are due to expire. When the transaction generator identifies a row that is ready for processing, the system verifies the accuracy of the transaction amounts and modifies the transaction as needed. For example, if a base rent has an indexed escalation and the new index value goes into effect, the transaction schedule bill amount might be out of date. When the transaction generator picks up this row, the system recalculates the amount, revises the schedule, and inserts the modified transaction into the transaction queue for further processing.

The Transaction Generator processes records in these transaction tables:

- Lease Transaction (RE_LS_TXN)

  Contains the recurring and non recurring lease transactions.
- Lease Transaction Detail (RE_LS_TXN_DTL)

  Contains the details such as amount per sales categories.
- Lease Transaction Note (RE_LS_TXN_NOTE)

  Contains the transaction history.
- Lease Transaction Errors (RE_LS_TXN_ERROR)

  Contains the interface error description.
- Lease Term Schedule (RE_LS_TRM_SCHED)

  Contains the Financial Terms Schedules.

Typically, you run the Transaction Generator process as a scheduled process. You can run the process automatically on a recurring basis or as needed. For efficient and timely processing of any outstanding transactions, you should set up this process to run on a nightly recurring basis. Depending on the volume of transactions that are processed within your organization, you can set up this process to run more frequently, but you should run it at least once every day. You can also initiate this process at any time in addition to the normal recurring schedule.

Prerequisites

Before you can run the Transaction Generator process, you must create and activate leases with recurring rent schedules.

Page Used to Manage the Transaction Generator

Page Name	Object Name	Navigation	Usage
Manage Transaction Generator	RUN_RE_GENTRANS	• Lease Administration, Integrations, Manage Transaction Generator • Click the Run button.	Create a run control ID for the Manage Transactions Generator process and run the process.

Running the Transaction Generator

Access the Manage Transaction Generator page.

The system does not require any parameters. Click Run to run the Transaction Generator process.

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Managing Transactions for Invoice Processing

This section provides an overview on invoice processing and discusses how to manage transactions for invoice processing.

Understanding Invoice Processing

You use the transaction queue to manage the recurring transactions that are created by the transaction generator or by using manual entries. The transaction queue enables you to approve, hold, un-hold, and cancel transactions in the queue. If the *Auto Approve* option is turned on at the business unit level, all recurring transactions are automatically set to *Approved* status when the transaction generator places them into the queue. You can retain an approved transaction from further processing by selecting the transaction and clicking the Hold button; thus putting the transaction on hold. When you are ready to process the transaction, you can select it again and click the UnHold button. If a lease is in dispute and the lease status is set to *Dispute*, the system sets the associated transactions on hold. After the dispute is resolved, the transactions return to the original state that they were in prior to the lease dispute.

You can also cancel a transaction. After you cancel a transaction, no further processing occurs and you cannot reinitiate processing for that transaction in the future. Cancelling the transaction does not cause the transaction generator to recreate a new recurring row. If you cancel a row that came from one of the processing worksheets, such as a manual transaction, sales report, or operating expense reconciliation or audit, the system reopens that worksheet so you can modify it further.

You can create manual transactions for non-recurring charges such as: rekeying locks in a building, carpet cleaning, broken window repairs, and other charges that are not included in the lease.

The transaction queue is the final point in PeopleSoft Real Estate Management that any billable transaction can be processed, modified, or cancelled. This component serves as a workspace for any pending transactions, enables you to add transactions as necessary, and provides capabilities for holding or cancelling transactions. It also serves as a historical log of past transactions, with links to various subsystems for further research and status verification.

Prerequisites

Before you can select recurring transactions for invoice processing, you must create and activate the receivables leases and run the Transaction Generator process.

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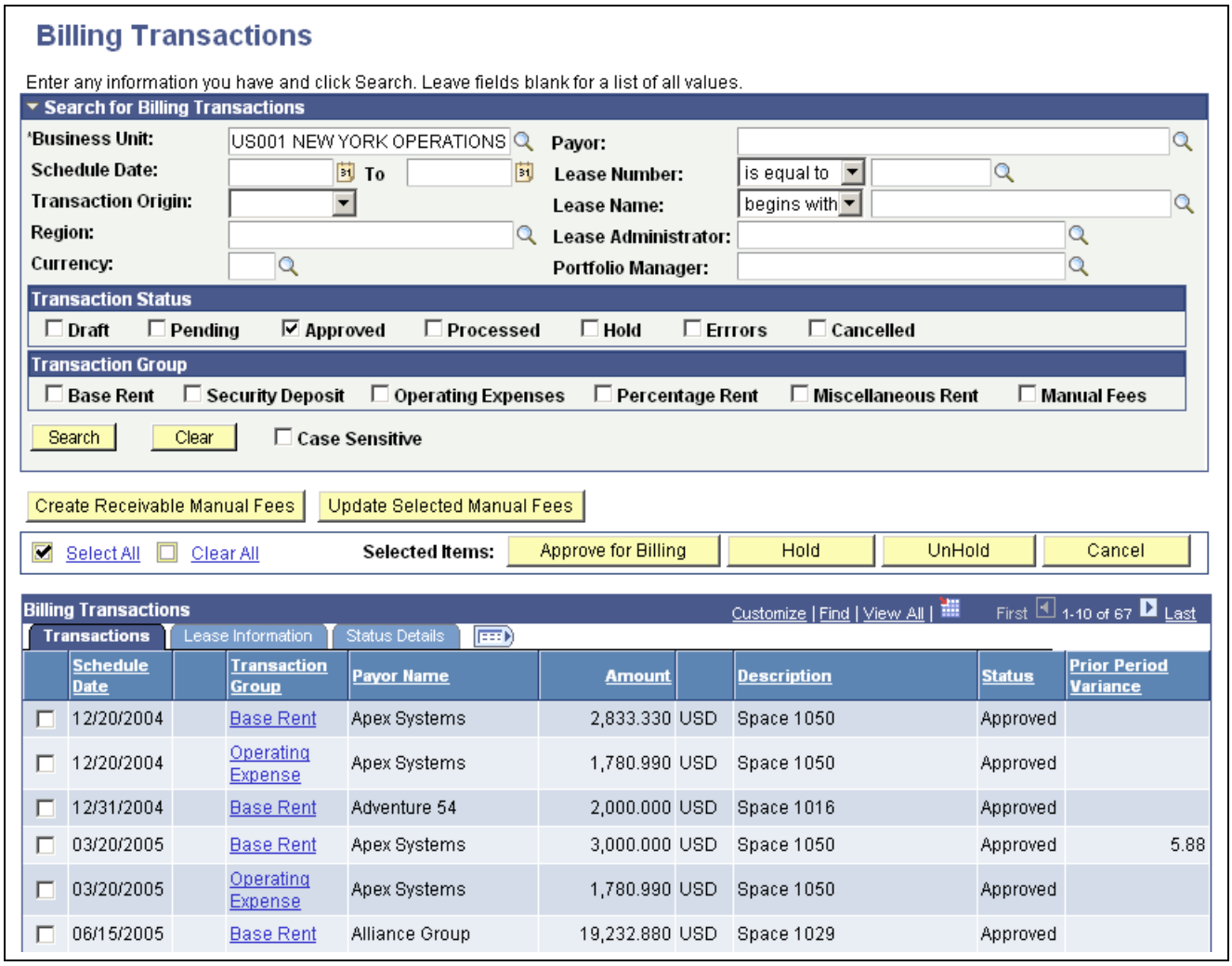
Pages Used to Manage Transactions for Invoice Processing

Page Name	Object Name	Navigation	Usage
Billing Transactions	RE_TXN_MANAGER	Lease Administration, Receivable Leases, Processing Invoices, Billing Transactions	Manage and review transaction items that are generated by the transaction generator and any transaction items that are added through ad-hoc entry.
Billing Transactions - Create Receivable Manual Fees	RE_MFT_MAIN	Click the Create Receivable Manual Fees button on the Billing Transactions page.	Add manual fees, distribute them amongst leases, and create multiple transactions from a single invoice.
Billing Transactions - Maintain Receivable Manual Transaction	RE_MFT_MAIN	Click the Update Selected Manual Fees button on the Billing Transactions page.	Update manual fees, distribute them amongst leases, and create multiple transaction from a single invoice.
Billing Transaction Details	RE_TXN_DTL_SEC	Click the link in the Transaction Group column on the Billing Transactions page.	Review transaction details such as categories, amount, and invoice number. **Note.** The invoice number is only available when the transaction status is *Processed*.
Billing Interface Error Details	RE_TXN_ERROR_SEC	Click the  on the Billing Transactions page under the Transactionstab.	View the error description for specific transactions that are set to *Error* status during interface processing. **Note.** The Error button is only available when the transaction status is *Error*.
Billing Transactions - Historic Details	RE_TXN_NOTES_SEC	Click the View Historic Details link in the Status Details tab on the Billing Transactions page.	Review historic details for the transaction.

Selecting and Approving Transactions for Invoice Processing

Access the Billing Transactions page.

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Billing Transactions page

Specify the business unit for which to view transactions. To view all transactions for a business unit, leave the remaining search fields empty and click the Search button.

To view a filtered list of transactions, enter or select criteria in one or more of the fields in the Search for Billing Transactions group box, then click Search. The page displays the transactions that match the search criteria in the Billing Transactions grid. Click Clear to clear all of the search criteria and results.

You can select multiple transaction statuses and multiple transaction groups. For example, if you select Processed and Approved transaction statuses and Base Rent and Security Deposittransaction groups, the system returns all base rent and security deposit transactions that are either processed or approved.

Create Receivable Manual Fees Click to access the Billing Transactions - Create Receivable Manual Fees page to create manual transactions for billing. Manual billing transactions can be miscellaneous expense charge-backs to the tenant or payor, such as minor repair costs, rekeying of locks, and transactions that are not included as part of the recurring rents.

Update Selected Manual Fees Click to access the Billing Transactions - Maintain Receivable Manual Transaction page to update an existing manual fee transaction. You must first select which manual fee transaction in the Billing Transactions grid that you

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want to update. You can access this page only for transactions that are in the *Manual Fee* transaction group.

Approve for Billing Click to approve the selected transactions for billing. If you select the Auto Approve option when you establish your business unit, the system automatically approves all transactions in the transaction queue.

Hold Click the button to hold selected transactions from further processing.

Note. A lease that is put on hold due to a dispute automatically puts the pending transactions for that lease on hold status until the dispute is resolved.

See Chapter 9, "Creating and Maintaining Leases," Understanding Leases, page 75.

UnHold Click the button to un-hold transactions that were previously on hold from further processing. The system automatically changes the status back to the initial status of the transaction prior to the hold.

Cancel Click to cancel the selected transaction.

Note. After a recurring transaction is cancelled, a new manual transaction must be created if one is required. The system does not regenerate a new recurring transaction.

Billing Transactions – Transactions tab

Schedule Date Displays the date which the transaction is scheduled for invoicing. For example, if the transaction is due on the first of the month, the system generates the transaction prior to the first of the month (using the lead time that is defined for the business unit) for the user to approve for invoicing before the schedule date. Therefore, when the transaction originates from a recurring term, the schedule date can be either a regular recurring term (such as the 15th of the month) or a scheduled date that you add when you create the lease for proration purposes.

 Click to review the error description for specific transactions that are set to error during interface processing.

Note. The Error button is only available when the transaction status is *Error*.

Transaction Group Displays the categories of each transaction. Click the category link to view details such as expense type, description, amount, and invoice ID.

Note. Invoice ID is only available when the transaction status is pending. You can click the Invoice ID link to view the voucher status in the PeopleSoft Billing system.

Prior Period Variance Displays the difference (in a percentage) between that recurring rent payment and the same recurring rent payment for the prior month. You can use this information to help with large variances from month-to-month, which are sometimes for escalations. For example, a rent payment of 1000 USD for the month of December is processed, but in January, an escalation takes effect and the new rent payment is 1200 USD. The prior period variance is 20 percent.

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Billing Transactions – Lease Information tab

The Lease Information tab displays the lease number, lease name, and region information that is associated with that transaction.

Billing Transactions – Status Details tab

Modified By Displays the user that made modifications to the transaction.

View Historical Details Click to access the Billing Transactions - Historic Details page where you can view a history of all of the status changes to the transaction. The system displays the type of change, the reason for the change, the originator of the change, and the time at which the change occurred.

Creating Manual Invoice Transactions

This section provides and overview of manual invoice transactions and discusses how to create manual invoice transactions.

Understanding Manual Invoice Transactions

As a landlord, you may need to pass on costs to tenants or payors that you incur against a property or multiple properties. You may also need to assess a charge against one tenant or payor who holds multiple leases. PeopleSoft Real Estate Management enables you manually capture these non-recurring transactions that may occur during the life of a lease, such as charges for unscheduled maintenance, non-recurring administration fees, or penalties for late payments. You can enter a single invoice that you can assign to multiple leases and distribute those amount to multiple tenants or payors. You can allocate the charges by amount or percentage and distribute the charges using these methods:

- Evenly: The system divides the total amount by the number of selected leases and allocates an equal share of the charges to each lease.
- By Area: The system adds the total leased area for all of the selected leases and distributes the charges proportionally between the leases based on the area for each lease.
- Manually: You can assign the charges manually to each lease.

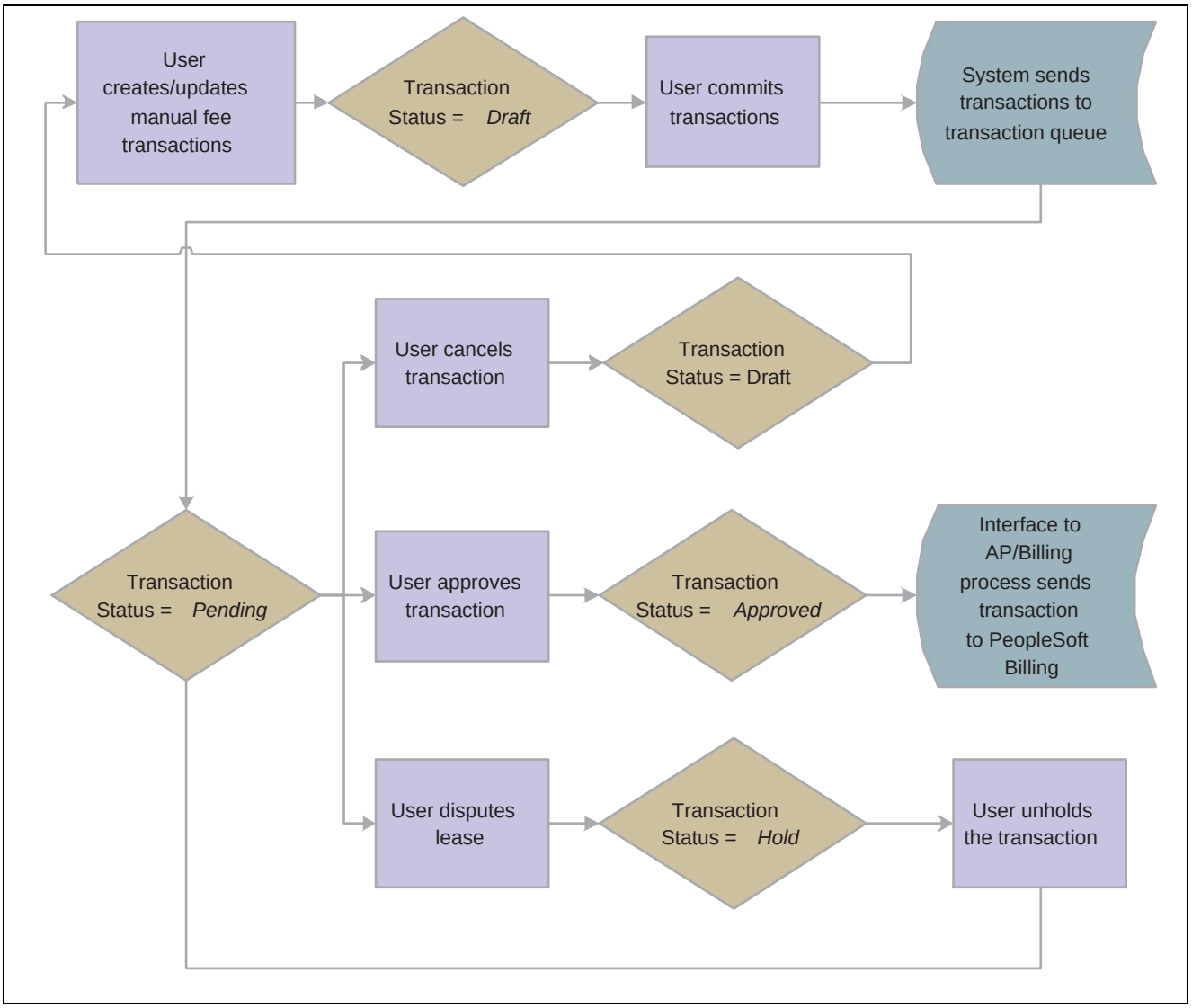
  The total of the distributed amounts must equal the total of the invoice.

After you allocate the individual amounts to each lease, you can send all of the resulting transactions to the transaction queue at one time. The system creates each of the transactions in pending status. You can edit or approve the transactions using the transaction queue. After you approve the transactions, you can run the Interface to AP/Billing process to post the transactions to PeopleSoft Billing.

Transaction Status for Manual Invoices

This diagram illustrates the transaction status process flow for manual transactions:

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Manual transaction status process flow

When you create manual transactions, the system sets each transaction to a status of *Draft.* You can modify, remove, or replace transactions while they are in draft status. After you commit the transactions, the system sets the status to *Pending,* and sends the transactions to the transaction queue. Use the Billing Transactions page to edit, hold, or approve the transactions.

If you dispute a lease, the system places all of its pending transactions in *Hold* status. If you cancel a manual fee transaction, the system returns the status of that transaction to *Draft.*

If you create the manual transactions as a group of transactions. After you commit the group of transactions, each set of lease transactions are processed individually. If the status of a transaction is updated, by either you or the system, only the transaction whose status changed is updated; the other transactions in the group are not affected.

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Pages Used to Create Manual Invoice Transactions

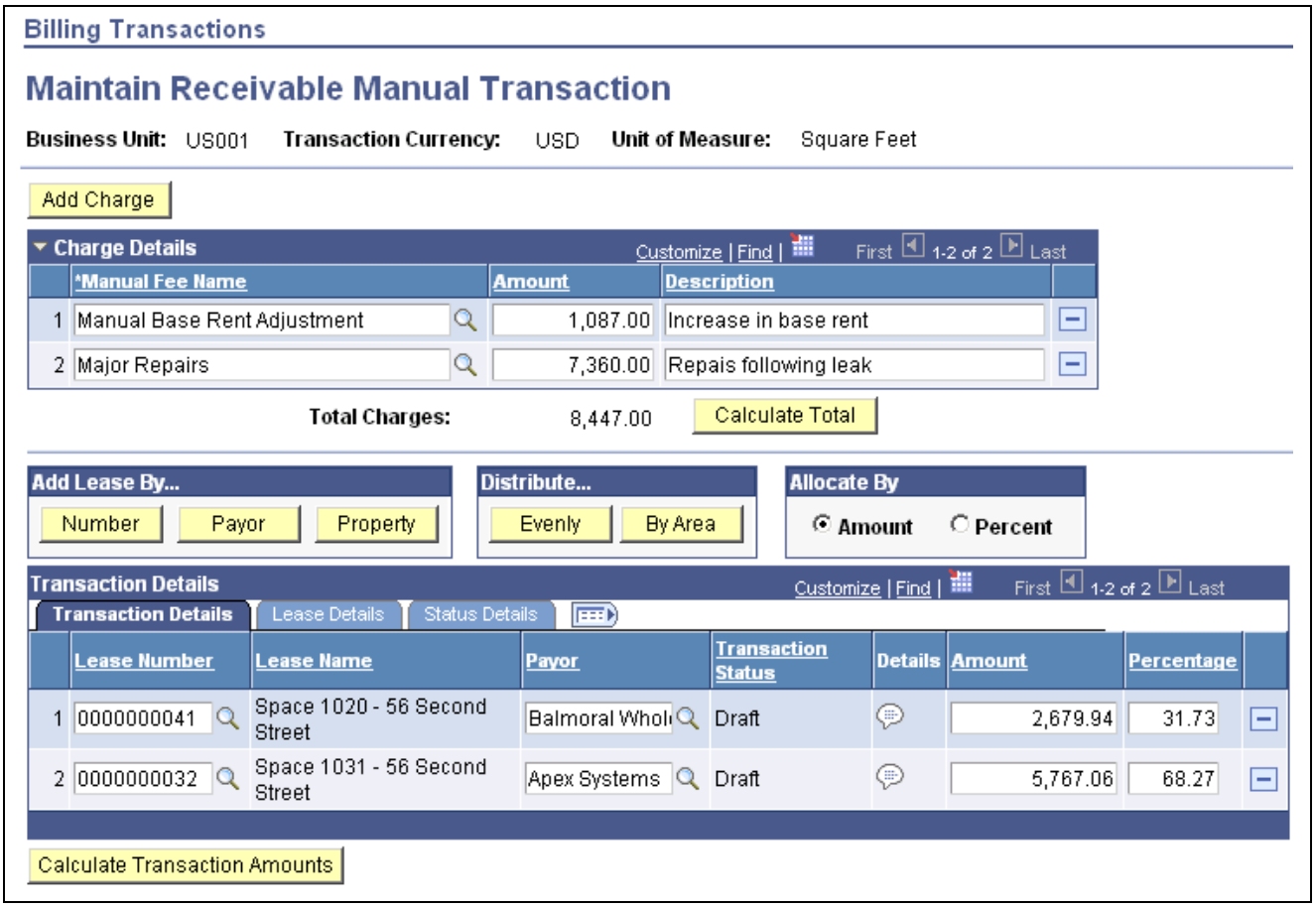
Page Name	Object Name	Navigation	Usage
Billing Transactions - Create Receivable Manual Fees	RE_MFT_MAIN	• Lease Administration, Receivables Leases, Create Manual Receivables, Billing Transactions - Create Receivable Manual Fees • Lease Administration, Receivables Leases, Processing Invoices, Billing Transactions Click the Create Receivable Manual Fees button.	Add manual fees, distribute them amongst leases, and create multiple transactions from a single invoice.
Billing Transactions - Maintain Receivable Manual Transaction	RE_MFT_MAIN	• Lease Administration, Receivables Leases, Maintain Manual Invoices, Billing Transactions - Maintain Receivable Manual Transaction • Lease Administration, Receivables Leases, Processing Invoices, Billing Transactions Click the Update Selected Manual Fees button.	Update manual fees, distribute them amongst the desired leases and create manual invoice transactions.
Maintain Receivable Manual Transaction - Lease Search by Payor	RE_MFT_PAYEE_SEC	Click the Payor button in the Add Lease By group box on the Billing Transactions - Create Receivable Manual Fees page.	Search for leases by payor and select the leases to add to the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.
Manual Fees - Leased Property Search	RE_LEASE_PROP	Click the Property button in the Add Lease By group box on the Billing Transactions - Create Receivable Manual Fees page.	Search for leases by property and select the leases to add to the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.
Receivable Manual Fee - Transaction Details	RE_MFT_TXN_CHG_SEC	 Click the Details icon for a lease in the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.	Review the manual invoice transaction details for a specific lease.

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Page Name	Object Name	Navigation	Usage
Receivable Manual Fee Transaction - Action History - Historic Details	RE_MFT_NOTES_SEC	Click the Revision History link in the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.	Review historic details for the transaction.

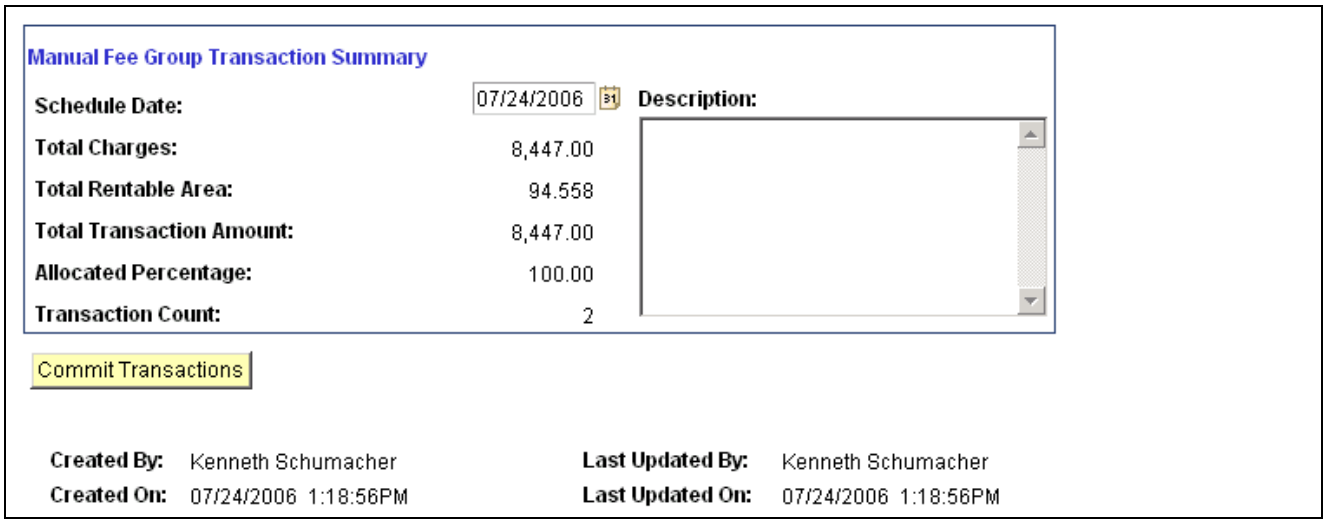
Creating Manual Invoice Transactions

Access the Billing Transactions - Create Receivable Manual Transaction page or the Billing Transaction - Maintain Receivable Manual Transaction page.



Billing Transactions - Maintain Receivable Manual Transaction page (1 of 2)

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Billing Transactions - Create Receivable Manual Fees page (2 of 2)

When you first create manual fee transactions, the page name is Create Receivable Manual Fees page. After you save an exit the page, to access the information again, you access the Maintain Receivable Manual Transaction page. The pages function similarly. The Maintain Receivable Manual Transaction page is shown to give you an idea of sample data. The status of the transactions control what you can edit on the page:

- If all of the transactions on this page are in *Draft* status, you can edit the entire page.
- If one or more of the transactions on this page are in *Draft* status, you can edit or delete the individual transactions or add new transactions.
- If all of the transactions on this page are in *Pending, Processed,* or *Error,* the page is display-only.

Add Charge Click to add a new manual fee. The system adds a row to the Charge Details grid.

Manual Fee Name Enter the manual fee name. The available manual fees are based on the active manual fee types.

See Chapter 7, "Structuring Leases," Defining Manual Fee Types, page 45.

Amount Enter the amount of the manual fee that you want to distribute between leases. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.

Description Enter the description of the manual fee. This field is only for informational purposes.

Calculate Total Click to calculate the total amount of manual fees. The system adds the values in the Amount field and populates the Total Charges field with the total amount.

Add Lease By

Number Click to insert a new empty row into the Transaction Details grid. You can click the Look up Lease Key icon in the Lease Number column to search for a lease.

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Payor Click to transfer to the Maintain Receivable Manual Transaction - Lease Search by Payor page on which you can search for leases by payors and select the leases to add to the Transaction Details grid.

Property Click to transfer to the Manual Fees - Leased Property Search page on which you can search for leases by properties and select the leases to add to the Transaction Details grid.

Distribute

Evenly Click to distribute the total charges evenly between the leases in the Transaction Details grid. The system calculates the amount with this formula:

By Area Click to distribute the total charges based on the proportional amount of rentable area by each lease in relation to the total area of all leases in the Transaction Details grid.

Allocate By

Amount Select to use the Amount field to calculate the charges allocated to the lease transactions.

Percent Select to use the Percent field to calculate the charges allocated to lease transactions.

Transaction Details

Lease Number Enter the lease to which the transaction will be allocated. You can select from leases that are in *Active, Holdover,* or *Expired* status.

 **Details** Click the Details icon for a lease to access the Receivable Manual Fee - Transaction Details on which you can view a summary of the transaction details for that lease.

Payor Enter the entity whom is responsible to pay the charges. The system uses the tenant as the default. You can override this value.

Transaction Status Displays the transaction status. The system initially creates each transaction with a status of *Draft.* After you commit the transactions, the system sets the status to *Pending.*

Amount Enter the total amount of charges to allocate to this transaction. The sum of all the amounts that you enter must equal the total charges from the Charge Details amounts. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.

Percentage Enter the percentage of the charges to allocate to this transaction. The sum of all of the percentages that you enter must equal *100.*

Rentable Area Displays the total rentable area of the lease associated with the transaction.

Revision History Click to access the Receivable Manual Fee Transaction - Action History - Historic Details page to review the transaction history for a specific lease.

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Calculate Transaction Amounts Click to update the values in the Manual Fee Group Transaction Summary group box.

Manual Fee Group Transaction Summary

Schedule Date Enter the date on which you want to schedule the transactions for invoicing.

Total Charges Displays the total amount to be allocated. This field is the same as the Total Charges field near the top of the page.

Total Rentable Area Displays the total rentable area for the leases associated with these transactions. The systems sums all of the values from the Rentable Area column in the Transaction Details grid.

Total Transaction Amount Displays the total amount of charges that you have allocated. The systems sums all of the values from the Amount column in the Transaction Details grid. This value must equal the value in the Total Charges field before you can commit the transactions.

Allocated Percentage Displays the total percentage of charges that you have allocated. The systems sums all of the values from the Percentage column in the Transaction Details grid. This value must equal *100.00* before you can commit the transactions.

Transaction Count Displays the number of transactions from the Transaction Details grid.

Commit Transactions Click to process the transactions. The system validates the transactions, sets the transactions statuses to *Pending* and sends them to the transaction queue. The page becomes display-only.

Running the Interface to AP/Billing Process

This section provides an overview of managing interface to AP/Billing and discusses how to run manage interface to AP/Billing.

Understanding the Interface to AP/Billing Process

To generate invoices to PeopleSoft Billing, you must run the Interface to AP/Billing process. This process transfers approved transactions to the PeopleSoft Billing system using the PeopleSoft Enterprise Transaction Billing Processor. This process is also used to generate payments to payees or landlords for payables leases.

See Chapter 9, “Creating and Maintaining Leases,” Understanding Leases, page 75.

The Transaction Billing Processor is a set of processes that are supplied by the PeopleSoft Contracts application that enable external applications to create sales invoices in the PeopleSoft Billing system. A contract must exist to utilize this interface. For the Lease Administration feature, the system creates a contract header, a contract line, and a bill plan every time a receivables lease is activated and associates the contract with the lease. Billable items such as lease transactions are submitted to the PeopleSoft Contracts system as transactions in the interface tables.

The following is the high level business process flow:

1. PeopleSoft Real Estate Management integrates with PeopleSoft Billing and PeopleSoft Contracts so that you can generate invoices for all of their transactions.

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Billing information from PeopleSoft Real Estate Management is sent to PeopleSoft Contracts as transactions.

2. The Transaction Billing Processor process selects Billing Plans (for rate-based billing methods) that have been marked in the PeopleSoft Contracts system as ready to bill and creates bill lines in the PeopleSoft Billing Interface tables for the transactions that are sent by the PeopleSoft Real Estate Management system.

   For PeopleSoft Real Estate Management transactions, PeopleSoft Contracts sends revenue to the PeopleSoft Billing system , and the PeopleSoft Billing system creates the receivables side of the debit entry.

3. After the Transaction Billing Processor process stages the billing data in these tables, the Billing Interface processes the data to create bills.
4. When a transaction is selected for billing, the data from the transaction and the data from the billing plan (including bill-to customer, bill by, and bill type) combine to create the basis for a bill line.
5. The PeopleSoft Billing system then groups bill lines based on the Billing Options that are defined in the billing plan and generates invoices for the transactions and upon finalization, sends information regarding the invoices back to the PeopleSoft Contracts system.

The following example shows how a journal entry is created by the billing plan (as incurred method) in PeopleSoft Billing for a PeopleSoft Real Estate Management transaction that was for 100 USD:

	Credit	Debit
Receivables		$100
Revenue	$100	

To post the entries that are shown in the example, you must set up an appropriate accounting rule so that the system can send the revenue to PeopleSoft Billing system and the PeopleSoft Billing system can create the receivable debit side of the entry.

Note. The billing business unit that is used for the receivables for this entry must share the same general ledger business unit as the PeopleSoft Contracts system business unit.

See *PeopleSoft Enterprise Contracts 9.0 PeopleBook*, "Working with PeopleSoft Transaction Billing Processor," Understanding Integration Messages for Transaction Billing.

Processing Errors

To resolve errors or issues for lease transactions that are sent through the Transaction Billing Processor, you must first determine where the error occurred. Resolution for the errors that occur after the transaction is sent from PeopleSoft Real Estate Management to PeopleSoft Billing through the Transaction Billing Processor must be resolved in the PeopleSoft Billing system .

When the error occurs in the Interface to AP/Billing process or Transaction Billing Processor, the error is typically caused by incomplete setup of the accounting rules. The transaction detail is set to *Error* in the transaction queue and the resulting error stops the processing for that transaction. Although the error occurred for this transaction, other valid transactions continue to be processed. For example, if only one category of an operating expense transaction is in error, the other categories of that same operating transaction with valid accounting entries are transferred to PeopleSoft Billing to be invoiced. You need to resolve the error in the setup and run the process again to process the transaction through the PeopleSoft Billing system.

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To resolve the error, you can search the transaction queue and review the transaction detail error message. You cannot change the transaction, but you can correct the setup. After the setup error is resolved, all the transaction details in error are automatically recycled when Manage Interface to AP/Billing process is generated.

See Chapter 5, "Establishing Real Estate Management Business Units and Accounting Rules," Understanding PeopleSoft Real Estate Management Accounting Rules, page 16.

Accessing Billing Information

When a transaction is successfully processed through the Billing interface, the status in the transaction queue is set to *Processed*. You can view the transaction details in the grid. To review the transaction details, select the transaction from the queue. The system displays the invoice number on which the transaction detail resides. Clicking the invoice number link takes you to the Billing Inquiry page.

See *PeopleSoft Enterprise Billing 9.0 PeopleBook*, "Entering Bills Online," Reviewing Bill Summary Information.

Note. If a transaction with the status of *Processed* does not have an invoice number, it might be due to a delay in the execution of the PeopleSoft Billing interface.

Prerequisites

Before you run the Interface to AP/Billing process, verify that transactions in the transaction queue are in *Approved* status.

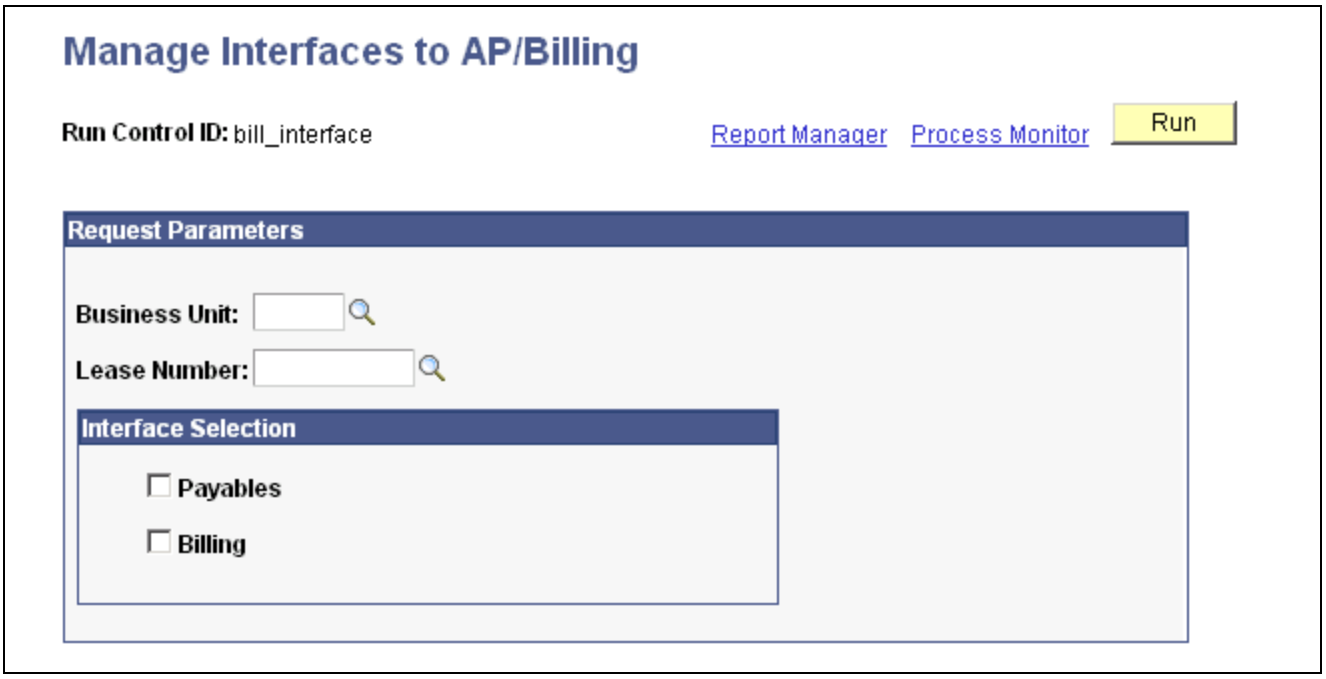
Page Used to Run Manage Interface to AP/Billing

Page Name	Object Name	Navigation	Usage
Manage Interfaces to AP/Billing	RUN_TXN_INTFC	Lease Administration, Integrations, Manage Interface to AP/Billing.	Run to generate transactions to PeopleSoft Billing to create sales invoices to the tenants.

Managing Interface to AP/Billing

Access the Manage Interface to AP/Billing page.

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Manage Interfaces to AP/Billing page

Business Unit Enter a business unit to generate transactions that are specific to that business unit.

Lease Number Enter a lease number to generate transactions for that lease. You must enter a business unit before you can enter a lease number.

Interface Selection

Payables Select to send all payables transactions for the business unit and lease number parameters to the staging table. If you leave both fields blank, the system sends all approved transactions for payables to the PeopleSoft Payables staging table.

Billing Select to send all billing transactions for the business unit and lease number parameters to the staging table. If you leave both fields blank, the system sends all approved transactions for receivables to the Billing staging table.

See Chapter 17, "Processing Invoices for Receivables Leases," Understanding the Interface to AP/Billing Process, page 192.

Viewing Pending Lease Receivables

This section discusses how to view pending lease receivables.

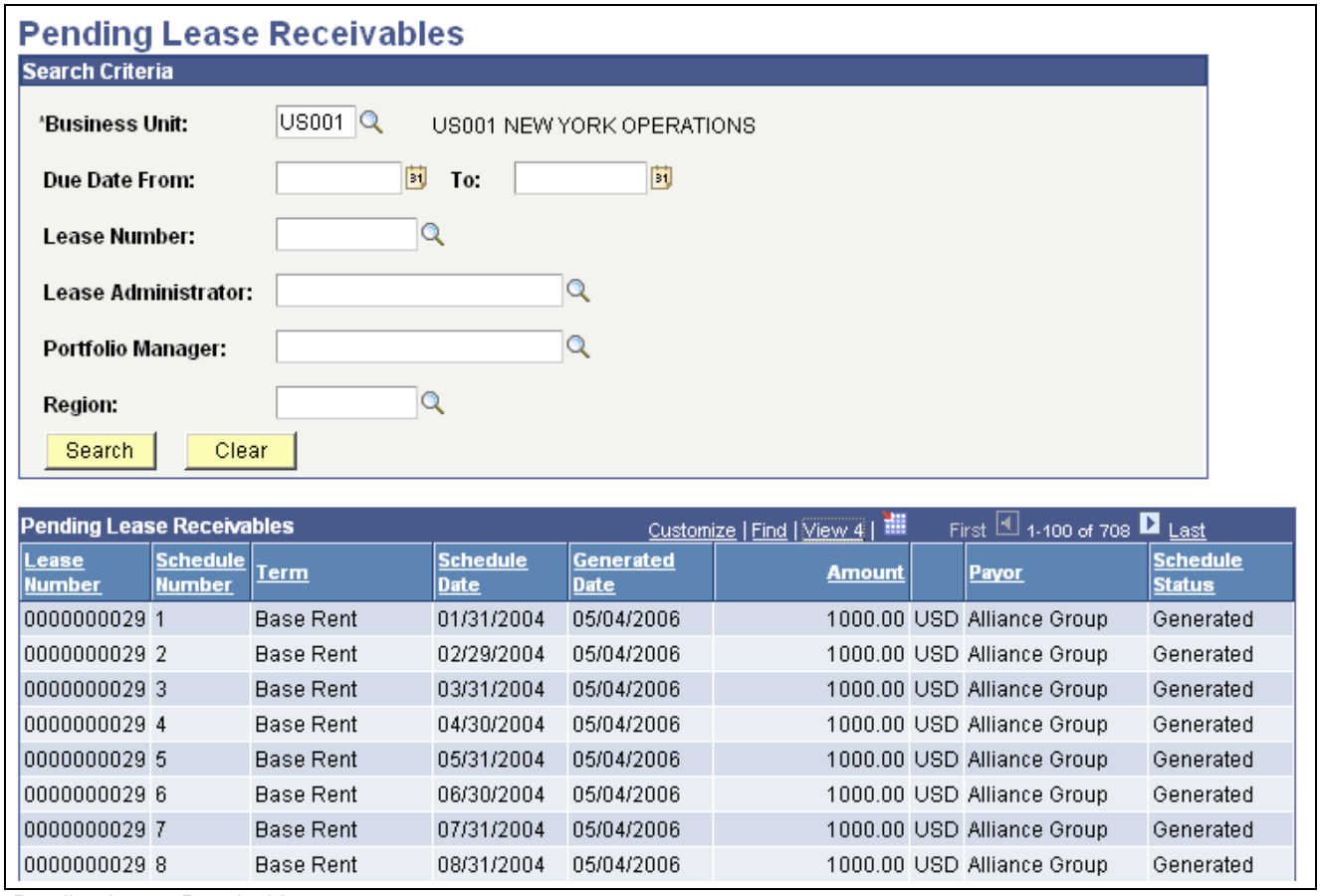
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Pages Used to View Pending Lease Receivables

Page Name	Object Name	Navigation	Usage
Pending Lease Receivables	RE_RECEIVABLE_INQ	Lease Administration, Reports, Pending Lease Receivables	Inquire on the pending invoices for a lease. You can view the invoice types and the schedule date the transaction is to be processed for all invoices associated to the lease.

Viewing Pending Lease Receivables

Access the Pending Lease Receivables page.



Pending Lease Receivables page

Enter the business unit and click Search to view all of the leases with pending payments and their schedules within that business unit. To view a filtered list, enter search criteria in the fields and click Search. Click Clear to clear all of the search criteria and results.

Due Date From: and **To:** Select the date range for pending transactions that are scheduled within that range.

Lease Administrator Select to view pending transactions schedules associated to that lease administrator.

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Portfolio Manager	Select to view pending transaction schedules associated to that portfolio manager.
Term	Displays the type of transaction scheduled. The term can be for base rent, operating expense, miscellaneous rent, and so on.
Schedule Date	Displays the date the transaction is scheduled to be processed.
Generated Date	Displays the date the transaction is processed by the Transaction Generator process and placed in the Transaction Queue.
Payor	Displays the entity whom is responsible for the payment.
Schedule Status	Displays transaction schedule status, whether the transaction is pending or generated to the transaction queue.

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CHAPTER 18

Processing Payments for Payables Leases

This chapter provides an overview of processing payments for payables leases and discusses how to:

- Work with the transaction generator.
- Manage transactions for payment processing.
- Create manual payment transactions.
- Run the Interface to AP/Billing process.
- View pending lease payables.

Understanding Processing Payments for Payables Leases

PeopleSoft Real Estate Management provides a facility to manage the life cycle of a lease. During the lease life cycle, various payable items are generated. These items are submitted to the landlord for payment. To generate payments for these expenses, PeopleSoft Real Estate Management utilizes the transaction generator, the transaction queue, and the interface to AP/Billing to automatically generate rent and other related expense payments from a lease directly into the PeopleSoft Payables system with the appropriate tax and accounting information.

The high-level business process flow for processing payments for payables leases consists of these steps:

1. Create payables leases (including all general and financial terms and conditions).
2. Activate payables leases.
3. View pending lease payables.
4. Run the Transaction Generator Application Engine process (RE_GENTRANS).
5. Review transactions for processing in the transaction queue.
6. Add manual transactions, as required (optional).
7. Approve transactions for processing.

   This step is optional. You can set up the Auto Approve option at the business unit for recurring items.
8. Run the Interface to AP/Billing Application Engine process (RS_TXN_INTFC).

Before you can generate a payment, you must first create a payables lease, define the amount and frequency for each recurring payable term, and activate the lease. Upon activation, you run the Transaction Generator process to load the payables items into the transaction queue. You can review the transactions in the transaction queue to ensure that the recurring payment schedules are correct. If the status is *Pending*, you must approve each transaction. If the Auto Approveoption is selected in the business unit setup, the system automatically sets the transactions to *Approved*. The system processes all transactions that are in *Approved* status when you run the Interface to AP/Billing process.

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Note. If you need to review any of the transactions prior to processing, You should not enable the Payables Auto Approve option at the business unit level.

The PeopleSoft Real Estate Management system transfers the payable items to the PeopleSoft Payables application to generate the vouchers and payments. The Interface to AP/Billing process selects all of the eligible transactions from the transaction queue and passes them to the PeopleSoft Payables voucher staging tables. The PeopleSoft Payables application processes creates vouchers from the transactions that are loaded in the staging table, schedules the vouchers for payment, issues the payments, and posts the accounting entries to the general ledger.

Prerequisites

You must establish at least one active payables lease before generating payable items for payment.

See Chapter 9, "Creating and Maintaining Leases," Understanding Leases, page 75.

Working with the Transaction Generator

This section provides an overview of the transaction generator and discusses how to run the Transaction Generator.

Understanding the Transaction Generator

The Transaction Generator process generates transactions into the transaction queue by monitoring the transaction schedule and processing transactions into the queue when the schedule date is reached, less the processing lead time that is defined at the business unit level. Use the transaction queue to manage the financial transactions that are created by the transaction generator, as well as the manual ad hoc transaction entries that are entered directly in the transaction queue.

When you run the Transaction Generator process, the process picks up all recurring items that are due within the lead time that is defined for the Real Estate business unit. Note that two different lead times are defined—one for receivables leases and one for payables leases. You also use the transaction generator to manage automatic lease expiration for leases that are due to expire. When the transaction generator identifies a row that is ready for processing, the system verifies the accuracy of the transaction amounts and modifies the transaction as needed. For example, if a base rent has an indexed escalation and the new index value goes into effect, the transaction schedule amount might be out of date. When the transaction generator picks up this row, the system recalculates the amount, revises the schedule, and inserts the modified transaction into the transaction queue for further processing.

The Transaction Generator processes records in these transaction tables:

- Lease Transaction (RE_LS_TXN)

  Contains the recurring and nonrecurring lease transactions.

- Lease Transaction Detail (RE_LS_TXN_DTL)

  Contains the details such as amount per sales categories.

- Lease Transaction Note (RE_LS_TXN_NOTE)

  Contains the transaction history.

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- Lease Transaction Error (RE_LS_TXN_ERROR)

  Contains the interface error description.

- Lease Term Schedule (RE_LS_TRM_SCHED)

  Contains the financial terms schedules.

Typically, you run the Manage Transaction Generator process as a scheduled process. You can run the process automatically on a recurring basis or as needed. For efficient and timely processing of any outstanding transactions, you should set up this process to run on a nightly recurring basis. Depending on the volume of transactions that are processed within your organization, you can set up this process to run more frequently, but you should run it at least once every day. You can also initiate this process at any time in addition to the normal recurring schedule.

Page Used to Manage the Transaction Generator

Page Name	Object Name	Navigation	Usage
Manage Transaction Generator	RUN_RE_GENTRANS	• Lease Administration, Integrations, Manage Transaction Generator • Click the Run button.	Create a run control ID for the Manage Transactions Generator process and run the process.

Running the Transaction Generator

Access the Manage Transaction Generator page.

The system does not require any parameters. Click Run to run the Transaction Generator process.

Managing Transactions for Payment Processing

This section provides an overview of payment processing and discusses how to manage transactions for payment processing.

Understanding Payment Processing

You use the transaction queue to manage the recurring transactions that are created by the transaction generator or by using manual entries. The transaction queue enables you to approve, hold, un-hold, and cancel transactions in the queue. If the Auto Approveoption is turned on at the business unit, all recurring transactions are automatically set to *Approved* status when the transaction generator places them into the queue. You can retain an approved transaction from further processing by selecting the transaction and clicking the Hold button; thus putting transaction on hold. When you are ready to process the transaction, you can select it again and click the UnHold button. If a lease is in dispute and the status is set to *Dispute*, the system sets the associated transactions on hold. After the dispute is resolved, you should manually unhold the transaction to restore the transaction to its original state.

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You can also cancel a transaction. After you cancel the transaction, no further processing occurs and you cannot reinitiate processing for that transaction in the future. Cancelling a recurring transaction does not cause the transaction generator to recreate a new recurring row. But if you cancel a row that came to the transaction queue from the security deposit processing or on one of the processing worksheets, such as a manual transaction, sales report or operating expense reconciliation or audit, the system reopens that worksheet so you can modify it further.

You can create manual transactions for nonrecurring charges, such as rekeying locks in a building, carpet cleaning, broken window repairs, and other charges that are not included in the lease.

The transaction queue is the final point in PeopleSoft Real Estate Management that any payables transaction can be processed, modified, or cancelled. This component serves as a workspace for any pending transactions and enables you to add transactions as necessary, such as holding or cancelling transactions. It also serves as a historical log of past transactions, with links to various subsystems for further research and status verification.

Prerequisites

Before you can select recurring transactions for payment processing, you must create and activate payables leases and run the Transaction Generator process.

Pages Used to Manage Transactions for Payment Processing

Page Name	Object Name	Navigation	Usage
Payment Transactions	RE_TXN_MANAGER	Lease Administration, Payables Leases, Processing Payments, Payment Transactions	Manage and review transaction items that are generated by the transaction generator and any transaction items that are added through manual entry.
Payment Transactions - Create Payable Manual Fees	RE_MFT_MAIN	• Lease Administration, Payables Leases, Create Manual Payables, Payment Transactions - Create Payable Manual Fees • Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Create Payable Manual Fees button.	Enter manual fees, distribute them amongst leases and payees, and create multiple transactions from one group of manual fees.
Payment Transaction - Maintain Payable Manual Transaction	RE_MFT_MAIN	• Lease Administration, Payables Leases, Maintain Manual Payables, Payment Transactions - Maintain Payable Manual Transaction • Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Update Selected Manual Fees button.	Update manual fees, distribute them amongst leases and payees, and create multiple transactions from one group of manual fees.

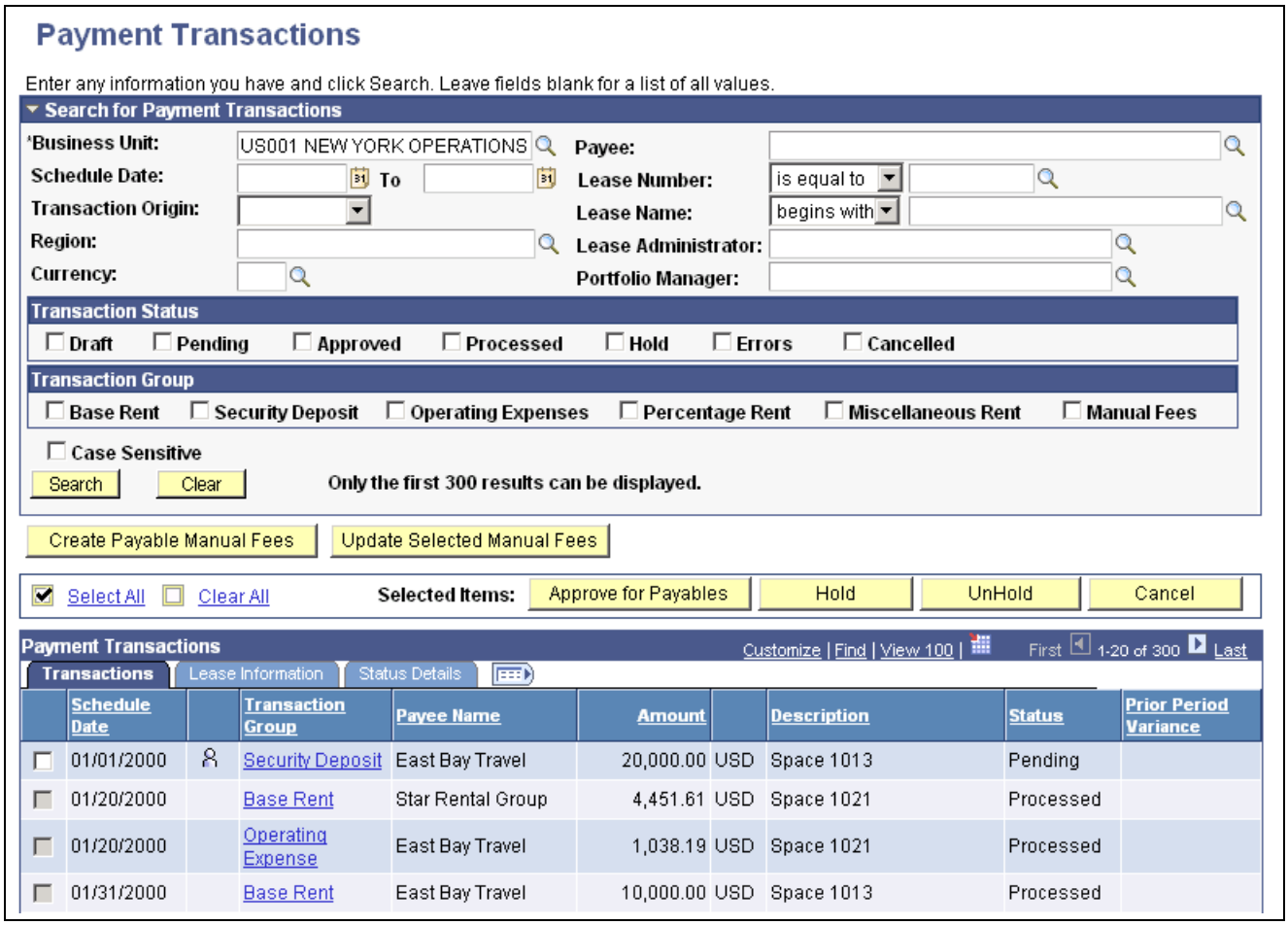
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Page Name	Object Name	Navigation	Usage
Payment Transaction Details	RE_TXN_DTL_SEC	Click the link in the Transaction Group column on the Billing Transactions page.	View transaction details such as categories, amounts, and voucher IDs. **Note.** Voucher IDs are only available when the transaction status is *Processed*.
Billing Interface Error Details	RE_TXN_ERROR_SEC	Click the  on the Payment Transactions page under the Transactionstab.	View the error description for specific transactions that are set to *Error* status during interface processing. **Note.** The Error button is only available when the transaction status is *Error*.
Payment Transactions - Historical Details	RE_TXN_NOTES_SEC	Click the View Historical Details link on the in the Status Details tab on the Payment Transactions page.	Review historic details for the transaction.

Selecting and Approving Transactions for Payment Processing

Access the Payment Transactions page.

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Payment Transactions page

Specify the business unit for which to view transactions. To view all transactions for a business unit, leave the remaining search fields empty and click the Search button.

To view a filtered list of transactions, enter or select criteria in one or more of the fields in the Search for Payment Transactions group box, then click Search. The page displays the transactions that match the search criteria in the Payment Transactions grid. Click Clear to clear all of the search criteria and results.

You can select multiple transaction statuses and multiple transaction groups. For example, if you select Processed and Approved transaction statuses and Base Rent and Security Deposit transaction groups, the system returns all base rent and security deposit transactions that are either processed or approved.

Create Payable Manual Fees Click to access the Payment Transactions - Create Payable Manual Fees page to create manual transactions for payment. Manual payment transactions can be one-time miscellaneous expense payments to the landlord or payee, such as minor repair costs, rekeying of locks, or transactions that are not included as part of the recurring terms.

Update Selected Manual Fees Click to access the Payment Transactions - Maintain Payable Manual Transaction page to update an existing manual fee transaction. You must first select which manual fee transaction in the Payment Transactions grid that you want to update. You can access this page only for transactions that are in the *Manual Fee* transaction group.

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Approve for Payables Click to approve the selected transactions for payment. If you selected the Auto-Approve option when you established your business unit, the system automatically approves all transactions in the transaction queue.

Hold Click the button to hold selected transactions from further processing.

Note. A lease that is put on hold due to a dispute automatically puts the pending and approved transactions for that lease on hold status until the dispute is resolved. After the dispute is resolved, you should manually unhold the transaction to restore transaction to previous status.

See Chapter 9, "Creating and Maintaining Leases," Understanding Leases, page 75.

UnHold Click the button to un-hold transactions that were previously on hold from further processing. The system automatically changes the status back to the initial status of the transaction prior to the hold.

Cancel Click to cancel the selected transaction.

Note. After a recurring transaction is cancelled, you must create a new manual transaction if one is required. The system does not regenerate a new recurring transaction.

Payment Transactions - Transactions tab

Schedule Date Displays the date on which the transaction is scheduled for payment. For example, if the transaction is due on the first day of the month, the system generates the transaction prior to the first day of the month using the lead time that is defined for the business unit for the user to approve for payment before the scheduled date. Therefore, when the transaction originates from a recurring term, the schedule date can be either a regular recurring term (such as every 15th day of the month), or a schedule date that is added when you create the lease for proration purposes.

 Click to review the error description for specific transactions that are set to error during interface processing.

Note. The Error button is only available when the transaction status is *Error*.

Transaction Group Displays the categories of each transaction. Click the category link to view details such as expense type, description, amount, and voucher ID.

Note. Voucher ID is only available when the transaction status is pending. You can click the Voucher ID link to view the voucher status in the PeopleSoft Payables system.

Prior Period Variance Displays the percentage difference between the recurring rent payment and the same recurring rent payment for the prior month. This information can be helpful in identifying large variances from month-to-month, which are sometimes for escalations. For example, a rent payment of 1000 USD for the month of December is processed, but in January, an escalation takes effect and the new rent payment is 1200 USD. The prior period variance is 20 percent.

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Payment Transactions - Lease Information tab

The Lease Information tab displays the lease number, lease name, and region information associated with that transaction.

Payment Transactions - Status Details tab

Modified By Displays the user who made modifications to the transaction.

View Historical Details Click to access the Payment Transactions - Historic Details page where you can view a history of all of the status changes to the transaction. The system displays the type of change, the reason for the change, the originator of the change, and the time at which the change occurred.

Note. The system does not display the posted status for payables transactions. If the status is *Processed,* then the payment has successfully posted.

Creating Manual Payment Transactions

This section provides an overview of manual payment transactions and discusses how to create manual payment transactions.

Understanding Manual Payment Transactions

As a tenant, you may receive a statement from a landlord for one or more nonrecurring charges for multiple leases. For example, if you are a retail tenant who operates more than one store in a large shopping complex. A separate lease would cover each store, but the landlord may combine the charges onto one statement. PeopleSoft Real Estate Management enables you to manually enter these nonrecurring transactions into one payment that spans multiple leases. You can enter a single statement that you can assign to multiple leases and distribute those amount to multiple payees. You can allocate the charges by amount or percentage and distribute the charges using these methods:

- Evenly: The system divides the total amount by the number of selected leases and allocates an equal share of the charges to each lease.
- By Area: The system adds the total leased area for all of the selected leases and distributes the charges proportionally between the leases based on the area for each lease.
- Manually: You can assign the charges manually to each lease.

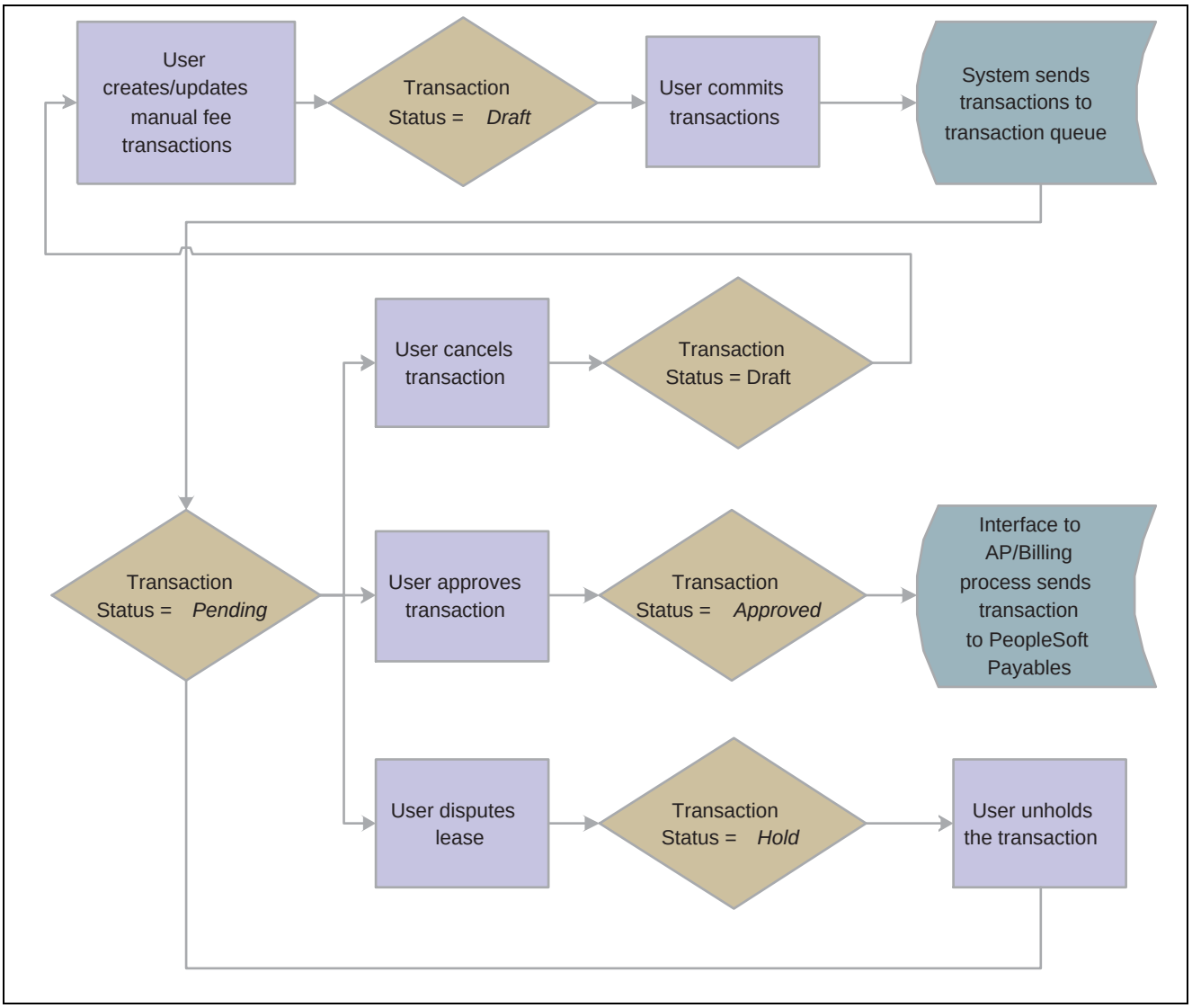
  The total of the distributed amounts must equal the total of the statement.

After you allocate the individual amounts to each lease, you can send all of the resulting transactions to the transaction queue at one time. The system creates each of the transactions in pending status. You can edit or approve the transactions using the transaction queue. After you approve the transactions, you can run the Interface to AP/Billing process to post the transactions to PeopleSoft Payables.

Transaction Status for Manual Payments

This diagram illustrates the transaction status process flow for manual payments:

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Manual payment transaction status process flow

When you create manual transactions, the system sets each transaction to a status of *Draft.* You can modify, remove, or replace transactions while they are in draft status. After you commit the transactions, the system sets the status to *Pending,* and sends the transactions to the transaction queue. Use the Payment Transactions page to edit, hold, or approve the transactions.

If you dispute a lease, the system places all of its pending transactions in *Hold* status. If you cancel a manual fee transaction, the system returns the status of that transaction to *Draft.*

If you create the manual transactions as a group of transactions. After you commit the group of transactions, each transaction is processed individually. If the status of a transaction is updated, by either you or the system, only the transaction whose status changed is updated; the other transactions in the group are not affected.

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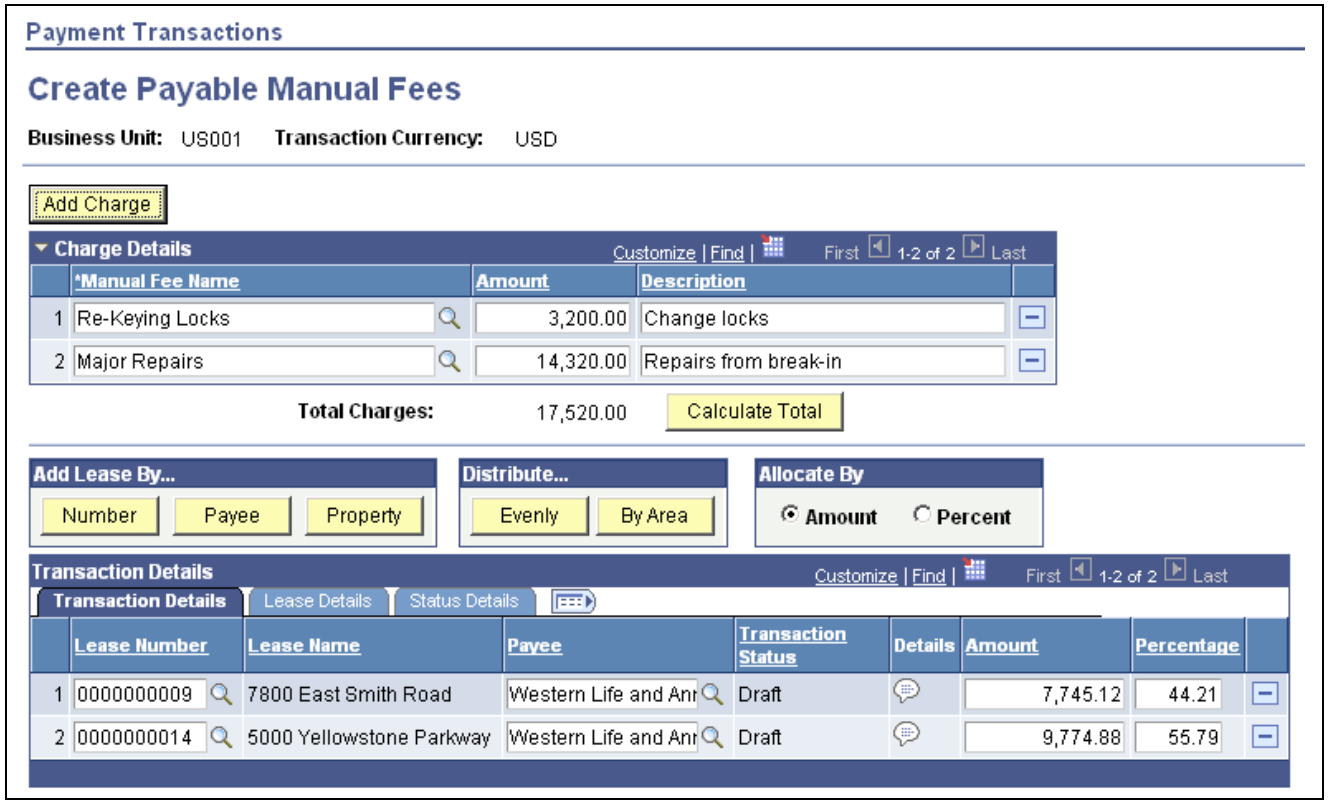
Pages Used to Create Manual Payment Transactions

Page Name	Object Name	Navigation	Usage
Payment Transactions - Create Payable Manual Fees	RE_MFT_MAIN	• Lease Administration, Payables Leases, Create Manual Payables, Payment Transactions - Create Payable Manual Fees • Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Create Payable Manual Fees button.	Add manual fees, distribute them amongst leases, and create multiple payment transactions.
Payment Transactions - Maintain Payable Manual Transaction	RE_MFT_MAIN	• Lease Administration, Payables Leases, Maintain Manual Payables, Payment Transactions - Maintain Payable Manual Transaction • Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Update Selected Manual Fees button.	Update manual fees, distribute them amongst the desired leases and create manual payment transactions.
Maintain Payable Manual Transaction - Lease Search by Payee	RE_MFT_PAYEE_SEC	Click the Payee button in the Add Lease By group box on the Payment Transactions - Create Payable Manual Fees page.	Search for leases by payor and select the leases to add to the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.
Manual Fees - Leased Property Search	RE_LEASE_PROP	Click the Property button in the Add Lease By group box on the Payment Transactions - Create Payable Manual Fees page.	Search for leases by property and select the leases to add to the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.
Payable Manual Fee - Transaction Details	RE_MFT_TXN_CHG_SEC	 Click the Details icon for a lease in the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.	Review the manual statement transaction details for a specific lease.
Payable Manual Fee Transaction - Action History - Historic Details	RE_MFT_NOTES_SEC	Click the Revision History link in the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.	Review historic details for the transaction.

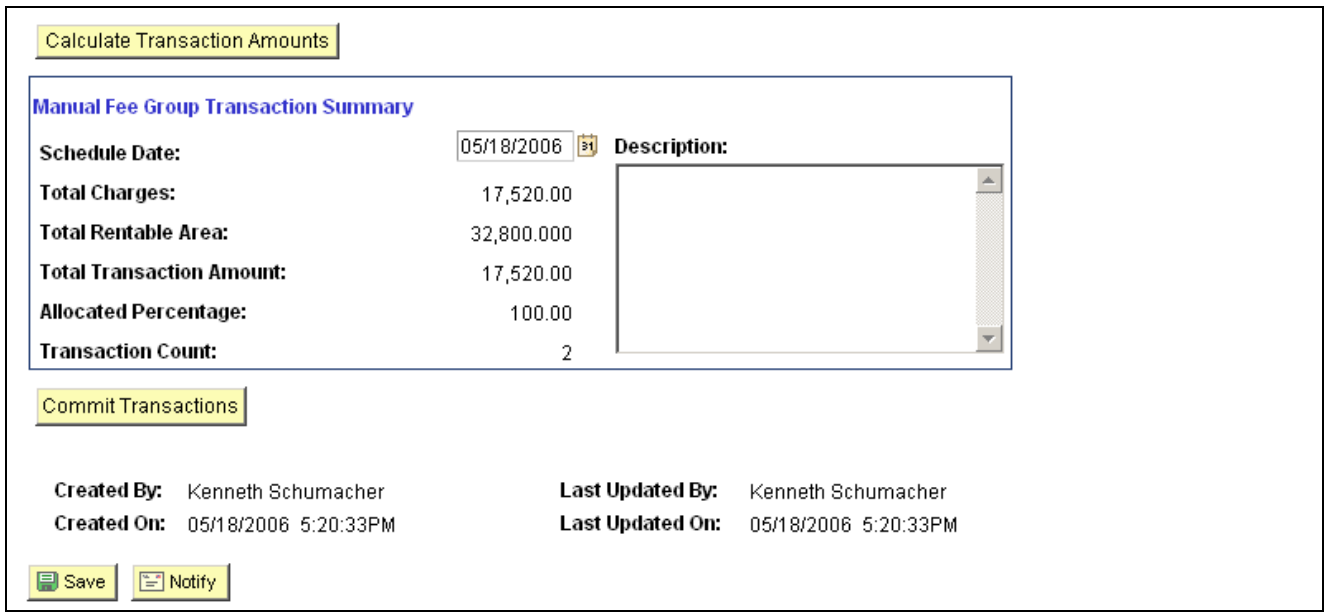
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Creating Manual Payment Transactions

Access the Payment Transactions - Create Payable Manual Fees page or the Billing Transaction - Maintain Payable Manual Fees page.



Payment Transactions - Maintain Payable Manual Fees page (1 of 2)



Payment Transactions - Maintain Payable Manual Fees page (2 of 2)

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When you first create manual fee transactions, the page name is Create Payable Manual Fees page. After you save an exit the page, to access the information again, you access the Maintain Payable Manual Transaction page. The pages function similarly. Only the Create Payable Manual Fees page is shown. The status of the transactions control what you can edit on the page:

- If all of the transactions on this page are in *Draft* status, you can edit the entire page.
- If one or more of the transactions on this page are in *Draft* status, you can edit or delete the individual transactions or add new transactions.
- If all of the transactions on this page are in *Pending, Processed,* or *Error,* the page is display-only.

Add Charge Click to add a new manual fee. The system adds a row to the Charge Details grid.

Manual Fee Name Enter the manual fee name. The available manual fees are based on the active manual fee types.

See Chapter 7, "Structuring Leases," Defining Manual Fee Types, page 45.

Amount Enter the amount of the manual fee that you want to distribute between leases. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.

Description Enter the description of the manual fee. This field is only for informational purposes.

Calculate Total Click to calculate the total amount of manual fees. The system adds the values in the Amount field and populates the Total Charges field with the total amount.

Add Lease By

Number Click to insert a new empty row into the Transaction Details grid. You can click the Look up Lease Key icon in the Lease Number column to search for a lease.

Payee Click to transfer to the Maintain Payable Manual Transaction - Lease Search by Payee page on which you can search for leases by payees and select the leases to add to the Transaction Details grid.

Property Click to transfer to the Manual Fees - Leased Property Search page on which you can search for leases by properties and select the leases to add to the Transaction Details grid.

Distribute

Evenly Click to distribute the total charges evenly between the leases in the Transaction Details grid. The system calculates the amount with this formula:

By Area Click to distribute the total charges based on the proportional amount of rentable area by each lease in relation to the total area of all leases in the Transaction Details grid.

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Allocate By

Amount Select to use the Amount field to calculate the charges allocated to the lease transactions.

Percent Select to use the Percent field to calculate the charges allocated to lease transactions.

Transaction Details

Lease Number Enter the lease to which the transaction will be allocated. You can select from leases that are in *Active, Holdover,* or *Expired* status.

 **Details** Click the Details icon for a lease to access the Payable Manual Fee - Transaction Details on which you can view a summary of the transaction details for that lease.

Payee Enter the entity who to receive the payments. The system uses the landlord as the default. You can override this value.

Transaction Status Displays the transaction status. The system initially creates each transaction with a status of *Draft.* After you commit the transactions, the system sets the status to *Pending.*

Amount Enter the total amount of charges to allocate to this transaction. The sum of all the amounts that you enter must equal the total charges from the Charge Details amounts. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.

Percentage Enter the percentage of the charges to allocate to this transaction. The sum of all of the percentages that you enter must equal *100.*

Rentable Area Displays the total rentable area of the lease associated with the transaction.

Revision History Click to access the Payable Manual Fee Transaction - Action History - Historic Details page to review the transaction history for a specific lease.

Calculate Transaction Amounts Click to update the values in the Manual Fee Group Transaction Summary group box.

Manual Fee Group Transaction Summary

Schedule Date Enter the date on which you want to schedule the transactions for payment.

Total Charges Displays the total amount to be allocated. This field is the same as the Total Charges field near the top of the page.

Total Rentable Area Displays the total rentable area for the leases associated with these transactions. The systems sums all of the values from the Rentable Area column in the Transaction Details grid.

Total Transaction Amount Displays the total amount of charges that you have allocated. The systems sums all of the values from the Amount column in the Transaction Details grid. This value must equal the value in the Total Charges field before you can commit the transactions.

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Allocated Percentage	Displays the total percentage of charges that you have allocated. The systems sums all of the values from the Percentage column in the Transaction Details grid. This value must equal *100.00* before you can commit the transactions.
Transaction Count	Displays the number of transactions from the Transaction Details grid.
Commit Transactions	Click to process the transactions. The system validates the transactions, sets the transactions statuses to *Pending* and sends them to the transaction queue. The page becomes display-only.

Running the Interface to AP/Billing Process

This section provides an overview of the Interface to AP/Billing process and discusses how to run the Interface to AP/Billing process.

Understanding the Interface to AP/Billing Process

PeopleSoft Real Estate Management uses existing PeopleSoft Payables functionality to generate vouchers and payments to the landlords or payees. When you run the Interface to AP/Billing process, the system sends approved PeopleSoft Real Estate Management payment information to the PeopleSoft Payables Voucher Build and Voucher Edit staging tables. After the information is sent, the PeopleSoft Payables application continues with the process flow by generating the vouchers and payments to the landlord and also generating the appropriate accounting information for posting to the general ledger.

The Interface to AP/Billing process populates four tables:

- Voucher Headers (VCHR_HDR_STG)
- Voucher Lines (VCHR_LINE_STG)
- Voucher Line Distributions (VCHR_DIST_STG)
- Voucher Payments (VCHR_PYMT_STG)

To populate these tables, this process groups the transaction details by each lease and inserts a voucher header for each lease and payee combination. A voucher line is created for every transaction detail for that lease and payee combination and the system inserts the distribution lines that correspond to those details. The distribution detail defaults from the Contract Accounting Rules process that uses the Lease Administration Accounting Rules setup and the transaction detail information, such as the transaction routing code.

The transaction routing code that is associated with a transaction detail also provides processing information that relates to withholding tax and sales and use taxes. Since the AP Voucher Build/Edit populates most of the information that is not provided by the interface, it is recommended that you set up the transaction routing codes using the *Default* option.

For example, if a payables business unit and vendor are set up to use withholding, the transaction routing code *Withholding* is set to let the PeopleSoft Payables system provide the applicable withholding code. The default can be set to *No* to avoid withholding on a specific transaction detail that is not subject to withholding. Setting a transaction routing code *Withholding* to *Yes* for sending transactions to a payables business unit that is not set to collect withholding tax, or for a vendor not subjected to withholding tax, places the generated voucher in Error/Recycle state as the necessary additional withholding information is not defaulted.

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To create the vouchers in PeopleSoft Payables for the PeopleSoft Real Estate Management transactions, PeopleSoft Payables runs the AP Voucher Build/Edit process, which takes the data from the staging tables after they are populated. This process uses the information provided in the tables, populates values for fields that were not populated, and verifies the integrity of the generated voucher. If any issues are found, the voucher is set in error and can be reviewed online or recycled in batch. The voucher is not available for further processing until all errors are corrected.

Note. You can also use the Interface to AP/Billing process to generate invoices to tenants for receivables leases. When generating the process, consider setting up separate run control IDs for generating billing and payables transactions. If you use only one run control ID, the system generates all transactions for both invoices and payments.

Prerequisites

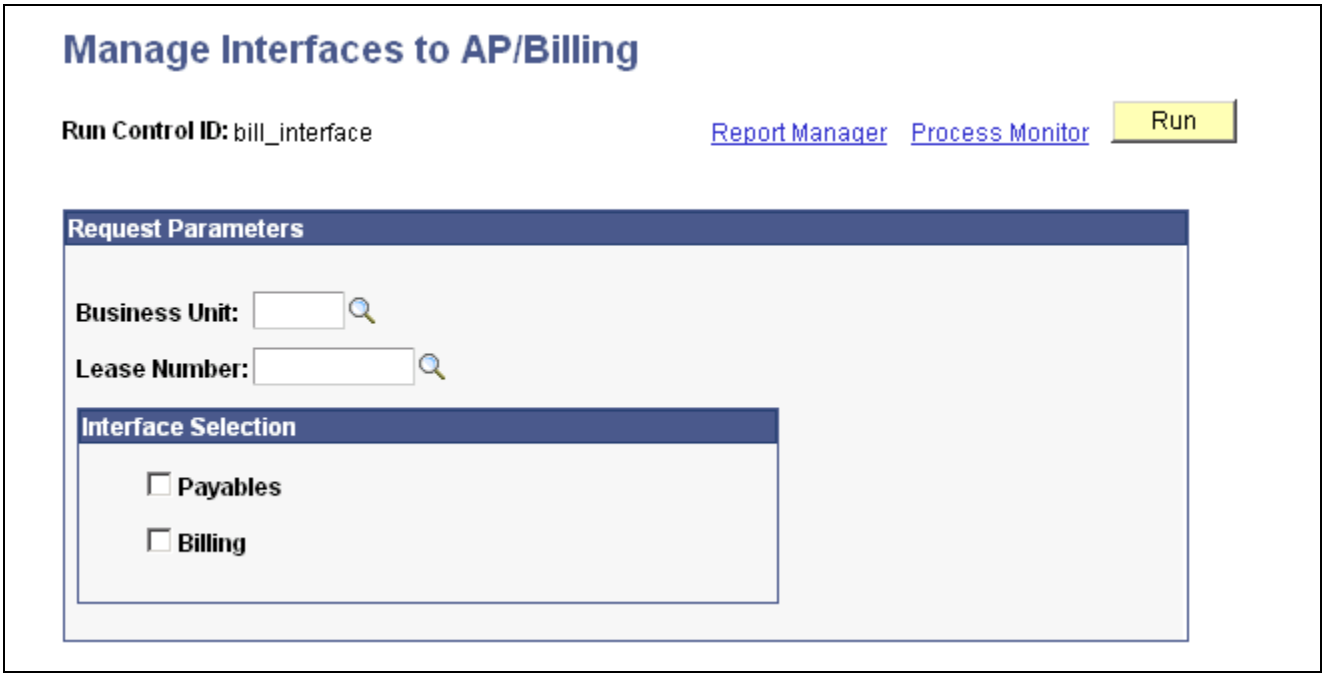
Before you run the Interface to AP/Billing process, verify that transactions in the transaction queue are in *Approved* status.

Page Used to Manage Interfaces to AP/Billing

Page Name	Object Name	Navigation	Usage
Manage Interfaces to AP/Billing	RUN_TXN_INTFC	Lease Administration, Integrations, Manage Interface to AP/Billing	Enter the run control parameters to generate transactions into PeopleSoft Payables to create vouchers and payments.

Running the Interface to AP/Billing Process

Access the Manage Interfaces to AP/Billing page.



Manage Interfaces to AP/Billing page

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Business Unit Enter a business unit to generate transactions that are specific to that business unit.

Lease Number Enter a lease number to generate transactions for that lease. You must enter a business unit before you can enter a lease number.

Interface Selection

Payables Select to send all payables transactions for the business unit and lease number parameters to the staging table. If you leave both fields blank, the system sends all approved transactions for payables leases to the payables staging table.

Billing Select to send all billing transactions for the business unit and lease number parameters to the staging table. If you leave both fields blank, the system sends all approved transactions for receivables to the Billing staging table.

See Chapter 17, "Processing Invoices for Receivables Leases," Understanding the Interface to AP/Billing Process, page 192.

Viewing Pending Lease Payables

This section discusses how to inquire about pending lease payables (also commonly referred to as the rent roll report).

PeopleSoft Real Estate Management enables you to view the list of pending lease payables. This interactive inquiry enables you to filter the criteria and view all the active leases with pending payments and their schedules.

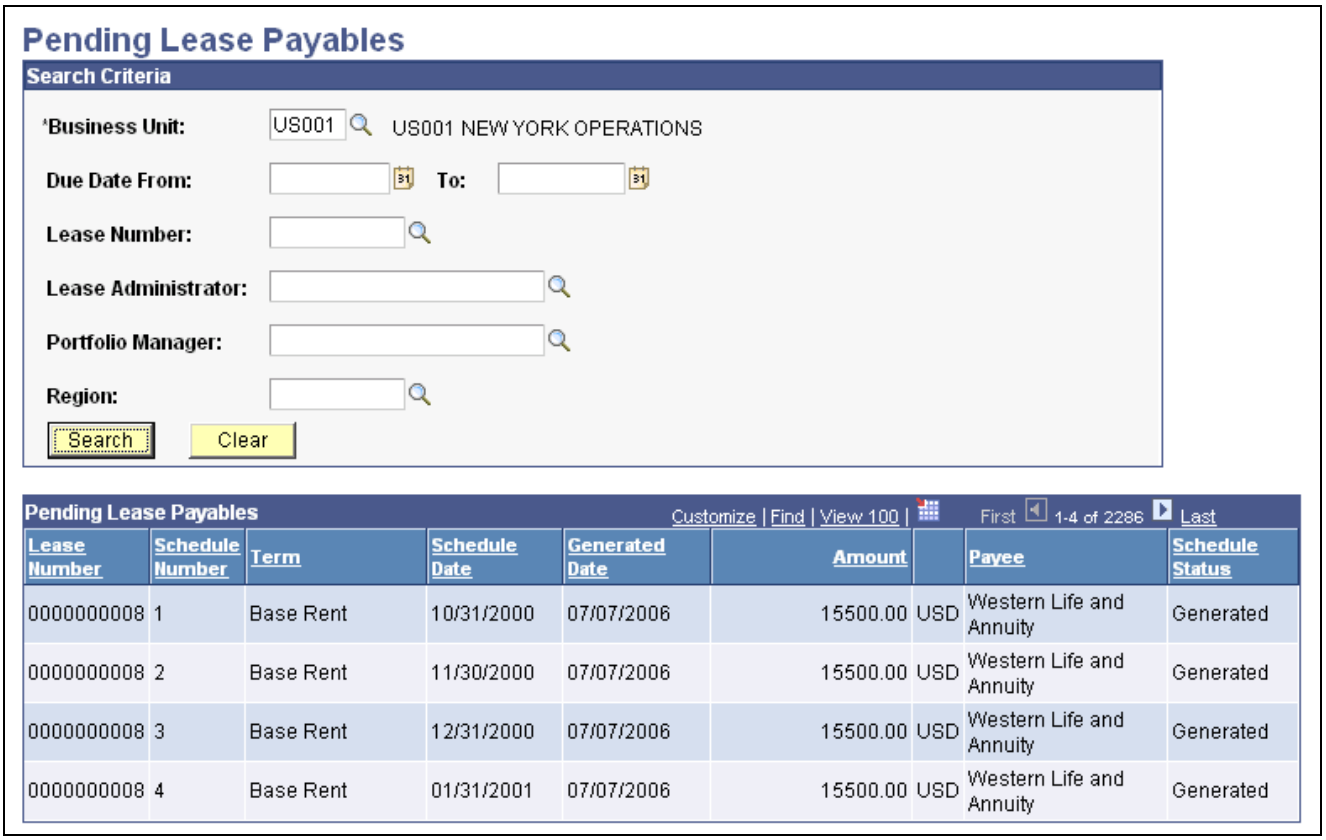
Page Used to View Pending Lease Payables

Page Name	Object Name	Navigation	Usage
Pending Lease Payables	RE_RENTROLL_INQ	Lease Administration, Reports, Pending Lease Payables	Inquire on the pending payments for a lease. You can view the payment types and the scheduled date that the transaction is to be processed for all payments that are associated with the lease.

Inquiring about Pending Lease Payables

Access the Pending Lease Payables page.

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Pending Lease Payables page

Enter the business unit and click Search to view all of the leases with pending payments and their schedules within that business unit. To view a filtered list, enter search criteria in the fields and click Search. Click Clear to clear all of the search criteria and results.

Due Date From and **To** — Select the date range for pending transactions that are scheduled within that range.

Lease Administrator — Select to view pending transaction schedules that are associated with that lease administrator.

Portfolio Manager — Select to view pending transaction schedules that are associated with that portfolio manager.

Pending Lease Payables

Term — Displays the type of transaction that is scheduled. The term can be for base rent, operating expense, miscellaneous rent, and so on.

Schedule Date — Displays the date that the transaction is expected for payment.

Generated Date — Displays the date that the transaction generator processed the transaction and placed it into the transaction queue.

Payee — Displays the entity to whom the payment is made.

Schedule Status — Displays transaction schedule status, whether the transaction is pending, or was generated to the transaction queue.

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APPENDIX A

Configuring Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Real Estate Management:

- Critical Date Notification Generator (RE_CRDT_GEN)

  The Critical Date Notification Generator process uses these temporary tables:

  - RE_CDNT_TAO
  - RECDNTID_TAO

- FAS-13 Schedule Generator (RE_FASB_GEN).

  The FAS-13 schedule Generator process uses this temporary table (RE_FASB_TAO).

- Recurring Transactions Schedule Generator (RE_GENTRANS).

  The Recurring Transactions Schedule Generator process uses these temporary tables:

  - RE_GENDTL_TAO
  - RE_GENTXN_TAO
  - RE_PROVAR_TAO
  - RE_TRMAMT_TAO
  - RE_LS_EXP_TAO

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  - RE_LSXBU_TAO

- Send Billing Transactions to TBP (RE_INTFC_TBP).

  The Send Billing Transactions to TBP process uses these temporary tables:

  - RE_INTFC_TAO
  - RE_TXN_TAO

- Lease Admin Pagelet data (Summary Tables) Collector (RE_PGLT_DATA).

  The Lease Admin Pagelet Data (Summary Tables) Collector process uses this temporary table RE_SPCUTL_TAO.

- Request for Employee Location Assignments from CAFM (RE_REQ_ELOC).

  The Request for Employee Location Assignments from CAFM process uses this temporary table RE_EMPLOC_TAO.

- Request for Property Size and Occupancy from CAFM (RE_REQ_PROP).

  The Request for Property Size and Occupancy from CAFM uses this temporary table RE_PROP_TAO.

- Post FASB Schedules to GL (RE_STGL_POST).

  The Post FASB Schedules to GL process uses these temporary tables:

  - RE_STGLS_TAO
  - RE_STGLT_TAO

- Rent Variance Extract (RE_RENT_VAR)

  The Rent Variance Extract process uses these temporary tables:

  - RE_PRIRNT_TAO
  - RE_PRIVAL_TAO
  - RE_RNTSCH_TAO
  - RE_RNTTRM_TAO
  - RE_RNTTXN_TAO
  - RE_RNTVAR_TAO

-

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, you should also configure the temporary tables for those processes. The PeopleSoft Enterprise General Ledger PeopleBook discusses how to do this in detail.

See Also

Optimizing General Ledger Performance PeopleTools *PeopleBook: PeopleSoft Application Engine*

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APPENDIX B

PeopleSoft Real Estate Management Reports

This appendix provides an overview of PeopleSoft Real Estate Management reports and enables you to view summary tables of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

PeopleSoft Real Estate Management Reports: A-Z

This table lists the PeopleSoft Real Estate Management reports, sorted alpha-numerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
RE_CRTICDT_INQ Critical Dates Inquiry	View the online inquiry of critical dates and associated options. The critical dates inquiry page is a summary reminder of important tasks requiring action by a specific date. This interactive report supports the business process for options and critical dates. See Chapter 15, "Setting Up Lease Options and Critical Dates," Defining Lease Options and Critical Dates, page 168.	Lease Administration, Reports, Critical Dates Inquiry	Not Applicable
RE_LS_ABSTRACT Lease Abstract	Displays a summary of the lease terms and conditions entered into the system. This report supports the business process of creating lease abstracts. This report is the same as the Lease Abstract Worksheet below, but is populated with the lease information, as opposed to a blank worksheet. See Chapter 8, "Creating Lease Abstracts," Understanding Lease Abstracts, page 59.	Lease Administration, Reports, Lease Abstract	Not Applicable

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Report ID and Report Name	Description	Navigation	Run Control Page
RE_ABS_WRKSHEET Lease Abstract Worksheet	Displays a blank copy of the lease abstract worksheet. This report is used to manually capture terms and conditions of a lease to enter into the system. This interactive report supports the business process of creating lease abstracts. See Chapter 8, "Creating Lease Abstracts," Understanding Lease Abstracts, page 59.	Lease Administration, Reports, Lease Abstract Worksheet	Not Applicable
RE_LEASE_INQ Lease Inquiry - Payables Lease	View the online inquiry of general terms and the financial summary for payables leases. This report supports the business process for creating and maintaining leases. See Chapter 9, "Creating and Maintaining Leases," Reviewing Basic Lease Information, page 102.	Lease Administration, Payables Lease, Lease Inquiry	Not Applicable
RE_LEASE_INQ Lease Inquiry - Receivables Lease	View the online inquiry of general terms and the financial summary for receivables leases. This interactive report supports the business process for creating and maintaining leases. See Chapter 9, "Creating and Maintaining Leases," Reviewing Basic Lease Information, page 102.	Lease Administration, Receivables Lease, Lease Inquiry	Not Applicable
RE_LEASE_PROP Leased Property Report	Select properties on this interactive report to view all payables and receivables leases associated with those properties.	Lease Administration, Reports, Leased Property Report	Not Applicable

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Report ID and Report Name	Description	Navigation	Run Control Page
RE_MIN_LS_INQ Minimum Future Lease Obligation	Displays the lease-related financial obligations of the tenant. Minimum Future Lease Obligations is used to review and report all future rent obligations that, as of the date of preparing the report (usually at the end of the fiscal year), your organization is committed to pay. This report appears in the notes to the financial statements.	Lease Administration, Reports, Minimum Lease Obligation	RE_MIN_LS_INQ
RE_RENTROLL_INQ Pending Lease Payables	View the online inquiry of pending payables lease payments and their schedules. This interactive report supports the business process for processing payments for payables leases. **Note.** Commonly referred to as a rent roll report. See Chapter 18, "Processing Payments for Payables Leases," Viewing Pending Lease Payables, page 214.	Lease Administration, Reports, Pending Lease Payables	Not Applicable
RE_RECEIVABLE_INQ Pending Lease Receivables	View the online inquiry of pending lease receivables invoices and schedules. This interactive report supports the business process for processing invoices for receivables leases. See Chapter 17, "Processing Invoices for Receivables Leases," Viewing Pending Lease Receivables, page 195.	Lease Administration, Reports, Pending Lease Receivables	Not Applicable
RE_PROP_INQ Property Information	View the online inquiry of basic property information such as the business unit, site, location, building, country, floor, state/province, area, city, space, and property class.	Lease Administration, Reports, Property Information	RE_PROP_INQ
RE_RENT_VAR Rent Variance Extract	Extract and compute recurring rent variance data for the Rent Variance report.	Lease Administration, Integrations, Rent Variance Extract	RE_RENTVAR_EXTRACT

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Report ID and Report Name	Description	Navigation	Run Control Page
RE1001–.RPT Rent Variance Report	Compare the rent amounts between the current period and the prior period, view the variances in the payments, and also view indicators for justifying variance. **Note.** You must run the Rent Variance Extract Application Engine process to process the new recurring transactions before you run the Rent Variance report.	Lease Administration, Reports, Rent Variance	RE_RENTVAR_REPORT
RE1000-.RPT Reported Sales Report	Displays the complete contents of the Percent Rent sales reporting worksheet transactional tables. This interactive report supports the business process for percent rent sales reporting. See Chapter 13, "Setting Up and Calculating Percent Rent," Understanding Percent Rent Terms, page 141.	Lease Administration, Reports, Reported Sales	RE_RPTDSALESINQ

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Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

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Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

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	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

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budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business unit constraints In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

buy event In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction.For bidders, the sale of goods or services.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

cash drawer A repository for monies and payments taken locally.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

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catalog partner In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

claimback In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

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collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

constraint A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

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	3C access groups so that you can assign data-entry or view-only privileges across functions. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also *class.*
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

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delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

direct receipt Items shipped from a warehouse or vendor to another warehouse.

direct ship Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).

directory information tree In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

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elimination set In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

event constraints In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

event propagation process In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

financial sanctions For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

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fund In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GDS Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit.*

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

global constraints In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.

group In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

ideal response In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

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incentive rule In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

itinerary In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

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keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

KVI Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.

landlord In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

lease In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.

lease abstract In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

line In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

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linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine.*

match group In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

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meta-SQL Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

NDP Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

Optimization Engine A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

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PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

phase A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

pickup quantity The product quantity that the customer is taking with them from the counter sales environment.

plan In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

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	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also *division* and *cohort.*
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

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process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.

product adds The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).

product bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

product line The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

proxy bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

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publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

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REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reservations In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

RFI event In PeopleSoft Strategic Sourcing, a request for information.

RFx event In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

saved bid In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

score In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

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section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

sell event In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

serial genealogy In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

short-term customer A customer not in the system who is entered during sales order entry using a template.

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single signon With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

sourcing objective For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

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summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

task A deliverable item on the detailed sourcing plan.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

tenant In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

territory In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

tiered pricing Enables different portions of a schedule to be priced differently from one another.

time span A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

total cost In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

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travel group In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.

travel partner In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

trace usage In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

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	See also *inquiry access*.
user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

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yield by operation In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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