

**Oracle® Property Manager**

User Guide

Release 12

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Oracle Property Manager User Guide, Release 12

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## Oracle Property Manager User Guide, Release 12

### Part No. B25014-02

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# Preface

## Intended Audience

Welcome to Release 12 of the *Oracle Property Manager User Guide*.

This guide contains the information you need to understand and use Oracle Property Manager.

See Related Information Sources on page xv for more Oracle Applications product information.

## TTY Access to Oracle Support Services

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## Accessibility of Links to External Web Sites in Documentation

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## Structure

### 1 Overview

This chapter provides an overview of the tools offered by Oracle Property Manager to manage major real estate tasks, including lease administration and office space allocation.

### 2 Managing Property

This chapter details the tasks you must perform to create and administer property efficiently using Oracle Property Manager.

### 3 Managing Space Assignments

This chapter details the tasks you must perform to assign, administer, view, and modify space assignments efficiently using Oracle Property Manager.

### 4 Managing Leases

This chapter details the tasks you must perform to abstract leases and administer them effectively using Oracle Property Manager.

### 5 Index Rent

This chapter details the functionality provided by Oracle Property Manager to calculate rent increases based on fixed percentages or an index that you specify.

### 6 Variable Rent

This chapter details the functionality that Oracle Property Manager provides for creating variable rent agreements, calculating variable rent, creating and approving variable rent terms, and reconciling variable rent.

### 7 Recovery Expense

This chapter details the functionality that Oracle Property Manager provides landlords for calculating and recovering expenses such as those for common area maintenance from tenants.

### 8 Reports

This chapter describes the reports you can create using Oracle Property Manager.

### A Oracle Property Manager Menu Paths

This appendix describes the default navigation paths for each window on the Oracle Property Manager menu.

### B Concurrent Programs

This appendix describes the concurrent programs used in Oracle Property Manager.

### **C Attachments**

This appendix describes the kinds of documents you can associate with data created in Oracle Property Manager.

### **Glossary**

## **Related Information Sources**

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Property Manager.

If this guide refers you to other Oracle Applications documentation, use only the Release 12 versions of those guides.

## **Integration Repository**

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

## **Online Documentation**

Oracle Applications documentation, including online help patches (HTML) and guides (PDF), is available on *OracleMetaLink*.

## **Guides Related to All Products**

### **Oracle Applications User's Guide**

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Property Manager (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent programs.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

## **Oracle Projects Documentation Set**

### **Oracle Projects Fundamentals**

Oracle Project Fundamentals provides the common foundation shared across the Oracle Projects products (Project Costing, Project Billing, Project Resource Management, Project Management, and Project Collaboration). Use this guide to learn fundamental information about the Oracle Projects solution.

This guide includes a Navigation Paths appendix. Use this appendix to find out how to access each window in the Oracle Projects solution.

### **Oracle Projects Glossary**

The Oracle Projects glossary provides definitions of terms that are shared by all Oracle Projects applications. If you are unsure of the meaning of a term you see in an Oracle Projects guide, please refer to the glossary for clarification. You can find the glossary in the online help for Oracle Projects, and in *Oracle Projects Fundamentals*.

### **Oracle Project Costing User Guide**

Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the GL accounts to which the costs are posted.

### **Oracle Project Billing User Guide**

Use this guide to learn how to use Oracle Project Billing to process client invoicing and measure the profitability of your contract projects.

### **Oracle Project Management User Guide**

This guide shows you how to use Oracle Project Management to manage projects through their life cycles, from planning, through execution, to completion.

### **Oracle Project Resource Management User Guide**

This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.

### **Oracle Projects APIs, Client Extensions, and Open Interfaces Reference**

This manual gives detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Projects functionality.

## **User Guides Related to this Product**

### **Oracle E-Business Tax Implementation Guide**

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

### **Oracle E-Business Tax User Guide**

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

### **Oracle Financials Implementation Guide**

This guide provides you with information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

### **Oracle Financials RXi Reports Administration Tool User Guide**

This guide describes how to use the RXi reports administration tool to design the content and layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

### **Oracle General Ledger Implementation Guide**

This guide provides you with information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

### **Oracle General Ledger Reference Guide**

This guide provides you with detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

### **Oracle General Ledger User's Guide**

This guide provides you with information on how to use Oracle General Ledger. Use

this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

### **Oracle HRMS Documentation Set**

This set of guides explains how to define your employees, so you can give them operating unit and job assignments. It also explains how to set up an organization (operating unit). Even if you do not install Oracle HRMS, you can set up employees and organizations using Oracle HRMS windows. Specifically, the following manuals will help you set up employees and operating units:

- **Oracle HRMS Enterprise and Workforce Management Guide**

This user guide explains how to set up and use enterprise modeling, organization management, and cost analysis.

- **Managing People Using Oracle HRMS**

Use this guide to find out about entering employees.

### **Oracle iSupplier Portal Implementation Guide**

This guide contains information on how to implement the Oracle iSupplier Portal and enable secure transactions between buyers and suppliers using the Internet.

### **Oracle Payables Implementation Guide**

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, accounting, and tax.

### **Oracle Payables User Guide**

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

### **Oracle Property Manager Implementation Guide**

Use this guide to learn how to implement Oracle Property Manager and perform basic setup steps such as setting system options, and creating lookup codes, contacts, milestones, grouping rules, term templates, and a location hierarchy. This guide also describes the setup steps that you must complete in other Oracle applications before you can use Oracle Property Manager.

## **Oracle Receivables Implementation Guide**

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

## **Oracle Receivables Reference Guide**

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

## **Oracle Receivables User Guide**

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

## **Oracle Subledger Accounting Implementation Guide**

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

## **Installation and System Administration**

### **Oracle Applications Concepts**

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications. It is a useful first book to read before installing Oracle Applications.

### **Installing Oracle Applications**

This guide provides instructions for managing the installation of Oracle Applications products. Much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the technology stack by

automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user and implementation guides.

### **Oracle Applications Upgrade Guide: Release 11*i* to Release 12**

Refer to this guide if you are upgrading your Oracle Applications Release 11*i* products to Release 12. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be at Release 11*i* to upgrade to Release 12. You cannot upgrade to Release 12 directly from releases prior to 11*i*.

### **Maintaining Oracle Applications**

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle Applications file system and database.

### **Oracle Applications System Administrator's Guide**

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent programs.

### **Oracle Alert User's Guide**

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

### **Oracle Applications Developer's Guide**

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer forms so that they integrate with Oracle Applications.

## **Other Implementation Documentation**

### **Oracle Applications Multiple Organizations Implementation Guide**

This guide describes how to set up and use Oracle Property Manager with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Property

Manager.

### **Oracle Workflow Administrator's Guide**

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

### **Oracle Workflow Developer's Guide**

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

### **Oracle Workflow User's Guide**

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

### **Oracle Workflow API Reference**

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

### **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup and reference information for the Oracle Property Manager implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

### **Oracle eTechnical Reference Manuals**

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on *OracleMetaLink*.

### **Oracle Applications User Interface Standards for Forms-Based Products**

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and tells you how to apply this UI to the design of an application built by using Oracle Forms.

## **Oracle Manufacturing APIs and Open Interfaces Manual**

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs and open interfaces found in Oracle Manufacturing.

## **Oracle Order Management Suite APIs and Open Interfaces Manual**

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs and open interfaces found in Oracle Order Management Suite.

## **Training and Support**

### **Training**

Oracle offers a complete set of training courses to help you and your staff master Oracle Property Manager and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

### **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Property Manager working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

## **Do Not Use Database Tools to Modify Oracle Applications Data**

Oracle **STRONGLY RECOMMENDS** that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.



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## Overview

This chapter provides an overview of the tools offered by Oracle Property Manager to manage major real estate tasks, including lease administration and office space allocation.

This chapter covers the following topics:

- About Oracle Property Manager
- Using Oracle Property Manager

### About Oracle Property Manager

This section describes the functionality provided by Oracle Property Manager for organizing your property and lease-related information depending on your business needs.

This discussion includes the following topics:

- Lease Management, page 1-1
- Space Management, page 1-2
- Workflow Automation, page 1-3
- Reporting, page 1-4
- Using Property Manager, page 1-4

### Lease Management

With Property Manager you can abstract, amend, and edit information for your leases.

#### Abstracting Leases

When you *abstract* a lease, you extract critical information from a lease document and

record that information in such way that you can easily access it, review it, and take action on it.

With Property Manager, you can abstract critical information associated with your lease documents, including:

- Payment terms
- Billing terms
- Options
- Key contacts for vendors or service providers
- Landlord services
- Insurance requirements

### **Amending and Editing Leases**

You can easily amend and edit lease information, maintaining a detailed history of your changes as you do so.

### **Scheduling Payments and Billings**

Property Manager automatically generates payment or billing schedules for each lease you define, normalizing the payment or billing stream in accordance with GAAP (Generally Accepted Accounting Principles). You can then review these schedules each period, authorizing them as they become due. You can also track lease payments in multiple currencies and export payments to your accounts payable system in the currency of your choice.

### **Index Rent Increase**

You can use the Index Rent Increase feature to automatically increase base rent either by a fixed percentage or by an amount proportional to the index change for the remainder of the lease term.

### **Variable Rent**

Landlords can use the Variable Rent feature to collect rent based on a variety of variable factors, such as sales volumes, weight, and usage.

### **Space Management**

Property Manager makes it easy to allocate space in leased and owned locations. You can specify detail for the following spaces:

- Regions and office parks

- Buildings
- Floors and suites
- Offices and cubicles

You can manipulate your space definitions and assignments as necessary to perform employee moves or reassign space for different uses. You can track space usage at any level by employee, cost center, or both. For example, you can use this information to charge cost centers for the square footage that they use, ensuring an economical use of available space.

If you use a Computer Assisted Design (CAD) application, or a Computer Assisted Facilities Management (CAFM) application, you can export space utilization information from Property Manager to the CAD or CAFM application.

## **Workflow Automation**

During the life of the lease, certain events often require action by your company in a timely manner. With Property Manager you can identify those specific events and schedule the appropriate employee action.

## **Event Notification**

Property Manager includes a Milestone feature, with which you can create milestones for key lease events, such as:

- Lease and option expiration dates
- Insurance payment and renewal requirements
- Payment expirations

You can also define any number of additional milestone events that are of importance to your particular enterprise. If you have Oracle Alert installed, you can configure it to generate automatic event notification.

## **Integration**

Oracle Property Manager integrates with other Oracle applications, such as Oracle General Ledger, Oracle Payables, Oracle Receivables, and Oracle Human Resources. This integration enables you to use your Oracle Property Manager records as the source of payments and billings, and to use your Human Resources records as a source for employee information in Oracle Property Manager.

Oracle Property Manager also interfaces with third party applications, such as CAD and CAFM applications.

## Reporting

Property Manager provides a set of inquiry windows and standard reports.

### Online Inquiry

Online inquiry screens provide you with instant access to critical information:

- Lease provisions
- Lease amendments and edits
- Service provider information
- Transaction history
- Payment and billing information
- Location configurations and usage
- Rentable, usable, and vacant area
- Optimal and maximum capacity
- Employee space assignments

### Standard Reporting

You can produce standard reports to review:

- Lease provisions
- Rent schedules
- Milestone analysis
- Cash flow
- Space allocation and utilization

## Using Oracle Property Manager

This section provides a brief overview of the flow of information in Oracle Property Manager and the means of navigating through the application.

## Process Flow

The following list is a typical sequence of events that you might follow to abstract a lease in Oracle Property Manager:

- Set up service providers, and define locations, regions and office parks, milestones, and reporting currencies.
- Abstract the lease. (Later, amend and edit it as needed).
- Assign employees to office space. (Later, move and reassign the employees as needed).
- Authorize payment and billing schedules.
- Export payments to Oracle Payables.
- Export bills to Oracle Receivables.
- Review online inquiries and/or produce reports.

## Navigation

Oracle Property Manager has a multi-window, graphical user interface (GUI) with full point-and-click capability. You can use your mouse or keyboard to operate graphical controls, such as pull-down menus, buttons, lists of values, check boxes, or tabbed regions.

As with all Oracle applications, you navigate through Oracle Property Manager by using the Navigator. The Navigator groups the main tasks that you perform into these main categories:

- Leases and Documents
- Locations
- Agents
- Setup
- Open Interfaces
- Reports
- Other

You can customize the Navigator to meet your specific business processes and needs.

See: Oracle Property Manager Navigation Paths, page A-1.



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## Managing Property

This chapter details the tasks you must perform to create and administer property efficiently using Oracle Property Manager.

This chapter covers the following topics:

- Overview of Property Management
- Overview of Regions and Office Parks
- Overview of Properties
- Setting Up Property
- Modifying Property Information

### Overview of Property Management

You can use Oracle Property Manager to manage your properties. You use the information in Oracle Property Manager for the following purposes:

- To identify and define a property, so that you can associate it with a lease in the Leases window
- To define office space, so that you can assign employees and customers to specific offices using the Space Assignment feature
- To maintain a comprehensive record of the physical features of a property
- To maintain a comprehensive record of contacts associated with the property, including company names, roles, and site information
- To simplify reporting
- To group buildings together to allow more flexibility in your property management

Before you define locations such as land or buildings, you must do the following:

- Define contacts. See *Contacts, Oracle Property Manager Implementation Guide*.
- Define regions and office parks. See *Defining an Office Park or a Region*, page 2-4.
- Define properties in the Properties window. See *Defining Properties*, page 2-5.

## Overview of Regions and Office Parks

If your business is organized based on geographical regions you may want to identify the region in which a building or other managed property is located. For example, a company that leases space in New York, Los Angeles, London, and Paris might want to group its New York and Los Angeles properties together into the North American region, and its London and Paris properties into the European region. Similarly, when the space you manage is located in an office park, you can include the name of the office park in your building definition. If you include the name of a region or an office park in your building definition, you will be able to use that name as a search criterion.

To associate properties with a region or an office park, you must first set up the office park or region, which you do in the Regions and Office Parks window. You can set up office parks and regions to be independent of each other, or you can set up office parks to be located within a region. After you have set up the office parks and regions where your properties are located, you can then use the Properties windows to associate specific properties with specific office parks and regions. The buildings or office space within these properties are automatically associated with the office park or region you defined in the Properties window. You cannot specifically assign buildings and office space to office parks or regions. You must define office parks and regions at the property level.

For information on setting up office parks or regions, see *Defining an Office Park or a Region*, page 2-4.

## Overview of Properties

Property consists of the land, sections, and parcels, and the buildings, floors, and offices that you manage using Oracle Property Manager. For each property, you can provide information such as:

- Name or code of the property.
- The operating unit to which the property belongs.
- Address of the property, and whether it is located in an office park or geographical region.

## Hierarchy of Properties

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

**Important:** You can use the terms building, floor, office, land, parcel, and section, or specify your own terms. See Location Hierarchy, *Oracle Property Manager Implementation Guide*.

## Properties

You define a property in the Properties window, including the property name and code, and information about the location of the property, such as the region and office park name.

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

Once you create and save a property, you can associate existing buildings or land with it. Information for associated buildings and land is displayed in the Property window. However, you cannot define buildings or land in the Properties window. You must define this information in the Buildings and Land windows. Navigate to these windows by choosing the New Building or New Land buttons in the Properties window.

## Buildings

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

## Floors

You define floors in the Floor window, which you access by selecting the Floors button on the Building window. At this level, you define the names of the individual floors. You can define from and to dates, or use the dates that default from the Building window. You can also define the type of space, for example, work space.

## Offices

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

## Land, Parcels, and Sections

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

<b>This window:</b>	<b>Corresponds to:</b>
Land	Building
Parcel	Floors
Section	Offices

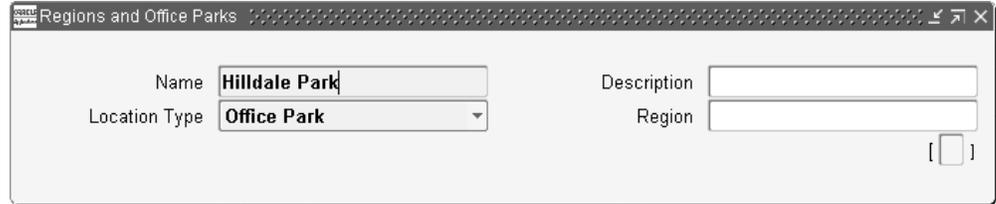
## Setting Up Property

This section details the steps you must perform to create new property in Oracle Property Manager.

### Defining an Office Park or a Region

#### To set up a region or an office park:

1. In the Regions and Office Parks window, enter the name and description of the region or office park.

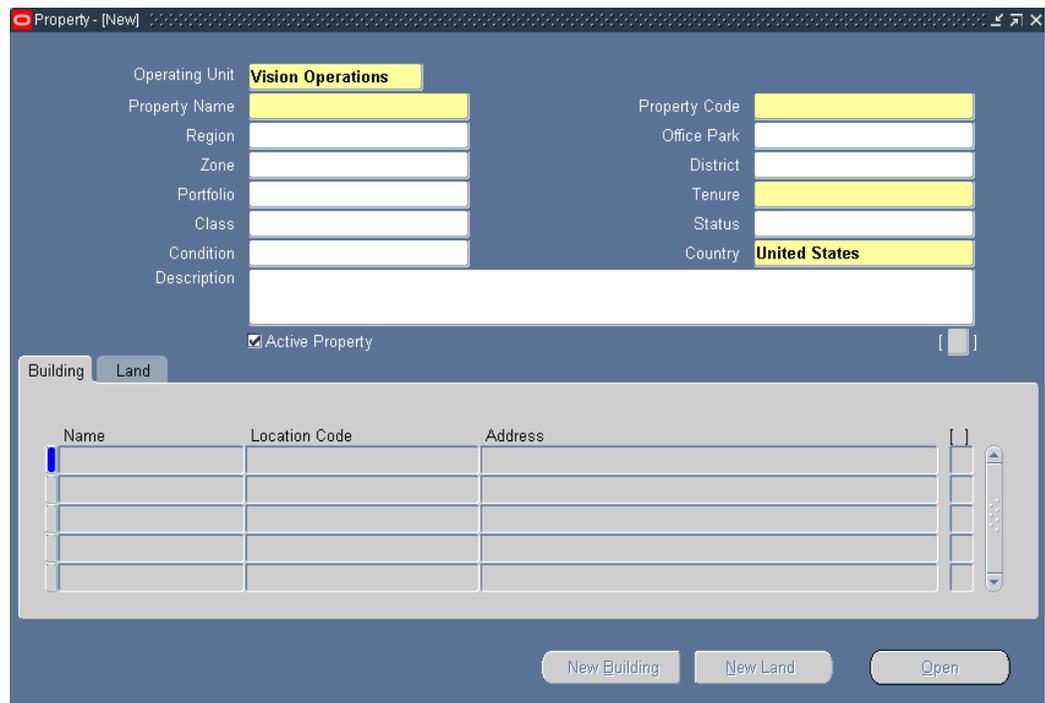


2. Select either Office Park or Region from the Location Type field.
3. If you selected Office Park, you can assign the office park to a previously defined region. Note that you cannot assign a region to a region.
4. Save your work.

## Defining Properties

You define properties in the Properties window.

To define a property:



1. From the Navigator, choose Property Definition: Property. The Find Properties window is displayed.
2. Click New.

3. Select the operating unit for which you want to create the property. Once you save the property, you cannot change the operating unit.
4. Enter the Property Name and Property Code.
5. Optionally enter additional location information, such as the office park, region, zone, and district.
6. Optionally enter the portfolio of the property.
7. Indicate whether the tenure of the building is leased, owned, managed, or mixed.
8. Optionally enter the class, status, and condition, and a description of the property.
9. Enter the country where the building is located.
10. Save your work.
11. To define buildings or land, choose the New Building or New Land button and follow the instructions in the following sections.

## Related Topics

Properties Window Reference, page 2-15

## Defining Buildings

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

**Note:** Area and some occupancy fields are display only and the actual values roll up from the Floor and Office windows.

## To define a building:

Operating Unit **Vision Operations**

**Details**

Name

Alias

Location Code

Property

Tenure **Leased**

Class

From

To

**Address**

Country **United States**

Address

City

County

State

Province

Postal Code

Area **Occupancy** Features Contacts

UOM

Gross

Rentable

Usable

Assignable

Vacant

% Vacant

Levels

Units

Load Factor

F10or

1. From the Navigator, choose Property Definition: Building.  
The Find Buildings window appears.
2. Click New.  
**Important:** If you navigate to the Buildings window by choosing New Building on the Properties window, Oracle Property Manager sets the Operating Unit, Property Name, Tenure, and Country fields automatically. All these fields, except Tenure, are read-only.
3. Select the operating unit for which you want to create the building. Once you save the building, you cannot change the information you provide here.
4. Enter the unique building name. Select a name according to the naming conventions that your business uses. A street address can serve as a building name.
5. Create an *alias* for the building, and enter it in the Alias field. An alias, which is an abbreviation of the building name, can include letters and numbers. The building alias that you create will become the first element of the *location code*. Oracle Property Manager uses location codes to identify specific locations and to associate them with leases. If you set up floors and offices, their aliases will become the second and third elements of the location code. Choose a unique alias for each

building, floor, and office, so that each location code refers to a unique location. The examples below illustrate how Oracle Property Manager creates location codes with the aliases you specify.

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

Example 1:

Building, Floor, or Office Name	Create Alias	Location Code
Empire State Building	ESB	ESB
45th Floor	45	ESB-45
Office 20	20	ESB-45-20

Example 2:

Building, Floor, or Office Name	Create Alias	Location Code
501 2nd Street	501_2	501_2
6th Floor	06	501_2-06
Cubicle 9	09	501_2_06-09

A user-defined character separates the aliases in the location code. In the examples above, this character is a hyphen ( - ). When Oracle Property Manager links the building, floor, and office aliases together, this character marks the point where one alias ends and the next one begins. You can define the location separator using the Location Code Separator system option. For more information, see System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

**Important:** Avoid using the separation character in the aliases. In Example 2 above, an underscore is used in the alias and thus there is no confusion about where the three parts of the location code begin and end.

The alias is an abbreviation of the building name. Aliases become elements of the location code. Select characters in the building name that make the name unique. For example:

- ESBforEmpire StateBuilding
  - 45321 V for 45321 Ventura Boulevard
  - 300op for 300Oracle Parkway
6. Optionally, select a property name. The list of values displays only those properties that belong to the operating unit you have selected.
  7. Indicate whether the tenure of the building is leased, owned, managed, or mixed.
  8. Optionally enter the building class, for example, Office Building and the status of the building, for example, Under Construction or Completed.
  9. Enter the From date. See: Changing From and To Dates, page 2-22.
  10. Optionally enter the To date. You may wish to leave the To date blank unless there is a specific reason to provide a date. See: Changing From and To Dates, page 2-22.
  11. Enter the country where the building is located.
  12. Optionally enter address information.
  13. In the Area tabbed region, you define the unit of measure (UOM) you want to use.
  14. Enter the gross measurement of the building.
  15. In the Occupancy tabbed region, specify whether the building is occupiable and whether it can be assigned to employees, cost centers, or customers.
    - Status: Specify whether the building is classified as occupiable for reporting purposes. If the building is non-occupiable, you can use the two following attributes to provide additional information.
    - Disposition: Specify why the building is non-occupiable. For example, the lease might have been terminated or the property might be up for sale.
    - Accounting Treatment: Specify the financial status of the building. For example, a subleased building may be considered profitable or unprofitable.

**Note:** The Employee Assignable, Cost Center Assignable, and Customer Assignable fields control whether you can make assignments to the location. However, you cannot change the Status of a building or any other location to unassignable if it has current assignments.

16. In the Features tabbed region, enter the type, description, and condition of each building feature.
  - Type: This is a description of how the building will be used, for example, Retail Shop.
  - Description: Enter a description of the building, for example, the name of the restaurant.
  - Condition: Enter the condition of the building, for example, Excellent, Fair, or Poor.
17. In the Contacts tabbed region, enter the type (role), company name, and site of each contact. Before you enter information into the Contacts tabbed region, you must have set up contacts.
  - Type: Enter the role of the contact, for example, facilities manager or landlord.
  - Company Name: Enter the name of the contact's company.
  - Company Site: Enter the location of the contact's place of business.
18. Save your work.
19. If you want to define floors, choose the Floors button and follow the instructions in the following section.

## Related Topics

Buildings and Land Window Reference, page 2-16

## Defining Floors

When you have finished setting up the building, you can then set up floors in the building. Set up every floor on which you are leasing or managing any space, regardless of whether you are leasing all or part of the floor.

**Note:** Area and some occupancy fields are display only and the actual values roll up from the Office window.

### To define floors:

1. Navigate to the Floor window. The window title of the Floor window displays the name of the operating unit and the building whose floors you are setting up.
2. Enter the name of each floor you are defining.

3. Create an alias for the floor following the guidelines for building aliases described above. The alias for the floor, like the building alias you previously created, will become an element in the location code. To ensure that aliases and location codes are consistent from one location to the next, follow the guidelines you used in creating the building alias, so that the floor alias clearly refers back to the floor number.
4. Enter the From date. The From date defaults to the From date for the building. You can change the date, but this date must be within the From and To dates for the building. See: *Changing From and To Dates*, page 2-22.
5. Optionally enter the To date. This date must be within the To date for the building, if the building has a To date defined. If there is an end date defined for the building, the floor end date is also defaulted. See: *Changing From and To Dates*, page 2-22.
6. Specify the Occupancy Status of the floor and whether it is assignable to employees, cost centers, or customers.

**Note:** All locations, including floors and offices inherit Occupancy Status and assignability from their parent locations. This has the following implications.

- A floor that is part of an unassignable building cannot be assignable. Similarly, offices that are part of unassignable floors cannot be assignable.
  - When you change a parent location from unassignable to assignable, the system cascades the changes to the child locations without performing assignment checks.
7. Specify the Disposition and the Accounting Treatment if the floor is non-occupiable.
  8. In the Usage region, optionally enter the space type, function type, and standard type. See: *Floor and Parcel Window Reference*, page 2-19.
  9. Save your work.
  10. You can set up a single floor and then set up offices on that floor, or you can set up a group of floors and then set up offices on each floor. Click the Office button to open the List: Office window for a specific floor.

## Related Topics

*Floor and Parcel Window Reference*, page 2-19

## Defining Offices

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

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

You need to define individual offices so you can:

- Keep track of information about the office.
- Associate the office with a specific lease in the Leases window.
- Assign employees and customers to specific offices, using the Space Assignment window. You must define every office to which you want to assign an employee.

Most of the fields in the Office window have the same names and uses as the Floor window fields. As you enter information in the Area tabbed region of the Office window, Property Manager summarizes the amount of vacant office space on each floor and in each building, and displays the total in the Vacant fields in the Floor and Building windows. Later, when you assign office space in the Employee Space Assignment window, the amount of vacant space displayed in the Building and Office windows decreases as you assign office space to employees.

### To define an office:

1. Navigate to the Office window. The Office window title displays the names of the operating unit, and the building and floor whose offices you are defining.
2. In the Details region, enter the name or number of the office.
3. Optionally enter the name or number of the suite. You use the Suite field to indicate a group of offices.
4. Enter the alias, following the guidelines for building aliases.
5. Enter the From date. The From date defaults to the From date of the floor. You can change the date, but this date must be within the From and To dates of the floor. See: Changing From and To Dates, page 2-22.
6. Optionally enter the To date. This date must be within the To date of the floor, if the floor has a To date defined. See: Changing From and To Dates, page 2-22.
7. In the Area region, enter the amount of space that is rentable, usable, common, and assignable for the office, following either IFMA standards of measurement or your own established procedures. Property Manager automatically displays the amount

of vacant and secondary circulation space.

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

If you select the Common Flag check box, the Assignable field is disabled. If you do not select the Common Flag check box, the Common field is disabled.

When you designate a space as a common area, the vacant area indicates OSFT, and you cannot assign a cost center, customer, or employee to the space.

**Warning:** There is no restriction to prevent you from entering an assignable area that is greater than the usable area.

8. In the Usage tabbed region, optionally enter the space type, function type, and standard type. See Office and Section Window Reference, page 2-20.
9. Specify whether the location is bookable. Bookable locations are usually locations such as conference rooms that users can book for meetings and other events.
10. In the Occupancy tabbed region, specify the Occupancy Status of the office and whether it is assignable to employees, cost centers, or customers.
11. Specify the Disposition and the Accounting Treatment if the office is non-occupiable.
12. Enter the maximum and optimum number of people who should occupy this office.
13. Enter the maximum and optimum number of people who should occupy this office.
14. When you have defined the offices on a floor, save your work. If you want to define offices on additional floors, return to the Floor window to select the next floor whose offices you want to define. The box to the left of the floor name indicates which floor is selected.

## Related Topics

Office and Section Window Reference, page 2-20

## Defining Land, Sections, and Parcels

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

land at three levels: land, parcels, and sections. To define land, follow the instructions for defining a building. To define parcels, follow the instructions for defining floors. To define sections, follow the instructions for defining offices.

## Related Topics

- Defining Buildings, page 2-6
- Defining Floors, page 2-10
- Defining Offices, page 2-12
- Building and Land Window Reference, page 2-16
- Floor and Parcel Window Reference, page 2-19
- Offices and Section Window Reference, page 2-20

## Duplicating Locations

You can create buildings, floors, and offices as well as land, parcels, and sections by duplicating existing locations.

Oracle Property Manager copies the following information when you duplicate location records:

1. Location details including effective dates, property name, tenure, and class

**Important:** Unique location details consisting of the name, alias, and location code are not copied.

2. Details relating to address and contacts (for buildings and land)

## Rules Governing the Duplication of Area and Occupancy Data

When you duplicate a location, Oracle Property Manager only copies area or occupancy information that you specify for the location and not information that rolls up from child locations.

Therefore, the values in the fields representing occupancy and assignability *status* are always copied. However, values in fields representing area and occupancy *values* such as Rentable, Usable, Assignable, Maximum, and Optimum are copied only when you duplicate office or section records. In the case of buildings, land, floors, or parcels, the information rolls up when you create and save child locations for the new location.

For details on area and occupancy fields, see Window References, page 2-14.

## Window References

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

property.

## Related Topics

Contacts Window Reference, *Oracle Property Manager Implementation Guide*

Roles and Sites Window Reference, *Oracle Property Manager Implementation Guide*

## Properties Window Reference

**Operating Unit:** Operating unit to which the property belongs.

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

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

**Office Park:** The name of the office park, if the property is located in an office park. You must set up the office park before you enter it here. See *Setting Up an Office Park or a Region*, page 2-4.

**Region:** The name of the region, if your property is located in a region. You must set up the region before you enter it here. See *Setting Up an Office Park or a Region*, page 2-4.

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

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

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

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

**Class:** Indicates the class of the property. For example, Class A or Class B.

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

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

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

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

## Building or Land Tab

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

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

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

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

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

## Buildings and Land Window Reference

**Operating Unit:** Operating unit to which the building belongs. This field is read-only if you navigate to the Building window from the Property window.

**Name:** The unique building name. Select a name according to the naming conventions that your business uses. A street address can serve as a building name.

**Alias:** An abbreviation of the building name. Aliases become elements of the location code. Select characters in the building name that make the name unique. For example:

- **ESB** for Empire State Building
- **45321 V** for 45321 Ventura Boulevard
- **300op** for 300Oracle Parkway

For a detailed discussion of aliases, see *Defining Buildings*, page 2-6

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

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

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

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

**From:** The date from which a building or land is effective. This field is required.

**To:** The date on which a building or land is no longer effective.

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

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

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

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

**County:** The county where the building or land is located.

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

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

**Floors Button:** Opens the List: Floor window.

## Area Tab

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

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

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

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

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

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

Assignable - assigned (from Space Assignment form)

By default, the amount shown in the Vacant field is as of the From date of the building. If you want to see the amount of vacant space as of a particular date, you can enter an As of date in the Find Buildings window.

For example: you have a building with a From date of 01-JAN-2003 and a To date of 31-DEC-2004. The building has a total of 1000 square feet of assignable space, and is 100 percent assigned for all of 2003, but there are no assignments in 2004. If you open the building record without entering an As of Date in the Find Buildings window, the amount of vacant space will be 0. If you enter an As of Date in the Find Buildings window such as 01-JAN-2004, the amount of vacant space will be 1000.

**% Vacant:** The percentage of vacant space. This information appears automatically, based on what you have entered at the office or section level. If you want to see the percentage of vacant space as of a particular date, you can enter an As of date in the Find Buildings window.

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

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

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

Rentable Area / Usable Area -1

## Occupancy Tab

**Status:** Indicates whether the building is occupiable or not.

**Employee Assignable:** Indicates whether the building can be assigned to employees.

**Cost Center Assignable:** Indicates whether the building can be assigned to a cost center.

**Customer Assignable:** Indicates whether the building can be assigned to customers.

**Disposition:** Indicates why the building is non-occupiable.

**Accounting Treatment:** Indicates the financial status of the building.

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

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

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

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

$$\text{Utilized/Maximum Occupancy} \times 100$$

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

$$\text{Rentable Area (building level)/Total Utilized (building level)}$$

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

$$\text{Maximum Occupancy} - \text{Utilized}$$

#### Features Tab

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

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

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

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

**UOM:** The unit of measure.

#### Contacts Tab

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

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

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

#### Related Topics

Office and Section Window Reference, page 2-20

Defining Buildings, page 2-6

Defining Land, Sections, and Parcels, page 2-13

## Floor and Parcel Window Reference

### Details region

**Floors.** The name or number of the floor. This field appears only in the Floor window.

**Parcels.** The name or number of the parcel. This field appears only in the Parcel window.

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

**Location Code.** The location code of the floor or parcel. For a description of how location codes are created, see *Defining Buildings*, page 2-6.

**From.** The date from which a floor or parcel is effective. This date defaults from the Buildings or Land window. You can change this date, but the date must be the same as the building/land From date or later. This field is required.

**To.** The date on which a floor or parcel is no longer effective. This date defaults from the Buildings or Land window, if the building or land includes an end date. You can change this end date, but it must be the same as the building/land End date or earlier.

### Area region

**Rentable.** The rentable space in the floor or parcel. This information rolls up from the office or section level.

**Usable.** The usable space in the floor or parcel. This information rolls up from the office or section level.

**Common.** The common space in the floor or parcel. This information rolls up from the office or section level.

**Assignable.** The assignable space in the floor or parcel. This information rolls up from the office or section level.

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

Rentable Space (floor level) - Usable Space (floor level)

**Vacant.** The vacant space in the floor or parcel. Oracle Property Manager derives this information based on what you enter at the office or section level. This field is display only at the floor or parcel level.

### Occupancy region

**Occupancy Status.** Indicates whether the floor or parcel is occupiable.

**Employee Assignable.** Indicates whether the floor or parcel can be assigned to employees.

**Cost Center Assignable.** Indicates whether the floor or parcel can be assigned to a cost

center.

**Customer Assignable.** Indicates whether the floor or parcel can be assigned to customers.

**Disposition.** Indicates why the floor or parcel is non-occupiable.

**Accounting Treatment.** Indicates the financial status of the floor or parcel.

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

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

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

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

Maximum Occupancy (floor level) - Utilized (floor level)

## Usage region

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

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

**Standard Type.** The type of user who uses this space, for example, directors, vice presidents, or individual contributors.

**Offices Button.** Opens the List: Office window.

## Related Topics

Building Window Reference, page 2-16

Defining Floors, page 2-10

Defining Land, Sections, and Parcels, page 2-13

## Office and Section Window Reference

### Details region

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

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

**Alias:** The alias for the office or section. Oracle Property Manager uses the alias of the

office, along with the aliases of the building and floor to create the location code for the office. Similarly, the alias of the section, along with the aliases of the land and parcel are used to create the location code for the section.

**Location Code:** The location code of the office or section. For more information on how a location code is created, see *Defining Buildings*, page 2-6.

**From:** The date from which an office or section is effective. This date defaults from the Floors or Parcel window. You can change this date, but the date must be the same as the floor/parcel From date or later. This field is required.

**To:** The date on which an office or section is no longer effective. This date defaults from the Floors or Parcel window, if the floor or parcel includes an end date. You can change this end date, but it must be the same as the floor/parcel End date or earlier.

### Occupancy region

**Status:** Indicates whether the office or section is occupiable or not.

**Employee Assignable:** Indicates whether the office or section can be assigned to employees.

**Cost Center Assignable:** Indicates whether the office or section can be assigned to a cost center.

**Customer Assignable:** Indicates whether the office or section can be assigned to customers.

**Disposition:** Indicates why the office or section is non-occupiable.

**Accounting Treatment:** Indicates the financial status of the office or section.

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

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

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

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

### Area region

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

**Assignable:** The assignable space in the office or section. This amount cannot be greater than the rentable area, if specified.

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

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

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

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

Usable Area - (Common Area + Assignable Area)

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

### Usage region

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

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

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

**Bookable Flag:** Select the Bookable Flag check box to specify that employees can book the location for events such as meetings or appointments.

### Related Topics

Building Window Reference, page 2-16

Defining Offices, page 2-12

Defining Land, Sections, and Parcels, page 2-13

## Modifying Property Information

Once you create a location (building, floor, office, or land, parcel, and section), you can modify the details you provided for the location using the appropriate window. See *Setting Up Property*, page 2-4.

However, there are certain implications of changing the From and To dates for a location. See *Changing From and To Dates*, page 2-22.

Also, you cannot modify the alias for a location from the relevant window. For example, you cannot change the location alias for a building from the Building window. For details on changing the location alias, see *Changing Location Alias*, page 2-30.

## Changing From and To Dates

When you change From and To dates for a location, Property Manager ensures that the dates are valid. When you set up a building or land, you are required to assign a From date to the building or land. You can also optionally assign a To date. If you set up floors and offices or parcels and sections beneath the building or land, Property Manager defaults the From and To dates for the building or land to the child locations beneath it (floors and offices or parcels and sections). You can change the From and To dates of the child locations, but these dates must be within the From and To dates of the building or land.

## Changing From and To Dates for a Building or Land

**Note:** Changing the From and to Dates for land is the same as for buildings. Although this section refers only to buildings, the information also applies to land.

If you change the From date to an earlier date, it will not change the From dates of the floors and offices. If you change the From date to a later date, you receive a message indicating that Oracle Property Manager will automatically change the From dates of the floors and offices as well. Click Yes if you want to continue with changing the dates.

Similarly, if you change the To date to a later date, it will not change the To dates of the floors and offices. However, if you change the To date to an earlier date, you will get a message indicating that Property Manager will automatically change the To dates for the floors and offices as well.

### Example

Your company has a building with a location code of B1. Building B1 has a child location with a location code of F1. Floor F1 has From and To dates that are defaulted from the building From and To dates as shown in the following table:

Location Code	Location Type	From Date	To Date
B1	Building	01-JAN-2003	31-DEC-2003
F1	Floor	01-JAN-2003	31-DEC-2003

The results of changing the From and To dates are shown in the following table:

Change to Building B1	Result
Change the From date to an earlier date, for example, 01-JAN-2002.	Property Manager changes the From date of the building. The From date of the floor does not change.

Change to Building B1	Result
Change the From date to a later date, for example, 01-JUL-2003.	When you save the change, you receive a message indicating that Property Manager will automatically change the date for the child locations (Floor F1) as well. Choose Yes to make the change, or No to cancel the change. If you choose Yes, both Building B1 and Floor F1 will now have a From date of 01-JUL-2003.
Change the To date to a later date, for example, 01-JUL-2003.	Property Manager changes the To date of the building. The To date of the floor does not change.
Change the To date to an earlier date, for example, 01-JUL-2002.	When you save the change, you receive a message indicating that Property Manager will automatically change the date for the child locations (Floor F1) as well. Choose Yes to make the change, or No to cancel the change. If you choose Yes, both Building B1 and Floor F1 will now have a To date of 01-JUL-2002.

## Changing From and To Dates for Floors

**Note:** Changing the From and to Dates for parcels is the same as for floors. Although this section refers only to floors, the information also applies to parcels.

If you change the From or To date of a floor, Property Manager allows it, as long as it is within the From and To dates of the building. If you try to enter a From date that is earlier than the From date of the building, you receive a message when you try to save the change indicating that the date is outside the effective dates for the building. Similarly, if you enter a To date that is later than the To date of the building, when you try to save the change, you receive a message indicating that the date is outside the effective dates for the building.

### Example 1

Building B1 has the following From and To dates as shown in the following table (the dates for Floor F1 are defaulted from Building B1):

Location Code	Location Type	From Date	To Date
B1	Building	01-JAN-2003	31-DEC-2003
F1	Floor	01-JAN-2003	31-DEC-2003

The results of changing the From or To dates of Floor F1 are shown in the following table:

Change to Floor F1	Result
Change the From date to a date within the effective dates of Building B1, for example, 01-JUN-03.	Property Manager changes the From date of Floor F1 to 01-JUN-03.
Change the From date to a date outside the effective dates of Building B1, for example, 01-JAN-2002.	Property Manager does not allow the change. When you try to save the change, you receive a message indicating that the date you have entered is outside of the effective dates for the building, and Property Manager does not save the change. You need to reenter the original date or enter a new From date that is within the effective dates of the building.
Change the To date to a date within the effective dates of Building B1, for example, 31-OCT-03.	Property Manager changes the To date of Floor F1 to 31-OCT-03.
Change the To date to a date outside the effective dates of Building B1, for example, 30-APR-2004.	Property Manager does not allow the change. When you try to save the change, you receive a message indicating that the date you have entered is outside of the effective dates for the building, and Property Manager does not save the change. You need to reenter the original date or enter a new To date that is within the effective dates of the building.

## Example 2

Floor F2 and Office O2 have the following From and To dates as shown in the following table:

Location Code	Location Type	From Date	To Date
F2	Floor	01-JAN-2002	31-DEC-2003
O2	Office	01-JAN-2003	31-DEC-2003

The results of changing the To date of Floor F2 are shown in the following table:

Change to Floor F2	Result
Change the To date to 31-DEC-2002.	Property Manager deletes the Office O2 record, assuming there are no active space assignments associated with Office O2.  If there is a lease or an active space assignment associated with Office O2, Property Manager does not allow the change.

## Changing From and To Dates for Offices

**Note:** Changing the From and to Dates for sections is the same as for offices. Although this section refers only to offices, the information also applies to sections.

If you change the From or To date of an office, Property Manager allows it, as long as it is within the From and To dates of the building or floor. If you try to enter a From date that is earlier than the From date of the building or floor, you receive a message when you try to save the change indicating that the date is outside the effective dates for the building or floor. Similarly, if you enter a To date that is later than the To date of the building or floor, when you try to save the change, you receive a message indicating that the date is outside the effective dates for the building or floor.

The results of changing From and To dates for offices is similar to changing From and To dates for floors. See: Changing From and To Dates for Floors, page 2-24.

## Correcting and Updating Location Records

When you change location area information, such as the rentable area or the usable area of an office, you can choose to either correct or update the record:

- **Correct:** If you choose to correct the record, the new value will simply replace the old value.

- Update: If you choose to update the record, you are required to enter a new From date indicating when the change becomes effective.

### Example

You have an office with an assignable area of 1000 square feet, and you want to change the assignable area to 1200 square feet. The original record contains the information shown in the following table:

Location Code	Location Type	From Date	To Date	Assignable Area
Off1	Office	01-JAN-2003	31-DEC-2003	1000

When you change the assignable area, if you choose to correct the record when saving your changes, Property Manager will simply update the record with the new assignable area as shown in the following table:

Location Code	Location Type	From Date	To Date	Assignable Area
Off1	Office	01-JAN-2003	31-DEC-2003	1200

If you choose to update the record when you save your changes, you will be required to enter a new From date indicating when the change is effective. You enter a From date of 01-JUL-2003. In this case, Property Manager creates two records as shown in the following table:

Location Code	Location Type	From Date	To Date	Assignable Area
Off1	Office	01-JAN-2003	30-JUN-2003	1000
Off1	Office	01-JUL-2003	31-DEC-2003	1200

You can use the Correct and Update function to change the following fields at the building/land level:

- Name
- Property
- Tenure

- Class
- UOM
- Gross

You can use the Correct and Update function to change the following fields at the floor/parcel level:

- Floors
- Space Type
- Function Type
- Standard Type

You can use the Correct and Update function to change the following fields at the office/section level:

- Office
- Suite
- Rentable
- Assignable
- Common Flag check box
- Common
- Usable
- Maximum
- Optimum
- Space Type
- Function Type
- Standard Type

### **Changing Location Records with Active Space Assignments**

Property Manager does not allow you to change the From or To date of a location that has an active space assignment, if the change affects the dates of the space assignment. In this case, you must either change the dates of the space assignment so they

correspond to the dates of the location, or reduce the percentage of area assigned to zero percent.

Property Manager also will not allow you to enter an assignment during a time period in which the location is not effective. If you try to do this, you receive a message indicating that you need to enter dates that are within the effective dates of the location.

### Example

You have an office with effective dates from 01-JAN-2003 to 31-DEC-2004, as shown in the following table:

Location Code	Location Type	From Date	To Date	Rentable Area	Usable Area
Off2	Office	01-JAN-2003	31-DEC-2004	2000	1800

Office Off2 has the space assignment shown in the following table:

Location Code	Employee Name	From Date	To Date	% Assigned
Off2	Mr. Brian Adams	01-JAN-2003	31-DEC-2004	100

You change the To date for office Off2 to 31-OCT-2004, but Oracle Property Manager does not allow you to save the change, because there is an active space assignment.

You can either enter a valid date that is within the effective dates of the space assignment, or reduce the percentage of space assigned to zero percent as shown in the following table:

Location Code	Employee Name	From Date	To Date	% Assigned
Off2	Mr. Brian Adams	01-JAN-2003	31-DEC-2004	0

After changing the percentage assigned to 0 percent, you change the To date of the office to 31-OCT-2004, as shown in the following table:

Location Code	Employee Name	From Date	To Date	% Assigned
Off2	Mr. Brian Adams	01-JAN-2003	31-OCT-2004	0

You can then change the percentage assigned to 100 percent, as shown in the following table:

Location Code	Employee Name	From Date	To Date	% Assigned
Off2	Mr. Brian Adams	01-JAN-2003	31-OCT-2004	100

## Changing the Location Alias

You can change the alias of a building, floor, or office (or land, parcel, or section) by running the Update Location Alias concurrent program. After the concurrent program completes successfully, the new alias will appear when you query for the location.

For example, assume you have created a building (location code: B1) with five floors. Floor F2 has three offices: O1, O2, and O3. You want to rename Floor F2 as Floor F2A. After running the concurrent program (one time only) to change the floor alias, the location code for the floor will be B1-F2A and those of the offices, B1-F2A-O1, B1-F2A-O2, and so forth. So, when you change the location code of the floor, the location codes for the child locations (offices) also change.

For details on running the concurrent program, see Update Location Alias, page B-28.

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# Managing Space Assignments

This chapter details the tasks you must perform to assign, administer, view, and modify space assignments efficiently using Oracle Property Manager.

This chapter covers the following topics:

- Overview of Space Assignment
- Assigning Space to Employees and Cost Centers
- Modifying Employee Space Assignments
- Deleting Employee Space Assignments
- Viewing Space Assignments
- Space Assignment Window Reference
- Synchronizing Employee Cost Centers with Oracle Human Resources
- Computer-Assisted Facilities Management

## Overview of Space Assignment

Use the Space Assignment window to assign, modify, search, and view space assignments. You can assign locations to employees and cost centers. You can modify space assignments to update records or correct assignment information. You can query all space assignments for a particular building, floor, office, land, parcel, or section. You can also query space assignments for a particular employee, customer, or cost center. You can search for assignments in effect on a specific date. This functionality enables you to plan space assignments in advance and search for future vacancies.

**Note:** You must use the Lease window to create a customer space assignment. A location is automatically assigned to a customer when you add a location, with a customer, to a revenue lease. See *Assigning Space to Customers*, page 4-25.

In the Space Assignment window, you can view the amount of rentable, assignable,

usable, and vacant space for a particular area. You can also view the maximum and optimum number of occupants for a space and the number of vacant work spaces.

Oracle Property Manager has two system options that affect space assignment functionality:

- Automatic Space Distribution
- Use SYSDATE to Record each Space Assignment

For information on the system options, see System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

If you use computer-assisted facilities management (CAFM) software, you can transfer employee space assignment information between Oracle Property Manager and your CAFM application.

This discussion includes the following topics:

- Assigning Space to Employees and Cost Centers, page 3-2
- Modifying Employee Space Assignments, page 3-11
- Deleting Employee Space Assignments, page 3-13
- Viewing Space Assignments, page 3-14
- Space Assignment Window Reference, page 3-15
- Computer-Assisted Facilities Management, page 3-20

## Related Topics

Assigning Space to Customers, page 4-25

## Assigning Space to Employees and Cost Centers

You use the Space Assignment window to assign space to employees or directly to cost centers.

Oracle Property Manager allows you to enter From and To dates to reflect projected occupancy dates. The From date defaults from the date entered in the As of Date field in the Find Space Assignments window. The To date is usually left blank to indicate that the employee assignment is still active. You can enter this date when the assignment ends.

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

You can assign a single office to a single employee or to several employees if the

employees are to share the same space. You can also assign one employee to several offices. You might want to do this when the employee works for different cost centers at different times, and you want to charge each cost center for its use of the space.

Oracle Property Manager also keeps track of additional office space information, including:

- The space available (vacant space) in a building, floor, office, land, parcel, or section on a particular date.
- The space at any location that is rentable.
- The space at any location that is usable.
- The space at any location that is assignable.
- The occupancy level at the building, floor, or office level, and the land, parcel, or section level.

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

You can also view the history of space assignments for a location over time.

## Using the Find Space Assignments Window

The Find Space Assignments window is displayed when you want to create new space assignments or view existing ones. From the Find Space Assignments window, you can select the New button to create a new assignment or you can enter parameters and select the Find button to search for specific space assignments. You can search by operating unit, location, employee, cost center, or customer. You can locate *space assignments* or *vacancies* by date.

**Note:** You can also create new space assignments when you select the Find button to open the Space Assignments window.

You can search using the following parameters:

- **Operating Unit:** Select the operating unit to which the assignment you are looking for belongs.

**Note:** You can search for employee space assignments without specifying an operating unit. However, you must specify an operating unit when searching for cost center space assignments, and when searching for employee space assignments based on cost center or customer space assignments based on account.

- **Location Type:** Select building, floor, office, land, parcel, or section.
- **Location Code:** Enter the location code
- **Suite:** Specify suite number.
- **As of Date:** Enter a date to find assignments that are in effect on that date. The default value for this field is the current date but you can enter any date you want.

For example, Office 1030 is assigned to employee Elisa Tam for the period January

1, 2001 to December 31, 2001. If you enter February 24, 2001 in the As of Date field when searching for this location, Oracle Property Manager will show Elisa Tam assigned to Office 1030. If you enter February 24, 2002, Oracle Property Manager will retrieve the location but will show no one assigned to the office.

The As of Date is required when you access the Find Space Assignments window from the navigator by selecting Assign Space. It is optional if you open this window from View Space Assignments in the navigator. For more information on the functionality associated with this field, see: As of Date, page 3-5.

- **Assigned To:** Select Employee to search for space assignments for all employees. Select Customer to search for all customer records. The default value is null. If you leave this field blank, you can enter other search criteria to find space assignments for specific employees or customers in the tabbed regions of the Find Space Assignments window. For customers, you can search by customer name, site, account, or category. For employees, you can search by employee name, number, or cost center.

**Note:** The Employee Name and Employee Number fields only display information for employees who are active (in Oracle Human Resources) on the specified As of Date. If you do not specify a date, employee information is only displayed for employees who are active on the current date.

### As of Date

Keep the following points in mind when selecting an As of Date:

- When creating a new assignment, the As of Date is the default From date. If you change the From date after opening the Space Assignment window, the area and occupancy information changes to reflect data as of the new From date.
- Your ability to modify space assignments based on an As of Date depends on how the Use SYSDATE to Record Space Assignment system option is set. See: Modifying Employee Space Assignments, page 3-11.
- If you do not specify an As of Date when viewing space assignments, Oracle Property Manager displays all space assignments. If you enter a date, all space assignments active as of the date you entered are displayed.

## Assigning Space to Employees and Cost Centers

### Prerequisites:

- Set up the locations to which you want to assign entities. See: Managing Properties, page 2-1.

- Set up employees. If you have Oracle Human Resources installed, use the People window. See: *Entering a New Person, Managing People Using Oracle HRMS*. If you do not have Oracle Human Resources installed, use the Enter Person window. See *Enter Person, Managing People Using Oracle HRMS*.

## Assigning Space to an Employee

To assign a location to an employee:

1. From the Navigator, choose Assignments and Assign Space.
2. In the Find Space Assignments window, enter information about the location to which you want to assign employees, such as operating unit, location type and location code. Change the As of Date, as necessary. Select the Find button to find the location.

**Note:** Alternately, you can select the New button to create a space assignment without searching for a location. You will then have to enter operating unit and location information or select it from the list of values. The As of Date is set to the From date by default. However, you can change it, if necessary.

Operating Unit	From	To	Location Type	Location Code
Vision Operations			Office	YMB1-2-F
Vision Operations			Office	YMB1-3-G
Vision Operations	24-JUL-2003		Office	YMB1-3-H
Vision Operations			Office	YMB1-3-I
Vision Operations			Land	YML1
Vision Operations			Building	YMB2
Vision Operations			Floor	YMB2-1
Vision Operations			Floor	YMB2-2
Vision Operations			Floor	YMB2-3

Area		Occupancy	
Rentable	18000	Vacant	17100
Usable	17100	Maximum	90
Assignable	17100	Optimum	72
		Utilized	0
		Vacancy	90

3. Select the operating unit.
4. In the Employee tabbed region of the Space Assignment window, change the default From date, if necessary. Enter a To date, if you know the length of time the employee will occupy the space.
5. Optionally, select a project and its associated task.
6. Enter the name of the employee you want to assign to this location, and the employee's cost center. The employee number and other employee-related information are automatically defaulted from Oracle Human Resources, if the information is available.
7. Enter a percentage value in the % Assigned field to assign a percentage of the assignable area for the location or enter the actual area occupied in the Area field.

The system administrator can set the Automatic Space Distribution system option to control whether users specify the assigned space percentage or if the system calculates it automatically. If the Automatic Space Distribution system option is set to yes, when you create new assignments, the % Area and Area fields are grayed out and the space is distributed equally among the occupants. You need to query the assignment to see the values that are automatically inserted into these fields. For more information, see: System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

You can assign a single employee to more than one space simultaneously. If you attempt to assign a previously assigned employee to another space within an

overlapping period, the system asks whether you want to re-assign the employee or approve the additional assignment according to the following selections:

- Reassign: The current assignment is end-dated and the additional assignment is accepted.
- Approve: The additional assignment is accepted.

If you attempt to assign an employee to a space that is already occupied by another employee within the same period, the system will display a warning. The assignment is accepted if there is sufficient vacant space and according to the setting of the Auto Space Distribution system option as follows:

- Yes: The space is distributed proportionately among the assigned employees.
- No: The system automatically creates the assignment. The assignment is only accepted if the space is not currently fully occupied. By default, any remaining space is assigned to the new occupant.

You can even assign an employee to a space the employee already occupies for the same period if the second assignment is to a different cost center. This allows the allocation of the employee's space usage to more than one cost center.

8. Enter the number of employees occupying this space assignment in the Utilized field. The default is 1, but you can change it to any number if necessary. The total number of people assigned to the location is shown in Utilized field in the Occupancy region.
9. Save your work.

## Assigning Multiple Employees to a Location

To assign multiple employees to a location:

1. To assign an additional employee to a location, open the existing space assignment for the location.
2. With the cursor in the original record, choose File, then New.
3. Repeat steps 4-8 of **Assigning a Location to an Employee** described above to assign the location to the employee. Verify that the dates and the location type are correct.

When you save the second assignment for the location, Oracle Property Manager displays an alert message to warn you if there are future-dated assignments (that have a start date greater than the start date of the new assignment) for this location.

- If a future-dated assignment exists, Oracle Property Manager will terminate the new assignment one day before the start date of the existing assignment.

For example, Employee A is assigned to Office 100 starting January 1, 2003. You assign Employee B to the same office as of September 1, 2002. Upon saving, Oracle Property Manager displays the alert message. Select OK and Oracle Property Manager inserts December 31, 2002 into the To field to end date the assignment before the existing assignment. Employee B is now assigned to Office 100 from September 1, 2002 to December 31, 2002.

- Oracle Property Manager also prevents you from over-assigning space. If you try to assign space that exceeds the available, vacant space for a location, you get an error message and cannot save the assignment. For example, an office has a maximum occupancy of 2 and 2 employees are assigned to the office. You will not be able to assign another employee to the office. Likewise, if an office has 100 square feet of space available, you will not be able to assign 120 square feet to an employee.

Click OK to create the second assignment.

## Assigning an Employee to Multiple Locations

To assign one employee to multiple locations:

1. Query the new location that you want to assign to an employee.
2. Enter the From date, and To date if known.
3. Enter the employee information. A Decision window is displayed.



When you create a space assignment for an employee who is already assigned to a previous location, Oracle Property Manager gives you the option to approve the creation of an additional assignment, reassign the employee from one location to another, or cancel the assignment.

- Selecting the Approve button creates a new space assignment and preserves the existing assignment. For example, an employee is assigned to Office 100 from January 1, 2001 to December 31, 2001. You want to assign the employee to an additional location, Office 200 for the period May 1 to December 31, 2001. Hence, you select the Approve button in the Decision window. The employee is

now assigned to two offices as shown in the table below.

Office	From	To
100	01-JAN-2001	31-DEC-2001
200	01-MAY-2001	31-DEC-2001

- If you select the Reassign button, Oracle Property Manager will end date the original assignment one day prior to the From date of the new assignment or April 30, 2001, as shown in the table below. For information about reassigning an employee, see Modifying Space Assignments.

Office	From	To
100	01-JAN-2001	30-APR-2001
200	01-MAY-2001	31-DEC-2001

4. Enter the remaining information following the steps for assigning an employee.
5. Save your work.

## Assigning Space to a Cost Center

The steps to assign space to a cost center are very similar to assigning space to an employee. The same rules for assigning employees to a location apply to assigning multiple cost centers to a location and multiple locations to a cost center. For more information, see Assigning Space to an Employee, page 3-6.

**Important:** When you assign space to a cost center (and not to a particular employee), you can create multiple overlapping space assignments for the same cost center.

1. From the Navigator, choose Assignments and Assign Space.
2. In the Find Space Assignments window, enter information to find the location you want to assign. Change the As of Date as necessary. Select the Find button.
3. In the Employee tabbed region of the Space Assignments window, enter a From date and optionally a To date.

4. Enter the cost center, % area or area, and utilized information.
5. Save your work.

## Modifying Employee Space Assignments

Use the Space Assignment window to make changes in space assignments. You can make corrections or update information. If you choose to correct information, such as changing a cost center number from 450 to 540, the old information is not saved. If you choose to update information, such as moving an employee from one office to another or changing a cost center number, the old information is preserved including the dates it was effective, when the new information is saved.

**Important:** If the Use SYSDATE to Record Space Assignment system option is set to Yes, you can modify employee or cost center space assignments only if they are currently active. Also, all modifications must be as of the current date. If you specify an As of Date other than the current date in the Find Space Assignments window, the information in the Space Assignments window is read-only. For more information, see System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

## Removing Employees from a Location

To remove an employee from a location:

1. From the Navigator, choose Assignments and Assign Space and query the location occupied by the employee you are removing.
2. In the Employee region of the window, select the row for the employee you are removing.
3. Enter an end date in the To field.
4. Save your work.

If you have set the Automatic Space Distribution system option to Yes, Oracle Property Manager redistributes the location space among the remaining employees from the day following the date you have specified. That is, Oracle Property Manager

1. End dates the assignments of all employees in that location for the date you specify
2. Creates new assignments for the remaining employees beginning on the following day, with the new apportionment of space

**Note:** If you want to remove multiple employees from a space on the same date, you should first enter an end date for one employee and save the record. You can then delete the new assignments generated by Oracle Property Manager for the other employees being removed on the same date. See *Deleting Employee Space Assignments*, page 3-13.

## Modifying Space Assignment Details

You can make changes to existing space assignments to update information or to correct errors.

1. From the Navigator, choose Assignments and Assign Space. Query the assignment you want to modify. Change the As of Date in the Find Space Assignments window, if necessary, to find past dated or future dated assignments.
2. In the Employee tabbed region of the Space Assignment window, enter the new cost center in the Cost Center field.
3. Save your work. A Decision window opens.
4. Select the Update button to save your changes as a new space assignment record. Oracle Property Manager inserts a To date into the original space assignment record. This date is one day prior to the As of Date.

## Changing Cost Center Assignment Example

For example, Employee A is assigned to an office with a start date of March 1, 2002. After a reorganization, the cost center changes from 420 to 300 effective January 1, 2003. Query the assignment using January 1, 2003 for the As of Date. Enter the new cost center number in the space assignment and save. Select the Update button in the Decision window and a new space assignment is created as shown in the following table:

Cost Center	From	To
420	01-MAR-2002	31-DEC-2002
300	01-JAN-2003	No To Date Specified

If you select the Correct button, Oracle Property Manager saves your changes without creating a new record. No history of your previous space assignment information is maintained. The space assignment for Employee A is as shown in the following table:

<b>Cost Center</b>	<b>From</b>	<b>To</b>
300	01-MAR-2002	No To Date Specified

The Use SYSDATE to Record Space Assignment system option determines the date on which changes can be made to space assignments. To be able to modify space assignments as of any date, even retroactively, this system option must be set to No.

In the previous example, assume that the system option is set to Yes and the current date is January 20, 2003. You cannot modify the cost center unless you specify January 20, 2003 as the As of Date in the Find Space Assignments window when searching for the assignment. However, if the system option is set to No, you can change the cost center as of any date.

### **Removing Employees Listed as Nonactive in Human Resources:**

Run the Employees Deleted from Space Allocation concurrent program to remove employees listed as inactive in Human Resources. This program compares employee records in Human Resources with employee records in Oracle Property Manager and enters termination dates, which appear in the To field when you query these assignments in Oracle Property Manager.

The concurrent program then produces the Employees Deleted From Space Allocation Report, which lists employees for whom Property Manager has entered end dates.

### **Related Topics**

Employees Deleted from Space Allocation, page B-12

Employees Deleted From Space Allocation Report, page 8-5

## **Deleting Employee Space Assignments**

You can delete employee space assignments from the Space Assignment window. You may wish to delete employee space assignments for several reasons, such as

- Correcting data entry mistakes
- Deleting unwanted system-generated space assignments. See Removing Employees from a Location, page 3-11.

To delete an employee space assignment:

1. From the Navigator menu, select Assignments and then select Assign Space.
2. In the Find Space Assignments window, query for the assignment or assignments

you want to delete.

3. In the Employee tabbed region of the Space Assignment window, click on the record you want to delete.
4. From the Edit menu, select Delete.
5. Save your work.

If you have set the Automatic Space Distribution system option to Yes, Oracle Property Manager automatically distributes the location space among the remaining employees once you save the changes.

## Viewing Space Assignments

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

You can also view the history of all assignments for a location.

### To view space assignments:

1. From the Navigator, choose Assignments and View Space Assignments.
2. Optionally, select an operating unit. You must specify an operating unit if you want to search based on cost center or account (for customer space assignments.) For more information, see *Using the Find Space Assignments Window*, page 3-3.
3. In the Find Space Assignments window, enter the employee, customer, or cost center, the location code and date for which you want to view space assignments.
4. Click Find.

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

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

### To view all space assignments for a location over time:

1. From the Navigator, select Assignments and View Space Assignments.
2. In the Find Spaces Assignments window, enter the location code. Remove the date

in the As of Date field.

3. Select the Find Button. The Space Assignments window opens showing all assignments that have ever been created for the location.

## Space Assignment Window Reference

This section describes the fields in the Space Assignment and View Space Assignment windows.

### Employee Tabbed Region

**Operating Unit:** The operating unit to which the location belongs. Once you save a space assignment, you cannot modify the operating unit.

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

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

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

**From:** The date on which the employee will begin occupying the space. This date defaults to the As of date entered in the Find window, but can be changed manually.

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

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

**Project Number:** The project number associated with the space assignment. The Project Number LOV displays projects created only for the operating unit you have selected.

**Task:** The name of the project task.

**Organization:** The name of the project organization. This field is read-only and is populated based on the project you select.

**Type:** The occupant type, such as an employee or contractor. If this information exists for the employee (in Oracle Human Resources), it is displayed in this field. This field is read-only.

**Category:** The employee category, such as full-time or part-time. If this information exists for the employee (in Oracle Human Resources), it is displayed in this field. This field is read-only.

**Job:** The employee job. This is a generic job title, which is independent of any single organization, for example, manager. If this information exists for the employee (in Oracle Human Resources), it is displayed in this field. This field is read-only.

**Position:** The employee's position. This title is specific to a particular organization, for example, finance manager. If this information exists for the employee (in Oracle Human

Resources), it is displayed in this field. This field is read-only.

**Work Phone:** The employee's work phone. If this information exists for the employee (in Oracle Human Resources), it is displayed in this field. This field is read-only.

**E-mail:** The employee's e-mail address. If this information exists for the employee (in Oracle Human Resources), it is displayed in this field. This field is read-only.

**Cost Center:** The employee's cost center. When you select the employee, Oracle Property Manager derives the default cost center based on the ledger and default expense account associated with the employee in Oracle Human Resources. If required, you can select a different cost center from the list of values. For information on creating employees, see *Entering a New Person, Managing People Using Oracle HRMS*.

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

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

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

**UOM:** The unit of measure used to measure the area of the assigned space. You specify the UOM in the Building window. For more information, see *Defining Buildings*, page 2-6.

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

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

## Customer Tabbed Region

The Customer and Employee tabs of the Space Assignment window share several fields. For descriptions of common fields, see: *Employee Tabbed Region*, page 3-15.

**Note:** Fields in the Customer tabbed region are read only. For details on customer space assignments, see *Assigning Space to Customers*, page 4-25.

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

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

**From:** The date on which the customer occupies the space. Because customer space assignments are generated automatically when you create a revenue lease or a sublease,

Oracle Property Manager uses the Actual Occupancy Date you enter in the Locations tab of the Lease window as the From date.

If you have not entered an Actual Occupancy Date, Oracle Property Manager uses the Estimated Occupancy Date as the From date.

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

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

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

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

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

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

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

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

**Recovery Space Standard:** See Recovery Window References, page 7-53.

**Financial Obligation End Date:** This field is enabled for billing leases. See Location Tabbed Region Window References, page 4-19.

## Area Region

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

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

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

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

Assignable area - assigned area

## Occupancy Region

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

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

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

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

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

Maximum occupancy- utilized

## Related Topics

Assigning Office Space to Employees and Cost Centers, page 3-2

Assigning Office Space to Customers, page 4-25

Modifying Employee Office Space Assignments, page 3-11

Managing Properties, page 2-1

## Synchronizing Employee Cost Centers with Oracle Human Resources

When you create an employee space assignment, the Cost Center field is automatically populated with the cost center assigned to the employee in Oracle Human Resources. For details on cost center derivation, see: Space Assignment Window Reference, page 3-15.

Thereafter, space assignments are not updated automatically to reflect changes to employee cost center assignments in Oracle Human Resources. You must use the Cost Center Synchronization with HR concurrent program to update cost center information in employee space assignments.

### Example: Synchronize Employee Cost Center

The example below illustrates how the Cost Center Synchronization with HR concurrent program synchronizes employee cost center assignments in Oracle Property Manager with those in Oracle Human Resources.

In Oracle Human Resources, an employee, Jane Doe, is created on January 01, 2003 and assigned to cost center 300.

In Oracle Property Manager, Jane Doe is assigned office space from January 01, 2003 to December 31, 2003. The cost center associated with the space assignment is Jane Doe's cost center in Oracle Human Resources.

The following diagram illustrates these cost center assignments.

**Oracle Human Resources: Jane Doe**

01-Jan-03



**Oracle Property Manager: Jane Doe**

01-Jan-03

31-Dec-03



On July 01, 2003, Jane Doe's cost center changes to 550 in Oracle Human Resources.

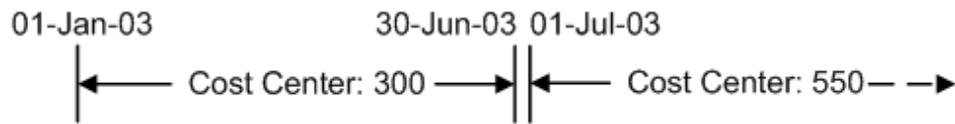
In Oracle Property Manager, the Cost Center Synchronization with HR concurrent program is run on July 31, 2003 to update the cost center information in Jane Doe's space assignment with her new cost center. The As of Date specified is July 01, 2003. Therefore, Jane Doe's space assignment is modified as follows:

- The original space assignment (with cost center 300) is terminated on June 30, 2003.
- A new space assignment (with cost center 550) is created between July 01, 2003 and December 31, 2003.

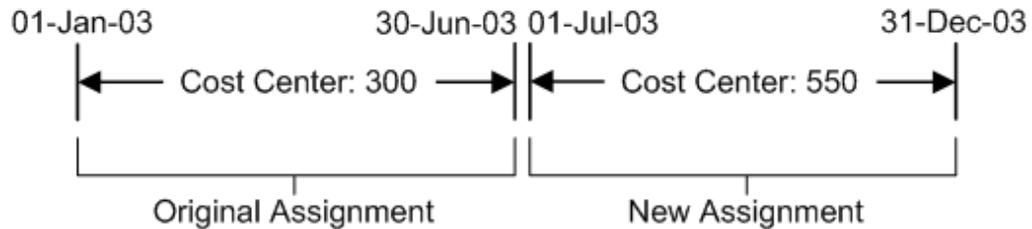
**Note:** The concurrent program splits space assignments based on the As of Date specified in the Parameters window. For details, see: Cost Center Synchronization with HR, page B-9.

The following diagram illustrates the new cost center and space assignments.

### Oracle Human Resources: Jane Doe



### Oracle Property Manager: Jane Doe



## Related Topics

Cost Center Synchronization with HR, page B-9

## Computer-Assisted Facilities Management

Computer-assisted facilities management (CAFM) applications are similar to computer-assisted design (CAD) applications. CAFM applications include specialized property management features to provide graphic images of information such as:

- Floor plans, with location information, including the areas of offices, floors, and buildings
- Employee space assignment information

You can transfer information between Oracle Property Manager and CAFM applications by exporting and importing the information through Oracle's Space Open Interface Tables using the Export to CAD and Import from CAD concurrent programs. When the concurrent programs complete successfully, you can access the information in Oracle Property Manager or the CAFM application.

**Note:** If the data in your CAD or CAFM application follows BOMA standards for space measurement, no special implementation procedures are required for you to import all of your CAD data into Property Manager. If your CAD data follows International Facilities Management Association (IFMA) standards, you can set up Property Manager at the time of implementation to import your CAD data.

Oracle Property Manager can also accommodate up to fifteen additional data elements from your CAD application even if the elements do not follow BOMA or IFMA

standards. When these elements are imported into Property Manager they are stored in descriptive flexfields.

## **Related Topics**

Property Manager Open Interfaces, *Oracle Property Manager Implementation Guide*

Export to CAD Interface, page B-15

Import from CAD Interface, page B-19



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## Managing Leases

This chapter details the tasks you must perform to abstract leases and administer them effectively using Oracle Property Manager.

This chapter covers the following topics:

- Overview of Lease Administration
- Understanding the Lease Abstraction Process
- Abstracting Leases
- Assigning Space to Customers
- Creating Milestones
- Payments and Billings Overview
- Setting Up Payments
- Setting Up Billing
- Normalizing Payments or Billings
- Approving and Canceling Approval of Schedules
- Prepaying Rent Payments or Billings
- Reviewing Leases
- Modifying Leases
- Leases Windows

### Overview of Lease Administration

You can automate your lease administration processes by using the lease management features included in the Leases window. You can also manage the calculation of rent amounts and the creation of schedules for invoices. You can set up milestones that correspond to required decisions and actions you need to take at specific times. Milestones help you keep track of these decisions and actions and handle them on a

timely basis.

The Leases window and the schedule creation feature will help you to expedite many lease management tasks, such as:

- Abstracting the lease and related documents to identify basic information about the terms of the lease, as well as information about the parties to the lease.
- Staying informed about decisions you have to make and tasks you have to perform on a timely basis.
- Setting up and authorizing payment schedules, and exporting schedules to Oracle Payables.
- Setting up and authorizing billing schedules, and exporting invoices to Oracle Receivables.
- Keeping track of any additional information relevant to the lease.

If any of the terms of the original lease that you abstracted are later modified, you can use the Leases window to update your lease information. You can modify your lease information in two ways:

- Enter an amendment. You use the Amendment feature to record any amendments you have made to the lease. For example, when you create a lease amendment to terminate a lease early, you can update your information in Property Manager with the Amendment feature. The amendment feature allows you to keep a history of modifications made to the original lease agreement, along with information such as the user responsible and the amendment dates.
- Edit your lease information. If you simply need to correct an error you made while entering information, and you do not need to create a lease amendment, you can use the Edit feature to update your lease information.

## Understanding the Lease Abstraction Process

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

### Sources of Lease Information

Some of the information you enter in the Leases window does not come directly from your lease documents, but rather from the business processes used by your organization.

- Your lease documents provide information about the location being leased, the parties to the lease, the terms of the lease, and ancillary contractual agreements.
- Your business processes and standards determine items such as lease naming conventions, account numbers for payments or remittances, and the names of users who are responsible for performing lease-related activities.

**Note:** Ancillary agreements are contracts between either the landlord or the tenant and a third party. Such agreements can include insurance policies, maintenance contracts, and contracts with other service providers. The lease and the ancillary agreements may require you to make different types of payments in addition to rent, such as insurance, taxes, or operating expenses.

## Lease Terms and Processes

The Leases window includes an upper region, where you enter information that describes and identifies the lease, and a group of tabbed regions, each of which is dedicated to a specific lease term or element of lease information.

The information you enter in the Leases window will:

- Identify the lease with a unique name and number.
- Describe the type, class, and current status of the lease.
- Describe the terms of the lease and the significant elements of related documents.
- Initiate or continue a payment or billing process.

## Related Topics

Lease Window Reference, page 4-13

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16

## Lease Description

This section describes the unique and general attributes of a lease, such as name, number, type, and class.

## Unique Lease Attributes

Unique lease attributes identify one specific lease. You enter these attributes when you first begin to abstract the lease:

- *Name* of lease: If you follow a consistent naming procedure when you create lease names, you will be able to readily identify the locations that each lease refers to.

**Tip:** The lease name can be the same as the building name you enter when you set up the location. If you abbreviate the building name to create the lease name, choose an abbreviation that clearly refers back to the building name.

- *Number* of lease: Oracle Property Manager can be configured to handle lease numbers in one of two ways, depending upon how it is implemented. Either the system automatically assigns a lease number to each new lease, or you enter a lease number each time you set up a new lease. If you enter the lease number, use a consistent lease numbering system. Property Manager does not enable you to assign the same number to two leases.

## General Lease Attributes

These attributes can apply to any lease:

- *Operating Unit:* Each lease is created for a specific operating unit. Once you save a lease, you cannot change the operating unit, even if the lease has an approval status of Draft. Note that you can associate term templates, locations, or master leases (in case of a sublease) with the lease only if they belong to the same operating unit.
- *Type* of lease. The lease type describes how the rental amount is calculated. Three common types of leases are the gross lease, the net lease, and the percentage lease. The lease type is for informational purposes only and does not affect functionality.

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

- *Gross lease:* The lessee (tenant) pays a fixed rent. The lessor (landlord) pays other expenses, including taxes, insurance, and operating expenses. Most residential and commercial office leases are gross leases.
- *Net lease:* The lessee pays the rent as well as some or all of the operating costs, including maintenance, taxes, insurance, and utilities. Most residential ground leases and commercial building leases are net leases.
- *Abstracted By:* The name of the person who enters lease information in Property Manager.
- *Lease Class:* The lease class indicates your role as it is defined in the lease you are abstracting. In each lease you can have one of two possible lease roles: tenant or landlord. The lease class that you select also determines whether you will use the Payments feature or the Billings feature. See: Payments and Billings Overview, page

4-29.

- Choose the *Expense* lease class if you are the tenant in the lease. The Expense lease class enables the Payments feature, which is used by tenants to make payments to landlords and suppliers. The location to which the lease is assigned must have a tenure of Mixed, Managed, Leased, or Owned.
- Choose the *Revenue* lease class if you are the landlord in the lease. The Revenue lease class enables the Billings feature, which is used by landlords to bill tenants and customers. The location to which the lease is assigned must have a tenure of Mixed, Managed, or Owned.
- Choose the *Sublease* lease class if you are subleasing the property to a subtenant. The Sublease lease class, like the Revenue lease class, enables the Billings feature.

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

**Note:** Depending on the setting of the Default Landlord/Tenant View system option, the default value of Lease Class will be either Revenue or Expense. See *Defining Property Manager System Options, Oracle Property Manager Implementation Guide*.

- *Master Lease Name:* A Master Lease is a lease that you have previously abstracted in Oracle Property Manager. It covers the same property that is covered by the lease you are currently subleasing. In the Master Lease, however, your role is that of tenant, while in the current lease, your role is that of landlord. You designate a master lease only if you are subleasing the property to a subtenant. To do this, you must choose Sublease as the Lease Class.

**Note:** When you choose the Sublease class and enter the name of a Master Lease, you are a party to two leases. In one lease your role is tenant, and in the other lease your role is lessor. You enter the expense lease into Oracle Property Manager first, then enter the revenue lease. When you do this, the expense lease becomes the master lease in reference to the revenue lease.

- *Approval Status* of lease: A lease can have either Draft or Final approval status. The approval status of the lease determines what actions you can take regarding two areas of the lease abstraction process: making changes to the lease, and generating payments and billings.

- Changes to the lease: If the lease is in draft status, you can modify, delete, or add to the existing lease information. If the lease is in final status, you cannot make changes to the lease unless you perform an edit or create a lease amendment.
- Payment and billing schedules: When you enter payment or billing terms in the Leases window and change the lease approval status from Draft to Final, you initiate the process that creates scheduled payments or scheduled billings. See Approval Rules for Schedules, page 4-39.
- *Lease Status*: Lease status determines the relationship between the lessor and lessee. The selections available for lease status include the following:
  - Month-to-Month. A tenancy whereby a lessee retains possession of leased property after the lease has expired after which the tenant leases the property for one month at a time.
  - Holdover. A tenancy whereby a lessee retains possession of leased property after the lease has expired and the landlord, by continuing to accept rent, agrees to the tenant's continued occupancy as defined by state law.
  - Terminated. A lease status of Terminated occurs after the lease end date. This status also applies if you use the amend process to terminate a lease prior to the lease end date.
  - Active. A lease status of Active applies to leases that are within their lease term range.

## Lease Elements

Lease elements are the significant points of information in the lease itself, and in ancillary or third-party agreements associated with the lease. Lease elements provide the information you need to perform the administrative tasks necessary to implement the lease terms and the ancillary agreements. You enter information about lease elements in the tabbed regions of the Leases Window.

## Milestones

Most of the tabbed regions in the Leases window include the Milestones feature, which enables you to keep track of decisions and events that take place during the course of the lease. Milestones can be set up in these tabbed regions:

- Details
- Insurance
- Options

- Payments/Billings

## Lease Details

The lease details you abstract include:

- **User Responsible.** This is the person in your organization who is assigned responsibility for the lease you are abstracting.
- **Account Defaults:** The GL accounts to be charged for payments or used for remittances. For expense leases, these include the expense, liability, and accrued liability account. For revenue leases and subleases, these include the revenue, receivable, and accrued asset accounts.
- **Proration Rule:** Timing used to prorate lease costs over a shorter period of time, for example, if the lease starts mid-month. The options are 365 days per year, 360 days per year, or days per month. The option you choose can vary depending on the lease and your accounting practices.
- **Key Lease Dates:** These include execution, commencement, and termination dates of the lease itself, and of ancillary contractual agreements.
- **Term Template:** You can specify a predefined term template. The term template defaults payment and billing term information created for a lease.

**Note:** Once you assign a term template to a lease, Oracle Property Manager continues to use it for default term information, even after the term template is set as inactive. However, you can disassociate a term template from a lease or replace it with another one whenever required.

## Contacts

In the Contacts region you keep track of the name, role, and site of companies with whom you do business as part of administering the lease. You enter information about these companies in the Contacts window, where you can record additional information such as company addresses, and the names and phone numbers of company employees whom you might need to contact.

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

Using Oracle Mobile Property Manager, space planners and facilities managers can perform a variety of functions that would ordinarily require the use of paper or heavy lap tops, which are difficult to maintain and carry while inspecting property. Space planners and facilities managers can use Oracle Mobile Property Manager to perform

tasks such as directly accessing contact information for a given lease or notifying the system of vacant office space as they inspect the property.

## Locations

When you enter information about a lease, you can describe the location that the lease covers by entering location information in the Location tabbed region of the Leases window. If the lease covers more than one location you can enter information for all leased locations.

**Note:** You cannot associate a location with a lease unless both belong to the same operating unit.

Keep the following points in mind when associating locations to a lease:

- You must set up at least one location (the primary location) for reporting purposes.
- You cannot specify more than one primary location for a lease.
- A single location can be associated with multiple leases, as long as their occupancy dates do not overlap.
- If a location such as a building is associated with an expense lease, then that specific building and all of its associated floors and offices can be subleased.
- You cannot sublease a location that is not on the original master lease. You can associate the same location across multiple leases for overlapping occupancy dates, if the system option Multiple Tenancy Lease has been set to Yes. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

**Note:** You must set up a location before you can enter lease information in the Lease window. For information on setting up locations, see: *Managing Property*, page 2-1.

A location is automatically assigned to a customer when you add a location, with a customer, to a revenue lease. See: *Assigning Space to Customers*, page 4-25.

## Insurance

You can enter information about any insurance policies that cover the leased location in the Insurance tabbed region. In the Coverage Amount fields you can enter the amount of insurance that is legally required, if any, and enter separately the amount of insurance that was actually purchased under the specified policy. In the Dates region, you can enter information such as the insurance policy effective dates, the policy number, and the company that is supplying the policy.

## Rights and Obligations

Rights are entitlements granted by the landlord to the tenant. Right types are defined by the system administrator in the Lookups window. The following are examples of rights:

- Right to assign or sublease: entitles the tenant to sublease the property or assign their rights.
- Roof rights: entitles the tenant to install antennae and satellite dishes on a specific part of the roof.
- Right of first refusal to adjoining space: requires the landlord to disclose the availability of property next to the tenant's space. This gives the tenant the opportunity to rent this adjoining space or refuse the offer before offering this space to other potential tenants.

Obligations outline which party is responsible for performing or paying for specific services, costs, or duties. You can enter information about these services and obligations in this tabbed region. Examples of such services and obligations include:

- Building security
- Parking
- Maintenance
- Management
- Repairs
- Heating

## Options

The lease may specify options that the tenant or landlord can exercise at different times during the course of the lease. You enter information about these options in the Options tabbed region. Some common lease options are:

- Purchase of the property by the tenant.
- Extension of the lease period.
- Modifications to the leased property.
- Expansion of the lease to cover additional space.

## Payments

If you are a tenant, you can create payment items and schedules for the various

payments you have to make in connection with your property. These can be payments of rent you make to the landlord, or payments you make to any of your suppliers.

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

## Billings

If you are a landlord, you can create billing items and schedules to keep track of the rents and other payments that are made to you.

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

## Notes

Your lease abstract can include any explanatory notes that you want to accompany the lease information. For example:

- If by leasing office space you acquire the right to a parking space, you can record that information in Notes.
- If you are a landlord with a holdover tenant, you can indicate that the tenant is a holdover in Notes.

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

## Related Topics

Lease Window Reference, page 4-13.

Milestones, page 4-26

Contacts Overview, *Oracle Property Manager Implementation Guide*

Entering Payment Information, page 4-54

Entering Billing Information, page 4-69

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16

## Abstracting Leases

You use the Leases window to enter the information you have abstracted from the lease. When you navigate to the Leases Window and choose the New button, the Lease (New) window displays an upper region with fields for the basic information that will identify the lease, and a tabbed region with tabs for entering specific information about the contents of the lease.

## Setting Up Leases

Before you can abstract information for individual leases, you should enter lease setup information. Lease setup information includes:

- **Agents:** The contacts, customers (tenants), and suppliers (landlords) associated with each lease.
- **Locations:** The locations for which the lease is created.
- **Milestones:** The significant events in the life cycle of the lease.
- **Term Templates:** The default billing and payment term information that you can associate with multiple leases.

Creating contacts, term templates, milestones, and milestone templates is not mandatory. However, by entering complete lease setup information, you improve efficiency and consistency.

For detailed instructions, see the *Oracle Property Manager Implementation Guide*.

## Creating Leases

To create a lease:

1. From the Navigator, choose Leases and Documents: Enter Leases and Documents to display the Leases window.  
The Find Leases window appears.
2. Click New to display the Lease (New) window.
3. Select the operating unit.
4. In the Name field, enter a unique name for the lease.

5. Enter the lease number if Oracle Property Manager does not assign one. Oracle Property Manager assigns lease numbers automatically if you set the Automatic Lease Number Generation system option to Yes. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.
6. Select the Type of lease. Lease types, such as Net and Gross, indicate whether the tenant is responsible for the payment of any fees, such as taxes and maintenance fees, in addition to rent. The type field is a user-defined lookup. See Lookups, *Oracle Property Manager Implementation Guide*.
7. Select the Lease Class. If you are the tenant in the lease you are abstracting, select the Expense lease class. If you are the landlord, select the Revenue lease class. If you are subleasing the property to another tenant, select the Sublease class.
8. Select the Master Lease name if you have selected Sublease as the Lease Class.

**Note:** If the lease you are setting up is either Expense class or Revenue class, the Master Lease field is disabled.

9. Verify that the Approval Status field value is Draft.

**Note:** The Approval Status field has two possible values: Draft and Final.

- A draft lease is one for which you have not completed the abstraction process.
- A finalized lease is one for which you have completed the abstraction process and have no additional information to enter.

The default value of the Approval Status field is Draft. If you leave the Draft status of the lease unchanged until you have completed the abstraction process, you will not have to amend or edit the lease if you need to change or add lease information. Change the lease status from Draft to Final *after* you have abstracted information about the lease and entered it in the tabbed regions of the Leases window. Finalizing a lease automatically generates payment/billing schedules. See: Entering Lease Elements, page 4-15.

10. Verify that the Lease Status field value is Active, the default value. The selections available include the following:
  - Active
  - Month to Month
  - Holdover

- Terminated

See: Lease Description, page 4-3 for more information on the Lease Status field.

## Related Topics

Lease Window Reference, page 4-13

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16

## Lease Window Reference

The Lease and Edit Lease windows include the same headers and tabbed regions. For details on the tabbed regions of this window, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16.

**Operating Unit:** Select the operating unit to which the lease belongs.

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

**Class:** Indicates your role as it is defined in the lease you are abstracting. The lease class that you select also determines whether you will use the Payments feature or the Billings feature. See: Entering Payment Information, page 4-54 and Entering Billing Information, page 4-69.

- Select the *Expense* lease class if you are the tenant. The Expense lease class enables the Payments feature. The location to which the lease is assigned must have a tenure of Mixed, Managed, Leased, or Owned.
- Select the *Revenue* lease class if you are the landlord. The Revenue lease class enables the Billings feature. The location to which the lease is assigned must have a tenure of Mixed, Managed, or Owned.
- Select the *Sublease* lease class if you are subleasing the property to a subtenant. The sublease class enables the Billings feature. You can have up to two subleases for a lease. For example, a landlord leases to tenant 1. Tenant 1 subleases to tenant 2. Tenant 2 subleases to tenant 3 (this is a sub-sublease).

**Important:** When you select the Sublease class for the lease you are abstracting, your role in that lease is *landlord*, and the lease is between you and the *subtenant*.

**Note:** When you sublease a property, you are a party to two leases: the lease in which you are a tenant, and the lease in which you are a

landlord. You abstract the lease in which your role is tenant first, then you abstract the lease in which your role is landlord. The first lease, in which you are the tenant, is then known as the *master lease* in reference to the second lease, in which your role is landlord.

**Master Lease:** The name of the original lease between you and the landlord, in which you are the tenant. You designate a master lease when you have chosen Sublease as the Lease Class of your current lease.

**Note:** The lease which you want to designate as the master lease must first be entered, finalized, and saved as a unique lease in Oracle Property Manager.

**Name:** The name of the lease. Create a lease name that conforms to your organization's naming standards.

**Number:** The number that identifies the lease. If Oracle Property Manager does not automatically assign it, enter a unique lease number.

**Approval Status:** Indicates if your lease information is in **draft** or **final** form.

- **Draft:** the default lease status when you first open the Leases window. As long as the lease is in Draft status, you can change the information you have entered, and enter additional information, without having to amend or edit the lease. When you save a lease in Draft status, Oracle Property Manager saves all the information that you entered, but does not generate any payment or billing schedules.
- **Final:** If you have entered payment or billing items in the tabbed region of the Leases window, you will generate scheduled payments or scheduled billings when you finalize and save the lease. After you change the status to Final and save the lease, you must either create an Amendment or perform an Edit to make most changes to your lease information. You can change the lease name and lease number without creating an edited or amended version of the lease.

Change the status from draft to final when you have finished abstracting the lease, including the information in the relevant tabbed regions.

**Type:** Indicates how rent is calculated. Some common lease types are percentage, gross, and net leases. The lease type is informational and does not affect functionality.

**Lease Status:** Lease status determines the relationship between the lessor and lessee. The selections available for lease status include the following:

- **Month-to-Month.** A tenancy whereby a lessee retains possession of leased property after the lease has expired after which the tenant leases the property for one month at a time.
- **Holdover.** A tenancy whereby a lessee retains possession of leased property after

the lease has expired and the landlord, by continuing to accept rent, agrees to the tenant's continued occupancy as defined by state law.

- **Terminated.** A lease status of Terminated occurs after the lease end date. This status also applies if you use the amend process to terminate a lease prior to the lease end date.
- **Active.** A lease status of Active applies to leases that are within their lease term range. The default status is Active.

**Customer:** Name of the customer. This field is enabled only when you select Sublease or Revenue as the lease class.

## Related Topics

Modifying Leases, page 4-97

## Entering Lease Elements

Lease Elements include lease-related information such as key lease dates, tenancy, landlord and tenant rights and obligations, insurance, payment or billing details, notes, and options that you enter in the various tabs of the Lease window.

Before you enter information in the tabbed regions, you must enter the required information in the upper regions of the Leases window. See Abstracting Leases, page 4-11.

### To enter lease information:

1. **Details Tabbed Region.** Enter the name of the person who is responsible for administering the lease in the User Responsible field. Enter the necessary Oracle Payables or Oracle Receivables accounts. Select the appropriate proration rule. Enter the execution, commencement, and termination dates of the lease in the Key Dates Region. See Details Tabbed Region, page 4-17.
2. **Contacts Tabbed Region.** Enter the Role, Company Name, and Site of the contact. You can enter this information only after you have set up contacts. See Contacts Tabbed Region, page 4-19.
3. **Locations Tabbed Region.** Enter location information for the building, floor, or office that you are assigning to the lease. You can enter this information only after you set up locations. You can enter estimated and actual occupancy dates, the usage purpose of the leased location. See Locations Tabbed Region, page 4-19.
4. **Rights and Obligations Tabbed Region.** Enter any rights and obligations specified in the lease. Generally, the rights entered here have no financial consequences. Obligations outline which party is responsible for performing or paying for specific services, costs, or duties. Generally, the obligations entered here have financial

consequences. See Rights and Obligations Tabbed Region, page 4-23.

5. **Insurance Tabbed Region.** Enter information on insurance policies and amounts on the location. See Insurance Tabbed Region, page 4-22.
6. **Payments Tabbed Region.** (For Lease Class: Expense) Enter all payment terms you want to set up. You must set up suppliers before entering payment terms. See Entering Payment Information, page 4-54.
7. **Billings Tabbed Region.** (For Lease Classes: Sublease or Revenue) Enter all billing terms you want to set up. You must set up customers before entering billing terms. See Entering Billing Information, page 4-69.
8. **Options Tabbed Region.** Enter information on any options that are specified in the lease. See Options Tabbed Region, page 4-24.
9. **Notes Tabbed Region.** Enter any notes that you want to add to your lease information. See Notes Tabbed Region, page 4-25.
10. Save your work.

**Important:** Tabbed regions that include information on critical dates include a **Milestone** button. Use the Milestone button to assign a person to be responsible for completing a particular action associated with the lease. See Creating Milestones, page 4-26

## Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows

The Lease, Edit Lease, and Amend Lease windows include these tabbed regions:

- Details, page 4-17
- Contacts, page 4-19
- Locations, page 4-19
- Insurance, page 4-22
- Rights and Obligations, page 4-23
- Options, page 4-24
- Payments, page 4-56
- Billings, page 4-71

- Notes, page 4-25

You choose the Lease, Edit Lease, or Amend Lease window to enter lease information depending upon whether you are setting up a new lease, editing an existing lease, or adding an amendment to an existing lease.

Not all Fields the tabbed regions are editable:

- Details tab: You cannot edit the Key Lease dates after the lease has been finalized.
- Payments and Billings tabs: On the Payment tab, you can edit only Location, End Date, Supplier Name and Site, Invoice Grouping Name. On the Billing Tab, you can edit the Location, End Date, Customer Name, Bill To Site, Ship To Site, Payment Term, and Transaction Type.

**Note:** The Payments and Billings Tab window references are available here:

- Payments Tabbed Region Window Reference, page 4-56
- Billings Tabbed Region Window Reference, page 4-71

## Details Tabbed Region

**Key Lease Dates: Execution:** The lease date as stated in the lease. If no lease date is stated, the date the lease was signed may also be the execution date.

**Key Lease Dates: Commencement:** The date that the lease begins.

**Key Lease Dates: Termination:** The date that the lease ends. You can change the termination date only through the amend process. You can terminate a lease early if there are not any approved schedules after the termination date. When you extend a lease, the system changes the end date of all terms from the old termination date to the new termination date. When the lease status is changed to Active or Terminated, this field becomes required and the Extension End Date Field becomes display only.

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

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

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

**Revenue Account:** This field is visible only for billings. Requirements for this field depend on the value of the Accounting Option system option.

**Receivable Account:** This field is visible only for billings. Requirements for this field depend on the value of the Accounting Option system option.

**Accrued Asset Account:** This field is visible only for billings. Requirements for this field depend on the value of the Accounting Option system option.

For more information on the implications of the Accounting Option system option, see *Setting Up Accounting Distributions for Billings*, page 4-74 and *System Options in Oracle Property Manager*, *Oracle Property Manager Implementation Guide*.

**Lease Term:** The duration of the lease in terms of years, months, and days.

**Note:** Property Manager calculates the duration of the lease based on the commencement and termination dates that you enter. So, you can enter either the Commencement Date and the Termination Date or the Commencement Date and the Lease Term. The other fields will be updated automatically. If you change the Commencement Date, the Termination Date will be changed automatically, but not vice versa.

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

**Proration Rule:** Enter the timing you want to use for prorating rent amounts when a lease begins or ends in the middle of a period. For example, a lease has a monthly rent of \$3000. If you choose 365 Days/Year, for fifteen days of a 30 day month, the rent is \$1479.45 and if you choose Days/Month, the rent is \$1,500. Property Manager has three proration rules.

- 365 Days/Year: Yearly rent/no. of days (365) = daily rent

For example, a lease has a monthly rent of \$3000. If you choose 365 Days/Year, for fifteen days of a 30 day month, the rent is \$1479.45 ( $\$36,000/365 \times 15 = 1479.45$ ).

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

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

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

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

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

**Invoice Grouping Name:** Enter the name of the invoice grouping rule you want to use for grouping the payment or billing items that belong to the lease terms. This is an optional field, and the default value is blank.

**Term Template:** Select the term template to be used for the lease.

**Functional Currency:** This field is display only. The functional currency value is based on the primary ledger you have selected in the Ledger system option. See System

Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

**Extension End Date:** This field is enabled only when the lease status is Month-to-Month or Holdover. The extension end date cannot be less than the lease termination date.

### Contacts Tabbed Region

The values you enter in the Contacts region fields come from information you enter when you set up contacts. Contact information cannot be edited here. See Setting Up Contacts, *Oracle Property Manager Implementation Guide*.

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

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

**Site:** The specific location of the company from which it performs the named role. The contact site can also be the company's bill-to address.

**Active:** Indicates if a particular contact is active. You may want to indicate that a contact is no longer active if, for example, the company was replaced with a different company during the course of the lease.

### Locations Tabbed Region

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

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

**Primary:** If a lease covers more than one location, you can use this check box to indicate which location is the primary location for this lease. A primary location can also be the location to which mail should be sent. There can be more than one primary location for a lease.

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

**Share:** The percentage of a location covered by the lease. For example, if you are renting five floors of a 10-floor building, you can enter 50% as the Share.

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

**Actual Occupancy Date:** The first date when the location is occupied. You can associate more than one lease with a single location provided the occupancy dates do not overlap. To allow overlapping lease dates for a single location, set the Multiple Tenancy Lease system option to Yes. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

**Expiration Date:** The date the occupancy ends. The Location Expiration Date would typically be the same as the Lease Expiration Date, and by default is set to equal the Lease Expiration Date. However, you may edit this value to have the occupancy end before or after the lease ends.

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

**Recovery Type:** This field is enabled for billing leases and is a user defined lookup attribute that describes the usability of a particular space by a certain type of tenant, such as Major, Specialty, Freestanding, Kiosk, or Food Court. See Recovery Field References, page 7-56.

**Recovery Space Standard:** This field is enabled for billing leases and is the classification, usually Internal or External, of a location used in the recovery process. See Recovery Field References, page 7-56.

**Financial Obligation End Date:** This field is enabled for billing leases. and is the date that the obligation to provide the service ends. See Obligations Tabbed Region, page 4-23.

**Customer Name:** This field is enabled for revenue leases. See Billings Tabbed Region, page 4-71.

**Note:** A location is automatically assigned to a customer when you add a location, with a customer, to a revenue lease. See: Assigning Space to Customers, page 4-25.

**Bill to Site:** This field is enabled for revenue leases. See Billings Tabbed Region, page 4-71.

**Location Rentable Area:** The rentable area of the leased location as defined in the Location window as of the occupancy actual start date. This field is display only.

**Location Usable Area:** The usable area of the leased location as defined in the Location window as of the occupancy actual start date. This field is display only.

**Location Assignable Area:** The assignable area of the leased location defined in the Location window as of the occupancy actual start date. This field cannot be null and is display only.

**Lease Rentable Area:** The rentable area of the leased location per the agreement between the lessee and lessor. This value may be different than that of the location rentable area.

This field is editable even in a finalized lease. If the value is changed, the lease load factor and variance fields are updated. In addition, if the Area Type value within the Payments or Billings tabbed regions is Lease Rentable Area, any new term created will be based on the new changed value of the lease rentable area, although existing payment or billing terms will not be affected.

If you set the Default Location Area for Leases system option to Yes, the field displays the location rentable area by default. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*. The value of this field cannot be negative. It is not a required field.

**Lease Usable Area:** The usable area of the leased location per the agreement between the lessee and lessor. This value may be different than that of the location usable area.

The value of the lease usable area may be input directly or will be calculated by the system if both the lease rentable area and the lease load factor are entered. The user may enter the lease rentable area and either a lease load factor or the lease usable area. The system will calculate the other.

This field can be changed, even in a finalized lease. If it is changed, the lease load factor and variance fields are updated. In addition, if the Area Type value within the Payments or Billings tabbed regions is Lease Usable Area, any new term created will be based on the new changed value of the lease rentable area, although existing payment or billing terms will not be affected.

If you set the Default Location Area for Leases system option to Yes, the field displays the location usable area. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

The value of this field cannot be negative. It is not a required field.

**Lease Assignable Area:** The assignable area of the leased location per the agreement between the lessee and lessor. This value may be different than that of the location assignable area.

This field can be changed, even in a finalized lease. If it is changed, the variance field is updated. In addition, if the Area Type value within the Payments or Billings tabbed regions is Lease Assignable Area, any new term created will be based on the new changed value of the lease assignable area, although existing payment or billing terms will not be affected.

If you set the Default Location Area for Leases system option to Yes, the field displays the location usable area by default. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*. The value of this field cannot be negative. It is not a required field.

**Rentable Area Variance:** This field calculates the variance between the lease rentable area and the location rentable area as a percentage. If the area fields have not been populated, the variance is null. This field is display only and is calculated as follows:

$$(\text{Location Rentable Area} - \text{Lease Rentable Area}) / \text{Lease Rentable Area} * 100$$

**Usable Area Variance:** This field calculates the variance between the lease usable area and the location usable area as a percentage. If the area fields have not been populated, the variance is null. This field is display only and is calculated as follows:

$$(\text{Location Usable Area} - \text{Lease Usable Area}) / \text{Lease Usable Area} * 100$$

**Assignable Area Variance:** This field calculates the variance between the lease assignable area and the location assignable area as a percentage. If the area fields have not been populated, the variance is null. This field is display only and is calculated as follows:

$$(\text{Location Assignable Area} - \text{Lease Assignable Area}) / \text{Lease Assignable Area} * 100$$

**Location Load Factor:** Property Manager calculates this display only field as of the occupancy start date using the following formula:

Location Load Factor = Location Rentable Area / Location Usable Area - 1

**Lease Load Factor:** The lease load factor per the agreement between the lessee and lessor. This value could be different than that of the location load factor. It is defined as follows:

Lease Load Factor = Lease Rentable Area / Lease Usable Area - 1

You may enter the value directly or allow the system to calculate it based on the value entered for Lease Usable Area. The user may enter the lease rentable area and either a lease load factor or the lease usable area. The system will calculate the other. The system will not modify the lease rentable area. You can update this field even in finalized leases.

**Load Factor Variance:** This field calculates the variance between the lease load factor and the location load factor as a percentage. If the Lease Load Factor or Location Load Factor is null, the variance is null. This field is display only and is calculated as follows:

$(\text{Location Assignable Area} - \text{Lease Assignable Area}) / \text{Lease Assignable Area} * 100$

**Region:** The name of the region in which the property is located, if you assigned the property to a region when you set up the location. This field is display only.

**Office Park:** The name of the office park, if you assigned the property to an office park when you set up the location. This field is display only.

**Building/Land:** The name of the building associated with the location code. This field is display only.

**Floor/Parcel:** The name of the floor associated with the location code. This field is display only.

**Office/Section:** The name of the office associated with the location code. This field is display only.

## Related Topics

Managing Properties, page 2-1

## Insurance Tabbed Region

**Type:** The type of insurance. Some examples of insurance types are fire, liability, and personal injury.

**Insurer Name:** The name of the insurance company as stated in the insurance policy.

**Policy Number:** The insurance policy number.

**Active check box:** Indicates if a particular insurance policy is active. You may want to indicate that a policy is no longer active if, for example, the policy was replaced with one from a different company during the course of the lease.

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

**Dates: Expiration:** The date that insurance coverage under this policy ends.

**Coverage Amount: Required:** The cost of the insurance coverage required by law for this type of risk.

**Coverage Amount: Purchased:** The cost of the insurance coverage actually purchased under this policy.

## Rights and Obligations Tabbed Region

### Rights region

**Num:** Line number for the right.

**Type:** Type of right that you are listing. For example, right to sublease or roof rights. The appropriate person in your group defines the right types that your company uses in the Lookups window.

**Grant Code:** Indicates whether the lease specifically bestows the right upon the tenant.

**Reference:** The paragraph in the lease that references the terms of this right.

**Comments:** Enter comments about the right for your own reference. For example, you might want to indicate if the language is ambiguous or unusual.

### Obligations region

**Num:** Row number of the obligation. Assigned by Property Manager after you save the record.

**Type:** Category of the responsibility. The appropriate person in your organization maintains the list of valid values in the Lookups window. For example, your company might define the Maintenance type for gardening and painting and the Expense type for heating and electricity.

**Service Provider Name:** If a service provider, such as a gardener or security firm will provide services for this obligation, select the name of the provider. If the service provider is not on the list, then ask the appropriate person in your organization to set it up in the Service Providers window.

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

**Start Date:** The date that the obligation to provide the service begins.

**End Date:** The date that the obligation to provide the service ends.

**Reference:** Enter the paragraph or section in the original lease that describes the obligation so you can easily reference it.

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

**Financial Responsibility:** If a cost is associated with this obligation, the party responsible for paying it.

**Maintenance Responsibility:** If the obligation is for maintenance, enter the party

responsible for supervising or coordinating work with the service provider. For example, if the landlord schedules and oversees the work of the landscape service provider, enter Landlord.

**Active: check box** This is a display-only field and shows if the service provider is still active. Service provider active status is maintained by the appropriate person in your organization in the Service Providers window.

**Responsibility %:** If a cost is associated with this obligation, the percentage that the responsible party is obligated to pay. If there is more than one responsible party, create a record for each party for this obligation and assign the appropriate percentage to each record.

**Comments:** Add any comments for your reference.

## Related Topics

Lease Window and Edit Lease Window Reference, page 4-13

Amend Lease Window Reference, page 4-109

## Options Tabbed Region

**Num:** The number assigned to the option by Property Manager.

**Option Type:** The type of option. Some examples of option types are renewal, purchase, and early termination. This list is maintained in the Lookups window by the appropriate person in your organization.

**Start Date:** The first date the option can be exercised.

**End Date:** The last date the option can be exercised.

**Term:** The system displays the length of the term in the time units that your company uses. For example, if your company uses years and the Start Date is Jan 1, 2001, and the End Date is Jan 1, 2002, then the system will enter 1 in this field.

**Reference:** Enter the paragraph in the original lease that describes the option so you can easily reference it.

**Status:** The current status of the option, for example, Exercised, Not Exercised, or No Action. You can update the status of an option by amending or editing the lease.

**Notice Given check box:** If the option requires notice from one party to the other, check this check box to indicate that the notice was given.

**Option Size:** The amount of additional space you are adding by exercising the option, if the option is for expansion of the leased space. For example, if the option size is 1000 square feet, enter 1000 here and square feet in the UOM field.

**Exercise Begins/Ends:** First and last dates that notifications can be sent to the landlord. This value defaults to the Milestones Action Begin and Action Due dates respectively.

**Action Taken Date:** Date that an action was taken on an option. For example, the date that a tenant notifies the landlord that he will exercise the option.

**UOM:** Units of measurement for additional space you are adding by exercising the option, if the option is for expansion of the leased space.

**Cost:** The cost of the option, if it is exercised. Examples are \$2 per square foot, or 95% of fair market value.

**Currency:** Currency in which the option cost is denominated. The currency of the lease defaults.

**Area Change:** Area that will be increased or decreased related to an expansion, contraction, or must take option right.

### Notes Tabbed Region

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

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

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

**User:** The user name of the user who enters the note. This field is display only.

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

## Assigning Space to Customers

You can use the Locations tabbed region of the Lease window to assign space to customers. Adding a location, with a customer, to a revenue lease automatically assigns the location to that customer.

### Assigning Space to Customers

**Prerequisites:**

- Set up the locations you want to assign. See: *Managing Properties*, page 2-12.
- Set up customer names and sites. If you have Oracle Receivables installed, use the Create Customers page. See: *Creating a Customer, Oracle Receivables User Guide*.

### Rules Controlling Customer Space Assignment

The rules controlling automatic customer assignment are as follows:

If there is another lease for the same location with overlapping dates, the system will not allow you to save this record unless the location or dates are changed.

If the Automatic Space Distribution system option is set to Yes, the space assignment is created according to the following rules:

- If there are overlapping assignments for different customers in the same location, you can select whether or not to automatically allocate the assignments by selecting

the following:

- Yes: The space is shared and the assignment is automatically allocated.
- No: The system will not save the changes.
- If there is one overlapping assignment in the location for the same customer, the existing assignment is updated.
- If the same customer has more than one overlapping assignments in the location, an error will be generated and the space assignment will not be allocated.

If the Automatic Space Distribution system option is set to No, the space assignment is created according to the following rules:

- If there are overlapping assignments for different customers in the same location which contains vacant space, the space assignment is automatically allocated using the remaining area.
- If there are overlapping assignments for different customers in the same location which contains no vacant space, you can control whether or not to automatically allocate the assignments by selecting the following:
  - Yes: The assignment is automatically created, but contains no allocated space.
  - No: The system will not save the changes.
- If there is one overlapping assignment in the location for the same customer, the existing assignment is updated.
- If the customer has multiple overlapping assignments in the location, an error is generated and the space assignment is not allocated.

## Related Topics

Locations Tabbed Region, page 4-19

## Creating Milestones

Some lease administration processes require you to make decisions and take actions at specific times during the course of the lease. In Oracle Property Manager you can set up *milestones* that correspond to these required actions. You can then keep track of the decisions and actions that are required, and handle them on a timely basis. If you have installed Oracle Alert, you can set up an automatic notification system that will inform users of milestones according to a schedule you create in Oracle Property Manager.

Milestone information includes the type of milestone, the name of the user responsible

for acting on the milestone, the date by which the action must be taken, and the schedule according to which user notification will take place.

You can create milestones for each element of the lease that requires you to take some action during the life of the lease. Each of these lease elements has its own tabbed region in the Leases window.

- Details Milestones can alert you to an upcoming lease termination date.
- Insurance Milestones can indicate when an insurance payment is due, and when an insurance policy needs to be renewed.
- Options Milestones can notify you that the period of time during which you can exercise an option is nearing.
- Payments Milestones can remind you to set up payment items and scheduled payments, and to export schedule payments to your accounts payable application.
- Billings Milestones can remind you to create invoices and scheduled billings, and to export billings to your Accounts Receivables application.

## Related Topics

Setting Up Milestone Templates, *Oracle Property Manager Implementation Guide*

Setting Up Milestones, page 4-26

## Milestone Types Overview

You can define different types of milestones to address the various lease events that will require action. Milestone types are user-defined lookups. After you enter these milestone types in the Lookups window, you can use the tabbed regions of the Leases window to associate milestones with a specific lease feature or aspect of the lease. Some common milestone types are:

- Insurance, for renewal of policies and payment of premiums.
- Lease options, for renewal or early termination of the lease.
- Lease payment and billing terms, for the timely creation and payment of invoices.

## Setting Up Milestones

### Prerequisite:

- In the Lookups window define values for milestone types and primary users. See: Lookups, *Oracle Property Manager Implementation Guide*.

## To set up milestones:

**Note:** If you are currently entering lease information in an active Leases window, proceed to Step 3.

1. Navigate to the Leases window.
2. Perform a query to retrieve the lease for which you want to enter milestones.
3. Navigate to the tabbed region for the lease element for which you want to set up milestones. You can set up milestones in these tabbed regions:
  - Details
  - Insurance
  - Options
  - Payments/Billings
4. Choose the Milestones button.
5. If you have previously set up a milestone template that includes the milestone types and users that you want to associate with this lease element, select the Template Name.

**Note:** If the milestone template you entered includes all the milestone types and users you want to enter, proceed to Step 8.

6. Select the milestone type you want to associate with this lease element.
7. Select the name of the user who will be responsible for taking action on the associated milestone type.
8. In the Action Due Date field, enter the date by which the action required by the milestone must be taken.
9. If the Lead Days field is blank, enter the estimated number of days that will be required to complete the specified milestone type.
10. If the Frequency field is blank, enter the number of days that you want to elapse from one user notification to the next.
11. Repeat Steps 6 through 10 if you need to enter additional milestone types and users.

12. Save your work. The start date is automatically calculated by the system based on the Action Due Date and the Lead Days.

## Lease Milestones Window Reference

Oracle Property Manager includes a Milestones feature in these Leases windows tabbed regions:

- Details
- Insurance
- Options
- Payments
- Billings

When you choose the Milestones button in any of these tabbed regions, the Milestones window for that specific tabbed region opens, and displays these fields:

**Action Due Date:** The date by which the required action for the milestone must be completed.

**Lead Days:** The estimated number of days it will take to complete the required action for this milestone. The milestone notification will be sent this many days before the Action Due Date.

**Responsible User:** The user name of the person responsible for taking action on the milestone.

**Type:** The type of Milestone, from the Milestone lookups.

**Frequency:** The number of days between milestone notifications. Entering "1" in this field generates a notification every day. Entering "2" generates a notification every other day.

**Note:** To generate automatic notification of milestones, Oracle Alert or a similar notification system must be installed.

**Begin Date:** The first date that a notification regarding this milestone will be generated. Oracle Property Manager calculates the Notification Date as the Action Due Date minus the number of Lead Days. This field is display only.

## Payments and Billings Overview

Oracle Property Manager includes two features that you use to manage financial transactions for your property. You manage payment schedules to suppliers with the payments feature, and you manage billing schedules to customers with the billings

feature. You set up both types of transactions in Property Manager, then you export the transaction information to Oracle Payables or Oracle Receivables as shown in the following table:

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

**Note:** The lease class that you select determines whether the payments feature or the billings feature is enabled. You enable the payments feature by selecting the Expense lease class. You enable the billings feature by selecting either the Revenue or the Sublease lease class.

Each of these features enables you to set up financial transactions that can occur at any time during the life of the lease. The transactions can take place one time only, or they can be recurring transactions that take place according to a schedule that you determine. For example:

- One-time-only transactions can include security deposits and certain types of operating expenses.
- Recurring transactions can include rent and taxes. You can create terms with frequencies of monthly, quarterly, semi-annual, and annual.

This discussion includes the following topics:

- The Payments and Billings Processes, page 4-31
- Transaction Terms, page 4-32

- Payment and Billing Events and Schedules, page 4-38
- Authorized Schedule Events, page 4-39
- Payment and Billing Items, page 4-40
- Prepayments, page 4-92
- Deferred Payments and Billings, page 4-42
- Integration With Oracle Payables and Receivables, page 4-43

## Related Topics

Setting Up Payments, page 4-53

Setting Up Billings, page 4-69

## The Payments and Billings Processes

When you are setting up payment and billing information, each step in the process is a separate task. After you complete a step, you can immediately continue on to the next step, or you can stop the process at that point, and return to the next step at a later time. You can set up the terms and schedules for payments or billings when you first abstract the lease, or at any time thereafter.

**Note:** Before creating payments and billing, you must set up suppliers and customers.

The process of creating payments or billings consists of four basic steps:

1. You enter the terms of the transaction in the Payments or Billings tabbed region of the Leases window. See Entering Payment Information, page 4-54 and Entering Billing Information, page 4-69.
2. After you finalize a lease, Oracle Property Manager creates a payment or billing schedule. The schedule consists of individual payments or billings for the lease grouped by schedule date.
3. You authorize schedules in the Authorize Payments or Authorize Billings window. See Authorized Schedules, page 4-39.
4. You export payment or billing items to Oracle Payables or Oracle Receivables, using the Export Payments to Payables or Export Billings to Receivables window. You cannot export terms that belong to unapproved schedules. See: Exporting Payment Items to Oracle Payables, page 4-65 and Exporting Billing Items to Oracle Receivables, page 4-81.

**Note:** You can also prepay or defer a payment or billing item. See: Prepayments, page 4-92 and Deferred Payments and Billings, page 4-42.

## Entering Payment and Billing Terms

You enter the terms of the transaction in the Payments or Billings tabbed region of the Leases window. Oracle Property Manager uses the information you enter to generate payment or billing schedules.

**Note:** You can enter term information directly in the Payment or Billing Schedules Details window. For more information, see: Authorized Schedule Events, page 4-39.

Your sources for transaction term information are:

- The lease
- Documents covering ancillary agreements related to the lease, such as insurance policies and contracts with contacts
- Your organization's business processes, which will determine what values you enter in certain fields, such as:
  - The account number to be charged for the payment or credited for the billing.
  - The purpose you assign to the transaction.

In the Payments or Billings tabbed region of the Leases window you enter detailed information about the transactions you are setting up. This information includes:

- The **term template** to be used for the transaction. This field is not required and any terms defaulted into the lease can be modified. If a term template has been defined at the Lease Details level, the same term template is defaulted in this field. You can change the term template at the payment level as well.
- The **location** of the transaction. You can enter any valid location.
- The **purpose** of the transaction. You can enter the same purpose in more than one transaction. For example, you may enter two payment terms that both have rent as their purpose, if the first term covers a different time period than the second term. This is a user-defined lookup.
- The **type** of transaction. The transaction type indicates the origin of the payment or billing item. For example, for the Rent payment purpose the payment type may be

base, direct, escalation, or abatement. This is a system-defined lookup.

- The **Frequency** with which payments or billings are to be made. You can set up recurring payments or billings by entering a frequency value of weekly, monthly, quarterly, semiannually, or annually.

You also use the Frequency field to set up a one-time-only payment or billing. When you set a term's frequency to one time, Oracle Property Manager requires that you enter the same start and end dates for the term.

- Whether or not the payment/billing is **normalized**.
- The **Schedule Day** on which schedules should be created. You can enter a number between 1 and 28. The number you enter is the day of the month on which schedules will be created. The schedule day you enter defaults to the transaction date in Oracle Receivables and the invoice date in Oracle Payables.
- The **Area Type** used in the of the term details. See: Using Area Type, page 4-34
- The **Start Date** and **End Date** of the transaction period. For normalized terms the transaction period start date cannot be earlier than the commencement date of the lease and the transaction period end date cannot be later than the termination date of the lease. This restriction does not apply to terms that are not normalized. The start date and end date default to the lease commencement and lease termination dates.
- The name of the **Supplier**, and the **Supplier Site**, to whom the payment is made, or the name of the **Customer** and **Customer Site** to whom the billing is made. This information comes from the list of suppliers in Oracle Payables, or the list of customers in Oracle Receivables.
- The **amount** of each scheduled payment or billing. If you know the exact amount of the payment or billing, you can enter it as the **actual amount**. If you do not know the exact amount, you can enter an **estimated amount**. For example, when you are scheduling payments for taxes or utilities, you may be able to estimate the amount of the payment based on previous payments. Later, when you know the actual amount, you can enter it. You cannot enter estimated amounts for normalized terms. You can also enter an **annual/area amount**. If you enter an annual/area amount, Property Manager calculates the actual amount.

## Related Topics

Payments and Billings Overview, page 4-29

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16

## Using Area Type in Term Details

The value in the Area Type field determines the source of the value for the Area field in the Payment or Billing Term window. The value in the Area field is then used in conjunction with the Annual/Area field to calculate the actual amount. See Locations Tabbed Region, page 4-19.

The Area Type field contains a drop down list with eight available values. Six of the eight drop-down values refer to fields on the Locations tab of the lease, and when the user selects one of these, the system populates the Area field with the value in the corresponding field on the locations tab. If the value in the corresponding field is null, the user is prompted by the system to populate the field in the Locations tab first before selecting that value. These six values are:

- **Lease Rentable Area**
- **Lease Assignable Area**
- **Lease Usable Area:**
- **Location Rentable Area:** The default value of the Area Type field.
- **Location Assignable**
- **Location Usable Area**

Note that the Location Rentable Area, the Location Assignable Area, and the Location Usable Area can change over time. When one of these three values is selected for Area Type, the Area field is populated with its value as of the start date of the payment term. The remaining two dropdown values are described below:

- **Other:** Selecting a value of Other indicates that you want to manually enter a value in the Area field of the Term Details window. You can directly update the value in the Area field only if the value of Other was selected in the Area Type field.
- **Null:** Selecting a value of null is used if the term is not based on an area measure. Values cannot be entered into the Area or Annual/Area fields.

If there is no location tied to the term, the default value for Area Type will be Null. If there is a location, the default value is Location Rentable Area.

### Specifying Area Type with No Location Area

If the value selected in the Area Type field is Lease Rentable Area, Lease Usable Area, or Lease Assignable Area, and the system does not find a value for the corresponding area field in the Locations tabbed region, you will be prompted to enter a value for the corresponding area field in the Locations tabbed region before proceeding. To save entries you have already made, select the value of Other and save the record. Then go to

the Locations tabbed region and enter a value for the corresponding lease area. Then return to the Term Details window via the Payment or Billings tabbed region and select the desired value for area type.

If the value of the Area Type field is changed again, the system will not do any validations and will allow the change. The system will only ensure that the value change in the Area Type field is reflected in the Area and Annual/Area fields. The change is not reflected in the actual amount of a finalized or draft lease.

## **Changing Area Type in Draft and Final Leases**

### **Draft Leases**

In a draft lease, after the payment or billing term has been entered and saved, you can change the value of the Area Type field. This will change the Area and Annual/Area field amounts. If you change the value of the Area Type field to Other, the value in the Area field will be erased, and the Annual/Area field will become null. If the Area Type field is changed to Null, the Annual/Area and the Area fields become blank or null. No changes will occur to the actual amount of a billing or payment term as a result of changes in the Area Type field or corrections to the area of locations. For a draft lease, a change in the location area of a space definition will not affect the previously created terms or their associated area values. The terms created after a change in the location area of a space definition reflect the new changed area value.

### **Final Leases**

In a final lease, the Area Type fields are updateable, and changes to the value of the Area Type field will only change the Annual/Area field. A change in the area of a location will be reflected in any new terms created in the Payment or Billings tabbed region. The terms created before the change will still display the previously created area values.

## **Currency Conversion for Billing and Payment Term Amounts**

You can enter billing or payment amounts for lease terms in currencies other than your functional currency. Oracle Property Manager converts entered amounts based on the conversion rate type specified in the Currency Conversion Type system option. If you do not specify a conversion rate type in the system option, Oracle Property Manager uses the conversion rate type associated with the functional currency and enabled in the Reporting Currencies window. If the functional currency conversion rate type and the conversion rate type specified in the system option are different, Oracle Property Manager uses the rate type specified in the system option.

In addition, the daily rates for the conversion rate type specified in the system option must be available for the transactional currency used in the billing or payment term in order for you to approve a billing or payment schedule.

For example, the functional currency for Company A is Pounds Sterling (GBP). The

Currency Conversion Type system option is set to Corporate. A billing term is added to a lease with a transactional currency of Euro (EUR). The lease is monthly and effective from January 1, 2002 to December 31, 2002. The lease is finalized and twelve billing schedules are generated. The Daily Rates table does not contain any conversion rates for Euros and Pounds Sterling for any dates in 2002. You will not be able to approve the billing schedule for January or any other month in 2002.

## Setting Up Currency Conversion

To setup currency conversion:

1. Specify the conversion rate type in the Currency Conversion Type system option.

**Note:** If you do not specify a rate type in the profile option, you must add the functional currency and conversion rate type in the Reporting Currencies window.

2. Enable the transactional currency, if not already enabled. Enter the currency code and conversion rate type, in the Reporting Currencies window.

## Entering Conversion Rates Manually

To enter conversion rates manually

1. Select User for the conversion rate type specified in the Currency Conversion Type system option.
2. When adding a term to a new lease or editing or amending an existing lease, enter the actual amount for the new term and the currency. In the Rate field, enter the conversion rate.

## Payment Schedule Details and Billing Schedule Details

Property Manager displays both the transactional and functional currency amounts for a billing or payment transaction in the Billings or Payment Schedule Details window. The total amount for the schedule is always displayed in the functional currency. In the Billing Items or Payment Items region of the window, the transactional and functional currency amounts for each schedule item are both displayed. The amount displayed in the Actual field is in the transactional currency and the Accounted field shows the functional currency amount. The transactional currency and conversion rate are also shown for each item. The following standard reports show transactions (billing or payment items for a lease) in both transactional and functional currencies: Rent Schedule Details Report, Receivables Detail Report, Receivables Summary Report, Rent Schedule Export Report, and the Lease Abstract Report.

## Converting Currency Amounts

When you enter a payment or billing item in a currency other than the functional currency, Property Manager compares the transaction date to the system date to determine the rate to use to convert actual amounts to functional currency amounts for payment or billing schedule items.

- If the transaction date of the schedule item is the system date or earlier, Property Manager calculates the accounted amount using the currency conversion rate in effect on the date of the transaction.
- If the transaction date of the schedule item is after the system date, Property Manager calculates the accounted amount using the currency conversion rate in effect on the system date.

Property Manager converts item amounts from transactional to functional currency, based on the rules above, when you generate payment or billing schedules. You will see the functional currency amount displayed in the Accounted field in the Payment Schedule Details or Billing Schedule Details window. The accounted amount is subject to change, if the conversion rates change, until the payment or billing schedule is approved. Upon approving a schedule, the accounted amount is recalculated based on the transaction date and system date at that time and can no longer change.

For example, Lease B is created with one payment term.

- The lease begins on January 1, 2002 and ends December 31, 2002.
- Rent is \$500 Australian (AUD) dollars a month.
- The functional currency is US dollars (USD).
- The conversion rate type is Daily.
- The system date is January 15, 2002.
- The daily rates for converting Australian dollars (AUD) to US dollars (USD) are:
  - 0.51 on January 1, 2002
  - 0.52 on January 15, 2002
  - 0.53 on February 15, 2002

The lease is created and finalized on January 1, 2001. The draft payment schedule details show the following accounted amounts:

- For the JAN-2002 schedule, the accounted amount is \$255 USD ( $\$500 * 0.51$ ). The conversion rate effective on the transaction date is used to calculate the accounted amount because the transaction date is earlier than the system date.

- For the FEB-2002 schedule, the accounted amount is \$260 USD. The conversion rate effective on the system date, 0.53 as of January 15, 2002, is used to calculate the accounted amount because the transaction date is later than the system date.

## Payment and Billing Schedules

After you enter the payment or billing term information in the lease, change the lease status to final, and save the lease, Oracle Property Manager runs the Schedules and Items concurrent program to generate a payment schedule or billing schedule. You can view the schedule in the Authorize Payments or Authorize Billings window.

If the automatically generated concurrent program fails for some reason, you can submit the Schedules and Items concurrent program manually. For more information, see Schedules and Items, page B-25.

## Schedules

Oracle Property Manager derives payment or billing schedules from the terms you enter in the payments or billings tabbed regions of the Lease window. That is, a schedule is the group of payment or billing items that belong to a particular lease and are scheduled for a particular date.

You can also create schedules manually if a schedule with the same schedule date does not already exist. See Deferring Payments and Billings, page 4-42.

For normalized payment and billing terms, Oracle Property Manager creates an item for each month starting with the commencement date of the lease and ending with the termination date. These are the normalized payments or billings. If there are months for which there are no cash payments scheduled, Oracle Property Manager creates a schedule for the normalized item.

The information in each schedule includes:

- Lease name and number: A schedule can include payment or billing items from one lease only.
- Schedule Date: By default, the schedule date for each schedule is the first day of the month. To select another schedule day, enter that day of the month in the Schedule Day field in the Payments/Billings tabbed region of the Lease window.
- Approval status and name of approver: When you approve a payment schedule, you approve for export to Oracle Payables all the individual payment items included in that schedule. When you approve a billing schedule, you approve for export to Oracle Receivables all the individual billing items included in that schedule. You can cancel approval of an approved schedule if there are no exported items.
- Period name: This is the name of the general ledger monthly accounting period for the payment or billing.

- **Total amount:** For payment schedules, this is the sum total of all payments for a lease on a specific schedule date. For billing schedules, this is the sum total of all billings for the specified schedule date.

## Approval Rules for Schedules

When Oracle Property Manager first generates the schedule, its status is Draft. You approve a schedule by changing its status to Approved and saving your work. The approval takes effect when you save your work. You can change the payment/billing terms for an item in an approved schedule. This change is incorporated into all items, belonging to the term, that are not exported.

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

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

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

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

## Authorized Schedules

When you authorize a payment or billing schedule, you are approving all of the individual items it contains for export to Oracle Payables or Oracle Receivables. You cannot export items if you have not authorized the schedule of which they are a part. Before you authorize a schedule, you can change the supplier or customer name and site, and the account, of any items that the event contains.

**Note:** You can also create new Payment or Billing Items through the Payment or Billing Schedules Details window.

You can then click the Term Details button to make changes to the term to which the item belongs. These changes are reflected when you export transactions. You can also defer any of the individual items in the schedule to the next schedule. See *Deferred Payments and Billings*, page 4-42.

To authorize a schedule, the schedule must contain an actual amount. If you have not entered an actual amount, Oracle Property Manager inserts the estimated amount into the Actual Amount field on the Payments or Billings tabbed region. You can change this

default actual amount if the payment or billing is not normalized.

You display schedules in the Authorize Payments or Authorize Billings window. To select different groups of schedules, you enter search criteria in either the Find Payment Schedules or Find Billings Schedules window. Criteria on which you can base a search include:

- Operating Unit
- Lease
- Schedule date
- Transaction date or period name

## Related Topics

Payments and Billings Overview, page 4-29

Searching for Information, *Oracle Applications User's Guide*

## Payment and Billing Line Items

Within a schedule there are line items. A payment or billing *item* is the basic unit of the financial transaction process. It is a record of individual payment or billing items that you set up in a transaction term and that you can export to Oracle Payables or Oracle Receivables. The Payment Schedule Details window and the Billing Schedule Details window display all of the items that make up a single payment or billing schedule by schedule date. The upper region of the window shows information that identifies and pertains to the entire schedule. The lower region shows detailed information that pertains to each payment or billing item.

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

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

In the Payment/Billing Schedule Details window you can defer individual payment items to the next schedule. In the Billing Schedule Details window you can defer individual billing items to the next schedule. See: Deferring Payment Items, page 4-68 and Deferring Billing Items, page 4-84.

You can also approve the entire schedule by selecting Approved in the Payment Status field in the upper region of the window.

## Payment/Billing Item Amount

To calculate the *amount* of each individual item, Oracle Property Manager refers back to the amount you entered in the Actual Amount field in the payment or billing term. Based on that amount, Oracle Property Manager calculates a daily amount that it then multiplies by the number of days in the interval that you specified in the Frequency field. This calculation produces the schedule item amount. This is needed when calculating prorated rent.

By calculating the item amount in this way, Oracle Property Manager can accommodate any of the various frequency intervals that you want to use, over a term period of any length that you choose. For example, you may want to make semiannual payments over a payment term period that lasts ten months instead of a year. In that case the amount of the first payment will be calculated to cover six months, and the amount of the second payment will be calculated to cover four months.

When calculating payment or billing items for lease terms that have a frequency of annual, semi-annual, or quarterly, Property Manager calculates the amounts based on the start date of the term. For example, the lease term start date is January 15, 2002, the end date is December 31, 2002 the frequency is semi-annual and the amount is \$1,000. The proration rule is 365 Days/Year. Property Manager calculates the amount due as follows: \$1,000 due JAN-02 and \$931.51 due JUL-02

Schedule Date	Base Rent	Account Expense	Adjustment	Deferred Liability
JAN-02	\$1000.00	\$160.96	(\$839.04)	(\$839.04)
FEB-02	0	\$160.96	\$160.969	(\$678.08)
MAR-02	0	\$160.96	\$160.96	(\$517.12)
APR-02	0	\$160.96	\$160.96	(\$356.16)
MAY-02	0	\$160.96	\$160.96	(\$195.20)
JUN-02	0	\$160.96	\$160.96	(\$34.24)
JUL-02	\$931.51	\$160.96	(\$770.55)	(\$804.79)
AUG-02	0	\$160.96	\$160.96	(\$643.83)
SEP-02	00	\$160.96	\$160.96	(\$482.87)

Schedule Date	Base Rent	Account Expense	Adjustment	Deferred Liability
OCT-02	0	\$160.96	\$160.96	(\$321.91)
NOV-02	0	\$160.96	\$160.96	(\$160.95)
DEC-02	0	\$160.96	\$160.96	0

## Related Topics

Integration With Oracle Payables and Receivables, page 4-43.

Payments and Billings Overview, page 4-29

## Deferring Payments and Billings

You can defer individual payment and billing items from one schedule to the next if the Payment Status of the payment or billing schedule is Draft. If the status of the event is Approved, you cannot defer any items it contains.

Deferring a payment or billing item does not change any of the item's terms, including the original transaction date. The deferred item, with its original transaction date, will appear as an item in the next schedule, and the amount of the item will be added to the new schedule's total amount.

To defer a transaction item to a subsequent schedule, in the Payment Schedule Details or Billing Schedule Details window highlight the specific item you want to defer and choose the Defer button.

**Note:** When you finalize and save financial transaction terms, in the Enter Leases window, Oracle Property Manager automatically creates a monthly schedule for every month from the commencement to the termination of the lease. If you want to defer an item from the final monthly schedule that Property Manager created to an event that is *later* than the termination of the lease, you must first manually create the new schedule by choosing the New button in the Authorize Payments or Authorize Billings window. After you create the new schedule, you can treat it as any other transaction event.

## Related Topics

Deferring Payment Items, page 4-68

Deferring Billing Items, page 4-84

## Contracting Payment or Billing Terms

You can use the Amend Lease or Edit Lease windows to contract a term to any date equal to or after the start date of the term. Before contracting a term, you must cancel approval of all schedules that you have approved but not exported.

When you contract a term, Oracle Property Manager deals with the schedules for the term as follows:

- **Draft schedules:** Deletes all draft schedules for schedule periods after the new end date of the term.
- **Approved schedules:** Does not delete approved schedules. Oracle Property Manager creates a single new item for the term to reverse the amounts already approved for schedule periods after the new end date. Oracle Property Manager creates this adjusting item in the last draft schedule. If there is no draft schedule, Oracle Property Manager creates a new draft schedule in the last schedule period (for the new term end date), on the same schedule day.

**Important:** When you contract a normalized term, Oracle Property Manager renormalizes the term and reverses normalized items from approved schedules to ensure that correct entries are passed for accrual accounts.

## Related Topics

Contracting a Lease, page 4-106

Editing or Amending a Normalized Payment or Billing, page 4-111

## Integrating with Oracle Payables and Oracle Receivables

All payment and billing items that you approve can be exported to either Oracle Payables or Oracle Receivables. To display approved items in the Export to Payables or Export to Receivables window, enter search criteria in the Find window. You can display different groups of approved items, for example:

- All transaction items for one lease.
- All transaction items for multiple leases that occur within a specified schedule or due date range.
- All transaction items for multiple leases that have the same period name, purpose, supplier name, or customer name.

- All transaction items that have an amount that falls within a specified amount range.

By default, each authorized schedule will be set up for export in either the Export to Payables or Export to Receivables window. You specify schedules that you do *not* want to export by deselecting the Export check box.

You can display transaction items that have been exported to Oracle Payables or Oracle Receivables by checking the Exported box in the Find Payments window and then entering search criteria. The Payments Exported to Payables or Billings Exported to Receivables window then displays only payment or billing items that meet the search criteria *and* have been exported to Oracle Payables or Oracle Receivables. You can view payments or billings exported to Payables or Receivables by choosing the Transactions button on the Payments Exported to Payables or Billings Exported to Receivables window.

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

For subleases and revenue leases, General Ledger accounting information should be verified based on the Accounting Option system option.

- All Terms: If you set the Accounting Option system option to All Terms, the General Ledger accounting information is required. For normalized terms, you must specify one General Ledger account for each account class (Receivable, Revenue, and Accrued Asset). For non-normalized terms, you must specify a Revenue and Receivable account.
- Normalized Terms Only: If you set the Accounting Option system option to Normalized Terms Only, the General Ledger accounting information is required only for normalized terms. You must specify a Receivable, Revenue, and Accrued Asset account for normalized terms. No General Ledger Account information is required for non-normalized terms. However, if you enter a Receivable account, you must also enter a Revenue account. Likewise, if you enter a Revenue account, you must also enter a Receivable account.
- None: If you set the Accounting Option system option to None, General Ledger accounting information is required. If you choose to enter any accounting information for normalized terms, you must enter all three accounts (Receivable, Revenue, and Accrued Asset). If you choose to enter any accounting information for non-normalized terms, you must enter both a Revenue and Receivable account.

**Note:** If these accounts have been defined in the Details tabbed

region on the Lease window, when you navigate to the Accounts Distribution tabbed region, Property Manager automatically defaults these accounts to the term.

## Payment and Billing Item Numbers

After you export a payment or billing item to Oracle Payables or Oracle Receivables, the system creates a unique number that is assigned to the item.

- When you export a payment item to Oracle Payables using the Payables Open Interface Import, the system creates an *invoice number* that is assigned to the payment item. The invoice number is displayed in the Payments Exported to Payables window.
- When you export a billing item to Oracle Receivables, the system creates a *transaction number* that is assigned to the billing item. The transaction number is displayed in the Billings Exported to Receivables window.

## Related Topics

Setting Up Payments, page 4-53

Setting Up Billings, page 4-69

Payments and Billings Overview, page 4-29

## Expense and Revenue Recognition Process

This section explains how you can use Oracle Property Manager to recognize lease-related revenue and expense by transferring normalized distribution lines to Oracle General Ledger.

This section contains the following topics:

Accounting for Tenants, page 4-46

Accounting for Landlords, page 4-48

Transferring Normalized Expense and Revenue to Oracle General Ledger, page 4-51

Viewing Information in Oracle Subledger Accounting, page 4-52

Sub-Ledger Drilldown View, page 4-52

## Related Topics

Transfer Normalized Lines to GL, page B-27

## Accounting for Tenants

Oracle Property Manager uses the following General Ledger (GL) account classes when defining normalized payment terms:

- Expense
- Liability
- Accrued Liability

For details, see Setting Up Accounting Distributions for Payments, page 4-58.

You can use the Transfer Normalized Lines to GL concurrent program to transfer expense lines to Oracle Subledger Accounting. The accounts that are affected in this process are Expense and Accrued Liability.

**Important:** You do not transfer normalized expense amounts to Oracle Payables. However, you must pass liability accounting lines through Oracle Payables before transferring them to Oracle Subledger Accounting.

### Example

Consider a 12-month lease, with the first month being rent-free. The rent is \$1000 per month. Real estate rules (FASB 13) require that this rent be normalized (or straight-lined) across the entire lease term.

The table below illustrates the monthly amounts for the tenant. The key for the table is:

- Bal - Balance
- Liab - Liability
- Exp - Expense
- Accr - Accrued

Period	Liab (CR)	Liab (Bal)	Exp (DR)	Exp (Bal)	Accr Liab (DR)	Accr Liab (CR)	Accr Liab (Bal)
JAN-02	0	0	916.67	916.67	0	916.67	(916.67)
FEB-02	1000	(1000)	916.67	1833.34	83.33	0	(833.34)

Period	Liab (CR)	Liab (Bal)	Exp (DR)	Exp (Bal)	Accr Liab (DR)	Accr Liab (CR)	Accr Liab (Bal)
MAR-02	1000	(2000)	916.67	2750.01	83.33	0	(750.01)
APR-02	1000	(3000)	916.67	3666.68	83.33	0	(666.68)
MAY-02	1000	(4000)	916.67	4583.35	83.33	0	(583.35)
JUN-02	1000	(5000)	916.67	5500.02	83.33	0	(500.02)
JUL-02	1000	(6000)	916.67	6416.69	83.33	0	(416.69)
AUG-02	1000	(7000)	916.67	7333.36	83.33	0	(333.36)
SEP-02	1000	(8000)	916.67	8250.03	83.33	0	(250.03)
OCT-02	1000	(9000)	916.67	9166.70	83.33	0	(166.7)
NOV-02	1000	(10,000)	916.67	10,083.37	83.33	0	(83.37)
DEC-02	1000	(11,000)	916.63*	11,000	83.37	0	0
Total		(11,000)		11,000			0

\* Oracle Property Manager applies rounding differences to the amounts calculated for the last period.

#### For the month of JAN-02

Because the cash amount is \$0, you do not create an invoice in Oracle Payables. You can transfer the distribution lines for the month of JAN-02 directly to Oracle Subledger Accounting using the Transfer Normalized Lines to GL concurrent program. The following table shows the accounting entries that are created in Oracle Subledger Accounting.

Account	Debit	Credit
Expense	916.67	
Accrued Liability		916.67

### For the month of FEB-02

You must process the liability amount through Oracle Payables and the expense lines through Oracle Subledger Accounting. As illustrated in the following table, the header in Oracle Payables shows a liability of \$1000 and an accrued liability of \$1000, indicating a credit of \$1000 to the Liability account and a debit of \$1000 to the Accrued Liability account.

Invoice Header	Liability = \$1000
Distribution Line 1	Accrued Liability = 1000

The distribution lines passed by Oracle Property Manager to Oracle Subledger Accounting are as illustrated in the following table:

Account	Debit	Credit
Expense	916.67	
Accrued Liability		916.67

### Accounting Rules

- You must approve the schedule before passing the account line to Oracle Subledger Accounting. For details, see Approval Rules for Schedules, page 4-39 and Approving Payment Schedules, page 4-63.
- In cases where you have to pass a liability line to Oracle Payables, you must export the liability line to Oracle Payables before you can submit the Transfer Normalized Lines to GL concurrent program. See Exporting Payment Items to Oracle Payables, page 4-65.

### Accounting for Landlords

Oracle Property Manager uses the following GL account classes when defining normalized billing terms:

- Revenue
- Receivable
- Accrued Asset

For details, see Setting Up Accounting Distributions for Billings, page 4-74.

You can use the Transfer Normalized Lines to GL concurrent program to transfer revenue lines to Oracle Subledger Accounting. See Transfer Normalized Lines to GL, page 4-51.

**Important:** You do not transfer normalized revenue amounts to Oracle Receivables. However, you must pass receivable lines through Oracle Receivables before transferring them to Oracle Subledger Accounting.

### Example

You have a 12-month lease, and the first month is rent-free. The rent is \$1000 per month. Real estate rules (FASB 13) require that this rent be normalized (or straight-lined) across the entire lease term.

The table below illustrates the monthly amounts for the tenant. The key for this table is:

- Bal - Balance
- Rec - Receivable
- Rev - Revenue
- Accr - Accrued

Period	Rec (DR)	Rec (Bal)	Rev (CR)	Rev (Bal)	Accr Asset (DR)	Accr Asset (CR)	Accr Asset (Bal)
JAN-02	0	0	916.67	(916.67)	916.67	0	916.67
FEB-02	1000	1000	916.67	(1833.34)	0	83.33	833.34
MAR-02	1000	2000	916.67	(2750.01)	0	83.33	750.01
APR-02	1000	3000	916.67	(3666.68)	0	83.33	666.68
MAY-02	1000	4000	916.67	(4583.35)	0	83.33	583.35
JUN-02	1000	5000	916.67	(5500.02)	0	83.33	500.02
JUL-02	1000	6000	916.67	(6416.69)	0	83.33	416.69
AUG-02	1000	7000	916.67	(7333.36)	0	83.33	333.36
SEP-02	1000	8000	916.67	(8250.03)	0	83.33	250.03

Period	Rec (DR)	Rec (Bal)	Rev (CR)	Rev (Bal)	Accr Asset (DR)	Accr Asset (CR)	Accr Asset (Bal)
OCT-02	1000	9000	916.67	(9166.70)	0	83.33	166.70
NOV-02	1000	10,000	916.67	(10,083.37)	0	83.33	83.37
DEC-02	1000	11,000	916.63*	(11,000)	0	83.37	0
Total		11,000		(11,000)			0

\* Oracle Property Manager applies rounding differences to the amounts calculated for the last period.

#### For the month of JAN-02

Because the cash amount is \$0, you do not create a transaction in Oracle Receivables. You can transfer the distribution lines for the month of JAN-02 to Oracle Subledger Accounting using the Transfer Normalized Lines to GL concurrent program. The following table displays the accounting entries created in Oracle Subledger Accounting.

Account	Debit	Credit
Revenue		916.67
Accrued Asset	916.67	

#### For the month of FEB-02

You must process the receivable amount through Oracle Receivables and the revenue lines through Oracle Subledger Accounting. As illustrated in the following table, the header in Oracle Receivables shows a receivable amount of \$1000 and a line of \$1000 for accrued assets, indicating a debit of \$1000 to the Receivable account and a credit of \$1000 to the Accrued Asset account.

Invoice Header	Receivable = \$1000
Distribution Line 1	Accrued Asset = 1000

The distribution lines passed by Oracle Property Manager to Oracle Subledger Accounting are as illustrated in the following table:

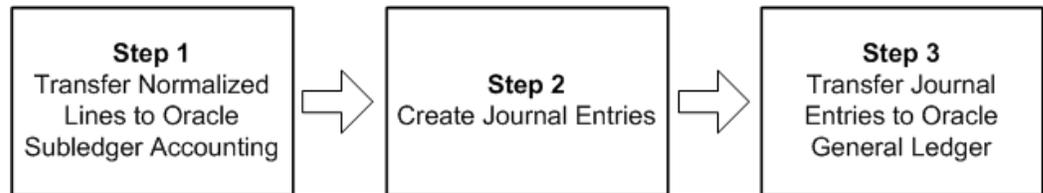
Account	Debit	Credit
Revenue		916.67
Accrued Asset	916.67	

### Accounting Rules

- You must approve the schedule before passing the accounting line to Oracle Subledger Accounting. For details, see Approval Rules for Schedules, page 4-39 and Approving Billing Schedules, page 4-78.
- In cases where a receivable line needs to be passed to Oracle Receivables, you must export the receivable line to Oracle Receivables before you can submit the Transfer Normalized Lines to GL concurrent program. See Exporting Billing Items to Oracle Receivables, page 4-81.

### Transferring Normalized Expense and Revenue to Oracle General Ledger

The following diagram illustrates how accounting information flows from Oracle Property Manager to Oracle General Ledger through Oracle Subledger Accounting.



#### Step 1: Transfer Normalized Lines to Oracle Subledger Accounting

You transfer normalization-related information from Oracle Property Manager to Oracle Subledger Accounting by running the Transfer Normalized Lines to GL concurrent program. You can decide whether to transfer accounting information for revenue leases, expense leases, or both. You can also specify that you want to run the program for a range of leases, or for particular suppliers or customers. For details, see Transfer Normalized Lines to GL, page B-27.

#### Step 2: Create Journal Entries

You create journal entries by running the Create Accounting concurrent program. You can run the Create Accounting concurrent program from Oracle Property Manager. See Submitting Requests, page B-1.

When running the Create Accounting program, you can specify whether you want to process journal entries for a particular ledger, and whether you wish to transfer them to

Oracle General Ledger. For details, see *Create Accounting Program, Oracle Subledger Accounting Implementation Guide*.

### **Step 3: Transfer Journal Entries to Oracle General Ledger**

The Submit Journal Entry concurrent program transfers journal entries from Oracle Subledger Accounting to Oracle General Ledger. Depending on how Oracle General Ledger and Oracle Subledger Accounting are set up, the Submit Journal Entry program can run automatically when you run the Create Accounting concurrent program. For setup-related details, see *Oracle General Ledger, Oracle Property Manager Implementation Guide* and *Oracle Subledger Accounting, Oracle Property Manager Implementation Guide*.

### **Viewing Information in Oracle Subledger Accounting**

Once you have transferred normalized accounting information to Oracle Subledger Accounting, you can use the Subledger Accounting submenu of the Leases and Documents menu to query for and view information related to accounting events, journal entries and journal entry lines.

For a detailed description of the process of viewing accounting information in Oracle Subledger Accounting, see *Inquiries, Oracle Subledger Accounting Implementation Guide*.

### **Subledger Drilldown View**

From Oracle General Ledger, you can drill down to subledger details from the Account Inquiry, Enter Journals, or View Journals windows for journals that have specific journal sources assigned to them. For example, if a journal source is Oracle Property Manager, you can drill down to the transaction details in Oracle Property Manager.

When you drill down from Oracle General Ledger, the Oracle Property Manager Expense window will open for expenses or the Oracle Property Manager Revenue window will open for revenue items. When the window opens, the following information is displayed:

- Rent Purpose
- Rent Type
- Account
- Entered Currency
- Entered Debit
- Entered Credit
- Debit (USD)
- Credit (USD)

- Supplier or Customer
- Supplier or Customer Site

### Customizing the Drilldown Windows

The drilldown window is a *folder*. You can easily customize the information that is displayed in the window, as described in the *Oracle Applications User's Guide*.

See: Customizing the Presentation of Data in a Folder, *Oracle Application User's Guide*.

Following is a list of all the hidden columns that you may choose to display:

- Accounting Date
- Currency Conversion Type
- Currency Conversion Date
- Currency Conversion Rate

Following is a list of all the columns that can be sorted:

- Rent Purpose
- Rent Type
- Line Type

For the columns above, sorting can be done by ascending or descending order.

## Setting Up Payments

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

This discussion includes the following topics:

- Entering Payment Information, page 4-54
- Entering Payment Term Details, page 4-57
- Creating Payment Schedules and Events, page 4-62
- Approving Payment Schedule Events, page 4-63
- Exporting Payment Items to Oracle Payables, page 4-65
- Deferring Payment Items, page 4-68

## Entering Payment Information

### Prerequisites:

- Set up the suppliers to whom you want to make payments.
- Enter lease details in the Leases window. Select Expense as the lease class.

## Entering Payment Terms

To enter payment terms:

1. Navigate to the Leases window.
2. In the Term Template field in the Payments tabbed region, select the term template from the list of values. If you selected a term template in the Details tabbed region, the Term Template field defaults to the term template you selected in the Details tabbed region. You can change the default value.
3. In the Payments tabbed region, select the location.
4. Select the purpose of the payment and the type of payment.
5. Select the frequency of payments. If you select One Time for the frequency, the start date and end date must be identical.
6. If you want to normalize the payments, select the Normalize check box and ensure that the payment start and end dates for the normalized term are within the start and end dates of the lease. For more information on normalizing payments, see Normalizing Payments or Billings, page 4-85.
7. Enter the schedule day. This is the day of the month for which schedules should be created. The schedule day must be between 1 and 28.
8. Enter the area type. See: Using Area Type, page 4-34
9. The start and end dates of the payment term defaults to the lease commencement and lease termination dates. For payments that are not normalized, the start date can be earlier and the end date can be later than the commencement and termination dates of the lease. For normalized payments, the start and end dates must be within the commencement and termination dates of the lease.
10. Select the supplier name and supplier site. This information is maintained in Oracle Payables.
11. Enter the estimated amount of the payment if you do not know the actual amount. When you authorize the schedule in the Authorize Payments window, the

estimated amount defaults to the actual amount.

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

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

**Note:** For information about converting payment amounts to your functional currency, see Currency Conversion for Billing and Payment Term Amounts, page 4-35.

13. Enter a target date if the type of payment is Prepayment. The target date is the date of a later scheduled payment event against which the prepayment will be applied.
14. Optionally enter the annual amount. If no location is specified, this field is disabled.
15. Enter the annual/area amount. You must enter this amount if you do not enter an amount in the Actual Amount field. If you enter the annual/area amount, Property Manager calculates the actual amount.

## Copying Payment Terms

To copy a payment term:

1. Navigate to the Payments tabbed region of the Lease window using one of the following paths:  
Leases and Documents - Main Lease - Enter Leases and Documents
2. In the Payments tabbed region, select a new row under the payment term template to be copied.
3. From the menu, select the following:  
Edit - Duplicate - Record Above

**Note:** This action will copy the payment term above into the new row. All fields are copied from the old term except the Name and Amount fields. Each field can be modified to suit the new payment term.

## Payments Tabbed Region Reference

**Date From/To:** Date range used to filter payment records.

**Term Template:** The term template to be used for the transaction. Terms that are defaulted into the lease can be modified.

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

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

**Type:** The type of payment which is being made.

**Note:** When the type of payment is Prepayment, the Start Date and the End Date must be identical.

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

**Normalize check box:** Check this option if this payment should be normalized. Normalization spreads the cost over the life of the lease to accurately reflect its expense or revenue over the whole contract period. For more information on normalizing payments, see Normalizing Payments or Billings, page 4-85.

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

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

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

**Supplier Name:** The name of the supplier. Supplier names are set up in the Enter Suppliers window.

**Supplier Site:** The location of the supplier. Supplier sites are set up in the Enter Suppliers window.

**Customer Name:** This field is enabled in the Billings feature. See Billings Tabbed Region, page 4-71.

**Bill to Site:** This field is enabled in the Billings feature. See Billings Tabbed Region, page 4-71.

**Ship to Site:** This field is enabled in the Billings feature. See Billings Tabbed Region, page 4-71.

**Estimated Amount:** The amount of the payment, estimated before the payment is actually made. You can use this field for payment types that you estimate in advance of making the actual payment, such as taxes and operating expenses. For normalized terms, you cannot enter an amount in this field.

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

**Target Date:** The date for which the payment is being made. For example, if a security deposit is paid in January, and the payment is intended to cover the last month's rent that is due the following December, the Target Date would be 01-DEC (YYYY).

**Note:** The Target Date field is only enabled when the Type of payment is Prepayment.

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

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

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

**Invoice Grouping Name:** Enter the name of the invoice grouping rule you want to use for grouping the payment items that belong to the lease payment terms. This is an optional field, and the default value is blank.

## Entering Payment Term Details

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

## Providing Accounting Information

You can provide accounting information for a payment term in different ways depending on whether or not the term is normalized.

For non-normalized terms, you can specify

- A distribution set
- Project details
- Accounting information in the Accounts Distribution tabbed region of the Term Details window

For normalized terms, the distribution set and project-related fields are disabled, so you must specify the appropriate accounts for Expense, Liability, and Accrued Liability in the Account Distribution tab of the Term Details window.

For details on account defaulting, see *Setting Up Default Accounts, Oracle Property Manager Implementation Guide*.

## See Also

Setting Up Accounting Distributions for Payments, page 4-58

## Entering Term Details

To enter term details:

**Note:** You can use a term template to provide default values in the Term Details window.

1. Choose the Open button on the Payments tabbed region of the Lease window.
2. In the Pay tabbed region, enter the supplier name and supplier site. The supplier number defaults from the supplier name.
3. Optionally, enter the payment term. If nothing is specified here, Property Manager uses the default terms specified for the supplier to calculate the due date.
4. Optionally, enter the distribution set. For normalized terms, this field is disabled, however, you do need to define all three General Ledger accounts (Liability, Expense, and Accrued Liability).
5. Optionally, in the Tax Inclusive field, specify whether the term amount includes tax. For details, see Pay Tabbed Region, page 4-61.
6. Optionally, enter the tax input classification. This field helps determine the tax distributions in Oracle Payables.
7. Optionally, enter project information: project name, task, expenditure item date, organization, and expenditure type. For normalized terms, these fields are disabled.
8. Save your work.

## Setting Up Accounting Distributions for Payments

You can specify accounting information in the Accounts Distributions tabbed region of the Term Details window. The accounting information you provide in the associated term template is displayed here by default. However, you can change the information as required.

**Important:** The order in which Oracle Property Manager considers accounting distribution information is as follows:

- Term level
- Lease level

- Term Template level

To set up accounting distributions for payments:

1. From the Term Details window, navigate to the Accounts Distribution tabbed region.
2. Specify the account classes and GL accounts.

**Important:** All the accounts you enter must belong to the same legal entity. Oracle Property Manager will display an error if you enter accounting codes that belong to different legal entities. For details, see *Derivation of Legal Entity*, page 4-59.

- For normalized terms, specify at least one General Ledger account for each account class (Expense, Liability, and Accrued Liability).
- For non-normalized terms, specify at least one General Ledger account and one for the Expense account class. If a liability account is not defined at the payment term level, Property Manager uses the default liability account setup for the supplier and supplier site in Payables.

**Note:** For non-normalized terms, at a minimum you need to define the Expense account. If you used a term template at the Lease Details level, the accounts you entered in the Details tabbed region override any accounts defaulted from the term template. See: *Payment and Billing Term Templates*, *Oracle Property Manager Implementation Guide*.

3. Save your work.

### Derivation of Legal Entity

Legal entity is one of the mandatory grouping attributes that Oracle Property Manager uses to group payable invoices. See *Grouping Payable Invoices*, page 4-64 and *Payment Item Grouping Rules*, *Oracle Property Manager Implementation Guide*.

Oracle Property Manager derives the legal entity from the information you provide for the payment term. The legal entity is set to the first item listed below that is available:

1. The legal entity associated with the supplier site
2. The legal entity derived from the accounting distributions
3. The default legal entity for the operating unit

## Payment Term Details Window Reference

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Invoice Grouping Name:** Enter the name of the invoice grouping rule you want to use for grouping the payment items that belong to the lease payment terms. This is an optional field, and the default value is blank. This field is only displayed for expense leases.

## Pay Tabbed Region

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

**Supplier Number:** The supplier number.

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

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

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

**Tax Inclusive:** Enter a value in this field to indicate if the term amount includes tax. Possible values are: Yes, No, and Use System Default.

- Yes: Indicates that the term amount includes tax.
- No: Indicates that the term amount does not include tax
- Use System Default: Indicates that Oracle Payables must decide whether or not the term amount includes tax based on tax-related setups for the supplier.

Consider the example of a payment term for a monthly rent of \$700 that is taxable at a rate of 6%.

If you set Tax Inclusive to No, you should enter a term amount of \$700. Oracle Payables will calculate tax as \$42 and create an invoice for \$742. The invoice will have two lines: \$700 for rent and \$42 for tax.

If you set Tax Inclusive to Yes, you should enter a term amount of \$742. Oracle Payables will then calculate the tax amount (based on the rate) as \$42 and the rent as \$700. The invoice amount will be the same: \$742, with the rent and tax detailed at the item level.

If you set Tax Inclusive to Use System Default, the term amount you enter will be either \$700 or \$742 depending on how the supplier is set up in Oracle Payables.

**Tax Input Classification:** Select the tax input classification from the list of values.

**Project:** The project associated with the lease term. For non-normalized terms, you can specify a project as the source of accounting information instead of specifying account distribution information or a distribution set. See Entering Payment Term Details, page 4-57.

**Task:** The project task name.

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

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

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

### Accounts Distributions Tabbed Region

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

**Class:** For expense leases, the possible values are: Expense, Liability, and Accrued Liability. You need to enter one expense and one liability account. This field is required if you have set up Oracle Property Manager to perform all of the accounting, or if the Normalized check box is checked on the Leases window.

- For normalized terms, you must specify one General Ledger account for each of the three classes.
- For non-normalized terms, you must specify a General Ledger account for the Expense class and the Liability class.

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

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

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

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

### Creating Payment Schedules

#### Prerequisite:

- Enter lease payment terms in the Payments tabbed region of the Leases window.

#### To create payment schedules:

- In the Approval Status field in the upper region of the Leases window select Final and save your work. Oracle Property Manager automatically creates payment schedules for the lease payment terms you entered.

**Note:** After you have changed the approval status to Final and saved your work, you can make changes to the lease information either by editing the lease or by creating a lease amendment. See: Making Changes and Additions to the Lease, page 4-97.

## Approving Payment Schedules

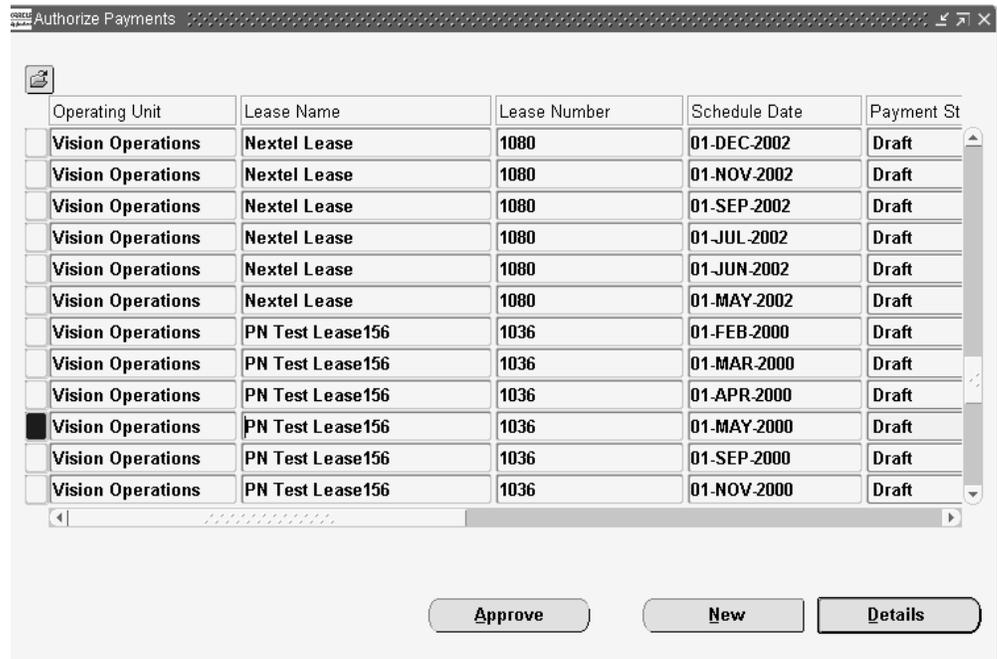
When you approve a payment schedule, all of the individual payment items in that event are approved.

### Prerequisites:

- Enter lease payment terms in the Payments tabbed region of the Leases window.
- Create a payment schedule by changing the status of the lease to Final and saving your work.

### To approve a payment schedule:

1. In the Authorize Payments window, select the specific payment schedule that you want to approve. Choose the Details button to open the Payment Schedule Details window.



2. Optionally add any comments, such as special payment instructions. The comments you enter here will appear on the Rent Schedule Detail report.
3. Change the payment status of the payment schedule from Draft to Final.

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

amount. Otherwise, you will not be able to approve the schedule.

Term Template	Purpose	Type	Transaction Date	Estimated	Actual	Accounted	Currency
	Rent	Base Rent	01-MAY-1999		12,500.00	12,500.00	USD

4. Save your work.

**Note:** If the details of a payment or billing term is changed through the Edit Lease, Amend Lease, or Terms Details window, you are prompted with the following message:

If you change the rate for this payment/billing term, it will affect all it's items that belong to unapproved schedules. If you change any other details for this term, it will affect all unexported items belonging to this term. Do you want to proceed? You can choose either Yes or Cancel.

### Grouping Payable Invoices

Use the Invoice Grouping functionality to include multiple payment items on one invoice. This can eliminate the redundancy of creating a transaction for each payment item and greatly decrease the number of payment transactions exported to Oracle Payables. If you export payment items without using this feature, it results in the export of each individual payment item as an individual invoice.

**Note:** In order for a payment item grouping to take place, the payment grouping rule must be created in Oracle Property Manager and specified for the desired grouping level before exporting the payments

to Oracle Payables.

You can create grouping rules to allow grouping of payment items based on various invoice attributes, such as supplier, transaction date, purpose, type, and others. You can apply grouping rules at various application levels to further tailor the grouping characteristics.

You can group Oracle Property Manager payment items based on the combination of mandatory and optional grouping attributes. The mandatory grouping attributes are always included in payable grouping rules. You can add optional attributes with the mandatory attributes to create new grouping rules. To be included in a group transaction, a payment item must match all of the mandatory attributes as well as any of the optional attributes included in the grouping rule.

**Note:** Oracle Property Manager can only group payment items that use the same liability account number. If all the payment items that are to be grouped on an invoice do not have the same liability account CCID, the payment items will be exported individually, and no grouping will be performed.

For information on setting up and using grouping rules, see *Payment Item Grouping Rules, Oracle Property Manager Implementation Guide*.

## Exporting Payment Items to Oracle Payables

You can export any individual payment item that is included in an approved payment schedule.

### Prerequisite:

- Create suppliers.
- Approve all payment schedules that include payment items that you want to export.

### To export payment items to Oracle Payables:

1. Navigate to the Export Payments to Payables window by selecting Leases and Documents: Payments: Export to Payables.

**Note:** You can export payment items to Oracle Payables by using the Submit Request window to run the Export Payment Items to AP concurrent program. See *Export Payment Items to AP*, page B-14.

2. In the Find Payments window enter search criteria to retrieve the specific payment items that you want to approve. The criteria available are the following:
  - Operating Unit
  - Lease Name
  - Number
  - Schedule Dates (range)
  - Due Date (range)
  - Payment Purpose
  - Period Name
  - Amount (range)
  - Supplier Name
  - Invoice Number
  - Exported check box
3. Choose the Find button to open the Export Payments to Payables window.
4. In the Export Payments to Payables window every payment item for which the Export check box is checked will be exported.

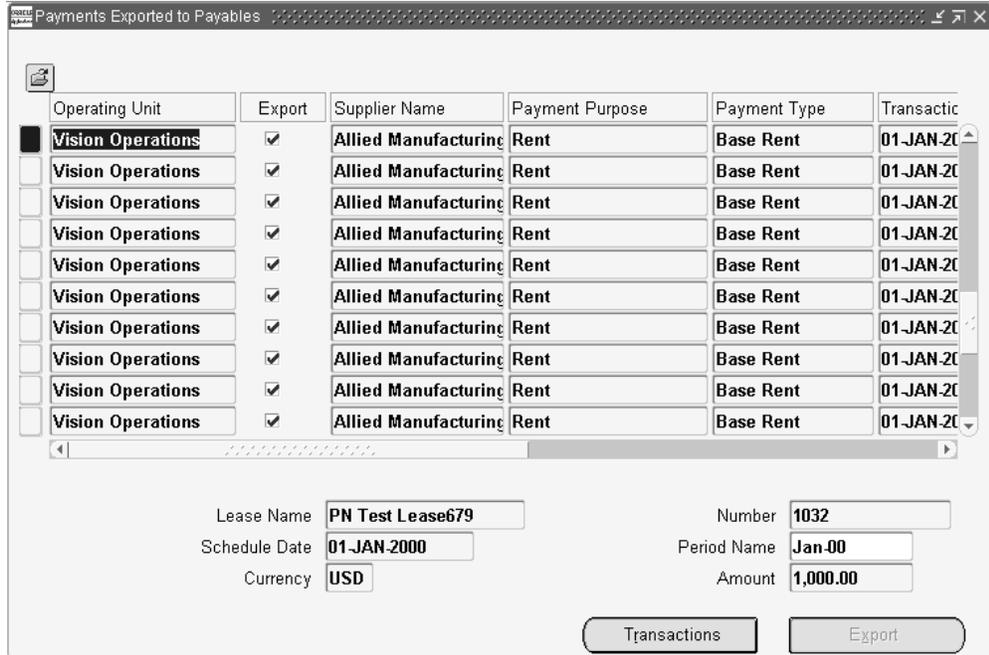
**Note:** Uncheck the Export check box for any payment item that you do not want to export.

Operating Unit	Export	Supplier Name	Payment Purpose	Payment Type	Transactic
<input checked="" type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-JAN-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-FEB-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-MAR-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-APR-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-MAY-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-JUN-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-JUL-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-AUG-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-SEP-20
<input type="checkbox"/> Vision Operations	<input checked="" type="checkbox"/>	Allied Manufacturing	Rent	Base Rent	01-OCT-20

Lease Name:       Number:   
 Schedule Date:       Period Name:   
 Currency:       Amount:

5. Click the Export button to export all payment items with checked Export check boxes. Oracle Property Manager runs a concurrent program to export the payment information to Oracle Payables interface tables. See Export Payment Items to AP, page B-14.
6. Oracle Property Manager assigns a unique invoice number to each exported payment item. To view the payment item invoice number navigate back to the Export Payments to Payables window.
7. From Oracle Payables, run the Payables Open Interface Import program to import Property Manager transactions into Oracle Payables. See: Submitting the Payables Open Interface Import Program, *Oracle Payables User Guide*.
8. From the Payments Exported to Payables window, choose the Transactions button to view the invoices generated in Oracle Payables.



## Related Topics

Approving Payment Schedule Events, page 4-63

## Deferring Payment Items

If a payment schedule event is in Draft status you can defer the included payment items from that event to the next payment schedule.

### Prerequisite:

- Create a payment schedule. See: Creating Payment Schedules, page 4-62.

### To defer payment items:

1. In the Find Payment Schedules enter search criteria to retrieve the specific payment schedules that include the payment items that you want to defer. Choose the Find button to open the Authorize Payments window.
2. In the Authorize Payments window, select the specific payment schedule that includes the payment items that you want to defer. Choose the Details button to open the Payment Schedule Details window.
3. Select the payment item that you want to defer.
4. Choose the Defer Payment button.

5. Save your work.

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

## Related Topics

Lease Window and Edit Lease Window Reference, page 4-13

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16

Normalizing Payments or Billings, page 4-85

## Setting Up Billing

You can enter billing information in Oracle Property Manager that you export to Oracle Receivables. Oracle Receivables uses this information to create invoices and record payments.

- Entering Billing Information, page 4-69
- Entering Billing Term Details, page 4-73
- Creating Billing Schedules and Events, page 4-77
- Approving Billing Schedule Events, page 4-78
- Exporting Billing Items to Oracle Receivables, page 4-81
- Deferring Billing Items, page 4-84

## Related Topics

Payments and Billings Overview, page 4-29

## Entering Billing Information

### Prerequisites:

- In Oracle Receivables, set up the customers for whom you want to generate billings. See *Creating a Customer*, *Oracle Receivables User Guide*.
- In Oracle Property Manager enter lease details in the Leases window. Select either **Revenue** or **Sublease** as the Lease Class. See: *Abstracting a Lease*, page 4-11.

## Entering Billing Terms

To enter billing terms:

1. Navigate to the Leases window. Choose the Billings tabbed region.
2. In the Term Template field in the Billings tabbed region, select the term template from the list of values. If you selected a term template in the Details tabbed region, the Term Template field defaults to the term template you selected in the Details tabbed region. You can change this default value.
3. In the Billings tabbed region, select the location.
4. Select the purpose of the billing and the type of billing.
5. Select the frequency of billings. If you select One Time for the frequency, the start date and end date must be identical.
6. If you want to normalize your billings, check the Normalize check box and ensure that the payment start and end dates for the normalized term are within the start and end dates of the lease. For more information on normalizing billings, see Normalizing Payments or Billings, page 4-85.
7. Enter the schedule day. This is the day of the month for which schedules should be created. The schedule day must be between 1 and 28.
8. Enter the Area Type. See Using Area Type, page 4-34.
9. The start date and end dates of the billing term defaults to the lease commencement and lease termination dates. For billings that are not normalized, the start date can be earlier than the commencement date of the lease and the end date can be later than the termination date of the lease. For normalized billings, the start and end dates must be within the commencement and termination dates of the lease.
10. Select the Customer Name, Bill to Site, and Ship to Site. This information is maintained in Oracle Receivables.
11. Enter the estimated amount of the billing if you do not know the actual amount. When you authorize the schedule in the Authorize Billings window, the estimated amount defaults to the actual amount.

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

12. Enter the actual amount of the billing. If you are setting up recurring billings, this is the amount of each individual billing. You must enter this amount if you do not

enter an amount in the Annual/Area field or if there is no location specified for the term. If you enter the actual amount, Property Manager calculates the annual/area amount.

**Note:** For information about converting billing amounts to your functional currency, see: Currency Conversion for Billing and Payment Term Amounts, page 4-35.

13. You must enter a target date if the type of billing is Prepayment. The target date is the date of a later scheduled billing event against which the prepayment will be applied.
14. Optionally enter the annual amount. If no location is specified, this field is disabled.
15. Enter the annual/area amount. You must enter this amount if you do not enter an amount in the Actual Amount field. If you enter the annual/area amount, Property Manager calculates the actual amount.

## Copying Billing Terms

To copy a billing term:

1. Navigate to the Billings tabbed region of the Lease window using one of the following paths:  
Leases and Documents - Main Lease - Enter Leases and Documents
2. In the Billings tabbed region, select a new row under the billing term template to be copied.
3. From the menu, select the following:  
Edit - Duplicate - Record Above

**Note:** This action will copy the billing term above into the new row. All fields are copied from the old term except the Name and Amount fields. Each field can be modified to suit the new billing term.

## Billings Tabbed Region

**Date From/To:** Date range used to filter billing records.

**Term Template:** The term template to be used for the transaction. Terms that are defaulted into the lease can be modified.

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

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

**Type:** The type of payment which is being billed.

**Note:** When the type of payment is Prepayment, the Start Date and the End Date must be identical.

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

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

**Normalize:check box:** Check this option if this billing should be normalized. Normalization spreads the cost over the life of the lease to accurately reflect its expense or revenue over the whole contract period. For more information on normalizing payments, see Normalizing Payments or Billings, page 4-85.

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

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

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

**Supplier Name:** This field is enabled in the Payments feature. See Payments Tabbed Region, page 4-56.

**Supplier Site:** This field is enabled in the Payments feature. See Payments Tabbed Region, page 4-56.

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

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

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

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

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

**Target Date:** The date for which the received payment is being made. For example, if a payment for a security deposit is received in January, and the payment is intended to cover the last month's rent in December, the Target Date would be 01-DEC (YYYY).

**Note:** The Target Date field is only enabled when the type of payment

is Prepayment.

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

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

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

## Entering Billing Term Details

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

## Entering Term Details

To enter term details:

**Note:** You can default the values on the Term Details window by using a term template.

1. Choose the Open button on the Billings tabbed region of the Lease window.
2. In the Bill tabbed region, enter the customer name and customer bill-to site. Oracle Property Manager automatically displays the customer number based on the customer name.
3. In the Bill tabbed region, enter the ship-to site.
4. Enter the payment term.

**Important:** Depending on how you have set up Oracle Receivables, the payment term you specify here might be overwritten by the payment term associated with the customer profile when you export billing information.

5. Optionally, enter the payment method and PO Number.

6. Optionally, select the Tax Inclusive check box. For the implications of selecting this check box, see Bill Tabbed Region, page 4-76.
7. Enter the tax output classification. This field is required if you select the Tax Inclusive check box.
8. Enter the transaction type.
9. Optionally enter the invoice rule and accounting rule. You must enter information in both of these fields or in neither field. These fields are disabled for normalized terms.
10. Optionally enter the salesperson. This field is required if the Require Salesperson check box is checked on the System Options window in Oracle Receivables. The values in the LOV are drawn directly from the same field in Oracle Receivables.
11. Optionally enter Projects information in flexfields. The five optional Projects fields you can define are: Project Name, Task, Expenditure Item Date, Organization, and Expenditure Type. These fields are sent to Oracle Receivables as information only.
12. Save your work.

### Setting Up Accounting Distributions for Billings

You can specify accounting information in the Accounts Distributions tabbed region of the Term Details window. The accounting information you provide in the associated term template is displayed here by default. However, you can change the information as required.

**Important:** The order in which Oracle Property Manager considers accounting distribution information is as follows:

- Term level
- Lease level
- Term template level

To set up accounting distributions for billings:

1. In the Billings tabbed region of the Lease window, choose the Open button.
2. From the Term Details window, navigate to the Accounts Distribution tabbed region.
3. Specify the account classes and GL accounts according to the value set for the Accounting Option system option.

You can set the Accounting Option system option to the following three values:

- All Terms
- Normalized Terms Only
- None

The following table illustrates the accounting information you must provide for non-normalized terms depending on how you have set up the Accounting Option system option.

Accounting Option	Receivable	Revenue	Accrued Asset
All Terms	Required	Required	Not Required
Normalized Terms Only	Not Required	Not Required	Not Required
None	Not Required	Not Required	Not Required

**Note:** If you choose to enter any accounting information when the Accounting Option system option is set to Normalized Terms Only or None, you must specify both a Receivable and Revenue account.

The following table illustrates the accounting information you must provide for normalized terms depending on the setup of the Accounting Option system option.

Accounting Option	Receivable	Revenue	Accrued Asset
All Terms	Required	Required	Required
Normalized Terms Only	Required	Required	Required
None	Not Required	Not Required	Not Required

**Note:** If you choose to enter any accounting information when the Accounting Option system option is set to None, you must specify all three accounts.

4. Save your work.

For details on account defaulting for billing terms, see *Setting Up Default Accounts, Oracle Property Manager Implementation Guide*.

### Derivation of Legal Entity

Legal entity is one of the mandatory grouping attributes used to group billing invoices. See *Grouping Receivable Invoices, page 4-80 and Billing Item Grouping Rules, Oracle Property Manager Implementation Guide*.

Oracle Property Manager derives the legal entity from the information you provide for the billing term. The legal entity is set to the first item listed below that is available:

1. The legal entity associated with the customer's Bill To site
2. The legal entity associated with the transaction type
3. The legal entity associated with the transaction source
4. The default legal entity for the operating unit

### Billing Term Details Window Reference

For information on fields in the Rent, and Dates and Metrics regions, see *Payment Term Details Window Reference, page 4-60*.

### Bill Tabbed Region

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

**Customer Number:** The customer number.

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

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

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

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

**PO Number:** Specify the PO Number associated with the billing term.

**Tax Inclusive check box:** Use this check box to indicate if the billing term amount includes tax. If you select this check box, you must specify a tax output classification.

**Tax Output Classification:** Select the relevant tax output classification to be used for calculating the tax amount from the list of values. This field is required if you select the Tax Inclusive check box.

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

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

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

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

## Accounts Distributions Tabbed Region

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

**Class:** For revenue leases and subleases, the possible values are: revenue, asset, receivable, and accrual. You need to enter a revenue, asset, and receivable account. This field is required if you have set up Oracle Property Manager to perform all of the accounting, or if the Normalized check box is checked on the Leases window.

In addition to terms, requirements are also dependent on the value of the Accounting Option system option. See Setting Up Accounting Distributions for Billings, page 4-74.

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

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

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

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

## Creating Billing Schedules

### Prerequisite:

- Enter lease billing terms in the Billings tabbed region of the Leases window. See: Entering Billing Information, page 4-69.

### To create billing schedules:

- In the Approval Status field in the upper region of the Leases window select Final and save your work. Oracle Property Manager automatically creates billing schedules for the lease billing terms you entered.

**Note:** After you have changed the approval status to Final and saved your work, you can make changes to the lease information either by editing the lease or by creating a lease amendment. See:

## Approving Billing Schedules

When you approve a billing schedule, all of the individual billing items in that schedule are approved.

### Prerequisites:

- Enter lease billing terms in the Billings tabbed region of the Leases window. See: Entering Billing Information, page 4-69.
- Create a billing schedule by changing the status of the lease to Final and saving your work.

### To approve a billing schedule:

1. Navigate to the Find Billing Schedules window.
2. In the Find Billing Schedules window, enter search criteria to retrieve the specific billing schedules that you want to approve. Choose the Find button to open the Authorize Billings window.
3. In the Authorize Billings window, select the specific billing schedule that you want to approve.

Authorize Billings

Operating Unit	Lease Name	Lease Number	Schedule Date	Billing Status
<input checked="" type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-FEB-2000	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-MAR-2000	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-APR-2000	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-MAY-2000	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-SEP-2000	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-NOV-2000	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-JAN-2001	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-MAR-2001	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-MAY-2001	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-FEB-2002	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-JAN-2002	Draft
<input type="checkbox"/> Vision Operations	PN Billing Lease156	1037	01-DEC-2001	Draft

Approve      New      Details

4. Change the billing status of the billing schedule from Draft to Final. You can also approve schedules from the Billing Schedule Details window.
5. In the Billing Schedule Details window, optionally add any comments, for example, special billing instructions. The comments you enter here will appear on the Rent Schedule Detail report.
6. The system defaults the Oracle Receivables period based on the schedule date. If the period is closed, the system defaults to the next open Receivables period using the name format: MM-YYYY.

**Billing Schedule Details**

Operating Unit: **Vision Operations**  
 Lease Name: **ABC Convenience Store at HC**  
 Schedule Date: **01-APR-2000**  
 Approved By: **OPERATIONS**  
 Transferred By: **OPERATIONS**  
 Functional Currency: **USD**

Lease Number: **1262**  
 Billing Status: **Approved**  
 Period Name: **Oct-00**  
 Accounted Amount: **2,775.00**

**Billing Items**

Term Template	Purpose	Type	Transaction Date	Estimated	Actual	Accounted	Currency
ABC Corp - Billing Terms	Operating Expens	Common Area M	01-APR-2000	1,275.00	1,275.00	1,275.00	USD
ABC Corp - Billing Terms	Rent	Base Rent	01-APR-2000	1,500.00	1,500.00	1,500.00	USD

Customer Name: **ABC Corporation Americas**  
 Bill To Site: **6504**  
 Comments:

Customer Number: **2637**  
 Ship To Site:

**Defer Billing**    **Current Term Details**

7. Save your work.

**Note:** If you change the details of a payment or billing term through the Edit Lease, Amend Lease, or Terms Details window, you are prompted with the following message:

If you change the rate for this payment/billing term, it will affect all it's items that belong to unapproved schedules. If you change any other details for this term, it will affect all unexported items belonging to this term. Do you want to proceed? You can choose either Yes or Cancel.

### Grouping Receivable Invoices

Use the Invoice Grouping feature to include multiple billing items on one invoice. This can eliminate the redundancy of creating a transaction for each billing increase and greatly decrease the number of billing transaction exported to Oracle Receivables. If you export transaction items without using this feature, it results in the export of each individual billing item as an individual invoice.

**Note:** In order for a receivable grouping logic to apply, the grouping rule must be created in Oracle Receivables and associated with the transaction source named Property Manager Batch Source before exporting billing items from Oracle Property Manager.

You can create grouping rules to allow grouping of billing items based on various

invoice attributes, such as customer, transaction date, purpose, type, and others.

For information on creating and using Receivable Invoice Grouping Rules, see Billing Item Grouping Rules, *Oracle Property Manager Implementation Guide*.

## Related Topics

Importing Transaction Information Using AutoInvoice, *Oracle Receivables User Guide*

## Exporting Billing Items to Oracle Receivables

You can export any individual billing item that is included in an approved billing schedule.

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

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

### Prerequisite:

- Approve all billing schedules that include billing items that you want to export. See: Approving Billing Schedule Events, page 4-78.

## To export billing items to Oracle Receivables:

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

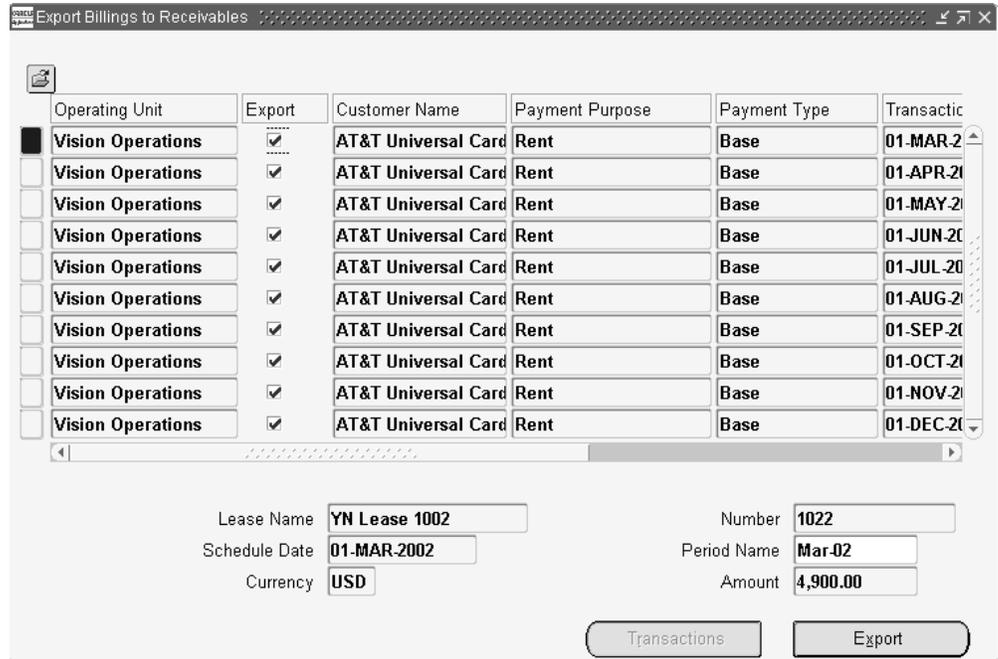
1. Navigate to the Export Billings to Receivables window by selecting Leases and Documents: Billings: Export to Receivables.

**Note:** You can export billing items to Oracle Receivables by running the Export Billing Items to AR concurrent program from the Submit Request window. See: Export Billing Items to AR, page B-12.

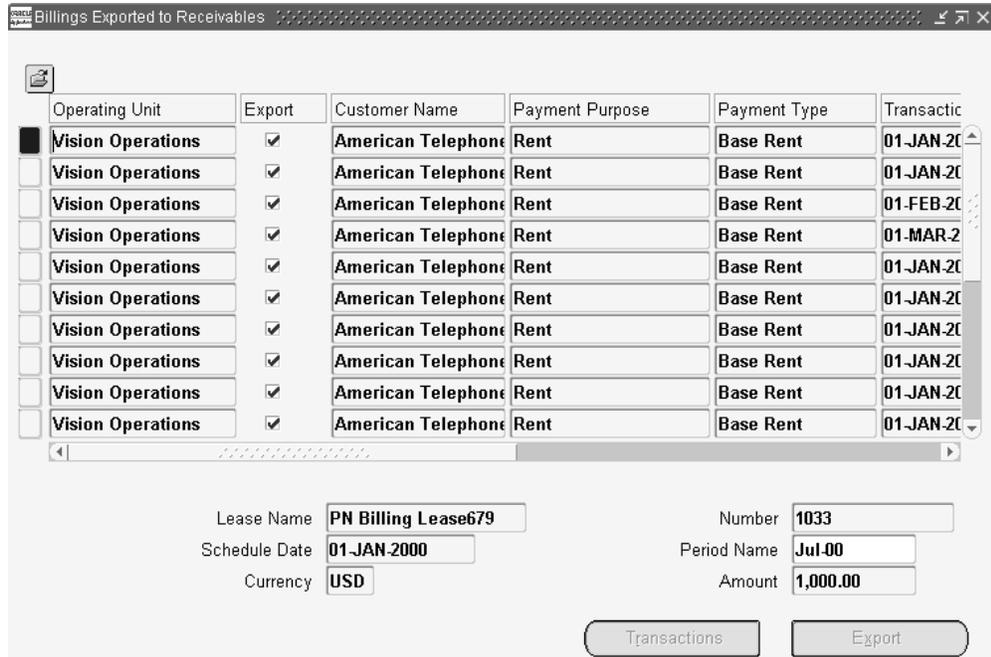
2. In the Find Billings window enter search criteria to retrieve the specific billing items that you want to approve. The criteria available are the following:

- Operating Unit
  - Lease Name
  - Number
  - Schedule Dates (range)
  - Transaction Dates (range)
  - Payment Purpose
  - Period Name
  - Amount (range)
  - Customer Name
  - Exported check box
3. Choose the Find button to open the Export Billings to Receivables window.
  4. In the Export Billings to Receivables window, every billing item for which the Export check box is checked will be exported.

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



5. Click the Export button to export all billing items with selected Export check boxes. Oracle Property Manager runs a concurrent program to transfer billing information to Oracle Receivable interface tables. See: Export Billing Terms to AR, page B-12.
6. In Oracle Receivables, run the Autoinvoice Master Import program to import transactions into Oracle Receivables.
7. Oracle Receivables assigns a unique transaction number to each exported billing item. To view the billing item transaction number navigate back to the Export Billings to Receivables window.
8. From the Billings Exported To Receivables window choose the Transactions button to view the transactions generated by Oracle Receivables.



## Deferring Billing Items

If a billing schedule is in Draft status you can defer the included billing items from that event to the next billing schedule.

### Prerequisite:

- Create a billing schedule. See: Creating Billing Schedules and Events, page 4-77.

### To defer a billing item:

1. Navigate to the Find Billing Schedules window by selecting Billings: Authorize from the Navigator.
2. In the Find Billing Schedules enter search criteria to retrieve the specific billing schedules that include the billing items that you want to defer. Choose the Find button to open the Authorize Billings window.
3. In the Authorize Billings window, select the specific billing schedule that includes the billing items that you want to defer. Choose the Details button to open the Billing Schedule Details window.
4. Select the billing item that you want to defer.
5. Choose the Defer Billing button.

6. Save your work.

In the figure below the August billing item has been deferred to September.

Operating Unit	Lease Name	Lease Number	Schedule Date	Billing Status	
<input checked="" type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-FEB-2000	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-MAR-2000	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-APR-2000	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-MAY-2000	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-SEP-2000	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-NOV-2000	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-JAN-2001	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-MAR-2001	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-MAY-2001	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-FEB-2002	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-JAN-2002	Draft
<input type="checkbox"/>	Vision Operations	PN Billing Lease156	1037	01-DEC-2001	Draft

Approve      New      Details

## Normalizing Payments or Billings

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

If you have a lease for which payment/billing amounts vary over the lease term, you can use Property Manager to normalize a lease for you and renormalize it if you amend the lease. *Normalization*, also known as straight-lining, spreads the cost of rent payments/billings and rent abatements over the life of a lease to more accurately record the lease expense or revenue during the time it was incurred.

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

- Provide an incentive for the lessee
- Reflect the anticipated effects of inflation

- Ease the lessee's near term cash flow requirements

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

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

Only actual amounts can be specified for normalized terms.

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

When you enter a lease, you check the Normalize check box for a payment, billing, or abatement if you want it to be included in the normalization calculations. Refer to the accounting rules used by your organization to confirm which payments/billings you are allowed to normalize.

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

**Note:** You cannot have normalized payment terms for a lease with a lease status of Month-to-Month or Holdover.

After you finalize and save the lease, Property Manager creates a payment or billing schedule. In the View Requests window you can then review the payment/billing schedule and the normalized amounts, or you can run the Normalized Rent Schedule Report.

If Property Manager needs to prorate a normalized amount, for example, if your payments are monthly and the lease begins mid-month, Property Manager uses the proration rule you selected in the Details window to prorate the cash amount. The normalized average for that month is also prorated.

Property Manager transfers revenue and expense distribution lines directly to Oracle General Ledger.

To calculate the average (normalized) amount for a term, Oracle Property Manager adds up all the cash items for that term over the entire lease term, and divides this sum with the number of months between the lease start and end dates.

If the lease starts or ends mid-month, the proration rule specified at the Lease Details level is used to calculate the number of months.

## Example 1 of Rent Normalization: One Schedule Day for all Terms

This example uses the following terms:

- Lease begins mid-month on 15 January, 2001 and ends mid-month on 14 January, 2002.
- Rent for the first quarter is \$100; rent for the second quarter is \$200; rent for the third quarter is \$300, rent for the fourth quarter is \$400; rent for the fifth quarter is \$500.
- Rent abatement of \$10 is given only in the first month.
- Rent is scheduled to be paid in full at the beginning of every month.
- Proration rule is Days/Month.

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

- Adj, the heading for Column F, stands for Adjustment.
- Column B minus Column C equals Column D.
- Column E equals the sum total cash rent divided by twelve months. This column shows the average expense/revenue associated with the lease that needs to be reported.
- Column E minus Column D equals Column F.
- Column G contains a running total of Column F. Column F shows deferred liability. From the payment perspective, it is the amount that the tenant owes that will be paid later on as the lease progresses.

The adjustment is the amount in addition to the cash that the expense/revenue needs to be adjusted if the system passes only the cash amount to Oracle Payables or Oracle Receivables.

- Column H contains the rentable area of the property on the lease.
- Note that for the first month (15 January, 2001 to 31 January, 2001), the tenant owes rent for 17 days. This is calculated as  $100 * (17/31) = \$54.84$ .

For the last period (01 January, 2001 to 14 January, 2002), the tenant owes  $500 * (14/31) = \$225.81$ .

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

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

- The proration rule is Days/Month.

Schedule Date (A)	Base Rent (B)	Rent Abatement (C)	Total Cash Rent (D)	Account Expense (E)	Adj (F)	Deferred Liability (G)	Rentable Size (H)
15-JAN-01	\$54.84	\$10	\$44.84	\$144.89	\$100.05	\$100.05	3429
01-FEB-01	\$100.00	0	\$100.00	\$264.22	\$164.22	\$264.27	3429
01-MAR-01	\$100.00	0	\$100.00	\$264.22	\$164.22	\$428.49	3429
01-APR-01	\$200.00	0	\$200.00	\$264.22	\$64.22	\$492.71	3429
01-MAY-01	\$200.00	0	\$200.00	\$264.22	\$64.22	\$556.93	3429
01-JUN-01	\$200.00	0	\$200.00	\$264.22	\$64.22	\$621.15	3429
01-JUL-01	\$300.00	0	\$300.00	\$264.22	(\$35.78)	\$585.37	3429
01-AUG-01	\$300.00	0	\$300.00	\$264.22	(\$35.78)	\$549.59	3429
01-SEP-01	\$300.00	0	\$300.00	\$264.22	(\$35.78)	\$513.81	3429
01-OCT-01	\$400.00	0	\$400.00	\$264.22	(\$135.78)	\$378.03	3429
01-NOV-01	\$400.00	0	\$400.00	\$264.22	(\$135.78)	\$242.25	3429
01-DEC-01	\$400.00	0	\$400.00	\$264.22	(\$135.78)	\$106.47	3429
01-JAN-02	\$225.81	0	\$225.81	\$119.32	(\$106.49)	\$0.02	3429

## Example 2 of Rent Normalization: Different Schedule Days For Different Terms

This example uses the following terms:

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

- Rent for the first quarter is \$100; rent for the second quarter is \$200; rent for the third quarter is \$300, rent for the fourth quarter is \$400; rent for the fifth quarter is \$500.
- The schedule day for the first four payment terms is 1. The schedule day for the last payment term is 2.

<b>Schedule Date</b>	<b>Base Rent</b>	<b>Rent Abatement</b>	<b>Total Cash Rent</b>	<b>Account Expense</b>	<b>Adjustment</b>	<b>Free Rent Liability</b>
01-JAN-01	\$55.89	\$0.00	\$55.89	\$137.45	\$81.56	\$81.56
02-JAN-01	\$0.00	\$0.00	\$0.00	\$10.70	\$10.70	\$92.26
01-FEB-01	\$100.00	\$0.00	\$100.00	\$245.93	\$145.93	\$238.19
02-FEB-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$257.34
01-MAR-01	\$100.00	\$0.00	\$100.00	\$245.93	\$145.93	\$403.27
02-MAR-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$422.42
01-APR-01	\$200.00	\$0.00	\$200.00	\$245.93	\$45.93	\$468.35
02-APR-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$487.50
01-MAY-01	\$200.00	\$0.00	\$200.00	\$245.93	\$45.93	\$533.43
02-MAY-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$552.58
01-JUN-01	\$200.00	\$0.00	\$200.00	\$245.93	\$45.93	\$598.51
02-JUN-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$617.66
01-JUL-01	\$300.00	\$0.00	\$300.00	\$245.93	(\$54.07)	\$563.59
02-JUL-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$582.74
01-AUG-01	\$300.00	\$0.00	\$300.00	\$245.93	(\$54.07)	\$528.67
02-AUG-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$547.82
01-SEP-01	\$300.00	\$0.00	\$300.00	\$245.93	(\$54.07)	\$493.75

<b>Schedule Date</b>	<b>Base Rent</b>	<b>Rent Abatement</b>	<b>Total Cash Rent</b>	<b>Account Expense</b>	<b>Adjustment</b>	<b>Free Rent Liability</b>
02-SEP-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$512.90
01-OCT-01	\$400.00	\$0.00	\$400.00	\$245.93	(\$154.07)	\$358.83
02-OCT-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$377.98
01-NOV-01	\$400.00	\$0.00	\$400.00	\$245.93	(\$154.07)	\$223.91
02-NOV-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$243.06
01-DEC-01	\$400.00	\$0.00	\$400.00	\$245.93	(\$154.07)	\$88.99
02-DEC-01	\$0.00	\$0.00	\$0.00	\$19.15	\$19.15	\$108.14
01-JAN-02	\$0.00	\$0.00	\$0.00	\$113.20	\$113.20	\$221.34
02-JAN-02	\$230.14	\$0.00	\$230.14	\$8.81	(\$221.33)	\$0.00

## Related Topics

Normalized Rent Schedule Report, page 8-13

Editing or Amending a Normalized Payment or Billing, page 4-111

## Approving and Canceling Approval of Schedules

You can select and approve (or cancel approval of) groups of payment or billing schedules by using the Approve or Cancel Approval of Schedules concurrent program. See Approve or Cancel Approval of Schedules, page B-2.

## Setting Exceptions

In the Authorize Payments or Authorize Billings window, you can review, modify, and exclude scheduled billings before running the Approve or Cancel Approval of Schedules concurrent program. To exclude a schedule, set it as an exception by selecting the On Hold check box.

## On Hold Status Rules

Rules for placing schedules on hold include the following:

- You cannot cancel approval of a schedule or place it on hold if you have exported any of its items.
- You cannot approve a schedule that has a status of On Hold.
- If you have approved a schedule but not exported any items within it, you can change the status of this schedule from Approved to Draft. After changing the status to Draft, you can select the On Hold check box.

## Validation

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

## Approval and Cancellation of Lease Schedules

You take the following steps while approving schedules.

### Review Lease Schedules

To review lease schedules and place selected schedules on hold:

1. In the Navigator window, choose Leases and Documents: Payments: Authorize or Leases and Documents: Billings: Authorize.
2. Find the schedules you want to review as potential approval exceptions.
3. Optionally, you can prevent approval of a schedule by selecting the On Hold check box.
4. Save your work.

### Run the Approve or Cancel Approval of Schedules Program and Review the Result

For details on how to run the concurrent program for approving schedules and view the results, see Approve or Cancel Approval of Schedules, page B-2 .

### Canceling Approval of Schedules

You might have to cancel approval of schedules once they have been approved. The process of canceling approval of schedules is similar to that of approving schedules. Run the Approve or Cancel Approval of Schedules concurrent program and select Unapprove in the Action parameter in the Parameters window. For more information, see: Approve or Cancel Approval of Schedules, page B-2.

## Related Topics

The Payments and Billings Processes, page 4-31

Approve Payment Schedule Events, page 4-63

Approve Billing Schedule Events, page 4-77

## Prepaying Rent Payments or Billings

You can record rent prepayments for both payments and billings. You enter separate payment terms for prepayments. The start date and end date are the same. You enter a *target date*, which is the rent payment date that the prepayment pays.

For the prepayment, you need to enter the General Ledger accounts: expense, liability, and accrued liability for paying leases, and revenue, receivable, and accrued asset for billing leases. You then enter payment terms for the lease to create a recurring lease payment schedule just as you would if you had not made a prepayment.

After you enter a prepayment, Oracle Property Manager automatically creates a payment item for the target date. This amount of the payment item is the negative amount of the prepayment, and the payment item uses the same account as the prepayment. On the payment date, you export to Payables both the negative amount payment item and the regularly scheduled rent payment item. Exporting these payment items creates unpaid invoices in Oracle Payables. Make sure that the supplier site is not set to Pay Alone in the Supplier Sites window. If the sum for the period is zero, then Oracle Payables creates no payment. However, even if Oracle Payables creates no payment, it records accounting for the two invoices: the prepaid expense account is relieved and the rent expense is applied in the correct period.

For example, you are the tenant, rent payments are \$6000 per month, and the lease term is from January 1 to June 30. On January 1 you pay the first and last month's rent. You create a \$6000 payment item for the prepayment with the start date and end date both January 1, and the target date of June 1. You then create a payment schedule for the lease term from January 1 through June 30, with payments of \$6000 per month. Because you entered a target date for the prepayment item, Oracle Property Manager automatically creates a payment item for -\$6000 for the target date, June 1. The following table shows the payment schedules you set up and the payment schedule Oracle Property Manager automatically generates.

Month	Payment Schedule - Prepayment	Payment Schedule - Lease	Payment Schedule - Automatic
January	\$6000	\$6000	
February		\$6000	

Month	Payment Schedule - Prepayment	Payment Schedule - Lease	Payment Schedule - Automatic
March		\$6000	
April		\$6000	
May		\$6000	
June		\$6000	\$-6000

## Accounting for Prepayments

When Property Manager generates the negative payment for the target date, it uses the same prepaid expense account as the prepayment. This ensures that the prepaid expense account is relieved on the target date.

The payment for the target date, which was generated by the recurring payment schedule, charges the expense account on the target date.

Using the above example, Oracle Property Manager generates payments to your landlord of: \$12,000 in January, and \$6000 from February through May. The accounting for January will be a \$6000 debit to the prepaid expense account, a \$6000 debit to the rent expense account, and a \$12,000 credit to the cash account.

Payments in February through May will each debit the rent expense account \$6000 and credit the cash account \$6000. In June, you export the items to Oracle Payables, which creates invoices that are accounted, but since the balance is zero, no payment is made.

The negative invoice (credit memo) relieves the prepaid expense account, and the rent invoice debits the expense account \$6000.

The two remaining accounting entries net to zero in either the liability or cash account, depending on the accounting method you use.

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

Account	Debit	Credit
Prepaid	X	
Cash		X

On the target date, Property Manager submits the negative of the prepaid amount.

Because a regular rent schedule has been set up, on the same date, the rent expense account is also debited, creating the correct journal entries, as shown in the following table:

Account	Debit	Credit
Prepaid		X
Expense	X	

## Normalizing Prepayments

Property Manager normalizes all payment items on a lease that have the Normalize check box checked. In the above example, if you normalize all payment items, Property Manager normalizes the sum of the six payment items (\$36,000) and divides them over the lease term (January 1 until June 30). The normalized amounts charge the expense account \$6000 per month during the lease term. You can view these amounts in the Normalized Rent Schedule report.

## Entering Prepayments

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

### To manage a prepayment:

1. Enter the prepayment payment/billing terms:
  - Choose the payment/billing type of prepayment.
  - Enter One Time in the Frequency field and use the same Start Date and End Date.
  - If you are normalizing the rent payments, check the Normalize check box for the prepayment payment item. You cannot normalize a prepayment if the start date or end date of the prepayment is outside the lease term.
  - Enter the schedule day, which is the date on which the schedule should occur.
  - Enter a target date, which is the rent payment date that the prepayment will prepay.

Property Manager will create a payment item to offset the prepayment on the target date.

2. Enter payment terms for the term of the lease to create a recurring payment schedule. This payment schedule should include a payment for the target date.
3. On the target date export all payments to Oracle Payables or Oracle Receivables, even if the sum of the payments is zero. This ensures that the accounting is correct.

## Related Topics

Normalized Rent Schedule Report, page 8-13

## Reviewing Leases

You can inquire on a lease to review basic information for the lease. You can also view any amendments, transaction history, or payments/billings.

### To review lease information:

1. View your lease by navigating to the Find Leases window and entering search criteria to retrieve the lease you want to view.

When you press the Find button, the Leases window displays all of the leases that meet your search criteria. At the bottom of the window are four buttons that enable you to view different information about the lease you select.



## Related Topics

Searching for Information, *Oracle Applications User's Guide*

Lease Window Reference, page 4-13

## Modifying Leases

You can change information in the Leases window as long as the approval status of the lease is Draft. Once you have changed the approval status of the lease to Final and saved the lease, you must use one of these two methods to modify Lease window information:

- **Amend** the lease information. Use the Amend feature when the lease has been amended and you have to update your lease information to include the lease amendment.

The Amend feature is similar to the Edit feature in that a lease amendment may be created to cover changes or additions to the terms of the lease. However, when you create a lease amendment in Property Manager, the amendment will have its own name and number, distinct from the lease name and number.

- **Edit** the lease information. Use the Edit feature to correct errors you might have made entering lease information, and to enter additional information after the lease is finalized.

This discussion includes the following topics:

- Changes and Additions to the Lease, page 4-97
- Lease Status Changes, page 4-103
- Transactions and History, page 4-108

## Related Topics

Amend Lease Window Reference, page 4-109

Editing or Amending a Normalized Payment or Billing, page 4-111

## Making Changes and Additions to a Lease

This section provides a series of tables that specify the fields you can modify in the Edit Lease and Amend Lease windows.

### Amend Lease and Edit Lease windows

The following table specifies the fields you can modify in the header region of the

Amend Lease and Edit Lease windows.

<b>Field</b>	<b>Amend</b>	<b>Edit</b>
Operating Unit	No	No
Name	No	Yes
Number	No	Yes
Type	No	No
Class	No	No
Master Lease	No	No
Abstracted By	No	No
Approval Status	No	No
Lease Status	Yes	No
Primary Location	Yes	No
Customer	No	Yes

### Details Tabbed Region

The following table specifies the fields you can modify in the Details tabbed region of the Amend Lease and Edit Lease windows.

<b>Field</b>	<b>Amend</b>	<b>Edit</b>
Execution (Key Lease Dates region)	No	No
Commencement (Key Lease Dates region)	No	No
Termination (Key Lease Dates region)	Yes	No
Expense or Revenue (Account Defaults region)	Yes	Yes

<b>Field</b>	<b>Amend</b>	<b>Edit</b>
Liability or Receivable (Account Defaults region)	Yes	Yes
Accrued Liability or Accrued Asset (Account Defaults region)	Yes	Yes
Lease Term	Yes	No
Term Template	Yes	Yes
User Responsible	No	Yes
Functional Currency	No	No
Proration Rule	No	No
Invoice Grouping Name	Yes	Yes

### **Locations Tabbed Region**

You can modify all the fields in the Locations tabbed regions of the Amend Lease and Edit Lease windows. The following fields are not relevant for expense leases.

- Recovery Type
- Recovery Space Standard
- Financial Obligation End Date

Also, note that changing the location code does not affect the Area and Annual/Area fields. Oracle Property Manager populates the new location you define in the Location field for all new payment or billing terms created.

### **Contacts, Insurance, Rights and Obligations, and Options Tabbed Regions**

You can modify all the fields in the Insurance, Rights and Obligations, and Options tabbed regions of the Amend Lease and Edit Lease windows.

### **Payments and Billings Tabbed Region**

The following table specifies the fields, common to the Payments and Billings tabbed regions of the Amend Lease and Edit Lease window, which you can modify.

<b>Field</b>	<b>Amend</b>	<b>Edit</b>
Term Template	No	No
Location	Yes	Yes
Purpose	No	No
Type	No	No
Frequency	No	No
Normalize	No	No
Schedule Day	No	No
Start Date	No	No
End Date	Yes	Yes
Estimated Amount	No	No
Annual/Area	No	No
Accounts Distribution	Yes	Yes

The following table lists the fields, specific to the Payments tabbed region and the payment Term Details window, which you can modify.

<b>Item</b>	<b>Amend</b>	<b>Edit</b>
Invoice Grouping Name	Yes	Yes
Supplier Name	Yes	Yes
Supplier Number	Yes	Yes
Supplier Site	Yes	Yes
Payment Term	Yes	Yes

<b>Item</b>	<b>Amend</b>	<b>Edit</b>
Distribution Set	No	No
Tax Input Classification*	Yes	Yes
Tax Inclusive	Yes	Yes
Project	No	No
Task	No	No
Expenditure Type	No	No
Expenditure Item Date	No	No
Expenditure Organization	No	No

\* Changes to Tax Input Classification Codes are reflected in all the items that you have not exported.

The following table lists the fields, specific to the Billings tabbed region and the billing Term Details window, which you can modify.

<b>Item</b>	<b>Amend</b>	<b>Edit</b>
Customer Name	Yes	Yes
Customer Number	Yes	Yes
Bill To Site	Yes	Yes
Ship To Site	Yes	Yes
Payment Terms	Yes	Yes
Payment Method	Yes	Yes
PO Number	Yes	Yes
Tax Inclusive	Yes	Yes

Item	Amend	Edit
Tax Output Classification*	Yes	Yes
Transaction Type	Yes	Yes
Invoice Rule	No	Yes
Accounting Rule	No	Yes
Salesperson	Yes	Yes

\* Changes to Tax Output Classification Codes are reflected in all the items that you have not exported.

### Notes Tabbed Region

The following table specifies the fields you can modify in the Notes tabbed region of the Amend Lease and Edit Lease windows.

Item	Amend	Edit
Type	Yes	Yes
Date	Yes	Yes
User	No	No

### Amending a Lease

You create an *amendment* to your lease information in Oracle Property Manager when the tenant and landlord have executed an amendment to the lease. An amendment usually describes agreements between the landlord and tenant that are not in the original lease. These agreements may cover changes to the original lease terms, or they may cover new lease terms that do not appear in the lease itself.

For example, if the original lease did not include a provision covering payment of insurance, and the landlord and tenant agree that the tenant will pay for liability insurance, they can create an amendment that reflects the new agreement. You can then update your Oracle Property Manager information using the Amendment feature.

When you create an amendment in Oracle Property Manager you name the amendment, and identify its execution, commencement, and termination dates. Choose

a name for the amendment that will indicate its connection to the lease. For example, if the name of the location is *National Trade Center*, and the name of the lease is *NTC*, you could name the amendment *NTC-a*.

Depending upon how Oracle Property Manager is implemented at your site, either you or Oracle Property Manager will assign a number to the lease amendment. You enter an execution date, a commencement date, and a termination date for the amendment. The dates for the amendment must fall within the range of dates defined for the lease. You also enter the name of the person who abstracted the amendment, and the name of the person to whom the amendment is assigned.

**Note:** The information that identifies the amendment applies only to the amendment itself, not to the original lease.

## Making Lease Amendments

To amend a lease:

1. In the Find Leases window, perform a query to display the lease that you want to amend.
2. Select the lease that you want to amend and then choose the Amend button to display the Amend Lease window.
3. Change previously entered information and add new lease terms as necessary.

**Note:** You can add new payment or billing terms if the start and end dates of the new term fall within the commencement and termination dates of the lease, and no approved payment schedule already covers the same period as the payment or billing term. You can add payment or billing terms as long as the start date post dates the last approved schedule.

4. Save your work.

## Changing the Lease Status

This section describes the implications of using the amend function to change the status of a lease.

### Changing Lease Status from Active to Month-to-Month

When you change the lease status from Active to Month-to-Month, the Extension End Date field becomes required and the Termination Date field is disabled. The extension end date cannot be earlier than the lease termination date. When you save the changes, payment schedules and billing items are created for the new period that has been added.

When the lease status changes from Active to Month-to-Month, not-normalized payment or billing terms are extended only if the extension does not overlap with an approved schedule. Otherwise, a new not-normalized item is created. The schedule day for the new term would be the same as the original term.

For existing normalized terms with an end date that is the same as the lease termination date, Property Manager creates a new term with the Normalized check box unchecked.

**Note:** Property Manager does not allow normalized terms to be created when the lease status is changed to Month-to-Month or Holdover, in compliance with FASB 13.

### Example of Changing Lease Status from Active to Month-to-Month

#### Scenario 1

You have an active, finalized, expense lease with commencement and termination dates of 01-JAN-02 and 31-DEC-02. This lease has three payment terms, as shown in the following table:

Term	Start Date	End Date	Normalized	Amount	Frequency	Term Type
1	01-JAN-02	31-DEC-02	Yes	\$1000	Monthly	Base Rent
2	01-JAN-02	31-DEC-02	No	\$3000	Quarterly	Operating Expenses
3	01-JAN-02	31-OCT-02	No	\$500	Monthly	Maintenance Charge

Using the amendment function, you change the lease status from Active to Month-to-Month, and enter an extension end date of 03-31-03. Assuming all schedules in 2002 have been approved, Property Manager updates the lease status to Month-to-Month and creates new payment terms and corresponding schedules and items as shown in the following table:

Term	Start Date	End Date	Normalized	Amount	Frequency	Term Type
1	01-JAN-02	31-DEC-02	Yes	\$1000	Monthly	Base Rent

Term	Start Date	End Date	Normalized	Amount	Frequency	Term Type
2	01-JAN-02	31-MAR-03	No	\$3000	Quarterly	Operating Expenses
3	01-JAN-02	31-OCT-02	No	\$500	Monthly	Maintenance Charge
4	01-JAN-03	31-MAR-03	No	\$1000	Monthly	Base Rent

The above table shows the changes in the payment terms of the lease. Term 4, not normalized, was created as a result of the lease status change. This term is the same as term 1, except that this new term is not normalized. The end date of term 2 changed from 31-DEC-02 to 31-MAR-03. Term 3 was not selected because the end date of this term did not coincide with the original lease termination date.

If the lease is amended and the extension end date changed from 31-MAR-03 to 15-APR-03, and none of the schedules have been approved, the changes shown in the following table occur:

Term	Start Date	End Date	Normalized	Amount	Frequency	Term Type
1	01-JAN-02	31-DEC-02	Yes	\$1000	Monthly	Base Rent
2	01-JAN-02	15-APR-03	No	\$3000	Quarterly	Operating Expenses
3	01-JAN-02	31-OCT-02	No	\$500	Monthly	Maintenance Charge
4	01-JAN-03	15-APR-03	No	\$1000	Monthly	Base Rent

In the above table, Property Manager did not pick up terms 1 and 3, since their end dates did not coincide with the old extension end date of 31-MAR-03.

#### Changing Lease Status from Month-to-Month to Active

When changing from Month-to-Month status to Active status, the billing terms, rent index, and variable rent, as well as any tenancies must be set up or extended. You are required to change the lease termination date. The Extension End Date field is disabled.

## Extending or Renewing a Lease

When you use the Amend Lease window to extend or renew a lease, Oracle Property Manager renormalizes all normalized terms for the lease. The following sections explain the implications lease extension has on the terms of the lease.

### Normalization of New Terms

You can add new terms when you are extending a lease. If you are adding normalized terms, Oracle Property Manager normalizes them from the Amendment Commencement Date to the Lease Termination Date.

### Renormalization of Existing Terms

When you extend a lease that already has normalized terms, rent increase terms, or both and save your changes, Oracle Property Manager displays a message asking you whether you wish to renormalize all terms. If you select Yes, Oracle Property Manager renormalizes all existing normalized terms to the new lease termination date.

If you select No, Oracle Property Manager prompts you for a cutoff date. Oracle Property Manager does not normalize terms whose previous normalization end date is earlier than the cutoff date.

If the lease you have amended has approved schedules, Oracle Property Manager renormalizes across all available draft schedules in the lease. Approved schedules are not included in renormalization.

You can use the cutoff date functionality to handle normalization for different extension and renewal scenarios efficiently.

### Extension of Rent Increase Terms

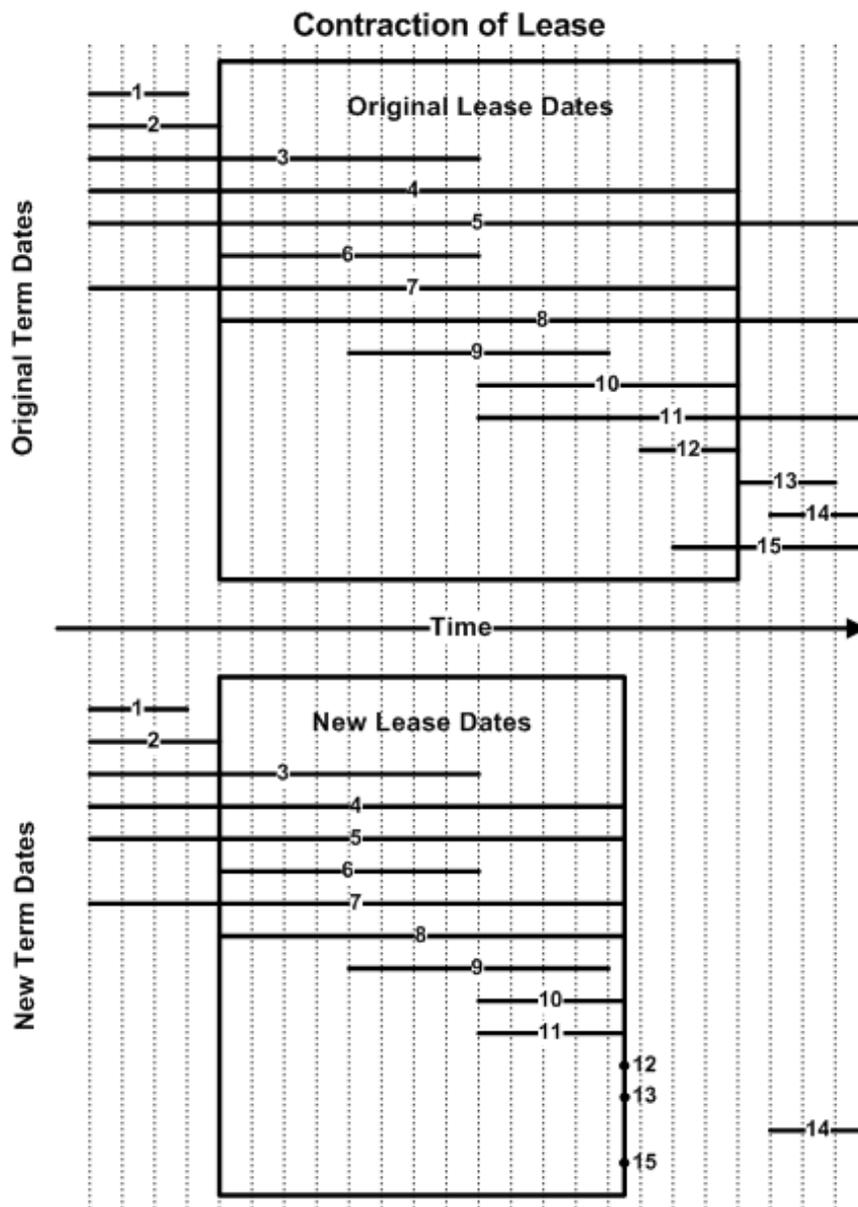
When you extend a lease, Oracle Property Manager manages normalized terms and rent increase terms in a similar way. When you save the amendment for extending the lease, Oracle Property Manager displays a message asking whether you want to renormalize all terms. If you select Yes, Oracle Property Manager extends rent increase terms to the new lease termination date. If you select No, you must enter a cutoff date. Oracle Property Manager does not extend rent increase terms whose end date is before the cutoff date.

**Note:** Oracle Property Manager does not make any other date changes automatically. For example, the end dates of other terms and tenancies are not changed.

## Contracting a Lease

You can use the Amend Lease window to contract a lease to any date equal to or after the start date of the lease. Before contracting a lease, you must cancel approval of all schedules that you have approved but not exported.

As represented in the graphic below, when you contract a lease, Oracle Property Manager amends each lease term depending on its original end date.



**Terms ending before the new termination date:** For Terms 1, 2, 3, 6, and 9 in the graphic, Oracle Property Manager does not change the term dates or create cash adjustments. However, normalized terms are re-normalized. Oracle Property Manager renormalizes normalized terms whose existing normalization end date is after the new lease termination date. However, normalized terms whose existing normalization end date is before the new lease termination date are not re-normalized. Such terms exist because a user previously extended the lease and elected not to renormalize these existing terms. See *Extending or Renewing a Lease*, page 4-106.

**Terms beginning after original termination date:** For Term 14 in the graphic, Oracle Property Manager does not change the term dates or create a cash adjustment. Note that a term starting after the lease termination date could not have been normalized. Therefore, renormalization is not necessary.

**Terms beginning before new termination date and ending after:** For Terms 4, 5, 7, 8, 10 and 11 in the graphic, Oracle Property Manager sets the term end date to the new lease termination date and creates new adjusting items. Normalized terms are renormalized.

**Term beginning after new termination date (but not after old termination date):** For Terms 12, 13, and 15 in the graphic, Oracle Property Manager sets the term start and end dates to the new lease termination dates. Oracle Property Manager also sets the term amount to zero and creates adjusting items. Normalized terms are renormalized.

## Renormalization

If renormalization is needed, Oracle Property Manager renormalizes across all available draft schedules. Approved schedules are not included in renormalization. If there are no existing draft schedules for renormalization, Oracle Property Manager creates a draft schedule in the last period of the lease and makes any renormalization adjustments in that schedule.

## Related Topics

Editing or Amending a Normalized Payment or Billing, page 4-111

## Viewing Transactions and History

### Transactions

Each amendment that you do is a separate *transaction*. Property Manager keeps a record of all transactions that are done for every lease. This record is linked to the lease, so that when you view lease information, you can also view any amendments. The transaction record can provide you with an audit trail of changes and additions that were made to a lease.

The upper region of the Transactions window displays a summary of all transactions for an individual lease. It shows the type of transaction (amendment), the date of the transaction, and the name of the user who did the transaction.

The tabbed regions of the Transactions window are linked to the transaction records in the upper region. When you select a transaction record, each tabbed region shows the changes, if any, that were made as part of the selected transaction.

To view transaction information

1. In the Navigator window, choose Leases and Documents:Main Lease:View Lease History.
2. Query the leases for which you want to view transaction information.

3. On the Leases window, select the lease for which you want to view transaction information.
4. Choose the Transactions button to bring up the Transactions window.

## History

If you make a change to any of the terms in a tabbed region, Property Manager will keep track of the previous terms as well as the current terms. When you choose the History button in the Transactions window, Property Manager displays the information in the selected tabbed region that was effective immediately prior to the current information.

To view transaction history information

1. Navigate to the Transactions window.
2. Select the transaction for which you want to view history information.
3. Choose the History button to bring up the Lease Details History window.

## Related Topics

Lease Modifications, page 4-97

## Amend Lease Window Reference

In the header of the Amend Lease window you enter information that identifies and defines the lease amendment.

**Note:** For information on the tabbed regions of this window, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16.

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

**Number:** This field is display only. Oracle Property Manager assigns the amendment number automatically.

**Execution Date:** The date that the amendment is executed, as stated in the amendment. If no execution date is stated in the amendment, the date the amendment was signed may also be the execution date.

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

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

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

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

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

## Related Topics

Modifying Leases, page 4-97

## Editing a Lease

You edit a lease to make changes or additions because of an error or omission that was made when the lease information was originally entered. The following are a few points to keep in mind while editing leases:

- When you edit a lease, the new information becomes part of the lease information. Unlike lease amendments, edits are not identified by a name or number.

**Important:** If you change the lease name or number using the edit function, you can track the history of those changes in the Lease Details History window. The Lease Details History window shows the both the before and after lease name and number of the lease before and after the change. See Viewing Transactions and History, page 4-108.

- As is the case with lease amendments, all Draft schedules are renormalized when you edit a lease.
- You cannot change the lease status using the Edit function.

## Making Lease Edits

To edit a lease:

1. In the Find Leases window, perform a query to find the lease that you want to edit.
2. Select the lease that you want to edit, and then choose the Edit button to display the Edit Lease window.
3. Select the tabbed region that contains the fields to which you want make changes or additions.
4. Change previously entered information and add new lease terms as necessary.

**Note:** You can add new payment or billing terms if the start and end dates of the new term fall within the commencement and termination dates of the lease, and no approved payment schedule

already covers the same period as the payment or billing term. You can add payment/billing terms as long as the start date precedes the last approved schedule.

5. Save your work.

## Related Topics

Lease Window Reference, page 4-13

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16

Editing or Amending a Normalized Payment or Billing Term, page 4-111

## Editing or Amending a Normalized Payment or Billing

Oracle Property Manager normalizes new lease terms and renormalizes any existing lease terms that are changed, when you make changes to the lease using either the edit or amend functions.

- When you add a new normalized payment or billing term using the edit function, the normalization start date is the commencement date of the lease.
- When you add a new term using the amend function, the new payment or billing term is normalized based on the commencement date of the amendment.
- When you change the end date of an existing normalized term, Oracle Property Manager renormalizes the term. Renormalization occurs across all draft schedules in the lease. Approved schedules are not included in renormalization.

## Example of Rent Normalization for New Term Added by Amendment

The original lease has one payment term.

- Lease is from January 01, 2001 to December 31, 2001 with rent (\$100) scheduled for full payment at the beginning of every month.
- The proration rule is Days/Month.

The following table illustrates the rent normalization calculations.

<b>Schedule Date</b>	<b>Base Rent</b>	<b>Total Cash Rent</b>	<b>Acct Expense</b>	<b>Adjustment</b>	<b>Deferred Liability</b>
01-JAN-2001	\$100.00	\$100.00	\$100.00	0	0

<b>Schedule Date</b>	<b>Base Rent</b>	<b>Total Cash Rent</b>	<b>Acct Expense</b>	<b>Adjustment</b>	<b>Deferred Liability</b>
01-FEB-2001	\$100.00	\$100.00	\$100.00	0	0
01-MAR-2001	\$100.00	\$100.00	\$100.00	0	0
01-APR-2001	\$100.00	\$100.00	\$100.00	0	0
01-MAY-2001	\$100.00	\$100.00	\$100.00	0	0
01-JUN-2001	\$100.00	\$100.00	\$100.00	0	0
01-JUL-2001	\$100.00	\$100.00	\$100.00	0	0
01-AUG-2001	\$100.00	\$100.00	\$100.00	0	0
01-SEP-2001	\$100.00	\$100.00	\$100.00	0	0
01-OCT-2001	\$100.00	\$100.00	\$100.00	0	0
01-NOV-2001	\$100.00	\$100.00	\$100.00	0	0
01-DEC-2001	\$100.00	\$100.00	\$100.00	0	0

### **Scenario 1**

The lease is amended to add a new payment term.

- The amendment commencement date is April 01, 2001.
- The additional rent is \$50.00 a month.
- The term is normalized, monthly, and between July 01, 2001 and December 31, 2001.
- None of the schedules are approved.

Term 2 is normalized from the commencement date of the amendment, April 01, 2001.

Term 1, the original lease term, is renormalized from the lease commencement date, January 01, 2001.

The following table displays the normalized rent amounts.

Schedule Date	Base Rent	Amendment Rent	Total Cash Rent	Acct Expense	Adjustment	Deferred Liability
01-JAN-2001	\$100.00	0	\$100.00	\$100.00	0	0
01-FEB-2001	\$100.00	0	\$100.00	\$100.00	0	0
01-MAR-2001	\$100.00	0	\$100.00	\$100.00	0	0
01-APR-2001	\$100.00	0	\$100.00	\$133.33	\$33.33	\$33.33
01-MAY-2001	\$100.00	0	\$100.00	\$133.33	\$33.33	\$66.66
01-JUN-2001	\$100.00	0	\$100.00	\$133.33	\$33.33	\$99.99
01-JUL-2001	\$100.00	\$50.00	\$150.00	\$133.33	(\$16.67)	\$83.32
01-AUG-2001	\$100.00	\$50.00	\$150.00	\$133.33	(\$16.67)	\$65.65
01-SEP-2001	\$100.00	\$50.00	\$150.00	\$133.33	(\$16.67)	\$49.98
01-OCT-2001	\$100.00	\$50.00	\$150.00	\$133.33	(\$16.67)	\$33.31
01-NOV-2001	\$100.00	\$50.00	\$150.00	\$133.33	(\$16.67)	\$16.64
01-DEC-2001	\$100.00	\$50.00	\$150.00	\$133.33	(\$16.67)	(\$0.03)

## Scenario 2

Now assume that the first four payment schedules have a status of Approved when term 2 is added to the original lease by amendment.

- The amendment commencement Date is April 01, 2001.

- The additional rent is \$50.00 a month.
- The term is normalized and starts on July 01, 2001 and ends on December 31, 2001.
- Approved payment schedules are 01-JAN-01, 01-FEB-01, 01-MAR-01, AND 01-APR-01.

Term 2 is normalized starting from the date of the first available draft payment schedule, or May 31, 2001. Term 1, the original lease term, is renormalized from the date of the first available draft payment schedule, May 01, 2001. The normalized lease amounts are as follows:

<b>Schedule Date</b>	<b>Base Rent</b>	<b>Amendm ent Rent</b>	<b>Total Cash Rent</b>	<b>Acct Expense</b>	<b>Adjustment</b>	<b>Deferred Liability</b>
01-JAN-2001	\$100.00	0	\$100.00	\$100.00	0	0
01-FEB-2001	\$100.00	0	\$100.00	\$100.00	0	0
01-MAR-2001	\$100.00	0	\$100.00	\$100.00	0	0
01-APR-2001	\$100.00	0	\$100.00	\$100.00	0	0
01-MAY-2001	\$100.00	0	\$100.00	\$137.50	\$37.50	\$37.50
01-JUN-2001	\$100.00	0	\$100.00	\$137.50	\$37.50	\$75.00
01-JUL-2001	\$100.00	\$50.00	\$150.00	\$137.50	(\$12.50)	\$62.50
01-AUG-2001	\$100.00	\$50.00	\$150.00	\$137.50	(\$12.50)	\$50.00
01-SEP-2001	\$100.00	\$50.00	\$150.00	\$137.50	(\$12.50)	\$37.50
01-OCT-2001	\$100.00	\$50.00	\$150.00	\$137.50	(\$12.50)	\$25.00

Schedule Date	Base Rent	Amendment Rent	Total Cash Rent	Acct Expense	Adjustment	Deferred Liability
01-NOV-2001	\$100.00	\$50.00	\$150.00	\$137.50	(\$12.50)	\$12.50
01-DEC-2001	\$100.00	\$50.00	\$150.00	\$137.50	(\$12.50)	0

### Example of Rent Normalization for Term Changed by Editing

The original lease has one payment term.

- Lease begins on January 01, 2001 and ends on December 31, 2001.
- Lease has one term, \$100 per month and normalized.
- Rent is scheduled to be paid in full at the beginning of every month.

The lease term is then reduced by three months, through edit, to end 30 September, 2001

The following table illustrates the rent normalization calculations for the lease after edit.

Schedule Date	Base Rent	Total Cash Rent	Account Expense	Adjustment	Deferred Liability
01-JAN-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$25.00)
01-FEB-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$50.00)
01-MAR-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$75.00)
01-APR-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$100.00)
01-MAY-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$125.00)
01-JUN-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$150.00)
01-JUL-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$175.00)
01-AUG-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$200.00)

Schedule Date	Base Rent	Total Cash Rent	Account Expense	Adjustment	Deferred Liability
01-SEP-2001	\$100.00	\$100.00	\$75.00	(\$25.00)	(\$225.00)
01-OCT-2001	0	0	\$75.00	\$75.00	(\$150.00)
01-NOV-2001	0	0	\$75.00	\$75.00	(\$75.00)
01-DEC-2001	0	0	\$75.00	\$75.00	0

## Leases Windows

Oracle Property Manager includes four windows you can use for entering and displaying lease information.

- **Leases window.** You can use the Leases window to set up a new lease, and to view multiple leases. The information in the Leases window is identical to the information in the header and Details tabbed region of the Lease window.
- **Lease window.** The Lease window displays detailed information from a single lease. The information in the header and the Details tabbed region of the Lease window is identical to the information in the Leases window, so you can also use the Lease window to set up a new lease.
- **Edit Lease window.** The Edit Lease window includes the same information that is in the Lease window. However, you use the Edit Lease window to enter changes and additions to lease information that you entered and saved previously.

**Note:** The **Lease** window and the **Edit Lease** window include the same fields, but each window is used for a different purpose. You use the Lease window to enter lease terms for new leases. You use the Edit Lease window to make changes or additions to information in existing leases. The information in the headers of these windows cannot be changed after the lease has been finalized and saved, with the exception of the lease name and lease number. You can change the lease name and lease number using the Edit function after a lease has been finalized. For details on the tabbed regions of this window, see *Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows*, page 4-16.

- **Amend Lease window.** Use this window to enter information from a lease amendment.

**Note:** The Lease, Edit Lease, and Amend Lease windows include the same tabbed regions. To create accurate lease records, use each of these windows for its designated purpose. For information on the tabbed regions of these windows, see: Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16.

## Related Topics

Lease Window Reference, page 4-13

Amend Lease Window Reference, page 4-109

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows, page 4-16

Lease Milestones Window Reference, page 4-29

Payment Term Details Window Reference, page 4-60

Billing Term Details Window Reference, page 4-76



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## Index Rent

This chapter details the functionality provided by Oracle Property Manager to calculate rent increases based on fixed percentages or an index that you specify.

This chapter covers the following topics:

- Overview of Index Rent Increases
- Calculating Rent Increases
- Allocating Rent Increase
- Rent Increase Window References

### Overview of Index Rent Increases

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

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

- A significant number of existing leases have their origins in the seventies when inflation rose dramatically and index leases were prevalent
- Index leases are common in many parts of the world where inflation is problematic
- Index leases are important for many government users. Governments themselves are responsible for publishing index values, and often base their own rents on index values
- In business environments where hundreds or thousands of leases are managed, automatic rent calculation is essential to streamline business processes and to avoid data entry errors

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

- Enter Agreement details
- Enter defaults
- Generate Periods
- Enter constraints, such as minimum and/or maximum rent/% increase

Oracle Property Manager automatically calculates the correct annual rent increase amount. The constraints are then applied and the constrained rent increase amount is calculated on an annualized basis and index rent terms are created for each period.

- Review term details

You can review the term details and approve the rent increase payment or billing terms. When you approve a term, Oracle Property Manager transfers it to the main lease and either creates a new schedule or inserts lines into an existing payment or billing schedule.

**Note:** While approving a term from the Terms Detail window, you can specify your user name in the Approver field. When you run the Approve Rent Increase Terms concurrent program, the Approver field is set to your user name automatically. See Approve Rent Increase Terms, page B-4.

From this point forward, the rent increase is treated as a scheduled rent item. Once you approve and export the rent increase, it is sent to Oracle Payables or Oracle Receivables.

## Entering Index History

You can define multiple indices, each indicated by an index type. The index type is a unique name or identifier. In a given index type, you can enter index values with corresponding dates in the Index History window. You can associate an index with multiple leases across operating units. This feature is useful for landlords who may administer hundreds of index leases based on one index.

Multiple rent increase agreements can share index history. You can change or update the values in the Index History window at any time. However, if Oracle Property Manager detects that the changed value are used for rent increase calculations, it gives you the option either to continue with the change or to cancel. If you continue with the change, Oracle Property Manager initiates the Recalculate Index Periods for Updated Index History Lines concurrent program that updates the rent increase agreements affected by this change, including all leases using this value. It does not affect periods

that have approved index rent terms. See Recalculate Index Periods for Updated Index History Lines, page B-20.

An Index Source indicates from where index information is derived and can consist of descriptions you enter.

The multi-row block contains the history of index values over time. For each date, you can enter the actual index amount, two unadjusted figures, and two seasonally adjusted figures.

**Important:** Unadjusted and seasonally adjusted values are optional and you can create terms based on actual index values only.

### Viewing Index History

You can view an index history by choosing the View Index History button on the Rent Increase window. Choosing this button opens up the Index History window with the selected index type displayed.

### Entering Rent Increases

To enter rent increases, you first associate the rent increase with an existing lease and specify the rent increase commencement and termination date.

### Viewing Leases

You can view leases by choosing the View Lease button on the Rent Increase window. Choosing this button opens up the main lease in the View Leases and Documents window.

### Querying a Rent Increase

You can query existing rent increases associated with a specific lease using the Rent Increase window. You can query on a particular index type, lease number, lease class or rent increase number.

### Entering a New Rent Increase

To enter a new rent increase, you enter information into the Rent Increase window. You enter critical lease information in the Lease Details region, such as the main lease associated with the rent increase. You also need to enter rent increase information in the Rent Increase Details region, such as the rent increase number, index type, and rent increase commencement and termination dates. You then enter agreement and term template details, and constraints, if applicable.

You can associate multiple index rent agreements with one main lease. For example, you can create one rent increase agreement for fixed base rent increases, another one for operating expense increases, and associate both with the same lease.

## Entering an Agreement

You define the rent increase agreement in the Agreement tabbed region of the Rent Increase window. This includes information such as the frequency of rent increase assessment (Assess in Year field) and date assessed. This agreement determines the calculation of rent increases for the entire rent increase term. At the core of this process is the following calculation:

$$\text{Basis} * \% = \text{Rent Increase}$$

The following table shows the values in the Agreement tabbed region that affect the rent increase calculation:

Function	Fields
Generation of Periods	Assess in Years, Date Assessed
Basis	Increase On, Gross check box, Basis Type, Initial Basis, Relation
Composition of the percentage	Index Finder, Reference Period, Base Year, Base Index

Some fields in the Agreement tabbed region contain defaults. The following table shows the defaulted fields and the defaulted values:

Field	Default Value
Assess in Years	1
Basis Type	Fixed
Negative Rent	Ignore
Spread Frequency	Monthly
Reference Period	Base Year

## Entering Defaults

You define default parameters that should be used in rent increase calculations in the Agreement tabbed region (Defaults region) of the Rent Increase window. You enter information such as

- The default relation
- The default percentage basis
- The index finder months (used to determine the index finder date when periods are generated)
- The default term template

Oracle Property Manager creates rent increase terms based on the underlying base rent terms or from a specific term template depending on how you set the Aggregation check box. If you select the Aggregation check box, Oracle Property Manager may create multiple rent increase terms for a single rent increase agreement. For details, see *Allocating Rent Increase*, page 5-27.

By default, the Aggregation check box is selected and the Term Template field is disabled. You can specify a term template only if you deselect the Aggregation check box.

Use the Term Template LOV if you want to specify attributes for all the payment or billing terms created for the rent increase agreement.

**Note:** The Term Template LOV only displays term templates that belong to the same operating unit as the lease and the rent increase agreement.

You can also create term templates by clicking the Term Template button and entering term information in the Term Template window. When you access the Term Template window from the Rent Increase window, you can create term templates only for the operating unit to which the rent increase agreement belongs.

## Generating Periods

You can view the timing of rent increase-related events by using the Basis Periods tabbed region on the Rent Increase window. To determine the timing of rent increase related events, the system uses information you entered in the Agreement tabbed region to calculate the following:

- Date Assessed - When rent increases are assessed
- Assess in Years - Frequency of assessment

You can automatically generate these periods by choosing the Generate Periods button. You can undo the periods by choosing the Undo Periods button. You can choose the Open button to access the period details, including information such as the previous index and the basis amount.

You can also use the Periods tabbed region to calculate rent increases by choosing the Calculate button. The Calculate button triggers the following four calculations.

- Annualized basis
- Appropriate percentage by which to multiply the basis
- Annualized rent increase
- Constrained rent increase

### **Calculating for All Periods**

You can calculate rent increase amounts for all periods by choosing the Calculate All button on the Rent Increase window. The Calculate All button is enabled only after the periods have been generated. You can also calculate the rent increase individually per period, by selecting the period for which you want to calculate the rent increase, then choosing the Open button. Once inside the Period, you can choose the Calculate button to calculate the rent increase amount for that period.

See: Calculating Rent Increases, page 5-12.

### **Entering Rent Increase Constraints**

You can specify the constraints that apply across all periods of rent increase in the Constraints tabbed region of the Rent Increase window. You can define any floor or ceiling caps on rent due or period-to-period increases. The most common type of constraint is a cap on the increase from year to year, or a minimum increase required from year to year. You can enter up to four constraints: a maximum and a minimum for rent due, and a maximum and a minimum for period-to-period increase.

For each constraint, you can define either an absolute amount increase or relative percentage increase. If you enter an absolute amount as a constraint, then all amounts must be entered as absolute amounts. For example, when you enter a value in the Maximum Amount column, the Maximum Percentage column becomes disabled. All of the remaining constraints must then be entered as amounts.

This is done to insure that upper and lower limits do not cross each other. For example, you enter a rent increase maximum constraint as \$4,000 and a minimum constraint as 5% of base rent. To prevent this type of situation, the maximum and minimum constraints are required to be of the same type and the maximum constraint must be equal to or greater than the minimum. If you enter a minimum and maximum for rent due, and a minimum and maximum for period to period increases, then the system calculates the acceptable area for rent as the lesser value of the two maximums, or the greater value of the two minimums.

### To enter index history:

The screenshot shows a software window titled "Index History". At the top, there are two input fields: "Index Type" and "Source". To the right of the "Source" field is a save button icon. Below these fields is a table with five columns: "Index Date", "Actual Index", "Unadjusted 1", "Unadjusted 2", and "Seasonally Adjusted". The table has several empty rows for data entry. At the bottom of the window is a "Comments" text area.

1. Navigate to the Index History window.
2. In the Index Type field, enter a unique Index Type name for the index history.
3. Optionally, enter a source in the Source field.
4. In the Index Date field, enter the day-month-year combination associated with the index. The format is DD-MMM-YYYY.
5. Enter the actual index value for each index date.

**Note:** You can optionally specify unadjusted and seasonally adjusted values.

6. Save your input by choosing the save button.

### To view an existing rent increase:

1. Navigate to the Rent Increase Leases window.
2. Query the rent increase you want to view based on the following:

- Operating unit
  - Rent Increase number
  - Lease name and number
  - Lease Class
  - Other values
3. Choose the Open button to view details of the rent increase in the Rent Increase window.

### To enter a new rent increase:

1. Navigate to the Rent Increase Leases window.
2. Choose the New button.
3. In the Lease Details region of the Rent Increase window, select the operating unit for which you want to create an index rent agreement.
4. Select either the name or number of the lease for which you want to enter a rent increase. When you select the name or number of a lease, Oracle Property Manager automatically provides the other lease-related details, such as class, commencement and termination dates, and the code of the primary location.

If the lease you selected has a status of Draft, you cannot approve the index rent terms. You can approve the index rent term only after you finalize the main lease.

**Important:** The Leases list of values only displays leases that belong to the operating unit you have selected.

5. Optionally, in the Location Code field, replace the default location with another location associated with the lease.
6. In the Rent Increase Details region, enter the index type.
7. Review the default commencement date and termination date of the rent increase.

Commencement and Termination dates influence the generation of rent increase period(s). The rent increase commencement date cannot be changed once there are any approved payment/billing term in the lease term. The rent increase termination dates can be changed as long as the new termination date postdates the last approved schedule in the main lease that is associated with a rent increase item.

Note that the commencement date and termination date of the rent increase must

fall within the commencement date and termination date of the lease. The rent increase commencement date defaults to one year after the main lease commencement date.

8. Select the user responsible from the list of values. The user responsible defaults from the user name used to access the Property Manager responsibility.

**Agreement Tabbed Region:**

9. In the Assess in Years field, enter the frequency, in years, that rent increase is assessed. This value cannot be fractional.
10. Select a value in the Increase On field. The Increase On LOV displays all billing or payment types used in the main lease terms. For example, Base Rent is displayed in the LOV if payment or billing terms for base rent exist in the main lease. If you select a payment or billing type here, Oracle Property Manager sums amounts of all the payments or billings of that type and uses the total as the basis for rent increase calculation. For details, see Calculating the Basis, page 5-15.
11. Select the Gross check box if you want the calculation of basis amount to consider all the terms defined in the main lease window. The Gross check box and the Increase On field are mutually exclusive.

**Note:** If you select the Gross check box, you can click on the Exclude button to view a list of all main lease terms. By default, all the lease terms are selected for inclusion in the basis. If you want any of these terms excluded, you can deselect them here.

12. Accept the Basis Type field value of Fixed, the default value. When the basis type is Fixed, the basis stays the same from period to period. Also, if the initial basis is defined and the Basis Type field value is Fixed, then it is the initial basis amount that is populated in the annualized basis fields for all periods. You can only specify a reference period of Base Year if the basis type is Fixed.
13. Negative Rent indicates where the negative rent increase values are allowed by selecting Ignore, This Period, or Next Period in the Negative Rent field. Select the appropriate value. The default is Ignore.
14. Select the spread frequency. Values include Monthly, One Time, Quarterly, Semiannually and Annually. This field cannot be updated after a rent increase term has been approved. The default is Monthly.
15. Select the Rounding check box if you want the payment term amount (annualized constrained rent increase amount/spread frequency) rounded.
16. Enter the date assessed, which indicates the date each period that rent increase is

assessed in DD-MMM-YYYY format. The date cannot exceed the 28th of the month entered.

17. Enter the base year in DD-MMM-YYYY format.
18. Enter the base index. This is the base index value agreed upon in the lease as the basis for which comparison will be made in the second year. It is defaulted with the value specified in the Index History window for the base year. This value can be overwritten.
19. Enter the reference period. Values include Base Year, Previous Year - Use assessment date duration, Previous Year - Use previous current CPI. For a reference period of Base Year, only the basis type of fixed can be selected. You cannot select a basis type of Rolling and Compounding for a reference period of Base Year.
20. If the main lease and rent increase commencement dates are the same, initial basis becomes required.
21. Select the index finder. The default is Always Finder Date Without Backbill. Other choices include Always Finder Date With Backbill and Default Most Recent.
22. Optionally enter a default relation. Values include Basis Only, Greater Of, Index Only, and Lesser Of. The default is Basis Only.
23. Optionally enter a default basis percentage to be used for calculations. This field is disabled when the relationship Index Only is specified. The default is 0 percent.
24. Enter the index finder months. This is the number that will be added to the Date Assessed to find the Index Finder Date for each period. The default is -2.
25. Enter the name of the term template you want to use for payment or billing purposes or select the Aggregation check box. You can only select one of the two.
26. Optionally select the Aggregation check box if you want Property Manager to allocate the net rent increase assessed for a period proportionally across the main lease terms.
27. Optionally, check the Retain initial basis for calculation check box if you do not want to over-ride the initial basis when the rent increase is recalculated. If the check box is checked, and the initial basis field is not null, the initial basis is not overridden. The default value is unchecked.
28. To view the term template, choose the Term Template button. You can create a new term template and associate it with multiple increase agreements.

**Basis Periods Tabbed Region:**

29. Optionally, override the defaulted value for annualized basis. The default

annualized basis is calculated as the sum of annualized amounts of terms from the main lease, which lie between the Basis Start and End dates and value in the Increase On field.

**Note:** Oracle Property Manager does not include terms that have a frequency of One Time while calculating the annualized basis.

30. Select the relationship. Other values include Greater Of, Lesser Of and Index Only.
31. Optionally, enter the index change percent. The default is the system calculated index change. Factors in calculation include the reference period, the index type, and the index finder. This field is mandatory if the relation is Index Only, Greater Of, or Lesser Of.
32. You must enter basis change percent if you are using fixed rent increases (all relations other than Index Only).
33. Unconstrained Rent Due is the calculated annualized rent increase amount for the period.
34. Constrained Rent Due is the calculated annualized rent increase with constraints applied. The constraints applied are from the Constraints window and negative rent from the Agreement tab.
35. Optionally, choose the Open button to view period details, including the period, index details, relationship and basis. These values default from prior input completed in other tabs and windows.
36. Optionally, click Terms to access the Term Details window and review term details, including location, purpose, type, frequency, status, and normalization. You enter the values displayed here in other tabs and windows. However, you can modify the values if required. For example, you can select or deselect the Normalize check box depending on whether you want to normalize the rent increase term. You can also change the status of the term to Approved if you want to transfer it to the main lease.

**Important:** Once you approve the term, you cannot modify it.

#### **Constraints Tabbed Region:**

37. Optionally choose an Increase Over constraint. The default is No Carry Forward. See: Entering Rent Increases, page 5-3
38. If you want to enter constraints, choose the scope: either Period to Period or Rent Due.

39. Enter either a minimum amount or a minimum percentage. These fields are mutually exclusive. If you enter one, the other field is disabled.
40. Enter either a maximum amount or a maximum percentage. These fields are mutually exclusive. If you enter one, the other field is disabled.

## Calculating Rent Increases

When you click Calculate on the Basis Periods tabbed region, Oracle Property Manager determines the following:

- Annualized basis: See: Determining the Basis, page 5-15.
- Percentage: See: Calculating the Percentage, page 5-17.
- Rent increase: Annualized basis \* Percentage
- Constrained rent increase: The rent amount due after constraints are applied

The constrained rent increase is an annualized amount that results in a term for a particular period. Rent increase term details are based on the selected term template. The term start date is the greater of the date assessed or the current date. The end date is the lease termination date.

**Note:** The Term Details window displays the annualized amount divided by the spread frequency, or the recurring amount due. If the frequency is monthly, the annualized amount is divided by 12.

When you approve a term, it is transferred to the main lease and schedules and items are created.

**Note:** You cannot modify approved terms or a period that contains an approved term.

## Timing Rent Increase Events

Oracle Property Manager uses information from the Agreement tabbed region of the Rent Increase window to time rent increase events. A period is the time frame used to assess rent increases. For each period, Oracle Property Manager records the following information:

- Date Assessed, page 5-13
- Start and end dates, page 5-13

- Index Finder Date, page 5-13

## **Date Assessed**

To generate periods, you must define the assessment frequency (Assess in Years field) in the Agreement tabbed region of the Rent Increase window. The assessment frequency is stated in multiples of a year. For example, if you enter 2, then rent increase is assessed every two years.

The date that the rent increase is assessed is determined as follows:

- In the first period, the date assessed in the Basis Periods tabbed region is the commencement date of the rent increase agreement.
- In subsequent periods, the Date Assessed field in the Agreement tabbed region determines the date assessed (anniversary date).

Every year, the rent increases begin from the date in the Date Assessed field. When you change the date assessed or assess in years, Oracle Property Manager regenerates periods and recalculates rent increase amounts if rent increase calculations have been performed for the periods.

If the main lease and the rent increase agreement share commencement dates, then the basis start and end dates are blank for the first period because it lies outside the lease term. The value of the initial basis is then used as the annualized basis for the first period. The initial basis is required.

## **Index Finder Date**

The value of the Index Finder Date field in the Basis Periods tabbed region is the sum of the date assessed and index finder months. This value is calculated for each period. However, you can update the default value. The index finder date is used to select the current index value.

## **Basis Start and End Dates**

The basis start and end dates comprise the year before the date assessed. For example, if the date assessed is January 01, 2002, then the basis period starts on January 01, 2001 and ends December 31, 2001.

The application picks up the terms that fall within the basis date range for calculating the basis.

## **Rent Increase Date Examples**

The following example illustrates how Oracle Property Manager derives the assessment date and the basis start and end dates, assuming the dates shown in the first table.

Type of Date	Date
Lease Commencement Date	01-JAN-2000
Lease Termination Date	31-DEC-2004
Rent Increase Commencement Date	15-JAN-2001
Rent Increase Termination Date	31-DEC-2003
Assessment Date	03-MAR-2001

#### Derived Dates

Period Number	Assessment Date	Basis Start	Basis End
1	15-JAN-2001	15-JAN-2000	14-JAN-2001
2	03-MAR-2001	03-MAR-2000	02-MAR-2001
3	03-MAR-2002	03-MAR-2001	02-MAR-2002
4	03-MAR-2003	03-MAR-2002	02-MAR-2003

### Modifying Periods

After you generate periods and a payment or billing term is approved, you can modify only the Rent Increase Termination Date in the header region of the Rent Increase window. When you extend a rent increase agreement, a concurrent program automatically generates additional periods. See: Generate Rent Increase Periods, page B-18.

When early terminating rent increases, the application first verifies that there are no approved and transferred invoices beyond the new termination date. If invoices exist (that is, the last invoice was exported or approved on December 31, 2003, and you try to early terminate rent increase on August 31, 2003, the application displays an error.

If there is no conflict, the concurrent program deletes the rent increase periods past the early termination date. In other words, it checks whether transferred rent increase terms have been approved or are still in Draft status. If rent increase terms are not associated with approved schedules, they can be deleted.

## Determining the Basis

Oracle Property Manager calculates the basis as the first step in calculating rent increases.

Oracle Property Manager uses the Increase On (or Gross check box), Initial Basis, and Basis Type fields in the Agreement tabbed region to determine the basis. The Increase On field and Gross check box are mutually exclusive. If you select the Gross check box, the Increase On field is disabled.

- Increase On: Indicates the term types used to calculate the basis. Select a term type in the Increase On field to restrict the basis to terms of one type.
- Gross check box: Select this check box if you do not want the basis restricted to terms of one type.

You can click Exclude Terms to view all main lease terms that are of the type selected in the Increase On field or, if you have selected the Gross check box, all terms. If you want to exclude any of these terms from the basis, you can deselect them here. (All displayed terms are selected by default.)

- Initial Basis: For the first period, the value of Initial Basis is used as the basis amount. You can enter this value or it can be calculated by the application.
  - Calculated initial basis: Oracle Property Manager calculates the initial basis by summing the schedule amounts for the included terms (as determined by the value of the Increase On field or Gross check box and modified by Exclude Terms) for the period between the basis start and end dates. The application enters this amount into the Initial Basis field after performing the calculation.
  - User-defined initial basis: You can enter an initial basis amount directly in the field. You must also select the Retain Initial Basis check box to ensure that the application uses this value. If the agreement start date is equal to the lease commencement date, Oracle Property Manager cannot calculate an initial basis. So, you must enter an amount.
- Retain Initial Basis: Unless you select this check box, Oracle Property Manager recalculates the initial basis every time you perform a calculation. You can select this check box either to preserve a user-defined initial basis or to preserve a system-generated initial basis regardless of subsequent changes to base rent terms.

**Note:** Changing the value of the Increase On field or the Gross check box after running the Calculate Rent Increase concurrent program clears the amount in the Initial Basis field. The value in the Initial Basis field is recalculated during the next rent increase calculation.

- **Basis Type:** This field determines how the basis is calculated for subsequent periods, as follows:
  - **Fixed basis:** For all assessment dates, the basis is the initial basis.
  - **Rolling basis:** The basis for each assessment is determined separately for each period, based on that period's basis start and end dates. As with the calculated initial basis, the base rent terms included are determined by the Increase On or Gross check box, as modified by Exclude Terms.
  - **Compound basis:** The basis is determined separately for each period, as in the case of rolling basis type. However, the basis includes the amounts of the previously calculated Rent Increase terms as well as the selected base rent terms.

### Example: Impact of Basis Type

Assume a four-year lease with a rent increase commencing in the second year. The tables below show the base rent amounts and then the annualized basis and rent increase amounts that would result for each basis types.

#### Fixed Basis

Year	Base Rent	Annualized Basis	Rent Increase
Year 1	\$12,000	NA	NA
Year 2	\$18,000	\$12,000	\$1,200
Year 3	\$24,000	\$12,000	\$1,200
Year 4	\$25,000	\$12,000	\$1,200

#### Rolling Basis

Year	Base Rent	Annualized Basis	Rent Increase
Year 1	\$12,000	NA	NA
Year 2	\$18,000	\$12,000	\$1,200
Year 3	\$24,000	\$18,000	\$1,800

<b>Year</b>	<b>Base Rent</b>	<b>Annualized Basis</b>	<b>Rent Increase</b>
Year 4	\$25,000	\$24,000	\$2,400

### Compound Basis

<b>Year</b>	<b>Base Rent</b>	<b>Annualized Basis</b>	<b>Rent Increase</b>
Year 1	\$12,000	NA	NA
Year 2	\$18,000	\$12,000	\$1,200
Year 3	\$24,000	\$19,200	\$1,920
Year 4	\$25,000	\$27,120	\$2,712

## Calculating the Percentage

The percentage can be a fixed user-defined value, a changing percentage determined by an index, the greater of the two, or the lesser of the two. You select among these four choices using the Default Relation field on the Agreement tab. The default relation determines the value of the Relationship field in the Basis Periods tab. However, you can override this value for any period.

You enter a fixed percent amount in the Default Basis field on the Agreement tab. The default basis determines the value of the Basis Change % field for each period. You can override this value.

Oracle Property Manager derives the index change amount from the index selected in the Index Type field. The values in the associated index determine the value of the Index Change % field for each period and can be overridden.

Thus, the Default Relation, Default Basis, and Index Type fields on the Agreement tab determine the default values for the Relationship, Basis Change %, and Index Change % fields, respectively, on the Basis Periods tab. The values on this tab are used in the calculation for each period.

The value selected for Relationship determines the source for the percentage, as follows:

- Index Only: Index Change %
- Basis Only: Basis Change %
- Greater Of: Greater of Index Change % or Basis Change %

- Lesser Of: Lesser of Index Change % or Basis Change %.

The following table indicates whether the Index Change % or the Basis Change % is required, given the relation indicated. If the Index % is required, then the Reference Period in the Agreement tabbed region is also required.

<b>Relationship</b>	<b>Index Change % Required</b>	<b>Basis Change % Required</b>
Use Index	Y	N
Use Basis	N	Y
The Greater Of	Y	Y
The Lesser Of	Y	Y

The Index Change % is calculated as the percent change in the index over an earlier index value. The previous index value used depends on the value in the Reference Period field, as follows:

Base Year: The prior index value is from the base year. Thus, Index Change % = (Current Index - Base Index)/ Base Index

Previous Year - Use previous current CPI: The prior index value is that from the previous period, as scheduled. Thus, Index Change % = (Current Index - Previous Index)/ Previous Index

Previous Year - Use assessment date duration: The Index Change % is calculated as with Previous Year - Use Previous Current CPI, with one exception. If Index Finder is set to Default Most Recent, and the current index value is not available, Oracle Property Manager locates the latest available index value and uses this earlier index value as the current index. Under these conditions, Oracle Property Manager uses an earlier index value for the prior index as well, so that the value of Index Change % is calculated over the same duration.

The following example illustrates the difference between the two Previous Year selections. Assume:

- The current Index Finder Date is November 1, 2006 and the previous Index Finder Date was November 1, 2005
- Index Finder is set to Default Most Recent, and the index values for October and November of 2006 are not available at the time the rent increase is calculated

Oracle Property Manager uses the index available for September 1, 2006 as the current index. The value of the previous index depends on the value of Reference Period:

- Previous Year - Use previous current CPI: The previous index is the index value

from November 1, 2005

- Previous Year - Use assessment date duration: The previous index is the index value from September 1, 2005

If the Index Change % is required in any of the rent increase periods, you must specify a reference period in the Agreement tabbed region. The base index is provided in the Agreement tabbed region.

## Creating Rent Increase Terms

This section describes the process of creating rent increase terms after the basis and the percent are determined.

**Note:** The examples and scenarios outlined in this section are based on the assumption that terms are not being allocated. For information on creating allocated terms, see: *Allocating Rent Increase*, page 5-27.

Oracle Property Manager creates rent increase terms depending on how you set the Default Relation field and, if you are using an index, whether you calculate rent increase on time (the current date is prior to the Date Assessed) or late (the current date is later than the Date Assessed).

**Important:** If you set the Default Relation to Basis Only, then Oracle Property Manager always generates a single, recurring rent increase term for a period.

The following table describes the rent increase terms created if you use an index to calculate rent increase on time.

Default Relation	Number of Terms
Index Only	One recurring term
Lesser Of	One recurring term

Default Relation	Number of Terms
Greater Of	Two terms: <ol style="list-style-type: none"> <li data-bbox="873 359 1349 453">1. One term for the minimum amount (normalized, if you select the Normalize check box in the Term Details window)</li> <li data-bbox="873 495 1349 621">2. One term for the amount that equals the difference between the default basis percent and the actual index percent change.</li> </ol>

The following sections describe the rent increase terms created when you use an index to calculate rent increase late.

### Creating Terms when the Default Relation is Index Only or Lesser Of

The following table explains how Oracle Property Manager creates rent increase terms when you set the default relation to Index Only or Lesser Of and calculate rent increase late. These selections decide whether Oracle Property Manager:

1. Calculates the rent increase if the specified index value is not available.
2. Creates a back bill when the rent increase is calculated late. (after the assessment date.)

Index Finder	Effect on Rent Increase Terms
Always Finder Date with Backbill	Oracle Property Manager calculates the rent increase amount only after an index is available. It creates a recurring term starting from the next scheduled invoice period and a one-time back bill term. If the current index value is not available, it displays an error message.
Always use Finder Date without Backbill	Oracle Property Manager calculates the rent increase amount only after an index is available. It creates a recurring term starting from the next scheduled invoice period.

Index Finder	Effect on Rent Increase Terms
Default Most Recent	Oracle Property Manager calculates rent increase using the most recent index available if the current value is not available. It creates a recurring term starting from the next scheduled invoice period and a one-time back bill term. If the current index value is not available, it displays an error message.

A back bill is a separate term that is created to cover the period between the assessment date and the calculation date, in cases where the rent increase is calculated after the assessment date. For example, if the assessment date is January 01 and rent increase is calculated on April 01, two terms are created. The regular recurring rent increase term starts April 01 instead of January 01. A one time back bill term is created for the three months (January through March) missed. If the calculated rent increase amount is 100 per month, the back bill term will be for 3000. The payment start and end date for the back bill term is the current date.

**Note:** If the basis type is compounded, the back-billed rent increase is included in the next annual rent increase.

Oracle Property Manager performs the following steps to create the recurring rent increase term.

1. Calculates the term amount as follows:

Rent increase amount = the constrained annual rent increase / the spread frequency based on which base rent is paid

**Note:** The spread frequency is displayed in the Agreement tabbed region of the Rent Increase window. The rent increase has the same frequency as the base rent.

The annual rent increase appears in the Rent Increase window.

2. Creates a term from the current date or the Date Assessed (whichever is later) to the end of the lease term.
3. Runs a concurrent program to transfer the term to the main lease after you approve the rent increase term. Corresponding schedules are created in the Authorize Payments and Billings window. See: Approve Rent Increase Terms, page B-4.

You can then authorize the schedule and export the amount to Oracle Payables or Oracle Receivables as a regular schedule item.

## Calculating Rent Increase when the Default Relation is Greater Of

If you are calculating rent increase late and the Index Finder is Always Finder Date with Backbill, then three terms are created as follows:

1. A term for the normalized minimum amount
2. A term for the amount that equals the difference between the default basis percent and the actual index percent change to be paid from the current date to the end of the lease term
3. A term for the one-time back bill amount

When the minimum amount is assessed at a later date, Oracle Property Manager may create up to four terms.

1. A term for the recurring minimum amount
2. A term for the one-time back bill amount
3. Two terms created when the index is available

In all other cases, Oracle Property Manager creates a minimum of two payment or billing terms.

## Normalizing Rent Increase Terms

The following rules relating to normalization affect the creation of rent increase terms.

- Back billed terms and one time payment for the difference between default basis percentage and the actual index percentage (if the default relation is Greater Of) are never normalized.
- All recurring rent increase terms that are generated from normalized parent terms are normalized by default.
- Rent increase terms are normalized using the normalization start date of the parent term. If the rent increase term is based on multiple parent terms that are normalized as of different dates, Oracle Property Manager uses the latest normalization start date.

**Note:** The normalization start date of the parent term is generally the lease commencement date. If the parent term is added as part of a lease amendment, the normalization start date is the amendment commencement date.

- If approved schedules already exist, the date of the first draft schedule is used to normalize the rent increase term.

### Example: Normalization of Rent Increase Terms

The following example illustrates normalization of rent increase terms when the default relation is Greater Of.

A rent increase agreement stipulates that a tenant should pay an increase of at least 5 percent. The 5 percent portion of the rent increase can be normalized because it is known in advance and approved (transferred to the main lease.) The index is not available when the lease is signed, but when, 4 months later, say on May 01, 2001 the index is available, and if the new percentage is 12 percent, an additional amount (7 percent) must be paid.

Note that this additional amount is not normalized.

To summarize, two payment terms are created as follows:

1. A one-time back billed amount for the duration of 4 months ( $4 \times \$70 = \$280$ )
2. A recurring rent increase of \$ 70 from May 01, 2001 to the end of the lease term

### Dealing with Increases over Constraints

You can use the Increase Over Constraints field in the Constraints tab of the Rent Increase window to decide how amounts that exceed the rent increase maximum constraints to subsequent periods.

You can define the treatment of the amounts that exceed the rent increase maximum constraints. The available options include the following:

- No Carry Forward, page 5-24
- Carry Forward Percentage, page 5-24
- Carry Forward Amount, page 5-26

**Note:** If the Carry Forward Percent or Carry Forward Amount constraint option is used, you can only calculate unconstrained rent and constrained rent for a single period if the prior period has been successfully calculated.

### Changing Options

You can modify the value of the Increase Over Constraints field after rent increase has been calculated but not after terms are approved.

When you change the value of this field, previously generated periods and amounts are deleted and new periods and amounts are generated.

## No Carry Forward

If you select No Carry Forward, amounts in excess of the maximum constraints are not carried forward when the calculated CPI or the basis percentage rent increase exceeds the maximum constrained increase allowed.

## Carry Forward Percentage

If you select Carry Forward Percentage, the amounts in excess of the rent increase maximum constraints are carried forward in the form of a percentage.

### Example of Carry Forward Percentage: Scenario 1

This example uses the following constraints:

- Rent Due: Maximum Amount is \$1300, Minimum Amount is \$1100
- Relation is Basis Only

The following table illustrates the constraints and calculated amounts for the example. The key for this table is:

- Ann - Annual
- Uncon - Unconstrained
- Con - Constrained

Base Year	Ann Basis	Basis Change %	Constraint Amount	Constraint %	Carry Forward %	Uncon Rent Due	Con Rent Due
2001	12,000	12	1300	NA	1.167%	1440	1300
2002	12,000	9	NA	NA	0%	1080	1220
2003	12,000	8.5	1100	NA	0%	1020	1100

### Example of Carry Forward Percentage: Scenario 2

This example uses the following constraints:

- Rent Due: Maximum Percent is 10 %, Minimum Percent is 2 %
- Relation is Basis Only

The following table illustrates the constraints and calculated amounts for the example. The key for this table is:

- Ann - Annual
- Uncon - Unconstrained
- Con - Constrained

<b>Base Year</b>	<b>Ann Basis</b>	<b>Basis Change %</b>	<b>Constraint Amount</b>	<b>Constraint %</b>	<b>Carry Forward %</b>	<b>Uncon Rent Due</b>	<b>Con Rent Due</b>
2001	12,000	13	NA	10%	3%	1560	1200
2002	15,000	8	NA	10%	1%	1200	1500
2003	20,000	5	NA	NA	0%	1000	1200

### Example of Carry Forward Percentage: Scenario 3

This example uses the following constraints:

- Rent Due: Maximum Amount is \$1300, Negative rent is Next Period
- Relation is Index Only.

The following table illustrates the constraints and calculated amounts for the example.

The key for this table is:

- Ann - Annual
- Uncon - Unconstrained
- Con - Constrained

<b>Base Year</b>	<b>Ann Basis</b>	<b>Basis Change %</b>	<b>Constraint Amount</b>	<b>Constraint %</b>	<b>Carry Forward %</b>	<b>Uncon Rent Due</b>	<b>Con Rent Due</b>
2001	12,000	12	1300	NA	1.167%	1440	1300
2002	20,000	-5	NA	NA	0%	-1000	0
2003	12,000	9	NA	NA	0%	1080	313.34

## Carry Forward Amount

If you select Carry Forward Amount, the amounts in excess of the rent increase maximum constraints are carried forward to subsequent periods as numeric amounts.

### Example of Carry Forward Amount: Scenario 1

This example uses the following constraints:

- Rent Due: Maximum Amount is \$1300, Minimum Amount is \$1100
- Relation is Basis Only

The following table illustrates the constraints and calculated amounts for the example.

The key for this table is:

- Ann - Annual
- Amt - Amount
- Uncon - Unconstrained
- Con - Constrained
- Fwd - Forward

Base Year	Ann Basis	Basis Change %	Constraint Amt	Constraint %	Carry Fwd Amt	Uncon Rent Due	Con Rent Due
2001	12,000	12	1300	NA	140	1440	1300
2002	12,000	9	NA	NA	0	1080	1220
2003	12,000	8.5	1100	NA	0	1020	1100

### Example of Carry Forward Amount: Scenario 2

This example uses the following constraints:

- Rent Due: Maximum Percent is 10 %, Minimum Percent is 2 %
- Relation is Basis Only

The following table illustrates the constraints and calculated amounts for the example.

The key for this table is:

- Ann - Annual
- Amt - Amount
- Uncon - Unconstrained
- Con - Constrained
- Fwd - Forward

Base Year	Ann Basis	Basis Change %	Constraint Amt	Constraint %	Carry Fwd Amt	Uncon Rent Due	Con Rent Due
2001	12,000	13	NA	10%	360	1560	1300
2002	15,000	8	NA	10%	60	1200	1500
2003	20,000	5	NA	NA	0	1000	1060

## Allocating Rent Increase

When you select the Aggregation check box, Oracle Property Manager creates rent increase terms based on the underlying main lease terms. Oracle Property Manager creates a single rent increase term (for each assessment period) for a unique combination of key term details. Therefore, one term is created for all main lease terms that share the key term details. When multiple terms are required, Oracle Property Manager allocates the total increase to these terms in proportion to the amounts in the main lease terms. For example, if you have two tenants on the same lease, with separate terms for each tenant, Oracle Property Manager creates a new rent increase term for each tenant, reflecting the additional amounts owed by each tenant.

Oracle Property Manager considers the following term details when allocating a rent increase:

- GL accounts (specified for each main lease term)
- Rent types
- Frequency
- Supplier or customer names and sites
- Normalize check box (used when calculating allocated rent increases using the Relation values of Greater Of and Basis Only)

- Locations assigned to terms

## Creating Allocated Terms

The following example shows how multiple terms are created as a result of allocation. When you select the Aggregation check box, the resulting escalation (rent increase) terms are driven by the underlying lease terms specifically from the type, purpose, frequency, GL accounts, customer/vendor name, and customer/vendor site. The terms are initially filtered by the value in the Increase On field or the Gross check box. After this initial filtering, the selected payment/billing terms are further filtered into their unique combinations.

### Rent Increase Allocation Example

Main lease terms:

Num	Purpose	Type	Cust	Cust Site	GL Acct and % Split	Start and End Date	Amount
1	Rent	Base Rent	Vendor 1	Site 1	Account A: 60%	01-JAN-01 31-DEC-03	1000
					Account B: 40%		
2	Rent	Base Rent	Vendor 1	Site 1	Account C: 100%	01-JAN-01 31-DEC-03	1000
3	Rent	Base Rent	Vendor 2	Site 2	Account C: 100%	01-JAN-01 31-DEC-03	100

Increase Periods:

Num	Effective Date	Start and End Date	Increase On	Increase Type	%
1	01-JAN-02	01-JAN-02 31-DEC-04	Base Rent	Fixed	10
2	01-JAN-03	01-JAN-03 31-DEC-04	Base Rent	Fixed	10

Index Increase Terms for Effective Date: 01-JAN-02:

Num	Purpose	Type	Cust	Cust Site	GL Acct and % Split	Start and End Date	Amount
1	Rent	Base Rent	Vendor 1	Site 1	Account A: 60%	01-JAN-02 31-DEC-03	100
					Account B: 40%		
2	Rent	Base Rent	Vendor 1	Site 1	Account C: 100%	01-JAN-02 31-DEC-03	100
3	Rent	Base Rent	Vendor 2	Site 2	Account C: 100%	01-JAN-02 31-DEC-03	10

Index Increase Terms for Effective Date: 01-JAN-03:

Num	Purpose	Type	Cust	Cust Site	GL Acct and % Split	Start and End Date	Amount
1	Rent	Base Rent	Vendor 1	Site 1	Account A: 60%	01-JAN-03 31-DEC-03	110
					Account B: 40%		
2	Rent	Base Rent	Vendor 1	Site 1	Account C: 100%	01-JAN-03 31-DEC-03	110
3	Rent	Base Rent	Vendor 2	Site 2	Account C: 100%	01-JAN-02 31-DEC-03	11

## Rent Increase Window References

This section contains window references for the windows you use to define rent increases.

### Rent Increase Window Reference

#### Lease Details Region

**Operating Unit.** The operating unit to which the rent agreement belongs.

**Name.** The main lease name is selected from an LOV of existing leases. If the lease number is already selected, the name will default. This field is required.

**Number.** The main lease number is selected from an LOV of existing leases. If the lease name is already selected, the number will default. This field is required.

**Class.** The lease class is a display-only field that defaults from the Lease window.

**Commencement Date.** The lease commencement date is a display-only date field that defaults from the Lease window.

**Termination Date.** The lease termination date is a display-only field that defaults from the Lease window.

**Location Code.** The Location Code that is associated with the main lease. The system defaults the primary location associated with the main lease. You can override this location with any of the other locations that are associated with the same lease that are not primary locations.

## Rent Increase Details Region

**Number.** This field is required. Depending on how the Automatic Number Generation (Rent Increase) system option has been set, you may have to specify a unique rent increase number manually. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

**Index Type.** The name of the index you want to use with the rent increase agreement. You define Index Types in the Index History window. This field is required.

**Commencement Date.** The rent increase commencement date must lie between the main lease commencement and termination dates. It defaults to one year greater than the commencement date of the lease, but can be overridden. It is used to generate rent increase periods. This field is required.

**Termination Date.** The rent increase termination date must lie between the main lease commencement and termination dates and must be equal to, or later than, the rent increase commencement date. It defaults to the termination date of the lease, but can be overridden. The rent increase termination date cannot be greater than the main lease termination date. This is the last date by which rent increases can be evaluated. This field is required.

**User Responsible.** The Username LOV is similar to the Abstracted by LOV used in the Lease window. This field is required.

## Agreement Tabbed Region

### Details Region

**Assess in Years.** The frequency, in years, that rent increase is assessed. It can be any positive, whole integer. This field is used to generate periods in the Periods tabbed region. This field is required.

**Date Assessed.** The date of every year that fixed increase or rent increase is assessed,

and expressed as day-month-year, e.g. DD-MMM-YYYY. The date cannot exceed the 28th day of any month. This field is required.

**Base Year.** The base year value is required if the reference period is base year. The base year is formatted as DD-MMM-YY.

**Base Index.** The base index value agreed upon in the lease as the basis for which comparison will be made in the second year. The system can default the base index value by using the index type from the Rent Increase Details region and the Base Year. You can overwrite this value

**Increase On.** The Increase On field is a validated list of values. If there is no base rent in the main lease, then base rent will not appear in this LOV. This field brings up all types defined for the main lease associated with this rent increase agreement. If you select Operating Expenses, the system adds all the payments or billings of the type operating expense for the period duration. A payment/billing term of Base Rent must exist in the main lease for base rent to appear in the LOV. This field is required.

**Note:** Changing the value of the Increase On field after calculating rent increase clears the initial basis amount. The value in the Initial Basis field is recalculated during the next rent increase calculation.

**Gross check box.** The field denotes if the system should take into account all the terms defined in the main lease for calculation of the basis amount. The Gross check box and the Increase On fields are mutually exclusive.

**Reference Period.** The Reference period is a poplist containing the values of Base Year, Previous Year-Use Assessment Date Duration, or Previous Year-Use Previous Current CPI.

- If the Reference Period is Base Year, then all the calculations are compared to the values in the Base Period and the Basis Type can only be the Fixed type. You cannot select the Basis Type of Rolling or Compounded if the Reference Period is Base Year.
- If the Reference Period is Previous Year, then all increases are calculated based on the previous rent increase period and the Basis Type can be either Rolling or Compounded. It cannot be Fixed.
  - Increase from Previous Year-Use Assessment Date Duration: If the increase is from the previous year, then the current index value is compared to the previous year index value.

For the previous year, the calculation is:  $(\text{current period index value} - \text{previous year index value}) / \text{previous year index value}$ .

The following table illustrates a two-step process outlined to calculate the index percentage when the reference period is Previous Year-Use Assessment Date Duration. This process helps explain how the index date is determined if the

reference period is previous year - Use Assessment Date and the second period begins less than a year after the first period.

Period	Date Assessed	Index Finder Date
1	01/01/01	09/01/00
2	05/01/01	01/01/01

If the reference period is Previous Year and the default relation is Index Only, Greater Of, or Lesser Of: for period 1, the current index is the index corresponding to the index finder date: 09/01/00. This information is available in the Index History for the Index Type defined. The previous index is the base index for the 1st period. .

If the index finder date is Default Most Recent, the current index would be the index corresponding to a date that is the closest to the index finder date for that period. If the index finder is Always Finder Date with BackBill, then the current index would correspond to the CPI for 09/01/00. The same applies if the index finder is Always Finder Date without BackBill.

For the second period, the index date is 01/01/01, and this date is used to calculate the current index. To calculate the previous index, the system first calculates the difference between the assess dates of the current and the previous period. In this case, the difference is four months (01/01/01 - 05/01/00 ).

If the index finder is Always Finder Date with/without Backbill, the previous index date = current index date - 4 months (as calculated above) = 09/01/00. This date is used to find the previous index.

If the index date is Use Most Recent, the system finds the most recent current index. If the Index Finder date was 01/01/01 and the most recent, published index available was for 12/01/00, then the current index is the one that was published for 12/01/00. The previous index date is then calculated as 12/01/00 - 4 = 08/01/00. The previous index is the one published for 08/01/00.

- Increase from Previous Year-Use Previous Current CPI: In this case, the previous index for each period = the current index of the prior period. Considering the previous example, for period 2, the current index = the index corresponding to the index finder date of 01/01/01 and the previous index = the current index for period 1 = the index corresponding to index finder date of 09/01/00.

**Basis Type.** The basis type can be Fixed, Rolling, or Compound. If fixed, the basis stays the same from period to period. If Rolling, the basis for each new period is calculated as selecting all payment/billing items, depending on the value of the Increase On field, that lie within the basis start and end dates. If the basis is compounded, then the system will add this year's rent, plus the previous year's rent increase, to calculate the new basis,

Also, if the initial basis is defined and the Basis Type is fixed, then it is the initial basis amount that is populated in the annualized basis fields for all periods. This field is required.

**Index Finder.** The Index Finder field is a scroll box containing three values and a contingency default if the index is unavailable. The three values include the following:

- Always Finder Date without BackBill - The finder date is always used
- Default Most Recent - The most recent index date defaults
- Always Finder Date with BackBill - The systems waits until the index date is available. It then creates an extra payment/billing term for the backbilled amount

### **Defaults Region**

**Default Relation.** The default relation value is selected from four available options, including; Greater Of, Lesser Of, Basis Only, and Index Only

**Default Basis %.** The optional default basis percentage to be used for calculations. This field is disabled when the relationship Index Only is specified.

This field is required and defaults to the value Default Most Recent.

**Term Template.** The term template used for payment/billing purposes. The LOV will only display existing term templates. This field is required.

**Negative Rent.** This field is a pop list with three possible values, including the following:

- Ignore: Choosing this value will cause the system to ignore the negative rent.
- This Period: This value recognizes the negative rent in this period.
- Next Period: Choosing this value will pass on the negative rent as an abatement to the next period.

The default is to disallow negative rent increase. This field is required.

**Spread Frequency.** The spread frequency is how the annual invoiced amount is spread over the year. It cannot be updated after one rent increase invoice has been exported. This field is required.

**Index Finder Months.** This is the number that will be added to the Date Assessed to find the Index Finder Date for each period. The number can be any whole integer. ( positive, negative or zero). This field is required and defaults to -2.

**Initial Basis.** The Basis rent to be used in calculations of the first period. System picks up all the payments or billings of type base rent for the period duration, and puts the sum in this field. Although you can update this field, once the basis amounts in the basis periods have been calculated, updating the initial basis in the Agreements tabbed region would not change the basis amounts in the periods dynamically. To recalculate, you would first have to Undo periods or delete the individual basis amounts.

The basis is automatically calculated as the annual amount of what the increase is on. Optionally, check the Retain initial basis for calculation check box if you do not want to override the initial basis when the rent increase is recalculated. If the check box is checked, and the initial basis field is not null, the initial basis is not overridden. If the check box is selected and the initial basis is null, the null initial basis is overridden and replaced with a new calculated value.

If the increase is on base rent, then the sum of all lease payments or billings of type Base Rent for the duration of the year are defaulted into the Base Rent field. Individual payment/billing terms are displayed in the non-validated LOV. The calculations are defaulted, but you can update the values. Also, if the Gross check box is checked, the basis amount is the sum of all the payment/billing terms defined in the main lease for the basis period. This field is required with rent increases.

**Rounding Flag check box.** The rounding flag check box field controls whether or not the payment term amount (annualized constrained rent increase amount/spread frequency) is rounded. More rounding options can be added at the main lease level and are effective at the line item level before the payment/billing is exported.

**Aggregation check box.** Select this check box to create rent increase terms based on the terms in the main lease (that are the basis for the rent increase) and to create multiple rent increase terms. Oracle Property Manager allocates the net rent increase assessed for a period to each rent increase term in proportion to the amounts in the main lease terms. For details, see *Allocating Rent Increase*, page 5-27.

## Basis Periods Tabbed Region

**Number.** The number of the periods, distinguished by assessment dates. The field is system-generated.

**Date Assessed.** The date the rent increase is assessed. It is not updatable if there are any approved payment/billing term for that period. The field is system-generated.

**Start Date.** This value is system generated, but can be updated. The basis start date is 366 days prior to the Assess Date.

**End Date.** The Basis End date is the day prior to the Assessed Date. This field is system-generated.

**Index Finder Date.** The index finder date is the sum of the values of the Date Assessed plus the Index Finder Months. This value is defaulted into the Index Finder Date field for each period. The index finder date is the date associated with the index and is the date used to select the current index value. You can update the Index Finder Date field.

**Actual Index Date.** The actual index date represents the index finder date used to calculate the previous index. This field is especially useful in determining the index finder date for the previous index when the Default Most Recent option is selected in the Index Finder Method field.

**Annualized Basis.** The value of this system calculated field depends on the following scenarios:

- If Increase On has the value of Base Rent, then the field is the sum of Base Rent for the period
- If the increase is on operating expenses, then the field is the sum of the operating expenses for the period. The same is applicable for any type selected from the LOV that lists all types defined for that lease
- If the Gross check box is checked, and the increase is on Gross Rent, then the field is the sum of all types defined for the period.
- If the basis is defined to be fixed in the Agreement, it will stay the same from period to period.
- If the basis is defined as rolling, it is calculated as the sum of all types defined in the Increase On field for that basis period.
- If the basis is compounded, then the field is calculated as the sum of this year's basis plus all previous rent increases.

The basis is calculated as all pertinent schedule items between the Basis Start and End dates. However, Oracle Property Manager ignores all terms that have a frequency of One Time (including terms for back-billed rent increases) when calculating or recalculating the annualized basis. You can update the value calculated by Oracle Property Manager if required.

**Relationship.** The possible values for this field include; Greater Of, Lesser Of, Basis Only, and Index Only.

- Greater Of - The system calculates rent increase % and compares it to a user entered basis increase %. The system selects the greater % and uses it to calculate the Rent Increase
- Lesser Of - Of the two percentages, index and basis, the smaller percentage is selected and used to calculate the rent increase
- Basis Only - The system uses the user entered percentage for basis increase, and calculates a fixed percentage increase
- Index Only - The system only examines the index percentage increase

This field is required.

**Index Change %.** The Index Change % is the system-calculated index change, and factors in base period or previous period.

If the rent increase is based on the Base Year, then the % Change formula is  $(\text{Current Index} - \text{Base Year Index}) / \text{Base Year Index}$ .

If the rent increase reference period is Previous Year, then the % Change formula is  $(\text{Current Index} - \text{Previous Year}) / \text{Previous Year}$ .

The field is required only if the relation is Index Only, Greater Of and Lessor Of.

**Basis Change %.** The user-entered % of basis change to be compared with the index % change. If rent increases are fixed, then this field is required and user entered. If there is a comparative, such as the greater of or the lesser of, then this field is required.

**Unconstrained Rent Due.** The calculated annualized rent increase amount.

**Constrained Rent Due.** The constraints from Constraints window are applied to the unconstrained rent increase. Constraints from Negative Rent in the Agreement tabbed region are also applied.

## Constraints Tabbed Region

**Increase Over Constraint.** You can define the treatment of the amounts that exceed the rent increase maximum constraints. The available options include the following:

- **No Carry Forward:** If you use the No Carry Forward option, none of the amounts in excess of the rent increase maximum constraints are carried forward when the calculated CPI or the basis percentage rent increase exceeds the maximum constrained increase allowed.
- **Carry Forward Percentage:** If you use the Carry Forward Percentage option, the amounts in excess of the rent increase maximum constraints are carried forward in the form of a percentage.
- **Carry Forward Amount:** If you use the Carry Forward Amount option, the amounts in excess of the rent increase maximum constraints are carried forward to subsequent periods as numeric amounts.

**Scope.** The scope poplist consists of two values: Rent Due or Period to Period Increase.

**Minimum Amount.** The Minimum Amount constraint is mutually exclusive with the Minimum Percentage constraint.

**Maximum Amount.** The Maximum Amount constraint is mutually exclusive with the Maximum Percentage constraint and must be equal to or greater than the Minimum Amount.

**Minimum Percentage.** The Minimum Percentage increase constraint is mutually exclusive with the Minimum Amount constraint.

**Maximum Percentage.** The Maximum Percentage constraint is mutually exclusive with the Maximum Amount constraint and must be equal to or greater than the Minimum Percentage.

## Related Topics

Assigning Office Space to Employees and Cost Centers, page 3-2

Assigning Office Space to Customers, page 4-25

Modifying Employee Office Space Assignments, page 3-11





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## Variable Rent

This chapter details the functionality that Oracle Property Manager provides for creating variable rent agreements, calculating variable rent, creating and approving variable rent terms, and reconciling variable rent.

This chapter covers the following topics:

- Overview of Variable Rent
- Variable Rent Agreements
- Entering a Variable Rent Agreement
- Variable Rent Gateway
- Calculating Variable Rent
- Creating and Approving Terms
- Reconciling Variable Rent
- Adjusting Variable Rent
- Window References

### Overview of Variable Rent

The Variable Rent feature allows landlords to collect rent based on a variety of variable factors, such as sales volumes, weight, and usage. The most common type of variable rent is percentage rent. In this case, landlords can collect a portion of rent based on a percentage of the volume of a tenant's sales made on the leased premises. Percentage rent works similarly to income tax. Retailer payments depend on revenue brackets, which are defined by breakpoints. Similar to tax brackets, when sales surpass an amount specified in the breakpoint, tenants may be charged a percentage of the sales amount for the entire amount or for the amount over the breakpoint, depending upon how the breakpoint is set up. Also, tenants can pre-pay estimated volume rent, and reconcile any differences between actual and forecasted volume rent.

Variable rent can also be charged based on such things as weight and usage. For

example, a shipping company may charge fees based on weight; utility companies can charge customers based on the volume of usage; state and local governments charge taxes based on sales volume; and maintenance expenses are charged as a rate on total maintenance volume.

Property Manager provides the following variable rent types:

- Percentage rent
- Common area maintenance (CAM)
- Insurance
- Taxes
- Utilities
- Weight
- Income
- Other

Property Manager uses the data entered in the variable rent agreement to calculate and reconcile variable rent. You can also use the variable rent feature to create and approve terms.

## Considerations

When using the variable rent feature, you should consider the following:

- Tenants often do not pay variable rent for the entire lease term. A variable rent term of three years can reside within a given lease term of four years.
- Different business channels and product categories on the same premises may be subject to different variable rent breakpoints.
- Variable Rent can be charged on sales volumes that are cumulative or non-cumulative. For example, percentage rent may be charged only after \$2,000,000 in annual sales are reached (cumulative), or it may be assessed every month after a specified amount, such as \$200,000 in monthly sales, has been surpassed (non-cumulative).
- Throughout the given variable rent term, the rates charged can vary.
- Rates can vary by revenue level. For example, in addition to base rent, a jewelry store may pay an additional rent of 6% of annual sales in excess of \$100,000; and 8% on any sales in excess of \$200,000.

- Invoices can be based on actual or forecasted sales. If they are based on forecasted sales, then the landlord and the tenant will reconcile at the end of the year and generate an invoice for the difference.
- You can enter maximum and minimum constraints for variable rent calculations.

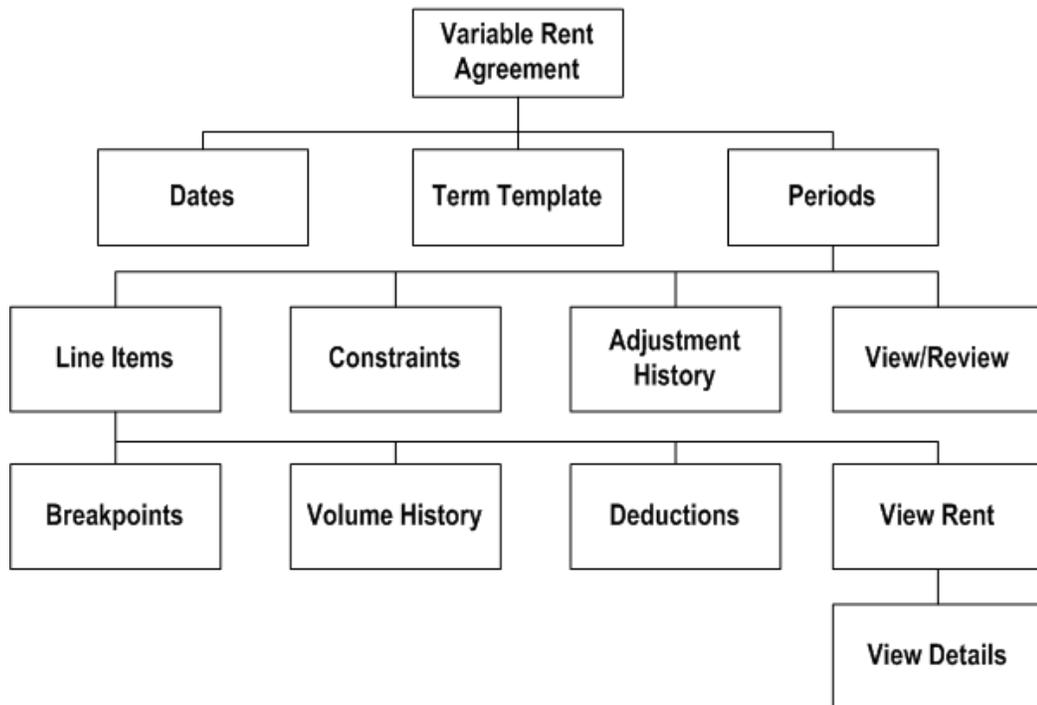
## Variable Rent Agreements

Before you can use the variable rent feature to calculate and reconcile variable rent, and to create and approve terms, you need to create a variable rent agreement. To create a variable rent agreement, you need to do the following:

- Associate a variable rent agreement with an existing lease
- Enter variable rent agreement details
- Associate a GL calendar with your agreement or specify a year start date
- Specify reporting and invoicing frequencies
- Enter line items
- Enter breakpoints
- Enter volume history
- Enter deductions, abatements, and constraints

When you create a variable rent agreement, you associate the variable rent agreement to an existing lease by entering the lease name or number in the Name field in the Lease Details region of the Variable Rent window. The other lease details are entered automatically.

In the Variable Rent window, you enter general information about the agreement, such as dates, the purpose, and the type of variable rent. You also need to decide whether to invoice based on actual or forecasted amounts, how to handle negative rent amounts, and whether variable rent will be based on cumulative or non-cumulative volumes.



## Entering Variable Rent Agreement Details

This section describes the various decisions you make while entering details for a variable rent agreement.

### Invoicing on Actual and Forecasted Amounts

You can base variable rent on actual amounts or forecasted amounts. If you choose the Actual option, you simply enter the actual sales amounts in the Volume History window and run the Calculate Variable Rent concurrent program. No reconciliation is necessary in this case. You then create and approve terms for the calculated variable rent amount.

If you need to make any updates to the entered sales amounts, you must do so before approving terms, then recalculate variable rent. Once terms are approved, you cannot change either the agreement or the sales amounts. In this case, you need to create an adjustment . See: Adjusting Variable Rent, page 6-31.

**Note:** If you choose the Actual option, the Forecasted tabbed region is disabled, and you cannot enter any forecasted amounts.

If you select the forecasted option, you must enter forecasted amounts in the Volume

History window. Oracle Property Manager calculates variable rent based on these amounts. You then create and approve terms for the forecasted amounts. After creating and approving terms, you must enter actual amounts, and run the Reconcile Variable Rent concurrent program to reconcile forecasted and actual amounts. You then create and approve terms for the reconciled amounts.

## Negative Rent

Oracle Property Manager calculates negative rent if you decide to assess variable rent based on non-cumulative volumes and if either of the following conditions is true:

- The sales volume falls below the minimum breakpoint
- The break rate for the breakpoint range is negative

You determine how Oracle Property Manager treats negative rent assessments by setting the Negative Rent field to one of the following:

- Ignore: Oracle Property Manager ignores the negative rent amount and treats it as a zero amount. Ignore is the default value.
- Defer: Oracle Property Manager calculates the negative rent amount for the invoice period in which it was incurred but applies it to the variable rent calculated for the next invoice period. If a negative rent amount is assessed during the last invoice period of the variable rent agreement, the negative rent is credited or applied as abatement because it can no longer be deferred to a future invoice period. For an example of deferred negative rent, see: Negative Rent Abatement, page 6-10.
- Credit: Oracle Property Manager issues a rent invoice for a negative amount for the invoice period in which the negative rent occurred.

## Cumulative versus Non-Cumulative Volumes

You can choose to assess variable rent based on cumulative or non-cumulative sales volumes.

If you decide to assess variable rent based on non-cumulative sales volumes, Oracle Property Manager examines the sales volume for each reporting period. If the sales volume surpasses a group breakpoint (the breakpoint that corresponds to the reporting frequency), then rent is assessed for that reporting period and is added to the gross variable rent for the invoicing period. Negative rent may be assessed if sales volumes fall below the minimum break point. See: Negative Rent, page 6-5.

If you choose to assess variable rent based on cumulative sales volumes, then Oracle Property Manager calculates variable rent only when the tenant's year-to-date sales surpass the period (annual) breakpoint amount. For example, if the period or annual breakpoint is defined as \$2,000,000 and the cumulative or year-to-date sales volume does not surpass \$2,000,000 until the third invoicing period, variable rent will not be assessed for the first two invoicing periods, but beginning with the third invoicing

period, it will be assessed for each invoicing period.

## Generating Periods

After you have defined variable rent details, you choose whether to use a GL calendar to generate periods, or to generate periods using the Year Start Date. You also need to specify frequencies and due dates in the Variable Rent Dates window so that Property Manager can automatically generate periods for variable rent assessment, and determine dates for volume reporting and invoicing. You are required to set up reporting and invoicing frequencies and dates.

After choosing the method for generating periods and setting up frequencies and dates, you generate periods by choosing the Generate Periods button on the Variable Rent Dates window.

**Note:** If you are using a GL calendar, and the GL calendar associated with the variable rent agreement is shorter than the variable rent term, you receive a message stating: "The GL calendar is shorter than the variable rent term. Please extend this calendar or select a different one."

See: Defining Calendars, *Oracle General Ledger Implementation Guide*.

## Line Items

You can have variable rent assessed for an entire store by setting up a single line item, or you can have variable rent assessed for each department by setting up multiple line items. Each line item represents a different department or sales channel. You can define different breakpoint rates for each of the sales channels, based on sales volumes. You are required to define at least one line item for a variable rent agreement. You need to enter breakpoints, volume history, and, if applicable, deductions, separately for each line item.

## Breakpoints

For each line item, you need to enter at least one breakpoint. Breakpoints are used by Property Manager to determine the rate at which variable rent should be assessed and the sales volume that must be reached before variable rent is assessed.

A breakpoint can have a break type of either natural or artificial. If you select a break type of natural, the breakpoint volume is system calculated. Only one natural break can exist per line item per period. If you select natural as the break type, you also need to include the base rent amount, base rent type, and natural break rate. This information is used to calculate the breakpoint volume. The breakpoint volume is automatically calculated and the rate is defaulted to the natural breakpoint rate. For an example of how the natural breakpoint is calculated, see: Period Breakpoint Volume, page 6-7.

If you select a break type of artificial, you need to enter the breakpoint volume and the

break rate. You can enter multiple breakpoint volumes and corresponding rates. The Base Rent, Base Rent Type, and Natural Break Rate fields are disabled.

For the natural break rate, you can define a base rent type of fixed or rolling. If the base rent type is fixed, the base rent is the same each period. Property Manager uses the base rent from the first variable rent period to calculate natural breakpoint volumes for all subsequent periods. If the base rent type is rolling, then the base rent amount is calculated each period based on the main lease payment/billing terms.

Property Manager allows the following three breakpoint types:

- **Stratified:** If there are multiple breakpoints, the tenant pays a specified rate for each breakpoint included in the sales amount. The stratified breakpoint type works similarly to tax brackets: A tenant pays one rate for the first bracket, and a different rate for the incremental amount over the second bracket.

For example: The sales amount is \$3000. The agreement states that the tenant pays 15 percent for an amount below \$1000, and 10 percent for any amount over \$1000. The total amount the tenant would pay is:  $\$1000 @ 15\% + 2000 @ 10\% = \$150 + \$200 = \$350$ .

- **Flat:** If there are multiple breakpoints, the tenant pays only the rate associated with the last breakpoint included in the sales amount. The rate is charged only on the amount above the breakpoint.

For example: The sales amount is \$3000. The agreement states that the tenant pays 10 percent of any amount over \$1000. The total amount the tenant would pay is:  $\$2000 @ 10\% = \$200$ .

- **Sliding:** If there are multiple breakpoints, the tenant pays only the rate associated with the last breakpoint included in the sales amount. The rate is charged on the entire sales amount.

For example: The sales amount is \$3000. The agreement states that the tenant pays 10 percent of the entire amount if the sales amount is over \$1000. The total amount the tenant would pay is:  $\$3000 @ 10\% = \$300$ .

Breakpoints are displayed for the period and for the group date.

### **Period and Group Breakpoint Volume**

If you choose a break type of natural, Property Manager calculates the period breakpoint and group breakpoint based on the natural break rate and the base rent figure for the period. You can have only one natural breakpoint.

The period breakpoint volume is calculated as follows:

- Natural breakpoint volume (for a period) = Period Base Rent/Natural Break Rate

For example, if the period is a year, and the annual base rent is \$177,570 per year, and the natural break rate is 5 percent, the period breakpoint volume is calculated as:

$$\$177,570/.05 = \$3,551,400$$

The group breakpoint volume is calculated as follows:

- Period breakpoint/Number of reporting periods = Group breakpoint volume

Using figures from the Period Breakpoint Volume example above, if the period breakpoint is 3,551,400 and there are 12 reporting periods, the group breakpoint is calculated as follows:

- $3,551,400/12 = 295,950$

If you choose a break type of artificial, you enter the breakpoints manually.

You must enter either the period breakpoint volume or the group breakpoint volume. If you enter the period breakpoint volume, Property Manager calculates the group breakpoint volume automatically. If you enter the group breakpoint volume, Property Manager calculates the period breakpoint volume automatically.

If the break type is artificial, you can enter as many breakpoint volumes as you like. You can change breakpoints any time up until the first payment term is approved and transferred to the main lease.

## Volume History

Property Manager allows you to store volume information such as sales and utility usage, as reported by the tenant on a regular basis. You can enter as many volume transactions as necessary, grouped by group date. For example, you can enter sales volumes daily, weekly, or monthly.

Group dates are generated according to the reporting frequency selected. Group dates subdivide periods into monthly, quarterly, semi-annual, or annual sub-periods, as specified. For example, if the period is the year 2001, and the reporting frequency is monthly, Property Manager generates twelve group dates: 01-Jan-01, 01-Feb-01, 01-Mar-01, and so forth. These dates are stored in the system. Once you specify the From and To dates to enter volume information for the reporting period, the system will default the corresponding group date. For example, if you want to report monthly sales for January 2002, you need to enter the From date as 01-Jan-02 and the To date as 31-Jan-02. Property Manager associates the sales with the January group date period. If you want to record daily sales statistics, you need to enter the To Date to be the same as the From date, and enter a record for each day of a month.

The reporting date is a user-entered field. The due date is determined based on the Reporting Due Date (# of Days or Day of Month) you entered in the Variable Rent Dates window. See: Variable Rent Dates Window Reference, page 6-37.

If you choose to have variable rent invoiced on actual figures, the Actual Amount columns in the Volume History window are mandatory. The Forecasted tabbed region is disabled. When the variable rent amount for a transaction in an invoicing period is transferred to the lease, Property Manager checks the Transferred check box for all group dates that correspond to the transaction. This helps you track approved data.

After a transaction is transferred, you can adjust its volume history. You can enter a new volume history record and choose the Adjust button to calculate an adjusted variable rent and the difference between old and new rent amounts. See: Adjusting Variable Rent, page 6-31.

If rent is based on the forecasted amounts, the Forecasted Amount columns are mandatory. Before you can reconcile forecasted amounts, you must enter actual volume history amounts. When you enter actual volumes, Oracle Property Manager calculates the difference between the actual and forecasted amounts in the Actual - Forecasted field. To calculate its impact on the variable rent, you must run the Reconcile Variable Rent concurrent program. Once a transaction is verified and approved, it cannot be updated. In this situation, you need to create an adjustment. See: Adjusting Variable Rent, page 6-31.

If Variable Rent is invoiced on actual amounts, volume history transactions may need approval from an internal manager or a CPA firm. Therefore, each transaction has a status with system-defined values of Draft, Approved, and On Hold. The status is used for information purposes only.

## Deductions

A landlord and tenant may agree that certain sales volumes may be excluded from gross sales before variable rent is calculated. This may include deductions for bad debt expense, employee purchase, reductions, or tenant improvements. Property Manager allows you to enter deductions in the variable rent agreement. You can enter as many deductions as necessary, associating each deduction with a group date corresponding to the group dates in the Volume History window. Deductions are applied to gross sales before variable rent is assessed.

## Constraints

Certain type of constraints can be applied to variable rent for each invoice date. Constraints can be entered for each period. Constraints are applied after the variable rent amount is calculated.

There are two types of constraints:

- **Maximum:** There is a maximum amount specified in the variable rent agreement. For example, variable rent is determined to be \$5000 for a particular period. There is a maximum amount of \$4000 specified in the variable rent agreement. The invoice is created for \$4000.
- **Minimum:** There is a minimum amount specified in the variable rent agreement. For example, variable rent is determined to be \$2500 for a particular period. There is a minimum amount of \$3000 specified in the variable rent agreement. The invoice is created for \$3000.

## Abatements

Property Manager allows you to enter several types of abatements.

Abatements are applied after the variable rent amount has been calculated and constrained. Abatements are applied at the period level when the payment term is created. The following types of abatements are available in Property Manager:

- Negative rent
- Rolling allowance
- Recurring

### Negative Rent Abatement

Oracle Property Manager calculates and applies negative rent abatements if you set the Negative Rent field to Defer. See: Negative Rent, page 6-5.

#### Example: Negative Rent Abatement

The following example illustrates how Oracle Property Manager applies negative rent as abatement. The example is based on the following assumptions:

Volume type: Non-cumulative

Treatment of negative rent: Defer

Reporting frequency: Monthly

Invoicing frequency: Quarterly

Invoice on: Actual

Constraints: None

Deductions: None

Allowances: None

Abatements: None

Break type: Artificial

Breakpoint type: Stratified

Breakpoint ranges and rates:

Breakpoint	Rate
10000 to 15000	10%

<b>Breakpoint</b>	<b>Rate</b>
15000 onward	15%

Sales volumes for the invoice period: March 2002

<b>Reporting Period</b>	<b>Volume</b>
Jan-02	\$5,000
Feb-02	\$8,000

Oracle Property Manager calculates gross variable rent as follows:

Gross variable rent = (sales volume - breakpoint) \* rate

Therefore, the gross variable rent calculated for the reporting periods is:

January: <\$500>

February: <\$200>

March: \$200

The total for the invoice period is <\$500>. Therefore, Oracle Property Manager reacts as follows:

1. Sets the gross variable rent for the current invoice period to 0. There are no constraints, so the net variable rent is also 0 and no invoice is created.
2. The negative rent is carried forward to the next invoice period as abatement. Assume that the gross variable rent for the next invoice period is \$2000. Oracle Property Manager subtracts the negative rent abatement from \$2000 to arrive at the net variable rent and creates a variable rent term for \$1500.

### **Rolling Allowance Abatement**

A rolling allowance abatement is negotiated between a landlord and a tenant. The landlord might agree to provide the tenant an allowance for such occurrences as refitting space or performing in-store maintenance. You can specify an allowance amount for the entire variable rent agreement term. It decrements with each invoice until it is used up.

You set up a rolling abatement by entering an abatement amount in the Agreement tabbed region of the Variable Rent window.

#### **Example: Rolling Allowance Abatement**

The landlord provides a lump sum amount of \$120,000 at the beginning of the variable rent term. The first year's variable rent is \$100,000. In this case, the first year's rent is \$0 after the allowance abatement is applied. The remaining \$20,000 is automatically entered as an abatement in the next variable rent period.

## Recurring Abatement

A recurring abatement allows you to specify which payment or billing term from the main lease should be used as an abatement to the variable rent amount. You can indicate either a specific base rent term amount or any combination of payment/billing terms that exist in the main lease. Property Manager calculates the total abatement amount for an invoice period by adding the amounts for selected payment/billing terms.

You set up a recurring abatement by choosing the Abatement Details button in the Variable Rent-Period window.

### Example: Recurring Abatement

You have a 2-year expense lease that starts on January 1, 2001 and ends on December 31, 2002. There are two payment terms entered for this lease:

- Base Rent: monthly payments of \$1,000 for the lease term
- Operating Expenses: monthly payments of \$500 for the first year

There is a 2-year variable rent agreement associated with the lease. There are two variable rent periods generated with monthly reporting frequency and quarterly invoicing frequency. The first invoicing period takes into account Volume History for January, February, and March 2001. The Abatement Details window displays both payment terms for the first invoice period: Base Rent and Operating Expense. If you need to define only base rent as a recurring abatement for the first invoice, you select the Base Rent payment term. Property Manager adds up the base rent of a \$1,000 for the three months in the quarter, and generates a recurring abatement of \$3000 for the first invoicing period.

## Entering a Variable Rent Agreement

### Prerequisite:

- You need to set up a lease to which the variable rent agreement will be associated. See: Abstracting Leases, page 4-11.

### To enter variable rent agreement details:

1. Navigate to the Variable Rent window by selecting Leases and Documents:Variable Rent:Enter Variable Rent. At the Find Variable Rent window, click New. Click New to open the main Variable Rent window.

2. In the Lease Details region, select the operating unit for which you want to create a variable rent agreement.
3. Select either the name or number of the lease you want to associate with the variable rent agreement. When you select the name or number of a lease, Oracle Property Manager automatically provides the other lease-related details, such as UOM, commencement and termination dates, and the code of the primary location.
4. In the Variable Rent Details region, enter a unique variable rent number if required.
5. Choose the variable rent purpose, for example, Rent.
6. Choose the type of variable rent. See: Variable Rent Window Reference, page 6-33.
7. Enter the commencement and termination dates. These dates default from the main lease. You can enter different dates, but they must be within the lease term.
8. Select a unit of measure.
9. In the Agreement tabbed region, select whether variable rent should be invoiced on actual or forecasted amounts.
10. Indicate whether negative rent amounts should be ignored, deferred, or credited.
11. If you plan to have Property Manager apply a rolling allowance abatement, enter an abatement amount.

12. Select the term template that will be used to create terms.
13. Indicate if accrual will be used.

**Note:** This field is used for information purposes only.

14. Save your work.

### To enter date information and generate periods:

Variable Rent Dates - 100, Vision Operations

Period Frequency: **Annually** (dropdown)  
 Use GL Calendar: **Yes** (dropdown)  
 Year start date:   
 GL Calendar: **Accounting** (dropdown)  
 Period Type: **Month** (dropdown)

**Reporting and Invoicing**

**Reporting**

Frequency: **Monthly** (dropdown)  
 Due Day:   
 No. of Days After:

**Invoicing**

Frequency: **Quarterly** (dropdown)  
 Spread: **One Time** (dropdown)  
 Day:   
 No. of Days After:

Comments:

**Generate Periods** (button)

1. In the main Variable Rent window on the Agreement tab, select the Dates button.
2. Choose whether to use a GL calendar to generate periods.
3. If you are using a GL calendar, you must enter a GL calendar name and the period type. The Year Start Date field is disabled.  
 If you are using the year start date to generate periods, enter the year start date. The Use GL Calendar, GL Calendar, and Period Type fields are disabled.
4. In the Reporting region, enter the reporting frequency and the due date (either the day of the month or the number of days after the end of the reporting period).
5. In the Invoicing region, enter the invoicing frequency and the due date (either the day of the month or the number of days after the end of the invoicing period). The spread frequency is automatically set to One-Time. You cannot change this value.

6. Save your work.
7. Select the Generate Periods button. You are automatically returned to the Variable Rent window with the Periods tabbed region selected.

**Lease Details**

Operating Unit: **Vision Operations**  
 Name: **PN Test Lease679**  
 Number: **1032**  
 Commencement Date: **01-JAN-2000**  
 Termination Date: **31-DEC-2002**  
 Location: **PNB679F1Office 1**  
 UOM: **SFT**

**Variable Rent Details**

Number: **100**  
 Purpose: **Rent**  
 Type: **Percentage**  
 Commencement Date: **01-JAN-2000**  
 Termination Date: **31-DEC-2002**  
 Abstracted By: **OPERATIONS**  
 Currency: **USD**

Num	Start Date	End Date	Actual Variable Rent	Forecasted Variable Rent
1	01-JAN-2000	31-DEC-2000		
2	01-JAN-2001	31-DEC-2001		
3	01-JAN-2002	31-DEC-2002		

Buttons: Line Items, Constraints, Calculate, Adjustment History, Adjust (B), Review

### To define line items:

**Note:** You must define at least one line item for each period.

1. From the main Variable Rent window, in the Periods tabbed region, choose the Line Items button.
2. Enter the appropriate information in the category columns. If your variable rent agreement has a type of percentage, you need to enter the business channel and product category. For example, the business channel might be Commercial and the product category might be Clothing.
3. Save your work.
4. Repeat steps 1 and 2 if you need to define more than one line item.

## To define breakpoints:

**Note:** You must define at least one breakpoint for each line item.

1. In the Line Items window, select the line item for which you want to create breakpoints and choose the Breakpoints button.
2. In the Breakpoint Details tabbed region, choose the break type: either Natural or Artificial.
3. If you chose a break type of Natural, enter the base rent type: either Fixed or Rolling. If you chose a break type of Artificial, this field is disabled.
4. If you chose a break type of Natural, enter the natural break rate. If you chose a break type of Artificial, this field is disabled.
5. If you chose a break type of Natural, enter the base rent. If you chose a break type of Artificial, this field is disabled.

If the main lease has a payment/billing term with a purpose of Rent and a type of Base Rent, Property Manager defaults the base rent amount based on the payment/billing term frequency and actual amount.

**Note:** You can update the defaulted base rent value.

6. Enter the breakpoint type: Stratified, Sliding, or Flat.
7. If you chose a break type of Artificial, enter at least one breakpoint From and To amount and the corresponding percentage rate in the Period Breakpoint Volume region. If there is no value in the To field, this represents an infinite amount.

**Note:** If you chose a break type of Artificial, you can enter as many breakpoints as you like.

If you chose a break type of Natural, the From and To amounts are populated automatically based on the natural break rate and the base rent amount. If you chose a break type of Natural, you can have only one breakpoint. See: Period Breakpoint Volume, page 6-7.

8. Save your changes.
9. To enter breakpoints for additional line items, repeat steps 1 through 7.

### **To define volume history for actual amounts:**

1. In the Line Items window, select the line item for which you want to enter volume history and choose the Volume History button.
2. If you have chosen to invoice on actual amounts, the Actual tabbed region opens automatically.
3. In the Actual tabbed region, enter the From and To dates for each group date for which you are entering volume history.

**Note:** The group date values are entered by Property Manager.

4. Enter the reporting date.
5. Optionally enter a GL account.
6. Enter the sales amount.
7. Save your changes.
8. To enter volume history for additional line items, repeat steps 1 through 7.

### **To define volume history for forecasted amounts:**

1. In the Line Items window, select the line item for which you want to enter volume history and choose the Volume History button.
2. If you have chosen to invoice on forecasted amounts, the Forecasted tabbed region opens automatically.
3. In the Forecasted tabbed region, enter the From and To dates for each group date for which you are entering volume history.

**Note:** The group date values are entered by Property Manager.

4. Optionally enter a GL account.
5. Enter the sales amount.
6. Save your changes.
7. To enter volume history for additional line items, repeat steps 1 through 6.

### To define deductions:

1. In the Line Items window, select the line item for which you want to enter deductions and choose the Deductions button.
2. Enter the From and To dates for each group date for which you are entering deductions.

**Note:** The group date values are entered by Property Manager.

3. Optionally enter the GL account number.
4. Optionally enter the deduction type, for example, bad debt.
5. Enter the amount of the deduction.
6. Save your work.

### To enter constraints:

1. In the main Variable Rent window, choose the Periods tab.
2. Choose the Constraints button.
3. Enter Variable Rent for the category.
4. Enter the type of constraint, either minimum or maximum.
5. Enter the amount of the constraint.
6. Save your work.

### To apply rolling allowance abatements:

1. Query your variable rent agreement.
2. If the Abatement Amount field does not contain an amount, enter an abatement amount in that field.
3. Calculate variable rent for the period.
4. Choose Review to go to the Variable Rent-Period window.  
Navigate to the Actual tabbed region to view the rolling abatement amounts applied to the variable rent in the Rolling Allowance field.

**Note:** You can override the rolling allowance abatement amount in each invoicing period, but the override amount cannot exceed the abatement amount that was entered in the Agreement tabbed region of the Variable Rent window.

## To apply negative rent abatements:

### Prerequisite:

Ensure the Negative Rent field is set to Credit or Defer.

1. Query your variable rent agreement.
2. Calculate variable rent for the period.
3. Choose Review to go to the Variable Rent-Period window.

Navigate to the Actual tabbed region to view the negative rent abatement amounts in the Negative Rent Applicable field.

If the Negative Rent field is set to Credit, the negative rent amount is applied as an abatement.

If the Negative Rent field is set to Defer, the negative rent amount is deferred to the next period, and applied as an abatement in the following period.

## To enter and apply recurring abatements:

### Prerequisite:

Ensure your lease has at least one payment or billing term.

1. Query your variable rent agreement.
2. Calculate variable rent for the period.
3. Choose Review to go to the Variable Rent-Period window.
4. Choose Abatement Details.
5. At the Abatement Details window, check the Select check box for any payment/billing terms you want included in the abatement.
6. Choose Calculate Abatement.

Based on the terms you selected, Property Manager calculates the abatement and automatically returns you to the Variable Rent-Periods window. The recurring abatement amount appears in the Recurring Abatement field.

7. You can override this amount by entering a different amount in the Recurring Abatement Override field.

## Variable Rent Gateway

The Variable Rent Gateway facilitates mass entry of sales data and provides for the automatic import of this data into the Property Manager variable rent volume history tables. Users can create large volumes of sales information from tenant sales reports, mall sales reports, or miscellaneous sales reports. This is accomplished by creating a batch of records organized by volume type.

The Variable Rent Gateway includes the following processes:

- Import data
- Create data

To import sales information from the customer's Point of Sales (POS) to the volume history tables in Property Manager, users must first design a custom process to load sales data that is collected at their POS. After this information is transferred to the interface table, it can be imported to the volume history tables for the corresponding rent agreements. This is accomplished by using the Variable Rent Gateway to query the sales data, modify data if necessary, and submit the data for import to the volume history tables.

You can also create data by entering sales information manually in the Variable Rent Gateway and importing this data to the respective variable rent volume history tables. The Variable Rent Gateway minimizes data entry required. When entering sales for multiple tenants, the Volume History page is populated with data from the Variable Rent Agreement window and the only field that you must enter is the Volume field.

Use the Variable Rent Gateway to perform the following tasks:

- Create volume history
- Modify volume history records and import them to variable rent volume history tables
- View volume history records in the Variable Rent Gateway volume history table
- Purge volume history records in the Variable Rent Gateway interface table

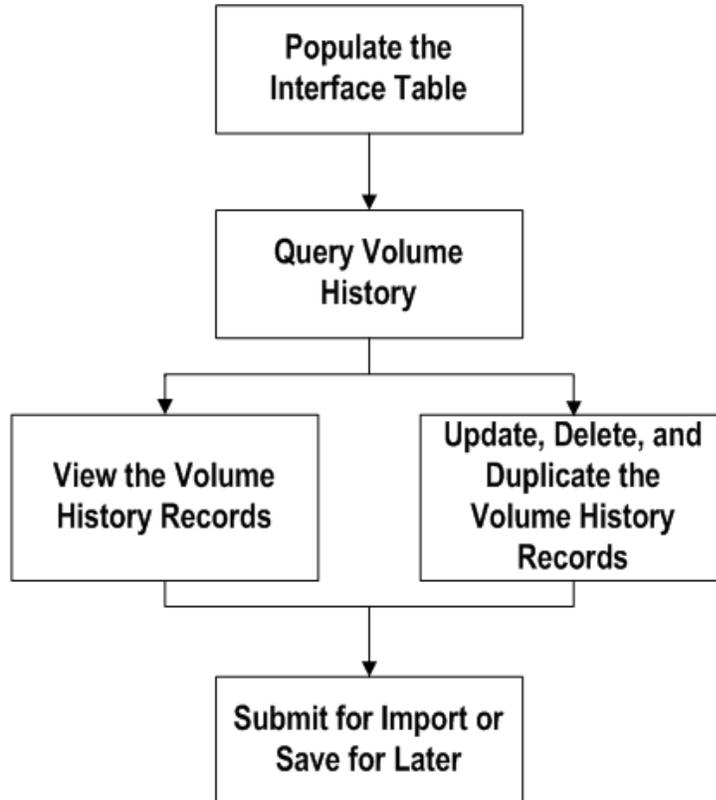
## Related Topics

PN\_VOL\_HIST\_BATCH\_ITF interface table, *Oracle Property Manager Implementation Guide*

PN\_VOL\_HIST\_LINES\_ITF interface table, *Oracle Property Manager Implementation Guide*

## Viewing and Modifying Volume History

The following diagram represents the view and modify volume history process as described in View and Modify Volume History, page 6-21.



### View and Modify Volume History

The view and modify volume history process consists of the following steps:

1. Populate the interface table with a user-designed custom program that transfers the sales information from your custom POS to the interface table. A batch is created that consists of volume history records.

2. Query volume history specifying any combination of the following parameters:

**Batch Name:** Batch name for a group of volume history records. Batches are classified according to volume types: Actual, Forecasted, and Deductions. A batch can include sales for multiple tenants and locations.

**Status:** Import status of the sales volume or deductions. Imported indicates that the

batch has been imported to the volume history tables; Pending indicates that the batch is waiting to be imported; and Error indicates that the batch has been imported but one or more of the volume history records failed to import.

**Lease Name:** Lease name for an existing lease associated with the variable rent agreement.

**Lease Number:** Lease number of a lease associated with the variable rent agreement.

**Location:** Location associated with the main lease.

**Volume Type:** Type of volume history being defined. Predefined values include Actual, Forecasted, and Deduction.

**Reporting Date Low:** The minimum reporting period start date.

**Reporting Date High:** The maximum reporting period end date.

Based on the criteria entered, Property Manager automatically queries up volume history records and batches that exist in the Variable Rent Gateway interface table.

3. Delete a batch by clicking the Delete icon. If the batch status is Imported or Error, the batch cannot be deleted.
4. View individual volume history records by clicking the batch name. To view additional details of the volume history record, click on Show.
5. Update, delete, or duplicate volume history records by clicking the Update icon. The following fields can be updated:
  - Sales Channel
  - Product Category
  - Reporting Start Date
  - Reporting End Date
  - Volume

**Note:** If the volume history record status is Imported, it cannot be updated or deleted.

6. Submit the batch for import to the volume history tables or save the batch for import at a later time. Only completed records can be imported.

The Submit button initiates a concurrent program that imports all completed records to the relevant variable rent lease volume history tables. You can import a specific batch or a set of batches but you cannot import specific records within a

batch. Oracle Property Manager informs you of the concurrent request number and the status of the batch and its individual volume history records.

## **Creating Volume History**

You can create volume history records using the Variable Rent Gateway for the following:

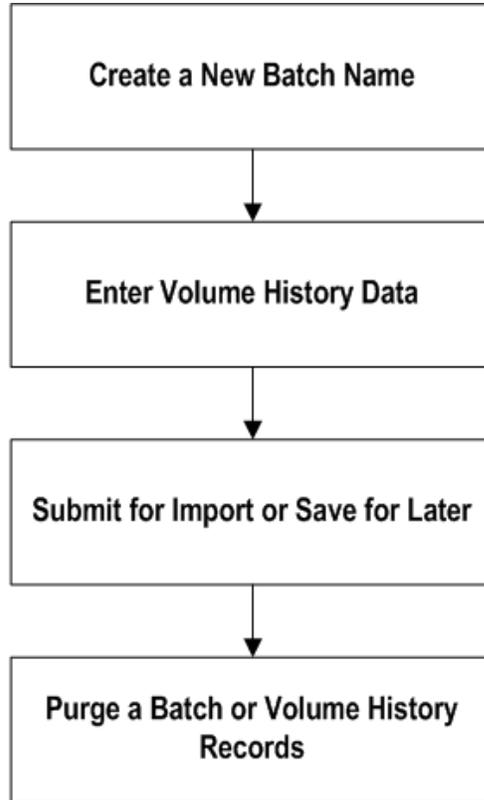
- a variable rent agreement that has previously been defined in Oracle Property Manager

See: *Entering a Variable Rent Agreement*, page 6-12.

- a location
- a tenant
- a main lease that has variable rent agreements

## **Create Volume History Process Diagram**

The following diagram represents the create volume history process as described in *Create Volume History*, page 6-24.



## Create Volume History

The create volume history process consists of the following steps:

1. Query a batch specifying any combination of the following parameters. For a description of the parameters, see *View and Modify Volume History Process Steps*, page 6-21.
  - Lease Name
  - Location
  - Variable Rent Number
  - Volume Type
  - Reporting Date Low
  - Reporting Date High

The Reporting Date Low and the Reporting Date High are required parameters. If you do not specify any other parameter other than the reporting date range, Property Manager defaults data for all valid variable rents that exist in Property

Manager that have valid periods for the report dates entered.

2. Create a new batch by assigning a name to the batch and entering the volume sales information in the Volume field. You can also modify the following fields:
  - Sales Channel
  - Product Category
  - Reporting Start Date
  - Reporting End Date
3. Submit the batch for import to the volume history table or save the batch for import at a later time. Only completed records can be imported. If a batch has 10 volume records and you have only completed entering data for 5 of the volume records, then you can click Save for Later and complete the task at another time. To complete the task, you can query the batch and all 10 records are displayed. However, if you click Submit, only the five completed records are imported and when you query the batch, only the five completed records are displayed.

The Submit button initiates a concurrent program that imports all completed records to the relevant variable rent lease volume history tables. You can import a specific batch or a set of batches but you cannot import specific records within a batch. Property Manager informs you of the concurrent request number and a log file displays the Imported, Pending, or Error status of the batch and the status of the individual volume history records. You can view details of errors by requerying the batch and drilling down to the line level of each individual volume history record. You cannot modify an imported batch or the volume history records belonging to that batch.

If you have not completed entering all the volume history data, you can save the batch for import at a later time. Property Manager assigns a Pending status to the incomplete batch. To complete the batch, requery the batch and click the Update icon to enter data. When the records are complete, submit the batch for import.

4. Purge a batch or volume history records by running the Variable Rent Gateway Purge Process concurrent program. This program purges volume history batches with a status of Imported that have been successfully transferred to the volume history table. If a batch has records that are in Error or Pending status, then those records cannot be purged, but the records with an Imported status can be purged.

## Entering Volume History Using the Variable Rent Gateway

### Prerequisite

- Enter a variable rent agreement in the Variable Rent Agreement window.

## To update and create volume history:

1. Navigate to the Volume History page by selecting Open Interfaces: Variable Rent Gateway: Volume Import.
2. To make modifications, query volume history batches, enter changes, and submit for import.
3. To create new volume history records, click Create Volume History.
4. Query a pre-existing variable rent agreement.
5. Click Continue.

Volume History > Create Volume History Batch: Query volume > Create Volume History Batch: Enter volume history amounts

Create Volume History Batch: Enter volume history amounts

Back Cancel Save For Later Submit

Use the fields below to enter volume history for pre-existing variable rent agreements. You can submit them for import or alternatively, save these records for import at a later date. If you do not enter volume history for all records in a batch, when you choose Submit, only those records that have volume data are transferred. If you choose Save For Later, the system transfers all records.

Volume History Batch

\* Indicates required field

\* Batch Header

Volume Type **ACTUAL**

Report Date Low **01-Aug-2003**

Report Date High **31-Aug-2003**

Batch Lines

The following table lists volume history records with defaults based on user specified search criteria. Users can import volume history records or they can save them for import at a later date.

Select Item(s) and ... Delete Duplicate

Select All | Select None

Select	Details	Lease Name	Variable Rent Number	Channel	Category	#Reporting Start Date	#Reporting End Date	Volume Code	Location
<input checked="" type="checkbox"/>	Show	ABC Convenience Store at HQ	VR2030	Commercial	Food	01-Aug-2003	31-Aug-2003	3000	
<input checked="" type="checkbox"/>	Show	ABC Convenience Store at HQ	VR2030	Commercial	Goods	01-Aug-2003	31-Aug-2003	1000	

6. In the Batch Header field, enter a batch name.
7. In the Volume field, enter the volume history amount.
8. Submit for import or save for import later.
 

**Note:** If import fails, you query for the batch and view errors at the individual line level.
9. To view the results, navigate to the Volume History window.

## To view volume history

1. In the Volume History page, query volume history batches.

**Volume History**

Use the fields below to query volume history batches. You can make modifications to the batch or submit the batch for import. Choose Create Volume History if new volume history records need to be created.

Search

Batch Name  

Status  

Lease Name  

Lease Number  

Location  

Variable Rent Number  

Volume Type  

Reporting Date Low  

Reporting Date High  

Results

The following table lists volume history records grouped by batch name. You can validate the records in the batch and submit the batch for import.

Select Item(s) and ...

Select All | Select None

Select	Batch Name	Reporting Date Low	Reporting Date High	Volume Type	Status	Update	Delete
<input checked="" type="checkbox"/>	1370-4 Q1	01-Jan-2002	31-Mar-2002	Actual	Imported		

2. Click the batch name.

### To purge volume history batches and records

Run the Variable Rent Gateway Purge Process to purge volume history batches and records from the interface tables. For details, see Variable Rent Gateway Purge Process, page B-29.

## Calculating Variable Rent

After you enter breakpoints and volume history, Property Manager has the information it needs to calculate variable rent. You can calculate variable rent for the entire period, for multiple variable rent periods, or only for a particular line item. You can have Property Manager calculate variable rent for multiple leases at the same time using the Calculate Variable Rent concurrent program. You can rerun the concurrent program as many times as necessary.

### To calculate variable rent for a period:

1. Query your variable rent agreement.
2. Navigate to the main Variable Rent window.
3. Navigate to the Periods tabbed region.
4. Choose Calculate to submit the Calculate Variable Rent concurrent program.
5. To view the calculation results, requery your variable rent agreement.
6. On the Periods tabbed region on the main Variable Rent window, choose the

Review button to open the Variable Rent-Period window.

### **To calculate variable rent for a single line item:**

1. Navigate to the Line Items window.
2. Select the line item for which you want to calculate variable rent.
3. Choose Calculate to submit the Calculate Variable Rent concurrent program.
4. To view the calculation results, requery your variable rent agreement.
5. On the Line Items window, review rent details by selecting the line item for which you calculated variable rent and choose Open.

### **To calculate variable rent from the Submit Request window:**

1. Choose Leases and Documents: Variable Rent: Calculate Variable Rent.
2. Enter any parameters that apply. If you want to calculate variable rent for more than one lease, you can enter a range of leases. If you want to calculate variable rent for all invoicing periods up through a specific sales month, choose the For Sales Month Ended parameter. For more information, see Calculate Variable Rent, page B-8.
3. Choose OK.
4. Submit the request.

### **Related Topics**

Oracle Property Manager Concurrent Programs, page B-2

Submitting a Request, *Oracle Applications User's Guide*

## **Creating and Approving Terms**

After calculating and reconciling variable rent, if applicable, you must create and approve terms. You can create and approve terms in the Variable Rent-Period window, or you can create and approve terms by running the appropriate concurrent programs from the Submit Request window.

Once you approve variable rent amounts, you cannot change them. To make modifications, you must create an adjustment. See: Adjusting Variable Rent, page 6-31.

If you are invoicing on forecasted amounts, after running the Reconcile Variable Rent concurrent program, you must create terms for the variance amount in the Summary

tabbed region of the Variable Rent - Period window. See: Reconciling Variable Rent, page 6-30.

## Creating Terms

### Prerequisite:

- Calculate variable rent for your variable rent agreement.

### To create terms:

1. Query your variable rent agreement.
2. In the Periods tabbed region of the main Variable Rent window, choose Review.
3. On the Variable Rent-Period window, check the Create Terms check box next to each of the invoices for which you want to create terms.
4. Save your work.

### To create terms from the Submit Request window:

1. Choose Leases and Documents: Variable Rent: Create Variable Rent Terms.
2. In the Parameters window, enter the range of invoices for which you want to create terms. For more information on the parameters for the concurrent program, see Create Variable Rent Terms, page B-11.
3. Submit your request.

## Approving Terms

### Prerequisite:

- Calculate variable rent for your variable rent agreement.
- Create terms

### To approve terms:

1. Query your variable rent agreement.
2. In the Periods tabbed region of the main Variable Rent window, choose Review.
3. Choose Approve for each of the invoices that you want to approve.

OR

Choose Term Details to review your terms and change the status to Approve.

### To approve terms from the Submit Request window:

1. Choose Leases and Documents: Variable Rent: Approve Variable Rent Terms.
2. In the Parameters window, enter the range of invoices for which you want to approve terms. For more information on the parameters for this concurrent program, see Approve Variable Rent Terms, page B-5.
3. Submit your request.

### Related Topics

Oracle Property Manager Concurrent Programs, page B-2

Submitting a Request, *Oracle Applications User's Guide*

## Reconciling Variable Rent

If you choose to invoice based on forecasted amounts, you need to reconcile forecasted amounts with actual amounts. Before you can reconcile, you need to approve the forecasted amounts and enter actual amounts in the Volume History window. The Reconcile Variable Rent concurrent program calculates variable rent based on actual amounts, compares the variable rent calculated based on actual amounts with the variable rent calculated based on forecasted amounts, and determines the difference between the forecasted and the actual amounts (the variance).

You can initiate the Reconcile Variable Rent concurrent program by choosing the Reconcile button in the Variable Rent Details window for each invoicing period that needs to be reconciled. You can also submit the Reconcile Variable Rent concurrent program from the Submit Request window.

**Note:** The Reconcile button is enabled only after forecasted variable rent is approved and actual amounts are entered for any group date within an invoicing period.

After you run the Reconcile Variable Rent program, actual variable rent amounts are displayed in the Actual Variable Rent column on the Summary tabbed region of the Variable Rent Details window. Reconciliation results are displayed in the PTD Variance column on the Summary tabbed region of the Variable Rent Details window. After you check the Create Terms check box for the variance amount, Property Manager runs the Create Variable Rent Terms concurrent program, and creates a payment or billing term for the reconciled amount. See: Creating and Approving Terms, page 6-28.

You can modify entries affecting the reconciliation (actual volume, deductions, and abatements), and rerun the Reconcile Variable Rent concurrent program multiple times. However, you cannot change the amount after you transfer the variance amounts to the main lease. At this point, you can create an adjustment if you want to make any modifications. See: Adjusting Variable Rent, page 6-31.

**Prerequisites:**

- Calculate variable rent based on forecasted amounts.
- Create and approve terms for the forecasted amounts.
- Enter actual volume history amounts.

**To reconcile variable rent:**

1. Query your variable rent agreement.
2. Choose Review to open the Variable Rent-Period window.
3. On the Actual tabbed region of the Variable Rent-Period window, click Reconcile to run the Reconcile Variable Rent concurrent program.
4. Requery the variable rent agreement to see the reconciliation results.

**Note:** You can also submit the Reconcile Variable Rent concurrent program from the Submit Window. See Submitting Requests, page B-1.

**Related Topics**

Reconcile Variable Rent, page B-21

**Adjusting Variable Rent**

The Adjustment process allows you to add a new entry for actual amounts in the Volume History window after a variable rent payment/billing term has been approved and transferred to the main lease. If there is more than one line item at a location, then adjustments can be made to all of them. The calculations will be conducted for each line item separately and the combined adjusted amounts will be displayed for the Invoice Date for the period. To reflect any decreases in actual amounts, Property Manager allows a negative volume amount entry.

After you enter updates to volume history amounts, you choose the Adjust button to calculate actual variable rent based on adjusted amounts and determine the adjustment amount. Property Manager compares adjusted variable rent with the previously

invoiced actual variable rent and displays the difference in the Adjustment column of the Adjustment History window. You can navigate to the Adjustment History window from the Periods tabbed region of the main Variable Rent window.

You can create adjustments as necessary. However, after an invoice for the adjustment amount is approved and transferred, Oracle Property Manager creates an entry in the Adjustment History table. Any subsequent modifications need to be made by creating another adjustment.

**Prerequisites:**

- You need to have calculated variable rent, and created and approved terms.
- Before creating an adjustment, you need to enter additional amounts in the Volume History window, which will be used in creating the adjustment.

**To enter an adjustment:**

1. Query your variable rent agreement.
2. On the Periods tabbed region of the main Variable Rent window, choose Adjust. Property Manager calculates variable rent for the new adjusted amounts and determines the amount of the adjustment.
3. Choose Adjustment History to view the adjusted amounts in the Adjustment History window.
4. In the Adjustment History window, check the Create Terms check box to create terms for the adjusted amount.

**Note:** You must create terms for adjusted amounts from this window.

5. Approve terms by choosing the Approve button or opening the Term Details window and changing the status to Approve.

**Window References**

This section contains window references for the main windows you use to define, calculate, and reconcile variable rent.

**Related Topics**

Variable Rent Window Reference, page 6-33

Variable Rent Dates Window Reference, page 6-37

Line Items Window Reference, page 6-39  
Breakpoints Window Reference, page 6-41  
Volume History Window Reference, page 6-43  
Deductions Window Reference, page 6-45  
Constraints Window Reference, page 6-46  
Variable Rent - Line Item Window Reference, page 6-47  
Variable Rent - Period Window Reference, page 6-48

## Variable Rent Window Reference

### Lease Details Region

**Operating Unit.** The operating unit to which the variable rent agreement belongs.

**Name.** The name of the lease associated with the variable rent. Either the lease name or the lease number is required. Once one is entered, the rest of the lease information is defaulted into the Variable Rent window.

**Number.** The lease number of the lease associated with the variable rent agreement. Either the lease number or the lease name is required. Once one is entered, the rest of the information about the lease is defaulted into the Variable Rent window.

**Commencement Date.** The lease commencement date. This value is defaulted from the lease record.

**Termination Date.** The lease termination date. This value is defaulted from the lease record.

**Location.** The location associated with the variable rent agreement. You select this location from the list of active locations listed on the lease. The primary lease location is defaulted from the lease record.

**UOM.** The unit of measure, such as square feet or pounds.

### Variable Rent Details Region

**Number.** The unique variable rent number. This number is either user-entered or system-generated depending on how the Automatic Number Generation (Variable Rent) system option is set. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

**Purpose.** The purpose of the rent agreement. The same values should appear as in the Purpose field in the Payment/Billing terms window. Possible values are rent, insurance, and depreciation.

**Type.** The type of variable rent. The variable rent type can be any of the following:

- Percentage Rent: Allows you to set up variable rent to be based on a percentage of

your sales volume.

- **CAM:** Allows you to charge CAM expenses as a rate on the total maintenance volume.
- **Insurance:** Allows you to charge variable rent based on insurance volume.
- **Taxes:** Allows you to charge variable rent based on income tax volume.
- **Utilities:** Allows you to set up variable rent to be based on the volume of usage.
- **Weight:** Allows you to charge variable rent based on shipped package weight.
- **Income:** Allows you to charge variable rent based on insurance income.
- **Other:** Allows you to define a variable rent type to meet your business needs.

**Commencement Date.** The variable rent commencement date. This date defaults from the lease commencement date, but can be changed. The date must be within the lease term.

**Termination Date.** The variable rent termination date. This date must be greater than or equal to the variable rent commencement date. This date defaults from the lease termination date, but can be changed. The date must be within the lease term.

**Abstracted By.** The user ID of the person entering the variable rent details. This value defaults from the user name of the person who signed on.

**Currency.** The currency in which rent is paid.

## Agreement Tabbed Region

**Invoice On.** You use this field to select whether variable rent is paid on actual or forecasted volume sales. If you select Actual, then actual amounts are required. If you select Forecasted, then forecasted amounts are required.

**Negative Rent.** Use this field to indicate how the application should handle negative rent. The default value is Ignore. For more information, see: Negative Rent, page 6-5.

**Cumulative Volume.** This field indicates whether or not variable rent is calculated based on cumulative or non-cumulative sales volumes. If you choose Yes, year-to-date sales volumes and annual breakpoints are used to determine variable rent amounts. If you choose No, monthly sales volumes and breakpoints are used.

**First Period Prorated Days/Last Period Prorated Days.** These fields are applicable if you set Cumulative Volume to Yes. Property Manager automatically calculates the values in this field based on the number of days within the first/last variable rent period.

These fields are entered automatically by Property Manager after you generate periods.

**First Period GL Days/Last Period GL Days.** These fields are applicable if you set

Cumulative Volume to Yes. This field indicates how many days there are in the GL calendar that corresponds to the first and the last variable rent period. These fields are entered automatically by Property Manager after you generate periods.

**Note:** The above two fields are used to calculate a proration factor for the first and last periods of the variable rent agreement.

The first period proration factor is calculated as follows:

- **First period prorated days / First period GL days**

The last period proration factor is calculated as follows:

- **Last period prorated days / Last period GL days**

If the first/last period is partial, the proration factor is less than one. Otherwise, it is equal to one.

**First Group Prorated Days/Last Group Prorated Days.** These fields are applicable if you set Cumulative Volume to No. Property Manager automatically calculates the values in this field based on the number of days in the first/last group date of the variable rent agreement.

These fields are entered automatically by Property Manager after you generate periods.

**First Group GL Days/Last Group GL Days.** These fields are applicable if you set Cumulative Volume to No. This field indicates how many days there are in the GL calendar months that correspond to the first and the last group dates of the variable rent agreement. These fields are entered automatically by Property Manager after you generate periods.

**Note:** The above two fields are used to calculate a proration factor for the first and last group dates of the variable rent agreement.

The first group date proration factor is calculated as follows:

- **First Group Prorated Days / First Group GL Days**

The last group date proration factor is calculated as follows:

- **Last Group Prorated Days / Last Group GL Days**

If the first/last group date is partial, the proration factor is less than one. Otherwise, it is equal to one.

**Dates button.** Use this button to open the Variable Rent Dates window. The Variable Rent Dates window becomes view only after the first payment or billing term is transferred to the main lease.

**Abatement Amount.** Use this field to specify the rolling allowance abatement amount that is available for the variable rent agreement. Property Manager applies the

abatement amount to the calculated and constrained variable rent for each invoicing period. If the abatement amount is larger than the variable rent invoice amount, only the abatement amount equal to the rent amount is used. The remaining abatement amount is carried over to the following invoicing period. The abatement decrements with each invoice until it is used up. The abatement is applied at the period level.

**Term Template.** The name of the term template used to create terms for the variable rent agreement. If the lease that is associated with the variable rent agreement is an expense lease, the list of values contains only payment term templates. If the associated lease is a revenue lease or sublease, the list of values contains only billing term templates. In either case, only term templates that belong to the same operating unit as the main lease and the variable rent agreement are displayed in the LOV.

**Accrual.** Indicates whether or not an accrual process will be available.

**Term Template button.** Use this button to open the Find Billing or Payment Term Template window. You can find and select an existing term template or create a new one. You can also modify existing term templates. Click select to add the term template to your Variable Rent Agreement record.

**Adjust All button.** Use this button to initiate a variable rent adjustment process for several/all periods. Enabled only after an invoice is transferred for at least one variable period.

**Calculate All button.** Use this button to calculate variable rent for several or all periods. This button is enabled only after you have entered and saved breakpoints and volume history for at least one variable rent period.

## Periods Tabbed Region

**Num.** The system-generated, unique variable rent period number. This field is display-only.

**Start Date.** The start date of the variable rent period. The first period start date defaults from the variable rent commencement date. The start date of the next period should be on the day after the end date of the previous period.

**End Date.** The end date of the variable rent period. The end date is determined by the period frequency. The last period's end date corresponds with the variable rent termination date.

**Actual Variable Rent.** A system-calculated, display-only field that shows the variable rent after constraints and abatements are applied. The amount shown is based on the following formula: Actual Variable Rent = Constrained Actual Rent - Abatements.

**Forecasted Variable Rent.** A system-calculated, display-only field that shows the forecasted rent calculated for the period. This field is populated only if Invoice On is set to forecasted.

**PTD Variance.** This field shows the difference, or variance, between actual variable rent and forecasted variable rent. The amount is based on the following formula: Actual Rent - Forecasted Rent = Variance.

**Status.** The system defined period status. The status can be any of the following:

- **Open:** The variable rent status for a period is displayed as Open until payment terms for all invoicing dates within a period are transferred. When payment terms for all invoice dates are transferred, the status becomes Complete.
- **Complete:** After all payment terms for all invoice dates are approved and transferred, the status changes from Open to Complete. If invoicing is on actual, the Reconciled status is not applicable. A period status value should change from Open to Complete. If invoice is on forecasted, then a period status value should change from Open to Complete when forecasted amounts for all invoicing dates within a period are transferred.
- **Reconciled:** After variance (actual - forecasted) amounts for all invoicing dates within a period are approved and transferred, the variable rent status value changes to Reconciled.

## Variable Rent Dates Window Reference

**Period Frequency.** Determines the frequency with which variable rent periods are generated. The value cannot be greater than the variable rent term. The period frequency is automatically set to Annual, and cannot be changed.

**Use GL Calendar.** Indicates whether you will use a GL calendar to generate periods. If you set this field to Yes, you must enter a value in the GL Calendar and Period Type fields, and the Year Start Date field is disabled. If you set this field to No, you must enter a value in the Year Start Date field, and the GL Calendar and Period Type fields are disabled. The default is No.

**Year Start Date.** You specify the date on which Property Manager should begin generating periods. This field is disabled when the Use GL Calendar field is set to Yes.

**GL Calendar.** You select a previously defined GL accounting calendar from the list of values. This field is disabled when the Use GL Calendar field is set to No.

**Period Type.** Allows you to select the type of GL period in the GL calendar that will be used to generate variable rent periods. For example, you can choose Month, Week, or Quarter.

## Reporting Region

**Frequency.** Determines the frequency that sales volume is reported to landlord. Possible values are Monthly, Quarterly, Semiannually, and Annually. You cannot update this field once variable rent invoices have been approved and transferred.

**Due Date (Day of Month).** The day of the month following the reporting period when the volume report is due. The value of this field can be 1 through 28. The value in this field determines the Due Date field in the Volume History window. This value recurs for all the periods in the variable rent term. If you enter a value in this field, the Due Date (# of Days After) field is disabled.

For example, if the reporting due date is specified as 15, the reporting due date will always be the 15th of the month following the last report. If variable rent commences on 01-Jan-2000 and the reporting frequency is monthly, the first due date is 15-Feb-2000.

**Due Date (# of Days After).** The number of days after the end of the reporting period when the volume report is due. The value in this field determines the Due Date field in the Volume History window. This value recurs for all the periods in the variable rent term. If you enter an amount in this field, the Due Date (Day of Month) field is disabled.

For example, if the due date is specified as 10 and the reporting frequency is monthly, the volume report will be due 10 days after the end of the reporting month. If variable rent commences on 15-Jan-2000 and the reporting frequency is monthly, the first volume report will be due 10 days after 14-Feb-2000 (the end of the reporting period), which is 24-Feb-2000.

## Invoicing Region

**Frequency.** This field indicates how often the variable rent is invoiced. Possible values are Monthly, Quarterly, Semiannually, and Annually. You cannot update this field once variable rent invoices have been approved and transferred. The invoicing frequency must be greater than or equal to the reporting frequency.

**Spread.** Indicates the frequency of the payment/billing term. This field is automatically set to One-Time and cannot be changed.

**Day.** The day of the month after the end of the invoicing period when variable rent is due. This value is defaulted into the Start Date field and the Schedule Day field of the Invoicing Term Details window for a billing or payment term. This amount recurs for all the periods in the variable rent term. If you enter a value in this field, the Invoice Date (# of Days After) field is disabled.

For example, if the invoice date is specified as 15, variable rent will always be due on the 15th of the month following the end of the invoicing period. If variable rent commences on 01-Jan-2000 and the invoicing frequency is monthly, the first due date is 15-Feb-2000.

**No. of Days After.** The number of days after the end of the invoicing period that variable rent is due. This value is defaulted into the Start Date field and the Schedule Day field of the Invoicing Term Details window for a billing or payment term. This value recurs for all the periods in the variable rent term. If you enter an amount in this field, the Invoice Date (Day of Month) field is disabled.

For example, if the invoice date is specified as 10 and the invoicing frequency is monthly, variable rent will be due 10 days after the end of the invoicing period. If variable rent commences on 15-Jan-2000 and the invoicing frequency is monthly, variable rent will be due 10 days after 14-Feb-2000 (the end of the reporting period), which is 24-Feb-2000.

## Line Items Window Reference

### Period Details Region

**Number.** The period number, defaulted from the Periods tabbed region of the main Variable Rent window. This field is display-only.

**Start Date.** The period start date defaulted from the Periods tabbed region of the main Variable Rent window. This field is display-only.

**End Date.** The period end date defaulted from the Periods tabbed region of the main Variable Rent window. This field is display-only.

### Line Items Region

**Num.** The item number. There is one item number for each row. These numbers are generated sequentially by Property Manager.

**Channel.** The business channel, for example, Internet, wholesale, or retail. The values for this field are defined by the user. You need to define at least one channel or product category to save the line item record.

**Note:** This field is available only when you choose a type of Percentage in the main Variable Rent window.

**Product Category.** The product category, for example, clothing or shoes. The values for this field are defined by the user. You need to define at least one channel or product category to save the line item record.

**Note:** This field is available only when you choose a type of Percentage in the main Variable Rent window.

**Obligation Type.** Category of the responsibility. The appropriate person in your organization maintains the list of valid values in the Lookups window.

**Note:** This field is available only when you choose a type of CAM in the main Variable Rent window.

**Responsibility Type.** A category that corresponds to the selected obligation type. For example, if your company specified Utilities as the obligation type, the responsibility might be defined as Electricity or HVAC.

**Note:** This field is available only when you choose a type of CAM in the main Variable Rent window.

**Insurance Type.** The type of insurance. Some examples of insurance types are fire,

liability, and personal injury.

**Note:** This field is available only when you choose a type of Insurance in the main Variable Rent window.

**Coverage Type.** The type of insurance coverage.

**Note:** This field is available only when you choose a type of Insurance in the main Variable Rent window.

**Tax I.D.** Tax identification for income taxes.

**Note:** This field is available only when you choose a type of Taxes in the main Variable Rent window.

**Tax Type.** Type of income tax.

**Note:** This field is available only when you choose a type of Taxes in the main Variable Rent window.

**Type 1.** Defined by the user. Used for any other line item channel.

**Note:** This field is available only when you choose a type of Utilities, Weight, Income, or Other in the main Variable Rent window.

**Type 2.** Defined by the user. Used for any other line item channel.

**Note:** This field is available only when you choose a type of Utilities, Weight, Income, or Other in the main Variable Rent window.

**Actual Rent.** This field shows the actual variable rent calculated by the Calculate Variable Rent concurrent request for a given line item. This field is display-only.

**Forecasted Rent.** This field shows the forecasted variable rent calculated by the Calculate Variable Rent concurrent request, for a given line item. This field is populated only if invoicing is on Forecasted. This field is display-only.

**Status.** The system-defined line item status. The status can be any of the following:

- **Open:** When a breakpoint is defined for a line item, its status is Open. The line item status is displayed as Open until all payment terms for this period line item are approved and transferred.
- **Complete:** After all payment terms for this period line item are approved and transferred, the status is changed to Complete. If invoicing is on actual, actual

amounts are approved. If invoicing is on forecasted, then forecasted amounts are approved for the line item.

- **Reconciled:** If invoicing is on forecasted, after all payment terms for a line item are reconciled, the status changes to Reconciled.

**Comments.** You can optionally enter comments in this field.

**Breakpoints button.** Opens the Breakpoints window.

**Volume History button.** Opens the Volume History window.

**Deductions button.** Opens the Deductions window.

**Important:** The Breakpoints, Volume History, and Deductions buttons are enabled only after at least one line item is entered and saved.

**Calculate button.** Initiates the Calculate Variable Rent concurrent program. It is enabled only after rent breakpoints and volume history for at least one transaction for a line item are entered and saved.

**Open button.** Opens the Variable Rent - Line Item window. It is enabled after rent calculation for a line item is completed.

## Breakpoints Window Reference

**Lease Name.** The name of the lease, defaulted from the main Variable Rent window. This field is display-only.

**Lease Number.** The number of the lease, defaulted from the main Variable Rent window. This field is display-only.

**Period Number.** The period number, defaulted from the main Variable Rent window. This field is display-only.

**Period Start Date.** The period start date, defaulted from the main Variable Rent window. This field is display-only.

**Period End Date.** The period end date, defaulted from the main Variable Rent window. This field is display-only.

**Channel.** The business channel, defaulted from the Line Items window. This field is display-only.

**Product Category.** The product category, defaulted from the Line Items window. This field is display-only.

**Reporting.** The reporting frequency, defaulted from the Dates window. The reporting frequency can be monthly, quarterly, semi-annual, or annual. This value is used in the Group Breakpoint calculation. This field is display-only.

**Break Type.** The break type can be either Natural or Artificial. The default value is blank.

- If the break type is Natural, the breakpoint volume is system calculated. You can have only one natural break per line item per period.
- If the break type is Artificial, you need to enter the breakpoint volumes manually. You can enter multiple breakpoint volumes and corresponding rates.

When you choose a break type of Artificial, the Natural Break Rate, Base Rent Type, and Base Rent fields are disabled. The Rate field is required.

**Base Rent Type.** The base rent type can be either fixed or rolling. The default value is blank. If the break type is Natural, then this field is required. If the break type is Artificial, then this field is disabled.

- If the Base Rent Type is Fixed, then the base rent does not change from period to period. In this case, Property Manager uses base rent from the first variable rent period in all the following periods.
- If the Base Rent Type is Rolling (or moving), then the Base Rent is calculated every period.

**Natural Break Rate.** User-entered field. This rate is entered by the user and is used to calculate the natural breakpoint. It can differ from the rate associated with the Period/Group Breakpoint Volume. If the break type is Natural, then this field is mandatory. If break type is Artificial, then this field is disabled.

**Base Rent.** The annual base rent amount that a tenant pays in the variable rent period. The base rent is used to calculate the Natural Break Rate.

If the break type is Natural, Base Rent is a required field, and Property Manager determines the annual base rent for the variable rent period. Property Manager calculates the base rent by selecting from the main lease all the payment or billing terms of type Base Rent for the period, and using their amounts and term frequencies. You can overwrite the calculated base rent amount.

If the break type is Artificial, the Base Rent field is disabled.

**Breakpoint Type.** The breakpoint type can be any of the following: Stratified, Sliding, or Flat.

- **Stratified:** If there are multiple breakpoints, the tenant pays a specified rate for each breakpoint included in the sales amount. The stratified breakpoint type works similarly to tax brackets: A tenant pays one rate for the first bracket, and a different rate for the incremental amount over the second bracket.
- **Flat:** If there are multiple breakpoints, the tenant pays only the rate associated with the last breakpoint included in the sales amount. The rate is charged only on the amount above the breakpoint.
- **Sliding:** If there are multiple breakpoints, the tenant pays only the rate associated with the last breakpoint included in the sales amount. The rate is charged for the

entire sales amount.

**UOM.** The unit of measure defaulted from the main Variable Rent window. This field is display-only.

### Breakpoint Volume Region

**Num.** The system-generated, sequential item number.

**Period Breakpoint Volume: From or To.** These fields are conditionally dependent on the break type. If the break type is natural, these fields are system-calculated as follows: Base rent / Natural break rate. If the break type is artificial, these fields are either system-generated or user-entered, depending on several factors. If you enter the period breakpoint volume, Property Manager automatically calculates the group breakpoint volume. Similarly, if you enter the group breakpoint volume, Property Manager automatically calculates the period breakpoint volume.

**Group Breakpoint Volume: From or To.** These fields are conditionally dependent on the break type. If the break type is natural, these fields are system-calculated as follows: Base rent / Natural break rate. If the break type is artificial, these fields are either system-generated or user-entered, depending on several factors. If you enter the group breakpoint volume, Property Manager automatically calculates the period breakpoint volume. Similarly, if you enter the period breakpoint volume, Property Manager automatically calculates the group breakpoint volume.

**Rate.** The rate to be used in calculating variable rent. This field is required. If the break type is natural, Property Manager defaults the natural break rate value to the Rate field. You can override this value.

**Comments.** Use this field to enter comments about the breakpoint.

### Volume History Window Reference

**Channel.** The business channel, defaulted from the Line Items window. This field is display-only.

**Product Category.** The product category, defaulted from the Line Items window. This field is display-only.

**UOM.** The unit of measure, defaulted from the main Variable Rent window. This field is display-only.

**Reporting.** The reporting frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Invoicing.** The invoicing frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Period Num.** The period number, defaulted from the Variable Rent window. This field is display-only.

**Start Date.** The period start date, defaulted from the Variable Rent window. This field is

display-only.

**End Date.** The period end date, defaulted from the Variable Rent window. This field is display-only.

**Num.** The system-generated item number. These numbers are generated sequentially.

**From.** The From date of a sub-period for which the volume is applicable, entered by the user. This date must be within the volume rent period.

**To.** The To date of a sub-period for which the volume is applicable, entered by the user. This date must be within the volume rent period, and must be greater than or equal to the from date.

**Group Date.** The group date is based on the From and To dates that you entered. You can report sales on a daily, weekly, or bi-weekly basis. Property Manager allows you to associate multiple transactions or sales volumes with the same group date. Property Manager generates group dates based on the reporting frequency input in the Variable Rent Dates window. This field is display-only.

## Actual Tabbed Region

**Reporting Date.** The user-entered date on which volumes are reported. The date must be within a variable rent period. This date is optional.

**Due Date.** The date on which volume reporting is due, derived based on the Reporting Due Date (Day of Month) or the Reporting Due Date (# of Days After) entered in the Variable Rent Dates window. This date must be within a variable rent period. You can change the value of this field.

**GL Account.** The GL account associated with the actual amount. This field is optional and does not affect the calculation of variable rent amounts.

**Amount.** The actual amount of volume. If invoicing is on actual, then you are required to enter the actual amount in this field. If invoicing is on forecasted, this field is optional. You must enter an actual amount to run the Reconcile Variable Rent concurrent program.

**Cumulative.** The cumulative actual amount. This field is display-only.

**Status.** The status of reported sales, either Draft, On Hold, or Approved. The default is Draft. This field is for information purposes only.

**Report Type.** The Report Type used to report sales. This field is optional. This field is for information purposes only.

**Certified By.** The user ID of the person who certified the volume amount and changed the status from Draft or On Hold to Approved. This field is display-only and defaults to the signed on user. This field is for information purposes only.

**Transferred check box.** A system-activated check box that indicates that the invoicing period that includes this transaction has been transferred to the lease. You cannot update this check box. This check box is activated only if invoicing is on actual.

**Account Name.** The account type automatically displayed by Property Manager, based on the GL accounts you entered.

**Comments.** Use this field to enter comments about the volume history.

### Forecasted Tabbed Region

**GL Account.** The GL account associated with the forecasted amount. This field is optional and does not affect the calculation of variable rent amounts.

**Amount.** The forecasted volume. If invoicing is on forecasted, you are required to enter an amount in this field.

**Cumulative.** Cumulative amount of the forecasted volume. This field is display-only.

**Transferred.** A system-activated check box that indicates that the invoicing period that includes this transaction has been transferred to the lease. You cannot update this check box. This check box is activated only if invoicing is on forecasted.

**Account Name.** The account type automatically displayed by Property Manager, based on the GL accounts you entered.

**Comments.** Use this field to enter comments about the volume history.

### Variance Tabbed Region

**Amount.** The actual volume amount minus the forecasted amount. This amount is calculated by Property Manager.

**Cumulative.** The running total of the Actual-Forecasted calculated field.

**Transferred.** A system-activated check box that indicates that the invoicing period that includes this transaction has been transferred to the lease. You cannot update this check box. This check box is checked only if invoicing is on forecasted, you have run reconciliation, and data has been transferred.

**Comments.** Use this field to enter comments about the volume history.

### Deductions Window Reference

**Channel.** The line item sales type, defaulted from the selected line item number. This field is display-only.

**Product Category.** The line item product type, defaulted from the selected line item number. This field is display-only.

**UOM.** The unit of measure, defaulted from the main Variable Rent window. This field is display-only.

**Reporting.** The reporting frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Invoicing.** The invoicing frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Period Num.** The period number, defaulted from the Variable Rent window. This field is display-only.

**Start Date.** The period start date, defaulted from the Variable Rent window. This field is display-only.

**End Date.** The period end date, defaulted from the Variable Rent window. This field is display-only.

**Num.** The system-generated, sequential record number.

**From.** The From date of the sub-period for which deductions are applicable, entered by the user. This date must be within the deductions period.

**To.** The To date of the sub-period for which deductions are applicable, entered by the user. This date must be within the deductions period, and must be greater than or equal than to the from date.

**Group Date.** The group date is based on the From and To dates that you entered. You can report sales on a daily, weekly, or biweekly basis. Property Manager allows you to associate multiple transactions or sales volumes with the same group date. Property Manager generates group dates based on the reporting frequency input in the Variable Rent Dates window. This field is display-only.

**GL Account.** You can use this field to enter a GL account for the deduction source (typically, a sales account). This field is optional and does not affect the calculation of variable rent amounts.

**Deduction Type.** The type of the deduction. Examples of deduction types include: employee sales, damaged goods, and bad debt.

**Amount.** The amount of the deduction.

**Cumulative.** The running total of deduction amounts. This field is display-only.

**Transferred.** A system-activated check box that indicates that the invoicing period that includes this transaction has been transferred to the lease. You cannot update this check box. This check box is checked only after you have run reconciliation and data has been transferred.

**Account Name.** The name of GL account associated with the deduction. This field is display only and populated based on the GL account you select.

**Comments.** Use this field to enter comments about the deduction.

## Constraints Window Reference

**Reporting.** The reporting frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Invoicing.** The invoicing frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Period Num.** The period number, defaulted from the main Variable Rent window. This

field is display-only.

**Start Date.** The period start date, defaulted from the main Variable Rent window. This field is display-only.

**End Date.** The period end date, defaulted from the main Variable Rent window. This field is display-only.

**UOM.** The unit of measure, defaulted from the main Variable Rent window. This field is display-only.

**Num.** The system-generated, sequential record number.

**Category.** The category of the constraint is set to Variable Rent. This field specifies the rent type to which constraints are to be applied.

**Type.** The type of constraint, either Maximum or Minimum. This value specifies the ceiling or floor of the constraint amount.

**Amount.** The actual constraint amount.

**Comments.** Use this field to enter comments about the constraint.

## Variable Rent - Line Item Window Reference

**Channel.** The business channel, defaulted from the Line Item window. This field is display only.

**Product Category.** The product category, defaulted from the Line Item window. This field is display only.

**Invoicing.** The invoicing frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Reporting.** The reporting frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**UOM.** The unit of measure, defaulted from the main Variable Rent window. This field is display-only.

**Period Number.** The period number, defaulted from the Variable Rent window. This field is display-only.

**Period Start Date.** The period start date, defaulted from the Variable Rent window. This field is display-only.

**Period End Date.** The period end date, defaulted from the Variable Rent window. This field is display-only.

## Summary Tabbed Region

**Num.** The system-generated, sequential record number.

**Invoice Date.** The date on which the invoice is created.

**Forecasted Variable Rent.** The forecasted variable rent, defaulted from the Forecasted

tabbed region.

**Actual Variable Rent.** The actual variable rent, defaulted from the Actual tabbed region.

**Cumulative Forecasted.** The cumulative forecasted amount, defaulted from the Forecasted tabbed region.

**Cumulative Actual.** The cumulative actual amount, defaulted from the Actual tabbed region.

### Actual Tabbed Region

**Gross Volume.** The summary of all sales for the invoice date. This amount is derived from the Volume History window.

**Deductions.** The deductions amount, displayed from the Deductions window.

**Net Amount.** Displays the subtractions of deductions from the gross volume.

**Cumulative Volume.** The running total of the net amount for the invoicing period.

**Actual Variable Rent.** The sum of actual rent for all group dates within an invoicing period. You can view actual variable rent for the group date by choosing the Details button.

**Cumulative Actual Variable Rent.** The running total of the calculated actual variable rent.

**Details button.** Opens the Variable Rent Details window, which shows variable rent calculation details for a particular period.

### Forecasted Tabbed Region

**Forecasted Amount.** The sum of all forecasted volume reported for all group dates within an invoice date.

**Cumulative Volume.** The running total of the forecasted volume amount for the invoicing period.

**Forecasted Variable Rent.** The sum of forecasted rent for all group dates in this invoicing period. You can view forecasted variable rent for the group date by choosing the Details button.

**Cumulative Variable Rent.** The running total of the calculated forecasted variable rent.

**Details button.** Opens the Variable Rent Details window, which shows variable rent calculation details for a particular period.

### Variable Rent - Period Window Reference

**Invoicing.** The invoicing frequency, defaulted from the Variable Rent Dates window. This field is display-only.

**Reconciliation.** The reporting frequency, defaulted from the Variable Rent Dates

window. This field is display-only.

**Period Number.** The period number, defaulted from the Variable Rent window. This field is display-only.

**Period Start Date.** The period start date, defaulted from the Variable Rent window. This field is display-only.

**Period End Date.** The period end date, defaulted from the Variable Rent window. This field is display-only.

**UOM.** The unit of measure, defaulted from the main Variable Rent window. This field is display-only.

**Num.** The system-generated, sequential record number.

**Invoice Date.** Identifies the invoicing sub period.

**Create Terms check box.** Indicates whether a payment or billing term should be created. When you check the Create Terms check box for one or more invoice dates and save the record, the Create Terms concurrent request is initiated to create payment or billing terms for the variable rent amounts. The Term Details button becomes enabled, so that you can navigate to the Term Details window, review the payment or billing amount, and approve/transfer a term amount to the main lease.

If you change data and recalculate variable rent after a term is created, then the existing payment term is erased, and the Create Terms check box is automatically unchecked.

If invoicing is on Actual, the Create Terms check box is enabled only in the Actual tabbed region. If invoicing is on Forecasted, the Create Terms check box is enabled in the Forecasted tabbed region. This check box is enabled in the Summary tabbed region only if invoicing is on forecasted and forecasted rent amounts have been transferred.

**Reconcile button.** This button runs the Reconciliation concurrent request to calculate actual variable rent and the variance (Actual - Forecasted) rent amount for an invoicing period. The actual rent is compared with the forecasted rent for an invoicing period, and the difference between the two figures is the reconciliation amount for an invoice.

This field is enabled only when all of the following are true:

- Invoicing is on forecasted and the forecasted rent amount has been transferred
- Actual amounts are entered for any transferred group date

**Approve button.** This button approves variable rent amounts. If the term amount is \$0, you must use this button to approve the term.

**Term Details button.** Opens the Term Details window that is used to transfer calculated amounts to the main lease. This button is enabled only after you create a term. When invoicing is on forecasted, and forecasted rent is already paid, the Term Details button is disabled until you run the Reconcile Variable Rent concurrent program.

## Summary Tabbed Region

**Forecasted Variable Rent.** The forecasted variable rent, defaulted from the Forecasted tabbed region.

**Actual Variable Rent.** The actual variable rent, defaulted from the Actual tabbed region.

**PTD Variance.** The difference between actual and forecasted amounts (Actual - Forecasted).

**YTD Variance.** The year-to-date difference between actual and forecasted amounts (Actual - Forecasted).

## Actual Tabbed Region

**Actual Variable Rent.** The sum of the actual variable rent amounts calculated for all line items.

**Constrained Variable Rent.** The actual variable rent amounts after constraints are applied.

**Rolling Allowance.** This field indicates the rolling abatement allowance, if you entered an abatement amount in the Agreement tabbed region of the Variable Rent window.

While deductions are applied to volumes before calculating variable rent, abatements are applied after the variable rent amount has been calculated and constrained. Therefore, abatements are applied later in the process, and are typically applied only for the variable rent period. If abatement amounts are not used, they are carried over to the next period. You can overwrite the field value. See: Rolling Allowance Abatement, page 6-11.

**Recurring Abatement.** Recurring abatements occur every invoicing period. You can select any payment/billing terms to be used for this abatement, for example, Prepaid Base Rent, or Base Rent + Operating Expenses. Property Manager calculates the total abatement amount by adding up selected payment/billing terms amounts for all group dates within an invoicing period. The resulting sum is displayed as the recurring abatement for the invoicing period.

**Recurring Abatements Override.** You can override the system-calculated recurring abatement amount.

**Negative Rent Applicable.** If part of the available negative rent amount is applied against a positive rent invoice, this amount is displayed in this field.

**Approved Variable Rent.** Property Manager keeps track of approved and transferred variable rent amounts for adjustment purposes. If you create an adjustment on an invoice date, Property Manager populates approved amounts in the Approved Variable Rent field, and displays the adjustment amount in the Actual Variable rent field.

**Actual Variable Rent.** The actual variable rent amounts after constraints and abatements have been applied.

**Cumulative Variable Rent.** The running total of the actual variable rent amounts for the period.

**Transferred check box.** The system-activated check box that indicates that the actual rent for this invoicing period has been transferred to the lease.

**Abatement Details button.** This button opens the Abatement Details window. The Abatement Details window shows all payment/billing terms from the main lease that are associated with the variable rent period and with the specified invoicing period. It allows you to select the payment/billing terms you want to use as abatements (recurring abatements) to the actual rent calculated for the invoicing period.

### **Forecasted Tabbed Region**

**Forecasted Variable Rent.** The sum of the forecasted variable rent amounts for all line items.

**Cumulative Variable Rent.** The running total of the calculated forecasted variable rent for the period.

**Transferred.** The system-activated check box that indicates that the forecasted rent for this invoicing period has been transferred to the lease.



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## Recovery Expense

This chapter details the functionality that Oracle Property Manager provides landlords for calculating and recovering expenses such as those for common area maintenance from tenants.

This chapter covers the following topics:

- Overview of Recoveries
- Recovery Agreements
- Calculate Recovery Agreement
- Recovery Window References
- Recovery Field References

### Overview of Recoveries

The Recoveries feature supports the calculation and reconciliation of common area maintenance (CAM) expenses. CAM is important to any landlord that has multiple tenants in a single property and any tenant that shares a property with other tenants.

Property Manager supports the recovery and verification of the following types of recoverable costs:

- Common area maintenance costs
- Insurance
- Taxes

Common area maintenance (CAM) costs are incurred in the operation, management, and maintenance of the common area of a facility. CAM expenses can include, but are not limited to, the following.

- Personnel - administration and security expenses

- Facility Structure - floors, ceilings, roofs, parking areas, and maintenance expenses
- Operations - cleaning and sewage
- Utilities - water, electricity, gas
- Appearance - painting, fixtures, signage, seasonal decorations, landscaping, snow and trash removal

While calculating recovery cost, landlords bill tenants an estimate of CAM costs throughout the year. Once a year, the actual CAM expenses are summarized and allocated out to the tenants of a particular property for that year. The prorata share of CAM expense is calculated for each tenant and is offset with the estimates paid for that year. The difference is either billed or reimbursed to the tenants.

CAM reconciliation is often difficult, time-consuming, and prone to error. Oracle Property Manager provides the structure to automate this process to save time, make verification easier, and improve accuracy. Oracle Property Manager enables landlords to maximize revenue with the ability to allocate the CAM costs back to the tenants in accordance with the terms and conditions of the lease. From a landlord perspective, CAM functionality is critical as it involves complex calculations that can be different for every lease.

Oracle Property Manager provides four recovery calculation methods for the three recovery types of CAM, Taxes, and Insurance. The four recovery calculation methods include the following:

- Prorata share
- Fixed or constant charges
- Fixed rate or cost per area
- Fixed percentage of total expense incurred on the property

Oracle Property Manager Recoveries functionality uses the following variables:

- Expense: total expense incurred on property stored in General Ledger
- Area: total property area or the total assignable area
- Tenant's Area: area occupied by tenant

Oracle Property Manager also factors in the time period the tenant occupies a space and the multiple percentage.

## Prerequisites for Recoveries

Before the recoveries process begins, the following prerequisites must be met.

- A property must be defined in Property Manager.
- The property must have one or more buildings defined.
- The building(s) must have at least one floor and one office.
- A lease must be abstracted.
- The lease must have at least one primary tenancy.
- A tenant must be assigned to a space.
- The billing or payment terms that will be used for recoveries must be defined for the lease.
- The Recoverable check box on the Billings or Payment tabbed region must be checked for each recoverable cost.

### **Defining Recovery Billing Terms**

In the typical recovery process, landlords estimate annual recovery costs and distribute it between the tenants based on the tenants' occupied area. The tenants are billed accordingly throughout the year.

Landlords bill tenants for each type of expense to be recovered. For example, if a lease between a landlord and tenant includes terms for the tenant to pay a share of CAM expenses and taxes, then the landlord would enter two billing terms expense types: CAM and Taxes. A billing term is entered for each expense type. For each recoverable billing term, the Recoverable check box in the Billing tabbed region of the Leases window must be checked.

For information on entering billing terms, see: *Entering Billing Information*, page 4-69.

### **Billing Recovery Estimates**

The landlord approves authorized schedules for the recovery calculation and exports the recovery amount to Oracle Receivables. In recoveries, the billed recovery amount is the total of expenditure items exported from the main lease for the recovery calculation period.

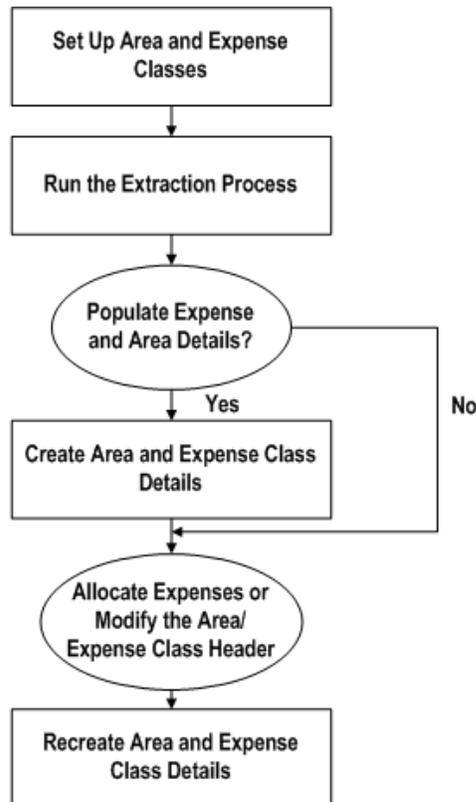
For example, if the authorized schedule for recovery costs is \$1,000 per month and the billing items for the past twelve months have been exported to AR, then the billed recovery amount for that year will be \$12,000.

For information on creating recovery schedules and exporting billed recovery amounts, see: *Payment and Billing Events and Schedules*, page 4-38.

## Recovery Setup

In Property Manager, recovery costs are calculated by dividing the total expense incurred on a property by the area of the property and prorating the result by the tenant's occupied area. The expense class definition drives total expense, and the area class definition drives total area, used in the recovery calculation. Recovery setup involves the creation of the area and expense classes. The following diagram represents the recovery setup and extraction process.

### Recovery Setup and Extraction Process



The recovery setup process begins with the creation of area and expense classes. After area and expense classes are created, a concurrent program is run to extract recoverable expenses. You can use the concurrent program to populate the area and expense class details, or allocate expenses and modify the area and expense classes, and populate class details later. After the area and expense class details are created, it can be used in the recovery calculation.

## Area Class Setup

Before the recovery costs can be calculated, you must create an area class. Area classes are set up to correspond to expense classes. They define a property, location, or both,

and the exclusions of contributors area, expenses, or both. Area classes are used to determine the total assignable area, which is the denominator in the recovery calculation.

An area class is set up for either an entire property, or for a group of tenants, depending on the expense type. For example, an expense type of Food Court would only be applicable to food court tenants, and the area denominator for each food court tenant would be the total area of the food court tenants.

For an expense type of Tax that is incurred for an entire property, all the tenants would be responsible for the recovery cost, and the area denominator for each tenant would equal the total area of the property or location.

### Area Class Example AC10

The text and table below represents the Area Class region of the View Area Class window for the AC10 area class number.

#### View Area Class: Area Class Details

Field	Data
Area Class Number	AC10
Area Class Name	Tot_Area
Area Class Description	Total Area
Property Name	P1
Location Code	B3
Portion %	100

If no exclusions are specified, the total area of location B3 will be used as the area denominator for the recovery calculation.

If a major tenant's area is excluded from the area class, the major tenant is deemed a contributor.

A contributor is a tenancy type, which is a combination of recovery space standard and recovery type, whose area or prorata share of expenses, or both, are excluded from the calculation of the total assignable area or the total expenses for all other tenants in an area class. The exclusion of area, expense, or both, is determined by the Exclusion Type field. Area exclusions reduce total assignable area, and expense exclusion reduces total expenses.

The area being excluded is the contributor's area. If no contributors exist for a property

area, exclusions are not entered.

### Area Class Example AC20

The text and table below represents the Area Class region of the View Area Class window for the AC20 area class number.

#### View Area Class: Area Class Details

Field	Data
Area Class Number	AC20
Area Class Name	Tot_Area_no_maj_sp
Area Class Description	Total Area No majors are included.
Property Name	P1
Location Code	B3
Portion %	100

The text and table below represents the Area Class Exclusions region of the View Area Class window for the AC20 area class number. The major tenants are contributors, and the area of these tenants is excluded from the total property area. In this example, as specified by the relation, all major tenants would be contributors to the total area of location B3.

#### Area Class Exclusions

Space Standard	Recovery Type	Relation	Area	Exclusion Type
Exterior	Majors	NA	NA	Area

As illustrated in the example above, to exclude an individual tenant area, recovery expense contributions, or both, you must specify the area class exclusions. Exclusions require a recovery type, which defines the type of tenant that occupies a property. Examples of recovery types are Major, Cinema, Food Court, Freestanding, Kiosk, Pad, and Specialty. Recovery types are user-defined.

Exclusions also require a space standard. The space standard describes the usability or quality of a location. A space standard is classified as either interior or exterior. Interior means the entrance to the tenant occupied space is only from inside the building. Exterior means the entrance to the tenant occupied space is from both inside and

outside the building. Space standards are user definable.

To exclude tenants of specified space standard and recovery type combination, the Relation and Area fields must be specified. The relations available include the following:

- All
- Greater Than
- Lesser Than
- Greater or Equal To
- Lesser or Equal To

The exclusion type must be specified for each exclusion record. The exclusion type defines whether contributors area, expenses, or both, will be excluded from the total assignable area or total expense. There are three possible exclusion type values: Area, Prorata Share, or Both.

**To set up area classes:**

1. Navigate to the Create Area Class window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Setup: Area Classes: Create Area Class.
2. Enter values for the following fields in the Area Class Details region:
  - Operating Unit
  - Area Class Number
  - Area Class Name
  - Area Class Description
  - Property Name
  - Location Code
  - Portion %
3. Optionally, if specifying contributors, enter values for the following fields in the Area Class Exclusions region:
  - Space Standard
  - Recovery Type

- Relation
- Area
- Exclusion Type

**Note:** If you are creating an area class for an entire property, you do not need to specify exclusions.

**Note:** All tenants of a specified space standard or recovery type, whose area satisfies the relation criteria, are contributors. Either the contributor's area or prorata share, or both, will be excluded from the area or expense during the recovery calculation, based on the choice of the exclusion type.

4. Choose Apply.

## Expense Class Setup

An expense class is a group of the tenants that are responsible for paying a certain type of expense. The expense class associates the expense type to properties or locations, or both. For each expense type, the expense class specifies the tenancy types, such as the combination of recovery space standard and recovery type that will contribute to the recovery expenses.

The expense class can be set up to include either all tenants in a property, or a group of tenants, depending on the types of expenses for which the tenants are responsible.

For example, for an expense type of Tax, incurred for an entire property, all the tenants would be responsible for the recovery cost. If there are no contributors, the numerator in the recovery calculation would equal the total tax amount incurred for the property.

### Expense Class Example EC10

The text and table below represents the Expense Class region of the View Expense Class window for the EC10 expense class number.

#### View Expense Class: Expense Class Details

Field	Data
Expense Class Number	EC10
Expense Class Name	TAX

<b>Field</b>	<b>Data</b>
Expense Class Description	Tax Expense Class
Property Name	P1
Location Code	B3
Currency	USD
Portion %	100
Fee% before contributors	NA
Fee % after contributors	NA

The text and table below represents the Expense Type region of the View Expense Class window for the EC10 expense class number.

#### **Expense Type Region**

<b>Expense Type</b>	<b>Inclusions</b>
Taxes	NA

Expense type inclusions are entered for each expense type specified in the expense class. There may be more than one expense type defined in the expense class. The text and table below represents the Expense Class Type Inclusions region of the View Expense Class window for the EC10 expense class number.

#### **Expense Class Type Tax Inclusions**

<b>Space Standard</b>	<b>Recovery Type</b>	<b>Share %</b>	<b>Fee % Before Contributors</b>
Exterior	Majors	100	20
Interior	Food court	100	20
Interior	Specialty	100	20

In the above example, all tenants on the property pay taxes. So, all tenancy types are

included in the expense class type inclusions. The expense class numerator for each of the tenant recovery calculations is the total tax expense amount incurred on the property unless the contributors are specified. In a different example, an expense type of Food Court would only be applicable to food court tenants, and the expense numerator for each food court tenant would be the total food court expense amount.

### Expense Class Example EC30

The text and table below represents the Expense Class region of the View Expense Class window for the EC30 expense class number.

#### View Expense Class: Expense Class Details

Field	Data
Expense Class Number	EC30
Expense Class Name	Food Court
Expense Class Description	Food Court Expense
Property Name	P1
Location Code	B3
Currency	USD
Portion %	100
Fee% Before Contributors	NA
Fee % After Contributors	NA
Area Class Defaults	NA

The text and table below represents the Expense Type region of the View Expense Class window for the EC30 expense class number.

#### Expense Type Region

Expense Type	Inclusions
Food Court	NA

The text and table below represents the Expense Class Type Inclusion region of the View Expense Class window for the EC10 expense class number.

**Expense Class Types: Food Court Inclusions**

<b>Space Standard</b>	<b>Recovery Type</b>	<b>Share %</b>	<b>Fee % Before Contributors</b>
Interior	Food court	100	NA

In the above example, only food court tenants are included in the expense class.

**To set up expense classes:**

1. Navigate to the Create Expense Class window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Setup: Expense Classes: Create Expense Class.
2. Enter values for the following fields in the Expense Class Details region:
  - Operating Unit
  - Expense Class Number

**Note:** If the Automatic Number Generation (Recovery Expense) system option is set to Yes, Oracle Property Manager enters a number automatically. See System Options in Oracle Property Manager, *Oracle Property Manager Implementation Guide*.

- Expense Class Name
- Expense Class Description
- Property Name
- Location Code
- Currency
- Portion %
- Fee % Before Contributors
- Fee % After Contributors
- Area Class Default

3. Enter the Expense Type in the Expense Class Types region.
4. Choose Inclusions.
5. Enter Values for the following fields in the Create Expense Class Types region:
  - Space Standard
  - Recovery Type
  - Share % (for the expense type)
  - Fee % Before Contributors (for the expense type)
6. Choose Apply.

## Load Expenses from Oracle General Ledger

You can extract selected expense amounts from Oracle General Ledger and load them into the Expense Lines interface table using the Extract Expenses from GL concurrent program. For details, see *Extract Expenses from GL*, page B-16.

The Extract Expenses from GL concurrent program uses an intersection or mapping table to map selected ranges of General Ledger accounts to a location and expense type. This table contains the following information:

- The definition of the location to which the expenses are mapped.
- The expense accounts that are mapped to the location.
- The expense types that are assigned to expense accounts.
- The flag indicating whether or not the expense amount is recoverable.

## Creating a General Ledger Expense Account Mapping

To create a General Ledger expense account mapping:

1. Navigate to the Expense Account Mapping window by choosing Setup: Expense Account Mapping.
2. Fill in the required fields.
3. Choose Save to save your mapping.

## General Ledger Expense Account Mapping Field Descriptions

- Mapping Name: Enter a name for the General Ledger expense account mapping.

This field is required.

- Property Name: Choose a valid value from the list of values. This field is optional.
- Location Type: Choose a valid value from the list of values. This field is optional.
- Location Code: Choose a valid value from the list of values. This field is optional.
- GL Account From: Enter the beginning account segment values of the account range to include in the account mapping.
- GL Account To: Enter the ending account segment values of the account range to include in the account mapping.
- Expense Type: Enter the expense type to associate with the General Ledger accounts and location.
- Effective From: The beginning date from which the mapping is effective.
- Effective To: The ending date to which the mapping is effective.
- Recoverable: Check the check box to mark the expense as recoverable when it is imported to expense details.

## Import Recovery Expense Lines

After you extract the selected expense amounts from Oracle General Ledger and load them into the Expense Lines interface table, use the Recovery Module Expense Lines Extraction concurrent program to import the selected recovery expense lines into the Recovery Expense Lines table. See: Recovery Module Expense Line Extraction, page B-22.

**Tip:** You can set the Recovery Module Expense Line Extraction program to run automatically when you run the Extract Expenses from GL program. See: Extract Expenses from GL, page B-16.

## Related Topics

PN\_REC\_EXP\_ITF, *Oracle Property Manager Implementation Guide*

## Purge the Expense Lines Interface Table

Use the Recovery Module Expense Lines Interface Table Purge concurrent program to purge the records contained in the PN\_REC\_EXP\_ITF open interface table. See: Recovery Module Expense Lines Interface Table Purge, page B-24.

## Recovery Extract

When you extract expenses using the Extract Expenses from GL concurrent program or the Expense Lines interface table, you can also populate the area and expense class details. If you populate the details, Oracle Property Manager generates area and expense class details through the expense extraction concurrent programs. If any changes are made to the area and expense class setup, or if expenses are to be allocated, then class details must be regenerated.

If you choose not to populate the area and expense class details, you can allocate expenses, change the area and expense class setup, and modify the extracted recovery expenses. You can populate the class details at a later time.

For information on the Populate Recoveries with Expenses concurrent program, see: Recovery Module Expense Line Extraction, page B-22 and Extract Expenses from GL, page B-16.

The table below is a representation of the Recovery Expenses window after the successful completion of the extraction program. The key for the table is:

- Loc - Location
- Exp - Expense
- Alloc - Allocated
- Rec - Recoverable

Loc Code	Exp Acct	Exp Type	Budget Exp	Actual Exp	Actual % Alloc	Amount Alloc	Rec
B3	6001	Main Mall expenses: Air Conditioning	NA	780,000	NA	NA	NA
B3	6002	Main Mall expenses: CAM Operating expenses	NA	1,750,000	NA	NA	NA
B3**	6003	Main Mall expenses: Food court	NA	55,000	NA	NA	NA

Loc Code	Exp Acct	Exp Type	Budget Exp	Actual Exp	Actual % Alloc	Amount Alloc	Rec
B3*	5001	Tax expenses	NA	550,000	NA	NA	NA
B3	4001	Insurance expenses	NA	610,000	NA	NA	NA
Major-DS	3001	Major expenses	NA	100,000	NA	NA	NA
Major-S	3002	Major expenses	NA	50,000	NA	NA	NA

**Legend:**

\* Expenses that would belong to class EC10

\*\* Expenses that would belong to class EC30

The expense class details must be recreated in the following scenarios:

- The expense amount of any expense line is updated.
- The expense amounts are further allocated.

See: Expense Allocation Example, page 7-15.

**Expense Allocation Example**

The following is an example of expense allocations. Since the property includes several buildings, and the expense extract was done for the entire property, you may wish to distribute the total expense amount between buildings on the property. The total of the distributed amount must add to 100 percent.

The property (P10) has three buildings (B1, B2, and B3). The extract creates a recovery expense line (Security) with an expense amount that is applicable to the entire property. The recovery expense line is represented by the following table.

Property Name	Expense Account	Expense Type	Budget Expense Amount	Actual Expense Amount	Actual % Allocated	Actual Amount Allocated
P10	7001	Security	NA	550,000	100	550,000

The security amount may need to be distributed between the three buildings on the

property. The expense amount would typically be distributed between the buildings and to different accounts. The following table represents an example of expense allocation or expense distribution:

<b>Location Code</b>	<b>Expense Account</b>	<b>Expense Type</b>	<b>Budget Expense Allocated</b>	<b>Budget % Allocated</b>	<b>Actual % Expense Allocated</b>	<b>Actual % Allocated</b>
B1	7001-10	Security personnel	NA	NA	250,000	45
B2	7001-20	Security equipment	NA	NA	180,000	33
B3	7001-30	Security uniform	NA	NA	120,000	22

## Create Area Class Details

Area class details can be created through the Extract Expenses from GL or Populate Recoveries with Expenses concurrent program, or they can be generated from the Area Class Details window. Area class details include property data, occupancy and vacancy details, and area totals for a specific period of time.

Occupancy and vacancy details list all tenants that occupy space, and all space that is vacant, for a specified period of time. Each property unit record displays the assignable, assigned, and occupied area of a tenant or the vacant area of a space. The weighted average is calculated for all tenant records. The Exclude Area and Exclude Prorate Share check boxes identify contributors for each record. The total area for all records is computed for the specified as of date. The following area values are calculated as of a specified date:

- Total Assignable Area
- Total Occupied Area
- Total Vacant Area
- Total Weighted Average Area

Total areas are displayed in the Area Class Details region of the View Area Class Details window. Only units of property for which the Included in Total check box is checked contribute to the totals. These units can either be occupied by tenants or vacant.

For example, if area class details are created for the period of January 1, 2001 to December 31, 2001, the as of date is August 1, 2001, and a tenant occupies Unit A from October 1, 2001 to the end of the year, then Property Manager creates two records for

Unit A.

The first record shows that Unit A is 100 percent vacant, and the assigned area, occupied area, and weighted average are equal to zero. The Included In Total check box is checked, and the unit's area is counted in the totals as of August 1, 2001.

The second record shows that Unit A is fully occupied during the last part of the year. Since the tenant occupies Unit A from October 1 to the end of the year, the tenant occupancy percent is equal to 25.21 percent, and the weighed average area is calculated as occupied area \* occupancy percent.

The Included In Total check box is not checked for the second record because the tenant was not physically occupying the space on August 1, 2001.

The units of property with the Exclude Area check box checked are considered to be contributors for the property, and their area is excluded from the total property area when recovery is calculated.

Units of property with the Exclude Prorata Share check box checked are contributors for the property expense. The prorata share of the tenants occupying the units will be excluded from the total expense during recovery calculation.

### Area Class Details Example

The text and table below represents the Area Class Detail region of the View Area Class Lines window for the AC10 area class number.

#### View Area Class Lines: Area Class Detail

Field	Data
Area Class Name	TOTAL_AREA
Area Class Number	AC10
Area Class Description	Total Property Area
Property Name	P1
Location Code	NA
As of Date	12/31/01
Period From Date	01/01/01
Period To Date	12/31/01

<b>Field</b>	<b>Data</b>
Portion %	100
Status	Open
Total Assignable Area	250,000
Total Override Assignable Area	250,000
Total Occupied Area	250,000
Total Override Occupied Area	250,000
Total Vacant Area	0
Total Override WA Area	250,000
Total Weighted Average Area	250,000
Total Excluded Area	0

The table below represents the first level, or tenant level, details generated for the area class AC10:

#### Occupancy and Vacancy Details

<b>Lease Name</b>	<b>Location Code</b>	<b>Start Date</b>	<b>End Date</b>	<b>Assignable Area</b>	<b>Assigned Area</b>	<b>Override Assigned Area</b>	<b>Vacant Area</b>
SVC	SVC100	01/01/01	12/31/01	250,000	250,000	NA	0

#### Occupancy and Vacancy Details (continued)

<b>Occupied Area</b>	<b>Occupied Area Override</b>	<b>Weighted Average</b>	<b>Weighted Average Override</b>	<b>Exclude Area</b>	<b>Exclude Prorata Share</b>	<b>Include in Total</b>
250,000	NA	250,000	NA	No	No	Yes

### **To create area class details:**

1. Navigate to the Area Class Details window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Area: Area Class Details.
2. Click Generate.
3. Enter the following fields in the Generate Area Class Details window:
  - Operating Unit
  - Area Class Name
  - Area Class Number
  - Property Name
  - Location Code
  - As Of Date
  - Start Date
  - End Date
  - Use Override Values
4. Choose Apply to generate area class details.

### **To view and modify area class details:**

1. Navigate to the Area Class Details window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Area: Area Class Details.
2. Enter the search parameters.
3. Choose Go. Area Class Details appear.
4. To view area class details, choose the link in the Area Class Name field.
5. To modify area class details, choose Select and Update.

## **Create Expense Class Details**

You can create expense class details by running the Recover Module Expense Line Extraction concurrent program or generate them from the Expense Class Details page. The expense class details combine the recovery expenses of a particular expense type

with the tenants that occupy the property space.

The concurrent program retrieves data from the Expense Lines interface table, and checks if any expense classes exist for the associated property. The system uses the expense class setup data and extracted recovery expense information to create expense details for the class.

There are two levels of expense class details. The first level, or the tenant's level, represents the total expense included in the expense class for a particular tenant. The lease name, customer name, and location code, along with original expense amount are displayed for each tenant record. The recoverable amount is derived by applying portion percent to the actual expense amount and the actual recoverable amount is calculated by applying the share percent and management fees, if applicable. The variance represents the difference between the original expense amount and the amount after portion percent, share percent, and fees are applied.

The second level, or the individual expense account level, displays the detailed split of the total expense. The actual account segments, expense types, and the expense amounts that comprise the total expense of a tenant are displayed. The expense amounts of individual accounts are displayed at this level. The original expense amounts are reduced by the portion and share percent, if applicable, and increased by the management fees to arrive at the actual recoverable amount of an individual expense account.

If both the fees before contributors and the fees after contributors are entered in the expense class setup, the fees before contributors will override the fees after contributors. The fees before contributors are applied when Property Manager generates the expense class details. The fees after contributors are applied in the recovery agreement for a tenant.

**Note:** To apply only the fees after contributors to a recovery calculation, do not enter the fees before contributors.

The fees before contributors can be defined during the setup of both levels: for the entire expense class and for individual expense types within the class. Fees entered at the expense type level take precedence over those entered for the entire expense class and will be applied at the individual expense account level of the expense class details.

For example, the fees defined at the individual expense type level are 10 percent for the expense type of Tax, and 15 percent for the expense type of CAM. If fees are then defined for the entire expense class equaling 20 percent, only fees at the individual expense type levels will be applied, 10 percent and 15 percent respectively, and the 20 percent fee for the expense class will be ignored.

**Note:** To apply the expense class fee, do not enter any fees for the individual expense type inclusions during the expense class setup. The fee will be applied to the total expense amount of a tenant.

You can use the share percentage to reduce the share of a specific expense for an individual tenant. Any share percentage defined at the expense type level in the expense class setup, will override a share percentage defined at the total expense level.

### Expense Class Details Example

The text and table below represents the Expense Class Details region of the View Expense Class Lines window for the EC10 expense class number.

View Expense Class Lines: Expense Class Details

Field	Data
Expense Class Number	EC10
Expense Class Name	CAM+Tax
Expense Class Description	CAM Operating Exp and Taxes
Property Name	P1
Location Code	B3
Recovery Expense Number	RE2002
From Date	01/01/02
To Date	12/31/02
Portion %	100
Fee% Before Contributors	NA
Fee % After Contributors	NA
Area Class Default	AC10
Status	Open

The table below represents the first level, or tenant level, details generated for the expense class EC10.

The key for the table is:

- Loc - Location

- Rec - Recovery
- Std - Standard
- Over - Override
- Cont - Contribution
- Var - Variance

**Note:** All amounts in the table are in multiples of 1000.

### Recovery Expense Lines

Lease Name	Cust Name	Loc Code	Rec Type Code	Rec Space Std Code	Actual Amt	Rec Amt	Share %	Over Fee% Before Cont	Actual Rec Amt	Var Amt
SVC 00	SVC	The SVC Specialty Unit 1	Specialty	Interior	160	160	NA	NA	156	4
MC 200	Mc Dun	MC 200	Food Court	Interior	230	230	NA	NA	230	0
WM 300	Wm-Markum	WM 300	Major	Exterior	230	230	NA	NA	230	0

The recoverable amount is determined by applying the portion percent to the actual amount. For example, if the actual amount for a tenant is \$160,000, and the portion percent is 50 percent, then the recoverable amount is \$80,000.

The actual recoverable amount is determined by applying the share percent and management fees to the recoverable amount. The actual recoverable amount for each tenant, which is derived in the expense class details, is used as the numerator for the recovery calculation in the recovery agreement. The unrecovered variance is the difference between the actual amount and the actual recoverable amount.

### Expense Class Line Details Example

The text and table below represents the Expense Class Line Details region of the View Line Details window for the EC10 expense class number.

### View Expense Class Line Details

Field	Data
Expense Class Number	EC10
Expense Class Name	CAM+Tax
Expense Class Description	CAM operating expense and taxes for a property
From Date	01/01/01
To Date	12/31/01
Actual Expense Amount	156,000
Portion %	80%

The table below represents the second level, or individual account level, details generated for the expense class EC10.

The key for this table is:

- Exp - Expense
- Desc - Description
- Amt - Amount
- Recov - Recoverable
- Cont - Contribution

**Note:** All amounts in the table are in multiples of 1000.

### Recoverable Amount Details

Exp Acct	Exp Acct Desc	Exp Type	Actual Amt	Recov Amt	Share %	Fee % Before Cont	Fee Amt Before Cont	Computed Recov Amt
5000 - 100	Ground Maint.	CAM Operating	50	40	100%	20%	8	48
5000 - 250	Snow Removal	CAM Operating	50	40	100%	20%	8	48
6000 - 200	Land Tax	Tax	60	48	100%	25%	12	60

**To create expense class details:**

1. Navigate to the Expense Class Details window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Expenses: Expense Class Details.
2. Choose Generate Class Details.
3. Enter the following fields in the Generate Expense Class Details window:
  - Operating Unit
  - Expense Class Name
  - Expense Class Number
  - Property Name
  - Location Code
  - Recovery Expense Number
  - Currency Code
  - Period Start Date
  - Period End Date
  - Use Override Values
4. Choose Apply to generate expense class details.

### To view and modify expense class details:

1. Navigate to the Expense Class Details window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Expenses: Expense Class Details.
2. Enter search parameters.
3. Choose Go. Expense Class Details appear.
4. To view expense class details, choose the link in the Expense Class Name field.
5. To modify expense class details, choose Select and Update.

### Related Topics

## Recovery Agreements

Recovery agreements define how recovery amounts are calculated and adjustments for recoveries billed over a given period. Generally, the recovery is done once a year after the year end. Recovery can be calculated more often if needed, such as in the case of new property developments, or when a new tenant is added in the middle of a year.

There are two steps involved in creating a recovery agreement. The first step includes entering the agreement details, such as tenant name, lease terms, and specifying recovery lines for all or part of the recovery agreement duration. The second step includes entering recovery lines details for the duration of a recovery agreement time period or less.

After the recovery agreement is set up, recovery can be calculated for specific periods. The recovery lines and line details of the specified periods are available for review after specifying the start date, end date, and the as of date of the period that needs to be calculated. One or more lines can be calculated simultaneously, and the Calculate Recovery concurrent program is available to calculate recovery for multiple agreements.

When the Calculate Recovery concurrent program completes, the recovery terms are populated. If subsequent changes are made to the recovery agreement or lines, you must recalculate to update the calculated data and recreate the recovery terms. By default, the recalculation process displays the last period calculated.

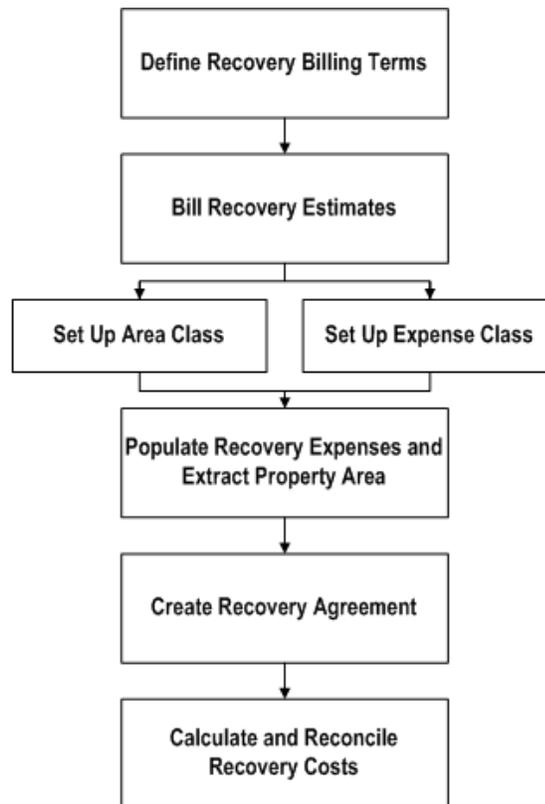
**Note:** If you recalculate an approved agreement line, a term for the adjustment amount will be created.

The Review Terms process is also period specific. The terms for the last calculated period are displayed by default.

Based on the Consolidate Recovery Terms system option, a term is created for each recovery line, or a consolidated term is created for all recovery lines for a period. All

recovery lines must be successfully calculated in order to view consolidated term. Individual recovery terms or a consolidated term can be reviewed, and the associated amount can be approved. The diagram below illustrates the landlord recovery process.

## Landlord Recovery Process



## Recovery Agreement Calculation Methods

The recovery calculation is performed by one of four methods. The calculation methods are Fixed Amount, Fixed Rate, Fixed Percentage or Prorata Share. The calculation method can be defined independently for each recovery line.

### Prorata Share

The Prorata Share calculation method computes the actual recovery amount based on the total expense incurred by a landlord for a property, the total area of the property, and the tenant specific recoverable area. The system also takes into account the period of time tenants occupy a space (occupancy percentage), and it applies a multiple that increases the standard recovery rate. The multiple is typically used with food court tenants.

The recovery amount that was billed to a tenant throughout the year, or Billed Recovery, is subtracted from the tenant's actual prorata share to determine the recovery

adjustment amount.

**Note:** If the main lease includes abatements that are marked as recoverable, the abatements will be automatically included in the billed recovery.

The reconciled or recovery adjustment amount is determined as follows:

Reconciled Amount = Actual Prorata Share - Billed Recovery

Entering the constraints and abatements for the actual recovery amount is an optional step. If the constraints or abatements are entered, they are applied to the actual recovery amount to determine the actual prorata share. The actual prorata share is calculated as follows:

Actual Prorata Share = Constrained and Abated Actual Recovery

The basic calculation for the tenant's actual recovery amount is as follows:

Tenant's Actual Recovery = (Tenant's Recoverable Area \* Occupancy %) \* (Total Expenses / Total Area) \* (Multiple %)

Where:

- Total Expenses: Is derived from the Expense class specified for a recovery line. See: Variables Used for Prorata Share Recovery Calculation., page 7-28.
- Total Area: Is derived from the Area class specified for a recovery line. See: Variables Used for Prorata Share Recovery Calculation., page 7-28.
- Multiple %: A deviation of the standard calculation. The multiple is typically used for prorata share of food court tenants to adjust their rate. See: Multiple %, page 7-30.
- Tenant's Recoverable Area: Is derived from the tenant's assigned area that is specified in the Area Class. See: Variables Used for Prorata Share Recovery Calculation., page 7-28.
- Occupancy %: Is calculated based on the degree of overlap between tenant's occupancy dates and recovery calculation period start and end dates.

## Fixed Rate

The Fixed Rate calculation method uses a fixed dollar per area amount and remains as a constant charge every year. If constraints are defined, this charge can increase from year to year by a specific percentage.

A fixed rate recovery must be entered for the recovery lines, and the manually entered tenant recoverable area is required for this type of calculation. The actual recovery amount is computed as follows:

Tenant's Actual Recovery = Fixed Rate \* Tenant's Recoverable Area \* (Occupancy %) \* (Multiple %)

Entering the constraints and abatements for the charge is an optional step. If the constraints or abatements are entered, Oracle Property Manager applies them to the recovery amount to determine the actual recovery amount. The billed recovery is subtracted from the actual recovery amount to derive the reconciled amount.

### **Fixed Amount**

The Fixed Amount calculation method uses a fixed dollar amount as the recovery amount. The fixed recovery amount remains as a constant charge every year. This charge can increase from year to year by a specific percentage if constraints are defined.

When this calculation method is used, a fixed amount of recovery must be entered for a recovery line. Entering constraints and abatements for the charge is an optional step. If the constraints and allocations are entered, Oracle Property Manager applies it to the recovery amount to determine the actual recovery amount. The billed recovery is subtracted from the actual recovery amount to derive the reconciled amount or recovery adjustment amount.

### **Fixed Percentage**

The Fixed Percentage method calculates the recovery amount based on the total recoverable expense incurred on the property and the manually entered fixed percentage amount. The total expense is derived from the expense class specified for a recovery line. Also, no constraints or abatements are applied to the recovery calculation when using this method. The actual recovery is computed as follows:

Actual Prorata Share = Total Expense \* Fixed %

The reconciled or recovery adjustment amount is determined as follows:

Reconciled Amount = Actual Prorata Share - Billed Recovery

### **Variables Used for Prorata Share Recovery Calculation**

The variables used in Recoveries are derived from several sources. The variables used in the prorata share recovery calculation include the following:

- Total Expenses
- Total Area
- Occupancy %
- Multiple %
- Tenant's Recoverable Area

## Total Expenses

The total expense amount is derived from the details of an expense class that are specified for a recovery line. Landlords and tenants often agree that the recoveries charges will be the excess of the expenses after the contributors have been accounted. The prorata share of certain contributors, if any, is excluded before the total expense is used to calculate the actual recovery.

The management fees after contributors are applied before the total expense is used to calculate the actual recovery.

**Note:** When using the Prorata Share calculation method, do not enter a management fee before and after contributors for the same expense class.

Total expense is only applicable to the Prorata Share and Fixed calculation methods.

## Total Area

The total area is derived from the details of an area class specified for a recovery line. You must specify the area type when you associate an area class to a recovery line. The total area can be one of the following five area types:

- Total Assignable Area
- Total Occupied Area
- Total Weighted Average Area
- Greater of Floor % Total Assignable Area or Total Occupied Area on the As of Date - Total Assignable or Total Occupied, option of Area Type field
- Greater of Floor % Total Assignable Area or Total Weighted Average Area - Total Assignable or Total Weighted Average, option of Area Type field

If the area type is either: Greater of Floor % Total Assignable Area or Total Occupied Area on the As of Date, and Greater of Floor % Total Assignable Area or Total Weighted Average Area, the Floor percentage is required.

A floor limits the cost per square foot that a landlord can charge, and also serves as a limit on under-occupancy. Floors only apply when the tenant lease is based on occupancy or weighted average. A floor compares the weighted average area number with a percentage of the gross leasable area, and takes the largest of the two. As the denominator in a tenant's calculation gets smaller, the cost per square foot, and the prorata share, will increase. A tenant may attempt to limit their exposure by requesting a floor on the value of the denominator that the landlord can use.

Typically, when there is a floor, the tenant forces a comparison between two area figures, and can choose the greater of the two. For example, a common floor could

include the following: The denominator of the weighted average area cannot be less than 80 percent of the total assignable area, which can also be expressed as: The greater of 80 percent Total GLA or WA.

Typically, the total weighted average and occupied area denominators are compared to a portion of the total assignable area. If the area class specifies contributors, then the comparison is as follows:

$(\text{Floor \%}) * (\text{Total Assignable Area} - \text{Contributors Total Assignable Area})$  vs.  $(\text{Weighted Average} - \text{Contributors Weighted Average Area})$

A value for the floor can be entered as a percentage value between 0 percent and 100 percent. The most common floors used are in the range from 75 percent to 95 percent.

**Note:** Total area is only applicable to the Prorata Share calculation method.

### Occupancy %

The occupancy percentage is calculated based on the degree of overlap between the tenant's occupancy dates and the recovery calculation period start and end dates.

### Multiple %

The multiple percentage is a deviation of the standard calculation. The multiple percentage is typically used for prorata share of food court tenants to adjust their rate. For examples, if the standard calculation determined interior tenants cost per area is \$18, food court tenants charges would be a multiple of that rate, for example  $2 * \text{CAM} = \$18 * 2 = \$36$  per square foot. Typically, for regular or non food court tenants, the multiple percentage is 100 percent.

### Tenant's Recoverable Area

When the calculation method is Prorata Share, the tenant recoverable area is derived from the tenant's assigned area specified in the area class.

**Note:** If you override the tenant's assigned area in the area class, the recovery calculation will use the override value.

If the Fixed Rate calculation method used, the tenant's recoverable area must be manually entered. There is no need to enter the recoverable area when the Fixed Amount or Fixed Percentage methods are used.

### Find Tenants Without Recovery Agreements

Use the Tenants Without Agreements window to find new tenants that moved in the property within the recovery year, or tenants with recovery agreements that expire in

the recovery year.

### **To search for tenants without recovery agreements:**

1. Navigate to the Tenants Without Agreements window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Recovery Agreements tabbed region: Tenants Without Agreements window.
2. Enter the available search criteria in the following fields:
  - Property Name
  - Location Code
  - Customer Name
  - Lease Name
  - Lease Number
  - Period Start Date
  - Period End Date
3. Choose Go to find the tenants meeting the search criteria.
4. You can choose to create an agreement for a tenant when the search results are displayed. Choose the Create Agreement icon in the tenant record to create a recovery agreement.
5. All the fields related to location, lease, and customer are defaulted.

### **Create a Recovery Agreement**

Creating a recovery agreement setup is a two-step process. First, you enter the basic agreement details and recovery lines. Second, you enter the recovery line details.

The agreement start and end date are defaulted from the tenant's lease commencement and termination dates. You can define a recovery agreement for any time period within the main lease commencement and termination dates. You can define the recovery lines for any time period within the recovery agreement start and end dates.

Each recovery line type and purpose defaults from the tenant's lease billing terms. If you choose the Add All Lines button, each line start and end date defaults to the agreement start and end date.

The text and table below represents the Recovery Agreement Details region of the Create Recovery Agreement window.

## Create Recovery Agreement: Recovery Agreement Details

Field	Data
Lease Number	SVC00
Lease Name	SVC lease 00
Status	Final
Lease Status	Active
Location Code	SVC100
Customer Name	SVC
Property Name	P1
Currency	USD
Recovery Agreement Name	SVC-CAM-Insurance
Recovery Agreement Number	SVC 100
Agreement Start Date	01/01/00
Agreement End Date	12/31/05
Negative Recovery	Credit
Term Template	Recoveries Template

The text and table below represents the Recovery Lines region of the Create Recovery Agreement window.

The key for this table is:

- Recov - Recovery
- Calc - Calculation
- Amt - Amount
- Ins - Insurance

- Bil - Billing
- Pur - Purpose
- Fix - Fixed

### Recovery Lines

Bil Type	Bil Pur	Recov Start Date	Recov End Date	Calc Method	FixAmt	Fix Rate	Fix %	Multiple %
CAM	Operating Expense	01/01/00	12/31/05	Prorata Share	Na	Na	Na	100
Ins	Ins	01/01/00	12/31/05	Prorata Share	Na	Na	Na	100

**Note:** You need not enter a fixed amount, rate, or fixed percentage when the calculation method is Prorata Share.

The recovery line start and end dates default from the recovery agreement. Typically, recovery lines can span the entire duration of the recovery agreement. You can override the start and end dates and create multiple recovery lines, provided the new recovery line collectively span the same time frame with no gaps or overlaps. Also, the new recovery lines must contain the same type and purpose; however, the expense class can vary between the new lines.

**Note:** You would split the line if you wished to specify more than one details for a line. For example, for a five year agreement, you can define five records that each span one year, for a recovery line with a billing type and purpose of Tax. You would assign different details for each year.

### To create basic recovery agreement details:

1. Navigate to the Create Recovery Agreement window by selecting Leases and Documents: Recovery: Recovery Agreement Landlord: Recovery Agreement tabbed region: Existing Agreements.
2. Click Create Agreement.
3. Select the operating unit for which you want to create a recovery agreement.

4. Enter the Number or Name of the lease for which you want to create a recovery agreement. The other lease-related fields are populated automatically. Some lease-related fields (Status, Lease Status, Customer Name, and Property Name) are read-only. The Agreement Start and End Dates are also set to the Lease Commencement and Termination Dates by default.
5. Enter (or update) the values for the following parameters:
  - Currency
  - Recovery Agreement Name
  - Agreement Start Date
  - Agreement End Date
  - Negative Recovery
  - Term Template
6. Create recovery lines by specifying the following for each recovery line:
  - Billing Type
  - Billing Purpose
  - Recovery Start Date
  - Recovery End Date
  - Calculation Method
  - Depending on the calculation method used, only one of the four values must be specified:
    - Fixed Amount
    - Fixed Rate
    - Fixed %
    - Prorata Share method
  - Multiple %
7. Choose the Add All Lines button to default all the recovery lines to the recoverable terms defined in the main lease.

8. Choose the Apply button to save the recovery agreement and recovery lines or choose the Complete Line Details button to continue to the Create Line Details: Expense window, and the related windows for area, constraints, and abatements.

## **Create Recovery Agreement Line Details**

The second step of creating a recovery agreement is entering the recovery line details. When you click Complete Line Details, Oracle Property Manager displays the Create Line Details: Expenses window.

The recovery line details start and end dates automatically default to the recovery line start and end dates. The line details, such as area and expense, are automatically populated if the Add All Lines button is chosen, but they may be manually entered. The constraints and abatements are not required to calculate recovery, but are available as calculation options.

The recovery line detail start and end dates default from the recovery line dates. You can override the start and end dates and create multiple line details for a recovery line, provided the new line details collectively span the same time frame with no gaps or overlaps.

Also, the new recovery line details must contain the same type and purpose.

## **Create Recovery Agreement Line Details for Expense**

Use the Expense region of the Create Line Details page to associate an expense class to a recovery line for a specific time period.

The text and table below represent the Expense region of the Create Line Details page. The key for this table is:

- Calc - Calculation
- Exp - Expense
- Desc - Description
- Recov - Recovery
- Bil - Billing

### **Create Line Details: Expense**

Bil Type	Bil Purpose	Calc Method	Exp Class Name	Exp Class Num	Exp Class Desc	Recov Start Date	Recov End Date
CAM	Operating Exp	Prorata Share	CAM Operating Exp	EC4	CAM Operation Exp for Property P1	01/01/00	12/31/05
Insurance	Insurance	Prorata Share	Insurance	EC5	Insurance for Property P1	01/01/00	12/31/05

**To create recovery agreement expense line details:**

1. Choose the Complete Line Details button to navigate to Recovery Lines Details and Expense region from the Create Recovery Agreement window.
2. Enter values for the following parameters:
  - Billing Type
  - Billing Purpose
  - Calculation Method
  - Expense Class Name
  - Expense Class Number
  - Expense Class Description
  - Recovery Start Date
  - Recovery End Date

**Note:** If a recovery line has a billing purpose that is a combination of two expense types, such as CAM and Tax, you will need to create an expense class for the same combination of expense types: CAM and Tax.

3. Choose the Add All Lines button to default information from the Recovery Lines window.
4. Choose the Next button to continue to the Create Line Details: Area window, or

choose the Finish button to to save the record.

### Create Recovery Agreement Line Details for Area

The Area region of the Create Line Details window, represented by the text and table below, is used to associate an area class to a recovery line for specific time period.

The key for this table is:

- Calc - Calculation
- Num - Number
- Desc - Description
- Rec - Recovery
- Ins - Insurance

#### Create Line Details: Area

Billing Type	Billing Purpose	Calc Method	Area Class Name	Area Class Num	Area Class Desc	Rec Start Date	Rec End Date	Area Type
CAM	Operating Expense	Prorata Share	Total area less contributors	AC10	Total less contributors	01/01/00	12/31/05	Total Assignable Area
Ins	Ins	Prorata Share	Total area	AC20	Total property area	01/01/00	12/31/05	Total Assignable Area

#### To create recovery agreement area line details:

1. Choose the Next button in the Create Line Details: Expense window to navigate to the Area window.
2. Enter values for the following parameters:
  - Billing Type
  - Billing Purpose
  - Calculation Method

- Area Class Name
  - Area Class Number
  - Area Class Description
  - Recovery Start Date
  - Recovery End Date
  - Area Type
  - Floor %
3. Choose the Add All Lines button to default information from the Recovery Lines window.
  4. Choose the Next button to continue to the Create Line Details: Constraints window, or choose the Finish button to save the record.

### **Create Recovery Agreement Line Details for Constraints**

The Constraints region of the Create Line Details window is used to enter constraints for a recovery line for a specific time period. This is an optional step.

You can specify the following constraints for each recovery line:

- **Minimum Prorata Share:** Acts as a floor on the prorata share amount. The prorata share amount the tenant must pay cannot be less than a minimum fixed amount.
- **Maximum Prorata Share:** Acts as a ceiling on the prorata share amount. The prorata share amount the tenant must pay cannot exceed a maximum fixed amount.
- **Minimum Rate:** Acts as a floor on the cost per area. The rate amount the tenant must pay cannot be less than a minimum amount per square foot.
- **Maximum Rate:** Acts as a ceiling on the amount per area. The rate amount the tenant must pay cannot exceed a maximum amount per square foot.
- **Floor and Ceiling:** Tenant may have both a ceiling and floor on the same recovery type. In this case, you will need to set up two records: one for the floor and one for the ceiling. Floor and ceiling can be setup for either the prorata share or rate.
- **% Over Prior Year Amount:** The tenant's prorata share amount is capped, or limited, to a specified percentage over the prior year actual amount. Example: Assuming the cap is set to 10 percent over the prior year actual amount. The tenant must pay their prorata share, but it cannot exceed 110 percent of the prior year actual amount.

- **% Over Prior Year Cap:** The tenant's prorata share amount is capped, or limited, to a specified percentage over the prior year capped amount. This type of constraint is sometimes called a compound increase over the first year actual amount or cumulative cap.

You can define multiple constraints per line for different time periods. For a recovery line, you can specify minimum and maximum constraints for both the amount and rate of the same period.

You cannot define both the percentage over prior year actual and the percentage over prior year cap constraints for a recovery line during the same period. You cannot combine percentage over prior year actual or percentage over prior year cap constraint with another constraint type.

The text and table below represents the Constraints region of the Create Line Details window. The key for the table is:

- Bil - Billing
- Calc - Calculation
- Purp - Purpose
- Recov - Recovery

**Create Line Details: Constraints**

<b>Bil Type</b>	<b>Bil Purp</b>	<b>Calc Method</b>	<b>Scope</b>	<b>Relation</b>	<b>Value</b>	<b>Recov Start Date</b>	<b>Recov End Date</b>
CAM	Operating Expense	Prorata Share	Prorata Share	Min	5000	01/01/00	12/31/05
CAM	Operating Expense	Prorata Share	Prorata Share	Max	10,000	01/01/00	12/31/05

**To create recovery agreement constraints line details:**

1. Choose the Next button in the Create Line Details: Area window to navigate to the Constraints window.
2. Enter values for the following parameters:
3. Billing Type
4. Billing Purpose

5. Calculation Method
6. Scope
7. Relation
8. Value
9. Recovery Start Date
10. Recovery End Date
11. Choose the Add All Lines button to default information from the Recovery Lines window.
12. Choose the Next button to continue to the Create Line Details: Abatement window, or choose the Finish button to to save the record.

### **Create Recovery Agreement Line Details for Abatements**

The Abatement region of the Create Line Details window is used to enter abatement for a recovery line for a specific period. You can define additional abatements that landlords give tenants. Abatements are optional and can only be applied to an actual recovery amount. The text and table below represents the Abatement region of the Create Line Details window. The key for the table is:

- Bil - Billing
- Purp - Purpose
- Calc - Calculation
- Abat - Abatement
- Amt - Amount
- Desc - Description
- Recov - Recovery

#### **Create Line Details: Abatement**

<b>Bil Type</b>	<b>Bil Purp</b>	<b>Calc Method</b>	<b>Abat Type</b>	<b>Abat Amt</b>	<b>Abat Desc</b>	<b>Recov Start Date</b>	<b>Recov End Date</b>
CAM	Operating Expense	Prorata Share	Relocation	1000	Tenant Relocation	01/01/00	12/31/05
Insurance	Insurance	Prorata Share	Relocation	500	Tenant Relocation	01/01/00	12/31/05

**To create recovery agreement abatement line details:**

1. Choose the Next button in the Create Line Details: Constraints window to navigate to the Abatements window.
2. Enter values for the following parameters:
3. Billing Type
4. Billing Purpose
5. Calculation Method
6. Abatement Type
7. Abatement Amount
8. Abatement Description
9. Recovery Start Date
10. Recovery End Date
11. Choose the Add All Lines button to default information from the recovery line.
12. Choose the Finish button to to save the record.
13. Choose Finish to save the input.

## Calculate Recovery Agreement

Although the recovery agreement setup is date insensitive, the recovery calculation is period specific. The calculation period can be one year or less, and you must use an expense class and area class with the same duration as the calculation period to successfully calculate the recovery agreement.

To calculate recovery, specify the beginning and ending dates of the calculation period, and the as of date. The system requires a specific date range since the recovery agreement and recovery lines can span several years.

After the calculation period is selected, the system displays all the existing lines that fall within the specified date range of the calculation period. You can review the details of the recovery lines. There are restrictions related to the recovery calculation, and they are controlled by the following selection constraints:

**Note:** If the system cannot find expense class details with the start, end, and as of dates that match the date range given for the calculation, the line status will remain as Open, and the Expense Class tabbed region in the Review Line Details window will be blank. You will not be able to calculate recoveries. If the system cannot find an area class details with start and end dates matching the date range given for the calculation, the line status will remain as Open, and the Area Class tabbed regions will be blank.

The text and table below represents the initial region of the Calculate Recovery Agreement window.

#### Recovery Agreement Details

---

Field	Value
Location Code	SVC100
Property Name	P1
Customer Name	SVC
Lease Name	SVC Lease 00

---

The text and table below represents the Calculation Period region of the Calculate Recovery Agreement window.

#### Calculation Period

---

Field	Value
Period Start Date	01/01/00
Period End Date	12/31/00

---

Field	Value
As of Date	12/31/00

There are two recovery lines that apply to the selected calculation period. These two recovery lines are represented in the following table.

The key for this table is:

- Calc - Calculation
- Recov - Recoverable
- Ins - Insurance
- Op - Operation

#### Recovery Period Lines

Billing Type	Billing Purpose	Calc Method	Recov Area	Fixed Amt	Fixed Rate	Fixed %	Multiple %	Status
CAM	Op Expense	Pro Rata Share	NA	NA	NA	NA	100	Complete
Ins	Ins	Pro Rata Share	NA	NA	NA	NA	100	Complete

## Recoverable Area

If the calculation method is Prorata Share, the recoverable area is derived from the tenant's assigned area, or the Override Assigned area, that is specified under the Area Class Details.

See: Area Class., page 7-4

If the calculation method is Fixed, the recoverable area is not needed.

The Recoverable Area field is only required if the Fixed Rate calculation method is used. You can manually update this value.

**Note:** If Recoverable Area is entered with the calculation method other than Fixed Rate, the value will be ignored.

## Recovery Line Status

The recovery line Status field displays the status of a recovery line and is automatically updated by the system. The possible values include the following:

- **Open:** The system cannot find the area or expense class details for the specified start, end, and as of dates. You cannot calculate a line with a status of Open.
- **Complete:** The system has all the details required to calculate recovery. For example, when the Area and Expense tabbed regions have been populated.
- **Processing:** The system is calculating the recovery line.
- **Error:** A system failure occurred during the calculation of the recovery line.

If one or more recovery lines have the status of Complete, you can execute the recovery calculation for those lines.

### To calculate recovery for a single period:

1. Navigate to the Recovery Agreement window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord.
2. Choose the Existing Agreement window found in the Recovery Agreement tabbed region.
3. Find the agreement you want to calculate and choose the associated Calculate button.
4. Enter the Start Date, End Date, and the As Of Date of the calculation period, and choose the Go button.
5. Choose the Calculate button for a line that has a status of Complete, or choose the Calculate All button to initiate the Calculate Recovery concurrent program for all lines with a status of Complete.

## Recalculate Recovery Agreement

Recalculation is used when any recovery agreement setup data has been modified.

Use recalculation for recovery lines that meet the following criteria:

- Previously calculated
- Setup data has been modified

## To recalculate a recovery agreement:

1. Navigate to the Recovery Agreement window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord.
2. Choose the Existing Agreement window found in the Recovery Agreement tabbed region.
3. Find the agreement you want to recalculate and choose the Recalculate button.
4. Choose the desired period from the list of previously calculated periods, and choose the Go button.

**Note:** The last period calculated is displayed by default.

5. Choose the Calculate button to calculate a single recovery line, or choose the Calculate All button to calculate all Recovery Lines.

## Running the Calculate Recovery Concurrent Program

Use the Calculate Recovery concurrent program to calculate recovery expenses for selected periods across multiple recovery agreements. For details, see Calculate Recovery, page B-6.

## Review Recovery Lines

### Review Line Details

Before you initiate the calculation, you can review the line details.

### To review line details:

1. Navigate to the Existing Recovery Agreement window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord: Recovery Agreement tabbed region.
2. Choose the recovery agreement you wish to review.
3. Choose the Calculate button.
4. Enter a value for the Start Date, End Date, and As of Date of the period you wish to review.
5. Choose the Review Line Details button in the Calculate Recovery Agreement window to navigate to the Review Line Detail windows.

After you specify the start and end dates of a calculation period, and the as of date, the system will display the period specific recovery line details. The line details displayed will include the following:

- Billed Recovery
- Expense summary
- Area summary
- Constraints
- Abatements

The status of a line will be Complete if the lines have enough details to calculate actual recovery. Otherwise, the line status will be Open.

## Reviewing Billed Recovery of the Recovery Line

The first page that Property Manager displays for review is Billed Recovery. All the lease billing terms, which are defined in the Billing Terms tabbed region of the lease and marked as recoverable, that occur within the specified recovery calculation time period and correspond to the recovery line billing type, are displayed in the Billed Recovery window.

**Note:** In the terms extracted for the billed recovery calculation, the abatement billing term is included only if it is defined as recoverable in the main lease.

## Reviewing Expense Details of the Recovery Line

You can use the Calculate Recovery Agreement: Line Details: Expense window to review expense class details that are specific to the calculation period. For each recovery line, Property Manager displays the total expense amount from the corresponding expense class details. The prorate share of contributors that is identified in the area class details is subtracted from the total expense amount to determine the net expense. The management fee is calculated after contributors are accounted for, and the total expense is calculated as the net expense plus the fee after contributors. The total actual expense will be used as the numerator in the recovery calculation.

See: Calculate Recovery Agreement., page 7-41

**Note:** If you define the recovery line using a combination of two expense types, such as CAM and Tax, and you exclude the contributors prorata share from the total expense of the recovery line, then all the contributors recovery agreements must have the same expense type

combination defined in the recovery line. Not following this recommendation will result in inaccurate calculations.

The text and table below represents a personalized version of the Expense region of the Review Line Details window. You can use the window personalization function to show only the columns you select. For example, the window representation below only includes columns that are relevant to the two example recovery lines. The columns for the Expense Class Name, Expense Class Number, and Expense Class Description are not included.

The key for this table is:

- Calc - Calculation
- Exp - Expense
- Contr - Contributor's
- Cont - Contribution
- Mgt - Management

**Note:** All amounts in the table are in multiples of 1000.

**Review Line Details: Expense**

Billing Type	Billing Purpose	Calc Method	Exp Amt	Contr Pro rata Share	Net Exp	Fee % Cont	Mgt Fee	Total Actual Exp
CAM	Operating Expense	Prorata Share	200	50	150	10%	0	165
Insurance	Insurance	Prorata Share	300	20	280	NA	0	280

**Calculate Recovery Agreement: Review Line Details: Area**

You can use this window to review the area class details that pertain to the selected calculation period. The area class details includes the total calculations of the three types of area: assignable, occupied, and weighted average. When you associate an area class with a recovery agreement, you must select an area type to restrict the area used for recovery.

The area type defines the area used in the recovery calculation. The area can be defined as one of the following five area types:

- Total Assignable Area
- Total Occupied Area
- Total Weighted Average Area
- Greater of Floor % Total Assignable Area or Total Occupied Area on the As of Date
- Greater of Floor % Total Assignable Area or Total Weighted Average Area

By default, Property Manager displays all three types of area from the area class details. If the contributors were identified in the area class details, you will see the contributors area being subtracted in the area review window. Net area is the area after contributors are accounted for. See: Create Area Class Details., page 7-16.

The applicable area is the class area that is used as the denominator for the recovery calculation. The applicable area is different for each area type, as illustrated in the following table:

<b>Area Type</b>	<b>Equals</b>	<b>Applicable Area</b>
Assignable Area	Equal	Net Assignable Area
Occupied Area	Equal	Net Occupied Area
Weighted Average Area	Equal	Net Weighted Average Area
Assignable or Occupied Occupied	Equal	Greater of Floored Assignable Area or Net Occupied
Assignable or WA Weighted Average Area	Equal	Greater of Floored Assignable Area or Net Weighted Average Area

Based on the value of the area type defined for each recovery line, Property Manager will use the corresponding applicable area value as the denominator in the recovery calculation.

The text and table below represents a personalized version of the Area region of the Review Line Details window. You can use the window personalization function to show only the columns you select. For example, the window representation below only includes columns that are relevant to the two example recovery lines. The columns for the area class name, area class number, and area class description are not included. The columns for the areas other than the ones specified by the area type are not included.

These columns are Total Occupied, Occupied Contributors, Net Occupied, Total Weighted Average, Weighted Average Contributors, Net Weighted Average, and Floor %. The key for this table is:

- Calc - Calculation
- Assign - Assignable
- Cont - Contribution
- Appl - Applicable

**Note:** All amounts in the table are in multiples of 1000.

#### Review Line Details: Area

Billing Type	Billing Purpose	Calc Method	Area Type	Total Assign Area	Assign Cont	Net Assign	Appl Area
CAM	Operating Expense	Pro rata Share	Total Assign Area	400	50	350	350
Insurance	Insurance	Pro rata Share	Total Assig Area	380	50	330	330

### Reviewing Constraint Details of the Recovery Line

Use this page to review constraints that are specific to the calculation periods. The table below represents the Constraints region of the Review Line Details window.

#### Review Line Details: Constraints

Billing Type	Billing Purpose	Calculation Method	Scope	Relation	Value	Constraint Value
CAM	Operating Expense	Pro rata Share	Pro rata Share Amount	Min	5000	5000

Billing Type	Billing Purpose	Calculation Method	Scope	Relation	Value	Constraint Value
CAM	Operating Expense	Pro rata Share	Rate	Max	10,000	10,000

## Reviewing Abatement Details of the Recovery Line

You can use this window to review abatements that are assigned to the specific calculation periods.

The text and table below represents the Abatements region of the Review Line Details window.

### Review Line Details: Abatements

Billing Type	Billing Purpose	Calculation Method	Abatement Type	Abatement Amount
CAM	Operating Expense	Prorata Share	Relocation	50,000
Insurance	Insurance	Prorata Share	Relocation	20,000

## Review and Approve Terms

After a period is successfully calculated, you can review the calculation summary, then review and approve the recovery terms.

### To view the Recovery Term Summary:

1. Navigate to the Existing Agreement window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord.
2. Choose the Existing Agreement window found in the Recovery Agreement tabbed region.
3. Find the agreement you want to review or approve and choose the Review Terms button.

The text and table below represents the initial region of the Review Terms: Summary window.

### Review Terms: Summary

Field	Value
Location Code	SVC100
Property Name	P1
Customer Name	SVC
Lease Name	SVC Lease 00

The text and table below represents the Recovery Period region of the Review Terms: Summary window.

**Recovery Period**

Field	Value
Calculation Period	01/01/00 - 12/31/00 - 12/31/00 (The dates are for the start, end, and as of dates.)

The text and table below represents the Recovery Period Summary region of the Review Terms: Summary window. The key for the table is:

- Act - Actual
- Bil - Billing
- Budg - Budget
- Recov - Recovery

**Recovery Period Summary**

Bil Type	Bil Purpose	Status	Budg Cost Per Area	Budg Pro Rata Share	Act Cost Per Area	Act Pro Rata Share	Billed Cost Per Area	Billed Recov	Reconciled Amt
CAM	Operation Expense and Tax	Complete	0	0	0.126	30,000	1.24	31,000	-1,000

The text below represents the expanded details of the Recovery Period Summary region found in the Review Terms: Summary window.

### **Show Details**

Total Area: 450,000 Actual Recovery: 31,666.67

Total Expense: 57,000 Constrained Actual: 30,000.00

Recoverable Area: 250,0000 Abatements: 0

Multiple %: 100 Actual Prorata Share: 30,000.00

Occupancy % 100 Billed Recovery: 31,000.00

Fixed %

Tenancy Start Date: 01/01/00 Reconciled Amount: <1,000.00>

Tenancy End Date: 12/31/05

Budget Prorata Share: 0 Budget Cost Per Area: 0

The possible values for the Status column include the following:

- Complete: Indicates a successful calculation
- Error: Indicates an error in processing the data

Depending on how the Consolidate Recovery Terms system option was set, the system will generate one term for a period, or multiple terms: one term per recovery line. All the terms generated for the period are displayed in the Billing Terms window.

### **Consolidate Recovery Terms**

The Consolidate Recovery Terms system option controls how the system will generate recovery term details. If the Consolidate Recovery Terms system option is set to No, the system will generate a term detail line for each recovery line. The system uses the corresponding billing term details from the main lease. If there is more than one billing term with the same type and purpose, but with different billing details, the system will default the details of the most recent term.

If the consolidated recovery terms system option is set to Yes, the system will create one consolidated term for a total of all recovery line amounts. The system uses the term template specified in the recovery agreement to populate the recovery term details. If the Consolidate Recovery Terms system option is set to Yes, all of the recovery lines in the Review Terms: Summary table must have a status value of Complete in order to proceed. The recovery lines with an error status require recalculation.

### **Approve Terms**

You can change the status from Draft to Approved in the Billing Terms Summary and the Term Details windows.

### To approve billing terms:

1. Navigate to the Existing Agreement window by choosing Leases and Documents: Recovery: Recovery Agreement Landlord.
2. Choose the Existing Agreement window found in the Recovery Agreement tabbed region,
3. Find the agreement you wish to approve and choose the Review Terms button.
4. From the Review Terms: Summary window, choose the Continue button to navigate to the Review Billing Terms window.
5. Change the status of the term from Draft to Approved or select the Approve All button to approve all recovery terms.

See: Approving Billing Schedule Events., page 4-78

**Note:** If changes are made to the agreement details after any of the recovery terms have been approved, recalculation has to be conducted. Property Manage will create a term for a difference between the calculated recovery amount and previously approved recovery term amount. You can then review and approve the adjustment term.

## Recovery Window References

The following are descriptions of the windows available in the Recoveries feature.

**Recovery Agreement.** Search for existing recovery agreements or for tenants without agreements.

**Create Recovery Agreement.** Create new recovery agreements and related recovery lines.

**Create Line Details: Expense.** Create recovery line expense details.

**Create Line Details: Area.** Create recovery line area details.

**Create Line Details: Constraints.** Create recovery line constraint details.

**Create Line Details: Abatements.** Create recovery line abatement details.

**Calculate Recovery Agreement.** Calculate recovery agreements for selected periods.

**Review Terms: Summary.** Review a summary of the recovery calculation for a selected period.

**Review Terms: Billing Summary.** Review a summary of the billing terms for a selected period. Approve a term by changing the status from Draft to Approved.

**Billing Term Details.** Approve a term by changing its status from Draft to Approved.

**Re-Calculate Recovery Agreement.** Recalculate a previously calculated recovery agreement for a selected period range.

**Review Lines Details.** Review the details of all the lines within a specified period. Details available for review include billed recovery for the period and expense, area, constraints, and abatements.

**Update Recovery Agreement.** Modify previously created recovery agreements and recovery lines.

**Update Line Details: Expense.** Modify previously created recovery line expense details.

**Update Line Details: Area.** Modify previously created recovery line area details.

**Update Line Details: Constraints.** Modify previously created recovery line constraint details.

**Update Line Details: Abatements.** Modify previously created recovery line abatement details.

**Duplicate Recovery Agreement.** Create new recovery agreements by duplicating previously created or updated recovery agreements and changing the data as needed prior to saving the record as a new recovery agreement.

**Duplicate Line Details: Expense.** Create new recovery line expense details by duplicating previously created or updated recovery line expense details and changing the data as needed prior to saving the record as a new expense detail line.

**Duplicate Line Details: Area.** Create new recovery line area details by duplicating previously created or updated recovery line area details and changing the data as needed prior to saving the record as a new area line detail.

**Duplicate Line Details: Constraints.** Create new recovery line constraint details by duplicating previously created or updated recovery line constraint details then changing the data as needed prior to saving the record as a new constraint line detail.

**Duplicate Line Details: Abatements.** Create new recovery line abatement details by duplicating previously created or updated recovery line abatement details then changing the data as needed prior to saving the record as a new abatement line detail.

**View Recovery Agreement.** Review previously completed recovery agreement details and recovery lines.

**View Lines Details.** Review previously completed line details including expenses, area, constraints, and abatements.

**Tenants Without Agreement.** Query all or tenants with recovery agreements that expire in the recovery year.

**Recovery Expenses.** Query recovery expenses that are extracted as a result of running the Recovery Module Expense Line Extraction concurrent program.

**View Recovery Expenses.** Review recovery expenses extracted by the Recovery Module Expense Line Extraction concurrent program.

**Create Recovery Expenses.** Create recovery expense details and lines to capture

expenses incurred on a property or location. It is used as a way to enter expenses through the user interface instead using the concurrent programs.

**Update Recovery Expense.** Modify previously created or extracted recovery expenses.

**Allocate Recovery Expenses.** Create expense line allocations.

**View Allocated Expenses.** Query and review allocated expenses.

## **Expenses: Expense Class Details Tabbed Region**

**Expense Class Details.** Query expense class details.

**Generate Expense Class Details.** Generate expense class details for expense classes.

**Update Expense Class Lines.** Modify previously created expense class details lines of the expense class details.

**Update Line Details.** Modify previously created expense line details under expense class details.

**View Expense Class Lines.** Review previously created or updated expense class lines of expense class details.

**View Lines Details.** Review previously created or updated expense line details under expense class details.

## **Area: Area Class Details Tabbed Region**

**Area Class Details:** Query area class details.

**Generate Area Class Details:** Generate area class details for area classes.

**Update Area Class Details.** Modify previously created area class details.

**View Area Class Details.** Review previously created or updated area class details.

## **Setup: Area Classes**

**Area Classes.** Search for previously created area classes.

**Create Area Class.** Create new area classes.

**Update Area Class.** Modify previously created area classes.

**View Area Class.** Review previously created or updated area classes.

**Duplicate Area Class.** Create new area classes by duplicating previously created or updated area classes and changing the data as needed prior to saving the record as a new area class.

## **Setup: Expense Classes**

**Expense Classes.** Search for previously created expense classes.

**Create Expense Class.** Create new expense classes.

**Define Expense Type.** Define inclusions for an expense type.

**Update Expense Type:** Modify previously created inclusions to expense types.

**Duplicate Expense Type.** Create new inclusions to expense types by duplicating previously created or updated inclusions and changing the data as needed prior to saving the record as a new expense type.

**Update Expense Class.** Modify previously created expense classes.

**Duplicate Expense Class.** Create new expense classes by duplicating previously created or updated expense classes and changing the data as needed prior to saving the record as a new expense class.

**View Expense Class.** Review previously created or updated expense classes.

## Recovery Field References

The following are descriptions of selected unique fields contained in the Recovery windows.

**Abatement Type:** A user specified lookup that can be defined for different purposes. For example, you may need to give a tenant an abatement for relocation, in which case you would create a Relocation abatement type.

**Abatement Amount:** A reduction to the actual recovery amount used to determine the actual prorata share of a tenant.

**Actual Cost Per Area:** The actual cost per area is equal to the following:  $\text{Actual Cost Per Area} = (\text{Total Expense} / \text{Total Area}) * \text{Multiple } \%$ .

**Actual Expense:** The expense amount incurred on a property for a given Expense Type for a given time period.

**Actual % Allocated:** The percent, between 0 and 100, of the actual expense incurred on a property and allocated between buildings on the property or distributed to different expense accounts.

**Actual Prorata Share:** The proportionate share of actual expenses for the maintenance and operation of the property that the landlord passes on to the tenant. The allocated share of operating expenses and common area expenses or expense increases to be charged to a specific tenant, are usually based upon the area of the tenant's premises divided by the total area in the building or complex. In properties where some tenants provide certain services for themselves, such as air conditioning and refrigeration maintenance by a supermarket within a shopping center, other tenants may then have differing proportionate shares of individual expense items depending upon whether those items are provided to all tenants or only to a subset of tenants.

The Actual Prorata Share is equal to the following:

$\text{Actual Prorata Share} = (\text{Total Expense} / \text{Total Area}) * \text{Multiple } \% * \text{Tenant's Recoverable}$

Area \*Occupancy%

**Actual Recoverable Amount:** The actual expense amount used in recovery calculation. It is derived from the expense class specified for a tenant recovery agreement and is the numerator for the recovery calculation for a tenant.

**Area Type:** The area type determines the area used in the denominator of recovery calculation. It helps to identify the area of a property for which the total expense of a particular type is incurred. For example, you would pick Total Assignable Area if you want the expenses to be applied against the total assignable area denominator. You must specify the area type when an area class is associated with a recovery line. Area types can be one of the following:

- Total Assignable Area
- Total Occupied Area
- Total Weighted Average Area
- Total Assignable or Occupied: Equals the greater of the Floor % Total Assignable Area or Total Occupied Area on the As of Date.
- Total Assignable or Weighted Average: Equals the greater of the Floor % \* Total Assignable Area or Total Weighted Average.

**Assigned Area:** The area that is assigned to a tenant. It is derived from the Space Assignment. The assigned area determines a tenant's recoverable area in recovery calculation.

**As of Date:** The date on which the total area of area classes is calculated.

**Billed Recovery:** The recovery amount that was billed to a tenant throughout the year.

**Budget Cost Per Area:** The budgeted expense amount per area. It is equal to the following:  $\text{Budget Cost Per Area} = (\text{Budget Expense} / \text{Total Area}) * \text{Multiple \%}$ .

**Budget Expense:** The expense used by landlords for budgeting purposes to calculate recovery billing for the following year.

**Budget Prorata Share:** The amount budgeted for the prorata share of CAM expenses.

**Calculation Method:** Property Manager provides the following methods to calculate recovery:

- Prorata Share
- Fixed Amount
- Fixed Rate
- Fixed Percentage

**Exclude Area check box:** The units of property, displayed in the area class details, with

the Exclude Area check box selected are considered to be contributors for the property, and their area is excluded from the total property area.

**Exclusion Type:** All tenants of a specific recovery type and space standard, whose area satisfies the relation criteria, are contributors. The Exclusion Type defines whether contributors' area, expense, or both will be excluded from the total assignable area or total expense during the recovery calculation. The Exclusion Type is selected during the setup of area classes.

**Expense Type:** The type of expense to be recovered from the tenant base, such as Insurance, HVAC, Security, Cleaning, etc. The expense type and billing purpose are one in the same. The expense type is used as the billing purpose on the billing term that is created as a result of the recovery process.

**Fee % Before Contributors:** Management or administrative fees. These fees are applied before contributors' prorata share is excluded from the total expense in recovery calculation, i.e. when the expense class details are generated.

**Fee % After Contributors:** Management or administrative fees. These fees are applied after contributors' prorata share is excluded from the total expense in recovery calculation, i.e. in the recovery agreement for a tenant.

**Fixed Amount:** A recovery calculation method that uses a fixed user entered amount as the actual recovery amount. The fixed recovery amount remains as a constant charge every year. This amount can increase from year to year by a specific percentage if constraints are defined.

**Fixed %:** A recovery calculation method that will calculate the recovery as a fixed percentage of the total recoverable expense incurred on the property. The percentage is user specified.

**Fixed Rate:** A recovery calculation method that uses a fixed user entered amount per area that remains a constant charge every year. The fixed rate recovery charge is specified for a recovery line.

**Floor %:** Limits the cost per square foot that a landlord can charge. It can range between 0 percent and 100 percent, but the typical range would be 75 percent to 95 percent. Floors are only applicable when a tenant's lease bases the calculation on occupancy or weighted average. The purpose of a floor is to compare a weighted average number (or occupied area number on the as of date) with a percentage of the gross leasable area and take the larger of the two. The following area calculation shows an example of how Floor % is used:

Greater of (Floor % ) \* (Total Assignable Area) or Total Occupied Area on the As of Date

**Multiple %:** The multiple percentage is a deviation of the standard calculation. The multiple percentage is typically used for prorata share of food court tenants to adjust their rate. For example, if the standard calculation determined interior tenants cost per area is \$18, food court tenants charges would be a multiple of that rate. For example, 2 \* CAM = \$18 \* 2 = \$36 per square foot. Typically, for regular or non-food court tenants, the multiple percentage is 100 percent.

**Negative Recovery:** Methods of handling the negative outcome of Actual Prorata Share calculation. There are two options:

- Negative Actual Prorata Share can be ignored for a tenant for a year, i.e. tenant does not get refund.
- Credited, in which case a recovery term for a negative amount is created and sent to Oracle Receivables.

**Occupied Area:** The tenant's assigned area on the As of Date. It is either equal to the assigned area or 0. For example, a tenant might occupy a space from January through June. The tenant's assigned area could be 1000. If the as of date is August 1, the tenant's occupied area on August 1 is 0, because the tenant is not occupying the space in August.

**Portion %:** The percent of the actual expenses to include in the recoverable expense amount. The recoverable expense amount is determined by applying the portion percentage to the actual expense amount. For example, if the actual expense amount for a tenant is \$160,000 and the portion percentage is 50 percent, then the recoverable expense amount would be \$80,000. The portion percentage on the area side reduces the area of an area class during recovery calculation.

**Reconciled Amount:** The recovery due, such as the recovery adjustment amount or the current amount owed for recovery. It is equal to the actual prorata share minus previously billed recovery amounts.

Reconciled Amount = Actual Prorata Share - Billed Recovery.

**Recoverable Amount:** Determined by applying the portion percent to the actual amount. For example, if the actual amount for a tenant is \$160,000, and the portion percent is 50 percent, then the recoverable amount is \$80,000.

**Recoverable check box:** Indicates if a recovery expense line is recoverable.

**Recovery Type:** An attribute that describes the usability of a particular space by a certain type of tenant, such as Major, Specialty, Freestanding, Kiosk, or Food Court. Used in conjunction with the recovery space standard, it describes different types of areas that are treated differently in the recovery process. The recovery type is a user defined lookup.

**Relation:** The value used to specify the area comparative for exclusions during the setup of area classes. The relation narrows down the range of tenants of a specific recovery type and space standard, e.g. only the tenants whose area is greater than 20,000 square feet should be considered contributors for recovery calculation. The value for relation that may be specified include:

- Equal To
- Greater Than
- Lesser Than

- Greater or Equal To
- Lesser or Equal To

**Scope:** The scope, together with a value of Maximum or Minimum, is used to define a constraint. The available values for scope include:

- Prorata Share Amount
- Rate
- Over Prior Year Actual
- % Over Prior Year Cap

**Space Standard:** Classification of a location used in the recovery process, along with the recovery type, to derive the tenancy type for this particular location. The recovery space standard is generally Internal or External. Internal means the entrance to the tenant's occupied space is from inside of the mall. External means that the tenant's space can be accessed from both inside and outside of the mall. Used in conjunction with the recovery (tenancy) type, it describes different types of areas that are treated differently in the recovery process. The space standard is user-defined.

**Status:** The recovery line Status field displays the status of a recovery line for the calculation. It is automatically updated by the system. The possible values include the following:

- Open: The system cannot find the area and/or expense class details for the specified start and end dates, and the As of Date.
- Complete: The system has all the details required to calculate recovery. For example, when the Area and Expense tabbed regions have been populated.
- Processing: The system is calculating the recovery line.
- Error: A system failure occurred during the calculation of the recovery line.

**Use Override Values check box:** Determines whether the overrides made in the expense class or area class details are kept or removed during the re-extraction process, or whether the system utilizes the overrides from the class details populated in a previous extraction period.

**Variance Amount:** The difference between the actual amount and the actual recoverable amount.

**Weighted Average:** The weighted average is calculated as (Occupied Area \* Occupancy %). The weighted average area can be 0 if the space is vacant on the As of Date.

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# Reports

This chapter describes the reports you can create using Oracle Property Manager.

This chapter covers the following topics:

- Submitting Standard Reports
- Oracle Property Manager Reports
- Variable Format Reports
- Common RXi Report Fields
- Property Manager RXi Reports

## Submitting Standard Reports

Oracle Property Manager provides reports that you can use to:

- review your leases
- review your space allocation

From the Submit Request window, you can submit a single request, or you can submit a request set to run several reports as a group. For detailed information on running requests from the Submit Request window and monitoring requests, see *Submitting Requests*, page B-1.

## Oracle Property Manager Reports

### Alphabetical Space Assignments Report

Use this report to review an alphabetical listing of all employee office space assignments for the specified leases.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1.

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space assignments for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space assignments for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space assignments for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all space assignments for lease numbers lower than or equal to the Lease Number High.

### Report Headings

**Full Name:** The full name of each employee, listed alphabetically by last name.

**Employee Number:** The employee number of each employee.

**Location Code:** The location code of the location that is assigned to the employee. If more than one location code is assigned to the employee, all will be listed.

## Alphabetical Space Assignments Report by Floor

Use this report to review the names, office space assignments, cost centers, and space usage of employees on a specific floor.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Floor Code:** The code for the floor that has the space assignments you want to review.

**Lease Number:** The number of the lease for the location that includes the floors that have the space assignments you want to review.

**As of Date:** The effective date of the report.

### Report Headings

**Lease Number:** The number of the lease for the location where the assigned employees

are located.

**Lease Name:** The name of the lease for the location where the assigned employees are located.

**Building:** The name of the building where the assigned employees are located.

**Floor:** The number of the floor where the assigned employees are located.

**Employee Name:** The full name of each employee on the specified floor, listed alphabetically by last name.

**Office:** The name or number of the office where the assigned employee is located.

**Cost Center:** The cost center of the assigned employee.

**Usage:** The type of use of the specified office.

## Alphabetical Space Assignments Report by Postal Code

Use this report to review the names and locations of employees in a specific postal code.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Postal Code:** The zip code of the location for which you want to review the location of employees.

### Report Headings

**Full Name:** The full name of each employee, listed alphabetically by last name.

**Office:** The number of the office allocated to the employee.

**Location Code:** The location code of the employee's office.

## Annual Accounting Pro Forma Report

Use this report to review normalized payments and concessions for leased facilities over annual periods. The report lists expenses separated by payment purpose, payment term type, and fiscal year. The list is ordered by Purpose and by Type. This report includes normalized expenses for both actual and estimated payment terms.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

## Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the accounting information for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all accounting information for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all accounting information for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all accounting information for lease numbers lower than or equal to the Lease Number High.

**Fiscal Date:** The date of the first fiscal year for which the accounting information will be reported.

## Report Headings

**Note:** Payables are listed for expense leases. Receivables are listed for revenue leases and subleases.

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Name:** The name of the lease.

**Commencement:** The commencement date of the lease.

**Termination:** The termination date of the lease.

**Fiscal Year Ending:** The month that the fiscal year used for calculating annual payments is based on.

**Payables-Purpose:** The purpose of the payment term

**Payables-Type:** The type of the payment term.

**Receivables-Purpose:** The purpose of the billing term.

**Receivables-Type:** The type of the billing term.

## Annual Cash Flow Pro Forma Report

Use this report to review projected payments and concessions for leased facilities over annual periods. The report lists expenses separated by payment purpose, payment term type, and fiscal year. The list is ordered by Purpose and by Type. Oracle Property Manager forecasts using actual amounts, when available. If no actual amount exists for an item, Property Manager uses the estimated amount.

## Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

## Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the cash flow information for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all cash flow information for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all cash flow information for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all cash flow information for lease numbers lower than or equal to the Lease Number High.

**Fiscal Date:** The date of the first fiscal year for which the cash flow information will be reported.

## Report Headings

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Name:** The name of the lease.

**Master Lease Number:** The number of the master lease if this is a sublease.

**Master Lease Name:** The name of the master lease if this is a sublease.

**Commencement:** The commencement date of the lease.

**Termination:** The termination date of the lease.

**Fiscal Year Ending:** The month that the fiscal year used for calculating annual payments is based on.

**Payables-Purpose:** The purpose of the payment.

**Payables-Type:** The type of payment.

**Receivables-Purpose:** The purpose of the billing.

**Receivables-Type:** The type of billing.

## Employees Deleted From Space Allocation Report

Use this report to keep track of employees whose Human Resources status is no longer Active, and to remove them from allocated office space. See Assigning Space to Employees and Cost Centers, page 3-5.

## Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1.

## Report Parameters

**Termination Date From:** The earliest date on which employees were terminated in Oracle HRMS.

**Termination Date Through:** The latest date on which employees were terminated in Oracle HRMS. This field is set to the current date. However, you can specify another date if required. If you do not enter a Termination Date From, then the report lists all terminated employees up to the date specified in the Termination Date Through.

## Report Headings

**Person ID:** The identification number of the employee that was deleted from allocated space.

**Person Name:** The name of the employee that was deleted from allocated space.

## Employee Title Report

Use this report to review the title, cost center, and assigned office number for employees at the location covered by the specified lease. You can also review the intended use and the usable area of the assigned office.

## Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

## Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the employees for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all employees for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all employees for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all employees for lease numbers lower than or equal to the Lease Number High.

## Report Headings

**Location Code:** The code of the location that is assigned to the employee. If an

employee has multiple assignments, all are listed.

**Full Name:** The name of the employee.

**Cost Center:** The cost center of the employee.

**Title:** The title of the employee.

**Function Type:** The intended use of the office

**Standard Type:** The type of employee who uses the assigned location, for example, manager, director, or vice president

**Assignable Area:** The amount of usable space in the employee's office.

## Future Minimum Rent Obligations Report

Use this report to review all future rent obligations that you are committed to pay. The report summarizes payments for base rent, escalation, and abatement terms for each of the next five fiscal years. For all the following years, the report shows the sum of all the payments you are obligated to pay in the remainder of the lease term.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent obligations for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent obligations for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent obligations for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent obligations for lease numbers lower than or equal to the Lease Number High.

**Fiscal Date:** Specify a date. This date determines the month in which the first period ends.

**Use System Date for Reporting:** Specify whether you wish to use the current date to generate the report.

- **No:** The information displayed for the first year will be for a one-year period up to the end date (the last day of the month specified in the Fiscal Date field).
- **Yes:** If the system date is before the end date, then for the first year, the report displays data from the period between the system date and the end date.

**Note:** If the system date is equal to or later than the end date, Oracle Property Manager ignores the Use System Date for Reporting parameter and displays information for a full year up to the end date.

## Report Headings

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Name:** The name of the lease.

**Commencement:** The commencement date of the lease.

**Termination:** The termination date of the lease.

**MMM-YYYY:** The total amount of rent obligations with a term type of BASE, ESC, and ABATE for the fiscal year ending MMM-YYYY.

**Thereafter:** The summation of the future minimum rent obligations for all years after the first five fiscal years with a term type of BASE, ESC, and ABATE.

**Total Amount:** The total future minimum rent obligations. The total is calculated by adding each of the fiscal year amounts to the amount in the Thereafter column.

**Functional Currency:** The currency for your ledger.

## Calculation of the Future Minimum Rent Obligations Report

The example report includes a single lease (lease number 1001) with a commencement date of January 01, 1999 and a termination date of December 31, 2007. The two payment terms are:

1. Type = Base Rent, Frequency = Monthly, Term = January 01, 1999 to December 31, 2007, Amount = 100 per month.
2. Type = Escalation, and Frequency = Monthly, Term = January 01, 1999 to December 31, 2007, Amount = 50 per month.

The report is generated on January 01, 2000 with the following parameters:

- **Lease Number:** 1001
- **Fiscal Date:** January 01, 2000
- **Use System Date for Reporting:** Yes

### MMM-YYYY Column Calculation

Because the Use System Date for Reporting parameter is set to Yes, Oracle Property Manager determines the first fiscal period as follows:

- **Start date of the fiscal period:** January 01, 2000
- **End date of the fiscal period:** January 31, 2005

Therefore, the total for the first column, JAN-2000, is 150. It is composed of the sum of the payment items with a term type of BASE, ABATE and ESC from January 01, 2000 to January 31, 2000.

Accordingly, the second column, JAN-2001, has a total sum of 1800. The report sums up all the payment term amounts with a type of base rent, abatement, and escalation in the lease from 01-FEB-2000 to 31-JAN-2001.

#### **Thereafter Column Calculation**

The Thereafter column sums up all the payment items with term types of BASE, ABATE and ESC for the remaining four years from 01-FEB-2004 to the end of the lease on 31-DEC-2007.  $1800 + 1800 + 1800 + 1650 = 7050$

#### **Total Amt Column Calculation**

The Total Amt column is the sum of the previous columns.  $150 + 1800 + 1800 + 1800 + 1800 + 7050 = 14400$

## **Lease Abstract Summary Report**

Use this report to review the lease information that was abstracted from the leases you specify in the Parameters.

### **Report Submission:**

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### **Report Parameters**

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the lease with the lease number specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all leases with lease numbers lower than or equal to the Lease Number High.

**Show Distribution:** Enter Yes if you want to review Payment/Billing Term distribution details. Enter No if you do not want Payment/Billing Term distribution details to be displayed.

## Report Headings

**Note:** The Lease Abstract Summary Report provides the information that you enter in the Enter Leases window. See Leases Windows, page 4-116

## Milestone Analysis Report

Use this report to review milestone events for a given period of time, a lease, or an individual. The report lists:

- The date of the milestone event.
- The date on which to take action.
- The type and description of the milestone
- The person responsible for taking action.
- The name and number of the lease.
- Any comments about the milestone.

Milestones are ordered by the notification date, action date, milestone type, milestone description, and name of responsible user.

## Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

## Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the milestones for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all milestones for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all milestones for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all milestones for lease numbers lower than or equal to the Lease Number High.

**Milestone Date Low:** The lowest milestone date in the range of milestone dates you want to include in the report.

**Milestone Date High:** The highest milestone date in the range of milestone dates you

want to include in the report.

**User Name Low:** The first name alphabetically in the group of Responsible Users for which you want milestones reported. If you do not enter a User Name High, Property Manager reports only the milestones associated with the User Name Low. If you enter both User Name Low and User Name High, Property Manager reports all milestones for the range of user names you enter. If you enter neither, Property Manager reports all milestones.

**User Name High:** The last name alphabetically in the group of Responsible Users for which you want milestones reported. If you do not enter a User Name Low, Property Manager reports all milestones with user names alphabetically lower than the User Name High.

## Report Headings

**Milestone Date:** The date on which the milestone occurs.

**Action Date:** The date by which action must be taken.

**Type:** The type of milestone.

**Description:** A description of the milestone.

**Assigned To:** The person to whom the milestone action is assigned.

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Name:** The name of the lease.

**Comments:** Any additional comments about the milestone.

## Monthly Accounting Pro Forma Report

Use this report to review normalized payments and concessions for leased facilities over monthly periods. The report lists expenses separated by payment purpose, payment term type, and month. The list is ordered by Purpose and by Type. This report includes normalized expenses for both actual and estimated payment terms.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only accounting information for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists accounting information for all leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all accounting information for all

leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists accounting information for all lease numbers lower than or equal to the Lease Number High.

**End Month:** The month which marks the end of the fiscal year.

**Year:** The fiscal year that you want reported.

**Individually:** Select Yes if you want a separate report printed for each lease in the lease range. If you select Yes, the report is run for each lease individually, and then a summary report is printed at the end for the lease range that you selected.

## Report Headings

**Note:** Payables are listed for expense leases. Receivables are listed for revenue leases and subleases.

**Payables-Payment Purpose:** The payment term purpose.

**Payables-Payment Term Type:** The payment term type.

**Receivables-Payment Purpose:** The billing term purpose.

**Receivables-Payment Term Type:** The billing term type.

## Monthly Cash Flow Pro Forma Report

Use this report to review projected payments and concessions for leased facilities over monthly periods. The report lists expenses separated by payment purpose, payment term type, and month. The program uses actual amounts to make cash flow forecasts. If no actual amount exists for an item, the program uses the estimated amount.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the cash flow information for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists cash flow information for all leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists cash flow information for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report

lists cash flow information for all lease numbers lower than or equal to the Lease Number High.

**Fiscal Date:** The date of the first fiscal year for which the accounting information will be reported.

## Report Headings

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Name:** The name of the lease.

**Master Lease Number:** The number of the master lease if this is a sublease.

**Master Lease Name:** The name of the master lease if this is a sublease.

**Functional Currency:** The currency for your ledger.

**Commencement:** The commencement date of the lease.

**Termination:** The termination date of the lease.

**Payables-Purpose:** The purpose of the payment.

**Payables-Type:** The type of payment.

**Receivables-Purpose:** The purpose of the billing.

**Receivables-Type:** The type of billing.

## Normalized Rent Schedule Report

Use this report to keep track of the rent schedule for a location. The report shows all payment schedule dates for the term of the rent payment schedule. For each specific payment schedule event date, the report shows the amount of base rent, the amount of any rent abatement, and the amount of any rent adjustment. In addition, the report shows the effect of each abatement and adjustment on the base rent and on the total cash rent for that rental period. The report also tracks the accumulated free rent liability as monthly adjustments are applied.

## Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

## Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent schedules for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent schedules for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent schedules for lease numbers lower than or equal to the Lease Number High.

## Report Headings

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Name:** The name of the lease.

**Functional Currency:** The currency for your ledger.

**Schedule Date:** The date each of each payment schedule.

**Base Rent:** The sum of all normalized cash payments of the base rent payment type.

**Rent Abatement:** The amount of rent abatement that will be applied to the payment schedule event.

**Total Cash Rent:** The amount of rent after the rent abatement for the payment schedule event is applied.

**Expense:** The rent expense account after any rent adjustment for the payment schedule event is applied.

**Adjustments:** The amount of the adjustment applied to the Total Cash Rent for the payment schedule event.

**Accrued Liability:** The amount of free rent liability, calculated for each rental period, showing the cumulative effect of rent adjustments on free rent liability.

**Total Rentable Size:** The rentable area of the location.

## Receivables Details Report

Use this report to review billing items included in specified receivable schedules. This report is generated for subleases only.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the receivable schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all receivable schedules in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all receivable schedules.

**Lease Number High:** The highest lease number in the range of lease numbers that you

want to include in the report. If you do not enter a Lease Number Low, then the report lists all receivable schedules with lease numbers lower than or equal to the Lease Number High.

**Schedule Date Low:** The date of the receivable schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the receivable schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all receivable schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all receivable schedules for the specified leases.

**Schedule Date High:** The latest date in the range of receivable schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all receivable schedules with schedule dates earlier than or the same as the Schedule Date High.

## Report Headings

**Schedule Date:** The date of each billing schedule.

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Name:** The name of the lease.

**Functional Currency:** The currency for your ledger.

**Tenant Name and Address:** The name and address of the tenant who is being billed.

**Status:** The current status of the rent schedule.

**Purpose:** The purpose for the billing transaction.

**Term Type:** The type of billing term.

**Amount :** The summation of all cash payment items grouped by purposes and term types. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

**Billing Currency:** The currency for the billing transaction.

**Accounted Amount:** The billing amount converted to the functional currency. This amount is available only when the status of the billing is Approved.

**Accounting Flexfield:** The accounting flexfields that identify the type of expense being authorized for payment.

**Distribution Amount:** The summation of all cash payments grouped by accounting flexfields. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

**Schedule Total:** The summation of all cash payment items, both by purposes and term types and separately by accounting flexfields.

## Receivables Summary Report

Use this report to review current invoice payments due. The report lists the lease, customer information, lease address, accounting flexfields, and total amount due. Rent schedules are ordered by schedule date and lease number. This report is generated for subleases only.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the receivable schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all receivable schedules for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all receivable schedules for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists receivable schedules for all lease numbers lower than or equal to the Lease Number High.

**Schedule Date Low:** The date of the receivable schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the receivable schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all receivable schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists receivable schedules for all specified leases.

**Schedule Date High:** The latest date in the range of receivable schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all receivable schedules with schedule dates earlier than or the same as the Schedule Date High.

### Report Headings

**Schedule Date:** The date of the scheduled payment event.

**Lease Number Range:** The range of lease numbers in the report.

**Functional Currency:** The currency for your ledger.

**Lease Number:** The number of the lease that the summary information covers.

**Lease Name:** The name of the lease that the summary information covers.

**Status:** The status of the lease. This can be Draft or Final.

**Tenant Information:** Information about the tenant who is being billed.

**Lease Address:** The address of the leased location.

**Accounting Flexfield:** Account that will be charged for the transaction.

**Actual Amount:** The amount of the receivable for the specified billing schedule date.

**Billing Currency:** The specified currency for a payment transaction.

**Accounted Amount:** The billing amount converted to the functional currency.

**Schedule Total:** The summation of all billing amounts.

## Rent Schedule Details Report

Use this report to review current payments due for leased facilities. For each schedule that you select, the report lists amounts for payment purposes, payment term types, accounting flexfields, and total schedule payment due. Rent schedules are ordered by lease number and rent schedule date.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent schedules for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent schedules for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent schedules with lease numbers lower than or equal to the Lease Number High.

**Schedule Date Low:** The date of the rent schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the rent schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all rent schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all rent schedules for the specified leases.

**Schedule Date High:** The latest date in the range of rent schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all rent schedules with schedule dates earlier than or the same as the Schedule Date High.

## Report Headings

**Lease Name:** The name of the lease that the detail information covers.

**Lease Number:** The number of the lease.

**Schedule Date:** The date of each billing schedule.

**Schedule Total:** The summation of all billing terms for a lease.

**Status:** The current status of the billing.

**Functional Currency:** The currency for your ledger.

**Vendor Name and Address:** The name and address of the supplier to whom payment is made.

**Phone:** The phone number of the supplier.

**Location Code:** The location code of the rented property for which payment is made.

**Payment Purpose:** The payment term purpose of an expense.

**Payment Term Type:** The payment term type of an expense.

**Payment Amount:** The summation of all cash payment items grouped by purposes and term types. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

**Payment Currency:** The specified currency for a payment transaction.

**Term Currency:**

**Accounting Flexfield:** The accounting flexfields that identify the type of expense being authorized for payment.

**Amount:** The summation of all cash payments grouped by accounting flexfields. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

**Accounted Amount:** The billing amount converted to the functional currency.

**Site Total:** The summation of all cash payment items, both by purposes and term types and separately by accounting flexfields.

## Rent Schedule Export Report

Use this report to review the export status of rent schedules. For each schedule date, the report lists:

- Approval status
- Payment period
- Lease Number

- Lease Name
- Supplier Name
- Supplier Number
- Site Code
- Actual Amount

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Schedule Date Low:** The schedule date of the item that you want to review. If you do not enter a Schedule Date High, then the report lists only the schedule date that is specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all schedule dates that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all schedule dates for the specified leases.

**Schedule Date High:** The latest date in the range of schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all schedule dates earlier than or the same as the Schedule Date High.

**Schedule Status:** The status of the schedule dates you want to review.

**Export Flag:** Enter Yes if you want to review scheduled payments that have been approved for export to Payables. Enter No if you want to review scheduled payments that have not been approved for export to Payables.

**Transferred Flag:** Enter Yes if you want to review scheduled payments that have been transferred to Payables. Enter No if you want to review scheduled payments that have not been transferred to Payables.

### Report Headings

**Schedule Date:** The date of the scheduled payment event.

**Status:** The current status of the scheduled payment.

**Period:** The name of the GL accounting period.

**Lease Number:** The number of the lease for which the payment event is scheduled.

**Lease Name:** The name of the lease for which the payment event is scheduled.

**Supplier Number:** The number of the supplier to whom payment is made.

**Supplier Name:** The name of the supplier to whom payment is made.

**Site Code:** The supplier site to which payment is made.

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

**Payment Currency:** The currency for a payment transaction.

**Accounted Amount:** The payment amount converted to the functional currency.

## Rent Schedule Summary Report

Use this report to review current invoice payments due for leased facilities. The report lists the lease, supplier information, lease address, accounting flexfields, and total amount due. Rent schedules are ordered by rent schedule date and lease number.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent schedules for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent schedules for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent schedules with lease numbers lower than or equal to the Lease Number High.

**Schedule Date Low:** The date of the rent schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the rent schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all rent schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all rent schedules for the specified leases.

**Schedule Date High:** The latest date in the range of rent schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all rent schedules with schedule dates earlier than or the same as the Schedule Date High.

### Report Headings

**Supplier Information:** The name, address, and phone number of the supplier to whom the rental payment is made.

**Lease Address:** The address of the building of the primary leased location.

**Accounting Flexfield:** The flexfields identifying the type of expense being authorized

for payment.

**Amount (by accounting flexfield):** The summation of all cash payment items by accounting flexfields. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case the program uses an estimated amount.

**Grand Total:** The summation of all amounts of all payment schedules.

**Account:** The accounts to which the payments are applied, for each payment schedule range that is selected.

**Amount:** The total amount paid to each account for the payment schedule range that is selected.

## Space Allocation Report

Use this report to review the amount of office space that is allocated to each cost center that has space in the locations associated with the leases you specify. For each cost center, the report provides details of space allocation, including:

- Size of allocated usable areas.
- Size of allocated common areas.
- Allocated usable area as a percentage of the total usable area.
- Allocated common area as a percentage of the total common area.
- Total area allocated to a cost center in the location.
- Total area allocated to a cost center as a percentage of the total allocated area in the location.
- Number of employees (head count) in the location.

## Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

## Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space allocation for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space allocation in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space allocation for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all space allocation for lease numbers lower than or equal to the Lease Number High.

## Report Headings

**Cost Center:** The cost center number.

**Head count:** The number of employees in the cost center who occupy some allocated space in the location.

**Allocated Usable Area:** The amount of usable space allocated to a cost center.

**Allocated Usable Area %:** Allocated usable area expressed as a percentage of the total allocated area.

**Allocated Common Area:** The amount of common space allocated to a cost center.

**Allocated Common Area %:** Allocated common area space expressed as a percentage of the total allocated area.

**Total Allocated Area:** Total amount of space allocated to a cost center: Allocated Usable Area plus Allocated Common Area.

**Total Allocated Area %:** Total amount of space allocated to a cost center expressed as a percentage of the total allocated area.

## Space Utilization Report

Use this report to review space utilization summarized by lease. For each lease, the maximum and optimum occupancies, occupied workstations, vacant workstations, and vacancy percentages are listed. This report lists leases that have already commenced but have not yet terminated. Only offices in active tenancies will be incorporated into the summaries listed in this report.

## Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

## Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space utilization for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space utilization for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space utilization for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report

lists all space utilization for lease numbers lower than or equal to the Lease Number High.

## Report Headings

**Lease #:** The number of the lease, as assigned in the Leases window.

**Name:** The name of the location.

**Rentable Size:** The sum of the rentable sizes of all the current tenancies.

**Maximum Occupancy:** The sum of the maximum occupancies of all offices in the current tenancies. For those offices without maximum occupancies, Oracle Property Manager uses the optimum occupancy.

**Optimum Occupancy:** The sum of the optimum occupancies of all offices in the current tenancies. For those offices without optimum occupancies, Oracle Property Manager uses the maximum occupancy.

**Occupied Workstations:** The total number of personnel space assignments for offices in the current tenancies.

**Vacancy at Maximum-Other:** The number of vacant individual work spaces that are not assigned workstations, if the location is occupied at the maximum occupancy.

**Vacancy at Maximum-Vacant Workstations:** The number of vacant individual work spaces, if the location is occupied at the maximum occupancy.

**Vacancy at Maximum-Vacancy:** The number of vacant workstations expressed as a percentage of the maximum occupancy.

**Vacancy at Optimum-Other:** The number of vacant individual work spaces that are not assigned workstations, if the location is occupied at the optimum occupancy.

**Vacancy at Optimum-Vacant Workstations:** The number of vacant individual work spaces, if the location is occupied at the optimum occupancy.

**Vacancy at Optimum-Vacancy:** The number of vacant workstations expressed as a percentage of the optimum occupancy.

**Non-Hdcnt Related Workstation:** The number of workstations assigned to a cost center but not assigned to specific employees.

## Space Utilization Report by Floor

Use this report to review the utilization of space summarized by floor and lease. For each lease, the report lists all floors where offices exist in active tenancies. For each floor covered by a lease, the report lists:

- The amount of usable space.
- The optimum and maximum occupancies.

- The number of occupied and vacant workstations.
- The percentage of vacancies.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space utilization for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space utilization for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space utilization for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists space utilization for all lease numbers lower than or equal to the Lease Number High.

### Report Headings

**Lease Name:** The name of the lease that includes the floor on which the reported space is located.

**Building:** The name of the building that includes the floor where the reported space is located.

**Floor:** The name or number of the floor where the reported space is located.

**Usable Area:** The total usable area of the specified floor.

**Maximum Occupancy:** The sum of the maximum occupancies of all offices on each floor. The program uses the optimum occupancy for those offices without maximum occupancies.

**Optimum Occupancy:** The sum of the optimum occupancies of all offices on each floor. The program uses the maximum occupancy for those offices without optimum occupancies.

**Occupied Workstations:** The total number of personnel space assignments for offices on each floor.

**Other:** The total number of spaces that have been allocated to a cost center.

**Vacant Workstations:** The optimum occupancy minus the combined number of occupied workstations and workstations assigned to cost centers (Other). If the result is negative (for example, because of over-occupancy), the column displays a zero.

**Vacancy at Maximum:** The number of vacancies expressed as a percentage of the maximum occupancy. If the value is negative, the column displays a zero.

**Vacancy at Optimum:** The number of vacancies expressed as a percentage of the optimum occupancy. If the value is negative, the column displays a zero.

## Space Utilization Report by Office

Use this report to review the utilization of space summarized by office. For each lease, the report lists all offices that exist in active tenancies. The offices are listed by floor. For each office covered by a lease, the report lists:

- The total usable space of each floor and office.
- The optimum, maximum, and actual occupancies of each floor and office.

### Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports, page B-1

### Report Parameters

**Lease Number Low:** The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space utilization for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space utilization for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space utilization for all leases.

**Lease Number High:** The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists space utilization for all lease numbers lower than or equal to the Lease Number High.

### Report Headings

**Building:** The name of the building that includes the office where the reported space is located.

**Usable Area:** The total usable area of each office.

**Maximum Occupancy:** The maximum number of employees that can occupy the office.

**Optimum Occupancy:** The optimum number of employees that can occupy the office.

**Actual Occupancy:** The number of employees assigned to the office.

## Variable Format Reports

Use the Publish RX Reports concurrent program to generate an RXi report. You can generate an RXi report with one of the report's default attribute sets, or with an attribute set that you defined in the Attribute Set window. The report prints according to the layout definition of the attribute set. You can print reports in text, HTML, CSV, or tab-delimited format.

There are two steps involved in generating an RXi report:

- Run the RXi report to extract data to the temporary table.
- Run the Publish RX Reports concurrent program to print the extracted data.

The RXi report and Publish RX Reports concurrent programs can run together in one step, depending on the setup of RXi reports and concurrent programs:

- If you run the RXi report and Publish RX Reports concurrent program together in one step, the RXi report parameters include the Publish RX Reports concurrent program parameters.
- If you need to run the RXi report and Publish RX Reports concurrent program in two separate steps, submit the RXi report to retrieve data, then submit the Publish RX Reports concurrent program to print data.

**Note:** If you use two steps to generate the report, use the Request window to obtain the request ID of the RXi report. You need to enter the request ID to print a report that was previously run.

### To generate and publish a variable format report using the one step process:

1. In the Property Manager responsibility, run your RXi report using the path: Navigator > Reports > RXi > Space for space reports, or Navigator > Reports > RXi > Lease for lease reports.
2. Select the Publish RXi report you want to run.
3. Enter the parameters in the Parameters window.
4. Choose OK.
5. Submit your request.

Your one-step report will be published automatically.

**Note:** Two concurrent request IDs are created: one initial ID to generate your report and a second ID to apply formatting and to publish your report.

For more information, see: Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Report Administration Tool User Guide*.

## Common RXi Report Fields

The following are report fields common to many Oracle Property Manager RXi reports:

**1-15 Attribute Sets:** Flexfield column names and definitions.

**Action Due Date:** The date by which the required action for the milestone must be completed.

**Action Taken:** The date that an action was taken on an option. For example, the date that a tenant notifies the landlord that he will exercise the option.

**Actual Occupancy Date:** The first date when the location is occupied.

**Address:** The address of the leased location.

**Assignable Area:** The area that you can assign for the lease.

**Assignable Area (at office level):** The area that you can assign at the office level.

**Assigned Area:** The area of the lease that has been assigned.

**Assigned Area (at office level):** The area of the office that has been assigned.

**Average Annual Base Rent:** Equal to the following: (summation of all payment items of type = base rent for the entire lease term) / (total number of months within the lease term) X (12).

**Average Monthly Base Rent:** Equal to the following: ( Average Annual Base Rent / 12 )

**Building or Land Name:** The name of the building or land.

**City:** The city of the leased location.

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

**Common Area:** The type of area for a shared expense, for example, lobby or parking garage.

**Common Area (at office level):** The type of office area for a shared expense.

**Country:** The country of the leased location.

**County:** The county of the leased location.

**Customer Account Number:** The General Ledger account to which all payments are credited.

**Customer Assigned from Date:** The date on which the customer will begin occupying the space.

**Customer Assigned to Date:** The date on which the customer will stop occupying the space.

**Customer Category:** The category of the customer.

**Customer Name:** The name of the customer.

**Customer Project Number:** The project number associated with a customer.

**Customer Site:** The location of the customer.

**Customer Task Number:** The project task name associated with a customer.

**Deposit:** A security payment held by the lessor.

**Employee Assigned from Date:** The date on which the employee will begin occupying the space.

**Employee Assigned to Date:** The date on which the employee will stop occupying the space.

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

**Employee Name:** The full name of each employee on the specified floor.

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

**Employee Position:** This title is specific to a particular organization, for example, finance manager. If this information exists in HRMS, the value is defaulted automatically.

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

**Employee Task Number:** The task number associated with the project.

**Employee Type:** The type of employee, as defined in HRMS.

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

**Floor or Parcel Name:** The name of the floor or parcel.

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

**Invoicing Address:** The address to which invoices are sent.

**Landlord Name:** Name of lessor.

**Landlord Site:** The location or place of business of the landlord.

**Lease Class:** Indicates your role as it is defined in the lease, including Expense, Revenue, and Sub Lease.

**Lease Commencement Date:** The beginning date of the lease as stated in the lease.

**Lease Execution Date:** The date the lease was executed or signed.

**Lease ID:** The identification number of the lease.

**Lease Milestone ID:** The identification number of the lease milestone.

**Lease Name:** The name of the lease.

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Responsible User:** The user name of the person responsible for taking action on the lease.

**Lease Status:** The status of the lease, either Draft or Final.

**Lease Term:** The duration of the lease calculated by Property Manager, and based on the commencement and termination dates that you enter.

**Lease Termination Date:** The date that the lease ends.

**Lease Type:** Describes how the rental amount is calculated. Three common types of leases include: gross lease, net lease, and percentage lease.

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

**Location Flexfield attributes 1-15:** Flexfield column names and definitions.

**Location ID:** A unique identifier generated from an Oracle database sequence. This number should be tagged/mapped to the vendor's own location identifier for reference and future updates.

**Location Name:** The name of the location.

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

**Maximum Occupancy:** The sum of the maximum occupancies of all offices in the current tenancies.

**Maximum Vacancy:** The difference between the maximum occupancy and the space utilized.

**Milestone Begin Date:** The first date that a notification regarding the milestone will be generated.

**Milestone Type:** The milestone type describes various events that will require action. Some common milestone types are for insurance, lease options, and for lease payment and billing terms.

**Monthly Operating Expense:** Tenant expenses that are in addition to rent. These may include common expenses, insurance, and taxes.

**Office or Section Name:** The name of the office or section.

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

**Optimum Vacancy:** The number of vacant individual work spaces that are not assigned workstations, if the location is occupied at the optimum occupancy.

**Option Action Date:** The date by which action must be taken.

**Option Area Change:** The area that will be increased or decreased related to an expansion, contraction, or must take option right.

**Option Commencement Date:** The date the lease option begins.

**Option Comments:** Any additional comments about the milestone.

**Option Cost:** The cost of the option, if it is exercised. Examples are \$2 per square foot, or 95% of fair market value.

**Option Currency:** Currency in which the option cost is denominated.

**Option Exercise Start Date:** The first date that option exercise notifications can be sent to the landlord.

**Option Exercise End Date:** The last date that option exercise notifications can be sent to the landlord.

**Option Expiry Date:** The date the option expires.

**Option Notice Required:** Indicates if the option requires notice from one party to the other.

**Option Size:** The amount of additional space that can be leased by exercising the option, if the option is for expansion of the leased space.

**Option Status:** The current status of the option. Examples include: Exercised, Not Exercised, or No Action.

**Option Term:** The length of the option term in your company's time units.

**Option Type:** Type of option right. For example, right to sublease or roof rights.

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

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

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

**Reference:** The paragraph in the lease that references the terms of this right.

**Region:** The name of the region.

**Remaining Lease Liability:** The amount of free rent liability, calculated for each rental period, showing the cumulative effect of rent adjustments on free rent liability.

**Rent Per Rentable Area:** Rent divided by the rentable area of the location.

**Rentable Area:** The rentable area of the location.

**Rentable Area (at office level):** The rentable area at the office level.

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

**Space Standard:** Property Manager measures gross area only for Land and Buildings, as a part of IFMA Space Measurement Standard.

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

**State:** The state where the service provider is located.

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

**Termination Date:** The last date of the lease term. It defaults to the termination date of the lease, but can be overridden. This is the last date by which rent increases can be evaluated.

**Total Lease Liability:** The sum of all payment types of base rent and operating expenses.

**UOM Code:** The unit of measurement code that is used for area and capacity.

**Usable Area:** The total usable area that can be utilized.

**Usable Area (at office level):** The amount of usable space in the employee's office.

**Utilized:** The number of people occupying the space. Equals assignable area less assigned area.

**Vacant Area:** The total area that is not leased and available to tenants.

**Vacant Area (at office level):** The total office area that is not leased and available to tenants.

**Zip Code:** The zip code of the location.

## Property Manager RXi Reports

### RXi: Space Utilization by Location Report

Use this report to review space utilization information for selected ranges of locations.

#### Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

See: Variable Format Reports, page 8-26

#### Report Parameters

**Property Code Low:** The lowest property code in the range you want to include in your report.

**Property Code High:** The highest property code in the range you want to include in your report.

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your report.

**Location Type:** The type of location. Choices are Building, Floor, Office, Land, Parcel, and Section.

**As of Date:** The effective date of the report, and the last date to which utilization data is included for the selected locations.

### Report Fields Available

Assignable Area, Assigned Area, Common Area, Location Code, Location Flexfield attributes 1-15, Location Name, Location Type, Maximum Occupancy, Maximum Vacancy, Optimum Occupancy, Optimum Vacancy, Property Code, Rentable Area, Space Function, Space Standard, Space Type, Usable Area, Utilized, Vacant Area.

### RXi: Space Utilization by Lease Report

Use the Space Utilization by Lease report to review space utilization for selected ranges of leases.

### Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

See: Variable Format Reports, page 8-26

### Report Parameters

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**As of Date:** The effective date of the report.

### Report Fields Available

Assignable Area, Assigned Area, Commencement Date, Common Area, Lease Name, Lease Number, Location Flexfield attributes 1-15, Location Name, Location Type, Maximum Occupancy, Maximum Vacancy, Optimum Occupancy, Optimum Vacancy, Rentable Area, Space Function, Space Standard, Space Type, Termination Date, Usable Area, Utilized, Vacant Area

### RXi: Space Assignment by Location Report

Use the Space Assignment by Location report to review space assignment information

for selected ranges of locations.

## Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

See: Variable Format Reports, page 8-26

## Report Parameters

**Property Code Low:** The lowest property code in the range you want to include in your report.

**Property Code High:** The highest property code in the range you want to include in your report.

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your report.

**Location Type:** The type of location. Choices are Building, Floor, Office, Land, Parcel, and Section.

**As of Date:** The effective date of the report.

**Report Type:** The type of report. Choices are All, Employee, and Customer.

## Report Fields Available

Assignable Area (at office level), Assigned Area (at office level), Common Area (at office level), Customer Account Number, Customer Assigned from Date, Customer Assigned to Date, Customer Category, Customer Name, Customer Project Number, Customer Site, Customer Task Number, Employee Assigned from Date, Employee Assigned to Date, Employee Category, Employee Name, Employee Number, Employee Position, Employee Project Number, Employee Task Number, Employee Type, Location Code, Location Name, Location Type, Property Code, Property Name, Rentable Area (at office level), Space Function, Space Standard, Space Type, Usable Area (at office level), Vacant Area (at office level)

## RXi: Space Assignment by Lease Report

Use the Space Assignment by Lease report to review space assignment information for selected ranges of leases.

## Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and

headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

See: Variable Format Reports, page 8-26

### Report Parameters

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**As of Date:** The effective date of the report.

**Report Type:** The type of report. Choices are All, Employee, and Customer.

### Report Fields Available

Assignable Area, Assigned Area, Building / Land Name, Commencement Date, Common Area, Customer Account Number, Customer Assigned from Date, Customer Assigned to Date, Customer Category, Customer Name, Customer Project Number, Customer Site, Customer Task Number, Employee Assigned from Date, Employee Assigned to Date, Employee Category, Employee Name, Employee Number, Employee Position, Employee Project Number, Employee Task Number, Employee Type, Floor / Parcel Name, Lease Name, Lease Number, Location Flexfield attributes 1-15, Location Name, Location Type, Property Name, Rentable Area, Space Function, Space Standard, Space Type, Termination Date, Usable Area, Vacant Area

### RXi: Lease Options Report

Use the Lease Options report to review lease options information for selected ranges of leases.

### Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Lease.

See: Variable Format Reports, page 8-26

### Report Parameters

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**Location Code Low:** The lowest location code in the range you want to include in your

report.

**Location Code High:** The highest location code in the range you want to include in your report.

**Lease Responsible User:** The user name of the responsible person for which the accounting information will be reported.

**Option Type:** The type of option. Some examples of option types are renewal, purchase, and early termination.

**Exercise Window Term From:** The first date the option can be exercised.

**Exercise Window Term To:** The last date the option can be exercised.

**Lease Termination From:** The beginning date of the range of terminated leases you want to include in your report.

**Lease Termination To:** The ending date of the range of terminated leases you want to include in your report.

### Report Fields Available

1-15 Attribute Sets, Actual Occupancy Date, Address, Building or Land Name, City, Country, County, Estimated Occupancy Date, Floor or Parcel Name, Gross Area, Lease Class, Lease Commencement Date, Lease Execution Date, Lease ID, Lease Name, Lease Number, Lease Responsible User, Lease Status, Lease Term, Lease Termination Date, Lease Type, Location Code, Location ID, Location Name, Location Type, Office or Section Name, Option Action Date, Option Area Change, Option Commencement Date, Option Comments, Option Cost, Option Currency, Option Exercise End Date, Option Exercise Start Date, Option Expiry Date, Option ID, Option Notice Required, Option Size, Option Status, Option Term, Option Type, Property Name, Province, Reference, Region, Rentable Area, Space Function, State, Tenure, UOM Code, Usable Area, Zip Code

### RXi: Milestone Report

Use the Milestones report to review milestone information for selected ranges of leases.

### Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Lease.

See: Variable Format Reports, page 8-26

### Report Parameters

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your report.

**Lease Termination From:** The beginning date of the range of terminated leases you want to include in your report.

**Lease Termination To:** The ending date of the range of terminated leases you want to include in your report.

**Milestone Responsible User:** The user name of the responsible person for which the accounting information will be reported.

**Action Due Date From:** The beginning date of the range of valid action dates within which the option is active.

**Action Due Date To:** The ending date in the range of valid action dates within which the option is active.

**Milestone Type:** The user-defined lookups used to address the various lease events that will require action. Select milestone types to list in the report output.

## Report Fields Available

1-15 Attribute Sets, Action Due Date, Action Taken, Actual Occupancy Date, Address, Building or Land Name, City, Country, County, Estimated Occupancy Date, Floor or Parcel Name, Gross Area, Lease Class, Lease Commencement Date, Lease Execution Date, Lease ID, Lease Milestone ID, Lease Name, Lease Number, Lease Responsible User, Lease Status, Lease Term, Lease Termination Date, Lease Type, Location Code, Location ID, Location Name, Location Type, Milestone Begin Date, Milestone Type, Office or Section Name, Property Name, Province, Region, Rentable Area, Space Function, State, Tenure, Usable Area, Zip Code

## RXi: Rent Roll and Lease Expiration Report

Use the Rent Roll and Lease Expiration report to review rent roll and lease expiration information for selected ranges of leases.

## Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Lease.

See: Variable Format Reports, page 8-26

## Report Parameters

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your report.

**Lease Type:** Indicates how rent is calculated. Some common lease types are percentage, gross, and net leases.

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**Lease Termination From:** The beginning date of the range of terminated leases you want to include in your report.

**Lease Termination To:** The ending date of the range of terminated leases you want to include in your report.

**Lease Status:** Indicates if the lease information is in draft or final form.

**Lease Responsible User:** The user name of the responsible person for which the accounting information will be reported.

## Report Fields Available

1-15 Attribute Sets, Actual Occupancy Date, Address, Average Annual Base Rent, Building or Land Name, City Country, County, Deposit, Estimated Occupancy Date, Floor or Parcel Name, Gross Area, Invoicing Address, Landlord Name, Landlord Site, Lease Class, Lease Commencement Date, Lease Execution Date, Lease ID, Lease Milestone ID, Lease Name, Lease Number, Lease Responsible User, Lease Status, Lease Term, Lease Termination Date, Lease Type, Location Code, Location ID, Location Name, Location Type, Average Monthly Base Rent, Monthly Operating Expense, Office or Section Name, Property Name, Province, Region, Remaining Lease Liability, Rent Per Rentable Area, Rentable Area, Space Function, State, Tenant Name, Tenant Site, Tenure, Total Lease Liability, Usable Area, Zip Code



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## Oracle Property Manager Menu Paths

This appendix describes the default navigation paths for each window on the Oracle Property Manager menu.

This appendix covers the following topics:

- Oracle Property Manager Navigator Paths

### Oracle Property Manager Navigator Paths

The following table lists window names and typical navigation paths (if your system administrator has customized your navigator, your navigation paths may be different):

Window Name	Navigation Path
Approve Rent Increase Terms	Leases and Documents: Rent Increase: Approve Rent Increase Terms
Approve Schedules	Leases and Documents: Approve Schedules
Approve Variable Rent Terms	Leases and Documents: Variable Rent: Approve Variable Rent Terms
Authorize Billings	Leases and Documents: Billings: Authorize. Enter search criteria and choose the Find button.
Authorize Payments	Leases and Documents: Payments: Authorize. Enter search criteria and choose the Find button.

<b>Window Name</b>	<b>Navigation Path</b>
Billing Schedule Details	Leases and Documents: Billings:Authorize. Enter search criteria and choose the Find button. Choose the Details Button.
Billing Term Template	Leases and Documents: Billings:Billing Term Template
Billings Exported to Receivables	Leases and Documents:Billings:Export to Receivables. Check the Exported check box and choose the Find button.
Buildings	Property Definition: Building
Contacts	Agents: Contacts
Customers (Enter)	Agents: Customers: Standard or Agents: Customers: Quick
Customer Profile Classes	Agents:Customers:Profile Class
Customers Summary	Agents:Customers:Summary
Details Milestones	Leases and Documents:Main Leases:Enter Leases and Documents. Choose the New button. Enter lease information. Choose the Milestones button.
Employees (Enter)	Agents:Employees:Enter Employees
Employees (View)	Agents:Employees:View
Export Billings to Receivables	Leases and Documents:Billings:Export to Receivables. Enter search criteria and choose the Find button.
Export Payments to Payables	Leases and Documents:Payments:Export to Payables. Enter search criteria and choose the Find button.
Export to CAD Interface	Open Interfaces:Locations and Space Allocation:Export

<b>Window Name</b>	<b>Navigation Path</b>
Find Billing Schedules	Leases and Documents:Billings:Export to Receivables. Enter search criteria and choose the Find button.
Find/Enter Customers	Agents:Customers:Standard
Find Locations	Property Definition:View Locations. Enter search criteria and choose the Find button.
Find Payment Schedules	Leases and Documents:Payments:Export to Payables. Enter search criteria and choose the Find button.
Find Payments	Leases:Export Payments. Enter search criteria and choose the Find button.
Find Space Assignment	Assignments:Assign Space. Enter search criteria and choose the Find button.
Floors	Property Definition:Building. Choose the Floors button.
Import from CAD	Open Interfaces:Locations and Space Allocation:Import
Index History	Leases and Documents:Rent Increase:Enter Index History.
Land	Property Definition:Land
Lease	Leases and Documents: Enter Leases and Documents. Choose the New button. On the Lease window, choose the New or Open button.
Lease Amendment	Leases and Documents:View Lease History. Enter search criteria and choose the Find button. Choose the Amendments button.
Lease Details History	Leases and Documents:View Lease History. Enter search criteria and choose the Find button. Choose the Amendments button.

Window Name	Navigation Path
Lease Edit	Leases and Documents:View Lease History. Enter search criteria and choose the Find button. Choose the Transactions button, then choose the History button.
Leases	Leases and Documents: Enter Leases and Documents. Choose the New button.
Leases (History)	Leases and Documents:Main Lease:View Lease History. Enter search criteria and choose the Find button.
Locations Inquiry	Property Definition:View Locations. Enter search criteria and choose the Find button.
Milestone Templates	Setup:Milestones Template
Offices	Property Definition:Buildings: Choose the Floors button, then choose the Offices button.
Parcels	Property Definition:Land: Choose the Parcels button.
Payment Schedule Details	Leases and Documents: Payments:Authorize. Enter search criteria and choose the Find button. Choose the Details Button.
Payment Term Template	Leases and Documents: Payments:Payment Term Template
Payments Exported to Payables	Leases and Documents:Payments:Export to Payables. Check the Exported check box and choose the Find button.
Properties	Property Definition:Property
Regions and Office Parks	Property Definition: Regions
Roles and Sites	Agents:Contacts. Choose the New button.

<b>Window Name</b>	<b>Navigation Path</b>
Rent Increase	Leases and Documents:Rent Increase:Enter Rent Increase. Choose the Open or New button.
Rent Increase Leases	Leases and Documents:Rent Increase:Enter Rent Increase.
Reporting Currencies	Setup:International:Enable Reporting Currencies
Sections	Property Definition:Land: Choose the Parcels button, then choose the Sections button.
Space Assignment	Assignments:Assign Space
Space Assignment (View)	Assignments:View Space Assignments. Enter search criteria and choose the Find button.
Suppliers	Agents:Suppliers:Enter Suppliers
Suppliers (View)	Agents:Suppliers:View
Variable Rent	Leases and Documents:Variable Rent:Enter Variable Rent
Variable Rent (View)	Leases and Documents:Variable Rent:View Variable Rent



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## Concurrent Programs

This appendix describes the concurrent programs used in Oracle Property Manager.

This appendix covers the following topics:

- Overview of Concurrent Programs
- Oracle Property Manager Concurrent Programs

### Overview of Concurrent Programs

When you want to create a report in Oracle Property Manager or perform particular tasks such as creating schedules and items, approving schedules, or exporting data to the CAD interface, you must submit a concurrent request. Oracle Property Manager then runs the appropriate concurrent program to create the report or complete the assigned task.

### Related Topics

Property Manager Reports, page 8-1

'Defining Request Sets, *Oracle Applications Users Guide*

'Submitting a Request, *Oracle Applications Users Guide*

Submitting a Request Set, *Oracle Applications User's Guide*

Overview of Reports and Programs, *Oracle Applications User's Guide*

Changing Request Options, *Oracle Applications User's Guide*

### Submitting Requests

To submit a standard request from the Submit Request window:

1. Navigate to the Submit Request window.

2. Select the concurrent program that you want to submit.
3. Select the operating unit.
4. Specify the appropriate parameters in the Parameters window. Click OK to save the parameters.
5. Click Submit. You can review the status of your request in the Requests window.

## Monitoring Requests

To monitor the status of a concurrent program:

1. Select Other: View Concurrent Requests.
2. Optionally, specify a request in the Specific Requests region or select All My Requests and click Find.
3. In the Requests window, select a request and select View Output to view the related report or View Log to view the log file.

For more information, see Monitoring Requests, *Oracle Applications User's Guide*

## Canceling Requests

To cancel a concurrent request:

1. In the Requests window, query the concurrent request number for your request.
2. Select your request.
3. Select Cancel Request.

For more information, see 'Canceling Requests, *Oracle Applications Users Guide*.

## Oracle Property Manager Concurrent Programs

This section describes the concurrent programs used in Oracle Property Manager. For a description of reports, see Oracle Property Manager Reports, page 8-1.

### Approve or Cancel Approval of Schedules

Use the Approve or Cancel Approval of Schedules concurrent program to approve or cancel approval of payment or billing schedules for one or a group of leases, locations, schedule dates, or transaction dates.

## Rules for Approving Schedules

The Approve or Cancel Approval of Schedules concurrent request approves all schedules meeting the criteria specified in the Parameters window, except the following:

- Schedules that are on hold
- Schedule that contain an item with a null actual amount
- Schedules for which no GL Period name was assigned during approval. This occurs when the GL Period is closed or has never been opened.

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

## Defaulting GL Period Name

If you select a value in the Payment Period parameter field in the Approve or Cancel Approval of Schedules concurrent program, and the Lease Class and Billing Period parameter fields are blank, the concurrent program defaults the value entered in the Payment Period parameter field to the Payment Period field of the payment schedule. Otherwise, the program defaults the GL Period name to the Period Name field of the payment or billing schedule. The GL Period name defaulted is based on the GL Period name that corresponds to the schedule date. Defaulting of the period occurs only for Open and Future-Entry GL Periods.

## Submission

You submit the Approve or Cancel Approval of Schedules concurrent program by selecting Lease and Documents: Approve Schedules. The Submit Request window is displayed where you can specify the appropriate parameters. See Submitting Requests, page B-1.

## Parameters

The fields available in the Parameters window of the Approve or Cancel Approval of Schedules concurrent program include the following.

**Action:** Specify whether you wish to approve schedules or cancel approval of schedules. This is a required field.

**Schedule Date range:** Optionally, provide schedule from and to dates.

**Transaction Date range:** Optionally, provide transaction from and to dates.

**Important:** You must provide either a range of schedule dates or a range of transaction dates.

**Lease Class Code:** Specify whether the Lease is an expense lease, revenue lease, or a sublease. If you select Expense, only payment leases are selected for approval. If you select Revenue or Sublease then billing leases are selected for approval.

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

**Payment Period:** You can select an open or future enterable period. This field is optional. This field is applicable only to paying leases.

**Billing Period:** You can select an open or future enterable period. This field is optional. This field is applicable only to billing leases.

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

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

**User Responsible:** Use this selection criterion to retrieve all leases for a responsible user.

## Reports

The Approve or Cancel Approval of Schedules concurrent program does not generate a report.

## Approve Rent Increase Terms

Use the Approve Rent Increase Terms concurrent program to approve index rent terms for one or a range of index rent agreements.

## Submission

You submit the Approve Rent Increase Terms concurrent program by selecting Lease and Documents: Rent Increase: Approve Rent Increase Terms. The Submit Request window is displayed where you can specify the appropriate parameters.

You can also submit the Approve Rent Increase Terms concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Approve Rent Increase Terms concurrent program contains the following parameters.

**Index Lease Number range:** Optionally, provide an index lease (rent increase) number

or a range of numbers whose index rent terms you would like to approve.

**Assessment Date range:** Optionally, provide a date or a date range to specify that only terms belonging to index rent agreements with specific assessment dates should be approved.

**Lease Class:** Optionally, specify whether you want to approve index rent terms for expense leases, revenue leases, or subleases.

**Main Lease Number range:** Optionally, specify a lease or range of leases whose associated index rent terms you want to approve.

**Location Code:** Optionally, specify a location code if you want to approve index rent terms for index rent agreements associated with specific locations only.

**User Responsible:** Optionally, select a user name if you want to approve terms only for rent increase agreements for which a particular user is responsible.

**Payment Date range:** Optionally, provide a date range if you want to approve terms whose payment dates fall within the provided range.

**Approve Normalize Only:** Specify whether you wish to approve only the normalized terms created for the selected index rent agreements.

**Create New Schedules if Needed:** Specify whether you want Oracle Property Manager to automatically create schedules on the next available schedule day if approved schedules already exist for the schedule day specified in the term. For example, if you have already approved a schedule whose schedule day is 1, Oracle Property Manager can create a schedule with a schedule day of 2. Keep the following in mind while using this parameter:

- The parameter is set to No by default.
- If you set the parameter to Yes, Oracle Property Manager changes the schedule day if required. However, the transaction date remains the same.
- When there are no available schedule days, the program fails even if you set the parameter to Yes.

## Reports

The Approve Rent Increase Terms program does not generate a report.

## Approve Variable Rent Terms

Use the Approve Variable Rent Terms concurrent program to approve variable rent terms for one or a range of leases, variable rent agreements, or locations. For details, see *Creating and Approving Terms*, page 6-28.

## Submission

You submit the Approve Variable Rent Terms concurrent program by selecting Lease

and Documents: Variable Rent: Approve Variable Rent Terms. The Submit Request window is displayed where you can specify the appropriate parameters.

You can also submit the Approve Variable Rent Terms request from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Approve Variable Rent Terms concurrent program contains the following parameters.

**Lease Number range:** Optionally, specify a lease or range of leases for which you want to approve variable rent terms in the Lease Number From and Lease Number To fields.

**Location Code range:** Optionally, specify a location code or range of location codes for which you want to approve variable rent terms in the Location Code From and Location Code To fields.

**Rent Number range:** Optionally, specify a variable rent agreement or range of agreements for which you want to approve variable rent terms in the Rent Number From and Rent Number To fields.

**Period Number range:** Optionally, specify a period number or range of period numbers in the Period Number From and Period Number To fields.

**Responsible User:** Optionally, select a user name if you want to approve terms for variable rent agreements associated with leases for which a particular user is responsible.

## Reports

The Approve Variable Rent Terms concurrent program does not generate a report.

## Calculate Recovery

Use the Calculate Recovery concurrent program to calculate recovery amounts for one or a range of recovery agreements.

## Submission

You submit the Calculate Recovery concurrent program by selecting Lease and Documents: Recovery: Calculate Recovery. The Submit Request window is displayed where you can specify the appropriate parameters.

You can also submit the Calculate Recovery concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Calculate Recovery concurrent program contains the following parameters.

**Lease number range:** Optionally, provide a range of lease numbers for which you want

to calculate recovery amounts.

**Location code range:** Optionally, provide a range of location codes for which you want to calculate recovery amounts.

**Recovery agreement range:** Optionally, provide a range of recovery agreements for which you want to calculate recovery amounts.

**Property code:** Optionally, select the property for which you want to calculate recovery amounts.

**Customer information:** Optionally, specify a customer in the Customer name or Customer site fields.

**Calculation period ending:** Optionally, specify a date if you want to calculate recovery amounts for a period that ends on a particular date.

## Reports

The Calculate Recovery concurrent program does not generate a report.

## Related Topics

Calculate Recovery Agreement, page 7-41

## Calculate Rent Increase

Use the Calculate Rent Increase concurrent program to calculate index rent for one or a range of rent increase agreements.

## Submission

You submit the Calculate Rent Increase concurrent program by selecting Lease and Documents: Rent Increase: Calculate Rent Increase. The Submit Request window is displayed where you can specify the appropriate parameters.

You can also submit the Calculate Rent Increase concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Calculate Rent Increase concurrent program contains the following parameters:

**Index Lease Number range:** Optionally, provide an index lease (rent increase) number or a range of numbers for which you want to calculate index rent in the Index Lease Number - Low and Index Lease Number - High fields.

**Assessment Date range:** Optionally, provide a date or a date range to specify that index rent should be calculated for agreements with specific assessment dates.

**Lease Class:** Optionally, specify a lease class.

**Main Lease Number:** Optionally, specify the lease number of the lease to which the

index rent agreement is attached.

**Location Code:** Optionally, specify the location for which you want to calculate index rent.

**User Responsible:** Optionally, select a user name if you want to calculate index rent amounts for rent increase agreements associated with leases for which a particular user is responsible.

**Recalculate Index:** Specify whether you wish to recalculate the basis before calculating the rent increase.

## Reports

The Calculate Rent Increase concurrent program does not generate a report.

## Related Topics

Calculating Index Rent, page 5-12

## Calculate Variable Rent

Use the Calculate Variable Rent concurrent program to calculate variable rent amounts for one or a range of leases, variable rent agreements, or locations.

## Submission

You submit the Calculate Variable Rent concurrent program by selecting Lease and Documents: Variable Rent: Calculate Variable Rent. The Submit Request window is displayed where you can specify the appropriate parameters.

You can also submit the Calculate Variable Rent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Calculate Variable Rent concurrent program contains the following parameters.

**Lease Number range:** Optionally, specify a lease or range of leases for which you want to calculate variable rent amounts.

**Location Code range:** Optionally, specify a location or range of locations for which you want to calculate variable rent amounts.

**Rent Number range:** Optionally, specify a variable rent agreement or range of variable rent agreements for which you want to calculate variable rent amounts.

**Period Number range:** Optionally, specify a period or a range of periods for which you want to calculate variable rent.

**Responsible User:** Optionally select a user name if you want to calculate variable rent for variable rent agreements associated with leases for which a particular user is

responsible.

**Invoice On:** Optionally, specify whether you want to calculate variable rent amounts for variable rent agreements that have invoicing on actual sales amounts or forecasted sales amounts.

**For Sales Month Ended:** Optionally, specify a date if you want to calculate variable rent for periods up to a specific sales month.

## Reports

The Calculate Variable Rent concurrent program does not generate a report.

## Related Topics

Calculating Variable Rent, page 6-27

## Cost Center Synchronization with HR

Use the Cost Center Synchronization with HR concurrent program to update an employee's cost center information using the information in Oracle Human Resources. For more information, see Synchronizing Employee Cost Centers with Oracle Human Resources, page 3-18.

The Cost Center Synchronization with HR concurrent program updates the records of all employees whose cost center assignment in Oracle Property Manager does not match their cost center assignment in Oracle Human Resources.

The program modifies employee records in Oracle Property Manager to include the new cost center starting from the as of date you specify in Parameters window. The main steps are:

- The existing employee assignment record is end-dated with the date before the as of date, or (As of Date - 1).
- A new employee assignment record is created with the start date equal to the as of date, or (Start Date = As of Date).
- If the old employee assignment was open-ended, no end date is specified for the new employee assignment record. If the old employee assignment record was end dated, the end date is assigned to the new employee assignment record.
- Oracle Property Manager uses the cost center assignment in Oracle Human Resources to specify the cost center in the new employee record.

The As of Date parameter determines the following:

- The employee assignment records selected for updating in Oracle Property Manager

- The current active cost center assignments in Oracle Human Resources used to update the cost center assignments in Oracle Property Manager
- The starting point of the synchronization process

## Submission

You submit the Cost Center Synchronization with HR concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Cost Center Synchronization with HR concurrent program contains the following parameters.

**As of Date:** Enter the date on which you want to create new space assignments for employees whose records must be updated. This field is required and is set to the system date by default.

**Location Type:** Select the location type occupied by the employees you want to include. The list of values includes all the location types that currently exist in Oracle Property Manager. Leave the field blank to include all the existing location types.

**Location Code range:** Select the locations or range of locations occupied by employees you want to include in the update process. The Location Code From and Location Code To lists of values include all the location codes for the specified location type that are valid on or after the as of date you specify. Leave the fields blank to include all the location codes for a specified location type or for all the location types.

**Employee Cost Center:** The list of values displays valid employee cost centers that are assigned to a space in Oracle Property Manager. Select an employee cost center to include only the employees assigned to the specified cost center in the update process.

## Reports

The Cost Center Synchronization with HR concurrent program does not generate a report.

## Create Accounts Distribution

Use the Create Accounts Distribution concurrent program to create accounts distributions for one or a range of leases whose normalized payment terms do not contain liability and accrued liability account information or whose normalized billing terms do not contain receivable and accrued asset account information.

## Submission

You submit the Create Accounts Distribution concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Create Accounts Distribution concurrent program contains the following parameters.

**Lease Class:** Optionally, specify whether you want to create accounts distributions for revenue leases, expense leases, or subleases.

**Lease Number range:** Optionally, specify a lease or a range of leases for which you want to create the accounts distribution.

**Location Code range:** Optionally, specify a location or a range of locations if you want to create accounts distributions for leases with tenancies for the specified location range.

**Account information:** Specify the appropriate Receivable, Accrued Asset, Liability, and Accrued Liability accounts depending on whether you are creating an accounts distribution for expense leases, or revenue leases and subleases.

## Reports

The Create Accounts Distribution concurrent program does not generate a report.

## Create Variable Rent Terms

Use the Create Variable Rent Terms concurrent program to create variable rent terms for one or a range of leases, variable rent agreements, or locations. For more information, see *Creating and Approving Terms*, page 6-28.

## Submission

You submit the Create Variable Rent Terms concurrent program by selecting Lease and Documents: Variable Rent: Create Variable Rent Terms. The Submit Request window is displayed where you can specify the appropriate parameters.

You can also submit the Create Variable Rent Terms concurrent program from the Submit Request window. See *Submitting Requests*, page B-1.

## Parameters

The Create Variable Rent Terms concurrent program contains the following parameters.

**Lease Number range:** Optionally, specify a lease or a range of leases for which you want to create variable rent terms in the Lease Number From and Lease Number To fields.

**Location Code range:** Optionally, specify a location code or a range of location codes for which you want to create variable rent terms in the Location Code From and Location Code To fields.

**Rent Number range:** Optionally, specify a variable rent agreement or a range of variable rent agreements for which you want to create variable rent terms in the Rent

Number From and Rent Number To fields.

**Period Number range:** Optionally, specify a period or range of periods for which you want to create variable rent terms in the Period Number From and Period Number To fields.

**Responsible User:** Optionally, select a user name if you want to create terms for variable rent agreements associated with leases for which a particular user is responsible.

## Reports

The Create Variable Rent Terms concurrent program does not generate a report.

## Employees Deleted from Space Allocation

Use the Employees Deleted from Space Allocation concurrent program to update Oracle Property Manager space assignment records so that they are current with Human Resources records.

## Submission

You submit the Employees Deleted from Space Allocation concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Employees Deleted from Space Allocation concurrent program contains the following parameters.

**Termination Date From:** Optionally, specify the first date from which employees have been listed as non-active in Oracle HRMS.

**Termination Date Through:** Optionally, specify a date at which you want the concurrent program to stop looking for non-active employees. By default, this parameter is set to the system date.

## Reports

The Employees Deleted From Space Allocation Report lists employees for whom Oracle Property Manager has entered end dates. See Employees Deleted From Space Allocation Report, page 8-5.

## Related Topics

Removing Employees Listed as Nonactive in Human Resources, page 3-13

## Export Billing Items to AR

After you approve a billing item in the Authorize Billings window, use the Export

Billing Items to AR concurrent program to transfer the item to Oracle Receivables.

## Submission

The Export Billing Items to AR concurrent program runs automatically when you click Export on the Export to Receivables window.

You can also submit the concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Export Billing Items to AR concurrent program contains the following parameters.

**Lease Number range:** Optionally, specify a lease or range of leases whose items you want to export to Oracle Receivables in the Lease Number From and Lease Number To fields.

**Schedule Date range:** Optionally, provide a date or a range of dates in the Schedule Date To and Schedule Date From fields if you only want to export items belonging to schedules with specific schedule dates.

**Transaction Date range:** Optionally, provide a date or a range of dates in the Transaction Date To and Transaction Date From fields if you only want to export items with specific transaction dates.

**Payment Purpose:** Optionally, specify a payment purpose, for example, base rent, operating expenses, or depreciation, if you want to export items for payment terms with the selected payment purpose.

**Period Name:** Optionally, specify the name of the period for which you want to export payment items.

**Amount Range:** Optionally, specify a payment amount or range in the Amount To and Amount From fields.

**Customer Name:** Optionally, specify the name of a customer for whom you wish to export billing items to Oracle Receivables.

## Reports

The Export Billing Items to AR concurrent program does not generate a report.

## Related Topics

Exporting Billing Items to Oracle Receivables, page 4-81

## Export Locations to Enterprise Asset Management

Use the Export Locations to Enterprise Asset Management concurrent program to export location data to Oracle Enterprise Asset Management. For information on the Export Locations to Enterprise Asset Management concurrent program, see: Executing

the Export Process, *Oracle Enterprise Asset Management User's Guide*.

## Related Topics

Integration with eAM Property Manager, *Oracle Property Manager Implementation Guide*

## Export Payment Items to AP

After you approve a payment item in the Authorize Payments window, use the Export Payment Items to AP concurrent program to transfer the item to Oracle Payables.

## Submission

The Export Payment Items to AP concurrent program runs automatically when you click Export on the Export to Payables window.

You can also submit the program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Export Payment Items to AP concurrent program contains the following parameters.

**Lease Number range:** Optionally, specify a lease or a range of leases whose items you want to export to Oracle Payables in the Lease Number From and Lease Number To fields.

**Schedule Date range:** Optionally, provide a date or a range of dates in the Schedule Date To and Schedule Date From fields if you only want to export items belonging to schedules with specific schedule dates.

**Transaction Date range:** Optionally, provide a date or a range of dates in the Transaction Date To and Transaction Date From fields if you only want to export items with specific transaction dates.

**Payment Purpose:** Optionally, specify a payment purpose, for example, base rent, operating expenses, or depreciation, if you want to export items for payment terms with the selected payment purpose.

**Period Name:** Optionally, specify the name of the period for which you want to export payment items.

**Amount Range:** Optionally, specify a payment amount or range in the Amount To and Amount From fields.

**Supplier Name:** Optionally, specify the name of a supplier if you want to export items associated with a particular supplier.

**Invoice Number:** Optionally, specify an invoice number if you want to export items for a particular invoice.

## Reports

The Export Payment Items to AP concurrent program does not generate a report.

## Related Topics

Exporting Payment Items to Oracle Payables, page 4-65

## Export to CAD Interface

Use the Export to CAD Interface concurrent program to export location or space assignment information from Oracle Property Manager to computer-assisted design (CAD) or computer-assisted facilities management (CAFM) applications. For more information, see Oracle Property Manager Open Interface Tables, *Oracle Property Manager Implementation Guide*.

## Submission

You submit the Export to CAD Interface concurrent program from the Export to CAD Interface window. Click Export after you have provided the required information to export information to the interface tables.

## Parameters

The Export to CAD Interface concurrent program contains the following parameters.

**Locations or Space Assignments:** In the Select region, specify whether you want to export location- or space assignment-related information by selecting either the Locations option or the Space Assignments option.

**Operating Unit:** Select the operating unit to which the locations or space assignments you are exporting belong.

**Batch Name:** Provide a batch name. Batch Name is a required field.

**Location Type:** Select the location type, such as building, floor, office, land, parcel, or section, which you want to export.

**Location Code:** Select a location code or a range of location codes that you want to export. This field is optional.

**Last Update:** Provide a date range to specify that you want to export records that were updated within a certain date range. This field is optional.

## Reports

The Export to CAD Interface concurrent program does not generate a report.

## Related Topics

Exporting Location Information, *Oracle Property Manager Implementation Guide*

## Extract Expenses from GL

Use the Extract Expenses from GL concurrent program to load expenses from Oracle General Ledger into the Expense Lines interface table based on a General Ledger account mapping. The expense line information is used while calculating recoverable expenses.

### Submission

You submit the Extract Expenses from GL concurrent program by selecting Leases and Documents: Recovery: Extract Expenses from GL. The Submit Request window is displayed where you can specify the appropriate parameters. See Submitting Requests, page B-1.

### Parameters

The Extract Expenses from GL concurrent program contains the following parameters.

**Mapping Name:** Enter the name of the desired GL expense account mapping. This field is required.

**Location Code:** Choose a valid value from the location code list of values.

**Property Name:** Choose a valid value from the property name list of values.

**Note:** You must specify either a location code or a property name when running the Extract Expenses from GL concurrent program.

**Ledger:** This field is mandatory and is set to the ledger used in your organization by default. You can specify another ledger if required.

**Period Name Start:** Choose the Oracle General Ledger period name from the list of values that defines the beginning point of the expense extraction. This field is mandatory.

**Period Name End:** Choose the Oracle General Ledger period name from the list of values that defines the end point of the expense extraction. This field is mandatory.

**Balance Type:** Choose Actual or Budget as the balance type. This field is mandatory.

**Budget Name:** Choose a valid budget name if you chose Budget in the Balance Type field. This field is mandatory if the Budget Balance Type was chosen.

**Populate Recoveries:** Choose whether the expenses are automatically imported into the Recovery Expense Lines table via the Recovery Module Expense Line Extraction concurrent program. This field is mandatory.

- Yes: Expenses are automatically imported into the Recovery Expense Lines table via the Recovery Module Expense Line Extraction concurrent program.

- **No:** The extracted expenses from Oracle General Ledger are not automatically imported into the Recovery Expense Lines table and the Recovery Module Expense Line Extraction concurrent program must be manually initiated. If you select this option, the fields listed below are disabled. Although the period start and end dates appear as mandatory and are defaulted based on the General Ledger period name entered in the Period Name Start and Period Name End fields, the application ignores their values.

**As Of Date:** This date defaults to the last day of the period entered in the Period Name End field. This field is mandatory and can be updated.

**Period Start Date:** This date defaults to the first day of the period entered in the Period Name Start field. This field is mandatory and updatable.

**Period End Date:** This date defaults to the last day of the period entered in the Period Name End field. This field is mandatory and updatable.

**Populate Expense Class Details:** Choose whether the system automatically populates the expense class details in the result of the Extract Expenses from GL concurrent program. This field is mandatory if the Populate Recoveries field is set to Yes.

- **Yes:** Choose Yes to have the expense class details automatically populated after the concurrent program completes.
- **No:** Choose No if the extracted expenses will be further allocated, or the expense class details should not be populated when the concurrent program completes.

**Populate Area Class Details:** Choose whether the system automatically populates the area class details. This field is mandatory if the Populate Recoveries field is set to Yes.

- **Yes:** Choose Yes to automatically extract area class details.
- **No:** Choose No and the area class details are not automatically extracted.

**Use Override:** Choose whether the overrides made in the expense class or area class details are kept or removed during re-extraction, or whether the system utilizes the overrides from the class details populated in a previous extraction period.

- **No:** The overrides are removed.
- **Yes:** The overrides are kept.

**Note:** The entered value will be ignored by the system if you choose not to populate the area or expense class details.

If the Extract Expenses from GL concurrent program is run for the same period that overrides are made to the expense class details or area class details, the following values control whether the overrides are kept or removed.

If overrides are made in the expense class details or area class details in a prior period, and you run the Extract Expenses from GL concurrent program for a later period, the Use Override parameter will control whether the system utilizes the overrides from the prior period.

If there are no prior periods in the system, the Use Overrides field has no effect on the new extraction.

**Recovery Expense Number:** Enter a recovery expense number if the Automatic Recovery Expense Number Generation system option is set to No. The field is mandatory if the system option is No.

If the Automatic Recovery Expense Number Generation system option is set to Yes, the field is automatically populated and displayed.

**Note:** Oracle Property Manager ignores any values entered to override the default recovery expense number.

## Reports

The Extract Expenses from GL concurrent program does not generate a report.

## Related Topics

Load Expenses from Oracle General Ledger, page 7-12

## Generate Rent Increase Periods

Use the Generate Rent Increase Periods concurrent program to create periods for an index rent agreement.

## Submission

You can submit the Generate Rent Increase Periods concurrent program in the following ways:

- Click Generate Periods on the Basis Periods tabbed region of the Rent Increase window.
- Select Lease and Documents: Rent Increase: Generate Rent Increase Periods. The Submit Request window is displayed where you can specify the appropriate parameters.
- Submit the Generate Rent Increase Periods concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Generate Rent Increase Periods concurrent program contains the following parameters:

**Index Lease Number:** Select the index lease (rent increase) number for which you would like to generate periods.

**Regenerate Periods:** Specify whether you want to undo existing periods (if any exist) before recreating all periods for the rent increase agreement.

## Reports

This Generate Rent Increase Periods concurrent program does not generate a report.

## Import from CAD Interface

Use the Import from CAD concurrent program to import employee space assignment entries or location records into Oracle Property Manager.

After importing the information, you can create, update, or delete employee space assignments or modify locations in Oracle Property Manager. For more information, see Oracle Property Manager Open Interface Tables, *Oracle Property Manager Implementation Guide*.

## Submission

You submit the Import from CAD Interface concurrent program from the Import from CAD Interface window. Click Import after you have provided the required information to import information to the interface tables.

## Parameters

The Import from CAD Interface concurrent program contains the following parameters.

**Locations or Space Assignment:** In the Select region, specify whether you want to import location- or space assignment-related information by selecting either the Locations option or the Space Assignments option.

**Operating Unit:** Select the operating unit to which the locations or space assignments you are importing belong.

**Batch Name:** Provide a batch name. Batch Name is a required field.

## Reports

The Import from CAD Interface concurrent program does not generate a report.

## Related Topics

Importing Property Information, *Oracle Property Manager Implementation Guide*

## Purge Interface Tables

Use the Purge Open Interface Tables concurrent program to purge location and space assignment data from the Property Manager open interface tables. For more information, see: Oracle Property Manager Open Interface Tables, *Oracle Property Manager Implementation Guide*.

### Submission

You submit the Purge Interface Tables concurrent program by selecting Open Interfaces: Locations and Space Assignments: Purge. The Submit Request window is displayed where you can specify the appropriate parameters. See Submitting Requests, page B-1.

### Parameters

The Purge Interface Tables concurrent program contains the following parameters.

**Purge:** Choose the type of data you want to purge:

- **A:** Locations and Space Assignments
- **L:** Locations Only
- **S:** Space Assignments Only

This parameter is required.

**Batch Name:** Choose a batch name for the data to be purged.

### Reports

The Purge Open Interface Tables concurrent program does not generate a report.

## Recalculate Index Periods for Updated Index History Lines

Use the Recalculate Index Periods for Updated Index History Lines concurrent program to update index history and the rent increase agreements that use it after you have modified an Index History line.

### Submission

The Recalculate Index Periods for Updated Index History Lines concurrent program runs automatically when you save the changes you make in the Index History window.

You can also run the concurrent program from the Navigator window, as follows:

- Select Lease and Documents: Rent Increase: Update Index History. The Submit Request window is displayed where you can specify the appropriate parameters.

- Submit the Recalculate Index Periods for Updated Index History Lines concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Recalculate Index Periods for Updated Index History Lines concurrent program contains the following parameters.

**Index Type:** Select the index type for which you want to update periods.

**Recalculate:** Specify whether you wish to recalculate the rent increase amounts.

- Yes: Index rent is recalculated. That is, Oracle Property Manager recalculates the basis amount before calculating the rent increase amount.
- No: Oracle Property Manager calculates the rent increase amount based on the current basis amount.

## Reports

The Recalculate Index Periods for Updated Index History Lines concurrent program does not generate a report.

## Reconcile Variable Rent

Use the Reconcile Variable Rent concurrent program to reconcile the variable rent calculated based on actual and forecasted amounts. For more information on variable rent reconciliation, see Reconciling Variable Rent, page 6-30.

## Submission

You run the Reconcile Variable Rent concurrent program by clicking Reconcile on the Actual tabbed region of the Variable Rent Period window.

You can also submit the Reconcile Variable Rent concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Reconcile Recovery concurrent program contains the following parameters.

**Lease Number range:** Optionally, specify a lease or a range of leases for which you want to reconcile variable rent amounts in the Lease Number From and Lease Number To fields.

**Location Code range:** Optionally, specify a location or a range of locations for which you want to reconcile variable rent amounts in the Location Code From and Location Code To fields.

**Rent Number range:** Optionally, specify a variable rent agreement or a range of

agreements for which you want to reconcile variable rent amounts in the Rent Number From and Rent Number To fields.

**Period Number range:** Optionally, specify a period or a range of periods for which you want to reconcile variable rent amounts in the Period Number From and Period Number To fields.

**Responsible User:** Optionally, select a user name if you want to reconcile variable rent amounts for variable rent agreements associated with leases for which a particular user is responsible.

**Invoice Date:** Optionally, specify the invoice date. Oracle Property Manager performs reconciliation for periods belonging to variable rent agreements with this invoice date.

## Reports

The Reconcile Variable Rent concurrent program does not generate a report.

## Recovery Module Expense Line Extraction

Use the Recovery Module Expense Lines Extraction concurrent program to populate the Recovery Expense Lines table with expense-related information in the Expense Lines interface table.

## Submission

You can access the Recovery Module Expense Lines Extraction concurrent program by navigating to Leases and Documents: Recovery: Populate Recoveries with Expenses.

You can also submit the Recovery Module Expense Lines Extraction concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Recovery Module Expense Lines Extraction concurrent program contains the following parameters:

**Location Code:** Choose a valid value from the Location Code list of values for this optional field. You must enter either the Location Code or the Property Name.

**Property Code:** Choose a valid value from the Property Code list of values for this optional field. You must enter either the Location Code or the Property Name.

**As of Date:** This date is used in Area Class details to compute the total area of the class. This field is mandatory and manually entered.

**Period Start Date:** The start date of the expense extract period. This date defaults to the first day. This field is mandatory and manually entered.

**Period End Date:** The end date of the expense extract period. This field is mandatory and manually entered.

**Currency Code:** Select the appropriate currency code from the Currency Code list of

values.

**Populate Expense Class Details:** Choose whether the system automatically populates the expense class details when running the Extract Expenses from GL concurrent program. This field is mandatory.

**Populate Area Class Details:** Choose whether the system automatically populates the area class details. This field is mandatory.

- Yes: Choose Yes to automatically extract area class details.
- No: Choose No if the area class details should not be automatically extracted.

**Use Override Values:** Choose whether the overrides made in the expense class or area class details are kept or removed during re-extraction, or whether the system utilizes the overrides from the class details populated in a previous extraction period.

**Note:** The entered value will be ignored by the system if you do not choose to populate the area or expense class details.

If you rerun the Extract Expenses from GL concurrent program for the same period that expense or area class details are overridden, the Use Override field controls whether the overrides from the prior period are applied or ignored.

- Yes: The overrides are kept.
- No: The overrides are removed.

If any overrides are entered in the expense class details or area class details in a prior period, and the Extract Expenses from GL program is run for a later period, the Use Override parameter controls whether the overrides from the prior period are applied or ignored.

- Yes: The overrides from the prior period will be applied to the current period.
- No: the overrides entered in the prior period will be ignored by the system.

If there are no prior periods in the system, the Use Overrides field has no effect on the new extraction.

**Recovery Expense Number:** You must enter a recovery expense number if the Automatic Recovery Expense Number Generation system option is set to No. If the Automatic Recovery Expense Number Generation system option is set to Yes, this field is disabled.

## Reports

The Recovery Module Expense Lines Extraction concurrent program does not generate a report.

## Related Topics

Import Recovery Expense Lines, page 7-13

Extract Expenses from GL, page B-16

PN\_REC\_EXP\_ITF, *Oracle Property Manager Implementation Guide*

## Recovery Module Expense Lines Interface Table Purge

Use the Recovery Module Expense Lines Interface Table Purge concurrent program to delete the information in the Recovery Expense Lines table. For more information, see Purge the Expense Lines Interface Table, page 7-13.

## Submission

You submit the Recovery Module Expense Lines Interface Table Purge by selecting Open Interfaces: Variable Rent Gateway: Volume Import.

You can also submit the Recovery Module Expense Lines Interface Table Purge concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Recovery Module Expense Lines Interface Table Purge concurrent program contains the following parameters.

**Recovery Expense Number:** Choose a recovery expense number from the list of values.

**Location Code:** Choose a location code from the list of values. A value must be entered for either the Location Code or Property Code field.

**Property Code:** Choose a property code from the list of values. A value must be entered for either the Location Code or Property Code field.

**Period Start Date:** Choose the start date of the expense extract period to be purged.

**Period End Date:** Choose the end date of the expense extract period to be purged.

**Transfer Flag:** Choose the type of data you want to purge:

- **E:** Erroneous
- **N:** Not Transferred
- **Y:** Transferred

**Delete All:** Specify whether all the expense lines in the interface table will be deleted, without regard to the value in the Transfer Flag field.

- **Yes:** Delete all the expense lines from the interface table.

- No: Do not delete any of the expense lines from the interface table.

## Reports

The Recovery Module Expense Lines Interface Table Purge concurrent program does not generate a report.

## Schedules and Items

Use the Schedules and Items concurrent program to create billing or payment schedules for a lease. For more information, see *Payment and Billing Schedules*, page 4-38.

## Submission

The Schedules and Items concurrent program runs automatically when you finalize a lease or approve a variable rent or rent increase agreement.

You can also submit the Schedules and Items concurrent program from the Submit Request window. See *Submitting Requests*, page B-1.

## Parameters

The Schedules and Items concurrent program contains the following parameters:

**Lease Number:** Select the lease number of the lease for which you want to create schedules and items. This is a required field.

**Lease Context:** Select the context in which you are running the concurrent program. For example, you can specify whether schedules and items are being created after you have abstracted a lease, or extended or contracted a term.

**Called From:** Optionally, specify whether you are creating schedules and items for terms you have specified directly in the lease, for variable rent terms, or for rent increase terms.

**Payment Term:** Optionally, specify a payment term if you want to create schedules for a specific term.

**Calculate Index Rent:** Optionally, specify whether you want to recalculate index rent after schedules and items are created for the specified lease.

- Yes: Oracle Property Manager runs the Calculate Rent Increase concurrent program for the lease with the Recalculate Index parameter set to Yes. The Calculate Rent Increase concurrent program searches for all index rent agreements associated with the lease, recalculates the basis for all periods in the agreements, and then recalculates the index rent amounts. For more information, see *Calculate Rent Increase*, page B-7.
- No: Oracle Property Manager does not run the Calculate Rent Increase concurrent program.

**Cutoff Date:** Optionally, specify a cutoff date if you are running the concurrent program in the context of a lease extension. Oracle Property Manager will not renormalize terms whose normalization end date is earlier than the cutoff date. For more information, see *Extending or Renewing a Lease*, page 4-106.

## Reports

The Schedules and Items report contains the results of the concurrent program. The report lists lease-related details including the lease number and name as well as the following information for each item that is created successfully:

- Date
- Currency Code
- Total Cash
- Normalization Cash
- Account Expense
- Adjustment
- Accrued Liability

## Tenancy Attributes Upgrade

Use the Tenancy Attributes Upgrade concurrent program to update customer and recoveries-related information including recovery type, space standard, and financial obligation end dates on the Locations tab of the Lease window for revenue leases and subleases.

**Note:** You cannot use Oracle Property Manager's Recovery module until you provide customer and recovery information for locations specified on the lease.

## Submission

You submit the Tenancy Attributes Upgrade concurrent program from the Submit Request window. See *Submitting Requests*, page B-1.

## Parameters

The Tenancy Attributes Upgrade concurrent program contains the following parameters:

**Lease Number range:** Select a lease or range of leases for which you want to update

tenancy information in the Lease Number From and Lease Number To fields.

**Space Standard:** Select the space standard to be populated in the Recovery Space Standard field.

**Recovery Type:** Select a recovery type to be populated in the Recovery Type field.

**Update Customer:** Specify whether you want to update customer and customer site information. Oracle Property Manager identifies the customer and customer site from the first term in the lease and updates the Customer Name and Bill To Site field.

A customer space assignment is generated when customer information is populated in the Customer Name and Bill To Site fields.

**Financial Obligation End Date:** Specify whether you want to update the Financial Obligation End Date field using the expiration date of the tenancy. Oracle Property Manager updates the financial obligation end date only if you have not provided the appropriate information already.

**Important:** Oracle Property Manager updates the Recovery Space Standard, Recovery Type, Customer Name, Bill To Site, and Financial Obligation End Date fields only if you have not specified the appropriate information already. Existing information is not overwritten.

## Reports

The Tenancy Attributes Upgrade concurrent program does not generate a report.

## Transfer Normalized Lines to GL

Use the Transfer Normalized Lines to GL concurrent program to transfer normalization-related expense and revenue accounting entries to Oracle Subledger Accounting.

## Submission

You submit the Transfer Normalized Lines to GL concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Transfer Normalized Lines to GL concurrent program contains the following parameters.

**Journal Category:** You must select the journal category for the export to Oracle Subledger Accounting. The selections for this required field include the following:

- All: All revenue and expense items are included.

- Lease Expenses: Only expense items are included.
- Lease Revenue: Only revenue items are included.

**Schedule Date range:** Optionally, restrict the transfer to a schedule date range. Leaving the fields blank will include all schedule dates.

**Lease Number range:** Optionally, restrict the transfer to a lease number range. Leaving the fields blank will include all lease numbers.

**Period Name:** Optionally, enter the period name.

**Supplier Name:** Optionally, enter the name of the supplier.

**Customer Name:** Optionally, enter the name of the customer.

## Reports

The Transfer Normalized Lines to GL concurrent program does not generate a report.

## Related Topics

Expense and Revenue Recognition Process, page 4-45

## Update Location Alias

The Update Location Alias concurrent program is used to change the alias of a location. See Changing the Location Alias, page 2-30.

## Submission

You submit the Update Location Alias concurrent program from the Submit Request window. See Submitting Requests, page B-1.

## Parameters

The Update Location Alias concurrent program contains the following parameters.

**Location Type:** Specify the location type of the location, for example, building, land, or office.

**Location Code:** Choose a location code from the Location Code list of values. The Location Code list of values is populated based on your choice of location type.

**New Alias Name:** Specify the new alias name for the location you have selected.

## Reports

The Update Location Alias concurrent program does not generate a report.

## Variable Rent Gateway Import Process

Use the Variable Rent Gateway Import Process concurrent program to import data into the Volume History interface tables.

### Submission

You submit the Variable Rent Gateway Import Process concurrent program by selecting Open Interfaces: Variable Rent Gateway: Volume Import. The Submit Request window is displayed where you can specify the appropriate parameters.

You can also submit the Variable Rent Gateway Import Process concurrent program from the Submit Request window. See Submitting Requests, page B-1.

### Parameters

The Variable Rent Gateway Import Process concurrent program contains the following parameter.

**Batch Name:** Select a batch name for which you want to import data from the Batch Name list of values.

### Reports

The Variable Rent Gateway Import Process concurrent program does not generate a report.

### Related Topics

Variable Rent Gateway, page 6-20

## Variable Rent Gateway Purge Process

Use the Variable Rent Gateway Purge Process concurrent program to purge data available in the Volume History interface tables.

### Submission

You submit the Variable Rent Gateway Purge Process concurrent program by selecting Open Interfaces: Variable Rent Gateway: Purge. The Submit Request window is displayed where you can specify the appropriate parameters. See Submitting Requests.

You can also submit the Variable Rent Gateway Purge Process concurrent program from the Submit Request window. See Submitting Requests, page B-1.

### Parameters

The Variable Rent Gateway Purge Process concurrent program contains the following parameters:

**Batch Name:** Provide the name of the batch whose data you want to purge.

**Reporting Date range:** Provide a date or date range if you want to purge records belonging to volume history batches whose reporting dates fall within the given range.

## Reports

The Variable Rent Gateway Import Process concurrent program does not generate a report.

## Related Topics

Variable Rent Gateway, page 6-20

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## Attachments

This appendix describes the kinds of documents you can associate with data created in Oracle Property Manager.

This appendix covers the following topics:

- Attachments

### Attachments

To illustrate or clarify your application data, you can link non-structured data such as images, word processing documents, spreadsheets, or video to more structured application data. For example, you could attach to a building description a photograph of the building.

The toolbar Attachment icon indicates whether the Attachments feature is enabled in a form. When the button is greyed out, the Attachment feature is not available. When the Attachment feature is enabled in a form, the icon becomes a solid paper clip. The icon switches to a paper clip holding a paper when the Attachment feature is enabled in a form and the current record has at least one attachment. To see the attachment, choose the Attachment icon.

You can attach documents to a lease in the Leases window or to the definition of a property. For example, you might want to attach a scanned copy of the lease to the lease, or you can attach a scanned copy of the floor layout to the property definition. You can attach documents in the following places:

- Leases window: Details tab, Notes tab
- Buildings window
- Floors window: Area tab, Occupancy tab

For detailed information on the Attachments feature and using the Attachments window, see: *About Attachments, Oracle Applications User's Guide*



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# Glossary

## **company contact**

In Oracle Property Manager, a representative who is responsible for communication between the lease or property administrator and the contact organization.

See also: contact, page Glossary-1

## **constraint**

In Oracle Property Manager, the upper (ceiling) or lower (floor) limit for either the actual amount a tenant must pay as rent or the increase in rent over a specific period

## **contact**

A business that performs certain functions, called roles, for a property. Contacts can be associated with locations (land and building) and with leases.

## **contact role**

The type of service provided by a contact for a particular location

## **escalation**

See: rent increase, page Glossary-2

## **GL Date**

The date, referenced from Oracle General Ledger, used to determine the correct accounting period for a transaction

## **grouping rule**

A grouping rule specifies a set of attributes used to group multiple payment or billing items on a single invoice. You create billing grouping rules in Oracle Receivables and payment grouping rules in Oracle Property Manager.

## **index rent**

See: rent increase, page Glossary-2

**item**

In Oracle Property Manager, the actual amount that is payable to a landlord or receivable from a tenant on a specific date for a particular lease term

**percentage rent**

See: variable rent, page Glossary-2

**recovery expenses**

Recovery expenses are employed by landlords to recover, from tenants, the costs of operating and maintaining leased premises. Thus, recovery expenses help landlords ensure that operating expenses, such as insurance, taxes, and common area maintenance (CAM), do not erode the total rent collected.

**rent increase**

A term created by applying an increase factor to another term. The increase may be based on an index, such as the Consumer Price Index, in which case it could be called index rent, or it could be a specified rate of increase.

**role**

See: contact role, page Glossary-1

**schedule**

A schedule represents the group of items that are payable to suppliers or recoverable from customers on a specific date for a particular lease. For example, if a lease contains two payment terms with a frequency as monthly, schedule day as 1, duration as three years, and amounts of \$500 each, Oracle Property Manager creates 36 schedules for the first day of the month with two items each, for a total amount of \$1000.

**sublease**

A subordinate lease agreement under the primary lease that occurs when a subtenant leases all or part of the primary tenant's leased space. Usually, the landlord's consent is required before a premises can be subleased.

**term**

In Oracle Property Manager, a term represents payment or billing related conditions specified in a particular lease. Terms incorporate information such as payment type and purpose, frequency, duration, currency, and tax information.

**variable rent**

Rent paid by tenants based on a variable amount. For retail tenants, variable rent is frequently based on sales volumes and would be called percentage rent or overage rent.

It may also be based on a quantity such as utility usage. A lease agreement may specify that a tenant must pay a certain amount of variable rent along with a fixed base rent. Alternatively, a tenant's rent burden may consist entirely of variable rent.



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