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PeopleSoft Enterprise Real Estate Management 9.1 PeopleBook

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PeopleSoft Enterprise Real Estate Management 9.1 PeopleBook
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Oracle's PeopleSoft Enterprise Real Estate Management Preface

This preface discusses:

- PeopleSoft application fundamentals.

- Pages with deferred processing.

- Common elements in this PeopleBook.

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

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- Oracle's PeopleSoft Enterprise Asset Lifecycle Management

- Oracle's PeopleSoft Enterprise Billing

- Oracle's PeopleSoft Enterprise Contracts

- Oracle's PeopleSoft Enterprise General Ledger

- Oracle's PeopleSoft Enterprise Payables

- Oracle's PeopleSoft Enterprise Receivables

PeopleSoft Application Fundamentals

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

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

- *PeopleSoft Enterprise Application Fundamentals PeopleBook*

- *PeopleSoft Enterprise Global Options and Reports PeopleBook*

- *PeopleSoft Enterprise Order to Cash Common Information PeopleBook*

• *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals PeopleBook*

Pages With Deferred Processing

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

See Also

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

PeopleBooks and the Online PeopleSoft Library

A companion PeopleBook called PeopleBooks and the Online PeopleSoft Library contains general information, including:

• Understanding the PeopleSoft online library and related documentation.

• How to send PeopleSoft documentation comments and suggestions to Oracle.

• How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

• Understanding PeopleBook structure.

• Typographical conventions and visual cues used in PeopleBooks.

• ISO country codes and currency codes.

• PeopleBooks that are common across multiple applications.

• Common elements used in PeopleBooks.

• Navigating the PeopleBooks interface and searching the PeopleSoft online library.

• Displaying and printing screen shots and graphics in PeopleBooks.

• How to manage the PeopleSoft online library including full-text searching and configuring a reverse proxy server.

• Understanding documentation integration and how to integrate customized documentation into the library.

• Glossary of useful PeopleSoft terms that are used in PeopleBooks.

You can find this companion PeopleBook in your PeopleSoft online library.

Common Elements Used in This Book

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

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

User Defaults   User preferences and defaults used for PeopleSoft Real Estate Management.

User ID   The system identifier for the individual who generates a transaction.

Chapter 1

Getting Started with PeopleSoft Enterprise Real Estate Management

This chapter discusses:

- PeopleSoft Real Estate Management business processes.

- PeopleSoft Real Estate Management integrations.

- PeopleSoft Real Estate Management implementation.

PeopleSoft Real Estate Management Business Process

The following graphic lists the PeopleSoft Real Estate Management business processes including site acquisition, lease administration, financial processing and space management:

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

PeopleSoft Enterprise Real Estate Management

Site Acquisition

Site Repository	Critical Dates Management
Site Acquisition Requests	Contacts Repository
Site Acquisition Approvals	

Lease Administration

Lease Entry	Escalations
Landlord/tenant/ subtenant	Security Deposits
Recurring Rent	Operating Expense
Percent Rent	Critical Dates Management

Financial Processing

Payments	Reporting
Billing/Collections	Expense Reconciliation/ CAM Audit
Property Tax	Manual Fee Processing
FASB-13/IAS 17	

Space Management/CAFM

Capacity & Utilization	Interface with Asset Lifecycle Management
Interface with HR Employee	
Interface with Financial Management for Allocations	

PeopleSoft Real Estate Management site acquisition, lease administration, financial processing, and space management business processes

PeopleSoft Real Estate Management Integrations

The following graphic illustrates how PeopleSoft Real Estate Management integrates with other PeopleSoft applications:
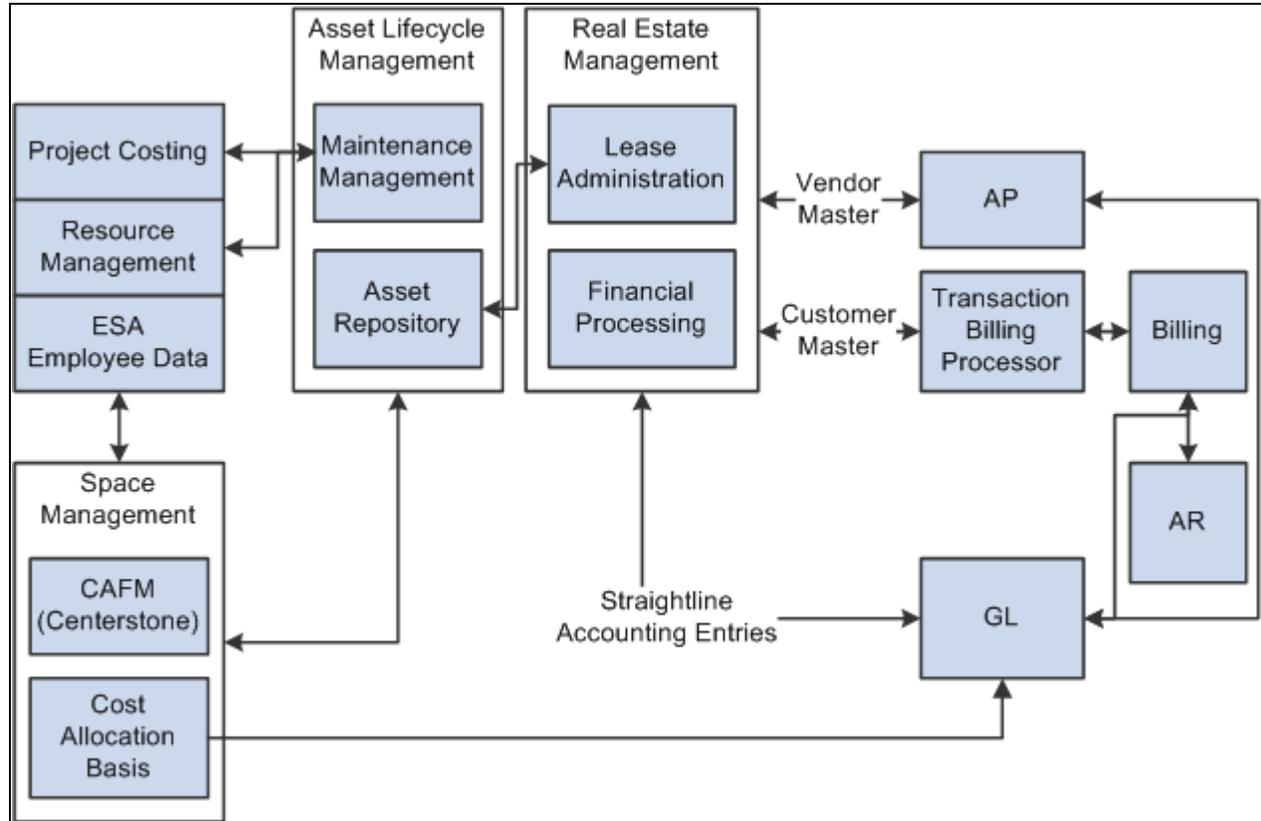
PeopleSoft Real Estate Management integration flow with other PeopleSoft applications

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

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

PeopleSoft Real Estate Management Implementation

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

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

This table lists the components that have component interfaces:

Component	Component Interface	References
Region Code (REGION_CD)	REGION_CD_CI	See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Establishing Regions and Region Codes.
Establish Business Units AP (BUS_UNIT_TBL_AP)	EM_BUS_UNIT_AP	See *PeopleSoft Enterprise Payables 9.1 PeopleBook*, "Setting Up PeopleSoft Payables Business Units," Understanding PeopleSoft Payables Business Units.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process setup maps. A complete list of these resources appears in the preface in the *PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management 9.1 PeopleBook,* with information about where to find the most current version of each.

See Also

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 9.0 PeopleBook

PeopleTools PeopleBook: PeopleSoft Component Interfaces

Chapter 2

Navigating in PeopleSoft Real Estate Management

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

Navigating in PeopleSoft Real Estate Management

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

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

See *PeopleSoft Enterprise Financials, ESA, ALM, and SCM Portal Packs 9.1 PeopleBook*, "Using PeopleSoft Asset Lifecycle Management (ALM) Portal Pack."

See Also

Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Real Estate Management

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

Real Estate Management Center

The Real Estate Management Center custom navigation pages provide access to real estate management setup as well as real estate management acquisition business processes and reports:

Page Name	Navigation	Usage
Real Estate Management Center	Main Menu, Real Estate Management, Real Estate Management Center	Access primary Real Estate menu options as well as pages pertinent to administering leases from other PeopleSoft applications.

Page Name	Navigation	Usage
My Information	Click the My Information link on the Real Estate Management Center page.	Access the My Lease Portfolio, My Critical Dates, and My Preferences pages.
Payables Leases	Click the Payables Leases link on the Real Estate Management Center page.	Access the Lease Inquiry, Create New Lease, Maintain Lease, Enter Sales Report, and Audit Operating Expenses pages.
Receivables Leases	Click the Receivables Leases link on the Real Estate Management Center page.	Access the Create New Lease, Maintain Lease, Enter Sales Report, Reconcile Operating Expense, and Refund Security Deposits pages.
Contact Repository	Click the Contact Repositorylink on the Real Estate Management Center page	Access the Contacts page to manage or add new contacts.
Manage Payments	Click the Manage Payments link on the Real Estate Management Center page.	Access the Process Payments, Manage Transaction Generator, Create Manual Payables, and Maintain Manual Payables pages as well as the interface to Payables.
Manage Billing/AR	Click the Manage Billing/AR link on the Real Estate Management Center page.	Access Process Invoices, Manage Transaction Generator, Review Invoices, Create Manual Receivables, Maintain Manual Receivables, and Review Outstanding Receivables pages.
Manage Accounting	Click the Manage Accounting link on the Real Estate Management Center page.	Access Allocation, Accounting Rules, and Straightline Accounting pages.
Reports	Click the Reports link on the Real Estate Management Center page.	Access the Lease Abstract, Critical Dates, Property/Asset Inquiry, Pending Lease Payables, Pending Lease Receivable, Reported Sales, Minimum Lease Obligation, Lease Abstract Worksheet pages, Rent Variance and Leased Property reports.

Page Name	Navigation	Usage
Lease Administration Setup	Click theLease Administration Setup link on the Real Estate Management Center page.	Access all the setup pages necessary for PeopleSoft Lease Administration across the applications: Transaction Routing Codes, Amendment Types, LA Business Unit Definition, Clause Types, Economic Index, Lease Options, Lease Abstract, Critical Dates Templates, Customer Setup, Lease Administration Roles, Lease Types, Vendor Setup, Manual Fee Types, Market Rate Index, Miscellaneous Rent Types, Region Codes, Role Types, Sales Categories, Security Deposit Types, Operating Expense Categories, and Schedule pages.
Asset Repository	Click the Asset Repository link on the Real Estate Management Center page.	Access the Add/Maintain Property, Space Utilization, Property Tax, CAFM Property Integration, CAFM Department Integration and CAFM Employee Integration pages.
Site Repository	Click the Site Repository link on the Real Estate Management Center page.	Access the Create Site and Manage Sites pages.
Site Acquisition Request	Click the Site Acquisition Request link on the Real Estate Management Center page.	Access the Site Acquisition Request, Manage SAR Approval pages and critical dates pages.
Site Acquisition Setup	Click the Site Acquisition Setup link on the Real Estate Management Center page.	Access all the setup pages necessary for PeopleSoft Site Acquisition including supplemental data.
Options and Template Setup	Click the Options and Template Setup link on the Real Estate Management Center page.	Access the pages necessary to manage options and critical data templates.

Chapter 3

Understanding PeopleSoft Real Estate Management Implementation Issues

This chapter discusses:

- PeopleSoft Real Estate Management implementation.

- Enterprise data flow mapping.

- Recognize your business structure.

- Define a file transfer protocol (FTP) server for document attachments.

- Generate site acquisition requests.

- Create and administer leases.

PeopleSoft Real Estate Management Implementation

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

PeopleSoft Real Estate Management provides the ability to acquire sites and the functionality for management of the leasing life cycle.

Mapping Enterprise Data Flow

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

Here are some questions to help with this mapping:

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

  See Chapter 4, "Integrating with Other Applications," Understanding Product Integration, page 15.

- Are these applications currently implemented?

  If not, when are they scheduled for implementation?

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

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

- Do you want to create projects or assets from acquired sites?

Recognizing Your Business Structure

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

- How do you acquire your properties?

- How do you control lease management?

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

   Is it centralized or decentralized?

- To what extent do you want to take advantage of the hierarchical structure afforded by using a combination of leases and subleases?

- How do you want to control the security of your system?

  Will you want the leases to be automatically approved or will someone in the management organization have to review and approve the leases?

  Which users can create, approve or finalize site acquisition requests.

- Who is involved in the real estate management processes at your company?

Defining an FTP Server for Document Attachments

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

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

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

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

See Also

PeopleSoft Enterprise PeopleTools PeopleBook: PeopleSoft Server Tools

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Generating Site Acquisition Requests

The following is a high-level overview of the steps involved in generating site acquisition requests:

* Setup Site Types

  Site types enable the user to predefine the types of sites which are to be acquired. Site types can be of Retail, Commercial, Residential etc.

* Create attributes for each site type.

* Create supplemental data for each site type.

* Create or upload sites under consideration.

* Enter contact address book information for quick retrieval of contacts.

* Create a site acquisition request (SAR). Attach sites, contacts, and documents relevant to this transaction. Generate the Comparison Matrix.

* Approval to select the finalized list of sites.

* Approval to select site(s) from the finalized list.

* (optional) Create an asset, lease or project from the final site(s) selected.

Creating and Administering Leases

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

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

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

- Create a lease in PeopleSoft Real Estate Management.

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

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

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

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

- Define rent escalations for a lease.

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

- Setup periodic billing and payments according to lease terms.

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

- Define percent rent terms.

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

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

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

- Define options and critical dates in a lease.

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

- Manage notes and contacts.

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

- Manage lease changes through amendment processing.

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

See Chapter 11, "Creating and Maintaining Leases," Understanding Leases, page 141.

Chapter 4

Integrating with Other Applications

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

- PeopleSoft General Ledger.

- PeopleSoft Asset Management.

- PeopleSoft Contracts.

- PeopleSoft Payables.

- PeopleSoft Billing.

- PeopleSoft Asset Lifecycle Management (ALM) portal pack.

- PeopleSoft Project Costing.

Understanding Product Integration

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

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

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

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.1 PeopleBook*, "Integrating PeopleSoft Asset Management with Other Products," Understanding How to Integrate with Real Estate Management.

Integrating with PeopleSoft General Ledger

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

See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator," Understanding Journal Generator.

See Also

Integrating with PeopleSoft Asset Management

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

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

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

During the finalization of sites, users have the option of creating an asset in Asset Management. Any data that can be transferred from the Site record (in the site repository), or from the SAR will be copied to the asset definition.

See *PeopleSoft Enterprise General Ledger 9.1 PeopleBook*, "Maintaining Standard Budgets in General Ledger," Understanding General Ledger Standard Budgets and *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.1 PeopleBook*, "Integrating PeopleSoft Asset Management with Other Products," Understanding How PeopleSoft Asset Management Integrates with Other Applications.

See Also

PeopleSoft Enterprise Asset Management 9.1 PeopleBook, "Adding and Maintaining Assets," Adding and Maintaining Asset Information

Integrating with PeopleSoft Contracts

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

See *PeopleSoft Enterprise Contracts 9.1 PeopleBook*, "Working with PeopleSoft Transaction Billing Processor," Understanding Integration Messages for Transaction Billing.

Integrating with PeopleSoft Payables

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

See *PeopleSoft Enterprise Payables 9.1 PeopleBook*, "Configuring the PeopleSoft Payables Payment Interface."

Integrating with PeopleSoft Billing

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

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

Note. A Bill Cycle of *ON-DEMAND* needs to be setup in PeopleSoft Billing prior to activating a receivables lease.

See *PeopleSoft Enterprise Billing 9.1 PeopleBook*, "Understanding the Billing Interface Structure," Understanding the Billing Interface Data Structure.

See *PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information."

Integrating with PeopleSoft Asset Lifecycle Management Portal Pack

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

See *PeopleSoft Enterprise Financials, ESA, ALM, and SCM Portal Packs 9.1 PeopleBook*, "Using Pagelets Enabled by PeopleSoft Real Estate Management."

Integrating with PeopleSoft Project Costing

During finalization users have the option of creating a project with basic information in Project Costing. Any data that can be transferred from the Site record (in the site repository), or from the SAR will be copied over to the project.

Chapter 5

Establishing Real Estate Management Business Units and Accounting Rules

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

- Create real estate management business units.

- Establish real estate management accounting rules for lease administration.

Understanding PeopleSoft Real Estate Management Business Units

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

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

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

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

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

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.1 PeopleBook*, "Establishing PeopleSoft Asset Management Business Units," Understanding Asset Management Business and Cash Generating Units.

See *PeopleSoft Enterprise General Ledger 9.1 PeopleBook*, "Defining Your Operational Structure," Defining General Ledger Business Units.

See *PeopleSoft Enterprise Payables 9.1 PeopleBook*, "Setting Up PeopleSoft Payables Business Units," Understanding PeopleSoft Payables Business Units.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide, "Planning Records, Control Tables, and TableSets"

Understanding PeopleSoft Real Estate Management Accounting Rules

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

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

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

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

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

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

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

  The offset of Payable is determined in PeopleSoft Payables setup.

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

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

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

Creating Real Estate Management Business Units

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

• The Business Unit Definition General page.

• The Business Unit Definition Transaction Settings page.

This section lists prerequisites and discusses how to:

• Define real estate management business units.

• Define real estate management business unit transaction settings.

Prerequisites

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

Pages Used to Establish Real Estate Management Business Units

Page Name	Definition Name	Navigation	Usage
Lease Administration Business Unit Definition - General	RE_BU_CFG1	Set Up Financials/Supply Chain, Business Unit Related, Real Estate Management, LA Business Unit Definition, General	Create or update a Lease Administration business unit definition. This page enables you to set various configuration options, such as the mappings to other business units, the auto-straightline option, the general limits and measures, and lease expiration notifications.
Lease Administration Business Unit Definition - Transaction Settings	RE_BU_CFG2	Set Up Financials/Supply Chain, Business Unit Related, Real Estate Management, LA Business Unit Definition, Transaction Settings	Define transaction processing options, such as processing lead time and default transaction routing codes.

Defining Real Estate Management Business Units

Access the Lease Administration Business Unit Definition - General page (Set Up Financials/Supply Chain, Business Unit Related, Real Estate Management, LA Business Unit Definition, General).

| General | Transaction Settings | Options and Critical Dates |

Business Unit Definition - Lease Administration

Lease Administration Business Unit Definition - US001

Business Unit: US001

*Short Description: US001   ***Description:** US001 NEW YORK OPERATIONS

Mapping

Business Units

*General Ledger: US001

*Asset Management: US001

*Accounts Payable: US001

*Contracts: US001

Journal Templates

General Ledger: REM

Auto Straightline

☑ Rent & Miscellaneous Rent   ☑ Operating Expenses

Limits & Measures

Unit of Measure: Square Feet   ***Base Currency:** USD US Dollar

Percent Rent Calendar ID: 01 Monthly   ***Rate Type:** CRRNT Current Rate

Tolerances:

Percent Rent: 10 %   **Operating Expenses:** 15 %

*Proration Method: 365 Days   ***Lease Calendar:** 01 Monthly

Lease Expiration Notification

⦿ Notify Only   ○ Update Only   ○ Notify and Update

Automated Workflow

☐ Lease Transactions   ☐ Crititcal Dates

☐ Transaction Queue Monitoring   TQM Outstanding Days:

☐ Sales Amount Monitoring   ☐ Operating Expense Monitoring

Lease Administration Business Unit Definition - General page

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

Business Units

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

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

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

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

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

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

Journal Template

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

Auto Straightline

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

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

Limits and Measures

Unit of Measure	Select the default unit of measure for referencing the space measurement of a property in a lease for this real estate management business unit. Values are: *Square Feet* and *Square Meters* .
Base Currency	Select the default base currency for this real estate management business unit. Lease transactions created in this real estate management business unit automatically inherit this base currency, although you can override the base currency on the lease.
	The currency specified on the lease is the currency used for invoicing or payment by PeopleSoft Billing and PeopleSoft Payables, respectively.
Percent Rent Calendar ID	Select the detail calendar ID. Percent rent sales reporting uses a specific calendar with distinct periods and start and end dates. The detail calendar that you select provides the system with the appropriate information to understand the frequency with which you report or receive sales reports. In addition, this calendar structure enables the system to search for and determine when sales reports are missing, as well as to prevent duplicate sales reports for the same period.
	See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Defining Detail Calendars.

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

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

Percent Rent	Define the percentage tolerances for a sales category amount for this real estate management business unit. This value is used for visual purposes on the sales report only. If a sales report category amount has changed significantly over the previous month, the system displays a warning message on the sales reporting entry worksheet to indicate that it has exceeded the tolerance.
Operating Expenses	Define the percentage tolerance for operating expense amounts for this real estate management business unit. This value is used for visual purposes on the operating expense audit page only. If an operating expense category amount has changed significantly over the previous year, the system displays an icon on the operating expense audit/reconciliation worksheet to indicate that it has exceeded the tolerance.
Proration Method	Defines the rule that the system uses to determine how much to apportion to the recurring rent based on the term calendar and the proration method that you define on the lease. The term calendar determines the start and end date of the billing period. If the term start date does not correspond with the calendar period start date, the payment for the first period will be for the prorated period. For example, if you use the normal monthly calendar, January to December, and base rent starts on 01/12/2005, then the first payment must be for the prorated amount for the time frame 01/12/2005 to 01/31/2005. The system also performs proration when the term end date does not correspond to the calendar period end date.

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

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

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

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

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

See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Setting Up Calendar Builder.

Lease Expiration Notification

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

Notify Only	Select to have the lease expiry process send an email notification when a lease is due to expire. The status of the lease is not changed. The notification email is sent to the Lease Administrator and Portfolio Manager named on the lease.
Update Only	Select to automatically set the status of a lease to *Expired* when the lease end date has passed. No notifications are issued, however, a system generated note is added to the lease to record the expiration.
Notify and Update	Select this option to automatically set the status of a lease to *Expired* when the lease end date has passed. A notification email is sent to the Lease Administrator and Portfolio Manager named on the lease. In addition, a system-generated note is added to the lease to record the expiration.

See Chapter 8, "Structuring Leases," Defining Option Notifications, page 99.

Automated Workflow

Lease Transactions	Select this check box to enable workflow for lease transactions based on events setup on the workflow configuration. Tasklists will be created for the Lease Administrator or Portfolio manager based on the role which would enable them to review the lease.
Critical Dates	Select this checkbox to enable workflow for critical dates. The reviewer of the critical date notification will be directed to the Lease Abstract worksheet to review the cause of the notification and take appropriate action based on the upcoming event.
Transaction Queue Monitoring	Select this checkbox to enable workflow for transaction queue monitoring. A batch process will identify all the transactions in the queue which are beyond a threshold setup in BU level and send notifications to the Lease Administrator or Portfolio Manager about the pending approval.
TQM Outstanding Days	If Transaction Queue Monitoring is enabled, the outstanding days has to be entered.
Sales Amount Monitoring	Select this checkbox to enable workflow to create tasklists if the sales billing amount exceeds tolerance. The approver will be directed to an approval page from the tasklist. The transactions will only be sent to the Transaction Queue after approval.

Operating Expense Monitoring

Select this checkbox to enable workflow to create tasklists if the operating expense for a category exceeds tolerance. The approver should be directed to an approval page from the tasklist. The transactions should be sent to the Transaction Queue only after approval.

Defining Real Estate Management Business Unit Transaction Settings

Access the Lease Administration Business Unit - Transaction Settings page (Set Up Financials/Supply Chain, Business Unit Related, Real Estate Management, LA Business Unit Definition, Transaction Settings).

Lease Administration Business Unit Definition - Transaction Settings page

Billing Options

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

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

Billing Options - Straightline Accounting Routing Codes

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

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

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

Accounts Payable Options

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

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

Accounts Payable Options - Straightline Accounting Routing Codes

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

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

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

Item Routing Codes

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

See Chapter 8, "Structuring Leases," Understanding Transaction Routing Codes, page 83.

Security Deposit

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

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

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

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

Group Routing Codes

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

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

Operating Expense	Select the default routing code for all operating expenses. The system provides this routing code by default when a specific routing code is not defined for an operating expense.
Percent Rent	Select the default routing code for all percent rent transactions. The system provides this routing code by default when a specific percent rent routing code is not defined for percent rent transactions.
Miscellaneous Rent	Select the default routing code for all miscellaneous rent. The system provides this routing code by default when a specific routing code is not defined for miscellaneous rent transactions.
Manual Fees	Select the default routing code for all manual fees. The system provides this routing code by default when a specific routing code is not defined for manual fee transactions.

Billing Defaults

Bill Type	Select a default bill type for leases created under this real estate management business unit. The bill type represents a category of activity being billed.
	This is prompted from Billing Setup. This is not a required field in RE BU setup. If this is left blank, this will be defaulted from the Contracts BU setup. If this is null for that BU in Contracts also this will raise an error on Lease Activation.

Bill Source	Select the default billing source. The billing source is used to identify where the billing activity came from and to then associate default billing information with that billing activity.
	This is prompted from Billing Setup. This is not a required field in RE BU setup. If this is left blank, this will be defaulted from the Contracts BU setup. If this is null for that BU in Contracts also this will raise an error on Lease Activation.
Bill By	Select a default bill by for leases created under this real estate management business unit. The Bill By field enables you to group bill lines on invoices.
	This is prompted from Billing Setup. This is not a required field in RE BU setup. This can be blank in the Contracts side also.

Defining Real Estate Management Business Unit Options and Critical Date Settings

Lease Administration Business Unit Definition - Options and Critical Dates page

The options setup here will be defaulted onto the lease. Users can add additional lease-level critical dates to the lease that are in addition to the business unit defined defaults.

Establishing Real Estate Management Accounting Rules for Lease Administration

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

Page Used to Establish Accounting Rules

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

Defining Real Estate Management Accounting Rules for Lease Administration

Access the Accounting Rules for Lease Administration page (Set Up Financials/Supply Chain, Business Unit Related, Real Estate Management, LA Accounting Rules).

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

Accounting Rules for Lease Administration page (partial)

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

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

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

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

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

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

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

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

Accounting Entries

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

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

Account Type   Select the account type for this accounting entry.

Account   Enter the account number for the account type.

Chapter 6

Securing Your PeopleSoft Real Estate Management System

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

- Set up basic security.

- Set up roles and permission lists.

- Set up row-level security.

- Set up lease administration security.

Understanding PeopleSoft Real Estate Management Security

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

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

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

Setting Up Basic Security

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

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

Role Types

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

- An internal role is assigned to users who can sign in to the application enter and update lease information.

- An external role is assigned to users who perform a task within the lease administration process.

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

 The four role type categories are:

- *Internal Administrator:* A person who performs day-to-day operational activities associated with adding, updating, and maintaining lease information.

- *Internal Manager:* A person who performs day-to-day operational activities, in addition to general operational duties, and might be required to approve certain activities such as activating a lease or approving a transaction.

- *External Contact:* A person, such as a service employee, whom you want to track as a contact.

- *Principal Contact:* A person or organization that is associated with a lease.

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

Lease Administration Roles

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

Automated Workflow Engine Roles

With release 9.1 the users can also define their own roles and define workflows based on the Approval Workflow Engine. The users need to change the Approval definitions provided to add their own roles based on their business process These are the list of features supported by AWE:

- Lease state changes

- Sales amount monitoring

- Operating expense monitoring

- Transaction Queue monitoring

- Clause monitoring

- Critical date monitoring

- Site acquisition request approvals

- Site acquisition finalization

PeopleSoft Real Estate Management delivers the following predefined roles and associated members for the Automated Workflow Engine process:

Role	Default Member
RE_APPROVER - This role is provided for the Lease Management Review and Approval Process.	SVP1
SITE_ADMIN - This role is provided for Site Acquisition approvers.	SVP1
SAR_FINALIST - This role is provided for Site Acquisition finalists.	CUST

Automated Workflow Engine Process Definitions

PeopleSoft Real Estate Management delivers the following predefined process definitions for the Automated Workflow Engine process:

Process Name	Process Definition	Roles	Default User	Event
Lease state changes	RE_LEASE_TRANS	RE_APPROVER	SVP1	Route for Review
Sales amount monitoring	RE_SALES_REPORT	RE_APPROVER	SVP1	Route for Approval
Audit expense monitoring	RE_AUDIT_OPEX	RE_APPROVER	SVP1	Route for Approval
Transaction queue monitoring	RE_TRAN_QUEUE	RE_APPROVER	SVP1	Route for Review
Lease clause monitoring	RE_CLAUSE_COMP	RE_APPROVER	SVP1	Route for Review
Critical date monitoring	RE_CRDT_NOTIFY	RE_APPROVER	SVP1	Route for Review
SAR approval	RE_SAR_DETAIL	SITE_ADMIN	SVP1	Route for Approval
Finalist sites	RE_SAR_FINALIZE	SAR_FINALIST	CUST	Route for Approval

Setting Up Roles and Permission Lists

PeopleSoft applications enable you to control user access on a feature-by-feature basis, using the roles and permission lists. This list shows the basic structure of access security:

- System users can be assigned one or more roles.

- A role can be allocated to one or more permission lists.

- A permission list identifies the features accessible to the role.

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

PeopleSoft Real Estate Management delivers the following predefined roles:

- RE_ADMIN - Real Estate Administrator

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

- RE_SUPER - Real Estate Super User

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

PeopleSoft Real Estate Management delivers the following predefined permission lists:

- EPRE1000 - Real Estate Configuration

  Provides access to all of the Real Estate Setup components.

- EPRE2000 - Lease Administration

  Provides access to all operational lease administration features.

- EPRE3000 - Real Estate Portal Administration

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

- EPRE3500 - Real Estate Portal User

  Provides views to the PeopleSoft Real Estate Management portal pagelets.

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

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

Setting Up Row-Level Security

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

See Also

PeopleSoft Application Fundamentals PeopleBook

Setting Up Real Estate Management Security

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

•   Role Types: Specify the different types of job role used by your organization.

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

•   Lease Administration Roles: Specify the internal job roles you use and associate the roles with specific system users.

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

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

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

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

The Automated Workflow Engine can be configured for the following:

•   Sales Amount Approval: Using AWE, users can setup their own roles and set of users who are authorized to approve sales amounts that have surpassed the tolerance limit setup at the business unit level.

•   Operating Expense Approval: Using AWE, users can setup their own roles and set of users who are authorized to approve operating expense amounts that have surpassed the tolerance limit setup at the business unit level.

- TQM Monitoring: Transaction Queue approvals can be used to notify specific user roles setup in the AWE configuration.

- Clauses Monitoring: Lease clauses can be monitored for compliance based on specified user roles setup in the AWE configuration.

- Critical Dates Monitoring: Critical date notifications can be sent to user defined roles setup in the AWE configuration.

- SAR Approval Policy: SAR approvers can be defined as user roles and setup in the AWE approval definitions.

- SAR Finalization Policy: User roles, who can finalize the SAR, can be setup in the AWE configuration.

Chapter 7

Setting Up Property Site Acquisition

This chapter provides an overview of setting up property site acquisitions and discusses how to:

- Set up site types.

- Set up attributes.

- Set up supplemental data.

Understanding Property Site Acquisition Setup

Supplemental data is valuable when you want to capture information about a subset of object instances with fields that are relevant only to these particular object instances. Objects include records, pages, and components, which you must configure specifically to accept supplemental data. Supplemental data may be in a field that is embedded in the page or appears on a secondary page. Oracle defines and registers both the supplemental data store records associated with a base record and the components to be used for supplemental data. Be aware that adding any additional objects is regarded as a customization and requires familiarity with PeopleTools.

When you set up supplemental data, you define records and fields and map them to a data storage record. These definitions are not stored in the PeopleTools metadata tables but in the metadata tables for the supplemental data. You define supplemental data page elements to appear on the page in two columns. You must also group supplemental data fields within a display group for display purposes. You assign display groups to pages that are enabled for supplemental data. Once you have made this designation, you can define the conditions under which the application should use the supplemental data. You can perform a search on one display group. The pages within the Supplemental Data component enable you to accomplish these tasks.

Considerations and Limitations

The decision to add supplemental data to your application should be based on how applicable the data objects are to instances of the object. If the data objects apply to a significant number of instances of the object, then it may want to add a field to the table using Application Designer instead of using attributes to capture the data. If the data elements apply to a much smaller percentage of the objects, then attributes may be the solution. While supplemental data provides a large amount of flexibility in terms of adding data elements without changing the underlying data model, you should consider the following limitations when you are evaluating whether to implement supplemental data:

- Supplemental data does not fall under the normal upgrade capabilities that are provided with PeopleTools.

  Because supplemental data records are not a type of PeopleTools object, you cannot use the standard upgrade facilities that are provided by PeopleTools, such as the Upgrade Copy or Upgrade Compare process, to upgrade supplemental data from one database to another. The mechanism for migrating supplemental data is to extract the data from the source database and move the data to the target database, which you can accomplish, for example, by using Data Mover or a similar tool. Oracle does not deliver any utilities, such as data mover scripts, for migrating supplemental data.

- Because supplemental data records are stored in separate tables (distinct from the base table), incorporating supplemental information into reports may be difficult.

- Supplemental data can be displayed only in a two-column format.

- Performance issues can occur if you have too many supplemental data records in the system.

  Use supplemental data only if the data elements are truly dynamic in nature or if they apply to certain instances of an object. Never use supplemental data simply because creating it is easier than using standard PeopleTools fields.

Setting Up Site Types

Site types are effective-dated and setID-driven. You can define as many types as your business needs.

This section discusses how to set up site types.

Page Used to Set Up Site Types

Page Name	Definition Name	Navigation	Usage
Site Types	RE_SITE_TYPE	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Type	Set up site types for use when defining sites.

Setting Up Site Types

Access the Site Type page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Type).

Site Type page

Enter a site type and description for use when defining sites and site acquisition requests.

Setting Up Attributes

You must set up site types before you can define site attributes.

For each site type and business unit combination, users can access a setup page where they can select among the delivered site acquisition fields for inclusion in the SAR Comparison Matrix chart.

This section discusses how to:

• Set up attributes.

• Set up site attribute units of measure (UOMs).

Pages Used to Set Up Attributes

Page Name	Definition Name	Navigation	Usage
Site Attributes	RE_SITE_ATTR	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Maintain Site Attributes, Site Attributes	Define attributes for sites and assign weightings to be used to display values on the comparison matrix.

Page Name	Definition Name	Navigation	Usage
Unit of Measures	RE_SITE_ATTR_UOM	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Maintain Site Attributes, Unit of Measures	Define the units of measures to be used when defining sites.

Setting Up Attributes

Access the Site Attributes page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Maintain Site Attributes, Site Attributes).

Site Attributes page (1 of 6)

Location Attributes	Customize | Find |		First 1-21 of 21 Last	
Attributes		**Compare**	**Weighting**	
Address Line 1		☑	1.00	
Adjacent Uses		☑	1.00	
Anchor 100 Feet		☑	1.25	
Anchor 250 Feet		☑	1.10	
Anchor 500 Feet		☑	1.00	
City		☑	1.00	
Country		☑	1.00	
County		☑	1.00	
Nearest Company Office		☑	1.00	
Nearest Competitor		☑	1.40	
Latitude		☑	1.00	
Location Rating		☑	2.00	
Location Type		☑	0.75	
Neighborhood Quality		☑	1.20	
Visibility		☑	1.10	

Site Attributes page (2 of 6)

Maintenance Attributes	Customize | Find |		First 1-12 of 12 Last	
Attributes		**Compare**	**Weighting**	
Construction Type		☑	1.20	
Construction Year		☑	1.50	
HVAC Condition		☑	1.20	
Operating Days		☑	1.00	
Operating Hours		☑	1.00	
Property Age		☑	2.00	
Property Condition		☑	1.00	
Renovation Year		☑	1.00	
Risk Category		☑	1.00	
Site Access		☑	1.00	
Utilities Condition		☑	1.00	
Wire Condition		☑	2.00	

Site Attributes page (3 of 6)

Physical Attributes	Customize | Find |	First 1-12 of 12 Last	
Attributes		**Compare**	**Weighting**
Ceiling Height		☑	0.75
No. of Elevators		☑	1.00
Floor Levels		☑	1.00
No. of Floors		☑	1.00
Maximum Occupancy		☑	1.00
No. of Parking Spaces		☑	1.00
Plot Size		☑	1.00
Property Rentable Area		☑	1.00
Property Usable Area		☑	1.00
Space Divisible		☑	1.00
No. of Stairs		☑	1.00
Total Area		☑	1.00

Site Attributes page (4 of 6)

Schedule Attributes	Customize | Find |	First 1-16 of 16 Last	
Attributes		**Compare**	**Weighting**
Allowance Due Date		☑	1.00
Allowance Received Date		☑	1.00
Audit Report Date		☑	1.00
Availability Date		☑	1.00
Construction Approval Date		☑	1.00
Construction Date		☑	1.00
Follow-up Date		☑	1.00
Lease End Date		☑	1.00
Lease Start Date		☑	1.00
Lease Term (Periods)		☑	1.00
Month to Month Lease		☑	1.00
Occupancy Date		☑	1.00
Date Opened		☑	1.00
Option to Renew		☑	1.00
Signed Date		☑	1.00

Site Attributes page (5 of 6)

Site Attributes page (6 of 6)

By default, all fields are selected. When selected, the weighting field enables users to assign a numerical value, which will be used in the calculations for the total weighted score of each site.

The page is broken into grids that match the Site Repository pages and the SAR Comparison Matrix grids. The page contains a status field and has three fields per row:

Attribute   The particular field attribute (location type, manager rating, and so on)

Compare   Select to include this attribute on the Comparison Matrix

Weighting   Entering a weighting is required if you select the Compare check box. The weightings defined here will be entered by default in the grids on the SAR Comparison Matrix page, based on business unit and site type.

The general attributes are listed here:

• Manager Rating

• Occupant Name

• Landlord/Tenant

• Name

• Description

• Property Owner

- Property Manager

- Ownership Type

- Priority Use

- Offered By

- ADA Compliant

The location attributes are listed here:

- Location Rating

- Visibility

- Neighborhood Quality

- Adjacent Uses

- Address Line 1

- Latitude

- Longitude

- Region Code

- County

- Country

- Postal Code

- Tax Authority

- Tax Group

- Parcel Number

- Location Type

- Anchor 100 Feet

- Anchor 250 Feet

- Anchor 500 Feet

- Nearest Company Office

- Nearest Competitor

- City

The maintenance attributes are listed here:

- Property Age

- Property Condition

- Risk Category

- Site Access

- Construction Type

- Construction Year

- Operating Days

- Operating Hours

- HVAC Condition

- Utilities Condition

- Wire Condition

- Renovation Year

The physical attributes are listed here:

- Maximum Occupancy

- No. of Stairs

- No. of Elevators

- Floor Levels

- No. of Floors

- Plot Size

- Ceiling Height

- Total Area

- Property Rentable Area

- Property Usable Area

- No. of Parking Spaces

- Space Divisible

The schedule attributes are listed here:

- Availability Date

- Signed Date

- Lease Start Date

- Lease End Date

- Lease Term (Periods)

- Occupancy Date

- Date Opened

- Audit Report Date

- Option to Renew

- Surrender Date

- Construction Date

- Follow-up Date

- Allowance Due Date

- Allowance Received Date

- Construction Approval Date

- Month to Month Lease

The value attributes are listed here:

- Construction Cost

- Current Selling Price

- Closing Costs

- Remodel Costs

- Original Selling Price

- Unit Price

- Rent Amount

- Annual Operating Expenses

- Deposit Amount

- Estimated Annual Sales

- Tax Amount

- Estimated Annual Utilities

- Estimated Annual Maintenance

- Estimated Annual Insurance

- Tenant Allowance

- Commission %

- Sale Price (Clean)

- Appraised Value

- Admin Fee Percentage

Setting Up Site Attribute Units of Measure

Access the Unit of Measures page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Maintain Site Attributes, Unit of Measures).

Unit of Measures page

Space Unit Of Measure	The UOMs set here will be entered on the site page based on the business unit and site type. Select a unit of measure:

- *Acres*

- *Hectares*

- *Square Feet*

- *Square Meters*

Length Units	Enter the number of units in length.

Height Units	Enter the number of units in height.

Width Units	Enter the number of units in width.

Distance Type	Select a distance type:

- *Kilometers*

- *Meters*

- *Miles*

Setting Up Supplemental Data

To set up supplemental data, use the following components:

- Register Record (FS_SD_REG_REC).

- Register Component (FS_SD_REG_COMP).

- Define Record (FS_SD_RECDEFN).

- Define Display Group (FS_SD_GRPDEFN).

- Assign Display Group (FS_SD_PAGE_GRP).

This section discusses how to:

- Register records.

- Register components.

- Define records.

- Enter fields summary information.

- Enter field detail information.

- Define display groups.

- Assign display groups.

Pages Used to Set Up Supplemental Data

Page Name	Definition Name	Navigation	Usage
Register Record	SD_REG_REC	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Register Record	Register the supplemental database record and optionally register the record that saves the search criteria for the base record.
Register Component	SD_REG_COMP	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Register Component	Register and enable the component and the pages for supplemental data.

Page Name	Definition Name	Navigation	Usage
Record	SD_RECDEFN	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Define Record, Record	Define the supplemental data record to associate with the base record and identify where to store this record.
Fields Summary	SD_RECFLD	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Define Record, Fields Summary	Map fields to the data storage fields.
Fields Detail	SD_RECFLD_DTL	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Define Record, Fields Detail	Define detail information for a field.
Define Display Group	SD_GRPDEFN	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Define Display Group	Define a display group and associate any records and fields, as well as identify the order in which the fields appear on the page.
Assign Display Group	SD_PAGE_GRP	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Assign Display Group	Assign one or more display groups to a supplemental data-enabled component and page.

Registering Records

Access the Register Records page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Register Record).

Register Records page

Base Record	Select a base record on the Define Record page to associate with this supplemental data record.
Data Store Record	Select one of the data store records that you previously registered that you want to use to store this supplemental data record.

Registering Components

Access the Register Component page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Register Component).

Register Component page

You can enter components on this page.

Defining Records

Access the Record page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Define Record, Record).

Record page

Status   Select either *In Design* or *Activated.*

Data Store Record   Select one of the data store records that you previously registered that you want
                               to use to store this supplemental data record.

Entering Fields Summary Information

Access the Fields Summary page (Set Up Financials/Supply Chain, Product Related, Real Estate
Management, Site Acquisition, Site Supplemental Data, Define Record, Fields Summary).

Fields Summary page

Values must be entered on the Fields Detail page before you can map the field to a value.

Entering Fields Detail Information

Access the Fields Detail page (Set Up Financials/Supply Chain, Product Related, Real Estate Management,
Site Acquisition, Site Supplemental Data, Define Record, Fields Detail).

Fields Detail page

Field Name	Enter a name for the supplemental data field and a description of the field.
Field Label	Enter the a label to display on the page for this field.
Use Type	Values selected here affect the display of columns on the Fields Summary page and values displayed on this page. Values are:

- *Code*

- *Date*

- *Number*

- *Signed*

- *Text*

- *Time*

- *Y/N*

Field Length	Depending on what value you select as a use type, this field becomes editable or is populated with predefined values.
	If you select the *Number* or *Signed* use type, select either *15.4,7.2,* or *9*.
	If you select the *Text* use type, select *20,4,* or *50.*
Mapped To:	Select the data store field to which you want to map this field.

Codes

If you select the use type of Code, the Codes group box appears.

Sequence	Enter a number to represent the order in which you want to see these codes listed in a drop-down list box or lookup page.
Field Value	Enter each valid code in this list.
Translate Long Name	Enter the text that you want to appear on the list when the drop-down list box appears.

Defining Display Groups

Access the Define Display Group page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Define Display Group).

Define Display Group page

Label	Enter a label for the display group data group box.
Occurs	Enter the number of rows of data to display in the group box.
Sequence	Enter a sequence number to determine the order in which the fields appear on the page for each column.
Field Name	Don't forget to provide a definition.
Label	Enter a label that you want to appear on the page for the field name for each supplemental data field.

Assigning Display Groups

Access the Assign Display Group page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Site Supplemental Data, Assign Display Group).

Assign Display Group page

Sequence

Display Group   Add a supplemental data display group that you want to associate with this component and this page.

Edit   Select whether you want the text associated with the display group to be *Editable* or *Read-only*.

Creating Sites

This section discusses how to:

- Enter general information.

- Enter location information.

- Enter operation and maintenance information.

- Enter physical attributes.

- Enter schedule information.

- Enter value information.

- Enter supplemental data.

- Enter contacts.

- Search for contacts.

- View the site map.

Pages Used to Create Sites

Page Name	Definition Name	Navigation	Usage
General Information	RE_SITE_GENERAL	Real Estate Management, Site Acquisition, Site Repository, Create Site, General Information	Enter general information about the site.
Location	RE_SITE_LOCATION	Real Estate Management, Site Acquisition, Site Repository, Create Site, Location	Enter location information for this site. You must enter a value for the longitude and latitude fields to view the map on the Site Map page.
Operation/Maintenance	RE_SITE_OPERATION	Real Estate Management, Site Acquisition, Site Repository, Create Site, Operation/Maintenance	Enter operation and maintenance information about this site.
Physical Attributes	RE_SITE_ATTRIBUTES	Real Estate Management, Site Acquisition, Site Repository, Create Site, Physical Attributes	Enter physical attributes, such as size.
Schedule	RE_SITE_SCHEDULE	Real Estate Management, Site Acquisition, Site Repository, Create Site, Schedule	Enter information such as site schedules or construction schedules.
Value	RE_SITE_VALUE	Real Estate Management, Site Acquisition, Site Repository, Create Site, Value	
Supplemental Data	RE_SITE_SUPPLEMENT	Real Estate Management, Site Acquisition, Site Repository, Create Site, Supplemental Data	Enter additional site data.
Notes	RE_SITE_NOTE	Real Estate Management, Site Acquisition, Site Repository, Create Site, Notes	Enter notes about the site.

Page Name	Definition Name	Navigation	Usage
Contacts	RE_SITE_CONTACT	Real Estate Management, Site Acquisition, Site Repository, Create Site, Contacts	Select contacts from vendors, customers, or the address book. You can add supplemental contacts on this page.
Search for Contacts	RE_CNTCT_SRCH	Click the Search and Add Contacts button on the Contacts page.	Search for or add contacts.
Site Map	RE_SITE_MAP	Real Estate Management, Site Acquisition, Site Repository, Create Site, Site Map	View the site map.

Entering General Information

Access the General Information page (Real Estate Management, Site Acquisition, Site Repository, Create Site, General Information).

General Information page

Action   The values available in the drop-down list box depend upon the status of the site and your authorization level. Select:

- *Validate Site:* Select to have the system validate that all the required fields are populated.

- *Activate Site:* Select to have the system run the Activation process. This process sets the Site status to *Open.* Other than the Contacts and Notes pages, the fields on the other pages are now read-only.

- *Archive Site:* Select to archive the site when the asset is archived during the Asset Management Archive process.

- *Dispose Site:* Select to dispose of the site.

Site Status	Displays the status of the site. Values are:

- *New:* A pending site that has not been activated by a user with appropriate access. Sites with this status cannot be selected for use in a SAR.

- *Open:* An active site that has not been acquired. Sites with this status can be used in any combination of SARs.

- *Evaluating:* The status changes to this status after it is added to any SAR for evaluation. Sites with this status can be added to additional SARs.

- *Negotiating:* The status changes to this status after the site is selected as a SAR finalist and the SAR is submitted or approved. Sites with this status can be added to additional SARs.

- *Operating:* The status changes to this status after it is selected as the final site to be acquired and the SAR is finalized (closed). Sites with this status cannot be selected for any future SARs. Existing SARs that have this site selected for evaluation will no longer allow the site to be selected as a finalist. You create assets, leases, or projects at this point.

- *Disposing:* The status changes to this status when the lease has expired. (If the lease is renewed, put into holdover, and so on, then the site status changes to *Operating.*) Sites with this status can be added again to SARs.

- *Archive:* The site changes to this status when the lease is closed or the asset is archived. Sites with this status can be added to SARs. Sites with this status can never can go back to *Open* to illustrate that it was previously owned or leased by the organization.

Site Type	Displays the site type selected on the Add a New Value page. The value selected here determines the supplemental data fields that will appear.
Name	Enter the name of this site. This field is required.
Offered By	Enter the name of the entity offering this site for sale or lease.
Ownership Type	Select how this property is being offered:

- *Leased*

- *Owned*

Landlord/Tenant	Enter the name of the current landlord or tenant of this site.
Occupant Name	Enter the name of the current tenant.

Primary Use	Select a primary use for this site:

- *Apartment*

- *Commercial*

- *Individual*

- *Mixed Use*

- *Other*

- *Residential*

- *Retail*

- *Serviced Apartments*

- *Warehouse*

Property Owner	Enter the name of the property owner.
Property Manager	Enter the name of the property manager.
ADA Compliant	Select this check box if this site is ADA-compliant.
Manager Rating	Select a rating for this site from these values: *Excellent,Good,Avg.,Fair,* or *Poor.*

Entering Location Information

Access the Location page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Location).

Location page

Location Type	Enter a type for this site location.
Location Rating	Select a rating for this site from these values: *Excellent,Good,Avg.,Fair,* or *Poor.*
Latitude	Enter the latitude of the site. This value is used to render the site map.
Longitude	Enter the longitude of the site. This value is used to render the site map.
Accessibility	Select an accessibility rating for this site from these values: *Excellent,Good,Avg., Fair,* or *Poor.*
Nearest Competitor	Enter the distance of the nearest competitor from this site.
Visibility	Select the visibility for this site from these values: *Excellent,Good,Avg.,Fair,* or *Poor.*
Nearest Company Office	Enter the distance of the nearest company office.

Neighborhood Quality	Select the quality of the neighborhood for this site from these values: *Excellent, Good,Avg.,Fair,* or *Poor.*
Adjacent Uses	Enter any adjacent uses for this site.
Tax Authority	Enter the tax authority that governs this site. This value is informational only. Values entered here are not used for any processing.
Tax Group	Enter the tax group for this site. This value is informational only. Values entered here are not used for any processing.
Parcel Number	Enter the parcel number for this site.
Anchor 100 Feet.Anchor 250 Feet. and **Anchor 500 Feet**	If this property is in a retail location, enter the number of anchors within the respective distances.

Entering Operation and Maintenance Information

Access the Operation/Maintenance page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Operation/Maintenance).
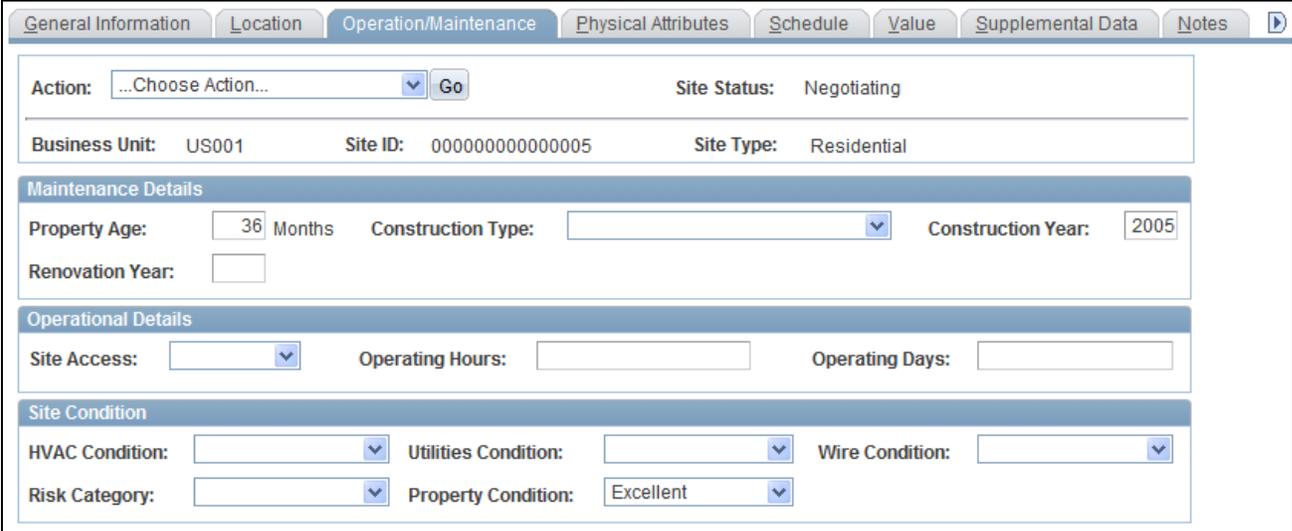
Operation/Maintenance page

Property Age	Enter the property age in months.
Construction Type	Select the construction type of the site:

- *Other*

- *Steel*

- *Wood*

Construction Year   Enter the year the site was constructed.

Renovation Year   Enter the year the site was last renovated, if any.

Site Access   Select a site access time:

- *24 Hours*

- *Business Hours Only*

Operating Hours   Enter the hours the site operates.

Operating Days   Enter the days the site operates

HVAC Condition   Select the condition of the HVAC for this site from these values: *Excellent,Good, Avg.,Fair,* or *Poor.*

Utilities Condition   Select the condition of the utilities for this site from these values: *Excellent, Good,Avg.,Fair,* or *Poor.*

Wire Condition   Select the condition of the wires for this site from these values: *Excellent,Good, Avg.,Fair,* or *Poor.*

Risk Category   Select any potential risks for this site.

Property Condition   Select the condition of the property for this site from these values: *Excellent, Good,Avg.,Fair,* or *Poor.*

Entering Physical Attributes

Access the Physical Attributes page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Physical Attributes).

Physical Attributes page

Plot Size	Enter the size of the plot.
Ceiling Height	Enter the ceiling height of the site.
Usable Area	Enter the usable area of the site.
Rentable Area	Enter the rentable area of the site.
Total Area	Enter the total area of the site. This field is required.
Space Divisible	Indicate if this space can be divided into multiple spaces.
Maximum Occupancy	Enter the maximum occupancy of the site.
No. of Floors(number of floors)	Enter the number of floors for this site.
Floor Levels	Enter the number of sub-levels for each floor of this site.
No. of Parking Spaces (number of parking spaces)	Enter the number of parking spaces for this site.
No. of Elevators (number of elevators)	Enter the number of elevators for this site.
No. of Stairs(number of stairs)	Enter the number of stair cases for this site.

Entering Schedule Information

Access the Schedule page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Schedule).

Schedule page

Availability Date	Enter the date the site is available for lease or purchase.
Signed Date	Enter the date the contract was signed.
Occupancy Date	Enter the date the site is available for occupancy.
Surrender Date	Enter the date that the current tenants vacate the property.
Date Opened	Enter the date when the site officially opens.
Date of Audit	Enter the date of any required audits.
Option to Renew	Indicate if tenants are given the option to renew leases at the end of the term.
Construction Date	Enter the date construction is set to start.
Follow-up Date	Enter the date for the follow-up.
Allowance Due Date	Enter the date any allowances are due.
Allowance Received Date	Enter the date the allowance was received.
Construction Approval Date	Enter the construction approval date.
Lease Start Date	Enter the lease start date. This value is informational only. The system does not use the date entered here when creating a new lease.
Lease End Date	Enter the lease end date.

Lease Term (Periods)   Enter the number of periods for the lease.

Month to Month Lease   Select this check box if this is a month-to-month lease.

Entering Value Information

Access the Value page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Value).

Value page

Site Value

Currency Code   This value populates from the site type attributes setup.

Sale Price   Enter the sale price of the property.

Appraised Value   Enter the appraised value of the property.

Original Selling Price Enter the price the original selling price of the site.

Current Selling Price Enter the current selling price of the site.

Closing Costs   Enter any closing costs for the site.

Unit Price   Enter the per unit price.

Rent Amount	Enter the rent amount.
Construction Cost	Enter the cost of construction for this site.
Remodel Costs	Enter the amount of costs to remodel.

Estimated Annual Expenses

This information is not required and is informational only.

Deposit Amount	Enter the deposit amount for this site.
Annual Operating Expenses	Enter the estimated operating expenses amount for this site.
Estimated Annual Sales	Enter the estimated annual sales amount for this site.
Tax Amount	Enter the estimated annual tax amount for this site.
Admin Fee Percentage (administration fee percentage)	Enter the administration fee percentage for this site.
Estimated Annual Maintenance	Enter the estimated annual maintenance amount for this site.
Estimated Annual Utilities	Enter the estimated annual utilities amount for this site.
Estimated Annual Insurance	Enter the estimated annual insurance amount for this site.
Tenant Allowance	Enter any predetermined amount provided by the landlord to cover certain costs, like remodeling or construction.
Commission %	Enter the commission percentage for this site.

Entering Supplemental Data

Access the Supplemental Data page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Supplemental Data).

Supplemental Data page

The fields that appear on this page depend upon the Site Type selected on the Add a New Value page.

Supplemental Data Weightings	Enter the weighting amount to be applied to the supplemental data.
Airport Distance	Enter the distance to the nearest airport.
School Distance	Enter the distance to the nearest school.

Entering Contacts

Access the Contacts page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Contacts).

Contacts page

This page displays the contacts associated with this site. You can delete contacts or add contacts by clicking the Search and Add Contacts button.

Searching for Contacts

Access the Search for Contacts page (click the Search and Add Contacts button on the Contacts page).

Search for Contacts page

Source	Select the source of the contact to search for:

Source

Select the source of the contact to search for:

- *Vendor*

- *Customer*

- *My Contacts*

Vendor

If you selected *Vendor* as the source, you can enter the vendor ID here to search for contacts related to this vendor. If you do not enter a value here, all vendors will be returned.

Vendor Name

If you selected *Vendor* as the source, you can use this field to search for vendors by name. You can enter partial names if you are unsure of the complete vendor name. For example, if you enter *BUY%* and select the *begins with* search type, then all vendors whose name begins with *BUY* will be returned.

Vendor Contact

You can add a specific contact here if you know which contact you want to add. You must complete the vendor field before you add a value in this field. Leave this field blank if you want the system to return all contacts associated with the vendor.

Contact Name   If you know part or all of the contact name, you can add it here to search for contacts based on contact name.

Select   Select this check box next to the contacts you want to associate with the site and click the Add button to add these contacts to the site.

Viewing the Site Map

Access the Site Map page (Real Estate Management, Site Acquisition, Site Repository, Create Site, Site Map).
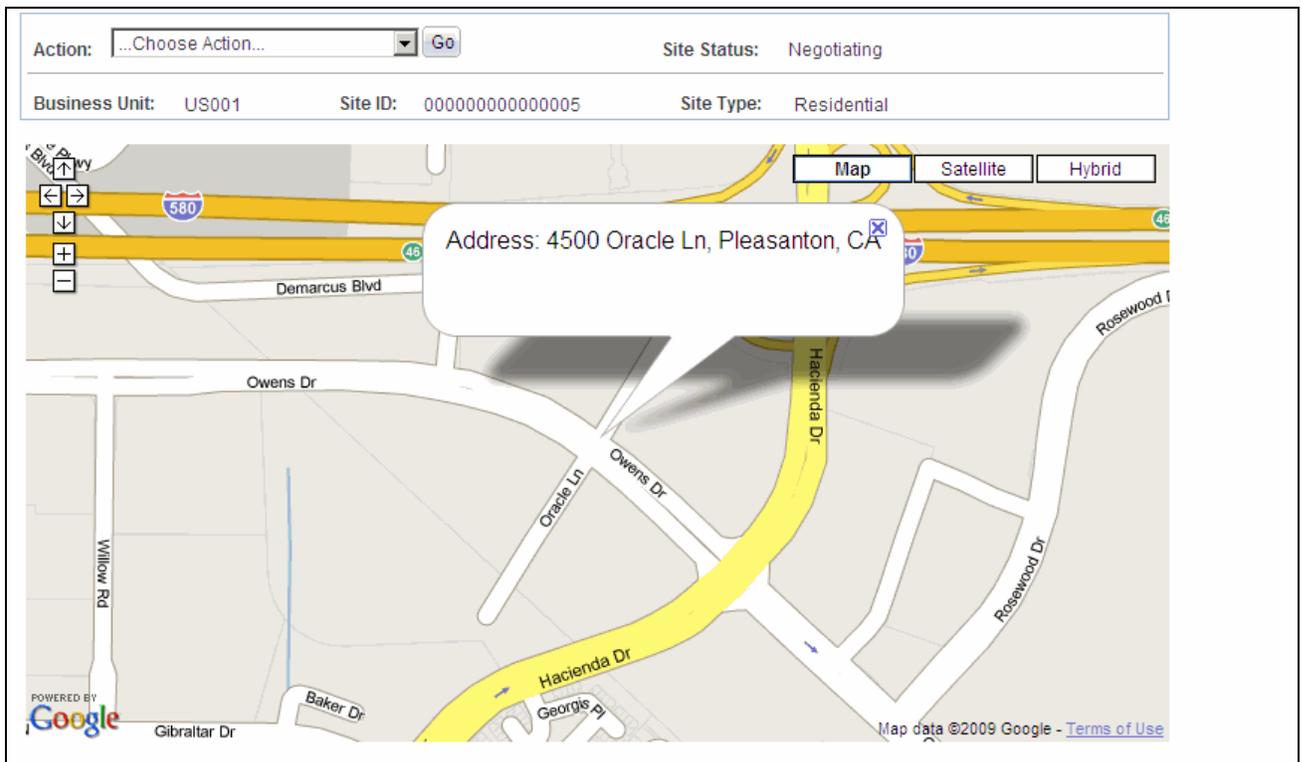
Site Map page

This page displays a map of the site location.

Note. You must define the longitude and latitude on the Location page before you can view a map on this page.

Chapter 8

Structuring Leases

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

*   Define lease abstract sections to print.

*   Define amendment types.

*   Define lease types.

*   Define region codes.

*   Define user-defined fields.

*   Define transaction routing codes.

*   Define operating expense categories.

*   Define sales categories.

*   Define miscellaneous rent types.

*   Define security deposit types.

*   Define manual fee types.

*   Define economic index values.

*   Define clause types.

*   Define lease options.

*   Define critical date templates.

*   Define role types.

*   Define lease administration roles.

Understanding PeopleSoft Real Estate Management Structure

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

All tables and setup information specific to PeopleSoft Real Estate Management are discussed in this chapter.

See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions."

Common Elements Used in This Chapter

Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.
SetID	An identification code that represents a set of control table information or tablesets. A tableset is a group of tables (records) that are necessary to define your company's structure and processing options.
Status (effective status)	Indicates whether a row in a table is active or inactive. You cannot display inactive rows on transaction pages or use them for running batch processes. You should inactivate data that you no longer use rather than delete it to maintain an audit trail.

Defining Lease Abstract Sections to Print

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

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

Understanding Lease Abstract Sections to Print

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

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

Page Used to Define Lease Abstract Sections to Print

Page Name	*Definition Name*	*Navigation*	*Usage*
Lease Abstract	RE_ABST_SECT	Set Up Financials/Supply Chain, Product Related, Real Estate Management, General Definitions, Lease Abstract	Specify the lease sections that you want to view or print.

Defining Lease Abstract Sections to Print

Access the Lease Abstract page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, General Definitions, Lease Abstract).

Lease Abstract page

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

Lease Section Displays the sections within a lease that you can view or print on the lease abstract worksheet.

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

Defining Amendment Types

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

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

Understanding Amendment Types

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

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

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

Page Used to Define Amendment Types

Page Name	Definition Name	Navigation	Usage
Amendment Types	RE_AMND_TYPE	Set Up Financials/Supply Chain, Product Related, Real Estate Management, General Definitions, Amendment Types	Define an amendment type and amendment reason. Use amendment reasons that are defined for this amendment type only to further categorize this amendment type.

Defining Amendment Types

Access the Amendment Types page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, General Definitions, Amendment Types).

Amendment Types page

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

Amendment Reasons

| **Amendment Reasons** | Further identify the reason that you are creating an amendment. |

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

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

Defining Lease Types

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

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

Understanding Lease Types

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

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

Page Used to Define Lease Types

Page Name	Definition Name	Navigation	Usage
Lease Types	RE_LEASE_TYPE	Set Up Financials/Supply Chain, Product Related, Real Estate Management, General Definitions, Lease Type	Define lease types.

Defining Lease Types

Access the Lease Types page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, General Definitions, Lease Type).

Lease Types page

Lease Category	Select the lease category for the lease type. The category determines how to sort or report the various lease types. Values are: *Reporting:* No processing occurs. *Sub Lease:* When you create a sublease, you must enter the associated parent lease number. The system validates the Parent Lease field to ensure that a parent lease is associated with the sublease.

Defining Region Codes

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

This section provides an overview of region codes.

Understanding Region Codes

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

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

See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Establishing Regions and Region Codes.

Defining User-Defined Fields

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

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

Understanding User-Defined Fields

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

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

Page Used to Define User-Defined Fields

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

Defining User-Defined Fields

Access the User Defined Fields page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, General Definitions, User Defined Fields).

User Defined Fields page

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

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

Defining Transaction Routing Codes

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

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

Understanding Transaction Routing Codes

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

Page Used to Define Transaction Routing Codes

Page Name	Definition Name	Navigation	Usage
Transaction Routing Codes	RE_TXN_ROUTE	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Transaction Routing Codes	Define transaction routing codes.

Defining Transaction Routing Codes

Access the Transaction Routing Codes page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Transaction Routing Codes).

Transaction Routing Codes page

Details

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

Note. Billing charges apply only to receivables lease transactions.

Withholding Code

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

Yes: Select if withholding applies on transactions associated with this transaction routing code. Withholding does not apply if the vendor on the lease does not withhold. Withholding from PeopleSoft Real Estate Management overrides the withholding in PeopleSoft Payables.

No: Select if withholding does not apply.

Note. Withholding applies only to payables lease transactions.

See *PeopleSoft Enterprise Payables 9.1 PeopleBook*, "Setting Up PeopleSoft Payables Withholding."

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

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

See *PeopleSoft Enterprise Payables 9.1 PeopleBook*, "Setting Up PeopleSoft Payables Withholding."

Sales & Use Tax Default

Tax Applicability   Select the tax that is applicable to payables transactions. Use this field to determine the excise duty and sales tax applicability details. Values are *Direct Pay, Exempt, Exonerated, Sales Tax,* and *Use Tax.*

> **Note.** Tax applicability applies only to payables lease transactions.

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

See *PeopleSoft Enterprise Payables 9.1 PeopleBook*, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)," Understanding PeopleSoft-Only Sales and Use Tax Processing.

Defining Operating Expense Categories

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

This section provides an overview of operating expense categories and lists the pages used to define operating expense categories.

Understanding Operating Expense Categories

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

Page Used to Define Operating Expense Categories

Page Name	Definition Name	Navigation	Usage
Operating Expense Categories	RE_EXP_CLASS	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Operating Expense Categories	Create an operating expense category.

Defining Sales Categories

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

This section provides an overview of sales categories and lists the pages used to define sales categories.

Understanding Sales Categories

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

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

See Chapter 15, "Setting Up and Calculating Percent Rent," Understanding Percent Rent Terms, page 235.

Page Used to Define Sales Categories

Page Name	Definition Name	Navigation	Usage
Sales Categories	RE_SALES_CAT	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Sales Categories	Define sales categories.

Defining Miscellaneous Rent Types

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

This section provides an overview of miscellaneous rent types and lists the pages used to define miscellaneous rent types.

Understanding Miscellaneous Rent Types

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

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

Page Used to Define Miscellaneous Rent Types

Page Name	*Definition Name*	*Navigation*	*Usage*
Miscellaneous Rent Types	RE_MISC_FEES	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Miscellaneous Rent Types	Define miscellaneous rent types.

Defining Security Deposit Types

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

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

Understanding Security Deposit Types

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

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

Page Used to Define Security Deposit Types

Page Name	Definition Name	Navigation	Usage
Security Deposit Types	RE_SCTY_DEP_TYP	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Security Deposit Types	Define security deposit types.

Defining Security Deposit Types

Access the Security Deposit Types page (Set Up Financials/Supply Chain, Product Related, Lease Administration, Financial Terms, Security Deposit Types).

Category   Select a category from this list of values:

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

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

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

Defining Manual Fee Types

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

This section provides an overview of manual fee types and lists the pages used to define manual fee types.

Understanding Manual Fee Types

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

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

Page Used to Define Manual Fee Types

Page Name	Definition Name	Navigation	Usage
Manual Fee Types	RE_MISC_FEES	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Manual Fee Types	Define manual fee types.

Defining Economic Index Values

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

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

Understanding Economic Index Values

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

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

See *PeopleSoft Enterprise Global Options and Reports 9.1 PeopleBook*, "Processing Multiple Currencies," Defining Market Rates.

Page Used to Define Economic Index Values

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

Defining Economic Index Values

Access the Economic Index Values page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Financial Terms, Economic Index).

Economic Index Values page

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

Index Values

| **Date From** | Select the start date. |
| **Date To** | Select the end date. |

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

Defining Clause Types

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

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

Understanding Clause Types

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

Page Used to Define Clause Types

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

Defining Clause Types

Access the Clause Types page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Clauses and Options, Clause Type).

Clause Types page

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

Defining Real Estate Options

To define a real estate option definition and mail template, use the Option Definition (RE_LEASE_OPTION) and Mail Template (RE_OPTION_MAIL) components.

This section provides an overview of real estate options discusses how to:

• Define real estate options.

• Define real estate option mail templates.

• Copy mail templates.

• Insert mail fields.

• Review real estate option mail samples.

Understanding Real Estate Options

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

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

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

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

Pages Used to Define Lease Options

Page Name	Definition Name	Navigation	Usage
Lease and SAR Options	RE_LEASE_OPTION	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Options	Enter the option name.
Lease and SAR Option Mail Template	RE_OPTION_MAIL	Click the Mail Template link on the Lease and SAR Options page.	Enter a message to be associated with the option.
Copy Mail Template	RE_CPYMAIL_TMPLT	Click the Copy from Option button on the Lease and SAR Option Mail Template page.	Select the option that you want to copy into the mail template.
Insert Mail Fields	RE_OPT_TAG	Click the Insert Mail Fields button on the Lease and SAR Option Mail Template page.	Select the template marker for values that you want to insert into your option description.

Page Name	Definition Name	Navigation	Usage
Lease and SAR Option Mail Sample	RE_OPTION_MPRV	Click the View Sample button to preview the message.	Preview a sample of your mail message.

Defining Lease and SAR Options

Access the Lease Options page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Options).

Lease and SAR Options page

Mail Template   Click to access the Lease and SAR Option Mail Template page.

Option Name   Enter the option name that describes the option.

Defining Lease and SAR Option Mail Templates

Access the Lease and SAR Option Mail Template page (click the Mail Template link on the Lease and SAR Options page).

Lease and SAR Option Mail Template page

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

Copying Mail Template

Access the Copy Mail Template page (click the Copy from Option button on the Lease and SAR Option Mail Template page).

Copy Mail Template page

Option Name (begins with)	Enter a partial name or the name of the option that you want to search for and click the Search button.
Lease Option Name	Displays a list of available lease options to copy into a new message. Select the lease option to insert message text.
View Sample	Click to view the message text associated with that option.

Inserting Mail Fields

Access the Insert Mail Fields page (click the Insert Mail Fields button on the Lease and SAR Option Mail Template page).

Insert Mail Fields page

Name	Select the name fields to be inserted into the mail template. When you create a lease, you select the lease options to associate with that lease. The fields that you select insert specific field data into the message template.
	For example, if you select *Lease Number* as the marker in the message, the lease number from the lease that you associate with the lease option replaces the marker in the message field.
Marker	Display the place holder for specific text on the message template. Whether you select *Lease Number,Lease Title,Action Date,* and so on, the associated information is supplied by default onto the message template when the option is used on a lease.
	For example, by inserting the marker in your message *(This is a notice to inform you that the %LSNBR% will expire in 30 days),* your message will read *This is to inform you that the lease number A30178 will expire in 30 days.*
Description	Displays the description for each marker.

Defining Critical Date Templates

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

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

- Define critical date templates.

- Define option notifications.

Understanding Critical Date Templates

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

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

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

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

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

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

Pages Used to Define Critical Date Templates

Page Name	Definition Name	Navigation	Usage
Define Critical Date Template	RE_TMPLT_NM	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Critical Date Templates	Enter the critical date option definition.

Page Name	Definition Name	Navigation	Usage
Define Option Notifications	RE_TMPLOPT_DTL	Click the Define Notifications button on the Define Critical Date Template page.	Define a notification schedule and the recipients for the notification. An email notification goes out to the role defined here.

Defining Critical Date Templates

Access the Define Critical Date Template page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Critical Date Templates).

Define Critical Date Template page

Template Name	Enter the name that best defines this critical date template.
Option Name	Select the option for which you want to define notifications.
Define Notifications	Click to access the Define Option Notifications page.

Defining Option Notifications

Access the Define Option Notifications page (click the Define Notifications button on the Define Critical Date Template page).
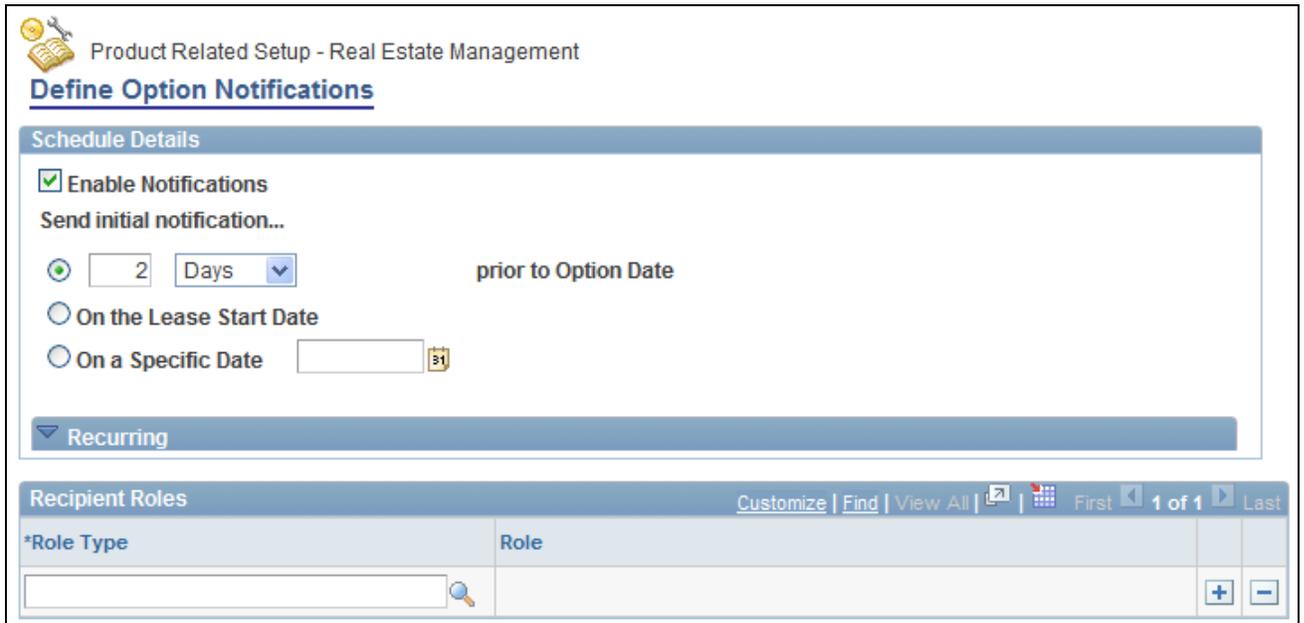
Define Option Notifications page

Schedule Details

Enable Notifications   Select to enable the notification.

Send initial notification

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

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

                                   Days

                                   Months

                                   Years

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

Specific Date   Enter or select a specific date.

Recurring

You can send recurring notifications based on the following criteria:

Never   Select to never send recurring notifications.

Daily	Select to send daily notices. You can enter a number in the blank field in the Daily row to indicate the notification frequency. For example, if you enter *2,* the system sends a notification every two days until the option date occurs.
Weekly	Select to send notices weekly. You can enter a number in the blank field in the Weekly row to define the notification frequently and you can specify which day or days of the week to send the notifications. For example, if you enter *2* for the notification frequency and select Monday and Friday, the system sends notifications on Monday and Friday every two weeks until the option date occurs. If you specify a day of the week, you must enter the notification frequency.
Monthly	Select to send notices monthly. You can enter a number in the blank field on the Monthly row to define the notification frequency and you can specify on which day of the month the notification is sent.
Yearly	Select to send notices yearly. Select from the *Month* list and define the number in the On Day field for a specific day within that month. For example, notifications can be sent in January on the fifth day of the month until the option date occurs.
Role Type	Select the role type or recipient to receive notifications. Notification are sent out to any individual in your organization who is assigned to this role type.
	See Chapter 8, "Structuring Leases," Understanding Role Types, page 101.

Defining Role Types

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

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

Understanding Role Types

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

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

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

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

Page Used to Define Role Types

Page Name	Definition Name	Navigation	Usage
Role Types	RE_PTY_TYPE	Set Up Financials/Supply Chain, Product Related, Real Estate Management, User Roles, Role Types	Define role types.

Defining Role Types

Access the Role Types page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, User Roles, Role Types).

Role Category   Your selection determines the actions for each role that you define. Four role categories are available:

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

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

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

Lease Principal: A landlord or tenant for a lease.

Defining Lease Administration Roles

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

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

Understanding Lease Administration Roles

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

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

Page Used to Define Lease Administration Roles

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

Defining Lease Administration Roles

Access the Lease Administration Roles page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Users Roles, Lease Administration Role).

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

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

Chapter 9

Generating Site Acquisition Requests

This chapter provides an overview of generating site acquisition requests and discusses how to:

- Upload sites under consideration.

- Generate site acquisition requests.

- Approve site acquisition requests.

- Finalize site acquisition requests.

Understanding Site Acquisition Request Generation

The typical flow to generate a site acquisition request (SAR) is:

1. The project manager (PM), after approving that a new site acquisition project be undertaken, assigns team members to execute the project.

2. The PM or Real Estate Specialist creates a new SAR and enters beginning data.

3. After sufficient SAR data is entered, a Specialist attempts to activate the SAR.

   - If a Specialist does not have the appropriate security level to activate the SAR, then she or he can only validate and correct errors; she will need to submit the SAR to the PM for activation.

   - If a Specialist has the appropriate security level to activate the SAR, then he can do so immediately.

     After activation, a SAR is still open for editing. Users can add to or delete sites from the SAR until the approval submission stage, when the final list of candidates is selected.

4. During finalization, a user can create an asset in Asset Management, a lease with basic information in Lease Administration, and a project with basic information in Project Costing.

   Any data that can be transferred from the site record (in the site repository) or from the SAR is copied to the asset definition, lease, or project.

Comparison Matrix

After a SAR is Active, the user can check which sites in the Comparison Matrix are proposed as finalists. The list of sites populates the columns, and the attributes populate the rows. The user can rate each attribute on a scale of 1 to 5; 1 being the least suitable and 5 being the most suitable. After the user enters the ratings for all the attributes, the system calculates the most suitable site by multiplying the score with the weighting for that row, and then summing the attributes for each site (total score). Each grid (category) lists an individual total as well as a final summarization box at the bottom of the page providing grand totals.

The system calculates a total possible score for each grid. Essentially, this value is the sum of all the fields in the grid with the weighting value multiplied by 5 (the highest score possible for each attribute).

SAR Submission and Approval Processing

The approval step allows the project team to proceed with acquiring the sites under consideration based on rankings in the Comparison Matrix. You use the Approval Workflow Engine for this approval, and you can configure it to require one or many approvers based on customer needs. Both the PM and the individual selected as the Requestor/Approver can approve the SAR for acquisition.

After the finalists are researched and documented, you can adjust the rankings of the sites to be acquired in order to identify the final order. Based on the Adjusted Ranking and the comments field below it, the Approver can identify the order in which the sites are to be acquired and whether the team should acquire one or all of the sites.

All fields at the Evaluating Finalists status remain open for editing. In addition, the Approver can override the finalists proposed by the submitter.

Finalization of Sites Acquired

After sites are selected for acquisition, the project team attempts final negotiations and acquires one or many sites, as defined in the SAR. The negotiation and final acquisition processes occur outside the system. When confirmation is received that a site or sites were actually acquired, then the finalization process takes place.

When you click the Confirm and Finalize Acquisition button, the following actions are triggered:

- The status of the acquired sites changes to *Operating*.

- The status of the SAR changes to *Finalized*.

- The actual completion date is updated to the current date.

- The duration changes to reflect the new duration based on the change in the actual completion date.

- If you select to create an asset, it is created in PeopleSoft Asset Management with the Asset Type of Property and the Property Class of Site. The system copies the asset description and name from the Site. The Asset ID created appears on the integration tab of the Comparison Matrix.

- If you select to create a lease, the system validates that the asset was created before the lease was created. The lease is created with the basic information at a *Pending* status. The site acquired is populated in the property details.

  If a lease is to be created, you must provide the Lease Commencement date, Termination date, and the Lease Obligation date.

- If you select to create a project, the system uses the project template defined at setup to define a basic project shell with activities and resources.

Uploading Sites Under Consideration

To upload sites under consideration, use the Excel to CI utility. Users are provided with a template to fill in the Site data. The upload process is similar to any Excel to CI run. If Supplemental data is being uploaded, then users must know which database field maps to which Supplemental data field. For example, in the sample data provided, the Airport Distance field maps to the SD_NUM9_1 database field. You define this mapping under Site Supplemental Data, Define Record.

Generating Site Acquisition Requests

This section discusses how to:

- Enter SAR details.

- View the Comparison Matrix.

- Add options and critical dates.

- Set up critical dates details and notification recipients.

- View the SAR analytic.

Pages Used to Generate Site Acquisition Requests

Page Name	Definition Name	Navigation	Usage
SAR Details	RE_SAR	Real Estate Management, Site Acquisition, Site Acquisition Request(s), SAR Details	Enter SAR detail information
Comparison Matrix	RE_SAR_METRICS	Real Estate Management, Site Acquisition, Site Acquisition Request(s), Comparison Matrix	View the comparison matrix.
Options and Critical Dates	RE_SAR_OPTIONS	Real Estate Management, Site Acquisition, Site Acquisition Request(s), Options and Critical Dates	Enter options and critical dates.
Critical Date Detail	RE_SAR_CRDT_DTL	Real Estate Management, Site Acquisition, Site Acquisition Request(s), Options and Critical Dates Click the Critical Date icon on the Options and Critical Dates page.	Enter schedule details and recipient information for critical date notifications.

Page Name	Definition Name	Navigation	Usage
SAR Notes	RE_SAR_NOTES	Real Estate Management, Site Acquisition, Site Acquisition Request(s), SAR Notes	Add notes to the SAR.
SAR Analytic	RE_SAR_ANALYTIC	Real Estate Management, Site Acquisition, Site Acquisition Request(s), SAR Analytic	View the SAR analytic graphic.
SAR Contact	RE_SAR_CONTACT	Real Estate Management, Site Acquisition, Site Acquisition Request(s), SAR Contact	Add contacts to the request.
Search For Contacts	RE_CNCT_SRCH	Click the Search or Add Contacts button on the SAR Contact page.	Search for contacts to add to the request.

Entering SAR Details

Access the SAR Details page (Real Estate Management, Site Acquisition, Site Acquisition Request(s), SAR Details).

| SAR Details | Comparison Matrix | Options and Critical Dates | SAR Notes | SAR Analytic | SAR Contact |

Unit: US001   **Status:** Evaluating Finalists

SAR ID: **Site Type:**   **Site Acquisition Request Name:**
000000000000001   Residential   SAR with 2 Sites

Comments:
Residential Sites Acqusition

Timetable

Commencement: 01/01/2007   **Duration:**

Estimated Completion: 12/31/2008   730 Day(s)

Actual Completion:

Primary Contacts

Real Estate Specialist: Kenneth Schumacher

Portfolio Manager: Kenneth Schumacher

Site Under Consideration

Add Site

Site List   Customize | Find | View All | | | First | 1-2 of 2 | Last

Site Name	Site Status	Address 1	Property Owner	Offered By	Availability Date
Site-11	Negotiating	Whitefield	SCHUMACHER	SMITH	12/31/2008
Site-12	Negotiating	Whitefield	SCHUMACHER	SMITH	12/31/2008

Created By: Theresa Monroe   **Last Updated By:** Theresa Monroe
Created On: 05/11/2009 10:14:02PM   **Last Updated On:** 05/11/2009 10:15:26PM

SAR Details page

Action   After completing the SAR, select the appropriate action:

- *Activate SAR:* If you have the security ability to activate, then do so. Otherwise, an appropriate user must open the SAR, review the data, and activate the SAR. The status of the SAR will change to Active. The SAR can still be edited. All the Sites attached to the SAR will be in the Evaluating state. This action is only available for SARs in a *Pending* status.

- *Submit for Approval:* Change the SAR status to Evaluating Finalists. Submit the SAR for approval. Make the SAR read—only. This action is available only for SARs in an *Active* status.

- *Approve SAR:* Change the status to Sites Selected. This action is available only for SARs in an *Evaluating Finalists* status.

- *Cancel SAR:* Change the status back to Active. This action is available only for SARs in an *Evaluating Finalists* status.

- *Validate SAR:* Check for all required fields before activating a SAR. This action is available only for SARs in a *Pending* status.

- *Finalize SAR:* Close the SAR and confirm the sites were acquired. This finalization process creates assets, leases, projects, and so on. Change the status of the site to Operating, and the. SAR status to Finalized. This action is available only for SARs in a *Site(s) Selected* status.

Status   Displays the current status of the SAR. Values are:

- *Pending:* Newly created SARs have this status. You can save the SAR at this point without any validation. The validation of the data entered will be done when the SAR is validated or when the SAR is activated.

- *Active:* At least one site must be attached to the SAR in order to become *Active.* The SAR is editable even after activation.

- *Evaluating Finalists:* The SAR will be in this status after it is submitted for approval with a smaller subset of candidates for further negotiation, analysis, and so on. Data can still be modified by the approver before approval or denial. A denial will return the SAR to an *Active* status so that it can continue to be modified by the submitter. The approver can enter comments before denial so the submitter knows what additional information is needed.

- *Site(s) Selected:* SARs have this status when the SAR is approved for acquiring the sites. The site status changes to *Negotiating.*

- *Finalized:* SARs have this status when the finalization process has run. The site acquired status changes to *Operating.* Any sites in an *Evaluating* or *Negotiating* status on this SAR change back to *Open* or *Archive* (based on previous history) unless they are under evaluation or negotiation on another SAR.

Site Acquisition Request Enter a unique name for this request.
Name

Commencement	Enter the commencement date of the site acquisition process. This field is required.
Estimated Completion	Enter the date you anticipate this request will be complete. This date must be later than the commencement date.
Real Estate Specialist	Select the real estate specialist assigned to this request.
Portfolio Manager	Select the portfolio manager assigned to this request.
Add Site	Click this button to insert a new row and add more sites to the Sites Under Consideration grid. You can add up to 50 sites to each request. Users can select any sites from the Site Repository that are not in a *New* or *Operating* status. At least one site must be attached to the SAR to activate it.
Site Name	Select the sites you want to consider for this request.

Viewing the Comparison Matrix

Access the Comparison Matrix page (Real Estate Management, Site Acquisition, Site Acquisition Request(s), Comparison Matrix).

| SAR Details | Comparison Matrix | Options and Critical Dates | SAR Notes | SAR Analytic | SAR Contact |

Unit: US001   **Status:** Evaluating Finalists

SAR ID: **Site Type:**   **Site Acquisition Request Name:**
000000000000001   Residential   SAR with 2 Sites

You can assign a score (1 through 5, 5 being best) for each of the site comparison data fields below. The individual scores, combined with the Weighting listed for each field(defined at Setup), will determine a total score summarized at bottom, with a rank listed based on the highest to lowest scores. The approver will be able to specify their own ranking irrespective of the system-generated totals, which should be considered a desired override of the score-based rankings.

General Attributes

Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Offered By	1.00	SMITH	3	SMITH	3
Property Owner	1.00	SCHUMACHER	1	SCHUMACHER	1
Site Name	1.00	Site-11	2	Site-12	4

Total Score for General Attributes: **15.00 (Possible)**   **6.00**   **8.00**

Location Attributes

Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Address Line 1	1.00	Whitefield	3	Whitefield	3
Location Rating	1.00	Good	4	Good	1
Location Type	1.00	R3	1	R3	5

Total Score for Location Attributes: **15.00 (Possible)**   **8.00**   **9.00**

Maintenance Attributes

Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Construction Year	1.00	2005	2	2005	1
Property Age	1.00	36	2	36	3
Property Condition	1.00	Excellent	1	Excellent	4

Total Score for Maintenance Attributes: **15.00 (Possible)**   **5.00**   **8.00**

Physical Attributes

Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
No. of Floors	1.00	2	3	2	1
Maximum Occupancy	1.00	5	5	5	2
Total Area	1.00	1600	1	1600	1

Total Score for Physical Attributes: **15.00 (Possible)**   **9.00**   **4.00**

Comparison Matrix page (1 of 2)

Schedule Attributes					
Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Availability Date	1.00	2008-12-31	5	2008-12-31	1
Occupancy Date	1.00	2009-01-11	1	2009-01-11	4
Signed Date	1.00		1		1
Total Score for Schedule Attributes:	**15.00 (Possible)**		**7.00**		**6.00**
Value Attributes					
Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Annual Operating Expenses	1.00	10000	1	10000	1
Deposit Amount	1.00	0	4	0	3
Rent Amount	1.00	10000	5	10000	1
Total Score for Value Attributes:	**15.00 (Possible)**		**10.00**		**5.00**
Supplemental Attributes					
Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Airport Distance	1.00	2	2	1	1
School Distance	1.00	2	1	1	2
Total Score for Supplemental Attributes:	**10.00 (Possible)**		**3.00**		**3.00**

Calculate

Site Comparison Matrix Grand Total Score (Weighted):		**48.00**	**43.00**
Total Points Possible (Weighted):	**100.00**		
Overall Rank (Score Based):		**1**	**2**
Select Site Acquisition Finalist(s):		✓	✓

Comparison Matrix page (2 of 2)

The Comparison Matrix grid displays all of the generic and supplemental fields defined for a site. The attributes appear in individual grids categorized based on functionality, as they were defined in the site repository. The categories and individual grids are:

•   Location Details

•   Physical Attributes

•   Site Value

•   Operation/Maintenance

•   Schedule

•   Supplemental Data

The site comparison matrix displays all the sites and the attributes for the given SAR in the form of multiple grids, categorized according to the Site Repository component. Any fields that are defined in Supplemental Data will appear in the Comparison Matrix, regardless of site type.

You can assign a score (1 through 5, 5 being the best) for each of the site comparison data fields. The individual scores, combined with the weighting listed for each field (defined at setup), determine a total score summarized at the bottom, with a rank listed based on the highest to lowest scores. The approver can specify their own rankings, which override system-generated, score-based rankings.

Although you are required to set up the weightings and field selection by site type page, the use of the weightings to generate the scores is optional. If you do not assign weightings, then the default weighting value for all fields is 1.0, which essentially means no additional weight.

The Calculate button sums all of the weighted ratings and alters the Overall Rank field based on the score attained by each site. The site with the maximum rating usually is the site best suited for acquisition. However, the Adjusted Rank field is open to the approver or PM for override of the order with which the sites should be pursued, despite the scoring that generated the system rank.

Comments can be entered against each row, as well as in a large comments box at the bottom of the page.

Weighting	Displays the weighting assigned when setting up the site attributes.
Rating	Select a rating for each attribute.
Calculate	Click this button to recalculate the scores based on the rankings entered in the Rating fields.
Activate Site Acquisition Request	When the SAR is in a Pending state, all of the data fields are open and this button is available. This button duplicates the Activate functionality in the Action drop-down list box on the SAR Details page.
Overall Rank (Score Based)	Displays the ranking of each site based on this system calculation: the weighting $\times$ the rating + the value for each attribute
Select Site Acquisition Finalists	Select the check box under the appropriate sites to select these sites as finalists for review. While in a *Pending* status, you cannot update which sites should be finalists.

Adding Options and Critical Dates

Access the Options and Critical Dates page (Real Estate Management, Site Acquisition, Site Acquisition Request(s), Options and Critical Dates).

Options and Critical Dates page

Add Option	Click this button to insert a new row and add another option to this request.
	Note. You must complete the Option Date and Option Name fields before you can insert a new row.
Apply Template	Click this button to apply a predefined critical date template to the page. Option and critical date information within the template is copied into the SAR.
Option Date	Enter the date that this option occurs or expires. The date that you enter must occur on or after the current date and cannot occur before the commencement date. This field is required.
Option Name	Select the option for which you want to establish a critical date.
Option Status	Displays the status of the option. The values are:

- *Inactive:* The critical date schedule for the option is inactive.

- *Active:* Critical date notifications are processed when you run the critical date notification process. The options becomes active after you enable notifications on the Options and Critical Dates - Critical Date Detail page.

Setting Up Critical Dates Details and Notification Recipients

Access the Critical Dates Details page (click the Critical Date icon on the Options and Critical dates page).

Critical Dates Details page

Option Name	Select the option for which you want to establish for a critical date. This field is required.
Option Date	Enter the date that this option occurs or expires. The date that you enter must occur on or after the current date and cannot occur before the site commencement date. This field is required.
Message Text	Enter the text to insert into the email notification.
Email Text	Click to display a sample of the email content that is generated and sent to recipients. You cannot edit the email text from this view. The email text is specified when you define the option during setup. You may, however, tailor the Message Text field to customize the message for a specific request.

Schedule Details

Enable Notifications   Select to enable email notifications.

Send initial notification   Select the option for sending initial notifications. Critical date notifications operate within a date range. The options in this group determine the timing of the start date. Options include:

Prior to Option Date: Use this option to begin notifications on a specific number of days, months, or years before the option date.

On the Lease Start Date: Use this option to begin sending notifications from the request Commencement Date field that is specified on the SAR Details page.

On a Specific Date: Use this option to begin sending notifications on a specific date. The date that you select must precede the option date.

Recurring - Send Recurring Notifications

Never   Use this option if the notification is not recurring. For example, only one notification is sent on the date that is specified by selecting Send Initial Notification.

Daily   Select this option to generate notifications daily. For example, setting the number value to 1 generates a notification every day from the initial notification until the option date occurs.

Weekly   Select this option to generate notifications weekly or at regular intervals on specific days of the week. For example, specify a value of 2 and select *Mon* and *Wed* for the system to generate notifications on Mondays and Wednesdays, every other week, between the start date and the option date.

Monthly   Select this option to generate notifications every month on a specific day of the month. For example, you can generate a notification every three months on the 31st day of the month between the start date and the option date. If you select the 29th, 30th, or 31st and the notification date occurs within a month that has fewer days, then the notification is sent on the last day of the month.

Yearly   Select this option to generate notifications annually on a specific day within a specific month. For example, you can generate notifications every two years on June 30.

Recipients

This section enables you to specify the interested parties to whom critical date notifications are sent. The recipient list is role based. Notifications are sent only when a specific person is assigned to that role within the context of the site.

You use the Contacts section of the request to specify the roles and specific users who are assigned to those roles. You can select a role to which no one is currently assigned; however, no notification is actually sent. Conversely, if someone is assigned to that role and they are removed from the contact list, the system displays the role as the recipient; however, the person assigned to the role no longer exists and no notification is generated.

See Chapter 18, "Defining Contacts for Real Estate Management," Understanding Real Estate Management Contacts, page 297.

Role Name	Select the role for whom you want to receive notifications. You can select from any of the predefined Real Estate Management roles. If no one is assigned to this role, then the Name field is blank.
Email Notify	Indicates that email notifications are sent to the roles that are defined.
	Note. This field does not indicate whether the recipient's email address is configured correctly. The system assumes that all email recipients are able to receive mail.

Viewing the SAR Analytic

Access the SAR Analytic page (Real Estate Management, Site Acquisition, Manage Site Acquisition Request(s), SAR Analytic).
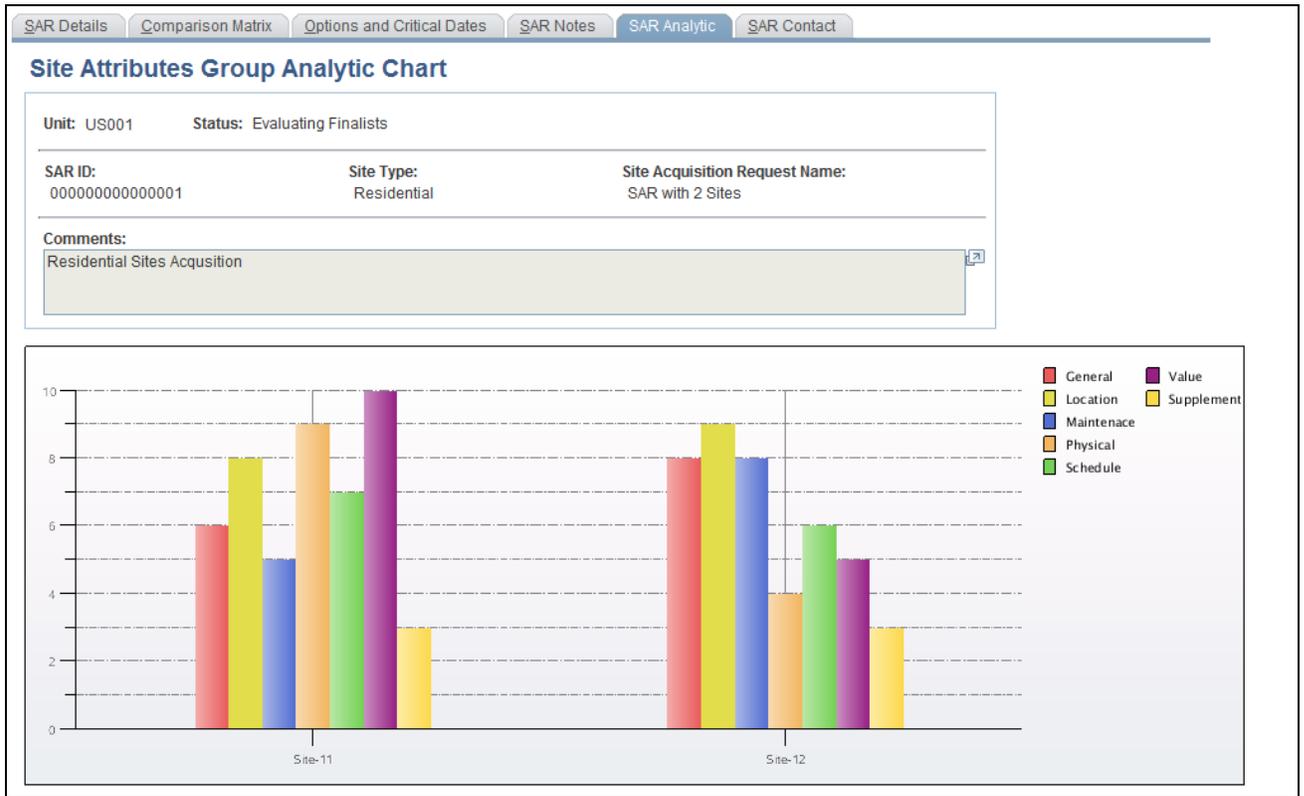
SAR Analytic page

This analytic is a graphical display of the sites and their respective total scores for each section of the Comparison Matrix.

Approving Site Acquisition Requests

This section discusses how to:

•   Manage SARs.

•   Approve SARs.

Pages Used to Approve SARs

Page Name	Definition Name	Navigation	Usage
Manage SAR Approval	RE_SAR_MANAGE_APPR	Real Estate Management, Site Acquisition, Manage SAR Approval	Manage the approval of SARs.

Page Name	Definition Name	Navigation	Usage
Site Acquisition Request Approval	RE_SAR_APPR	Real Estate Management, Site Acquisition, Manage SAR Approval Click a SAR ID on the Manage SAR Approval page.	Approve or deny SARs.

Managing SARs

Access the Manage SAR Approval page (Real Estate Management, Site Acquisition, Manage SAR Approval).

Manage SAR Approval page

SAR ID   Enter the SAR ID to search for a specific request.

Site Type   Enter a site type to search for requests with specific site types.

Search   Select the requests you want to search for:

- Pending My Approval

- Approved By Me

- Denied By Me

SAR ID   Click a SAR ID to access the Site Acquisition Request Approval page to add ratings and approve or deny a SAR.

Approving SARs

Access the Site Acquisition Request Approval page (click a SAR ID on the Manage SAR Approval page).

The approver can add his or her own ratings and then view the Comparison Matrix with these new ratings applied. The ratings entered here update the values in the SAR. The ratings fields become read-only after the SAR is approved.

Select Site Acquisition Finalists	Select check boxes to select one or more sites as finalists.
Adjusted Rank (Approver Selected)	Approvers can change the ranks manually for each site.
Approve	Click this button to approve this SAR. The SAR will be in an approved status and a user with appropriate access will finalize the property selection.
Deny	Click this button to deny this request and send it back to the creator. You can enter comments that will help explain the updates needed to approve this request.
Approval Map	This group box displays a graphical map of the approval process. You can click links to view more information about the persons assigned to the request or send emails requesting information.

Finalizing Site Acquisition Requests

This section discusses how to finalize SARs and create assets, leases, or projects from sites.

Page Used to Finalize Site Acquisition Requests

Page Name	*Definition Name*	*Navigation*	*Usage*
Finalize Site(s) Acquired	RE_SAR_FINALIZE	Real Estate Management, Site Acquisition, Manage SAR Approval Click a SAR ID on the Manage SAR Approval page.	Finalize SARs and create assets, leases, or projects from sites.

Finalizing SARs

Access the Finalize Site(s) Acquired page (click a SAR ID on the Manage SAR Approval page).

Finalize Site(s) Acquired page

Note. This page is visible only when a SAR is in a finalized status.

Acquired	Select this check box to acquire this site.
Acquisition Date	If you selected the Acquired check box, you must enter an acquisition date.
Confirm and Finalize Acquisitions	Click this button to finalize the request and have the system create the required IDs. At least one site must be selected as acquired and have a value in the Acquisition Date field before you click the Confirm and Finalize Acquisition button. Otherwise, the system displays an error.

Integration Details

This tab displays the asset ID, project ID, or lease ID that the system created if you selected to have the system create these values before you clicked the Confirm and Finalize Acquisition button.

Integrations

This group box enables you to create an asset, project, or lease ID from the acquired sites.

Create Asset,Create Lease, or **Create Project**   Select one or all of these check boxes to enable the system to create the required IDs in the system.

Chapter 10

Creating Lease Abstracts

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

- Create and print lease abstract worksheets.

- Review lease abstracts.

Understanding Lease Abstracts

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

These are the two versions of lease abstracts:

- Lease abstract worksheet.

- Lease abstract.

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

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

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

1. Print the lease abstract worksheet.

2. Manually enter the lease information on the worksheet.

3. Use the lease abstract worksheet to enter lease information in the Lease Maintenance component.

4. Review the lease abstract on the Lease Abstract page.

Prerequisites

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

Creating and Printing Lease Abstract Worksheets

This section discusses how to print lease abstract worksheets.

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

Page Used to Create Lease Abstract Worksheets

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

Printing Lease Abstract Worksheets

Access the Lease Abstract Worksheet page (Real Estate Management, Lease Administration, Reports, Lease Abstract Worksheet).

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

Lease Abstract Worksheet

General Information

☐ Payables   ☐ Receivables

Business Unit   US001

Lease Name   **Lease Type**

Landlord/Tenant

Location   **Region**

Lease Time Table   **Lease Administration**

Commencement   **Lease Administrator**

Termination   **Portfolio Manager**

Lease Signed   **Parent Lease**

Property Information

Unit of Measure

Property	Property Name	Total Area	Usable Area	Rentable Area	Occupancy Date

Lease Abstract Worksheet page (1 of 11)

Financial Terms

Financial Summary

Reference

| Lease Currency | Proration Method | Prorata Share |

Lease Currency   Proration Method   Prorata Share

Max Op. Ex. Increase/Year: Amount   Percent

Max Lease Rent Escalation: Amount   Percent

☐ Exclude Base Year   Base Year   Base Year Amount

Schedule of Recurring Rent

Start Date	End Date	Financial Term	Rent Type	Amount	Schedule	Straightline	Description	Payor/Payee

Lease Abstract Worksheet page (2 of 11)

Base Rent
Escalation Details

Escalation Type   Base Index

Start Date	Index	Escalation Amount	Calc Method	Min Amount	Max Amount	Min Percent	Max Percent

Lease Abstract Worksheet page (3 of 11)

Operating Expenses

Agreement Number:

Operating Expense Details

Prorata Share Method:	**Admin Fee Method:**
Admin Fee Percentage:	**CAP/MIN:**
☐ **Exclude Base Year**	☐ **Expense Gross Up**
Base Year:	**Gross Up Percentage:**
Base Year Amount:	**Gross Up Method:**
Base Year Percentage:	

Prorata Share Details - Basis

Prorata Basis	Tenant Area	Total Area	Floor Percentage

Lease Abstract Worksheet page (4 of 11)

Caps/Minimum Details

CAP Applied To:	**CAP Basis:**
CAP Applied:	

Subsequent Year Cap

Method:	**Percentage:**
Compare To:	**Index Name:**

Subsequent Year Minimum

Method:	**Percentage:**
Compare To:	**Index Name:**

Operating Expense Categories

Operating Expense	Estimated Amount	Min Amount	Max Amount	Total Administration Fee	Straightline

Lease Abstract Worksheet page (5 of 11)

Miscellaneous Rent

Escalation Details

Escalation Type   Base Index

Start Date	Index	Escalation Amount	Calc Method	Min Amount	Max Amount	Min Percent	Max Percent

Lease Abstract Worksheet page (6 of 11)

Security Deposits

Payor/Payee

Deposit Date	Deposit Type	Guarantor	Deposit Amount	Reference

Lease Abstract Worksheet page (7 of 11)

Percent Rent

Sales Estimation Method	Minimum Fee	Reference
Sales Adjustment Factor	Maximum Fee	Payor/Payee
☐ Partial Year Proration	Calendar ID	Calculation Method

Lease Breakpoints

From Breakpoint	To Breakpoint	Amount	Percent

Sales Reporting Categories

Sales Category Name	From Breakpoint	To Breakpoint	Amount	Percent

Lease Abstract Worksheet page (8 of 11)

Clauses

Clause Type	Clause Subtype	Description	Reference

Lease Abstract Worksheet page (9 of 11)

User Defined Fields

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

Lease Abstract Worksheet page (10 of 11)

Options and Critical Dates

Option Date	Name	Description	Option Recipient	Schedule

Contacts

Name	Company	Role	Pref Communication	Phone	Fax	Email ID	Address

Lease Abstract Worksheet page (11 of 11)

Reviewing Lease Abstracts

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

Understanding Reviewing Lease Abstracts

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

Page Used to Review Lease Abstracts

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

Reviewing Lease Abstracts

Access the Lease Abstract page (Real Estate Management, Lease Administration, Reports, Lease Abstract).

Note. The screen shots display the lease abstract of a completed lease.

Lease Abstract page (1 of 6)

Financial Terms

Lease Currency:	USD	**Proration Method:**	No proration
Current Est Monthly Payment:	11,500.00 USD	**Reference:**	
Current Estimated Cost:	14.38 USD	**Max Op. Ex. Increase/Year...**	
Exclude Base Year:	N	**Percent:**	15.00
		Max Lease Rent Escalation...	
Base Year:		**Amount:**	0.00 USD
Base Year Amount:	0.00 USD		

Schedule of Recurring Rent

Start Date	End Date	Financial Term	Amount	St Ln	Schedule	Description	Payee
08/01/2006	07/31/2013	Base Rent	11,500.00 USD	N	15th of each month		Western Life and Annuity

Escalation Type: None   **Rent Type:**   **Base Index:**

Start Date	End Date	Financial Term	Amount	Schedule	Description	Payee
11/01/2003	11/01/2005	Operating Expense	9,756.37 USD	15th of each month		Western Life and Annuity

Agreement Number:

▶ Operating Expense Details

Operating Expense Categories

Expense Category	Details	

Operating Expense	Estimated Amount	Min Amount	Max Amount	Total Administration Fee	St Ln
Common Area Maintenance	532.18	0.00	0.00	50.00	☐
Electricity	333.19	0.00	0.00	100.00	☐
Service	4,345.00	0.00	0.00	200.00	☐
Real Estate Tax	4,546.00	0.00	0.00	400.00	☐

Lease Abstract page (2 of 6)

Percent Rent

Sales Estimation Method:	Prior Period	**Minimum Fee:**	1.00 USD
Sales Adjustment Factor:	1.00	**Maximum Fee:**	500,000.00 USD
Payee Name:	Western Life and Annuity	**Calendar:**	Monthly
☐ **Partial Year Proration**		**Calculation Method:**	Cumulative Pro Rata
Reference:			

Lease Breakpoints

Sales Reporting Categories

Sales Category: Toys

Breakpoints

From Breakpoint	To Breakpoint	Operator	Amount	Percent
0.00	1,572,857.99	Percent	0.00	7.00
1,572,858.00	99,999,999,999,999,999,999,999,999.99	Percent	0.00	6.50

Lease Abstract page (3 of 6)

Clauses

Clauses

Clause Type	Sub Type	Description	Reference
Maintenance Clause		Landlord maintains all property in the Center other than the leased premises and Tenant pays it's prorata share of the Center's CAM charges, including a 15% administrative fee. Increases of CAM Charges are capped at 10% per year.	
Assignment Clause		Assignment agreement from XYZ Investments, Inc, a Delaware Corporation, to Wings & Cheese.	
Go Dark Clause		Tenant may go "Go Dark" any time after the 5th Lease Year (leased commenced 10/15/98). for a period of 9 months. Tenant is required to pay base rent during any go dark period.	

Lease Abstract page (4 of 6)

User Defined Fields

User Defined Fields

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

Options and Critical Dates

Lease Options

Option Date	Name	Option Status	Description	Enabled
01/31/2013	1st Renewal Option	Active	1st Renewal Option	☐
01/31/2018	2nd Renewal Option	Active	2nd Renewal Option	☐
01/31/2023	3rd Renewal Option	Active	3rd Renewal Option	☐
07/31/2013	Right of First Refusal	Active	Right of First Refusal	☑

Lease Abstract page (5 of 6)

Contacts

Vendor Contacts

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

Supplemental Contacts

Name	Company Name	Role	Pref Comm	Telephone	Fax Number	Email ID

Amendments

Amendments

Amendment	Amendment Type	Reason	Status	Activation Date
1	Properties on Leases have been changed	New property added to lease	Replaced	06/07/2006 9:56PM
2	Financial Terms Update	Adjusted Base Rent Amount	Replaced	06/09/2006 3:54AM
3	Correction	Data Entry Error	Active	07/07/2006 2:46AM

Lease Abstract page (6 of 6)

Chapter 11

Creating and Maintaining Leases

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

- Define general lease information.

- Define lease financial terms.

- Define lease clauses.

- Add notes and attachments.

- Review basic lease information.

- Manage my lease portfolio.

Understanding Leases

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

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

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

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

This section discusses:

- Payables leases.

- Receivables leases.

Payables Leases

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

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

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

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

See Chapter 8, "Structuring Leases," Defining Transaction Routing Codes, page 83.

See Chapter 5, "Establishing Real Estate Management Business Units and Accounting Rules," Understanding PeopleSoft Real Estate Management Accounting Rules, page 20.

Receivables Leases

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

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

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

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

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

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

Process Flow Overview for Creating a Lease

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

1. Define the general lease information.

2. Enter the lease timetable and lease administration information.

3. Add the property information.

4. Define the financial terms of a lease.

5. Add base rent.

6. Add the operating expenses.

7. Add miscellaneous rent.

8. Define percent rent information.

9. Enter security deposits.

10. Add lease clauses.

11. Establish options and set critical dates.

12. Add and attach pertinent notes.

13. Define internal and external contacts for the lease.

14. Validate and activate lease.

Prerequisites

Before creating leases, you must:

- Set up schedules and calendar IDs.

- Structure lease component setup.

- Set up vendor and customer (landlord and tenant)

See *PeopleSoft Enterprise Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Adding New Vendors and *PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information.

See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Pages Used to Define Common Journal Definitions.

See Also

Common Elements Used in This Chapter

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

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

Select from the list of values below:

- *Activate Lease*

- *Add to My Portfolio*

- *Cancel Lease*

- *Close Lease*

- *Copy From Existing Lease*

- *Delete Lease*

- *Dispute Lease*

- *Expire Lease*

- *Holdover Lease*

- *Manage Amendments*

- *Resolve Dispute*

- *Submit for Review*

- *Validate Lease*

- *View Lease Abstract*

See Chapter 11, "Creating and Maintaining Leases," Understanding Leases, page 141.

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

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

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

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

See *PeopleSoft Enterprise Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Adding New Vendors.

Lease Type	Select the *Sub Lease* or *Reporting* lease type. If you select *Sub Lease,* you must enter the parent lease number associated with that sub lease.
	See Chapter 8, "Structuring Leases," Defining Lease Types, page 80.
Location	Select the geographical site identifying a city, state, or office. This location code is based on the vendor or customer master and is not established in the Lease Administration feature.
Payables Lease or **Receivables Lease**	Displays the lease number. This field is dynamic and changes depending on the type of lease (payables or receivables) and the navigation you use. You can either enter a lease number when you create a new lease or let the system generate it from the next available number. If you enter a lease number, it can both letters and numbers.
Region	Select the geographical site that identifies a group of locations, such as *Midwest* or *Northeast.* You must enter a region before you validate or activate a lease.
Reference	Specify sections within a lease where the term of the lease is defined. For example, when adding a base rent, you can use the Reference field to specify the section in the lease where the rent terms are located.
Straightline Accounting	Select to specify straightline accounting for rent. When selected, the system applies straightline accounting rules to the rent.
	See Chapter 12, "Managing Straightline Accounting," Understanding Straightline Accounting, page 181.
Termination	Enter the end date of the lease. The end date is used to define when the lease expires.

Defining General Lease Information

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

Understanding General Lease Information

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

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

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

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

- Lease actions.

- Lease statuses.

- Proration method.

Lease Actions

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

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

The available values are:

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

  Validation errors, when detected, appears in a list towards the top of the page, showing all the errors the system detected. The system also highlights the fields that contain invalid data as a further visual clue. To view and resolve the error, you click the Go to Error link. Errors found on other pages have the Go to Error icon with the page name displayed. Clicking on the icon takes you to the named page.

- *Add to My Portfolio:* Select to add the lease to your portfolio page. This action is only available if the lease is not currently in your portfolio.

- *Cancel Lease:* Select to cancel a lease if the lease was entered in error. This action is only available if the lease status is in pending or active status, and the lease does not have any existing financial transactions generated.

- *Close Lease:* Select to close a lease that has expired and for which all final closing transactions are complete. When a lease is closed, you cannot process any financial transaction for that lease. Before closing a lease, we recommend that you leave a lease in expired status for a period of time to allow for ad-hoc transactions, such as security deposit refunds, final bill payments, end of the year operating expense reconciliations, and so on.

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

- *Copy From Existing Lease:* Select to copy from an existing lease. You can copy from another lease only if your lease is in pending status.

- *Delete Lease:* Select to delete a lease. You must be in update mode and the status of the lease must be pending.

- *Dispute Lease:* Select to set a lease to dispute. The status of the lease must be in either active or holdover before you can set the status in dispute. Once a lease is in dispute, all financial transactions are put on hold. You cannot process recurring or ad hoc transactions until the dispute is resolved.

• *Expire Lease:* Select to set the lease status to expire. To expire a lease, the status must be active, in dispute, or holdover. Once a lease expires, all recurring rents are no longer automatically generated. However, you can still issue ad hoc transactions, such as security deposit refunds, percent rent sales reports, and operating expense reconciliations.

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

• *Holdover Lease:* Select to set a lease to holdover. When the lease is set to holdover, the lease has already expired. You can complete negotiations or enable the tenant to continue to occupy the property for a short time beyond the expiration date. To extend the lease you need to create an amendment. If the lease's termination date is 6 months beyond the date on which the amendment is activated you are given the option to set the lease back into an active state.

• *Manage Amendments:* Select to create an amendment on the lease or view past amendment history. Creating an amendment changes the terms and conditions of a lease, storing new terms along with historical terms. To create an amendment, the lease status should be *Active* or *Holdover.*

• *Resolve Dispute:* Select this value after the dispute is resolved. The lease is set to the original status before the dispute.

• *Submit for Review:* Select this action to submit the lease for review. If workflow is setup for Real Estate Management, the system will send an email with a link to the lease abstract.

• *Validate Lease:* Select to validate the lease to ensure that all required fields are populated. Because you can enter the lease in pending status with little required information, the system must perform an extensive validation of all lease data entered to ensure that all of the appropriate entries are correct. During validation, if any errors are encountered, the system provides information on each of them.

  Validation errors, when detected, appears in a list towards the top of the page, showing all the errors the system detected. The system also highlights the fields that contain invalid data as a further visual clue. To view and resolve the error, you click the Go to Error link. Errors found on other pages have the Go to Error icon with the page name displayed. Clicking on the icon takes you to the subsequent pages.

• *View Lease Abstract:* Select to view the lease abstract. You cannot view the lease abstract if the lease status is cancelled.

Lease Status

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

The available values are:

• *Pending:* Initial entry point in a lease life cycle. You must enter only the description of the lease. No financial processing occurs at this state. Leases can be set to *Activate* in the Action field if all the data is complete and successfully validated.

- *Active:* You can change the status of the lease from pending to active based on an installation option and your role. If auto approval is enabled at the installation level, then any user with the Lease Administrator role can activate a lease. If auto approval is disabled at that installation level, then only users with the Lease Administrator role can activate the lease. If any other user activates a lease, then the system presents the user with an option to send an email message to the portfolio manager of the lease to request lease activation. When a lease is activated, financial processing of the lease begins.

  See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Application-Specific Installation Options.

- *Cancelled:* You can cancel a lease in pending or active status if there are no transactions associated with the lease. After the lease is cancelled, the lease is stored for future reference only.

- *Expired:* A lease can expire if the end date on the lease lapses.

- *Holdover:* You can manually move an expired lease into holdover status if negotiations are in process or the tenant requests an extension for a short period of time to occupy the property beyond the expiration date.

  If the tenant requests an extension, the lease term becomes a month-to-month obligation. To change the status, you must either renew the lease or let the lease expire.

- *Dispute:* You can put a lease in dispute status if it is in litigation or negotiation. No financial processing occurs until it is resolved.

- *Closed:* You can close an expired lease. Once a lease is closed, no financial processing can occur. The lease is stored in the system for historical reference only.

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

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

Current Lease Status	Available Actions	Available Lease Statuses
Pending	*Activate* *Add to My Portfolio* *Cancel Lease* *Copy From Existing Lease* *Delete Lease* *Submit for Review* *Validate Lease* *View Lease Abstract*	*Active:* All data entry is complete and successfully passes validation edits. *Cancelled:* You can cancel a lease if there are no existing manual Payables payments associated with the lease.

Current Lease Status	*Available Actions*	*Available Lease Statuses*
Active	*Add to My Portfolio* *Manage Amendments* *Cancel Lease* **Note.** You cannot cancel a lease if active transactions exist. *Dispute Lease* *Expire Lease* *View Lease Abstract*	*Cancelled:* You can cancel a lease if there are no existing manual payments associated with the lease. *Expired:* A lease can expire through the course of the normal lease cycle where the end date lapses. You can also manually expire a lease for early termination. *Dispute:* Stops all processing until a lease amendment is created.
Cancelled	*Delete*	None: You can only delete the lease.
Expired	*Manage Amendments* *Close Lease* *Dispute Lease* *View Lease Abstract*	*Holdover:* The lease administrator can manually set a lease to holdover status if negotiations are in process or a tenant extends the lease term beyond the expiration date at a higher previously negotiated rent. *Closed:* A lease has expired and has not been renewed. *Dispute:* A lease can go into dispute if holdover terms are unclear or negotiations are in process.
Holdover	*Manage Amendments* *Expire Lease* *Dispute Lease* *View Lease Abstract*	*Active:* If a lease in holdover status is amended so that the lease termination is more than 6 months into the future it can be set to active. *Dispute:* A lease can go into dispute if holdover terms are unclear or negotiations are in process.
Dispute	*Manage Amendments* *Expire Lease* *Resolve Dispute* *View Lease Abstract*	*Active:* You can set the lease back to active status when the dispute is resolved. *Expired:* A lease can be expired if the dispute is resolved. *Holdover:* A lease can be in holdover status only if it was previously in holdover status and the dispute is resolved.
Closed	*Manage Amendments* *View Lease Abstract*	None: No further processing allowed.

Pages Used to Define General Information

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

Defining General Information

Access the Create New Lease - General Information page (Real Estate Management, Lease Administration, Payables Leases, Create New Lease, General Information).

Create New Lease - General Information page

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

Lease Timetable

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

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

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

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

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

Lease Administration

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

See Chapter 8, "Structuring Leases," Defining Role Types, page 101.

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

See Chapter 8, "Structuring Leases," Defining Role Types, page 101.

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

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

Property Information

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

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

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

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

Property List

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

Total Area	Displays the total size of the property, including all open and shared space. The property information is stored in the Asset Repository.
Usable Area	Enter the usable size of the property. This does not include shared and open space. This cannot be greater than the total area.
Rentable Area	Enter the rentable size of the property for the lease. This field controls what gets billed or paid for this lease. This cannot be greater than the total area.
Occupancy Date	Enter the date which the property will be occupied.
Primary Property	Select the property address for this lease. This field is used only for display purposes when viewing a lease.
Combined Total Area	Displays the total combined size of the properties listed on this lease.
Combined Usable Area	Displays the total sum of combined usable size of the properties on this lease.
Combined Rentable Area	Displays the total sum of combined rentable size of the properties on this lease.

Defining Lease Financial Terms

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

- Define financial terms.

- Add base rent

- Add miscellaneous rent.

- Override accounting distributions.

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

See Chapter 16, "Setting Up Security Deposits," page 273.

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

See Chapter 14, "Setting Up Operating Expenses," page 209.

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

See Chapter 15, "Setting Up and Calculating Percent Rent," page 235.

Understanding Lease Financial Terms

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

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

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

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

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

See

Proration Methods

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

- 365 day proration:

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

- 360 day proration:

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

The system applies these rules to the proration methods:

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

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

  See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars."

- The system uses the calendar to determine the start date and end date for the recurring transaction.

- The schedule and calendar frequencies must be the same.

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

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

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

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

Pages Used to Define Financial Terms

Page Name	Definition Name	Navigation	Usage
Create New Lease - Financial Terms	RE_LS_TERMS	• Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Financial Terms • Real Estate Management, Lease Administration, Receivables Leases, Create New Lease, Financial Terms • Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Financial Terms • Real Estate Management, Lease Administration, Receivables Leases, Maintain Lease, Financial Terms	Define lease financial terms.
Financial Terms - Base Rent Details	RE_LS_TRM_SEC	Click the Add Base Rent button on the Financial Terms page.	Enter base rent details, rent escalation, and escalation schedules for the lease.
Financial Terms - Operating Expense Details	RE_LS_TRM_SEC	Click the Add Operating Expense button on the Financial Terms page.	Enter operating expense details, select operating expense categories, and establish billing frequency.
Financial Terms - Miscellaneous Rent Details	RE_LS_TRM_SEC	Click the Add Miscellaneous Rent button on the Financial Terms page.	Enter miscellaneous rent details, rent escalations, and escalation schedules for the lease.
Financial Terms - Security Deposit	RE_DEPOSIT_SEC	Click the Security Deposit Details link on the Financial Terms page.	Enter the security deposit type, amount, and guarantor for the lease.

Page Name	Definition Name	Navigation	Usage
Financial Terms - Percent Rent	RE_LS_PCT RENT_SEC	Click the Percent Rent Details link on the Financial Terms page.	Enter the sales estimation method, sales categories, and breakpoints. See Chapter 15, "Setting Up and Calculating Percent Rent," Understanding Percent Rent Terms, page 235.
Accounting Distribution	RE_LS_TRM_DST_SEC	• Click the Accounting Distribution link on the Base Rent Details page. • Click the Accounting Distribution link on the Operating Expense Details page. • Click the Accounting Distribution link on the Miscellaneous Rent Details page. • Click the Accounting Distribution link on the Percent Rent Details page. • Click the Accounting Distribution link on the Security Deposit Details page.	Override business unit accounting distribution values for the specific financial terms. If the financial term follows the business unit default accounting rule, this page can be ignored.

Define Financial Terms

Access the Create New Lease - Financial Terms page (Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Financial Terms).

Create New Lease - Financial Terms page

Financial Summary

Lease Currency	Enter the lease currency for this lease. Invoices and payments are processed using this base currency. The default currency comes from the business unit level.
	Warning! This field cannot be changed after the lease is activated.
Prorata Share	Enter the prorata share, which is a percentage indication of how much space the tenant is occupying in the building. Prorata share can assist with calculation of operating expenses and what share each tenant should bear. This field is informational only.
Combined Rentable Area	Displays the total sum of the combined rentable size of the properties on this lease. The information is calculated from the property information on the General Information page.

Current Est Monthly Payment (current estimated monthly payment)

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

Exclude Base Year

Select to indicate if operating expenses for a base year should not be charged. You can specify the base year and the base year amount to exclude. This is informational only; these fields are used to record the base year exclusion terms from your lease, but the system does not include these terms in the operating expense reconciliation/audit processes.

Proration Method

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

See Chapter 5, "Establishing Real Estate Management Business Units and Accounting Rules," Defining Real Estate Management Business Units, page 23.

Max Op.Ex. Increase/Year (maximum operating expenses increase/year)

Select Amount or Percent, and enter the maximum amount or percent that operating expenses can increase per year.

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

Max Lease Rent Escalation

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

See Chapter 19, "Processing Invoices for Receivables Leases," Understanding the Transaction Generator, page 304.

Add Base Rent

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

Add Operating Expense

Click to add operating expense details for the lease.

See Chapter 14, "Setting Up Operating Expenses," Understanding Operating Expenses, page 209.

Add Miscellaneous Rent

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

Percent Rent Details

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

See Chapter 15, "Setting Up and Calculating Percent Rent," page 235.

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

See Chapter 16, "Setting Up Security Deposits," Setting Up Security Deposits, page 274.

Schedule of Recurring Rent

Rent Type   Displays the rent type for miscellaneous rent.

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

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

Frequency   Displays the recurring frequency for payment or invoice.

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

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

Adding Base Rent

Access the Financial Terms - Base Rent Details page (click the Add Base Rent button on the Financial Terms page).

Financial Terms - Base Rent Details page

Start Date	Enter the date on which the base rent becomes effective. You must enter a date that occurs after the lease commencement date and before the end date. The default date is the lease commencement date.
End Date	Enter the date on which the base rent expires. You must enter a date that occurs after the start date and before the lease termination date. The default date is the lease termination date.
Payee	Enter the entity who receives the rent payments. The default value is the landlord from the lease. This field appears for only payables leases.
Payor	Enter the entity who makes the rent payments. The default value is the tenant from the lease. This field appears for only receivables leases.
Accounting Distributions	Click this link to access the Accounting Distributions page and override the business unit accounting rules distributions.
Amount	Enter the base rent amount that is charged periodically. You cannot enter a value that is *0.*

Schedule	Select a value to specify how frequently rent transactions are generated. If the start and end date of the selected frequency differ from the start and end date of the base rent transaction, the system can optionally calculate a prorated transaction for the beginning and end of the term. The values that you have to select from, such as *Monthly* and *Weekly,* come from the Schedule component.
	See Chapter 11, "Creating and Maintaining Leases," Understanding General Lease Information, page 146.
Terms Calendar	Enter the terms calendar, which determines the start date and end date of billing periods for the base rent. The calendar ID from the business unit definition appears by default. You can override this value, but the frequency of the schedule and terms calendar must be the same. This is a required field.

Rent Escalation

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

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

Escalation Type	Specify the escalation type for rent increases. The options are:
	Index: Specifies rent increases based on a particular index. These increases are variable and can change depending on the values established during product related setup.
	See Chapter 8, "Structuring Leases," Understanding Economic Index Values, page 89.
	See *PeopleSoft Enterprise Global Options and Reports 9.1 PeopleBook*, "Processing Multiple Currencies," Defining Market Rates.
	Stepped: Specifies a fixed rent increase. You can define multiple escalation schedules monthly, quarterly, or annually for the duration of the lease.
	Note. The fields in the Rent Escalation Schedule grid vary based on your selection.
Base Index	Select the index to use as the first reference point for rent escalations when using the escalation type of *Index.* This index compares the subsequent index values entered in the escalation schedule.
Add Escalation	Click to insert a new escalation schedule.

Rent Escalation Schedule – Escalation Type: Index

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

Index	Specify an alternate index to use in lieu of the base index.
Calc Method (calculation method)	Select the calculation method for the rent escalation schedule. The available methods are:

Base: Specifies this escalation schedule to use the base index as the calculation method for the rent escalation. This method compares index values on the escalation date and the start date of the lease term and applies the escalation amount to the actual base rent amount.

Last: Specifies this escalation schedule to use the prior index defined on the previous row. If there is no previous escalation row then it applies it to the index on term start date. This method compares index values on the escalation date and the last (prior) escalation date and applies the escalation amount to the prior escalated rent.

Minimum Amount	Enter the minimum escalation amount for base rent.
Maximum Amount	Enter the maximum escalation amount for base rent.
Min Percent (minimum percentage)	Enter the minimum percentage escalation for the base rent.
Max Percent	Enter the maximum percentage escalation for the base rent.

Rent Escalation Schedule – Escalation Type: Stepped

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

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

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

Start Date	*Escalation Amount*	*Base Rent*
01/01/2001	*$500.00*	*$5500.00*
01/01/2002	*$1000.00*	*$6000.00*
01/01/2003	*$1500.00*	*$6500.00*

Start Date	Escalation Amount	Base Rent
01/01/2004	$2000.00	$7000.00
01/01/2005	$2500.00	$7500.00

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

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

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

Escalation Amount   Enter the fixed escalation amount for base rent.

Adding Miscellaneous Rent

Access the Financial Terms - Miscellaneous Rent Details page (click the Add Miscellaneous Rent button on the Financial Terms page).

Financial Terms - Miscellaneous Rent Details page

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

Rent Type	Enter the type of miscellaneous rent. You can select from only active miscellaneous rent types.
	See Chapter 8, "Structuring Leases," Defining Miscellaneous Rent Types, page 86.

Overriding Accounting Distributions

Access the Accounting Distributions page for each financial term (Click the *Accounting Distributions* link on the Base Rent Details, Operating Expense Details, Miscellaneous Details, Percent Rent Details or Security Deposit Details pages.

Base Rent Details – Accounting Distribution page

The Accounting Distribution pages for each of the financial terms are identical.

The fields on this page differ depending upon the distribution selected. When you select a value other than None, the ChartField values become available for edit.

Distribute By	Select either:
	• Percentage: Select this value to change the accounting distribution by percentage for each financial term.
	• Area: Select this value to change the accounting distribution by area for each financial term.
	• Amount: Select this value to change the accounting distribution by amount for each financial term.
	• None: Select this option to use the accounting distribution set up at the business unit level.
Add Distribution	This button appears if you select Percentage,Area or Amount for the distribute by value.
	Click this button to insert a new distribution row.
Delete Distribution	This button appears if you select Percentage,Area or Amount for the distribute by value.
	Select a row and click this button to delete it from this page.
Select	This checkbox appears if you select Percentage,Area or Amount for the distribute by value.
	This checkbox is used to delete the distribution rows. Users can select all the distribution rows that they want to delete and click the Delete Distribution button to delete them.

Percentage	This field appears if you select Percentagefor the distribute by value.
	Enter a percentage amount for this distribution line.
Area	This field appears if you select Areafor the distribute by value.
	Enter the area for this distribution line.
Amount	This field appears if you select Amountfor the distribute by value.
	Enter the amount for this distribution line.
Valid	Select this checkbox to validate this row.

Defining Lease Clauses

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

Understanding Lease Clauses

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

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

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

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

See Chapter 8, "Structuring Leases," Understanding User-Defined Fields, page 81.

Prerequisite

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

Pages Used to Define Lease Clauses

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

Define Lease Clauses

Access the Clauses page (Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Clauses).

Create New Lease - Clauses page

Clause Type	Click the link under Clause Type to display the clause details previously defined in lease maintenance.
User Defined Fields	Enter the data you want captured for reporting purposes. These fields are defined during implementation to enable you to capture additional information specific to your organization.
	See Chapter 8, "Structuring Leases," Understanding User-Defined Fields, page 81.

Add Clause Details

Access the Clauses - Clause Details page (click the link under Clause Type on the Clauses page).

Clauses - Clause Details page

Clause Type and Clause Subtype	Enter the clause type and subtype. You can select only the subtype associated with the clause type that you define.
	Note. The clause type and clause subtype has a parent-child relationship. You cannot enter a clause subtype without first entering a clause type.
Track Compliance	Select this checkbox to track the compliance of this clause.
Status	Specify the status of this clause:
	• *Complete*
	• *In Progress*
	• *Incomplete*
Deadline	Enter the deadline for terms to be met.

Action   Select what action should be taken if terms are not met:

- *Notify Only*

- *Notify and Dispute Lease*

- *Notify and Hold Transactions*

Adding Notes and Attachments

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

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

Pages Used to Add Notes and Attachments

Page Name	Definition Name	Navigation	Usage
Create New Lease - Notes	RE_LS_NOTES	• Real Estate Management, Lease Administration, Receivables Leases, Create New Lease, Notes • Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Notes • Real Estate Management, Lease Administration, Receivables Leases, Maintain Lease, Notes • Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Notes	Add notes and attach document files, such as letters, spreadsheets, or drawings, or view or delete already attached files.

Page Name	Definition Name	Navigation	Usage
Notes - Note Detail	RE_LS_NOTES_SEC	• Click the Add Notes button on the Notes page. • Click the link under Show Note Details on the Notes page.	Enter a new note for a lease or view an existing note.

Add Notes and Attachments

Access the Notes page (Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Notes).

Notes page

Search for Notes

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

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

Date Range From and **To**	Enter a from date and a to date to search for a lease note within the time range defined.
Title	Select from the list of values and enter a full or partial lease title in the adjacent field to limit the volume of values returned. The values are:
	Begins with: Select to search by the beginning of a lease title.
	Contains: Select to search for a lease title that contains the text that you enter.
	Is equal to: Select to search for the exact lease title that you enter.
Created By	Enter the name of the user whose note you want to view. You can sort the notes by user. For example, you can enter your name to search for notes that you created.
Note Type	Select the note type that you want to view. The values are:
	All: Select to view all notes entered in the lease.
	System Note: Indicates that the note are recorded automatically by the system, such as when a lease is auto-expired.
	User Entered Note: Select to view notes that are user defined.
Search	Click to search for notes matching the search criteria that you entered in the search fields.

Notes Group Box

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

Date	Displays the date that the note was created.
Created By	Displays the user name that created the lease note.

Add Note Details

Access the Notes - Note Detail page (click the Add Notes button on the Notes page).

Notes   **0000000100 - New Lease**

Note Detail

Note Details

*Title:

*Date: 10/05/2009

*Description:

Load Attachment

Created By: Last Updated By:

Created On: Last Updated On:

Notes - Note Detail page

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

See Chapter 3, "Understanding PeopleSoft Real Estate Management Implementation Issues," Defining an FTP Server for Document Attachments, page 10.

Reviewing Basic Lease Information

This section discusses how to review leases.

Pages Used to Review Basic Lease Inquiries

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

Reviewing Leases

Access the Basic Lease Information page (Real Estate Management, Lease Administration, Payables Lease, Lease Inquiry).

Basic Lease Information

Lease Status: Active

Lease Number	Lease Name	Lease Type	Landlord	Region	Business Unit
0000000014	5000 Yellowstone Parkway	Retail Location	Western Life and Annuity	Western Sales Region	US001

Lease Timetable

Commencement:	04/01/2004	Lease Term:	240 months
Termination:	03/31/2024	Remaining Term:	173 months
Lease Signed:	01/14/2004		

Lease Administration

Lease Administrator:	Smith,Jane
Portfolio Manager:	Kenneth Schumacher

Financial Summary

Combined Rentable Area:	64.333 Square Feet	Lease Currency:	USD
Prorata Share:	40.130000	Current Est Monthly Payment:	11928.62 USD
Max Op. Ex. Increase/Year: Amount:	0.00 USD	Current Est Annual Payment:	143143.44 USD
Max Lease Rent Escalation: Amount:	0.00 USD	Current Estimated Cost:	185.42 USD

Basic Lease Information page

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

Managing My Lease Portfolio

This section discusses how to manage my lease portfolio.

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

Page Used to Manage My Lease Portfolio

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

Managing My Lease Portfolio

Access My Lease Portfolio page (Real Estate Management, Lease Administration, Payables Lease, Lease Inquiry).

My Lease Portfolio page

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

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

Adding Leases to My Portfolio

Access the Add to My Portfolio page (click the Add to My Lease Portfolio link on the My Lease Portfolio page).

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

Chapter 12

Managing Straightline Accounting

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

* Generate straightline accounting schedules.

* Perform manual straightline adjustments.

* Post straightline accounting entries.

* View posted straightline accounting entries.

Understanding Straightline Accounting

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

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

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

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

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

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

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

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

This diagram provides an example of the straightline process flow during lease maintenance:
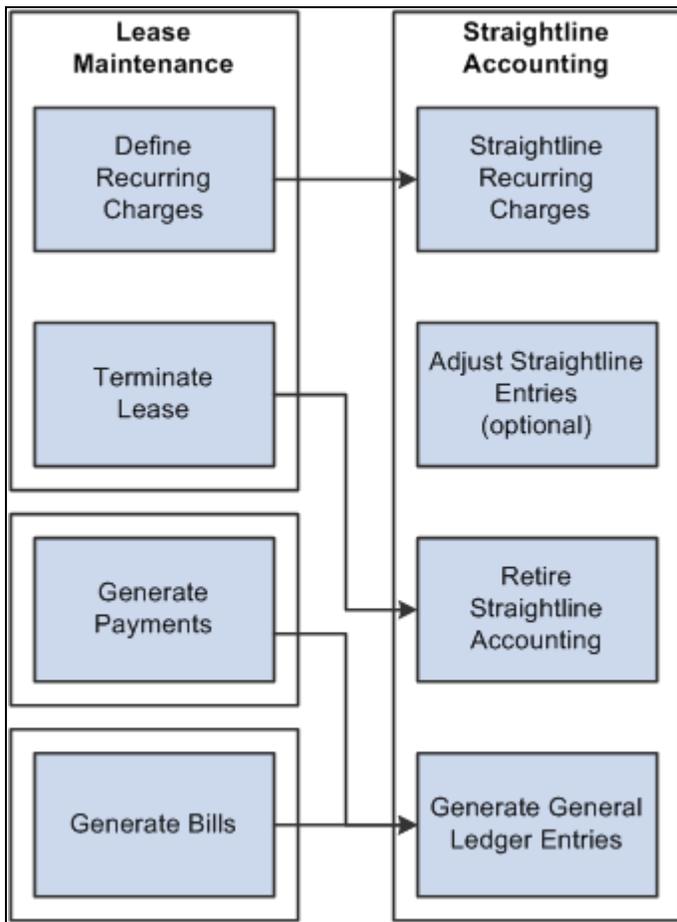
Straightline accounting process flow for lease maintenance

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

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

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

* Activate the lease.

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

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

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

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

- (Optional) Edit or perform manual adjustments.

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

- Post straightline accounting entries to the General Ledger.

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

- Review posted entries to General Ledger.

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

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

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

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

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

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

    Total Contract Rent Amount = $51,133.00

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

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

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

    Total Periods in the Lease = 12.4667

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

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

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

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

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

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

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

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

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

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

Months	Month	Actual Rent	Straight Line Per Period	Difference Accrual/(Deferral)
10	Jan-04	$4,000.00	$4,101.58	$101.58
11	Feb-04	$3,500.00	$4,101.58	$601.58
12	Mar-04	$3,500.00	$4,101.58	$601.58
13	Apr-04	$3,500.00	$4,101.58	$601.58
Total		$51,133.00	$51,133.00	$0.00

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

Prerequisites

Before you can use straightline accounting, you need to:

• Establish a real estate management business unit.

• Set up accounting rules for straightline accounting entries.

• Create an accounting entry template for posting to General Ledger.

• Create a lease with financial terms that require straightline accounting processing.

Generating Straightline Accounting Schedules

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

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

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

Page Used to Generate Straightline Accounting Schedule

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

Performing Manual Straightline Adjustments

This section discusses how to:

* Perform manual straightline adjustments.

* Override accounting distributions.

Pages Used to Perform Manual Straightline Adjustments

Page Name	Definition Name	Navigation	Usage
Manual Straightline Adjustments	RE_FASB_ADJUSTMENT	Real Estate Management, Lease Administration, Integrations, Manual Straightline Adjustments	Review or adjust the generated straightline schedule. You can optionally adjust the straightline schedule prior to posting to the general ledger.
Accounting Distributions	RE_FASBADJ_DST_SEC	Click the Accounting Distributions link on the Manual Straightline Adjustments page.	Override the business unit accounting rules by percentage or area.

Manually Adjusting Straightline Accounting Entries

Access the Manual Straightline Adjustment page (Real Estate Management, Lease Administration, Integrations, Manual Straightline Adjustments).

Manual Straightline Adjustment

Lease Number: 0000000014   Name: 5000 Yellowstone Parkway   Transaction Group: Base Rent

Rentable Area: 64.333

Straightline Schedule   Customize | Find | ⬀ | ▦   First ◀ 1-240 of 240 ▶ Last

Year	Period	Period Ratio	Status	Currency	Actual Amount	Straightline Amount	Accr / Defer	Adjustment Amount
2004	4	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	5	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	6	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	7	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	8	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	9	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	10	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	11	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2004	12	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2005	1	1.0000	Pending	USD	10916.67	13863.80	2947.13	
2005	2	1.0000	Pending	USD	10916.67	13863.80	2947.13	

Manual Straightline Adjustment page (partial)

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

Period	Displays the accounting period that the straightline accrual or deferral is in.
Period Ratio	Displays the period ratio. This is the number of days in a lease period (to the total number of days for the accounting period).
Status	Displays the status of the of the transaction. Transactions posted to the general ledger are display-only and cannot be modified.
Actual Amount	Displays the actual monthly rent amount prior to the straightline process. This amount is the recurring amount scheduled from the lease financial terms.
Straightline Amount	Displays the calculated straightline amount. The calculation method is (Total Lease Amount – Total Paid Amount) divided by (Sum of Unpaid Period Ratio).

Accr/Defer
(Accrual/Deferral)

Displays the amount to be accrued or deferred in the general ledger. The amount is the Actual Amount – Straightline Amount = Accrual or Deferral (negative value).

Adjustment Amount

Enter the amount to adjust the straightline value. The calculation method used is (Total Paid Amount) divided by (Total Unpaid Period Ratio).

Calculate

Click the button to recalculate the amounts after entering the adjustment amount.

Reset

Click to return all values on the page back to the original values from the database. This page can be used as a worksheet for what-if processing that you might want to undo later. If you have not saved your changes to the database yet, clicking on this button resets the values.

Accounting Distribution

Click this link to access the Accounting Distributions page and override to override the business unit accounting rules.

Overriding Accounting Distributions

Access the Accounting Distributions page (Click the Accounting Distributions link on the Manual Straightline Adjustment Page.)

Manual Straightline Adjustment - Accounting Distribution page

If you want to keep the accounting distributions defined on the business unit, you can ignore this page.

The fields on this page differ based on the distribute by method chosen.

When you select Percentage or Area as the distribution method, the ChartField values become available for edit.

Distribute By	Chose a distribution method:
	• Percentage: Select this value to update the accounting distributions by percentage.
	• Area: Select this value to update the accounting distributions by area.
	• None: Use the default accounting distribution for the business unit.
Add Distribution	Click this button to insert a new row in the distribution lines.
	This button appears only if you select Percentage or Area as the distribution method.
Delete Distribution	Select the Select checkbox and click this button to delete the distribution row.
	This button appears only if you select Percentage or Area as the distribution method.

Select	This checkbox is used to delete the distribution rows. Users can select all the distribution rows that they want to delete and then click the Delete Distribution(s) button to delete them.
	This checkbox appears only if you select Percentage or Area as the distribution method.
Percentage	Enter the percentage to apply to this distribution line. The total percentage for all debit entries must equal 100 and the total percentage for all credit entries must be 100.
	This field appears only if you select Percentage as the distribution method.
Area	Enter the area to apply to the distribution line.
	This field appears only if you select Area as the distribution method.
Valid	This checkbox indicates whether the combination of ChartFields selected for the distribution row is valid or not. The Combo Edit check is performed when you exit the accounting distribution page. If the distribution line has a valid combination, then the checkbox for that row will be checked. If there are accounting distributions with invalid combinations, then an error will be displayed when you exit the page, save the lease or activate the lease.
	This checkbox appears only if you select Percentage or Area as the distribution method.

Posting Straightline Entries

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

Understanding Posting Straightline Entries

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

See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator," Understanding Journal Generator.

Page Used to Post Straightline Entries

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

Posting Straightline Entries

Access the Post Straightline Entries page (Real Estate Management, Lease Administration, Integrations, Post Straightline Entries).

Post Straightline Entries page

LA Business Unit (Lease Administration Business Unit)   Select the Real Estate business unit to post your transactions. If you do not select a business unit, the system will process all business units.

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

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

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

Viewing Posted Straightline Accounting Entries

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

- View posted straightline accounting entries.

- Review straightline accounting journal entries.

Understanding Posted Straightline Accounting Entries

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

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

Pages Used to View Posted Straightline Accounting Entries

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

Viewing Posted Straightline Accounting Entries

Access the Posted Straightline Accounting page (Real Estate Management, Lease Administration, Integrations, Posted Straightline Accounting).

Posted Straightline Accounting page

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

GL Business Unit (general ledger business unit)

Displays the general ledger business unit for the entry.

Distribution Status

Displays the status of the straightline entry.

Journal ID

Displays the journal ID which is populated by the Journal Generator process after it distributes the accounting entry to a general ledger journal.

GL Journal Line Number (general ledger journal line number)

Displays the general ledger journal line number which is populated by the Journal Generator process after it distributes the accounting entry to a general ledger journal.

Journal Date

Displays the journal date which is populated by the Journal Generator process after it distributes the accounting entry to a general ledger journal.

Journal Line Reference

Displays the journal line reference used to track the source of the transaction. This reference line is populated by the Journal Generator after distribution of the accounting entries to a general ledger.

Journal Line Description

Displays the description populated by the Journal Generator after distribution of the accounting entry to a general ledger journal.

See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft Enterprise ChartFields.

Reviewing Straightline Accounting Journal Entries

Access the Review Journal Entries page (Real Estate Management, Lease Administration, Integrations, Review Journal Entries).

Review Journal Entries page

Unit	Displays the general ledger business unit.
Journal	Displays the general ledger journal ID.
Line Descr (line description)	Displays the journal line description, if you entered a line description when you created the line.
GL Journal	Click to access the Journal Lines page to view the details of the journal for this accounting line.
Statistic Amount and **Stat**	Displays the statistical amount and statistical code if you created statistical entries for the line.
Base Amount DR (base amount debit) or **Base Amount CR** (base amount credit)	Displays the debit or credit amount for the journal in the base currency of the ledger.
Transaction Amount DR (transaction debit amount) or **Transaction Amount CR** (transaction credit amount)	Displays the debit or credit amount in the transaction currency.
Lease Number	Click to access the Posted Straightline Accounting page on which you can view the transactions posted to the general ledger for this lease.

Chapter 13

Amending Leases

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

Understanding Lease Amendments

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

Maintaining Leases

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

Amending Leases

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

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

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

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

Understanding Amendment Status

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

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

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

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

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

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

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

Amendment Status Flow

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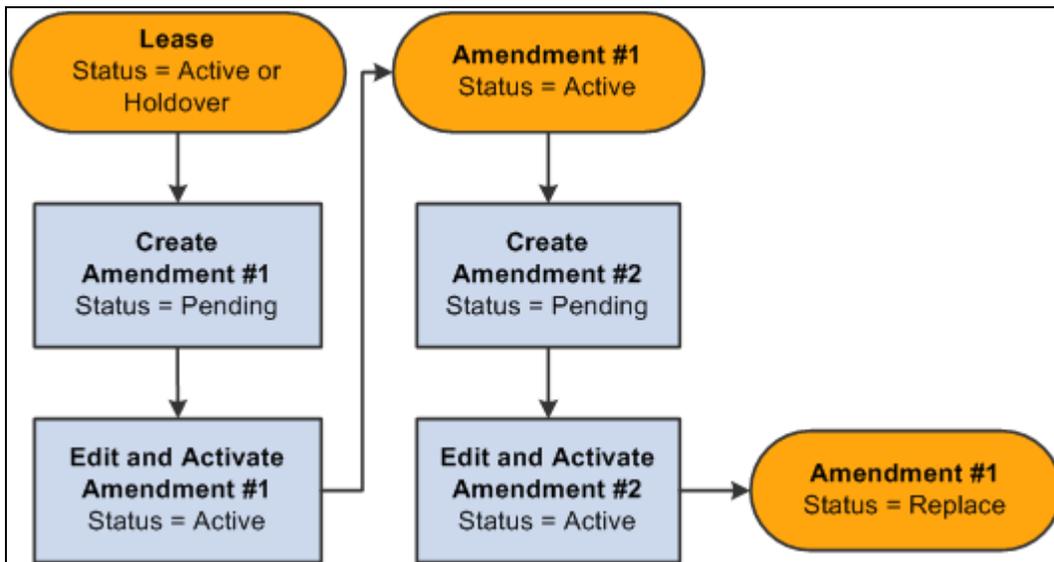
Status flow for lease amendments

Prerequisites

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

Working with Amendments

This section discusses how to:

- Manage amendments.

- Add lease amendments.

- Amend lease details.

- Review amendment details.

Pages Used to Work with Amendments

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

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

Managing Amendments

Access the Amendments - Amendment History page (select *Manage Amendments* from the Action field on any page within the Maintain Lease component and click the Go button).

Amendments - Amendment History page

Add	Click to access the Amendments - Edit Amendment Details page on which you can enter details and save a new amendment. The Add button appears only if you do not have an existing pending amendment.
Amendment	Displays the amendment number for this lease.
	For active and replaced amendments, click the amendment number link to access the Amendments - Review Amendment Details page on which you can view a summary of the changes to the lease for that particular amendment.
	For pending amendments, click the amendment number link to access the Amendments - Edit Amendment Details page on which you can change the details of the amendment.
Edit	Click to access the Amend Lease component to amend the lease details. The Edit button appears only for pending amendments.
Activate	Click to activate the amendment. The system validates the amendment for errors. You must correct all of the errors before you can activate the amendment. The Activate button appears only for pending amendments.
Delete	Click to delete the amendment. The Delete button appears only for pending amendments.

Note. You cannot delete active or replaced amendments.

Adding Lease Amendments

Access the Amendments - Edit Amendment Details page (click the Add button on the Amendments - Amendment History page).

Amendments - Edit Amendment Details page

Amendment	Displays the amendment number. The system increments the number by one for each new amendment.
Amendment Type	Select the amendment type to categorize your amendments for reporting. This is a required field. You can select only amendment types that are active as of the effective date on the amendment type. See Chapter 8, "Structuring Leases," Defining Amendment Types, page 78.
Reason	Select the amendment reason to further categorize your amendments for reporting. This is a required field. **Note.** The amendment type and reason have a parent-child relationship.
Status	Displays the status of this amendment.
Activation Date	Displays the date you activated the amendment.

Continue	Click to save the amendment. The system automatically transfers you to the Maintain Lease component where you can edit the values that need to be amended in each lease section.
Cancel	Click to exit the page without applying any of the changes that you may have made. The system displays the Amendment Summary page.
Activate	Click to activate the amendment. The system validates the data in the amendment before it activates the amendment.

Amending Lease Details

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

Amend Leases - General Information page - Editing Pending Amendment

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

• Landlord or Tenant and Location.

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

• Commencement and Termination

• Lease Signed Date

• Property Information

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

   • Usable Area

   • Rentable Area

   • Occupancy Date

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

Amend Leases - Financial Terms page - Editing Pending Amendment

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

• Prorata Share.

- Exclude Base Year.

  - Base Year

  - Base Year Amount

- Max Op. Ex. Increase/Year (maximum operating expense increase per year).

  - Amount

  - Percent

- Max Lease Rent Escalation.

  - Amount

  - Percent

- Add Base Rent button.

- Add Operating Expense button.

- Add Miscellaneous Rent button.

- Financial Term links in the Schedule of Recurring Rent grid.

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

- Percent Rent Details link.

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

  See Chapter 15, "Setting Up and Calculating Percent Rent," page 235.

- Security Deposit Details link.

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

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

Amend Leases - Clauses page - Editing Pending Amendment

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

- Add Clause button.

- Delete Clause icon.

• Clause details in the Clauses grid.

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

Reviewing Amendment Details

Access the Amendments - Review Amendment Details page (click an amendment number for active or replaced amendments on the Amendment - Amendment History page).

Amendments - Review Amendment Details page

Change Log

Lease Section	Displays the lease section where the terms were amended. You can expand and collapse the sections to view additional fields within that section.
From Value	Displays the original value of the lease before the amendment.
To Value	Displays the amended value that replaced the original value.
Amendment History	Click to return to the Amendments - Amendment History page.

Chapter 14

Setting Up Operating Expenses

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

- Establish operating expenses for a lease.

- Perform operating expense audits for payables leases.

- Reconcile operating expenses for receivables leases.

Understanding Operating Expenses

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

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

Understanding Catch Up Payments

Catch up payments are the adjustment payment for the first months of the new year. Catch up payments are the difference between the estimated payment amount paid to date in a new lease year (which has been paid at the prior year estimated payment amount) and the amount due per the new estimated payment amount. It may be possible for this to be a negative number, which would be treated as a credit. During the revision of the annual expenses through an amendment, the catch up amount should be recorded at the category level. This catch up payment will be added to the first transaction that will be sent to the transaction queue after the amendment is activated.

Prerequisites

Before you can set up operating expenses, you must:

1. Set up the routing code.

2. Set up the operating expense categories.

3. Associate the routing code with the operating expense categories.

4. Add accounting rules for those operating expense categories/routing codes.

5. Define the Prorata Basis.

See Chapter 8, "Structuring Leases," Understanding Operating Expense Categories, page 85.

Establishing Operating Expenses for a Lease

This section discusses how to:

• Establish operating expense details.

• Establish prorata share details.

• Enter cap/minimum details.

• Approve operating expenses.

Pages Used to Establish Operating Expenses for a Lease

Page Name	Definition Name	Navigation	Usage
Financial Terms - Operating Expenses Details page	RE_LS_TRM_SEC	• Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Financial Terms Click the Add Operating Expense button. • Real Estate Management, Lease Administration, Receivables Leases, Create New Lease, Financial Terms Click the Add Operating Expense button. • Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Financial Terms Click the Add Operating Expense button. • Real Estate Management, Receivables Leases, Maintain Lease, Financial Terms Click the Add Operating Expense button.	Define an operating expense for the lease. When you establish your operating expense details, you can set up categories and minimum and maximum amounts for that operating expense.
Accounting Distributions	RE_LS_TRM_DST_SEC	Click the Accounting Distributions link on the Financial Terms - Operating Expenses Details page.	Override the accounting distributions defined at the business unit level.

Page Name	Definition Name	Navigation	Usage
Prorata Share Basis	RE_LS_PRTA_SEC	• Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Financial Terms • Click the Add Operating Expense button. Click the Prorata Detailslink.	Use this page to enter prorata basis information for this operating expense. **Note.** This link is available only if you select *Gross Leasable Area,Occupied area,* or *Occupied Area with Floor* as the Prorata Share Basis.
Caps/Minimum Details	RE_LS_OPX_CAP_SEC	• Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Financial Terms • Click the Add Operating Expense button. Click the Caps Details link.	Use this page to enter caps detail information for this operating expense. **Note.** This link is available only if you select *Apply* as the CAP/MIN.
Operating Expense Approval	RE_LS_OPX_APP	Select a task item from your worklist.	Approve operating expenses that exceed tolerances.

Establishing Operating Expense Details

Access the Financial Terms - Operating Expenses Details page (click the Add Operating Expense button on the Financial Terms page).

Financial Terms   **0000000029 - Space 1013 - 56 Second Street**

Operating Expense Details

Start Date:	01/01/2000	Agreement Number:	
End Date:	12/31/2015		
Payee:	East Bay Travel	Accounting Distribution	
Reference:			

Operating Expense Details

Prorata Share Method:	None		
Admin Fee Method:	None	CAP/MIN:	None
Admin Fee Percentage:		☑ Exp. Gross Up	
☑ Exclude Base Year		Gross Up Percentage:	
Base Year:		Gross Up Method:	
Base Year Amount:			
Base Year Gross Up Percent:			

Expense Category

Operating Expense Categories   Customize | Find | 🗗 | 🎞 First ◀ **1 of 1** ▶ Last

Expense Category | Details | 🎞▶

Operating Expense	Estimated Amount	Min Amount	Max Amount	Total Administration Fee	Straightline
Common Area Maintenance	1500.00	1000.00	2000.00	100.00	☐

Total Estimated Payment:		1500.00 USD	
Schedule:	End of Month		
Frequency:	Monthly	Terms Calendar:	Monthly
Anticipated Process Date:	10/31/2009		

Financial Terms - Operating Expense page

Start Date	Enter the begin date for the operating expense. The start date must occur on or after the lease start date. The system uses the lease start date as the default.
End Date	Enter the end date for the operating expense. The end date should occur on or before the lease termination date. The system uses the lease end date as the default.
Payee	Enter the entity who receives the operating expense payments. The default value is the landlord from the lease. This field appears only for operating expenses that are associated with payables leases.
Payor	Enter the entity who is responsible to make the operating expense payments. The default value is the tenant from the lease. This field appears only for operating expenses that are associated with receivables leases.
Accounting Distribution	Click this link to access the Accounting Distribution page and to override the operating expense details accounting distribution rules defined at the business unit level.
Add Expense Line	Click to add a new row to the Operating Expense Categories grid.

Operating Expense Details

Prorata Share Method	This is the basis on which the tenant's share of expenses is calculated. Generally, it represents the ratio of the area of the tenant's premises to that of the building or property as a whole, or an appropriate part thereof. Select either:

- *Fixed Percentage:* Select this value if the tenant's prorata basis is stated in the lease as a percentage.

- *Gross Leasable Area:* Select this value if the tenant's prorata basis is calculated as a ratio of the tenant area over the total area, whether the tenant occupied the entire area or not.

- *None*

- *Occupied Area:* Select this value if the tenant's prorata basis is calculated as the ratio of the tenant area over the occupied area.

- *Occupied Area with Floor:* Select this value if the tenant's prorata basis is calculated as the ratio of the tenant area over the greater of the occupied area or the floor area. The floor is usually expressed in the lease as an occupancy percentage, which is multiplied times the gross leasable area and then compared to the occupied area.

Prorata Details	Click this link to access the Prorate Share Details - Basis page.
	This link is only available if you select *Gross Leasable Area, Occupied Area,* or *Occupied Area with Floor* as the Prorata Share Method.
Admin Fee Method (administration fee method)	Choose either:

- *Accrual Method:* The administration fee will be charged as a percentage of landlord's overall expenses.

- *Amount:* The administration fee will be charged as fixed amount for an expense category.

- *Cash Method:* The administration fee will be charged as a percentage of expenses paid by tenant.

- *None*

Admin Fee Percentage (administration fee percentage)	Enter the admin fee percentage
Exclude Base Year	Select this check box to exclude a base year. The base year fields are informational only.
Base Year	Enter the year to be used as the base year. If you select Exclude Base Year, then you must enter a base year.
Base Year Amount	Enter the amount to be used for the base year. If you select Exclude Base Year, then you must enter a base year amount.

Base Year Gross Up Percent   Enter the base year gross up percentage. If you select Exclude Base Year, then you must enter a base year gross up percent.

Cap/Min
- *Alerts:*If this option is selected, then the Caps/Min calculation is not applied. The maximum amount defined at the category level will be used to validate the actual amount and an alert will be displayed in the worksheet against the category if the actual amount is greater than the maximum for the category.

- *Apply:* Select this value to apply caps and minimums to this operating expense.

- *None*

Caps Detail   Click this link to access the Caps/Minimum Details page. This link appears only if *Apply* is selected as the Cap/Min value.

Exp. Gross Up(expense gross up)   Select this check box to enable expense gross up.

Gross Up Percent   Enter the gross up percentage to be applied to this operating expense.

Gross Up Method   Select either:
- *Method A:* If the actual occupancy is more than gross up percentage specified on the lease, then the expenses will be grossed up to 100 percent occupancy level.

- *Method B:* If the actual occupancy is more than the gross up percentage specified on the lease, then the expenses will not be grossed up.

Expense Categories

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

See Chapter 8, "Structuring Leases," Defining Operating Expense Categories, page 85.

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

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

Note. This field is for information use only.

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

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

Straightline	Select to apply straightline calculations to the operating expense.
	Note. If the rent amount or recurring expense amount for the operating expense is not evenly billed across periods, then those amounts must be reported in the general ledger on a straightline basis (an even distribution).
	See Chapter 12, "Managing Straightline Accounting," Understanding Straightline Accounting, page 181.
Calculate	Click the button to calculate the recurring monthly operating expenses.
	Note. This button is only available when the lease or amendment is in pending status.
Total Estimated Payment	Displays the total estimated payment amount for the operating expenses.
Schedule	Select a value from the prompt table to specify how often to invoice or pay the operating expenses. Use this field to determine the frequency of the invoice or payment. The values from which you select come from the Schedule component.
	Note. If the value you need is not available, to the Schedule component to add additional values.
	See *PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions.
Frequency	Displays the frequency that is associated with the schedule that you selected.
Anticipated Process Date	Displays the current anticipated processing date or the next date on which a transaction is available to be approved and sent to PeopleSoft Payables or PeopleSoft Billing. This field appears only after lease activation.
	Note. You must run the Transaction Generator to get the scheduled transactions into the transaction queue.
Terms Calendar	Enter the terms calendar, which determines the start date and end date of billing periods for the operating expense. The calendar ID from the business unit definition appears by default. You can override this value, but the frequency of the schedule and terms calendar must be the same. This is a required field.

Details

Caps	Select this check box is caps apply to this expense.
Fee	Select this check box if fees apply to this expense.
Gross Up	Select this check box if grossing up applies to this expense.

Anchor Contribution	Enter any anchor contribution made by the tenant.
Basis	Select a basis for this operating expense.
Catch Up	Catch up payments are the adjustment payment for the first months of the new year. The difference between the estimated payment amount paid to date in a new lease year (which has been paid at the prior year estimated payment amount) and the amount due per the new estimated payment amount This catch up payment will be added to the first transaction that will be sent to the transaction queue after the amendment is activated.
Accounting Distribution	Click this link to access the Accounting Distribution page and override the operating expense category accounting rules defined at the business unit level.

Overriding Accounting Distributions

Access the Accounting Distributions page (click the Accounting Distributions link on the Operating Expense Details page).

Accounting Distributions page

The fields on this page differ depending upon the distribution selected. When you select a value other than None, the ChartField values become available for edit.

Distribute By	Select either:
	• Percentage: Select this value to change the accounting distribution by percentage for each financial term.
	• Area: Select this value to change the accounting distribution by area for each financial term. The rent will be distributed based on the ratio of the areas.
	• None: Select this option to use the accounting distribution set up at the business unit level.

Add Distribution	This button appears if you select Percentageor Area for the distribute by value.
	Click this button to insert a new distribution row.
Delete Distribution	This button appears if you select Percentage or Area for the distribute by value.
	Select a row and click this button to delete it from this page.
Select	This checkbox appears if you select Percentage or Area for the distribute by value.
	This checkbox is used to delete distribution rows. Select this checkbox and click the Delete Distribution button to delete the rows.
Percentage	This field appears if you select Percentagefor the distribute by value.
	Enter a percentage amount for this distribution line.
	Percentage amounts must equal 100% to be valid.
Area	This field appears if you select Areafor the distribute by value.
	Enter the area for this distribution line.
	All lines must add up to the total rentable area for the lease to be valid.
Valid	Used to indicate a valid combination of chartfields. When activating the lease, edit checking will be provided and the checkbox will be selected for each row representing a valid combination of chartfields. A lease cannot be activated until every accounting distribution is marked as valid.

Establishing Prorata Share Details

Access the Prorata Share Details - Basis page (click the Prorata Details link on the Operating Expense Details page)

Prorata Share Details - Basis page

The fields on this page vary depend on which prorata share basis is selected on the Operating Expense page.

Prorata Share Method	Displays the prorata share method selected on the Operating Expense Details page.
Unit of Measure	Displays the unit of measure.
Agreement No (agreement number)	Displays the agreement number for the prorata share details.
Prorata Basis	Enter a prorata basis.
Tenant Area	Enter the tenant's area.
Total Area	Enter the total area to be considered for this prorata basis. The total area of the property selected on the lease will be defaulted here. The user can override this value here.
Floor Percentage	Enter the percentage of floor to be considered for this prorata basis.
	This field is only available if you select Occupied Area With Floor as the Prorata Basis option on the Operating Expense Details page.
Description	Enter a description for the prorata share details.

Entering Cap/Minimum Details

Access the Cap/Minimum Details page (click the Caps Detail link on the Operating Expense Details page).

Caps/Minimum Details page

Caps Applied To	Select whether the caps are applied to *Tenant Share* or *Landlord Expense.*
Caps Basis	Select either:

- *Prior Year Restricted:* The cap calculation is applied to the prior period landlord or tenant share after caps are applied.

- *Prior Year Actual:* The cap calculation is applied to the prior period landlord or tenant share before caps are applied.

Cap Applied   Select either:

- *Before Fee:* Caps should be applied on the landlord or tenant share before administration fee is applied.

- *After Fee:* Caps should be applied on the landlord or tenant share after administration fee is applied.

Subsequent Year Cap

Method	• *Percentage:* Caps will be calculated as a percentage increase over the prior year expense.
	• *Indexed:* Caps will be linked to an index.
	• *Least of Percent or Index:* For this method of calculating minimum and maximum, define a percentage and the system will calculate the indexed value and the least of the two will be considered for the final calculation. the indexed value at the end date of the current audit period will be compared with the last date of the baseline period.
Percentage	Enter the percentage to be used in calculation.
Compare To	Select a comparison value:
	• *Base*
	• *Last*
Index Name	For *Indexed* or *Least of Percent or Index,* specify the index value to be used.

Subsequent Year Minimum

Method	• *Percentage:* Caps will be calculated as a percentage increase over the prior year expense.
	• *Indexed:* Caps will be linked to an index.
	• *Least of Percent or Index:* For this method of calculating minimum and maximum, define a percentage and the system will calculate the indexed value and the least of the two will be considered for the final calculation. indexed value on the start date of the current audit period will be compared with the first date of the baseline period
Percentage	Enter the percentage to be used in calculation.
Compare To	Select a comparison value:
	• *Base*
	• *Last*
Index Name	For *Indexed* or *Least of Percent or Index,* specify the index value to be used.

Approving Operating Expenses

Access the Operating Expense Approval page (Click a task in your worklist.)

Operating Expense Approval

Operating Expense Details

Business Unit:	US001	Lease Number:	TEST-OPX	Currency:	USD	Lease Name:	Test Opex
Agreement No:	0000000001	Audit Number:	2	Status:	Pending Approval	Landlord:	Mel's Diner
From Date:	01/01/2001	To Date:	12/31/2001	UOM:	Square Feet		

Revision: 0

Operating Expense Variance

Instance Name	Current Period	Previous Period	Variance %
Common Area Maintenance	175000.00	160000.00	0.00

Approval Action

Comments

[Approve]   [Reject]

Approval Map

Audit Expense Monitoring

Operating Expense Audit 2:Pending   ⓘ Request Information   ➕ Start New Path

Audit Expense Monitoring

Pending
🕐 Mary Lewis
Lease Approver   ➕

Operating Expense Approval page

If operating expenses are outside tolerance limit, the system will:

1. On Processing, set the operating expense worksheet to *Pending Approval.*

2. Create tasklist for the approver

3. Route the approver from the tasklist to the approval page

4. If the transaction is approved, send the transactions to the TQM and change the status of the Worksheet to *Processed.*

5. If the transaction is denied, change the status of the worksheet to *Pending* so that the worksheet can be edited and the whole process can be repeated.

The Approval map displays the path and status of approvals. Ad-Hoc approvers can be added by clicking on the Add button.

Performing Operating Expense Audits for a Payables Lease

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

• Perform operating expense audits.

• Compare operating expenses with the previous audit.

Understanding Operating Expense Audits

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

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

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

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

Prerequisites

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

Pages Used to Audit Operating Expenses

Page Name	Definition Name	Navigation	Usage
Audit Operating Expenses - Operating Expense Audit	RE_OPEXAUDIT	Real Estate Management, Lease Administration, Payables Lease, Audit Operating Expenses	Create an operating expense worksheet to compare estimated operating expense payments against actual expenses.

Page Name	Definition Name	Navigation	Usage
Accounting Distributions	RE_LS_OPEX_CTG	Click the Accounting Distributions link on the Audit Operating Expenses page.	Enter accounting distributions for the audit.
Audit Operating Expenses - Compare Operating Expenses with Prior Audit	RE_OPEXAUDIT_CMP	• Real Estate Management, Lease Administration, Payables Lease, Audit Operating Expenses • Click the Compare Previous Audit link.	Displays the current audit data and prior audit data, if available. You can use this comparison data to ensure continuity in operating expense charges from year to year.

Performing Operating Expense Audits

Access the Audit Operating Expenses - Operating Expense Audit page (Real Estate Management, Payables Lease, Audit Operating Expenses).

Audit Operating Expenses

Operating Expense Audit

Business Unit:	US001	Lease Number:	0000000084	Currency:	USD	Lease Name:	OPEX - P new calculation methods
Agreement No:	0000000001	Audit Number:	1	Status:	Pending	Landlord:	Computers Unlimited
From Date:	01/01/2000	*To Date:	12/31/2000	UOM:	Square Meters		

Revision: 0   Accounting Distribution

▼ Prorata Basis

Prorata Share Method: Occupied Area   Gross Up Percentage: 90.00

Gross Up Method: Method A   [Calculate Prorata Share]

Prorata Basis Details

Prorata Basis	Tenant Area	Rentable Area	Occupied Area	Occupancy Percent	Prorata Share
Total Mall Area in the Property	20000.000	100000.000	80000.00	80.00	25.00
Total Area	20000.000	75000.000	68000.00	90.67	29.41

▼ Expense Details

Admin Fee Percentage: 2.50   Base Year: 2000

[Add Category]   Base Year Adjustment: 0.00

                                                             Base Year Gross Up: 0.00

Expense Categories

General | Overall Expense | Tenant Share | [≡▶]

*Category	Actual Amount	Previous Period	Change Percent	Caps	Fee	Gross Up	
Administrative Fees 🔍	250000.00	0.00	0.00	☑	☑	☐	[−]
Common Area Maintenance 🔍	400000.00	0.00	0.00	☐	☑	☐	[−]
Electricity 🔍	700000.00	0.00	0.00	☑	☐	☑	[−]

[Calculate]   Total Paid To Payee: 384000.00   Notes:

                      Total Tenant's Share: 386164.33

                      Total Manual Adjustment: 0.00

                      _____

                      Total Amount Due: 2164.33   USD

[Create Payment]   Compare Previous Audit

Created By:	Kenneth Schumacher	Last Updated By:	Kenneth Schumacher	Submitted By:
Created On:	10/08/2009 2:31:01PM	Last Updated On:	10/08/2009 2:31:01PM	Submit Date:

Audit Operating Expenses - Operating Expense Audit page

Business Unit   Displays the lease administration business unit selected on the search page.

Lease Number   Displays the lease number selected on the search page.

Currency   Displays the currency of the lease.

Lease Name   Displays the lease name.

Agreement No
(agreement number)

Displays the agreement number for the lease operating expense.

Audit Number

Displays the sequential number that is assigned to this audit.

Status

Displays the audit status.

Landlord

Displays the landlord for this lease.

From Date

Enter the date on which you want the audit period to begin. This date must occur after the lease start date and cannot be later than one day after the To Datefrom the previous audit. The system sets the From Date to one day later than the previous audit by default. For first audit period the system uses the lease commencement date by default.

To Date

Enter the date on which you want the audit period to end. This date must occur after the from date and cannot be later than the current date.

UOM (unit of measure)

Displays the unit of measure of this lease.

Revision

Displays the revision number for this audit.

Accounting Distributions

Select this link to access the Accounting Distributions page.

Update Audit

Click to update this audit. The system compares the actual charges in the current audit with the charges for the operating expense categories in the previous audit and creates and invoice for the balance amount. You can update an audit only after all of the audit transactions have been processed. This field appears only for processed audits.

Prorata Basis

Prorata details group box will not be available for the user if:

- Fixed percentage method is used for sharing expenses.

- Prorata share is not used to calculate tenant's share.

Prorata Share Method

Displays the prorata share method for this operating expense.

Gross Up Percentage

Displays the gross up percentage for this operating expense.

Gross Up Method

Displays the gross up percentage for this operating expense.

Calculate Prorata Basis

Click this button to calculate the prorata basis.

Prorata Basis

Displays the prorata basis selected for this operating expense.

Tenant Area

Enter the area this tenant occupies.

Rentable Area	Enter the total rental area available.
Occupied Area	Enter the total area occupied.
Occupancy Percentage	Displays the percentage of area this tenant occupies.
Prorata Share	Displays the percentage of the total area that you are occupying. The system displays the value from the lease. The field is informational only. The system does not use the field for any calculations.

Expense Details

Admin Fee Percentage Administration Fee Percentage	Displays the administration fee percentage.
Base Year	Displays the base year entered on the lease.
Base Year Adjustment	Displays the base year adjustment entered on the lease.
Add Category	Click this button to create a new operating expense category for the lease. This button appears only for pending audits.
Base Year Gross Up	Displays the base year gross up entered on the lease.
Category	Select the expense category. Operating expense categories that are in a processed state will be retrieved from the Transaction Queue for the given lease and payee.
Actual Amount	Enter the actual amount for this expense category.
Previous Period	Displays the amount for the previous period if available.
Change	Displays the change in amounts from the previous period.
Caps	Select this check box to indicate if caps are applied to this category.
Fee	Select this check box to indicate if administration fees apply to this category.
Gross Up	Select this check box to indicate if gross up applies to this category.

Overall Expense

Grossed Up Expense	Enter the grossed up expense for this expense category.
Admin Fee (administration fee)	Enter any administration fees applied to this category.

Anchor Contribution   The anchor contribution defaults from the lease, the user can override the value here.

Adjusted Expense   Enter the adjusted expense for this category.

Minimum   Enter the minimum for this category.

Maximum   Enter the maximum for this category.

Sharable Expense   The system calculates this value. This is the expense which needs to be shared based on the prorata share of the tenant.

Tenant Share

Prorata Share   Displays the prorata share calculated using the values entered.

Occupancy Pct   Enter the occupancy percentage for this category. The default is 100 percent.
(occupancy percentage)

Tenant Share   Displays the tenant share calculated based on the sharable expense, prorata share, and the occupancy percentage entered.

Paid Amount   Displays the amount paid to the landlord.

Amount Due   Displays the amount due to the landlord.

Operating Expense Categories

The system automatically populates the Operating Expense Categories grid with the operating expense categories that are associated with the lease and payee on which you are performing the audit.

Operating Expense Categories in the processed state will be retrieved from the Transaction Queue for the given Lease and Payee.

Calculate   Click the button to calculate the total lines that were entered. When you click the button, the system calculates the difference between the paid amount and the actual amounts and displays the totals and the adjustments.

Total Paid To Landlord Displays the total operating expenses that were paid to the landlord. The system adds all of the amounts in the Paid Amount column.

Total Adjusted Actual   Displays the total amount of the operating expenses that should have been paid to
Amount   the landlord or payee. The system adds all of the amounts in the Actual Amount column.

Total Manual   Displays the total amount of the manual adjustments. The system adds all of the
Adjustment   amounts in the Adjust Amount column.

Total Administration Fee

Displays the total administration fee. The system adds all of the amounts in the Admin Fee column.

Total Amount Due

Displays the amount that you owe the landlord or payee. The system uses this formula to calculate the amount: Amount Owed = Total Adjusted Actual Amount + Total Manual Adjustment + Total Administration Fee − Total Paid To Landlord.

Create Payment

Click to create a payment for underpayment of the operating expenses for the year. When you click this button, the system sends the transaction to the transaction queue for payment processing.

Compare Previous Audit

Click to select the previous audit for comparison, if it exists. The system bases the comparison on the audit end dates. The previous audit is the one with an audit end date less the current audit end dates. The system retrieves the two audits and displays them side-by-side. The system flags category differences from year-to-year and identifies massive increases or charges that are above the maximum that is allowed. If the system cannot find a category match, it separates those categories that are not available for comparison.

Comparing Operating Expenses with the Previous Audit

Access the Audit Operating Expenses - Compare Operating Expenses with Previous Audit page (click the Compare Previous Audit link on the Audit Operating Expenses page).

Audit Operating Expenses - Compare Operating Expenses with Previous Audit page

This page enables to you compare and audit operating expenses against previous audit data, if it exists. The system retrieves the two audits and displays them side-by-side. The system flags category differences from year-to-year and identifies massive increases or charges that are above the maximum that is allowed. If the system cannot find a category match, it separates those categories that are not available for comparison.

Current Period	Displays the date range for this audit period.
Prior Period	Displays the date range for the prior audit period that you are comparing.

Common Operating Expense Audits for Current and Prior Audits

Current Actual	Displays the current actual amount that you entered based on the reconciliation statement.
Prior Actual	Displays the previous audit actual amount.
Difference % (difference percentage)	Displays the percentage difference between the current actual amount and the prior actual amount. ((Current Actual - Prior Actual) ÷ Prior Actual).
Diff Amt (difference amount)	Displays the difference amount. (Current Actual - Prior Actual).
Current Cost/Sq Unit (current cost per square unit)	Displays the current cost per square unit.(Current Cost ÷ Sq Unit = Adjusted Actual Amount ÷ Total Rentable Area).

Prior Cost/Sq Unit (prior cost per square unit)   Displays the prior cost per square unit. (Prior Cost/Sq Unit = Prior Actual Amount ÷ Prior Total Rentable Area).

Unmatched Categories

When the system cannot match up one or more categories from a previous audit with the categories from the current audit, the system displays the discrepancies in the Unmatched Categories grid. This occurs when you create a new category or an existing category from a previous audit does not exist, or if you change the category in the middle of the year. As a result, the system is unable to provide any comparisons for these categories because there is no exact match.

Calculated Total for Current and Prior Audits

Current Actual	Displays the total amount that you paid to the payee. This amount might differ from the reconciliation statement that is provided by the landlord. The current actual amount paid is based on an estimate that is provided to you at the beginning of the lease.
Prior Actual	Displays the total amount that you paid to the payee in the prior period.
Diff Amt (difference amount)	Displays the difference between the prior actual amount and the current actual amount.
Current Payor Actuals	Displays the current total amount that is paid by the payor.
Payors Actuals Difference	Displays the total amount that the payor paid in the prior audit.
Current Rentable Area	Displays the current total rentable area in the lease.
Prior Rentable Area	Displays the total rentable area in the prior audit.
Rentable Area Difference	Displays the difference between the current and prior rentable area in the lease.
Current Cost Per Sq Unit (current cost per square unit)	Displays the total current cost per square unit.
Prior Cost/SQ Unit (prior cost per square unit)	Displays the total prior cost per square unit.
Cost/SQ Unit Difference (cost per square unit difference)	Displays the difference of the total cost per square unit between the current period and the prior periods.

Reconciling Operating Expenses for Receivables Leases

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

- Reconcile operating expenses

- Compare operating expense reconciliations

Understanding Operating Expense Reconciliation

PeopleSoft Real Estate Management enables you to reconcile the difference in the original estimated operating expense and the actual operating expenses for each tenant or payor for a time period. The system calculates the amount of estimated operating expenses for the transactions that the system processed during a time period that you specify. You can enter the actual expenses that you incurred based on these criteria:

- Operating expense category: Summarize your charges by operating expense category.

- Tenant: Specify the tenant or payor.

- Time period: Determine reconciliation from and to dates.

Use the Reconcile Operating Expenses - Operating Expense Statement page to enter these amounts and compare them with the amounts that the payor paid. You can manually adjust the amount for each operating expense category. Click the Create Invoice button on the Operating Expense Statement page to access the Billing Review page. In the case of an overpayment, you can issue a credit to the tenant that could be applied against future rent payments. In the case of an underpayment, you can issue an invoice for the remaining sum. Enter the billing amount as negative to generate a payment credit or positive to create an invoice.

You can compare this reconciliation with the previous reconciliation to identify any time gaps or large amount differences in the operating expenses.

Pages Used to Reconcile Operating Expenses

Page Name	Definition Name	Navigation	Usage
Reconcile Operating Expenses - Operating Expense Statement	RE_OPEXAUDIT	Real Estate Management, Lease Administration, Receivables Lease, Reconcile Operating Expenses	Compare operating expenses to the operating expense statement to reconcile paid expenses against actuals.
Reconcile Operating Expenses - Compare Operating Expenses with Prior Statement	RE_OPEXAUDIT_CMP	• Real Estate Management, Lease Administration, Receivables Lease, Reconcile Operating Expenses • Click the Compare Previous Audit link.	Displays the current reconciliation data and prior reconciliation data. You can use this comparison data to ensure continuity in operating expense charges.

Reconciling Operating Expenses

Access the Reconcile Operating Expenses - Operating Expense Statement page (Real Estate Management, Lease Administration, Receivables Lease, Reconcile Operating Expenses).

Reconcile Operating Expenses

Operating Expense Statement

Business Unit:	US001	Lease Number:	0000000085	Currency:	USD	Lease Name: OPEX-R new calc methods
Agreement No:	0000000001	Audit Number:	2	Status:	Pending	Tenant: Alliance Group
From Date:	01/01/2001	*To Date:	12/31/2001	UOM:	Square Meters	

Revision: 0   Accounting Distribution

▼ Prorata Basis

Prorata Share Method: Occupied Area   Gross Up Percentage: 90.00

Gross Up Method: Method A   Calculate Prorata Share

Prorata Basis Details

Prorata Basis	Tenant Area	Rentable Area	Occupied Area	Occupancy Percent	Prorata Share
Total Mall Area in the Property	20000.000	75000.000	68000.00	90.67	29.41
Total Area	20000.000	100000.000	80000.00	80.00	25.00

▼ Expense Details

Admin Fee Percentage: 2.50   Base Year:

                                                                     Base Year Adjustment: 0.00
Add Category   Base Year Gross Up: 0.00

Expense Categories

General | Overall Expense | Tenant Share

*Category	Actual Amount	Previous Period	Change Percent	Caps	Fee	Gross Up	
Administrative Fees	250000.00	0.00	0.00	☑	☑	☑	−
Common Area Maintenance	400000.00	0.00	0.00	☐	☑	☐	−
Electricity	700000.00	0.00	0.00	☑	☐	☑	−

Calculate   Total Paid To Payee: 384000.00   Notes:
                     Total Tenant's Share: 389108.81
                     Total Manual Adjustment: 0.00

                     Total Amount Due: 5108.81   USD
Create Invoice   Compare Previous Audit

Created By:	Kenneth Schumacher	Last Updated By:	Kenneth Schumacher	Submitted By:	
Created On:	10/08/2009 2:49:54PM	Last Updated On:	10/08/2009 2:49:54PM	Submit Date:	

Reconcile Operating Expenses - Operating Expense Statement page

Note. The fields on this page function the same as the fields on the Audit Operating Expenses - Operating Expense Audit page.

Comparing Operating Expense Reconciliations

Access the Reconcile Operating Expenses - Compare Operating Expenses with Prior Statement page (click the Compare Previous Audit link on the Reconcile Operating Expenses page).

Access the Reconcile Operating Expenses - Compare Operating Expenses with Prior Statement page

The fields on this page function in the same way as the fields on the Audit Operating Expenses - Compare Operating Expense with Prior Audit page.

See Chapter 14, "Setting Up Operating Expenses," Comparing Operating Expenses with the Previous Audit, page 229.

Chapter 15

Setting Up and Calculating Percent Rent

This chapter provides an overview of percent rent terms, lists prerequisites, and discusses how to:

*   Set up percent rent terms.

*   Report sales and calculate percent rent.

Understanding Percent Rent Terms

Percent rent enables you to negotiate a lower monthly base rent in exchange for a portion of your sales once the threshold is met. This lease method is appealing because you receive a lower monthly liability in months of lower sales. As the sales amount reaches a specified threshold (breakpoint), the percentage changes, thus altering the amount of the final rent amount. For a breakpoint, the rent can be a fixed amount, a percentage of sales, or a combination of fixed amount and percentage.

When multiple breakpoints are established, the system determines which breakpoint has been reached and adds its incremental percentage over and above the other breakpoints. For example, let's say the breakpoints are as follows:

*   0 to 1,000 (5%)

*   1,000.01 to 4,999.99 (4%)

*   5,000 to 99,999,999,999.99 (3% + 1,000 USD)

If the sales amount is 1,500 USD, then the system takes the maximum of the prior breakpoint multiplied by that breakpoint percentage (or amount, or both depending on lease terms), adds the incremental amount over that breakpoint maximum, multiplied by the new breakpoint percentage.

In this example, the calculation is as follows: $1,000 \times 5\% + (1,500 - 1,000) \times 4\% = 70$.

Using the previous example, if a lease had three breakpoints in percent rent setup, and the sales amount reached the third level (10,000), then the calculation is as follows: $1,000 \times 5\% + (4,999.99\text{-}1,000) \times 4\% + (10,000 - 4,999.99) \times 3\% + 1,000 = 1360$.

These tables provide additional examples of the percent rent category based calculation methodology:

Percent Rent Setup Data:

Financial Term	*Amount*
Current Base Rent	1000.00 USD

Financial Term	Amount
Minimum Fee	25.00 USD
Maximum Fee	800.00 USD

Sales Breakpoints

From	To	Type	Amount	Full Breakpoint
0	999.99	Percent	5%	50.00 USD
1000	4999.99	Percent	4%	160.00 USD
5000	9999.99	Percent	3%	150.00 USD
10000	99,999,999,999.99	Percent	2%	Not applicable

Sales Data

Year	Month	Reported Sales (USD)	Breakpoint Amount	Variable Rent (USD)	Adjusted Variable Amount (USD)	Total Rent (USD)	Comment
2004	January	250.00	5%	12.50		1,025.00	Minimum not met, use adjusted amount.
2004	February	2,000	VAR2	90.00		1,090.00	Second breakpoint reached, add full breakpoint calculation to incremental difference.
2004	March	1,800	VAR2	82.00		1,082.00	
2004	April	6,000	VAR3	240.00		1,240.00	Third breakpoint reached, add full breakpoint calculations to incremental difference.
2004	May	5,000	VAR4	210.00		1,210.00	
2004	June	50,000	VAR4	1,160.00	800.00	1,800.00	Maximum exceeded, use adjusted amount
2004	July	30,000	VAR4	760.00		1,760.00	

Year	Month	Reported Sales (USD)	Breakpoint Amount	Variable Rent (USD)	Adjusted Variable Amount (USD)	Total Rent (USD)	Comment
2004	August	15,000	VAR4	460.00		1,460.00	
2004	September	7,500	VAR3	285.00		1,285.00	
2004	October	4,200	VAR2	180.00		1,180.00	
2004	November	800	5%	40.00		1,040.00	
2004	December	20,000	VAR4	560.00		1,560.00	

You define the percentage breakpoints for the percent rent tier structure before activating the lease; after the lease is activated, you must create an amendment to perform any changes to the structure. You include percent rent terms on the lease and enter them into the system prior to lease activation. You set the various sales breakpoints (or tiers) for the lease under different sales categories. In the absence of actual reported data, you can enter or have the system attempt to estimate sales data. You enter the estimated information on the Sales Report Details page and set the type to *Estimated.* The Sales Report Details page is a worksheet to enter and calculate the total sales amounts. The system uses past data to help determine an appropriate estimate.

Weekly Sales Method

The system will allow only one sales category on the percent rent setup. The system will use this category to create the sales report and import sales. This method will use only current period sales data.

If the bill amount is less than the minimum fee, the percent rent shall be zero and only the minimum rent will be charged. If the bill amount is more than the minimum fee, it calculates percent rent (sales overage) rent by deducting the minimum fee from the total bill amount. If the bill amount is more than the maximum fee then the maximum fee will be charged. Sales overage rent will be equal to the Maximum Fee - Minimum Fee.

The system shall apply breakpoints to calculate the percent as follows:

If the operator is Percent then:

*   If sales amount is between first breakpoint range, then:

    First breakpoint's billable amount = (Sales amount – First breakpoint's from amount) * First breakpoint's percent.

*   If sales amount is between second breakpoint range, then:

    Second breakpoint billable amount = (Sales amount – Second breakpoint's from amount) * Second breakpoint's percent.

*   If sales amount is between Nth breakpoint range, then:

    Nth breakpoint billable amount = (Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent.

If the operator is Amount, then:

- If sales amount is between first breakpoint range, then:

  First breakpoint billable amount = First breakpoint's fixed amount.

- If sales amount is between second breakpoint range, then:

  Second breakpoint Billable amount = Second breakpoint's fixed amount.

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint billable amount = Nth breakpoint's fixed amount

If the operator is Both, then:

- If sales amount is between first breakpoint range, then:

  First breakpoint billable amount = (Sales amount – First breakpoint's from amount) * First breakpoint's percent + First breakpoint's fixed amount.

- If sales amount is between second breakpoint range, then:

  Second breakpoint billable amount = (Sales amount – Second breakpoint's from amount) * Second breakpoint's percent + Second breakpoint's fixed amount.

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint billable amount = (Sales amount – Nth breakpoint's from amount) * Nth breakpoint's percent + Nth breakpoint's fixed amount.

- Total bill amount = first breakpoint's billable amount + second breakpoint's billable amount +…. + Nth breakpoint billable amount.

- If the total bill Amount is less than minimum fee, then the sales overage rent will be zero.

- If the total bill Amount is more than minimum fee, then deduct minimum fee from total bill amount to get the sales overage rent.

Weekly Sales Method Calculation Example

Assume the minimum is 2,500 USD and the maximum is 5,000 USD.

Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
50,000.00	150,000.00	Percent	9
150,000.01	500,000.00	Percent	8
500,000.01	1,000,000.00	Percent	7
1,000,000.01	99,999,999,999,999,900,00 0,000.00	Percent	4

Sales reported by tenant:

Period	Sales Amount	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	Final Bill
1	100,000.00	4,500.00	NA	NA	NA	4,500.00	4,500.00
2	200,000.00	9,000.00	4,000.00	NA	NA	13,000.00	13,000.00
3	60,000.00	900.00	NA	NA	NA	900.00	2,500.00
4	350,000.00	9,000.00	16,000.00	NA	NA	25,000.00	25,000.00
5	1,100,000.00	9,000.00	28,000.00	35,000.00	4,000.00	76,000.00	50,000.00
6	40,000.00	NA	NA	NA	NA	0	2,500.00

Each Period Method

This method will use only current period sales data. This calculation method will always have one sales category, which will be used for reporting/importing sales.

The system will annualize sales amount by multiplying the no. of periods in the calendar year. The system will apply breakpoints to annualized sales for calculating percent rent.

The annualized amount = current period's sales amount * Total Periods in a fiscal year.

The system shall apply breakpoints to calculate the percent as follows:

If the operator is Percent then:

- If the sales amount is between first breakpoint range, then:

  First breakpoint's billable amount = (Annualized Sales amount – First breakpoint's from amount) * First breakpoint's percent.

- If sales amount is between second breakpoint range, then:

  Second breakpoint's billable amount = (Annualized Sales amount – Second breakpoint's from amount) * Second breakpoint's percent).

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint's billable amount = (Annualized Sales amount – Nth breakpoint's from amount) * Nth breakpoint's percent).

If the operator is Amount, then:

- If sales amount is between first breakpoint range, then:

  First breakpoint's billable Amount = First breakpoint's fixed amount.

- If sales amount is between second breakpoint range, then:

  Second breakpoint's billable amount = Second breakpoint's fixed amount).

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint billable amount = Nth breakpoint's fixed amount).

If the operator is Both, then:

- If sales amount is between first breakpoint range, then:

  First breakpoint's billable amount = (Annualized Sales amount – First breakpoint's from amount) * First breakpoint's percent + First breakpoint's fixed amount.

- If sales amount is between second breakpoint range, then:

  Second breakpoint's billable amount = (Annualized Sales amount – Second breakpoint's from amount) * Second breakpoint's percent + Second breakpoint's fixed amount.

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint billable amount = (Annualized Sales amount – Nth breakpoint's from amount) * Nth breakpoint's percent + Nth breakpoint's fixed amount.

Total billable amount = First breakpoint's billable amount + Second breakpoint's billable amount +…. + Nth breakpoint billable amount

If the total bill amount is less than minimum fee, then the percent rent will be Zero and only minimum fee will be charged.

If the total bill Amount is more than minimum fee, then deduct minimum fee from total bill amount to get percent rent.

Each Period Calculation Example

Assume that the minimum is 2,500 USD and the maximum is 50,000 USD.

Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
200,000.00	600,000.00	Percent	9
600,000.01	1,000,000.00	Percent	8
1,000,000.01	1,500,000.00	Percent	7
1,500,000.01	99,999,999,999,999,900,000,000.00	Percent	4

Sales Reported by tenant:

Period (Monthly	Sales Amount	Annualized Sales	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	De-Annualized Bill Amount	Rent Amount
1	100,000.00	1,200,000,00	36,000.00	32,000.00	14,000.00	NA	82,000.00	6833.33	6833.33
2	200,000.00	2,400,000.00	36,000.00	32,000.00	35,000.00	36,000.00	139,000.00	11583.33	11583.33
3	60,000.00	720,000.00	36,000.00	9,600.00	NA	NA	45,600.00	3,800.00	3,800.00
4	350,000.00	4,200,000.00	36,000.00	32,000.00	35,000.00	108,000.00	211,000.00	17,583.33	17,583.33
5	1,200,000.00	14,400,000.00	36,000.00	32,000.00	35,000.00	516,000.00	619,000.00	51583.33	50,000.00
6	40,000.00	480,000.00	25,200.00	NA	NA	NA	25,200.00	2,100.00	2500.00

Cumulative Method

System will calculate YTD sales amount by summing sales from the first period of the current fiscal year to current period. This calculation method will always have one sales category, which will be used for reporting/importing sales. Breakpoints will be applied to cumulative sales for calculating percent rent.

The previous YTD bill amount excluding current period will be deducted from the total bill amount to get current period's bill amount.

The YTD sales amount will equal to sum of sales amount from first period to current period. Note: The = YTD sales amount will include current period's sale amount.

The previous YTD bill amount is the sum of the bill amount from first period to previous period. Note: Previous period will be one period before the current period.

If the Operator is Percent then:

• If YTD Sales Amount is between First breakpoint range, then

First breakpoint's YTD Billable Amount = (YTD Sales amount – First breakpoint's from amount) * First breakpoint's Percent

• If sales amount is between second breakpoint range, then:

Second breakpoint's YTD Bill Amount = (YTD Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's Percent.

• If sales amount is between Nth breakpoint range, then:

Nth breakpoint's YTD Bill Amount = (YTD Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent).

If the Operator is Amount, then:

• If YTD Sales Amount is between First breakpoint range, then:

First breakpoint's YTD billable Amount = First Breakpoint's Fixed Amount.

• If YTD sales amount is between second breakpoint range, then:

Second breakpoint's YTD Billable Amount = Second Breakpoint's Fixed Amount)

• If YTD sales amount is between Nth breakpoint range, then:

Nth breakpoint YTD Billable Amount = Nth breakpoint's fixed amount)

If the Operator is Both, then:

• If YTD Sales Amount is between First breakpoint range, then:

First Breakpoint's YTD Billable Amount = (YTD Sales amount – First breakpoint's from amount) * First breakpoint's Percent + First Breakpoint's Fixed Amount.

• If YTD sales amount is between second breakpoint range, then:

Second breakpoint's YTD Billable Amount = (YTD Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's Percent + Second Breakpoint's Fixed Amount.

• If YTD sales amount is between Nth breakpoint range, then:

Nth breakpoint YTD Billable Amount = (YTD Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent + Nth breakpoint's fixed amount.

Total YTD Billable amount = First breakpoint's YTD bill amount + Second breakpoint's YTD bill amount +…. + Nth Breakpoint YTD Bill Amount

Current period's billable amount = total YTD billable amount – previous YTD bill amount

If the total bill Amount is less than minimum fee, then the sales overage rent will be zero.

If the total bill Amount is more than minimum fee, then deduct minimum fee from total bill amount to get the percent rent (sales overage).

If the total bill amount for the current period is greater than maximum fee then the maximum fee should be charged to the tenant. In this case, percentage rent will be maximum fee less minimum fee.

When sales amount exceeds a breakpoint, then the breakpoint will have maximum billable amount and it will equal to:

(Breakpoint's To amount - Breakpoint's From amount) * Breakpoint's percent when operator is *percentage*

Breakpoint's fixed amount when operator is 'fixed':

(Breakpoint's To amount - Breakpoint's From amount) * Breakpoint's percent + Breakpoint's fixed amount when operator is *Both*

Cumulative Calculation Example

Assume the minimum is 2,500 USD and the maximum is 50,000 USD.

Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
200,000.00	600,000.00	Percent	9
600,000.01	1,000,000.00	Percent	8
1,000,000.01	1,500,000.00	Percent	7
1,500,000.01	99,999,999,999,999,900,00 0,000.00	Percent	4

Sales reported by tenant:

Period (Monthly	Sales Amount	Cumulati ve Sales	1st Breakpoi nt	2nd Breakpoi nt	3rd Breakpoi nt	4th Breakpoi nt	Percent Rent	Rent for Current Period	Rent Amount
1	100,000. 00	100,000. 00	NA	NA	NA	NA	0	0	2,500.00
2	200,000. 00	300,000. 00	9,000.00	NA	NA	NA	9,000.00	6,500.00	6,500.00
3	60,000.0 0	360,000. 00	14.400.0 0	NA	NA	NA	14,400.0 0	5,400.00	5,400.00
4	350,000. 00	710,000. 00	36,000.0 0	8,800.00	NA	NA	44,800.0 0	30,400.0 0	30,400.0 0
5	1,100,00 0.00	1,810,00 0.00	36,000.0 0	32,000.0 0	35,000.0 0	12,400.0 0	115,400. 00	70,600.0 0	50,000.0 0
6	40,000.0 0	1,850,00 0.00	36,000.0 0	32,000.0 0	35,000.0 0	14,000.0 0	117,000. 00	22,200.0 0	22,200.0 0

Cumulative Pro Rata Method

YTD sales amount including current period sales will be used to calculate percent rent. This calculation method will always have one sales category.

The sales amount will be annualized by multiplying the YTD sales with the no. of periods in a calendar year divided by no. of sales periods included in YTD sales. Breakpoints will be applied to annualized cumulative sales when calculating percent rent.

To calculate current period bill amount, percent rent amount will be de-annualized and from that amount the previous YTD bill amount will be reduced.

Add YTD sales to get the Cumulative amount. The YTD sales amount will be the sum of sales amount from first period to current period. Note: Include current period sales into YTD sales. Annualize the YTD sales. Annual sales amount = YTD sales * (total periods in fiscal year/ no. periods in YTD sales). Calculate YTD bill amount by applying lease level breakpoints to annualized cumulative sales.

If the Operator is Percent then:

- If Sales Amount is between First breakpoint range, then:

  First breakpoint Billable Amount = (Annualized YTD Sales amount – First breakpoint's from amount) * First breakpoint's Percent

- If sales amount is between second breakpoint range, then:

  Second breakpoint's Billable Amount = (Annualized YTD Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's Percent

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint's Billable Amount = (Annualized YTD Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent)

If the Operator is Amount, then:

- If sales Amount is between First breakpoint range, then:

  Bill Amount = First Breakpoint's Fixed Amount

- If sales amount is between second breakpoint range, then:

  Bill Amount = (First Breakpoint maximum Bill Amount + Second Breakpoint's Fixed Amount)

- If sales amount is between Nth breakpoint range, then:

  Bill Amount = (First breakpoint's maximum bill amount + Second breakpoint's maximum bill amount +….+(n-1) breakpoint's maximum bill amount + Nth breakpoint's fixed amount)

If the Operator is Both, then:

- If Sales Amount is between First breakpoint range, then:

  First breakpoint's Billable Amount = (Annualized YTD Sales amount – First breakpoint's from amount) * First breakpoint's Percent) + First Breakpoint's Fixed Amount

- If sales amount is between second breakpoint range, then:

  Second breakpoint's Billable Amount = (Annualized YTD Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's percent + Second Breakpoint's fixed amount)

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint billable amount = (Annualized YTD sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent + Nth breakpoint's fixed amount

Total annualized YTD Billable amount = First breakpoint's billable amount + Second breakpoint's billable amount +…. + Nth Breakpoint Billable Amount

De-annualize the above value to get YTD billable amount. YTD billable amount = Total annualized YTD billable amount * (No. periods in YTD sales / Total periods in fiscal year)

System will calculate Total bill amount by deducting previous YTD bill amount from rent calculated in step above (de-annualized rent).

If the total bill Amount is less than minimum fee, then the sales overage rent will be zero. If the total bill amount is more than minimum fee, then deduct minimum fee from total bill amount to get sales overage rent. If the total bill amount for the current period is greater than maximum fee then the maximum fee should be charged to the tenant. In this case, percentage rent will be maximum fee less minimum fee.

When sales amount exceeds a breakpoint, then the breakpoint will have maximum billable amount and it shall equal to: (Breakpoint's To amount - Breakpoint's From amount) * Breakpoint's percent when operator is *percentage*

Breakpoint's fixed amount when operator is *fixed*: (Breakpoint's "To amount" - Breakpoint's From amount) * Breakpoint's percent + Breakpoint's fixed amount when operator is *Both*

Cumulative Pro Rata Calculation Example

Assume the minimum is 2,500 USD and the maximum is 50,000 USD.

Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
500,000.00	1,000,000.00	Percent	9
1,000,000.01	1,500,000.00	Percent	8
1,500,000.01	1,500,000.00	Percent	7
3,000,000.01	99,999,999,999,999,900,000,000.00	Percent	4

Sales reported by tenant:

Period (Monthly)	Sales Amount	Cumulative Sales	Annualized Cumulative Sales	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	De-Annualized Percent Rent	Rent for Current Period	Rent Amount
1	100,000.00	100,000.00	1,200,000.00	45,000.00	16,000.00	NA	NA	61,000.00	5,083.33	5,083.33	5,083.33
2	200,000.00	300,000.00	1,800,000.00	45,000.00	40,000.00	21,000.00	NA	106,000.00	17,666.67	12,583.33	12,583.33
3	60,000.00	360,000.00	1,440,000.00	45,000.00	35,200.00	NA	NA	80,200.00	20,050.00	2,383,33	2,500.00
4	350,000.00	710,000.00	2,130,000.00	45,000.00	40,000.00	44,100.00	NA	129,100	43,033.33	22,866.67	22,866.67
5	1,100,000.00	1,810,000.00	4,344,000.00	45,000.00	40,000.00	105,000.00	53,760.00	243,760.00	101,566.67	58,533.33	50,000.00

Period (Monthly)	Sales Amount	Cumulative Sales	Annualized Cumulative Sales	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	De-Annualized Percent Rent	Rent for Current Period	Rent Amount
6	40,000.00	1,850,000.00	3,700,000.00	45,000.00	40,000.00	105,000.00	28,000.00	218,000.00	109,000.00	15,966.67	15,966.67

Modified Cumulative Method

YTD sales amount including current period sales will be used to calculate percent rent. This calculation method will always have one sales category. The following calculation shall be used when calculating percent rent:

Get the highest breakpoint that the total sales amount is reached. Apply the highest breakpoint to the entire sales amount that exceeds the first breakpoint. The YTD bill amount excluding current period will be deducted from the total bill amount to get current period's bill amount.

The YTD sales amount is equal to sum of sales amount from first period to current period. Note: The = YTD sales amount includes current period's sale amount.

If the Operator is Percent then:

*   If YTD Sales Amount is between First breakpoint range, then:

    First breakpoint's YTD Billable Amount = (YTD Sales amount − First breakpoint's from amount) * First breakpoint's Percent

*   If sales amount is between Nth breakpoint range, then:

    Nth breakpoint's YTD Bill Amount = (YTD Sales amount − First breakpoint's From amount) * Nth breakpoint's Percent

If the Operator is Amount, then:

*   If YTD Sales Amount is between First breakpoint range, then:

    First breakpoint's YTD billable Amount = First Breakpoint's Fixed Amount

*   If YTD sales amount is between Nth breakpoint range, then:

    Nth breakpoint YTD Billable Amount = Nth breakpoint's fixed amount

If the Operator is Both, then:

*   If YTD Sales Amount is between First breakpoint range, then:

    First Breakpoint's YTD Billable Amount = (YTD Sales amount − First breakpoint's from amount) * First breakpoint's Percent + First Breakpoint's Fixed Amount

*   If YTD sales amount is between Nth breakpoint range, then:

    Nth breakpoint YTD Billable Amount = (YTD Sales amount − First breakpoint's From amount) * Nth breakpoint's Percent + Nth breakpoint's fixed amount

Total YTD Billable amount = First breakpoint's YTD bill amount + ... +Nth Breakpoint YTD Bill Amount

Current period's billable amount = total YTD billable amount – previous YTD bill amount

If the total bill Amount is less than minimum fee, then the sales overage rent shall be Zero. If the total bill Amount is more than minimum fee, then deduct minimum fee from total bill amount to get sales overage rent. If the total bill amount for the current period is greater than maximum fee then the maximum fee should be charged to the tenant. In this case, percentage rent will be maximum fee less minimum fee.

When sales amount exceeds a breakpoint, then the breakpoint will have maximum billable amount and it is equal to: (Breakpoint's To amount - Breakpoint's From amount) * Breakpoint's percent when operator is *percentage*

Breakpoint's fixed amount when operator is *fixed*: (Breakpoint's To amount - Breakpoint's From amount) * Breakpoint's percent + Breakpoint's fixed amount when operator is *Both*

Modified Cumulative Calculation Example

Assume the minimum is 2,500 USD and the maximum is 50,000 USD.

Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
200,000.00	600,000.00	Percent	9
600,000.01	1,000,000.00	Percent	8
1,000,000.01	1,500,000.00	Percent	7
1,500,000.01	99,999,999,999,999,900,000,000.00	Percent	4

Sales reported by tenant:

Period (Monthly)	Sales Amount	Cumulative Sales	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	Rent for Current Period	Rent Amount
1	100,000.00	100,000.00	NA	NA	NA	NA	0	0	2,500.00
2	200,000.00	300,000.00	9,000.00	NA	NA	NA	9,000.00	6,500.00	6,500.00
3	60,000.00	360,000.00	14,400.00	NA	NA	NA	14,400.00	5,400.00	5,400.00
4	350,000.00	710.000.00	NA	40800.00	NA	NA	40,800.00	26,400.00	26,400.00

Period (Monthly)	Sales Amount	Cumulative Sales	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	Rent for Current Period	Rent Amount
5	1,100,000.00	1,810,000.00	NA	NA	NA	64,400.00	64,400.00	23,600.00	23,600.00
6	40,000.00	1,850,000.00	NA	NA	NA	66,000.00	66,000.00	1,600.00	2,500.00

Partial Year Pro Rata Method

In a specialized billing reconciliation, property owners use the lease period as a cutoff date. Therefore, any tenant who moves in or out within the lease period can be charged a prorated share of the sales for the partial period. For calculating the prorated rent amount, the sales data for the period of one year beginning from lease commencement date will be considered. In the case of last period, the sales data for the period of one year ending on lease termination date will be used for calculating rent. System will use the following formula for calculating the rent amount:

- First period = Rent calculated as per breakpoints * (Next period begin date – Lease Commencement date) / (Number of days in the year)

- Last period = Rent calculated as per breakpoints * (Lease Termination date - previous period End Date) / (Number of days in the year)

If the prorate first and last period Partial Year Proration flag is checked on the Percent Rent Terms page, then first and last period percentage rent will be calculated by this method. Rent calculated as per breakpoint will be as per the calculation method selected on the lease. The partial year prorata feature can be used only with annual calendars. In the formula mentioned above, by default, if the partial year proration checkbox is checked then the number of days in the denominator would be same as actual number of days in the year (365/366). If on financial terms page the user has selected the 360 days proration method, then in that case the denominator value in formula mentioned above will be 360.

Partial Year Pro Rata Calculation Example

Assume the minimum is 2,500 USD and the maximum is 50,000 USD.

Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
200,000.00	600,000.00	Percent	9
600,000.01	1,000,000.00	Percent	8
1,000,000.01	1,500,000.00	Percent	7
1,500,000.01	99,999,999,999,999,900,000,000.00	Percent	4

Sales reported by tenant:

Period (Yearly)	Sales Amount	Annualized Sales	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	De-Annualized Bill Amount	Rent Amount	Proration Ratio	Final Rent
2006	1,200,000.00	1,200,000.00	36,000.00	32,000.00	14,000.00	NA	82,000.00	82,000.00	6,833.33	0.59	4,006.39
2007	2,400,000.00	2,400,000.00	36,000.00	32,000.00	35,000.00	36,000.00	139,000.00	139,000.00	11,583.33	1	11,583.33
2008	720,000.00	720,000.00	36,000.00	9,600.00	NA	NA	45,600.00	45,600.00	3,800.00	1	3,800.00
2009	4,200,000.00	4,200,000.00	36,000.00	32,000.00	35,000.00	108,000.00	211,000.00	211,000.00	17,583.33	1	17,583.33
2010	14,400,000.00	14,400,000.00	36,000.00	32,000.00	35,000.00	516,000.00	619,000.00	619,000.00	50,000.00	1	50,000.00
2011	480,000.00	480,000.00	25,200.00	NA	NA	NA	25,500.00	25,500.00	2,100.00	0.58	1,219.72

Lease Pro Rata Method

This method uses two levels of breakpoints: Lease level and Sales reporting categories level. Lease level breakpoints will be used to calculate total bill amount on total sales of all categories. Category level breakpoints will be used to distribute bill amount by category.

YTD sales amount that includes current period sales will be used to calculate percent rent. Sales amount will be sum of all sales categories' sales amount. The sales amount shall be annualized by multiplying the no. of periods in a calendar year divided by no. of sales periods included in YTD sales.

Lease level breakpoints will be applied to annualized cumulative sales to calculate percent rent amount. The rent amount will be de-annualized by dividing calculated rent by the no. of periods in a calendar year and then multiplying the same by number of sales periods included in YTD sales. To calculate current period bill amount, the previous periods YTD bill amount will be reduced from the amount calculated inn the step above.

If rent amount for the current period is less than the minimum fee then minimum fee will be charged to tenant as percentage rent. If rent amount for the current period is greater than maximum fee then maximum fee will be charged as percentage rent.

This method does not categorize the rent as minimum and percentage rent. For this method, the total rent amount will be distributed by categories.

To prorate the total bill amount among the categories:

• YTD sales amount for the category will be used for calculation.

- The category's sales amount will be annualized by multiplying the no. of periods in a calendar year divided by no. of sales periods included in YTD sales.

- Category level breakpoints will be applied to annualized cumulative sales to get the category's bill amount. This calculation will be performed for all categories.

- The total rent amount will be distributed among sales categories using ratio of amount calculated in step above. If none of the category has reached its breakpoint then the rent amount will be distributed in ratio of cumulative sales for all categories.

Get the total sales amount by summing up all sales categories sales.

Calculate the YTD (Year-To-Date) sales by summing up all sales from first period to current period.

Annualize the YTD sales. Annualized YTD sales = YTD sales * (Total periods in fiscal year / No. periods in YTD sales).

If the Operator is Percent then:

- If annualized YTD Sales Amount is between First breakpoint range, then:

  First breakpoint Billable Amount = (Annualized YTD Sales amount – First breakpoint's from amount) * First breakpoint's Percent

- If annualized YTD sales amount is between second breakpoint range, then:

  Second breakpoint's Billable Amount = (Annualized YTD Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's Percent

- If annualized YTD sales amount is between Nth breakpoint range, then:

  Nth breakpoint's Billable Amount = (Annualized YTD Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent)

If the Operator is Amount, then:

- If annualized YTD Sales Amount is between First breakpoint range, then:

  Bill Amount = First Breakpoint's Fixed Amount

- If annualized YTD sales amount is between second breakpoint range, then:

  Bill Amount = (First Breakpoint maximum Bill Amount + Second Breakpoint's Fixed Amount)

- If annualized YTD sales amount is between Nth breakpoint range, then:

  Bill Amount = (First breakpoint's maximum bill amount + Second breakpoint's maximum bill amount +….+(n-1) breakpoint's maximum bill amount + Nth breakpoint's fixed amount)

If the Operator is Both, then:

- If Sales Amount is between First breakpoint range, then:

  First breakpoint's Billable Amount = (Annualized YTD Sales amount – First breakpoint's from amount) * First breakpoint's Percent) + First Breakpoint's Fixed Amount

- If sales amount is between second breakpoint range, then:

  Second breakpoint's Billable Amount = (Annualized YTD Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's Percent + Second Breakpoint's Fixed Amount)

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint Billable Amount = (Annualized YTD Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent + Nth breakpoint's fixed amount

Total annualized YTD Billable amount = First breakpoint's billable amount + Second breakpoint's billable amount +…. + Nth Breakpoint Billable Amount

De-annualize the above value to get YTD billable amount. YTD billable amount = Total annualized YTD billable amount * (No. periods in YTD sales / Total periods in fiscal year)

Subtract the Previous period YTD bill amount to get the current Total Bill amount.

Prorate the Total bill amount among all the sales categories using the following method:

- Calculate the YTD (Year-To-Date) sales by summing up a category's sales from first period to current period.

- Annualize the category YTD sales. Annualized YTD category sales = category YTD sales * (Total periods / No. periods in YTD sales).

Apply the category level breakpoints:

If the Operator is Percent then:

- If annualized YTD category Sales Amount is between First breakpoint range, then:

  First breakpoint Billable Amount = (Annualized YTD category Sales amount – First breakpoint's from amount) * First breakpoint's Percent

- If annualized YTD category sales amount is between second breakpoint range, then:

  Second breakpoint's Billable Amount = (Annualized YTD category Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's Percent

- If annualized YTD category sales amount is between Nth breakpoint range, then:

  Nth breakpoint's Billable Amount = (Annualized YTD category Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent)

If the Operator is Amount, then:

- If annualized YTD category Sales Amount is between First breakpoint range, then:

  First Breakpoint's category Billable Amount = First Breakpoint's Fixed Amount

- If annualized YTD category sales amount is between second breakpoint range, then:

  Second Breakpoint's category Billable Amount = Second Breakpoint's Fixed Amount

- If annualized YTD sales amount is between Nth breakpoint range, then:

  Nth breakpoint's category Bill Amount = Nth breakpoint's fixed amount

If the Operator is Both, then:

- If annualized YTD category Sales Amount is between First breakpoint range, then:

  First breakpoint's category Billable Amount = (Annualized YTD category Sales amount – First breakpoint's from amount) * First breakpoint's Percent) + First Breakpoint's Fixed Amount

- If sales amount is between second breakpoint range, then:

  Second breakpoint's category Billable Amount = (Annualized YTD category Sales Amount – Second Breakpoint's From Amount) * Second breakpoint's Percent + Second Breakpoint's Fixed Amount)

- If sales amount is between Nth breakpoint range, then:

  Nth breakpoint Billable Amount = (Annualized YTD Sales amount – Nth breakpoint's from amount) * Nth breakpoint's Percent + Nth breakpoint's fixed amount

Annualized YTD category Billable amount = First breakpoint's category billable amount + Second breakpoint's category billable amount +…. + Nth Breakpoint category Billable Amount

Category's bill amount = Total billable amount * Annualized YTD category Billable amount / sum of all sales categories annualized YTD category billable amount.

If the total bill Amount is less than minimum fee, then the minimum rent will be charged as percentage rent. If the total bill Amount is greater than maximum then maximum fee will be charged as percentage rent.

When sales amount exceeds a breakpoint, then the breakpoint will have maximum billable amount and it shall equal to: (Breakpoint's To amount - Breakpoint's From amount) * Breakpoint's percent when operator is *percentage*

Breakpoint's fixed amount when operator is *fixed*: (Breakpoint's To amount - Breakpoint's From amount) * Breakpoint's percent + Breakpoint's fixed amount when operator is *Both*

Lease Pro Rata Calculation Examples

Assume the minimum is 2,500 USD and the maximum is 50,000 USD.

Breakpoints:

From Breakpoint	*To Breakpoint*	*Operator*	*Percent*
500,000.00	1,000,000.00	Percent	9
1,000,000.01	1,500,000.00	Percent	8
1,500,000.01	1,500,000.00	Percent	7
3,000,000.01	99,999,999,999,999,900,00 0,000.00	Percent	4

Method details:

- Tenant will report sales at agreed frequency.

- Billing for percent rent will be as per calendar defined on the percent rent term page.

- Even though sales are reported category wise the breakpoints will be applied to annualized cumulative total sales figure.

- For calculating cumulative and annualized sales, all reported/estimated sales report in current year will be considered.

- Breakpoints will be applied to annualized sales.

- Percent rent amount charged for previous period will be reduced from the calculated amount.

Sales reported by tenant:

Period (Monthly)	Sales Amount	Cumulative Sales	Annualized Cumulative Sales	1st Breakpoint	2nd Breakpoint	3rd Breakpoint	4th Breakpoint	Percent Rent	De-annualized Percent Rent	Rent for Current Period	Rent Amount
1	100,000.00	100,000.00	1,200,000.00	45,000.00	16,000.00	NA	NA	61,000.00	5,083.33	5,083.33	5,083.33
2	200,000.00	300,000.00	1,800,000.00	45,000.00	40,000.00	21,000.00	NA	106,000.00	17,666.67	12,583.33	12,583.33
3	60,000.00	360,000.00	1,440,000.00	45,000.00	35,200.00	NA	NA	80,200.00	20,050.00	2,383.33	2,500.00
4	350,000.00	710,000.00	2,130,000.00	45,000.00	40,000.00	44,100.00	NA	129,100.00	43,033.33	22,866.67	22,866.67
5	1,100,000.00	1,810,000.00	4,344,000.00	45,000.00	40,000.00	105,000.00	53760.00	243,760.00	101,566.67	58,533.33	50,000.00
6	40,000.00	1,850,000.00	3,700,000.00	45,000.00	40,000.00	105,000.00	28,000.00	218,000.00	109,000.00	15,966.67	15,966.67

For the following sales categories assume that the percent rent amount for the period will be distributed in ration of amount calculated category wise on sales category breakpoint and if in any period none of the categories exceed first breakpoint then percent rent for the period will be distributed in ratio of sales.

Food breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
400,000.00	500,000.00	Percent	6
500,000.01	99,999,999,999,999,900,000,000.00	Percent	3

Beverages Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
300,000.00	600,000.00	Percent	5
600,000.01	99,999,999,999,999,900,00 0,000.00	Percent	3

Liquor Breakpoints:

From Breakpoint	To Breakpoint	Operator	Percent
700,000.00	1,000,000.00	Percent	9
1,000,000,01	99,999,999,999,999,900,00 0,000.00	Percent	5

Period 1 percent rent = 5,083.33

Period rent details:

Category	Cumulative Sales and Sales Amount	Annualized Sales	Percent Rent	Distributed Rent
Food	30,000	360,000	0	1,525
Beverages	20,000	240,000	0	1016.67
Liquor	50,000	600,000	0	2,541.67
Totals	100,000	1,200,000	0	

Period 2 percent rent = 12,583.33

Period rent details:

Category	Cumulative Sales	Sales Amount	Annualized Sales	Percent Rent	Distributed Rent
Food	60,000	30,000	360,000	0	0
Beverages	50,000	30,000	300,000	0	0
Liquor	190,000	140,000	1,140,000	39,600	12,583.33
Totals	300,000		1,800,000	39,600	

Period 3 percent rent = 2,500

Period rent details:

Category	Cumulative Sales	Sales Amount	Annualized Sales	Percent Rent	Distributed Rent
Food	75,000	15,000	300,000	0	0
Beverages	75,000	25,000	300,000	0	0
Liquor	210,000	20,000	840,000	12,600	0
Totals	360,000		1,440,000	12,600	2,500

Period 4 percent rent = 22,866.67

Period rent details:

Category	Cumulative Sales	Sales Amount	Annualized Sales	Percent Rent	Distributed Rent
Food	180,000	105,000	540,000	7,200	3,380.70
Beverages	130,000	55,000	390,000	4,500	2,112.94
Liquor	400,000	190,000	1,200,000	37,000	17,373.03
Totals	710,000		2,130,000	48,700	

Period 5 percent rent = 50,000

Period rent details:

Category	Cumulative Sales	Sales Amount	Annualized Sales	Percent Rent	Distributed Rent
Food	600,000	420,000	1,440,000	34,200	12,787.92
Beverages	410,000	280,000	984,000	26,520	9,916.24
Liquor	800,000	400,000	1,920,000	73,000	27,295.84
Totals	1,810,000		4,344,000	133,720	

Period 6 percent rent = 15,966.67

Period rent details:

Category	Cumulative Sales	Sales Amount	Annualized Sales	Percent Rent	Distributed Rent
Food	610,000	10,000	1,220,000	27,600	4,065.31
Beverages	430,000	20,000	860,000	22,800	3,358.30

Category	Cumulative Sales	Sales Amount	Annualized Sales	Percent Rent	Distributed Rent
Liquor	810,000	10,000	1,620,000	58,000	8,543.05
Totals	1,850,000		3,700,000	108,400	

Sales Estimation Methods

The PeopleSoft Real Estate Management system provides you with three sales estimation methods to assist you in deciding the estimated sales data. Using this data helps you determine the monthly rent amount.

The three sales estimation methods are:

- *Past 6 Period Average:* The system takes an average of sales of all prior periods up to six months, assuming there is sales data for the last six months in the database.

  If data is not available for all six months, it takes only the average of whatever data is available up to the last six months. The system cannot provide an estimate if there is no data for the last six months.

- *Same Period Last Year:* The system takes the sales from the same period last year assuming there is sales data for the same period last year.

  For example, if the current sales report being estimated is period 2 of 2005, then the system looks for period 2 of 2004 to formulate an estimate. The system cannot provide an estimate if there is no data for the same period last year.

- *Prior Period:* The system takes the sales for the preceding period, assuming there is sales data for the preceding period. The system cannot provide an estimate if there is no data for the preceding period.

  Note. In addition to the sales estimation methods, the system also provides an adjustment factor that is a percentage field, at the lease level, to assist with altering the numbers to account for slower business, recession periods, inflation, and so on.

Adjustments to Estimated Rents

When you bill based on estimated sales, you will likely need to make adjustments, effectively changing the actual billable rent amount. The system provides the ability to adjust the previously calculated and processed data, as well as the ability to adjust the prior entries posted to the various subsystems. This is called the sales report revision.

A change to previously processed calculated data is called an adjustment. You can change sales report data any number of times before the transactions are processed. While making an adjustment, you select the sales type to indicate the changes that you are making. The sales type has no bearing on generating billing lines; it is informational only. The same billing lines are generated regardless of type and are updated at any time throughout this process.

When you enter the new data, the system calculates the rent amount on the worksheet. However, the system also takes into account the last processed worksheet and compares the two to determine the amount of the adjustment. Although the data from worksheet to worksheet is compared to determine the net difference, doing so accurately over multiple iterations can be complicated. As a result, the system uses the last of the prior worksheets to determine the amount billed. The system creates a complete reversal of the bill, sending a negative bill entry to the same transaction code by sales category, and updates the bill with the new amounts. For example, the original worksheet has three sales categories and three bill lines generated for billing, each with a unique transaction code. During an adjustment process, three negative bill line entries are created for the full amount billed, along with three new bill lines for the new full amount to bill.

On the Sales Report Details page for processed reports, the latest worksheet appears as display-only until you click the Update Report button. The worksheet is then available for changes, and a new version is saved to the table with a new revision number. You can view all past adjustments, but adjust only the latest one.

Prerequisites

Before setting up percent rent terms, you must set up the following:

- Detail calendars for percent rent schedules.

- Calendar ID selection for the business unit.

- Sales categories.

- Transaction routing codes.

- Accounting rules.

Setting Up Percent Rent Terms

This section discusses how to enter percent rent terms.

Pages Used to Set Up Percent Rent Terms

Page Name	Definition Name	Navigation	Usage
Create New Lease - Financial Terms	RE_LS_TERMS	• Real Estate Management, Lease Administration, Receivables Leases, Create New Lease, Financial Terms • Real Estate Management, Lease Administration, Receivables Leases, Maintain Lease, Financial Terms • Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Financial Terms • Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Financial Terms	Enter financial terms for a lease. See Chapter 11, "Creating and Maintaining Leases," Define Financial Terms, page 158.
Financial Terms - Percent Rent	RE_LS_PCTRENT_SEC	Click the Percent Rent link on the Financial Terms page.	Enter the sales estimation method, sales category, and breakpoints.
Accounting Distributions	RE_LS_PCT_DST_SEC	Click the Accounting Distributions link on the Financial Terms - Percent Rent page.	Override the accounting distributions defined at the business unit level.
Accounting Distributions	RE_LS_SLS_DST_SEC	Click the Accounting Distributions link on the Financial Terms - Percent Rent page.	Override the accounting distributions defined on the percent term.

Entering Percent Rent Terms

Access the Financial Terms - Percent Rent page (click the Percent Rent link on the Financial Terms page).

Financial Terms – Percent Rent page

Sales Estimation Method
Select a sales estimation method. The system uses this method for estimating the sales, in the absence of a sales report. The options are

Past 6 Period Average: An average of sales of all prior periods up to six months.

Prior Period: Sales for the preceding period.

Same Period Last Year: Sales of the same period last year.

Sales Adjustment Factor
Select a sales adjustment factor. This percentage field assists with altering the numbers to account for slower business, recession periods, inflation, and so on. Set the adjustment factor to *1.0* if you do not want any adjustment done to the sales estimation.

Payee
Enter the entity to whom you make payments. The system uses the landlord as the default. This field appears only for payables leases.

Payor
Enter the entity that is responsible for making payments. The system uses the tenant as the default. This field appears only for receivables leases.

Partial Year Proration	Select this checkbox if a tenant has moved in or out within a fiscal year that is specified in the system. If the prorate first and last period Partial Year Proration field is checked on the Percent Rent Terms page, then first and last period percentage rent will be calculated by this method. Rent calculated per breakpoint will be the calculation method selected on the lease.
	Note. System will allow only the *Annual* calendar if the Partial Year Proration field is selected.
Minimum Fee	Enter the minimum amount to be charged for the entire percent rent. If the minimum is not met, the amount is increased to the minimum level.
	Note. If the amount calculated based on sales reported by payor and breakpoints is less than the minimum fee, then the minimum fee amount is spread across the sales categories in the ratio of the calculated bill amount.
Maximum Fee	Enter the maximum amount to be charged to the entire percent rent. If the maximum is exceeded, the amount is reduced to the maximum level.
	Note. If the amount calculated based on sales reported by payor and breakpoints is greater than the maximum fee, then the maximum fee amount is spread across the sales categories in the ratio of the calculated bill amount.
Calendar	Enter the calendar ID, which determines the frequency with which you report or receive sales reports. Percent rent sales reporting uses a specific calendar with distinct periods and start and end dates. In addition, this calendar structure enables the system to search for and determine when sales reports are missing, as well as to prevent duplicate sales reports for the same period. The system uses the percent rent calendar ID value from the from the business unit level, but you can override this value at the least level.

Calculation Method   This is a required field. Select from the following:

- *Category Based:* The rent amount for the category is calculated by using breakpoints defined for sales reporting categories and the rent amount for all categories will be summed up to calculated overall percent rent. This method will not use lease level breakpoint.

- *Cumulative:* The system will apply breakpoints on Year-to-date (YTD) sales amount and deduct prior YTD percent rent charges to calculate the current period percent rent.

- *Cumulative Pro Rata:* The system will annualize the YTD sales amount. The system applies breakpoints, de-annualizes, and subtracts previous YTD rent to get the current period percent rent.

- *Each Period:* The system will annualize the sales amount. It applies the lease breakpoints and de-annualizes to calculate the percent rent.

- *Lease Pro Rata:* The system will use lease breakpoints to determine a billable amount and then distribute the percent rent among sales categories to prorate the billable amount. The calculation methodology is same as Cumulative Pro Rata. For this method both lease level and category level breakpoints are required. Lease level breakpoints will be used to calculate the total percent rent charge.

- *Modified Cumulative:* The system will apply the highest breakpoint on YTD sales that exceeds first breakpoint. The system deducts the prior YTD percent rent to get the current percent rent.

- *Weekly Sales:* The system will use the sales amount of a week to calculate the percent rent.

Accounting Distribution Click this link to access the Accounting Distribution page and to override the default rules defined at the business unit level.

Lease Breakpoints

The fields in this group box only appear if *Lease Pro Rata* is selected as the calculation method.

The breakpoints will be available for edit only when the lease is in a pending or amendment status.

Add Lease Breakpoint   Click to add an additional breakpoint.

Calculate Breakpoints   The Calculate Breakpoints button will calculate the To Breakpoint value for each row.

From Breakpoint

To Breakpoint

Operator	Enter the operator to use for the calculation of rent based on the sales amount. These are the options:
	Amount: Specifies that a fixed amount be applied as rent within a breakpoint for a sales category.
	Note. If you select this option, you must enter a value in the Amount field.
	Percent: Specifies that a percentage of the amount be applied as rent within a breakpoint for a sales category.
	Note. If you select this option, you must enter a value in the Percent field.
	Both: Specifies that both a fixed amount and a percentage of the amount be applied as rent within a breakpoint for a sales category.
	Note. If you select this option, you must enter values in the Amount and Percent fields.
Amount	Enter a flat rent amount to be charged.
	Note. This is a required field if the Operator field is set to *Amount* or *Both.* You must enter a base amount for billing or payment.
Percent	Enter the percentage to be applied to the sales amount to calculate the rent.
	Note. This is a required field if the Operator field is set to *Percent* or *Both.*

Sales Reporting Categories

Add Sales Category	Click to add an additional sales category in the group box.
Accounting Distribution	Click this link to access the Accounting Distribution page and to override the default rules defined on the percent rent term. The accounting distribution can be defined at the header level as well as for each category. First, the category level accounting distribution is considered. If no accounting rules are defined for the category, then the accounting distributions for the header are used.
Calculate Breakpoints	Click to calculate breakpoints. If you have multiple breakpoints, the system calculates the To Breakpoint from the data entered into the From Breakpoint.
Sales Category	Select a sales category to classify sales reports. You can select only from active sales categories.
	See Chapter 8, "Structuring Leases," Defining Sales Categories, page 86.
Add Breakpoint	Click to add an additional breakpoint for the sales category.

Breakpoints

From Breakpoint	Enter the starting amount for the break. For the first break, this value appears as *0.* You use breakpoints within each of the sales categories to facilitate assigning of rent based on the sales.
To Breakpoint	Displays the maximum sales amount allowed within the break. The system determines this value based on the next breakpoint entered when you click the OK or Calculate Breakpoints button.
Operator	Enter the operator to use for the calculation of rent based on the sales amount. These are the options:

Amount: Specifies that a fixed amount be applied as rent within a breakpoint for a sales category.

Note. If you select this option, you must enter a value in the Amount field.

Percent: Specifies that a percentage of the amount be applied as rent within a breakpoint for a sales category.

Note. If you select this option, you must enter a value in the Percent field.

Both: Specifies that both a fixed amount and a percentage of the amount be applied as rent within a breakpoint for a sales category.

Note. If you select this option, you must enter values in the Amount and Percent fields.

Amount	Enter a flat rent amount to be charged.

Note. This is a required field if the Operator field is set to *Amount* or *Both.* You must enter a base amount for billing or payment.

Percent	Enter the percentage to be applied to the sales amount to calculate the rent.

Note. This is a required field if the Operator field is set to *Percent* or *Both.*

Reporting Sales and Calculating Percent Rent

This section provides an overview of sales reporting and percent rent calculation and discusses how to:

- Search for sales reports.

- Find missing sales reports.

- Create new sales reports and calculate percent rent.

• Import sales reports.

Understanding Sales Reporting and Percent Rent Calculation

When setting the percent rent terms in a lease, the sales reports form the basis that the system uses to calculate rent. After you set the percent rent terms and activate the lease, you begin working with the tenant sales reports to periodically generate the rent invoices.

You collate, enter, and revise all reported sales figures for the past period in the Report Sales - Sales Report Details page. This page enables you to enter estimated or actual figures, and the system calculates the appropriate rent amount, taking into consideration the percentage breakpoints and base rent setup. The system uses the percent and fixed amount selection and enters a fixed amount for every breakpoint row.

Note. You can select a calendar for a lease that suits your billing frequency. If the tenant reports sales in a different frequency than billing, you must collate and convert this data to match the billing frequency outside of the system prior to using this worksheet.

The system populates the categories that are set up in the lease by default. You cannot add any additional rows for categories because they have to be set up on the lease to exist on the worksheet to provide validations.

You can isolate missing sales reports. For the missing reports, you can enter estimated information. Based on the sales estimation method and the adjustment factor that you selected while setting up the percent rent terms, you can estimate the sales.

After bringing the data from the estimation tools into the worksheet, the system enables you to adjust the calculated data. If the system is unable to generate an estimate, it displays a warning indicating the reason. Once you are satisfied with the estimate, you can click Create Pending Invoice in the worksheet and initiate the transfer to Billing or PeopleSoft Payables for further processing. As in normal sales reporting, the system saves the estimates along with the date, time, and user ID to the database for historical purposes.

Importing Sales Reports

You can populate the into the Report Sales - Sales Report Details page by importing the sales reports from a file. Before you can import sales reports, you must set up the URL path for attachments and configure the sales report file format.

Access the URL Maintenance page for the RE_ATTACHMENTS identifier and enter the URL in the format *ftp://<username>:<password>@<machinename>/directory name.* The user name and password are critical, as the system uses these to connect all users to the FTP server. The <machinename> is the physical name by which the FTP server is identified on the network. You can include the directory name on the server where the sales report attachments are stored, or you can store the sales report attachments in the root directory of the FTP server. If you store the resume attachments anywhere but the root of the FTP server, you must append the directory name to the URL.

To populate the Report Sales - Sales Report Details page, the system uses data from the file along with lease data that already exists.

This table contains the record fields that the file must contain along with the structure of the fields:

Record Field	*Field Description*	*Type*	*Length*	*Required*
BUSINESS_UNIT	Business Unit	Char	5	Y

Record Field	Field Description	Type	Length	Required
LSE_NBR	Lease Number	Char	10	Y
FISCAL_YEAR	Sales Year	Nbr	4	Y
ACCOUNTING_PERIOD	Sales Period	Nbr	3	Y
CHG_GRP_CD	Category Code	Char	10	Y
SLS_AMT_TYPE	Sales Amount Type	Char	1	Y
SLS_CURR_CD	Sales Currency Code	Char	3	Y
SLS_AMT	Sales Amount	Signed Nbr	23.3	Y

The system accepts only the translate values for the Sales Amount Type field. These are the valid values with their descriptions:

- *1:* Reported

- *2:* Estimated

- *3:* Actual

- *4:* Audited

The file layout uses the comma separated value (CSV) format and is mapped to the sales report file received. The file contains eight fields to map the sales report data received and rest of the information to create a sales report is retrieved from the corresponding lease.

This table contains sample data that the sales report file should contain. You cannot change the order of fields and the values must be separated by commas.

Business Unit	Lease Number	Sales Year	Sales Period	Category Code	Sales Amount Type	Sales Currency	Sales Amount
US001	US-NVV-03	2006	05	FOODSALE	3	USD	10000
US001	US-NVV-03	2006	05	SPORTS	3	USD	5023.75
US001	US-NVV-03	2006	05	ELECTRONIC	3	USD	15000
US001	US-NVV-03	2006	05	PHARMACY	3	USD	10000

Effects of Lease Amendments on Sales Reporting

When you change a percent rent term setup because of a lease amendment, these changes are reflected during the update of a pending sales report. The changes result in an adjustment to the sales report. The recalculation is done automatically. The following occurs when you create a lease amendment:

- If you want to add a category, do so when updating a pending or adjusting sales report.

- If you delete a category, the category becomes display-only to prevent changes.

  If the amendment is done for a sales revision, the amendment creates only a negative amount for the deleted category.

- The amendment to the minimum fee or maximum fee and sales adjustment factor impacts the total rent.

Pages Used to Report Sales and Calculate Percent Rent

Page Name	Definition Name	Navigation	Usage
Report Sales - Sales Reports	RE_SLSRPT_SRCH	• Real Estate Management, Lease Administration, Payables Leases, Enter Sales Reports • Real Estate Management, Lease Administration, Receivables Leases, Enter Sales Reports	Search for all available sales reports. Create a new sales report and import sales data.
Report Sales - Find Missing Sales Reports	RE_MISSING_SLS	Click the Find Missing Sales Reports link on the Sales Reports page.	Find missing sales reports.
Report Sales - Create New Sales Reports	RE_SLSRPT_INV	Click the Create New Sales Reports button on the Report Sales - Sales Reports page.	Create new sales reports.
Report Sales - Sales Report Details	RE_SLSRPT_INV	Click a date link on the Report Sales - Sales Report page.	View processed sales reports or modify pending sales reports.
Sales Calculation Log	RE_SLS_CALC_LOG	Click the Current Total Amount value link on the Report Sales – Sales Report page.	View calculation information for the bill.
Sales Reports - Sales Report (import)	RE_IMPORT_SLS	Click the Import Sales Report button on the Report Sales - Sales Reports page.	Create sales reports by importing data from a CSV file.

Searching for Sales Reports

Access the Report Sales - Sales Reports page (Real Estate Management, Receivables Leases, Enter Sales Reports).

Report Sales - Sales Reports page

Filter search results by entering specific values in the fields in the Search Criteria group box. You must enter the business unit. If you enter only a business unit, the search returns all sales reports for all leases within that business unit.

Calendar ID	Displays the percent rent calendar ID from the lease that you enter in the Lease Number field. The calendar provides a set structure to the periods and facilitates the system's ability to search for missing sales reports. The calendar provides the start and end dates of each period so that the system can keep track of sales reports and assist with locating missing sales.
From Year	Select the year to define the start of the date range for the search criteria.
To Year	Select the year to define the end of the date range for the search criteria.
From Period	Enter the starting period to be included in the search criteria. The periods match the dates created for this detail calendar.

To Period	Select the last period to be included the search criteria. The periods match the dates created for this detail calendar.
Find Missing Sales Reports	Click to access the Report Sales - Find Missing Sales Reports page on which you can enter criteria to search for missing sales reports.
Create New Report	Click to create a new sales report.
Import Sales Report	Click to import reported sales data reported from a CSV file.

Finding Missing Sales Reports

Access the Report Sales - Find Missing Sales Reports page (click the Find Missing Sales Reports link on the Sales Reports page).

Report Sales - Find Missing Sales Reports page

The system displays all of the missing sales reports based on the search criteria that you enter, regardless of lease status.

Include Estimated Sales	Select to include estimated sales reports in the search results for missing sales reports. Normally, searching for missing sales reports only searches for periods that have no data; selecting this box handles any estimated sales reports as missing sales because the tenant did not provide the data.
Find Existing Sales Reports	Select to return to the Report Sales - Sales Reports page to search for existing sales reports.
Generate Estimated Sales	Click to generate a new estimated sales report for the selected lease. Estimates are based on the calculation method defined at the business unit level, such as *Past 6 Period Average.*
Last Report Date	Displays the last date entered for a sales report for this lease.
Report Type	Displays the report type, either *Missing* or *Estimated.*

Creating New Sales Reports and Calculating Percent Rent

Access the Report Sales - Create New Sales Reports page (click the Create New Sales Reports button on the Report Sales - Sales Reports page).

Report Sales – Create New Sales Report page

Sales Period	Displays the date range for this sales report.
Fiscal Year	Displays the year to which this accounting period refers.
Accounting Period	Displays the accounting period for this sales report.
Partial Year Proration	This checkbox is selected if you selected partial year proration on the Financial Terms – Percent Rent page.
Lease Number	Click to access the Financial Terms - Percent Rent Details page on which you can view the breakpoints for this lease.
Payee	Displays the entity to whom you make payments. This field appears only for payables leases.
Payor	Displays the entity that is responsible for making payments. This field appears only for receivables leases.
Calculation Method	Displays the calculation method selected on the Financial Terms – Percent Rent page.

Revision	Displays the latest revision number. Shows the number of adjustments for this period.
Type	Select the type of sales reporting figures being entered. You can change the type with an amendment if more accurate numbers are determined. The type enables you to classify the sales report by the values defined. The system delivers four values that you can use interchangeably. You can use any combination of these values:
	Estimated: The estimated figure is either generated by the system or entered on behalf of tenant estimates. When the system generates a sales estimate, this value is automatically defaulted on the estimated row.
	Reported: The figure is reported by tenant, but with possibly no documentation.
	Actual: The tenant provides documentation of the actual figures.
	Audited: The tenant provided an audited report or the landlord sent an auditor in to audit the figures.
	Note. If you change the type from *Estimated* to any of the other values, you cannot change it back to *Estimated.*
Sales Amount	Enter the sales amount based on the type that you select for the Type field.
	Click the Exchange Rate Detail icon to access the View Exchange Rate Detail page on which you can view the details of the exchange rate that the system used to calculate the converted sales amount.
Converted Sales Amount	Displays the sales amount converted back to the base currency of the lease.
Calculate	Click to calculate the bill amount based on the converted sales amount and the breakpoint using percent, amount, or both. You can enter different sales amounts to calculate and recalculate the billing amount until the calculated bill amounts are acceptable to you.
Current Total Sales	Displays the amount to be billed or the amount to be paid depending on the type of lease that you are using. The system calculates the amount from the percent rent terms.
Current Total Bill	Click this link to access the Sales Calculation Log page.
	Note. This value appears as display only for the category based method and the lease prorata method.
Create Pending Invoice or **Create Pending Payment**	Click to calculate the rent and submit the bill amount to the transaction queue for approval. The system changes the status from *Pending* to *Processed.* If the transaction is rejected in the billing transaction queue, the status of the sales report changes from *Processed* back to *Pending.*

Importing Sales Reports

Access the Report Sales - Sales Report (import) page (click the Import Sales Report button on the Report Sales - Sales Reports page).

Report Sales - Sales Report (import) page

Attached File	Displays the name of the file that you uploaded.
Lookup File	Browse through your files to locate the percent sales report and upload it to the ftp server. See Chapter 3, "Understanding PeopleSoft Real Estate Management Implementation Issues," Defining an FTP Server for Document Attachments, page 10.
Auto Process Sales Reports	Select this check box to enable the system to automatically calculate percent rent amounts and create transactions for the imported rows.
Import Sales Report	Click to import the values of the uploaded file into a sales report.

Chapter 16

Setting Up Security Deposits

This chapter provides an overview of security deposits and discusses how to:

- Set up security deposits.

- Refund security deposits.

Understanding Security Deposits

During the life cycle of a lease, property damage that exceeds normal use may occur. Landlords collect a deposit from tenants to cover such damages. Such deposits are considered security deposits.

Security deposits form part of the general information of a lease. You can enter the security deposit information during the general lease entry process. Enter each deposit as a separate row in the grid.

You can define types of security deposits during the implementation of PeopleSoft Real Estate Management. Security deposit types enable the system to track whether the security deposit is a charge (cash), guarantee, or prepaid. If the deposit type is a cash deposit, then the deposit amount can generate a bill or payment depending on whether the lease is of payables or receivables type. If the deposit type is a bank guarantee or letter of credit, no processing is done as no cash is collected. Guarantor is a required field for a bank guarantee type of deposit. If the deposit type is prepaid, no processing is done when it is established, as the security deposit transaction has already been taken care of ahead of time. During the refund process, however, the system treats a prepaid deposit as a cash deposit, and includes it in refund processing.

If you want to increase or decrease the security deposit or change the payee or payor while the lease is active, you must create an amendment. You should handle security deposit values adjustments in a transactional sense. To increase the security deposit, add another row with the incremental additional amount. To reduce the security deposit, add another row with the amount to be reduced as a negative value. If you change the payee or payor for the security deposit on an amendment, the system uses the new payee or payor to process the refund.

As the landlord, you can refund the security deposit to the tenant if the damages to be collected do not exceed the amount of the deposit and a cash deposit from the tenant is outstanding when a lease is terminated. During the refund process, you can also add interest to the deposit amount or deduct for additional damages.

This table provides an example of how the system processes increases and decreases to security deposits:

Date	Deposit Type	Guarantor	Amount (USD)	Status
January 1, 2000	Cash		1000.00	Processed
March 1, 2000	Cash		(500.00)	Processed

Date	Deposit Type	Guarantor	Amount (USD)	Status
May 1, 2000	Guarantee	Bank of America	5000.00	
May 15, 2000	Cash		250.00	Processed
May 29, 2000	Guarantee	Bank of America	(1000.00)	
Total Cash Deposits			750.00	
Total Guarantee Deposits			4000.00	

Setting Up Security Deposits

This section discusses how to add security deposits to a lease and override accounting distributions.

Pages Used to Set Up Security Deposits

Page Name	Definition Name	Navigation	Usage
Financial Terms - Security Deposit	RE_DEPOSIT_SEC	• Real Estate Management, Lease Administration, Receivables Leases, Create New Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page. • Real Estate Management, Lease Administration, Receivables Leases, Maintain Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page. • Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page. • Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Financial Terms Click the Security Deposit Details link on the Financials Terms page.	Enter security deposit information.
Accounting Distributions	RE_LS_SEC_DST_SEC	Click the Accounting Distributions link on the Security Deposit Details page.	Override the business unit accounting rules for the security deposit.

Adding Security Deposits

Access the Financial Terms - Security Deposit page (click the Security Deposit Details link on the Financials Terms page).

Financial Terms   **0000000043 - Space 1021 - 56 Second Street**

Security Deposit

Payor   Alliance Group

Accounting Distribution

Security Deposit Log   Customize | Find | [icons] First ◄ 1 of 1 ► Last

Deposit Date	*Deposit Type	Guarantor	Deposit Amount	Curr.	Reference	Status
05/04/2006	Guarantee Deposit	VK,CK	210,000.00	USD		

Total Cash Deposits: 0.00   USD
Total Processed Deposits: 0.00   USD
Total Guarantee Deposits: 210,000.00   USD

Security Deposit
Created By: Theresa Monroe   Last Updated By: Theresa Monroe
Created On: 05/04/2006 2:33:13AM   Last Updated On: 06/08/2006 11:20:58PM

Financial Terms - Security Deposit page

Payee	Enter the entity to whom the security deposit is paid. The system uses the landlord as the default value. This field appears only for payables leases.
Payor	Enter the entity responsible to pay the security deposit. The system uses the tenant as the default value. This field appears only for receivables leases.
Add Security Deposit	Click to add a new security deposit. To add a new security deposit to an active lease, you must first create an amendment.
Accounting Distribution	Click this link to override the accounting distributions set up at the business unit level.

Security Deposit Log

Use the fields in this group box to add a security deposit entry. The system displays all security deposit entries for the lease with their statuses.

Deposit Date	Enter the date that the security deposit is added. The system provides the current date by default.

Deposit Type Name   Enter the deposit type. The system processes the security deposit by the type
                            selected. Values are:

                            Cash Deposit: Use to capture cash deposits. The deposit status is set to pending
                            for cash deposits. Upon activation of the lease, the Process Deposits button
                            becomes available for you to send the cash deposit to PeopleSoft Payables or
                            Billing for processing.

                            At lease expiration or termination, you can process any refunds for cash deposits
                            that were received through the Refund Deposits page.

                            Guarantee Deposit: Use to capture information from a bank guarantee or a
                            financial institution. Because no funds were actually transferred, bank guarantees
                            are not included in security deposit refund processing. The deposit status is blank
                            for guarantees because no funds are received.

                            Note. If selected, you need to enter the name of the bank or financial institution
                            providing the guarantee in the Guarantor field.

                            Manual Deposit: Use to record any prepaid security deposits where processing is
                            not required. In some cases, a security deposit is required prior to the ability to
                            activate the lease in the system and generate a security deposit transaction. In
                            those cases, it is possible that an accounts payable or accounts receivable
                            department has already issued the security deposit outside of the PeopleSoft Real
                            Estate Management system; therefore, the deposit is prepaid.

                            The system records the prepaid security deposits that are received against the
                            lease but no financial processing takes place when the prepaid deposit is
                            established or when security deposit refunds are processed (such as when the
                            lease is expired or terminated). Prepaid deposits are treated as cash and are
                            included in refund processing to be returned through the Refund Deposits page.

Guarantor   Enter the name of the guarantor. This field is required if you select a deposit type
                            of *Guarantee.* All external contacts that are set up on any lease are listed in the
                            prompt for the Guarantor field.

Reference   Use this field to enter check numbers and any additional information that relates
                            to the security deposit.

Status   Displays the processing status of the security deposit. Values are:

                            Pending: The deposit status is set to pending for cash deposits.

                            Pending Process: This temporary status is assigned after the deposit rows are
                            processed and before the lease is saved. Once the lease is saved, all the pending
                            rows are changed to processed.

                            Processed: This system displays this status after the security deposit is processed
                            and the lease is saved.

                            Refunded: The system displays this status after a deposit row is refunded. The
                            lease is expired through the Refund page.

Total Cash Deposits   Displays the total cash deposits (including manual deposits and cash deposits). Any adjustments made through an amendment are reflected in this field. The security deposit refund process includes only cash or prepaid deposits that have been processed as eligible transactions for refund. The total cash deposits cannot be negative.

Total Processed Deposits   Displays the total deposits that have processed through the system. The security deposit refund process includes only cash or prepaid deposits that have been processed as eligible transactions for refund.

Total Guarantee Deposits   Displays the total guarantee from the bank or financial institution. The security deposit refund process ignores any guarantees.

Process Security Deposit   Click to send the deposit rows to the transaction queue. This button is visible only when the lease is in active or holdover status. For processing deposit rows for payables leases, all the rows in pending status are sent to PeopleSoft Payables and the deposit rows for receivables leases are sent to Billing. When a refund transaction is in pending status in the transaction queue, the system cannot process another security deposit.

Overriding Accounting Distributions

Access the Security Deposit Accounting Distributions page (Click the Accounting Distributions link on the Security Deposit Details page.)

Security Deposit - Accounting Distributions page

The fields on this page differ depending upon the distribution selected. When you select a value other than None, the ChartField values become available for edit. All ChartFields are optional. If the ChartField values are not overridden, the values defaulted from the business unit setup will be retained.

Distribute By	Select either:
	• Percentage: Select this value to change the accounting distribution by percentage for each financial term.
	• Area: Select this value to change the accounting distribution by area for each financial term. The rent will be distributed based on the ratio of the areas.
	• Amount: Select this value to change the accounting distribution by amount for each financial term.
	• None: Select this option to use the accounting distribution set up at the business unit level.
Add Distribution	This button appears if you select Percentage,Area or Amount for the distribute by value.
	Click this button to insert a new distribution row.
Delete Distribution	This button appears if you select Percentage,Area or Amount for the distribute by value.
	Select a row and click this button to delete it from this page.
Select	This checkbox appears if you select Percentage,Area or Amount for the distribute by value.
	This checkbox is used to delete the distribution rows. Users can select all the distribution rows that they want to delete and click the Delete Distribution button to delete them.
Percentage	This field appears if you select Percentagefor the distribute by value.
	Enter a percentage amount for this distribution line.
	Percentage amounts must equal 100% to be valid.
Area	This field appears if you select Areafor the distribute by value.
	Enter the area for this distribution line.
	All lines must add up to the total rentable area for the lease to be valid.
Amount	This field appears if you select Amountfor the distribute by value.
	Enter the amount for this distribution line.
	All lines must add up to the rent specified for the financial term.
Valid	Used to indicate a valid combination of chartfields. When activating the lease, edit checking will be provided and the checkbox will be selected for each row representing a valid combination of chartfields. A lease cannot be activated until every accounting distribution is marked as valid.

Refunding Security Deposits

This section provides an overview of security deposit refunds and discusses how to refund security deposits.

Understanding Security Deposit Refunds

When a lease is expired or terminated and all outstanding payments are complete, any outstanding security deposits must be refunded or used to cover any damages that were incurred. The refund page collects all cash or prepaid processed deposits from the lease and includes them in the refund worksheet. You can add interest for the outstanding deposits or deduct for any damages. Once the final refund is calculated on the worksheet, you can process the refund back to the tenant. The refund can be negative or positive, meaning the tenant may owe the landlord additional funds or the landlord needs to refund the deposit back to the tenant. If the refund amount is positive, then the transaction is sent to PeopleSoft Payables. If the refund amount is negative, the system creates a billing transaction for additional funds to be billed to the tenant.

You can create refunds only for receivables leases. When a new refund worksheet is created, the prompt for the lease number displays only leases that are expired and deposits in a processed state. You cannot create a new refund worksheet when there is an existing pending worksheet for the lease; however, you can append an existing pending refund.

Note. You can create an amendment for partial or full refunds before the lease is expired by adding new deposit lines with negative amounts.

Warning! The receivables lease must be expired before you can process a security deposit refund.

Page Used to Refund Security Deposits

Page Name	Definition Name	Navigation	Usage
Refund Security Deposit - Final Security Deposit Refund Worksheet	RE_REFUND	Real Estate Management, Lease Administration, Receivables Leases, Refund Security Deposit	Process a security deposit refund.
Accounting Distributions	RE_LS_OPEX_CTG	Click the Accounting Distributions link on the Refund Security Deposit - Final Security Deposit Refund Worksheet page.	Override the accounting distributions defined at the business unit level.

Refunding Security Deposits

Access the Refund Security Deposit - Final Security Deposit Refund Worksheet page (Real Estate Management, Lease Administration, Receivables Leases, Refund Security Deposit).

Refund Security Deposit

Final Security Deposit Refund Worksheet

Worksheet Number: 1	**'Refund Date:** 04/25/2006	**Refund Status:** Pending
Lease Number: 0000000028	**Payee:** Western Pacific Wholesaler	
Lease Name: 9499 Sheridan Avenue	**Region:** Western Sales Region	

[Add Interest] [Add Deduction]

Refund Worksheet   Customize | Find | ▦   First ◀ 1-2 of 2 ▶ Last

Worksheet Item	Amount		Description	
Interest	150.00	USD		⊟
Deduction	450.00	USD	Damaged wall	⊟

Total Deposits Processed	3,000.00	USD	Security Deposit Details
Total Deductions	450.00	USD	[Calculate]
Total Interest	150.00	USD	
Amount to Refund	2,700.00	USD	[Process Refund]

Refund Worksheet

Created By: Kenneth Schumacher	**Last Updated By:** Kenneth Schumacher	**Processed By:**
Created On: 04/25/2006 11:38:05AM	**Last Updated On:** 04/25/2006 11:38:05AM	**Submitted On:**

Refund Security Deposit - Final Security Deposit Refund Worksheet page

Refund Date	Enter the date on which you want the system to process the refund. The system uses the current date by default, but you can change this value to any future date.
Payee	Displays the payee. If the amount to refund is positive, the payee is the entity to whom the system refunds the security deposit. If the amount to refund is negative, the payee is the entity who is responsible to pay the amount.
Add Interest	Click to insert an additional worksheet item for adding interest that was accrued for the security deposit. The system does not calculate interest for security deposits for a lease; therefore, you must track the interest manually. You can code interest to a different transaction routing code, which enables flexibility for a distinct general ledger account.
Add Deduction	Click to add deductions for damages to the property or any final charges to be paid by the tenant. You can code deductions to a different transaction routing code, which enables flexibility for a distinct general ledger account.

Refund Worksheet

When you click the Add Interest or Add Deduction button, the system inserts a new row in the refund worksheet.

Worksheet Item   Displays *Interest* or *Deductions,* depending on whether you select the Add
                                 Interest or Add Deduction option.

Total Deposits Processed   Displays the total deposits that were processed from the Security Deposits page.
                                 The system totals all of the processed deposit amounts to calculate this value.
                                 When the refund worksheet is in a processed state, the system retains the value in
                                 the worksheet and does not recalculate it.

Total Deductions   Displays the total deductions that were added to the refund worksheet.

Total Interest   Displays the total interest that was added to the refund worksheet.

Amount to Refund   Displays the amount to refund or collect. The system calculates the final refund
                                 on a worksheet that is processed back to the payee. The refund can be negative or
                                 positive, which means that the tenant might owe the landlord additional funds or
                                 the landlord might refund the deposit back to the tenant. If the refund amount is
                                 positive, then the system sends the transaction to PeopleSoft Payables. If the
                                 refund amount is negative, the system creates a billing transaction to bill
                                 additional funds to the tenant.

Security Deposit Details   Click the link to view the security deposit log on the Security Deposits page.

Calculate   Click to calculate the amount of security deposit refund. Because the security
                                 deposit refund page uses a worksheet model for processing, you can click the
                                 Calculate button as many times as needed to create what-if scenarios. The system
                                 calculates the amount to be refunded as (Total Deposits Processed + Total
                                 Interest − Total Deductions).

                                 Note. Calculation is automatically performed when the worksheet is saved.

Process Refund   Click to send the refund request to the transaction queue for PeopleSoft Payables
                                 processing. If the deductions are greater than the security deposit amount, the
                                 system sends a request to the transaction queue for PeopleSoft Billing to send an
                                 invoice to the tenant for additional fees. The details are sent to PeopleSoft Billing
                                 even if the refund amount is zero.

                                 After a refund worksheet is processed, the refund status is changed to *Processed*
                                 and the worksheet becomes read-only. When there is a pending refund
                                 transaction in the transaction queue, another refund cannot be processed.

Overriding Accounting Distributions

Access the Accounting Distributions page (Click the Accounting Distributions link on the Refund Security
Deposit - Final Security Deposit Refund Worksheet page.)

The fields on this page differ depending upon the distribution selected. When you select a value other than
None, the ChartField values become available for edit.

Distribute By   Select either:

- Percentage: Select this value to change the accounting distribution by percentage for each financial term.

- Area: Select this value to change the accounting distribution by area for each financial term. The rent will be distributed based on the ratio of the areas.

- Amount: Select this value to change the accounting distribution by amount for each financial term.

- None: Select this option to use the accounting distribution set up at the business unit level.

Add Distribution   This button appears if you select Percentage,Area or Amount for the distribute by value.

Click this button to insert a new distribution row.

Delete Distribution   This button appears if you select Percentage,Area or Amount for the distribute by value.

Select a row and click this button to delete it from this page.

Select   This checkbox appears if you select Percentage,Area or Amount for the distribute by value.

This checkbox is used to delete the distribution rows. Users can select all the distribution rows that they want to delete and click the Delete Distribution button to delete them.

Percentage   This field appears if you select Percentagefor the distribute by value.

Enter a percentage amount for this distribution line.

Percentage amounts must equal 100% to be valid.

Area   This field appears if you select Areafor the distribute by value.

Enter the area for this distribution line.

All lines must add up to the total rentable area for the lease to be valid.

Amount   This field appears if you select Amountfor the distribute by value.

Enter the amount for this distribution line.

All lines must add up to the rent specified for the financial term.

Valid   Used to indicate a valid combination of ChartFields. When activating the lease, edit checking will be provided and the checkbox will be selected for each row representing a valid combination of ChartFields. A lease cannot be activated until every accounting distribution is marked as valid.

Chapter 17

Setting Up Options and Critical Dates

This chapter provides an overview of options and critical dates and discusses how to:

- Set up options and critical dates.

- Manage your critical date task list.

Understanding Options and Critical Dates

There are a variety of milestones and events that can occur throughout the life cycle of a lease. Usually, these events are in response to a clause or option that is written into the lease. Lease related events often require one or more persons to carry out a task that is related to the execution of the lease, usually on or before a critical date. The PeopleSoft Real Estate Management system provides a number of features that enable you to manage these events and inform interested parties of the due dates of these events. The key concepts that the system uses to track lease related events include:

- Options

  An option represents a real estate related event, option or milestone. You can define a common set of options as part of your setup data. When a site acquisition request (SAR) or lease is created or updated you can assign one or more of the predefined options to the SAR or lease. You can then define the notification recipients and the frequency of the notifications prior to the option date.

- Critical date

  When you associate an option to a SAR or lease you also need to define the date the option expires. This date is typically referred to as the critical date. Once this date has passed, the option is no longer exercisable. To avoid missing the critical date, you can use the option date to define a start date, an end date and optionally, any number of intermediate dates for notifications to the users. As each date occurs, a notification is sent to the various contacts informing them of the pending option.

  For example, if you have a lease with an early termination option that expires on December 31, 2010 and you want to be notified prior to the expiration of that option, you can define a critical date that begins on September 1, 2010 and ends on December 31, 2010. You can also define intermediate notifications such as every two weeks between the dates defined. A notification is sent to the contact every two weeks between these dates advising the contacts that the Early Termination option expires on December 31st.

- Critical date template

  Critical date templates enable you to apply similar sets of options and the associated critical dates. PeopleSoft Real Estate Management provides a facility that enables you to preconfigure one or more options and critical dates and organize them into a template. You can apply the template to a new or existing SAR or lease, and each option and critical date within the template is copied into the SAR or lease. Critical date templates are reusable; that is, when a template is applied to a SAR or lease, you can modify the options and critical dates on the SAR or lease without affecting the original template.

- My Critical Dates

  The potential number of critical dates generated by a portfolio can be extremely high. The PeopleSoft Real Estate Management application provides a task list, enabling each system user to track their own critical dates. When a critical date notification is sent to users, the system records the assignment in the My Critical Dates page. Notification recipients who are external to the system, such as: landlords, tenants and supplemental contacts, receive outbound email notification only.

This table lists the five major activities that are associated with the critical dates:

Activity	*Description*
Option Setup & Maintenance	Creates, updates, and deletes options. The options define the set of possible milestones that can be tracked on a SAR or lease within each business unit. Each option defines a notification template to construct the notification messages that are sent to recipients
Critical Date Template Management	Creates, updates and deletes critical date templates. The template provides a default set of options that can be applied to any SAR or lease. Templates can also be preconfigured with a default notification schedule and list of the roles that need to be notified. You can define any number of templates.
Option Assignment	Assigns options to a SAR or lease using either a template or a specific option to define or edit the critical date for each option that you add. When you assign a single option to a SAR or lease, you must also configure the critical date (including the notification schedule and recipient list) manually. When a template is applied to a SAR or lease, the critical dates are automatically set up according to the values that are preconfigured in the template. Templates can be cumulatively assigned to a particular SAR or lease.
Critical Date Notification	Generates notifications to recipients in response to the schedule defined for each critical date.
Critical Date Task List Management	For those recipients who are internal to the system, describes the actions that are available to manage the list of critical dates to which they are assigned.

Note. A previously completed critical date can be re-activated if the critical date is updated and the action date is extended. To inactivate a critical date, deselect the Enable Notifications check box.

Prerequisites

Before setting up critical dates for a lease, you must first set up the following:

- Role types and lease administration roles.

- Option definitions.

- Critical date templates

See Chapter 8, "Structuring Leases," Defining Real Estate Options, page 92; Chapter 8, "Structuring Leases," Defining Critical Date Templates, page 97; Chapter 8, "Structuring Leases," Defining Role Types, page 101 and Chapter 8, "Structuring Leases," Defining Lease Administration Roles, page 102.

Setting Up Options and Critical Dates

This section discusses how to:

- Define options and critical dates.

- Set up critical date details and notification recipients.

- Run the Critical Date Notification process.

- Review critical dates.

Pages Used to Set Up Options and Critical Dates

Page Name	Definition Name	Navigation	Usage
Options and Critical Dates	RE_LS_OPTIONS	• Real Estate Management, Lease Administration, Receivables Leases, Create New Lease, Options and Critical Dates • Real Estate Management, Lease Administration, Receivables Leases, Maintain Lease, Options and Critical Dates • Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Options and Critical Dates • Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Options and Critical Dates	Displays the list of options and critical dates associated with a lease.
Options and Critical Dates - Critical Date Detail	RE_CRDT_DTL	Click the Critical Date icon, on the Options and Critical Dates page	View or edit the details of the critical date associated with the lease option. Use this page to both edit and view a critical date in a number of different modes. When viewing an option from a template, different fields are visible when viewing or editing the detail that is attached to a lease.
Options and Critical Dates - E-mail Message	RE_LS_OPT_EMAIL	Click the Email text link on the Critical Date Detail page.	Displays the text that should accompany the email notification.
Options and Critical Dates - Apply Critical Date Template	RE_TMPLT_SEL	Click the Apply Template button on the Lease Options page.	View the list of available Templates. Enables users to select one or more Templates for inclusion on a Lease.

Page Name	Definition Name	Navigation	Usage
Define Critical Date Template	RE_TMPLT_DTL	. Click a template name link on the Options and Critical Dates - Apply Critical Date Template page.	Displays list of options contained in the critical date template.
Generate Critical Date Notifications	RE_CDNT_GEN	Real Estate Management, Lease Administration, Integrations, Critical Date Notification, Generate Critical Date Notifications	Run the process to generate critical date notifications to recipients. You can specify an as of date parameter for generating the notifications.
Critical Date Inquiry	RE_CRTICDT_INQ	Real Estate Management, Lease Administration, Reports, Critical Date Inquiry	Inquire on critical dates associated with a lease administrator or all lease administrators. You can view critical dates by business unit, lease number, lease option, date range or by lease administrators. If you do not specify the criteria, the system displays all critical dates within that business unit.

Defining Lease Options and Critical Dates

Access the Options and Critical Dates page (Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Options and Critical Dates).

Options and Critical Dates page

Add Option	Click to add new lease options and define critical date details.
Apply Template	Click to select one or more templates to apply to the lease. When you select and apply a critical date template, the critical dates that are contained in the selected template are assigned to the lease. The existing assigned critical dates are not overwritten.

Lease Options

The lease options grid displays existing options and critical dates that you have established at the business unit level or added to this lease.

Option Date	Displays the date that this option expires. This date is critical when a decision needs to be made or an action needs to be taken for that option. For example, you can set up a lease option for availability of additional space and you have the first right to that space. Setting up the option with the critical date reminds you that an action needs to take place on or before the specified date.
Critical Date	Click the Critical Date icon to access the Options and Critical Dates - Critical Date Detail page on which you can view or edit the details of the critical date and specify the notification schedule and recipient list.

Option Status	Displays the status of the option. The values are:
	Inactive: The critical date schedule for the option is inactive; no notification will be sent.
	Active: Critical date notifications are processed when you run the critical date notification process. The lease options becomes active after you enable notifications on the Options and Critical Dates - Critical Date Detail page.
	Expired: The option date is passed, notifications will not be sent.
Enabled	Indicates whether the schedule that is defined by the critical date has been enabled. The system enables the option after it validates the schedule and recipient details. The system sends notifications only for active critical dates that are enabled and have one or more recipients with valid email addresses.

Note. If the lease status is *Cancelled* or *Closed,* this page is display-only. For any other lease status value, the system displays the page in update or edit mode.

Setting Up Critical Dates Details and Notification Recipients

Access the Critical Date Detail page (click the Critical Date icon on the Options and Critical Dates page).

Options and Critical Dates - Critical Date Detail page

Click the Add Options button.

Option Name

Select the option for which you want to establish for a critical date. This is a required field.

Option Date

Enter the date that this option occurs or expires. The date that you enter must occur on or after the current date and cannot occur before the lease commencement date. This is a required field.

Message Text

Enter the text to insert into the email notification that is defined in the Lease Option Setup page.

Note. You must include the %MSG% tag in the mail template of the option in order to have this text appear in the generated email.

See Chapter 8, "Structuring Leases," Defining Lease and SAR Option Mail Templates, page 94.

Email Text	Click to display a sample of the email content that is generated and sent to recipients. You cannot edit the email text from this view. The email text is specified when you define the lease option during setup. You may, however, tailor the Message Text field to customize the message for this specific lease.

Schedule Details

Enable Notifications	Select to enable email notifications.
Send initial notification	Select the option for sending initial notifications. Critical date notifications operate within a date range. The options in this group determine the timing of the start date. Options include:
	Prior to Option Date: Use this option to begin notifications on a specific number of days, months or years before the option date.
	On the Lease Start Date: Use this option to begin sending notifications from the lease Commencement Date field that is specified in the General Information page for lease maintenance.
	On a Specific Date: Use this option to begin sending notifications on a specific date. The date that you select must be prior to the option date.

Recurring – Send Recurring Notifications

Never	Use this option if the notification is not recurring. For example, only one notification is sent on the date that is specified by selecting Send Initial Notification.
Daily	Select this option to generate notifications on a daily interval. For example, setting the number value to one generates a notification every day from the initial notification until the option date occurs.
Weekly	Select this option to generate notifications on weekly basis or on regular intervals on specific days of the week interval. For example, specify a value of two and select *Mon* and *Wed* The system generates notifications on Mondays and Wednesdays, every other week, between the start date and the option date.
Monthly	Select this option to generate notifications every month on a specific day of the month. For example, you can generate a notification every three months on the 31st day of the month between the start date and the option date. If you select the 29th, 30th or 31st and the notification date occurs within a month that has less days, the notification is sent on the last day of the month.
Yearly	Select this option to generate notifications annually on a specific day within a specific month. For example, you can generate notifications every two years on June 30.

Recipients

This section enables you to specify the interested parties to whom critical date notifications are sent. The recipient list is role based. Notifications are only sent when a specific person is assigned to that role within the context of the lease.

You use the Contacts section of the lease to specify the roles and specific users who are assigned to those roles. You can select a role to which no one is currently assigned; however, no notification is actually sent. Conversely, if someone is assigned to that role and they are removed from the contact list, the system displays the role as the recipient, however, the person who is assigned to the role no longer exists and no notification is generated.

See Chapter 18, "Defining Contacts for Real Estate Management," Understanding Real Estate Management Contacts, page 297.

Role Name	Select the role for whom you want to receive notifications. You can select from any of the predefined Lease Administration roles. If no one is assigned to this role, then the Name field is blank.
Email Notify	Indicates that email notifications are sent to the role(s) that are defined.
	Note. This field does not show whether the recipient's email address has been correctly configured. The system assumes that all email recipients are able to receive mail.

Running the Critical Date Notification Process

Access the Critical Date Notification Process page (Real Estate Management, Lease Administration, Integrations, Critical Date Notification, Generate Critical Date Notifications).

The Notification process will send notifications based on the critical date set up and will create an entry in the My Critical Dates component. If you plan to use critical dates, you should set this process to run on a recurring basis.

If you enter a date in the As Of Date field, all notifications that have not been sent as of that date will be sent. If you do not enter a date in this field, the current date will be used.

Once the option date has passed, the status will be changed to *Expired* and notifications will not be sent again.

Note. The notification feature does not use PeopleTools Workflow.

Reviewing Critical Dates

Access the Critical Date Inquiry page (Real Estate Management, Lease Administration, Reports, Critical Date Inquiry).

The Critical Dates Inquiry page provides a view of critical dates that are about to occur for a lease administrator or all lease administrators. You can search the critical dates by defining the appropriate search criteria in the page.

Managing Your Critical Dates

This section provides an overview of the My Critical Dates page and discusses how to manage your critical dates.

Understanding the My Critical Dates Page

The My Critical Dates page enables you to view the critical dates that apply specifically to you. You can search for the critical dates by providing the appropriate search criteria in the page. For example, as Portfolio Manager, you might want to see the critical dates for lease termination within the next six months. By entering the date parameter and the lease option, the system generates the list. You can click the lease link to view the lease for further action. When you complete your task you can mark your critical dates as complete.

The system does not send further notifications on critical date when:

* All recipients are internal and every recipient has marked the critical date as task completed.

* There are both internal and external recipients and the action date of the critical date passes.

* The critical date task is explicitly set to *Complete* and the parent lease is closed.

Pages Used to Manage Your Critical Dates

Page Name	Definition Name	Navigation	Usage
My Critical Dates	RE_OPT_RECIP	Real Estate Management, Lease Administration, My Critical Dates	Use to manage lease options with critical dates.

Managing Your Critical Dates

Access the My Critical Dates page (Real Estate Management, Lease Administration, My Critical Dates).

My Critical Dates

Name: Kenneth Schumacher

Search Criteria

Date From: [_____] 📅   To: [_____] 📅

Lease Number: [_____] 🔍

Lease Option: [_____] 🔍

Critical Date Status: [_____ ▼]   ☐ Show Completed Tasks

[Search]

Search Results   Customize | Find | 🗗 | 🏢   First ◀ 1-51 of 51 ▶ Last

Task Complete	Option Date	Option Name	Lease Name	Critical Date Status	Date Completed	Role	Message Text
☐	10/13/2010	1st Renewal Option	440 Wadsworth Blvd	Active		SVP Real Estate	1st Renewal Option
☐	10/14/2020	2nd Renewal Option	440 Wadsworth Blvd	Active		SVP Real Estate	2nd Renewal Option
☐	10/14/2030	3rd Renewal Option	440 Wadsworth Blvd	Active		SVP Real Estate	3rd Renewal Option
☐	10/15/2000	Right of First Refusal	440 Wadsworth Blvd	Inactive		SVP Real Estate	Tenant has right of first refusal of purchase for $3,050,000
☐	06/15/2016	1st Renewal Option	7800 East Smith Road	Active		Portfolio Manager	1st Renewal Option
☐	06/28/2026	2nd Renewal Option	7800 East Smith Road	Active		SVP Real Estate	2nd Renewal Option
☐	06/28/2036	3rd Renewal Option	7800 East Smith Road	Active		SVP Real Estate	3rd Renewal Option

My Critical Dates page

Show Completed Tasks   Select to view completed tasks only.

Task Completed   Select when you have completed the task.

Date Completed   Displays the date on which you completed the task.

Chapter 18

Defining Contacts for Real Estate Management

This chapter provides an overview of contacts and discusses how to establish contacts for a Real Estate Management.

Understanding Real Estate Management Contacts

In PeopleSoft Real Estate Management you can define multiple contacts for a lease or site. Contacts can be defined for various entities such as tenants, landlords, portfolio managers, lease administrators, guarantors, and service providers. Contacts provide you a quick way to look up phone numbers, email addresses, and physical addresses of the people with whom you normally interact for this lease or site. Additionally, you can assign roles to the contacts for critical date processing such as email reminders of when a lease is up for renewal or a site is created. When setting up your contacts, you need to understand how contacts are used and how PeopleSoft Real Estate Management shares the contacts with other applications in the PeopleSoft system.

There are three types of contacts in the PeopleSoft Real Estate Management system: principal, property site and supplemental. The key differentiation is that you need to enter the data for supplemental contacts, whereas the principal contact information is obtained from the vendor or customer table and site contacts can be added from the address book.

Principal (Vendor or Customer) Contacts

A tenant on a lease is defined as a customer and the landlord is defined as a vendor in the PeopleSoft system. Customers or vendors can have associated contact information that needs to be setup in the customer and vendor tables, respectively. These contacts are known as *principal contacts* within the PeopleSoft Real Estate Management system. When you create a lease, you must define a tenant (customer) for a receivables lease to perform billing transactions, and a landlord (vendor) for payables leases to process payment transactions. You can also specify an alternate payor or payee for a lease. These tenants, landlords, payees, and payors must be established in the system before you can select them for use on a lease. You cannot activate a lease without this information.

When setting up a vendor, you can create vendor profiles to store all the information such as name, address, payment terms, as well as voucher processing defaults. Vendor information is principally shared by PeopleSoft Payables and Purchasing, so that one or both departments can enter vendor information. You may want to set up your system so that a lease administrator or portfolio manager can enter vendor information, but only PeopleSoft Payables users can approve vendors for payment, or vice versa.

To create or update vendor profiles for all types of vendors in either product, you use the pages in the Vendor Information component. The applications are organized to help you easily enter, update, and inquire about the vendor.

All vendor information for regular vendors, one-time vendors, and permanent vendors is stored in the same set of vendor tables. So if you decide that the contractor that you used last week on a trial basis is the ideal company to use for a long term remodeling project, you can update the Persistence field on the Identifying Information page, without reentering information or storing redundant data.

Warning! A vendor must be set up and approved before you can assign them to a lease.

Before you set up a customer, you must first understand the customer roles to determine the functional use of the customer ID. Customer information is associated with specific customer roles. You can use the customer General Information component to maintain information that applies to multiple customer roles and to select those roles. You can use the pages with role designations to enter processing attributes and additional information that are unique to the customer's function.

Bill to customers receive invoices, therefore a tenant is considered a bill to customer. When you associate a customer with the bill to customer role, you establish default values and processing options that the system uses to generate invoices. For example, you can define attributes to generate consolidated invoices, require purchase order numbers, or bill freight charges at order entry or at shipment for each of bill to customer.

Warning! To send invoices to tenants, you must confirm the tenant is set up as a customer and that the Bill-To check box is selected.

Both the vendor and customer entry pages have facilities to enable entry of contacts, such as individuals who are associated to those vendors or customers by some role that they serve in those organizations. For example, vendor contacts can include account executives, billing clerks, and collections agents. Customers contacts can include AP clerks and sales contacts Since PeopleSoft Real Estate Management shares the vendor and customer tables with other PeopleSoft applications, several contacts may already be set up for these vendors and customers, which is inherited for display on the lease if that vendor or customer is chosen.

Note. Contacts from the vendor or customer tables cannot be updated in the lease, they must be updated on the vendor or customer common component pages. Supplemental contacts are changed on the lease directly, which is why those fields are open and not display-only.

See *PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information" and *PeopleSoft Enterprise Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information."

Supplemental Agreement Contacts

Supplemental agreement contacts enable you to add additional contacts specific to the lease. Although the vendor and customer tables have multiple contacts, these contacts may not be necessarily related to PeopleSoft Real Estate Management. By adding the contacts directly to the vendor and customer tables, every application that shares the vendor or customer tables automatically displays those contacts. For example, the PeopleSoft Enterprise Inventory application uses the vendor table for purposes related to inventory processing.

Your organization can decide to add the PeopleSoft Real Estate Management-specific contacts directly to the lease by using supplemental agreement contacts. The supplemental agreement contacts can be used as a quick reference to important contacts that are not already set up. You do not set up supplemental agreement contacts prior to creating a lease or setting up a site. Supplemental contacts are used only for the lease or site for which they are created. If you want to use the same contact on another lease or site, you need to add the supplemental contacts manually onto the other lease or add them as a contact in the address book for sites. The only exception is when you define a guarantor for a security deposit payment. In this case, the supplemental contact that you define on any lease can be used as a guarantor.

You can add, modify or delete supplemental contacts. At a minimum, you must enter the name of the contact. All other fields are optional. You can only delete one of these contacts, if the contact is not referenced either as a guarantor on a security deposit (for any lease) or on a critical date for this lease.

Site and SAR Contacts

A primary contact can be designated for a site. Information entered in the address book will automatically be displayed on the site when selected. Also, supplemental contacts can be entered in manually on the site.

With the contacts address book, users can maintain a list of users and simply select from the list. Once the data for each contact is entered, they can be accessed by the user via a search box on the Site Contacts page. When selecting contacts from the address book, the user will have the option to select from their address book, or from a pre-existing vendor or customer. If a vendor or customer is chosen, the contacts attached to that vendor or customer will automatically be displayed in the Site Contacts list

Prerequisites

Before you select a tenant, landlord, payor or payee for a lease, you must first set up the tenant and payor as customers and the landlord and payee as vendors in the system.

See *PeopleSoft Enterprise Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information."

See *PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information."

Establishing Contacts for Sites and SARs

This section discusses how to establish contacts for sites and SARs.

Pages Used to Set Up Contacts Repository

Page Name	Definition Name	Navigation	Usage
General Information	RE_CONTACT	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Contacts, General Information	Enter general information about contacts for use when defining sites.
Contact Phone	RE_CONTACT_PHONE	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Contacts, Contact Phone	Enter phone information for the contact.

Page Name	Definition Name	Navigation	Usage
Address	RE_CONTACT_ADDR	Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Contacts, Address	Enter address information for the contact.

Setting Up The Contacts Repository

Access the General Information page (Set Up Financials/Supply Chain, Product Related, Real Estate Management, Site Acquisition, Contacts, General Information)

General Information page

Enter general information for the contact. You must select a contact flag value and a preferred communication method. Information entered in this component will be copied onto the site when the contact is selected.

Establishing Contacts for a Lease

This section discusses how to establish contacts for a lease.

Pages Used to Set Up Supplemental Contacts

Page Name	Definition Name	Navigation	Usage
Contacts	RE_LS_CONTACTS	• Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Contacts • Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Contacts • Real Estate Management, Lease Administration, Receivables Leases, Create New Lease, Contacts • Real Estate Management, Lease Administration, Receivables Leases, Maintain Lease, Contacts	Assign role names to the principal contacts and track supplemental agreement contacts for the lease.
Lease Contact Address	RE_LS_CNT_ADDR_SEC	Click the Address link on the Contacts page under Principal (Vendor or Customer) contacts.	Displays the principal contact address.
External Contact Address	RE_LS_EXT_ADD_SEC	Click the Address link on the Contacts page under Supplemental Agreement Contacts.	Add supplemental agreement contact's address.

Establishing Contacts for Leases

Access the Contacts page (Real Estate Management, Lease Administration, Payables Leases, Create New Lease, Contacts).

Contacts page

Customer or Vendor Contact

The contact information varies depending on the type of lease you are creating. The system populates the Customer Contacts information from the Contacts page on the vendor and customer setup table.

Role Name	Select the role name for your contact. The roles are related to critical dates. By defining roles ahead of time and assigning them to the contacts on the lease, you can later define in critical dates which roles receive notifications. If the roles exist as a lease contacts then a notification is sent to that role.
Address	Click the link to display the contact address. This address is stored on the vendor or customer table.

Supplemental Agreement Contacts

Name	Enter the contact name. The format for this field is: last name,first name with no space between the names.
Preferred Communication	Select the preferred method of communication. Values are: *Call, Email Only, Email, Prt, Fax, Mail, XML Only,* and *XML, Prt.*
Address	Click the link to add the address for the supplemental contact.

Chapter 19

Processing Invoices for Receivables Leases

This chapter provides an overview of processing invoices for receivables leases and discusses how to:

*   Work with the transaction generator.

*   Manage transactions for invoice processing.

*   Create manual invoice transactions.

*   Run the Interface to AP/Billing process.

*   View pending lease receivables.

Understanding Invoices for Receivables Leases

PeopleSoft Real Estate Management provides corporate real estate managers a facility to manage the leasing and subleasing life cycles. During the lease life cycle, the system generates various billable items. You must submit these items to the tenant or payor on an invoice. These billable items can include base rent, operating expenses, miscellaneous rent, security deposits, percent rent, and specific maintenance fees.

The high-level business process flow for processing invoices for receivables leases consists of these steps:

1. Create receivables leases (including all general and financial terms and conditions).

2. Activate receivables leases.

3. Run the Transaction Generator Application Engine process (RE_GENTRANS).

4. Review transactions for processing in the transaction queue.

    Add manual transactions if necessary.

5. Approve transactions for processing.

    This step is optional. You can set up the Auto Approve option at the business unit level.

6. Run the Interface to AP/Billing Application Engine process (RE_TXN_INTFC).

7. View pending receivables.

Before you generate an invoice, you must first create a lease, define the amount and frequency for each recurring billable item, and activate the receivables lease. After you activate the lease, run the Transaction Generator process to load the billable items into the transaction queue. You can review the transactions in the transaction queue to ensure that the recurring rent schedules are correct. If the status is *Pending,* you must approve each transaction. If Auto Approve is selected in the business unit setup, the system automatically sets the transactions to *Approved.* The system processes all transactions that are in *Approved* status when you run the Interface to AP/Billing process.

Note. If you need to review any of the transactions prior to processing, you should not enable the Auto Approve feature for Billing Options at the business unit level.

To process invoices, PeopleSoft Real Estate Management relies on the PeopleSoft Transaction Billing Processor to send billable transactions to Billing to generate the invoices. The Interface to AP/Billing process selects all of the eligible transactions from the transaction queue and passes the data to a PeopleSoft Contracts process (CABIDIR1) through the Transaction Billing Processor. This process is responsible for loading the transactions into designated staging tables and scheduling the direct invoicing job, which contains the PeopleSoft Billing interface, the finalization, and print, PeopleSoft General Ledger posting, and the interface to PeopleSoft Receivables processes.

See *PeopleSoft Enterprise Contracts 9.1 PeopleBook*, "Working with PeopleSoft Transaction Billing Processor," Understanding the PeopleSoft Transaction Billing Processor.

Payment Processing

Occasionally, you might need to process payments for reimbursement of repair costs or security deposit refunds. You can create manual payments for reimbursements or refunds using the Process Payments page.

Prerequisites

You must have active receivables leases before you can generate billable items to PeopleSoft Billing.

Working with the Transaction Generator

This section provides an overview of the transaction generator and discusses how to run the Transaction Generator process.

Understanding the Transaction Generator

The Transaction Generator process generates transactions into the transaction queue by monitoring the transaction schedule and processing transactions into the queue when the schedule date is reached, less the processing lead time defined at the business unit level. The transaction queue manages the financial transactions that are created by the transaction generator, as well as manual transaction entries that are entered directly in the transaction queue.

When you run the Transaction Generator process, the process picks up all recurring items that are due within the lead time that is defined for the Real Estate business unit. Note that two different lead times are defined— one for receivables leases and one for payables leases. You also use the transaction generator to manage automatic lease expiration for leases that are due to expire. When the transaction generator identifies a row that is ready for processing, the system verifies the accuracy of the transaction amounts and modifies the transaction as needed. For example, if a base rent has an indexed escalation and the new index value goes into effect, the transaction schedule bill amount might be out of date. When the transaction generator picks up this row, the system recalculates the amount, revises the schedule, and inserts the modified transaction into the transaction queue for further processing.

The Transaction Generator processes records in these transaction tables:

- Lease Transaction (RE_LS_TXN)

  Contains the recurring and non recurring lease transactions.

- Lease Transaction Detail (RE_LS_TXN_DTL)

  Contains the details such as amount per sales categories.

- Lease Transaction Note (RE_LS_TXN_NOTE)

  Contains the transaction history.

- Lease Transaction Errors (RE_LS_TXN_ERROR)

  Contains the interface error description.

- Lease Term Schedule (RE_LS_TRM_SCHED)

  Contains the Financial Terms Schedules.

Typically, you run the Transaction Generator process as a scheduled process. You can run the process automatically on a recurring basis or as needed. For efficient and timely processing of any outstanding transactions, you should set up this process to run on a nightly recurring basis. Depending on the volume of transactions that are processed within your organization, you can set up this process to run more frequently, but you should run it at least once every day. You can also initiate this process at any time in addition to the normal recurring schedule.

Prerequisites

Before you can run the Transaction Generator process, you must create and activate leases with recurring rent schedules.

Page Used to Manage the Transaction Generator

Page Name	Definition Name	Navigation	Usage
Manage Transaction Generator	RUN_RE_GENTRANS	• Real Estate Management, Lease Administration, Integrations, Manage Transaction Generator • Click the Run button.	Create a run control ID for the Manage Transactions Generator process and run the process.

Running the Transaction Generator

Access the Manage Transaction Generator page (Real Estate Management, Lease Administration, Integrations, Manage Transaction Generator).

Although the system does not require any parameters, you can limit the processing by business unit. If you do not enter a business unit, the system will process all business units. Click Run to run the Transaction Generator process.

Managing Transactions for Invoice Processing

This section provides an overview on invoice processing and discusses how to manage transactions for invoice processing.

Understanding Invoice Processing

You use the transaction queue to manage the recurring transactions that are created by the transaction generator or by using manual entries. The transaction queue enables you to approve, hold, un-hold, and cancel transactions in the queue. If the *Auto Approve* option is turned on at the business unit level, all transactions are automatically set to *Approved* status when the transaction generator places them into the queue. You can retain an approved transaction from further processing by selecting the transaction and clicking the Hold button; thus putting the transaction on hold. When you are ready to process the transaction, you can select it again and click the UnHold button. If a lease is in dispute and the lease status is set to *Dispute,* the system sets the associated transactions on hold. After the dispute is resolved, the transactions return to the original state that they were in prior to the lease dispute.

You can also cancel a transaction. After you cancel a transaction, no further processing occurs and you cannot reinitiate processing for that transaction in the future. Cancelling the transaction does not cause the transaction generator to recreate a new recurring row. If you cancel a row that came from one of the processing worksheets, such as a manual transaction, sales report, or operating expense reconciliation or audit, the system reopens that worksheet so you can modify it further.

You can create manual transactions for non-recurring charges such as: rekeying locks in a building, carpet cleaning, broken window repairs, and other charges that are not included in the lease.

The transaction queue is the final point in PeopleSoft Real Estate Management that any billable transaction can be processed, modified, or cancelled. This component serves as a workspace for any pending transactions, enables you to add transactions as necessary, and provides capabilities for holding or cancelling transactions. It also serves as a historical log of past transactions, with links to various subsystems for further research and status verification.

Prerequisites

Before you can select recurring transactions for invoice processing, you must create and activate the receivables leases and run the Transaction Generator process.

Pages Used to Manage Transactions for Invoice Processing

Page Name	Definition Name	Navigation	Usage
Billing Transactions	RE_TXN_MANAGER	Real Estate Management, Lease Administration, Receivable Leases, Processing Invoices, Billing Transactions	Manage and review transaction items that are generated by the transaction generator and any transaction items that are added through ad-hoc entry.
Billing Transactions - Create Receivable Manual Fees	RE_MFT_MAIN	Click the Create Receivable Manual Fees button on the Billing Transactions page.	Add manual fees, distribute them amongst leases, and create multiple transactions from a single invoice.
Billing Transactions - Maintain Receivable Manual Transaction	RE_MFT_MAIN	Click the Update Selected Manual Fees button on the Billing Transactions page.	Update manual fees, distribute them amongst leases, and create multiple transaction from a single invoice.
Payment Transactions - Create Receivable Manual Fees	RE_TXN_ADHOC_SEC	Real Estate Management, Lease Administration, Receivable Leases, Maintain Lease, Financial Terms Click the Create Receivable Manual Fees button.	Add manual fees and create single payment transactions. **Note.** The Create Receivable Manual Fees button is only available when the lease is in an *Active* or *Holdover* status.
Billing Transaction Details	RE_TXN_DTL_SEC	Click the link in the Transaction Group column on the Billing Transactions page.	Review transaction details such as categories, amount, and invoice number. **Note.** The invoice number is only available when the transaction status is *Processed.*

Page Name	Definition Name	Navigation	Usage
Billing Interface Error Details	RE_TXN_ERROR_SEC	Click the on the Billing Transactions page under the Transactionstab.	View the error description for specific transactions that are set to *Error* status during interface processing. **Note.** The Error button is only available when the transaction status is *Error*.
Billing Transactions - Historic Details	RE_TXN_NOTES_SEC	Click the View Historic Details link in the Status Details tab on the Billing Transactions page.	Review historic details for the transaction.

Selecting and Approving Transactions for Invoice Processing

Access the Billing Transactions page (Real Estate Management, Lease Administration, Receivable Leases, Processing Invoices, Billing Transactions).

Billing Transactions page

Specify the business unit for which to view transactions. To view all transactions for a business unit, leave the remaining search fields empty and click the Search button.

To view a filtered list of transactions, enter or select criteria in one or more of the fields in the Search for Billing Transactions group box, then click Search. The page displays the transactions that match the search criteria in the Billing Transactions grid. Click Clear to clear all of the search criteria and results.

You can select multiple transaction statuses and multiple transaction groups. For example, if you select Processed and Approved transaction statuses and Base Rent and Security Deposittransaction groups, the system returns all base rent and security deposit transactions that are either processed or approved.

Create Receivable Manual Fees	Click to access the Billing Transactions - Create Receivable Manual Fees page to create manual transactions for billing. Manual billing transactions can be miscellaneous expense charge-backs to the tenant or payor, such as minor repair costs, rekeying of locks, and transactions that are not included as part of the recurring rents.
Update Selected Manual Fees	Click to access the Billing Transactions - Maintain Receivable Manual Transaction page to update an existing manual fee transaction. You must first select which manual fee transaction in the Billing Transactions grid that you want to update. You can access this page only for transactions that are in the *Manual Fee* transaction group.
Approve for Billing	Click to approve the selected transactions for billing. If you select the Auto Approve option when you establish your business unit, the system automatically approves all transactions in the transaction queue.

Hold   Click the button to hold selected transactions from further processing.

                                      Note. A lease that is put on hold due to a dispute automatically puts the pending
                                      transactions for that lease on hold status until the dispute is resolved.

                                      See Chapter 11, "Creating and Maintaining Leases," Understanding Leases, page
                                      141.

UnHold   Click the button to un-hold transactions that were previously on hold from further
                                      processing. The system automatically changes the status back to the initial status
                                      of the transaction prior to the hold.

Cancel   Click to cancel the selected transaction.

                                      Note. After a recurring transaction is cancelled, a new manual transaction must
                                      be created if one is required. The system does not regenerate a new recurring
                                      transaction.

Billing Transactions – Transactions tab

Schedule Date   Displays the date which the transaction is scheduled for invoicing. For example,
                                      if the transaction is due on the first of the month, the system generates the
                                      transaction prior to the first of the month (using the lead time that is defined for
                                      the business unit) for the user to approve for invoicing before the schedule date.
                                      Therefore, when the transaction originates from a recurring term, the schedule
                                      date can be either a regular recurring term (such as the 15th of the month) or a
                                      scheduled date that you add when you create the lease for proration purposes.

                  Click to review the error description for specific transactions that are set to error
                                      during interface processing.

                                      Note. The Error button is only available when the transaction status is *Error.*

Transaction Group   Displays the categories of each transaction. Click the category link to view
                                      details such as expense type, description, amount, and invoice ID.

                                      Note. Invoice ID is only available when the transaction status is pending. You
                                      can click the Invoice ID link to view the voucher status in the PeopleSoft Billing
                                      system.

Prior Period Variance   Displays the difference (in a percentage) between that recurring rent payment and
                                      the same recurring rent payment for the prior month. You can use this
                                      information to help with large variances from month-to-month, which are
                                      sometimes for escalations. For example, a rent payment of 1000 USD for the
                                      month of December is processed, but in January, an escalation takes effect and
                                      the new rent payment is 1200 USD. The prior period variance is 20 percent.

Billing Transactions – Lease Information tab

The Lease Information tab displays the lease number, lease name, and region information that is associated with that transaction.

Billing Transactions – Status Details tab

Modified By   Displays the user that made modifications to the transaction.

View Historical Details   Click to access the Billing Transactions - Historic Details page where you can view a history of all of the status changes to the transaction. The system displays the type of change, the reason for the change, the originator of the change, and the time at which the change occurred.

Creating Receivable Manual Fees

Access the Payment Transactions - Create Receivable Manual Fees page (Click the Create Receivable Manual Fees button.)

Payment Transactions - Create Receivable Manual Fees page

Schedule Date   Enter the date on which you want to schedule the transactions for payment.

Manual Fee Type   Enter the manual fee type.

Amount   Enter the invoice amount.

Creating Manual Invoice Transactions

This section provides and overview of manual invoice transactions and discusses how to create manual invoice transactions and override accounting distributions.

Understanding Manual Invoice Transactions

As a landlord, you may need to pass on costs to tenants or payors that you incur against a property or multiple properties. You may also need to assess a charge against one tenant or payor who holds multiple leases. PeopleSoft Real Estate Management enables you manually capture these non-recurring transactions that may occur during the life of a lease, such as charges for unscheduled maintenance, non-recurring administration fees, or penalties for late payments. You can enter a single invoice that you can assign to multiple leases and distribute those amount to multiple tenants or payors. You can allocate the charges by amount or percentage and distribute the charges using these methods:

- Evenly: The system divides the total amount by the number of selected leases and allocates an equal share of the charges to each lease.

- By Area: The system adds the total leased area for all of the selected leases and distributes the charges proportionally between the leases based on the area for each lease.

- Manually: You can assign the charges manually to each lease.

  The total of the distributed amounts must equal the total of the invoice.

After you allocate the individual amounts to each lease, you can send all of the resulting transactions to the transaction queue at one time. The system creates each of the transactions in pending status. You can edit or approve the transactions using the transaction queue. After you approve the transactions, you can run the Interface to AP/Billing process to post the transactions to PeopleSoft Billing.

Transaction Status for Manual Invoices

This diagram illustrates the transaction status process flow for manual transactions:
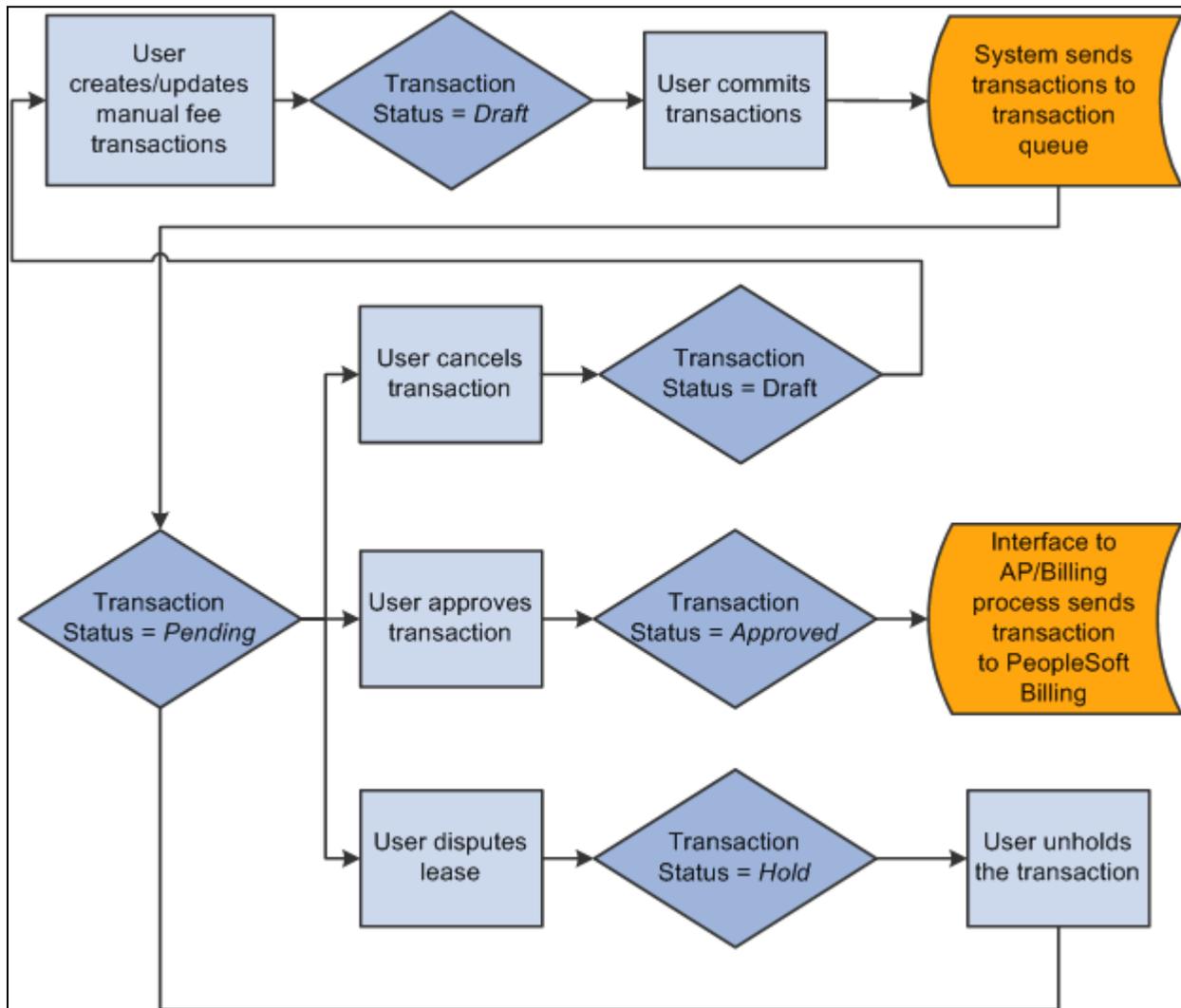
Manual transaction status process flow

When you create manual transactions, the system sets each transaction to a status of *Draft.* You can modify, remove, or replace transactions while they are in draft status. After you commit the transactions, the system sets the status to *Pending,* and sends the transactions to the transaction queue. Use the Billing Transactions page to edit, hold, or approve the transactions.

If you dispute a lease, the system places all of its pending transactions in *Hold* status. If you cancel a manual fee transaction, the system returns the status of that transaction to *Draft.*

If you create the manual transactions as a group of transactions. After you commit the group of transactions, each set of lease transactions are processed individually. If the status of a transaction is updated, by either you or the system, only the transaction whose status changed is updated; the other transactions in the group are not affected.

Pages Used to Create Manual Invoice Transactions

Page Name	Definition Name	Navigation	Usage
Billing Transactions - Create Receivable Manual Fees	RE_MFT_MAIN	• Real Estate Management, Lease Administration, Receivables Leases, Create Manual Receivables, Billing Transactions - Create Receivable Manual Fees • Real Estate Management, Lease Administration, Receivables Leases, Processing Invoices, Billing Transactions Click the Create Receivable Manual Fees button.	Add manual fees, distribute them amongst leases, and create multiple transactions from a single invoice.
Billing Transactions - Maintain Receivable Manual Transaction	RE_MFT_MAIN	• Real Estate Management, Receivables Leases, Maintain Manual Invoices, Billing Transactions - Maintain Receivable Manual Transaction • Real Estate Management, Receivables Leases, Processing Invoices, Billing Transactions Click the Update Selected Manual Fees button.	Update manual fees, distribute them amongst the desired leases and create manual invoice transactions.
Maintain Receivable Manual Transaction - Lease Search by Payor	RE_MFT_PAYEE_SEC	Click the Payor button in the Add Lease By group box on the Billing Transactions - Create Receivable Manual Fees page.	Search for leases by payor and select the leases to add to the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.

Page Name	Definition Name	Navigation	Usage
Manual Fees - Leased Property Search	RE_LEASE_PROP	Click the Property button in the Add Lease By group box on the Billing Transactions - Create Receivable Manual Fees page.	Search for leases by property and select the leases to add to the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.
Receivable Manual Fee - Transaction Details	RE_MFT_TXN_CHG_SEC	💬 Click the Details icon for a lease in the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.	Review the manual invoice transaction details for a specific lease.
Receivable Manual Fee Transaction - Action History - Historic Details	RE_MFT_NOTES_SEC	Click the Revision History link in the Transaction Details grid on the Billing Transactions - Create Receivable Manual Fees page.	Review historic details for the transaction.
Accounting Distributions	RE_MFTCHG_DST_SEC	Click the Accounting Distributions link on the Refund Security Deposit - Create Receivable Manual Transaction page.	Override the accounting distributions defined at the business unit level.

Creating Manual Invoice Transactions

Access the Billing Transactions - Create Receivable Manual Transaction page or the Billing Transaction - Maintain Receivable Manual Transaction page (Real Estate Management, Lease Administration, Receivables Leases, Create Manual Receivables, Billing Transactions - Create Receivable Manual Fees).

Billing Transactions - Maintain Receivable Manual Transaction page

When you first create manual fee transactions, the page name is Create Receivable Manual Fees page. After you save an exit the page, to access the information again, you access the Maintain Receivable Manual Transaction page. The pages function similarly. The Maintain Receivable Manual Transaction page is shown to give you an idea of sample data. The status of the transactions control what you can edit on the page:

• If all of the transactions on this page are in *Draft* status, you can edit the entire page.

• If one or more of the transactions on this page are in *Draft* status, you can edit or delete the individual transactions or add new transactions.

• If all of the transactions on this page are in *Pending, Processed,* or *Error,* the page is display-only.

Add Charge	Click to add a new manual fee. The system adds a row to the Charge Details grid.
Accounting Distribution	Click this link to access the Accounting Distribution page and to override business unit defaults for the accounting distributions.
Manual Fee Name	Enter the manual fee name. The available manual fees are based on the active manual fee types.
	See Chapter 8, "Structuring Leases," Defining Manual Fee Types, page 88.
Amount	Enter the amount of the manual fee that you want to distribute between leases. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.
Description	Enter the description of the manual fee. This field is only for informational purposes.
Calculate Total	Click to calculate the total amount of manual fees. The system adds the values in the Amount field and populates the Total Charges field with the total amount.

Add Lease By

Number	Click to insert a new empty row into the Transaction Details grid. You can click the Look up Lease Key icon in the Lease Number column to search for a lease.
Payor	Click to transfer to the Maintain Receivable Manual Transaction - Lease Search by Payor page on which you can search for leases by payors and select the leases to add to the Transaction Details grid.
Property	Click to transfer to the Manual Fees - Leased Property Search page on which you can search for leases by properties and select the leases to add to the Transaction Details grid.

Distribute

Evenly	Click to distribute the total charges evenly between the leases in the Transaction Details grid. The system calculates the amount with this formula:
By Area	Click to distribute the total charges based on the proportional amount of rentable area by each lease in relation to the total area of all leases in the Transaction Details grid.

Allocate By

Amount	Select to use the Amount field to calculate the charges allocated to the lease transactions.

Percent   Select to use the Percent field to calculate the charges allocated to lease transactions.

Transaction Details

Lease Number   Enter the lease to which the transaction will be allocated. You can select from leases that are in *Active, Holdover,* or *Expired* status.

💬 **Details**   Click the Details icon for a lease to access the Receivable Manual Fee - Transaction Details on which you can view a summary of the transaction details for that lease.

Payor   Enter the entity whom is responsible to pay the charges. The system uses the tenant as the default. You can override this value.

Transaction Status   Displays the transaction status. The system initially creates each transaction with a status of *Draft.* After you commit the transactions, the system sets the status to *Pending*.

Amount   Enter the total amount of charges to allocate to this transaction. The sum of all the amounts that you enter must equal the total charges from the Charge Details amounts. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.

Percentage   Enter the percentage of the charges to allocate to this transaction. The sum of all of the percentages that you enter must equal *100.*

Rentable Area   Displays the total rentable area of the lease associated with the transaction.

Revision History   Click to access the Receivable Manual Fee Transaction - Action History - Historic Details page to review the transaction history for a specific lease.

Calculate Transaction Amounts Click to update the values in the Manual Fee Group Transaction Summary group box.

Manual Fee Group Transaction Summary

Schedule Date   Enter the date on which you want to schedule the transactions for invoicing.

Total Charges   Displays the total amount to be allocated. This field is the same as the Total Charges field near the top of the page.

Total Rentable Area   Displays the total rentable area for the leases associated with these transactions. The systems sums all of the values from the Rentable Area column in the Transaction Details grid.

Total Transaction Amount	Displays the total amount of charges that you have allocated. The systems sums all of the values from the Amount column in the Transaction Details grid. This value must equal the value in the Total Charges field before you can commit the transactions.
Allocated Percentage	Displays the total percentage of charges that you have allocated. The systems sums all of the values from the Percentage column in the Transaction Details grid. This value must equal *100.00* before you can commit the transactions.
Transaction Count	Displays the number of transactions from the Transaction Details grid.
Commit Transactions	Click to process the transactions. The system validates the transactions, sets the transactions statuses to *Pending* and sends them to the transaction queue. The page becomes display-only.

Overriding Accounting Distributions

Access the Accounting Distributions page (Click the Accounting Distributions link on the Refund Security Deposit - Create Receivable Manual Fees page.)

Create Receivable Manual Fees - Accounting Distributions page

The fields on this page differ depending upon the distribution selected. When you select a value other than None, the ChartField values become available for edit.

Distribute By	Select either:
	• Percentage: Select this value to change the accounting distribution by percentage for each financial term.
	• Area: Select this value to change the accounting distribution by area for each financial term. The rent will be distributed based on the ratio of the areas.
	• None: Select this option to use the accounting distribution set up at the business unit level.

Add Distribution	This button appears if you select Percentage or Area for the distribute by value.
	Click this button to insert a new distribution row.
Delete Distribution	This button appears if you select Percentage or Area for the distribute by value.
	Select a row and click this button to delete it from this page.
Select	This checkbox appears if you select Percentageor Area for the distribute by value.
	This checkbox is used to delete the distribution rows. Users can select all the distribution rows that they want to delete and click the Delete Distribution button to delete them.
Percentage	This field appears if you select Percentagefor the distribute by value.
	Enter a percentage amount for this distribution line.
	Percentage amounts must equal 100% to be valid.
Area	This field appears if you select Areafor the distribute by value.
	Enter the area for this distribution line.
	All lines must add up to the total rentable area for the lease to be valid.
Valid	Used to indicate a valid combination of chartfields. When activating the lease, edit checking will be provided and the checkbox will be selected for each row representing a valid combination of chartfields. A lease cannot be activated until every accounting distribution is marked as valid.

Running the Interface to AP/Billing Process

This section provides an overview of managing interface to AP/Billing and discusses how to run manage interface to AP/Billing.

Understanding the Interface to AP/Billing Process

To generate invoices to PeopleSoft Billing, you must run the Interface to AP/Billing process. This process transfers approved transactions to the PeopleSoft Billing system using the PeopleSoft Enterprise Transaction Billing Processor. This process is also used to generate payments to payees or landlords for payables leases.

See Chapter 11, "Creating and Maintaining Leases," Understanding Leases, page 141.

The Transaction Billing Processor is a set of processes that are supplied by the PeopleSoft Contracts application that enable external applications to create sales invoices in the PeopleSoft Billing system. A contract must exist to utilize this interface. For the Lease Administration feature, the system creates a contract header, a contract line, and a bill plan every time a receivables lease is activated and associates the contract with the lease. Billable items such as lease transactions are submitted to the PeopleSoft Contracts system as transactions in the interface tables.

The following is the high level business process flow:

1. PeopleSoft Real Estate Management integrates with PeopleSoft Billing and PeopleSoft Contracts so that you can generate invoices for all of their transactions.

   Billing information from PeopleSoft Real Estate Management is sent to PeopleSoft Contracts as transactions.

2. The Transaction Billing Processor process selects Billing Plans (for rate-based billing methods) that have been marked in the PeopleSoft Contracts system as ready to bill and creates bill lines in the PeopleSoft Billing Interface tables for the transactions that are sent by the PeopleSoft Real Estate Management system.

   For PeopleSoft Real Estate Management transactions, PeopleSoft Contracts sends revenue to the PeopleSoft Billing system , and the PeopleSoft Billing system creates the receivables side of the debit entry.

3. After the Transaction Billing Processor process stages the billing data in these tables, the Billing Interface processes the data to create bills.

4. When a transaction is selected for billing, the data from the transaction and the data from the billing plan (including bill-to customer, bill by, and bill type) combine to create the basis for a bill line.

5. The PeopleSoft Billing system then groups bill lines based on the Billing Options that are defined in the billing plan and generates invoices for the transactions and upon finalization, sends information regarding the invoices back to the PeopleSoft Contracts system.

The following example shows how a journal entry is created by the billing plan (as incurred method) in PeopleSoft Billing for a PeopleSoft Real Estate Management transaction that was for 100 USD:

	Credit	*Debit*
Receivables		$100
Revenue	$100	

To post the entries that are shown in the example, you must set up an appropriate accounting rule so that the system can send the revenue to PeopleSoft Billing system and the PeopleSoft Billing system can create the receivable debit side of the entry.

Note. The billing business unit that is used for the receivables for this entry must share the same general ledger business unit as the PeopleSoft Contracts system business unit.

See *PeopleSoft Enterprise Contracts 9.1 PeopleBook*, "Working with PeopleSoft Transaction Billing Processor," Understanding Integration Messages for Transaction Billing.

Processing Errors

To resolve errors or issues for lease transactions that are sent through the Transaction Billing Processor, you must first determine where the error occurred. Resolution for the errors that occur after the transaction is sent from PeopleSoft Real Estate Management to PeopleSoft Billing through the Transaction Billing Processor must be resolved in the PeopleSoft Billing system .

When the error occurs in the Interface to AP/Billing process or Transaction Billing Processor, the error is typically caused by incomplete setup of the accounting rules. The transaction detail is set to *Error* in the transaction queue and the resulting error stops the processing for that transaction. Although the error occurred for this transaction, other valid transactions continue to be processed. For example, if only one category of an operating expense transaction is in error, the other categories of that same operating transaction with valid accounting entries are transferred to PeopleSoft Billing to be invoiced. You need to resolve the error in the setup and run the process again to process the transaction through the PeopleSoft Billing system.

To resolve the error, you can search the transaction queue and review the transaction detail error message. You cannot change the transaction, but you can correct the setup. After the setup error is resolved, all the transaction details in error are automatically recycled when Manage Interface to AP/Billing process is generated.

See Chapter 5, "Establishing Real Estate Management Business Units and Accounting Rules," Understanding PeopleSoft Real Estate Management Accounting Rules, page 20.

Accessing Billing Information

When a transaction is successfully processed through the Billing interface, the status in the transaction queue is set to *Processed.* You can view the transaction details in the grid. To review the transaction details, select the transaction from the queue. The system displays the invoice number on which the transaction detail resides. Clicking the invoice number link takes you to the Billing Inquiry page.

See *PeopleSoft Enterprise Billing 9.1 PeopleBook*, "Entering Bills Online," Reviewing Bill Summary Information.

Note. If a transaction with the status of *Processed* does not have an invoice number, it might be due to a delay in the execution of the PeopleSoft Billing interface.

Prerequisites

Before you run the Interface to AP/Billing process, verify that transactions in the transaction queue are in *Approved* status.

Page Used to Run Manage Interface to AP/Billing

Page Name	Definition Name	Navigation	Usage
Manage Interfaces to AP/Billing	RUN_TXN_INTFC	Real Estate Management, Lease Administration, Integrations, Manage Interface to AP/Billing.	Run to generate transactions to PeopleSoft Billing to create sales invoices to the tenants.

Managing Interface to AP/Billing

Access the Manage Interface to AP/Billing page (Real Estate Management, Lease Administration, Integrations, Manage Interface to AP/Billing.).

Manage Interfaces to AP/Billing page

Business Unit	Enter a business unit to generate transactions that are specific to that business unit.
Lease Number	Enter a lease number to generate transactions for that lease. You must enter a business unit before you can enter a lease number.

Interface Selection

Payables	Select to send all payables transactions for the business unit and lease number parameters to the staging table. If you leave both fields blank, the system sends all approved transactions for payables to the PeopleSoft Payables staging table.
Billing	Select to send all billing transactions for the business unit and lease number parameters to the staging table. If you leave both fields blank, the system sends all approved transactions for receivables to the Billing staging table.
	See Chapter 19, "Processing Invoices for Receivables Leases," Understanding the Interface to AP/Billing Process, page 320.

Viewing Pending Lease Receivables

This section discusses how to view pending lease receivables.

Pages Used to View Pending Lease Receivables

Page Name	Definition Name	Navigation	Usage
Pending Lease Receivables	RE_RECEIVABLE_INQ	Real Estate Management, Lease Administration, Reports, Pending Lease Receivables	Inquire on the pending invoices for a lease. You can view the invoice types and the schedule date the transaction is to be processed for all invoices associated to the lease.

Viewing Pending Lease Receivables

Access the Pending Lease Receivables page (Real Estate Management, Lease Administration, Reports, Pending Lease Receivables).

Pending Lease Receivables page

Enter the business unit and click Search to view all of the leases with pending payments and their schedules within that business unit. To view a filtered list, enter search criteria in the fields and click Search. Click Clear to clear all of the search criteria and results.

Due Date From: and **To:**   Select the date range for pending transactions that are scheduled within that range.

Lease Administrator   Select to view pending transactions schedules associated to that lease administrator.

Portfolio Manager	Select to view pending transaction schedules associated to that portfolio manager.
Term	Displays the type of transaction scheduled. The term can be for base rent, operating expense, miscellaneous rent, and so on.
Schedule Date	Displays the date the transaction is scheduled to be processed.
Generated Date	Displays the date the transaction is processed by the Transaction Generator process and placed in the Transaction Queue.
Payor	Displays the entity whom is responsible for the payment.
Schedule Status	Displays transaction schedule status, whether the transaction is pending or generated to the transaction queue.

Chapter 20

Processing Payments for Payables Leases

This chapter provides an overview of processing payments for payables leases and discusses how to:

* Work with the transaction generator.

* Manage transactions for payment processing.

* Create manual payment transactions.

* Run the Interface to AP/Billing process.

* View pending lease payables.

Understanding Processing Payments for Payables Leases

PeopleSoft Real Estate Management provides a facility to manage the life cycle of a lease. During the lease life cycle, various payable items are generated. These items are submitted to the landlord for payment. To generate payments for these expenses, PeopleSoft Real Estate Management utilizes the transaction generator, the transaction queue, and the interface to AP/Billing to automatically generate rent and other related expense payments from a lease directly into the PeopleSoft Payables system with the appropriate tax and accounting information.

The high-level business process flow for processing payments for payables leases consists of these steps:

1. Create payables leases (including all general and financial terms and conditions).

2. Activate payables leases.

3. View pending lease payables.

4. Run the Transaction Generator Application Engine process (RE_GENTRANS).

5. Review transactions for processing in the transaction queue.

6. Add manual transactions, as required (optional).

7. Approve transactions for processing.

   This step is optional. You can set up the Auto Approve option at the business unit level.

8. Run the Interface to AP/Billing Application Engine process (RS_TXN_INTFC).

Before you can generate a payment, you must first create a payables lease, define the amount and frequency for each recurring payable term, and activate the lease. Upon activation, you run the Transaction Generator process to load the payables items into the transaction queue. You can review the transactions in the transaction queue to ensure that the recurring payment schedules are correct. If the status is *Pending,* you must approve each transaction. If the Auto Approveoption is selected in the business unit setup, the system automatically sets the transactions to *Approved.* The system processes all transactions that are in *Approved* status when you run the Interface to AP/Billing process.

Note. If you need to review any of the transactions prior to processing, You should not enable the Payables Auto Approve option at the business unit level.

The PeopleSoft Real Estate Management system transfers the payable items to the PeopleSoft Payables application to generate the vouchers and payments. The Interface to AP/Billing process selects all of the eligible transactions from the transaction queue and passes them to the PeopleSoft Payables voucher staging tables. The PeopleSoft Payables application processes creates vouchers from the transactions that are loaded in the staging table, schedules the vouchers for payment, issues the payments, and posts the accounting entries to the general ledger.

Prerequisites

You must establish at least one active payables lease before generating payable items for payment.

See Chapter 11, "Creating and Maintaining Leases," Understanding Leases, page 141.

Working with the Transaction Generator

This section provides an overview of the transaction generator and discusses how to run the Transaction Generator.

Understanding the Transaction Generator

The Transaction Generator process generates transactions into the transaction queue by monitoring the transaction schedule and processing transactions into the queue when the schedule date is reached, less the processing lead time that is defined at the business unit level. Use the transaction queue to manage the financial transactions that are created by the transaction generator, as well as the manual ad hoc transaction entries that are entered directly in the transaction queue.

When you run the Transaction Generator process, the process picks up all recurring items that are due within the lead time that is defined for the Real Estate business unit. Note that two different lead times are defined— one for receivables leases and one for payables leases. You also use the transaction generator to manage automatic lease expiration for leases that are due to expire. When the transaction generator identifies a row that is ready for processing, the system verifies the accuracy of the transaction amounts and modifies the transaction as needed. For example, if a base rent has an indexed escalation and the new index value goes into effect, the transaction schedule amount might be out of date. When the transaction generator picks up this row, the system recalculates the amount, revises the schedule, and inserts the modified transaction into the transaction queue for further processing.

The Transaction Generator processes records in these transaction tables:

- Lease Transaction (RE_LS_TXN)

  Contains the recurring and nonrecurring lease transactions.

- Lease Transaction Detail (RE_LS_TXN_DTL)

  Contains the details such as amount per sales categories.

- Lease Transaction Note (RE_LS_TXN_NOTE)

  Contains the transaction history.

- Lease Transaction Error (RE_LS_TXN_ERROR)

  Contains the interface error description.

- Lease Term Schedule (RE_LS_TRM_SCHED)

  Contains the financial terms schedules.

Typically, you run the Manage Transaction Generator process as a scheduled process. You can run the process automatically on a recurring basis or as needed. For efficient and timely processing of any outstanding transactions, you should set up this process to run on a nightly recurring basis. Depending on the volume of transactions that are processed within your organization, you can set up this process to run more frequently, but you should run it at least once every day. You can also initiate this process at any time in addition to the normal recurring schedule.

Page Used to Manage the Transaction Generator

Page Name	*Definition Name*	*Navigation*	*Usage*
Manage Transaction Generator	RUN_RE_GENTRANS	• Real Estate Management, Lease Administration, Integrations, Manage Transaction Generator • Click the Run button.	Create a run control ID for the Manage Transactions Generator process and run the process.

Running the Transaction Generator

Access the Manage Transaction Generator page (Real Estate Management, Lease Administration, Integrations, Manage Transaction Generator).

Although the system does not require any parameters, you can limit the processing by business unit. If you do not enter a business unit, the system will process all business units. Click Run to run the Transaction Generator process.

Managing Transactions for Payment Processing

This section provides an overview of payment processing and discusses how to manage transactions for payment processing.

Understanding Payment Processing

You use the transaction queue to manage the recurring transactions that are created by the transaction generator or by using manual entries. The transaction queue enables you to approve, hold, un-hold, and cancel transactions in the queue. If the Auto Approveoption is turned on at the business unit, all transactions are automatically set to *Approved* status when the transaction generator places them into the queue. You can retain an approved transaction from further processing by selecting the transaction and clicking the Hold button; thus putting transaction on hold. When you are ready to process the transaction, you can select it again and click the UnHold button. If a lease is in dispute and the status is set to *Dispute,* the system sets the associated transactions on hold. After the dispute is resolved, you should manually unhold the transaction to restore the transaction to its original state.

You can also cancel a transaction. After you cancel the transaction, no further processing occurs and you cannot reinitiate processing for that transaction in the future. Cancelling a recurring transaction does not cause the transaction generator to recreate a new recurring row. But if you cancel a row that came to the transaction queue from the security deposit processing or on one of the processing worksheets, such as a manual transaction, sales report or operating expense reconciliation or audit, the system reopens that worksheet so you can modify it further.

You can create manual transactions for nonrecurring charges, such as rekeying locks in a building, carpet cleaning, broken window repairs, and other charges that are not included in the lease.

The transaction queue is the final point in PeopleSoft Real Estate Management that any payables transaction can be processed, modified, or cancelled. This component serves as a workspace for any pending transactions and enables you to add transactions as necessary, such as holding or cancelling transactions. It also serves as a historical log of past transactions, with links to various subsystems for further research and status verification.

Prerequisites

Before you can select recurring transactions for payment processing, you must create and activate payables leases and run the Transaction Generator process.

Pages Used to Manage Transactions for Payment Processing

Page Name	Definition Name	Navigation	Usage
Payment Transactions	RE_TXN_MANAGER	Real Estate Management, Lease Administration, Payables Leases, Processing Payments, Payment Transactions	Manage and review transaction items that are generated by the transaction generator and any transaction items that are added through manual entry.
Payment Transactions - Create Payable Manual Fees	RE_MFT_MAIN	• Real Estate Management, Lease Administration, Payables Leases, Create Manual Payables, Payment Transactions - Create Payable Manual Fees • Real Estate Management, Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Create Payable Manual Fees button.	Enter manual fees, distribute them amongst leases and payees, and create multiple transactions from one group of manual fees.
Payment Transaction - Maintain Payable Manual Transaction	RE_MFT_MAIN	• Real Estate Management, Lease Administration, Payables Leases, Maintain Manual Payables, Payment Transactions - Maintain Payable Manual Transaction • Real Estate Management, Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Update Selected Manual Fees button.	Update manual fees, distribute them amongst leases and payees, and create multiple transactions from one group of manual fees.

Page Name	Definition Name	Navigation	Usage
Payment Transaction Details	RE_TXN_DTL_SEC	Click the link in the Transaction Group column on the Billing Transactions page.	View transaction details such as categories, amounts, and voucher IDs. **Note.** Voucher IDs are only available when the transaction status is *Processed.*
Billing Interface Error Details	RE_TXN_ERROR_SEC	Click the on the Payment Transactions page under the Transactionstab.	View the error description for specific transactions that are set to *Error* status during interface processing. **Note.** The Error button is only available when the transaction status is *Error.*
Payment Transactions - Historical Details	RE_TXN_NOTES_SEC	Click the View Historical Details link on the in the Status Details tab on the Payment Transactions page.	Review historic details for the transaction.

Selecting and Approving Transactions for Payment Processing

Access the Payment Transactions page (Real Estate Management, Lease Administration, Payables Leases, Processing Payments, Payment Transactions).

Payment Transactions page

Specify the business unit for which to view transactions. To view all transactions for a business unit, leave the remaining search fields empty and click the Search button.

To view a filtered list of transactions, enter or select criteria in one or more of the fields in the Search for Payment Transactions group box, then click Search. The page displays the transactions that match the search criteria in the Payment Transactions grid. Click Clear to clear all of the search criteria and results.

You can select multiple transaction statuses and multiple transaction groups. For example, if you select Processed and Approved transaction statuses and Base Rent and Security Deposit transaction groups, the system returns all base rent and security deposit transactions that are either processed or approved.

Create Payable Manual Fees
Click to access the Payment Transactions - Create Payable Manual Fees page to create manual transactions for payment. Manual payment transactions can be one-time miscellaneous expense payments to the landlord or payee, such as minor repair costs, rekeying of locks, or transactions that are not included as part of the recurring terms.

Update Selected Manual Fees
Click to access the Payment Transactions - Maintain Payable Manual Transaction page to update an existing manual fee transaction. You must first select which manual fee transaction in the Payment Transactions grid that you want to update. You can access this page only for transactions that are in the *Manual Fee* transaction group.

Approve for Payables
Click to approve the selected transactions for payment. If you selected the Auto-Approve option when you established your business unit, the system automatically approves all transactions in the transaction queue.

Hold	Click the button to hold selected transactions from further processing.
	Note. A lease that is put on hold due to a dispute automatically puts the pending and approved transactions for that lease on hold status until the dispute is resolved. After the dispute is resolved, you should manually unhold the transaction to restore transaction to previous status.
	See Chapter 11, "Creating and Maintaining Leases," Understanding Leases, page 141.
UnHold	Click the button to un-hold transactions that were previously on hold from further processing. The system automatically changes the status back to the initial status of the transaction prior to the hold.
Cancel	Click to cancel the selected transaction.
	Note. After a recurring transaction is cancelled, you must create a new manual transaction if one is required. The system does not regenerate a new recurring transaction.

Payment Transactions - Transactions tab

Schedule Date	Displays the date on which the transaction is scheduled for payment. For example, if the transaction is due on the first day of the month, the system generates the transaction prior to the first day of the month using the lead time that is defined for the business unit for the user to approve for payment before the scheduled date. Therefore, when the transaction originates from a recurring term, the schedule date can be either a regular recurring term (such as every 15th day of the month), or a schedule date that is added when you create the lease for proration purposes.
🔲	Click to review the error description for specific transactions that are set to error during interface processing.
	Note. The Error button is only available when the transaction status is *Error*.
Transaction Group	Displays the categories of each transaction. Click the category link to view details such as expense type, description, amount, and voucher ID.
	Note. Voucher ID is only available when the transaction status is pending. You can click the Voucher ID link to view the voucher status in the PeopleSoft Payables system.
Prior Period Variance	Displays the percentage difference between the recurring rent payment and the same recurring rent payment for the prior month. This information can be helpful in identifying large variances from month-to-month, which are sometimes for escalations. For example, a rent payment of 1000 USD for the month of December is processed, but in January, an escalation takes effect and the new rent payment is 1200 USD. The prior period variance is 20 percent.

Payment Transactions - Lease Information tab

The Lease Information tab displays the lease number, lease name, and region information associated with that transaction.

Payment Transactions - Status Details tab

Modified By	Displays the user who made modifications to the transaction.
View Historical Details	Click to access the Payment Transactions - Historic Details page where you can view a history of all of the status changes to the transaction. The system displays the type of change, the reason for the change, the originator of the change, and the time at which the change occurred.

Note. The system does not display the posted status for payables transactions. If the status is *Processed,* then the payment has successfully posted.

Creating Manual Payment Transactions

This section provides an overview of manual payment transactions and discusses how to create manual payment transactions.

Understanding Manual Payment Transactions

As a tenant, you may receive a statement from a landlord for one or more nonrecurring charges for multiple leases. For example, if you are a retail tenant who operates more than one store in a large shopping complex. A separate lease would cover each store, but the landlord may combine the charges onto one statement. PeopleSoft Real Estate Management enables you to manually enter these nonrecurring transactions into one payment that spans multiple leases. You can enter a single statement that you can assign to multiple leases and distribute those amount to multiple payees. You can allocate the charges by amount or percentage and distribute the charges using these methods:

• Evenly: The system divides the total amount by the number of selected leases and allocates an equal share of the charges to each lease.

• By Area: The system adds the total leased area for all of the selected leases and distributes the charges proportionally between the leases based on the area for each lease.

• Manually: You can assign the charges manually to each lease.

   The total of the distributed amounts must equal the total of the statement.

After you allocate the individual amounts to each lease, you can send all of the resulting transactions to the transaction queue at one time. The system creates each of the transactions in pending status. You can edit or approve the transactions using the transaction queue. After you approve the transactions, you can run the Interface to AP/Billing process to post the transactions to PeopleSoft Payables.

Transaction Status for Manual Payments

This diagram illustrates the transaction status process flow for manual payments:
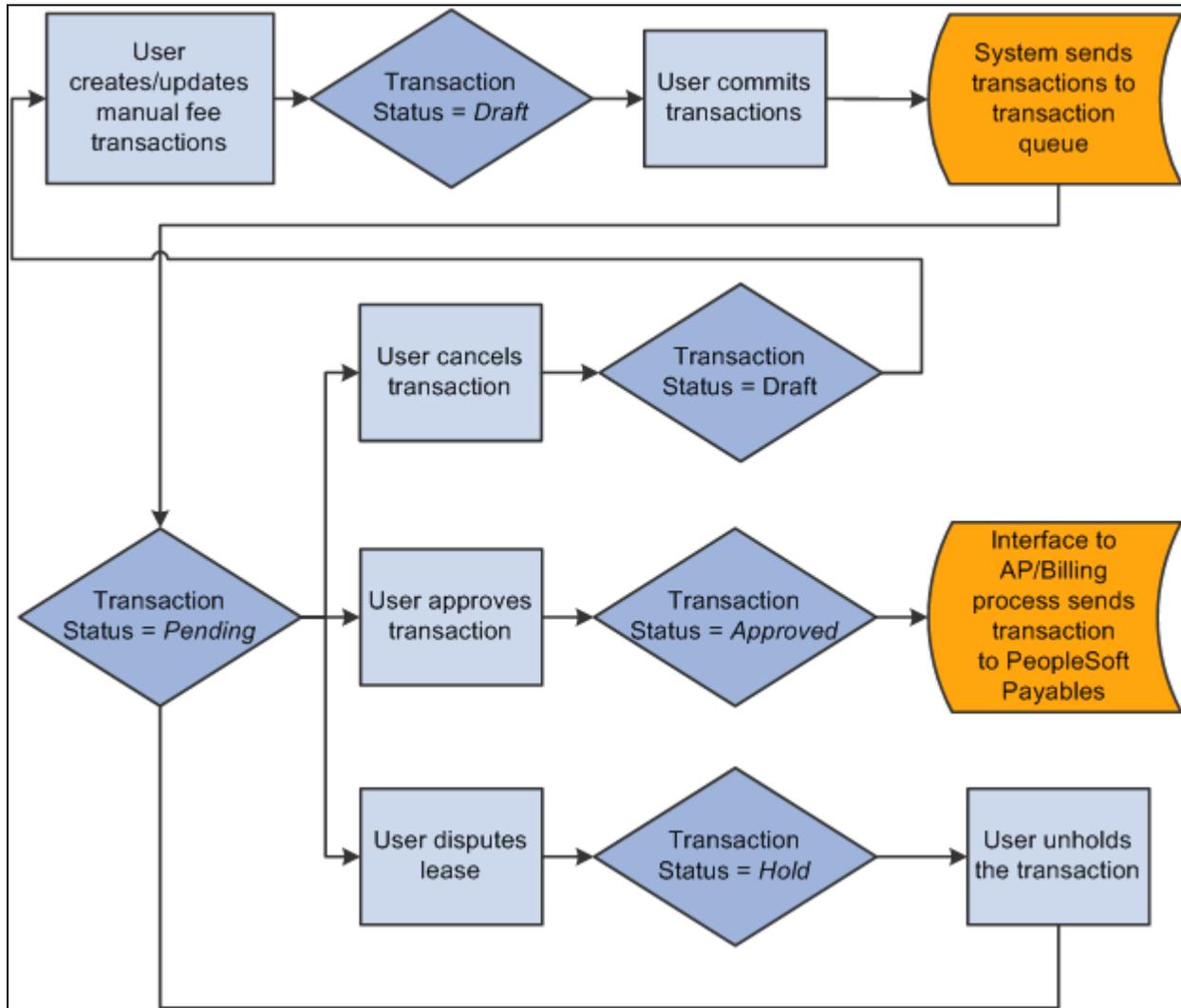
Manual payment transaction status process flow

When you create manual transactions, the system sets each transaction to a status of *Draft.* You can modify, remove, or replace transactions while they are in draft status. After you commit the transactions, the system sets the status to *Pending,* and sends the transactions to the transaction queue. Use the Payment Transactions page to edit, hold, or approve the transactions.

If you dispute a lease, the system places all of its pending transactions in *Hold* status. If you cancel a manual fee transaction, the system returns the status of that transaction to *Draft.*

If you create the manual transactions as a group of transactions. After you commit the group of transactions, each transaction is processed individually. If the status of a transaction is updated, by either you or the system, only the transaction whose status changed is updated; the other transactions in the group are not affected.

Pages Used to Create Manual Payment Transactions

Page Name	Definition Name	Navigation	Usage
Payment Transactions - Create Payable Manual Fees	RE_MFT_MAIN	• Real Estate Management, Lease Administration, Payables Leases, Create Manual Payables, Payment Transactions - Create Payable Manual Fees • Real Estate Management, Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Create Payable Manual Fees button.	Add manual fees, distribute them amongst leases, and create multiple payment transactions.
Payment Transactions - Create Payable Manual Fees	RE_TXN_ADHOC_SEC	Real Estate Management, Lease Administration, Payables Leases, Maintain Lease, Financial Terms Click the Create Payable Manual Fees button.	Add manual fees and create single payment transactions. **Note.** The Create Payable Manual Fees button is only available when the lease is in an *Active* or *Holdover* status.
Payment Transactions - Maintain Payable Manual Transaction	RE_MFT_MAIN	• Real Estate Management, Lease Administration, Payables Leases, Maintain Manual Payables, Payment Transactions - Maintain Payable Manual Transaction • Real Estate Management, Lease Administration, Payables Leases, Processing Payments, Payment Transactions Click the Update Selected Manual Fees button.	Update manual fees, distribute them amongst the desired leases and create manual payment transactions.

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Page Name	Definition Name	Navigation	Usage
Maintain Payable Manual Transaction - Lease Search by Payee	RE_MFT_PAYEE_SEC	Click the Payee button in the Add Lease By group box on the Payment Transactions - Create Payable Manual Fees page.	Search for leases by payor and select the leases to add to the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.
Manual Fees - Leased Property Search	RE_LEASE_PROP	Click the Property button in the Add Lease By group box on the Payment Transactions - Create Payable Manual Fees page.	Search for leases by property and select the leases to add to the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.
Payable Manual Fee - Transaction Details	RE_MFT_TXN_CHG_SEC	💬 Click the Details icon for a lease in the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.	Review the manual statement transaction details for a specific lease.
Payable Manual Fee Transaction - Action History - Historic Details	RE_MFT_NOTES_SEC	Click the Revision History link in the Transaction Details grid on the Payment Transactions - Create Payable Manual Fees page.	Review historic details for the transaction.
Accounting Distributions	RE_MFTGRP_DST_SEC	Click the Accounting Distributions link on the Payment Transactions - Create Payable Manual Fees page.	Override the accounting distributions defined at the business unit level.

Creating Manual Payment Transactions

Access the Payment Transactions - Create Payable Manual Fees page or the Billing Transaction - Maintain Payable Manual Fees page (Real Estate Management, Lease Administration, Payables Leases, Create Manual Payables, Payment Transactions - Create Payable Manual Fees).

Payment Transactions - Maintain Payable Manual Fees page

When you first create manual fee transactions, the page name is Create Payable Manual Fees page. After you save an exit the page, to access the information again, you access the Maintain Payable Manual Transaction page. The pages function similarly. Only the Create Payable Manual Fees page is shown. The status of the transactions control what you can edit on the page:

- If all of the transactions on this page are in *Draft* status, you can edit the entire page.

- If one or more of the transactions on this page are in *Draft* status, you can edit or delete the individual transactions or add new transactions.

- If all of the transactions on this page are in *Pending, Processed,* or *Error,* the page is display-only.

Add Charge	Click to add a new manual fee. The system adds a row to the Charge Details grid.
Accounting Distribution	Click this link to access the accounting distributions page and override the accounting rules defined at the business unit.
Manual Fee Name	Enter the manual fee name. The available manual fees are based on the active manual fee types. See Chapter 8, "Structuring Leases," Defining Manual Fee Types, page 88.
Amount	Enter the amount of the manual fee that you want to distribute between leases. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.
Description	Enter the description of the manual fee. This field is only for informational purposes.
Accounting Distribution	Click this link to access the accounting distributions page and override the accounting rules defined at the business unit.
Calculate Total	Click to calculate the total amount of manual fees. The system adds the values in the Amount field and populates the Total Charges field with the total amount.

Add Lease By

Number	Click to insert a new empty row into the Transaction Details grid. You can click the Look up Lease Key icon in the Lease Number column to search for a lease.
Payee	Click to transfer to the Maintain Payable Manual Transaction - Lease Search by Payee page on which you can search for leases by payees and select the leases to add to the Transaction Details grid.
Property	Click to transfer to the Manual Fees - Leased Property Search page on which you can search for leases by properties and select the leases to add to the Transaction Details grid.

Distribute

Evenly	Click to distribute the total charges evenly between the leases in the Transaction Details grid. The system calculates the amount with this formula:
By Area	Click to distribute the total charges based on the proportional amount of rentable area by each lease in relation to the total area of all leases in the Transaction Details grid.

Allocate By

Amount	Select to use the Amount field to calculate the charges allocated to the lease transactions.
Percent	Select to use the Percent field to calculate the charges allocated to lease transactions.

Transaction Details

Lease Number	Enter the lease to which the transaction will be allocated. You can select from leases that are in *Active, Holdover,* or *Expired* status.
💬 **Details**	Click the Details icon for a lease to access the Payable Manual Fee - Transaction Details on which you can view a summary of the transaction details for that lease.
Payee	Enter the entity who to receive the payments. The system uses the landlord as the default. You can override this value.
Transaction Status	Displays the transaction status. The system initially creates each transaction with a status of *Draft.* After you commit the transactions, the system sets the status to *Pending.*
Amount	Enter the total amount of charges to allocate to this transaction. The sum of all the amounts that you enter must equal the total charges from the Charge Details amounts. You can enter positive or negative amounts, but the amounts that you enter must either be all positive or all negative. If you want to issue a charge and a credit for the same group of transactions, you must enter them on two different worksheets.
Percentage	Enter the percentage of the charges to allocate to this transaction. The sum of all of the percentages that you enter must equal *100.*
Rentable Area	Displays the total rentable area of the lease associated with the transaction.
Revision History	Click to access the Payable Manual Fee Transaction - Action History - Historic Details page to review the transaction history for a specific lease.
Calculate Transaction Amounts	Click to update the values in the Manual Fee Group Transaction Summary group box.

Manual Fee Group Transaction Summary

Schedule Date	Enter the date on which you want to schedule the transactions for payment.
Invoice Number	Enter the invoice number to be used when creating the voucher in payables.

Total Charges	Displays the total amount to be allocated. This field is the same as the Total Charges field near the top of the page.
Total Rentable Area	Displays the total rentable area for the leases associated with these transactions. The systems sums all of the values from the Rentable Area column in the Transaction Details grid.
Total Transaction Amount	Displays the total amount of charges that you have allocated. The systems sums all of the values from the Amount column in the Transaction Details grid. This value must equal the value in the Total Charges field before you can commit the transactions.
Allocated Percentage	Displays the total percentage of charges that you have allocated. The systems sums all of the values from the Percentage column in the Transaction Details grid. This value must equal *100.00* before you can commit the transactions.
Transaction Count	Displays the number of transactions from the Transaction Details grid.
Commit Transactions	Click to process the transactions. The system validates the transactions, sets the transactions statuses to *Pending* and sends them to the transaction queue. The page becomes display-only.

Overriding Accounting Distributions

Access the Accounting Distributions page (Click the Accounting Distributions link on the Payment Transactions - Maintain Payable Manual Fees page.)

Payment Transactions

Create Payable Manual Fees - Accounting Distribution

This page is meant for overriding the default accounting rule setup at the Business Unit. If the financial term is supposed to follow the Business Unit default accounting rule, this page can be ignored.

Distribute By...

○ Percentage
○ Area
◉ None   Use default accounting distribution for Business Unit

Accounting Distribution   Customize | Find | 🔲 | 🎛 First ◀ **1 of 1** ▶ Last

Debit/Credit	Percentage	GL Business Unit	Currency Code	Account	Alternate Account	Department	Operating Unit	Fund Code	Class Field	Program Code	Bud Refe
Debit	100.00	US001	USD	641500							

Create Payable Manual Fees - Accounting Distributions page

The fields on this page differ depending upon the distribution selected. When you select a value other than None, the ChartField values become available for edit.

Distribute By	Select either:
	• Percentage: Select this value to change the accounting distribution by percentage for each financial term.
	• Area: Select this value to change the accounting distribution by area for each financial term. The rent will be distributed based on the ratio of the areas.
	• None: Select this option to use the accounting distribution set up at the business unit level.
Add Distribution	This button appears if you select Percentageor Area for the distribute by value.
	Click this button to insert a new distribution row.
Delete Distribution	This button appears if you select Percentage or Area for the distribute by value.
	Select a row and click this button to delete it from this page.
Select	This checkbox appears if you select Percentage or Area for the distribute by value.
	Select a row and click the Delete Distribution button to delete the distribution row.
Percentage	This field appears if you select Percentagefor the distribute by value.
	Enter a percentage amount for this distribution line.
	Percentage amounts must equal 100% to be valid.
Area	This field appears if you select Areafor the distribute by value.
	Enter the area for this distribution line.
	All lines must add up to the total rentable area for the lease to be valid.
Valid	Used to indicate a valid combination of ChartFields. When activating the lease, edit checking will be provided and the checkbox will be selected for each row representing a valid combination of ChartFields. A lease cannot be activated until every accounting distribution is marked as valid.

Creating Payable Manual Fees

Access the Payment Transactions - Create Payable Manual Fees page (Click the Create Payable Manual Fees button.)

Payment Transactions - Create Payable Manual Fees

Schedule Date	Enter the date on which you want to schedule the transactions for payment.
Invoice Number	Enter the invoice number, if you do not want the system to create one for you, to be used when creating the payment.
Manual Fee Type	Enter the manual fee type.
Amount	Enter the payment amount.

Running the Interface to AP/Billing Process

This section provides an overview of the Interface to AP/Billing process and discusses how to run the Interface to AP/Billing process.

Understanding the Interface to AP/Billing Process

PeopleSoft Real Estate Management uses existing PeopleSoft Payables functionality to generate vouchers and payments to the landlords or payees. When you run the Interface to AP/Billing process, the system sends approved PeopleSoft Real Estate Management payment information to the PeopleSoft Payables Voucher Build and Voucher Edit staging tables. After the information is sent, the PeopleSoft Payables application continues with the process flow by generating the vouchers and payments to the landlord and also generating the appropriate accounting information for posting to the general ledger.

The Interface to AP/Billing process populates four tables:

- Voucher Headers (VCHR_HDR_STG)

- Voucher Lines (VCHR_LINE_STG)

- Voucher Line Distributions (VCHR_DIST_STG)

- Voucher Payments (VCHR_PYMT_STG)

To populate these tables, this process groups the transaction details by each lease and inserts a voucher header for each lease and payee combination. A voucher line is created for every transaction detail for that lease and payee combination and the system inserts the distribution lines that correspond to those details. The distribution detail defaults from the Contract Accounting Rules process that uses the Lease Administration Accounting Rules setup and the transaction detail information, such as the transaction routing code.

The transaction routing code that is associated with a transaction detail also provides processing information that relates to withholding tax and sales and use taxes. Since the AP Voucher Build/Edit populates most of the information that is not provided by the interface, it is recommended that you set up the transaction routing codes using the *Default* option.

For example, if a payables business unit and vendor are set up to use withholding, the transaction routing code *Withholding* is set to let the PeopleSoft Payables system provide the applicable withholding code. The default can be set to *No* to avoid withholding on a specific transaction detail that is not subject to withholding. Setting a transaction routing code *Withholding* to *Yes* for sending transactions to a payables business unit that is not set to collect withholding tax, or for a vendor not subjected to withholding tax, places the generated voucher in Error/Recycle state as the necessary additional withholding information is not defaulted.

To create the vouchers in PeopleSoft Payables for the PeopleSoft Real Estate Management transactions, PeopleSoft Payables runs the AP Voucher Build/Edit process, which takes the data from the staging tables after they are populated. This process uses the information provided in the tables, populates values for fields that were not populated, and verifies the integrity of the generated voucher. If any issues are found, the voucher is set in error and can be reviewed online or recycled in batch. The voucher is not available for further processing until all errors are corrected.

Note. You can also use the Interface to AP/Billing process to generate invoices to tenants for receivables leases. When generating the process, consider setting up separate run control IDs for generating billing and payables transactions. If you use only one run control ID, the system generates all transactions for both invoices and payments.

Prerequisites

Before you run the Interface to AP/Billing process, verify that transactions in the transaction queue are in *Approved* status.

Page Used to Manage Interfaces to AP/Billing

Page Name	Definition Name	Navigation	Usage
Manage Interfaces to AP/Billing	RUN_TXN_INTFC	Real Estate Management, Lease Administration, Integrations, Manage Interface to AP/Billing	Enter the run control parameters to generate transactions into PeopleSoft Payables to create vouchers and payments.

Running the Interface to AP/Billing Process

Access the Manage Interfaces to AP/Billing page (Real Estate Management, Lease Administration, Integrations, Manage Interface to AP/Billing).

Manage Interfaces to AP/Billing page

Business Unit   Enter a business unit to generate transactions that are specific to that business unit.

Lease Number   Enter a lease number to generate transactions for that lease. You must enter a business unit before you can enter a lease number.

Interface Selection

Payables   Select to send all payables transactions for the business unit and lease number
                                 parameters to the staging table. If you leave both fields blank, the system sends
                                 all approved transactions for payables leases to the payables staging table.

Billing   Select to send all billing transactions for the business unit and lease number
                                 parameters to the staging table. If you leave both fields blank, the system sends
                                 all approved transactions for receivables to the Billing staging table.

Viewing Pending Lease Payables

This section discusses how to inquire about pending lease payables (also commonly referred to as the rent roll report).

PeopleSoft Real Estate Management enables you to view the list of pending lease payables. This interactive inquiry enables you to filter the criteria and view all the active leases with pending payments and their schedules.

Page Used to View Pending Lease Payables

Page Name	Definition Name	Navigation	Usage
Pending Lease Payables	RE_RENTROLL_INQ	Real Estate Management, Lease Administration, Reports, Pending Lease Payables	Inquire on the pending payments for a lease. You can view the payment types and the scheduled date that the transaction is to be processed for all payments that are associated with the lease.

Inquiring about Pending Lease Payables

Access the Pending Lease Payables page (Real Estate Management, Lease Administration, Reports, Pending Lease Payables).

Pending Lease Payables page

Enter the business unit and click Search to view all of the leases with pending payments and their schedules within that business unit. To view a filtered list, enter search criteria in the fields and click Search. Click Clear to clear all of the search criteria and results.

Due Date From and **To**	Select the date range for pending transactions that are scheduled within that range.
Lease Administrator	Select to view pending transaction schedules that are associated with that lease administrator.
Portfolio Manager	Select to view pending transaction schedules that are associated with that portfolio manager.

Pending Lease Payables

Term	Displays the type of transaction that is scheduled. The term can be for base rent, operating expense, miscellaneous rent, and so on.
Schedule Date	Displays the date that the transaction is expected for payment.
Generated Date	Displays the date that the transaction generator processed the transaction and placed it into the transaction queue.
Payee	Displays the entity to whom the payment is made.

Schedule Status   Displays transaction schedule status, whether the transaction is pending, or was generated to the transaction queue.

Appendix A

Configuring Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Real Estate Management:

- Critical Date Notification Generator (RE_CRDT_GEN)

    The Critical Date Notification Generator process uses these temporary tables:

    - RE_CDNT_TAO

    - RECDNTID_TAO

- FAS-13 Schedule Generator (RE_FASB_GEN).

    The FAS-13 schedule Generator process uses this temporary table (RE_FASB_TAO).

- Recurring Transactions Schedule Generator (RE_GENTRANS).

  The Recurring Transactions Schedule Generator process uses these temporary tables:

  - RE_GENDTL_TAO

  - RE_GENTXN_TAO

  - RE_PROVAR_TAO

  - RE_TRMAMT_TAO

  - RE_LS_EXP_TAO

  - RE_LSXBU_TAO

- Send Billing Transactions to TBP (RE_INTFC_TBP).

  The Send Billing Transactions to TBP process uses these temporary tables:

  - RE_INTFC_TAO

  - RE_TXN_TAO

- Lease Admin Pagelet data (Summary Tables) Collector (RE_PGLT_DATA).

  The Lease Admin Pagelet Data (Summary Tables) Collector process uses this temporary table RE_SPCUTL_TAO.

- Request for Employee Location Assignments from CAFM (RE_REQ_ELOC).

  The Request for Employee Location Assignments from CAFM process uses this temporary table RE_EMPLOC_TAO.

- Request for Property Size and Occupancy from CAFM (RE_REQ_PROP).

  The Request for Property Size and Occupancy from CAFM uses this temporary table RE_PROP_TAO.

- Post FASB Schedules to GL (RE_STGL_POST).

  The Post FASB Schedules to GL process uses these temporary tables:

  - RE_STGLS_TAO

  - RE_STGLT_TAO

- Rent Variance Extract (RE_RENT_VAR)

  The Rent Variance Extract process uses these temporary tables:

  - RE_PRIRNT_TAO

  - RE_PRIVAL_TAO

  - RE_RNTSCH_TAO

  - RE_RNTTRM_TAO

  - RE_RNTTXN_TAO

  - RE_RNTVAR_TAO

-

  The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

  If you run any of the PeopleSoft General Ledger COBOL processes, you should also configure the temporary tables for those processes. The PeopleSoft Enterprise General Ledger PeopleBook discusses how to do this in detail.

See Also

Optimizing General Ledger Performance PeopleTools *PeopleBook: PeopleSoft Application Engine*

Appendix B

Scenarios for PeopleSoft Real Estate Management

This appendix provides real-life scenarios for using PeopleSoft Real Estate Management.

Understanding This Appendix

The scenarios in this appendix are examples of how to use some of the features within PeopleSoft Real Estate Management. These real-life examples describe some of the intended uses of these features, enabling you to understand how these features might be applied to your own organization.

Note. The real-life scenarios described within this PeopleBook may not conform to the business rules and procedures within your organization. Do not construe these examples as consulting or implementation advice for your specific industry or your individual organization. You should adapt or disregard the information here based on the needs of your organization. Oracle does not guarantee that the information included here will work as intended within your environment.

Scenario: Set up for Creating a Contract from a Lease

Lease Administration is integrated with PeopleSoft Billing through the Transaction Billing Processor which is owned by PeopleSoft Contracts. In a background process, the system will create a contract for every receivables when the lease is activated. It is through this contract that the lease establishes the integration to PeopleSoft Billing. The following sections describe the one-time setup required for the contract to be created when a receivables lease is activated.

Billing Setup

The ON-DEMAND bill cycle needs to be setup prior to use. If this is not setup an error, will occur during lease activation.

Access the Bill Cycle page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Cycle)

Bill Cycle page

Real Estate Management Business Unit Setup

There are three fields to be setup in RE Business Unit under billing defaults:

- Billing Type: This value is prompted from PeopleSoft Billing setup. If this value is left blank, this value will be populated from the PeopleSoft Contracts business unit setup. If you do not enter this value in the PeopleSoft Contracts business unit setup, the system will raise an error when the user activates the lease.

- Bill Source: This value is prompted from PeopleSoft Billing setup. If this value is left blank, this value will be populated from the PeopleSoft Contracts business unit setup. If you do not enter this value in the PeopleSoft Contracts business unit setup, the system will raise an error when the user activates the lease.

- Bill By: This value is prompted from PeopleSoft Billing setup. This value can be blank on the PeopleSoft Contracts business unit setup also.

Access the Real Estate Management Business Unit – Transaction Settings page (Set up Financials/Supply Chain, Business Unit Related, Real Estate Management, Lease Administration, LA Business Unit Definition, Transaction Settings)

Real Estate Management Business Unit – Transaction Settings page

Contracts Business Unit Setup

On the Contracts Business Unit – BU Definition page, you must enter a valid BI Unit.

Access the Contracts Business Unit – BU Definition page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition)

Contracts Business Unit – BU Definition page

On the Contracts Business Unit – Defaults page, select *REALESTATE* for the Bill Source value.

The bill source is used to create the bill plan for the contract that is created when a receivables lease is activated. This bill plan is used by the transaction billing processor to perform bill processing for Real Estate transactions for the lease. It does not need to be a specific value, but a value must be selected for this field, either in the Contracts business unit setup or in the Lease Administration business unit setup. If no values for the Bill Type and Bill Source are found in the Lease Administration business unit setup then the values setup in the Contracts business unit setup will be used. If the Bill Type is not setup, an error will occur when the lease is activated.

Access the Contracts Business Unit – Defaults page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Defaults)

Contracts Business Unit – Defaults page

Customer Validation

You must verify that the customers are available for selection from the Bill to Customer ID field Prompt for the Bill Plan in PeopleSoft Contracts. This field (BILL_TO_CUST_ID) is driven by the PeopleSoft Billing Business unit. The billing business unit is defined on the Contracts Business Unit Definition page.

To verify the information is defined correctly:

1. Navigate to the Customer Contracts – General Information page (Customer Contracts, Create and Amend, General Information).

2. Add a new contract and enter at least one line.

3. Save the contract.

4. Click the Billing Plans link.

5. Select a contract line and assign a billing plan *B101*.

6. Click the Bill To Customer prompt and verify your customers are available for selection. If a customer is not visible in this prompt, verify that the PeopleSoft Billing business unit is mapped to the same Setid as the customer.

Contract Status Setup

Because PeopleSoft Contracts does not allow the creation of an active processing status as a default value, you will need to follow the steps in the following workaround:

1. Access the Contract Status page (Set Up Financials/Supply Chain, Contracts, General Options, Contract Status).

2. Add a new value. Use *ACTIVE* as the contract status.

3. Add a description and select the Pending processing status.

4. The Default checkbox will now appear on the page. Select this checkbox.

5. Select the Active processing status.

    Note. Do not unselect the Default checkbox.

6. Click Save and ignore any warning messages received.

Unit of Measure Setup

Real Estate Management uses the following Units Of Measure:

•   Square Feet (SQF)

•   Square Meters (SM)

 If the UOM is not setup, the system will display an error during lease activation. Navigate to Set Up Financials/SupplyChain, Common Definitions, Units of Measure, Units of Measure to define these values.

Appendix C

PeopleSoft Real Estate Management Reports

This appendix provides an overview of PeopleSoft Real Estate Management reports and enables you to view summary tables of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

PeopleSoft Real Estate Management Reports: A-Z

This table lists the PeopleSoft Real Estate Management reports, sorted alpha-numerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
RE_CRTICDT_INQ Critical Dates Inquiry	View the online inquiry of critical dates and associated options. The critical dates inquiry page is a summary reminder of important tasks requiring action by a specific date. This interactive report supports the business process for options and critical dates. See Chapter 17, "Setting Up Options and Critical Dates," Defining Lease Options and Critical Dates, page 289.	Real Estate Management, Lease Administration, Reports, Critical Dates Inquiry	Not Applicable

Report ID and Report Name	Description	Navigation	Run Control Page
RE_LS_ABSTRACT Lease Abstract	Displays a summary of the lease terms and conditions entered into the system. This report supports the business process of creating lease abstracts. This report is the same as the Lease Abstract Worksheet below, but is populated with the lease information, as opposed to a blank worksheet. See Chapter 10, "Creating Lease Abstracts," Understanding Lease Abstracts, page 125.	Real Estate Management, Lease Administration, Reports, Lease Abstract	Not Applicable
RE_ABS_WRKSHEET Lease Abstract Worksheet	Displays a blank copy of the lease abstract worksheet. This report is used to manually capture terms and conditions of a lease to enter into the system. This interactive report supports the business process of creating lease abstracts. See Chapter 10, "Creating Lease Abstracts," Understanding Lease Abstracts, page 125.	Real Estate Management, Lease Administration, Reports, Lease Abstract Worksheet	Not Applicable
RE_LEASE_INQ Lease Inquiry - Payables Lease	View the online inquiry of general terms and the financial summary for payables leases. This report supports the business process for creating and maintaining leases. See Chapter 11, "Creating and Maintaining Leases," Reviewing Basic Lease Information, page 175.	Real Estate Management, Lease Administration, Payables Lease, Lease Inquiry	Not Applicable

Report ID and Report Name	Description	Navigation	Run Control Page
RE_LEASE_INQ Lease Inquiry - Receivables Lease	View the online inquiry of general terms and the financial summary for receivables leases. This interactive report supports the business process for creating and maintaining leases. See Chapter 11, "Creating and Maintaining Leases," Reviewing Basic Lease Information, page 175.	Real Estate Management, Lease Administration, Receivables Lease, Lease Inquiry	Not Applicable
RE_LEASE_PROP Leased Property Report	Select properties on this interactive report to view all payables and receivables leases associated with those properties.	Real Estate Management, Lease Administration, Reports, Leased Property Report	Not Applicable
RE_MIN_LS_INQ Minimum Future Lease Obligation	Displays the lease-related financial obligations of the tenant. Minimum Future Lease Obligations is used to review and report all future rent obligations that, as of the date of preparing the report (usually at the end of the fiscal year), your organization is committed to pay. This report appears in the notes to the financial statements.	Real Estate Management, Lease Administration, Reports, Minimum Lease Obligation	RE_MIN_LS_INQ
RE_RENTROLL_INQ Pending Lease Payables	View the online inquiry of pending payables lease payments and their schedules. This interactive report supports the business process for processing payments for payables leases. Note. Commonly referred to as a rent roll report. See Chapter 20, "Processing Payments for Payables Leases," Viewing Pending Lease Payables, page 347.	Real Estate Management, Lease Administration, Reports, Pending Lease Payables	Not Applicable

Report ID and Report Name	Description	Navigation	Run Control Page
RE_RECEIVABLE_INQ Pending Lease Receivables	View the online inquiry of pending lease receivables invoices and schedules. This interactive report supports the business process for processing invoices for receivables leases. See Chapter 19, "Processing Invoices for Receivables Leases," Viewing Pending Lease Receivables, page 323.	Real Estate Management, Lease Administration, Reports, Pending Lease Receivables	Not Applicable
RE_PROP_INQ Property Information	View the online inquiry of basic property information such as the business unit, site, location, building, country, floor, state/province, area, city, space, and property class.	Real Estate Management, Lease Administration, Reports, Property Information	RE_PROP_INQ
RE_OCCUPANT_RPT Property Occupants Report	View a list of all occupants for a property and basic information such as move in and move out date.	Real Estate Management, Lease Administration, Reports, Property Occupants Report	RE_OCCUPANT_RPT
RE_RENT_VAR Rent Variance Extract	Extract and compute recurring rent variance data for the Rent Variance report.	Real Estate Management, Lease Administration, Integrations, Rent Variance Extract	RE_RENTVAR_EXTRACT
RE1001−.RPT Rent Variance Report	Compare the rent amounts between the current period and the prior period, view the variances in the payments, and also view indicators for justifying variance. **Note.** You must run the Rent Variance Extract Application Engine process to process the new recurring transactions before you run the Rent Variance report.	Real Estate Management, Lease Administration, Reports, Rent Variance	RE_RENTVAR_REPORT

Report ID and Report Name	Description	Navigation	Run Control Page
RE1000-.RPT Reported Sales Report	Displays the complete contents of the Percent Rent sales reporting worksheet transactional tables. This interactive report supports the business process for percent rent sales reporting. See Chapter 15, "Setting Up and Calculating Percent Rent," Understanding Percent Rent Terms, page 235.	Real Estate Management, Lease Administration, Reports, Reported Sales	RE_RPTDSALESINQ

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