JD Edwards EnterpriseOne Applications

Real Estate Management Implementation Guide,

Release 9.1.x

E15138-20

March 2020

ORACLE

JD Edwards EnterpriseOne Applications Real Estate Management Implementation Guide, Release 9.1.x

E15138-20

Copyright © 2019, 2020, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or “commercial computer software documentation” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government’s use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Preface xxxi

Audience xxxi
JD Edwards EnterpriseOne Products xxxi
JD Edwards EnterpriseOne Application Fundamentals xxxi
Documentation Accessibility xxxi
Related Documents xxxii
Conventions xxxii

1 Introduction to JD Edwards EnterpriseOne Real Estate Management

1.1 JD Edwards EnterpriseOne Real Estate Management Overview 1-1
1.2 JD Edwards EnterpriseOne Real Estate Management Integrations 1-2
1.2.1 JD Edwards EnterpriseOne Financial Management Solutions 1-2
1.2.2 JD Edwards EnterpriseOne Service Management 1-2
1.3 JD Edwards EnterpriseOne Real Estate Management Implementation 1-2
1.3.1 Global Implementation Steps 1-3
1.3.2 Core Implementation Steps 1-3

2 Setting Up the JD Edwards EnterpriseOne Real Estate Management System

2.1 Setting Up Constants 2-1
2.1.1 Forms Used to Set Up Constants 2-4
2.1.2 Setting Up Constants 2-4
2.2 Setting Up User-Defined Codes 2-8
2.3 Setting Up Automatic Accounting Instructions 2-10
2.4 Setting Up Bill Codes and Adjustment Reason Codes 2-14
2.4.1 Prerequisite 2-16
2.4.2 Forms Used to Set Up Bill Codes and Adjustment Reasons 2-16
2.4.3 Setting Processing Options for Bill Codes / Adjustment Reasons (P1512) 2-16
2.4.3.1 Versions 2-17
2.4.4 Setting Up Bill Codes and Adjustment Reason Codes 2-17
2.5 Setting Up Billing Frequency Information 2-18
2.5.1 Understanding Billing Frequency Information 2-18
2.5.2 Prerequisite 2-19
2.5.3 Forms Used to Set Up Billing Frequency Information 2-19
2.5.4 Setting Up Periodic Billing Cycles 2-20
2.5.5 Setting Up Weekly Billing Cycles 2-20

2.6 Setting Up Tax Rate Area Information 2-21
2.6.1 Understanding Tax Rate Area Information 2-21
2.6.2 Prerequisites 2-22
2.6.3 Forms Used to Set Up Tax Rate Area Information 2-22
2.6.4 Setting Up Tax Rate Areas 2-22
2.7 Setting Up Logs and Legal Clauses 2-24
2.7.1 Understanding Logs and Legal Clauses 2-24
2.7.2 Understanding Log Standards 2-25
2.7.3 Understanding Lease Option Type Standards 2-27
2.7.4 Prerequisite 2-27
2.7.5 Forms Used to Set Up Log Standards and Lease Options 2-27
2.7.6 Selecting Log Standards 2-28
2.7.7 Setting Up Log Standards 2-29
2.7.8 Setting Up Lease Option Types 2-30
2.8 Setting Up Statement Messages 2-31
2.8.1 Understanding Statement Messages 2-31
2.8.2 Forms Used to Set Up Statement Messages 2-32
2.8.3 Setting Processing Options for Generic Message/Rates Records (P00191) 2-32
2.8.3.1 Defaults 2-32
2.8.3.2 Display 2-32

3 Setting Up Facility Information

3.1 Understanding Facility Setup 3-1
3.1.1 Business Unit Setup 3-1
3.2 Setting Up Property and Building Information 3-2
3.2.1 Understanding Property and Building Information 3-2
3.2.1.1 Building Logs 3-2
3.2.2 Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update) 3-2
3.2.3 Prerequisites 3-4
3.2.4 Forms Used for Setting Up Property and Building Information 3-4
3.2.5 Setting Processing Options for Property/Building Information (P15062) 3-4
3.2.5.1 Display 3-4
3.2.5.2 Edits 3-5
3.2.5.3 Process 3-5
3.2.5.4 Versions 3-5
3.2.6 Setting Up Property and Building Information 3-6
3.2.6.1 Building Info 3-6
3.2.6.2 Tax/Account Info 3-7
3.2.6.3 Grid Info 3-7
3.3 Setting Up Floor Information 3-7
3.3.1 Understanding Floor Information 3-8
3.3.2 Understanding Area Validation 3-8
3.3.2.1 Example of Area Validations 3-8
3.3.3 Forms Used to Set Up Floor Information 3-9
3.3.4 Setting Processing Options for Floor Information (P1506) 3-9
3.3.4.1 Display 3-10

3.3.4.2 Edits ... 3-10
3.3.4.3 Process ... 3-10
3.3.4.4 Versions ... 3-11
3.3.5 Setting Up Floors ... 3-11
3.3.5.1 Floor Info ... 3-12
3.3.5.2 Report Codes ... 3-12
3.4 Setting Up Unit Information ... 3-12
3.4.1 Understanding Unit Information ... 3-13
3.4.1.1 Setting Up Units for Balance Sheet Lessee Accounting (Release 9.1 Update) ... 3-13
3.4.2 Prerequisites ... 3-15
3.4.3 Forms Used to Set Up Unit Information ... 3-16
3.4.4 Setting Processing Options for Unit Information (P15217) ... 3-16
3.4.4.1 Display ... 3-16
3.4.4.2 Edits ... 3-17
3.4.4.3 Process ... 3-17
3.4.4.4 Versions ... 3-18
3.4.4.5 Assets (Release 9.1 Update) ... 3-19
3.4.5 Setting Up Unit Information ... 3-19
3.4.5.1 Unit Information ... 3-20
3.4.5.2 Grid ... 3-21
3.4.6 Updating Unit Area Information ... 3-21
3.4.7 Setting Processing Options for Multi-Unit Information (P15071) ... 3-21
3.4.7.1 Process ... 3-22
3.4.7.2 Versions ... 3-22
3.4.8 Setting Up Multi-Unit Information ... 3-22
3.4.9 Replicating Units ... 3-22
3.4.10 Setting Processing Options for Replicate Property / Units (R15115) ... 3-23
3.4.10.1 Process ... 3-23
3.4.10.2 Copy Logs ... 3-24
3.4.10.3 Select ... 3-24
3.4.10.4 Print ... 3-25
3.4.11 Running the Create Assets from Unit Master Entries Program (R15072) (Release 9.1 Update) ... 3-25
3.5 Working with Attributes (Release 9.1 Update) ... 3-25
3.5.1 Understanding Attributes and Attributes Templates ... 3-25
3.5.1.1 Reviewing the Steps to Work with Attributes ... 3-26
3.5.2 Understanding Attributes in the Unit Information Program (P15217) ... 3-26
3.5.3 Prerequisite ... 3-27
3.5.4 Forms Used to Work with Attributes ... 3-27
3.5.5 Defining Attributes ... 3-27
3.5.6 Setting Up Attributes Templates ... 3-28
3.5.7 Adding Attributes to an Attributes Template ... 3-29
3.5.8 Searching for Units Using Attributes Templates ... 3-30
3.6 Setting Up Market, Renewal, and Potential Rent Information ... 3-32
3.6.1 Understanding Market, Renewal, and Potential Rent Information ... 3-32
3.6.2 Forms Used to Set Up Market, Renewal, and Potential Rent Information ... 3-32

3.6.3 Setting Processing Options for Market / Renewal / Potential Rent (P159071) ... 3-33
3.6.3.1 Process ... 3-33
3.6.3.2 Versions ... 3-33
3.6.4 Setting Up Market, Renewal, and Potential Rent Information ... 3-33

4 Setting Up Tenant and Lease Information

4.1 Setting Up Tenant Information ... 4-1
4.1.1 Understanding Tenant Information ... 4-1
4.1.1.1 Alternate Tax Rate/Area Assignment for Tenants (Release 9.1 Update) ... 4-2
4.1.2 Forms Used to Set Up Tenant Information ... 4-2
4.1.3 Setting Up a Tenant Record ... 4-2
4.2 Setting Up Lease Information ... 4-2
4.2.1 Understanding Lease Information ... 4-3
4.2.2 Understanding New Lease Entry ... 4-4
4.2.3 Understanding Lease Versions ... 4-4
4.2.3.1 Using Lease Versions with Balance Sheet Lessee Accounting (Release 9.1 Update) ... 4-4
4.2.4 Understanding Straight-line Rent Processing for Leases (Release 9.1 Update) ... 4-5
4.2.5 Understanding Lessee Lease Entry for Balance Sheet Accounting (Release 9.1 Update) ... 4-6
4.2.6 Prerequisites ... 4-8
4.2.7 Forms Used to Set Up Lease Information ... 4-8
4.2.8 Setting Processing Options for Lease Information (P1501) ... 4-8
4.2.8.1 Defaults ... 4-9
4.2.8.2 Display ... 4-9
4.2.8.3 Edits ... 4-10
4.2.8.4 Process ... 4-11
4.2.8.5 Versions ... 4-12
4.2.8.6 Work Center Messages ... 4-13
4.2.8.7 Currency ... 4-14
4.2.8.8 Assets (Release 9.1 Update) ... 4-14
4.2.9 Setting Up Leases ... 4-15
4.2.9.1 Lease Info Page 1 ... 4-15
4.2.9.2 Lease Info Page 2 ... 4-17
4.2.9.3 Lessee Accounting (Release 9.1 Update) ... 4-18
4.2.9.4 Currency ... 4-18
4.2.9.5 Detail Area ... 4-19
4.2.10 Entering Straight-line Rent Setup Information for Leases (Release 9.1 Update) ... 4-21
4.2.11 Reviewing and Updating Lease Straight-line Rent Setup Information (Release 9.1 Update) ... 4-22
4.2.12 Setting Processing Options for New Lease Entry (P15010) ... 4-22
4.2.12.1 Versions ... 4-23
4.2.13 Setting Up New Lease Entries ... 4-23
4.2.14 Creating Lease Versions ... 4-24

4.3 Setting Up Legal Clause Information 4-25
4.3.1 Understanding Legal Clause Information 4-25
4.3.1.1 Space Detail and Space Detail Audit Information 4-26
4.3.1.2 Clause Amounts and Clause Amount Audit Information 4-26
4.3.2 Prerequisite 4-26
4.3.3 Forms Used for Setting Up Legal Clause Information 4-26
4.3.4 Setting Processing Options for Legal Clause Information (P1570) 4-27
4.3.4.1 Defaults 4-27
4.3.4.2 Display 4-28
4.3.4.3 Versions 4-28
4.3.5 Entering Legal Clause Information 4-28
4.3.6 Copying Option Standards 4-29
4.3.7 Entering Space Detail Information 4-30
4.3.8 Entering Space Detail Audit Information 4-30
4.3.9 Entering Clause Amounts 4-30
4.3.10 Entering Clause Options Audit Information 4-31
4.4 Reviewing Lease Dates 4-31
4.4.1 Understanding Leases Dates 4-31
4.4.1.1 Critical Date Inquiry program (P15204) 4-32
4.4.1.2 Expiring Leases Inquiry program (P154030) 4-32
4.4.1.3 Tenant Rent Roll Inquiry program (P154210) 4-32
4.4.2 Forms Used to Review Lease Dates 4-33
4.4.3 Setting Processing Options for Critical Date Inquiry (P15204) 4-33
4.4.3.1 Defaults 4-33
4.4.3.2 Versions 4-34
4.4.4 Reviewing Critical Dates 4-34
4.4.4.1 Header Area 4-34
4.4.4.2 Detail Area 4-34
4.4.5 Setting Processing Options for Expiring Leases Inquiry (P154030) 4-35
4.4.5.1 Bill Codes 4-35
4.4.5.2 Currency 4-35
4.4.5.3 Process 4-35
4.4.6 Reviewing Expiring Leases 4-36
4.4.7 Setting Processing Options for Tenant Rent Roll Inquiry (P154210) 4-36
4.4.7.1 Defaults 4-36
4.4.7.2 Bill Codes 4-37
4.4.7.3 Currency 4-37
4.4.7.4 Versions 4-37
4.4.8 Reviewing Rent Amounts for Active Leases 4-37
4.5 Updating Holdover Dates 4-38
4.5.1 Understanding Holdover Dates 4-38
4.5.2 Prerequisite 4-38
4.5.3 Running the Update Holdover Dates Program 4-38
4.5.4 Setting Processing Options for Update Holdover Dates (R15090) 4-39
4.5.4.1 Select 4-39
4.5.4.2 Options 4-40
4.5.4.3 Update 4-41

4.5.4.4 Bill Codes 4-41
4.5.4.5 Print 4-41

5 Processing Manual Billings

5.1 Understanding the Manual Billing Process 5-1
5.1.1 New Manual Billing Entry 5-4
5.2 Entering Manual Billing Transactions 5-4
5.2.1 Understanding Manual Billing Entry 5-5
5.2.1.1 Alternate Tax Rate/Area Assignment Functionality for Manual Billing (Release 9.1 Update) 5-5
5.2.1.2 New Manual Billing Entry 5-6
5.2.2 Prerequisites 5-6
5.2.3 Forms Used to Enter Manual Billing Transactions 5-7
5.2.4 Setting Processing Options for Manual Billing Entry (P1511) 5-7
5.2.4.1 Display 5-7
5.2.4.2 Process 5-8
5.2.4.3 Currency 5-9
5.2.5 Entering Manual Billing Transactions 5-9
5.2.5.1 Header Area 5-9
5.2.5.2 Detail Area 5-12
5.2.6 Setting Processing Options for New Manual Billing (P15111) 5-13
5.2.6.1 Versions 5-13
5.3 Revising Unposted Billing Transactions 5-13
5.3.1 Considerations for Deleting Billing Transactions 5-13
5.4 Generating the Billing Edit/Register Report 5-14
5.4.1 Understanding the Billing Edit/Register Program (R15300) 5-14
5.4.2 Running the Billing Edit/Register Program 5-15
5.4.3 Setting Processing Options for Billing Edit/Register (R15300) 5-15
5.4.3.1 Process 5-15
5.4.3.2 Print 5-16
5.4.3.3 Currency 5-16
5.5 Reviewing Transaction Batches 5-16
5.5.1 Understanding the Real Estate Journal Review Program (P150011) 5-17
5.5.1.1 Batch Control 5-17
5.5.2 Form Used to Review Transaction Batches 5-17
5.5.3 Setting Processing Options for Real Estate Journal Review (P150011) 5-18
5.5.3.1 Process 5-18
5.5.3.2 Versions 5-18
5.5.4 Reviewing Manual Billing Batches 5-18
5.6 Posting Invoices and Vouchers 5-19
5.6.1 Understanding the Post Process 5-19
5.6.1.1 Correcting Errors 5-21
5.6.2 Posting Invoices and Vouchers 5-21
5.6.3 Setting Processing Options for Post RE Invoices and Post RE Vouchers (R15199) 5-21
5.6.3.1 Select 5-21
5.6.3.2 Process 5-22

5.6.3.3 Versions ... 5-23
5.7 Printing Invoices ... 5-24
5.7.1 Understanding the Process to Print Invoices ... 5-24
5.7.2 Prerequisite ... 5-24
5.7.3 Printing Invoices ... 5-24
5.7.4 Setting Processing Options for Print RE Invoices (R15500) ... 5-25
5.7.4.1 Select ... 5-25
5.7.4.2 Print ... 5-25
5.8 Printing Statements ... 5-26
5.8.1 Understanding the Process to Print Statements ... 5-26
5.8.2 Prerequisites ... 5-26
5.8.3 Printing Statements ... 5-27
5.8.4 Setting Processing Options for Print RE Statements (R155001) ... 5-27
5.8.4.1 Aging ... 5-27
5.8.4.2 Aging Days ... 5-28
5.8.4.3 Print ... 5-28
5.8.4.4 Message ... 5-29
5.8.4.5 Currency ... 5-30
5.9 Reviewing Billing Transactions ... 5-30
5.9.1 Understanding Reviewing Billing Transactions ... 5-30
5.9.2 Forms Used to Review Billing Transactions ... 5-30
5.9.3 Setting Processing Options for Billings Transaction Inquiry (P15211) ... 5-30
5.9.3.1 Versions ... 5-31

6 Processing Receipts

6.1 Understanding Receipts Processing ... 6-1
6.2 Understanding Dates and Document Types ... 6-1
6.2.1 Receipt Dates and General Ledger Dates ... 6-2
6.2.2 Invoice Document Types ... 6-2
6.2.3 Receipt Document Types ... 6-3
6.3 Entering Unapplied Receipts and Prepaid Rent Receipts ... 6-4
6.3.1 Understanding Unapplied Receipts ... 6-4
6.3.1.1 Issuing Refund Checks ... 6-5
6.3.2 Understanding Prepaid Rent Receipts ... 6-5
6.3.2.1 Deleting or Voiding Prepaid Rent Receipts ... 6-7
6.3.3 Prerequisites ... 6-8
6.3.4 Forms Used to Enter Unapplied and Prepaid Rent Receipts ... 6-9
6.3.5 Setting Processing Options for RE Receipts Entry (P15103) ... 6-9
6.3.5.1 Display ... 6-9
6.3.5.2 Defaults ... 6-9
6.3.5.3 Edits ... 6-11
6.3.5.4 Process ... 6-12
6.3.5.5 Currency ... 6-13
6.3.5.6 Chargeback ... 6-14
6.3.5.7 Auto Write-Off ... 6-14
6.3.5.8 Mnl Write-Off ... 6-14
6.3.5.9 Discount ... 6-15

6.3.5.10 Match Priority 6-15
6.3.5.11 RE Edits 6-16
6.3.5.12 Versions 6-17
6.3.6 Entering Unapplied and Prepaid Rent Receipts 6-17
6.3.6.1 Receipt Header 6-18
6.3.6.2 Unapplied Cash 6-19
6.3.6.3 Currency 6-19
6.4 Displaying Open Invoices to Enter Receipts 6-20
6.4.1 Understanding the Receipt Entry Process 6-20
6.4.1.1 Fields That Are Updated During Receipt Entry 6-20
6.4.2 Understanding the Methods to Display Open Invoices for Tenants 6-23
6.4.3 Prerequisite 6-25
6.4.4 Forms Used to Display Open Invoices to Enter Receipts 6-25
6.4.5 Loading Open Invoices 6-25
6.4.6 Selecting Open Invoices 6-26
6.4.7 Selecting Open Invoices by Remittance 6-27
6.5 Applying Receipts to Invoices Using Type Input Codes 6-29
6.5.1 Understanding Type Input Codes 6-29
6.5.1.1 Examples: Using Type Input Codes to Enter Receipts 6-30
6.5.1.2 Example: Simple Invoice Match (Type Input Code 10) 6-31
6.5.1.3 Example: Invoice Match with Automatic Chargeback for Discount Amount (Type Input Code 11) 6-31
6.5.1.4 Example: Invoice Match with Write-Off (Type Input Code 15) 6-31
6.5.1.5 Example: Invoice Match with Chargeback (Type Input Code 16) 6-31
6.5.1.6 Example: Invoice Match with Deduction (Type Input Code 17) 6-32
6.5.1.7 Example: Simple Invoice Match (Type Input Code 10) 6-32
6.5.1.8 Example: Invoice Match with Discount (Type Input Code10) 6-32
6.5.1.9 Example: Invoice Match with Chargeback (Type Input Codes 11 and 16) 6-32
6.5.1.10 Example: Invoice Match with Write-Off (Type Input Codes 10 and 15) 6-34
6.5.1.11 Example: Invoice Match with Deduction (Type Input Code 17) 6-35
6.5.1.12 Example: Invoice Match Using Multiple Type Input Codes 6-36
6.5.2 Prerequisites 6-36
6.5.3 Forms Used to Apply Receipts to Invoices Using Type Input Codes 6-37
6.5.4 Applying Receipts to Invoices 6-37
6.6 Applying Receipts Using Other Methods 6-40
6.6.1 Understanding the Process to Apply Unapplied Receipts to Invoices 6-40
6.6.2 Understanding the Process to Apply Credit Memos to Invoices 6-40
6.6.3 Understanding the Process to Enter General Ledger Receipts 6-41
6.6.4 Forms Used to Apply Receipts Using Other Methods 6-41
6.7 Entering Standalone Transactions 6-41
6.7.1 Understanding Standalone Transactions 6-42
6.7.1.1 Standalone Write-Offs (TI Code 25) 6-42
6.7.1.2 Standalone Chargebacks (TI Code 26) 6-42
6.7.1.3 Example: Using Standalone Chargebacks to Distribute an Unapplied Receipt Among Multiple Tenants 6-43
6.7.1.4 Standalone Deductions (TI Code 27) 6-43

6.7.2 Prerequisites 6-44
6.7.3 Forms Used to Enter Standalone Transactions 6-44
6.7.4 Entering Standalone Write-Offs 6-44
6.7.5 Entering Standalone Chargebacks 6-45
6.7.6 Entering Standalone Deductions 6-46
6.8 Approving and Posting Receipts 6-47
6.8.1 Understanding the Receipt Posting Process 6-47
6.8.2 Understanding the Journal Entries Created by the Receipt Post Process 6-48
6.8.2.1 Detailed Journal Entries 6-48
6.8.2.2 Summary Journal Entries 6-48
6.8.2.3 Journal Entry Types 6-49
6.8.2.4 Posting Voided and NSF Receipts 6-50
6.8.2.5 Posting Zero Amount Receipts 6-50
6.8.3 Understanding the Automatic Entries Created by the Receipt Post Process 6-50
6.8.3.1 Company 00000 6-50
6.8.4 Posting Receipts 6-51
6.8.5 Setting Processing Options for General Ledger Post (R09801) 6-51
6.8.5.1 Print 6-51
6.8.5.2 Versions 6-51
6.8.5.3 Edits 6-52
6.8.5.4 Taxes 6-52
6.8.5.5 Process 6-54
6.8.5.6 Cash Basis 6-54
6.9 Working with Receipts 6-54
6.9.1 Understanding Receipt Revisions 6-54
6.9.2 Understanding Deleting and Voiding Receipts 6-56
6.9.3 Understanding NSF Receipts 6-56
6.9.4 Prerequisite 6-56
6.9.5 Forms Used to Work with Receipts 6-57
6.9.6 Deleting or Voiding a Receipt 6-57
6.9.7 Deleting or Voiding Invoice Pay Items from Receipts 6-57
6.10 Reviewing Applied Receipts 6-58
6.10.1 Understanding the Process to Review Applied Receipts 6-58
6.10.1.1 Chargebacks, Deductions, and Unapplied Receipts 6-58
6.10.2 Forms Used to Review Applied Receipts 6-59
6.10.3 Setting Processing Options for Tenant Ledger Inquiry (P15222) 6-59
6.10.3.1 Versions 6-59
6.10.3.2 Currency 6-59
6.10.3.3 Process 6-60
6.10.4 Reviewing Transactions Invoices 6-60

7 Processing Recurring Billings

7.1 Understanding the Recurring Billing Process 7-1
7.2 Prerequisites 7-3
7.3 Entering Recurring Billing Information 7-4
7.3.1 Understanding Recurring Billing Information 7-4

7.3.1.1 Grouping Bill Code Lines to Generate Recurring Billings 7-5
7.3.1.2 Alternate Tax Rate/Area Assignments in Recurring Billing 7-5
7.3.2 Understanding Recurring Billing for Straight-line Rent (Release 9.1 Update) 7-5
7.3.3 Understanding Recurring Billing for Balance Sheet Lessee Accounting (Release 9.1 Update) 7-7
7.3.4 Understanding the Process to Copy Recurring Billing Information 7-10
7.3.5 Understanding Bill Code Considerations for Printing Invoices 7-11
7.3.5.1 Summarizing Bill Code Lines for Printing Invoices 7-11
7.3.5.2 Separating Bill Code Lines for Printing Invoices 7-11
7.3.6 Prerequisites 7-11
7.3.7 Forms Used to Enter Recurring Billing Information 7-12
7.3.8 Setting Processing Options for Recurring Billing Information (P1502) 7-12
7.3.8.1 Defaults 7-12
7.3.8.2 Display 7-13
7.3.8.3 Edits 7-13
7.3.8.4 Process 7-14
7.3.8.5 Currency 7-14
7.3.8.6 Versions 7-15
7.3.9 Entering Recurring Billing Information 7-15
7.3.9.1 Header 7-15
7.3.9.2 Grid 7-15
7.4 Generating Recurring Billings 7-19
7.4.1 Understanding the Process to Generate Recurring Billings 7-19
7.4.1.1 Multicurrency Considerations 7-20
7.4.2 Running the Recurring Billing Generation Program 7-20
7.4.3 Setting Processing Options for Recurring Billing Generation (R15100) 7-20
7.4.3.1 Process 7-20
7.4.3.2 Proration 7-22
7.4.3.3 Override Dates 7-23
7.4.3.4 Versions 7-24
7.4.3.5 Currency 7-24
7.5 Revising Recurring Billings 7-24
7.5.1 Understanding Recurring Billing Revisions 7-24

8 Processing Security Deposits

8.1 Understanding the Security Deposit Process 8-1
8.2 Entering Security Deposits 8-2
8.2.1 Understanding Security Deposits 8-2
8.2.1.1 Assigning the Security Deposit to a New Version of the Lease 8-3
8.2.1.2 Changing the Status of Security Deposit 8-3
8.2.2 Prerequisite 8-3
8.2.3 Forms Used to Enter Security Deposits 8-4
8.2.4 Setting Processing Options for Security Deposit Maintenance (P1565) 8-4
8.2.4.1 Defaults 8-4
8.2.4.2 Versions 8-4
8.2.4.3 Currency 8-5

8.2.5 Reviewing Leases to Enter Security Deposits ... 8-5
8.2.6 Entering Security Deposits ... 8-5
8.2.6.1 Security Deposit ... 8-6
8.2.6.2 Detail Area ... 8-6
8.3 Working with Security Deposit Payments and Invoices ... 8-7
8.3.1 Understanding the Security Deposit Tasks ... 8-7
8.3.2 Forms Used to Work with Security Deposit Payments and Invoices ... 8-7
8.3.3 Setting Processing Options for Security Deposit Refund Application (P15654) ... 8-8
8.3.3.1 Defaults ... 8-8
8.3.3.2 Versions ... 8-9
8.3.4 Reviewing Security Deposit Payments ... 8-9
8.3.4.1 Header Area ... 8-9
8.4 Refunding Partial and Full Security Deposits ... 8-9
8.4.1 Understanding Security Deposit Refunds ... 8-9
8.4.1.1 Refunding Interest Earned on Security Deposits ... 8-10
8.4.1.2 Multicurrency Considerations ... 8-10
8.4.2 Prerequisite ... 8-10
8.4.3 Refunding Security Deposits ... 8-10
8.4.4 Setting Processing Options for Security Deposit Refund Generation (R15655) ... 8-10
8.4.4.1 Defaults ... 8-10
8.4.4.2 Select ... 8-11
8.4.4.3 Process ... 8-14
8.4.4.4 Std Refund ... 8-15
8.4.4.5 Partial Refund ... 8-15
8.4.4.6 Versions ... 8-16
8.5 Posting Security Deposit Refunds and Adjustment Batches ... 8-16
8.5.1 Understanding the Process to Post Batches ... 8-16
8.5.2 Prerequisites ... 8-16
8.5.3 Forms Used to Post Security Deposit Refunds and Adjustment Batches ... 8-17
8.5.4 Approving Voucher Batches ... 8-17
8.5.5 Approving Receipt Batches ... 8-17

9 Processing Tenant Work Orders

9.1 Understanding Work Order Mass Updates for Tenant Work Orders ... 9-1
9.1.1 Accessing the Work Order Mass Update Programs ... 9-1
9.1.2 Setting Up Your Real Estate Management Environment to Use the Work Order Mass Update Process ... 9-1
9.1.3 Tenant-Specific Work Order Mass Update Functions ... 9-2
9.2 Entering Tenant Work Orders ... 9-3
9.2.1 Understanding Tenant Work Orders ... 9-3
9.2.2 Forms Used to Enter Tenant Work Orders ... 9-3
9.2.3 Setting Processing Options for Tenant Work Order Entry (P48201) ... 9-4
9.2.3.1 Defaults ... 9-4
9.2.3.2 Categories ... 9-4
9.2.3.3 Versions ... 9-5

9.2.3.4 WO Entry 9-6
9.2.3.5 Process 9-6
9.2.4 Entering Tenant Work Orders 9-7
9.2.4.1 Header Area 9-7
9.2.4.2 General 9-7
9.2.4.3 Dates/Assignments 9-8
9.2.4.4 Classification 9-9
9.3 Reviewing Work Order Costs 9-9
9.3.1 Understanding Work Order Costs 9-9
9.3.2 Forms Used to Review Work Order Costs 9-10
9.3.3 Setting Processing Options for Tenant Work Order Cost Inquiry (P15249) 9-10
9.3.3.1 Versions 9-10
9.3.4 Reviewing Costs Charged to Work Orders 9-10

10 Processing Sales Overage

10.1 Understanding Sales Overage Processing 10-1
10.2 Understanding Billing Calculations and Sales Overage Computation Methods 10-3
10.2.1 Calculation Methods 0–4 Example 10-4
10.2.2 Calculation Method 5 Example 10-6
10.2.3 Calculation Method 6 Example 10-7
10.3 Understanding Sales Overage Processing Methods 10-10
10.3.1 Sales Overage Accruals 10-11
10.4 Entering Sales Overage Information 10-12
10.4.1 Understanding Sales Overage Information 10-12
10.4.1.1 Minimum Rent, Maximum Rent, and Recovery Adjustments 10-12
10.4.1.2 Assigning Sales Overage Information to a New Version of the Lease 10-13
10.4.1.3 Alternate Tax Rate/Area Assignment for Sales Overage Information (Release 9.1 Update) 10-13
10.4.2 Forms Used to Enter Sales Overage Information 10-13
10.4.3 Setting Processing Options for Sales Overage Information (P15013) 10-14
10.4.3.1 Process 10-14
10.4.3.2 Defaults 10-15
10.4.3.3 Currency 10-15
10.4.4 Entering Sales Overage Information 10-15
10.4.4.1 1 - Lease Info 10-16
10.4.4.2 2 - Sales Reporting 10-16
10.4.4.3 3 - Billing Functions 10-17
10.4.4.4 4 - Reporting Codes 10-18
10.4.4.5 5 - Lease Defaults 10-18
10.4.4.6 Grid Area 10-18
10.4.5 Entering Minimum and Maximum Rent and Recovery Information 10-19
10.5 Entering Expected and Unexpected Sales 10-21
10.5.1 Understanding Expected and Unexpected Sales 10-21
10.5.2 Forms Used to Enter Expected and Unexpected Sales 10-22
10.5.3 Running the Expected Sales Report Generation Program (R15780) 10-22
10.5.4 Setting Processing Options for Expected Sales Report Generation (R15780) 10-22

10.5.4.1 Select ... 10-22
10.5.4.2 Print ... 10-23
10.5.5 Setting Processing Options for Sales Report Entry (P1540) ... 10-23
10.5.5.1 Process ... 10-23
10.5.5.2 Defaults ... 10-24
10.5.6 Entering Expected Sales ... 10-24
10.5.7 Entering Unexpected Sales ... 10-24
10.6 Reviewing Sales Report Batches ... 10-25
10.6.1 Understanding the Process to Review Sales Report Batches ... 10-25
10.6.2 Form Used to Review Sales Report Batches ... 10-25
10.6.3 Setting Processing Options for Sales Report Batch Review (P15206) ... 10-25
10.6.3.1 Process ... 10-25
10.6.3.2 Versions ... 10-26
10.7 Posting Sales Reports to History ... 10-26
10.7.1 Understanding the Process to Post Sales Reports ... 10-26
10.7.2 Posting Sales Reports ... 10-26
10.7.3 Setting Processing Options for Post Sales Reports to History (R15820) ... 10-26
10.7.3.1 Process ... 10-26
10.8 Adjusting Posted Sales ... 10-26
10.8.1 Understanding Adjusted Sales ... 10-27
10.8.2 Forms Used to Adjust Posted Sales ... 10-27
10.8.3 Adjusting Posted Sales ... 10-27
10.9 Generating Sales Overage Billings ... 10-28
10.9.1 Understanding Sales Overage Generation ... 10-28
10.9.1.1 Related Tasks for Processing Sales Overage Billings ... 10-29
10.9.2 Running the Sales Overage Generation Program (R15120) ... 10-30
10.9.3 Setting Processing Options for Sales Overage Generation (R15120) ... 10-30
10.9.3.1 Process ... 10-30
10.9.3.2 Options ... 10-31
10.9.3.3 Print ... 10-33
10.9.3.4 Versions ... 10-33
10.10 Reviewing Sales History ... 10-33
10.10.1 Understanding Sales History ... 10-33
10.10.2 Forms Used to Review Sales History ... 10-34
10.10.3 Setting Processing Options for Sales History Inquiry (P1541B) ... 10-34
10.10.3.1 Process ... 10-35
10.10.4 Reviewing Actual and Estimated Sales ... 10-35
10.10.4.1 Lease Info ... 10-36
10.10.5 Reviewing Sales By Unit Detail ... 10-37

11 Forecasting Sales

11.1 Understanding Sales Forecasting ... 11-1
11.2 Generating Seasonality Values ... 11-2
11.2.1 Understanding Seasonality Generation ... 11-2
11.2.2 Forms Used to Generate Seasonality Values ... 11-2
11.2.3 Running the Seasonality Generation Program ... 11-3
11.2.4 Set Processing Options for Seasonality Generation (R1547) ... 11-3

11.2.4.1 Process ... 11-3
11.2.4.2 Print ... 11-4
11.2.4.3 Exclusions ... 11-4
11.2.5 Setting Processing Options for Seasonality Models (P1549) ... 11-5
11.2.5.1 Process ... 11-5
11.2.6 Adding Buildings to Seasonality Models ... 11-5
11.2.7 Setting Processing Options for Seasonality Information (P15470) ... 11-5
11.2.7.1 Process ... 11-5
11.2.8 Setting Up Seasonality Information ... 11-6
11.3 Generating Projected Sales ... 11-7
11.3.1 Understanding Projected Sales ... 11-7
11.3.2 Understanding Forecasting Methods and Forecasting Sales for Noncomparable Leases ... 11-7
11.3.2.1 Forecasting Method 1: Percent Increase of Rolling 12 Months Over Prior Rolling Months ... 11-7
11.3.2.2 Example Using Forecasting Method 1: Percent Increase of Rolling 12 Months Over Prior Rolling Months ... 11-7
11.3.2.3 Forecasting Method 2: Lease Year-To-Date Increase Over Prior Year ... 11-8
11.3.2.4 Example Using Forecasting Method 2: Lease Year-To-Date Increase Over Prior Year ... 11-8
11.3.2.5 Forecasting Method 3: Fixed Flat Percent Increase ... 11-9
11.3.2.6 Example Using Forecasting Method 3: Fixed Flat Percent Increase ... 11-9
11.3.2.7 Forecasting Method 4: Specific Percent Increase for Each Month ... 11-10
11.3.2.8 Example Using Forecasting Method 4: Specific Percent Increase for Each Month ... 11-10
11.3.2.9 Forecasting Method 5: Specific Percent Increase over Prior Month's Sales ... 11-10
11.3.2.10 Example Using Forecasting Method 5: Specific Percent Increase over Prior Month Sales ... 11-10
11.3.2.11 Forecasting Method 6: Flat Percent Derived From Comparing the 13th to the 1st Month ... 11-11
11.3.2.12 Example Using Forecasting Method 6: Flat Percent Derived From Comparing the 13th to the 1st Month ... 11-11
11.3.2.13 Forecasting Method 7: Project/Building Year-To-Date Increase Over Prior Year ... 11-12
11.3.2.14 Example Using Forecasting Method 7: Project/Building Year-To-Date Increase Over Prior Year ... 11-12
11.3.2.15 Sales Forecasting for Noncomparable Leases ... 11-13
11.3.2.16 Example Using Sales Forecasting for Noncomparable Leases ... 11-13
11.3.2.17 Example of Forecast Through the Reporting Period ... 11-14
11.3.2.18 Example of Forecasting for the Reporting Period Only ... 11-15
11.3.3 Prerequisite ... 11-15
11.3.4 Running the Projected Sales Generation Program ... 11-15
11.3.5 Setting Processing Options for Projected Sales Generation (R1542) ... 11-15
11.3.5.1 Process ... 11-15
11.3.5.2 Forecast ... 11-16
11.3.5.3 Print ... 11-17
11.4 Revising Projected Sales ... 11-18
11.4.1 Understanding Projected Sales Revisions ... 11-18

11.4.2 Forms Used to Revise Projected Sales 11-18
11.4.3 Setting Processing Options for Projected Sales Revisions (P15423) 11-18
11.4.3.1 Process 11-18
11.4.4 Revising Projected Sales 11-18

12 Analyzing Sales

12.1 Understanding Sales Analysis 12-1
12.1.1 Controlling Invalid Comparisons 12-1
12.1.2 Sales Analysis Summary Codes 12-2
12.2 Prerequisite 12-2
12.3 Setting Up Levels of Detail for Sales Analysis 12-2
12.3.1 Understanding Levels of Detail for Sales Analysis 12-2
12.3.2 Forms Used to Set Up Levels of Detail for Sales Analysis 12-3
12.3.3 Setting Up Levels of Detail for Sales Analysis 12-4
12.4 Generating Sales Analysis Information 12-8
12.4.1 Understanding Sales Analysis Generation 12-8
12.4.2 Running the Sales Analysis Generation Program 12-8
12.4.3 Setting Processing Options for Sales Analysis Generation (R15143) 12-9
12.4.3.1 Process 12-9
12.4.3.2 Print 12-9
12.4.3.3 Purge 12-9
12.5 Revising Sales Analysis Information 12-10
12.5.1 Understanding Sales Analysis Information 12-10
12.5.2 Understanding the Recalculation Process 12-10
12.5.3 Forms Used to Revise Sales Analysis Information 12-15
12.5.4 Setting Processing Options for Sales Analysis Revisions (P15043) 12-15
12.5.4.1 Process 12-16

13 Working with Gross Lease Occupancy Information

13.1 Setting Up Area Definitions 13-1
13.1.1 Understanding Area Definitions 13-1
13.1.2 Form Used to Set Up Area Definitions 13-2
13.1.3 Set Up Area Definitions 13-2
13.2 Updating Gross Lease Occupancy Information 13-2
13.2.1 Understanding the Gross Lease Occupancy Refresh Program (R15141) 13-3
13.2.2 Running the Gross Lease Occupancy Refresh Program 13-3
13.2.3 Setting Processing Options for Gross Lease Occupancy Refresh (R15141) 13-3
13.2.3.1 Options 13-4
13.2.3.2 Lease Status 13-5
13.2.3.3 Lease Type 13-5
13.2.3.4 Print 13-5
13.3 Revising Gross Lease Occupancy Information 13-5
13.3.1 Understanding Gross Lease Occupancy Information 13-6
13.3.2 Forms Used to Revise Gross Lease Occupancy Information 13-6

13.3.3 Revising Gross Lease Occupancy Information 13-6

14 Setting Up Expense Participation

14.1 Understanding Expense Participation Setup 14-1
14.2 Setting Up Cap Rules 14-2
14.2.1 Understanding Cap Rules 14-2
14.2.2 Understanding Cap History 14-3
14.2.3 Forms Used to Set Up Cap Rules 14-3
14.2.4 Setting Up Cap Rules 14-4
14.2.5 Reviewing E.P. Class Expenses History 14-6
14.2.6 Reviewing Lease Cap History 14-7
14.3 Setting Up Ledger Type Groups 14-8
14.3.1 Understanding Ledger Type Groups 14-8
14.3.2 Forms Used to Set Up Ledger Type Groups 14-9
14.3.3 Setting Processing Options for Ledger Type Groups (P15302) 14-9
14.3.3.1 Defaults 14-9
14.3.4 Setting Up Ledger Type Groups 14-9
14.4 Setting Up Expense Participation Classes 14-10
14.4.1 Understanding Expense Participation Classes 14-10
14.4.2 Forms Used to Set Up Expense Participation Classes 14-11
14.4.3 Setting Processing Options for E.P. Class Information (P1530) 14-11
14.4.3.1 Versions 14-11
14.4.4 Setting Up Expense Participation Classes 14-11
14.4.4.1 E.P. Class 14-12
14.4.4.2 Category Codes 14-13
14.4.4.3 Grid 14-13
14.5 Setting Up Expense Participation Information 14-15
14.5.1 Understanding Expense Participation Information 14-15
14.5.1.1 Alternate Tax Rate/Area Assignments in Expense Participation (Release 9.1 Update) 14-16
14.5.1.2 Assigning Expense Participation Information to a New Version of the Lease 14-16
14.5.1.3 Adding Cap History Information 14-16
14.5.2 Understanding Computation Methods 14-17
14.5.2.1 Setup Information for Computation Methods 14-17
14.5.2.2 Computation Method B 14-17
14.5.2.3 Computation Method P 14-17
14.5.2.4 Computation Method X 14-17
14.5.2.5 Computation Method Y 14-18
14.5.3 Prerequisite 14-18
14.5.4 Forms Used to Set Up Expense Participation Information 14-18
14.5.5 Setting Processing Options for E.P. Information (P15012) 14-19
14.5.5.1 Display 14-19
14.5.5.2 Edits 14-19
14.5.5.3 Defaults 14-20
14.5.5.4 Currency 14-20
14.5.6 Setting Up Basic Expense Participation Information 14-21

14.5.7 Assigning Cap Rules at the Lease Level ... 14-25
14.5.8 Adding Cap History Information ... 14-25
14.6 Setting Up Groups and Subgroups ... 14-25
14.6.1 Understanding Groups and Subgroups ... 14-25
14.6.1.1 Example: Group and Subgroup Limits ... 14-26
14.6.1.2 Example: Group Limit Adjustments ... 14-26
14.6.1.3 Group Calculation for CAMS ... 14-26
14.6.1.4 Group Calculation for UTIL ... 14-27
14.6.1.5 Example: Subgroup Limit and Group Limit Adjustments ... 14-27
14.6.1.6 Subgroup Calculation for CAMS ... 14-27
14.6.1.7 Subgroup Calculation for TXIN ... 14-27
14.6.1.8 Group Calculation for CAMS ... 14-27
14.6.1.9 Group Calculation for TXIN ... 14-28
14.6.1.10 Group Calculation for UTIL ... 14-28
14.6.2 Form Used to Set Up Groups and Subgroups ... 14-28
14.6.3 Setting Up Groups and Subgroups ... 14-28

15 Setting Expense Participation Adjustments

15.1 Understanding Expense Participation Adjustments ... 15-1
15.2 Setting Up Adjustments to the Class Exposure ... 15-1
15.2.1 Understanding Adjustments to the Class Exposure ... 15-2
15.2.2 Understanding Tenant Exclusion Rules ... 15-4
15.2.3 Understanding Adjustment Factors ... 15-4
15.2.4 Understanding the Gross Up Factor ... 15-6
15.2.4.1 Computation Methods N and U ... 15-6
15.2.4.2 Computation Methods O and V ... 15-7
15.2.5 Forms Used to Set Up Adjustments to the Class Exposure ... 15-7
15.2.6 Setting Up Account Overrides ... 15-9
15.2.7 Setting Up Tenant Exclusion Rules ... 15-10
15.2.8 Adding Tenant Exclusion Rules and Exclusion Overrides to an Expense Class ... 15-12
15.2.9 Setting Up Base Exclusion Amounts ... 15-12
15.2.10 Setting Up Fees at the Lease Level ... 15-13
15.2.11 Setting Up Fees at the Account Level ... 15-13
15.2.12 Setting Up Fees at the Class Level ... 15-14
15.2.13 Setting Up Minimum and Maximum Adjustments and Adjustment Factors ... 15-14
15.2.14 Setting Up Adjustment Amounts ... 15-18
15.2.15 Setting Up Gross Up Percentages at the Lease Level ... 15-19
15.2.16 Setting Up Gross Up Percentages at the Account Level ... 15-19
15.2.17 Setting Up Gross Up Percentages at the Class Level ... 15-19
15.3 Setting Up Adjustments to the Tenant Area ... 15-20
15.3.1 Understanding Adjustments to the Tenant Area ... 15-20
15.3.2 Setting Up Adjustments to the Tenant Area ... 15-20
15.4 Setting Up Share Factor Denominators ... 15-20
15.4.1 Understanding Share Factor Denominators ... 15-20
15.4.2 Forms Used to Set Up Share Factor Denominators ... 15-21

15.4.3 Setting Up Share Factor Denominators 15-21

16 Processing Expense Participation

16.1 Generating Expense Participation Calculations 16-1
16.1.1 Understanding the E.P. Calculation Generation Program 16-1
16.1.1.1 Physical and Economic Occupancy 16-2
16.1.1.2 Data Selection and Data Sequence 16-3
16.1.2 Understanding Expense Participation Calculations 16-3
16.1.3 Prerequisite 16-5
16.1.4 Running the E.P. Calculation Generation Program 16-5
16.1.5 Setting Processing Options for E.P. Calculation Generation (R15110) 16-5
16.1.5.1 Process 16-5
16.1.5.2 Select 16-6
16.1.5.3 Expenses 16-7
16.1.5.4 Occupancy 16-8
16.1.5.5 Caps 16-9
16.1.5.6 Billings 16-10
16.1.5.7 Base Rent 16-11
16.1.5.8 Print 16-11
16.1.5.9 Versions 16-12
16.2 Revising Expense Participation Calculations 16-12
16.2.1 Understanding Expense Participation Calculation Revisions 16-12
16.2.2 Forms Used to Revise Expense Participation Calculations 16-15
16.2.3 Setting Processing Options for EP Calculation Revisions (P15382) 16-16
16.2.3.1 Process 16-16
16.2.3.2 Versions 16-16
16.2.4 Revising Expense Participation Calculations 16-16
16.2.5 Reviewing the Share Factor Denominator 16-25
16.3 Generating Expense Participation Billings 16-25
16.3.1 Understanding Expense Participation Billing Generation 16-25
16.3.1.1 Related Tasks for Processing Expense Participation Billings 16-26
16.3.2 Running the E.P. Billing Generation Program 16-27
16.3.3 Setting Processing Options for E.P. Billing Generation (R15101) 16-27
16.3.3.1 Process 16-27
16.3.3.2 Versions 16-27
16.4 Deleting Expense Participation Batches 16-28
16.4.1 Understanding the E.P. Batch Delete Program (R158061) 16-28
16.4.2 Running the E.P. Batch Delete Program 16-29
16.4.3 Setting Processing Options for E.P. Batch Delete (R158061) 16-29
16.4.3.1 Process 16-29
16.5 Generating Estimated Expense Participation Billings 16-30
16.5.1 Understanding the Methods to Generate Estimated Expense Participation Billings 16-30
16.5.1.1 E.P. Billing Generation Program (R15101) 16-30
16.5.1.2 Estimated E.P. Generation Program (R15102) 16-31
16.5.1.3 Estimated E.P. PSF Generation Program (R15114) 16-31
16.5.2 Understanding Estimated Recurring Billing Record Revisions 16-32

16.5.3 Running the Estimated E.P. Generation Program 16-32
16.5.4 Setting Processing Options for Estimated E.P. Generation (R15102) 16-32
16.5.4.1 Process 16-33
16.5.4.2 Versions 16-33
16.5.5 Running the Estimated E.P. PSF Generation Program 16-33
16.5.6 Setting Processing Options for Estimated E.P. PSF Generation (R15114) 16-33
16.5.6.1 Process 16-33
16.5.6.2 Update 16-34
16.6 Updating Estimated Expense Participation Billings 16-34
16.6.1 Understanding Estimated Expense Participation Billings Update 16-34
16.6.1.1 Catch-Up Billings 16-35
16.6.1.2 Estimated Per Square Foot Calculations 16-35
16.6.2 Running the Estimated E.P. Edit/Update Program 16-35
16.6.3 Setting Processing Options for Estimated E.P. Edit/Update (R15113) 16-35
16.6.3.1 Process 16-36
16.6.3.2 Print 16-36
16.6.3.3 Select 16-37
16.6.3.4 Thresholds 16-38

17 Processing Escalation Billings

17.1 Understanding Escalation Billings 17-1
17.2 Setting Up Escalation Indices 17-2
17.2.1 Understanding Escalation Indices 17-2
17.2.2 Prerequisite 17-3
17.2.3 Forms Used to Setting Up Escalation Indices 17-3
17.2.4 Setting Up Escalation Indices 17-3
17.3 Setting Up Escalation Information 17-4
17.3.1 Understanding Escalation Information 17-4
17.3.1.1 Alternate Tax Rate/Area Assignment in Escalation Information (Release 9.1 Update) 17-6
17.3.2 Understanding Escalation Examples 17-6
17.3.2.1 Example A: Consumer Price Index - Computation Methods D and C 17-6
17.3.2.2 Example B: Porter's Wage Index - Computation Methods 1 and 2 17-8
17.3.3 Forms Used to Set Up Escalation Information 17-11
17.3.4 Setting Processing Options for Escalation Information (P15016) 17-11
17.3.4.1 Process 17-11
17.3.4.2 Display 17-11
17.3.4.3 Defaults 17-12
17.3.4.4 Currency 17-12
17.3.5 Setting Up Escalation Information 17-12
17.4 Calculating Escalation Billings 17-18
17.4.1 Understanding Escalation Billing Calculations 17-18
17.4.1.1 Processing Options 17-19
17.4.1.2 Data Selection 17-20
17.4.2 Running the Escalation Billing Generation Program 17-20

17.4.3 Setting Processing Options for Escalation Billing Generation (R15150) 17-20
17.4.3.1 Process 17-20
17.4.3.2 Select 17-21
17.4.3.3 Indices 17-21
17.4.3.4 Catch-Up 17-21
17.4.3.5 Versions 17-23
17.5 Generating Recurring Escalation Billing Records 17-23
17.5.1 Understanding the Process to Generate Escalation Recurring Billing Records 17-23
17.5.1.1 Related Tasks for Processing Escalation Billings 17-24
17.5.2 Running the Escalation Update Without Post Program 17-25
17.5.3 Setting Processing Options for Escalation Update Without Post (R15152) 17-25
17.5.3.1 Process 17-25
17.5.3.2 Update 17-25

18 Processing Revenue Fees

18.1 Understanding Revenue Fee Processing 18-1
18.2 Setting Up Fee Tables 18-3
18.2.1 Understanding Business Unit Fee Tables 18-3
18.2.2 Understanding Lease Fee Tables 18-4
18.2.3 Forms Used to Set Up Fee Tables 18-4
18.2.4 Setting Processing Options for Revenue Fee Master Revisions (P1505) 18-5
18.2.4.1 Display 18-5
18.2.5 Setting Up Business Unit and Lease Fee Tables 18-5
18.3 Generating Revenue Fees 18-7
18.3.1 Understanding Revenue Fee Generation 18-7
18.3.2 Running the Revenue Fee Generation Program 18-7
18.3.3 Setting Processing Options for Revenue Fee Generation (R15105) 18-8
18.3.3.1 Select 18-8
18.3.3.2 Process 18-8
18.3.3.3 Print 18-9
18.3.3.4 Versions 18-9
18.3.3.5 Currency 18-9
18.4 Reviewing Batches of Revenue Fee Transactions 18-9
18.4.1 Understanding Revenue Fee Batch Review 18-10
18.5 Deleting Unposted Revenue Fee Batches 18-10
18.5.1 Understanding Revenue Fee Batch Deletion 18-10
18.5.2 Running the Revenue Fee Batch Deletion Program 18-11
18.5.3 Setting Processing Options for Revenue Fee Batch Deletion (R15807) 18-11
18.5.3.1 Select 18-11
18.5.3.2 Print 18-11
18.6 Posting Revenue Fee Batches 18-11
18.6.1 Understanding Revenue Fee Batch Post 18-11

19 Processing Fees and Interest

19.1 Understanding Fee and Interest Processing 19-1
19.2 Setting Up Fees and Interest 19-1
19.2.1 Understanding Fee and Interest Search Levels 19-1
19.2.1.1 Example: Determining the Number of Fee Tables to Set Up 19-2
19.2.1.2 Example: Late Fees (Fixed Amount and Simple Interest) 19-2
19.2.1.3 Example: Simple Interest on a Security Deposit 19-3
19.2.1.4 Example: Compounding Interest 19-3
19.2.2 Forms Used to Set Up Fee and Interest Tables 19-3
19.2.3 Setting Up Fees and Interest 19-3
19.3 Generating Fees and Interest 19-7
19.3.1 Understanding the Fee and Interest Generation Process 19-7
19.3.2 Running the Fee & Interest Generation Program 19-9
19.3.3 Setting Processing Options for Fee and Interest Generation (R15160) 19-9
19.3.3.1 Select 19-9
19.3.3.2 Process 19-9
19.3.3.3 Currency 19-10

20 Straight-line Rent Standards and Processes

20.1 Understanding Straight-line Rent Standards 20-1
20.1.1 Straight-line Rent Processing Updates (Release 9.1 Update) 20-2
20.2 Understanding the Straight-line Rent Billing Process 20-4
20.2.1 Considerations for Straight-line Rent and Revenue Recognition Processing (Release 9.1 Update) 20-7
20.3 Generating Straight-line Rent Information 20-7
20.3.1 Setting Processing Options for Straight-line Rent Generation (R15130) 20-8
20.3.1.1 Process 20-9
20.3.1.2 Bill Codes 20-10
20.3.1.3 Conversion 20-10
20.3.1.4 Version 20-10
20.4 Reviewing and Revising Straight-line Rent Information 20-11
20.4.1 Setting Processing Options for Straight-line Rent Revisions (P1513) 20-14
20.4.1.1 Process 20-14
20.4.1.2 Versions 20-14
20.4.2 Reviewing and Revising Straight-line Rent Information (Release 9.1 Update) 20-15
20.5 Updating Recurring Billing Records with Straight-line Rent Information 20-16
20.5.1 Setting Processing Options for Straight-line Rent R.B Update (R15132) 20-17
20.5.1.1 Process 20-17
20.5.1.2 Bill Codes 20-18

21 Revenue Recognition for Real Estate Management (Release 9.1 Update)

21.1 Understanding Revenue Recognition for Real Estate Management 21-1

22 Balance Sheet Lessee Accounting (Release 9.1 Update)

22.1 Understanding Balance Sheet Lessee Accounting 22-1
22.2 Setting Up Balance Sheet Lessee Accounting Processing 22-2
22.3 Processing Lease Commencement for Balance Sheet Lessee Accounting 22-5
22.3.1 Running the Lease Commencement Program (R15170) 22-14
22.3.2 Creating Amortization Schedules Using the Lease Information Program (P1501) 22-15
22.3.3 Creating Amortization Schedules Using the Work With Amortization Schedules Program (P15171) 22-15
22.3.4 Reviewing and Deleting Lease Amortization Schedules 22-16
22.3.5 Creating Lease Commencement Journal Entries Using the Lease Information Program (P1501) 22-16
22.3.6 Creating Lease Commencement Journal Entries Using the Work With Amortization Schedules Program (P15171) 22-17
22.3.7 Reviewing, Approving and Posting Lease Commencement Journal Entries 22-17
22.3.8 Running the Lessee Alternate Ledger Journals Program (R15181) 22-18
22.4 Processing Monthly Balance Sheet Lessee Accounting Journal Entries 22-18
22.4.1 Running the Balance Sheet Lessee Accounting Journals Program (R15180) 22-21
22.5 Changing Lease Terms After Schedule Creation 22-21
22.5.1 Changing Lessee Lease Terms Using Recurring Billing 22-24
22.5.1.1 Entering Lease Term Changes in Recurring Billing 22-26
22.5.2 Changing Lessee Lease Terms Using the Lease Master 22-27
22.5.2.1 Entering Lease Term Changes in the Lease Master 22-27
22.5.3 Remeasuring a Lessee Lease 22-27
22.5.4 Revaluing a Lessee Lease 22-28
22.5.5 Terminating a Lessee Lease Early 22-28
22.6 Creating Alternate Ledger Journal Entries for Lessee Leases 22-28
22.6.1 Generating Alternate Schedules for Lessee 22-32
22.6.2 Running the Lessee Alternate Schedules Journal Program (R15182) 22-33

23 Projecting Rent

23.1 Prerequisites 23-1
23.2 Generating Projected Rent 23-1
23.2.1 Understanding Projected Rent Generation 23-1
23.2.2 Running the Projected Rent Generation Program 23-2
23.2.3 Setting Processing Options for Projected Rent Generation (R15660) 23-2
23.2.3.1 Select 23-2
23.2.3.2 Process 23-3
23.2.3.3 Print 23-4
23.2.3.4 Bill Codes 23-5
23.2.3.5 Options 23-5
23.3 Reapplying Projection Adjustments 23-5
23.3.1 Understanding Projection Adjustments 23-5
23.3.2 Running the Reapply Projection Adjustments Program 23-6

23.3.3 Setting Processing Options for Reapply Projection Adjustments (R15665) 23-6
23.3.3.1 Print 23-6

24 Running Global Updates

24.1 Understanding Global Updates 24-1
24.2 Updating Property and Building Relations 24-2
24.3 Updating Priority Codes on Invoices 24-2
24.4 Updating Invoices from the Address Book 24-2
24.4.1 Running the Update A/R from Address Book Program 24-3
24.5 Updating Billing Frequency Patterns 24-3
24.5.1 Running the Billing Frequency Pattern Update Program 24-3
24.6 Updating Recurring Billing Records (Release 9.1 Update) 24-4
24.6.1 Running the Recurring Billing Global Selection Program 24-10
24.6.2 Running the Recurring Billing Global Update Program (R15116) 24-10
24.6.3 Running the Lessee Recurring Billing Update Program (R151161) 24-10
24.7 Updating Leases Globally 24-10
24.7.1 Alternate Tax Rate/Area Assignments in Global Updates 24-11
24.7.2 Running the Lease Global Update Program 24-12

25 Integrity Reports

25.1 Reviewing Billing Control Information 25-1
25.1.1 Understanding Billing Control Information 25-1
25.1.2 Understanding the Billing Control Integrity Program 25-2
25.1.3 Forms Used to Review Billing Control Information 25-2
25.1.4 Running the Billing Control Integrity Program 25-2
25.2 Validating Batch Control Integrity 25-2
25.2.1 Understanding the Batch Control Integrity Report 25-3
25.2.2 Running the Batch Control Integrity Program 25-3
25.2.3 Setting Processing Options for Batch Control Integrity (R15703) 25-3
25.2.3.1 Process 25-3
25.3 Validating Log Line Integrity 25-3
25.3.1 Running the Log Line Integrity Program 25-3
25.3.2 Setting Processing Options for Log Line Integrity Report (R15431) 25-4
25.3.2.1 Process 25-4
25.3.2.2 Print 25-4
25.4 Updating the Invoice Posted Status 25-4
25.4.1 Understanding the Invoice Posted Status Update Program (R15912) 25-5
25.4.2 Running the Invoice Posted Status Program 25-5
25.5 Validating the Billing Detail Service Tax Dates 25-5
25.5.1 Understanding the Billing Detail Serv/Tax Dates Integrity Program (R15906) 25-5
25.5.2 Running the Billing Detail Serv/Tax Integrity Program 25-6
25.5.3 Setting Processing Options for Billing Detail Serv/Tax Integrity (R15906) 25-6
25.5.3.1 Process 25-6

25.6 Validating Lessee Accounting Multicurrency Integrity (Release 9.1 Update) 25-7
25.6.1 Understanding Lessee Accounting Multicurrency Integrity Information 25-7
25.6.2 Running the Lessee Accounting Multicurrency Integrity Report 25-8
25.6.3 Setting Processing Option for Lessee Accounting Multicurrency Integrity Report (R15920) 25-9
25.6.3.1 Print 25-9

26 Purging JD Edwards EnterpriseOne Real Estate Management Tables

26.1 Understanding the Purge Process 26-1
26.2 Prerequisite 26-1
26.3 Purging Billing Batches 26-1
26.3.1 Understanding the Batch Delete Program (R15806) 26-2
26.3.2 Purging Billing Batches 26-3
26.3.3 Processing Options for Billings Batch Deletion (R15806) 26-3
26.3.3.1 Select 26-3
26.3.3.2 Process 26-3
26.3.3.3 Print 26-3
26.4 Purging Sales Analysis Information 26-4
26.4.1 Purging Sales Analysis Information 26-4
26.4.2 Setting Processing Options for Sales Analysis Purge (R1543) 26-4
26.4.2.1 Process 26-4
26.5 Purging Sales Report Information 26-4
26.5.1 Understanding the Sales Report Purge Program (R1541) 26-5
26.5.2 Running the Sales Report Purge Program 26-5
26.5.3 Setting Processing Options for Sales Report Purge (R1541) 26-5
26.5.3.1 Process 26-5
26.6 Purging Tenant and Lease Billing Details 26-6
26.6.1 Running the Tenant Billing Detail Purge Program 26-6
26.6.2 Setting Processing Options for Tenant Billing Detail Purge (R15119) 26-6
26.6.2.1 Process 26-6
26.6.2.2 Select 26-6
26.7 Purging Building Information 26-6
26.7.1 Understanding the Building Information Purge Program (R15808) 26-7
26.7.2 Running the Building Information Purge Program 26-7
26.7.3 Setting Processing Options for Building Information Purge (R15808) 26-7
26.7.3.1 Process 26-7
26.8 Purging Lease Information 26-8
26.8.1 Understanding the Lease Information Purge Program (R15118) 26-8
26.8.1.1 Critical Dates and Record Selection 26-8
26.8.2 Running the Lease Information Purge Program 26-9
26.8.3 Setting Processing Options for Lease Information Purge (R15118) 26-9
26.8.3.1 Dates 26-9
26.8.3.2 Options 26-9
26.8.3.3 Table Selection 1 26-10
26.8.3.4 Table Selection 2 26-10

27 Importing Real Estate Management Data (Release 9.1 Update)

27.1 Understanding the Real Estate Management Data Import Process 27-1
27.2 Required Fields for Real Estate Management Data Upload Programs 27-2
27.3 Importing Data into the Real Estate Management System 27-6

A JD Edwards EnterpriseOne Real Estate Management Reports

A.1 JD Edwards EnterpriseOne Real Estate Management Reports A-1
A.2 JD Edwards EnterpriseOne Real Estate Management Reports: A to Z A-1
A.2.1 System Setup and Facility Setup Reports A-1
A.2.2 Tenant and Lease Reports A-2
A.2.3 Receipt, Security Deposit, Tenant Work Order, and Recurring Billing Reports A-4
A.2.4 Sales Overage and Expense Participation Reports A-5
A.2.5 Escalation, Holdover, Revenue Fees, Fees and Interest, and Straight-line Rent Reports A-6
A.3 JD Edwards EnterpriseOne Real Estate Management Reports: Selected Reports A-8
A.3.1 R03B311 - Receipts Journal Report A-8
A.3.1.1 Column Headings A-8
A.3.2 Data Sequence A-9
A.3.3 Processing Options for Receipts Journal Report (R03B311) A-9
A.3.3.1 Print A-9
A.3.4 R15006P - Property/Building Listing Report A-10
A.3.5 Processing Options for Property/Building Listing (R15006P) A-10
A.3.5.1 Print A-10
A.3.6 R1507P - Unit Listing A-10
A.3.7 Processing Options for Unit Listing (R1507P) A-11
A.3.7.1 Process A-11
A.3.7.2 Print A-11
A.3.8 R15250 - Sales History Report A-11
A.3.9 Processing Options for Sales History Report (R15250) A-11
A.3.9.1 Processing A-11
A.3.9.2 Select A-11
A.3.9.3 Print A-12
A.3.10 R15251 - Weekly Sales History Report A-12
A.3.11 Processing Options for Weekly Sales History Report (R15251) A-12
A.3.11.1 Process A-13
A.3.11.2 Print A-13
A.3.12 R1530P - E.P. Class Listing A-14
A.3.13 Processing Options for E.P. Class Listing (R1530P) A-14
A.3.13.1 Select A-14
A.3.13.2 Process A-14
A.3.13.3 Options A-15
A.3.13.4 Caps A-16
A.3.14 R15301 - Tenant Alpha Listing A-16
A.3.15 Processing Options for Tenant Alpha Listing (R15301) A-17
A.3.15.1 Process A-17

A.3.16 R15305 - Recurring Billing Comparison Report A-17
A.3.17 Processing Options for Recurring Billing Comparison Report (R15305) A-18
A.3.17.1 Process A-18
A.3.17.2 Proration A-18
A.3.17.3 Override A-18
A.3.17.4 Lessee A-19
A.3.17.5 Print A-19
A.3.18 R1532 - E.P. Extraction Register A-19
A.3.19 Processing Options for E.P. Extraction Register (R1532) A-19
A.3.19.1 Select A-19
A.3.20 R1538 - E.P. Calculation Register - Detail A-20
A.3.21 Processing Options for E.P. Calculation Register - Detail (R1538) A-20
A.3.21.1 Select A-20
A.3.22 R1538S - E.P. Calculation Register - Summary A-20
A.3.23 Processing Options for E.P. Calculation Register - Summary (R1538S) A-20
A.3.23.1 Select A-20
A.3.24 R1539 - E.P. Batch Adjustments Audit A-20
A.3.25 Processing Options for E.P. Batch Adjustments Audit (R1539) A-20
A.3.25.1 Print A-20
A.3.26 R15400 - Lease Date Edit Worksheet A-21
A.3.27 Processing Options for Lease Date Edit Worksheet (R15400) A-21
A.3.27.1 Print A-21
A.3.28 R15401 - Lease Master Listing A-22
A.3.29 Processing Options for Lease Master Listing (R15401) A-22
A.3.29.1 Select A-22
A.3.29.2 Process A-22
A.3.29.3 Print A-24
A.3.30 R154011 - Recurring Billing Information Listing A-24
A.3.31 Processing Options for Recurring Billing Information Listing (R154011) A-24
A.3.31.1 Select A-25
A.3.31.2 Print A-25
A.3.32 R154012 - Lease Log Information A-25
A.3.33 Processing Options for Lease Log Information (R154012) A-25
A.3.33.1 Select A-26
A.3.33.2 Process A-26
A.3.33.3 Print A-26
A.3.34 R154013 - E.P. Information Listing A-26
A.3.35 Processing Options for E.P. Information Listing (R154013) A-26
A.3.35.1 Select A-27
A.3.35.2 Print A-27
A.3.36 R154014 - Sales Overage Information Listing A-27
A.3.37 Processing Options for Sales Overage Information Listing (R154014) A-27
A.3.37.1 Select A-27
A.3.37.2 Print A-28
A.3.38 R154015 - Escalation Information Listing A-28
A.3.39 Processing Options for Escalation Information Listing (R154015) A-28
A.3.39.1 Select A-28

A.3.39.2 Print ... A-29
A.3.40 R15402 - Log Detail Listing ... A-29
A.3.41 Processing Options for Log Detail Listing (R15402) ... A-29
A.3.41.1 Print ... A-29
A.3.41.2 Process ... A-29
A.3.42 R154021 - Log Standards Listing ... A-30
A.3.43 Processing Options for Log Standards Listing (R154021) ... A-30
A.3.43.1 Print ... A-30
A.3.44 R15403 - Lease Expiration Listing ... A-30
A.3.45 Processing Options for Lease Expiration Listing (R15403) ... A-30
A.3.45.1 Select ... A-31
A.3.45.2 Bill Codes ... A-31
A.3.45.3 Print ... A-31
A.3.45.4 Currency ... A-32
A.3.46 R15405 - Revenue Fee Listing ... A-32
A.3.47 Processing Options for Revenue Fee Listing (R15405) ... A-32
A.3.47.1 Print ... A-32
A.3.48 R15406 - Straight-line Rent Listing ... A-32
A.3.49 Processing Options for Straight-line Rent Detail Listing (R15406) ... A-33
A.3.49.1 Process ... A-33
A.3.49.2 Print ... A-33
A.3.50 R15407 - Straight-line Rent Register - Month Report ... A-33
A.3.51 Processing Options for Straight-line Rent Register - Month (R15407) ... A-33
A.3.51.1 Process ... A-33
A.3.51.2 Print ... A-34
A.3.52 R15409 - Straight-line Rent Register - Year Report ... A-34
A.3.53 Processing Options for Straight-line Rent Register - Year (R15409) ... A-34
A.3.53.1 Process ... A-34
A.3.54 R15410 - Building / Unit Statistics ... A-34
A.3.55 Processing Options for Building / Unit Statistics (R15410) ... A-34
A.3.55.1 Select ... A-35
A.3.55.2 Print ... A-35
A.3.56 R15411 - Review Sales Report ... A-35
A.3.57 Processing Options for Review Sales Report (R15411) ... A-35
A.3.57.1 Process ... A-35
A.3.57.2 Print ... A-35
A.3.58 R15412 - Occupancy Costs/Rents Report ... A-36
A.3.59 Processing Options for Occupancy Costs/Rents Report (R15412) ... A-36
A.3.59.1 Process ... A-36
A.3.59.2 Base Rent, Sales Rent, Recoveries, and Other Bill Codes ... A-37
A.3.60 R15415 - Tenant Master Listing ... A-37
A.3.61 Processing Options for Tenant Master Listing (R15415) ... A-38
A.3.61.1 Process ... A-38
A.3.61.2 Columns ... A-38
A.3.61.3 Print ... A-39
A.3.62 R15420 - Tenant Billing Listing ... A-39
A.3.63 Processing Options for Tenant Billing Listing (R15420) ... A-39

A.3.63.1 Process ... A-39
A.3.63.2 Print ... A-40
A.3.64 R15421 - Tenant Rent Roll ... A-40
A.3.65 Processing Options for Tenant Rent Roll (R15421) ... A-40
A.3.65.1 Process ... A-40
A.3.65.2 Bill Codes ... A-42
A.3.65.3 Print ... A-42
A.3.65.4 Currency ... A-43
A.3.66 R15430 - Lease Follow-Up Worksheet ... A-44
A.3.67 Processing Options for Lease Follow-Up Worksheet (R15430) ... A-44
A.3.67.1 Defaults ... A-44
A.3.68 R15440 - Receipts Variance Report ... A-44
A.3.69 Processing Options for Receipts Variance Report (R15440) ... A-44
A.3.69.1 Select ... A-45
A.3.69.2 Print ... A-45
A.3.69.3 Currency ... A-45
A.3.70 R15450 - Bill Code/Adjustment Reason Listing Report ... A-45
A.3.71 Processing Options for Bill Code/Adjustment Reason Listing (R15450) ... A-45
A.3.71.1 Print ... A-46
A.3.72 R15471 - New Leases Report ... A-46
A.3.73 Processing Options for the New Leases Report (R15471) ... A-46
A.3.73.1 Process ... A-46
A.3.73.2 Bill Codes ... A-46
A.3.74 R15490 - Holdover Tenant Report ... A-46
A.3.75 Processing Options for Holdover Tenant Report (R15490) ... A-47
A.3.75.1 Bill Codes ... A-47
A.3.75.2 Defaults ... A-47
A.3.75.3 Select ... A-47
A.3.75.4 Print ... A-47
A.3.75.5 Currency ... A-47
A.3.76 R15550 - Rent Change Report ... A-48
A.3.77 Processing Options for Rent Change Report (R15550) ... A-48
A.3.77.1 Select ... A-48
A.3.77.2 Default ... A-48
A.3.77.3 Bill Codes ... A-49
A.3.77.4 Print ... A-49
A.3.77.5 Currency ... A-50
A.3.78 R15600 - Occupancy/Vacancy Listing ... A-50
A.3.79 Processing Options for Occupancy/Vacancy Listing (R15600) ... A-51
A.3.79.1 Process ... A-51
A.3.79.2 Totals ... A-52
A.3.80 R15605 - Critical Date Review Report ... A-52
A.3.81 Processing Options for Critical Date Review Report (R15605) ... A-52
A.3.81.1 Print ... A-52
A.3.81.2 Process ... A-52
A.3.82 R15610 - Tenant Log Information ... A-53
A.3.83 Processing Options for Tenant Log Information (R15610) ... A-53

A.3.83.1 Select ... A-53
A.3.83.2 Process ... A-53
A.3.83.3 Log Class ... A-54
A.3.84 R15611 - Critical Date Report ... A-54
A.3.85 Processing Options for Critical Date Report (R15611) ... A-54
A.3.85.1 Defaults ... A-54
A.3.85.2 Process ... A-55
A.3.85.3 Print ... A-55
A.3.86 R15614 - Security Deposit Critical Date Report ... A-55
A.3.87 Processing Options for Security Deposit Critical Date Report (R15614) ... A-55
A.3.87.1 Print ... A-55
A.3.88 R15615 - Security Deposit Required Versus Received Report ... A-56
A.3.89 Processing Options for Security Deposit Required v.s. Received Report (R15615) ... A-56
A.3.89.1 Print ... A-56
A.3.89.2 Select ... A-56
A.3.89.3 Process ... A-57
A.3.90 R15675 - Sales Analysis Report ... A-57
A.3.91 Setting Processing Options for Sales Analysis Report (R15675) ... A-57
A.3.91.1 Select ... A-58
A.3.91.2 Print ... A-58
A.3.92 R15690 - Lease Log Summary Analysis ... A-59
A.3.93 Processing Options for Lease Log Summary Analysis (R15690) ... A-59
A.3.93.1 Print ... A-59
A.3.93.2 Logs ... A-60
A.3.94 R15710 - Legal Clause Report ... A-60
A.3.95 Processing Options for the Legal Clause Report (R15710) ... A-60
A.3.95.1 Process ... A-60
A.3.95.2 Print ... A-60
A.3.96 R157101 - Legal Clause Option Audit Report ... A-61
A.3.97 Processing Option for the Legal Clause Options Audit Report (R157101) ... A-61
A.3.97.1 Process ... A-61
A.3.98 R157102 - Space Detail Audit Report ... A-61
A.3.99 Processing Option for the Space Detail Audit Report (R157102) ... A-61
A.3.99.1 Process ... A-61
A.3.100 R15733 - Tenant A/R Daily Balance Report ... A-62
A.3.101 Processing Options for Tenant A/R Daily Balance (R15733) ... A-62
A.3.101.1 Select ... A-62
A.3.101.2 Print ... A-62
A.3.101.3 Currency ... A-62

Preface

Welcome to the JD Edwards EnterpriseOne Applications Real Estate Management Implementation Guide.

Audience

This guide is intended for implementers and end users of the JD Edwards EnterpriseOne Real Estate Management system.

JD Edwards EnterpriseOne Products

This implementation guide refers to these JD Edwards EnterpriseOne products from Oracle:

- JD Edwards EnterpriseOne Accounts Receivable
- JD Edwards EnterpriseOne Accounts Payable
- JD Edwards EnterpriseOne General Accounting
- JD Edwards EnterpriseOne Multicurrency Processing

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide.*

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at http://oracle.com/contracts/index.html for program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

See Also:

- *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Related Documents

You can access related documents from the JD Edwards EnterpriseOne Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1308615.1, or by using this link:

https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1308615.1

To navigate to this page from the My Oracle Support home page, click the Knowledge tab, and then click the Tools and Training menu, JD Edwards EnterpriseOne, Welcome Center, Release Information Overview.

Conventions

The following text conventions are used in this document:

Convention	Explanation
Bold	Indicates field values.
Italics	Indicates emphasis and JD Edwards EnterpriseOne or other book-length publication titles.
`Monospace`	Indicates a JD Edwards EnterpriseOne program, other code example, or URL.
	Indicates a link to a recording of the described feature. These recordings are in MP4 format so ensure that you have an appropriate player installed. Access to these recordings requires a valid Oracle account.

1

Introduction to JD Edwards EnterpriseOne Real Estate Management

This chapter contains the following topics:

- Section 1.1, "JD Edwards EnterpriseOne Real Estate Management Overview"
- Section 1.2, "JD Edwards EnterpriseOne Real Estate Management Integrations"
- Section 1.3, "JD Edwards EnterpriseOne Real Estate Management Implementation"

1.1 JD Edwards EnterpriseOne Real Estate Management Overview

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

For example, you can:

- Automate the billing processes for complex commercial and retail leases.
- Generate straight-line rent, occupancy, and critical date reports.
- Analyze and forecast sales.
- Process late fees.
- Generate detailed lease-level and portfolio-level budgeting and valuation.
- Manage and monitor the portfolio to identify assets that are under-performing in key areas.
- Analyze and report at the property and portfolio level.
- Process multicurrency transactions.
- **(Release 9.1 Update)** Create lessee leases for property and non-property assets, and properly account for those assets using balance sheet lessee accounting.
- **(Release 9.2 Update)** Manage lessee leases

1.2 JD Edwards EnterpriseOne Real Estate Management Integrations

The JD Edwards EnterpriseOne Real Estate Management system integrates with these systems from Oracle:

- JD Edwards EnterpriseOne Financial Management Solutions
- JD Edwards EnterpriseOne Service Management

Integration considerations are discussed in the implementation chapters in this implementation guide. Supplemental information about third-party application integrations is located on the My Oracle Support website at https://support.oracle.com/

1.2.1 JD Edwards EnterpriseOne Financial Management Solutions

The products that comprise the JD Edwards EnterpriseOne Financial Management system from Oracle enable you to leverage the financial data to compute budgets and subsequent forecasts, and to improve financial reporting accuracy. You can integrate in real-time with the general ledger to eliminate the need for reconciliation.

(Release 9.1 Update) With the addition of the Revenue Recognition for Real Estate Management system, you can identify transactions in the Real Estate Management system that should be included in revenue recognition processing, and send them to the Accounts Receivable system for processing.

(Release 9.1 Update) With the addition of the balance sheet lessee accounting feature, the JD Edwards EnterpriseOne Real Estate Management system integrates with the JD Edwards EnterpriseOne Fixed Assets system, enabling you to enter asset records for non-property assets in the Fixed Asset system, and then process them through the balance sheet lessee accounting process in the Real Estate Management system.

1.2.2 JD Edwards EnterpriseOne Service Management

The JD Edwards EnterpriseOne Service Management system from Oracle helps you to enhance customer service and satisfaction, increase tenant retention, reduce vacancy loss, and spare capital leasing cost.

1.3 JD Edwards EnterpriseOne Real Estate Management Implementation

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

In the planning phase of the implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Real Estate Management, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more, and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools Software Updates Guide*

1.3.1 Global Implementation Steps

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

- Set up companies, fiscal date patterns, and business units.

  See "Setting Up Organizations" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

- Set up accounts and the chart of accounts.

  See "Creating the Chart of Accounts" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

- Set up the General Accounting constants.

  See "Setting Up Constants for General Accounting" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

- Set up multicurrency processing, including currency codes and exchange rates.

  See "Setting Up General Accounting for Multicurrency Processing" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.

  See "Setting Up Exchange Rates" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide.*

- Set up ledger type rules.

  See "Setting Up Ledger Type Rules for General Accounting" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

- Enter address book records.

  See "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide.*

1.3.2 Core Implementation Steps

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

- Set up Real Estate Management system constants.

  See Setting Up Constants.

- Set up automatic accounting instructions (AAIs).

  See Setting Up Automatic Accounting Instructions.

- Set up user-defined codes (UDCs).

  See Setting Up User-Defined Codes.

- Set up bill codes and adjustment reasons.

  See Setting Up Bill Codes and Adjustment Reason Codes.

- Set up billing frequency information, periodic billing cycles, and weekly billings.

  See Setting Up Billing Frequency Information.

- Set up tax rate area information.

  See Setting Up Tax Rate Area Information.

- Set up logs and legal clauses. Enter log standards and lease option types.

  See Setting Up Logs and Legal Clauses.

- Set up statement messages.

  See Setting Up Statement Messages.

- Set up building and property information.

  See Setting Up Property and Building Information.
- Set up floor information.

  See Setting Up Floor Information.
- Set up unit and multi-unit information.

  See Setting Up Multi-Unit Information.
- Set up market, renewal, and potential rent information.

  See Setting Up Market, Renewal, and Potential Rent Information.
- Set up tenant and lease information.

  See Setting Up Tenant and Lease Information.
- Set up legal clause information and copy option standards.

  See Setting Up Legal Clause Information.
- Enter space detail information.

  See Entering Space Detail Information.
- Enter space detail audit information.

  See Entering Space Detail Audit Information.
- Enter clause amounts.

  See Entering Clause Amounts.
- Enter clause options audit information.

  See Entering Clause Options Audit Information.
- Review and revise critical dates for leases.

  See Reviewing Lease Dates.

2

Setting Up the JD Edwards EnterpriseOne Real Estate Management System

This chapter contains the following topics:

- Section 2.1, "Setting Up Constants"
- Section 2.2, "Setting Up User-Defined Codes"
- Section 2.3, "Setting Up Automatic Accounting Instructions"
- Section 2.4, "Setting Up Bill Codes and Adjustment Reason Codes"
- Section 2.5, "Setting Up Billing Frequency Information"
- Section 2.6, "Setting Up Tax Rate Area Information"
- Section 2.7, "Setting Up Logs and Legal Clauses"
- Section 2.8, "Setting Up Statement Messages"

2.1 Setting Up Constants

Constants are default settings that the JD Edwards EnterpriseOne Real Estate Management (REM) system uses to process requests, generate billings, and perform other tasks. You must define certain constants before you enter information for tenants, facilities, and leases.

You can set up constants by building and company. If you do not define constants for the building, the system uses the company constants. If you do not define constants for the company, the system uses the information that is set up for company 00000, which is the default company. All companies and building can use the information that you set up for company 00000.

When you set up constants for company 00000, you also establish system constants. The options that define the system constants, such as versions, area types, and area validations, appear on the Real Estate Management Constants Revisions form only when you are setting up company 00000. When you use a company number other than the default company 00000, the system displays an abbreviated version of the Real Estate Management Constants Revisions form.

The system stores system constant information in the Property Management Constants table (F1510B).

Important: You must log out and log back into the system for constant changes to take effect. In general, do not change system constants after you set up the system. If you do make changes, you must be thoroughly familiar with the information that is involved because it is central to the system processes. You should also ensure that only authorized personnel can access and maintain the constants.

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

See Also:

- "Setting Up Constants for Accounts Receivable" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.

Setting Up Straight-Line Rent Constants (Release 9.1 Update)

You can set up default straight-line rent processing information using the Real Estate Management Constants program. You use straight-line rent constants to define the default values for the following fields:

- Lease Term Date Selection

  The system uses this value to determine which dates to use when calculating the lease term for straight-line rent processing.

- Lease Version Date Selection

  The system uses this value to determine whether to use the lease version that is effective on the system date, or the lease version with the latest effective date, when calculating straight-line amounts.

- Append on Regeneration

  The system uses this option to determine whether the system uses the Append method when regenerating straight-line rent information after a lease has changed.

  When the option is selected, the system retains the existing records in the Straight-line Rent Lease Control table (F1513B) that were created from the previous run of the Straight-line Rent Generation program (R15130), and the results from the current run are appended to the results of the previous run. The system updates all records to use the new batch number from the second run of the R15130.

  When the option is not selected, the system deletes the F1513B records from the previous run of the R15130 when you rerun the R15130. Only the results of the current run are displayed.

  When appending results from two runs of the R15130, the lease term of the previous run must not overlap with the lease term of the new run. If the lease terms overlap, then you must deselect this option so that the system deletes the F1513B records from the previous run while generating amounts for the new lease term.

When running the R15130 to append results of a lease term that ends mid-month and a lease term that starts mid-month, the Prorate Partial Month Rents processing option should be set to 1 (Prorate Partial Month Rents). If you set the Prorate Partial Month Rents processing option to 2 (Prorate on 30 Day Month) or 3 (Prorate on 31 Day Month), the results might be incorrect depending on the partial month being processed.

As with other constants, you set up straight-line rent constant information at the building, company, or default (company 00000) level.

After you set up constants, the default values are automatically added to leases that are created. If the processing option settings in the P1501 and P1502 are set to allow straight-line rent setup overrides, you can update the values on the lease or recurring billing records, and then click OK to save your changes.

See Section 4.2.4, "Understanding Straight-line Rent Processing for Leases (Release 9.1 Update)" and Section 7.3.1, "Understanding Recurring Billing Information" for more information.

Important Note: When you set up straight-line rent information in the Real Estate Management Constants, the system does not automatically update existing leases. To update existing leases, you must access the Lease Straight-line Rent Setup form, by selecting the Setup Straight-line Form menu option from the Lease Master Revisions form.

When you access this form the first time after the straight-line rent constants have been defined, the system automatically creates a record in the Lease Straight-line Rent Setup table (F15131), and populates it with the default values from the constants.

Setting Constants for Balance Sheet Lessee Accounting (Release 9.1 Update)

Several new fields have been added to the Real Estate Management constants that enable users to set default values for balance sheet lessee accounting. The fields include:

- Lease Classification

  Use this option to specify the default value classification of the lease for accounting purposes. The lease can be a finance lease, operating lease, or not on the balance sheet.

  This field only appears on the constants if the company is Company 00000, and the Building field does not have a value. Users can override this value on the lease.

- Reasonably Certain to Exercise Option

  Select this option to indicate that the lessee is reasonably certain to exercise the purchase option. The purchase option can be to purchase the asset, renew the lease, or terminate the lease.

  This option only appears on the constants if the company is Company 00000, and the Building field does not have a value. Users can override this value on the lease.

- Generate Unit Asset

  Select this option if you want the system to automatically generate an asset record when you create a unit record. This option can be set for Company 00000 and also on company or company/building constants.

- Activate Balance Sheet Accounting

  Use this option to indicate whether lessee accounting is recognizing leased assets and liabilities on the balance sheet. If you do not select this option, payments for leased assets are expensed using the RM AAI account. If you select this option, the system tracks lease liability on the balance sheet, and payments for leased assets use the lessee accounting AAIs for the specific lease type instead. Once you have activated balance sheet accounting, you should not deactivate it.

- Populate Subledger

  Use this option to indicate whether or not the system creates journal entries for the Lessee Balance Sheet Accounting AAIs by subledger. If you select this option, the system uses the asset number as the subledger and E as the subledger type.

2.1.1 Forms Used to Set Up Constants

Form Name	FormID	Navigation	Usage
Work with Real Estate Management Constants	W1510D	RE System Setup (G15412), RE System Constants	Locate and review system constant records by company and building.
Real Estate Management Constants Revisions	W1510C The system calls the W1510A form only when updating company 00000.	On the Work with Real Estate Management Constants form, click Add.	Set up constants. Set up straight-line rent information (Release 9.1 Update)

2.1.2 Setting Up Constants

Access the Real Estate Management Constants Revisions form.

Company or Building
Enter a value in either of these fields.

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

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

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

> **Note:** The Expense Account AAIs (RMxxxx) are used in the same way during Accounts Payable processing as the Revenue Account AAIs (PMxxxx) are used during Accounts Receivable processing.

Lease Year Beginning Month
Enter the value that corresponds to the beginning month of a standard lease year. Although various leases may start on different dates throughout the year, they can share the same annual schedule that the property manager establishes. If you do not know the beginning month, enter **01** for January.

Report Year Begin Month
Enter the month that defines the beginning of the year for tenant sales analysis purposes. This value is used in sales analysis processing to determine which months are to be included in quarter-to-date (QTD) and year-to-date (YTD) numbers. If you do not know the beginning month, enter **01** for January.

Tax Suppress
If you select this check box, the system bypasses tax processing and does not display tax processing fields. If you do not select this check box, the system processes taxes. Individual forms and reports may have processing options that override the value that is entered here.

> **Note:** You can only enter a value in this field when you are setting up constants for company 00000.

Activate Versioning
If you select this check box, the edits and options for lease versioning are active. If you do not select this check box, versioning is not active.

> **Note:** You can only use this field when you are setting up constants for company 00000.

Hard Versioning Error
If you select this check box, the system only allows you to make changes to the latest version of the lease. The system displays a message that indicates that the version is locked when you access any other versions of the lease. If you do not select this check box, the system allows you to make changes to all versions of a lease.

You can only select this check box if you select the Activate Versioning check box.

> **Note:** You can only use this field when you are setting up constants for company 00000.

Rentable Area Type
Enter a user-defined code (UDC) from UDC table 15/AR that defines the rentable area.

> **Note:** You can only use this field when you are setting up constants for company 00000.

Validate Rentable Area
If you select this check box, the system validates the rentable area when you are entering building, floor, and unit information. If you do not select this check box, the system does not validate the information.

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

> **Note:** You can only use this field when you are setting up constants for company 00000.

Usable Area Type
Enter a user-defined code from UDC table 15/AR that defines the usable area.

> **Note:** You can only use this field when you are setting up constants for company 00000.

Validate Usable Area
The system validates the usable area when you enter building, floor, and unit information. This field is only valid for company 00000.

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

Alt. Area Type 1 (alternate area type 1), Alt. Area Type 2 (alternate area type 2), and Alt. Area Type 3 (alternate area type 2)
Enter a user-defined code from UDC table 15/AR that specifies an area type other than the rentable or usable area types.

> **Note:** You can only use this field when you are setting up constants for company 00000.

Validate Alt. Area 1 (validate alternate area 1), Validate Alt. Area 2 (alternate area type 2), and Validate Alt. Area 3 (validate alternate area 3)
If you select this check box, the system validate alternate area 1, alternate area 2, and alternate area 3 when you enter building, floor, and unit information.

> **Note:** For validation purposes, the total square footage of the floors cannot exceed the total square footage of the building.
>
> You can only enter a value in this field when you are setting up constants for company 00000.

Lease Term Dates Selection (Release 9.1 Update)
A value that specifies the dates that the system uses to determine the straight-line rent term when generating straight-line amounts. Values are:

Blank: Use the begin date and end date on the lease.

1: Use the move-in date and plan-out date for the unit on the lease.

2: Use the commitment begin date and plan-out date for the unit on the lease.

9: Use user-defined lease term dates.

Note that option 9 is available only when using the Lease Straight-line Rent Setup (P15131) program.

Lease Version Date Selection (Release 9.1 Update)
A value that specifies the dates that the system uses to determine the lease version when generating straight-line rent amounts. Values are:

Blank: System Date

1: Latest Version Effective Date

9: User Defined Lease Version Date

Note that option 9 is available only when using the Lease Straight-line Setup (P15131) program.

Append on Regeneration (Release 9.1 Update)
Use this option to determine whether the system uses the Append method when regenerating straight-line rent information after a lease has changed.

When the option is selected, the system retains the existing records in the Straight-line Rent Lease Control table (F1513B) that were created from the previous run of the Straight-line Rent Generation program (R15130), and the results from the current run are appended to the results of the previous run. The system updates all records to use the new batch number from the second run of the R15130.

When the option is not selected, the system deletes the F1513B records from the previous run of the R15130 when you rerun the R15130. Only the results of the current run are displayed.

When appending results from two runs of the R15130, the lease term of the previous run must not overlap with the lease term of the new run. If the lease terms overlap, then you must deselect this option so that the system deletes the F1513B records from the previous run while generating amounts for the new lease term.

When running the R15130 to append results of a lease term that ends mid-month and a lease term that starts mid-month, the Prorate Partial Month Rents processing option should be set to 1 (Prorate Partial Month Rents). If you set the Prorate Partial Month Rents processing option to 2 (Prorate on a 30 Day Month) or 3 (prorate on a 31 Day Month), the results might be incorrect depending on the partial month being processed.

Lease Classification (Release 9.1 Update)
Use this option to specify the default classification of the lease for accounting purposes. The lease can be a finance lease, operating lease, or not on the balance sheet.

This field only appears on the constants if the company is Company 00000, and the Building field does not include a value. Users can override this value on the lease. Values are:

Blank: Not on the balance sheet

1: Operating lease

2: Finance lease

Reasonably Certain to Exercise Option (Release 9.1 Update)
Select this option to indicate that the lessee is reasonably certain to exercise the purchase option. This option is informational only and indicates whether the lessee has the intent to purchase the asset, renew the lease, or terminate the lease.

This option only appears on the constants if the company is Company 00000, and the Building field does not include a value. Users can override this value on the lease. Values are:

0 (Not Selected): Not expected to exercise option.

1 (Selected): Reasonably certain to exercise option.

Generate Unit Asset (Release 9.1 Update)
Select this option to specify that the system automatically creates an asset when adding a unit. Values are:

0 (Not Selected): Do not automatically create an asset.

1 (Selected): Automatically create an asset.

Activate Balance Sheet Accounting (Release 9.1 Update)
Use this option to indicate whether lessee accounting is recognizing leased assets and liabilities on the balance sheet. If you do not select this option, payments for leased assets are expensed using the RM AAI account. If you select this option, the system tracks lease liability on the balance sheet, and payments for leased assets use the lessee accounting AAIs for the specific lease type instead. Once you have activated balance sheet accounting, you should not deactivate it.

Populate Subledger (Release 9.1 Update)
Use this option to indicate whether or not the system creates journal entries for the Lessee Balance Sheet Accounting AAIs by subledger. If you select this option, the system uses the asset number as the subledger and E as the subledger type.

2.2 Setting Up User-Defined Codes

UDC values are required in many fields in the JD Edwards EnterpriseOne Real Estate Management system. In these fields, the system only accept codes that are defined in a UDC table. Some UDCs are hard-coded, and others you can define to meet the needs of the organization. Some UDCs contain a special handling code, which directs the system to perform a specific function. Set up UDC values to define codes that are appropriate for the business needs, such as business unit types, tenant lease types, lease status codes, and log classes.

This table describes the UDCs that are used by the JD Edwards EnterpriseOne Real Estate Management system:

UDC	Description
Business Unit Type (00/MC)	Defines the types of business units with which you work, such as office building or warehouse. In general, you use this code to differentiate the properties and buildings that you manage. In addition, you can use this code to separate the Real Estate Management business unit types from other types of business units.
Unit Type (15/UT)	Defines the types of units that consist of rentable areas for which leases exist, such as office, condo, apartment, or retail store.
Unit Usage (15/UU)	Defines how a unit is used, such as storage or parking.
Unit Status (15/US)	Defines the status of a unit, such as occupied or vacant.
Lease Type (15/LT)	Defines the types of leases for billing and reporting purposes, such as operating agreement or sublease. Special handling codes are: **O:** Enter this value in the first position of the Description 2 field to indicate that the lease type is open-ended. **S:** Enter this value in the first position of the Description 2 field to indicate that the lease type is a sublease. **NA:** Enter this value in the first two positions of the Description 2 field to indicate that the lease as speculative.

UDC	Description
Lease Status (15/LS)	Defines the status of a lease for billing and reporting purposes, such as expired, holdover, or terminated. Special handling codes are: **O:** Enter this value in the first position of the Description 2 field to indicate that the lease type is open-ended. **X:** Enter this value in the first position of the Description 2 field to indicate that the lease status is inactive.
Log Class (15/LG)	Defines the types of information that a log line can contain. This can further describe a lease or facility. For leases, the log class can define terms and conditions such as insurance. For facilities, the log class can define building permits, features and amenities, and fire protection systems. You can enter any combination of these special handling codes to specify the log class when multiple values are applicable: **B:** Enter this value in the first position of the Description 2 field to indicate that the log class is a building. **F:** Enter this value in the first position of the Description 2 field to indicate that the log class is a floor. **L:** Enter this value in the first position of the Description 2 field to indicate that the log class is a lease. **O:** Enter this value in the first position of the Description 2 field to indicate that the log class is an option. **U:** Enter this value in the first position of the Description 2 field to indicate that the log class is a unit. Blank: Leave the Description 2 field blank to indicate that the log class applies to all.
Log Amenity ID (15/AM)	Defines the facility amenities that are identified in a log line, such as the number of rentable units and elevator banks, and seating capacity.
Tenant Sales Product Code (15/PC)	Defines another level of detail for goods that are sold by tenants, such as jewelry or office furnishings for a retail store.
Tenant Sales Report Type (15/RT)	Defines the types of sales reports that are provided by tenants, such as estimated, actual, or verbal.
Tenant Sales Adjustment Type (15/AT)	Defines the adjustment reasons or causes for changes in originally reported sales, such as a correction or a miscellaneous adjustment.

UDC	Description
Revenue Fee Type (15/FE)	Defines the types of fees that the system uses to calculate revenue, such as lease commissions or management fees. Special handling codes are: **LS:** Enter this value in the first two positions of the Description 2 field to indicate that the revenue fee type is lease-based. **CCAR:** Enter this value in the first four positions of the Description 2 field to indicate that the revenue fee type is based on a business unit from the Accounts Receivable system. **CCGL:** Enter this value in the first four positions of the Description 2 field to indicate that the revenue fee type is based on a business unit from the General Accounting system.
Fee & Interest Type (15/FY)	Defines the types of fees and interest that the system uses to generate charges against invoices, such as delinquency fees and security deposit interest.
Area Type (15/AR)	Defines the types of area that the system uses to calculate rent, such as rentable area or usable area.
Space Detail Hierarchy (15/HI)	Defines the hierarchy level for space detail options, such as first, second, or final.
Option Status (15/OS)	Defines the status of an option type, such as approved, declined, or expired.
Option Amount Type (15/TA)	Defines the amount type for the option, such as, dollars, percentage, or number of spaces.
Offer Status (15/OF)	Defines the status of the option offer, such as accepted or declined.
Standard Option Level (15/SL)	Defines whether the option is a lease or tenant level standard. The values of **T** (tenant level) and **L** (lease level), which are the only values for the UDC, are hard-coded and should not be changed.
Recurring Option (15/RO)	Defines whether the option standard is a recurring option throughout the term of the lease.
Clause Key Level (15/CK)	Defines whether the clause is lease-level or tenant-level. The values of **T** (tenant level) and **L** (lease level), which are the only values for the UDC, are hard-coded and should not be changed.
Escrow Deposit Type (15/ED)	Defines the types of escrow deposits, such as utility, security, or key deposit.
Straight-line Rent Lease Term Dates (15/FD) (Release 9.1 Update)	Defines which dates the system uses to define the lease term dates.
Lease Version Selection (15/LV) (Release 9.1 Update)	Defines which date is used to determine the lease version that is currently active.
Lease Header Category Code 01-05 (15/D1 - 15/D5) (Release 9.1 Update)	Defines additional information about the lease header that is not stored in other fields. Category code fields can be configured to meet your business needs.
Lease Detail Category Code 11-15 (15/B1 - 15/B5) (Release 9.1 Update)	Defines additional information about the lease detail that is not stored in other fields. Category code fields can be configured to meet your business needs.
Lease Classification (15/LL) (Release 9.1 Update)	Defines the type of lease for balance sheet accounting.

UDC	Description
Effect on Lease Liability (15/LA) (Release 9.1 Update)	Defines how the specified asset impacts the lease liability calculation for balance sheet accounting.
Effect on ROU Asset (15/LB) (Release 9.1 Update)	Defines how the specified asset impacts the right of use asset calculation for balance sheet accounting.
Amortization Schedule Type (15/AS) (Release 9.1 Update)	Defines whether the type of amortization schedule is a lease liability or ROU asset schedule.
Payment Method (15/PA) (Release 9.1 Update)	Defines whether the payment is in advance or in arrears.
Lease Liability Status (15/LD) (Release 9.1 Update)	Defines the status of the lease line for balance sheet accounting processes.

See Also:

- *JD Edwards EnterpriseOne Tools Foundation Guide*.

2.3 Setting Up Automatic Accounting Instructions

You can create automatic accounting instructions (AAIs) for each unique combination of company and either billing code, adjustment reason code, or general ledger (GL) offset code. AAIs define which accounts the system uses to post entries to the General Ledger. Billing and GL offset codes are one to four characters and adjustment reason codes are only two characters.

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

This table lists the AAI items in the JD Edwards EnterpriseOne Real Estate Management system, the code type that is used with each AAI item, and a description of the associated account:

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

AAI	Code Type	Description of AAI
RM	Billing code	The expense account for a voucher, which the system debits. You must set up this AAI for each bill code that you use. For example, RMRENT identifies the expense account for the rent payment that is related to a payable lease, as specified by the billing code (RENT).
RM	Tax code	The tax account for a voucher that is generated with taxes using tax explanation code AR. You must enter a GL offset for the tax rate area, and then set up the AAI using the GL offset that is specified. For example, if the tax rate area CO is set up with the GL offset TXTX, the system generates a journal entry for the tax amount and uses the account that is set up for AAI RMTXTX.
PC	GL offset	The payables trade account, which the system credits. For example, PCRENT identifies to the payables trade account for the rent payment that is related to a payable lease, as specified by the GL offset code (RENT).
PC	Tax offset	The offset for the tax amount if the tax explanation code is AR. You must set up the AAI using the GL offset that is entered for the tax explanation code.
RA	Adjustment code	The adjustment account for a receipt transaction, which the system either debits or credits, depending on how it is used. For example, the system uses the RASI to identify the account to credit for interest that is earned on a security deposit; and RABD to identify the write-off account to debit for bad debt.

Balance Sheet Lessee Accounting AAIs (Release 9.1 Update)

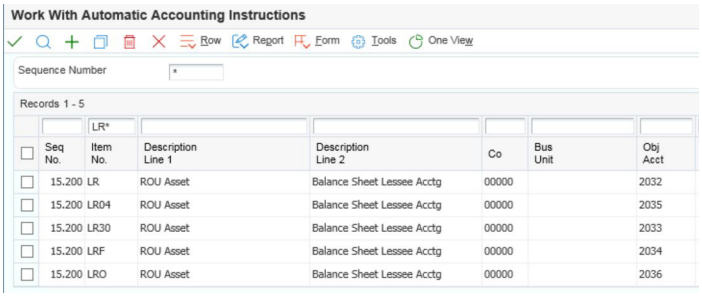
You use balance sheet lessee accounting to define the account numbers used for lessee accounting journal entries. Balance sheet lessee accounting AAIs follow the structure L*xxxx, where xxxx is a searchable heirarchy that can include:

1. Major equipment class
2. Major accounting class
3. Lease classification (F for finance, or O for operating)
4. Generic

The major equipment class and major accounting class fields are defined in the Asset Master for the leased asset. The lease classification is defined in the Lease Master for the leased asset. The system searches the AAIs for the asset in the order listed above, stopping when it finds a match.

For example, you might set up your LR AAIs as follows:

Figure 2–1 Example: AAI Set up for LR (ROUA) Accounts



If you have an asset with no major equipment class, a major accounting class of 30, and a lease classification of finance, the system would perform a hierarchical search, starting with major equipment class, and stopping when it finds a match. In this example, the system would use AAI LR30, where 30 is the major accounting class. The lease classification is not considered, as a higher-level match was found.

Using the same AAIs, if an asset did not have either a major equipment class or major accounting class defined, and had a lease classification of operating, the system would have continued searching until it reached AAI LRO.

(Release 9.1 Update) This table lists the AAIs that support balance sheet lessee accounting:

AAI	Name and Account Type	Description
LC	Accumulated Amortization Non-current asset	The contra asset account that allows a company's balance sheet to easily report both the amount of an asset's cost that has been amortized as of the date of the balance sheet, and the asset's cost. This AAI is used for balance sheet accounting.
LL	Lease Liability Long term liability	The account for lease liability reported on the balance sheet. This AAI is used for balance sheet lessee accounting.
LR	ROU Asset Non-current asset	The account for right of use asset reported on the balance sheet. This AAI is used for balance sheet lessee accounting.
LV	ROUA Remeasurement Profit/Loss	(**Release 9.1 Update**) The account for remeasurement profit/loss adjustments. This AAI is used for balance sheet lessee accounting.
LG	Lease Liability Gain/Loss	(**Release 9.1 Update**) The account for liability gain/loss adjustments. This AAI is used for balance sheet lessee accounting.
LU	ROUA Revaluation Offset	(**Release 9.1 Update**) The account for right of use asset revaluation. This AAI is used for balance sheet lessee accounting.
L0	Prepaid Rent - Lessee Current asset	The account for prepaid rent. This account is debited when paying rent and credited when processing the lease liability. This AAI is used for balance sheet lessee accounting.
L1	Lease Expense General expense	The account for lease expense reported on the income statement. This AAI is used for balance sheet lessee accounting.

AAI	Name and Account Type	Description
L2	Interest Expense Other expense	The account for interest expense reported on the income statement. This AAI is used for balance sheet lessee accounting.
L3	Amortization Expense Amortization Expense	The account for amortization expense reported on the income statement. This AAI is used for balance sheet lessee accounting.
L4	LL Rounding Adjustment	The account for remaining balance adjustments on lease liability schedules from the R15180. This AAI is used for balance sheet lessee accounting.
L5	ROUA Rounding Adjustment	The account for remaining balance adjustments on ROU asset schedules from the R15180. This AAI is used for balance sheet lessee accounting.
L6	Sublease Expense Offset Amortization expense	The account for sublease expense reported on the income statement. This AAI is used for balance sheet lessee accounting.
L7	LL Termination Adjustment Offset	This is the GL offset account used when posting to the Lease Liability account (derived from the LL AAI) when terminating a leased asset early. This AAI is used for balance sheet lessee accounting.
L8	ROUA Termination Adjustment Offset	This is the GL offset account used when posting to the Accumulated Amortization account (derived from the LC AAI) when terminating a leased asset early. This AAI is used for balance sheet lessee accounting.
L9	As-Of Balance Adjustment	The account for as-of balance adjustments on ROU asset schedules from the R15170. This AAI is used for balance sheet lessee accounting.

(Release 9.1 Update) You can automatically populate your AAI table (F0012) with these balance sheet lessee accounting AAIs by running the Insert Lessee Accounting AAIs program (R150012). This program creates a record in the F0012 for each of the balance sheet lessee Accounting AAIs if a record for that AAI does not already exist. The program prints a report listing which AAIs were added to the table.

In the Automatic Accounting table (F0012), the AAIs that are related to the JD Edwards EnterpriseOne Real Estate Management system have sequence numbers from 15.000 through 15.999.

This table describes some AAIs that are defined in the JD Edwards EnterpriseOne Real Estate Management system:

Field	Description	Sample Items
15.010	Regular rent - office	PMRO, RCRO
15.020	Regular rent - retail	PMRRTL, RCRRTL
15.040	Rent expense - payable	PCRENT, RMRENT

Field	Description	Sample Items
15.050	Expense participation	PMEXPA, RCEXPA
15.060	Sales overage (AR)	PMSLSO, RCSLSO
15.065	Sales overage (AP)	PCSALE, RMSALE
15.070	Escalation	PMESCA, RCESCA
15.080	Management fees	PMMGMT, RCMGMT
15.090	Miscellaneous receivables Straight-line Rent - accruals Straight-line Rent - adjustments Straight-line Rent - catch-up adjustments Straight-line Rent - deferrals	PMMISC, RCMISC PMACCR, RCACCR PMAJST, RCAJST PMCACH, RCCACH PMDEFR, PCDEFR
15.100	Security deposit	PMSECD, RCSECD
15.110	Non-sufficient funds	PMNSF, RCNSF
15.200	Lessee accounting	LC, LL, LR, LV, LG, LU, and L0 through L9
15.700	Late fees	PMLATE, RCLATE
15.800	Sales tax - payable	PMCTXTX, RMTXTX
15.900	Security deposit refunds - offset account Security deposit clearing account	PCREFD RARF

See Also:

- "Setting Up Automatic Accounting Instructions" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

2.4 Setting Up Bill Codes and Adjustment Reason Codes

Use the Bill Codes / Adjustments Reasons program (P1512) to set up bill codes and adjustment reason codes that the system uses to identify the AAIs that the system uses to post transactions. You must define the adjustment reason codes both as adjustment reason codes in the Billing Code Entry table (F1512) and as adjustment classifications in UDC table 15/AD.

Important: The JD Edwards EnterpriseOne Real Estate Management system and the JD Edwards EnterpriseOne Accounts Receivable system each use specific adjustment reason codes. Do not use the JD Edwards EnterpriseOne Accounts Receivable system adjustment reason codes unless they have also been set up in the JD Edwards EnterpriseOne Real Estate Management system. To prevent errors, you should set up identical codes for both systems.

You can define a bill code or adjustment reason code for a specific property or building. Otherwise, all information is applicable for all properties.

Because of the relationship among AAIs, bill codes, and adjustment reason codes, you must set up AAIs before you set up bill codes and adjustment reason codes. For existing bill codes or adjustment reasons, you can revise information on the Bill Codes/Adjustment Reasons Revisions form; however, you cannot revise the Bill Code or Building fields. To revise either of those values, you must delete the bill code and add a new bill code.

Straight-line Rent Setup for Bill Codes (Release 9.1 Update)

You can use the Bill Codes / Adjustments Reasons program (P1512) to specify the default value for whether bill codes are included in straight-line rent processing. You can create records for the bill code alone, or for both the bill code and building.

When you enter recurring billing information for a lease (P1502), the system attempts to retrieve the default Straight-line Rent Generation flag for the bill codes you enter. The system first attempts to find the default by searching for the bill code and building. If no match is found, the system searches for the bill code alone.

When you run the Generate Straight-line Rent Information program (R15130), the system uses the processing option settings for that program to determine whether to look for the Straight-line Rent Generation flag in the recurring billing records, or to use the bill codes defined in the processing options.

When you add this bill code to a recurring billing record, the processing options on the version of the Lease Information program (P1501) that is specified in the processing options of the Recurring Billing program (P1502) determine whether you can override the Straight-line Rent Generation designation that is defined here.

See Understanding the Straight-line Rent Billing Process for additional information.

Lessee Accounting Setup for Bill Codes (Release 9.1 Update)

You can use the Bill Codes/Adjustments Reasons program (P1512) to specify the default values for these lessee accounting-related fields:

- Effect on Lease Liability (UDC 15/LA)

  This field is used when setting up recurring billing information, and specifies how the system calculates the lease liability information for recurring payments using this bill code.

  Values for this field include:

  - Guaranteed Residual Value: Payments using bill codes with this value represent the amount expected to be paid against the contracted guaranteed residual value (GRV) of the asset when the lease is complete. You must enter these payments in recurring billing to ensure that the maximum potential

liability associated with the asset is reported. GRV amounts are used in calculating the lease liability amortization schedules.

- No: Payments using this bill code have no impact on lease liability.
- Yes: Payments using this bill code have an impact on lease liability.

- Effect on Right of Use Asset (UDC 15/LB)

  This field is used when setting up manual billing information, and specifies the types of payments that are typically made before lease commencement.

  Values for this field include:

  - No: Payments using this bill code have no impact on the ROU asset calculation.
  - Lease Incentive: Payments made with this bill code represent incentives the lessor provides to the lessee on or before lease commencement. These amounts should be entered as negative amounts.
  - Initial Direct Cost: Payments using this bill code represent payments associated with the costs to secure the lease made prior to lease commencement.
  - Lease Payment: Payments made with this bill code represent lease payments made before lease commencement.

These fields are used to calculate amounts on the amortization schedules and when creating journal entries for leased assets. You can create records for the bill code alone, or for both the bill code and building.

Depending on the value in one of these fields, only certain values can be used in the other field. Use these guidelines when setting lessee accounting values:

- Effect on Lease Liability and Effect on ROU Asset can be set to No.
- If Effect on Lease Liability is set to Yes or Guaranteed Residual Value, Effect on ROU Asset must be set to No or Lease Payment.
- If Effect on ROU Asset is set to Lease Incentive or Initial Direct Cost, Effect on Lease Liability must be set to No.

When you enter manual and recurring billing information for a lease, the system attempts to retrieve the default lessee accounting values for the bill codes you enter. The system first attempts to find the default by searching for the bill code and building. If no match is found, the system looks for the bill code alone.

2.4.1 Prerequisite

Before you complete the tasks in this section, you must set up the real estate AAIs.

2.4.2 Forms Used to Set Up Bill Codes and Adjustment Reasons

Form Name	FormID	Navigation	Usage
Work With Bill Codes/Adj Reasons	W1512A	RE System Setup (G15412), Bill Codes / Adjustment Reasons	Review bill codes and adjustment reasons.
Bill Codes / Adjustment Reasons Revisions	W1512B	On the Work With Bill Codes/Adj Reasons form, click Add.	Set up bill codes and adjustment reasons codes.

2.4.3 Setting Processing Options for Bill Codes / Adjustment Reasons (P1512)

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

2.4.3.1 Versions

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

2.4.4 Setting Up Bill Codes and Adjustment Reason Codes

1. From the RE System Setup menu (G15412), select Bill Codes / Adjustment Reasons.
2. On the Work With Bill Codes/Adj Reasons form, click Add to access the Bill Codes/Adjustment Reasons Revisions form and complete the following required fields:
   - Bill Code

     Enter code that determines the trade account that the system uses as the offset when you post invoices or vouchers. The system concatenates the value that you enter to the AAI item RC (for Accounts Receivable) or PC (for Accounts Payable) to locate the trade account. For example, if you enter TRAD, the system searches for the AAI item RCTRAD (for receivables) or PCTRAD (for payables).
3. Specify whether the record is a bill code or an adjustment by completing the Bill Code or Adj field.

   If you are creating an Adjustment code, you must complete the Adj. Classifications field.
4. Specify the Priority Application.

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

   Note: The priority application code is applicable only when you load invoices for receipt entry and when you select the Priority Code Application field.

   These priority codes are hard-coded for special processing:

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

   99: Enter this value for bill codes that you use on invoices that the system bypasses when you use the feature to automatically apply receipts to invoices. This is based

on a processing option for the RE Receipts Entry program (P15103). The system does not automatically apply receipts to invoices, regardless of the setting of the corresponding processing option, if the priority application code assigned to the bill code is **99.**

5. If you are creating a bill code that is used to identify security deposits, complete the Security Group field.
6. Use the Subject to Late Fees field to specify whether the bill code is subject to fee and interest calculations.
7. To further classify adjustment codes for reporting purposes, complete the Adj Classification field.

   This field is required if you entered a value of A in the Bill COde or Adj field.
8. Complete any of these optional fields, and then click OK:
   - Special Processing Code

     Enter a value that specifies whether to use the bill code as the default value for unapplied receipts if the Unapplied Bill Code field is blank. If you set up multiple default bill codes, the system uses the bill code that it locates first in alphabetical order. If you do not set up a default bill code, the system uses the bill code UC.
   - Spread Code

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

     Y: Allow.

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

     W: Allow invoices that generated with this bill code to be paid, but issue a warning message.
   - Comment Required

     Enter a value that specifies whether invoices for the bill code require a value in the Remark field in the Receipts Entry form. The system assigns the description of the bill code by default.
9. Straight-line Rent Generation **(Release 9.1 Update)**

   Use this field to specify whether the bill code you are creating should be included in straight-line rent processing.
10. Lessee Accounting Setup **(Release 9.1 Update)**

    Use the Effect on Lease Liability and Effect on Right of Use Asset fields to specify how lessee accounting values are calculated. These fields are used when generating amortization schedules and journal entries for leased assets.

2.5 Setting Up Billing Frequency Information

This section provides an overview of billing frequency information, lists a prerequisite, and discusses how to:

- Set up periodic billing cycles.

- Set up weekly billing cycles.

2.5.1 Understanding Billing Frequency Information

Set up billing frequency information, or cycles, for recurring and irregular billings such as rent, expense participation, escalations, and sales overage in the Billing Frequency Information program (P15019). The billing cycle determines how often and when an account is billed. You can set up weekly billing cycles or periodic billing cycles for monthly, quarterly, semiannual, annual, and irregular billing cycles.

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

Note: You can use a regular fiscal pattern for all billings. Each billing process posts transactions to the correct period in the general ledger based on the fiscal pattern that is associated with the company on the lease. Billing frequencies that are attached to sales overage information must always be assigned a calendar fiscal pattern as sales are processed by calendar year.

Use the following guidelines when setting up a fiscal date pattern code:

- For periodic billings, assign a fiscal date pattern code that is set up in the F0008 table.

  You can add or revise fiscal date pattern codes by accessing the Date Patterns form from the Form menu in the Company Names & Numbers program (P0010).

- For weekly billings, assign a fiscal date pattern code that is set up in the F0008B table.

  Verify whether the 52-period date pattern exists by selecting the corresponding option when you set up the weekly billing frequency. If a date pattern does not exist, set up the 52-period date pattern in the Set 52 Period Dates program (P0008B).

If you enter a fiscal date pattern code that is not set up in the correct table, the system displays an error message when you post billings.

The system stores billing frequency information in the Billing Frequency Master table (F15019).

2.5.2 Prerequisite

Before you complete the tasks in this section, you must set up the fiscal date patterns.

See Also:

- "Setting Up Fiscal Date Patterns" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.
- "Setting Up 52 Period Fiscal Date Patterns" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

2.5.3 Forms Used to Set Up Billing Frequency Information

Form Name	FormID	Navigation	Usage
Work with Billing Frequency Codes	W15019A	RE System Setup (G15412), Billing Frequency Information	Select and review billing frequency records.
Billing Frequency Code Revisions	W15019B	On Work with Billing Frequency Codes, click Add.	Set up periodic billing cycles. **Note:** The Set 52 Period Pattern option appears when you select the Weekly option when adding a new billing frequency code.
Work With 52 Periods	W15019D	On Billing Frequency Code Revisions, select 52 Period Patterns from the Form menu.	Verify whether a date pattern code exists for the weekly billing frequency.
Set Up 52 Periods	W0008BF	On the Work with 52 Periods form, click Add.	Set up weekly billing cycles.

2.5.4 Setting Up Periodic Billing Cycles

Access the Billing Frequency Code Revisions form.

Billing Frequency Code
Enter a user-defined value, a number or letter, that identifies how often the system generates billing records.

Fiscal Date Pattern
Enter a user-defined code from UDC table H00/DP that identifies a fiscal date pattern. You must set up special codes (letters **A** through **N**) for 4-4-5, 13-period accounting, or any other date pattern that is unique to the environment. The default value is **R,** that identifies a regular calendar pattern.

Periodic
Select this button to set up periodic billing cycles.

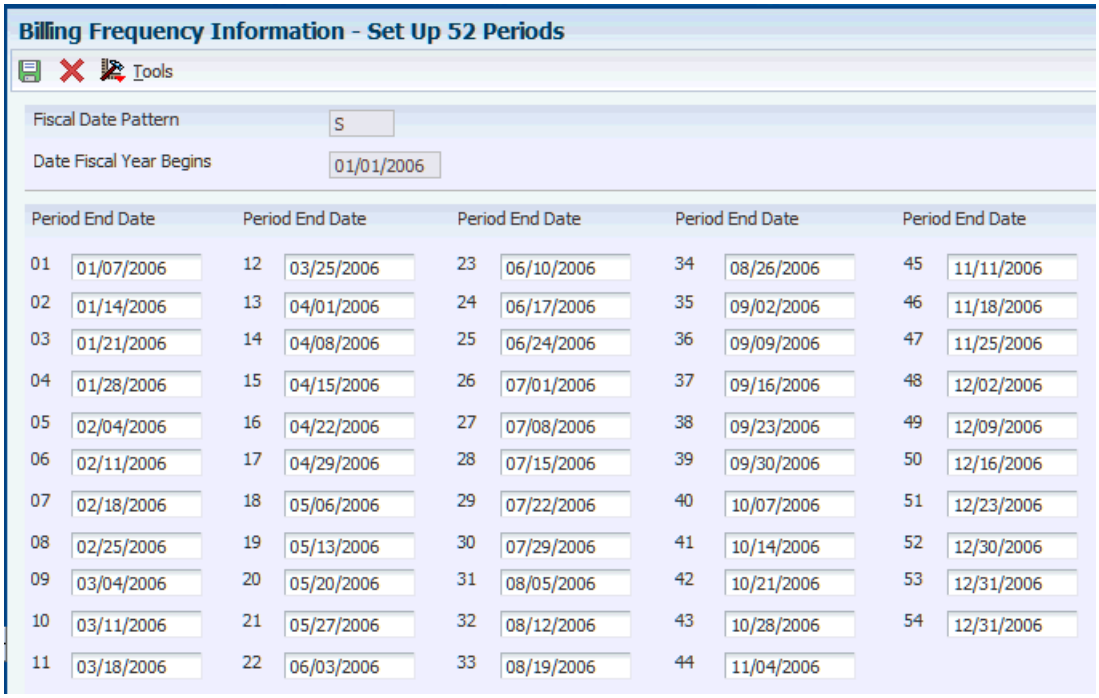
Per 1 through Per 14 (period 1 through period 14)
Select the period options that apply to the frequency code.

Periods 1–12 correspond to a calendar billing period which is typically associated with a month. For example, period 4 corresponds to April. Period 13 and period 14 are primarily used to extend the periodic billing cycle for weekly billings.

2.5.5 Setting Up Weekly Billing Cycles

Access the Set Up 52 Periods form.

Figure 2–2 Set Up 52 Periods form



On the Billing Frequency Code Revisions form, you must complete the Bill Frequency Code and Fiscal Date Pattern fields and select the Weekly button and Set 52 Period Pattern check box to set up weekly billing cycles.

Date Fiscal Year Begins
Enter the first day of the fiscal year.

Period End Date 01throughPeriod End Date 54
Enter the month end date in 12-period (monthly) accounting. The period end date in 13-period, or 4-4-5 period, or 52-period accounting.

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

2.6 Setting Up Tax Rate Area Information

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

2.6.1 Understanding Tax Rate Area Information

Use the Tax Rate/Area Information program (P1508) to set up and work with the areas, rates, and effective dates for current and future taxes. Each tax area can have its taxes assessed by different tax authorities for different purposes and rates. The system uses this information and a tax explanation code to calculate the tax amounts for billings when tax processing is in effect. As tax rates change, you can update the tax rate and area information. The system stores tax rate and area information in the Tax Areas table (F4008).

The system does not check for duplicate tax rate and area information. Consequently, you can set up different tax rates and effective date ranges for the same tax rate and

area. The system checks for overlapping effective date ranges. When an overlap exists, the system generates an error.

When you process taxes, note the following:

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

  Processing options for specific billing programs also control tax processing.

- When tax processing is in effect, you can assign the necessary tax information for a billing in the Tax Ex Code (tax explanation code), Tax Rate Area, and Serv/Tax Date (service/tax date) fields on the Manual Billing Revisions form.

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

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

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

In addition to the tax explanation codes that are used in the JD Edwards EnterpriseOne Accounts Payable and JD Edwards EnterpriseOne Accounts Receivable systems, the Real Estate Management system uses the tax explanation code AR. The system calculates taxes for tax explanation code AR in the same manner that it does for S, with these differences:

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

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

The resulting invoice has these pay items:

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

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

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

See "Understanding Tax Explanation Codes" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

2.6.2 Prerequisites

Before you complete the tasks in this section, you must:

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

See Also:

- "Setting Up Tax Authorities" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.
- "Setting Up AAIs for Taxes" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

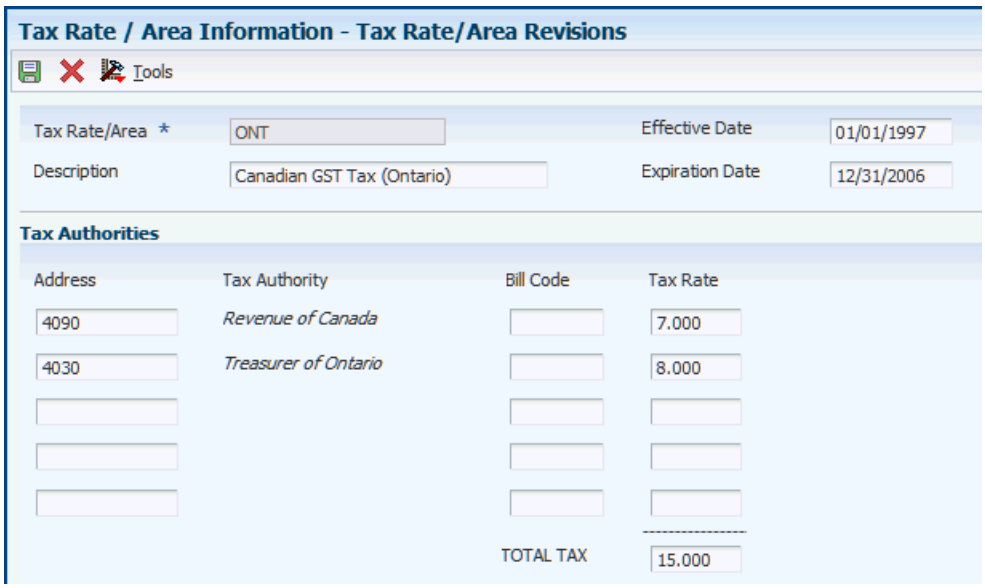
2.6.3 Forms Used to Set Up Tax Rate Area Information

Form Name	FormID	Navigation	Usage
Work With Tax Rate/Areas	W1508A	RE System Setup (G15412), Tax Rate / Area Information	Review and select tax rate area records.
Tax Rate/Area Revisions	W1508B	On the Work With Tax Rate/Areas form, click Add.	Set up tax rate areas.

2.6.4 Setting Up Tax Rate Areas

Access the Tax Rate/Area Revisions form.

Figure 2–3 Tax Rate/Area Revisions form



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

Effective Date and Expiration Date
Enter the dates when a transaction, contract, obligation, preference, or policy rule becomes effective or ceases to be in effect.

Address
Enter the address book number of the tax authority.

Bill Code
Enter a code that indicates how to locate the tax account for general ledger entries. This field corresponds to AAIs that, in turn, correspond to the tax account. Examples are:

PTyyyy for AP (VAT only).

RTyyyy for AR (VAT only).

GTyyyy for GL (VAT only).

4320 for sales orders

4400 and 4410 for purchase orders.

When setting up VAT and Canadian GST, PTyyyy, RTyyyy, and GTyyyy are the only values. For the AP system, a second GL offset (PTxxxx) is required when the tax setup involves VAT plus use taxes (tax explanation code B). Use the AAI PTxxxx to designate the use tax portion of the setup.

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

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

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

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

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

2.7 Setting Up Logs and Legal Clauses

This section provides overviews of logs and legal clauses, log standards, and lease option type standards, lists a prerequisite, and discusses how to:

- Select log standards.
- Set up log standards.
- Set up lease option types.

2.7.1 Understanding Logs and Legal Clauses

The system provides two methods for tracking information, and you can use either or both methods, depending on the type of information you are tracking:

1. Logs, which enable you to track information by lease, building, floor, or unit.

   Set up templates for logs by using log standards.

2. Legal clauses, which enable you to track information by lease or tenant.

   Set up templates for legal clauses by using lease option types.

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

This table describes some differences between legal clauses and logs by providing information about features that are specific to each tracking method:

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

2.7.2 Understanding Log Standards

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

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

Note: (Release 9.1 Update) The system provides additional attributes functionality that allows you to track, search and report on the features of buildings, floors, and units.

See "Working with Attributes (Release 9.1 Update)"

This table lists each log standard and it's corresponding log standard type and log classes:

Log Standard	Log Standard Type	Log Classes
Building or Properties	Business Unit Type (00/MC)	For the building, you can track: ■ Date information (when you built or acquired the building). ■ Mortgage information. ■ Insurance information. ■ Tax assessment information.
Floor	Area Grouping Code (15/GC)	For the floor, you can track: ■ Number of rest rooms ■ Number of elevators
Unit	Unit Type (15/UT)	For the unit, you can track: ■ Areas to use in EP ■ Raised flooring ■ Handicap ramps ■ Number of parking spaces ■ Number of rest rooms
Lease	Lease type (15/LT)	For the lease, you can track: ■ Mortgage information ■ Tenant improvements ■ First renewal options ■ Lease abstracts **(Release 9.1 Update)** Additional asset-related fields have been added to the Lease Log to enable you to track information by unit (property asset) or asset (non-property asset) on lessee leases.

If you use the same logs to track similar information on the lease or facility, you can use the Log Standards Information program (P1523) to create log standards. Log standards are templates or models that you use to track the same information for the same types of leases, buildings, floors, and units. Log standards simplify the setup process for individual leases and facilities and help reduce the possibility of errors.

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

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

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

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

The system provides processing options that enable you to copy log standards automatically when you add a new lease, building, floor, or unit. If you do not set the processing option, you can copy log standards manually. To copy log standards manually, you must access the program that corresponds to the log level:

- The Property/Building Information program (P15062) for the building.
- The Floor Information program (P1506) for the floor.
- The Unit Information program (P15217) for the unit.
- The Lease Information program (P1501) for the lease.

In each of these programs, you can select Log Details on the Form menu to access the Log Detail form. From the Log Detail form, you can select Copy Logs on the Form menu.

2.7.3 Understanding Lease Option Type Standards

If you use legal clauses to track information, you can use the Lease Option Type Information (P157011) program to create lease options to use as a template. You can set up options for each lease type that you use, or for specific tenants, but not for both. For example, you might offer an option for parking on commercial leases that you do not offer on leases for restaurants. Option types include lease details such as mortgage information, options to renew, lease terms, right of first refusal, and insurance information. You can define these options as standard for a tenant or a lease type.

The system stores lease option type information in the Lease Option Type Header (F157011) and Lease Option Type Detail (F157012) tables.

2.7.4 Prerequisite

Before you complete the tasks in this section, you must verify that the following UDCs are set up:

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

See Also:

- Setting Up Legal Clause Information.

2.7.5 Forms Used to Set Up Log Standards and Lease Options

Form Name	FormID	Navigation	Usage
Log Standard Level Selection	W1523A	RE System Setup (G15412), Log Standards Information	Select log standards.
Log Standards Revisions	W1523B	On the Log Standard Level Selection form, select an option, complete the corresponding field, and then select Revisions from the Form menu.	Set up log standards. You set up log standards for the code that is entered in one of these fields: ■ Type Business Unit ■ Area Grouping Code ■ Unit Type ■ Lease Type
Work With Option Types	W157011A	RE System Setup (G15412), Lease Option Type Information	Review and select lease option types.
Option Type Revisions	W157011B	On the Work With Option Types form, click Add.	Set up lease option types.

2.7.6 Selecting Log Standards

Access the Log Standard Level Selection form.

Business Unit Log Standards and Type Business Unit

If you select the business unit log standard, you must enter a user-defined code from UDC table 00/MC that identifies the classification of the business unit.

Floor Log Standards and Area Grouping Code

If you select the floor log standard, you must enter a user-defined code from UDC table 15/GC that the system uses to reconcile the total area of the group to the total area of the floor.

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

Unit Type Log Standards and Unit Type

If you select the unit type log standard, you must enter a user-defined code from UDC table 15/UT that identifies the type of unit for billing and reporting purposes. Examples include:

OFFCE: Office space

RSALE: Retail space

RESTR: Restaurant

CONDO: Condominium

Lease Type Log Standards and Lease Type
If you select the lease type log standard, you must enter a user-defined code from UDC table 15/LT that identifies the type of lease for billing and reporting purposes. Examples include

AP: Apartment.

CO: Commercial office.

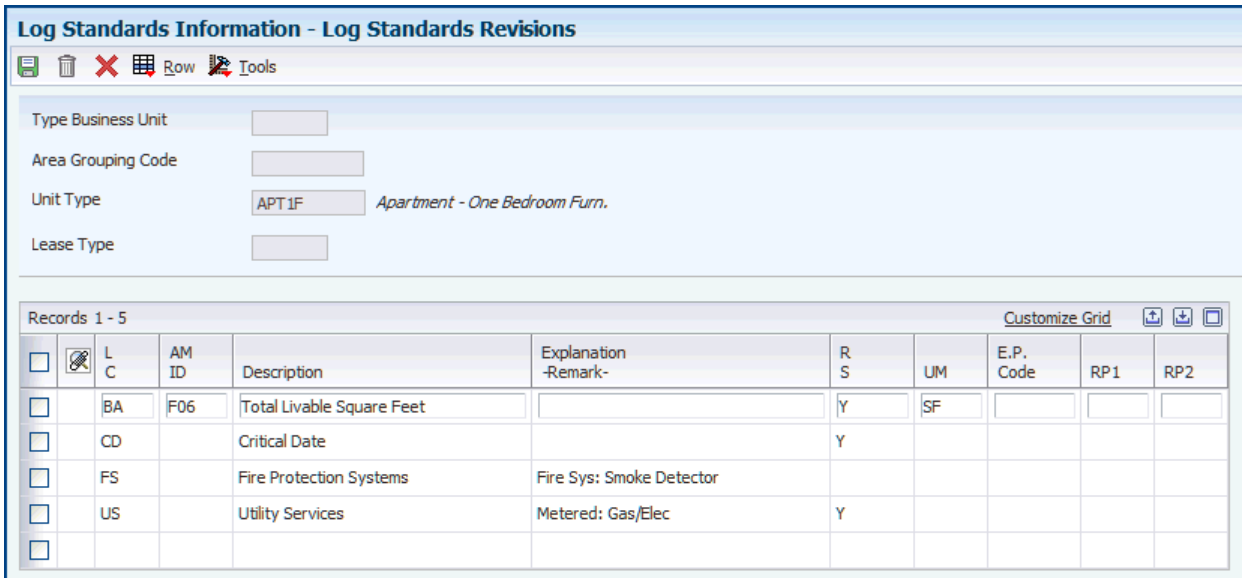
RT: Retail store.

SB: Sublease.

2.7.7 Setting Up Log Standards

Access the Log Standard Revisions form.

Figure 2–4 Log Standard Revisions form



L C (log class)
Enter a user-defined code from UDC table 15/LG that identifies the type of information that the log contains. Examples include:

OP: First renewal option.

IN: Insurance.

PK: Parking spaces.

TI: Tenant improvements.

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

F01: Number of rentable units

F02: Seating capacity

INS: Insurance renewal

SEWR: Sewer hookups

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

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

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

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

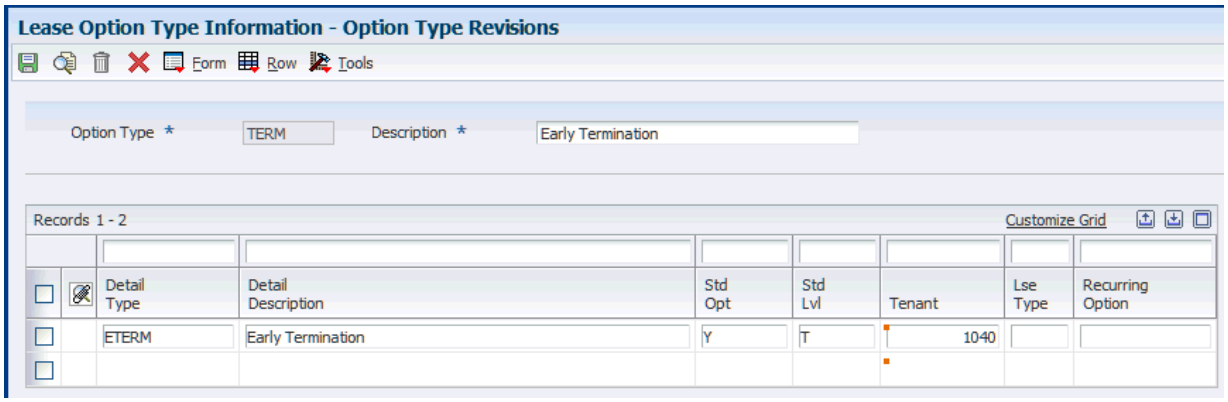
E.P. Code (expense participation code)
Enter a user-defined code from UDC table 15/EP that identifies a log line used for the control square footage of a property or building. The system uses this control square footage to calculate expense participation.

RP1 (reporting code pm log 01)
Enter a user-defined code UDC table 15/L1–L10 that specifies a group for reporting purposes. You can set up the field names in vocabulary overrides.

2.7.8 Setting Up Lease Option Types

Access the Option Type Revisions form.

Figure 2–5 Option Type Revisions form



Option Type
Enter a value that specifies the type of option that is offered on a legal clause.

Description
Enter a description of the option type.

Detail Type
Enter a value that identifies individual items within an option type.

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

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

Blank: Not standard.

Y: Standard.

Std Lvl (standard option level)
Enter a user-defined code from UDC table 15/SL that indicates whether an option is defined as standard for the lease or the tenant. If the option is a standard for leases, the lease type must also be defined. If the option is a tenant standard, the tenant number must also be defined. Values are:

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

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

Lse Type (lease type)
Enter a user-defined code from UDC table 15/LT that identifies the type of lease for billing and reporting purposes. Examples include:

AP: Apartment.

CO: Commercial office.

RT: Retail store.

SB: Sublease.

Recurring Option
Enter a user-defined code from UDC table 15/RO that is used for informational purposes.

2.8 Setting Up Statement Messages

This section provides an overview of statement messages and discusses how to set processing options for Generic Message/Rates Records (P00191).

2.8.1 Understanding Statement Messages

You can set up the system to print user-defined messages on statements that you send to customers. The Generic Message/Rates Records program (P00191) uses user-defined codes from UDC table 15/MS as identifiers for the associated statement messages. You can set up an unlimited number of statement messages.

The P00191 program limits the number of messages that are printed in these statement locations:

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

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

categories, the system prints the message that is associated with the oldest aging category.

Caution: Although you can specify a different UDC table, the Print Statements program (R155001) accesses codes from UDC 15/MS only.

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

2.8.2 Forms Used to Set Up Statement Messages

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

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

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

2.8.3.1 Defaults

1. System Code
Specify a user-defined code from UDC table 98/SY that identifies a system. In this case, enter **15** for the Real Estate Management system.

If you select the P00191 processing options from the G15412 menu, the system enters the default value of **15.**

2. Record Type
Specify the code that identifies the table that contains UDCs. In this case, enter **MS.**

If you select the P00191 processing options from the G15412 menu, the system enters the default value of **MS.**

2.8.3.2 Display

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

1: Rate text

2: Message text

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

1: 60-column display.

2: 80-column display.

3

Setting Up Facility Information

This chapter contains the following topics:

- Section 3.1, "Understanding Facility Setup"
- Section 3.2, "Setting Up Property and Building Information"
- Section 3.3, "Setting Up Floor Information"
- Section 3.4, "Setting Up Unit Information"
- Section 3.5, "Working with Attributes (Release 9.1 Update)"
- Section 3.6, "Setting Up Market, Renewal, and Potential Rent Information"

3.1 Understanding Facility Setup

JD Edwards EnterpriseOne Real Estate Management facility information for commercial or other rentable property is organized by properties or buildings, floors, and units.

3.1.1 Business Unit Setup

Before you can set up building information in the JD Edwards EnterpriseOne Real Estate Management system, you must set up the building as a business unit in the JD Edwards EnterpriseOne General Accounting system. You organize business units by business unit type. The business unit type that you assign to the building directly corresponds to the log standards that you can apply.

See Setting Up Logs and Legal Clauses.

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

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

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

See "Working with Journal Entries" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

3.2 Setting Up Property and Building Information

This section provides an overview of property and building information, lists prerequisites, and discusses how to:

- Set processing options for Property/Building Information (P15062).
- Set up property and building information.

3.2.1 Understanding Property and Building Information

Properties and buildings are business units. A property can be a building or group of buildings. A building is the minimum required element for facility information and is the most specific level by which you can group accounts. To provide greater flexibility, you can associate buildings with a common property. When you set up a building, you must assign it to a company. You set up and maintain information for properties and buildings in the Property/Building Information program (P15062). The system stores building and property information in the Business Unit Master (F0006), Area Master (F1514), and Log Standard Master (F1523) tables.

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

Note: If you use the JD Edwards EnterpriseOne Contract Billing system from Oracle or the JD Edwards EnterpriseOne Service Billing system from Oracle, do not use category code 11 or 12.

3.2.1.1 Building Logs

After you set up the building, you can assign a building log to it. You can use building logs to track information such as:

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

3.2.2 Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)

You can set up and use the alternate tax rate/area assignment functionality to use a specific tax rate/area when the countries of the entities involved in a transaction are in the European Union (EU).

When you set up your system to use the alternate tax rate/area assignment functionally, you set up these components:

- Alternate tax rate/area assignment company constant.

  If you enable the constant, you also specify whether the system sets an error or warning message or displays no message when the tax ID or an alternate tax rate/area definition does not exist for the entities involved in a transaction.

- Alternate tax rate/area definitions.

  The alternate tax rate/area definitions enable you to set up different tax rate/areas based on the country of these entities:

  - Building company
  - Tenant
  - Building

If you set up the alternate tax rate/area assignment functionality and the countries of the entities involved in the transaction are in the EU, the system retrieves the alternate tax rate/area based on how you set up the error handling in the Alternate Tax Rate/Area Company Constant.

Errors occur when the system cannot locate a valid tax ID for the entities. When the entity is set up in the Tenant Information program (P01012), the system uses the address book number of the tenant to locate the tax ID. If the entity is not set up in the address book record, the system uses the Business Unit Master table (F0006). If the Tax ID is missing from the records, then the system displays an error or warning message if you set up the Alternate Tax Rate/Area Assignment Company Constant to display a message.

This list describes how the system retrieves the tax rate/area when the functionality is enabled for the building company:

- If no error occurs, then the system retrieves the alternate tax rate/area if the entities involved in the transaction are in the EU.

  If the entities are not in the EU, then the system uses the default tax rate/area. The system uses the tenant and building (business unit) to retrieve the default tax rate/area.

- If an error occurs and the Alternate Tax Rate/Area Assignment Company Constant is not set up to display an error or warning message, the system retrieves the default tax rate/area.

- If an error occurs and the Alternate Tax Rate/Area Assignment Company Constant is set up to show an error message, then the system does not retrieve any tax rate/area. The tax rate/area remains blank.

  If you set up the error handling to issue a warning message, you can override the message to have the system retrieve the default tax rate/area.

  See Also:

  "Setting Up Alternate Tax Rate/Area Assignment Functionality" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

The system can assign an alternate tax rate/area when you work with these programs:

- Manual Billing (P1511)

  See Section 5.2.1.1, "Alternate Tax Rate/Area Assignment Functionality for Manual Billing (Release 9.1 Update)"

- Recurring Billing Revisions (P1502)

  See Section 7.3.1.2, "Alternate Tax Rate/Area Assignments in Recurring Billing"

- Expense Participation (P15012)

See Section 14.5.1.1, "Alternate Tax Rate/Area Assignments in Expense Participation (Release 9.1 Update)"

- Sales Overage information (P15013)

  See Section 10.4.1.3, "Alternate Tax Rate/Area Assignment for Sales Overage Information (Release 9.1 Update)"

- Escalation Information (P15016)

  See Section 17.3.1.1, "Alternate Tax Rate/Area Assignment in Escalation Information (Release 9.1 Update)"

- Lease Global Update (R15117)

  See Section 24.7.1, "Alternate Tax Rate/Area Assignments in Global Updates"

3.2.3 Prerequisites

Before you complete the tasks in this section, you must:

- Set up an address book record for the property or building.

  See "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

- Set up any building you are going to use as a business unit in the JD Edwards EnterpriseOne General Accounting system and assign the appropriate business unit type and category codes.

  See "Setting Up Business Units" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

3.2.4 Forms Used for Setting Up Property and Building Information

Form Name	FormID	Navigation	Usage
Work with Property/Buildings	W15062A	Facility Setup (G15411), Property/Building Information	Review and select building and property records.
Building Revisions	W15062D	On the Work with Property/Buildings form, click Add.	Set up property and building information.
Log Details	W1521A	On the Building Revisions form, select Log Details from the Form menu.	Copy building log standards or add and revise log records.

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

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

3.2.5.1 Display

1. Required Standards Protection

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

Values are:

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

1: Do not allow.

3.2.5.2 Edits

1. Area Validation (Building to Floor)

Specify whether the system validates the area that is entered for the building against the sum of the area that is entered for the floors. The system uses this processing option when you revise the building area after floors have been set up. Values are:

Blank: Do not validate.

1: Validate. If the area for the floors exceeds the area for the building, the system generates an error.

3.2.5.3 Process

1. Copy Log Standards

Specify whether the system automatically copies the log standards to the building logs when you add a building based on business unit type. Values are:

Blank: Automatically copy. At least one log detail line must be required for the system to copy the logs automatically.

1: Do not automatically copy. You can manually copy log standards to a building after you add it or you can add the appropriate log lines individually.

Note: If a log line in the standard is designated as required (the RS field is set to **Y**), you cannot delete the line from the model or change the information in the corresponding LC,AM,ID, or UM field. To change the log line, you must set the Required Standards Protection processing option for the Floor Information program (P1506) to blank (do not protect), and then remove **Y** from the RS field on the appropriate log standard.

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

---

2. Copy Area Master

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

Blank: Automatically copy.

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

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

3.2.5.4 Versions

If you leave either of these processing options blank, the system uses the ZJDE0001 version.

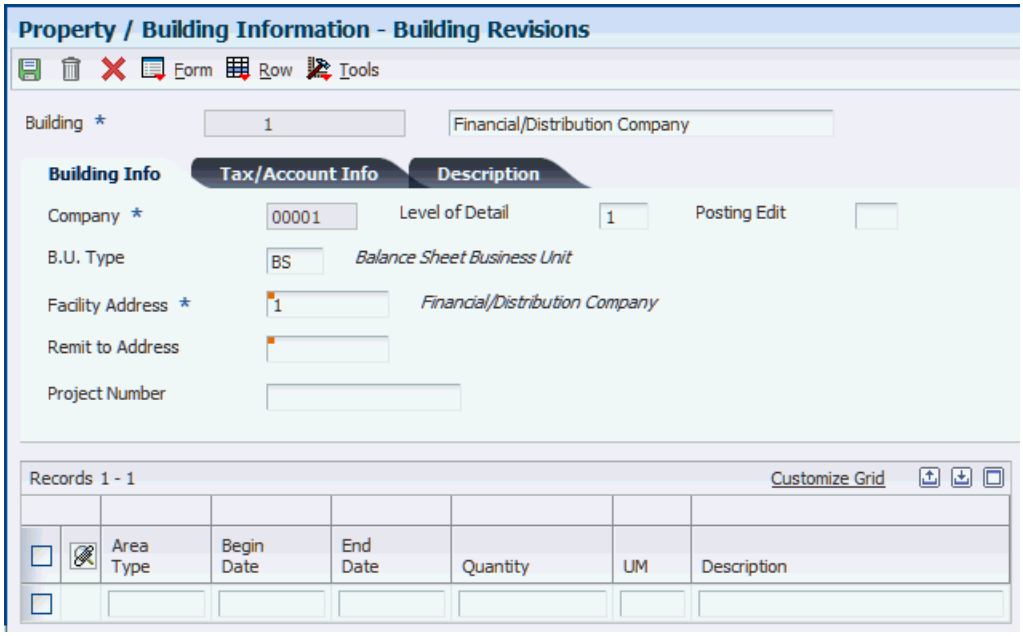
1. Floor Information (P1506)
Specify the version of the P1506 program to use.

2. Address Book (P01012)
Specify the version of the P01012 program to use.

3.2.6 Setting Up Property and Building Information

Access the Building Revisions form.

Figure 3–1 Building Revisions form



3.2.6.1 Building Info

Building
Enter a value that specifies the building number.

Description
In the unlabeled field to the right of the Building field, enter a description for the building. This field is required.

Company
Enter the number of the company that is responsible for the property or building, or the company that is responsible for the original billing on the lease.

Level of Detail
Enter a user-defined code from UDC table H00/LD that specifies the relationship of parent and subordinate business units in a hierarchy. The default level of detail is 9.

For the parent business unit, enter a value that is less detailed than the value for the subordinate business unit.

B.U. Type (business unit type)
Enter the user-defined code from UDC table 00/MC that identifies the classification of the business unit. Although this field is required, you can set up blank as a value in the UDC table.

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

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

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

3.2.6.2 Tax/Account Info

Tax Area - Payroll
Informational only. Identifies the code of a taxing authority. All time entries for the cost center appear by default as the value that is entered in this field.

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

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

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

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

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

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

Premium Account
Informational only. Indicates the object account portion of a general ledger account.

3.2.6.3 Grid Info

Area Type
Enter a user-defined code from UDC table 15/AR that identifies the area by its use, such as rentable, usable, gross leasable (GLA), or gross leasable occupied (GLOA).

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

3.3 Setting Up Floor Information

This section provides overviews of floor information and area validation and discusses how to:

- Set processing options for Floor Information (P1506).
- Set up floors

3.3.1 Understanding Floor Information

After you set up the business unit and building information, you can assign floors to the building in the Floor Information program (P1506). Setting up floors is optional because a single unit could comprise the entire floor. If you do set up floors, you must assign each floor an area grouping code and area grouping value for reporting purposes. The default area grouping code is **FLOR,** which signifies physical floor space. When you use this area grouping code, the system automatically assigns the value of the floor to the area grouping value. The system stores floor information in the Floor Master (F1506), Area Master (F1514), and Log Standard Master (F1523) tables.

After you set up a floor, you can assign the necessary information, or *floor log.* To reduce errors, you can set the Copy Log Standards processing option in the P1506 program to copy the standard log information that is set up for the area grouping code.

3.3.2 Understanding Area Validation

To validate the area of the floors against the area of the building, you must:

- Enter **FLOR** in the Area Grouping Unit field.
- Set the Area Validation (Floor to Building) processing option to validate the area of the floors that you set up against the area of the building.

  The system uses the date range that you specify in the Begin Date and End Date fields to validate the rentable and usable areas that are set up for all of the floors in a building or for all of the units on a floor.
- Define area types in the Real Estate Management Constants program (P1510).

  You must define area types for rentable and usable areas and specify whether the system validates these area types against the values you enter; the other three alternate areas are optional.
- Set up the area master entries for the building, floors, and units, that correspond to the area types you specified in the Real Estate Management Constants program (P1510).

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

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

3.3.2.1 Example of Area Validations

In this example, a building has a total rentable area of 70,000 square feet (SF). The building contains three floors with these rentable areas:

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

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

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

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

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

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

See Also

- Setting Up Logs and Legal Clauses.

3.3.3 Forms Used to Set Up Floor Information

Form Name	FormID	Navigation	Usage
Work With Floor Information	W1506A	Facility Setup (G15411), Floor Information On the Building Revisions form, select Floor Info from the Form menu after you add the building or property.	Review and select floor records.
Floor Revisions	W1506C	On the Work With Floor Information form, click Add.	Set up floors.
Log Details	W1521A	On the Floor Revisions form, select Log Details from the Form menu.	▪ Add and revise log records. ▪ Copy floor log standards by selecting Copy Logs from the Form menu.

3.3.4 Setting Processing Options for Floor Information (P1506)

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

3.3.4.1 Display

1. Required Standards Protection

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

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

1: Do not allow.

3.3.4.2 Edits

1. Validate Floor Number

Specify whether the system validates the floor number against the values in UDC table 15/FL. Values are:

Blank: Do not validate.

1: Validate.

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

---

2. Grouping Code
Specify a single grouping code from UDC table 15/GC to assign to new floors. The system automatically assigns this value to all new floors and does not allow you to override the code. If you leave this processing option blank, you can assign any grouping code to any floor.

3. Area Validation (Floor to Building)
Specify whether to validate the sum of the area for the floors against the area for the building. Values are:

Blank: Do not validate.

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

4. Area Validation (Floor to Unit)
Specify whether to validate the sum of the area for the units against the area for the floor. Values are:

Blank: Do not validate.

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

3.3.4.3 Process

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

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

Blank: Automatically copy.

1: Do not automatically copy. You can manually copy the log standards after you set up the floor, or the appropriate log lines individually.

Note: If a log line in the standard is designated as required (the RS field is set to **Y),** you cannot delete the line from the model or change the information in the corresponding LC,AM,ID, or UM field. To change the log line, you must set the Required Standards Protection processing option for the P1506 program to blank (do not protect), and then remove the **Y** from the RS field on the appropriate log standard.

---

2. Copy Area Master
Specify whether to automatically copy the area records in the Area Master table (F1514) to the new floor when you click Copy on the Work With Floor Information form to add a floor. Values are:

Blank: Automatically copy.

1: Do not copy. You must manually enter area values for the new floor.

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

3.3.4.4 Versions

These processing options specify the versions of programs that are accessed from the Form menu. If you leave either or these processing options blank, the system uses the ZJDE0001version.

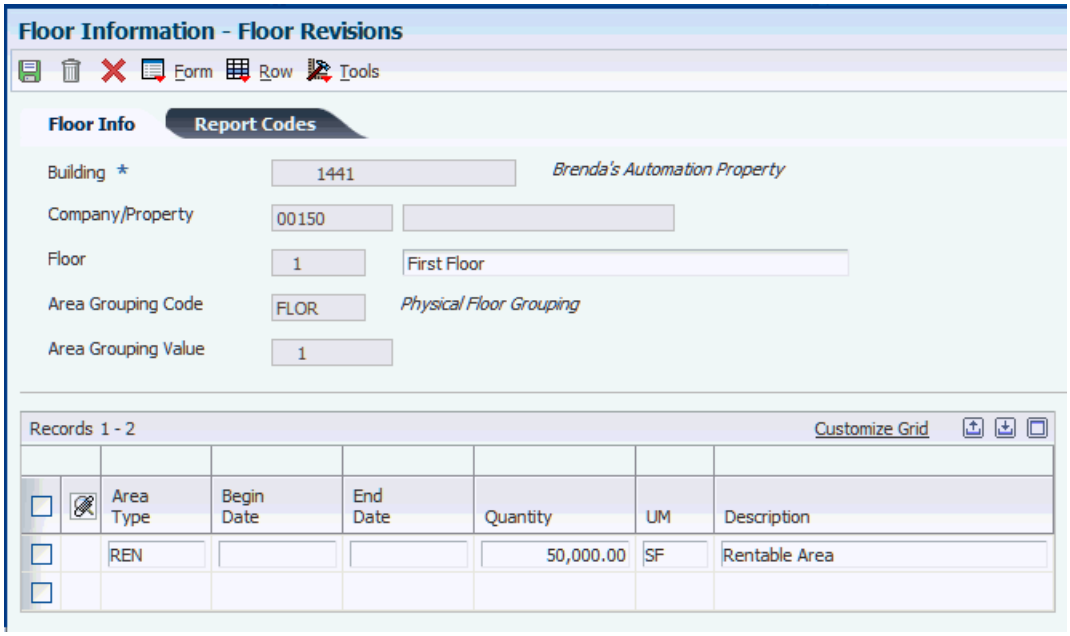
1. Property/Building (P15062)
Specify the version of the P15062 program to use.

2. Unit Information (P15217)
Specify the version of the P15217 program to use.

3.3.5 Setting Up Floors

Access the Floor Revisions form.

Figure 3–2 Floor Revisions form



3.3.5.1 Floor Info

Floor
Enter a user-defined code from UDC table 15/FL that identifies a floor.

Area Grouping Code
Enter a user-defined code from UDC table 15/GC that the system uses to reconcile the total area of the group to the total area of the floor.

If you leave this field blank, the system automatically uses **FLOR.**

Area Grouping Value
When you enter **FLOR** in the Area Grouping Code field, the system enters the floor number. If you do not enter **FLOR** in the Area Grouping Code, you must enter the information in this field.

Area Type
Enter a user-defined codes from UDC table 15/AR that identifies the area by its use, such as rentable, usable, gross leasable (GLA), or gross leasable occupied (GLOA).

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

3.3.5.2 Report Codes

Report Code 01 through Report Code 05
Enter user-defined codes from UDC table 15/U1 to use for reporting purposes.

3.4 Setting Up Unit Information

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

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

3.4.1 Understanding Unit Information

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

The system stores unit information in these tables:

- Unit Master (F1507)
- Area Master (F1514)
- Market/Potential/Renewal Rent Master (F159071)
- Log Standard Master (F1523)

You can use the Unit Area Adjustments program (P1514A) to update the records in the F1514 table. You can also access the P1514A program directly from the Lease Information program (P1501).

See Setting Up Leases.

After you set up the units, you can assign the necessary information or *unit log* to the unit. To reduce errors, you can copy the standard log information for the unit type by setting the Copy Log Standards processing option in the P15217 program.

Use the following programs as alternatives to setting up units individually:

- Use the Multi-Unit Information program (P15071) to set up all of the units for a specific building on the same entry form, and then assign detail information to each unit.
- Use the Replicate Property/Units report (R15115) to quickly set up units in a building (target) that are similar to existing units in another building (source). You can specify whether the system copies only the general information for the units or includes detail information, such as log lines. If you copy units into a target building where other units exist, the system appends new units and does not replace any existing units. After you replicate the units, you can modify any information as necessary in the P15217 program.

3.4.1.1 Setting Up Units for Balance Sheet Lessee Accounting (Release 9.1 Update)

If you are entering units that will be included on a lease that you are running through the balance sheet lessee accounting process, you must be sure to review and set the processing options on the Versions and Assets tabs of the P15217.

When you create a unit that will be included in lessee accounting processing, that unit must be associated with a unique asset. You can use the following methods to associate a unit with an asset:

- Manually enter an existing asset number in the Unit Asset Number field when you create the unit.
- Set up the Real Estate Management Constants to automatically create the asset record for you (if you leave the Unit Asset Number field blank) when you create the unit record. The system generates an asset record, and then populates the Unit Asset Number field on the Unit Master with the newly created asset number.
- Use the Create Asset row menu option from the Work With Units form to create the asset and populate the Unit Asset Number field.
- Click the Create Asset icon (plus sign) in the grid to create the asset and populate the Unit Asset Number field.
- Run the Create Assets from Unit Master Entries program (R15072) to create asset records for selected unit records, and update the Unit Asset Number field for those units.

  This program is intended for use in creating assets for, and associating the asset number with, units that were created before balance sheet lessee accounting features were implemented. You can set the data selection for this program to retrieve specific units, and if the Unit Asset Number field on those units is blank, the system generates an associated asset record, and updates the Unit Asset Number field on the records. The system also uses the values in the unit record and the processing option values on the Asset tab to determine the account number for the asset cost account. The account, which uses the object/sub from the processing options and the company of the unit, must be set up in the Depreciation Defaults app P12002. The account must also exist in F0901. If the account number has not been set up, the system generates an error.

When the system creates an asset record from a unit record, it uses the Unit Description as the Asset Description. Therefore, the Unit Description must not be blank when you create your asset. However, you can access the Asset Master record to change the unit description after the asset has been added to the Asset Master table.

The Unit Master Revisions forms have been updated as follows to support lessee accounting:

- The Unit Asset Number field has been added to the form.

You can manually enter an existing asset in this field (provided it is not already in use) or, when creating a new unit, you can leave the field blank and let the system populate it during unit creation. If the Real Estate Management Constants are set to automatically create the unit asset, the system creates the asset record in the Asset Master for you when you save the new unit record, and populates the Unit Asset Number field in the Unit Master with the newly created asset number. Alternatively, you can use the row menu option on the Work With Units form for existing unit records to create the associated asset record and update the Unit Asset Number field.

- The Create Asset icon has been added to the form.

  If the Unit Asset Number field is blank, the Create Asset icon is available. You can click the icon to create an asset in the Asset Master, and update the Unit Asset Number field in the associated unit. The icon is available only if the Unit Asset Number field is blank.

- The Show Only Units With Blank Asset option has been added to the Work With Units forms.

  You can use this option to view unit records that currently do not have an associated asset record. This option enables you to determine whether you must generate asset records for certain units before processing lessee accounting information. Note that you must click Find after selecting this option to refresh the records in the detail area of the form.

- Row menu options to create or update the associated asset record have been added to the program.

  If you access the row menu from the Work With Units form when the Unit Asset Number field is blank, the system displays the Create Asset menu option. If you access the row menu when there is a value in the Unit Asset Number field, the system displays the Asset Master option, which you can use to review and update the asset.

When you create an asset from the Unit Master, the system:

- Creates a record in the Asset Master table (F1201), using the value in the Unit Description field as the new value for the Asset Description field. Additionally, the Finance Method from the processing options is used.

  The system also uses the values in the unit record and the processing option values on the Asset tab to determine the account number for the asset. The account, which uses the object/sub from the processing options and the company of the unit, must be set up in the Depreciation Defaults app P12002. The account must also exist in F0901.

  If the generated account number does not already exist, the system displays an error that the default accounts are invalid. Verify that your accounts are set up correctly, and then attempt to generate the asset again.

- Updates the Unit Asset Number field in the F1507 table with the asset number.
- Displays an informational message that the asset was created.
- Clears the form so you can enter additional unit records. If you inquire on the unit, you will notice that the Unit Asset Number and Asset Description fields are now populated.

Note: Note that if you copy an existing unit record, and that unit includes an asset number, the system does not populate the Unit Asset Number field for the newly created asset. If your system is set up to automatically create unit assets, the system will populate the field with a new asset number. Alternatively, you can enter an existing asset number in the field, if it is not already being used on another unit.

You can set the processing options on the P15217 to disable the Unit Asset Number field on the unit once an asset has been added and the record has been saved.

For additional information about lessee accounting, see Chapter 22, "Balance Sheet Lessee Accounting (Release 9.1 Update)".

3.4.2 Prerequisites

Before you complete the tasks in this section, you must:

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

See Also:

- Setting Up Logs and Legal Clauses.

3.4.3 Forms Used to Set Up Unit Information

Form Name	FormID	Navigation	Usage
Work with Units	W15217A	Facility Setup (G15411), Unit Information Tenant & Lease Information (G1511), Unit Information	Review and select units. (Release 9.1 Update) Additionally, you can select the Create Asset row menu option to create an asset for the selected unit.
Unit Master Revisions	W15217C	On the Work with Units form, click Add.	Set up unit information.
Log Details	W1521A	On the Unit Master Revisions form, select Log Details from the Form menu.	Copy unit log standards by selecting Copy Logs from the Form menu, and add and revise log records.
Work With Unit Area Adjustments	W1514AA	Tenant and Lease Information (G1511), Unit Area Adjustments	Review and select unit area information.
Unit Area Adjustments Revisions	W1514AB	On the Work With Unit Area Adjustments form, select a record.	Update unit area information.
Work With Buildings	W15071B	Facility Setup (G15411), Multi-Unit Information	Select the building for which you want to set up unit information.

Form Name	FormID	Navigation	Usage
Multi Unit Information	W15071A	On the Work With Buildings form, select a building.	Set up multi-unit information.

3.4.4 Setting Processing Options for Unit Information (P15217)

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

3.4.4.1 Display

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

Blank: Allow changes.

1: Do not allow changes.

> **Note:** You must leave the Required Standard field (RQ) in the Log Standards Information program (P1523) blank on all required standards for which you allow changes.

2. Speculative Lease Occupancy Status
Specify whether to display the units that are attached to speculative leases as vacant or occupied. Values are:

Blank: Vacant.

1: Occupied.

3. Lease Status Selection 1 - 5
Specify the lease logs to suppress from displaying, based on the lease status, when you review the unit logs. To override this processing option, clear the Suppress Selected Logs option on the Log Details form. You can suppress the logs for up to five lease statuses.

4. Unit Attribute Template Name
(Release 9.1 Update)

Specify the name of a unit attribute template that has been set up in the Unit Attribute Template Definition program (P1522). You must enter a value in this processing option in order to search for unit attributes in the Unit Information program (P15217).

See "Setting Up Attributes Templates"

3.4.4.2 Edits

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

Blank: Do not validate.

1: Validate.

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

Blank: Do not validate.

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

3.4.4.3 Process

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

Blank: Automatically copy.

1: Do not automatically copy. You can manually copy the log standards after you set up the unit, or add the appropriate log lines individually

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

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

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

1: Rentable Area Type field (RNAT).

2: Usable Area Type field (USAT).

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

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

3. Alternate Area Type
Specify an area type other than rentable and usable to use as search criteria for the Unit Size and Thru fields in the header portion of the Work with Units form. The system completes the Unlabeled field (ARTY) to the right of the Thru field with the value that is specified, and adds a column in the detail area to display the area. The value that you enter must exist in UDC table 15/AR.

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

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

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

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

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

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

3.4.4.4 Versions

If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Floor Information (P1506)
Specify the version of the P1506 program that the system uses when you access the program from the Form menu.

2. Lease Information (P1501)
Specify the version of the P1501 program that the system uses when you access the program from the Form menu.

3. Market / Renewal / Potential Rent (P159071)
Specify the version of the P159071 program that the system uses when you select Rent Translations from the Row menu on the Rent Information form.

4. Property / Building Information (P15062)
Specify the version of the P15062 program that the system uses when you select Area Translations from the Row menu on the Unit Revisions form.

5. Asset Master Information (P1201) (Release 9.1 Update)
Specify the version of the P1201 program that the system uses when creating an asset record for the unit.

3.4.4.5 Assets (Release 9.1 Update)

1. Asset Cost Account - Object
Use this processing option to define the default object account to use when an asset is created.

2. Asset Cost Account - Subsidiary
Use this processing option to define the default subsidiary account to use when an asset is created.

3. Financing Method
Use this processing option to define the default financing method to use when an asset is created. The financing method identifies the asset as a unit for lessee accounting. Values are stored in UDC (12/FM).

4. Allow Asset Number Change
Use this processing option to determine whether an asset number that is not blank can be changed. Values are:

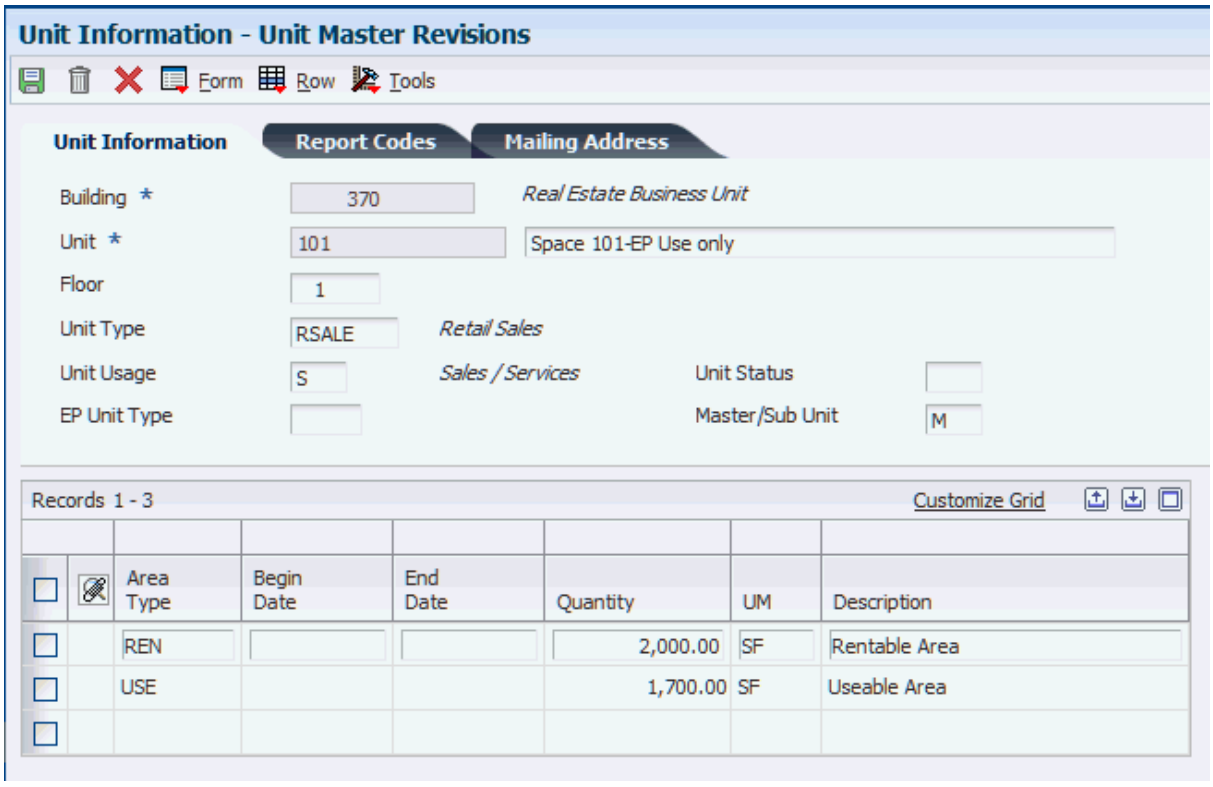
Blank: Do not allow changes

1: Allow changes

3.4.5 Setting Up Unit Information

Access the Unit Master Revisions form.

Figure 3–3 Unit Master Revisions form



3.4.5.1 Unit Information

Unit
Enter an 8-digit number that identifies the actual space within a building that is or can be leased, such as an apartment, office, retail space, parking space, and so on.

Unit Asset Number (Release 9.1 Update)
Enter a number of the associated property asset, if necessary. If you enter a non-property asset in this field, the system issues an error.

OFFCE: Office space.

RSALE: Retail space.

RESTR: Restaurant.

CONDO: Condominium.

Unit Usage
Enter a user-defined code from UDC table 15/UU that specifies how a unit is used. Examples include:

M: Medical

L: Legal

S: Storage

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

Unit Status
Enter a user-defined code from UDC table 15/UX that identifies the occupancy status of a unit.

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

M: Master unit. (default)

S: Sub unit. If you enter **S,** the system displays the Master Unit field in the header area. Use this field to identify the master unit to which the sub unit relates.

3.4.5.2 Grid

Area Type
Enter a user-defined codes from UDC table 15/AR that identifies the area by its use, such as rentable, usable, gross leasable (GLA), or gross lease occupied (GLOA).

Begin Date
Enter the beginning date in which the unit area adjustment is effective.

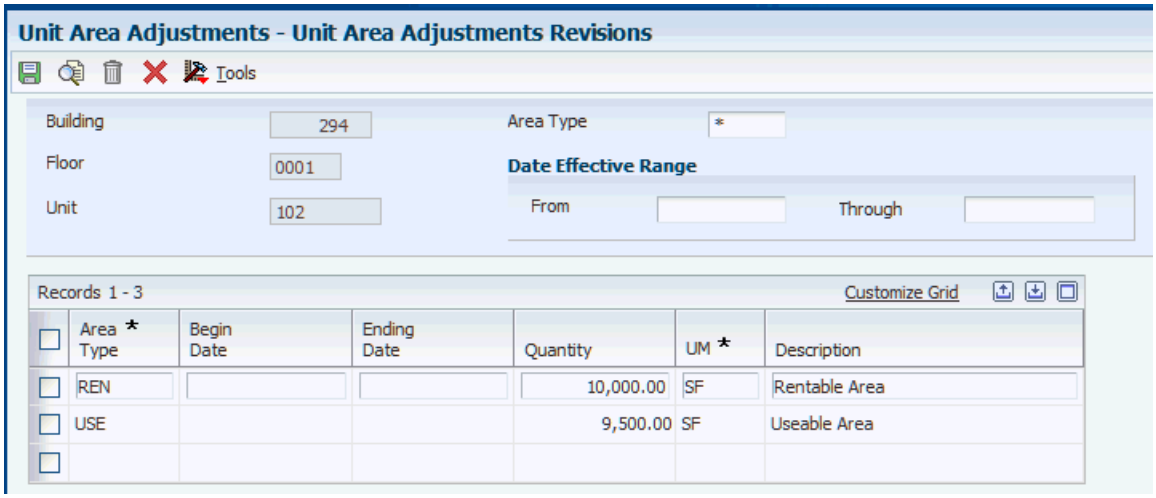
End Date
Enter the ending date in which the unit area adjustment is effective.

Quantity
Enter a value that appears as part of a log line. For example, the square footage or the rentable area.

3.4.6 Updating Unit Area Information

Access the Unit Area Adjustments Revisions form.

Figure 3–4 Unit Area Adjustments Revisions form



Use the Date Effective Range From and Through fields in the header area to search for effective adjustments.

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

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

3.4.7.1 Process

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

Blank: Automatically copy.

1: Do not automatically copy. You can manually copy log standards to a unit after you add it.

3.4.7.2 Versions

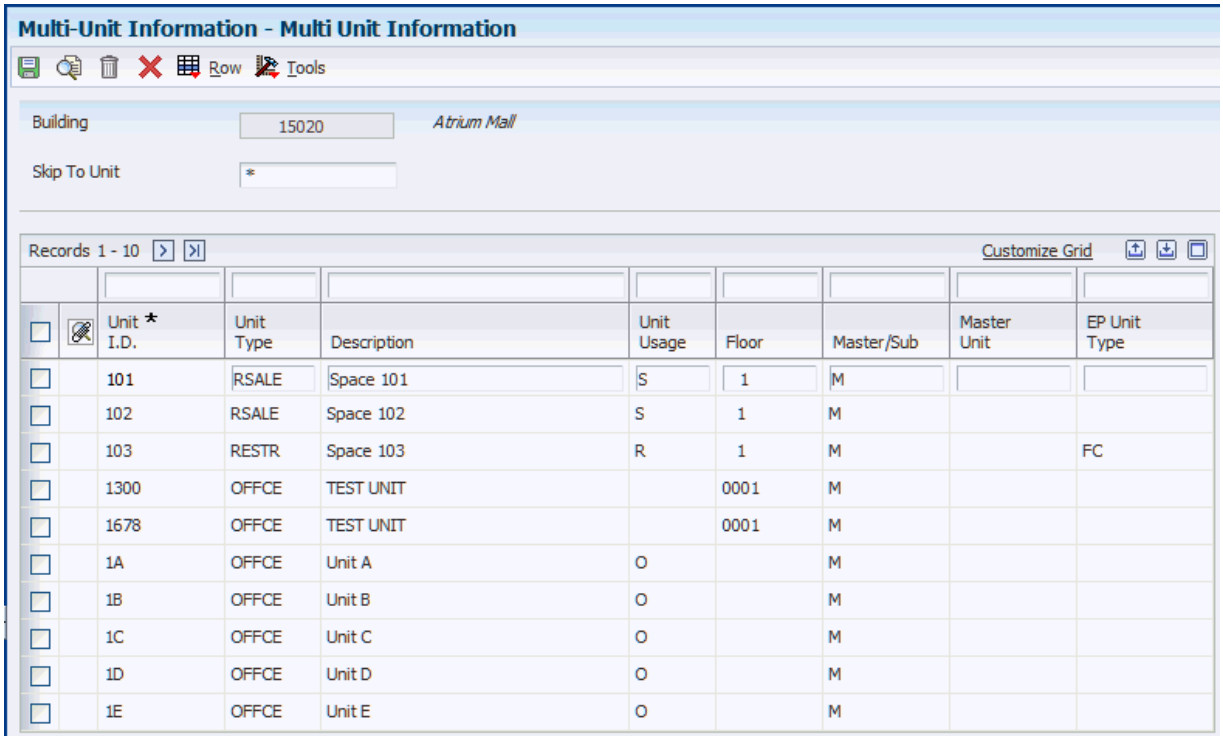
This processing option specifies the version of the program to use when you access it from the Form menu.

1. Unit Information (P15217)
Specify the version of the P15217 program to use. If you leave this processing option blank, the system uses version ZJDE0001.

3.4.8 Setting Up Multi-Unit Information

Access the Multi Unit Information form.

Figure 3–5 Multi Unit Information form



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

3.4.9 Replicating Units

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

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

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

3.4.10.1 Process

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

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

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

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

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

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

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

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

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

---

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

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

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

3.4.10.2 Copy Logs

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

Blank: Do not copy.

1: Copy.

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

Blank: Do not copy.

1: Copy.

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

Blank: Do not copy.

1: Copy.

3.4.10.3 Select

1. Copy Area Records
Specify whether to copy the F1514 records to the new units. Values are:

Blank: Do not copy records.

1: Copy all records.

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

2. Area Record Effective Date
Specify the date to use to copy F1514 records. The system copies only those F1514 records that have a begin date greater than or equal to the date that is entered. If you leave this processing option blank, the system uses today's date. The system uses this processing option only if you enter **2** in the Copy Rent Amounts processing option.

3. Copy Rent Amounts
Specify whether to copy rent amounts to the new units from the Market/Potential/Renewal Rent Master table (F159071). Values are:

Blank: Do not copy rent amounts.

1: Copy all rent amounts.

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

4. Rent Amount Effective Date
Specify the date to use to select the rent amount records from the F159071 table to copy. The system copies only those rent records that have a begin date that is greater than or equal to the date entered. If you leave this processing option blank, the system uses today's date. The system uses this processing option only if you enter **2** in the Copy Rent Amounts processing option

3.4.10.4 Print

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

Blank: Prints the detail of each unit that is copied.

1: Prints only the total number of records that are copied.

3.4.11 Running the Create Assets from Unit Master Entries Program (R15072) (Release 9.1 Update)

Before running this program, be sure to review and set the processing options.

Use data selection to specify the unit records for which you want to create associated asset records. When you run this program, the system does the following for each selected unit that does not have an associated asset:

- Creates an asset record in the Asset Master table using Next Numbers.
- Populates the Unit Asset Number field in the Unit Master table with the newly created asset number.

The system determines the account number for the asset using the information in the unit record, and the processing option values. If the account that is used has not yet been set up in the Depreciation Defaults program (P12002), the system generates an error message.

You can run this program in proof or final mode, and you can specify whether the system prints the report upon completion.

3.5 Working with Attributes (Release 9.1 Update)

This section provides overview of attributes and attributes templates and of attributes in the Unit Information program (P15217), lists a prerequisite, and discusses how to:

- Define attribute.
- Set up attributes templates.
- Add attributes to an attributes template.
- Search for units using attributes templates.

3.5.1 Understanding Attributes and Attributes Templates

For every real estate property, the components of individual units can vary. For example, units in residential properties may have different numbers of bedrooms, the inclusion of a washer and dryer, or a balcony. Units in commercial properties may or may not have handicap access, elevator access, or a rear delivery entrance.

In the JD Edwards EnterpriseOne Real Estate Management system, these components are referred to as attributes. Property managers can create and assign attributes to a unit, floor, or building during setup. The system provides the following 140 data dictionary items for you to use to track attributes:

- ZCA001 - ZCA080: Amount (numeric) values
- ZCA081 - ZCA090 and ZCA121 - ZCA140: String (alpha/numeric) values
- ZCA091 - ZCA120: Date values

The system provides description override examples for ZCA001 - ZCA013. You can override all of these data dictionary items to accurately describe the attributes you are tracking.

See "Defining a Data Dictionary Item" in the *JD Edwards EnterpriseOne Tools Data Dictionary Guide*.

After you set up attributes, you can create custom attributes templates to search for units and find matches for potential tenants. Property managers may use the templates by setting up a list of attributes that pertain to the type of units they are looking for

(retail vs. commercial). Property managers may also decide to list attributes in the template in the order that they search on most often. For example, the number of public bathrooms for retail properties is a common search so it would be on the first tab of the template.

3.5.1.1 Reviewing the Steps to Work with Attributes

To work with attributes, complete the following steps.

1. Define attributes for unit, floor, and building in the Attribute Detail program (P1524).
2. Set up attributes templates in the Unit Attribute Template Definition program (P1522). Define the template name and up to six tabs on the template.
3. Add attributes to the template in the Unit Attribute Template Definition program. Specify up to 10 attributes per tab.
4. Use the Unit Attribute Template Name processing option in the Unit Information program to specify the template that the system applies to the Work with Unit form.

   See "Setting Processing Options for Unit Information (P15217)"

The system stores attributes templates in the Unit Attribute Template Name table (F1522). The system stores attributes in the Unit Attribute Template Fields table (F15221).

3.5.2 Understanding Attributes in the Unit Information Program (P15217)

To assign attributes to units, floors, and buildings, use the Attribute Detail program (P1524). You can access the Attribute Detail program from the Unit Revisions form, the Floor Revisions form, or the Building Revisions form.

To search for attributes, first enter a value in the Unit Attribute Template Name processing option in the Unit Information program (P15217). The system applies this template to the Work with Units form. Regardless of the template that you specify, the Unit Master tab on the Work with Unit Master form displays the fields it normally does, with the addition of one set of rent ranges. The subsequent tabs display the unit attributes in the order and on the tab that you specified in the template.

Because there are many potential attribute combinations you can search for on the Work with Units form, you may want to save commonly used queries.

Note: If you set up an enhanced query, the system searches the Unit Master table (F1507) and, therefore, does not search unit attribute information.

See "Working with Search Criteria" in the *JD Edwards EnterpriseOne Tools Foundation Guide*.

3.5.3 Prerequisite

Before you can perform an attribute search on the Work With Units form, you must specify a value in the Unit Attribute Template Name processing option in the Unit Information program (P15217).

See Setting Processing Options for Unit Information (P15217).

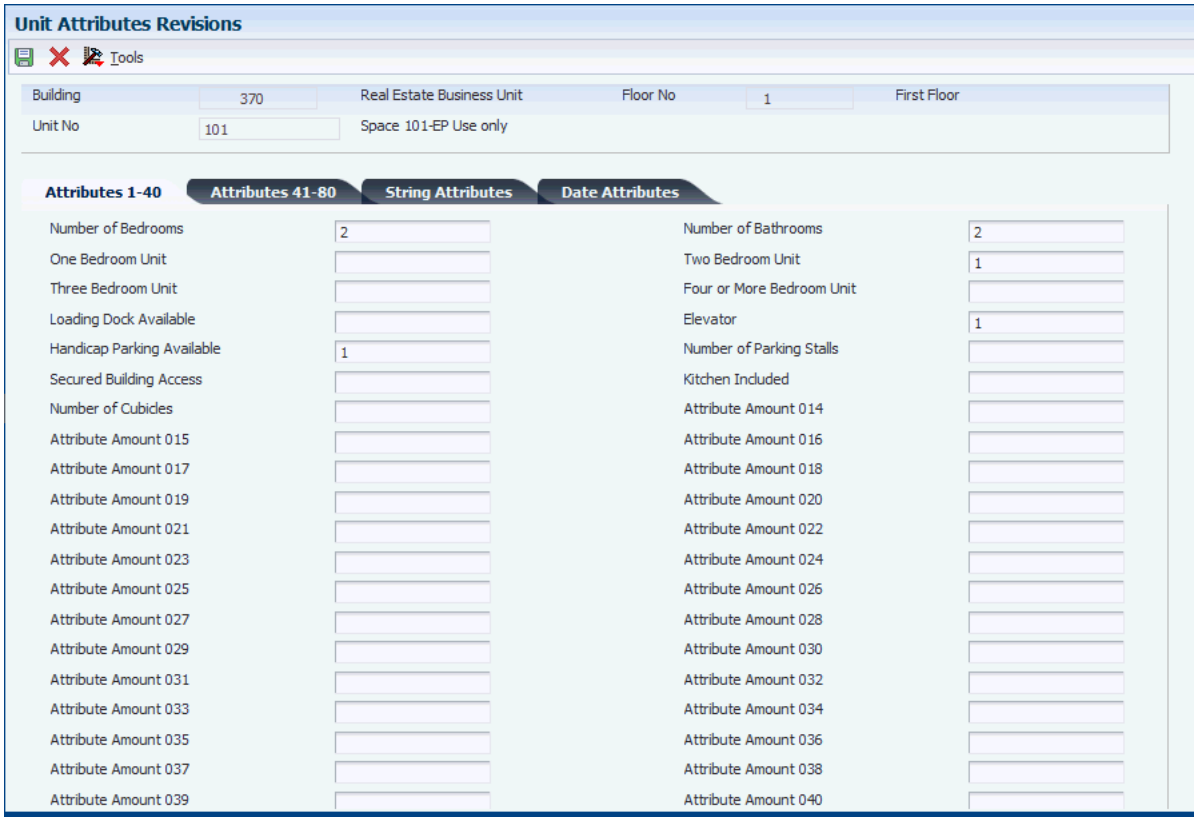
3.5.4 Forms Used to Work with Attributes

Form Name	FormID	Navigation	Usage
Work With Units	W15217A	Facility Setup (G15411), Unit Information	Search for units using attributes templates.
Unit Attributes Revisions	W1524B	On the Work With Units form, select a unit and click Select. On the Unit Master Revisions form, select Unit Attributes from the Form menu.	Define attributes.
Work With Attribute Templates	W1522A	RE System Setup (G15412), Attribute Template Definition	Review and select attributes templates.
Attributes Template Revisions	W1522B	Click Add on the Work With Attribute Template form. To revise existing templates, select the template on the Work With Unit Attribute Template form and select Revise Template from the Row menu.	Set up attributes templates.
Attributes Tab Revisions	W1522C	Click OK on the Attributes Template Revisions form. To add tabs to an existing template, select the template on the Work With Attribute Templates form and click Select.	Add attributes to an attributes template.

3.5.5 Defining Attributes

Access the Unit Attributes Revisions form.

Figure 3–6 Unit Attributes Revisions



The attribute values that you define on this form are the values that the system searches on when you enter attribute criteria in the header of the Work With Units form.

Note: You can also access the Attribute Detail program (P1524) from the Form menu on the Floor Revisions form or the Building Revisions form.

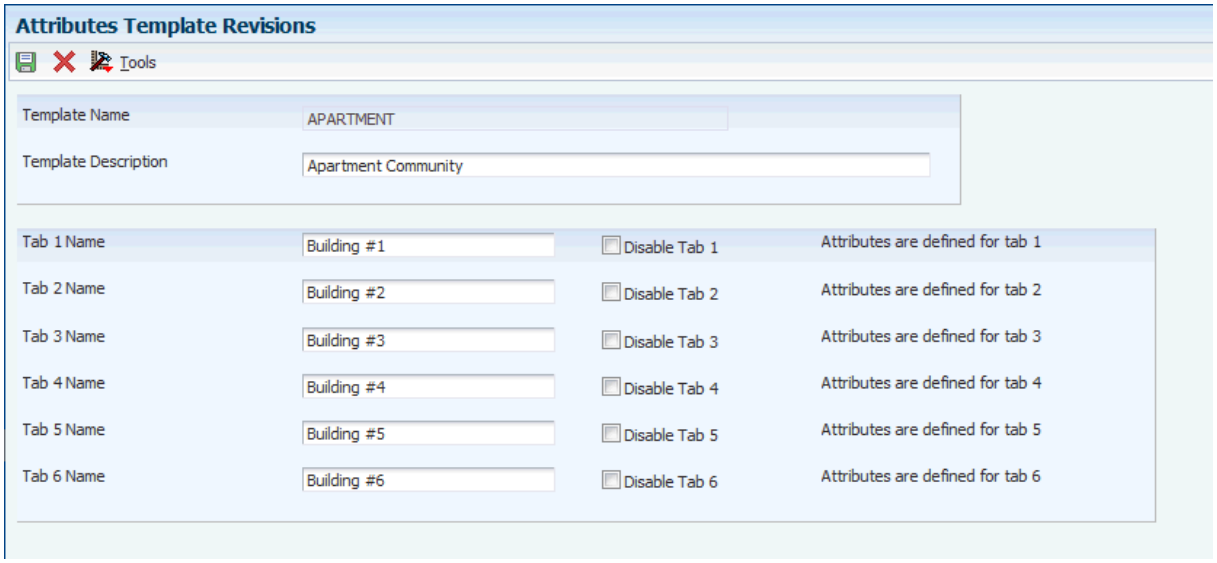
If you select Floor Attributes from the Form menu on the Floor Revisions form, the system displays the Floor Attributes Revisions form, which has the same functionality as the Unit Attributes Revisions form.

If you select Building Attributes from the Form menu on the Building Revisions form, the system displays the Building Attributes Revisions form, which has the same functionality as the Unit Attributes Revisions form.

3.5.6 Setting Up Attributes Templates

Access the Attributes Template Revisions form.

Figure 3–7 Attributes Template Revisions form



Template Name
Enter a unique name for the template.

Template Description
Enter a unique description for the template.

Tab 1 Name
Tab 2 Name
Tab 3 Name
Tab 4 Name
Tab 5 Name
Tab 6 Name
Enter unique names for the tabs.

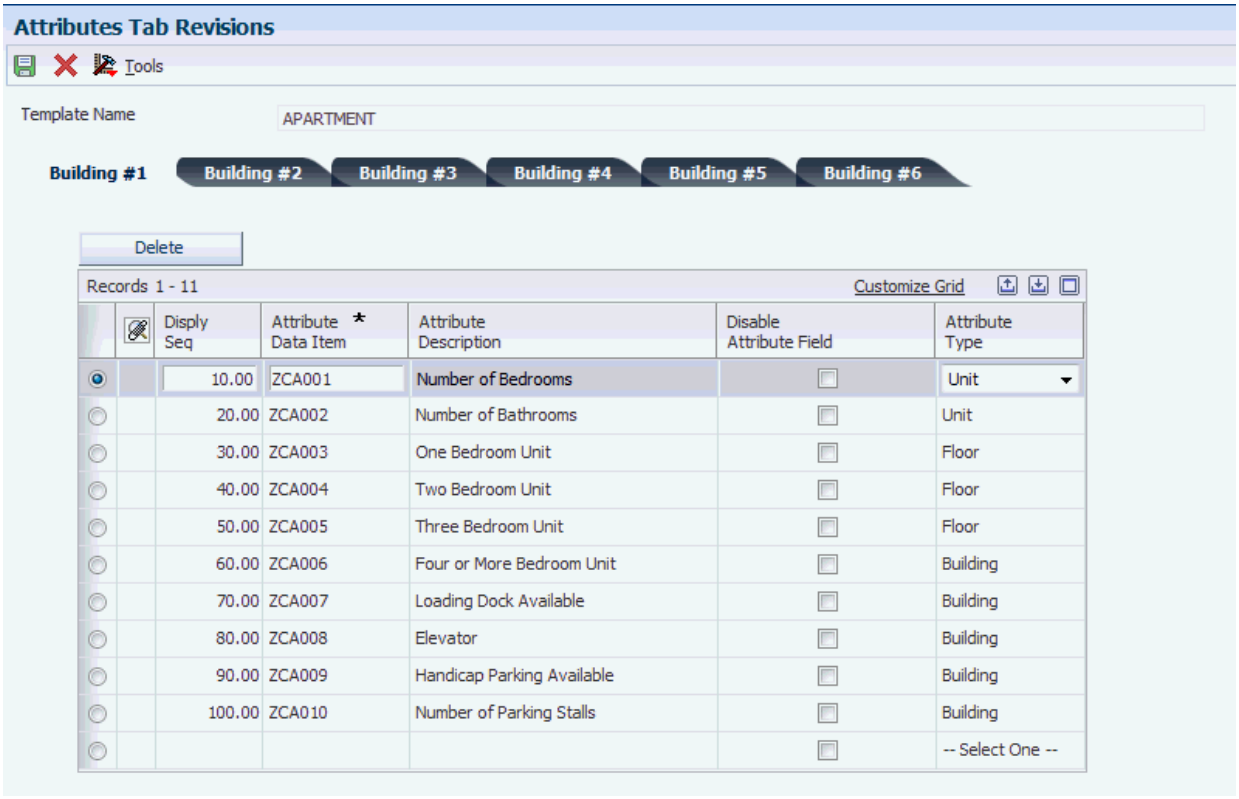
Disable Tab 1
Disable Tab 2
Disable Tab 3
Disable Tab 4
Disable Tab 5
Disable Tab 6
If you select any of these check boxes, the system does not display the associated tab on the Work with Units form in the Unit Information program (P15217).

Note: After you define attributes for a tab on the Attributes Tab Revisions form, the system displays this message on the Attributes Template Revisions form: "Attributes are defined for tab x."

3.5.7 Adding Attributes to an Attributes Template

Access the Attributes Tab Revisions form.

Figure 3–8 Attributes Tab Revisions form



Disply Seq
Enter a number that specifies the sequence of attribute data items.

Attribute Data Item
Enter an attribute value (ZCA001-ZCA140) that is defined in the F15221 table. You must enter one of these 140 data items because it defines which attribute the system searches for.

Attribute Description
The system displays a unique description for the attribute.

Disable Attribute Field
If you select this check box, the system does not display this field in the header tab of the Work With Units form in the Unit Information program (P15217).

Attribute Type
Select the attribute type that the system uses to search for attributes in the Unit Information program (P15217). Values are:

Building

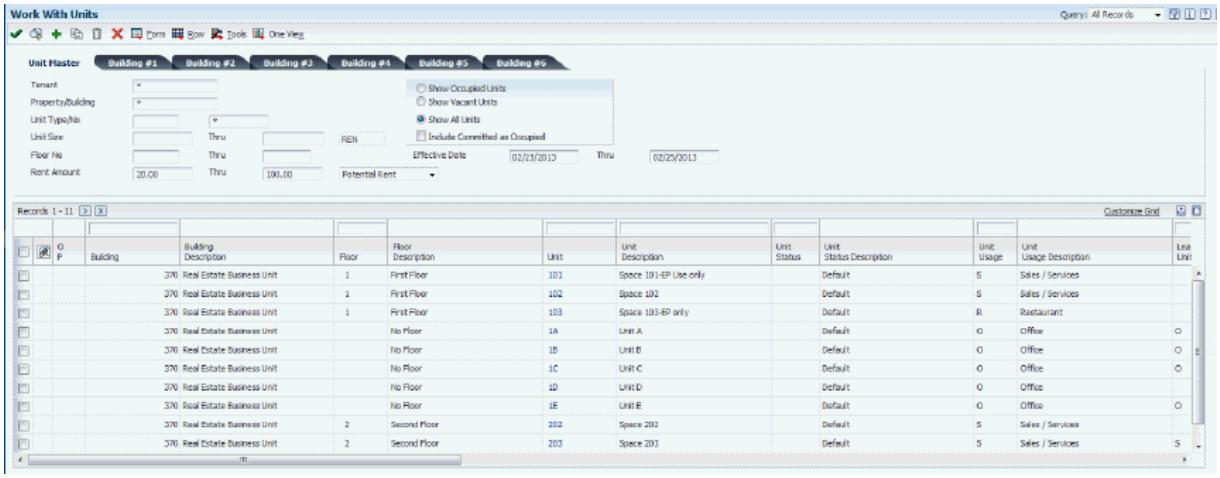
Floor

Unit (default)

3.5.8 Searching for Units Using Attributes Templates

Access the Work With Units form.

Figure 3–9 Work With Units form - Unit Master Tab

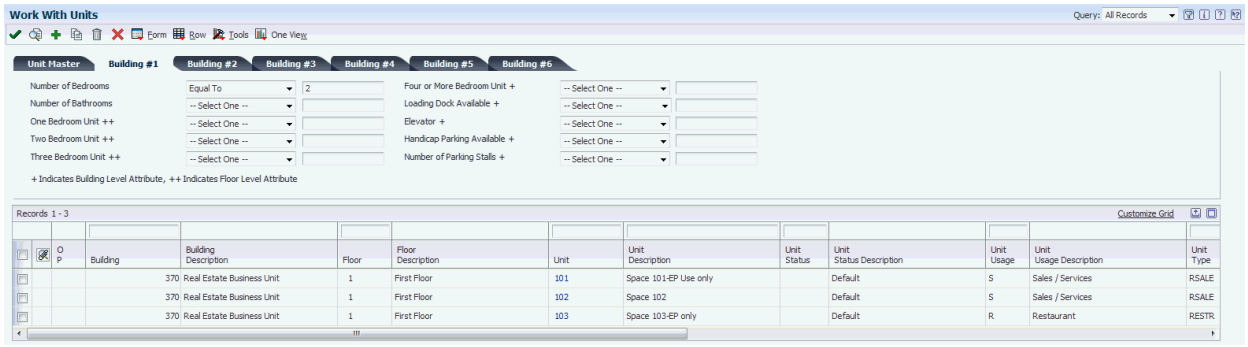


Rent Amount - Thru
Enter the range of rent values that the system searches on.

Rent Type
Use the drop-down list to select a rent type. Values are:

- Market Rent
- Potential Rent
- Renewal Rent

Figure 3–10 Work With Units form - Template Tab 1



On the Work With Units form, the system displays the tabs and attribute fields that are defined in the template that you entered in the Unit Attribute Template Name processing option in the Unit Information program (P15217).

If you enter a value in one or more of the fields in the header and click Find, the system searches attribute information in the F15221 table and displays the results in the grid. The system designates whether the attribute is at the unit, floor, or building level by displaying the following values in the header area:

- No value next to a field indicates that the field is a unit level attribute.
- The value ++ next to a field indicates that the field is a floor level attribute.
- The value + next to a field indicates that the field is a building level attribute.

To search for attributes, select a value from the operand drop-down box in the header area and enter a value in the associated attribute fields. Operand values are:

- Equal To
- False
- Greater Than
- Greater Than or Equal To
- Less Than
- Less Than or Equal To
- True

3.6 Setting Up Market, Renewal, and Potential Rent Information

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

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

3.6.1 Understanding Market, Renewal, and Potential Rent Information

Use the Market / Renewal / Potential Rent program (P159071) to set up the market, renewal, and potential rent amounts to project future rent. Future rent projections enable you to generate budget and cash flow reports. The system uses the market, renewal, and potential rent information when you run the Projected Rent Generation (R15660) or the Tenant Rent Roll (R15421).

You set up rent amounts by unit and enter the amounts as an annual amount per square foot. On the Market / Renewal / Potential Rent Revisions form, you can set up effective dates for the rent amounts for different time periods for the same unit. You can use processing options to specify whether the amounts pertain to the rentable area, usable area, or an alternate area type.

The system stores this information in the Market/Potential/Renewal Rent Master table (F159071).

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

Form Name	FormID	Navigation	Usage
Work with Market / Renewal / Potential Rent	W159071A	Facility Setup (G15411), Market / Renewal / Potential Rent	Review and select building records to which to apply the market, renewal, and potential rent amounts.
Market / Renewal / Potential Rent Revisions	W159071B	On the Work with Market / Renewal / Potential Rent form, select the option for the type of rent to add, and select a building record.	■ Set up market, renewal, and potential rent information. ■ Add and revise the rent amount, based on the option that is selected, for each unit in the building.

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

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

3.6.3.1 Process

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

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

1: Rentable Area Type field.

2: Usable Area Type field.

If you leave the Select Area Type and Alternate Area Type processing options are blank, the system uses the value from the Rentable Area Type field in the F1510B table.

2. Alternate Area Type
Specify an area type from UDC table 15/AR other than rentable or usable to use as search criteria for the Area Type field on the Market / Renewal / Potential Rent Revisions form.

If you enter a value in the Search Area Type processing option, the system ignores this processing option. If you leave the Select Area Type and Alternate Area Type processing options are blank, the system uses the value from the Rentable Area Type field in the F1510B table.

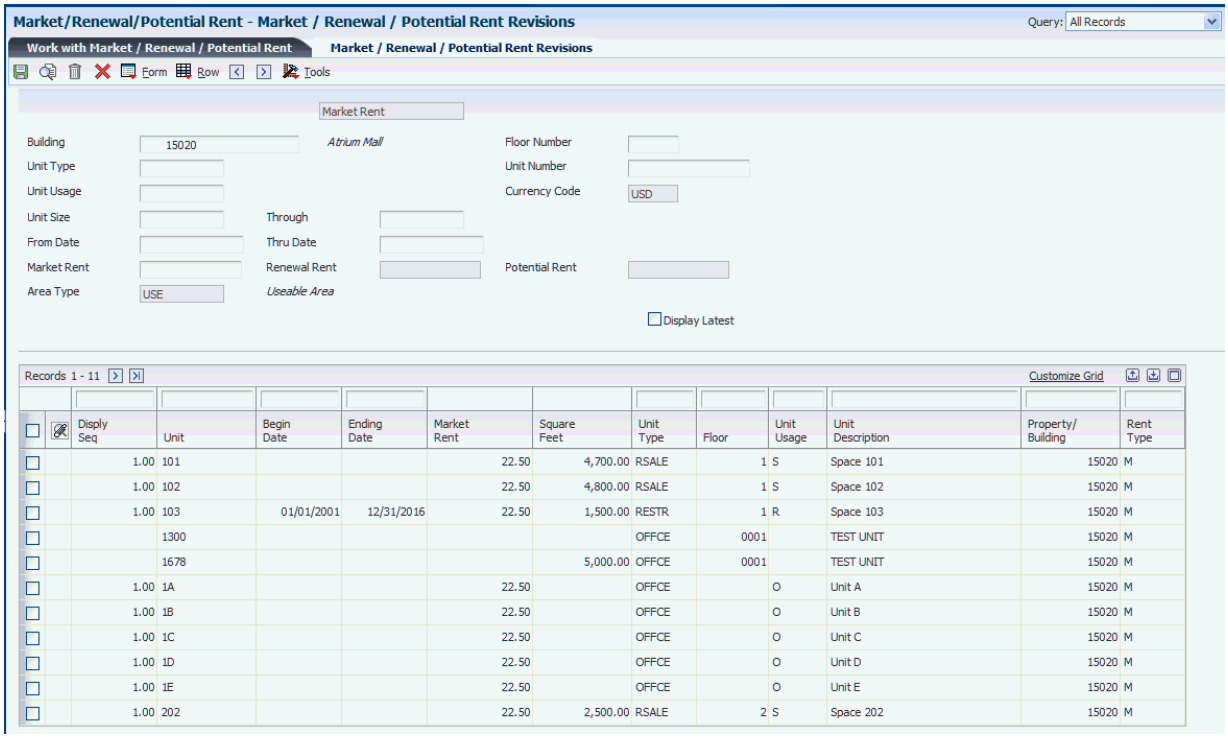
3.6.3.2 Versions

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

3.6.4 Setting Up Market, Renewal, and Potential Rent Information

Access the Market / Renewal / Potential Rent Revisions form.

Figure 3–11 Market / Renewal / Potential Rent Revisions form



The rent amount field that is available in the header area of this form depends on the option that you selected on the Work with Market / Renewal / Potential Rent form. For example, if you selected the Market Rent button on the Work with Market / Renewal / Potential Rent form, the Market Rent field is available on this form.

Market Rent, Renewal Rent, and Potential Rent

Enter the amount that indicates the annual potential rent, the annual market rent, or the current renewal rent per square foot for a unit. To update this information to the detail area of the form, select Copy From Header from the Form menu

4

Setting Up Tenant and Lease Information

This chapter contains the following topics:

- Section 4.1, "Setting Up Tenant Information"
- Section 4.2, "Setting Up Lease Information"
- Section 4.3, "Setting Up Legal Clause Information"
- Section 4.4, "Reviewing Lease Dates"
- Section 4.5, "Updating Holdover Dates"

4.1 Setting Up Tenant Information

This section provides an overview of tenant information and discusses how to set up a tenant record.

Note: In a lessee lease, the term tenant is synonymous with the lessor or the company from where the property or non-property assets are leased from.

4.1.1 Understanding Tenant Information

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

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

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

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

See Also:

- "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

4.1.1.1 Alternate Tax Rate/Area Assignment for Tenants (Release 9.1 Update)

The alternate tax rate/area functionality enables you to set up an use an alternate tax rate/area when the entities involved in a transactions are in the European Union. In the JD Edwards EnterpriseOne Real Estate Management system, the tenant if one of the entities for which you set up the alternate functionality.

When you set up your system to use the alternate tax rate/area assignment functionality, the system enables you to set up the functionality using the tenant as one of the entities to consider.

See Section 3.2.2, "Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)"

4.1.2 Forms Used to Set Up Tenant Information

Form Name	FormID	Navigation	Usage
Work With Addresses	W01012B	Tenant and Lease Information (G1511), Tenant Information	Review and locate tenant records.
Address Book Revision	W01012A	On the Work With Addresses form, click Add.	Set up a tenant record

4.1.3 Setting Up a Tenant Record

Access the Address Book Revision form.

You must enter a **Y** in the Payables Y/N/M field and select the Receivables Y/N check box.

4.2 Setting Up Lease Information

This section provides overviews of lease information, new lease entry, and lease versions, lists prerequisites, and discusses how to:

- Set processing options for Lease Information (P1501).
- Set up leases.
- Set processing options for New Lease Entry (P15010).
- Set up new lease entries.

- Create lease versions.

4.2.1 Understanding Lease Information

In JD Edwards EnterpriseOne Real Estate Management system, the lease is the basis for invoices or vouchers and for receipts or payments. Use the Lease Information program (P1501) to set up information about leases that are associated with the tenants.

When you set up a lease for a tenant, you enter the name and location of the tenant, and then you specify additional information such as the area that the tenant occupies or the rental terms of the lease. Tenant leases can be as simple or as complex as necessary. In addition to regular leases and subleases, you can set up and maintain coterminous and holdover leases.

(Release 9.1 Update) When you set up lessee leases, you can enter property and non-property assets that you are leasing. You can also specify information that the system uses when creating balance sheet lessee accounting information, such as amortization schedules and journal entries.

This table describes the programs you can access from the Form menu on the Lease Master Revisions form after you set up the lease:

Program	Program Description
Log Details (P1521)	Set up the log standards that contain additional necessary information about the lease. To reduce errors, you can copy the standard log information that is set up for the lease type by setting the Copy Log Standards processing option. **(Release 9.1 Update)** Additional asset-related fields have been added to the Lease Log to enable you to track information by unit (property asset) or asset (non-property asset) on lessee leases. Be aware that when you add a lease log detail line to your lease, the system automatically uses the first detail line on your lease to populate the log details. You can override these values as needed.
Legal Clause Information (P1570)	Set up legal clause information about the lease or tenant. You use this program in addition to or as an alternative to log standards.
Recurring Billing Information (P1502)	Set up billing amounts and frequencies by bill code that you use to generate recurring billings and amortization schedules for lessee leases.
Security Deposit Maintenance (P1565)	Set up information for security deposits that you refund later.
Escalation Information (P15016)	Set up information to generate rent increases based on an index such as the consumer price index.
Sales Overage Information (P15013)	Set up information to calculate and generate rent billings as a percentage of sales.
E.P. Information (P15012)	Set up information to generate billings for shared expenses, such as common area maintenance, parking, and utilities.
Straight-line Rent Lease Setup (P15131) (Release 9.1 Update)	Set up information that the straight-line Rent Generation program (R15130) uses when generating or regenerating straight-line rent amounts.
Straight-line Rent Revisions (P1513) (Release 9.1 Update)	Review and update straight-line rent records that have been generated for the lease.

Program	Program Description
Amortization Schedules (P15171) (Release 9.1 Update)	Use this application to manage and update amortization schedules for assets that are being processed using balance sheet lessee accounting.

Instead of accessing the Unit Information program (P15217), you can adjust the area of the unit directly from the lease. To access the Unit Area Adjustments program (P1514A), select a record on Lease Master Revisions form and select Unit Area Adj from the Row menu.

The system stores lease information in the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017).

4.2.2 Understanding New Lease Entry

As an alternative to entering the lease and then setting up information for other programs separately, you can use the New Lease Entry program (P15010) to help you set up the lease and enter additional information at the same time. The P15010 program gives you access to the same programs as from the Form menu on the Lease Master Revisions form, and additionally you can access the New Manual Billing Entry program (P15111) to specify whether to print a lease master listing. You can use the P15111 program to enter manual billing records, as necessary.

Note: The P15111 program is available from the P15010 program only. If you click the button to enter manual billings, the system does not return you to the New Lease Setup form until you exit the New Manual Billing form.

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

See Understanding Manual Billing Entry.

4.2.3 Understanding Lease Versions

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

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

4.2.3.1 Using Lease Versions with Balance Sheet Lessee Accounting (Release 9.1 Update)

If you are using lease versions to track changes for lessee leases that have amortization schedules, be aware that the system does not create separate amortization schedules for each lease version. Only one set of primary amortization schedules exists for each asset.

In some cases, the changes you make to a new lease version do not have any impact on lease liability calculations and amortization schedules. For example, you might create a new lease version to track a change to a name or address.

Other changes can impact the lease liability calculation, and require an update to amortization schedules. For example, you might create a new lease version to end the lease early, or to change the billing amounts. In these instances, the changes you make when creating the new version will update the lease to indicate that a remeasurement is required, and you must run the necessary remeasurement process to ensure that the amortization schedules associated with your lease are updated correctly.

When you create a new lease version, you might find it necessary to create new recurring billing records for the new version. You can use the Version row menu option on the Recurring Billing Revisions form to create the new records. The system performs the steps to suspend existing records, update the effect on lease liability, and create new records based on the updated version information. You can then update the new records with new amounts if necessary. When you save those records, the system determines if the changes require you to remeasure the lease. If you manually update your recurring billing records, you must ensure that you conform to the rules for stepped payments, and that you update the effect on lease liability for each record so that your billing and amortization schedules accurately reflect your changes.

See Also:

- Section 7.3.3, "Understanding Recurring Billing for Balance Sheet Lessee Accounting (Release 9.1 Update)"
- Section 22.5, "Changing Lease Terms After Schedule Creation"

4.2.4 Understanding Straight-line Rent Processing for Leases (Release 9.1 Update)

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States to ensure that financial statements are in accordance with Generally Accepted Accounting Principles (GAAP). Straight-line Rent, which is Ruling 13 from that board, states that the revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease.

Straight-line Rent Setup for Leases

When you create a lease, the system looks to the Real Estate Management Constants program (P1510) to determine if default straight-line rent setup information exists. If default information is available in the constants, the system automatically updates the lease with the default values. Processing options on P1501 determine whether you can update those values.

You access lease-specific straight-line rent setup information using the Straight-line Rent Setup form menu option on the Lease Master Revisions or the Recurring Billing Revisions forms using a Form menu option.

Note: In some cases, there are multiple buildings on a single lease. To retrieve straight-line rent constant values, the system uses the first building on the lease to determine which default values to add to the lease.

For example, if you have constants defined for building 100 and building 200, and your lease includes both buildings, the system retrieves the default values from the constants using the first line of the lease. Those values are then used for all items on the lease.

You can use the Work With Straight-line Rent Lease Setup Program (P15131) to review, and if allowed, update the straight-line rent setup for a group of leases. The program allows you to use filter criteria to view all leases that have straight-line rent setup

information, to view leases that do not have the setup, or to easily review the setup for all leases.

The processing options for the P15131 enable users to specify which version of the P1501 the system uses. The processing option settings on the specified version of the P1501 determine whether users are allowed to update straight-line rent information using the P15131, and also which lease version is currently active.

Straight-line rent information is used by the Straight-line Rent Generation program (R15130) when generating or regenerating straight-line rent information for a lease. A processing option on the R15130 determines whether the values on the lease, or the values in the R15130 processing options are used when calculating straight-line rent amounts.

See Section 2.1, "Setting Up Constants" for more information about straight-line rent constants. See Section 20.3, "Generating Straight-line Rent Information" for information about the R15130.

Straight-line Rent Generation Control

After you create a lease, you might need to generate straight-line rent information for that lease. If you revise the lease after straight-line rent information has been generated, the system determines whether the change might impact straight-line calculations, based on the fields that are updated. Depending on the processing option settings for the P1501, the system does one of the following when such a change occurs:

- The system saves the lease revisions and does not update the Straight-line Rent Generation Control field.

  The user must manually update the Straight-line Rent Generation Control field in order to recalculate straight-line information for the revised lease.

- A warning window appears to notify users that straight-line rent records might need to be recalculated.

  The user can click OK to save the lease revisions and mark the Straight-line Rent Generation Control field for all updated records. Alternatively, the user can click Cancel to save the lease revisions without updating the Straight-line Rent Generation Control field.

- The system saves the lease revisions and automatically updates the Straight-line Rent Generation Control field.

You can access the Straight-line Rent Revisions program (P1513) directly from the Lease Master Revisions form using a Form menu option. The system uses the version of the P1513 that is specified on the Versions tab in the processing options of the P1501. For additional information about straight-line rent processing, see: Chapter 20, "Straight-line Rent Standards and Processes".

4.2.5 Understanding Lessee Lease Entry for Balance Sheet Accounting (Release 9.1 Update)

You can also create leases for property and non-property assets that you are leasing (as a lessee), and use the Real Estate Management system to create the necessary amortization schedules and journal entries to account for your leased assets on the balance sheet.

The Lease Information program (P1501) includes a Lessee Accounting tab, which contains the fields you need to complete for a lessee lease. On this tab, you must select

the Lessee option to enable the fields for editing. You use the following fields to determine how the system handles the accounting for your lease:

- Lessee

  Select this option to specify that this is a lessee lease. Once you select this option, the system enables the fields associated with a lessee lease. Additionally, this field is disabled after the Lease Liability Status value is 10 or greater.

- Default Lease Classification

  Specify the lease classification that is used as the default on all lines on the lease. The value is retrieved from the Real Estate Management Constants, and can be overridden if the Lessee option is selected. You can also override the value on the detail lines if necessary.

- Borrowing Rate

  If the Lessee option is selected, this field is enabled and required. You must have a borrowing rate if you want to create amortization schedules for the lease.

  For a lessee, this is the discount rate for the lease. Use the rate implicit in the lease unless that rate cannot be readily determined. In that case, the lessee is required to use its incremental borrowing rate. You can also override the value on the detail lines if necessary.

- Reasonably Certain to Exercise Option

  This field is informational only, and does not impact any accounting processing for the lease.

You can then enter lines on the lease for each asset that you are leasing. Each leased asset must have an asset number. If you are entering a property asset, you enter a unit number, and the system retrieves the associated asset number from the asset record and populates the Unit Asset Number field to identify the asset. You can use the visual assist on the Unit field to search for and select valid property assets.

If you are entering a non-property asset, you use the Asset Number field, which comes from the Asset Master record. You can use the visual assist to search for and select non-property assets. Alternatively, you can use the Create Non-Property Asset icon to create non-property asset records directly from the lease. These assets are used to generate amortization schedules and journal entries to properly account for leased assets that must be shown on the balance sheet.

When you use the Create Non-Property Assets icon to create assets, the system uses default information from the processing options from the Assets tab of the P1501. You can override this information during asset creation. These processing options also control whether this icon is available.

When you enter non-property assets on a lease, the system disables certain row menu options that are specific to property assets, such as the Unit Revisions, Unit History, and Unit Area Adj options. Additionally, fields on the detail line that are unit-specific are also disabled.

If you are entering multiple assets on a lease, you can click the Save and Continue button on the lease so that you can save your changes as you go.

After you create the lease, you can then enter manual and recurring billing information. If your lease commencement and the recurring billing start dates are the same, you can leave the Lease Commencement Date for each asset on the lease blank. The system then uses the recurring billing start date as the lease commencement date. However, if the dates are different, you can enter a date in the Lease Commencement

Date field on the lease. The system then uses this date, rather than the recurring billing start date, as the commencement date. Note that the lease commencement start date cannot be greater than the recurring billing start date.

Additionally, if the recurring billing end date and the date on which you relinquish control of the leased asset are the same, you can leave the ROUA End Date field blank for the assets. The system uses the recurring billing end date as the ending date of the asset. However, if the date you relinquish control of the asset is greater than the recurring billing end date for the asset, you can enter a date in the ROUA End Date on the lease. The system then uses this date as the ending date for the asset. The ROUA End Date cannot be less than the recurring billing end date.

You can then run the lease commencement process, which creates amortization schedules and generates the appropriate journal entries for your lease. As the lease moves through the lessee accounting process, the system updates the Lease Liability Status field on the lease, which determines which actions can be completed, and which fields on the lease can be updated.

If you enter into a sublease for a leased asset, you can enter a sublease date on the lease line. If there is a date in the Sublease Date field, the lease is a lessee lease, and the lease classification is an operating or finance lease, you can then specify whether the sublease has an impact on ROUA by selecting the Impact on ROUA option. If you select this option, when you run the Lessee Accounting Journal Entries program (R15180), the system creates a credit entry using the LR AAI and a debit entry using the L6 AAI for the remaining balance on the Right of Use Asset Amortization schedule for that month. You will in effect clear your right to use the asset, but retain the lease liability for the leased asset. If you do not select this option, the R15180 does not change the balance sheet lessee accounting journal entries for the sublease.

For additional information about lessee accounting, see Chapter 22, "Balance Sheet Lessee Accounting (Release 9.1 Update)".

4.2.6 Prerequisites

Before you complete the tasks in this section, you must:

- Set up tenants and, if applicable, set up alternate payees.
- Set up versioning for company 00000 in the JD Edwards EnterpriseOne Real Estate Management system constants to create new versions.

  (Release 9.1 Update) Set up straight-line rent constant information.

  See Setting Up Constants.

4.2.7 Forms Used to Set Up Lease Information

Form Name	FormID	Navigation	Usage
Work with Leases	W1501A	Tenant & Lease Information (G1511), Lease Information	Review and select lease information.
Lease Master Revisions	W1501D	On the Work with Leases form, click Add.	Set up a lease.
Work with Leases	W1501A	Tenant & Lease Information (G1511), New Lease Entry	Access and track other program information.

Form Name	FormID	Navigation	Usage
New Lease Setup	W15010A	On the Work with Leases form, click Add. On the Lease Master Revisions form, click OK.	Set up a new lease entry. **Note:** The system displays the New Lease Setup form if the Run New Lease Setup processing option is set in the Lease Information program (P1501).
Version Confirmation	WW1501E	On the Lease Master Revisions form, select New Version from the Form menu.	Create a new lease version, copy logs, and copy options (standards).
Lease Straight-line Rent Setup (Release 9.1 Update)	W15131A	From the Lease Master Revisions form, select Setup Straight-line from the Form menu.	Set up straight-line rent information for the selected lease.
Work With Lease Straight-line Rent Setup (Release 9.1 Update)	W15131B	From the Straight-Line Rent menu (G1528), select Lease Straight-line Setup.	Review, and if allowed, update straight-line rent setup information for multiple leases.

4.2.8 Setting Processing Options for Lease Information (P1501)

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

4.2.8.1 Defaults

1. Move-In Date

Specify whether to use the lease begin date as the default move-in date for the unit. Values are:

Blank: Use.

1: Do not use.

> **Note:** If you leave this field blank, any searches on occupied or vacant space are compromised.

2. Plan-Out Date

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

Blank: Use.

1: Do not use.

> **Note:** If you leave this field blank, any searches on occupied or vacant space are compromised.

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

Blank: System date.

1: Latest (future) effective date. For example, if the current date is June 6, 2007 and the lease has two versions that are dated January 1, 2007 and October 1, 2007, respectively, the system displays the version that is dated October 1, 2007.

Note: If you do not set up versioning in the F1510B table, the system ignores this processing option.

---

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

Blank: Update.

1: Do not update.

4.2.8.2 Display

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

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

1: Do not allow.

2. Warning Message Suppression
Specify whether to display a warning message when you enter an invalid the value in the Unit Number field or if you leave the field. Values are:

Blank: Display.

1: Do not display.

Note: The system generates errors regardless of how you set this processing option.

4.2.8.3 Edits

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

Blank: Does not require a lease manager.

1: Requires a lease manager.

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

Blank: The lease requires a valid unit number that exists in the F1507 table. You cannot leave this field blank.

1: The lease does not require a unit number. You can leave this field blank. However, if you enter a unit number, it must be valid in the F1507 table.

2: The lease requires a unit number, but you can enter an invalid number.

3. Straight-line Rent Generation Control (Release 9.1 Update)
Use this processing option to determine how to update the Straight-line Rent Generation Control field (GENC) in the Straight-line Rent Lease Control table (F1513B) when you revise fields that can impact straight-line rent calculations.

When you make changes that impact straight-line rent calculations, you typically want to set this field value to Y so that the records can be recalculated, and new records can be generated. If your changes impact straight-line calculations, and you choose not to update this field, you must manually update the field using the Straight-line Rent Revisions program (P1513) before you recalculate straight-line rent information.

Changes to the following fields could impact straight-line rent calculations: Lease Start Date, Lease End Date, Term of Lease, Move-In Date, Plan-Out Date or Commitment Beginning Date. Values are:

Blank: Do not update Generation Control field. The system does not update the Straight-line Rent Generation Control field

1: Update Generation Control field using warning window. The system provides you with an opportunity to update the Straight-line Rent Generation Control field by displaying a Straight-line Rent Warning window. Click OK to update the field with Y, or click Cancel if you do not want to update the field.

2: Update Generation Control field automatically. The system does not display the Straight-line Rent Warning window, and automatically updates the Straight-line Rent Generation Control field to Y.

4. Commitment Begin Date Edit
Use this processing option to specify whether the system validates the commitment begin date. Values are:

Blank: Validate

1: Do not validate

5. Override Lease Straight-line Rent Setup (Release 9.1 Update)
Use this processing option to specify whether the system allows you to override lease straight-line rent setup information. This includes the Straight-line Rent Generation option on the Recurring Billing Revisions program (P1502) and the fields from the Lease Straight-line Rent Setup program (P15131) that are called from the Lease Master Maintenance (P1501) and the Recurring Billing Revisions (P1502) programs. Values are:

Blank: Do not allow override.

1: Allow override.

6. Lessee Accounting Actions (Release 9.1 Update)
Use this processing option to specify whether users can complete any of these lessee accounting actions on the Lease Master Revisions form:

- Modify any lessee-related fields in the header or detail of an existing lease. These fields include Lease Classification, Reasonably Certain to Exercise Option, Borrowing Rate, and Category Code fields.

- Modify any lessee-related fields in the detail when adding a new lease. Values will default from the lease header.
- Create lease amortization schedules for a lease.
- Create lease commencement journals for a lease.

Values are:

Blank: Do not allow lessee accounting actions

1: Allow lessee accounting actions

4.2.8.4 Process

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

Blank: Automatically copy.

1: Do not automatically copy. You can manually copy log standards to a lease.

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

2. Speculative Lease Display and Entry
Specify whether to display and allow the entry of speculative leases, non-speculative leases, or both. Values are:

Blank: Both.

1: Non-speculative leases only.

2: Speculative leases only.

3. Copy Clause Option Standards
Specify whether to automatically copy option type standards to the F1570 table when you add a lease, and which option type standards to copy. Values are:

Blank: Do not automatically copy option standards.

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

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

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

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

Blank: Do not run.

1:Run.

4.2.8.5 Versions

If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Unit Information (P15217)
Specify the version of the P15217 program to use when you access the program from Row or Form menu.

2. Recurring Billing Information (P1502)
Specify the version of the P1502 program to use.

3. Expense Participation (P15012)
Specify the version of the P15012 program to use.

4. Escalation Information (P15016)
Specify the version of the P15012 program to use.

5. Sales Overage Information (P15013)
Specify the version of the P15013 program to use.

6. Address Book Revisions (P01012)
Specify the version of the P01012 program to use when.

7. Tenant Ledger Inquiry (P15222)
Specify the version of the P15222 program to use.

8. Supplier Ledger Inquiry (P0411)
Specify the version of the P0411 program to use.

9. Security Deposit Maintenance (P1565)
Specify the version of the P1565 program to use.

10. Legal Clause Information (P1570)
Specify the version of the P1570 program to use.

11. New Lease Setup (P15010)
Specify the version of the P15010 program to use when you add a new lease. You must set the Run New Lease Setup processing option to **1** or the system ignores this processing option.

12. Straight-line Rent Revisions (P1513) (Release 9.1 Update)
Specify the version of the P1513 to use when accessing the program from the Form menu option on the Lease Master Revisions form.

13. Create Amortization Schedules (R15170) (Release 9.1 Update)
Specify the version of the Create Amortization Schedules and Commencement Journals program (R15170) that the system uses when you create amortization schedules. Note that if you select a version of this program that is set up to process amortization schedules and journal entries at the same time, the system will complete

both steps. If you only want to create amortization schedule, be sure to select a version that only creates schedules, and does not create journal entries.

Note: If you create amortization schedules using the Row menu option from the Work With Leases form, the system runs the specified version of the R15170.

If you create amortization schedules from the Row menu option from the Lease Master Revisions form, the system only retrieves the processing option values from the selected version, and creates the schedules using the business function. The system does not run the R15170.

---

14. Lease Commencement (R15170) (Release 9.1 Update)
Specify the version of the Lease Commencement program (R15170) that the system uses when you create commencement journals. Note that if you select a version of this program that is set up to process amortization schedules and journal entries at the same time, the system will complete both steps. If you only want to create journal entries, be sure to select a version that only creates journals, and does not create schedules.

15. Lessee Accounting Batch Review (P150911) (Release 9.1 Update)
Use this processing option to specify which version of the Balance Sheet Lessee Accounting Batch Review program (P150911) the system uses when reviewing lessee accounting journal entries.

4.2.8.6 Work Center Messages

1. Distribution Structure Type
Specify the structure type of the distribution list to use to send workflow messages when you create a lease version. The system uses the structure type and the parent number to locate the distribution list to use for message routing.

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

2. Distribution Parent Number
Specify the parent address book number of the distribution list to use to send workflow messages when you create a lease version. The system uses the parent number and the structure type to locate the distribution list to use for message routing.

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

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

4.2.8.7 Currency

1. Default Currency From
Specify the default transaction currency code to use in the Lease Currency Code field on the lease. Values are:

Blank: Use the currency code from the tenant's address book record as the default transaction currency code.

1: Use the currency code from the alternate payee's address book record as the default transaction currency code.

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

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

2. Transaction Currency Override

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

Blank: Allow.

1: Do not allow.

3. Exchange Rate Override

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

Blank: Allow the exchange rate to be overridden.

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

Note: For a lessee lease, the transaction currency and the exchange override rate are derived from the lease header for all lines that have an effect on lease liability. These fields are disabled in the grid and cannot be edited irrespective of how the processing options are defined.

4.2.8.8 Assets (Release 9.1 Update)

Use the processing options on this tab to determine whether users can create non-property assets directly from the Lease Master, and to define default values used during asset creation.

1. Allow Asset Creation

Use this processing option to specify whether to allow users to create non-property assets from the Lease Master Revisions form using the Create Asset icon. If you do not allow asset creation, the system does not display the icon on the form. Values are:

Blank: Do not allow non-property asset creation.

1: Allow non-property asset creation.

2. Responsible Business Unit

Use this processing option to specify the default responsible business unit to use when creating assets from the Lease Master Revisions form.

3. Asset Cost Account Object
Use this processing option to specify the default object account to use when creating assets from the Lease Master Revisions form.

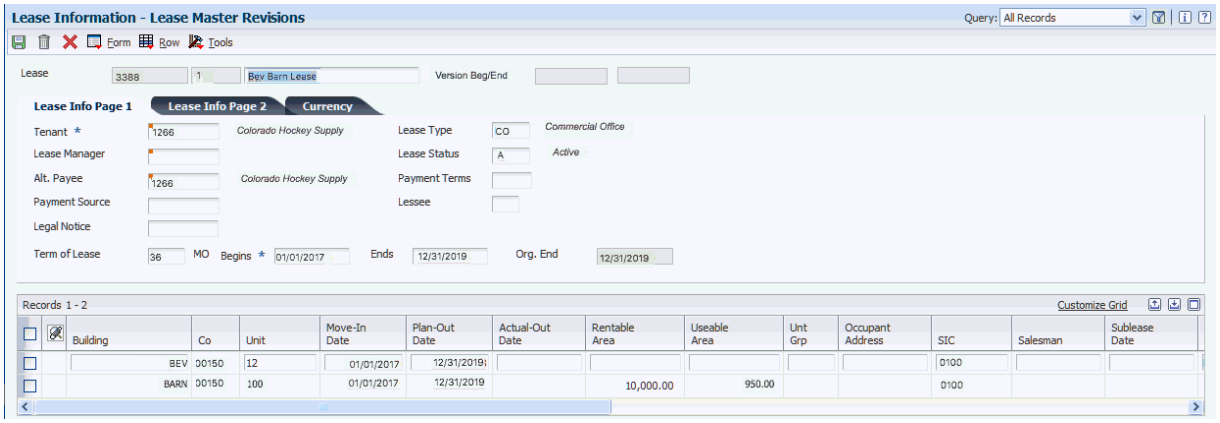
4. Asset Cost Account Subsidiary
Use this processing option to specify the default subsidiary account to use when creating assets from the Lease Master Revisions form.

5. Financing Method
Use this processing option to specify the default financing method to use when creating assets from the Lease Master Revisions form. The financing method identifies assets for lessee accounting processing. Valid values are found in UDC table (12/FM).

4.2.9 Setting Up Leases

Access the Lease Master Revisions form.

Figure 4–1 Lease Master Revisions form



4.2.9.1 Lease Info Page 1

Tenant
Enter the address book number of the tenant or lessor.

Lease Manager
Enter the address book number of a manager or planner.

You can set up the default values in the Work With Work Order Default Codes program (P48001). After you set up the default values and the processing option, the default information displays automatically on any work orders that you create if the category code criterion is met. You can either accept or override the default value.

Alt. Payee (alternate payee)
Enter the address book number of the person or company who is responsible for payment of rent and charges that are related to the lease. This payee number might not be the same number as the tenant.

If you leave this field blank, the system uses the value of the Factor/Special Payee field that is assigned to the tenant's address book record.

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

Lease Type
Enter a user-defined code from UDC table 15/LT that specifies the type of lease. Examples include:

AP: Apartment

CO: Commercial office

RT: Retail

SL: Speculative lease

Lease Status
Enter a user-defined code from UDC table 15/LS that specifies the status of the lease for billing and reporting purposes. Examples include:

E: Expired

N: Negotiated

L: Litigation

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

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

Blank: Net 15.

1: 1/10 net 30.

2: 2/10 net 30.

D: Due upon receipt.

N: Net 30.

P: Prox 25th.

Term of Lease
Enter a value that specifies the length of the new assumption.

4.2.9.2 Lease Info Page 2

Print (I/S/N) (print invoice, statement, notice)
Enter values that specify whether to print invoices, statements, and notices for the tenant. The three unlabeled fields represent Invoice (I), Statement (S), and Notice (N). Values are:

Y: Print.

N: Do not print.

Note: If you enter **Y** in this field, the system uses the Send Invoice To field on the customer master record to determine the billing address that prints on the invoice.

Subldgr Inact. (subledger inactive)
Enter a user-defined code from UDC table 00/SI that specifies whether the subledger is active. Values are:

Blank: Active

1: Inactive. If you enter this value, the system uses subledger information in the tables for reports, but prevent transactions from posting to the record in the Account Balances table (F0902).

Examples of inactive subledgers are jobs that are closed, employees who have been terminated, or assets that have been disposed.

Dsp. Notice (dispossess notice)
Enter a value that specifies whether the tenant has been sent notice of eviction, which prevents the entry of receipts from the tenant. Values are:

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

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

Mgmt. Fee (management fee)
Enter a value that specifies whether the system includes the lease when calculating management fees. The Revenue Fee Generation program (R15105) uses this value. Values are:

Y: Include.

N: Do not include.

Tenant SIC (tenant standard industrial classification)
Enter the user-defined code from UDC table 01/SC that specifies the classification of goods and services. This code can be in the format that is specified by any one of these classification systems:

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

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

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

Supplemental Date
Enter the supplemental date that is associated with the lease.

Own/Lease
Enter the user-defined code from UDC table 15/OL that specifies the occupant of the space. Values are:

Blank: Tenant

O: Owner

4.2.9.3 Lessee Accounting (Release 9.1 Update)

Complete the fields on this tab if you are creating a lessee lease.

Lessee
Select this option to specify that this is a lessee accounting (payables) lease. When you select this option, the system enables the other fields on this tab for editing. Additionally, the system displays lessee-related fields in the detail area, and generates accounts payable transactions instead of accounts receivable transactions. Once the Lease Liability Status value is 10 or greater, the system disables this field.

Default Lease Classification
Specify the default lease classification for the items on the lease. The default value for this field is retrieved from the Real Estate Management Constants. You can override this value on the individual lines on the lease if necessary. This field must be set to Operating Lease or Finance Lease in order to create amortization schedules for leased assets.

Borrowing Rate
Specify the annual borrowing rate for the lease. You must enter a borrowing rate to create amortization schedules. You can override this value on individual lease lines if necessary.

Reasonably Certain to Exercise Option
Select this option if you are reasonably certain to exercise the option on this lease. The default value for this field is retrieved from the Real Estate Management Constants. You can override this value on individual lease lines if necessary.

Category Codes 1 through 5
Use these fields to enter user-defined information for your lease.

4.2.9.4 Currency

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

Lease currency code is defined based on how the processing options are specified in P1501. This is the transaction currency code on the schedules and it must be the same across all records used for amortization schedule processing. It can be changed before recurring billing or manual billing or amortization schedules are created.

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

You can enter a value with up to seven decimal positions. If you enter more, the system adjusts to the nearest seven decimal positions.

Note: For a lessee lease, the transaction currency and the exchange rate are derived from the lease header for all lines that have an effect on lease liability. These fields are disabled in the lease detail grid and cannot be edited irrespective of how the processing options are defined.

4.2.9.5 Detail Area

These fields appear in the detail area:

Move-in Date
Enter the date in which the tenant moves in the unit.

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

Actual-Out Date
Enter the date in which the tenant physically moves out of the unit.

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

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

This field is used for property leases only.

SIC (standard industrial classification)
Enter a user-defined code from UDC table 01/SC that specifies a SIC code, which identify the industry classification of the occupant of a leased facility, such as construction, retail trade, or finance. This field is informational only.

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

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

Alt. Area Type 1 through Alt. Area Type 5 (alternate area type)
Enter codes from UDC table 15/AR that specifies area types other than rentable or leasable.

Alternate Area 1 through Alternate Area 5
Enter an area value that corresponds to the area type that you specified in the alternate area type field. For example, if you specify **AA**in the Alt. Area Type 1 field, you should enter the corresponding square footage in the Alternate Area 1 field.

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

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

value with up to seven decimal positions. If you enter more, the system adjusts to the nearest seven decimal positions.

Note: For a lessee lease, the transaction currency and the exchange rate are derived from the lease header for all lines that have an effect on lease liability. These fields are disabled in the lease detail grid and cannot be edited irrespective of how the processing options are defined.

Lessee Accounting Fields (Release 9.1 Update)

The following fields are available in the detail area to support lessee accounting:

Building/Business Unit

For property assets, you enter the associated building. For non-property assets, you enter the associated business unit.This field appears as Building on lessor leases.

ROUA End Date

Enter a date in this field if the date on which you relinquish control of the asset is greater than the recurring billing end date for the asset. If you leave this field blank, the system assumes the recurring billing end date is the date on which you no longer control the asset. This date cannot be earlier than the recurring billing end date.

Create Non-Property Asset

Click this icon to create non-property asset records in the Fixed Asset system, and add them to your lease. Processing options determine whether this option is available on the form.

When you click this Icon, the Create Asset window appears. Complete the Asset Description field, and review the values in the remaining fields, which are populated with default values from the processing options. If you want to override these values, you must do so on this screen before clicking OK. When you click OK, the asset is added as a line in the detail area. You must click Save and Continue or Save and Close on the Lease Master Revisions form to save the asset on the lease. If you click Cancel, the asset you just created is still available in the Asset Master table, but it will not be added to the lease.

Unit Asset Number

Review this field for property assets. This value is retrieved from the Unit Master table (F1507) and is not editable.

Asset Number

Populate this field for non-property assets. This field is not editable if there is a value in the Unit field. If you enter a value in this field, the system automatically selects the Non-Property Asset option, and disables fields that are specific to property assets. Additionally, you cannot enter an asset number that is associated with a unit.

When you enter a non-property asset, the system retrieves the responsible business unit for the asset from the Asset Master, and populates the Building/Business Unit field. If you manually enter a value in the Building/Business Unit field that does not match the business unit from the Asset Master, the system replaces the manually entered value with the business unit from the Asset Master and issues a warning.

Non-Property Asset
This option is automatically selected when you enter a non-property asset in the Asset Number field.

Additional Lessee Fields:
These fields have also been added to the lease to support balance sheet lessee accounting:

- Lease Classification
- Reasonably Certain to Exercise Option
- Lease Liability Status
- Borrowing Rate
- Sublease Impact on ROUA
- Lease Commencement Date
- Batch Number (from the lease commencement journal entries)
- New Category Code fields
- Specialized Asset
- Transfer of Ownership
- Fair Value at Begin Date
- Fair Value at End Date
- Probable Guaranteed Residual Value
- Full Guaranteed Residual Value
- Guaranteed Residual Percent
- Purchase Option Amount
- Other Payments

These fields display only if the Lessee option on the Lessee Accounting tab is selected. The Lease Classification, Borrowing Rate, and Reasonably Certain to Exercise Option values default from the header initially, but can be changed. Whether the lessee accounting fields in the detail area are editable is controlled by a processing option.

4.2.10 Entering Straight-line Rent Setup Information for Leases (Release 9.1 Update)

After you set up a lease, the system automatically creates a Straight-line Rent Setup record for the lease, based on the default setup information that was defined in the Real Estate Management Constants. If you want to use the default values, no additional steps are required.

To review, and if allowed, update the straight-line rent setup for a lease, complete these steps:

1. From the Lease Master Revisions form, select Setup Straight-line from the Form menu.
2. On the Lease Straight-line Rent Setup form, select a value from the Lease Term Dates Selection field.
3. If you select User Defined Lease Term Dates, complete the Lease Term Begin Date and Lease Term End Date fields.

4. Select a value in the Lease Version Date Selection field.
5. If you selected User Defined Lease Version Date, complete the Lease Version Effective Date field.
6. To specify that you want to append any regenerated straight-line rent records to previously created records when straight-line information is regenerated, select the Append on Regeneration option.

   When the option is selected, the system retains the existing records in the Straight-line Rent Lease Control table (F1513B) that were created from the previous run of the Straight-line Rent Generation program (R15130), and the results from the current run are appended to the results of the previous run. The system updates all records to use the new batch number from the second run of the R15130.

   When the option is not selected, the system deletes the F1513B records from the previous run of the R15130 when you rerun the R15130. The only results are the results of the current run.

   When appending results from two runs of the R15130, the lease term of the previous run must not overlap with the lease term of the new run. If the lease terms overlap, then you must deselect this option so that the system deletes the F1513B records from the previous run while generating amounts for the new lease term.

   When running the R15130 to append results of a lease term that ends mid-month and a lease term that starts mid-month, the Prorate Partial Month Rents processing option should be set to 1 (prorate partial month rents). If you set the Prorate Partial Month Rents processing option to 2 (prorate on a 30-day month) or 3 (prorate on a 31-day month), the results might be incorrect depending on the partial month being processed.
7. Click OK to save your changes.

4.2.11 Reviewing and Updating Lease Straight-line Rent Setup Information (Release 9.1 Update)

To review, and if allowed, update the straight-line rent setup information for multiple leases, complete these steps:

1. From the Straight-line Rent menu (G1528), select Lease Straight-line Setup.
2. On the Work With Lease Straight-line Rent Setup, select one of these options to specify which leases you want to review:
   - All Leases
   - Leases With Straight-line Rent Setup
   - Leases Without Straight-line Rent Setup
3. To review the straight-line setup for all versions, select the Display All Versions option.

   When displaying all versions, the system adds a green check mark next to the current active version of the lease. Also, the system displays this option, as well as any lease version information in the grid, only if lease versions are activated in the Real Estate Management Constants.
4. To update a record (if allowed), select the record, and then click Select.

   Processing option settings determine which fields you are able to update.

4.2.12 Setting Processing Options for New Lease Entry (P15010)

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

4.2.12.1 Versions

These processing options specify the version of the programs that the system runs when you access them from the Form menu.

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

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

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

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

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

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

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

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

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

4.2.13 Setting Up New Lease Entries

Access the New Lease Setup form.

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

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

4.2.14 Creating Lease Versions

Access the Work with Leases form.

To create lease versions:

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

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

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

     If you specify Current Options, the system displays additional options. Select one or more of these options as necessary:
   - Clause Options Audit
   - Clause Amounts
   - Space Detail
   - Space Detail Audit

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

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

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

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

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

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

   – If you set the processing option default to blank, the system displays the version of the lease that is effective as of the system date.

   – If you set the processing option default to **1,** the system displays the version of the lease with the latest effective date.

   Note: When you create a new lease version, the system updates the Version End Date field of the previous version with the date that is immediately before the effective date of the new version. For example, if the lease version is 1, and you create a new version using June 1, 2007, as the effective date, the system updates the version end date of version 1 to May 31, 2007.

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

4.3 Setting Up Legal Clause Information

This section provides an overview of legal clause information, lists a prerequisite, and discusses how to:

- Set processing options for Legal Clause Information (P1570).
- Enter legal clause information.
- Copy option standards.
- Enter space detail information.
- Enter space detail audit information.
- Enter clause amounts.
- Enter clause options audit information.

4.3.1 Understanding Legal Clause Information

As an alternative or in addition to using log information, you can set up legal clauses in the Legal Clause Information program (P1570). You can set up legal clause information by lease or by tenant, but not both. You use legal clause information to access and track option types and related lease information for retail and commercial leases and to store this information in one location without having to refer to the actual lease. For example, after you establish an option type, such as early termination or first

right of refusal, you can further define the option types with corresponding details such as beginning dates, end dates, notice dates, critical dates, space details, and associated option amounts.

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

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

- Legal Clause Options Audit table (F15701)
- Legal Clause Space Detail table (F15702)
- Legal Clause Space Detail Audit table (F157021)
- Legal Clause Amounts table (F15703)

As an alternative to reviewing legal clause information online, you can generate these reports to review critical dates and corresponding information:

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

4.3.1.1 Space Detail and Space Detail Audit Information

You can enter multiple space detail records for legal clauses. Space detail records include information such as leasable units, occupied floors, and square footage amounts. You can also assign a hierarchy level to specify which rights take precedence between legal clauses within the same lease or within legal clauses that are attached to leases or different tenants. The system uses the next numbers feature to sequence space detail records.

You can enter space detail audit information on the Space Detail Audit Revisions form. You can assign dates to each space detail record, such as the date that the space was offered and the date that a decision is required. You can also specify whether the offer was accepted or declined.

The system stores space detail information in these tables:

- Legal Clause Space Detail (F15702)
- Legal Clause Space Detail Audit (F157021)

4.3.1.2 Clause Amounts and Clause Amount Audit Information

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

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

The system stores clause amounts information in these tables:

- Legal Clause Amounts (F15703)
- Legal Clause Options Audit (F15701)

4.3.2 Prerequisite

Before you complete the tasks in this section, you must enter option types in the Lease Option Type Information program (P157011).

See Setting Up Lease Option Types.

4.3.3 Forms Used for Setting Up Legal Clause Information

Form Name	FormID	Navigation	Usage
Work With Legal Clauses	W1570A	Tenant & Lease Information (G1511), Legal Clause Information	Review and select legal clause records.
Legal Clause Revisions	W1570B	On the Work With Legal Clauses form, click Add.	Enter legal clause information.
Copy Option Standards	W1570G	On the Work With Legal Clauses form, select Copy Standards from the Form menu.	Copy option standards.
Space Detail Revisions	W1570C	On the Work With Legal Clauses form, select a clause, and then select Space Detail from the Row menu.	Enter space detail information.
Space Detail Audit Revisions	W1570D	On the Space Detail Revisions form, select the clause, and then select Space Detail Audit from the Row menu.	Enter space detail audit information.
Clause Amounts Revisions	W1570E	On the Work With Legal Clauses form, select the clause, and then select Clause Amounts from the Row menu.	Enter clause amounts.
Clause Options Audit Revisions	W1570F	On the Work With Legal Clauses form, select the clause, and then select Option Audit from the Row menu.	Enter clause options audit information.

4.3.4 Setting Processing Options for Legal Clause Information (P1570)

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

4.3.4.1 Defaults

1. Search Default For Lease Version

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

Blank: System date.

1: Latest (future) effective date. For example, if the current date is June 30, 2007 and the lease has two versions dated January 1, 2007, and October 1, 2007, respectively, the system displays the version that is dated October 1, 2007.

> **Note:** If you do not set up versioning in the F1510B table, the system ignores this processing option.

2. Automatic Display of Forms
Specify whether the system automatically displays the form for these options after you click OK to add a new legal clause:

Space Detail Revisions

Clause Amount Revisions

Clause Options Audit Revisions

Values are:

Blank: Do not automatically display.

1: Automatically display.

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

4.3.4.2 Display

1. Retain Tenant Number,2. Retain Lease Number,3. Retain Option Type, and 4. Retain Option Status
Specify whether the system retains the value that is entered in the corresponding field of the previous legal clause when you add a new legal clause. Values are:

Blank: Do not retain.

1: Retain.

4.3.4.3 Versions

These processing options specify the version of the programs to run when they are accessed from the Form menu. If you leave either of these processing options blank, the system uses version ZJDE0001.

1. Lease Information (P1501)
Specify the version of the P1501 program to use.

2. Critical Date Inquiry (P15204)
Specify the version of the P15204 program to use.

4.3.5 Entering Legal Clause Information

Access the Legal Clause Revisions form.

Tenant
Enter the tenant number. You set up legal clause information by lease or tenant; therefore, if you complete this field, do not complete the Lease field.

Lease
Enter the lease number. You set up legal clause information by lease or tenant; therefore, if you complete this field, do not complete the Tenant field.

Option Type
Enter the value that specifies the type of option that is offered on a legal clause.

The system displays a value in the Detail Type field based on the option type value.

Option Status
Enter the user-defined code from UDC table 15/OS that indicates the overall status of an option, such as offered and accepted.

Clause Number
The system uses next numbers to generate this number.

Lease Version
Enter a number that represents the version of the lease. To maintain an audit trail of the changes that you make to a lease, you can generate a new lease version.

Space Detail
Option Audit
Clause Amounts
The system selects these check boxes to indicate that you have entered space detail, option audit, or clause amount information.

Begin Date
Enter the begin date. If you leave the begin and end dates blank and enter a clause for a lease, the system uses the beginning and ending dates of the version of the lease.

End Date
Enter the end date. If you leave the begin and end dates blank and enter a clause for a lease, the system uses the beginning and ending dates of the version of the lease.

Notice Date
Enter the date on which either party might be obligated to inform the other about whether an option is available, has been exercised, or was refused.

Critical Date
Enter the date that requires some kind of action, such as when an option ends or an inspection is due.

Notice Responsibility
Enter the address book number of the individual who is responsible for the notice option, such as the landlord or tenant.

Lease Doc Reference
Enter the value that indicates the source section or paragraph of the lease document.

4.3.6 Copying Option Standards

Access the Copy Option Standards form.

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

Note: You must enter nonstandard options manually.

See Understanding Lease Option Type Standards.

From Standard Level
Enter a user-defined code from UDC table 15/SL that indicates whether an option is defined as standard for the lease or the tenant. Values are:

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

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

If you want to copy the options for both the lease and tenant, leave the From Standard Level field blank and select the Copy From All check box.

To Clause Type
Enter a user-defined code from UDC table 15/CK that specifies whether the clause record is attached to a lease or to a tenant. The lease and tenant key values are mutually exclusive in the F1570 table.

Copy From All
Select this check box to copy option type standards for each standard level.

Note: If you select this check box, you must leave the From Standard Level field blank.

4.3.7 Entering Space Detail Information

Access the Space Detail Revisions form.

Depending on the setting of certain processing options in the Legal Clause Information program (P1570), the system automatically displays the Space Detail Revisions form after you set up legal clause information.

Square Footage
Enter the gross occupied area of a unit, floor, or building, or the area that is available to lease.

Hierarchy
Enter the code from UDC table 15/HI that specifies which legal clause rights take precedence. Such precedence can exist between clauses within the same lease, or clauses that are in the leases of different tenants.

4.3.8 Entering Space Detail Audit Information

Access the Space Detail Audit Revisions form.

Date Offered
Enter the date on which an offer is made.

Decision Required
Enter the date by which a decision on an offer is required; for example, the date by which the offer must be accepted or declined.

A/ D (accepted or declined)
Enter a user-defined code from UDC table 15/OF that specifies the status of an offer. Values are:

A: Accepted

D: Declined

Status Change
Enter the date on which a change was made to the status of an offer; for example, the date on which an offer was accepted or declined.

4.3.9 Entering Clause Amounts

Access the Clause Amounts Revisions form.

Depending on the setting of certain processing options in the Legal Clause Information program (P1570), the system automatically displays the Clause Amounts Revisions form after you set up legal clause or space detail information.

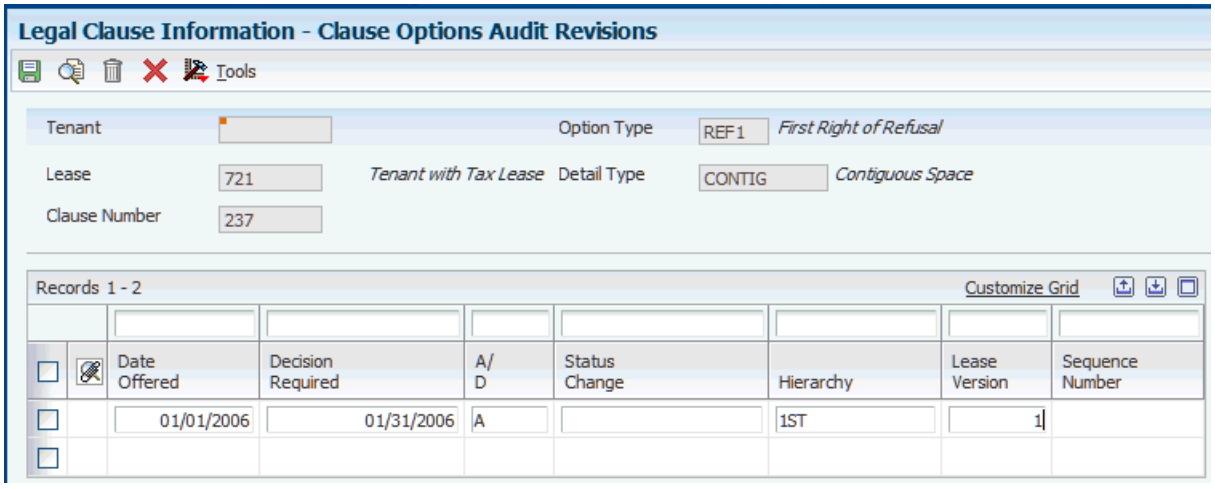
Amount
Enter the value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the Gross Amount field.

Amount Type
Enter a user-defined code from UDC table 15/TA that indicates the amount type, such as percentage amount or monetary amount, of the legal clause.

4.3.10 Entering Clause Options Audit Information

Access the Clause Options Audit Revisions form.

Figure 4–2 Clause Options Audit Revisions form



Depending on the setting of certain processing options in the Legal Clause Information program (P1570), the system automatically displays the Clause Options Audit Revisions form after you set up legal clause information.

The Clause Options Audit Revisions form has many of the same fields as the Space Detail Audit Revisions form.

Hierarchy
Enter the code that specifies which legal clause rights take precedence. Such precedence can exist between clauses within the same lease, or clauses that are addressed in the leases of different tenants.

4.4 Reviewing Lease Dates

This section provides an overview of lease dates and discusses how to:

- Set processing options for Critical Date Inquiry (P15204).
- Review critical dates.
- Set processing options for Expiring Leases Inquiry (P154030).
- Review expiring leases.
- Set processing options for Tenant Rent Roll Inquiry (P154210).
- Review rent amounts for active leases.

4.4.1 Understanding Leases Dates

The following programs enable you to review dates associated with a lease.

4.4.1.1 Critical Date Inquiry program (P15204)

A critical date is any date on which an action or a decision is required. Use the Critical Date Inquiry program (P15204) to review dates for required actions or decisions about leases or facilities. You can add critical dates to a lease, unit, property, building, or clause. You can review critical dates for all types of log details and clauses. For example, you can review the date on which you have to renew the insurance or send renewal reminders.

You can search for critical dates on the Work with Log Detail Critical Dates form using this criteria:

- Lease number.
- Property or building.
- Date range.
- Log class.
- Resolution status of a lease log line.

If you select a log detail record on the Work with Log Detail Critical Dates form, the system displays the appropriate form according to the type of log detail. For example, if the log is set up for a building, the system displays the Building Revisions form, from which you can select Log Details from the Form menu.

To review critical dates that are associated with clauses:

- Select Clause Dates from the Form menu on the Work with Log Detail Critical Dates form.

- Select Critical Date from the Form menu on the Work With Legal Clauses form.

4.4.1.2 Expiring Leases Inquiry program (P154030)

Use the Expiring Leases Inquiry program (P154030) to review the expiration dates, building statistics, and rent information for leases as of a specific date. You can review leases that expire within selected date ranges in 30-day increments from the as of date. For example, you can select leases that expire within 1–30 days, 31–60 days, or over 181 days as of a certain date.

Use this criteria to search for lease expiration dates on the Expiring Leases Inquiry form:

- Building/Business Unit **(Release 9.1 Update)**
- Unit
- Asset Number **(Release 9.1 Update)**
- Tenant
- Lease/Version
- Lease Type

The P154030 program retrieves information from the Lease Master Header (F1501B) and Lease Master Detail (F15017) tables, as well as rent information from the Recurring Billings Master table (F1502B).

(Release 9.1 Update) If you are working with lessee leases, you can view expiring leases using the Work With Amortization Schedules program (P15171). See Section 22.3, "Processing Lease Commencement for Balance Sheet Lessee Accounting" for additional information.

4.4.1.3 Tenant Rent Roll Inquiry program (P154210)

The Tenant Rent Roll Inquiry program (P154210) is a self-service program that enables you to review rent amounts that are in effect as of specific date. You can review occupied units, vacant units, or both occupied and vacant units.

You can search for rent amounts on the Rent Roll Inquiry form using this criteria:

- Lease
- Tenant
- Building
- Unit
- Unit Type

The P154210 program retrieves information from the Recurring Master Billings table (F1502B). Quantities that are associated with the recurring billing records include monthly, annual, gross amounts, and amounts per square foot.

4.4.2 Forms Used to Review Lease Dates

Form Name	FormID	Navigation	Usage
Work with Log Detail Critical Dates	W15204C	Tenant & Lease Information (G1511), Critical Date Inquiry	Review and select critical dates for the lease logs.

Form Name	FormID	Navigation	Usage
Work with Legal Clause Critical Dates	W15204A	On the Work with Log Detail Critical Dates form, select Clause Dates from the Form menu.	Review critical date information that is associated with legal clauses, and select records to revise.
Expiring Leases Inquiry	W154030A	Tenant and Lease Information (G1511), Expiring Leases Inquiry	Review expiring leases.
Rent Roll Inquiry	W154210A	Tenant & Lease Information (G1511), Tenant Rent Roll Inquiry	Review rent amounts that are effective for a specified date.
Rent Roll Detail	W154210F	On the Rent Roll Inquiry form, select a record.	Review rent amounts for active leases.

4.4.3 Setting Processing Options for Critical Date Inquiry (P15204)

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

4.4.3.1 Defaults

1. Search for Default Lease Version
Specify whether the system displays the version of the lease that is based on the current date (the system date) or the latest effective date. Values are:

Blank: System date.

1: Latest (future) effective date. For example, if the current date is June 30, 2007 and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system displays the version that is dated October 1, 2007.

> **Note:** If you do not set up versioning in the F1510B table, the system ignores this processing option.

4.4.3.2 Versions

These processing options specify the version of the programs that run when they are accessed from the Form menu. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Lease Information (P1501)
Specify the version of the P1501 program to use.

2. Unit Information (P15217)
Specify the version of the P15217 program to use.

3. Floor Information (P1506)
Specify the version of the P1506 program to use.

4. Property/Building Information (P15062)
Specify the version of the P15062 program to use.

5. Legal Clause Information (P1570)
Specify the version of the P1570 program to use.

4.4.4 Reviewing Critical Dates

Access the Work with Log Detail Critical Dates form.

4.4.4.1 Header Area

Use the fields in the header area to search for log records.

Resolve Status
Enter a user-defined code from UDC table H00/SX that specifies whether the requirements for the log line have been satisfied. Values are:

Blank: The requirements have not been satisfied, the log line is not active, or no status is required.

Y: Yes.

N: No.

Lease Only
Select this check box to display only log entries that are defined as lease logs.

4.4.4.2 Detail Area

You cannot enter values in the fields in the detail area.

L C (property log class)
Specifies a user-defined code from UDC table 15/LG that specifies the type of information the log contains. Examples include:

OP: First renewal option

IN: Insurance

PK: Parking spaces

TI: Tenant improvements

Log Level
Specifies the level of a log entry. Values are:

B: Building

F: Floor

U: Unit

L: Lease

4.4.5 Setting Processing Options for Expiring Leases Inquiry (P154030)

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

4.4.5.1 Bill Codes

1. Bill Codes for Base Rent Amounts
Specify the bill codes that the system uses to identify base rent amounts. You can enter up to 12 bill codes.

4.4.5.2 Currency

1. As If Currency Code
Specify the currency code for As If currency processing when the G/L constant for currency conversion is set to **Y** or **Z.**The system translates and prints amounts for the bill codes that you choose in a currency other than the stored currency. If you leave this processing option blank, the system converts and accumulates the billing amounts in the base currency of the building that is being processed.

2. As If Exchange Rate Date
Specify the date on which to retrieve an exchange rate when a default exchange rate does not exist for the lease billing record and the G/L constant for currency conversion is not set to **N.** If you leave this processing option blank, the system uses the as of date.

4.4.5.3 Process

1. Sorting Option
Specify a default sorting option from UDC table 15/LE that the system uses on the View Expiring Leases form.

2. Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to calculate projected sales. Values are:

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

1:Rentable Area Type field.

2:Useable Area Type field.

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

3. Alternate Area Type
Specify a user-defined code from UDC table 15/AR if you want the ability to search by an alternate area type and the Area Type processing option is blank.

4. Rent As Monthly Or Annual
Specify whether to express rent as a monthly or annual amount. Values are:

Blank: Monthly amount.

1: Annual amount.

4.4.6 Reviewing Expiring Leases

Access the Expiring Leases Inquiry form.

Use the fields in the header area to specify search criteria when searching for expiring leases.

(Release 9.1 Update) Several fields have been added or updated to enable users to search for leased assets on lessee leases that are expiring, including:

- Building/Business Unit
- Asset Number
- Sort By
- Unit Asset Number

- Non-Property Asset

4.4.7 Setting Processing Options for Tenant Rent Roll Inquiry (P154210)

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

4.4.7.1 Defaults

1. Search Default for Lease Version
Specify whether the system retrieves the version of the lease that is based on today's date (the system date), or the latest effective date. Values are:

Blank: System date.

1: Latest effective date.

2. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate projected sales. Values are:

Blank: Use the value in the Alternative Area Type processing option.

1: Use the value in the Rentable Area Type field.

2: Use the value in the Useable Area Type field.

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

3. Alternative Area Type
Specify a user-defined code from UDC table 15/AR that identifies an area type if the Select Area Type processing option is blank and you want the ability to search by an alternate area type.

4. Rent Roll Sort By
Specify the default sorting option from UDC table 15/RR that the system uses on the View Rent Roll form.

5. Rent Steps Sort By
Specify the default sorting option from UDC table 15/RN that the system uses on the View Rent Steps form.

4.4.7.2 Bill Codes

1. Bill Codes for Base Rent Amounts and Base Rent Bill Code 2 through Base Rent Bill Code 12
Specify up to 12 bill codes that the system uses to identify base rent amounts.

2. Bill Codes for EP Billing Amounts and EP Bill Code 2 through EP Bill Code 3
Specify up to three bill codes that the system uses to identify expense participation billing amounts.

3. Bill Codes for Escalation Billing Amts. and Escalation Bill Code 2 through Escalation Bill Code 3
Specify up to three bill codes that the system uses to identify escalation billing amounts.

4.4.7.3 Currency

1. As If Currency Code
Specify the currency code for As If currency processing. This processing option enables the system to display amounts in a currency other than the stored currency. If you leave this processing option blank, the program displays amounts in the stored currency.

2. As If Exchange Rate Date
Specify the date that the system should use to locate an exchange rate when using As If currency processing if a default exchange rate does not exist for the lease billing record. If you leave this processing option blank, the system uses the as of date to locate an exchange rate.

4.4.7.4 Versions

If you leave either of these processing options blank, the system uses the XJDE0001 version.

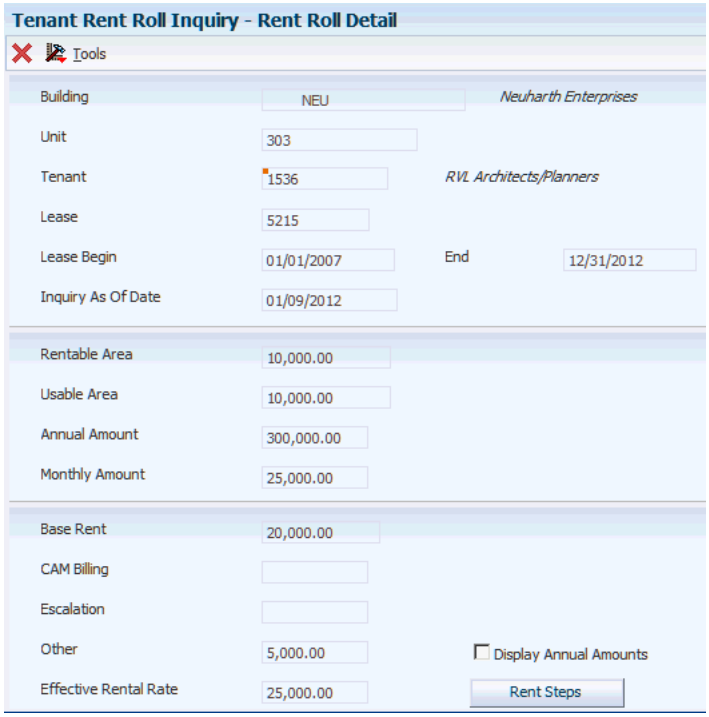
1. Lease Master Listing (R15401)
Specify the default version of the R15401 report to use.

2. Tenant Rent Roll (R15421) Version
Specify the default version of the R15421 report to use.

4.4.8 Reviewing Rent Amounts for Active Leases

Access the Rent Roll Detail form.

Figure 4–3 Rent Roll Detail form



To review rent steps for active leases, select the Rent Steps button.

4.5 Updating Holdover Dates

This section provides an overview of holdover dates, lists a prerequisite, and discusses how to:

- Run the Update Holdover Dates program.
- Set processing options for Update Holdover Dates (R15090).

4.5.1 Understanding Holdover Dates

When a tenant wants to remain in a facility after the lease has expired, the lease becomes known as a holdover. You can extend the lease dates by several months or days for one or more holdover leases using the Update Holdover Dates program (R15090).

Note: To update records for all leases in holdover status using the R15090 program, you change each lease's status to holdover status on the Lease Master Revisions form and define the holdover code during data selection.

See Setting Up Lease Information.

4.5.2 Prerequisite

Before you complete the tasks in this section, you must set up user-defined codes to include a holdover lease status in UDC table 15/LS.

4.5.3 Running the Update Holdover Dates Program

Select Holdover (G1525), Update Holdover Dates.

4.5.4 Setting Processing Options for Update Holdover Dates (R15090)

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

4.5.4.1 Select

1. From Date for Lease Selection

Specify the from date that the system uses for selecting leases. For a specific date, leave the To Date for Lease Selection processing option blank or enter the same date in both options.

2. To Date for Lease Selection

Specify the to date that the system uses for selecting leases. For a specific date, leave this option blank or enter the same date in the From and To date processing options.

3. Date Selection Criteria

Specify which lease dates the system uses when selecting leases. Values are:

1: Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and change all end dates to the date entered in the New Lease End Date processing option.

2: Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of days entered in the Increment Days/Month processing option.

3: Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option.

4: Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option and set the end date to the last day of the month.

4. New Lease End Date

Specify the new end date for the selected leases, which is based on the Date Selection Criteria option. If you set the Date Selection Criteria processing option to **1,** the system uses the date in this field as the new end date for all leases in the specified range.

5. Increment Days/Months

Specify the number of days or months the system uses to increment the lease end date, which is based on the Date Selection Criteria processing option.

If you have set the Date Selection Criteria processing option to **2,** the number you enter here is the number of days the system adds to the lease end date. If you set the Date Selection Criteria processing option to **3** or **4,** the number you enter here indicates the number of months the system adds to the lease end date. (Maximum increment = 999).

6. Last Day of Month

Specify whether to extend the new lease end date to the last day of the new month, if the current end date is the last day of the month. For example, assume that the current lease end date is February 28th and you are extending the lease for six months. If you activate this processing option, the new lease end date changes to August 31st. In this example, if you had not activated this processing option, the system would have assigned a new lease end date of August 28th. Values are:

Blank: Extend the new end date of the lease to the same day in the new lease end month as the current lease end day.

1: Extend the new lease end date to the last day of the new lease end month.

4.5.4.2 Options

1. New Bill Code

Specify the new bill code for recurring billing records created by holdover. If you leave this field blank, the system uses the bill code of the existing record.

2. Create an Audit Trail

Specify whether to create an audit trail for recurring billing records. Values are:

Blank: Update existing records.

1: Create an audit trail of recurring billing records by suspending current records and creating new billing records.

Note: If the processing options Enter Adjustment Amount, Adjustment Currency Code, or Taxable Amount Adjustment processing options are populated, the system creates an audit trail record regardless of the value in this processing option.

---

3. Adjustment Indicator
Specify whether to enter the corresponding adjustment amount as a percentage or a dollar value. Values are:

Blank: Percentage value (default).

1: Dollar value.

4. Enter Adjustment Amount
Specify the amount by which to increase the gross amount for recurring billing records. Enter a percentage value as a whole number, for example, enter 5 1/4 percent as **5.25.**

If the adjustment indicator equals 1, the system adds the increase to the gross amount. If the adjustment indicator is blank, the system multiplies the increase by the gross amount.

Note: If you enter a value in this processing option, the system adds an audit trail record to the tables specified in the processing options on the Update tab, regardless of how the Create an Audit Trail processing option is populated.

---

5. Adjustment Currency Code
Specify the currency code of recurring billing records. If the Adjustment Indicator processing option is blank, or if Currency Processing in GL Accounting Constants is set to N, the system ignores this processing option.

Note: If you enter a value in this processing option, the system adds an audit trail record to the tables specified in the processing options on the Update tab, regardless of how the Create an Audit Trail processing option is populated.

---

6. Taxable Amount Adjustment
Specify how to modify the taxable amount. The system uses this processing option when the Gross Amount is not equal to the Taxable Amount and both amounts are greater than zero. The system adjusts the Gross Amount based on the Adjustment Indicator and Adjustment Amount. Values are:

Blank: Do not adjust.

1: Adjust the Taxable Amount by the dollar change to the Gross Amount.

2: Adjust the Taxable Amount by the percentage change to the Gross Amount.

Note: If the original Gross Amount and Taxable Amount are equal, this option is ignored and both values are increased by the adjustment amount.

Note: If you enter a value in this processing option, the system adds an audit trail record to the tables specified in the processing options on the Update tab, regardless of how the Create an Audit Trail processing option is populated.

4.5.4.3 Update

Table Update Selection
Specify whether the system updates leases records with new end dates in these tables:

Tenant E.P. Class Master (F15012B).

Product Scales Master (F15014B).

Minimum Rent/Recoveries (F15015B).

Escalation Master (F15016B).

Recurring Billing Master (F1502B).

Management Fee Master (F1505B).

A/R Fee & Interest (F1525B).

When you update these tables, the system also updates the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017). Values are:

Blank: Do not update.

1: Update.

4.5.4.4 Bill Codes

1. Select / Omit Bill Codes
Specify which records to select for processing based on the bill code. Use this processing option with the bill code processing options. Values are:

Blank: Select records for all bill codes.

1: Select the records with the bill codes specified in the processing options.

2: Omit the records with the bill codes specified in the processing options. The system processes records for all other bill codes.

4.5.4.5 Print

1. Print Edit Report
Specify whether to update the holdover dates or print an edit report. Values are:

Blank: Print an edit report only without allowing updates.

1: Update the holdover dates and update the tables.

2. Straight-line Rent Regeneration
Specify whether to regenerate the straight-line rent records that were updated by the holdover process. Values are:

Blank: Do not regenerate records.

1: Regenerate records.

5

Processing Manual Billings

This chapter contains the following topics:

- Section 5.1, "Understanding the Manual Billing Process"
- Section 5.2, "Entering Manual Billing Transactions"
- Section 5.3, "Revising Unposted Billing Transactions"
- Section 5.4, "Generating the Billing Edit/Register Report"
- Section 5.5, "Reviewing Transaction Batches"
- Section 5.6, "Posting Invoices and Vouchers"
- Section 5.7, "Printing Invoices"
- Section 5.8, "Printing Statements"
- Section 5.9, "Reviewing Billing Transactions"

5.1 Understanding the Manual Billing Process

Use the Manual Billing Entry program (P1511) to generate invoices to bill tenants for one-time charges such as build-outs, supplies, and repairs. You can also use this program to revise billing records that were created manually and ones that were created automatically. Additionally, if the lease is set up appropriately, you can use the P1511 program to generate vouchers for payments.

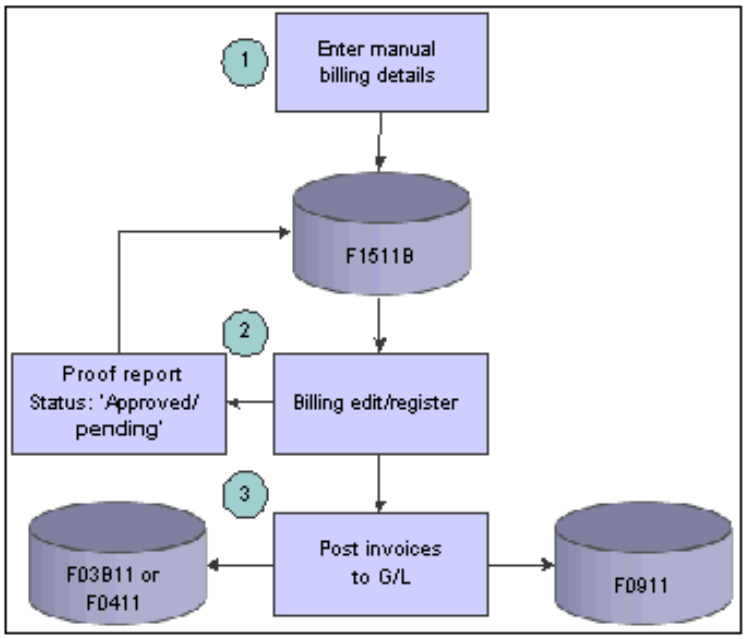
This table describes the steps in the manual billing process:

Step	Description
Enter the manual billings.	You enter the billing information that you use to process an invoice or voucher. The system creates a batch record in the Batch Control Records table (F0011) and records in the Tenant/Lease Billings Detail Master table (F1511B). **(Release 9.1 Update)** If you are entering manual billing records for a lessee accounting lease, you can enter billing records for leased property assets by entering a value in the Unit field. The system then populates the Unit Asset Number field with the value from the Unit Master. You can also enter billing records for non-property assets by entering a value in the Asset Number field. You can also specify whether the billing record has an effect on the right of use (ROU) asset. Billing records that impact the ROU asset are included when generating amortization schedules for the associated asset. For a lessee lease, the transaction currency and the exchange rate are derived from the lease header. These fields are disabled in the detail grid and cannot be edit irrespective of how the processing options are defined.
Revise unposted billing transactions. (optional)	Use the Manual Billing Entry program (P1511) to revise and delete unposted billing transactions in the F1511B table, regardless of the generation type.
Generate the Billing Edit/Register report.	After you enter manual billings, you must run the Billing Edit/Register program (R15300) to validate that the batch is ready to post. (**Release 9.1 Update**) The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up.
Review transaction batches. (optional)	Use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions, such as billings or fees, from a batch If no errors occur when you run the R15300 program, the system changes the batch status to either Pending or Approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants. If you select the Management Approval of Input option, the system changes the batch status to pending and you must approve batches before posting them. If you do not select the Management Approval of Input option, the system changes the batch status to approved and the batches are ready to post.

Step	Description
Post invoices and vouchers.	You can post batches at an Approved status. Depending on the lease, you run the R15199 program to generate either invoices or vouchers. For payable leases, the system creates vouchers with a Supplier Invoice Number (VINV) as a combination of doc type, doc number (for the voucher) and company. (**Release 9.1 Update**) The R15199 program has been updated to determine if billing records should be included in the revenue recognition process by comparing the information on the billing transaction to the Real Estate trigger configuration. If at least one pay item from the billing invoice is included in revenue recognition processing, the system writes journal entries to the performance liability accounts instead of writing to the billing accounts and creates the corresponding entries for revenue recognition in these tables: ■ Revenue Recognition Invoice (F03B116) ■ Revenue Recognition GL Info (F03B117) ■ Customer Ledger Tag Table (F03B11T)
Print invoices. (optional)	You can print and send invoices to tenants after you post invoices. See Printing Invoices.
Print statements. (optional)	You can print and send statements to tenants after you post invoices. See Printing Statements.
Review billing transactions	You can review manual billing transactions in detail in the Billings Transaction Inquiry program (P15211). See Reviewing Billing Transactions.
Review tenant invoice transactions. (optional)	You can review the invoices that are generated from billing transactions using the Tenant Ledger Inquiry program (P15222). See Understanding the Process to Review Applied Receipts.
Review tenant voucher transactions. (optional)	You can review the vouchers that are generated from manual billing transactions in the Supplier Ledger Inquiry program (P0411).

Note: You must run the programs that are designated as required to complete the billing generation process.

This flowchart illustrates the billing process that the system uses and the tables that are updated:



5.1.1 New Manual Billing Entry

Billing Edit Register (R15300) If you use the New Lease Entry program (P1501) to set up a new lease and you click the Manual Billing / Misc Expenses button, the system provides access to these programs to complete the billing process:

- Review and Change Manual Billing (P1511).
- Generate Billings Register (R15300).
- Post Invoice Batch to Update G/L (R15199).
- Post Voucher Batch to Update G/L (R15199).

You can run the programs at this time, or you can access them later from the Manual Billing menu (G1512).

You do not have to complete all of the tasks that you can access from the New Manual Billings form; however, the tasks that you select must be performed in this sequence:

1. To revise the manual billing record that you entered, click the Review and Change Manual Billing button.
2. If you do not have to make revisions, click the Generate Billings Register button to prepare the batch for posting.
3. After you generate the billings register, click either the Post Invoice Batch to Update G/L button or the Post Voucher Batch to Update G/L button.

5.2 Entering Manual Billing Transactions

This section provides an overview of manual billing entry, lists prerequisites, and discusses how to:

- Set processing options for Manual Billing Entry (P1511).
- Enter manual billing transactions.
- Set processing options for New Manual Billing (P15111).

5.2.1 Understanding Manual Billing Entry

You enter manual billings in batches, but you must enter invoices and vouchers in separate batches because the system processes them differently. The value that you specify in the Lessee field on the lease determines whether the system generates invoices or vouchers. If you leave the Lessee field blank, the system generates invoices. If you enter **1** or **Y** in the Lessee field, the system generates vouchers.

See Setting Up Lease Information.

> **Important:** After you enter manual billings for a lease, do not change the value of the Lessee field; instead, set up a new lease with the appropriate value. Otherwise, the system might produce unpredictable results.

When you enter a manual billing transaction, you can specify the payment terms and tax information for the entire transaction or for each pay item. You can also use media objects to add text to transactions that appears on the invoices that you send to tenants. You assign text to invoices or vouchers on the Work With Manual Billings form.

When you enter a batch of manual billing transactions, the system:

- Creates a batch header record in the F0011 table, assigns a batch type of 1, and assigns a batch status of Error. Even if the batch is in error, you can still add, revise, and delete records from the batch.
- Creates records in the F1511B table and assigns a generation type of 7 if you set the processing option correctly.

  If you do not set the processing option to provide a default generation type, you must enter it manually when you enter the billing record. If the system assigns a generation type other than 7, you did not set the processing option correctly, and you must change it either to blank or 7 for the version that is used to enter manual billings.

  > **Note:** The system does not update the Billings Generation Control table (F15011B) for manual billings.

  See Reviewing Billing Control Information.

5.2.1.1 Alternate Tax Rate/Area Assignment Functionality for Manual Billing (Release 9.1 Update)

If you have enabled the alternate tax rate/area assignment functionality for the company of the building, the system retrieves the alternate tax rate/area when you add or modify a manual billing record. The system retrieves the alternate tax rate/area only when the entities for the manual billing record are in the European Union and an alternate tax rate/area is set up for the entities in the Alternate Tax Rate/Area Definition program (P40081).

See "Setting Up Alternate Tax Rate/Area Assignment Functionality" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

Note: If you set the Display Tax Fields processing option to suppress tax fields, then the system does not retrieve the alternate tax rate/area even if the functionality is enabled for the company.

You can enter and modify values in the header area and detail lines for manual billing records. This list describes how the system retrieves the alternate tax rate/area for header fields and detail line fields when the alternate tax rate/area assignment functionality is enabled and you have not suppressed the display of the tax fields:

- When you enter a lease number in the header area, the system uses the Lessee information to determine whether to retrieve the alternate tax rate/area for a sale or purchase transaction.
- When you complete the Building field in a detail line, the system retrieves the alternate tax rate/area for the building.

  If an error occurs, then the system displays an error message, a warning message, or no message, depending on how you set up the Company Constant for the Alternate Tax Rate/Area Assignment Functionality. If you change the value in the Building field, then the system again retrieves the corresponding alternate tax rate/area.

  If you manually enter a value in the Tax Rate/Area field in the detail line, then the system will not retrieve the alternate tax rate/area when you enter or change the value in the Building field.
- If you modify an existing manual billing record, the system does not allow you to modify the Lease Number, Tenant, Tax Ex Code and Tax Rate/Area fields in the header area.

  If you change the value in the Building field in a detail line, the system retrieves the alternate tax tate/area of the new building. If an error occurs, then the system displays an error message, a warning message, or no message, depending on the setup in the constant.

  If you manually change the Tax Rate/Area field in the detail line, then the system will not retrieve the alternate tax rate/area when you enter or change the value in the Building field.

See Also:

Section 3.2.2, "Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)"

5.2.1.2 New Manual Billing Entry

If you are ready to enter manual billing records when you set up the lease in the New Lease Setup program (P15010), you can access the New Manual Billing Entry program (P15111) by clicking the Manual Billing / Misc. Expenses button on the New Lease Setup form.

Note: The P15111 program is available only from the New Lease Setup form. If you do not click the Manual Billing / Misc. Expenses button when you set up a new lease, you cannot access the P15111 program.

See Setting Up New Lease Entries.

5.2.2 Prerequisites

Before you complete the tasks in this section, you must:

- Set the appropriate constants if using batch control.

  See "Setting Up System Controls for Accounts Receivable" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.

- Verify that the Lessee field on the lease has the appropriate value for generating either invoices or vouchers.
- Verify that the processing options are set up to display the tax fields if you add transactions with taxes.

See Also:

- Setting Up Tax Rate Area Information.
- "Entering Batch Control Information" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.
- "Setting Up Default Values for Taxes" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide.*

5.2.3 Forms Used to Enter Manual Billing Transactions

Form Name	FormID	Navigation	Usage
Work with Manual Billings	W1511B	Manual Billing (G1512), Manual Billing Entry	Review and select manual billing records.
Manual Billing Revisions	W1511A	On the Work with Manual Billings form, click Add.	Enter manual billing records.

5.2.4 Setting Processing Options for Manual Billing Entry (P1511)

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

5.2.4.1 Display

1. Display Tax Fields

Note: If you set the Display Tax Fields processing option to suppress tax fields, then the system does not retrieve the alternate tax rate/area even if the functionality is enabled for the company.

Specify whether to display the Tax Explanation Code, Tax Rate/Area, Taxable Amount, and Tax Amount fields on the Manual Billing Revisions form. Values are:

Blank: Use the setting of the Tax Suppress option in the F1510B table to determine whether to display the tax fields.

0: Display. If you select this option, the system ignores the setting of the Tax Suppress option in the F1510B table.

1: Do not display. If you select this option, the system ignores the setting of the Tax Suppress option in the F1510B table.

2. Display Service/Tax Date Field
Specify whether to display the Service/Tax Date field on the Manual Billing Revisions form. Values are:

Blank: Display.

1: Do not display.

5.2.4.2 Process

1. Validate Building Against Lease
Specify whether to validate whether the building on the billing is also set up on the lease. Values are:

Blank: Validate.

1: Do not validate.

2. Generation Type
Specify the default generation type for which the system allows you to enter or revise manual billings. The system allows you to review transactions for all generation types, but limits the ability to add or revise transactions to the generation type that is specified. Values are:

Blank: The system does not provide a default value; you must manually enter the generation type. Add or revise billing records for all generation types.

1: Recurring billings.

2: Expense participation.

3: Sales overage.

4: Escalations.

5: Accounts receivable fees and interest.

6: Estimated expense participation.

7: Manual billing.

3. Populate Doing Business As (DBA)
Specify whether to update the DBA (doing business as) field with the value from the corresponding field in the F15017 table. Values are:

Blank: Do not update.

1: Update.

4. Retrieval of Tax Rate
Specify the date the system uses to retrieve the tax rate. The system retrieves the tax rate from the Tax Areas table (F4008) based on the date specified. Values are:

Blank: Use the G/L date to retrieve the tax rate.

1: Use the service tax date to retrieve the tax rate.

5. Allow Effect on ROU Asset Change (Release 9.1 Update)
Use this processing option to determine whether the default value from the Billing Code Extension table (F1512) for Effect on Right Of Use (ROU) Asset can be changed.

Note: If Lease Classification in the Real Estate Management Constants table (F1510B) is set to Not on Balance Sheet, Effect on ROU Asset is not editable regardless of the setting of this option.

Values are:

Blank: Do not allow changes

1: Allow changes

5.2.4.3 Currency

1. Exchange Rate Date
Specify the date to use to retrieve the exchange rate for multicurrency billings when an exchange rate is not entered on the lease or on the entry form. The system retrieves the exchange rate from the Currency Exchange Rates table (F0015) based on the date that is specified. Values are:

Blank: General ledger date.

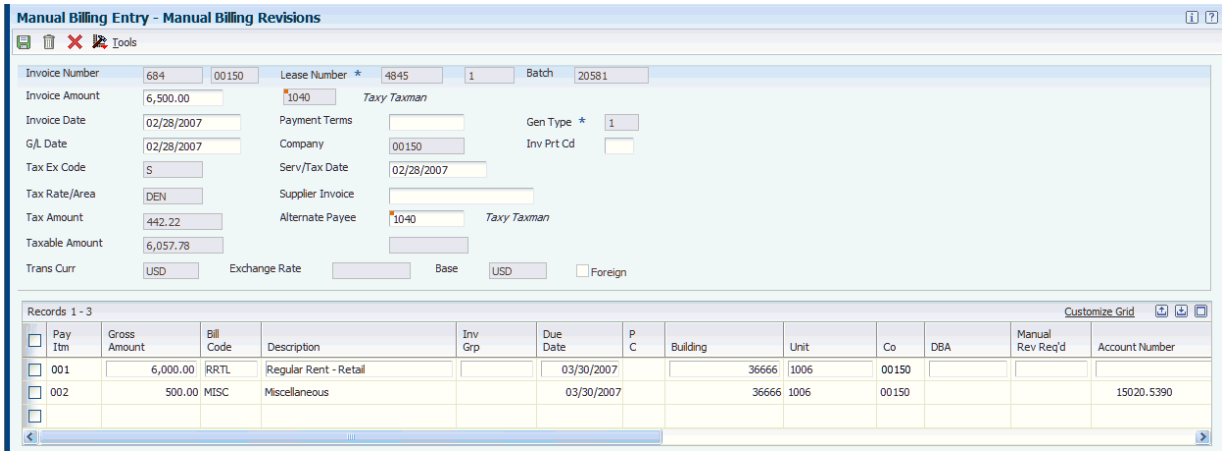
1: Invoice date.

Note: The system generates an error if it cannot locate a valid exchange rate.

5.2.5 Entering Manual Billing Transactions

Access the Manual Billing Revisions form.

Figure 5–1 Manual Billing Revisions form



Enter the same information for manual billing records whether you access the program from the menu or from the New Lease Setup form.

5.2.5.1 Header Area

Invoice Number
Enter the number that identifies the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or have the system assign it using the Next Numbers program (P0002).

The system uses matching document numbers to identify related documents in the JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable systems. In the Edwards EnterpriseOne Accounts Payable system, an original document is a voucher and a matching document is a payment. In the Edwards EnterpriseOne Accounts Receivable system, an original document is an invoice and a matching document is a receipt.

Note: In the Accounts Receivable system, these transactions simultaneously generate original and matching documents: deductions, unapplied receipts, chargebacks, and drafts.

If you leave this field blank, the system assigns the invoice number from the Next Numbers - Automatic table (F0002) for the JD Edwards EnterpriseOne Accounts Receivable system. You cannot assign the same invoice number to multiple invoices for the same company.

Invoice Amount
Enter the invoice amount.

Invoice Date
Enter the date of the invoice. You can enter either the date of the supplier's invoice to you or the date of the invoice to a customer.

G/L Date (general ledger date)
Enter the date that identifies the financial period to which the transaction posts. The company constants table for general accounting specifies the date range for each financial period. You can enter up to 14 periods. Generally, period 14 is for audit adjustments.

Tax Ex Code (tax explanation code)
Enter the hard-coded user-defined code (UDC) from UDC table 00/EX that controls the algorithm that the system uses to calculate tax and general ledger (GL) distribution amounts. The system uses the tax explanation code, the tax rate area, and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

If you leave this field blank, the system uses the tax information that is set up for the tenant from either the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401), depending on whether you are entering a billing record for an invoice or a voucher. You can also override any values that the system assigns.

If you do not want to assign the same tax explanation code to all of the pay items on the transaction, either leave the field blank and enter the value for the appropriate pay items in the detail area of the form, or use the value that is supplied and override it on the individual pay item.

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

If you leave this field blank, the system uses the tax information that is set up for the tenant from either the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401), depending on whether you are entering a billing record for an invoice or a voucher. You can also override any values that the system assigns.

If you do not want to assign the same tax rate area to all of the pay items on the transaction, either leave the field blank and enter the value for the appropriate pay item in the detail area of the form, or use the values that are supplied and override it on the individual pay item.

(Release 9.1 Update)

In the header section, if the first building belongs to a company with the alternate tax rate/area assignment company constant enabled, the system assigns the alternate tax rate/area based on the building and tenant country information.

In the detail section, the system assigns the tax rate/area based on the building column and tenant from header. If you change the building on the grid, the system recalculates the tax rate/area based on the new building and tenant.

For further information about alternate tax rate/area assignments, please refer to "Setting Up Alternate Tax Rate/Area Assignment Functionality" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

Payment Terms
Enter the value that specifies the terms of payment, including the percentage of discount that is available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently used payment term. You define each type of payment term in the Payment Terms program (P0014).

If you leave this field blank, the system uses the payment term code that is set up for the lease.

Serv/Tax Date (service/tax date)
If the processing options are set to display this field, enter the date that the service, sale, activity, or tax occurred or became effective. If you leave this field blank, the system enters the general ledger date.

Supplier Invoice
Enter the supplier's invoice number that is used for voucher entry. Voucher entry allows only one invoice per voucher number. If multiple invoice numbers exist on a voucher, you must set them up as multiple vouchers or combine the invoices and enter them as one voucher. Depending on how you have the accounts payable constants set, the system can accept a duplicate invoice number without warning or error, generate a warning message in which the duplicate invoice number can still be accepted, or generate an error.

The system treats blank values in the same manner as any other invoice number. Two blank invoice numbers are treated as duplicates.

You can test for duplicate invoice numbers that have been entered in error by running the Suspected Duplicate Payments report (R04601).

Note: You do not validate duplicate invoice numbers for vouchers with document type NO. These vouchers are created by the Generate Reimbursements program (R03B610).

Gen Type (generation type)
To identify a manual billing transaction, enter **7**.

Inv Prt Cd (invoice print code)
Enter a value that specifies whether to print invoices for the tenant. Values are:

Y: Print.

N: Do not print.

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

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

The system uses the base and transaction currencies that are set up in the lease as default values. You can override the transaction currency, if necessary.

Exchange Rate
Enter the number (exchange rate) that a foreign currency amount is multiplied by or divided by to calculate a domestic currency amount. The number can be a maximum of seven decimal positions. If more are entered, the system rounds to seven decimal positions.

The system uses the exchange rate that is set up in the lease as the default value. If a default value does not exist for the lease and you leave this field blank, the system retrieves the value from the Currency Exchange Rates table (F0015) based on the date that is specified in the Exchange Rate Retrieval Date processing option on the Currency tab.

Foreign
If you select this check box, the system displays amounts in the foreign currency of the transaction.

If you do not select this check box, the system displays amounts in the domestic currency of the transaction.

5.2.5.2 Detail Area

Pay Itm (document pay item)
Specifies a number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.

Gross Amount
Enter the total amount of the invoice or voucher pay item. The gross amount can include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the Gross Amount field.

The amount that you enter for each pay item must total to the amount that you enter in the Invoice Amount field in the header portion of the form.

Effect on ROU Asset (Release 9.1 Update)
Specify whether this payment has an effect on the right of use (ROU) asset calculation. Use this field if you are entering manual billing records for a lessee accounting lease for payments that are made before lease commencement. Records that impact the ROU asset calculation must be set up before generating amortization schedules for the associated asset in order to be included on the balance sheet. Values are:

- No
- Initial Direct Cost

- Lease Incentive

  Note: You typically enter these amounts as negative amounts. For example, if you are receiving $1000 off of the rent for the first period of the lease, enter -1000 in this field.

- Lease Payment

Building/Business Unit (Release 9.1 Update)
If you are entering billing records for a lessee lease, this field appears as Building/Business Unit. When entering records for property assets, this field represents the building associated with the unit. When entering non-property assets, this field represents the responsible business unit associated with the asset.

Unit and Unit Asset Number (Release 9.1 Update)
When you enter a value in the Unit field for a property asset, the system automatically retrieves the Unit Asset Number value from the Unit Master (F1507). These fields are used together to identify a leased property asset for a lessee lease.

Asset Number and Non-Property Asset (Release 9.1 Update)
When you enter a value in the Asset Number field, the system automatically selects the Non-Property Asset option. These two fields are used together to identify a leased non-property asset for a lessee lease.

5.2.6 Setting Processing Options for New Manual Billing (P15111)

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

5.2.6.1 Versions

1. Manual Billing (P1511)
Specify the version of the P1511 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

2. Billing Edit Register (R15300)
Specify the version of the R15300 program to use. If you leave this processing option blank, the system uses the XJDE0007 version.

3. Post Invoice Batch to G/L (R15199)
Specify the version of the R15199 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

4. Post Voucher Batch to G/L (R15199)
Specify the version of the R15199 program to use. If you leave this processing option blank, the system uses the ZJDE0002 version.

5.3 Revising Unposted Billing Transactions

Use the Manual Billing Entry program (P1511) to revise and delete unposted billing transactions in the F1511B table, regardless of the generation type. If you revise or delete the amount of a pay item, you must also change the invoice amount in the header portion of the form to reflect the new amount.

Note: You cannot revise or delete a posted transaction; instead, you must enter another transaction to adjust or offset it (for example, a credit or debit memo), and then complete the billing process to generate the invoice or voucher.

5.3.1 Considerations for Deleting Billing Transactions

Depending on the generation type of the billing transaction, the system performs additional updates when you delete a transaction. This table describes the additional system action that occur when you delete an unposted transaction for the specified generation type:

Generation Type	System Action
1: Recurring Billings	The system updates the F15011B table by removing the **G** from the Period field in which the transaction was generated.
2: Expense Participation	The system updates the F15011B table by removing the **G** from the Period field in which the transaction was generated. The system deletes the associated record in the E.P Billing Register table (F1538B).
3: Sales Overage	The system updates the F15011B table by removing the **G** from the Period field in which the transaction was generated.
4: Escalation	The system updates the F15011B table by removing the **G** from the Period field in which the transaction was generated. The system deletes the associated record from the F1548B table.

5.4 Generating the Billing Edit/Register Report

This section provides an overview of the Billing Edit/Register program (R15300) and discusses how to:

- Run the Billing Edit/Register program.
- Set processing options for Billing Edit/Register (R15300).

5.4.1 Understanding the Billing Edit/Register Program (R15300)

After you enter or generate billings, you must run the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. Depending on the type of billing, you can set a processing option to run this program automatically (for example, when you generate recurring billings).

This table indicates the version of the R15300 program to run based on the generation type:

Generation Type	Version
1: Recurring billings	XJDE0001
2: Expense participation	XJDE0002
3: Sales overage	XJDE0003

Generation Type	Version
4: Escalation	XJDE0004
5: A/R fees and interest	XJDE0005
6: Estimated expense participation	XJDE0006
7: Manual billings	XJDE0007

Note: You can use a processing option to specify whether to use a specific batch number or data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error message and does not process the transactions.

If no errors occur when you run the R15300 program, the system changes the batch status to either Pending or Approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If you select the Management Approval of Input option, the system changes the batch status to pending and you must approve batches before posting them.
- If you do not select the Management Approval of Input option, the system changes the batch status to Approved and the batches are ready to post.

Note: If you have specified that a manual review is required, the batch status remains in an Error status until the value is cleared from the Manual Rev Reqd field, which you access from the Manual Billing Entry program (P1511). The system provides this field to ensure that managers review specific batches, for example, for billing record amounts that are over a certain limit.

(**Release 9.1 Update**) The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up. If the validation fails, the system prints errors on the report. You can fix the errors and rerun the R15300 program until there are no more errors.

5.4.2 Running the Billing Edit/Register Program

Select Billing Edit/Register from one of these menus:

- Manual Billing (G1512)
- Recurring Billing (G1521)
- Sales Overage (G1522)
- Expense Participation (G1523)
- Escalations (G1524)
- Fees & Interest (G1527)

5.4.3 Setting Processing Options for Billing Edit/Register (R15300)

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

5.4.3.1 Process

1. Batch Selection
Specify the batch number to process. If you leave this processing option blank, the system processes batches based on data selection.

2. Update Batch Header
Specify whether the system updates the batch header record (F0011) for batches that are processed using data selection. If you enter a value in the Batch Selection processing option, the system updates the batch header record automatically. Values are:

Blank: Do not update. The batch status remains in an Error status, and you must manually approve it.

1: Update. The system updates the batch status of the batch header record based on the setting of the Manager Approval of Input option in the constants program that corresponds to the type of batch. For example, if the option is set to **Y** in the Accounts Receivable constants, the system updates the batch status to Pending for all AR batches.

5.4.3.2 Print

1. Print Report
Specify whether to print a transaction report of batches that have been processed, and whether to include all transactions for the batch on the report. Values are:

Blank: Print all transactions for the batches that are processed on the report.

1: Do not print a report.

2: Print only those transactions that were in error. If you leave the Print Warning Messages processing option is blank, the system includes warning messages on the report.

2. Print Invoice Attachments
Specify whether the system prints invoice attachments on the transaction report. The system prints invoice attachments only when the processing option Print Report is blank. Values are:

Blank: Do not print.

1: Print.

3. Print Warning Messages
Specify whether to print warning messages on the transaction report. Values are:

Blank: Print.

1: Do not print.

Note: The system prints errors regardless of the setting of this processing option.

---

4. Print Description
Specify whether to print the tenant description or the lease description on the report. Values are:

Blank: Tenant description.

1: Lease description.

5.4.3.3 Currency

1. Report Currency
Specify whether to print multicurrency transaction amounts in the base or transaction currency. Values are:

Blank: Base currency.

1: Transaction currency.

5.5 Reviewing Transaction Batches

This section provides an overview of the Real Estate Journal Review program (P150011) and discusses how to:

- Set processing options for Real Estate Journal Review (P150011).
- Review manual billing batches.

5.5.1 Understanding the Real Estate Journal Review Program (P150011)

Use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions, such as billings or fees, from a batch. You should review the transactions before you run the G/L Transaction Generation program (R15199) to generate invoices and vouchers. Depending on whether the organization requires management approval, you might also be required to approve the batches.

The P150011 program appears on all of the JD Edwards EnterpriseOne Real Estate system menus that you use to generate F1511B transactions. Depending on the menu, the program name varies to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program from menu G1512, you review batches of transactions for generation type 7 only.

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review.
- General review of transactions within a batch.
- Detailed review of a transaction.

Note: Use these guidelines to identify the Real Estate Journal Review program (P150011) versus the Batches program (P0011).

Use the P150011 program to review the records in the F1511B table that you post when you use the R15199 program to generate invoices and vouchers.

You use the P0011 program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the F0902 table.

5.5.1.1 Batch Control

To activate batch control, select the Batch Control Required check box in the General Accounting, Accounts Payable, or Accounts Receivable constants in the System Setup program (P0000).

If you use batch control, the system shows the differences between the expected entries and the actual entries in a batch. These differences are illustrated for both the input total and the number of documents. The differences are informational only.

If you do not use batch control, the system subtracts the actual entries from 0, resulting in negative amounts in the fields that display the differences. The differences are informational only.

5.5.2 Form Used to Review Transaction Batches

Form Name	FormID	Navigation	Usage
Work With Batches	W150011A	Manual Billing (G1512), Manual Billing Journal Review	1. Review manual billing batches. 2. Approve batches. 3. Post batches.

5.5.3 Setting Processing Options for Real Estate Journal Review (P150011)

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

5.5.3.1 Process

1. Generation Type
Specify the default generation type on the Work With Batches form. If you leave this processing option blank, the system does not display Real Estate Management batches. Values are:

1: Recurring billings.

2: Expense participation.

3: Sales overage.

4: Escalations.

5: Accounts receivable fees and interest.

6: Estimated expense participation.

7: Manual billing.

5.5.3.2 Versions

These processing options specify the version of the program that the system uses when you access it by selecting Transaction Apps on the Form menu of the Work With Batches form.

1. Manual Billing Revisions (P1511)
Specify the version of the P1511 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

2. RE Receipts Entry (P15103)
Specify the version of the P15103 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

3. Tenant Ledger Inquiry (P15222)
Specify the version of the P15222 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

4. Billing Edit / Register (R15300)
Specify the version of the R15300 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

5. Post RE Invoices (R15199)
Specify the version of the R15199 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

6. Post RE Vouchers (R15199)
Specify the version of the R15199 program to use. If you leave this processing option blank, the system uses the ZJDE0002 version.

5.5.4 Reviewing Manual Billing Batches

Access the Work With Batches form.

Batch Number
Enter the number that identifies a group of transactions that the system processes and balances as a unit.

Unposted Batches, Posted Batches, and All Batches
Specify which batches to display.

If you select Unposted Batches, the system displays all batches that are not posted or are in error.

If you select Posted Batches, the system displays all batches that have been successfully posted.

If you select All Batches, the system displays all batches.

5.6 Posting Invoices and Vouchers

This section provides an overview of the post process and discusses how to:

- Post invoices and vouchers.
- Set processing options for Post RE Invoices and Post RE Vouchers (R15199).

5.6.1 Understanding the Post Process

After you successfully run the Billing Edit/Register program (R15300) and approve batches (if necessary), you must post the batches to create transactions in the appropriate tables. The system provides two versions of the G/L Transaction Generation program (R15199); one to generate invoices, Post Invoices, and one to generate vouchers, Post Vouchers. The only difference between the two versions is the setting of the Batch Type processing option. You must run the appropriate version for the billing documents in the batch; you cannot generate and process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system:

- Selects records from the Lease Billing Master table (F1511B).
- Creates a new record in the F0011 table and assigns it one of these batch types:
  - For invoices, the system assigns the batch type **2B.**
  - For vouchers, the system assigns the batch type **/** (forward slash).

    For audit purposes, the system uses the same batch number that was assigned to the original batch.
- Creates records in the F03B11 table and the F0911 table if you post invoices, and assigns the records one of these document types (based on the program that originated the billing record):
  - RD: Recurring billing
  - RH: Expense participation
  - RJ: Sales overage
  - RL: Escalations
  - RN: Manual billing
  - RT: Fees and interest
- (**Release 9.1 Update**) Creates records in the F03B116, F03B117, and F03B11T tables if you post invoices that are included in the revenue recognition processing.
- Creates records in the Accounts Payable Ledger table (F0411) and the Account Ledger table (F0911) if you post vouchers, and assigns the records one of these document types (based on the program that originated the billing record):
  - PF: Recurring billing
  - PJ: Sales overage
  - PQ: Manual billing, expense participation, escalations

  Note: The system creates vouchers with a Supplier Invoice Number (VINV) as a combination of doc type, doc number (for the voucher) and company.
- Creates records in the F0911 table if you post accrual entries from recurring billings, and assigns the records a document type of **AC.**

  During the post process, the system also updates the Subledger and Subledger Type fields. This table describes the value that the system uses to update the Subledger and Subledger Type fields, depending on the setting of the Update Subledger In Account Ledger processing option:

Processing Option Setting	Subledger	Subledger Type
1 (tenant)	Address Book Number	**A**
2 (lease)	Lease Number	**L**
3 (unit) **(Release 9.1 Update)**	Unit Number for a property asset or Asset Number for a non-property asset.	**U** for property assets. **E** for non-property assets.

- Updates the posted code to **D** on the records in the F1511B table.
- Changes the billing status from **G** to **X** for the appropriate period in the F15011B table for these generation types:
  - **1:** Recurring billing
  - **2:** Expense participation
  - **3:** Sales overage
  - **4:** Escalation
  - **6:** Estimated expense participation
- Automatically submits the General Ledger Post Report (R09801), which:
  - Creates automatic entries with the document type **AE** in the F0911 table.
  - Updates the Account Balance table (F0902).
  - For invoices, updates the posted code on records in the F03B11 table to **D.**
  - For vouchers, updates the posted code on records in the F0411 table to **D.**
  - Updates the posted code on records in the F0911 table to **P.**
  - Updates the batch status to **GL Approved.**

5.6.1.1 Correcting Errors

If the post program encounters an error, the system updates the batch status to **GL Error.** When this occurs, the system does not update the F0902 table, nor does it update the posted code to **D** on the records in the F0911 table.

After you correct the errors, you must post the batch again. Because the system updates the posted code to **D** on records in the F1511B table, you must set the processing option for Posted Batches Data Selection to **1** to ensure that the system includes the posted records from the F1511B table. The system does not create additional records in the F03B11, F0411, and F0911 tables.

5.6.2 Posting Invoices and Vouchers

Select either Post RE Invoices or Post RE Vouchers from one of these menus:

- Manual Billing (G1512)
- Recurring Billing (G1521)
- Sales Overage (G1522)
- Expense Participation (G1523)
- Escalations (G1524)
- Fees & Interest (G1527)

5.6.3 Setting Processing Options for Post RE Invoices and Post RE Vouchers (R15199)

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

5.6.3.1 Select

1. Batch Type
Specify the transaction batch type to process. If you leave this processing option blank, the system does not process any transactions. Values are:

2B: Invoices.

/: Vouchers.

2. Process Posted Batches
Specify whether to process batches that include one or more transactions that have been previously posted to the Tenant/Lease Billings Detail Master table (F1511B), but have not been posted to the Customer Ledger table (F03B11), the Supplier Ledger table (F0411), or the Account Ledger table (F0911). Values are:

Blank: Do not process.

1: Process.

Note: The system does not process batches that have corresponding records in the F03B11 table, the F0411 table, or the F0911 table, regardless of the setting of this processing option.

5.6.3.2 Process

1. Apply Credit Amounts
Specify whether the system applies credit amounts to invoices that it generates. For the system to apply the credit amount, the transaction must have the same lease number and bill code as the invoice to which it is applied. The system generates a separate receipt batch (batch type RB) for transactions that have applied credits; you must post this batch manually to update the general ledger. Values are:

Blank: Do not apply.

1: Apply.

Note: The system ignores this processing option for tenant batches (batch type /).

---

2. Type of Credits
Specify the type of credit amounts to apply to the invoice; use this processing option with the Apply Credit Amounts processing option. For the system to apply the credit amount, the transaction must have the same lease number and bill code as the invoice to which it is applied. The system ignores this processing option if the Apply Credit Amounts processing option is blank. Values are:

Blank: Apply only credits from unapplied receipts.

1: Apply all open credits.

Note: The system ignores this processing option for voucher batches (batch type \).

3. Match Credit Date
Specify whether to use an additional date criteria to locate and apply the credit transaction and the type of date. The system uses the date that is specified in addition to the lease number and bill code to locate and apply credit amounts to invoices. Values are:

Blank: Invoice date

1: Due date

2: Service/tax date

3: GL date

4: Do not use a date criteria to apply credits.

Note: The system ignores this processing option for voucher batches (batch type \).

4. Match Building and Unit
Specify whether to use the building number and unit, in addition to the lease number and bill code, as criteria to locate and apply credit transactions to invoices. Values are:

Blank: Use.

1: Do not use.

Note: The system ignores this processing option for voucher batches (batch type /).

5. Straight-line Rent Summarization
Specify whether to summarize the straight-line rent amounts by revenue account and document number when the system generates the Account Ledger record (F0911). Values are:

Blank: Do not summarize.

1: Summarize.

6. Update Subledger In Account Ledger
Specify the value that the system uses to update the Subledger field on Account Ledger transactions in the F0911 table. The system updates all transactions in the batch based on the value that is specified. Values are:

Blank: Use the subledger value from the Tenant/Lease Billings Detail Master record (F1511B).

1: Use the tenant number.

2: Use the lease number.

3: Use the unit number.

7. Sales Overage Zero-Net Pay Items
Specify whether to write pay items, which net to zero to the Customer Ledger (F03B11), Accounts Payable Ledger (F0411), and Account Ledger (F0911) tables. This relates particularly to sales overage invoices that do not meet the minimum rent amount; thus, resulting in an invoice amounting to zero. Values are:

Blank: Do not write pay items that net to zero to these tables.

1: Write pay items that net to zero to these tables.

5.6.3.3 Versions

1. General Ledger Post Report (R09801)
Specify whether to override the default version of the R09801 program that the system uses to post invoice and voucher transactions to the general ledger. If you leave this processing option blank, the system uses the ZJDE0026 version for invoice batches (batch type 2B) and the ZJDE0037 version for voucher batches (batch type /).

2. Receipts Journal (R03B311)
Specify the version of the R03B311 program to use when credit amounts are applied to invoices. If you leave this processing option blank, the system does not generate a report.

3. Journal Entry MBF (P0900049)
Specify the version of the P0900049 program to use to generate Account Ledger transactions in the F0911 table. If you leave this processing option blank, the system uses the ZJDE0001 version.

4. Invoice Entry MBF (P03B0011)
Specify the version of the P03B0011 program to use to generate Customer Ledger transactions in the F03B11 table. If you leave this processing option blank, the system uses the ZJDE0001 version.

5. Voucher Entry MBF (P0400047)
Specify the version of the P0400047 program to use to generate Supplier Ledger transactions in the F0411 table. If you leave this processing option blank, the system uses the ZJDE0001 version.

6. Escalation Update (R15152)
Specify the version of the R15152 program to use to process escalation batches (generation type 4) that have not been previously posted. If you leave this processing option blank, the system uses the XJDE0001 version.

5.7 Printing Invoices

This section provides an overview of the process to print invoices, lists a prerequisite, and discusses how to:

- Print invoices.
- Set processing options for Print RE Invoices (R15500).

5.7.1 Understanding the Process to Print Invoices

You can print invoices for the tenants after you have entered manual billings or generated recurring billings. You can print invoices before transactions are posted.

When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts. You can use data selection to print specific invoices for specific tenants.

The system uses the value of the Print Invoice field from the billing record to determine whether to generate and print an invoice. The system uses the value of the Send Invoice To field from the customer master record in the Customer Master by Line of Business table (F03012) to determine the billing address that appears on the invoice. The system prints invoice information from the Lease Billings Master table (F1511B).

5.7.2 Prerequisite

Before you complete the tasks in this section, you must verify that the first field, immediately following the Print (I/S/N) field, which is located on the Lease Info Page 2 tab on the Lease Master Revisions form, is set to **Y.** This field controls whether the system prints invoices for the tenant.

Note: If the Print (I/S/N) field is set to **Y** and the system does not print the invoice, review the value of the Inv Prt Cd field on the Manual Billing Revisions form. If this is set to **N,** it overrides the value from the lease.

5.7.3 Printing Invoices

Select Print RE Invoices from one of these menus:

- Manual Billing (G1512)
- Security Deposits (G1515)
- Recurring Billing (G1521)
- Sales Overage (G1522)
- Expense Participation (G1523)
- Escalations (G1524)
- Fees & Interest (G1527)

5.7.4 Setting Processing Options for Print RE Invoices (R15500)

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

5.7.4.1 Select

1. From Date and 2. Through Date
Specify the date range to use to print invoices. If you leave the From Date processing option blank, the system uses the system date as the beginning date in the date range.

5.7.4.2 Print

1. Zero Balance or Credit Balances
Specify whether to print invoices that have a zero or credit balance. Values are:

Blank: Print.

1: Do not print.

2. First Invoice Reference Number
Specify whether to print the invoice reference number of the first invoice on the header portion of the form, beneath the page number. Values are:

Blank: Do not print.

1: Print.

3. Invoice Attachments
Specify whether to print attachment information on the invoice. Values are:

Blank: Print.

1: Do not print.

4. Tax Amounts
Specify whether to print tax amounts in a separate column on the invoice. Values are:

Blank: Do not print.

1: Print.

5. Invoice From Address
Specify which address to print as the from address on the invoice. The system retrieves the value from the corresponding field of the building record in the Business Unit Master table (F0006). The system prints the from-address that is specified only when the value is different from the remit-to address. Values are:

Blank: Company address.

1: Facility address.

2: Remit-to address.

6. Additional Invoice Text
Specify any additional text to print on each invoice.

5.8 Printing Statements

This section provides an overview of the process to print statements, list prerequisites, and discusses how to:

- Print statements.
- Set processing options for Print RE Statements (R155001).

5.8.1 Understanding the Process to Print Statements

Use the Print RE Statements program (R155001) to send statements to tenants to inform them about their account activities and to provide them with an additional payment option. Statements list open invoices and their due dates, as well as the invoices that were paid in that period.

You can generate these types of statements:

- Open invoice statements.

  Each invoice appears on a statement until the invoice is paid.
- Summarized or balance forward statements.

Unpaid invoices are summarized into a single balance forward amount, similar to a credit card statement.

- Zero balance statements.

The system prints statement information from the Customer Ledger table (F03B11). The system stores statement information in these tables:

- A/R Notification History (F03B20).

  This table stores information about the statement.

- A/R Notification History Detail (F03B21).

  This table stores information about the invoices that appear on the statement.

Because the system stores statement information, you can review statements that were previously generated online to answer tenant inquiries and to reprint statements. You can also reset the last statement that the system generated so that you can include a last-minute payment by a tenant or revise the data selection. You must purge the statement tables to delete information.

5.8.2 Prerequisites

Before you complete the tasks in this section, you must:

- Verify that the Print Statement option on the tenant's customer master record is enabled.
- Verify that the Print Statement option in the Accounts Receivable system constants is enabled for each company for which you want to print statements.
- Verify that the Print (I/S/N) field on the Lease Info Page 2 tab on the Lease Master Revisions form is set to **Y** for the tenant's lease.

  The Print Statement field is the second of the three that appear on the form after the field description.

- Set up any messages to appear on the statement.

  See Setting Up Statement Messages.

- Run the Post Invoices program (R15199) to generate invoice transactions in the Customer Ledger table (F03B11).
- Post the receipt transactions to ensure that the statement reflects the most current information.

See Also:

- "Reviewing Statement Details" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.

5.8.3 Printing Statements

Select Print RE Statements from one of these menus:

- Manual Billing (G1512)
- Recurring Billing (G1521)
- Fees & Interest (G1527)

5.8.4 Setting Processing Options for Print RE Statements (R155001)

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

5.8.4.1 Aging

1. Print Aging
Specify whether to print aging information on the statement. Values are:

Blank: Do not print.

1: Print.

2. Retrieve Aging Specifications
Specify whether to retrieve the aging specifications and statement date from the Accounts Receivable constants. Values are:

Blank: Use processing options to retrieve aging specifications and the statement date.

1: Use the Accounts Receivable constants.

3. Statement Date
Specify the date for the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Age Open Balances Date processing option, to determine the number of days that the invoice is past due. The system also uses this date as the statement date that is printed on the statement.

If you leave this processing option blank, the system uses today's date to age open invoices.

4. Open Balances Date Type
Specify the date on the invoice that the system uses to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days that the invoice is past due. Values are:

Blank: Use the default value of **D** (due date).

D: Invoice due date.

I: Invoice date.

G: GL date.

S: Statement date.

5. Aging Method
Specify which aging categories the system uses to assign invoices. The system uses the date that is specified in the Statement Date processing option and the value that is specified in the Open Balances Date Types processing option to calculate the aging for each invoice, and then assigns them to the aging category that is specified by this code. Values are:

Blank: Use the default value **1** (aging days).

1: Aging days. The system assigns invoices to the aging categories that are specified in the Aging Day Ranges processing options. The aging categories are user-defined.

2: Fiscal periods. The system uses the fiscal periods that are defined by the date pattern that is assigned to the company record as the aging categories.

3: Calendar. The system uses each calendar month as an aging category.

6. Apply Credits

Specify whether to age credit amounts according to the aging specifications, or to apply credits to the Current Aging column that prints on the statement. Values are:

Blank: Age credits according to the aging specifications.

1: Apply credits to the Current Aging column.

5.8.4.2 Aging Days

1. Aging Day Ranges

Specify the number of days to begin each aging category in the Range 1 Begin through Range 6 Begin fields. The system uses the number of days to determine the interval for the six aging categories that are printed on the statement.

5.8.4.3 Print

1. Remit To Address

Specify whether to print the remit-to address from the building record. Values are:

Blank: Print.

1: Do not print.

2. Account Summary Information

Specify whether to print an account summary on the statement. Values are:

Blank: Print.

1: Do not print.

3. Future Amounts

Specify whether to print invoice amounts that are not due on the statement. The system uses the value that is entered in the Date of Future Amounts processing option to determine whether the invoice amount is future. Values are:

Blank: Print.

1: Do not print.

4. Date of Future Amounts

Specify the date to use to indicate that an invoice amount is in the future. The system compares the GL date of the invoice record (F03B11) to the date that is entered in this processing option to determine whether the amount is in the future.

The system prints future amounts on the invoice only when the Future Amounts processing option is blank; otherwise, the system ignores this processing option.

5. Date to Include Detail

Specify the date from which the system prints invoice details on the statement. The system uses the date that you enter to determine the balance forward amount that is printed on the statement. All invoice records (F03B11) with a GL date on or before the date that is entered are included in the balance forward amount. The system prints a separate detail record for all invoice records with a GL date after the date that is entered.

If you leave this processing option blank, the system uses today's date.

6. FROM Address Selection
Specify the address that the system prints as the from address on the statement. The system retrieves the value from the corresponding field of the building record in the Business Unit Master table (F0006). Values are:

Blank: Company address.

1: Facility address.

2: Remit-to address.

7. Include Paid Invoices
Specify whether to include invoices that were paid in the current period on the statement. Values are:

Blank: Include.

1: Exclude.

8. Balance Forward Statements
Specify whether the system prints balance forward statements.

Blank: Print balance forward statements.

1: Do not print balance forward statements

5.8.4.4 Message

1. Message Identifier - Top Of Statement
Specify the message identifier that corresponds to the code that is set up in the Statement Messages program (P00191). The system locates the associated text to print based on the identifier (code) that you enter. For example, if you enter **REMIT** for this processing option, the system retrieves the text that is associated with the code **REMIT** that is set up in the Statement Messages program. The system prints the message in the remittance section of the statement.

If you leave this processing option blank, the system does not print a remittance message on the statement.

2. Message Identifier Aging Bucket 1
Specify the message identifier in the Aging Bucket 1 through Aging Bucket 6 fields that corresponds to the code that is set up in the Statement Messages program (P00191). The system locates the associated text to print based on the identifier (code) that you enter.

For example, if you enter **AGE1** for the Aging Bucket 1 processing option, the system retrieves the text that is associated with the code AGE1 that is set up in the Statement Messages program. The system prints the message in the aging information section of the statement. The system prints the text that is associated with the aging category only when an amount prints in the aging category that is specified.

If you leave this processing option blank, the system does not print a message for the aging category on the statement.

3. Message Identifier - Total Line
Specify the message identifier that corresponds to the code that is set up in the Statement Messages program (P00191). The system locates the associated text to print based on the identifier (code) that you enter. For example, if you enter **TOTAL** for the processing option, the system retrieves the text that is associated with the code TOTAL that is set up in the Statement Messages program. The system prints the message in the account summary section of the statement.

5.8.4.5 Currency

1. Report Currency
Specify the currency to use to print amounts on the statement if you process transactions in a multicurrency environment. Values are:

Blank: Base currency

1: Transaction currency

5.9 Reviewing Billing Transactions

This section provides an overview of reviewing billing transactions and discusses how to set processing options for Billings Transaction Inquiry (P15211).

5.9.1 Understanding Reviewing Billing Transactions

Use the Billings Transaction Inquiry program (P15211) to review the details of a billing transaction. When you select a record to review, the system displays the billing details from the Lease Billings Master table (F1511B) and the Lease Billings History table (F1511HB). You cannot revise billing transactions using this program; you can only review them.

Note: The system updates the F1511HB table only when you generate sales overage and fee and interest billings.

5.9.2 Forms Used to Review Billing Transactions

Form Name	FormID	Navigation	Usage
Work With Billing Transactions	W15211A	Tenant & Lease Information (G1511), Billings Transaction Inquiry	Review and select billing records.
Transaction Detail	W15211D	On the Work With Billing Transactions form, select a billing record.	Review the details of the billing record on one form.

5.9.3 Setting Processing Options for Billings Transaction Inquiry (P15211)

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

5.9.3.1 Versions

These processing options specify the program version to use when you access the program from the Form menu. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Manual Billing Entry (P1511)
Specify the version of the P1511 program to use.

2. Tenant Ledger Inquiry (P15222)
Specify the version of the P15222 program to use.

3. Supplier Ledger Inquiry (P0411)
Specify the version of the P0411 program to use.

4. Account Ledger Inquiry (P09200)
Specify the version of the P09200 program to use.

5. Batch Journal Review (P150011)
Specify the version of the P150011 program to use.

6

Processing Receipts

This chapter contains the following topics:

- Section 6.1, "Understanding Receipts Processing"
- Section 6.2, "Understanding Dates and Document Types"
- Section 6.3, "Entering Unapplied Receipts and Prepaid Rent Receipts"
- Section 6.4, "Displaying Open Invoices to Enter Receipts"
- Section 6.5, "Applying Receipts to Invoices Using Type Input Codes"
- Section 6.6, "Applying Receipts Using Other Methods"
- Section 6.7, "Entering Standalone Transactions"
- Section 6.8, "Approving and Posting Receipts"
- Section 6.9, "Working with Receipts"
- Section 6.10, "Reviewing Applied Receipts"

6.1 Understanding Receipts Processing

An important step in the accounts receivable process is to enter payments that you receive from the tenants to evaluate your current cash position. You use the RE Receipts Entry program (P15103) to enter and maintain various types of receipts.

The process to enter receipts and adjust invoices in the JD Edwards EnterpriseOne Real Estate Management system is similar to the process that is used in the JD Edwards EnterpriseOne Accounts Receivable system, with these exceptions:

- The JD Edwards EnterpriseOne Real Estate Management system uses lease numbers and bill codes to apply receipts.

  The bill codes can have different priorities that affect how the system applies payments to invoices. You can apply payments automatically by bill code priority.

- The P15103 program has additional processing options that are specific to processing real estate receipts.

6.2 Understanding Dates and Document Types

When you enter and process manual receipts, you must be familiar with how the system uses receipt dates and general ledger dates. Because document types are part of the key data that the system uses to locate transactions, you must also be familiar with the document types that the system assigns to invoice and receipt records.

6.2.1 Receipt Dates and General Ledger Dates

When you enter a receipt, you must enter both a receipt date and a general ledger date:

- Receipt date

  The date that you enter for the receipt date can be the date that you entered the receipt into the system or the date on the customer's check. The system does not use the receipt date for any accounting purposes. The system maintains this date for information only.

- General ledger date

  The system uses the general ledger date for exchange rate calculations to determine whether a discount is earned, and to update account information when you post the receipt. Because the system uses the general ledger date for so many reasons, you cannot change the general ledger date after you enter the receipt.

6.2.2 Invoice Document Types

Invoice document types can be user-defined or system-defined (RR, for example). Invoice transactions can exist in the system autonomously, that is, they do not depend upon the existence of other transactions. The system stores invoices in the Customer Ledger table (F03B11).

The system assigns the document type for all receipt transactions. Receipts cannot exist without a corresponding record in the F03B11 table. The document type that the system assigns to a receipt is stored in the matching Document Type field, unless the receipt generates an invoice record.

The receipt programs generate the following invoice records:

- Unapplied receipts (RU)
- Chargebacks (RB)
- Deductions (R5)
- Drafts (R1)

When you display open items for a customer, each pay item consists of an invoice document type. When you apply the receipt to the invoice, the system generates a receipt document for the invoice.

This table describes common invoice document types:

Document Type	Description
RI (Regular Invoice)	Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RI to all invoice documents that are created by the JD Edwards EnterpriseOne Sales Order Management system, as well as those that you enter manually using Standard Invoice Entry (P03B11) or Speed Invoice Entry (P03B11SI).
RM (Credit Memo)	Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RM to credit memos that you enter manually using P03B11 or P03B11SI.

Document Type	Description
RR (Recurring Invoice)	The system assigns RR to all recurring invoices that you enter with frequency and number of payments.
RN (Manual Billing)	The system assigns RN to all invoices that are generated from manual billings.
RD (Recurring Billing)	The system assigns RD to all invoices that are generated from the recurring billings.
RH (Expense Participation)	The system assigns RH to all invoices that are generated from the expense participation billings.
RJ (Sales Overage)	The system assigns RJ to all invoices that are generated from the sales overage billings.
RL (Escalation)	The system assigns RL to all invoices that are generated from the escalation billings.
RT (AR Fee & Interest)	The system assigns RT to all invoices that are generated from the fee and interest billings.
RB (Chargeback Invoice)	The system assigns RB to invoice chargeback records that are generated when you enter a receipt. The chargeback indicates that you are pursuing payment for an unearned discount or disputed invoice amount.
R5 (Deduction)	The system assigns R5 to invoice deduction records that are generated when you enter a receipt. The deduction indicates an unpaid amount that must be resolved.
R1 (Draft)	The system assigns R1 to *draft* invoice records. A draft is a promise to pay a debt. This document can be a paper record or an electronic record. A draft includes the amount to be paid, the due date, banking information and, possibly, information about underlying liabilities.
RF (Delinquency Fee)	The system assigns RF to fee invoices. The fee invoice represents the total amount of all fees that are generated for all eligible invoices for the customer for the time period that is specified.
NP (Partial NSF)	The system assigns NP to standalone invoice records that are generated for the insufficient funds (NSF) amount when you enter a partial NSF draft.

6.2.3 Receipt Document Types

When you apply the receipt to an invoice, the system creates two records:

- A receipt header record that stores information such as the amount of the receipt, the check number and the receipt and general ledger dates.

  The system stores receipt header records in the Receipts Header table (F03B13).

- A receipt detail record that stores the amount of the receipt that is applied to each invoice.

  The system stores receipt detail records in the Receipts Detail table (F03B14).

The system assigns receipt document types to the receipt detail record in the F03B14 table.

This table describes receipt document types:

Document Type	Description
RC (receipt)	The system assigns this document type when you enter a receipt.
RO (void receipt)	The system assigns this document type when you void a receipt.
RS (spread receipt)	The system assigns this document type when you apply a credit memo to an invoice on a zero-amount receipt. The system does not assign this document type when you apply an unapplied receipt to an invoice.
RV (insufficient funds receipt)	The system assigns this document type when a customer does not have sufficient funds in the bank to pay the payment.
RU (unapplied receipt)	The system assigns this document type to a receipt that is not applied to a specific invoice. The system applies this receipt to the customer's overall account to reduce the open balance.
RL (logged receipt)	The system assigns this document type to a receipt that is not associated with a customer or payor.
RR (rounding record)	The system assigns this document type when the receipt is either fully applied on the foreign side, but not fully applied on the domestic side, or fully unapplied on the foreign side, but not fully unapplied on the domestic side. This rounding record is at the receipt level and is not associated with any particular invoice pay item.

6.3 Entering Unapplied Receipts and Prepaid Rent Receipts

This section provides overviews of unapplied receipts and prepaid rent receipts, lists a prerequisite, and discusses how to:

- Set processing options for RE Receipts Entry (P15103).
- Enter unapplied and prepaid receipts.

6.3.1 Understanding Unapplied Receipts

The fastest and easiest method to determine the current cash position for the business and to credit the tenant's account is to enter unapplied receipts. Unapplied receipts enable you to apply a receipt to a tenant's account without applying it to a specific invoice or group of invoices. For example, you might want to include the receipt in the daily bank deposit and later apply it to the appropriate invoices. Unapplied receipts remain open until you apply them to the appropriate invoices. You also use unapplied receipts to enter security deposits.

This table lists the tables that the system updates and describes the record that the system creates when you enter an unapplied receipt:

Table	Description
Customer Ledger (F03B11)	Because a receipt document must be associated with an invoice record, the system generates an invoice record for the unapplied receipt and assigns it a document type RU. The invoice record for the unapplied receipt: ■ Establishes an audit trail to the receipt payment ID. ■ Is expressed as a credit amount. ■ Has a batch type of RB. ■ Contains a posting status of D (posted). The posted codes for the receipt records in the Receipts Header table (F03B13) and the Receipts Detail table (F03B14) are omitted until the receipt is posted.
Receipts Header (F03B13)	The receipt record for the transaction.
Receipts Detail (F03B14)	The receipt record that is associated with the invoice that it pays. Unapplied receipt (RU), chargeback (RB), and deduction (R5) invoice records, which are generated from the receipt application, have a corresponding detail record that is used for posting purposes. The system creates the invoice records (F03B11) with a posting status of D. You must post the receipt records (F03B14) to update the general ledger.

After you enter unapplied receipts, you must post them. When you post unapplied receipts, the system debits the bank account and credits the AR trade account that is associated with the automatic accounting instruction (AAI) item RCUC, unless you override the Unapplied Bill Code field on the receipt.

6.3.1.1 Issuing Refund Checks

There may be cases in which you must reimburse funds to a tenant. For example, you may reimburse funds if a tenant overpays or makes a payment in error. In those cases, you can convert unapplied receipts to credit memos to issue a refund check to the tenant. You can issue a refund check for unposted or posted unapplied receipts.

See "Understanding How to Convert Unapplied Receipts to Credit Memos" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*

6.3.2 Understanding Prepaid Rent Receipts

It is common for a landlord to receive rent payments before the month that the rent is due. Public companies are required to record these early rent payments in an unearned revenue liability account in the month the payment was received. You can use the JD Edwards EnterpriseOne Real Estate Management system to enter these types of rent payments as prepaid rent receipts.

Prepaid rent receipts are similar to unapplied receipts. The system classifies an unapplied receipt as a prepaid rent receipt under the following circumstances:

- The Allow Prepaid Rent processing option in the RE Receipts Entry program (P15103) is set to 1.

- The Prepaid Rent Bill Code field on the RE Receipts Entry form contains a valid bill code.
- The GL date of the receipt is less than the invoice date that the receipt is applied to.

  The system does not consider a receipt to be prepaid rent if the GL date of the receipt is in the same period or a later period as the invoice that the receipt is being applied to.

When working with prepaid rent receipts, you enter the receipt when the payment is received and then apply the rent payment by selecting or loading an invoice. The system automatically creates the additional accounting entries during the posting process. In the month that you receive the prepaid rent, the system debits the bank and credits the Unearned Revenue -Prepaid Rent liability account. On the date of the invoice, the system debits the Unearned Revenue -Prepaid Rent liability account and credits the Tenant Receivables (A/R) account. Therefore, when working with prepaid rent receipts, the system creates additional records in the Receipts Detail table (F03B14).

Note:

The system does not support prepaid rent for receipt entry types other than simple match, such as a chargebacks or write-offs.

If the receipt amount is the same as the invoice amount, it is a simple invoice match. For example, if a billing invoice is created for March 1st for 1,000.00 and payment is received on February 20th for 1,000.00, the system creates the following entries when you run the post program:

G/L Date	Account Number	Account Description	Debit/Credit	Amount
February 20th	15020.1110.FIB	First Interstate Bank	Debit	1,000.00
February 20th	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00
March 1st	15555.4300	Unearned Revenue -Prepaid Rent	Debit	1,000.00
March 1st	15555.1211	Tenant Receivables	Credit	1,000.00

If the receipt amount is greater than the invoice amount, it is an overpayment and the system applies the additional receipt amount to unapplied cash. For example, if a billing invoice is created in March for 1,000.00 and payment is received on February 20th for 1,200.00, the system creates the following entries when you run the post program:

G/L Date	Account Number	Account Description	Debit/Credit	Amount
February 20th	15020.1110.FIB	First Interstate Bank	Debit	1,200.00
February 20th	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00
February 20th	15555.3000	Unapplied Cash	Credit	200.00
March 1st	15555.1211	Tenant Receivables	Credit	1,000.00

G/L Date	Account Number	Account Description	Debit/Credit	Amount
March 1st	15555.4300	Unearned Revenue -Prepaid Rent	Debit	1,000.00

Also, there may be a situation in which you do not specifically enter a receipt as prepaid rent, but the system processes the receipt as prepaid because the transaction has met the conditions for prepaid rent processing. If you enter and post a receipt as unapplied cash, and then later you spread the unapplied cash to a single future invoice or multiple future invoices, you have effectively created a prepaid rent receipt.

For example, you might enter and post an unapplied cash receipt from February 20th for 1,000.00 and then decide to associate that receipt with an invoice from March 1st for 1,000.00. In this case, the system prompts you to enter a prepaid rent bill code, since the receipt meets the conditions for prepaid rent processing. The system creates the following entries when you run the post program:

G/L Date	Account Number	Account Description	Debit/Credit	Amount
February 20th	15555.4300	Unearned Revenue - Prepaid Rent	Credit	1,000.00
February 20th	150.1212	Unapplied Cash	Debit	1,000.00
March 1st	15020.1211	Tenant Receivables	Credit	1,000.00
March 1st	15555.4300	Unearned Revenue -Prepaid Rent	Debit	1,000.00

6.3.2.1 Deleting or Voiding Prepaid Rent Receipts

The system performs different actions depending on which form you use to delete or void a prepaid rent receipt. Review the following scenarios:

- If you select a prepaid rent receipt and click the Delete button or select Void/Delete from the Row menu on the Work with Customer Receipts Entry form, the system first determines if the prepaid rent receipt is posted. If the prepaid rent receipt is posted, the system marks the receipt as voided in the Receipts Header table (F03B13) and creates new reversing records in the Batch Control Records (F0011) and Receipts Detail (F03B14) tables. The system deletes the additional records that were added to the F03B14 table for prepaid rent receipts. If the prepaid rent receipt is not posted, the system deletes the receipt header record from the F03B13 table and the receipt detail record, along with the additional prepaid rent records, from the F03B14 table.
- If you select a prepaid rent receipt and click the Delete button or select Void/Delete from the Row menu on the RE Receipts Entry form, the system only deletes the receipt detail records in the F03B14 table. If you select another invoice, the system checks the invoice dates and determines whether to create a prepaid rent receipt or a normal receipt. If you do not select another invoice, the system processes the receipt as an unapplied cash receipt.

See Understanding Deleting and Voiding Receipts

Example: Voiding a Prepaid Rent Receipt in the Same Period as the Associated Invoice

You have a posted prepaid rent receipt from 02/20/2017 for 1,000.00 that is associated with an invoice from 03/01/2017 for 1,000.00. If you void this posted prepaid rent receipt on 03/05/2017, the system creates the following entries:

G/L Date	Account Number	Account Description	Debit/Credit	Amount
02/20/2017	15555.1211	Tenant Receivables	Debit	1,000.00
02/20/2017	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00
03/05/2017	15020.1110.FIB	First Interstate Bank	Debit	1,000.00
03/05/2017	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00

Example: Voiding a Prepaid Rent Receipt During the Period In Which it Was Entered

You have a posted prepaid rent receipt from 02/20/2017 for 1,000.00 that is associated with an invoice from 03/01/2017 for 1,000.00. If you void this posted prepaid rent receipt on 02/25/2017, the system creates the following entries:

G/L Date	Account Number	Account Description	Debit/Credit	Amount
02/25/2017	15555.1211	Tenant Receivables	Debit	1,000.00
02/25/2017	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00
03/01/2017	15020.1110.FIB	First Interstate Bank	Debit	1,000.00
03/01/2017	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00

Example: Voiding a Prepaid Rent Receipt in a New Calendar Year

You have a posted prepaid rent receipt from 12/15/2017 for 1,000.00 that is associated with an invoice from 01/01/2018 for 1,000.00. If you void this posted prepaid rent receipt on 12/17/2017, the system creates the following entries:

G/L Date	Account Number	Account Description	Debit/Credit	Amount
12/17/2017	15555.1211	Tenant Receivables	Debit	1,000.00
12/17/2017	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00
01/01/2018	15020.1110.FIB	First Interstate Bank	Debit	1,000.00
01/01/2018	15555.4300	Unearned Revenue -Prepaid Rent	Credit	1,000.00

6.3.3 Prerequisites

Before you complete the tasks in this section, you must complete the following prerequisites:

- Set up the appropriate offset account for the AAI item RCxxxx, where xxxx is the unapplied bill code. If you do not specify an unapplied bill code value, the system uses RCUC because UC is the default unapplied bill code value.
- Set up the appropriate offset account for the AAI item RCxxxx, where xxxx is the prepaid rent bill code.

See Also:

- Processing Receipts.
- "Understanding Multicurrency and Receipt Types" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.
- "Entering Manual Receipts in Foreign and Alternate Currencies" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.
- Processing Security Deposits.

6.3.4 Forms Used to Enter Unapplied and Prepaid Rent Receipts

Form Name	FormID	Navigation	Usage
Work With Customer Receipts Inquiry	W15103A	Real Estate Receipts (G1513), RE Receipts Entry	Review and select receipt records.
RE Receipts Entry	W15103C	On the Work With Customer Receipts Inquiry form, click Add.	Enter unapplied and prepaid rent receipts.

6.3.5 Setting Processing Options for RE Receipts Entry (P15103)

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

6.3.5.1 Display

1. Company
2. Bank Account
3. G/L Date
4. Receipt Date
5. Payor Number
6. Customer Number
7. Remark
8. Currency
9. Exchange Rate
10. Payment Instrument
11. Cleared/Value Date
12. Lease Number

Specify whether to retain the company number, bank account, GL date, receipt date, payor number, customer number, remark, currency, exchange rate, payment

instrument, cleared/value date, or lease number that you enter on the RE Receipts Entry form. If you are entering similar types of receipts, retaining these values can reduce data entry. Values are:

Blank: Do not retain.

1: Retain.

6.3.5.2 Defaults

Use these processing options to specify default values on the Work with Customer Receipts Inquiry, Receipt Entry, Additional Information, Load Invoices, and Select Invoices forms. When you enter the receipt, you can override any of the values that you enter in these processing options.

1. Display Receipt Type
Specify which type of receipts to display on the Work With Customer Receipts Inquiry form. Values are:

1: All

2: Unapplied

3: Logged

4: General Ledger

2. Date Type
Specify the default date type to use for the Date Selection From and Through fields. Values are:

1: Receipt date

2: GL date

3. Type Input Code
Specify the default type input code for applying receipts to invoices automatically. Use this processing option with the Automatic Application processing option. If you set the Automatic Application processing option to **1** (do not allow auto application), the system ignores this processing option. Values are:

Blank: The system does not use a default value.

10: Simple invoice match.

11: Match auto chargeback discount.

15: Match with write-off.

16: Match with chargeback.

17: Match with deduction.

4. Remark
Specify the default remark to assign to receipt detail records. Values are:

Blank: Use the remark from the invoice record.

1: Use the remark from the receipt header.

5. Receipt Numbering
Specify whether the system assigns the receipt number automatically using the Next Numbers program (P0002). Values are:

Blank: Do not automatically assign the receipt number. You must manually enter the receipt number.

1: Automatically assign the receipt number.

6. Deduction Reason Code

Specify a user-defined code (UDC) from UDC table 03B/CR that identifies the default deduction reason for entering a deduction amount. If you leave this processing option blank, you must enter the deduction reason code in the detail area on the RE Receipts Entry form.

7. Override Company Number

Specify the default company number to use on the Load, Select, and Remittance forms. Values are:

Blank: Use the company number from the RE Receipts Entry form.

1: Use * for all companies.

8. Bill Code for Unapplied Receipts

Specify whether to use the value in the G/L Offset field of the customer record (F03012) as the default value for the Unapplied Bill Code field when you enter unapplied receipts. The system locates the AR trade account based on the bill code that you use. Values are:

Blank: Do not use the value from the customer record. The system uses the first bill code that it locates in the Billing Code Extension table (F1512) that has a value of **UNC** in the Special Processing Code field.

1: Use the GL offset from the customer record. If the customer record does not have a GL offset defined, the system uses the first bill code that it locates in the Billing Code Extension table (F1512) that has a value of **UNC** in the Special Processing Code field.

6.3.5.3 Edits

1. Receipt Number

Specify whether the system requires a receipt number when you enter a receipt. Values are:

Blank: Do not require.

1: Require.

2. Write-Offs

Specify whether to allow write-offs on receipts. Values are:

Blank: Allow.

1: Do not allow.

3. Delete/NSF Unposted Receipts

Specify whether to allow the delete and NSF operations on unposted receipts. Values are:

Blank: Allow.

1: Do not allow.

4. Overpayment Edit

Specify the severity of the error that the system issues when you overpay an invoice. Values are:

0: No edit

1: Warning

2: Error

> **Note:** When you overpay an invoice, the system displays it as a negative open amount.

5. Duplicate Receipt Edit

Specify the severity of the error that the system issues when a duplicate receipt number is detected. The system searches for duplicate receipt numbers for all records in the Receipts Header table (F03B13), not for individual customers. Values are:

0: No edit

1: Warning

2: Error

6. Validate Program ID

Specify the action that the system takes when the program ID of a record in the F03B11, F03B13 or F03B14 tables is a value other than the Real Estate Receipts program (P15103). Values are:

0: No error

1: Warning

2: Error

6.3.5.4 Process

1. Apply Invoices

Specify how to apply receipts to invoices that appear in the detail area when you specify a default type input code. If you leave the Type Input Code processing option on the Defaults tab blank, the system ignores this processing option. Values are:

- Blank: Apply invoices up to the receipt amount. The system automatically applies invoices up to the receipt amount. Remaining invoices that appear in the detail area are not considered. If you select both credit memos and invoices, you must select credit memos first so that the system can process them.

  For example:

  Processing option for Type Input Code (Defaults tab) = 10

  Processing option for Apply Invoices = Blank (apply up to the receipt amount)

  Receipt amount = 100

  Invoice amount = 200, due date = June 15, 2007

  Credit memo amount = 100, due date = June 30, 2007

  When you use the Load feature to display open invoices for the customer, the system displays the invoice record before the credit memo because it has an earlier due date. Because you have type input code 10 specified in the processing option, the system applies the receipt amount of 100 to the invoice and leaves the invoice open for 100. The system does not consider the credit memo because the full amount of the receipt is applied to the first invoice.

- **1:** Apply all invoices. The system applies the receipt to the invoice open amount, regardless of whether the receipt amount is exceeded. The system considers all invoices and credit memos that appear in the detail area.

  Note: This processing option also affects how the system processes write-offs, chargebacks, and deductions. For example:

  Processing option for Type Input Code (Defaults tab) = 15

  Processing option for Apply Invoices = 1 (apply all invoices)

  Processing option for Maximum Write-off Amount = 25 (automatic and manual)

  Receipt amount = 80

  Invoice amount = 100

  The system displays the type input code as 15 (manual write-off), applies 100 to the invoice, and ignores the write-off. The system returns an error because the amount that is applied to the invoice exceeds the amount of the receipt. For the system to process the write-off, you must change the transaction payment amount to 80.

2. Journal Entry Creation Method

Specify whether the post program creates one summarized journal entry for a batch of receipts, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field in the Receipts Header record (F03B13). The post program uses this value to create the journal entry records. Values are:

Blank: Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, ensure that the offset method in the AR Constants equals **B** (batch mode) and the batch does not contain any foreign transactions.

1: Detail journal entries. The system creates one journal entry with the document type RC for each receipt in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates these fields in the Receipts Detail table (F03B14) with the journal entry information:

JE document type (RZDCTG)

JE document number (RZDOCG)

JE document company (RZKCOG)

3. Display Invoices

Specify whether to display all invoices or only invoices with an approved pay status. Values are:

Blank: Display all invoices.

1: Display only approved invoices.

6.3.5.5 Currency

1. Edit Effective Date
Specify whether to validate the effective date that is used to retrieve the exchange rate against the GL date that you enter on the receipt. Values are:

Blank: Do not validate.

1: Validate. The system issues a warning when the effective date of the exchange rate that is retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the GL date of the receipt.

2. Alternate Currency Receipts
Specify whether to allow the payment of an invoice in an alternate currency (a currency other than the base or transaction currency of the invoice). Values are:

Blank: Do not allow.

1: Allow.

6.3.5.6 Chargeback

1. Pay Status
Specify a code from UDC 00/PS that indicates the default pay status to assign to chargeback invoice records. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST.

2. Date Option
Specify the invoice date and net due date to assign to chargeback invoice records. Values are:

Blank: Use the receipt GL date.

1: Use the corresponding dates from the invoice that is used to generate the chargeback.

3. Reason Code
Specify the default reason code from UDC 03B/CB to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually.

6.3.5.7 Auto Write-Off

These processing options activate the automatic write-off feature and enable you to establish write-off limits for both underpayments and overpayments. You must designate the write-off reason code that the system uses when you activate the automatic write-off feature. To activate the automatic write-off feature, you must enter values in all four processing options.

1. Maximum Underpayment Amount
Specify the limit to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount that is specified, the system automatically writes off the remaining amount when you enter the receipt.

2. Underpayment Reason Code
Specify whether to activate the automatic write-off process, and specify the default reason code the system assigns when it automatically writes off an underpayment.

Write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

3. Maximum Overpayment Amount
Specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount that is specified, the system automatically writes off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

4. Overpayment Reason Code
Specify whether to activate the automatic write-off process, and specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

6.3.5.8 Mnl Write-Off

These processing options enable you to establish write-off limits for both underpayments and overpayments, and to set up a default write-off reason code.

1. Maximum Underpayment Amount
Specify the maximum amount for which you can write off an underpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount that is specified, you can write off the remaining amount when you enter the receipt.

2. Maximum Overpayment Amount
Specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount that is specified, you can write off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

3. Write-Off Reason Code
Specify the default reason code from UDC 03B/RC that the system assigns when you enter a write-off amount. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for each write-off reason code that you specify.

6.3.5.9 Discount

1. Discount Available
Specify whether to allow the discount taken to be greater than the discount available. Values are:

Blank: Do not allow.

1: Allow.

2. Discount Applied
Specify whether to allow the discount taken to be greater than the payment amount. Values are:

Blank: Do not allow.

1: Allow.

3. Grace Period Days
Specify how many days to add to the discount due date to extend the period during which the discount can be taken. The system uses this processing option only when it calculates the discount taken automatically.

4. Discount Reason Code
Specify the discount reason code the system uses when discounts are taken. You can override this code, if necessary, when you enter the receipt. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKDxxx, where xxx is the reason code) for each discount reason code that you specify.

6.3.5.10 Match Priority

1. Invoice Match
2. Sales Order Match
3. Customer Reference Match
4. Statement Match
5. Lease Number Match
Specify values in the fields to identify the sequence of search methods that the system uses to select invoices on the Remittance Entry form.

Values are blank, **1,2,3,4,** and **5.**

If you leave a search method field blank, the system excludes that search method and uses the other methods that you specify. If you leave all search method fields blank, the system searches using all methods in the order that is listed in this definition.

6.3.5.11 RE Edits

1. Exclude Type Input Codes
Specify the type input codes in the Input Code 1 through Input Code 8 fields to disable when you apply receipts to invoices. You can specify up to eight type input codes to disable. The system returns an error if the type input code is used.

2. Automatic Application
Specify whether the system applies the receipt to open invoices automatically; use this processing option with the Type Input Code processing option. For example, if the Type Input Code processing option is set to **10,** and this processing option is blank (apply receipts automatically), the system automatically copies the type input code that is specified into the corresponding field for all open invoices.

If the Type Input Code processing option is blank, the system ignores this processing option.

Values are:

Blank: Allow auto application.

1: Do not allow auto application.

3. Credit Auto Application
Specify whether to include credit memos (negative invoices) when the system applies receipts automatically; use this processing option with the Type Input Code processing option. Values are:

Blank: Apply credit memos automatically. Depending on the setting of the Automatic Application processing option and whether the Priority Code Application check box (using the Load feature) is selected, the system either displays credit memos only or displays and applies them.

If you leave the Automatic Application processing option blank, the system includes credit memos when the receipt is applied automatically. Additionally, if you select the Priority Code Application check box when invoices are loaded, the system displays and applies only those credit memos that are assigned bill codes that have a priority application code (PRAP) equal to 00.

If you set the Automatic Application processing option to **1,** the system displays the credit memos in the detail area of the form, but does not automatically apply them. Additionally, if the Priority Code Application check box is selected when invoices are loaded, the system displays only those credit memos that are assigned bill codes that have a PRAP equal to 00.

1: Do not apply credit memos automatically. The system does not display or apply credit memos regardless of the setting of the Automatic Application processing option or the setting of the Priority Code Application check box.

4. Security Group Display

Specify whether the system displays security group records, which are invoices for bill codes with the value **S** in the Security Group field (SECG) in the Billing Code Extension table (F1512). Values are:

Blank: Display all invoices.

1: Do not display security group records.

5. Batch Entry

Specify whether the system allows receipts to be entered for multiple companies in the same batch. Values are:

Blank: Allow receipts to be entered in a single batch regardless of the company number.

1: Do not allow receipts to be entered for multiple companies in the same batch; all receipts in the batch must be entered for the same company.

6. Unapplied Receipt Company Validation

Specify whether to validate the company. Values are:

Blank: Do not validate.

1: Validate. The system issues an error if the company that is entered on the unapplied receipt is different from the company that is entered on the lease. If you do not specify a lease number on the unapplied receipt, the system locates the first lease that is entered for the tenant and validates the company number from that lease.

> **Note:** This processing option applies only when you enter an unapplied receipt, not when it is applied to invoices.

7. Process Prepaid Rent

Specify whether the system allows you to process payments that are received before the date the rent is due, which is called prepaid rent. Values are:

Blank: The system does not process prepaid rent.

1: The system does process prepaid rent.

8. Default Prepaid Rent Bill Code
Specify the default prepaid rent bill code that the system displays in the Prepaid Rent Bill Code field on the Cash Receipts Entry form. If you leave this processing option blank, the system does not enter a default prepaid rent bill code.

9. Allow Override of Default Prepaid Rent Bill Code
Specify whether the system allows you to override the default prepaid rent bill code in the Prepaid Rent Bill Code field on the Cash Receipts Entry form. Values are:

Blank: You can override the default prepaid rent bill code.

1: You cannot override the default prepaid rent bill code.

6.3.5.12 Versions

These processing options enable you to specify the version of the programs that run when you access them from the Form menu. If you leave either of these processing options blank, the system uses the ZJDE0001 version.

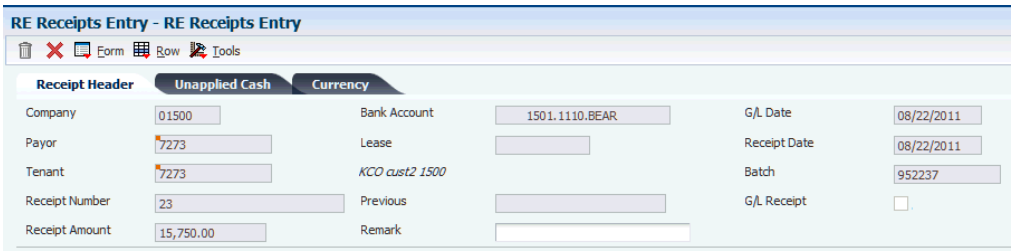
1. Tenant Ledger (P15222)
Specify the version of the P15222 program to use.

2. Customer Master (P03013)
Specify the version of the P03013 program to use.

6.3.6 Entering Unapplied and Prepaid Rent Receipts

Access the RE Receipts Entry form.

Figure 6–1 RE Receipts Entry form



Complete only the header portion of the RE Receipts Entry form when you enter an unapplied receipt.

6.3.6.1 Receipt Header

Payor
Enter the user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an asterisk (*) distinguishes it from other entries (as defined in the Address Book constants), you could enter ***TOTAL.** and the system would display address book number 4100.

Receipt Number
Enter the alphanumeric code that identifies a check or receipt.

Depending on the setting of the processing option for Duplicate Receipt Edit, the system might display a warning or error if the receipt number has already been entered.

Receipt Amount
Enter the actual amount of the receipt or payment.

Bank Account
Enter the value that identifies an account in the general ledger. Enter either a standard account number, a third GL number, an account ID number, or a speed code. The first character of the account number indicates its format. You define the account format in the General Accounting constants.

If you leave this field blank, the system uses the bank account that is set up for AAI RB for the company number.

Lease
Enter a lease number. If you enter a tenant but do not enter a lease number, the system uses the first lease, building, and unit for the tenant as the default value.

Receipt Date
Enter the date on a payment or the date on which a receipt was entered.

In the JD Edwards EnterpriseOne Accounts Payable system, this is the manual payment date and the general ledger date that the system uses when it posts payments. The system also uses this date to retrieve the exchange rate for foreign payments from the Currency Exchange Rates table (F0015).

In the JD Edwards EnterpriseOne Accounts Receivable system, this is the date on the check or the date that you enter the receipt into the system. The receipt date is used for information and reporting purposes only.

Prepaid Bill Code
Enter the bill code that the system uses to track prepaid rent. The system uses this code in accounts receivable and accounts payable to correspond to automatic accounting instructions to determine the account for automatic offsets.

If you specify a default bill code value in the Default Prepaid Rent Bill Code processing option, the system displays that value. If you set the Allow Override of Default Prepaid Rent Bill Code processing option appropriately, you can override the default bill code value.

After you enter a receipt, you cannot change the value in this field.

> **Note:** The system displays this field only if the Allow Prepaid Rent processing option is set to allow prepaid rent functionality.

6.3.6.2 Unapplied Cash

Unapplied Bill Code
Enter the bill code that the system uses to track unapplied cash. If you leave this field blank, the system uses **UC** as the default value.

Building
Enter the building. If this lease is for multiple units and you do not enter a building or unit for the lease, the system displays a warning that indicates that the system applies cash to the first building and unit on the lease.

Unit
Enter the unit. If this lease is for multiple units and you do not enter a building or unit for the lease, the system displays a warning that indicates that the system applies cash to the first building and unit on the lease.

Receipt Reference
Enter the alphanumeric value that you can use as secondary reference on the receipt or draft.

Payment Instrument
Enter a code from UDC 00/PY that specifies the method that the customer uses to make payments. Examples include:

C: Check

D: Draft

T: Electronic funds transfer

Cleared Date
Enter the date on which the payment amount was debited or credited to the bank account. The value date is not the date on which the bank reconciled the payment. The system automatically populates this field with automatic payments. If you are making manual payments and have set a processing option to display the value date, you can manually enter the value date.

6.3.6.3 Currency

Currency
Enter the code that identifies the currency of a transaction.

The system automatically populates this field based on the information from the lease, but you can override all information on this tab except the base currency.

Exchange Rate
Enter the exchange rate. The system automatically populates this field based on the information from the lease, but you can override all information on this tab except the base currency.

6.4 Displaying Open Invoices to Enter Receipts

This section provides overviews of the receipt entry process and the methods to display open invoices for tenants, lists a prerequisite, and discusses how to:

- Load open invoices.
- Select open invoices.
- Select open invoices by remittance.

6.4.1 Understanding the Receipt Entry Process

Use the RE Receipts Entry program (P15103) to apply receipts to invoices that were generated from the billing programs in the JD Edwards EnterpriseOne Real Estate

Management system. When you use the P15103 program, you specify the invoices that the receipt pays and how to apply the payment. You also use this program to enter security deposits.

Note: Do not use the receipt entry programs for the JD Edwards EnterpriseOne Accounts Receivable system.

You use type input (TI) codes to specify how you want the system to apply payment amounts. Based on the payment amount and the type input code, the system can calculate write-off, chargeback, and deduction amounts, as well as determine whether discounts are earned. You can also overpay invoices to generate credits to tenant accounts. You can use processing options to secure TI codes that you do not use.

You enter receipts in batches, just as you enter invoices in batches. Depending on the settings of the Accounts Receivable constants, the system might display a batch control form where you can enter information about the batch, such as the number of transactions and total amount. To simplify the bank reconciliation process, you might want to group the different types of receipts into different batches.

Note: The system assigns a new batch number only when you exit the Work With Customer Receipts Inquiry form (not the Receipts Entry form) and access it again. The status of the batch remains In Use until you exit the Work with Customer Receipts Inquiry form. The system assigns the batch type RB to all records that are generated by the receipts applications.

When you apply a receipt to invoices, the system creates one document to represent the receipt, which is stored in the Receipts Header table (F03B13), and one document for each invoice to which you apply the receipt, which is stored in the Receipts Detail table (F03B14).

6.4.1.1 Fields That Are Updated During Receipt Entry

When you enter a receipt, the system updates specific fields with the account ID. The system locates the AAI based on how the receipt is applied to invoices. The system uses this account ID when you post the receipt to create automatic entries.

This table lists the fields that the system updates based on the type of payment application and the AAI that the system uses to locate the account:

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
Bank Account	All	not applicable	GLBA	Receipts Header (F03B13)	The system uses the bank account number that is entered on the receipt. If you leave the Bank Account field blank, the system locates the account based on this hierarchy: ■ RB for the company that is entered on the payment. ■ RB for company 00000.
AR Trade	Applied payment	10	AID	Receipts Detail (F03B14)	The system does not use an AAI. Instead, the system uses the account in the AID field of the invoice record in the F03B11 table.
AR Trade	Unapplied payment	not applicable	AID	Receipts Header (F03B13)	The system locates the account using this hierarchy, where xxxx is the value of the Unapplied Bill Code field: ■ RCxxxx for the company that is entered on the receipt. ■ RCxxxx for company 00000. ■ RCUC for the company that is entered on the receipt. ■ RCUC for company 00000.
AR Trade	Payment that generates a chargeback	11 and 16	AIDC and AID	Receipts Detail (F03B14) and Customer Ledger (F03B11)	The system locates the account using this hierarchy, where xxxx is the value of the Chargeback GL Offset field: ■ RCxxxx for the company that is entered on the invoice. ■ RCxxxx for company 00000. ■ RC for the company that is entered on the invoice. ■ RC for company 00000.

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
AR Trade	Standalone chargeback	26	AIDC	Receipts Detail (F03B14)	The system locates the account using this hierarchy, where xxxx is the value of the Chargeback GL Offset field: ■ RCxxxx for the company that is entered on the receipt. ■ RCxxxx for company 00000. ■ RC for the company that is entered on the receipt. ■ RC for company 00000.
Discount Taken	Payment with a discount	10	AIDD	Receipts Detail (F03B14)	The system uses this hierarchy: ■ RKD for the company that is entered on the receipt. ■ RKD for company 00000.
Write-off	Payment with a write-off	10 and 15	AIDW	Receipts Detail (F03B14)	The system uses this hierarchy, where xx is the write-off reason code: ■ RA xx for the company that is entered on the invoice. ■ RA xx for company 00000.
Write-off	Standalone write-off	25	AIDW	Receipts Detail (F03B14)	The system uses this hierarchy, where xx is the write-off reason code: ■ RA xx for the company that is entered on the receipt. ■ RA xx for company 00000.
Deduction Suspense	Payment with a deduction	17	DAID	Receipts Detail (F03B14)	The system uses this hierarchy: ■ RN that is set up for the company that is entered on the invoice. ■ RN for company 00000.

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
Deduction Suspense	Standalone deduction	27	DAID	Receipts Detail (F03B14)	The system uses this hierarchy: ■ RN that is set up for the company that is entered on the receipt. ■ RN for company 00000.

6.4.2 Understanding the Methods to Display Open Invoices for Tenants

To specify which invoices a receipt pays, you must display the open invoices in the RE Receipts Entry form. You must complete the header portion of the RE Receipts Entry form, as if you were entering an unapplied receipt, before you can select the method to display open invoices. Regardless of the method that you use to locate open invoices, the system returns the invoices that meet the specified criteria on the RE Receipts Entry form.

This table describes the methods for displaying open invoices in the P15103 program:

Display Method	Description
Load open invoices	The system displays all the open invoices for the specified payor that meet the additional search criteria: ■ Company You can specify one company, or enter * for all companies. ■ Currency code You can specify one currency code, or enter * for all currency codes. ■ Lease ■ Priority code application The system displays the invoices in order by due date unless you complete this field.

Display Method	Description
Select open invoices	The system displays all the open invoices that meet the search criteria: ■ Payor or Tenant ■ Company Specify one company, or enter * for all companies. ■ Currency code Specify one currency code, or enter * for all currency codes. Additionally, you can use the query by example (QBE) row to specify additional search criteria such as lease number or bill code. After the system displays the invoices that meet the search criteria, you select each invoice pay item to pay and click Select. The system displays a check mark next to each invoice when it is selected. To remove the selection, select the invoice and click Select again. After you select the invoices to pay, you can change the search criteria to select more invoices. The system tracks the invoices that you select and displays the total number of selected invoices and the total amount of the selected invoices. Also, the system displays the total open amount of the invoices in the grid and the difference amount between the invoices that are selected in the grid and the total of all invoices in the grid. When you click Close on the Select Invoices form, the system lists all the invoices on the RE Receipts Entry form in the order that you selected them.
Select open invoices by remittance	You can enter the remittance information from the bank. Enter information about the invoice, such as the invoice number, in the Invoice Reference field, and the system indicates the number of invoices that meet the search criteria. Use a separate detail line to specify different search criteria. **Note:** If the invoice does not contain the information that you enter in the header portion of the form, in addition to the detail information about the invoice, the system cannot locate the invoice record. Processing options enable you to set up a default search order that the system uses to locate the invoices based on the value that is entered in the Invoice Reference field. The system displays all the open invoices that meet the search criteria: ■ Invoice number ■ Sales order number ■ Customer reference number ■ Statement number ■ Lease number With the exception of statement number, the system uses the invoice reference to locate invoices from the Customer Ledger table (F03B11). The system locates invoices using the statement number from the A/R Notification History Detail table (F03B21).

Regardless of the method that you use to display open invoices, the system does not retrieve RU (unapplied receipt) or R5 (deduction invoices).

Note: The system does not display invoices when the bill code is set up with a spread code value of **N.**

See Setting Up Bill Codes and Adjustment Reason Codes.

If you set a processing option to use a default type input code, the system populates the TI field with the value that you specified when you displayed the invoices on the form.

6.4.3 Prerequisite

Before you complete the tasks in this section, you must verify that the processing options on the Match Priority tab of the RE Receipts Entry program (P15103) are set up appropriately if you select invoices by remittance.

See Entering Unapplied Receipts and Prepaid Rent Receipts.

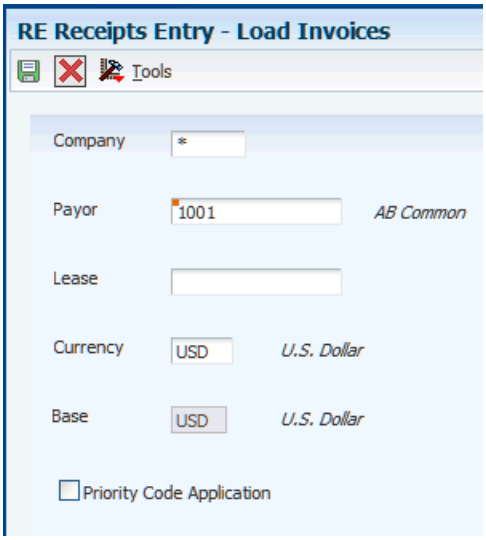
6.4.4 Forms Used to Display Open Invoices to Enter Receipts

Form Name	FormID	Navigation	Usage
Work With Customer Receipts Inquiry	W15103A	Real Estate Receipts (G1513), RE Receipts Entry	Review and select receipt records.
RE Receipts Entry	W15103C	On the Work With Customer Receipts Inquiry form, click Add or select an unapplied receipt.	Access the menus to display open invoices.
Load Invoices	W15103G	On the RE Receipts Entry form, complete the header portion of the form and select Load from the Form menu.	Load open invoices.
Select Invoices	W15103E	On the RE Receipts Entry form, complete the header portion of the form and choose Select from the Form menu.	Select open invoices.
Select Invoices by Remittance	W15103H	On the RE Receipts Entry form, complete the header portion of the form and select Remittance from the Form menu.	▪ Select open invoices by remittance. ▪ Enter invoices from a bank statement (remittance form) and retrieve them for receipt application.

6.4.5 Loading Open Invoices

Access the Load Invoices form.

Figure 6–2 Load Invoices form



Company
Enter a company number to load invoices for the company that you specify. Enter * to load all invoices for all companies.

Payor
Enter the payor.

Lease
Enter the lease.

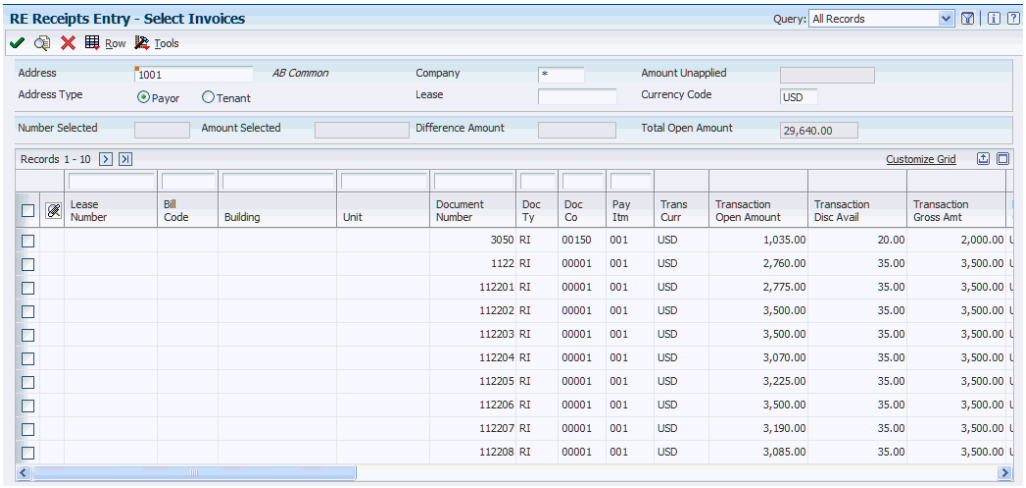
Currency
Enter the transaction currency code. The system selects invoices that are entered for the transaction currency code that you specify in this field. Enter * to load invoices for all transaction currency codes.

Priority Code Application
Select this check box to list the invoices by priority code on the RE Receipts Entry form. If you do not select this check box, the system lists the invoices by due date.

6.4.6 Selecting Open Invoices

Access the Select Invoices form.

Figure 6–3 Select Invoices form



Number Selected
The system displays the total number of selected invoices in the grid.

Amount Selected
The system displays the total amount of selected invoices in the grid.

Difference Amount
The system displays the difference amount between the invoices that are selected in the grid and the total of all invoices in the grid. This value represents the difference amount between the values in the Amount Selected field and the Total Open Amount field.

Total Open Amount
The system displays the total amount of all invoices in the grid.

Address Number
The system displays the tenant number that you entered in the receipt header. You can select invoices for another tenant by entering his or her address number in this field.

Payor
The system displays whether the address book number that is entered specifies a payor or a tenant.

Tenant
The system displays whether the address book number that is entered specifies a payor or a tenant.

Company
Enter * to locate open invoices for all companies.

Lease
The system displays the lease number that you entered in the receipt header. You can select invoices for another lease by overriding the value in this field.

6.4.7 Selecting Open Invoices by Remittance

Access the Select Invoices by Remittance form.

T I (type input)
Enter the code that specifies how the system processes a transaction during receipts entry. The system does not process transactions with a blank or invalid type input.

You can enter a type input code to override the default value that is specified in the processing option. However, the system ignores any value that you enter unless you specify a remittance amount for tracking purposes

Invoice Reference
Enter the identification number that the system uses to locate invoice records for receipt matching. The system can locate invoices by these references:

Invoice number

Statement number

Sales order number

Customer reference number

Shipment number

The system uses the value of this field with the processing options on the Match Priority tab to determine which of the five options the value represents, unless you complete the Override Type field.

The system searches the A/R Notification History Detail table (F03B21) to locate the statement number; therefore, you must use the Statement Notification Refresh program (R03B500X) or the Print Statements program (R155001) to generate statements for the system to locate invoices by statement number.

Remittance Amount
Enter the remittance amount. To keep a running total of the remittance amounts, you can complete the Remittance Amount and Remittance Discount fields to update the remittance totals on the bottom of the form; however, the system does *not* use the amounts that are entered as the payment and discount amounts on the receipts entry form. You must specify the payment amount on the receipts entry form when the system displays the invoices you that specified.

Remittance Discount
Enter the remittance discount. If you have to keep a running total of the remittance amounts, you can complete the Remittance Amount and Remittance Discount fields to update the remittance totals on the bottom of the form; however, the system does *not* use the amounts that are entered as the payment and discount amounts on the receipts entry form. You must specify the payment amount on the receipts entry form when the system displays the invoices that you specified.

Doc Type (document type)
Enter a code from UDC 00/DT that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are:

P: Accounts payable

R: Accounts receivable

T: Time and Pay

I: Inventory

O: Purchase order

S: Sales order

Doc Co (document company)
Enter the number that, with the document number, document type, and GL date, uniquely identifies an original document, such as an invoice, voucher, or journal entry.

If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.

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

Pay Item
Enter the number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.

Override Type
Enter the number that the system uses to identify which matching process to run to locate invoices. If you leave this field blank, the system uses the matching process that is specified in the processing options for the Standard Receipts Entry program (P03B102). Values are:

1: Invoice Match

2: Sales Order Match

3: Customer Reference Match

4: Statement Number Match

5: Shipment Number Match

To reduce processing time, you can specify the search criteria for the system to use to locate the invoice based on the information that is entered. For example, if you enter an invoice number in the Invoice Reference field, you can enter **1** in this field and the system searches for the invoice by invoice number only and ignores the Match Priority processing options.

Items Found
Displays the number of invoices that the system located based on the information that is provided on the remittance form.

6.5 Applying Receipts to Invoices Using Type Input Codes

This section provides an overview of type input codes, lists prerequisites, and discusses how to apply receipts to invoices.

6.5.1 Understanding Type Input Codes

When you apply receipts to invoices, you use type input (TI) codes to automatically calculate amounts to apply for payments, discounts, write-offs, chargebacks, and deductions.

This table lists the types input codes for standard receipts entry or draft entry and describes how you can use them to automatically calculate any necessary amounts:

Type Input Code	Calculations
10: Simple Invoice Match	You can use this code to calculate these amounts: ■ Payment amount = current open amount –discount available ■ Discount taken = discount available ■ Write-off = optional ■ Chargeback = optional ■ Deduction = optional
11: Invoice Match with Automatic Chargeback for Discount Amount	You can use this code to calculate these amounts: ■ Payment amount = current open amount –discount available ■ Discount taken = optional ■ Write-off = optional ■ Chargeback = discount available ■ Deduction = optional
15: Invoice Match with Write-Off	You can use this code to calculate these amounts: ■ Amount applied = current amount – discount available ■ Discount taken = discount available ■ Write-off = current open amount – amount applied, discount taken, chargeback amount, and deduction amount ■ Chargeback = optional ■ Deduction = optional
16: Invoice Match with Chargeback	You can use this code to calculate these amounts: ■ Amount applied = current open amount – discount available ■ Discount taken = discount available ■ Write-off = optional ■ Chargeback = current open amount – amount applied, discount taken, write-off, and deduction amount ■ Deduction = optional
17: Invoice Match with Deduction	You can use this code to calculate these amounts: ■ Amount applied = current open amount – discount available ■ Discount taken = discount available ■ Write-off = optional ■ Chargeback = optional ■ Deduction = current open amount – amount applied, discount taken, write-off, and chargeback

6.5.1.1 Examples: Using Type Input Codes to Enter Receipts

These examples illustrate how you can use type input codes to enter receipts or drafts. For each example, the outstanding invoice amount is 1000.00, and the payment terms are 1/10, net 30.

6.5.1.2 Example: Simple Invoice Match (Type Input Code 10)

In this example, you receive 990.00 for invoice 123 within the discount period. This tables illustrates

Type Input Code	Amount Applied	Discount	Write -Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
10	990.00	10.00	NA	NA	1000.00	123	001	RI

With type input 10, the system applies 990.00 and allows the discount of 10.00.

6.5.1.3 Example: Invoice Match with Automatic Chargeback for Discount Amount (Type Input Code 11)

In this example, you receive 990.00 for invoice 123 after the discount period has expired.

Type Input Code	Amount Applied	Discount	Write -Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
11	990.00	NA	NA	10.00	1000.00	123	001	RI

With type input 11, the system applies the 990.00 and creates a chargeback for 10.00.

6.5.1.4 Example: Invoice Match with Write-Off (Type Input Code 15)

In this example, you receive 970.00 for invoice 123 within the discount period. You decide to create a write-off for the 20.00 instead of creating a chargeback invoice.

Type Input Code	Amount Applied	Discount	Write -Off	Chargeback	Gross Amount	Documen t Number	Pay Item	Document Type
15	970.00	10.00	20.00	NA	1000.00	123	001	RI

With type input 15, the system applies the 970.00, allows 10.00 for the discount, and creates a write-off for 20.00.

6.5.1.5 Example: Invoice Match with Chargeback (Type Input Code 16)

In this example, you receive 600.00 for invoice 123 within the discount period.

Type Input Code	Amount Applied	Discount	Write -Off	Chargeback	Gross Amount	Documen t Number	Pay Item	Document Type
16	600.00	10.00	NA	390.00	1000.00	123	001	RI

With type input 16, the system applies the 600.00, allows 10.00 for the discount, and creates a chargeback for 390.00.

6.5.1.6 Example: Invoice Match with Deduction (Type Input Code 17)

In this example, you receive 850.00 for invoice 123 within the discount period. You decide to create a deduction for the remaining amount of 140.00, which you research and resolve at a later time.

Type Input Code	Amount Applied	Discount	Write -Off	Deduction	Gross Amount	Document Number	Pay Item	Document Type
17	850.00	10.00	NA	140.00	1000.00	128	001	RI

With type input 17, the system applies the 850.00, allows the discount of 10.00, and creates a deduction for 140.00.

6.5.1.7 Example: Simple Invoice Match (Type Input Code 10)

You use type input code 10 when the receipt pays all or part of the invoice and you do not want to specify manual write-offs, chargebacks, or deductions. The system automatically takes any discount that is earned (that is, the GL date is on or before the discount due date). You indicate the amount of the invoice that the receipt pays in the Payment Amount field. If you leave this field blank, the system pays the entire open amount of the invoice, up to the receipt amount.

After you enter receipts, you must post them to the general ledger. When you post receipt records, the system debits the bank account for the amount of the receipt and credits the AR trade account that was used when the invoice was posted.

6.5.1.8 Example: Invoice Match with Discount (Type Input Code10)

When you apply a receipt to an invoice or group of invoices, you can allow the discount. If the tenant pays the invoice in full on or before the discount due date, the discount is earned and the system automatically completes the Discount Taken field with the amount of the discount. If the discount is not earned (that is, the GL date of the receipt is after the discount due date), the system does not automatically complete the Discount Taken field, but you can override it and apply a discount amount manually. If you do not allow the discount, the system leaves the invoice open in the amount of the discount.

You can set processing options to allow the amount of the discount taken to be more than the discount available, or to allow the discount taken to be more than the applied (payment amount). For example, you might issue a credit to a tenant in the form of a discount for a disputed item. You can also specify grace days to add to the discount due date.

After you enter receipts with discounts, you must post them. When you post payments with earned discounts, in addition to the bank account and AR trade account, the system updates a discount taken account.

The system uses this hierarchy to locate the discount taken account:

1. The system searches for AAI item RKDxxx, where xxx is the discount reason code that you entered for the company that you entered on the receipt.
2. If the system does not locate this AAI, it uses RKDxxx for company 00000.
3. If the system does not locate RKDxxx for company 00000, it returns an error.

6.5.1.9 Example: Invoice Match with Chargeback (Type Input Codes 11 and 16)

When you apply a receipt to an invoice, you can create a chargeback if the amount that you receive is less than the open amount for the invoice. For example, a tenant might issue a payment for an invoice, less the discount amount, even though the terms of the discount have expired.

This table describes the types input codes that you can use to generate a chargeback invoice:

Type Input Code	Description
11	Use this type input code when you want the system to create a chargeback for an unearned discount. The system automatically completes the Chargeback Amount field with the discount available.
16	Use this type input code when you want the system to generate a chargeback for a short payment that is not an unearned discount. The system automatically completes the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice.

When you enter a receipt with a chargeback, the system generates specific records. This table lists the tables and describes the records that the system generates in the tables:

Table	Description
Customer Ledger (F03B11)	The system generates a chargeback invoice record, which takes the place of a specific invoice, for the disputed amount that you are charging back to the tenant. The system closes the original invoice and marks it as paid, and creates a new chargeback invoice record and assigns it a document type of RB. The chargeback invoice record: ■ Establishes an audit trail to the receipt payment ID. ■ Establishes an audit trail to the original invoice if the chargeback was generated for a specific invoice. ■ Is expressed as a debit amount. ■ Has a batch type of RB. ■ Contains a posting status of D (posted). The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt is posted.
Receipts Header (F03B13)	The system generates a receipt record.
Receipts Detail (F03B14)	The system generates a detail record that pays the invoice from which the chargeback was generated.

Regardless of the type input code that you use, if you specify a chargeback amount and reason code, the system creates a chargeback record.

After you enter receipts with chargebacks, you must post them. When you post receipts with chargebacks, in addition to updating the bank account and AR trade account, the system might update a different AR trade account for the chargeback amount, depending on whether you complete the Chargeback G/L Offset field on the receipt record.

6.5.1.10 Example: Invoice Match with Write-Off (Type Input Codes 10 and 15)

If the payment that you receive is not enough to satisfy the open amount of the invoice, or if you receive a small overpayment, you might want to write off the difference and close the invoice. For example, you might receive a payment from a tenant that is slightly less than the invoice amount. To maintain a good relationship with the tenant, you might write off the minor amount instead of creating a chargeback invoice for the difference or leaving the amount open.

This table describes the two options for performing write-offs:

Option	Description
Automatic write-off (Type Input Code 10)	The system calculates the difference between the payment amount and the open amount of the invoice. If the difference is within the tolerance limits that are defined in the processing options, the system automatically performs the write-off. For example, assume that you establish the maximum write-off amount as 10.00 and the invoice open amount is 500.00, and you enter a receipt for 490.00. The system automatically writes off 10.00, if you either enter 490.00 in the Payment Amount field or accept the system default. You do not have to calculate or specify a write-off amount. Automatic write-offs require you to enter a default reason code in the processing options, which the system uses to determine the write-off (adjustment) account. When you enter the receipt, you cannot override the write-off reason code for automatic write-offs. When you apply the payment to invoices, the system displays a remaining open amount. After you enter the receipt and review it, the system displays the write-off amount and write-off reason code. You can override the write-off reason code at this time.
Manual write-off (Type Input Code 15)	Specify that the system performs a write-off by using type input code 15, in which case the system calculates the write-off amount for you. If you exceed the maximum manual write-off amount that is specified in the processing options, the system issues an error when you click OK. You can then manually adjust the write-off amount. You can set up a default reason code to use for manual write-offs, but this is not required, and you can override it when you enter the receipt.

Regardless of the type input code that you use, if you specify a write-off amount and reason code, the system generates a write-off.

For the write-off to occur on amounts that exceed the invoice open amount, such as overpayments, you must override the transaction payment amount with the receipt amount. Otherwise, the system generates an unapplied receipt record for the amount. For example, if the payment amount is 100.00 and the invoice amount is 95.00, and you want to write off 5.00 automatically, you must change the payment amount in the detail area from 95.00 to 100.00. Otherwise, the system generates an unapplied receipt record 5.00.

After you enter receipts, you must post them. When you post payments with write-offs, in addition to crediting the bank account and debiting the AR trade account, the system updates a write-off account that you specify for the AAI item RAxx, where xx is the write-off (adjustment) reason code. You must set up an AAI for each write-off (adjustment) reason code that you use.

6.5.1.11 Example: Invoice Match with Deduction (Type Input Code 17)

Entering receipts with deductions is a method of postponing a response to a short payment from the tenant without delaying payment entry. You can enter the payment immediately while another person researches and resolves the deduction.

Here are some common reasons that a tenant might take a deduction:

- Taking unearned discounts
- Billing errors
- Refusing to pay tax

Specify that the system calculates deductions by using type input code 17. If the amount that is applied to the invoice is less than the receipt amount, the system automatically updates the Deduction Amount field for the difference. The system also updates the deduction reason code with the default value that you specify in the processing options.

When you enter a receipt with a deduction, the system generates documents in three tables. This table lists the tables and describes the records that the system generates in the tables:

Table	Description
Customer Ledger (F03B11)	The system generates a deduction invoice document, which takes the place of a specific invoice or group of invoices, for the disputed amount you are researching and resolving. The system closes the invoice, marks it as paid, creates a new deduction invoice record, and assigns document type R5 to the new record. The deduction invoice record has these characteristics: ■ It establishes an audit trail to the receipt payment ID. ■ It establishes an audit trail to the original invoice (if the deduction was generated for a specific invoice). ■ It is expressed as a debit amount. ■ It has a batch type of RB. ■ It contains a posting status of D (posted). The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt is posted.
Receipts Header (F03B13)	The system generates a receipt record.
Receipts Detail (F03B14)	The system generates a detail record that pays the invoice from which the deduction was generated.

Regardless of the type input code that you use, if you specify a deduction amount and reason code, the system creates a deduction record.

After you enter receipts, you must post them. When you post payments with deductions, in addition to updating the bank account and AR trade account, the system debits the deduction suspense account that is set up for the AAI item RN. The system also creates records in the A/R Deduction Management table (F03B40). The deduction record enables you to research and resolve the reason for the deduction at a later time.

Note: To change the deduction amount or void the payment after it is posted, you must first reverse or void the deduction record in the F03B40 table using the deduction program. You can, however, revise other nondeductible payment detail records.

6.5.1.12 Example: Invoice Match Using Multiple Type Input Codes

You can enter a receipt and apply it simultaneously to a group of invoices that require individual actions. For example, in a group of three invoices, you can allow the discount on one invoice, charge back the discount amount on another invoice, and create a write-off of a minor underpayment on the last invoice.

When you apply a receipt to invoices using multiple type input codes, you can address each invoice individually by using the type input codes in any combination.

The system uses these criteria to determine the payment amount for each receipt detail line:

- Receipt amount
- Open invoice amount
- Type input code
- Unapplied amount

For example, if you neglect to indicate the receipt amount, and you attempt to pay multiple invoices, the system attempts to compensate for the first payment amount that you enter by completing the Payment Amount field on the second detail line with a negative payment amount.

6.5.2 Prerequisites

Before you complete the tasks in this section, you must:

- Verify that the appropriate accounts are specified for these AAI items:
  - RKD for discounts taken.
  - RCxxxx, where xxxx is the chargeback general ledger offset code, for the chargeback AR trade account.
  - RAxx, where xx is the write-off reason code.
  - RN for the deduction suspense account.
- Verify that these UDC tables are set up to specify the reason codes:
  - 00/DE for discount reason codes.
  - 03B/CB for chargeback reason codes.
  - 03B/RC for write-off reason codes.
  - 03B/CR for deduction reason codes.
- Verify that the processing options are set up appropriately for discounts, chargebacks, write-offs, and deductions, as well as for any type input codes that you allow.

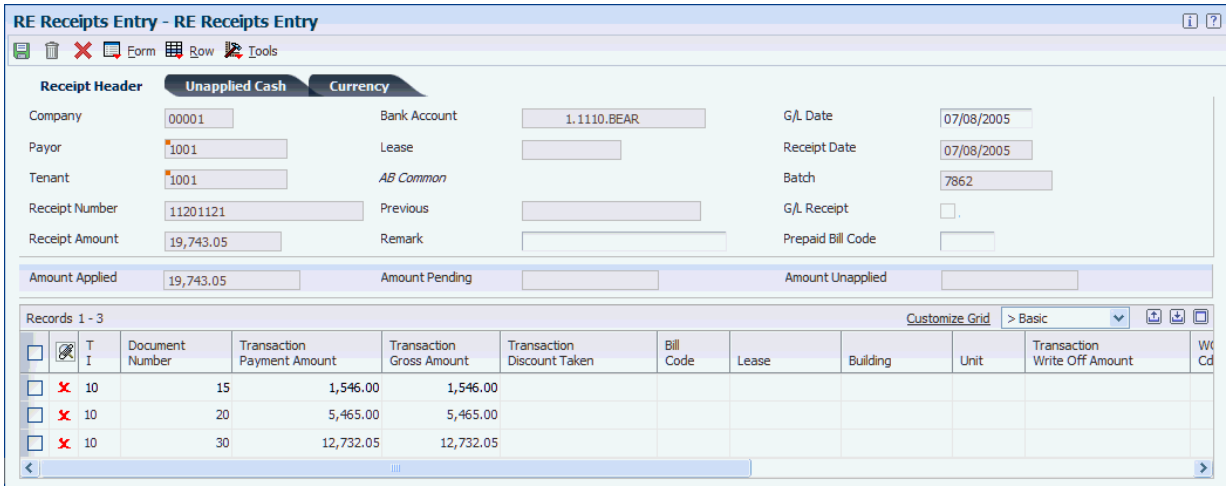
6.5.3 Forms Used to Apply Receipts to Invoices Using Type Input Codes

Form Name	FormID	Navigation	Usage
Work With Customer Receipts Inquiry	W15103A	Real Estate Receipts (G1513), RE Receipts Entry	Review and select receipt records.
RE Receipts Entry	W15103C	On the Work With Customer Receipts Inquiry form, click Add or select an unapplied receipt.	Apply receipts to invoices.

6.5.4 Applying Receipts to Invoices

Access the RE Receipts Entry form.

Figure 6–4 RE Receipts Entry form



T I (type input code)
Enter a type input code to specify the application method to use. The system does not process transactions with a blank or invalid type input. Values are:

10: The system automatically completes the Payment Amount field with the amount of the invoice when you exit this field. If the invoice has an earned discount, the system also completes the Discount Taken field with the amount in the Discount Available field.

11: The system completes the Payment Amount field with the amount of the invoice and the Chargeback Amount field with the amount in the Discount Available field when you exit this field.

15: The system automatically completes the Write-Off Amount field with the difference between the payment amount that you enter and the open amount of the invoice when you exit this field.

16: The system automatically completes the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice when you exit this field.

17: The system automatically completes the Deduction Amount field with the difference between the payment amount that you enter and the open amount of the invoice when you exit this field.

Transaction Payment Amount
Override the value in this field if necessary. This is the amount of the receipt that is expressed in the transaction (foreign) currency.

Note: If the payment amount is greater than the open amount of the invoice, the system does not calculate chargeback, write-off, or deduction amounts until you override the payment amount to be less than the open invoice amount.

If you specify a payment amount that is greater than the open amount of the invoice, the system displays the overpayment as a negative open amount on the invoice.

Depending on the processing option settings, the system might automatically write off the difference between the open amount of the invoice and the payment amount that you enter.

See Entering Standalone Transactions.

Transaction Disc Avail (transaction discount available)
Enter the amount of discount allowable on the pay item. You can manually assign an amount or let the system calculate it based on either the payment terms in the lease or the terms that you specify when you enter the invoice.

Transaction Discount Taken
Enter the amount by which an invoice is reduced if paid by a specific date. The discount taken does not have to be the same as the discount available.

If the discount is earned and the invoice is paid in full, the system completes this field with the amount of the discount available.

If the discount is not earned (that is, the general ledger date of the payment is after the discount due date), or the invoice is not paid in full, the system does not complete this field.

You can override the value in this field to specify a different discount amount, including zero.

Transaction Write Off Amount
Enter the amount that the system subtracts from the open amount of the invoice and does not require the customer to pay.

WO Cd (write-off code)
If you entered **15** in the TI field, enter the code that identifies the reason for the write-off. Typical reason codes are:

BD: Bad debt

DC: Damaged goods

MW: Minor amount write-off

TF: Tax or freight dispute

Transaction Charge Back Amount
Enter the unpaid invoice amount for which you want to create a new invoice record to charge the customer.

CB Cd (chargeback code)
Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry if you entered **11** or **16** as the type input code. Typical chargeback reason codes are:

DA: Disputed amounts.

DD: Unearned (disallowed) discount amount.

> **Note:** The system does not accept blank as a value, even if it is defined in the UDC table.

Transaction Deduction Amount

Enter the amount of the deduction in the currency of the transaction from which the deduction was generated. For example, if the deduction was generated from Customer Ledger Inquiry, the transaction currency is the currency in which the invoice was entered. If the deduction was generated from a receipt, the transaction currency is the currency in which the receipt or draft was entered.

The currency that is associated with this amount appears in the Transaction Currency Code field (TCRC).

DD Cd (deduction code)

Enter the code that identifies the reason that a customer did not fully pay an invoice if you entered **17** as the type input code. Typical deduction reason codes include:

DG: Damaged goods

SS: Short shipment

UD: Undefined deduction

> **Note:** The system does not accept blank as a value, even if it is set up in the UDCs. Depending on the setting of processing options, the system might automatically supply the value for the reason code.

Chargeback G/L Offset

Enter the code that indicates the AR trade account that the system uses when you post the chargeback if you entered **11** or **16** as the type input code to direct the offset for the chargeback to a different AR trade account. To locate the account, the system concatenates this code to the AAI item RC. The system uses this hierarchy to locate the AR trade account to use for the chargeback record:

If you use multicurrency, the system searches for RCxxx, where xxx is the currency code of the receipt.

If the system does not locate the AAI, it uses RCxxxx, where xxxx is the value in the Chargeback G/L Offset field.

If the system does not locate the AAI, it uses RCxx, where xx is the chargeback reason code.

If the system does not locate the AAI, it uses RC for the company that is specified on the receipt.

If the system does not locate the AAI, it uses RC for company 00000.

Amount Pending

Displays the amount pending. If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

Amount Unapplied

Displays the unapplied record that the system created for the amount.

6.6 Applying Receipts Using Other Methods

This section provides overviews of the process to apply unapplied receipts to invoices, the process to apply credit memos to invoices, the process to enter general ledger receipts, and lists the forms used to apply receipts using other methods.

6.6.1 Understanding the Process to Apply Unapplied Receipts to Invoices

After you enter an unapplied receipt, you can apply it to the appropriate invoice or group of invoices using all of the available type input codes. To match an unapplied receipt to invoices, you select the unapplied receipt first, and then display the open invoice records. You cannot use the Load, Select, or Remittance features in the RE Receipts Entry program (P15103) to display unapplied invoice records along with the open invoices.

When you select the unapplied receipt record, the system enables you to override the GL date. The general ledger date that you assign does not change the general ledger date of the unapplied receipt record in the Receipts Header table (F03B13). The system uses the general ledger date for the records that it creates in the Receipts Detail table (F03B14) to pay the invoices; it does not affect the date on which the system updated the bank account when the receipt was posted.

When you fully apply an unapplied receipt to invoices, the system performs these functions for each invoice to which the receipt was applied:

- Creates a new batch record in the Batch Control Records table (F0011) for batch type **RB** if the unapplied payment is posted when you apply it against invoices.
- Closes the RU invoice document in the Customer Ledger table (F03B11) by updating the pay status to **P.**
- Closes the RN or RD invoice document in the Customer Ledger table (F03B11) by updating the pay status to **P** if the invoice is fully paid.
- Creates RC documents in the Receipts Detail table (F03B14).

If you fully apply an unapplied receipt to invoices before it is posted, the system deletes the RU record from the F03B11 and F03B14 tables.

Regardless of whether the unapplied receipt is posted before you apply it to an invoice, you must post the receipt after you apply it to invoices to update the appropriate accounts in the general ledger.

See Also:

- Understanding the Journal Entries Created by the Receipt Post Process.

6.6.2 Understanding the Process to Apply Credit Memos to Invoices

When the customer has outstanding credit memos, you can apply them to outstanding invoices using the RE Receipts Entry program (P15103). Because you do not have a physical payment, you enter zero in the Receipt Amount field. You can use the Load, Select, or Remittance feature to display the credit memo and invoice, and then you use the appropriate type input code to apply the credit memo to the invoice. If the credit memo does not fully pay the invoice, you can leave the invoice open for the amount that remains, or create a write-off, chargeback, or deduction record for the difference.

When you fully apply a credit memo to an invoice, the system:

- Closes the RM credit memo document in the Customer Ledger table (F03B11) by updating the pay status to **P.**
- Closes the RN or RD invoice document in the Customer Ledger table (F03B11) by updating the pay status to **P** if the invoice is fully paid.
- Creates a record in the Receipts Header table (F03B13) for a zero amount.
- Creates RS receipt documents in the Receipts Detail table (F03B14) for both the credit memo and the invoice.

After you apply credit memos to invoices, you must post the batch to update the general ledger.

6.6.3 Understanding the Process to Enter General Ledger Receipts

When you receive a check that is not associated with a tenant's account, such as a refund check from an insurance company or a rebate, you can enter the check by entering a general ledger receipt using the RE Receipts Entry program (P15103). A general ledger receipt enables you to credit the appropriate general ledger account and include the amount in the bank deposit.

You enter the general ledger receipt exactly as you enter an unapplied receipt; however, because the receipt is not associated with a tenant, you do not complete the Customer or Payor fields, nor do you display invoices to pay. You enter the information about the receipt and then select an option from the Form menu to enter the general ledger information, such as the account and distribution amount. You can distribute a receipt to as many general ledger accounts as required as long as you distribute the entire amount.

After you enter general ledger receipts, you must post them to update the bank and the general ledger accounts.

6.6.4 Forms Used to Apply Receipts Using Other Methods

Form Name	FormID	Navigation	Usage
Work With Customer Receipts Inquiry	W15103A	Real Estate Receipts (G1513), RE Receipts Entry	Review and select unapplied receipt records to apply to invoices.
RE Receipts Entry	W15103C	On Work With Customer Receipts Inquiry, click Add or select an unapplied receipt.	■ Apply an unapplied receipt to invoices. ■ Apply a credit memo to invoices. ■ Access the form to enter a general ledger receipt.
G/L Receipts Entry	W03B0001C	On the RE Receipts Entry form, complete the header portion of the form, and select General Ledger from the Form menu.	Enter account information to distribute the receipt.

6.7 Entering Standalone Transactions

This section provides an overview of standalone transactions, lists prerequisites, and discusses how to:

- Enter standalone write-offs.
- Enter standalone chargebacks.
- Enter standalone deductions.

6.7.1 Understanding Standalone Transactions

Standalone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create standalone records when the customer or tenant sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. You can also use the standalone feature when an unapplied receipt is applied to several invoices and a small difference between the totals exists. In these scenarios, the system matches the payment to invoices, but the shortage is recorded without specifying a particular invoice.

After you enter a standalone record with invoice match on the RE Receipts Entry form, the system adds a new detail line, creates a payment amount for the standalone transaction, and assigns the appropriate type input code. You should use the standalone feature with invoice match, whenever possible.

You can also use the standalone feature without performing an invoice match. You use standalone write-off without invoice match if you want to write off a small overpayment. You use standalone chargeback without invoice match when you want to enter and distribute an unapplied receipt among multiple tenant accounts. When you use the standalone feature without invoice matching, you must enter the amount as a *credit (negative);* otherwise, the system creates an unapplied receipt for twice the specified amount.

After you enter a standalone transaction without invoice match on the RE Receipts Entry form, the system adds a new detail line, creates a positive payment amount for the standalone transaction, and assigns the appropriate type input code.

Note: If you are creating standalone chargebacks to distribute an unapplied receipt among multiple tenant accounts, enter a standalone transaction without invoice match for each tenant to whom you want to distribute an amount.

6.7.1.1 Standalone Write-Offs (TI Code 25)

A standalone write-off is a write-off for an amount that is not associated with any specific invoice. For example, when you receive a receipt to pay multiple invoices, and the tenant has not indicated which invoice should receive the short payment, you can write off this amount using a standalone entry. Additionally, you might use the standalone feature for write-offs that are not associated with any invoice. For example, you might use a standalone write-off when you receive a duplicate payment for a small amount and want to write it off.

When you create a standalone write-off (type input code 25), the system reduces the customer's (or tenant's) open balance by the amount of the write-off.

6.7.1.2 Standalone Chargebacks (TI Code 26)

When an amount in dispute is not associated with a specific invoice, you can create a standalone chargeback for the amount. A standalone chargeback enables you to reinvoice the tenant for the disputed amount. Typically, you enter standalone chargebacks when the payment amount does not total the invoices that are being paid and you want to charge back the difference to the tenant. In this case, you enter a standalone chargeback with invoice match. The system increases the tenant's open balance by the amount of the short payment.

You enter a standalone chargeback without invoice match when you want to distribute an unapplied receipt among multiple tenant accounts. When you do this, the system creates a record in the Receipts Header table (F03B13) for the payor, and creates associated records in the Receipts Detail (F03B14) and Customer Ledger (F03B11) tables for the chargeback amount (as a credit) to each tenant. This process simulates the creation of an unapplied receipt for each account.

6.7.1.3 Example: Using Standalone Chargebacks to Distribute an Unapplied Receipt Among Multiple Tenants

When you receive one payment to be distributed among multiple tenants without applying it to invoices, you use the standalone chargeback feature.

For example, you receive a receipt for 15,000 from payor 3001 to be applied as:

- 5,000 to tenant 3004
- 5,000 to tenant 3333
- 5,000 to tenant 3334

Using the standalone chargeback feature, you specify the tenant and amount to distribute. Enter the payment amount as a credit (negative amount). You repeat the process until the amount is fully distributed among the tenants.

This table displays the records that the system creates when you use standalone chargebacks to distribute an unapplied receipt among multiple tenants:

Table	Document Type	Gross Amount	Tenant Number	Payment ID
F03B13	not applicable	15,000	3001	521
F03B11	RB	–5,000	3004	521
F03B11	RB	–5,000	3333	521
F03B11	RB	–5,000	3334	521
F03B14	RC*	–5,000	3004	521
F03B14	RC*	–5,000	3333	521
F03B14	RC*	–5,000	3334	521

* This is the matching document type (DCTM).

The system uses the payment ID to provide an audit trail from the F03B11 and F03B14 records to the original F03B13 payment record.

Note: Later, you must apply the negative chargeback invoices to invoices that you want to pay.

6.7.1.4 Standalone Deductions (TI Code 27)

When the amount of the payment does not equal the amount of the invoices that it pays, you can create a standalone deduction to postpone the resolution of the short-payment until a later date. Additionally, you might use the standalone feature for deductions that are not associated with any invoice. For example, you would use this feature if you receive a duplicate payment for a small amount and are unsure about how to process it.

When you create a standalone deduction (type input code 27), the system reduces the tenant's account by the amount of the short-payment.

When you post the deduction, the system creates a record in the A/R Deduction Management table (F03B40) that you use to resolve the issue.

6.7.2 Prerequisites

For standalone write-offs, you must:

- Ensure that you set the maximum amount on the Mnl Write-Off tab of the P15103 processing options high enough so that the system accepts the entry.
- Verify that the account for each write-off reason code is set up for the AAI item RAxx, where xx is the write-off reason code.
- Verify that the processing option on the Edits tab is set up to allow write-offs.
- Verify that the values for the write-off reason code are set up in UDC table 03B/RC.

For standalone chargebacks, you must:

- Verify that the chargeback AR trade account is set up for the AAI item RCxxxx, where xxxx is the chargeback general ledger offset code.
- Verify that the processing options under the Chargeback tab are set up.
- Verify that the values for the chargeback reason code are set up in UDC table 03B/CB.

For standalone deductions, you must:

- Verify that the deduction suspense account is set up for the AAI item RN.
- Verify that the values for the deduction reason code are set up in UDC table 03B/CR.

6.7.3 Forms Used to Enter Standalone Transactions

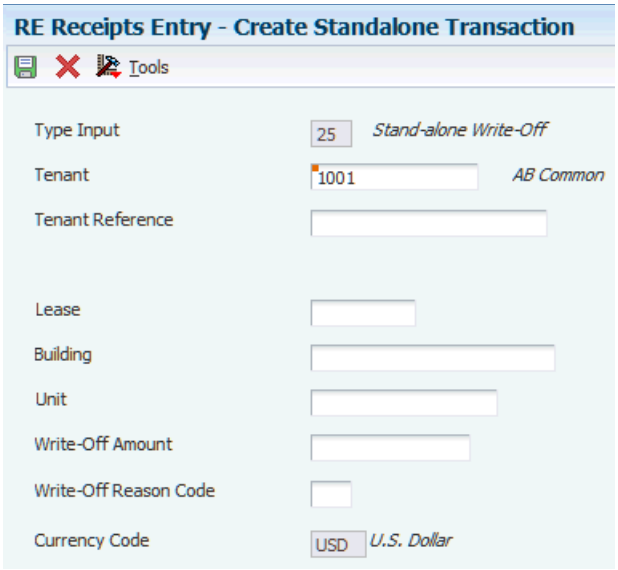
Form Name	FormID	Navigation	Usage
Work With Customer Receipts Inquiry	W15103A	Real Estate Receipts (G1513), RE Receipts Entry	Review and select receipt records.
RE Receipts Entry	W15103C	On the Work With Customer Receipts Inquiry form, click Add or select an unapplied receipt.	Access the menus to enter standalone records.

Form Name	FormID	Navigation	Usage
Create Standalone Transaction	W15103D	On the RE Receipts Entry form, complete the header portion and select one of these options from the Form menu: Standalone Write-Off, Standalone Chargeback, or Standalone Deduction.	▪ Enter standalone write-offs. ▪ Enter standalone chargebacks. ▪ Enter standalone deductions.

6.7.4 Entering Standalone Write-Offs

Access the Create Standalone Transaction form.

Figure 6–5 Create Standalone Transaction form



Type Input
Displays **25** to indicate a standalone write-off.

Write-Off Amount
Enter the amount by which you want to reduce the customer's account balance. The system updates the account that is specified in the AAI item RAxx, where xx is the write-off reason code with the amount specified. Complete this field for standalone write-offs.

Write-Off Reason Code
Enter the code that identifies the reason that the write-off occurred. Complete this field for standalone write-offs. Examples include:

BD: Bad debt

DC: Damaged goods

MW: Minor amount write-off

TF: Tax or freight dispute

Note: The system does not accept blank as a value, even if it is defined in the UDC table. If you leave this field blank, the system does not use the default write-off reason code from the processing options.

6.7.5 Entering Standalone Chargebacks

Access the Create Standalone Transaction form.

Type Input
Displays **26** to indicate a standalone chargeback.

Chargeback G/L Offset
Enter the code that indicates the AR trade account that the system uses when you post the chargeback. To locate the account, the system concatenates this code to the AAI item RC. Complete this field for standalone chargebacks. If you do not use a separate account to track the offset for chargebacks, you can leave this field blank.

The system uses this hierarchy to locate the AR trade account to use for the chargeback record:

1. If you use multicurrency, the system searches for RCxxx, where xxx is the currency code of the receipt.
2. If the system does not locate the AAI, it uses RCxxxx, where xxxx is the value in the Chargeback G/L Offset field.
3. If the system does not locate the AAI, it uses RCxx, where xx is the chargeback reason code.
4. If the system does not locate the AAI, it uses RC for the company that is specified on the receipt.
5. If the system does not locate the AAI, it uses RC for company 00000.

Chargeback Amount
Enter the unpaid invoice amount for which you want to create a new invoice record so that you can charge the customer. Complete this field for standalone chargebacks.

Chargeback Reason Code
Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. Complete this field for standalone chargebacks. Examples include:

DA: Disputed amounts.

DD: Unearned (disallowed) discount amount.

Note: The system does not accept blank as a value, even if it is defined in the UDC table. If you leave this field blank, the system does not use the default chargeback reason code from the processing options.

6.7.6 Entering Standalone Deductions

Access the Create Standalone Transaction form.

Type Input
Displays **27** to indicate a standalone deduction.

Deduction Amount
Enter the domestic amount of the deduction. The currency that is associated with this amount appears in the Base Currency Code field (BCRC). Complete this field for standalone deductions.

Deduction Reason Code
Enter the code that identifies the reason that a customer did not fully pay an invoice. Complete this field for standalone deductions. Examples include:

DG: Damaged goods

SS: Short shipment

UD: Undefined deduction

> **Note:** The system does not accept blank as a value, even if it is defined in the UDC table. If you leave this field blank, the system does not use the default deduction reason code from the processing options.

6.8 Approving and Posting Receipts

This section provides overviews of the receipt posting process, journal entries created by the receipt post process, the automatic entries created by the receipt post process, and discusses how to:

- Post receipts.
- Set processing options for General Ledger Post (R09801).

6.8.1 Understanding the Receipt Posting Process

After you enter receipts, you must post them to the general ledger to update the appropriate account information. Depending on the organization's policy, management approval might be required before you can post receipt batches. The process to review and approve batches is the same regardless of the batch type.

> **Note:** The status of the receipt batch header remains In Use until you exit the Work With Customer Receipts Inquiry form.

After you approve receipts, you can post them to the general ledger using the General Ledger Post program (R09801). Because the system creates all of the entries in the Account Ledger table (F0911) when you post receipts, balancing errors occur only when the post program is interrupted. If the system terminates the post program before it finishes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system selects unposted receipt transactions from the Receipts Header (F03B13) and the Receipts Detail (F03B14) tables and validates each transaction.

If no errors occur, the system:

- Debits the appropriate bank account for the receipt amount, which creates bank deposit records in the Account Ledger table (F0911).
- Creates automatic offsets (credits) for the AR trade account in the Account Ledger table (F0911).

- Creates automatic entries for the discount, write-off, chargeback, or deduction accounts, if applicable.
- Updates balances in the Account Balances table (F0902).
- Marks the transactions as posted (**P**) in the Account Ledger table (F0911).
- Updates the Receipts Header table (F03B13) and Receipt Detail table (F03B14) with a **D** in the Posted Code field.
- Updates the status of the Batch Control Record table (F0011) to **D.**

You can also post receipts from the Work With Batches form that you access when you select the Receipts Journal Review or Real Estate Journal Review program (P0011), which is located on the same menu as the post program.

Note: The system creates unapplied receipt (RU), chargeback (RB), and deduction (R5) invoices with a posted status of D in the Customer Ledger table (F03B11). To determine whether these records are posted, you must locate and verify the posted status of the receipt document from which they originated.

See Also:

- "Understanding the Financial Post Process" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.
- "Posting Foreign and Alternate Currency Receipts" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide.*

6.8.2 Understanding the Journal Entries Created by the Receipt Post Process

When you post receipts to the general ledger, the system creates a record in the Account Ledger table (F0911). In the P15103 processing options, you specify the journal entry creation method that the system uses when creating the record.

Regardless of the method that you use to create journal entries, the system creates a journal entry and updates these fields in the receipt detail record in the F03B14 table:

- RZDCTG (Document Type - JE)
- RZDOCG (Document Number - JE)
- RZKCOG (Document Company - JE)

6.8.2.1 Detailed Journal Entries

If you set the processing option to create detailed journal entries, when you enter the receipt, the system updates the A/R Post Status (ISTR) field in the Receipts Header table (F03B13) to **1.**

When you post receipts, the system:

- Creates one document in the Account Ledger table (F0911) for each receipt in the batch.
- Assigns the journal entry for the bank account a document type of RC.
- Assigns the document number from next numbers for system 09, line 2 (Journal Entry).

The system does not use the receipt number because the field lengths are not the same. The receipt number is a 25-character number, and the journal entry document number is an 8-character number.

- Updates the record in the Receipts Detail table (F03B14) with the document number that is assigned to the journal entry for audit purposes.

6.8.2.2 Summary Journal Entries

If you set the processing option to create summarized journal entries, when you enter the receipt, the system does *not* update the A/R Post Status (ISTR) field in the Receipts Header table (F03B13).

When you post receipts, the system:

- Creates one document in the Account Ledger table (F0911) for each batch of receipts that are posted.
- Assigns the journal entry a document type of RK to the entry for the bank account.
- Assigns the batch number as the document number.

For the system to create summarized journal entries, you must also verify that:

- The offset method in the Accounts Receivable Constants is set to a value of **B** (batch mode).
- The intercompany settlement option in the General Accounting Constants is set to a value other than **2** or **3.**

Otherwise, the system creates detailed journal entries.

6.8.2.3 Journal Entry Types

This table indicates the type of journal entry that the system creates according to the settings in the constants in the General Accounting system and the Accounts Receivable system:

Intercompany Settlements (General Accounting Constants)	Offset Method (Accounts Receivable Constants)*	Journal Entry Creation Method in the P15103 program (Summary or Detail)	Journal Entry Created in the F0911 table
1 (Hub)	**B**	**1:**Detailed	Detail
1	**Y**	**1:**Detailed	Detail
1	**S**	**1:**Detailed	Detail
2 (Detail)	**B**	**1:**Detailed	Detail
2	**Y**	**1:**Detailed	Detail
2	**S**	**1:**Detailed	Detail
3 (Configured Hub)	**B**	**1:**Detailed	Error (not allowed)
3	**Y**	**1:**Detailed	Detail
3	**S**	**1:**Detailed	Detail
1	**B**	Blank: Summary	Summary
1	**Y**	Blank: Summary	Detail
1	**S**	Blank: Summary	Detail
2	**B**	Blank: Summary	Summary

Intercompany Settlements (General Accounting Constants)	Offset Method (Accounts Receivable Constants)*	Journal Entry Creation Method in the P15103 program (Summary or Detail)	Journal Entry Created in the F0911 table
2	**Y**	Blank: Summary	Detail
2	**S**	Blank: Summary	Detail
3	**B**	Blank: Summary	Error (not allowed)
3	**Y**	Blank: Summary	Detail
3	**S**	Blank: Summary	Detail
* Offset Method ■ Y: One automatic entry offset per document, regardless of the number of line items. ■ S: One automatic entry per pay item. ■ B: One automatic entry per batch.	not applicable	not applicable	not applicable

6.8.2.4 Posting Voided and NSF Receipts

The system also creates different journal entries when you post a receipt that has been voided or designated as insufficient funds (NSF).

Regardless of the processing option setting for the journal-entry creation method, when you post a voided receipt, the system creates a journal entry with the document type RO and when you post a receipt that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ,DCTQ, and KCOQ fields in the F03B13 record with the document number and document type that the system assigns to the journal entry.

6.8.2.5 Posting Zero Amount Receipts

When you fully apply credit memos or unapplied receipts to invoices, the system does not generate journal entries to the bank account because the amount of the receipt is zero.

Additionally, the system creates an automatic entry (document type AE) only when the AR trade account to which the unapplied receipt or credit memo was posted is different from the AR trade account to which the invoice was posted. If the trade accounts are the same for the credit memo or unapplied receipt and the invoice, the system does not generate AE entries or produce a posting edit report.

See Also

- Understanding the Receipt Entry Process.
- "Posting Foreign and Alternate Currency Payments" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.

6.8.3 Understanding the Automatic Entries Created by the Receipt Post Process

When you post receipts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the receipt.

This table lists the fields that the system uses during the post process to locate the account for the AE entry based on the type of receipt:

Account	Type of Receipt	Field	Table
AR Trade	Applied Receipt (TI code 10)	AID	F03B14
	Unapplied Receipts	AID	F03B13
	Chargebacks (TI codes 11, 16, and 26)	AIDC	F03B14
Discount Taken	Discounts (TI code 10)	AIDD	F03B14
Write-off	Write-offs (TI codes 10, 15, and 25)	AIDW	F03B14
Deduction Suspense	Deduction (TI codes 17 and 27)	DAID	F03B14

6.8.3.1 Company 00000

When the system always assigns company 00000 to the document company field of the journal entry (KCO) when creating automatic entries for receipts, regardless of the setting of the offset method in the constants. The system must assign company 00000 because of the one-to-many relationship that is inherent in the receipt entry process. That is, one receipt can pay many invoices from different companies. If the post did not use company 00000, the system creates additional journal entries to accommodate each invoice document company.

6.8.4 Posting Receipts

Use one of these navigations:

Select Manual Receipts Processing (G03B12), Post Receipts to G/L.

Select Real Estate Receipts (G1513), Post Receipts.

6.8.5 Setting Processing Options for General Ledger Post (R09801)

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

6.8.5.1 Print

1. Account Format
Specify the account format to print on the General Ledger Post report. Values are:

Blank: Default account format.

1: Structured account.

2: Short account ID.

3: Unstructured account.

2. Print Error Messages
Specify whether to print errors on the General Ledger Post report. If you leave this processing option blank, the system still prints an error in the work center when an error is detected. Values are:

Blank: Do not print.

1: Print.

6.8.5.2 Versions

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Detail Currency Restatement Version
Specify the version of the R11411 program that the system uses to create entries. If you leave this processing option blank, the system does not run the R11411 program and does not create detailed currency restatement entries.

2. Fixed Asset Post Version
Specify the version of the R12800 program that the system uses to create fixed asset entries. If you leave this processing option blank, the system does not run the R12800 program and does not create fixed asset entries.

3. 52 Period Post Version
Specify the version of the R098011 program the system uses to update the Account Balances (F0902) and Account Balances - 52 Period Accounting (F0902B) tables. If you leave this processing option blank, the F0902B program does not run and does not update the tables.

4. Create Burdening Transactions Version (R52G11)
Specify the version of the R52G11 program to use to update the Government Burdened Detail Ledger (F52G11) and Government Burdened Summarized Ledger (F52G02) tables. If you leave this processing option blank, the Create Burdening Transactions program does not run and does not update the tables.

6.8.5.3 Edits

1. Update Transaction
Specify whether the system updates Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might have to update these fields if you have records in the F0911 table that were created by a custom program and may not contain the correct values in these fields.

Values are:

Blank: No editing

1: Update transaction.

The system uses the value in the G/L Account Number field of the unposted record in the F0911 table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the GL date field of the unposted record in the F0911 table.

The system updates the Fiscal Quarter field on the unposted record in the F0911 table to blank.

6.8.5.4 Taxes

1. Update Tax File
Specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Values are:

Blank: The system does not update the F0018 table.

1: The system updates the F0018 table for these tax explanation codes only: **V,VT,V+,U,** and **UT.**

2: The system updates the F0018 table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code **E** (exempt).

3: The system updates the F0018 table for all tax explanation codes, including **E** (exempt).

2. Update VAT Discounts
Specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

> **Note:** You must select the Tax on Gross Including Discount and Discount on Gross Including Tax options in the tax rules to use this processing option:

Values are:

Blank: Does not adjust tax amounts for discounts taken.

1: Updates only the Tax Amount field (STAM).

2: Updates the Tax (STAM), Taxable (ATXA), and Extended Price (AEXP) Amount fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

Adjustment to the gross amount (extended price) = discount taken

Adjustment to the taxable amount = (taxable amount ÷ gross amount) × discount taken

Adjustment to the tax amount = (tax amount ÷ gross amount) × discount taken. For example:

Tax Rate = 25 percent

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

Adjustment to the Gross Amount = 12.50

Adjustment to the Taxable Amount = 10.00

Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

Adjusted Gross Amount: 1,250.00 –12.50 = 1,237.50

Adjusted Taxable Amount: 1,000.00 –10.00 = 990.00

Adjusted Tax Amount: 250.00 –2.50 = 247.50

3. Update VAT Receipts and W/O

Specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Values are:

Blank: Does not adjust tax amounts for write-offs.

1: Updates only the Tax Amount field (STAM).

2: Updates the Tax (STAM), Taxable (ATXA), and Extended Price (AEXP) amount fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

Adjustment to the gross amount (extended price) = write-off amount

Adjustment to the taxable amount = (taxable amount ÷ gross amount) × write-off amount

Adjustment to the tax amount = (tax amount ÷ gross amount) × write-off amount. For example:

Tax Rate = 25 percent

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

Adjustment to the Gross Amount = 12.50

Adjustment to the Taxable Amount = 10.00

Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

Adjusted Gross Amount: 1,250.00 –12.50 = 1,237.50

Adjusted Taxable Amount: 1,000.00 –10.00 = 990.00

Adjusted Tax Amount: 250.00 –2.50 = 247.50

6.8.5.5 Process

1. Explode parent item time
Specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter **1** for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Values are:

Blank: Do not explode.

1: Explode.

6.8.5.6 Cash Basis

1. Units Ledger Type
Specify the units ledger type to assign for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of **ZU.**

2. Create Cash Basis Entries Version (R11C850)
Specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

6.9 Working with Receipts

This section provides overviews of receipt revisions, deleting and voiding receipts, and NSF receipts, lists a prerequisite, and discusses how to:

- Delete or void a receipt.
- Delete or void invoice pay items from a receipt.

6.9.1 Understanding Receipt Revisions

After you enter receipts, you might have to revise them. For example, you might have applied a receipt to the wrong invoice or customer, or used the wrong general ledger date. Depending on the posting status and the data you are changing, delete or void the receipt, and then enter it again.

You can revise unposted receipts that are in the current general ledger period only, unless you enable the Allow PBCO Postings option within the General Accounting constants.

This table describes the fields that you can revise based on the type of receipt:

Type of Receipt	Field Description
Unposted receipts	You can revise these fields on an unposted receipt: ■ Bank Account ■ Remark ■ Receipt Amount **Note:** If you revise the receipt amount, you must also revise the payment amount information in the detail area. ■ Payment Instrument ■ Cleared Date ■ Unapplied GL Offset ■ Receipt Reference ■ Lease* ■ Building* ■ Unit* * These fields can be revised only on unapplied receipts, and only when you use the RE Receipts Entry program (P15103). You can also change the payment amount or type input code, remove invoice pay items, or select other invoices to pay.
Posted receipts	After you post a receipt, you can change the information in these fields only: ■ Remark ■ Payment Instrument ■ Cleared Date ■ Receipt Reference You do not have to post the receipt again. You can also void invoice pay items and specify new invoices to pay. If you revise payment information, you must post the receipt again.

Note: Depending on the setup of the AAI item for the receivables trade account (RC), the system might generate an error when you try to revise the building on an unposted receipt.

When you enter an unapplied receipt, the system uses the default AAI item RCUC to retrieve the AR trade account unless you enter an unapplied general ledger offset. If you enter an unapplied general ledger offset, the system uses the account that is set up for AAI item RCxxxx, where xxxx is the value of the general ledger offset. If the AAI does not have a business unit specified, the system uses the building number (MCU2) that is entered on the unapplied receipt as the business unit for the account. The system updates the AID field of the Receipts Header record (F03B13) based on the account that is retrieved from the AAI.

If you change the building number on an unapplied receipt, the system does not rewrite the value of AID field. Based on the AAI setup, if the system determines that a different account should be updated to the AID field, it generates an error. You must delete the unapplied receipt and re-enter it.

6.9.2 Understanding Deleting and Voiding Receipts

When you cannot revise the information on a receipt, such as the payor or the general ledger date, you must delete or void the receipt. You follow the same steps to delete and void a receipt: if the receipt is unposted, you delete the receipt and the system removes all the receipt detail records; if the receipt is posted, you void the receipt and the system creates new reversing records.

When you delete or void a receipt, the system:

- Restores the open amount of the invoice or group of invoices to which the receipt applied.
- Changes the pay status on the invoices from paid (**P**) to approved (**A**).

Additionally, if you void a receipt, the system:

- Marks the receipt as voided in the Receipts Header table (F03B13).
- Creates new records in the Batch Control Records (F0011) and Receipts Detail (F03B14) tables.

You must post the new batch to update the general ledger accounts with reversing information. When you post a voided receipt, the system creates a record in the Account Ledger table (F0911) with the document type RO.

6.9.3 Understanding NSF Receipts

When the payor's bank account does not have sufficient funds available to pay the invoices that they have specified, you can designate a receipt as NSF and reopen the invoice or group of invoices. You follow the same steps to designate a receipt as insufficient whether the receipt is posted or unposted.

When you designate a receipt as NSF, the system:

- Indicates the insufficient fund status of the record in the Receipts Header table (F03B13).

  When you analyze the payment trends of the customer or tenant, this indication helps you to distinguish insufficient funds receipts from reversals for entry errors. If the receipt is not posted when it is designated as insufficient funds, the system also marks the posted status of this record as D.
- Restores the open amount of the invoice or group of invoices to which the receipt applied.
- Changes the pay status of the invoices from paid (P) to approved (A).
- Creates a new record in the Batch Control Records table (F0011) if the receipt is posted.
- Creates a new record in the Receipts Detail table (F03B14) with a matching document type RV if the receipt is posted.

  If the receipt is not posted when it is designated as insufficient funds, the system deletes the original record in the F03B14 table.

You must post the new batch to update the general ledger accounts with reversing information. When you post a receipt that is designated as insufficient funds, the system creates in the Account Ledger table (F0911) a record with the document type RV.

6.9.4 Prerequisite

Before you complete the tasks in this section, you must verify that the Void/NSF reason codes are set up in UDC 03B/VR.

6.9.5 Forms Used to Work with Receipts

Form Name	FormID	Navigation	Usage
Work With Customer Receipts Inquiry	W15103A	Real Estate Receipts (G1513), RE Receipts Entry	■ Review and select receipts to revise, delete, void, or designate as NSF. ■ Delete or void a receipt.
RE Receipts Entry	W15103C	On the Work With Customer Receipts Inquiry form, select the receipt record.	Delete or void invoice pay items from receipts.
Void/NSF Receipt	W15103B	On the Work With Customer Receipts Inquiry form, select a receipt, and click Delete.	Enter a GL date and reason code. **Note:** The system displays this form only when the receipt is posted.

6.9.6 Deleting or Voiding a Receipt

Access the Work With Customer Receipts Inquiry form.

To delete or void a receipt:

1. On Work With Customer Receipts Inquiry, select the receipt to delete or void.
2. Select Delete from the tool bar or select Void/Delete from the Row menu.
3. On Confirm Delete, click OK.
4. If the receipt is not posted, the system removes the records. If the receipt is posted, complete the G/L Date and Reason Code fields on the Void/NSF Receipt form.
5. Click OK.

6.9.7 Deleting or Voiding Invoice Pay Items from Receipts

Access the RE Receipts Entry form.

To delete or void an invoice pay item from a receipt:

1. Select the pay item to delete or void on the RE Receipts Entry form.
2. Select Void/Delete from the Row menu.
3. Click the OK button on the Confirm Delete form.

   If the receipt is not posted, the system removes the pay item record.
4. Complete the Reason Code field and click OK if the receipt is posted on Void/NSF Receipt.

   On the RE Receipts Entry form, the system marks the voided pay item with **X** and creates a new pay item for a reversing amount.

5. Select another invoice to distribute the payment amount, or click OK to create an unapplied receipt for the amount of the voided pay item on the RE Receipts Entry form.

6.10 Reviewing Applied Receipts

This section provides an overview of the process to review applied receipts and discusses how to:

- Set processing options for Tenant Ledger Inquiry (P15222).
- Review transactions invoices.

6.10.1 Understanding the Process to Review Applied Receipts

After you enter a receipt, you can use the Tenant Ledger Inquiry program (P15222) to verify that you applied it to the correct invoices or view the current open amount for the tenant. When you use this program to review paid and partially paid invoices, you can also review information about the receipt that was applied to the invoice, such as the receipt number, payment ID, and batch number, as well as the write-off, chargeback, and deduction amounts.

6.10.1.1 Chargebacks, Deductions, and Unapplied Receipts

When you apply receipts to invoices, you might create open chargeback, deduction, or unapplied receipt records. The system assigns document types RB, R5, and RU to these invoices, respectively, and a receipt batch type of RB (not 2B). Because these invoices are open, you cannot review the receipt that generated these invoices using the option from the Row menu.

This table outlines the methods you can use to locate the receipt, depending on the invoice type:

Invoice Type	Methods for Locating the Receipt
Chargeback (RB) generated from a receipt.	■ Locate the invoice number from which the chargeback originated, using the Original Document field. Then, select the invoice, and select Receipt/Draft Dtls from the Row menu. If the chargeback was generated from a deduction, you must locate the deduction record (R5), which is now paid as a result of creating the chargeback, and then select RE Rec/Draft Dtls from the Row menu. ■ Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you select RE Receipts Entry.
Deduction (R5) generated from an invoice or receipt.	■ Locate the invoice number from which the deduction originated, using the Original Document field. Then select the invoice, and select RE Rec/Draft Dtls from the Row menu. ■ Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you select RE Receipts Entry.

Invoice Type	Methods for Locating the Receipt
Chargeback (RB) generated from a deduction.	Locate the payment ID on the chargeback record, and enter it in the QBE row. Verify that the search criteria includes the option All, and then click Find. The system displays the chargeback and deduction records. Select the deduction (R5), and then select RE Rec/Draft Dtls from the Row menu.
Unapplied receipt (RU)	Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you select RE Receipts Entry.

6.10.2 Forms Used to Review Applied Receipts

Form Name	FormID	Navigation	Usage
Work with Tenant Ledger Inquiry	W15222A	Real Estate Receipts menu (G1513), Tenant Ledger Inquiry	▪ Review transactions invoices. ▪ Access receipt detail records.
Receipt Details	W15222E	On the Work with Tenant Ledger Inquiry form, select a paid invoice, and select RE Rec/Draft Dtls from the Row menu.	Review the receipt detail records (F03B14) for paid invoices.

6.10.3 Setting Processing Options for Tenant Ledger Inquiry (P15222)

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

6.10.3.1 Versions

These processing options specify the version of the programs to run when they are accessed from the Form menu. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Standard Invoice Entry (P03B11)
Specify the version of the P03B11 program to use.

2. Manual Billing Entry (P1511)
Specify the version of the P1511 program to use.

3. Lease Information (P1501)
Specify the version of the P1501 program to use.

4. Recurring Billing (P1502)
Specify the version of the P1502 program to use.

5. RE Receipts Entry (P15103) (real estate receipts entry)
Specify the version of the P15103 program to use.

6.10.3.2 Currency

1. As If Currency Code
Specify the as if currency and whether to display the As If Curr Code field on the Work with Tenant Ledger Inquiry form. The system recalculates domestic amounts based on the as if currency and the date in the Exchange Rate Date processing option, and displays them in the as if columns in the detail area on the form.

If you leave this processing option blank, the system does not display the As If Curr Code field or as if currency columns.

2. Exchange Rate Date
Specify the date to use to retrieve the exchange rate between the as if currency and the domestic currency. If you leave this processing option blank, the system uses the value that you specify in the Thru Date field on the Work with Tenant Ledger Inquiry form. If you leave this processing option blank and do not specify a value in the Thru Date field, the system uses the most recent exchange rate that was entered. If an exchange rate does not exist, the system generates an error.

6.10.3.3 Process

1. Customer Self-Service in Java/HTML
Specify whether to activate customer self-service functionality in Java/HTML environments. Values are:

Blank: Do not activate.

1: Activate.

6.10.4 Reviewing Transactions Invoices

To review transaction invoices:

1. From the Real Estate Receipts menu (G1513), select Tenant Ledger Inquiry to access the Work with Tenant Ledger Inquiry form.
2. Search for the invoices you want to review. You can do an open search, or complete any of the fields in the header area to define your search criteria, and then click Find.
   - **Parent**

     If you complete this field, the system returns tenant records for both the parent and first-level children. The system does not return records for subsequent levels of parent/child relationships.
   - **Include Security Deposits**

     Select this option to display transactions that are related to security deposits. If you do not select this option, the system excludes security deposit transactions.
   - **All, Paid, Open, and Include Partial**

     You must select one of these options if you use the As Of Date feature. Additionally, the Include Partial option only displays if you select the Paid option.
   - **As Of Date**

Enter the as of date. The system compares the general ledger date of the receipt to the as of date to determine whether the invoice was open or paid on that date. To use this feature, you must select the All option to include invoices regardless of pay status.

3. To review the general ledger distribution information, select an invoice, and then select G/L Distribution from the Row menu.

   (Release 9.1 Update) If your invoice was not included in the revenue recognition process, the system takes you to the G/L Distribution form. If your invoice was included in the revenue recognition process, the system takes you to the Revenue Recognition G/L Distribution form, and displays the revenue accounts that the invoice entries will be distributed to when revenue is recognized. This form does not display the performance liability accounts that are used during the revenue recognition process.

4. Click OK to return to the Work With Tenant Ledger Inquiry form.

5. To review the receipt detail records (F03B14) for paid invoices, select a paid invoice and then select RE Rec/Draft Dtls from the Row menu.

6. Click OK to return to the Work With Tenant Ledger Inquiry form, and click OK to exit the program.

7

Processing Recurring Billings

This chapter contains the following topics:

- Section 7.1, "Understanding the Recurring Billing Process"
- Section 7.2, "Prerequisites"
- Section 7.3, "Entering Recurring Billing Information"
- Section 7.4, "Generating Recurring Billings"
- Section 7.5, "Revising Recurring Billings"

7.1 Understanding the Recurring Billing Process

If you bill the tenants or pay the landlord the same amount on a regular basis, you can enter recurring billing information and generate billings automatically by billing frequency. Additionally, if you use other processes such as escalations, expense participation, and straight-line rent, the system updates the recurring billings table so that invoices or vouchers can be generated automatically when the recurring billing process is completed. The system can also generate prorated billings for partial billing periods and catch-up billings for unbilled periods.

Note: The recurring billing process is billed in AREARS. For example, if you have an annual billing frequency set up to bill every January and the recurring billing on a lease set up as 25,000.00 for January 1, 2007, through January 1, 2009, and you are first generating for January of 2007, the system views the annual period as February 2006 through January 2007.

Thus, if you do not select pro-ration, the system bills the full amount. If you select pro-ration, the system only bills 2083.33. When the system generates January 2008, the system bills the full 25,000 regardless of the pro-ration selection because the system views the annual period as February 2007 through January 2007.

This table describes the steps in the recurring billing process:

Step	Description
Enter recurring billing information.	You enter recurring billing information, such as the bill codes and billing frequencies, start and end dates, payment terms, and so forth, that the system uses to generate billing records. **(Release 9.1 Update)** When you enter recurring billing information, you can view the Straight-line Rent Generation flag to determine whether the bill code you are using will be included in straight-line rent processing. Processing option settings in the P1501 control whether you can update this flag. **(Release 9.1 Update)** If you are entering recurring billing information for a lessee accounting lease, you can specify information about those billing records that the system uses when creating amortization schedules for the associated assets.
Generate recurring billings.	You generate the billing records that you process into invoices or vouchers. The system creates a batch record in the Batch Control Records table (F0011) and records in the Lease Billings Master table (F1511B). (**Release 9.1 Update**) If Balance Sheet Lessee Accounting is turned on, the entries generated will use the lease accounting AAIs rather than the standard real estate billings AAIs.
Generate Billing Edit/Register report.	After you generate recurring billings, you must run version XJDE0001 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. (**Release 9.1 Update**) The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up. See Generating the Billing Edit/Register Report.

Step	Description
Review transaction batches.	You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions, such as billings or fees, from a batch If no errors occur when you run the R15300 program, the system changes the batch status to either Pending or Approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants. If you select the Management Approval of Input option, the system changes the batch status to pending and you must approve batches before posting them. If you do not select the Management Approval of Input option, the system changes the batch status to approved and the batches are ready to post.
Review recurring billings. (optional)	You can review the batch of recurring billing records in the Recurring Billing Information report (R154011) before you post them. You can also revise or delete billing transactions as necessary. See JD Edwards EnterpriseOne Real Estate Management ReportsJD Edwards EnterpriseOne Real Estate Management Reports.
Post invoices and vouchers	After you generate the billing edit register, you must run the R15199 program to generate the invoices or vouchers. For payable leases, the system creates vouchers with a Supplier Invoice Number (VINV) as a combination of doc type, doc number (for the voucher) and company. (**Release 9.1 Update**) The R15199 program has been updated to determine if billing records should be included in the revenue recognition process by comparing the information on the billing transaction to the Real Estate trigger configuration. If at least one pay item from the billing invoice is included in revenue recognition processing, the system writes journal entries to the performance liability accounts instead of writing to the billing accounts and creates the corresponding entries for revenue recognition in these tables: ■ Revenue Recognition Invoice (F03B116) ■ Revenue Recognition GL Info (F03B117) ■ Customer Ledger Tag Table (F03B11T)
Print invoices (optional)	After you post invoices, you can print and send them to the tenants. See Printing Invoices.
Print statements (optional)	After you post invoices, you can print statements and send them to the tenants. See Printing Statements.

Step	Description
Review billing, invoice, and voucher transactions (optional)	You can review recurring billing transactions in detail using the Billings Transaction Inquiry program (P15211). See Reviewing Billing Transactions.
Review tenant invoice transactions (optional)	You can review the invoices generated from recurring billing transactions by using the Tenant Ledger Inquiry program (P15222). See Understanding the Process to Review Applied Receipts.
Review tenant voucher transactions (optional)	You can review the vouchers generated from recurring billing transactions by using the Supplier Ledger Inquiry program (P0411). See "Entering Standard Vouchers" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

7.2 Prerequisites

Before you complete the tasks in this chapter, you must:

- Verify that the AR Controls in the Accounts Receivable Constants are set up appropriately.

  See "Setting Up Constants for Accounts Receivable" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.

  See "Setting Up Constants for Accounts Payable" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

- Verify that the Lessee field on the lease has the appropriate value for generating either invoices or vouchers.

7.3 Entering Recurring Billing Information

This section provides overviews of recurring billing information, the process to copy recurring billing information, and bill code considerations for printing invoices, lists prerequisites, and discusses how to:

- Set processing options for Recurring Billing Information (P1502).
- Enter recurring billing information.
- Copy recurring billings to a new lease version.

7.3.1 Understanding Recurring Billing Information

Before you can generate billing records automatically, you must set up the recurring billing information for each lease, such as the bill codes and billing frequencies, start and end dates, and payment terms.

You can set up billings for regular weekly, monthly, quarterly, semiannual, or annual cycles, as well as numerous other cycles such as 13-period, quarter-days, and irregular month and period combinations. The system updates the recurring billing record with an **X** for each period that corresponds to the billing frequency that you enter, based on the information in the Billing Frequency Master table (F15019). For example, if the billing frequency that you enter is **Q** (for quarterly), which is set up as the third, sixth, ninth, and twelfth periods in the F15019 table, the system updates the corresponding

fields (BF03, BF06, BF09, and BF12) in the Recurring Billings Master table (F1502B) with an **X.** The Recurring Billing Generation program (R15100) uses this information to create billing records for the appropriate periods.

This table describes the transaction types you can set up for recurring billing:

Transaction Type	Description
Invoices and vouchers	The value of the Lessee field (STMB) on the lease controls whether the system generates invoices or vouchers. If you leave the Lessee field blank, the system generates invoices; if you enter a value of either **Y** or **1** in the Lessee field, the system generates vouchers. You must set up a separate lease to process recurring billings for vouchers from the lease that you use to process recurring billings for invoices. **Note:** After you generate recurring billings for a lease, you should not change the value of the Lessee field.
Journal entries (accruals)	The value of the Bill Type field (TRAN) on the Recurring Billing Revisions form controls whether the system generates a billing record or accrual record. If you leave the Bill Type field blank, the system generates a billing record (invoice or voucher, depending on the lease). If the Bill Type is **A,** the system generates an accrual record (journal entry only). When you run the R15199 post program, regardless of whether you post invoices or vouchers, the system generates a journal entry for the accrual in the Account Ledger table (F0911).

The system stores recurring billing information in the Recurring Billings Master table (F1502B).

7.3.1.1 Grouping Bill Code Lines to Generate Recurring Billings

As an alternative to generating recurring billings by tenant and lease, you can use the Billing Group field (BLGR) to organize recurring billing information and generate recurring billing records for different leases and tenants. The system assigns the number of the first building that is identified with the lease as the default value for the Billing Group field, but you can override the value as necessary.

For example, assume that a particular tenant that sells party supplies has ten leases. Each lease is for a separate shopping center and a different building number in each center. You could create a billing group named Party Grp and generate recurring billings for the group.

7.3.1.2 Alternate Tax Rate/Area Assignments in Recurring Billing

If you have enabled the alternate tax rate/area assignment functionality for the company of the building, the system retrieves the alternate tax rate/area when you add or modify a recurring billing record. The system retrieves the alternate tax rate/area only when the entities for the recurring billing record are in the European Union and an alternate tax rate/area is set up for the entities in the Alternate Tax Rate/Area Definition program (P40081).

When you enter a lease number in the header area, the system uses the Lessee information to determine whether to retrieve the alternate tax rate/area for a sale or purchase transaction.

If you enter a building in a detail line, the system retrieves the alternate tax rate/area based on the company of the building and the tenant for the lease. If you change the building, the system retrieves the alternate tax rate/area associated with the new value. If you manually enter a tax rate/area, the system does not retrieve an alternate tax rate/area when you change the building.

See Also:

Section 3.2.2, "Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)"

7.3.2 Understanding Recurring Billing for Straight-line Rent (Release 9.1 Update)

If the rent increases or decreases over the term of the lease, you must enter accrual or deferral entries to accommodate the Straight-line Rent ruling, which states that revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease. For example, if a tenant's rent for a three-year lease is 1000 the first year, 1500 the second year, and 2000 the third year. Straight-line Rent requires a billing of 1500 each month for the life of the lease. You must enter or generate journal entries to account for the adjustments (500 for each month during the first year and –500 for each month during the third year).

The Straight-line Rent Generation program (R15130) calculates the adjustment amounts for you, and the Straight-line Rent R. B. Update program (R15132) generates the recurring billings for the adjustments.

If you do not use the Straight-line Rent programs to calculate and generate the adjustment billings, you must set up the bill codes for the adjustment amounts manually in recurring billings, or enter a journal entry each month for the adjustment.

Straight-line Rent Setup for Recurring Billing

When you create a lease, the system looks to the Real Estate Management Constants program (P1510) to determine if default straight-line rent setup information exists. If default information is available in the constants, the system automatically updates the lease with the default values. A processing option on the P1501 controls whether you can update this field. The version of the P1501 that the system uses is defined in the processing options of the P1502 version that you are using.

You access straight-line rent setup information that is specific to your recurring billing records using the Straight-line Rent Setup form menu option on the Recurring Billing Revisions form.

Straight-line rent information is used by the Straight-line Rent Generation program (R15130) when generating straight-line rent information for a lease. A processing option on the R15130 determines whether the values on the Straight-line Rent setup, or the values in the R15130 processing options are used when calculating straight-line amounts.

See Section 2.1, "Setting Up Constants" for more information about straight-line rent constants. See Section 20.3, "Generating Straight-line Rent Information" for information about the R15130.

Specifying Bill Codes for Straight-line Rent Processing

You can view the Straight-line Rent Generation option for each recurring billing record you set up for a lease. The record retrieves the default value of the Straight-line Rent Generation field from the bill code setup. A processing option on the P1501 controls whether you can update this field. The version of the P1501 that the system uses is defined in the processing options of the P1502 that you are using.

Revising Recurring Billing Records After Straight-line Rent Information Has Been Generated

If you revise recurring billing records after straight-line information has been generated, the system determines whether the change might impact those calculations, based on the fields that are updated. Depending on the processing option settings for the P1502, the system does one of the following when such a change occurs:

- The system saves the recurring billing revisions and does not update the Straight-line Rent Generation Control field.

  The user must manually update the Straight-line Rent Generation Control field in order to recalculate straight-line information for the revised lease.

- A Straight-line Rent Warning window appears to notify users that straight-line rent records might need to be recalculated.

  The user can click OK to save the billing revisions and mark the Straight-line Rent Generation Control field for all updated records. Alternatively, the user can click Cancel to save the billing revisions without updating the Straight-line Rent Generation Control field.

- The system saves the billing revisions and automatically updates the Straight-line Rent Generation Control field.

See Also

- Chapter 20, "Straight-line Rent Standards and Processes".
- Section 7.3.2, "Understanding Recurring Billing for Straight-line Rent (Release 9.1 Update)".

7.3.3 Understanding Recurring Billing for Balance Sheet Lessee Accounting (Release 9.1 Update)

If you are using balance sheet lessee accounting processing, you can set up bill codes and leases so that the assets being leased can be accounted for, and reported on correctly. You can have property and non-property assets on a lease.

When you set up recurring billing information, you enter bill codes for each asset to represent the recurring ***payments*** you make for your leased assets. The system brings in the default setup for each bill code when you add it to the lease.

The Effect on Lease Liability field on the bill code impacts how the lease liability amortization schedule for the asset is calculated. Values for this field include:

- Guaranteed Residual Value: Payments using bill codes with this value represent the guaranteed residual value (GRV) of the asset when the lease is complete. You must enter these payments in recurring billing to identify the amount you are most likely to pay against the contracted guaranteed residual (GRV). When you enter a GRV record, the start and end date on the billing record must be the same. GRV amounts are used in calculating the beginning balances of the amortization schedules. The GRV amounts are displayed in the last period of the lease liability schedule.

- No: Payments using this bill code have no impact on lease liability.
- Yes: Payments using this bill code have an impact on lease liability.

A processing option on the P1502 determines whether users can override this value. If the bill code is set up to have an effect on lease liability or GRV, you must enter an end date for the bill code records. GRV records must use the same date for the start date and the end date. If you do not enter an end date, the system will not generate amortization schedules for the asset. Additionally, if the lease classification for the asset associated with the billing record is defined as Not On Balance Sheet, this field is disabled.

Note: GRV payments reflect the expected value of a leased asset at the end of a lease. You enter the full amount you are most likely to pay against the contracted GRV when you set up the lease to ensure that you are reporting on the maximum liability that you might incur when you return the asset at the end of the lease.

For example, you might lease a car with a GRV of $15,000 USD. This means that at the end of the lease the expected value of the car is $15,000 USD. When the car is returned to the lessor and appraised at the end of the lease, it is determined to be worth $10,000 USD. In this scenario, you would be expected to pay the lessor $5,000 USD.

Because the actual payment amount could differ from the GRV amount, you might choose to suspend this GRV billing line near the end of the lease so that you can complete the appraisal process before the system generates the payment. You can then update the GRV amount with any actual payment amount, and remeasure the lease, if necessary.

Alternatively, you can enter adjusting billing records or journal entries to reflect any differences in the actual payment amount and the GRV amount.

See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information.

When you enter bill codes for a property asset, you populate the Building/Business Unit and Unit fields. The system then populates the Unit Asset Number field with the value from the Unit Master. When you enter bill codes for a non-property asset, you populate Asset Number fields, and the system automatically populates the Building/Business Unit field and selects the Non-Property Asset option. If you enter a value in the Building/Business Unit field that is different than the responsible business unit on the asset record, the system issues a warning and overrides the value you enter.

Important Note: All recurring billing records, across all lease versions, associated with the same asset, and having the Effect on Lease Liability field set to Yes must all have the ***same*** values for the following fields to ensure that the amortization schedule is calculated correctly:

- Effective Dates
- Billing Frequency

  If you are using stepped payments, the billing frequency for all payments within a step must follow these rules. However, each step can have a different billing frequency but the dates cannot overlap nor can there be any gaps in dates.

- Payment Method

For multicurrency leases, the transaction currency used for recurring billing is derived from the lease header. Please see section for information on existing mutlicurrency leases.

If any of the related records have different values in these fields, the system will issue an error, and the records must be updated before they can be saved.

Note that records with the Effect on Lease Liability set to GRV can have different dates and billing frequency. All other fields listed above must be the same.

If your lease contains a date in the Lease Commencement Date field, your recurring billing records must start on or after that date. The lease commencement date cannot be greater than the recurring billing start date.

For additional information about lessee accounting processes, see Chapter 22, "Balance Sheet Lessee Accounting (Release 9.1 Update)".

Fixed Stepped Payments for Balance Sheet Lessee Accounting

In some leases, you might enter fixed stepped payments, where the payment amount changes as the lease progresses. For example, the monthly lease amount in year 1 is $10,000 USD, the amount in year 2 is $11,000 USD, and year 3 is $12,000 USD. In these cases, there are multiple records for rent for the lease, each with a different effective date range. The effective dates for these records can not overlap, and there can not be gaps in the dates. In this scenario, you might have these recurring billing records for rent:

- Year 1 Rent: $10,000 USD a month, effective from 1/1/2018 through 12/31/2018.
- Year 2 Rent: $11,000 USD a month, effective from 1/1/2019 through 12/31/2019.
- Year 3 Rent: $12,000 USD a month, effective from 1/1/2020 through 12/31/2020.

Also be aware that if there are additional recurring billing records for the asset, you must set those up using the same schedule as the rent billing records. For example, while the rent amount changes from year to year, you might also have a monthly maintenance fee of $200 that remains fixed over the full term of the lease. Because all records for the asset must have the same effective dates, you would need to set up 3 billing records for the maintenance fee, using the same effective dates as the rent records, as follows:

- Year 1 Maintenance Fee: $200 USD a month, effective from 1/1/2018 through 12/31/2018.
- Year 2 Maintenance Fee: $200 USD a month, effective from 1/1/2019 through 12/31/2019.
- Year 3 Maintenance Fee: $200 USD a month, effective from 1/1/2020 through 12/31/2020.

Additionally, all payments within a step must have the same billing frequency. However, you can have different billing frequencies for different steps. For example, you might pay monthly during year 1, but pay quarterly during year 2 and 3. In this scenario, all billing records for year 1 must use a monthly billing frequency. All billing records for year 2 and year 3 must use a quarterly billing frequency.

These rules also apply to lease records across lease versions. For example, if you are using versioning to track the changes to a lease, the records for each version must meet the rules for the stepped payments, as described above.

Revising Recurring Billing Records After Lease Commencement

In some cases, the terms of a lease change after the lease commences. These changes could include changes to the payment amounts or the dates, making it necessary to update recurring billing records.

If amortization schedules already exist for a billing record, the system displays a green icon in the Schedules Exist field on the Recurring Billing Revisions form. If you make changes to these records, you might be required to remeasure the lease.

Additionally, you can use the global update to change records on a lease that has already commenced. If your global update selection criteria selects only certain records on the lease for update, the system will change all records necessary to ensure that the rules of stepped payments are still met. Additionally, these changes might also require you to run a remeasurement of the lease.

See these topics for additional information and instructions:

- Section 22.5, "Changing Lease Terms After Schedule Creation"
- Section 24.6, "Updating Recurring Billing Records (Release 9.1 Update)"

Lease Versions and Recurring Billing

If you create a new lease version after lease commencement, you might also need to create new recurring billing records for the new version. When you create new lines for your new version, you must ensure that all of the billing records for each version comply with the rules for stepped payments, described above.

You can use the Version row menu option on the Recurring Billing Revisions form to automatically suspend the billing lines for the old version and create new billing lines for the new version. The system updates the dates, suspend codes, and effect on lease liability as needed to ensure that both your billing and your amortization schedules are accurate. If the changes you make to your new billing lines impact the lease liability calculations, the system will update the lease to indicate that a remeasurement is required.

If you manually update the recurring billing records when creating a new version, you must update the Suspend Code and Suspend Date fields in conjunction with the Effect on Lease Liability field, and also adhere to the stepped payment rules, to ensure that your billing and amortization schedules accurately reflect your changes.

See these topics for additional information and instructions:

- Section 4.2.3, "Understanding Lease Versions"
- Section 7.3.4, "Understanding the Process to Copy Recurring Billing Information"
- Section 22.5, "Changing Lease Terms After Schedule Creation"

Suspending Recurring Billing Lines for Lessee Accounting

If you suspend a recurring billing line that has an effect on lease liability, the system does not update the amortization schedules to reflect that the line is no longer being processed. If you want the change in billing to be reflected in the amortization schedules, you must use the change lease terms feature and then remeasure the lease as needed.

It is the Effect on Lease Liability field that drives the amounts in the amortization schedule, which is why suspending a line does not impact the schedules. It only impacts the billing/payments.

See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information about remeasuring a lease.

7.3.4 Understanding the Process to Copy Recurring Billing Information

If you create a new version of the lease, you might want to set up recurring billing information for the new version. To save time and reduce the possibility of errors, you can copy the recurring billing information. You can override the information on the new billing records as necessary. The new lease version does not have to be active to copy new recurring billing records.

To copy recurring billing records to a new lease, select the recurring billing records to copy, and then select Version from the Row menu on the Recurring Billing Revisions form. You can set processing options in the P1502 program to specify whether the system copies the gross amount, the annual square-foot rate, or the taxable amount.

When you use the version feature, the system automatically:

- Suspends the billing records that you specified by updating the SC field with the value **Y.**
- Updates the Suspend Date field with a date that is one day before the version effective date of the new lease version.

  For example, if the version effective date of version 2 is July 01, 2008, the system updates the Suspend Date field to June 30, 2008.
- Creates new billing records based on the version effective date of the new version and recurring billing ending date.

  Note: The system uses the ending date on the recurring billing record and the version effective date assigned to the new lease version to determine the dates to assign to the new (copied) billing record.

  For example, if the new lease version has a version effective date of July 01, 2007, and the recurring billing record that you are copying has an ending date of June 30, 2007, the system does not copy the record to the new lease.
- If you are updating a lessee lease, the system also updates the Effect on Lease Liability field as needed to ensure the integrity of both the billing records and amortization schedules.

7.3.5 Understanding Bill Code Considerations for Printing Invoices

When you print invoices, the system generates one invoice per lease and prints each billing record as a separate detail line. You can summarize billing records for different billing codes into a single pay item that appears on the invoice. Alternatively, you can direct the system to print multiple invoices for the same lease.

Note: Grouping and separating bill code lines does not affect how the system generates transactions in the Customer Ledger table (F03B11), Accounts Payable Ledger table (F0411), or the Account Ledger table (F0911). The system uses the information only to print the invoice.

7.3.5.1 Summarizing Bill Code Lines for Printing Invoices

You can group bill code lines into a single item to appear on an invoice. The description of the item grouping comes from the Remark field of the first line in the group. For example, suppose item grouping code A1 identifies the base rent and several billing escalations. When you enter **A1** in the Item Grouping field, the system combines them as one line item that uses the description from the base rent billing line.

7.3.5.2 Separating Bill Code Lines for Printing Invoices

Normally, the system generates a separate invoice for each tenant and lease; however, if a tenant requires multiple invoices for the billing records generated for the same lease, you can designate which billing lines appear on a separate invoice by:

- Assigning a different value in the SI Code field (SEPI) for each bill code that requires a separate invoice.

  The system prints only those bill code lines with the same code in the SI Code field on one invoice.

- Assigning a different address book number in the Alternate Payee field for each bill code line that requires a separate invoice.

7.3.6 Prerequisites

Before you complete the tasks in this section, you must:

- Set up the billing frequencies.
- Set up the automatic accounting instructions and bill codes.
- Create a new version of the lease before you copy recurring billing records.

See :

Section 4.2.3, "Understanding Lease Versions"

Section 2.5, "Setting Up Billing Frequency Information"

Section 2.3, "Setting Up Automatic Accounting Instructions"

Section 2.4, "Setting Up Bill Codes and Adjustment Reason Codes"

7.3.7 Forms Used to Enter Recurring Billing Information

Form Name	Form ID	Navigation	Usage
Work with Leases	W15210A	Recurring Billing (G1521), Recurring Billing Information	Select a lease version to access recurring billing information.
Recurring Billing Revisions	W1502A	On the Work with Leases form, select a lease.	■ Enter recurring billing information. ■ Copy recurring billing records to a new lease version.
Lease Straight-line Rent Setup	W15131A	From the Recurring Billing Revisions form, select Straight-line Rent from the Form menu.	(Release 9.1 Update) Review or update straight-line rent setup information.

7.3.8 Setting Processing Options for Recurring Billing Information (P1502)

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

7.3.8.1 Defaults

1. Retrieve Bill Code Description

Specify whether to retrieve the description for the bill code from the Billing Code Extension table (F1512) or leave the description blank so that it can be entered manually. Values are:

Blank: Leave the description for the bill code blank.

1: Retrieve the description for the bill code from the Billing Code Extension table (F1512).

> **Note:** If you leave this processing option blank and then change it to **1** at a later date, the system retrieves the bill code description when you inquire on the recurring billing record.

2. Search Default For Lease Version

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

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

1: Displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007, and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

> **Note:** If you do not set up versioning in the Real Estate Management Constants table (F1510B), the system ignores this processing option.

3. Version Copy Retain Amount
Specify which amount to retain when you create a new version of the recurring billing information. Values are:

Blank: Gross amount.

1: Square footage amount.

2: Taxable amount.

7.3.8.2 Display

1. Display of Straight-line Rent Entries
Specify whether to display accrual and deferral entries (recurring billing transactions with a bill type of A) that were created from the Straight-line Rent Generation program (R15130). Values are:

Blank: Display.

1: Do not display.

2. Display Tax Fields
Specify whether to display the tax fields (Tax Explanation Code, Tax Rate Area, and Taxable Amount) on the Recurring Billing Revisions form. Values are:

Blank: Use the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants to determine whether to display tax fields.

0: Display. The system ignores the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants.

1: Do not display. The system ignores the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants.

7.3.8.3 Edits

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

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

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

2. Straight-line Rent Generation Control (Release 9.1 Update)
Use this processing option to determine how to update the Straight-line Rent Generation Control field (GENC) in the Straight-line Rent Lease Control table (F1513B) when you revise fields that can impact straight-line calculations.

When you make changes that impact straight-line calculations, you typically want to set this field value to Y so that straight-line records can be recalculated, and new records can be generated. If your changes impact straight-line calculations, and you choose not to update this field, you must manually update the field using the Straight-line Rent Revisions program (P1513) before you recalculate straight-line information.

Changes to the following fields could impact straight-line calculations: Bill Code, Bill Type, Straight-line Rent Generation option, Gross Amount, Billing Frequency, Starting Date, Ending Date, Building, Unit, Suspense Code, Suspend Date or Transaction Currency. Values are:

Blank: Do not update Generation Control field. The system does not update the Straight-line Rent Generation Control field.

1: Update Generation Control field using Straight-line Rent Warning window. The system provides you with an opportunity to update the Straight-line Rent Generation Control field by displaying a Straight-line Rent Warning window. Click OK to update the field with Y, or click Cancel if you do not want to update the field.

2: Update Generation Control field automatically. The system does not display the Straight-line Rent Warning window, and automatically updates the Straight-line Rent Generation Control field to Y.

7.3.8.4 Process

1. Designate Per Square Foot Rate
Specify whether the system uses the gross amount (AG) or the taxable amount (ATXA) to calculate the annual square footage rate. Values are:

Blank: Gross amount.

1: Taxable amount.

2. Allow Effect on Lease Liability Change (Release 9.1 Update)
Use this processing option to specify whether users are able to make changes to the Effect on Lease Liability field. Values are:

Blank: Do not allow changes.

1: Allow changes.

7.3.8.5 Currency

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

Blank: Allow.

1: Do not allow.

2. Exchange Rate Override
Specify whether to allow users to override the value in the Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in foreign currency. If you leave this option blank, the system uses the exchange rate that is set up in the Currency Exchange Rates table (F0015) when the transaction is billed.

Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Values are:

Blank: Allow.

1: Do not allow.

Note: For a lessee lease, the transaction currency and the exchange rate are derived from the lease header. These fields are disabled in the detail grid and cannot be edited irrespective of how the processing options are set.

7.3.8.6 Versions

1. Lease Master Maintenance (P1501) (Release 9.1 Update)
Use this processing option to specify the version of the Lease Master Maintenance program (P1501) to use. The Lease Straight-line Rent Setup program (P15131) uses the processing option settings of the selected version of P1501 to determine whether users are allowed to override straight-line generation information, including the Straight-line Rent Generation option. It will also use processing option Search Default For Lease Version, to determine the default lease versions. If you leave this processing option blank, the system uses version ZJDE0001.

7.3.9 Entering Recurring Billing Information

Access the Recurring Billing Revisions form.

7.3.9.1 Header

Show Default Version Only
If you select the check box, the system displays only the default lease version records. If you do not select the check box (default), the system displays all lease version records.

7.3.9.2 Grid

Bill Code
Enter the bill code. If you set up recurring billings as payables, you must use bill codes specific to the JD Edwards EnterpriseOne Accounts Payable system for each pay item line.

Bill Type
Enter the user-defined code from UDC table 15/TR that specifies whether the recurring billing line generates an invoice or voucher, or a journal entry (accrual entry) only. Values are:

Blank: Billing entry. When processed, the system generates either an invoice, which updates the Customer Ledger (F03B11) and Account Ledger (F0911) tables, or a voucher, which updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. The lease determines which type of document the system generates.

(Release 9.1 Update) If you are entering bill codes that you want to be included in straight-line rent processing as conversion bill codes, you must complete the Bill Code field, enter an A in this field, and select the Straight-line Rent Generation option.

A: Accrual entry. When processed, the system generates a journal entry only and updates the Account Ledger table (F0911).

Straight-line Rent Generation (Release 9.1 Update)
An option that indicates whether the system selects the bill code for straight-line processing when the Straight-line Rent Generation program (R15130) is run. When the option is selected, the value is 1, and when the option is not selected, the value is 0. You can also filter records using the QBE line. For example, to see all records that have the Straight-line Rent Generation option selected, enter a 1 in the QBE line for this field, and click Search. Values are:

0: (Not Selected) Do not select the bill code for straight-line processing.

1: (Selected) Select the bill code for straight-line processing.

Building/Business Unit (Release 9.1 Update)
Enter the building or business unit associated with the unit or asset. If you are entering bill codes for a unit or property asset, you enter the building in this field.

If you are entering information for a non-property asset, enter the responsible business unit. The system automatically populates this field with the value from the Asset Master. You can enter a value in the field, however, if your entered value does not match the responsible business unit from the Asset Master, the system replaces the value you entered and issues a warning.

Unit
Enter the unit.

For lessor leases, if the lease is for multiple buildings or units, the system displays only the first building and unit and a message notifying you about the condition.

For lessee leases, if you leave this field blank, the system uses either the unit or the asset from the first record on the lease, depending on whether the line is for a property or a non-property asset.

Unit Asset Number (Release 9.1 Update)
Review the asset number associated with the leased property asset. The system retrieves this value from the Unit Master when entering bill code information for lessee lease lines for property assets.

Asset Number (Release 9.1 Update)
Enter the asset number associated with the leased non-property asset. Complete this field only when entering bill code information for lessee lease lines for non-property. Note that you cannot enter an asset number that is associated with a unit in this field. Also, if you enter a value in this field, the system disables several fields that are applicable only to property assets.

Non-Property Asset (Release 9.1 Update)
This option is automatically selected if the bill code is for a lessee lease of a non-property asset.

Ending Date
Enter the ending date. This field is not required if the lease is open-ended.

(Release 9.1 Update) This field is required if the billing line has an effect on lease liability.

Gross Amount
Enter the value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

Effect on Lease Liability (Release 9.1 Update)
Specify whether the billing records have any impact on the lease liability calculation. The system populates this field with the default value that is set up in the bill code record. A processing option on the P1502 determines whether users can override this value. Additionally, if the lease classification for the asset associated with the billing record is defined as Not On Balance Sheet, this field is disabled.

Payment Method (Release 9.1 Update)
Specify whether the payment is in advance or in arrears. This value is used when creating the amortization schedules for balance sheet lessee accounting only.

S C (suspend code)
Enter a user-defined code from UDC table 15/SU that specifies whether the billing line is active, suspended, or inactive. Values are:

Blank: Active. The billing line is eligible to generate recurring billings.

Y: Suspended. The billing line is not eligible to generate recurring billings after the date entered in the Suspend Date field.

I: Inactive. The billing line is not eligible to generate recurring billings.

If you enter **Y** or **1,** the system does not generate future billing records and you can add another line with the correct information.

If the original billing line has not been posted, you can use the Manual Billing Entry Revisions program (P1511) to delete the billing line or add a manual billing record for the difference.

Note: (Release 9.1 Update)

If you are suspending a line that has an effect on lease liability, the associated amortizations schedules will not be updated to reflect the suspension. If you want to update the amortization schedules to reflect the suspension in billing for this line, use the change lease terms feature instead to trigger a remeasurement of the schedules.

Suspend Date
Enter the date from which the billing line is suspended. The system generates recurring billings for the billing line up to and including the date specified.

If you leave this field blank and the suspend code is **Y,** the system does not generate recurring billings until the suspend code is changed to Blank.

Billing Group
Enter the code that is used to group different tenants and leases into one combined billing. The system automatically supplies this field with the number of the first building displayed on the Lease Information form. You can override the value of this field if necessary.

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

Remark
Enter a remark. Use this generic field for a remark, description, name, or address.

Annual Sq Ft (annual square foot amount)
Enter the amount that represents the result of multiplying the recurring billing amount by the billing frequency, and then dividing that result by the area.

Gross Amount = 1000

Billing Frequency = M (monthly)

Area = 5000

Annual Square Foot Amount = 2.4 ((1000 × 12) / 5000)

Conversely, if you enter the annual square foot amount, the system calculates the gross amount by multiplying the annual square foot amount by the area, and then dividing that result by the billing frequency.

Annual Square Foot Amount = 4.5

Billing Frequency = M (monthly)

Area = 5000

Gross Amount = 1875 ([4.5 × 5000] / 12)

Taxable Amount
Enter the amount on which taxes are assessed.

You can enter either a gross amount or a taxable amount, depending upon how the processing option is set.

U G (unit group code)
Enter the one-character alphanumeric code that is used to select units on the lease for billing purposes. The system sums the area for all units that have the corresponding code specified in the Unit Grouping field on the lease. Only one value from the Unit Grouping field on the lease must match the value of the Unit Group Code field on the recurring, escalation, or expense participation (E.P.) billing line for the system to retrieve the unit information. For example, if you have two units to which you assign unit grouping codes of 61 and 1, respectively, you can set up a recurring billing line for unit group 1 to specify both units.

Note: If you enter a value in the Unit Group Code field on a bill code line, you cannot specify a value in the Unit field for that bill code line, and the system does not automatically provide the dates from the lease.

S I Code (separate invoice code)
Enter the one-character alphanumeric code that indicates which billing records to print on the invoice. The system prints a separate invoice for each group of billing records that have the same lease number, alternate payee, and separate invoice code.

Item Grouping
Enter the three-character alphanumeric code that indicates which billing records to summarize on printed invoices and reports. Billing records that are assigned the same invoice grouping code for the same lease appear as a single pay item, regardless of the bill code.

Billing ID
Enter the unique number that the system assigned to each billing record to identify it in a table. The system assigns the number from the Next Numbers - Automatic table (F0002) for system 15, line 2 (Billing Control).

Base Billing ID
Enter the value assigned to the Billing Control ID field (BCI) on the billing record for the previous version of the lease. The system assigns the same number to provide an audit trail for billing records that are generated for multiple versions of the lease.

From Year
Enter the number that represents the beginning year in a range of years that is defined by the value in the Year Type field. The system uses the year range for informational and reporting purposes only.

To Year
Enter the number that represents the ending year in a range of years that is defined by the value in the Year Type field. The system uses the year range for informational and reporting purposes only.

Year Type
Enter a user-defined code from UDC table 15/YT that identifies the year range, defined by the Year From and Year To fields. The system uses the year range for informational and reporting purposes only. Values are:

R: Rent years

L: Lease years

V S (version suspend code)
Specify whether a billing record is suspended by the versioning process. Values are:

Blank: Active. The billing record is not suspended.

1:Suspended. A new billing record might exist for the next (subsequent) version of the lease.

7.4 Generating Recurring Billings

This section provides an overview of the process to generate recurring billings and discusses how to:

- Run the Recurring Billing Generation program.
- Set processing options for Recurring Billing Generation (R15100).

7.4.1 Understanding the Process to Generate Recurring Billings

After you set up recurring billing information for the lease, you run the Recurring Billing Generation program (R15100) to generate billing records. When you run R15100 program in final mode, the system:

- Creates a batch header record in the Batch Control Records table (F0011), assigns a batch type of 1, and assigns a batch status of Error, Pending, or Approved.

  The system assigns the batch status based on the setting of the Manager Approval of Input option in the Accounts Receivable constants (for invoices) and Accounts Payable constants (for vouchers). Even if the batch is in error, you can add, revise, and delete records from the batch as necessary.

- Creates records in the Lease Billings Master table (F1511B) and assigns a generation type of 1.

> **Note:** You can separate recurring billing records that generate accrual entries from other recurring billing records. To do so, you should specify that transaction type equals A in the data selection for the R15100 program.

This table describes the types of billing you can generate:

Billing Types	Description
Prorated billings	You generate prorated billings when the start and end dates on the billing record do not comprise a complete billing period. The system provides different methods for calculating prorated billings, but the most common method is simply to divide the billing amount by the number of days in the billing period, and then multiply the result by the number of days on the billing record (represented by the Starting Date and Ending Date fields).
Catch-up billings	You generate catch-up billings to process records for all unbilled periods from the starting date on the recurring billing record.

7.4.1.1 Multicurrency Considerations

If you work with multiple currencies, the system creates a separate invoice for each transaction currency on a lease. If an override exchange rate exists for a billing line, the system uses the override rate in the currency conversion process. Otherwise, the system retrieves the exchange rate based on the date specified in the General Ledger Date for Billings processing option.

If the Effect on Lease Liability is set to Yes or GRV, the transaction currency defaults from the lease header and the Exchange Rate is set to zero. Lessee balance sheet accounting processes will retrieve the exchange rate based on the specified Exchange Rate Method.

See Also

- Generating the Billing Edit/Register Report.
- Reviewing Transaction Batches.
- Posting Invoices and Vouchers.

7.4.2 Running the Recurring Billing Generation Program

Select Recurring Billing (G1521), Recurring Billing Generation

7.4.3 Setting Processing Options for Recurring Billing Generation (R15100)

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

7.4.3.1 Process

1. Recurring Billing Date

Specify the date the system uses to retrieve recurring billing records from the Recurring Billings Master table (F1502B). The system processes all records for the period in which the recurring billing date occurs. For example, if you enter **06/15/07** and you process recurring billings monthly, the system processes all records that are effective from 06/01/07 through 06/30/07.

You cannot leave this processing option blank.

Note: The system locates the billing frequency (monthly, weekly, quarterly) from the F1502B record, and then validates that a period has been defined for the date specified in the Billing Frequency Master table (F15019). The period number contains the value X if it has been defined. For example, you process recurring billings monthly, use a billing frequency of M, and enter a date of June 15, 2007. The F15019 record must contain the value X for the sixth period (June) for the billing frequency M; otherwise, the system does not process any records for that period.

2. Billing Control Period Number

Specify the period number field to update in the Billing Generation Control table (F15011B). The system assigns a G (generated) to the period number field for which recurring billings are generated to prevent the system from generating duplicate billings for the same period. The system also uses the period number to process prorated and catch-up billings, if the Proration and Catch-Up processing option is set to either **2** or **3.**

This processing option is independent from the Recurring Billing Date processing option; therefore, you can select and process records for a different billing period from the one that you update using this processing option. If your fiscal date pattern is not a regular calendar year, verify that the period number that you enter corresponds to the date that you entered in the Recurring Billing Date processing option.

You cannot leave this processing option blank.

Note: The system locates the billing frequency (monthly, weekly, quarterly) from the F1502B record, and then validates that a period has been defined for the date specified in the Billing Frequency Master table (F15019). The period number contains the value X if it has been defined. For example, assume that you process recurring billings monthly, use a billing frequency of M, and you enter a period of 6. The Billing Frequency Master record must contain the value X for the sixth period (June) for the billing frequency M; otherwise, the system does not process any records for that period.

3. Billing Control Year

Specify the fiscal year that the system updates in the Billing Generation Control table (F15011B). The system enters **G** (generated) in the Period Number field as specified in the Billing Control Period Number processing option for the fiscal year entered in this processing option to prevent the system from generating duplicate billings for the same period in the same year.

Note: This processing option is independent from the Recurring Billing Date processing option; therefore, you can select and process records for a different billing period from the one that you update using this processing option. If the fiscal date pattern is not a regular calendar year, verify that the period number that you enter corresponds to the date that you entered in the Recurring Billing Date processing option.

You cannot leave this processing option blank.

4. Weekly Billing Date
Specify the date that the system uses to generate recurring weekly billings when the period entered in the Billing Control Period Number processing option does not coincide with the desired weekly billing period. For example, if you entered **01** in the Billing Control Period Number processing option but you also want to run weekly billings for period 04, you can do this by entering a date in this processing option that falls within the weekly billing period 04.

The system uses the date to retrieve the corresponding weekly billing period from the Date Fiscal Patterns - 52 Period Accounting table (F0008B) and updates the period in the Billing Generation Control table (F15011B) accordingly. If you generate both weekly and monthly recurring billings, the system writes a separate record in the F15011B table.

Note: The system validates that a weekly date pattern has been set up in the Billing Frequency Master table (F15019). If you do not have such a date pattern defined, the system does not generate weekly recurring billings.

---

5. General Ledger Date for Billings
Specify the general ledger date to assign to the billing records generated in the Tenant/Lease Billings Detail Master table (F1511B). The system uses this date to post billings to the Account Ledger table (F0911) and either the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), depending on whether you are generating invoices or vouchers.

6. Receivables or Payables
Specify whether to select leases that generate invoices or leases that generate vouchers. If you leave the Lessee field blank, the system generates invoices when you post billings. If you enter **1** or **Y** in the Lessee field on the lease, the system generates vouchers when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Values are:

Blank: Invoice records.

1: Voucher records.

Note: You must process recurring billings that generate invoices separately from recurring billings that generate vouchers.

---

7. Proof or Final Mode
Specify whether to process recurring billings in proof or final mode. Values are:

Blank: Final mode. The system generates recurring billing records in the Tenant/Lease Billings Detail Master table (F1511B), runs the Billing Edit/Register program (R15300), which prints a report, and updates the records as generated (G) for the appropriate period in the Billing Generation Control Master table (F15011B).

1: Proof mode. The system prints a report of the records selected to generate, but does not generate recurring billings or update tables. The system does not validate the records selected for errors.

8. Retrieval of Tax Date
Specify the date to use to retrieve the tax rate. The system retrieves the tax rate from the Tax Areas table (F4008) based on the date specified. Values are:

Blank: Use the G/L date to retrieve the tax rate.

1: Use the service tax date to retrieve the tax rate.

7.4.3.2 Proration

1. Proration and Catch-Up
Specify whether the system generates proration and catch-up billings. Values are:

Blank: Bill the current period only; do not prorate or process catch-up billings. The system bills for the entire current period regardless of the number of days the unit or building was occupied.

1: Prorate and bill the current period; do not process catch-up billings. The system prorates the amount of the billing based on the starting and ending dates, and the value in the Method of Proration processing option.

2: Prorate and process catch-up billing. The system prorates the amount of the billing based on the starting and ending dates, and the value in the Method of Proration processing option. The system also generates a billing for the consecutive periods prior to the current billing period that were not billed. For example, if the current period is 10, and periods 7 and 9 were not billed, the system would process the catch-up billing only for period 9 because it is consecutive to period 10.

3: Perform catch-up billing, but do not prorate the current period. The system generates a billing for the consecutive periods prior to the current billing period that were not billed. For example, if the current period is 10, and periods 7 and 9 were not billed, the system would process the catch-up billing only for period 9 because it is consecutive to period 10. The system also bills for the entire current period regardless of the number of days the unit or building was occupied.

2. Method of Proration
Specify the method to calculate the prorated billing amount if you entered **1** or **2** in the Proration and Catch-Up processing option. Values are:

Blank: Prorate the billing amount based on the number of days in the billing period.

1: Prorate the billing amount based on a 30-day month. This option is valid only for a monthly billing frequency.

2: Prorate the billing amount based on the Quarter Day method. The system uses starting and ending dates from the recurring billing record to determine the number of days to bill for the period, and then multiplies it by the number of billing periods in the year, divides that result by the number of days in the year, and multiplies it by the billing amount. Additionally, the system calculates an adjustment in the last period of the recurring billing cycle that uses the same method of proration, so that the total amount billed or paid equals the number of days tenancy.

3: Prorate the billing amount based on the actual number of days in a month. This option is valid only for a monthly billing frequency.

7.4.3.3 Override Dates

1. Due Date
Specify the due date to assign to the invoice or voucher records generated for the recurring billing. If you leave this processing option blank, the system calculates the due date based on the payment terms code.

2. Period Begin Date
Use this processing option with the Period End Date processing option to specify the billing period to use in the generation process, instead of the dates associated with the billing period entered in the Billing Control Period Number processing option. If you generate prorated billings, the system uses the override dates that you enter to calculate the prorated amount.

3. Period End Date
Use this processing option with the Period Begin Date processing option to specify the billing period to use in the generation process, instead of the dates associated with the billing period entered in the Billing Control Period Number processing option. If you bill prorations, the system uses the override dates that you enter to calculate the prorated amount.

4. Service Tax Date
Specify the service tax date to assign to the invoice or voucher records that the system generates. If you leave this processing option blank, the system uses the last day of the billing period.

5. Invoice Date
Specify the invoice date to assign to the recurring billing records that are generated, including catch-up billings and tax pay items. If you leave this processing option blank, the system uses the date entered in the General Ledger Date for Billings processing option as the invoice date.

7.4.3.4 Versions

1. Billing/Edit Register (R15300)
Specify the version of the R15300 program to run after the system generates recurring billings.

> **Note:** If you leave this processing option blank, you must run the R15300 program manually; the system does not use a default version and does not produce a report.

7.4.3.5 Currency

1. Edit Report Currency
Specify which currency to print on the report. Values are:

Blank: Base currency.

1: Transaction currency.

2. Exchange Rate Retrieval Date
Specify the date to use to retrieve the exchange rate for multicurrency billings when an exchange rate is on the lease. The system retrieves the exchange rate from the Currency Exchange Rates table (F0015) based on the date specified. Values are:

Blank: GL date.

1: Invoice date.

The system displays an error if it cannot locate a valid exchange rate.

7.5 Revising Recurring Billings

This section provides an overview of recurring billing revisions.

7.5.1 Understanding Recurring Billing Revisions

After you have generated the billing records for the recurring billings, the system does not allow you to change the information for the recurring billing line, even if the billing records have not been posted. The system creates a record in the Billings Generation Control table (F15011B) for the billing line and updates the period for which the billing record was generated with a G, which locks the recurring billing record. The system updates the table in this manner to prevent the generation of duplicate billings. A lock symbol appears to the right of the first field on the Recurring Billing Revisions form as a reminder that billing records have been generated.

This table lists methods you can use to revise recurring billing information on locked records:

Method	Description
Suspend the billing line and enter a new billing line.	Enter **Y** or **I** in the SC field on the Recurring Billing Revisions form to suspend the billing line from generating future billing records, and then add another line with the correct information. If the original line has not been posted, you can use the Manual Billing Revisions program (P1511) to delete it, or you can generate a manual billing record for the difference. **Note:** The system does not generate catch-up billings for the difference between the two billing lines. For example, if the billing line is set up to bill 1000 monthly and you suspend it and add another billing line for 1100, when you generate recurring billings the system does not automatically adjust for the 100 difference for previous periods. The system considers each billing record separately. **(Release 9.1 Update)** If you are suspending a line that has an effect on lease liability, the amortization schedules for the associated asset will not be updated. If you want to update the lease liability calculation when you suspend a billing line, use the change lease terms feature. See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information.

Method	Description
Update the Billings Generation Control table (F15011B).	Delete the billing records in the P1511 program, use the Billing Control Information program (P150111) and the billing ID to locate the appropriate billing control record and to remove the G from the appropriate billing periods in the Billings Generation Control table (F15011B), and then change the recurring billing information for that line. For example, if you set up a recurring billing record that starts March 01, 2007, and ends December 31, 2008, and you generate the billing record for March (period 03), the system updates table F15011B with a G in period 3 for the billing record. If you delete the billing record and remove the G from the billing period in the F15011B table, the recurring billing record is eligible to be updated. **Note:** This method is recommended only for billing records that have never been posted. If a billing record has been posted, the system updates the billing period in table F15011B with X instead of G; removing the G does not unlock the record because it was billed for a previous period. Be careful when using this option. You can inadvertently update the wrong records and generate duplicate billings. Access to the P150111 program should be granted only to those users with a thorough understanding of the billing process.
Run the Billings Batch Deletion program (R15806) to delete some or all of the billing records in the batch.	This program deletes the unposted billing records from the appropriate tables and removes the G from the billing period in the F15011B table. The system unlocks the recurring billing record only when all of the periods in the F15011B table are blank.

Effect of Straight-line Rent on Changes to Recurring Billing Information

When you generate straight-line rent adjustments, the system creates records in the Straight-line Rent Lease Control table (F1513B), which prevents you from generating straight-line rent adjustments multiple times. However, if you change recurring billing information that affects straight-line calculations (such as the starting and ending dates for the rent bill codes or the rent amounts), you must recalculate the straight-line adjustments. To do this, you must update the Generation Control field to **Y** on the affected records and rerun the Straight-line Rent Generation program (R15130).

To assist you in this process, you can set the Straight-line Rent Generation Control processing option in the Recurring Billings program (P1502) to determine whether the system automatically updates the field, whether the system never updates the field, or whether the system prompts you with a window that enables the user to determine whether to update the field. If you set the processing option so that the system does not update the field, or you choose not to update the field when prompted, you must manually update the GENC field to **Y** using the Straight-line Rent Revisions program (P1513) before you can regenerate straight-line adjustments. If you do not run the Straight-line Rent programs, you must manually calculate the adjustment and enter a journal entry.

See Also

- Reviewing and Revising Straight-line Rent Information.
- Purging Billing Batches.

Effect on Lease Liability and Changes to Recurring Billing (Release 9.1 Update)

If you make changes to recurring billing records that have an effect on lease liability and have existing amortization schedules, the system might require you to remeasure the lease. The system displays a green icon in the Schedules Exist field to indicate whether amortization schedules exist.

See Section 22.5, "Changing Lease Terms After Schedule Creation"for additional information and instructions.

8

Processing Security Deposits

This chapter contains the following topics:

- Section 8.1, "Understanding the Security Deposit Process"
- Section 8.2, "Entering Security Deposits"
- Section 8.3, "Working with Security Deposit Payments and Invoices"
- Section 8.4, "Refunding Partial and Full Security Deposits"
- Section 8.5, "Posting Security Deposit Refunds and Adjustment Batches"

8.1 Understanding the Security Deposit Process

To recover expenses for damages in excess of normal wear and tear, or to ensure that keys are returned or utility bills are paid, you might require a security deposit from the tenants. The JD Edwards EnterpriseOne Real Estate Management system provides security deposit programs that assist you in entering and refunding deposits as necessary. You can refund full or partial amounts, accept security deposits as monthly payments, and track any interest that is generated by security deposits.

Follow these steps to enter and track security deposits:

1. Enter a security deposit record.

   You enter the security deposit to create a record in the Security Deposit Master table (F1565), which you use for tracking and reporting information about security deposits.

2. Generate a manual billing record to print an invoice. (optional)

   When you enter the security deposit record, you can create a security deposit invoice in the Lease Billings Master table (F1511B). You can then use the Print RE Invoices program (R15500) to print the invoice. If you do not have to print an invoice, you do not have to generate a billing record.

3. Receive and post the security deposit receipt.

   You enter the security deposit from the tenant as an unapplied receipt in the RE Receipts Entry program (P15103). You identify the receipt as a security deposit by using an unapplied bill code, such as SECD. The bill code that you use must be assigned to a security group so that the system recognizes it as a security deposit.

   After you enter the receipt, you must post it or the system does not display information that the receipt has been received using the Required vs. Received program.

4. Generate interest. (optional)

If required, you can generate interest on the security deposit that you can refund to the tenant when you refund the deposit.

5. Refund part of the deposit. (optional)

   Depending on the terms of the lease, you might be required to refund a portion of the security deposit to the tenant after a designated time period (for example, after they have paid their rent on time for six months).

6. Apply the deposit to invoices. (optional)

   When the lease expires, you can assess whether to withhold a portion of the deposit to pay for damages, rent, utilities, and other expenses. You use the Security Deposit Refund Application program (P15654) to review the security deposit and access the RE Receipts Entry program, which you use to apply the unapplied receipt (security deposit) to invoices as necessary.

7. Refund the security deposit.

   You run the Security Deposit Refund Generation program (R15655) to generate a voucher in the Accounts Payable system and an adjustment (receipt) in the Accounts Receivable system. You use the voucher to pay the tenant and the adjustment to close the unapplied receipt record.

8. Post records.

   After you generate vouchers, you must post both the voucher and receipt batches to update the appropriate general ledger accounts.

8.2 Entering Security Deposits

This section provides an overview of security deposits, lists a prerequisite, and discusses how to:

- Set processing options for Security Deposit Maintenance (P1565).
- Review leases to enter security deposits.
- Enter security deposits.

8.2.1 Understanding Security Deposits

Use the Security Deposit Maintenance program (P1565) to enter the security deposit record for tracking, reporting, and refunding purposes. When you enter the security deposit, the system creates a record in the Security Deposit Master table (F1565).

You can generate a security deposit invoice after you create a record in the F1565 table. You can print an invoice that the tenant can use to remit the security deposit. To do so, enter **Y** in the Create Invoice field on the Security Deposit Revisions form, and then select Create SD Invoice from the Form menu to enter the manual billing record that is used to generate the invoice. When you enter the manual billing record, the system automatically updates the posted code to **D** to prevent it from being posted to the JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne General Accounting systems. The manual billing record is used only to generate the invoice; it is not used to update account information. Do not generate a billing edit register or post this record.

The system updates the deposit status to **B** to indicate the manual billing record was generated.

Important: Do not access the Manual Billing Entry program (P1511) from the menu to enter the manual billing record that is used to generate the invoice; the system does not update the posted code automatically. Posting the manual billing record is a common error that results in erroneous accounting entries. You must use the Form menu from the P1565 program to generate the manual billing record.

You can also receive the security deposit after you create a record in the F1565 table. If you have received the check for the security deposit, you can enter the check as an unapplied receipt and assign the receipt the unapplied bill code that is set up for security deposits (such as SECD). The system creates records in the Receipts Header table (F03B13), the Receipts Detail table (F03B14), and the Customer Ledger table (F03B11).

8.2.1.1 Assigning the Security Deposit to a New Version of the Lease

If you have to assign the security deposit to a new version of the lease, select the lease, select the security deposit record, and then select Version from the Row menu on the Security Deposit Revisions form.

The system suspends the security deposit record and assigns the security deposit to the version of the lease that you specify.

Note: Verify that the option for Show Default Version only is not enabled; otherwise, the system cannot assign the security deposit.

8.2.1.2 Changing the Status of Security Deposit

The system assigns a status to the security deposit when you generate a manual billing (B) and when you refund the deposit (R). You can, however, add UDC codes to UDC table 15/SD to assign to the security deposit for tracking and reporting purposes. For example, you might want to update the status after you enter the receipt for the security deposit.

To change the status, select the lease on the Work with Security Deposits form, and then select Speed Status from the Row menu. On the Speed Status Change form, enter a value in the To Deposit Status field and click OK.

8.2.2 Prerequisite

Before you complete the tasks in this section, you must verify that the bill codes that you use for security deposits are assigned to a security group.

See Setting Up Bill Codes and Adjustment Reason Codes.

See Also:

- Entering Manual Billing Transactions.
- Entering Unapplied and Prepaid Rent Receipts.
- Printing Invoices.

8.2.3 Forms Used to Enter Security Deposits

Form Name	FormID	Navigation	Usage
Work with Security Deposits	W1565A	Security Deposits (G1515), Security Deposit Maintenance	Review and select security deposits for leases.
Security Deposit Revisions	W1565C	On Work with Security Deposits form, select a lease.	Enter security deposits.

8.2.4 Setting Processing Options for Security Deposit Maintenance (P1565)

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

8.2.4.1 Defaults

1. Display Selection
Specify which records to display on the Work with Security Deposits form. Values are:

Blank: Display all records.

1: Only those records that have a security deposit.

2: Only those records that do not have a security deposit.

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

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

1: Displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2009 and the lease has two versions dated January 1, 2007 and October 1, 2009, respectively, the system displays the version dated October 1, 2009.

> **Note:** If you do not set up versioning in the Real Estate Management Constants table (F1510B), the system ignores this processing option.

8.2.4.2 Versions

These processing options enable you to specify the version of the program to run when it is accessed from the Form menu. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Manual Billing (P1511)
Specify the version of the P1511 program to use.

2. Lease Information (P1501)
Specify the version of the P1501 program to use.

3. Bill Codes/Adj Reasons (P1512)
Specify the version of the P1512 program to use.

4. RE Receipts Entry (P15103)
Specify the version of the P15103 program to use.

8.2.4.3 Currency

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

Blank: Allow.

1: Do not allow.

2. Exchange Rate Override
Specify whether the system allows you to enter a value in the Exchange Rate field. The system uses this value as the exchange rate for transactions billed in foreign currency. Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Values are:

Blank: Allow overrides to the exchange rate. If you leave this processing option blank, the system uses the default exchange rate that is entered on the lease. If the lease does not have an exchange rate, the system uses the exchange that is set up in the Currency Exchange Rates table (F0015).

1: Do not allow overrides.

8.2.5 Reviewing Leases to Enter Security Deposits

Access the Work with Security Deposits form.

Display All Versions
If you select this check box, the system displays all lease versions with a check mark denoting the version that you defined in the processing options (*CURRENT or *LAST). If you do not select this check box (default), the system only displays the Lease Version defined in the processing options.

No Deposit, Deposit Attached, and All
Select one of these check boxes to specify which lease the system displays.

No Deposit: Displays leases that have no security deposit attached.

Deposit Attached: Displays leases that have a security deposit attached. When you enable this option, the system displays the Deposit Not Refunded option.

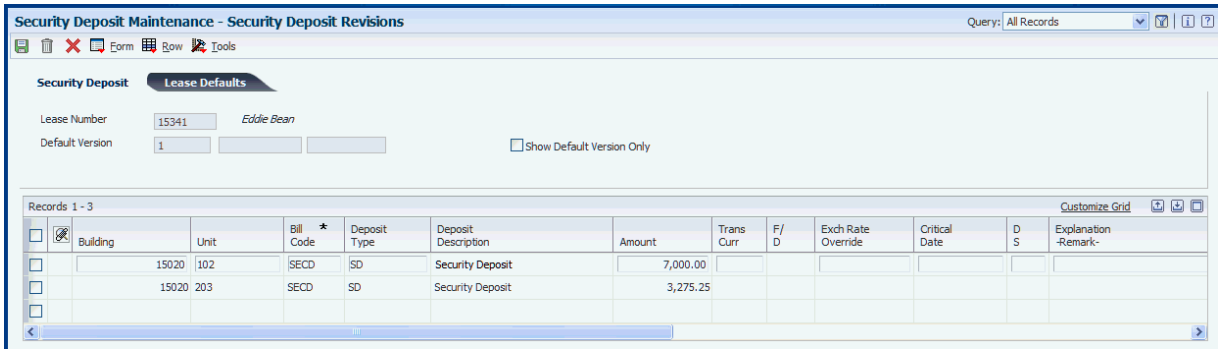
All: Displays all leases. When you enable this option, the system displays the Deposit Not Refunded option.

Deposit Not Refunded
If you select this check box, the system displays leases for which the security deposit has been refunded. The system enables this field when you select the Deposit Attached or All fields.

8.2.6 Entering Security Deposits

Access the Security Deposit Revisions form.

Figure 8–1 Security Deposit Revisions form



8.2.6.1 Security Deposit

Show Default Version Only
If you select this check box, the system displays only default version records. If you leave this check box blank (default), the system displays all lease version records.

8.2.6.2 Detail Area

Deposit Type
Enter a user-defined code from UDC table 15/ED that indicates the reason for the security deposit. Values include:

KD: Key deposit

SD: Security deposit

UD: Utility deposit

D S (Security Deposit Applied Status (SDAP))
Enter a user-defined code from UDC table 15/SD that the system assigns to indicate whether the security deposit has been billed or refunded. Values are:

B: Billed (an invoice has been generated).

R: Refunded.

Create Invoice
Specify whether to generate an invoice to send to the tenant for the security deposit. Values are:

Blank: Do not generate.

Y: Generate.

V S (version suspend code)
Specify whether a billing record is suspended by the versioning process. Values are:

Blank: The billing record is not suspended.

1: The billing record is suspended. A new billing record might exist for the next (subsequent) version of the lease.

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

If the person who receives the refund is different from the tenant on the lease, you must set up a supplier master record in addition to the address book record before you can complete this field. You can use the Form menu to access the Address Book program (P01012), from which you can access the Supplier Master Information form.

8.3 Working with Security Deposit Payments and Invoices

This section provides an overview of security deposit tasks and discusses how to:

- Set processing options for Security Deposit Refund Application (P15654).
- Review security deposit payments.

8.3.1 Understanding the Security Deposit Tasks

After you receive the security deposit from the tenant, you can use the Security Deposit Refund Application program (P15654) to review and work with security deposits.

From the Work With Security Deposits form, you can also perform these related tasks:

- Select Sec Dep Maint from the Row menu to access the Security Deposit Maintenance program (P1565) to revise the security deposit amount, add another security deposit, change the security deposit status, or add a receipt.
- Select Required vs. Recv'd from the Form menu to review the security deposit records to compare the security deposits owed to those received.
- Select Refund Application from the Row menu to apply the security deposit to open invoices.

  You can apply the security deposit receipt against any open invoice. If you are not refunding the entire security deposit, you should apply it to the appropriate open invoices before you refund the deposit.

  Note: You do not have to use the P15654 program to apply the unapplied receipt to invoices. You can use the RE Receipts Entry program (P15103). The advantage of using the P15654 program is that it locates and selects the unapplied receipt record for you.

- Access the Security Deposit Refund Generation program (R15655) to generate a voucher to refund all or part of the security deposit.

  You can access the R15655 program from the G1515 menu or by selecting Refund Application from the Row menu on the Work With Security Deposits form and then Generate Refund from the Reports menu on the Deposit Refund Application form.

8.3.2 Forms Used to Work with Security Deposit Payments and Invoices

Form Name	FormID	Navigation	Usage
Work With Security Deposits	W15654A	Security Deposits (G1515), Security Deposit Refund Application	Select a lease to access the security deposit record.

Form Name	FormID	Navigation	Usage
Required vs. Received Detail	W15654B	On the Work With Security Deposits form, select Required vs. Rec'd from the Form menu.	Review security deposit payments.
Deposit Refund Application	W15654C	On the Work With Security Deposits form, select Refund Application from the Row menu.	Apply security deposits to open tenant invoices.
Work With Customer Receipts Entry	W15103A	On the Deposit Refund Application form, select Apply Deposit from the Row menu.	Select the unapplied receipt record to which you want to apply invoices.
RE Receipts Entry	W15103C	On the Work With Customer Receipts Entry form, select the security deposit receipt record.	Select invoices to apply against the security deposit receipt.

8.3.3 Setting Processing Options for Security Deposit Refund Application (P15654)

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

8.3.3.1 Defaults

1. Search Default For Lease Version

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

Blank: System date.

1: Latest (future) effective date. For example, if today's date is June 30, 2007 and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

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

2. Display Speculative Leases

Specify whether to display speculative leases. Values are:

Blank: Do not display.

1: Display.

3. Security Group Code

Specify the default value for the Security Group field that displays on the Deposit Refund Application form. If you leave this processing option blank, the system displays security deposits for all groups.

8.3.3.2 Versions

These processing options enable you to specify the versions of the programs to run when they are accessed from the Form menu. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Tenant Ledger Inquiry (P15222)
Specify the version of the P15222 program to use.

2. RE Receipts Entry (P15103)
Specify the version of the P15103 program to use.

3. Security Deposit Master (P1565)
Specify the version of the P1565 program to use.

8.3.4 Reviewing Security Deposit Payments

Access the Required vs Received Detail form.

Review the Required Amount and Receipt Open fields to determine the portion of the security deposit that was received. If the system does not display a record when you inquire on this form, the receipt for the security deposit has not been entered.

8.3.4.1 Header Area

Enter values in the following fields to sort the search results.

Security Group
Enter a user-defined code from UDC table 15/SG that specifies the security group to which you want the bill code record assigned. Complete this field only for bill codes that are used to identify security deposits. Values are:

Blank: Non-security group.

C: Commitment deposit.

S: Security deposit.

Select All Security Groups
If you select this check box, the system displays all security deposit records regardless of the security group and automatically removes the value from the Security Group field.

Include Future
If you select this check box, the system displays security deposits that have been set up with a future date.

8.4 Refunding Partial and Full Security Deposits

This section provides an overview of security deposits refunds, lists a prerequisite, and discusses how to:

- Refund security deposits.
- Set the processing options for the Security Deposit Refund Generation program (R15655).

8.4.1 Understanding Security Deposit Refunds

Use the Security Deposit Refund Generation program (R15655) to generate a voucher to refund a security deposit to a tenant. You can use the R15655 program to generate a partial refund (before the lease expires) or a full refund (when the lease expires). If you generate a full refund, you can generate the voucher for the entire amount of the security deposit or for the difference between the security deposit amount and open invoices.

Note: Do not confuse a partial refund with a full refund that has been reduced to pay open invoices. You must generate partial refunds separately from full refunds. You cannot generate both partial and full refunds in the same batch.

You can use the Create Refund Batches processing option on the Process tab to specify whether to produce a report only, so that you can ensure that you are processing the appropriate records. You must run the program again to create and update the appropriate batches.

The system generates voucher or receipt records in these batches:

- A voucher record in the Accounts Payable Ledger table (F0411) in a voucher batch (batch type V).
- A receipt record in the Receipts Detail table (F03B14) in a receipt batch (batch type RB).

8.4.1.1 Refunding Interest Earned on Security Deposits

To refund the interest earned on security deposits, you must first set up the bill code (for example, INTR) in a security group. After you generate the interest for the security deposit, you can generate the voucher to refund the security deposit, the interest, or both.

See Generating Fees and Interest.

8.4.1.2 Multicurrency Considerations

When you use multiple currencies, the system displays the transaction currency of the security deposit receipt on the report, and creates vouchers in the receipt's transaction currency. The system creates a separate voucher for each receipt transaction currency that is refunded.

When working with partial refunds, enter the transaction currency in the Partial Refund Transaction Currency processing option on the Partial Refund tab. The system processes only the receipt amounts with the same transaction currency.

8.4.2 Prerequisite

Before you complete the tasks in this section, you must post all unapplied receipts on security deposits that you want to refund.

8.4.3 Refunding Security Deposits

Select Security Deposits (G1515), Security Deposit Refund Generation.

8.4.4 Setting Processing Options for Security Deposit Refund Generation (R15655)

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

8.4.4.1 Defaults

1. Accounts Payable G/L Offset
Specify the GL offset code to use for the vouchers that the system generates when a security deposit is refunded. The system retrieves the AP trade account based on the AAI item PCxxxx, where xxxx is the GL offset code, for the company entered on the voucher.

If you enter a GL offset code for which no AAI is set up, or if you leave this processing option blank, the system uses the default AAI item PC for the company entered on the voucher.

2. Adjustment Reason
Specify the default adjustment reason code (bill code) to use for the receipt that the system generates when a security deposit is refunded. The system retrieves the account to credit based on the AAI item RAxx, where xx is the adjustment reason code for the company entered on the receipt.

If you enter an adjustment reason code for which no AAI is set up, or if you leave this processing option blank, the system does not generate a refund for the security deposit.

3. Voucher Pay Status Code
Specify the pay status to assign to the vouchers that the system generates. If you leave this processing option blank, the system assigns a pay status of **A** (approved).

8.4.4.2 Select

1. G/L Date
Specify the GL date to use for the receipts and vouchers that the system generates. If you leave this processing option blank, the system uses today's date as the GL date.

2. Generation As Of Date
Specify the leases for which you are generating the security deposit refund; use this processing option with one of these selections:

- Data Selection

  The Lease End Selection and Actual Out Selection processing options must be blank or the system uses the values in the Lease End or Actual Out processing options.

- Lease End Date and Actual Out Date processing options

  The system uses the As Of Date that you enter and the date ranges specified in the Lease End Date and Actual Out Date processing options to determine the version of the lease and the date ranges to use to when selecting leases.

- Lease End Days and Actual Out Days processing options

  The system uses the As Of Date that you enter and the number of days specified in the Lease End Days and Actual Out Days processing options to determine the version of the lease and the date range to use to select the leases.

If you leave this processing option blank, the system uses today's date.

Note: The system does not refund any security deposit records that have a suspend date that is before the as of date that you enter.

3. Voucher Due Date
Specify the due date to assign to the voucher that the system generates. If you leave this processing option blank, the system uses the payment term from the alternate payee's supplier master record in the F0401 table to calculate the due date.

4. Lease End Selection
Specify the criteria that the system uses to select lease records. Values are:

Blank: Use the values in either the Lease End Date and Actual Out Date processing options or Lease End Days and Actual Out Days processing options.

1: Use data selection and the Generation As Of Date processing option to select the records to process. You must also set the Actual Out Selection processing option to **1** to use data selection.

5. Lease End Date From
Specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds; use this processing option with the Lease End Date Through and the Actual Out Date processing options.

The Lease End Date processing options work with the Actual Out Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

6. Lease End Date Through
Specify the date ranges that the system uses to select the lease records from the Lease Master Header table (F1501B) for which to generate security deposit refunds; use this processing option with the Lease End Date From and the Actual Out Date processing options.

The Lease End Date processing options work with the Actual Out Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: You must enter a value in the Actual-Out Date field on the lease to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

7. Lease End Days Prior to As Of Date
Specify the number of days prior to the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds; use this processing option with the Lease End Days After As Of Date and the Actual Out Days processing options.

The Lease End Days processing options work with the Actual Out Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

> **Note:** You must enter a value in the Actual-Out Date field on the lease to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

8. Lease End Days After As Of Date
Specify the number of days after the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds; use this processing option, with the Lease End Days Prior to As Of Date and the Actual Out Days processing options.

The Lease End Days processing options work with the Actual Out Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

> **Note:** You must enter a value in the Actual-Out Date field on the lease to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

9. Actual Out Selection
Specify the criteria that the system uses to select lease records. Values are:

Blank: Use the values entered in either the Actual Out Date and Lease End Date processing options or the Actual Out Days and Lease End Days processing options.

1: Use data selection and the Generation As Of Date processing option to select the records to process. You must also set the Lease End Selection processing option to 1 to use data selection.

10. Actual Out Date From
Specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds; use this processing option with the Actual Out Date Through and the Lease End Date processing options.

The Actual Out Date processing options work with the Lease End Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

> **Note:** You must enter a value in the Actual-Out Date field on the lease to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

11. Actual Out Date Through
Specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds; use this processing option with the Actual Out Date From processing option and the Lease End Date processing options.

The Actual Out Date processing options work with the Lease End Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: You must enter a value in the Actual-Out Date field on the lease to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

12. Actual Out Days Prior to As Of Date
Specify the number of days prior to the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds; use this processing option with the Actual Out Days After As Of Date and the Lease End Days processing options.

The Actual Out Days processing options work with the Lease End Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

13. Actual Out Days After As Of Date
Specify the number of days after the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds; use this processing option with the Actual Out Days Prior to As Of Date and the Lease End Days processing options.

The Actual Out Days processing options work with the Lease End Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

8.4.4.3 Process

1. Refund Generation
Specify whether to generate refunds for tenants that have open invoices (unpaid debts). Values are:

Blank: Disregard unpaid debts. The system produces a refund for tenants that have open invoices.

1: Refund only if debts paid. The system produces a refund only for those tenants who do not have open invoices (debts are paid).

2. Refund Amounts
Specify whether to refund the full amount of the security deposit or to subtract open invoices (unpaid debt) from the security deposit and refund the difference. Values are:

Blank: Full refund.

1: Refund the deposit less unpaid debts.

3. Refund Generation Processing

Specify whether to generate a standard or partial refund. A standard refund includes refunds from which open invoices (unpaid debts) are subtracted. To designate a partial refund you must also complete the corresponding processing options to designate the amount or percent of the refund that you want to process. You cannot process full and partial refunds together; you must run the program separately for each. Values are:

Blank: Process a standard refund.

1: Process a partial refund. The system determines the amount of the refund to process based upon the settings of the Partial Adjustment Indicator and Partial Refund Amount/Percent processing options.

4. Create Refund Batches

Specify whether to print a report and generate refund batches, or print a report only. Values are:

Blank: Print a report only. The system prints a report of the transactions selected for processing, but does not create refund batches or update tables.

1: Create refund batches. The system creates the security deposit refunds, updates the appropriate tables, and prints a report.

5. Security Deposit Status

Specify whether the system updates the Security Deposit Applied Status field to **R** when the security deposit has been fully refunded. The system displays the status of the security deposit in the DS field on the Security Deposit Revisions form. Values are:

Blank: Update the security deposit status to **R.**

1: Do not update.

8.4.4.4 Std Refund

1. Select or Omit Bill Codes for Standard Refund

Specify whether to process standard refunds by bill code. You can either select or omit the transactions to refund based on the bill codes entered. You can enter up to five bill codes to use or exclude. Values are:

Blank: Process standard refunds for all bill codes.

1: Process.

2: Do not process standard refunds for the bill codes entered in the Standard Refund Bill Codes processing options; process refunds for all other bill codes.

Standard Refund Bill Code 1 through Standard Refund Bill Code 5

Specify the bill codes to use as selection criteria for the security deposit records to refund, in conjunction with the Select or Omit Bill Codes for Standard Refunds processing option.

Note: The system selects only bill codes that are assigned to a security deposit group regardless of whether you select or omit them.

8.4.4.5 Partial Refund

1. Partial Adjustment Indicator
Specify whether the value entered in the Partial Refund Amount/Percent processing option indicates an amount or a percentage. Values are:

Blank: Percentage

1: Amount

2. Partial Refund Amount/Percent
Specify either the percentage of the full refund amount or the amount of the partial refund, based on the setting of the Partial Adjustment Indicator processing option.

Note: Enter percentages as whole numbers. For example, enter **5** for 5 percent (not .05).

---

3. Partial Refund Transaction Currency
Specify the transaction currency (CRCD) to use to select the unapplied receipts to generate a partial refund. For partial refunds, you must refund the security deposit in the same currency in which it was received. If you have to generate partial refunds in multiple currencies, you must run the program separately for each transaction currency.

If you use multicurrency, you must specify a value in this processing option. If you do not use multicurrency, the system ignores this option.

4. Select or Omit Bill Codes for Partial Refund
Specify whether to process partial refunds by bill code. You can either select or omit the transactions to refund based on the bill codes entered in the Partial Refund Bill Codes processing options. The bill codes that you enter must be assigned to a security group or the system ignores them. Values are:

Blank: Process partial refunds for all bill codes.

1: Process.

2: Do not process partial refunds for the bill codes entered in the Partial Refund Bill Codes processing options; process refunds for all other bill codes.

Partial Refund Bill Code 1 through Partial Refund Bill Code 5
Specify the bill codes to use as selection criteria for the security deposit records to refund, in conjunction with the Select or Omit Bill Codes for Partial Refunds processing option.

Note: The system selects only bill codes that are assigned to a security deposit group regardless of whether you select or omit them.

8.4.4.6 Versions

These processing options enable you to specify the versions of the programs to run when the system generates the vouchers to refund the security deposit. If you leave either of these processing options blank, the system uses the ZJDE0001 version.

1. Journal Entry MBF (P0900049)
Specify the version of the P0900049 program to use.

2. Voucher Entry MBF (P0400047)
Specify the version of the P0400047 program to use.

8.5 Posting Security Deposit Refunds and Adjustment Batches

This section provides an overview of the process to post batches, list prerequisites, and discusses how to:

- Approve receipt batches.
- Approve voucher batches.

8.5.1 Understanding the Process to Post Batches

After you generate the transactions to refund the security deposit, you must post the batches to the general ledger to update the appropriate account information. Depending on policies of the organization, you might require management approval before you post either the receipt or the voucher batches. The Security Deposit Refund Generation program (R15655) creates two batches of transactions to post and the process to review and approve batches is the same regardless of the batch type. You use the same program, the Batches program (P0011), to review and approve both receipt and vouchers batches. The P0011 program is located in two places in the G1515 menu.

8.5.2 Prerequisites

Before you complete the tasks in this section, you must:

- Verify that the AAI item RAxx is set up, where xx is the adjustment reason code entered in the corresponding processing option, for the company entered on the receipt.
- Verify that the AAI item PCxxxx is set up, where xxxx is the GL offset entered in the corresponding processing option, for the company entered on the receipt.

See Also:

- Approving and Posting Receipts.
- "Entering Standard Vouchers" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.
- "Processing Batch Vouchers" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

8.5.3 Forms Used to Post Security Deposit Refunds and Adjustment Batches

Form Name	FormID	Navigation	Usage
Work With Batches	W0011A	Security Deposits (G1515), Voucher Journal Review	Approve voucher batches.
Work With Batches	W0011A	Security Deposits (G1515), Receipts Journal Review	Approve receipt batches.

8.5.4 Approving Voucher Batches

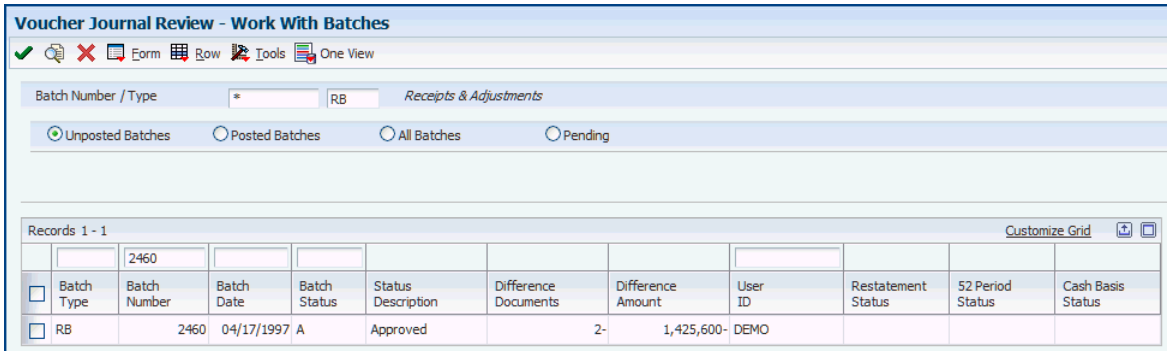
Access the Work With Batches form.

Use the Voucher Journal Review (P0011) to review and approve voucher batches, batch type V. When batches are approved, you post them using the Post Vouchers program (R09801). When you post vouchers generated to refund security deposits, the system debits the adjustment account (that is credited when you post the receipt) and credits the AP trade account for the voucher. The system locates the AP trade account from the AAI item PCxxxx, where xxxx is the GL offset that you enter in the corresponding processing option.

8.5.5 Approving Receipt Batches

Access the Work With Batches form.

Figure 8–2 Work with Batches form



Use the Receipts Journal Review program (P0011) to review and approve receipt batches, batch type RB. When batches are approved, you post them using the Post Receipts program (R09801). When you post the receipt records that were generated to refund the security deposits, the system debits the AR trade account (based on the unapplied billing code entered on the receipt) and credits an adjustment account associated with the AAI item RAxx, where xx is the reason code that you enter in the corresponding processing option.

9

Processing Tenant Work Orders

This chapter contains the following topics:

- Section 9.1, "Understanding Work Order Mass Updates for Tenant Work Orders"
- Section 9.2, "Entering Tenant Work Orders"
- Section 9.3, "Reviewing Work Order Costs"

9.1 Understanding Work Order Mass Updates for Tenant Work Orders

The work order mass update process enables you to select and modify multiple work orders at one time. You can use the mass update process for tenant work orders that have a work order type of 10 (tenant) from the Order Type (48/OT) UDC table.

Use the Search for Work Orders program (P48022) to search for and select work orders to modify, and then use the Work Order Mass Update program (P48714) to enter the new values to apply to the selected work orders. Alternatively, you can set up templates in the Work Order Mass Update Template program (P48710) to specify default values for the fields that you want to update. After you enter the new values, you run the Work Order Mass Update batch program (R48714) in draft mode, verify the changes, and then run the R48714 program in final mode to commit the changes to the database.

See "Using the Work Order Mass Update Process" in the *JD Edwards EnterpriseOne Applications Work Orders Implementation Guide*.

9.1.1 Accessing the Work Order Mass Update Programs

Links to the Work Order Mass Update Template program and the Search for Work Orders program appear on the Tenant Work Orders menu (G1516). You access the Work Order Mass Update interactive program from the Search for Work Orders program, and access the Work Order Mass Update batch program from the Work Order Mass Update interactive program.

You can also access the Search for Work Orders program using an option on the Form menu in the Work With Work Orders program (P48201). The system launches the version of the Search for Work Orders program that you specify in the Work Order Mass Update (P48022) Version processing option in the Work With Work Orders program.

9.1.2 Setting Up Your Real Estate Management Environment to Use the Work Order Mass Update Process

Before you use the work order mass update process, you should set up versions and processing options for the programs used by the process. In addition to the processing options for the Search for Work Orders and Work Order Mass Update programs, the system uses some processing options from the versions of real estate work order management programs that you specify.

This table lists the programs for which you should set up processing options, and describes the processing options from the real estate work order management programs that are used in the work order mass update process.

Note: This table lists only the programs that have processing options that affect how work orders are processed in the work order mass update process. Set up and specify versions of other applications if you do not want to use default versions. You specify the versions to use in the processing options of the Search for Work Orders program.

Program	Processing Options
Search for Work Orders (P48022)	You specify the version of this program to use in a processing option in the Work With Work Orders (P48201) program. The Search for Work Orders program includes processing options in which you specify the versions of the programs to use when you use Form and Row menu options. You must set up versions of those programs if you want to use a version other than the default version noted in the processing option description. See "Setting Processing Options for Search for Work Orders (P48022)" in the *JD Edwards EnterpriseOne Applications Work Orders Implementation Guide*.
Work Order Mass Update (P48714)	You specify the version of this program to use in the Search for Work Orders program. See "Setting Processing Options for Work Order Mass Updates (P48714)" in the *JD Edwards EnterpriseOne Applications Work Orders Implementation Guide*.
Tenant Work Order Entry (P15248)	To use a specific version of this program, in the Search for Work Orders program: ■ Enter *4* in the Work Order Revisions Application processing option. ■ Enter *4* (tenant) in the Work Order Type processing option. ■ Enter the version of the Tenant Work Order Entry program to use in the Work Order Revisions Version processing option.
Work With Work Orders (P48201)	You can access the work order mass update programs from an option on the Form menu in the Work With Work Orders program. Set the Work Order Mass Update (P48022) Version processing option in the Work With Work Orders program to use the appropriate version.

9.1.3 Tenant-Specific Work Order Mass Update Functions

You can use the work order mass update process to update manufacturing, tenant, service, and equipment work orders. When working with tenant work orders, you should note the following:

- Some options available in the work order mass update process are available for only specific work order types.
- Some actions that you can perform when working with individual tenant work orders are not supported when you work with multiple tenant work orders.
- Some processing options that you set up in the version of the Tenant Work Order Entry program (P15248) that you use when working with work order mass updates affect the processing of the work order mass updates.

This table lists the functions that are specific to working with tenant work orders, the functions that are not supported when you work with multiple tenant work orders, and the processing logic in the Tenant Work Order Entry program that affects work order mass updates for tenant work orders.

Function	Description
Field updates	Some fields that appear in tenant work orders are not editable when you work with multiple work orders. See "Unsupported Fields by Work Order Types" in the *JD Edwards EnterpriseOne Applications Work Orders Implementation Guide*.
Field-level validations	The system uses the same field-level validations for work order mass updates as it uses when you update single work orders. For example, the system retrieves and updates the currency code from the new building when you change the building and currency processing is on.
Validate Tenant Against Lease Master processing option	If this processing option is set to validate the tenant against the lease master and the validation fails after you change the value in the Customer field on the Work Order Mass Update form, the system issues an error message and does not process the work order update.
Validate Unit Against Lease Master processing option	If this processing option is set to validate the unit against the lease master and the validation fails after you change the value in the Building field on the Work Order Mass Update form, the system issues an error message and does not process the work order update.

9.2 Entering Tenant Work Orders

This section provides an overview of tenant work orders and discusses how to:

- Set processing options for Tenant Work Order Entry (P48201).
- Enter tenant work orders.

9.2.1 Understanding Tenant Work Orders

Use various tenant work order programs in the JD Edwards EnterpriseOne Real Estate Management system to enter work orders for managing leasehold improvements as requested by tenants. These tenant work orders identify lease, building, and unit information that is necessary for tracking the completion of tasks. Billable costs in the general ledger, which reference the tenant work order as the subledger, can be processed to accounts receivable through the JD Edwards EnterpriseOne Service Billing system from Oracle.

Use the Tenant Work Order Entry program (P48201) to enter tenant work orders, compare completion to a projected schedule, and track task completion. You must use the Document Type Maintenance program (P40040) to set up the document type for tenant work orders in UDC (user-defined code) table 00/DT.

See Also:

- "Creating Work Orders" in the *JD Edwards EnterpriseOne Applications Work Orders Implementation Guide*.

9.2.2 Forms Used to Enter Tenant Work Orders

Form Name	FormID	Navigation	Usage
Work With Work Orders	W48201F	Tenant Work Orders (G1516), Tenant Work Order Entry	Review and select work orders.
Work Order Revisions	W15248A	On the Work With Work Orders form, click Add.	Enter tenant work orders.

9.2.3 Setting Processing Options for Tenant Work Order Entry (P48201)

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

9.2.3.1 Defaults

The system uses the value from the following processing options to search for work orders.

1. From Status Code W.O. (from status code work orders)
Specify a user-defined code from UDC table 00/SS that identifies the beginning status code for a range of work orders.

2. Thru Status Code W.O. (thru status code work orders)
Specify a user-defined code from UDC table 00/SS that identifies the ending status code for a range of work orders.

3. Type - W.O. (type of work order)
Specify a user-defined code from UDC table 00/TY that identifies the classification of work orders or engineering change orders.

4. Document Type
Specify a user-defined code from UDC table 00/DT that identifies the document type.

5. Job or Business Unit
Specify the business unit or job that the system uses to search for work orders.

6. Models
Specify whether the system displays model work orders. Values are:

Blank: Do not display.

1: Display.

7. Originator
Specify the originator of the work order.

8. Customer
Specify the customer of the work order.

9. Manager
Specify the manager of the work order

10. Supervisor
Specify the supervisor of the work order.

9.2.3.2 Categories

1. Phase
Specify a user-defined code from UDC table 00/W1 that identifies the current stage or phase of development for work orders that the system uses to search for work orders.

2. Category Code 02 through 20. Category Code 20
Specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC table 00/W2 or UDC table 00/W3 through UDC table 00/W0.

9.2.3.3 Versions

1. Work Order Print (R17714) Version
Specify the version of the R17714 program to use when printing work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

2. Equipment Work Order Print (R48425) Version
Specify which version of the R48425 program to use when printing work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

3. Project Work Order Print (R48415) Version
Specify the version of the R48415 program to use when printing project work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

4. Tenant Work Order Print (R15448) Version
Specify the version of the R15448 program to use when printing tenant work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

5. Completed PM (P12071) Version
Specify the version of the P12071 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

6. Parts Detail (P17730) Version
Specify the version of the P17730 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

7. Labor Detail (P17732) Version
Specify the version of the P17732 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

8. Inventory Issues (P31113) Version
Specify the version of the P31113 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

9. Time Entry (P311221) Version (S/WM Only)
Specify the version of the P311221 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

10. Work With Returned Material Authorization (P40051) Version (S/WM Only)
Specify the version of the P40051 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

11. Open Purchase Order (P4310) Version
Specify the version of the P4310 program to use. If you leave this processing option blank, the system uses the ZJDE0011 version.

12. Returned Material Authorization Revisions (P400511) Version (S/WM Only)
Specify the version of the P400511 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

13. On Line Work Order Quote (P17717) Version (S/WM Only)
Specify the version of the P17717 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

14. Time Entry By Employee (P051121) Version
Specify the version of P051121 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

15. Work with Failure Analysis (P17766) Version
Specify the version of the P17766 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

16. Failure Analysis (P17767) Version
Specify the version of the P17767 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

17. Supplier Recovery Generation (R1776) Version
Specify the version of the R1776 program to use to generate a supplier recovery claim from a work order. If you leave this processing option blank, the system uses the XJDE0001 version.

18. Status History (P1307) Version
Specify the version of the P1307 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

19. Work with Equipment Work Orders (P13220) Version
Specify the version of the P13220 program to use. If you leave this processing option blank, the system uses the XJDE0001 version.

20. Work Order Cost (P48211) Version
Specify the version of the P48211 program to use when you review the cost of an order. If you leave this processing option blank, the system uses the XJDE0001 version.

21. Resource Assignment (P48331) Version
Specify the version of the P48331 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

22. Quick Customer/Contact Add (P01015) Version
Specify the version of the P01015 program to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

23. Equipment Search/Select (P17012S) Version
Specify the version of the P17012S program to use. If you leave this processing option blank, the system uses version ZJDE0001.

9.2.3.4 WO Entry

1. Work Order Entry Program
Specify which program the system uses for work order entry and printing when you create or select a work order. Values are:

1: Work Order Revisions (P17714).

2: Project Task Details (P48014).

3: Tenant Work Order Entry (P15248).

2. Work Order Entry Version
Specify the version for the selected work order entry program. If you leave this processing option blank, the system uses the ZJDE0001 version.

9.2.3.5 Process

1. Priority
Specify whether the system applies a contrasting color to the Priority field within the detail area. Values are:

Blank: Do not apply.

1: Apply.

> **Note:** Colors for the Priority field are hard-coded by the Special Handling field in UDC table 00/PR.

2. Customer Self-Service Functionality
Specify whether the system activates customer self-service functionality. Values are:

Blank: Do not activate.

1: Activate customer self-service functionality for Java from Sun Microsystems, Inc. and HTML.

2: Activate customer self-service functionality for Microsoft Windows.

9.2.4 Entering Tenant Work Orders

Access the Work Order Revisions form.

9.2.4.1 Header Area

Order Number
Enter the work order number. If you leave this field blank, the system assigns the order number from the Next Numbers Revisions program (P0002).

9.2.4.2 General

Status Comment
Enter a brief description to explain the status of the work order.

Search X-Ref (search cross-reference)
Enter the alphanumeric value used as a cross-reference or secondary reference number. Typically, this value is the customer number, supplier number, or job number.

W.O. Status (work order status)
Enter a user-defined code from UDC table 00/SS that describes the status of a work order, rate schedule, or engineering change order. Any status change from 90 through 99 triggers the system to automatically update the completion date.

Type
Enter a user-defined code from UDC table 00/TY that indicates the classification of a work order or engineering change order.

You can use work order type as a selection criterion for work order approvals.

Priority
Enter a user-defined code from UDC table 00/PR that indicates the relative priority of a work order or engineering change order in relation to other orders.

You can set the Priority to enter a default value for this field. You can either accept or override the default value.

Std Desc (standard description)
Enter a user-defined code from UDC table 48/SN that is assigned to a standard note, message, or general narrative explanation. You can use this code to add instructional information to a work order. You set up codes for this field in the Generic Message/Rate Types table (F00191).

Flash Message
Enter a user-defined code from UDC table 00/WM that indicates a change in the status of a work order. The system indicates a changed work order with an asterisk in the appropriate report or inquiry form field. The system highlights the flash message in the Description field of the work order.

Parent Number
Enter the number that identifies the parent work order. You can use this number to group work orders for project setup and reporting, or you can enter default values, such as Type, Priority, Status, and Manager, for new work orders.

Charge to BU (charge to business unit)
Enter the business unit that identifies the building or property.

Cost Code
Enter the cost code. A subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

Note: If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

Est Hours (estimated hours)
Enter the estimated hours that are budgeted for this work order.

Est Amount (estimated amount)
Enter the estimated monetary amount that is budgeted for this work order.

9.2.4.3 Dates/Assignments

Planned Comp (planned to be completed)
Enter the date that the work order or engineering change order is planned to be completed.

Date Assigned
Enter the date the person responsible for the work order receives the work order.

Start Date
Enter the start date for the order. You can enter this date manually, or have the system calculate it using a backscheduling routine. The routine starts with the required date and offsets the total lead time to calculate the appropriate start date.

Transaction
Enter the date that an order was entered into the system. This date determines which effective level the system uses for inventory pricing.

Originator
Enter the address book number of the person who originated the change request.

Supervisor
Enter the address book number of the supervisor.

Customer
Enter the address book number of the company or person named as the lessee or lessor on the lease.

The system completes this field with the tenant specified on the lease.

Manager
Enter the address book number of the person responsible for managing the lease. This may or may not be the same as the tenant.

9.2.4.4 Classification

Phase
Enter a user-defined code from UDC table 00/W1 that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.

Note: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.

Category 02
Enter a user-defined code from UDC table 00/W2 that indicates the type or category of a work order.

Note: A processing option for some forms lets you enter a default value for this field. The system enters the default value automatically in the appropriate fields on any work orders that you create on those forms and on the Project Setup form. You can either accept or override the default value.

9.3 Reviewing Work Order Costs

This section provides an overview of work order costs and discusses how to:

- Set processing options for Tenant Work Order Cost Inquiry (P15249).
- Review costs charged to work orders.

9.3.1 Understanding Work Order Costs

After you enter work orders, you can review accumulated costs charged to a work order in the Tenant Work Order Cost Inquiry program (P15249). You can also use this program to review detailed cost transactions and totals for actual and estimated amounts for the selected work orders.

9.3.2 Forms Used to Review Work Order Costs

Form Name	FormID	Navigation	Usage
Work With Work Order Cost (the summary form)	W15249A	Tenant Work Orders (G1516), Tenant Work Order Cost Inquiry	Review costs charged to work orders.
Work With Work Order Cost (the detail form)	W48211A	On the Work With Work Orders Cost form, select a work order and select Order Cost from the Row menu.	Review detailed cost transactions and totals for actual and estimated amounts for the selected work orders.

9.3.3 Setting Processing Options for Tenant Work Order Cost Inquiry (P15249)

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

9.3.3.1 Versions

If you leave either of these processing options blank, the system uses version ZJDE0001.

1. Tenant WO Entry (P15248) (tenant work order entry)
Specify the version of the P15248 program to use when you access it from the Row menu.

2. Work Order Cost (P48211)
Specify the version of the P48211 program to use when you access it from the Form menu.

9.3.4 Reviewing Costs Charged to Work Orders

Access the Work With Order Cost form. (summary)

Ledger Type
Enter a user-defined code from UDC table 09/LT that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

Include Inactive Work Orders
If you select this check box, the system includes inactive work orders in the grid. Active/Inactive refers to the status of the work order. A work order is inactive if an × appears in the first character of the Description 2 field of the status code.

From Date and Through Date
Enter the from and through dates. You can use the date range fields to limit to a specific range the display of actual costs from the posted and unposted transactions in the Account Ledger table (F0911). The F0911 table provides the hour and amount totals for actual costs for both posted and unposted transactions.

10

Processing Sales Overage

This chapter contains the following topics:

- Section 10.1, "Understanding Sales Overage Processing"
- Section 10.2, "Understanding Billing Calculations and Sales Overage Computation Methods"
- Section 10.3, "Understanding Sales Overage Processing Methods"
- Section 10.4, "Entering Sales Overage Information"
- Section 10.5, "Entering Expected and Unexpected Sales"
- Section 10.6, "Reviewing Sales Report Batches"
- Section 10.7, "Posting Sales Reports to History"
- Section 10.8, "Adjusting Posted Sales"
- Section 10.9, "Generating Sales Overage Billings"
- Section 10.10, "Reviewing Sales History"

10.1 Understanding Sales Overage Processing

In many leases with retail tenants, you establish rent that is based upon a portion of reported sales. In return for a lower fixed rent or no fixed rent at all, tenants pay a percentage of their sales to the landlord. This billing process is called percentage sales or sales overage because the sales usually must be over (exceed) a certain level (breakpoint) before rent is billed. You can change the percentage charged as sales increase to provide tenants incentives to increase their sales.

Sales overage is attractive to tenants, especially start-up businesses or tenants moving to a new location, because generally:

- The overhead for operation from a higher fixed rent is reduced.
- A major portion of the landlord's revenue is tied directly to the success of the tenants' business.

  To promote the tenants' success, the landlord invests in maintaining the property's attractiveness and general appeal and leases space to a variety of business types.

Sales overage is attractive to landlords because generally:

- The revenue associated with sales is potentially higher than for a fixed rent amount.
- Establishing rent as a percentage of sales dollars results in an automatic hedge on inflation.

This table describes the steps to set up and calculate sales overages:

Steps	Description
Enter sales overage information.	You specify which leases to process for sales overage billings by adding sales overage information in the Sales Overage Information program (P15013).
Generate expected sales report.	After you set up the lease to report on sales overages, you must run the Expected Sales Report Generation program (R15780) to create records in the Sales Report Control table (F1540B).
Enter expected sales.	By creating records in the Sales Report Control table (F1540B), you need enter only sales amounts; you do not have to enter lease, building, and tenant information. You use the Expected Sales Report Entry program (P1540) to locate records to which sales amounts are added. **Note:** Sales are always entered by calendar year, not the fiscal pattern of the company attached to the lease.
Enter unexpected sales.	If the tenant reports unexpected sales, you can add records directly into the Sales Report Control table (F1540B) for these sales amounts. **Note:** Sales are always entered by calendar year, not the fiscal pattern of the company attached to the lease.
Review sales report batches.	After you enter sales amounts, you must post the batches by running the Sales Report Batch Review program (P15206) to update the records in these tables: ■ Sales Report Control (F1540B) ■ Tenant Sales History (F1541B) ■ Tenant Weekly Sales (F15410)
Post sales report batches.	When you post sales report batches, the system updates the F1541B table or the F15410 table.
Adjust posted sales.	If errors were made while entering sales amounts, you can use the Adjust Sales Reports program (P1540) to adjust posted sales records and repost them. Additionally, you can generate adjusted billings.
Generate sales overage billings.	After you enter sales amounts, you generate billings by running the Sales Overage Generation program (R15120).
Generate the Billing Edit/Register report.	The Billing Edit/Register program (R15300) is processed when you run the R15120. This program validates that the batch is ready to post. (**Release 9.1 Update**) The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up. See Generating the Billing Edit/Register Report.

Steps	Description
Post billings.	After you generate billings, you must post them to create the invoice and voucher transactions. You can post batches at an Approved status. Depending on the lease, you run the R15199 program to generate either invoices or vouchers. For payable leases, the system creates vouchers with a Supplier Invoice Number (VINV) as a combination of doc type, doc number (for the voucher) and company. (**Release 9.1 Update**) The R15199 program has been updated to determine if billing records should be included in the revenue recognition process by comparing the information on the billing transaction to the Real Estate trigger configuration. If at least one pay item from the billing invoice is included in revenue recognition processing, the system writes journal entries to the performance liability accounts instead of writing to the billing accounts and creates the corresponding entries for revenue recognition in these tables: ■ Revenue Recognition Invoice (F03B116) ■ Revenue Recognition GL Info (F03B117) ■ Customer Ledger Tag Table (F03B11T) See Posting Invoices and Vouchers.
Track and report sales.	The system provides various reports that you can use as an alternative to online inquiries. You can also use these reports to compare weekly sales and report occupancy rents.

10.2 Understanding Billing Calculations and Sales Overage Computation Methods

The system verifies the information in the following tables before performing billing calculations for sales overage:

- Billings Generation Control (F15011B).
- Sales Overage Master File (F15013B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).
- Sales Report Control (F1540B).
- Tenant Sales History (F1541B).
- Tenant Weekly Sales (F15410).

By referring to these tables, the system ensures that a billing generation includes only leases with reported sales that have not already been processed.

The system does not perform calculations for a lease if one or more of these conditions exist:

- The billings for sales overage were already calculated for the respective period.
- No projected or actual sales were reported for the period.
- Sales were reported and entered, but the F1541B table has not been updated with that information.

- The sales information is estimated or verbal; billings cannot be based on estimated sales.

  The sales information is controlled by the Sales Report Type field in the F1540B table and the Invoice Estimates field in the F15013B table. If sales estimates exist in the Projected Sales table (F1542), the system includes those leases.

- The YTD (year-to-date) sales do not exceed the breakpoint for the lease.

  In this case, the Billing Period field in the Billings Generation Control Master table is updated to **G** (generated) for the related control record. Therefore, the system does not consider the lease for that period.

The system uses computation methods to control how to handle sales information, breakpoints, and percentages. To calculate sales overage, you can select from seven computation methods:

- Method 0 - Weekly Sales

  The system uses the sales amount for the week to calculate the gross overage billing.

- Method 1 - Each Period

  The system multiplies the sales amount for the current period by 12 to calculate the YTD gross overage billing. The system then divides the result by 12 to calculate the gross overage billing.

- Method 2 - Cumulative

  The system uses the YTD sales amount to calculate the gross overage billing. The system then deducts the previous YTD gross overage billing to calculate the current gross overage billing.

- Method 3 - Cumulative Pro Rata

  The system multiplies the YTD sales amount by 12 to calculate the YTD gross overage billing. The system then divides this amount by 12 before the previous YTD gross overage billing is deducted.

- Method 4 - Modified Cumulative

  The system uses the YTD sales amount to calculate the YTD gross overage billing. During the calculation, the percentage for the highest breakpoint that is reached is applied to the entire amount of sales that exceeds the first breakpoint. The system then deducts the previous YTD gross overage billing to calculate the current gross overage billing.

- Method 5 - Partial Year Pro Rata

  The system uses this method with the process for a year-end override if a tenant has moved in or out within a fiscal year that is specified in the system constants.

- Method 6 - Lease Pro Rata

  The system uses the lease breakpoint to determine a maximum billable amount for the lease. The system then prorates the billable amount by the product code, based on the product code sales being a percentage of total sales.

  This method is similar to Method 3.

10.2.1 Calculation Methods 0–4 Example

The sample calculations for calculation methods 0–4 are based on the following information for a product sale record. The system calculates the gross sales-overage rent for the second period except for the weekly billing, which accounts for sales for period 1 only.

The following tables display an example of the calculations that the system uses for calculation methods 0-4:

Sales Information	Method 0	Method 1	Method 2	Method 3	Method 4
Period 1	125,000		125,000	125,000	125,000
Period 2		100,000	100,000	100,000	100,000
YTD Sales			225,000	225,000	225,000
Annualized		x 12		x 6	
Calculated sales	125,000	1,200,000	1,350,000		225,000

Breakpoints	Method 0	Method 1	Method 2	Method 3	Method 4
First breakpoint	50,000	50,000	50,000	50,000	50,000
Zero	0	0	0	0	0
Percent due	50,000	50,000	50,000	50,000	50,000
(implied)	x 0	x 0	x 0	x 0	x 0
First amount due	0	0	0	0	0
Second breakpoint	75,000	75,000	75,000	75,000	75,000
First breakpoint	-50,000	-50,000	-50,000	-50,000	-50,000
Sum	25,000	25,000	25,000	25,000	25,000
Percent due	x .04	x .04	x .04	x .04	x .03
Second amount due	1,000	1,000	1,000	1,000	750
Calculated sales	125,000	1,200,000	1,350,000		225,000
Second breakpoint	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000
Sum	50,000	1,125,000	150,000	1,275,000	150,000
Percent due	x .03	x .03	x .03	x .03	x .03
Third amount due	1,500	33,750	4,500	38,250	4,500

Total of amounts due	Method 0	Method 1	Method 2	Method 3	Method 4
YTD current period	2,500	34,750	5,500	39,250	5,250

	Method 0	Method 1	Method 2	Method 3	Method 4
Gross overage billing	2,500	34,750	5,500	39,250	5,250
Deannualized		/12		/6	

	Method 0	Method 1	Method 2	Method 3	Method 4
Sum		2,896		6,542	
Prior year to date gross overage billing			-2,500	-3,646	-2,250
Current gross overage billings	2,500	2, 896	3,000	2, 896	3,000

Current Period Adjustment	Method 0	Method 1	Method 2	Method 3	Method 4
Gross sales overage rent	-2,000	-2,000	-2,000	-2,000	-2,000
(billable amount)	500	896	1,000	896	1,000

Note: 1: A gross overage billing that is based on one month is deannualized to 1/12, a billing based on two months is deannualized to 2/12 or 1/6, a billing based on three months is deannualized to 3/12 or 1/4, and so on.

2: This method was used to calculate the previous YTD gross overage billing.

3: The minimum rent is the amount in effect at the time of the calculation.

10.2.2 Calculation Method 5 Example

An owner or property manager can set up values in the JD Edwards Real Estate Management system constants to organize the billing operations for all the tenants for a fiscal lease year. A specialized billing reconciliation, such as sales overage, uses this lease year as the cutoff date. Therefore, any tenant who moves in or out within the lease year can be charged a prorated share of the sales for the partial year. The calculation includes the tenant's sales for either the ensuing 12 months if the calculation is associated with a move-in or the preceding year if the calculation is associated with a move-out. A daily proration is calculated from the sales and applied to the partial year.

You can also specify a period of sales either greater than or less than 12 months, if necessary. This value is controlled by the Beg Period (Beginning Period), Beg Year (Beginning Year), and Override Year values in the F15013B table.

For example, suppose that a tenant's lease begins on June 1, 2007, and the fiscal lease year begins on January 1. The calculation for sales overage is based on the owner's fiscal year rather than the tenant's rent year.

This example also assumes:

- Sales from June 1, 2007, to December 31, 2007 = 85,000 USD.
- Sales from January 1, 2008, to May 31, 2008 = 25,000 USD.
- Dollar breakpoint = 50,000 USD.
- Percentage due = 10.

The system performs the following steps to calculate the sales overage for the partial year:

1. Adds the reported sales for a full year to determine the gross sales: (85,000 + 25,000 = 110,000).
2. Subtracts the dollar breakpoint from the gross sales: (110,000 –50,000 = 60,000).
3. Multiplies the difference from step 2 by the percentage due to determine the gross overage billing: (60,000 × .10 = 6,000).
4. Prorates the gross overage billing based on the number of days in the partial year (6,000 × 214 ÷ 365 = 3518).

The billable amount is 3,518 USD for the partial year from June 1, 2007, to December 31, 2007.

10.2.3 Calculation Method 6 Example

This example shows how the system uses the Lease Pro Rata method to calculate a lease through the first four months of the sales year. Lease 333 has a percentage due of 5 percent, and a total breakpoint of 2,700,000.00 USD, which was set up in the Product Scales Master table (F15014B).

This table lists dollar breakpoint and percent due for each product code:

Product Code	Dollar Breakpoint	Percent Due
CLTH	600,000.00	5.00
ELEC	900,000.00	5.00
SPRT	1,200,000.00	5.00

This table lists the sales for January through April, 2007 for each product code:

Product Code	January	February	March	April
CLTH	40,000.00	60,000.00	90,000.00	95,000.00
ELEC	50,000.00	65,000.00	70,000.00	125,000.00
SPRT	150,000.00	160,000.00	175,000.00	180,000.00

When you run the Sales Overage Generation (R15120) for January 2007, the following results occur:

- Lease breakpoint is 2,700,000.00 USD.
- Gross sales are 240,000.00 USD (40,000 + 50,000 + 150,000).
- Annualized sales are 2,880,000.00 USD (240,000 × 12).

  This table lists the details by product code:

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period, Annualize)	40,000	480,000 (40,000 × 12)	NA	NA	NA

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
ELEC	Sales (Period, Annualize)	50,000	600,000 (50,000 × 12)	NA	NA	NA
SPRT	Sales (Period, Annualize)	150,000	1,800,000 (150000 × 12)	NA	NA	NA
SPRT	Overage Calculation (Bkpt)	1,200,000	600,000 (1800000 – 1200000)	5	NA	NA
SPRT	PR percent (Prod/Lease Billable)	30,000 (600,000 × 5 percent)	30,000	100	750	9,000
	Total Gross Billing				750	

SPRT is the only product code that went over its breakpoint, so that product code owes the entire 5 percent. The total gross billing is calculated as:

(2,880,000.00 –2,700,000.00) = (180,000 × 5 percent) = (9,000 ÷ 12) = 750.00.

When you run the Sales Overage Generation (R15120) for February 2007, the following results occur:

- Lease breakpoint is 2,700,000.00 USD.
- Gross sales are 525,000.00 USD (240,000 + 60,000 + 65,000 + 160,000).
- Annualized sales are 3,150,000.00 USD (525,000 × 12 ÷ 2).

This table lists the details by product code:

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period, Annualize)	60,000	600,000 (100,000 × 12 ÷ 2)	NA	NA	NA
ELEC	Sales (Period, Annualize)	65,000	690,000 (115,000 × 12 ÷ 2)	NA	NA	NA
SPRT	Sales (Period, Annualize)	160,000	1,860,000 (310,000 × 12 ÷ 2)	NA	NA	NA
SPRT	Overage Calculation (Bkpt)	1,200,000	660,000 (1,860,000 – 1,200,000)	5	NA	NA
SPRT	PR Percent (Prod/Lease Billable)	33,000 (660,000 × 5 percent)	33,000	100	3,750	22,500
	Total Gross Billing				3,750	

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
	Prior Gross Billing				(750)	
	Current Gross Billing				3,000	
	Net Invoice Amount				3,000	

Again, SPRT is the only product code that went over its breakpoint; so that product code owes the entire 5 percent. The total gross billing is calculated as:

3,150,000.00 –2,700,000.00 = 450,000 × 5 percent = 22,500 ÷ 12 × 2 = 3,750.00

When you run the Sales Overage Generation (R15120) for March 2007, the following results occur:

- Lease breakpoint is 2,700,000.00 USD.
- Gross sales are 860,000.00 USD (525,000 + 90,000 + 70,000 + 175,000).
- Annualized sales are 3,440,000.00 USD (860,000 × 12 ÷ 3).

This table lists the details by product code:

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period, Annualize)	90,000	760,000.00 (190,000 × 12 ÷ 3)	NA	NA	NA
CLTH	Overage Calculation (Bkpt)	600,000	160,000 (760,000 – 600,000)	5.00	NA	NA
CLTH	PR Percent (Prod/Lease Billable)	8,000 (160,000×5 percent)	45,000 (8000 + 37000)	17.78 (8000/4 5000)	1,644.65	6,578.60
ELEC	Sales (Period, Annualize)	70,000	740,000 (185,000 × 12 ÷ 3)	NA	NA	NA
SPRT	Sales (Period, Annualize)	175,000	1,940,000 (485,000 × 12 ÷ 3)	NA	NA	NA
SPRT	Overage Calculation (breakpoint)	1,200,000	740,000 (1,940,000 – 1,200,000)	5.00	NA	NA
SPRT	PR Percent (Prod/Lease Billable)	37,000 (740,000 × 5 percent)	45,000 (37,000 + 8,000)	82.22 (37,000 ÷ 45,000)	7,605.35	30,421.40
	Total Gross Billing				9,250.00	

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
	Prior Gross Billing				(3,750.00)	
	Current Gross Billing				5,500.00	
	Net Invoice Amount				5,500.00	

Both CLTH and SPRT are over their respective breakpoints, and both product codes must share a percentage of the total billable. The total gross billing is calculated as:

(3,440,000.00 –2,700,000.00) = (740,000 × 5 percent) = (37,000 ÷ 12 × 3) = 9,250.00

The billing amount for product code CLTH is 9,250.00 × 17.78 percent = 1,644.65

The billing amount for product code SPRT is 9,250.00 × 82.22 percent = 7,605.35

When you run the Sales Overage Generation (R15120) for April 2007, the following results occur:

- Lease breakpoint is 2,700,000.00 USD.
- Gross sales are 1,260,000.00 USD (860,000 + 95,000 + 125,000 + 180,000).
- Annualized sales are 3,780,000.00 USD (1,260,000 × 12 ÷ 4).

This table lists the details by product code:

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period, Annualize)	95,000	855,000 (285,000 × 12 ÷ 4)	NA	NA	NA
CLTH	Overage Calculation (Bkpt)	600,000	255,000 (855,000 – 600,000)	5	NA	NA
CLTH	PR Percent (Prod/Lease Billable)	12,750 (255,000×5 percent)	54,000	100	4,250 (12750 ÷ 12 × 4)	12,750
ELEC	Sales (Period, Annualize)	125,000	930,000 (310,000 × 12 ÷ 4)	NA	NA	NA
ELEC	Overage Calculation (Bkpt)	900,000	30,000 (930,000 – 900,000)	5	NA	NA
ELEC	PR percent (Prod/Lease Billable)	1,500 (30,000 × 5 percent)	54,000	100	500 (1500 ÷ 12 × 4)	1,500
SPRT	Sales (Period, Annualize)	180,000	1,995,000 (665000 × 12 ÷ 4)	NA	NA	NA

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
SPRT	Overage Calculation (Bkpt)	1,200,000	795,000 (1,995,000 – 1,000,000)	5	NA	NA
SPRT	PR Percent (Prod/Lease Billable)	39,750 (795,000 × 5 percent)	54,000	100	13,250 (39,750 ÷ 12 × 4)	39,750
	Total Gross Billing				18,000	
	Prior Gross Billing				(9,250)	
	Current Gross Billing				8,750	
	Net Invoice Amount				8,750	

Because all of the product codes are over their respective breakpoints, each owes the entire 5 percent. The total gross billing is calculated as follows:

(3,780,000.00 –2,700,000.00) = (1,080,000 × 5 percent) = (54,000 ÷ 12 × 4) = 18,000.00

10.3 Understanding Sales Overage Processing Methods

When you process sales overage, you can create two records for the same lease:

- One record with sales information (normal processing).
- One record with year-end override information.

The system uses the value in the Year End Override Code field in the F15013B and F15015B tables to determine whether to perform year-end override processing. The system performs normal processing when the Year End Override Code field is blank. In this case, the sales information that is used to calculate the sales overage is determined by the gross overage billing amounts for each product scale record.

The system performs year-end override processing when the Year End Override Code field contains a user-defined, one-character code (for example, **Y**). Year-end override processing departs from normal processing to:

- Recalculate the overage rent if sales have been reviewed and adjusted at the end of the year.
- Rebill for previous periods.
- Reconcile with previous periods.
- Prorate the sales if a move-in or move-out results in a partial occupancy for a lease year.

When you create billings, the system:

- Writes records to the Lease Billings Master table (F1511B).
- Updates the billing control information.
- Writes records to the Lease Billings History table (F1511HB).

Consequently, the system creates previous gross billings.

- Clears the transaction type in the F1511B table.
- Uses the bill code in the Sales Overage Master File (F15013B).

10.3.1 Sales Overage Accruals

You can create accrual entries (F0911 account ledger records only) for leases that are based on sales overages. You create accrual entries based on the Accrual Method field on the Sales Information Revisions form in the sales overage information for the lease. You must also set the Generate Accruals processing option on the Process tab in the R15120 program.

Review the methods for generating sales overage accruals:

- Accrual Method: Blank

  The system does not generate accruals.

- Accrual Method: **1**

  The system generates the record as a reversing accrual each month, except for the report year-end month.

- Accrual Method: **2**

  The system generates the record as a reversing accrual, regardless of the report year-end month. For the report year-end month, the accrual entry is not reversed.

- Accrual Method: **3**

  The system generates the record as a reversing accrual each month, except for the report year-end month. If actual or estimated sales exceed the actual breakpoint, generate an invoice or voucher, regardless of the reporting month.

When you create accrual entries, the system:

- Writes records in the Lease Billings Master table (F1511B).
- Updates the billing control information.
- Enters a transaction type of *A* for accruals in the F1511B table.
- Uses the bill code in the Product Scales Master table (F15014B).

  If this field is blank, the system uses the bill code in the Sales Overage Master File (F15013B).

> **Note:** The system does not write records to the Lease Billings History table (F1511HB). Consequently, no previous gross billings exist.

You can create accrual entries that are based on actual tenant sales from the F1541B table or projected sales from the F1542 table.

10.4 Entering Sales Overage Information

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

- Set processing options for Sales Overage Information (P15013).
- Enter sales overage information.
- Enter minimum and maximum rent and recovery information.

10.4.1 Understanding Sales Overage Information

You can set up and work with the sales overage information for a lease in the Sales Overage Information program (P15013). When you enter sales overage information, you can also enter minimum rent, maximum rent, and recovery information for the lease.

The system stores sales overage information in these tables:

- Sales Overage Master (F15013B).
- Product Scales Master (F15014B).
- Min/Max Rents And Recoveries Master (F15015B).

> **Note:** When you assign billing frequencies in the Report Frequency Code and the Billing Frequency fields, assign a code that has the calendar fiscal pattern **R** attached. The system determines sales overage by calendar year, and sales must be entered by calendar year. When you run the R15120 program, the GL date used for sales overage billings defines the period for which the billings are posted.

10.4.1.1 Minimum Rent, Maximum Rent, and Recovery Adjustments

Minimum rent, or fixed rent, is the amount that is deducted from the gross overage billing for a billing period. If the gross overage is less than this amount, the billing for the period does not include sales overage. Typically, a minimum rent is involved with a lease that is set up both for regular rent as a recurring billing and for sales overage. In this case, the bill code line for recurring billing has the same amount and bill code as the minimum rent for sales overage.

Maximum rent is the upper limit of the gross overage billing for a billing period. If the gross overage is greater than this amount, the system uses the maximum amount in the calculation.

Recovery is normally an amount that a tenant has paid or has been billed that can be deducted from the gross overage billing for the billing period. For example, suppose a tenant paid a contractor to improve the appearance of a storefront. Depending on the terms of the lease, the tenant can recover this expense over a period of time against the sales overage.

10.4.1.2 Assigning Sales Overage Information to a New Version of the Lease

If you have to assign sales overage information to a new version of the lease, select the lease and select Versions from the Row menu on the Work With Sales Information form. The system displays a version confirmation message. To suspend the selected sales overage information line, click OK.

The system copies all of the relevant information to a new line and enters the date one day previous to the date of the new effective date for the version in the Suspend Date field for the original bill code lines. The system also copies any minimum and maximum rent and recovery information.

10.4.1.3 Alternate Tax Rate/Area Assignment for Sales Overage Information (Release 9.1 Update)

If you have enabled the alternate tax rate/area assignment functionality for the company of the building in a lease and the tenant and building are set up in the Alternate Tax Rate/Area Definition program (P40081), the system retrieves the

alternate tax rate/area when you work with records in the Sales Overage Information program (P15013). The system displays the alternate tax rate/area that it retrieves on the Lease Detail tab of the Sales Information Revision form.

Note: If you set the Display Tax Fields processing option to suppress tax fields, then the system does not retrieve the alternate tax rate/area even if the functionality is enabled for the company.

The Sales Overage Information program saves the tax rate/area value at the header level, so all lines in the detail area must have the same tax rate/area. When you click on a line in the grid and the company of the first building in the lease is set up to enable the alternate tax rate/area assignment functionality, the system disables the Building column. If you add a line in the grid with a tax rate/area that is different from the alternate tax rate/area that the system retrieved based on the building and tenant, then the system issues an error message.

If the company of the first building in the lease is *not* set up to enable the alternate tax rate/area assignment functionality, then the system enables changes to the Building column and you can enter a tax rate/area that is different from the tax rate/area in the header. However, the system saves the new detail line with the tax rate/area of the header.

If you did not set up the processing options to suppress the display of tax information, then you can manually change the tax rate/area on the Tax tab. If you enter a value for the tax rate/area, the system does not retrieve the alternate tax rate/area when you make changes that affect the tax rate/area, such as changing the building for a detail line.

See Also:

Section 3.2.2, "Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)"

10.4.2 Forms Used to Enter Sales Overage Information

Form Name	FormID	Navigation	Usage
Work With Sales Information	W15013D	Sales Overage (G1522), Sales Overage Information	Select sales overage records.
Sales Information Revisions	W15013E	On the Work With Sales Information form, click Add.	Enter sales overage information.
Min/Max Rent & Recoveries Revisions	W15015A	On the Sales Information Revision form, select Min/Max Rent from the Form menu.	Enter minimum and maximum rent and recovery information.

10.4.3 Setting Processing Options for Sales Overage Information (P15013)

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

10.4.3.1 Process

1. Display Tax Fields

> **Note:** (Release 9.1 Update) If you set the Display Tax Fields processing option to suppress tax fields, then the system does not retrieve the alternate tax rate/area even if the functionality is enabled for the company.

Specify whether to display the Tax Explanation Code and Tax Rate/Area fields on the Sales Information Revisions form. Values are:

Blank: Use the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B) to determine whether to display the tax fields.

0: Display the fields. If you select this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B).

1: Do not display the fields. If you select this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B).

2. Date Edits Against the Lease Master

Specify whether the system validates sales overage entries against the beginning and ending dates of the lease. Values are:

Blank: Do not validate. The system accepts all sales overage entries regardless of the beginning and ending dates entered.

1: Validate. The system validates that the beginning and ending dates entered for the sales overage entry occur within the beginning and ending date range of the lease.

3. Populate Area Automatically

Specify whether the system updates the Area field (SUSA) on the Sales Information Revisions form with the rentable or usable area from the Lease Master Detail table (F15017). You can override the default value. Values are:

Blank: Do not update the Area field.

1: Update the Area field with the rentable area.

2: Update the Area field with the usable area.

10.4.3.2 Defaults

1. Lease Version Effective Date

Specify the date to use to retrieve the lease version. If you leave this processing option blank, the system uses the value entered in the Search Default for Lease Version processing option.

2. Search Default For Lease Version

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

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

1: Displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007, and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

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

10.4.3.3 Currency

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

Blank: Enable.

1: Do not enable.

2. Exchange Rate Override
Specify whether to enable users to enter a value in the Exchange Rate field. The system uses the value that you enter as the exchange rate for transactions billed in foreign currency. If you leave this processing option blank, the system uses the default exchange rate that is entered on the lease. If the lease does not have an exchange rate, the system uses the exchange that is set up in the Currency Exchange Rates table (F0015).

You should limit exchange rate overrides to those instances in which an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Values are:

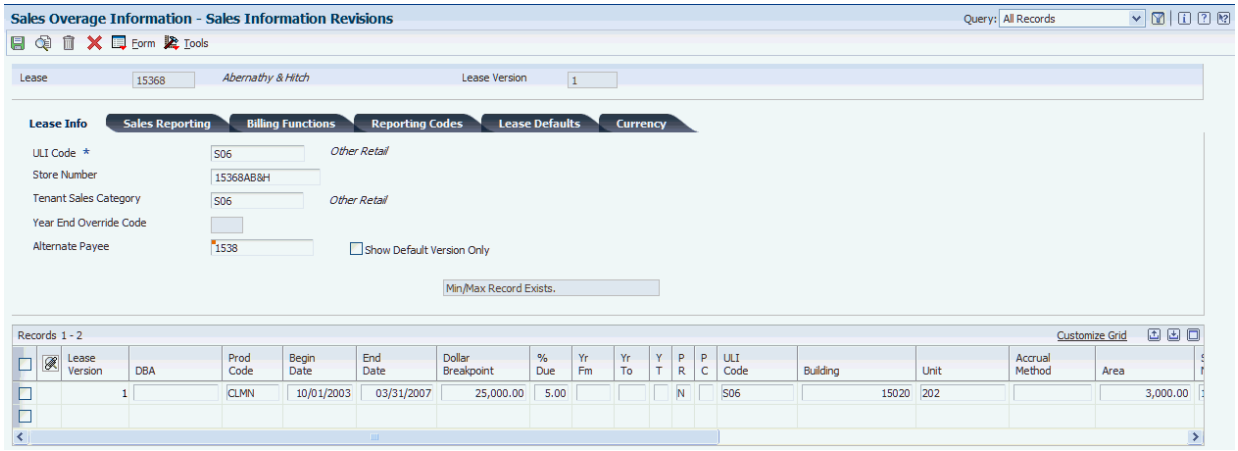
Blank: Enable.

1: Do not enable.

10.4.4 Entering Sales Overage Information

Access the Sales Information Revisions form.

Figure 10–1 Sales Information Revisions form



10.4.4.1 1 - Lease Info

ULI Code (urban land industry code)
Enter a code from UDC 15/UL that is used to identify the nature of a business or enterprise. The ULI is a real estate trade organization that publishes sales, expenses and other statistical information by types of buildings, developments, and tenants.

Tenant Sales Category
Enter a user-defined code (UDC) from UDC table 15/UL that specifies an additional ULI (Urban Land Institute) code for Tenant Sales categorization.

The ULI code is an industry-standard code used to identify the nature of a business or enterprise. The ULI is a real estate trade organization that publishes sales, expenses, and other statistical information by types of buildings, developments, and tenants.

10.4.4.2 2 - Sales Reporting

Report Frequency Code
Enter a code from UDC 15/BC that specifies the frequency with which a tenant's sales reports are due. You can establish codes for all possible combinations of reporting frequencies, including 12-period and 13-period accounting years.

Report Due Days
Enter the number of days after the end of a reporting period in which the tenant's sales reports must be submitted. This field is informational and is also used to generate the Delinquent Sales Report Notice and Delinquent Sales Report Letter FASTR reports.

Annual Report Due Days
Enter the number of days after the end of the tenant's fiscal year in which the tenant's annual (year total) sales report must be submitted. This field is informational.

Review Sales from Month/Year
Enter the first period or month to be included in the processing of sales for a series of periods or months.

Report Year End (Mo) (report year end month)
Enter the period in which the tenant's fiscal year ends. For example, if the tenant's fiscal year ends on December 31st, enter **12** in this field.

Year End Override Year
Enter the applicable year and century.

Audit Date
Enter the audit date. The purpose of this field is to record a date for the finalization of sales overage recording and calculation for a tenant for a given year.

10.4.4.3 3 - Billing Functions

Billing Frequency
Enter a code that indicates the billing cycle.

Computation Method
Enter a code from UDC 15/CO that specifies the method that the system uses to calculate percentage rent by comparing breakpoints and percentages to tenant sales. Values are:

0: Weekly sales. The system uses the sales amount for the week to directly calculate the gross overage billing. The system calculates sales for each period, does not annualize the amounts, and expresses the breakpoints as period amounts.

1: Each period. The system annualizes and processes current period sales. It then deannualizes the resulting amount to determine the current gross amount of the overage rent.

2: Cumulative. The system directly processes YTD sales to determine the YTD gross amount of the overage rent. It then deducts YTD billings to determine the current gross amount of the overage rent.

3: Cumulative Pro Rata. This method is similar to method 2, except that the system annualizes and processes YTD sales and the result is deannualized.

4: Modified cumulative. This method is similar to method 2, except that when the system reaches a higher breakpoint it applies the rate associated with this breakpoint to all sales that exceed the first breakpoint.

5: Partial Year Pro Rata. The system calculates billings on the nearest 12 months of sales and then prorates them daily for the tenant's partial lease year occupancy.

6: Lease Pro Rata. This method is similar to method 3, except that the system uses the lease breakpoint to determine a maximum amount that is billable for the lease. The system then prorates the billable amount by product code and calculates the product code sales as a percentage of total sales.

Lease Breakpoint

Enter the amount that tenant sales must exceed before the system applies the sales breakpoint percentage. Depending on the computation method, the system compares the period, cumulative period, cumulative period annualized, or annual sales amounts to the breakpoint. If you set up multiple breakpoint amounts, the system applies the sales breakpoint percentage to the difference between the breakpoint amounts.

Invoice Estimates

Enter a value that specifies whether the system generates sales overage billing for non-actual sales. A non-actual sale is one for which the sales report type is not blank and a follow-up is required. Examples of non-actual sales include estimated sales and verbal sales (reported only). However, non-actual sales do not include those that the Projected Sales Generation program (R1542) forecasts. Values are:

N: Do not calculate sales overage billing.

Y: Calculate sales overage billing.

Billing Group

Enter a value that the system uses to group different tenants and leases into one combined billing. The system automatically displays the number of the first building displayed on the Lease Information form.

Manual Review Reqd (manual review required)

Enter a value that specifies whether a review billing record must be reviewed before it can be approved for posting. Values are:

Blank: A review is not required.

Y: A review is required. The batch retains a status of **Error** until the Manual Rev Reqd field for the billing record is changed from **Y** to blank.

10.4.4.4 4 - Reporting Codes

Property Code 1through Property Code 5
Enter codes from the 20 user-defined reporting codes. Use these three-character codes to further define and categorize records, such as property/buildings, floors, units, leases, and billing records.

10.4.4.5 5 - Lease Defaults

Tax Rate/Area (Release 9.1 Update)
The system checks if the building belongs to a company with the alterative tax rate/area company constant enabled. In that case, it assigns the alternative tax rate/area based on the building and tenant country information. Otherwise, the system retrieves the tax rate/area from the tenant of the lease.

See "Setting Up Alternate Tax Rate/Area Assignment Functionality" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

10.4.4.6 Grid Area

% Due (percentage due)
Enter the percentage that the system uses to calculate sales overage for the associated breakpoint. For example, five and a half percent would be entered as **5.5.**

Sales overage, or percentage rent, is calculated on a Product Code line basis across a scale with various breakpoints. Each breakpoint must have a percentage associated with it. This percentage represents the rate at which a tenant is billed sales overage rent for sales that are greater than one breakpoint and less than the next one.

P R (prorate overage)
Enter a value that specifies whether to prorate overage. You can use this field to prorate Sales Overage Billing based on percentages specified at detail (Product Scale) levels with a total lease-level breakpoint. When you use this field, the system bills overage for all of the lease's sales in excess of the lease-level breakpoint using this logic:

1. For each detail (Product Code) record, the system determines the amount of sales applicable to that record by dividing specific product sales by total sales for the lease, and then applying that proportion to total sales in excess of the lease-level breakpoint.
2. The system then bills overage rent for the specified percentage of the sales calculated.

Values are:

N: Do not prorate.

Y: Prorate.

P C (process code)
Enter a code from UDC table 15/SO that defines the purpose of each Product Scale record.

Usually the Product Scale (Building/Unit/DBA/Product Code) identifies both the level at which sales must be reported and the level at which billing specifications should be applied. However, billing requirements may be specified at a different level than sales reporting requirements. This field enables you to distinguish between the two levels. Values are:

Blank: Use Product Scale for Sales Report Control and Billing Calculations.

B: Use Product Scale only for Billing Calculations (Product Scale fields are used to identify sales subject to said breakpoint and percent).

R: Use Product Scale only for Sales Report Control (product scale fields are used to identify how sales are expected to be reported).

Accrual Method
Enter a code from UDC table 15/AU that specifies the method that the system uses to generate accruals. Values are:

Blank: Do not generate accruals.

1: Generate this record as a reversing accrual each month, except for the report year-end month.

2: Always generate this record as a reversing accrual, regardless of the report year-end month. For the report year-end month, the accrual entry is not reversed.

3: Generate this record as a reversing accrual each month, except for the report year-end month. If actual or estimated sales exceed the breakpoint, generate an invoice or voucher regardless of the reporting month.

Sales Lease
Enter a lease number the system uses to retrieve sales amounts. The same sales reporting lease number should be entered on each line of a group of Product Scales records. A group of Product Scales records has the same values in DBA (doing business as), Product Code, Building, and Unit. Use this field in situations involving subleases, in which billings for multiple leases are based on the same sales amounts.

V S (version suspend)
Specify whether a billing record is suspended by the versioning process. Values are:

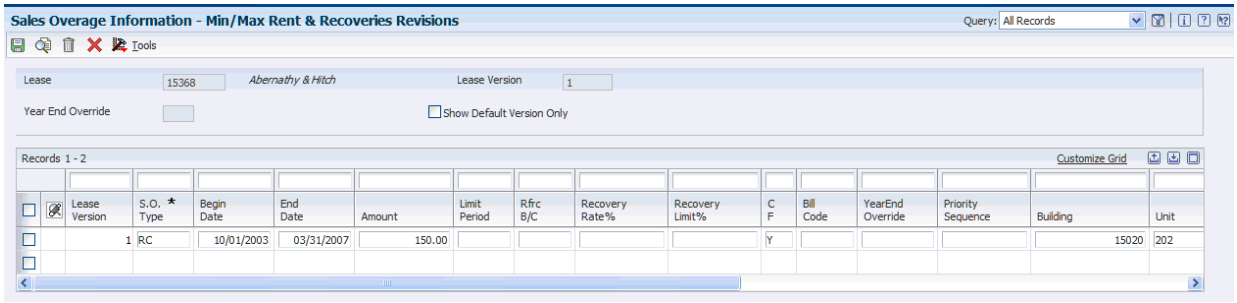
Blank: Not suspended.

1: Suspended. A new billing record might exist for the next (subsequent) version of the lease.

10.4.5 Entering Minimum and Maximum Rent and Recovery Information

Access the Min/Max Rent & Recoveries Revisions form.

Figure 10–2 Min/Max Rent & Recoveries Revisions form



S.O. Type (sales overage type code)
Enter a code from UDC table 15/SP that relates the pay item to sales overage rent. Values are:

RC: Recovery that is generally exempt from the calculation of sales overage. A lease can have multiple recoveries active for a given billing period.

MN: Minimum rent that is fixed and generally credited against sales overage in a given billing period.

MX: Maximum rent that specifies the ceiling for a tenant's sales overage in a given billing period.

Amount
Enter the value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount.

Limit Period
Enter a code from UDC table 15/LP that specifies the period associated with the maximum rent amount for sales overage rent. Values are:

A: The maximum rent amount is an annual maximum.

P: The maximum rent amount is a maximum for the current billing period.

L: The maximum rent amount is a maximum for the entire lease term.

Rfrc B/C (reference bill code)
Enter the reference bill code.

For minimum rent, you can enter the bill code associated with amounts already invoiced to a tenant in this field. The system compares these amounts to the sales overage calculation amounts to determine whether the minimum rent amount has been reached. For a example, a tenant is billed estimated minimum rent of 500 per month through the Recurring Billing program (P1502), and a minimum rent of 500 has been set up on the Min/Max Rents & Recoveries Revisions form.

Enter the bill code for the estimated minimum rent in the Reference Bill Code field. The system then calculates sales overage rent, compares the amount with what has already been billed, and calculates the net charge or credit.

For recoveries, enter the bill code associated with the general ledger account that contains the amount to be recovered. The system automatically calculates the gross amount of recovery based on this code and the percentage entered in the Recovery Rate field.

Recovery Rate %(recovery rate percentage)
Enter the rate at which recoveries are deducted from gross overage rent. After the system calculates the recovery amount, identified through the use of a reference bill code applicable to the given period, the system modifies the recovery amount by this rate. The modified recovery amount is then deducted, subject to other limits and rates, from gross overage rent.

Recovery Limit %(recovery limit percentage)
Enter the maximum increase in percentage of dollars that is allowed for an annual escalation. For example, the value 6.000 represents a 6 percent maximum in the increase between a recurring charge being escalated and the new recurring charge.

C F (period carry forward)
Specify whether to allow a carry forward. You can use this field to carry forward maximum rent adjustments made to gross overage rent or recovery adjustments based on recovery limits to the following billing period.

If carry forward is in effect for a recovery, the system adds the recovery amount calculated in excess of the gross overage billing to the following period's recoveries. If carry forward is in effect for a maximum rent, the system adds the maximum rent amount (Gross Billing - Maximum Rent) to the following period's Gross Overage Billing.

Using a carry forward can be financially advantageous to the property manager or owner when processing a maximum rent adjustment and disadvantageous when processing a recovery. Values are:

Y: Allow.

N: Do not allow.

Priority Sequence

Enter the value that re-sequences the order in which the system calculates minimum rent, maximum rent, and recovery adjustments. The system processes the adjustments in the order in which the Minimum/Maximum Rents and Recoveries program (P15015) displays them. To change this order, enter an alphanumeric sequence value or a series of values in the Priority Sequence field.

Limit Amount

Define the limit amount (or maximum amount) of a recovery. The recovery limit amount is the maximum amount that is allowed over the term of the lease.

After the system calculates the recovery amount deductible from gross overage rent for the given billing period, it adjusts the recovery amount so as to not exceed the recovery limit for the life of the lease.

10.5 Entering Expected and Unexpected Sales

This section provides an overview of expected and unexpected sales and discusses how to:

- Run the Expected Sales Report Generation program (R15780).
- Set processing options for Expected Sales Report Generation (R15780).
- Set processing options for Sales Report Entry (P1540).
- Enter expected sales.
- Enter unexpected sales.

10.5.1 Understanding Expected and Unexpected Sales

Before you can enter expected sales, you must generate the expected sales report. When you run the Expected Sales Report Generation program (R15780), you create records without monetary amounts (records with empty buckets) in the Sales Report Control table (F1540B) that store the sales information that you expect to receive for a specific lease.

After you run the R15780 program, you can enter the expected and unexpected sales figures from the tenants. The menu provides a different version of the same program (P1540) to enter expected and unexpected sales.

10.5.2 Forms Used to Enter Expected and Unexpected Sales

Form Name	FormID	Navigation	Usage
Work With Sales Entry	W1540E	Sales Report Processing (G15221), Expected Sales Report Entry Sales Report Processing (G15221), Unexpected Sales Report Entry	Review and select sales report records. **Note:** The navigation that you use depends on whether you want to add expected or unexpected sales amounts.
Expected Sales Entry	W1540A	On the Work With Sales Entry form, click Add.	■ Enter expected sales. ■ Add or revise expected sales amounts for individual sales report records.
Multiple Expected Sales Report Revisions	W1540D	On the Work With Sales Entry form, locate a sales report record and select Multiple Revisions from the Form menu or the Row menu.	■ Enter expected sales. ■ Add or revise sales amounts for multiple records.
Unexpected Sales Revisions	W1540B	On the Work With Sales Entry form, click Add.	■ Enter unexpected sales. ■ Add or revise unexpected sales amounts for individual sales report records.

10.5.3 Running the Expected Sales Report Generation Program (R15780)

Select Sales Report Processing (G15221), Expected Sales Report Generation.

10.5.4 Setting Processing Options for Expected Sales Report Generation (R15780)

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

10.5.4.1 Select

1. Sales Report Month

Specify the month to use to create Sales Report Control records (F1540B). The system generates a separate record for each month and year for each building, unit, and product code for leases that have a record in the Sales Overage Information table (F15013B).

2. Sales Report Year

Specify the year to use to create Sales Report Control records (F1540B). The system generates a separate record for each year and month for each building, unit, and product code for leases that have a record in the Sales Overage Information table (F15013B).

3. Weekly Sales Date
Specify the date to use to create weekly Sales Report Control records (F1540B). The system generates a separate record for each week and year for each building, unit, and product code for leases that have a record in the Sales Overage Information table (F15013B).

4. Reporting Month-End Date
Specify the month-end date that the system uses to calculate the tenants sales report due date. The system adds the number of days in the Report Due Days field (RFDY) on the Sales Information Revisions form to the date in this processing option to calculate the sales report due date (DLSD) that the system stores in the Sales Report Control table (F1540B).

Note: If you complete the Weekly Sales Date processing option, the system ignores this processing option.

5. Process by Period or Year
Specify whether the system generates expected sales reports for the period (week and month) that corresponds to the Sales Report Month and Weekly Sales Date processing options, or for all of the periods for the year specified in the Sales Report Year processing option. Values are:

Blank: Generate expected sales reports for the period (week and month).

1: Generate expected sales reports for all periods in the year.

10.5.4.2 Print

1. Expected Sales Record Report
Specify whether to print a detailed report of the records created in the Sales Report Control table (F1540B) that includes information such as the lease number and description, building, unit, DBA number, product code and description, report year, and period. Values are:

Blank: Do not print.

1: Print.

10.5.5 Setting Processing Options for Sales Report Entry (P1540)

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

10.5.5.1 Process

1. Unexpected Sales Entry
Specify whether to allow the user to enter unexpected sales amounts when a record in the Sales Report Control table (F1540B) has not been generated. Values are:

Blank: Do not allow.

1: Allow.

2. Adjusted Sales Entry
Specify whether to allow the user to enter adjusted sales amounts to periods for which sales have been reported. Values are:

Blank: Do not allow.

1: Allow.

10.5.5.2 Defaults

1. Batch Control
Specify whether to activate batch control for entering sales amounts regardless of the setting of the Batch Control Required field in the Accounts Receivable constants. Values are:

Blank: Use the value in the Batch Control Required field on the Accounts Receivable constants.

1: Activate.

0: Do not activate.

10.5.6 Entering Expected Sales

Access the Multiple Expected Sales Report Revisions form.

You can enter expected sales on the Multiple Expected Sales Report Revisions form or the Expected Sales Entry form.

Sales Amount
Enter the total sales amount for the associated product and sales period.

R T (sales report type)
Enter a code from UDC table 15/RT that specifies the type of user-defined sales reports. Values are:

Blank: Actual sales. Actual sales require no follow-up and are eligible for purging from the F1540B table.

1: Estimated sales

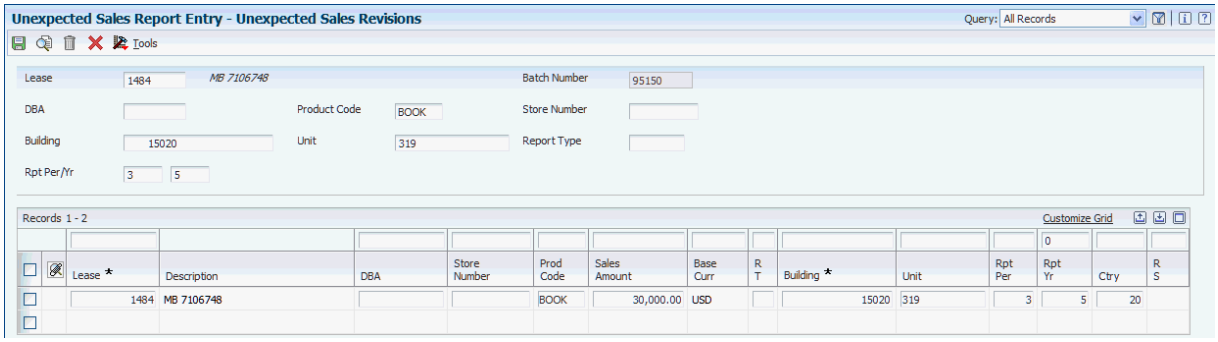
2: Verbal sales

Any non-blank value in this field indicates that some follow-up is required. The system retains non-blank records in the control file for reporting and follow-up purposes. You can use the codes to differentiate between conditions that require unique types of follow-up.

10.5.7 Entering Unexpected Sales

Access the Unexpected Sales Revisions form.

Figure 10–3 Unexpected Sales Revisions form



Sales Amount
Enter the total sales amount for the associated product and sales period.

Rpt Yr (sales report period/year - calendar year)
Enter the report period. This field is used to record the Tenant's Sales reporting period. These periods usually correspond to calendar months, quarters, or to periods of some other established year.

To save time when you are entering sales for the same lease, product code, or report month and year, consider completing those fields in the header so that the system enters the default information into the detail area when you enter sales amounts.

10.6 Reviewing Sales Report Batches

This section provides an overview of the process to review sales report batches and discusses how to set processing options for Sales Report Batch Review (P15206).

10.6.1 Understanding the Process to Review Sales Report Batches

Before you generate sales overage billings, you can review batches of sales information for posting using the Sales Report Batch Review program (P15206).

The system enables you to perform a general batch review and a detailed batch review. Use the P15206 program to review batches of transactions at the highest (most general) level of detail. You can display a list of batches based on information such as user ID, batch number, and batch date.

When you review batches of transactions, you can review sales report batch details for posted batches (for example, to check batch totals) and batches in error.

Note: If you use batch control, the system shows the differences between what you expect to enter and what you actually enter for both the input total, in the Difference Amount field, and the number of documents, in the Difference Documents field. If you do not use batch control, the system subtracts the actual entries from zero, which results in negative numbers in these fields.

The system stores sales information in the Batch Control Records table (F0011) and the sales report control tables.

10.6.2 Form Used to Review Sales Report Batches

Form Name	FormID	Navigation	Usage
Work With Batches	W15206A	Sales Report Processing (G15221), Sales Report Batch Review.	Review, select, approve, and post sales report batches.

10.6.3 Setting Processing Options for Sales Report Batch Review (P15206)

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

10.6.3.1 Process

1. Batch Type
Specify the default value for the Batch Type field. If you leave this processing option blank, the system uses ***.**

2. Display Multiple Status Column
Specify whether to display multiple status columns on the report. Values are:

Blank: Do not display.

1: Display.

10.6.3.2 Versions

1. Post Sales Reports to History (R15820)
Specify the version of the R15820 program to use if you post by batch. If you leave this processing option blank, the system uses the XJDE0001 version.

10.7 Posting Sales Reports to History

This section gives an overview of the process to post sales reports and discusses how to

- Post sales reports.
- Set processing options for Post Sales Reports to History (R15820).

10.7.1 Understanding the Process to Post Sales Reports

Use the Post Sales Reports to History program (R15820) to post both expected and unexpected sales. You can also specify whether the system generates sales analysis information when you post sales batches.

When you post sales batches, the system updates the Tenant Sales History File table (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410).

See Setting Up Levels of Detail for Sales Analysis.

10.7.2 Posting Sales Reports

Select Sales Report Processing (G15221), Post Sales Reports to History.

10.7.3 Setting Processing Options for Post Sales Reports to History (R15820)

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

10.7.3.1 Process

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

Blank: Proof mode. The system prints a report of the sales amounts to post.

1: Final mode. The system updates the sales amounts to the Tenant Sales History table (F1541B) and prints a report.

10.8 Adjusting Posted Sales

This section provides an overview of adjusted sales and discusses how to adjust posted sales.

10.8.1 Understanding Adjusted Sales

After you post sales, you might have to change the sales figures (for example, when a tenant's actual sales have changed since the posting). Use the Adjust Sales Reports program (P1540) to change the posted sales amounts.

> **Note:** If you try to select posted sales records from the Work With Sales Entry form that the system displays when you select the Expected Sales Entry and Unexpected Sales Entry programs, the system returns an error. You must select Adjust Sales Report from the G15221 menu. You can, however, select and revise unposted sales report records using the Expected Sales Entry, Unexpected Sales Entry, or Adjust Sales Reports programs.

When you revise posted sales amounts, the system:

- Reopens the batch header record in the F0011 table.
- Changes the Rpt Sts (report status) field from **P** to **X,** which indicates that the value has been changed.
- Adds a detail record with the new sales amount.

  The report status for the new sales amount is blank until you post the batch.

The system retains the original sales amount to provide an audit trail of the changes. After you post the batch, the system updates the report status on both the detail record displayed on the Adjusted Sales Revisions form and the report status on the Work With Sales Entry form.

10.8.2 Forms Used to Adjust Posted Sales

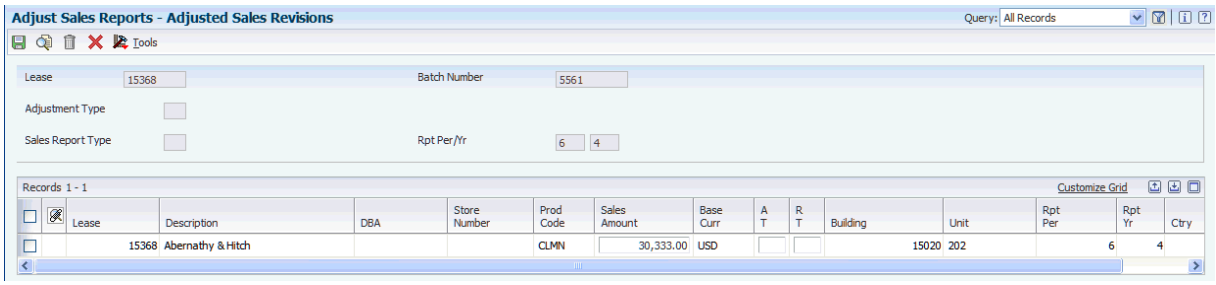
Form Name	FormID	Navigation	Usage
Work With Sales Entry	W1540E	Sales Report Processing (G15221), Adjust Sales Reports	Review and select posted sales report records.

Form Name	FormID	Navigation	Usage
Adjusted Sales Revisions	W1540F	On the Work With Sales Entry form, select a posted sales report record.	Adjust posted sales.

10.8.3 Adjusting Posted Sales

Access the Adjusted Sales Revisions form.

Figure 10–4 Adjusted Sales Revisions form



Sales Amount
Enter the total sales amount for the associated product and sales period.

A T (adjustment type)
Enter a code from UDC 15/AT that specifies the reason for the change in the originally reported sales information. Values are:

Blank: Miscellaneous adjustment.

1: Audit adjustment.

2: Correction.

R T (sales report type)
Enter a code from UDC table 15/RT that specifies the type of user-defined sales reports. Values are:

Blank: Actual sales. Actual sales require no follow-up and are eligible for purging from the F1540B table.

1: Estimated sales

2: Verbal sales

Any non-blank value in this field indicates that some follow-up is required. The system retains non-blank records in the control file for reporting and follow-up purposes. You can use the codes to differentiate between conditions that require unique types of follow-up.

10.9 Generating Sales Overage Billings

This section provides an overview of sales overage generation and discusses how to:

- Run the Sales Overage Generation program.
- Set processing options for Sales Overage Generation (R15120).

10.9.1 Understanding Sales Overage Generation

When you run Sales Overage Generation program (R15120), the system:

- Creates a batch header record in the Batch Control Records table (F0011).
- Assigns the batch a batch type of 1.
- Assigns the batch a batch status (error, pending, or approved).
- Runs a version of the Billing Edit/Register program (R15300), which generates the records in the Lease Billings Master table for generation type 3.

  (**Release 9.1 Update**) This program also validates transactions to determine if they should be included in the revenue recognition process.

Use processing options to specify:

- The records that the system processes.
- Whether the system creates billing records for vouchers or invoices.
- The dates to assign to the billing records.

> **Note:** The billing period that you specify in the data selection must be the same as the billing period that you specify in the first processing option on the Process tab.

10.9.1.1 Related Tasks for Processing Sales Overage Billings

You must run the programs that are designated as *Required* to complete the sales overage billing generation process. This table lists the tasks you must perform after you generate the sales overage billing records:

Task	Description
Review the Billing Edit/Register report.	When you generate sales overage billings, the system automatically generates the Billing Edit/Register program (R15300) to validate that the batch is ready to post. (**Release 9.1 Update**) The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up. See Generating the Billing Edit/Register Report.
Review the sales overage journal.	You can review the batch of sales overage billing records before you post them, and revise or delete billing transactions as necessary. See R154014 - Sales Overage Information Listing. See Reviewing Sales Report Batches.

Task	Description
Post invoices and vouchers (Required).	After you generate the billing edit register, you must post the sales overage billing transactions to generate the invoice or voucher records. You can post batches at an Approved status. Depending on the lease, you run the R15199 program to generate either invoices or vouchers. For payable leases, the system creates vouchers with a Supplier Invoice Number (VINV) as a combination of doc type, doc number (for the voucher) and company. (**Release 9.1 Update**) The R15199 program has been updated to determine if billing records should be included in the revenue recognition process by comparing the information on the billing transaction to the Real Estate trigger configuration. If at least one pay item from the billing invoice is included in revenue recognition processing, the system writes journal entries to the performance liability accounts instead of writing to the billing accounts and creates the corresponding entries for revenue recognition in these tables: ■ Revenue Recognition Invoice (F03B116) ■ Revenue Recognition GL Info (F03B117) ■ Customer Ledger Tag Table (F03B11T) See Posting Invoices and Vouchers.
Print invoices.	After you post invoices, you can print and send them to the tenants. See Printing Invoices.
Print statements.	After you post invoices, you can print statements and send them to the tenants. See Printing Statements.
Review billing transactions.	You can review sales overage billing transactions in detail using the Billings Transaction Inquiry program (P15211). See Reviewing Billing Transactions.
Review invoice transactions.	You can review the invoices generated from the sales overage process by using the Tenant Ledger Inquiry program (P15222). See Understanding the Process to Review Applied Receipts.
Review voucher transactions.	You can review the vouchers generated from the sales overage process by using the Supplier Ledger Inquiry program (P0411).

10.9.2 Running the Sales Overage Generation Program (R15120)

Select Sales Overage (G1522), Sales Overage Generation.

10.9.3 Setting Processing Options for Sales Overage Generation (R15120)

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

10.9.3.1 Process

1. Month and 2. Year
Specify the month and year through which you want to process tenant sales. The system processes all sales that are posted to the Tenant Sales History table (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410) from the beginning of the tenant's reporting year through the date that you enter in this processing option.

3. G/L Date (general ledger date)
Specify the GL date to assign to the records in the Lease Billings Master table (F1511B).

4. Invoice Date
Specify the invoice date to assign to the records in the Lease Billings Master table (F1511B) that the system generates. If you leave this processing option blank, the system uses today's date as the invoice date.

5. Service / Tax Date
Specify the service tax date to assign to the invoice or voucher records that the system generates. If you leave this processing option blank, the system uses the first day of the last period (based on today's date).

6. Search Default for Lease Version
Specify whether the system calculates sales overage billings for the version of the lease that is based on today's date (the system date) or the latest effective date. If the version of the lease specified does not have associated sales overage information, the system uses version 1 of the lease. Values are:

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

1: Uses the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007, and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

2: Uses the version of the lease that is effective as of the date provided in the Lease Prior Version Effective Date processing option

---

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

---

7. Weekly Sales Date
Specify the date to use to select records to process for weekly sales. The system processes all sales within the period for the date. If you leave this processing option blank, the system processes records for the period associated with today's date.

8. Generate Accruals
Specify whether to generate accrual entries when billing records are posted. Values are:

Blank: Do not generate. The system generates billing records in the Lease Billings Master table (F1511B) only.

1: Generate. The system generates billing records in the Lease Billings Master table (F1511B) and updates the Transaction Billing Type field (TRAN) with **A,** which

generates the accrual entries when the batch is posted. You must enter a value in the Accrual Method field on the Sales Information Revisions form to generate accrual entries.

9. Process Estimated Sales
Specify whether to use only actual sales amounts or both actual and estimated sales amounts to generate sales overage billings. The system retrieves estimated sales amounts only from the F1542 table. Values are:

Blank: Actual sales amounts only.

1: Actual and estimated sales amounts.

10. Lease Prior Version Effective Date
Specify the lease prior version effective date.

You must enter **2** in the Search Default for Lease Version processing option.

11. Check for Prior Estimated Sales
Specify whether to stop billing a period if there are prior estimated sales. Values are:

Blank: Process actual sales regardless of prior estimated sales.

1: Process actual sales only if there are no prior estimated sales.

10.9.3.2 Options

1. Receivables or Payables
Specify whether to select leases that generate invoice records or leases that generate voucher records. If the value of the Lessee field on the lease is blank, the system generates invoice records when you post billings. If the value of the Lessee field on the lease is not blank, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Values are:

Blank: Invoice records.

1: Voucher records.

> **Note:** You must process sales overage billings that generate invoices separately from sales overage billings that generate vouchers.

2. Amount to Retrieve From A/R or A/P (amount to retrieve from accounts receivable or accounts payable)
Specify the amount to retrieve from the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411) if you have set up minimum and maximum rent amounts and recovery amounts using the Min/Max Rents & Recoveries program (P15015). Values are:

Blank: Use the gross amount of the transaction.

1: Use the gross amount less adjustments (such as write-offs) that have been made to the invoice, if any. This value is valid only if you process invoices.

2: Use the amounts that have been paid against the transaction.

3. AR/AP Retrieval Date (accounts receivable/accounts payable retrieval date)
Specify the date type to use to retrieve invoice records, including unapplied receipts, from the Customer Ledger table (F03B11) or vouchers from the Accounts Payable

Ledger table (F0411). The system selects all records for the date type specified for the period and year entered in the Tenant Sales Through Date processing option. For example, if you specify Due Date for this processing option and 06 and 2007 for the Tenant Sales Through Date processing option, the system retrieves all records with a due date between June 01, 2007, and June 30, 2007. Values are:

Blank: Invoice Date

1: Due Date

2: Service/Tax Date

3: GL Date

4. Prior Gross Billings Calculation

Specify how the system calculates prior gross billings before updating them to the Tenant/Lease Billings Detail Master (F1511B) and Tenant/Lease Billings Detail History (F1511HB) tables. Values are:

Blank: Lease level.

1: Detail level (building, unit, and product code).

5. Adjustment Due Date

Specify the due date to use for sales overage adjustments. Values are:

Blank: Use GL Date as due date.

1: Use due date specified by the payment term code.

6. Minimum Rent Calculation

Specify whether the system multiplies the minimum rent by the number of months since the beginning of the year. The year begins the month after the value in the Report Year End Month field on the Sales Reporting tab of the Sales Information Revisions program (P15013).

Minimum rent is an amount that is deducted from the gross overage billing for a billing period. If the gross overage is less than this amount, the billing for the period does not include sales overage. You set up the minimum rent amount in the Minimum/Maximum Rents and Recoveries program (P15015).

Values are:

Blank: Multiply the minimum rent by the number of months since the beginning of the year if the S.O Type (sales overage type code) field is set to MN (Minimum) and the Year End Override Code field is blank. If the Year End Override Code field is populated, the minimum rent is not multiplied by the number of months since the beginning of the year regardless of how this processing option is set.

1: Do not multiply the minimum rent by the number of months since the beginning of the year.

10.9.3.3 Print

1. Print Billing Report

Specify whether to print a billing report, and the type of billing report to print. Values are:

Blank: Do not print a billing report.

1: Summarized billing report. The system prints billing totals only.

2: Detailed billing report. The system prints all prior, current, and year-to-date billing totals, as well as the calculations for each amount.

10.9.3.4 Versions

1. Billing/Edit Register (R15300)
Specify the version of the R15300 program to run after the system generates sales overage billings. If you leave this processing option blank, the system uses version XJDE0003.

10.10 Reviewing Sales History

This section provides an overview of sales history and discusses how to:

- Set processing options for Sales History Inquiry (P1541B).
- Review actual and estimated sales.
- Review sales by unit detail.

10.10.1 Understanding Sales History

The Sales History Inquiry program (P1541B) is an online, date-sensitive program that displays actual sales from the F1541B table and projected sales from the F1542 table. The P1541B displays this information:

- The start date and end date for the first 12-month cycle, as well as the start date and end date of the subsequent 12-month cycle.
- Total sales for the first 12-month cycle.
- Total sales for the second 12-month cycle.
- Total sales for the 24-month cycle.
- Sales per square foot for the first 12-month cycle.
- Sales per square foot for the second 12-month cycle.
- Sales per square foot for the 24-month cycle.

The system uses these tables in the sales inquiry:

- Lease Master Header (F1501B).
- Lease Master Detail (F15017).
- Tenant Sales History (F1541B).
- Projected Sales (F1542).
- Sales History Work File (F1541BW).
- Real Estate Management Constants (F1510B).
- Unit Master (F1507).
- Area Master (F1514).

The system calculates total sales using these formulas for the sales per square foot amounts for the first and second 12-month cycles:

- Total Sales (12-month) = Sales 1... + Sales 2 + Sales 11 + Sales 12
- Total Square Foot (12-month) = Sq Ft 1 + Sq Ft 2 ...+ Sq Ft 11 + Sq Ft 12

- Total Sales ÷ Sq Ft (12-month) = Total Sales (12-month) ÷ Total Sq Ft (12-month)

The system calculates total sales using these formulas for the sales per square foot amounts for the overall 24-month period:

- Total Sales (24-month) = Sales 1 + Sales 2... + Sales 23 + Sales 24
- Total Square Foot (24-month) = Sq Ft 1 + Sq Ft 2... + Sq Ft 23 + Sq Ft 24
- Total Sales ÷ Square Foot (24-month) = Total Sales (24-month) ÷ Total Sq Ft (24-month)

Note: Because total sales and sales per square foot can be weighted differently, they cannot simply be added for the first and second 12-month cycles.

10.10.2 Forms Used to Review Sales History

Form Name	FormID	Navigation	Usage
Sales History Inquiry	W1541BB	Sales Report Processing (G15221), Sales History Inquiry	Review actual and estimated sales.
Sales By Unit Detail	W1541BC	On the Sales History Inquiry form, select a sales report record.	Review sales by unit detail.
Monthly Sales Area	W1541BA	On the Sales By Unit Detail form, select a sales report record and select Monthly Area from the Row menu.	Review sales, area, and sales per square foot for the unit on one form.

10.10.3 Setting Processing Options for Sales History Inquiry (P1541B)

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

10.10.3.1 Process

1. Select Area Type

Specify the area type that the system uses to calculate the sales per square foot amount that appears on the Monthly Sales Area form. The system retrieves this area type from the Real Estate Management Constants table (F1510B). Values are:

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

1: Use the value from the Rentable Area Type field.

2: Use the value from the Usable Area Type field.

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

2. Alternate Area Type

Specify a code from UDC 15/AR that specifies the alternate area type. The system uses the area type to calculate the sales per square foot. The system ignores this processing option if you enter a value in the Select Area Type processing option.

3. Gross Leasable Area (GLA) Retrieval
Specify which day of the month to retrieve the area, which is used to calculate the gross leasable area (GLA). Values are:

Blank: First day of the month.

1: Last day of the month.

4. Sales to Display
Specify the default option to select to display sales amounts on the Sales History Inquiry form. You can override this default option on the form. Values are:

Blank: Actual sales amounts

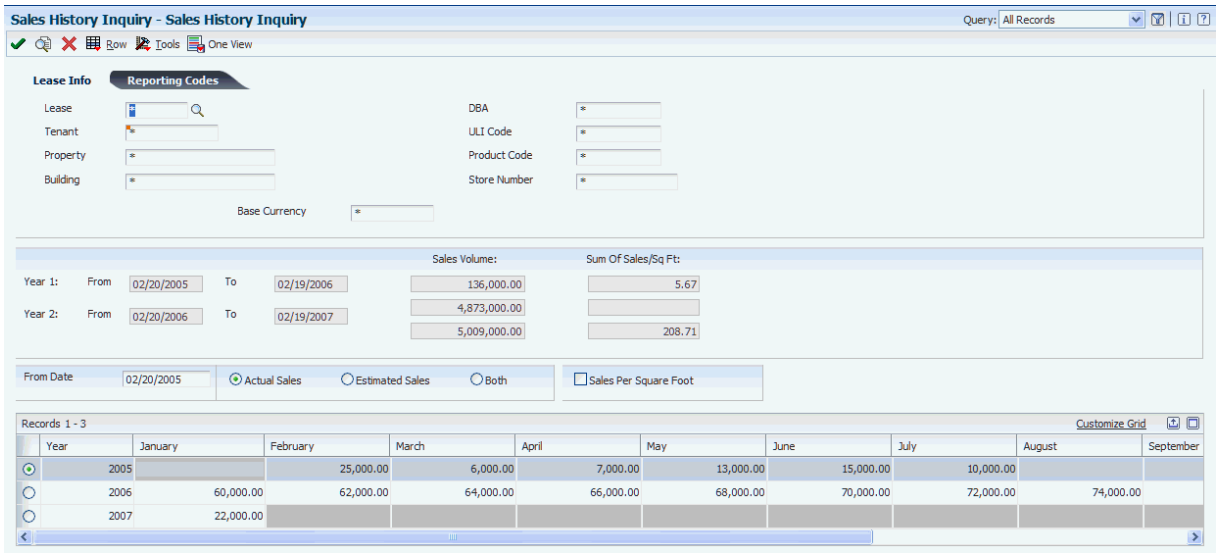
1: Estimated sales amounts.

2: Actual and estimated sales.

10.10.4 Reviewing Actual and Estimated Sales

Access the Sales History Inquiry form.

Figure 10–5 Sales History Inquiry form



The system displays sales or sales per square feet amounts for the 24-month cycle in the detail area. Columns for periods that do not fall in the date range that you specified are either not displayed or are unavailable for input. For sales that exist in the F1541B table or the F1542 table, if only part of the year falls within the 24-month rolling date range, the months that are outside of the range are unavailable for input.

10.10.4.1 Lease Info

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

Product Code
Enter the product code from UDC table 15/PC. Product codes are four-character UDCs used to categorize tenants' sales. The codes are used for sales reporting in the sales overage module of the JD Edwards EnterpriseOne Property Management system. Example product codes are:

FOOD: Food

GIFT: Gift merchandise

TOYS: Toys

OFCF: Office furniture

BOOK: Books

Store Number
Enter the alphanumeric code that identifies a particular store number.

Base Currency
Enter the code that identifies the currency of a transaction.

From Date
Enter the date from which to display a rolling twenty four months of sales.

Actual Sales
Select to display actual sales.

Estimated Sales
Select to display estimated sales.

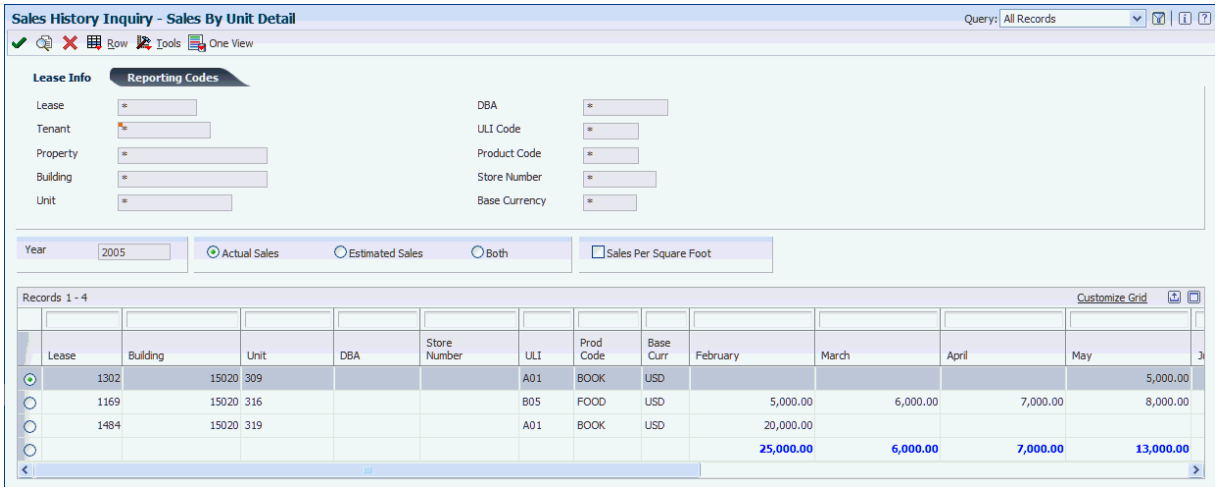
Both
Select to display both actual and estimated sales.

Sales Per Square Foot
If you select this check box, the system displays monthly sales per square foot. If you do not select this check box, the system displays monthly sales.

10.10.5 Reviewing Sales By Unit Detail

Access the Sales By Unit Detail form.

Figure 10–6 Sales By Unit Detail form



Note: The search fields on this form are completed automatically from the header fields on the Sales History Inquiry form. Sales or sales per square foot amounts for the units appear for the months of the year that you specified. Because sales per square feet amounts are summarized on the Sales History Inquiry form, the Sales By Unit Detail form displays the units that comprise the total different units that might have contributed to sales for different months.

11

Forecasting Sales

This chapter contains the following topics:

- Section 11.1, "Understanding Sales Forecasting"
- Section 11.2, "Generating Seasonality Values"
- Section 11.3, "Generating Projected Sales"
- Section 11.4, "Revising Projected Sales"

11.1 Understanding Sales Forecasting

Percentage rent, or sales overage, is a significant component of revenue for all retail real estate companies and a significant expense for retail tenants. Use the sales forecasting tools to forecast sales amounts for future periods. You can use these estimated amounts to generate billings for the tenants, analyze historical trends, and predict future revenue and expenses.

The system provides the following programs for using sales forecasting:

- Seasonality Generation (R1547)

  The R1547 program creates the values that populate the Sales Seasonality table (F1547) that are used to calculate estimates for noncomparable leases.

- Seasonality Models (P1549)

  The P1549 program displays the order in which the seasonality model for estimating sales is determined.

- Seasonality Information (P15470)

  The P15470 program is used to revise generated seasonality values.

- Projected Sales Generation (R1542)

  The R1542 program projects monthly and annual sales. You use processing options to specify whether the system projects annual sales. For noncomparable leases, sales are projected based on the seasonality values. For comparable leases, sales are projected based on comparisons with prior actual sales amounts.

- Sales History Inquiry (P1541B)

  The P1541B displays a rolling 24-month cycle for both actual and estimated sales amounts. Actual sales amounts are retrieved from the F1541B table. Estimated sales amounts are retrieved from the F1542 table.

11.2 Generating Seasonality Values

This section provides an overview of seasonality generation and discusses how to:

- Run the Seasonality Generation Program.
- Set processing options for Seasonality Generation (R1547).
- Set processing options for Seasonality Models (P1549).
- Add buildings to seasonality models.
- Set processing options for Seasonality Information (P15470).
- Revise seasonality information.

11.2.1 Understanding Seasonality Generation

If a lease does not meet the conditions for comparable leases or there is not sufficient sales data to generate future sales estimates, you can define seasonality values to enable the system to create a sales forecast.

A lease is considered comparable if the values for the following fields do not change:

- The Urban Land Industry (ULI) Code (for example, the Major Merchandise code).
- Building.
- Unit.
- Area. (square footage)
- DBA.

If any of these conditions change or if insufficient sales data are available to use any of the forecasting methods, the lease is considered noncomparable

To create seasonality values and a default seasonality model, run the Seasonality Generation program (R1547) or create the seasonality values manually in the Seasonality Models program (P1549) and the Seasonality Information program (P15470). You can also to review and revise seasonality values generated by the R1547 program in the P1549 and P15470 programs

The Projected Sales Generation program (R1542) uses a seasonality model to select seasonality values. When forecasting sales, the system uses the model with the lowest line number whose minimum number of tenants is fewer than the number of tenants for whom the sales forecast is run. If none of the seasonality models meet the criteria, the system uses the default model that includes sales for the entire project or building.

The system calculates seasonality values by building and ULI or project and ULI. The system uses this formula to calculate seasonality values: Seasonality (month X) = (Sales (month X this year) × 100) ÷ total sales for current year

The system stores seasonality values in the Sales Seasonality table (F1547).

11.2.2 Forms Used to Generate Seasonality Values

Form Name	FormID	Navigation	Usage
Work With Seasonality Models	W1549A	Sales Forecasting (G152211), Seasonality Models	Review and select seasonality models.

Form Name	FormID	Navigation	Usage
Seasonality Model Revisions	W1549B	On the Work With Seasonality Models form, select a record.	Add buildings to seasonality models.
Work With Seasonality Information	W15470A	Sales Forecasting (G152211), Seasonality Information.	Review and select seasonality records and seasonality models.
Seasonality Revisions	W15470C	On the Work With Seasonality Information form, click Add.	Set up seasonality information.

11.2.3 Running the Seasonality Generation Program

Select Sales Forecasting (G152211), Seasonality Generation.

11.2.4 Set Processing Options for Seasonality Generation (R1547)

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

11.2.4.1 Process

1. Process Year
Specify the year for which the system generates seasonality. If you leave this processing option blank, the system uses the current year.

2. From Period
Specify the beginning date used to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system processes the report beginning from the current year.

3. Thru Period
Specify the date through which to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system sets the through date to the end of the current year.

4. Process by Building or Property
Specify whether to generate seasonality values by building or project number. Values are:

Blank: Building

1: Project number

5. Generate Default Seasonality Model
Specify whether to generate seasonality values for the default seasonality model. If you generate seasonality values by building (MCU), the default seasonality model does not take all sales for that particular building into consideration. If you generate seasonality values by project, the default seasonality model takes all sales for that particular project into consideration. Values are:

Blank: Do not generate.

1: Generate.

6. Leases to Consider for Generation
Specify whether to calculate seasonality using only comparable leases or both comparable and non-comparable leases. Comparable leases are leases for which the ULI code, building, unit, square footage, doing business as, and tenant have remained unchanged over the year. Furthermore, sales must exist for every period in the year. Values are:

Blank: Comparable leases.

1: Comparable and non-comparable leases.

7. Process Estimated Sales
Specify whether to consider actual sales only, or both actual and estimated sales, when you run the Seasonality Generation program (R1547). Values are:

Blank: Actual sales.

1: Actual and estimated sales.

8. Area Type
Specify the area type that the system retrieves from the Real Estate Management Constants table (F1510B) to use to calculate seasonality values. Values are:

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

1:Rentable Area Type field (RNAT).

2:Usable Area Type field (USAT).

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

9. Alternate Area Type
Specify a user-defined code from UDC table 15/AR that identifies the area type.

11.2.4.2 Print

1. Print Edit Report
Specify whether to generate seasonality values in the Sales Seasonality table (F1547) or to print an edit report. Values are:

Blank: Print an edit report. The system does not update the F1547 table.

1: Generate seasonality values and print an edit report. The system populates the F1547 table with the appropriate values.

2. Page Break By Building/Property
Specify whether to insert a page break between each building, if you print the report by building, or between each project, if you print the report by project number. Values are:

Blank: Do not insert a page break between building (MCU) or project number (MCUS).

1: Insert a page break.

11.2.4.3 Exclusions

1. ULI Codes to Exclude (urban land industry codes to exclude)
Specify which Urban Land Industry (ULI) codes to exclude when the system generates seasonality values.

2. Unit Types to Exclude
Specify which unit types to exclude when the system generates seasonality values.

3. Lease Types to Exclude
Specify which lease types to exclude when the system generates seasonality values.

4. Lease Status' to Exclude
Specify which lease statuses to exclude when the system generates seasonality values.

11.2.5 Setting Processing Options for Seasonality Models (P1549)

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

11.2.5.1 Process

1. Process by Building or Property
Specify whether to set up seasonality models by building or property. Values are:

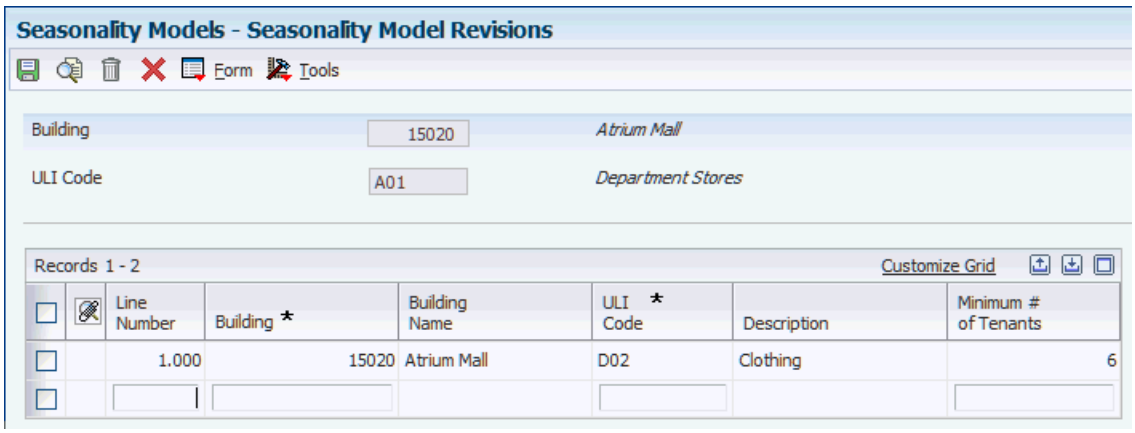
Blank: Building (MCU).

1: Property (MCUS).

11.2.6 Adding Buildings to Seasonality Models

Access the Seasonality Model Revisions form.

Figure 11–1 Seasonality Model Revisions form



ULI Code (urban land institute code)
Enter a ULI code from UDC table 15/UL to identify the nature of a business or enterprise. The ULI code is a real estate trade organization that publishes sales, expenses, and other statistical information by types of Buildings, Developments, and Tenants.

Minimum # of Tenants (minimum number of tenants)
Enter the minimum number of tenants that are required to use the seasonality model to estimate sales when you run the Projected Sales Generation Program (R1542).

11.2.7 Setting Processing Options for Seasonality Information (P15470)

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

11.2.7.1 Process

1. Seasonality by Building or Property
Specify whether to process seasonality information by building or project number. Values are:

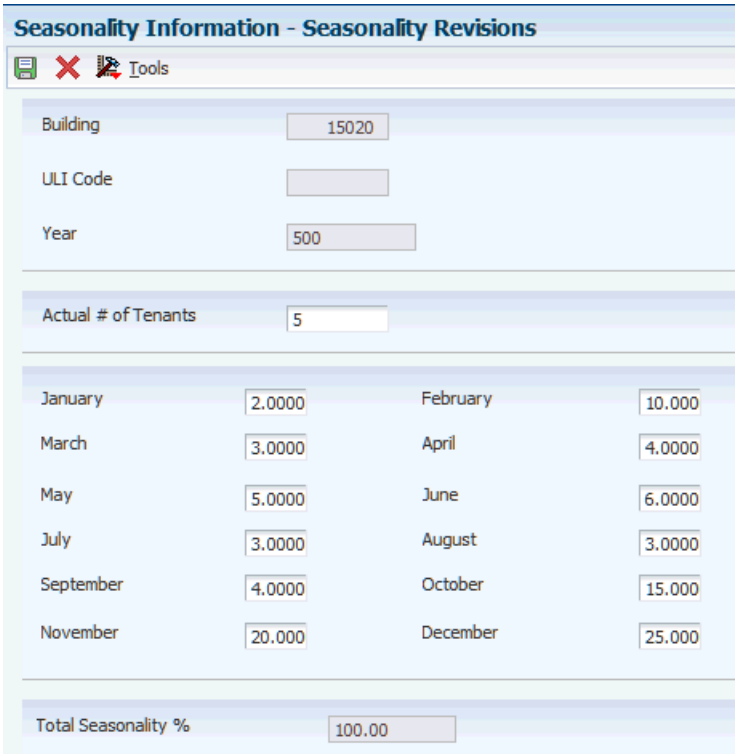
Blank: Building (MCU).

1: Project number (MCUS).

11.2.8 Setting Up Seasonality Information

Access the Seasonality Revisions form.

Figure 11–2 Seasonality Revisions form



Even though the system calculates seasonality values to four decimal places when you enter values manually, the program rounds only to the nearest hundredth. For example, even though the values might actually total 100.0001 percent, the program rounds the value to 100.00 percent.

Year
Enter a two or four digit year to view rows with enrollment within the specified year. Enter * if you do not want to filter rows based on the enrollment period.

This field is used in conjunction with the type of year and specifies calendar or fiscal year.

Default Model
If you select this check box, you can edit default seasonality models, which encompass sales for all projects or buildings for the year.

Actual # of Tenants (actual number of tenants)
Enter a number that indicates how many tenants have actual sales for the selected year and ULI code.

January through December
Enter the seasonality for period 1 through period 12. The seasonality is the percentage of sales for this period over the sales for the prior reporting year.

Total Seasonality % (total seasonality percent)
Displays the total seasonality percent.

11.3 Generating Projected Sales

This section provides overviews of projected sales and forecasting methods and forecasting sales for noncomparable leases, lists a prerequisite, and discusses how to:

- Run the Projected Sales Generation program.
- Set processing options for Projected Sales Generation (R1542).

11.3.1 Understanding Projected Sales

The Projected Sales Generation program (R1542) provides reliable data that supports sales forecasting for overage rents. The R1542 program estimates future sales based on a variety of calculation methods.

The JD Edwards EnterpriseOne Real Estate Management system provides seven forecasting methods for comparable and noncomparable leases. Regardless of the method you use, you must meet certain conditions. If a lease is considered noncomparable, you must run the Seasonality Generation program (R1547) to generate the values required by the forecasting methods. Typically, sales data has to be available for a certain number of months.

The annual projection for a lease is the same as the amount for 12 months if the lease has 12 months of actual sales data. If the lease does not, it is considered noncomparable, in which case the system uses seasonality values to calculate the annual projection. The system uses the following calculation to determine seasonality values: (Monthly Sales ÷ Seasonality) ÷ Number of Months.

You can generate either a month-by-month detail report or a summary report. The detail report includes the calculations for each month of the year and indicates estimates with an asterisk (*). The summary report includes the rolling sales, year-to-date sales, and annualized sales. The summary report also includes sales per square foot and percent changes and indicates estimates with an asterisk (*).

11.3.2 Understanding Forecasting Methods and Forecasting Sales for Noncomparable Leases

This section provides an example of each of the seven forecasting methods and forecasting for noncomparable leases.

11.3.2.1 Forecasting Method 1: Percent Increase of Rolling 12 Months Over Prior Rolling Months

The system calculates the percentage increase by comparing the rolling 12 months up to 2 months prior to the month for which sales are estimated, to the prior rolling 12 months.

This forecasting method uses this calculation:

Monthly Estimate = (Previous Year's Sales for Same Month × Current Rolling 12 months) ÷ Prior Rolling 12 Months.

11.3.2.2 Example Using Forecasting Method 1: Percent Increase of Rolling 12 Months Over Prior Rolling Months

This table lists the results of the forecast calculation based on reported sales from October 2006 to September 2007:

Month	2006-2007	2007-2008	2008	Value Type	Forecast Calculation
OCTOBER	88,048	97,420	84,821	Reported (RPT)	
NOVEMBER	88,636	97,355		RPT	
DECEMBER	90,520	101,217		RPT	
JANUARY	121,928	104,431		RPT	
FEBRUARY	98,552	115,141		RPT	
MARCH	98,155	122,095		RPT	
APRIL	94,741	120,730		RPT	
MAY	98,765	107,837		RPT	
JUNE	106,026	102,469		RPT	
JULY	105,369	96,900		RPT	
AUGUST	106,312	103,977		RPT	
SEPTEMBER	97,083	89,204		RPT	
TOTAL	1,194,135	1,258,776			
PERCENT INCREASE		5.41 percent			
NOVEMBER			102,622	Estimated (EST) =	97,355 × 1.0541
DECEMBER			106,693	EST =	101,217 × 1.0541

By applying the forecast calculation from the previous table, determine at the sales estimate for November and December based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

Note: For a lease to be comparable, 24 rolling months of sales must exist.

11.3.2.3 Forecasting Method 2: Lease Year-To-Date Increase Over Prior Year

The system calculates the percentage for all months based on a year-to-date increase over the previous year. The same percentage is applied to the remaining months. Leases must have at least 13 months of actual sales for the system to estimate sales. For example, to estimate sales for November 2008, compare the time period from January

through October 2007 with the time period from January through October 2008. The same percentage is then applied to the remaining months if you are estimating sales to the end of the reporting period.

This forecasting method uses this calculation:

Monthly Estimate = (Last Year's Sales for Same Month × Year-To-Date Sales for Current Year) ÷ Year-To-Date Sales Last Year

11.3.2.4 Example Using Forecasting Method 2: Lease Year-To-Date Increase Over Prior Year

This table lists the results of the forecast calculation based on reported sales for 2007 and 2008:

Month	2007	2008 Reported	2008 Estimated	Forecast Calculation
JANUARY	121,928	104,431		
FEBRUARY	98,552	115,141		
MARCH	98,155	122,095		
APRIL	94,741	120,730		
MAY	98,765	107,837		
JUNE	106,026	102,469		
JULY	105,369	96,900		
AUGUST	106,312	103,977		
SEPTEMBER	97,083	89,204		
OCTOBER	97,420	84,821		
NOVEMBER	97,355		99,564.96	1.0227 × 97,355
DECEMBER	101,217		103,514.63	1.022 × 101,217
TOTAL	102,6350	1,049,605		
PERCENT INCREASE		2.27 percent		

By applying the forecast calculation from the previous table, determine the sales estimate for November and December 2008 based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

Note: For a lease to be comparable, 13 months of sales must exist. In addition, you cannot use this method to forecast January sales.

11.3.2.5 Forecasting Method 3: Fixed Flat Percent Increase

The system estimates sales using a fixed flat percentage increase entered in the appropriate processing option.

This forecasting method uses this calculation:

Monthly Estimate = (Sales This Month Last Year) × (Fixed Flat Percent Increase)

11.3.2.6 Example Using Forecasting Method 3: Fixed Flat Percent Increase

This table illustrates calculating a sales estimate by using a fixed flat percentage:

Month	2007 Reported	Estimated	Forecast Calculation
NOVEMBER	88,500	97,350	88,500 × 1.1

Determine the sales estimate for November 2008 by multiplying the sales figure for November 2007 with the flat percentage entered into the processing option.

Note: For a lease to be comparable, sales for the estimated month in the prior year must exist. That is, at least 13 months of sales data must be available.

11.3.2.7 Forecasting Method 4: Specific Percent Increase for Each Month

The system estimates sales using a percentage increase for the particular month as entered in the appropriate processing option.

This forecasting method uses this calculation:

Monthly Estimate = (Sales This Month Last Year) × (This Month's Percent Increase)

11.3.2.8 Example Using Forecasting Method 4: Specific Percent Increase for Each Month

To calculate sales estimates for January, February and March of 2008, enter these percentage values in the appropriate processing options:

- January: 10 percent
- February: 20 percent
- March: 30 percent

Month	2007 Reported	2008 Estimated	Forecast Calculation
JANUARY	10,000	11,000	10,000 × 1.1
FEBRUARY	12,500	15,000	12,500 × 1.2
MARCH	15,000	19,500	15,000 × 1.3

Determine the sales estimates for January, February, and March 2008 by multiplying the sales figures for the corresponding months of 2007 with the percentage from the processing options.

Note: For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

11.3.2.9 Forecasting Method 5: Specific Percent Increase over Prior Month's Sales

The system estimates sales using a percentage increase over the prior month's sales in the prior year. Enter this percentage increase in the appropriate processing options.

This forecasting method uses this calculation:

Monthly Estimate = (Sales Last Month Last Year) × (This Month's Percent Increase)

11.3.2.10 Example Using Forecasting Method 5: Specific Percent Increase over Prior Month Sales

To calculate sales estimates for July, August and September 2008, enter these percentage values in the appropriate processing option:

- July: 25 percent
- August: 30 percent
- September: -15 percent

Month	2007 Reported	2008 Estimated	Forecast Calculation
JUNE	20,000		
JULY	22,500	25,000	20,000 × 1.25
AUGUST	25,000	29,250	22,500 × 1.3
SEPTEMBER	27,500	21,250	25,000 × .85

Determine the sales estimates for July, August, and September, 2008 by multiplying each previous month's sales in 2007 with the percentage that you entered in the processing option.

Note: For a lease to comparable, sales must exist for the month prior to the estimated month in the prior year.

11.3.2.11 Forecasting Method 6: Flat Percent Derived From Comparing the 13th to the 1st Month

The system estimates sales by comparing sales for the 13thto the 1stmonth when 13 months of sales figures are available. To calculate this month's estimated sales, use the percentage increase or decrease multiplied by this month's sales for the year.

This forecasting method uses this calculation:

Monthly Estimate = (Sales This Month Last Year × Sales for 13thmonth) ÷ Sales for 1stmonth

11.3.2.12 Example Using Forecasting Method 6: Flat Percent Derived From Comparing the 13th to the 1st Month

This table lists the reported sales figures for 13 months and illustrates how the sales estimates for February through December, 2008 are calculated:

Month	2007 Reported	2008 Reported	2008 Estimated	Forecast Calculation
JANUARY	30,000	40,000		
FEBRUARY	25,000		33,333	25,000 × 1.3333
MARCH	20,000		26,667	20,000 × 1.3333
APRIL	28,000		37,333	28,000 × 1.3333
MAY	30,000		40,000	30,000 × 1.3333

Month	2007 Reported	2008 Reported	2008 Estimated	Forecast Calculation
JUNE	35,000		46,667	35,000 × 1.3333
JULY	32,000		42,667	32,000 × 1.3333
AUGUST	30,000		40,000	30,000 × 1.3333
SEPTEMBER	27,000		36,000	27,000 × 1.3333
OCTOBER	33,000		44,000	33,000 × 1.3333
NOVEMBER	45,000		60,000	45,000 × 1.3333
DECEMBER	60,000		80,000	60,000 × 1.3333

Determine the percentage used to calculated the sales estimates from this calculation:

Increase in 13th month over 1st month = Sales (January 2008) ÷ Sales (January 2007)

40,000 ÷ 30,000 = 1.3333 or 33.33 percent

Note: For a lease to be comparable, sales for the estimated month in the prior year must exist. That is, at least 13 months of sales data must be available.

11.3.2.13 Forecasting Method 7: Project/Building Year-To-Date Increase Over Prior Year

The system estimates sales based on a year-to-date increase for the mall (either building or project number as defined in the processing options) over the prior year. Because this method includes more than just the lease for which sales are being estimated, the reporting months sales for all comparable leases within the building or project are included in the calculation of year-to-date sales. For example, if estimating sales for December 2008, you compare year-to-date sales for January to December 2008 with the year-to-date sales for January to December 2007 for all comparable leases with the same building or project number. When forecasting the first three months of the year, (January, February, and March), year-to-date sales include the prior 4 months through the reporting month.

This forecasting method uses this calculation:

Monthly estimate = (Lease Sales This Month Last Year × Mall Year To Date Sales This Year) ÷ Mall Year To Date Sales Last Year

Where Month is the current reporting period.

11.3.2.14 Example Using Forecasting Method 7: Project/Building Year-To-Date Increase Over Prior Year

In this example, leases 1, 2, and 3 are all in Building ULSTER.

This table lists the reported sales for leases 1, 2, and 3 for 2007 and 2008:

Month	Lease 1 2007	Lease 1 2008	Lease 2 2007	Lease 2 2008	Lease 3 2007	Lease 3 2008
JANUARY	30,000	40,000	25,000	28,000	21,500	30,000
FEBRUARY	25,000	35,000	20,000	30,000	25,000	25,000
MARCH	20,000	25,000	28,000	35,000	22,000	20,000

Month	Lease 1 2007	Lease 1 2008	Lease 2 2007	Lease 2 2008	Lease 3 2007	Lease 3 2008
APRIL	28,000	33,000	30,000	35,000	25,000	20,730
MAY	30,000	34,200	35,000	25,000	23,000	27,837
JUNE	35,000	23,800	25,000	20,000	24,200	32,469
JULY	32,000	35,000	20,000	29,000	23,000	26,900
AUGUST	30,000	24,000	28,000	32,000	33,200	33,977
SEPTEMBER	27,000	29,000	30,000	30,000	20,000	29,204
OCTOBER	33,000	22,000	35,000	39,000	25,000	24,821
NOVEMBER	45,000	41,000	28,000	42,000	29,000	25,000
DECEMBER	30,000	50,000	30,000	49,000	22,000	
YTD (NOVEMBER)	365,000	392,000	334,000	394,000	292,900	295,938

The system does not use lease 3 for calculating the building growth rate because it does not have sales for December. Without a full set of year-to-date sales, the growth rate calculation would be skewed and, therefore, incorrect. In this example, only leases 1 and 2 are used to calculate the building growth rate.

This calculation yields this result:

Building Growth Rate = Year-To-Date Sales 2008 ÷ Year-To-Date Sales 2007

392,000 + 394,000 ÷ 365,000 + 334,000

786,000 ÷ 699,000 = 1.1245 or 12.45 percent

Determine the sales estimate for December 2008 for Lease 3 by multiplying the sales figure for November 2007 with the percentage increase calculated for the building growth rate:

Estimated Sales (Lease 3, December 2008) = 22,000 × 1.1245 = 24,739.00

Note: For a lease to be comparable, sales must exist for at least a calendar year, from January to December.

11.3.2.15 Sales Forecasting for Noncomparable Leases

For noncomparable leases, run the Seasonality Generation program (R1547) to obtain the seasonality values necessary for generating monthly estimates.

11.3.2.16 Example Using Sales Forecasting for Noncomparable Leases

In this example, the system runs sales forecasting for building Quincy and ULI code B05 for the year 2007. This table lists the actual sales for 2007 and the seasonality values for each month:

Month	Sales for 2007	Seasonality (Percent) for 2007	Seasonality Calculation
JANUARY	30,000	8.2192	= 30,000 ÷ 36,5000
FEBRUARY	25,000	6.8493	= 25,000 ÷ 36,5000
MARCH	20,000	5.4795	= 20,000 ÷ 365,000
APRIL	28,000	7.6712	= 28,000 ÷ 365,000
MAY	30,000	8.2192	= 30,000 ÷ 365,000
JUNE	35,000	9.5890	= 35,000 ÷ 365,000
JULY	32,000	8.7671	= 32,000 ÷ 365,000
AUGUST	30,000	8.2192	= 30,000 ÷ 365,000
SEPTEMBER	27,000	7.3973	= 27,000 ÷ 365,000
OCTOBER	33,000	9.0411	= 33,000 ÷ 365,000
NOVEMBER	45,000	12.3288	= 45,000 ÷ 365,000
DECEMBER	30,000	8.2192	= 30,000 ÷ 365,000
TOTAL	365,000	100.00	

To generate a monthly estimate, retrieve the previous three months of actual sales. The program requires at least one month of sales to generate the monthly estimate. If no sales exist for the previous 3-month period, the program cannot calculate a monthly estimate.

For the months following the first month for which estimates are generated, the Projected Sales Generation (R1542) program uses the estimated sales to generate subsequent estimated amounts.

The monthly estimate is calculated using this formula:

Monthly Estimate (n, ×) = ((Salesn-3, × ÷ Seasonalityn-3, ×-1+ Salesn-2, ×÷ Seasonalityn-2, ×-1+ Salesn-1, ×÷ Seasonalityn-1, ×-1) ÷ Number of months) × Seasonalityn,×-1

Where n is the current period/month and × is the current year.

In the processing options for the R1542 program, specify whether to run the program for the reporting period only or for a period of time through the end of the reporting period.

11.3.2.17 Example of Forecast Through the Reporting Period

In this example, assume that you are generating estimates for the months of April, May and June:

Month	Seasonality	Sales 2007	Sales 2008	Sales Estimate
JANUARY	8.2192	30,000	40,000	
FEBRUARY	6.8493	25,000	35,000	
MARCH	5.4795	20,000	25,000	
APRIL	7.6712	28,000		37,177.51
MAY	8.2192	30,000		39,777.77
JUNE	9.5890	35,000		45,542.80

This table lists how the system calculates projected sales for April, May and June:

Month	Calculation
Sales Estimate (April)	= 0.076712 × (40,000/.082192 + 35,000/.068493 + 250,007.054795) ÷ 3 = 0.076712 × (486,665.37 + 511,001.12 + 456,246.01) ÷ 3 = 37177.51
Sales Estimate (May)	= 0.082192 × (35,000/.068493 + 25,000/.054795 + 37,177.51 ÷ .076712) ÷ 3 = 0.082192 × (511,001.12 + 456,246.01 + 484,637.48) ÷ 3 = 39,777.77
Sales Estimate (June)	= 0.095890 × (25,000 ÷/ .054795 + 37,177.51/.076712 + 39,777.77 ÷ .082192) ÷ 3 = 0.095890 × (45,6246.01 + 48,4637.48 + 48,3961.58) ÷ 3 = 45,542.80

11.3.2.18 Example of Forecasting for the Reporting Period Only

In this example, you want to generate an estimate for the month of June only. This table lists the results:

Month	Seasonality	Sales 2007	Sales 2008	Sales Estimate
JANUARY	8.2192	30,000	40,000	
FEBRUARY	6.8493	25,000	35,000	
MARCH	5.4795	20,000	25,000	
APRIL	7.6712	28,000		
MAY	8.2192	30,000		
JUNE	9.5890	35,000		43,749.43

The projected sales for June are calculated as follows:

Sales Estimate (June) = 0.095890 × (25,000 ÷ .054795 + 0 + 0) ÷ 1

0.095890 × 456,246.01 = 43,749.43

11.3.3 Prerequisite

Before you complete the tasks in this section, you must run the Seasonality Generation program (R1547) to ensure that all included leases meet the conditions for comparable leases.

See Generating Seasonality Values.

11.3.4 Running the Projected Sales Generation Program

Select Sales Forecasting (G152211), Projected Sales Generation.

11.3.5 Setting Processing Options for Projected Sales Generation (R1542)

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

11.3.5.1 Process

1. Reporting Period
Specify the month through which to forecast sales. If you leave this processing option blank, the system uses the system date.

2. Year
Specify the year in which to forecast sales. If you leave this processing option blank, the system uses the system date.

3. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate projected sales. This processing option is valid only when you specify to print the summary report. Values are:

Blank: Alternate Area Type processing option.

1:Rentable Area Type field (RNAT).

2:Usable Area Type field (USAT).

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

4. Alternate Area Type
Enter a user-defined code from UDC table 15/AR that specifies the alternate area type the system should use if you leave the Select Area Type processing option blank. This processing option is valid only when you specify to print the summary report.

5. Process By Building or Property
Specify whether to process the Projected Sales Generation program (P1542) by building or property number. Values are:

Blank: Building (MCU).

1: Property number (MCUS).

6. Sales For Partial Months
Specify whether to consider sales for partial months as whole months or as partial months.

For partial months, if a partial first or last month exists, the Projected Sales Generation program (P1542) adjusts monthly sales to only consider sales for the number of days in the period that fall within the move in and move out dates. Values are:

Blank: Calculate sales for partial months as whole months.

1: Calculate sales for partial months partially.

7. Gross Leasable Area (GLA) Retrieval
Specify whether to locate gross leasable area (GLA) as of the first day or last day of the month. This processing option is valid only when you specify to print the summary report. Values are:

Blank: First day of the month.

1: Last day of the month.

8. Forecast Through Reporting Period
Specify whether to forecast sales for the specified reporting period only, or to forecast sales for all periods with no sales reported. Values are:

Blank: Forecast sales for the reporting period only.

1: Forecast sales through the reporting period.

9. Forecast Comparable

Specify whether to forecast sales for only comparable leases, or for both comparable and non-comparable leases. Values are:

Blank: Comparable leases only.

1: All leases.

11.3.5.2 Forecast

1. Forecasting Method

Specify the forecasting method to use to forecast sales for comparable leases. Values are:

Blank: Do not forecast sales.

1: Use the percentage increase of the current rolling 12 months from the prior rolling 12 months.

2: Use the lease year-to-date increase from the prior year.

3: Use the fixed percentage that you enter for the Flat Percentage Increase (Method 3) processing option.

4: Use a specific percentage increase for each month.

5: Use a specific percentage increase from the prior month's sales.

6: Use the flat percentage that is derived from comparing the thirteenth month to the first month.

7: Use the year-to-date increase of the project or building over the prior year.

If a lease is noncomparable, the system uses the appropriate seasonality values to forecast sales

2. Flat Percentage Increase (Method 3)

Specify a percentage increase by which to forecast sales, if you indicate the fixed percent increase method in the Forecasting Method processing option. Enter fractional percentages as decimals. For example, to indicate five and a half percent, enter 5.5.

If Method 4 or 5 is selected, enter the specific percentage for each month.

Percentage - January through Percentage - December

Specify the percentage increase by which the system forecasts sales for January through December if you indicated either of these methods in the Forecasting Method processing option:

Enter fractional percentages as decimals. For example, enter **5.5** to indicate five and a half percent.

11.3.5.3 Print

1. Print Edit Report

Specify whether to print an edit report or generate estimated sales to populate the F1542 table. Values are:

Blank: Print an edit report only.

1: Print an edit report and forecast the sales.

2. Page Break
Specify whether to insert a page break between each building, if you print the report by building, or between each project, if you print the report by project number. Values are:

Blank: Do not insert a page break between building (MCU) or project number (MCUS).

1: Insert a page break.

3. Print Select
Specify whether to print the Projected Sales Generation report (R1542) as a month-by-month detail report or a summary report. Values are:

Blank: Detail report.

1: Summary report.

4. Print Tenant Name
Specify whether the Projected Sales Generation month-by-month detail report (R1542) prints the tenant name. Values are:

Blank: Do not print.

1: Print.

11.4 Revising Projected Sales

This section provides an overview of projected sales revisions and discusses how to:

- Set processing options for Projected Sales Revisions (P15423).
- Revise projected sales.

11.4.1 Understanding Projected Sales Revisions

Use the Projected Sales Revision program (P15423) to revise or delete projected sales records that the system generates when you run the Projected Sales Generation program (R1542), or to manually add projected sales records. The system updates the F1542 table with the revisions.

11.4.2 Forms Used to Revise Projected Sales

Form Name	FormID	Navigation	Usage
Work With Projected Sales	W15423A	Sales Forecasting (G152211), Projected Sales Revisions	Review and select projected sales records.
Projected Sales Revisions	W15423B	On the Work With Projected Sales form, click Add.	Revise projected sales.

11.4.3 Setting Processing Options for Projected Sales Revisions (P15423)

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

11.4.3.1 Process

1. Process by Building or Property
Specify whether to process estimated sales records by building or property number. Values are:

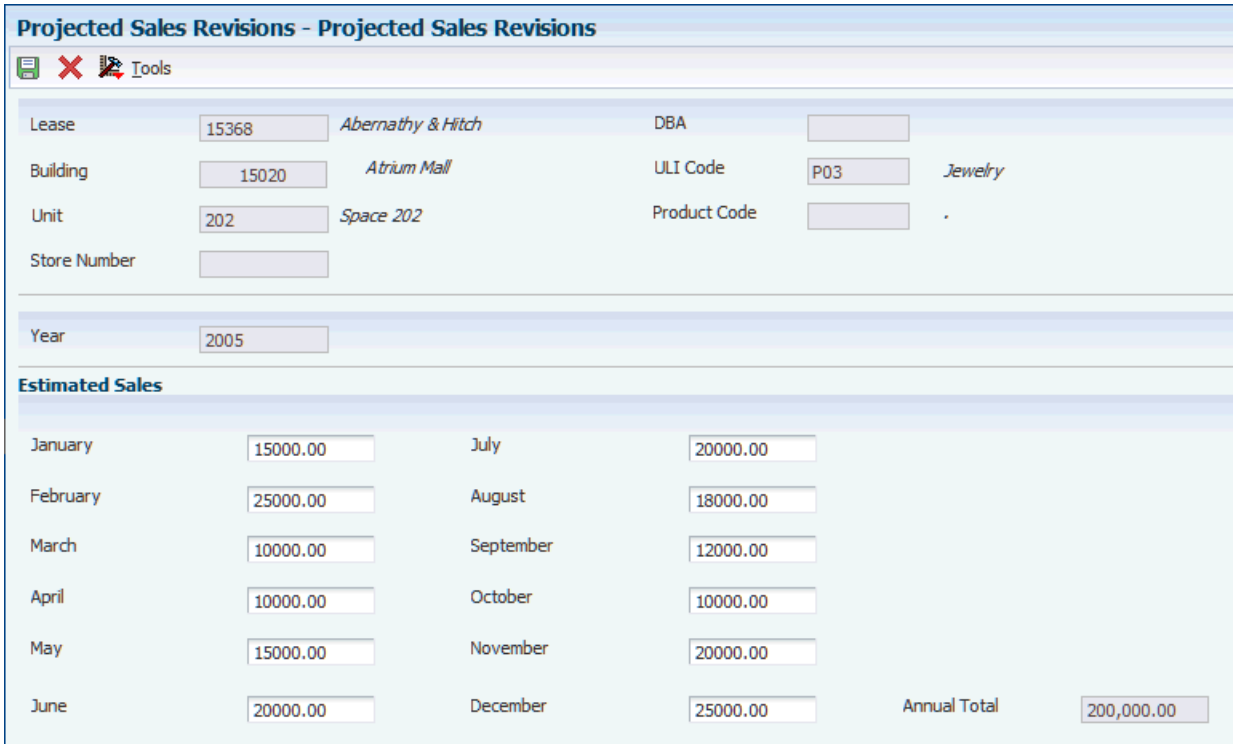
Blank: Building (MCU).

1: Property number (MCUS).

11.4.4 Revising Projected Sales

Access the Projected Sales Revisions form.

Figure 11–3 Projected Sales Revisions form



Product Code
Enter the product code from UDC table 15/PC to categorize tenants' sales. The codes are used for Sales Reporting in the Sales Overage module of the Property Management system. Example product codes are:

FOOD: Food

TOYS: Toys

OFCF: Office Furniture

BOOK: Books

Store Number
Enter the alphanumeric code that identifies a particular store number.

Year
Enter the four-digit calendar year.

January through December
Enter the forecasted sales amount for periods 1 through 12.

12

Analyzing Sales

This chapter contains the following topics:

- Section 12.1, "Understanding Sales Analysis"
- Section 12.2, "Prerequisite"
- Section 12.3, "Setting Up Levels of Detail for Sales Analysis"
- Section 12.4, "Generating Sales Analysis Information"
- Section 12.5, "Revising Sales Analysis Information"

12.1 Understanding Sales Analysis

Sales analysis is strictly an analytical and reporting tool that is typically used by property owners and marketing experts. Sales analysis does not generate invoices. You can set up analysis periods for weekly, monthly, quarterly, and YTD sales. You can make projections based on the YTD amounts.

The JD Edwards EnterpriseOne Real Estate Management provides a wide variety of sales analysis reports that are used to analyze and compare similar projects. You can specify that the sales analysis information be presented in a specific sequence in which the detail lines are sorted with the best performers appearing first. These reports are called ranking reports, and they display the lines that are sorted according to one of these sales figures:

- Analysis period for the current year.
- Same period in the prior year.
- Change from the prior year.
- Percentage increase or decrease.

You can specify the level of detail for the Sales Analysis Report (R15675). The report can display one line at the project level or numerous lines according to information such as units, tenants and product codes. For example, you could create a report that ranks the best performing tenants in a shopping mall, the best performing malls in a region, or the best performing products on each floor in a mall. You can rank the information according to different sales figures and include the same level of detail on separate reports.

A line of summarized information can include the number of items included in the summary. For example, a line summarized for a shopping mall might also demonstrate how many tenants are represented by that mall or how many different products are sold in it.

12.1.1 Controlling Invalid Comparisons

You can receive invalid comparisons for sales information when:

- The sales information does not extend through the entire analysis period.

  At the tenant level, for example, YTD sales cannot be compared to the same period from the prior year if the tenant launched the business after the prior year began or if no sales were reported for any months involved.

- The rented area related to the sales information changed during the analysis period.

  Depending on the report, the system might handle such a change differently.

However, the lack of reported sales or the change in rented area at one level does not necessarily cause a higher level of comparison to be invalid. For example, a comparison of the sales performance between two shopping malls might not be invalid because of the lack of sales for a given tenant. But this comparison could be invalid when the overall performance of the malls is being analyzed without regard to attrition and vacant space.

12.1.2 Sales Analysis Summary Codes

The sales figures that the system uses for analysis, comparison, and ranking are calculated at the levels of detail that you require. The system stores these requirements, called key structures, in the Sales Analysis Control table (F1544B). The system performs the calculations when the sales figures are generated and enters the results in the Tenant Sales Analysis Reporting File table (F1543B). This logic makes the process more efficient because the system has to create the records only once. You can then view the same records online or sort them in numerous ways in reports. The sales analysis summary code identifies the definition and key structure that controls the generation of the sales figures.

12.2 Prerequisite

Before you complete the tasks in this chapter, you must enter and post sales reports that you received from tenants.

12.3 Setting Up Levels of Detail for Sales Analysis

This section provides an overview of the levels of detail for sales analysis and discusses how to set up the levels of detail for sales analysis.

12.3.1 Understanding Levels of Detail for Sales Analysis

To support sales analysis, you must set up levels of detail by specifying:

- Any combination of these key fields as the key structure:
  - Building (business unit).
  - Tenant (address book number).
  - Unit number.
  - DBA.
  - Floor number.
  - Product code.

  - Project number.
  - Company.
  - Lease number (order number).
  - ULI codes.
  - Reporting codes.
- One or more of the key fields as a summary.

  To request a summary, enter **S** in each of the key fields as appropriate.
- One or more of the key fields as an item count.

  To request an item count, enter **C** in each of the key fields as appropriate.

  If you select multiple fields for an item count, the count is the total of all of the unique combinations possible for the items. For example, suppose a shopping mall has three stores (A, B, and C) selling three similar products (1, 2, and 3). If you set up the sales analysis to summarize by building and you count both tenant and product code, the count is nine (A1, B1, C1, A2, B2, C2, A3, B3, C3).
- Whether sales analysis is automatically generated when you post expected or unexpected sales batches (automatic update when you run Post Sales Reports to History (R15820).
- Whether the system excludes invalid comparisons.
- The basis for the square footage (building total, unit total, rentable, or usable).

This table describes the information types that the system generates and stores in the Tenant Sales Analysis Reporting File table (F1543B):

Information Types	Description
System-controlled	The system supplies the summary code, century, year, and reporting period. The reporting period and the Report Year Beginning Month field in the Real Estate Management constants determine the quarterly and YTD time periods.
User-controlled	You identify this information by setting up the key fields for the key structure.
Sales analysis	The system calculates the sales figures (such as YTD gross sales and changes in quarterly sales) as they relate to the analysis period and sequence.
Miscellaneous and statistical	The system calculates the square footage, changes in square footage, number of months without sales, total sales for the prior year, rolling sales for the previous 12 months, and item count.

Note: After you have generated the sales analysis for a summary code, you cannot change or delete the definition for the code. To change or delete a code definition, you must first purge the related information from the F1543B table.

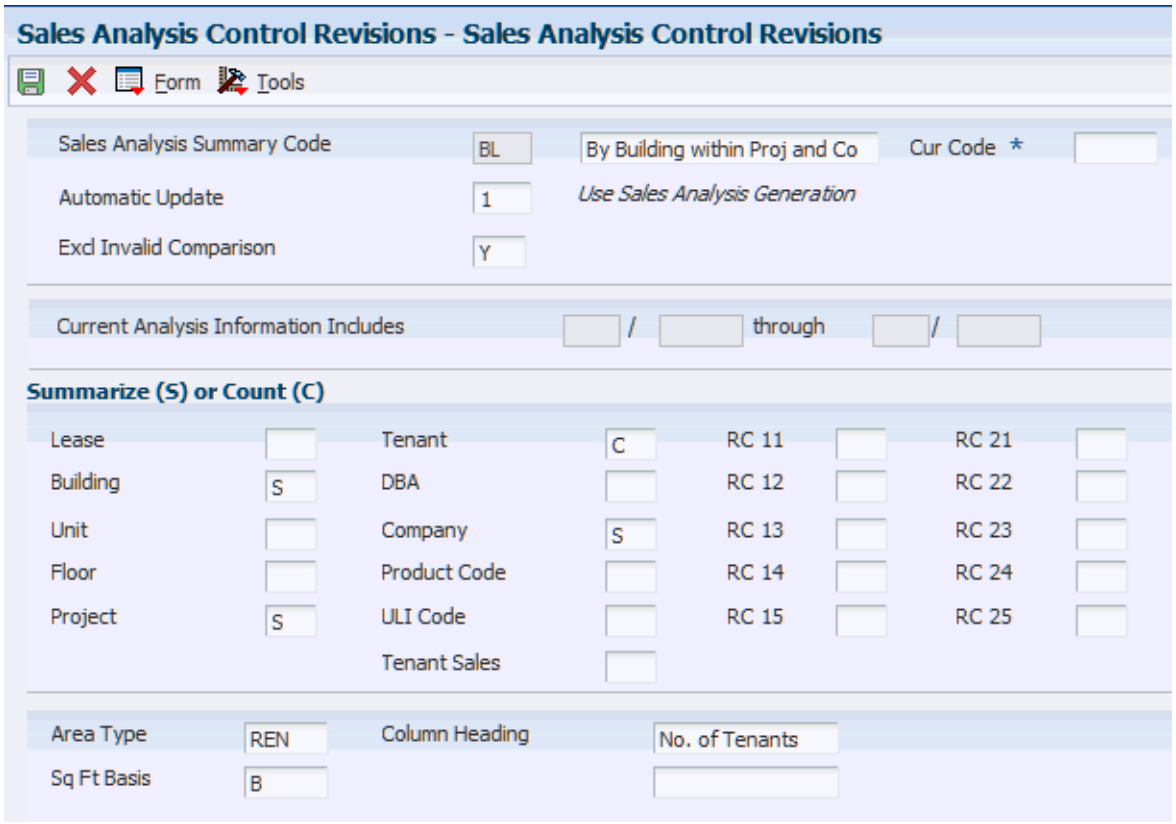
12.3.2 Forms Used to Set Up Levels of Detail for Sales Analysis

Form Name	FormID	Navigation	Usage
Work With Sales Analysis Summary Codes	W1544A	Sales Analysis Processing (G15222), Sales Analysis Control Revisions	Review and select sales analysis summary codes.
Sales Analysis Control Revisions	W1544C	On the Work With Sales Analysis Summary Codes form, click Add.	▪ Set up levels of detail for sales analysis. ▪ Add and revise sales analysis summary codes that are used as the levels of detail.

12.3.3 Setting Up Levels of Detail for Sales Analysis

Access the Sales Analysis Control Revisions form.

Figure 12–1 Sales Analysis Control Revisions form



Sales Analysis Summary Code

Enter the two-character code that identifies how the system groups and summarizes sales history information when sales analysis records are generated.

Each summary code defines a group of key fields in the Sales Analysis Summary Control file. For a given summary code, every sales history record with identical

information in each of the key fields which comprise the summary code are combined into one sales analysis record.

Automatic Update

Enter a code that specifies which method to use to generate or update records. In the Sales Analysis Summary Control file, this field determines whether sales analysis for a summary code is created by the Sales Analysis Generation program or by the Post To Sales History program. Values are:

0: Sales analysis information should not be generated for this summary code (to maintain square footage history without the sales analysis).

1: Sales analysis information should be updated only by the Sales Analysis Generation program (relieves processing burden from the post, but requires the user to submit the generation program).

2: Sales analysis information should be maintained automatically whenever you post sales to history.

> **Note:** Even if you select **1,** system automatically updates sales analysis when posting sales to periods that have already been generated.

Excl Invalid Comparison (exclude invalid comparison)

Enter a value that specifies whether invalid comparisons are excluded in sales analysis. An invalid comparison is defined as a period with sales compared to a period with no sales. Values are:

Y: Exclude sales history records.

N: Include sales history records.

Lease

Enter a value that specifies whether to include Lease Number in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Lease Number in the key field structure.

S: Include Lease Number in the key field structure on which sales analysis record generation is based.

C: Designate the Lease Number as the key field to be counted when generating sales analysis records. For example, if Lease Number is selected as the count field, the total number of leases included in each sales analysis record is counted.

Building

Enter a value that specifies whether to include Building in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Building in the key field structure.

S: Include Building in the key field structure on which sales analysis record generation is based.

C: Designate Building as the key field to be counted when generating sales analysis records. For example, if Building is selected as the count field, the total number of buildings included in each sales analysis record is counted.

Unit
Enter a value that specifies whether to include Unit in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Unit Number in the key field structure.

S: Include Unit Number in the key field structure on which sales analysis record generation is based.

C: Designate Unit Number as the key field to be counted when generating sales analysis records. For example, if Unit Number is selected as the count field, the total number of units included in each sales analysis record is counted.

Floor
Enter a value that specifies whether to include Floor in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Floor Number in the key field structure.

S: Include Floor Number in the key field structure on which sales analysis record generation is based.

C: Designate Floor Number as the key field to be counted when generating sales analysis records. For example, if Floor Number is selected as the count field, the total number of floors included in each sales analysis record is counted.

Project
Enter a value that specifies whether to include Project in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Project Number in the key field structure.

S: Include Project Number in the key field structure on which sales analysis record generation is based.

C: Designate Project Number as the key field to be counted when generating sales analysis records. For example, if Project Number is selected as the count field, the total number of projects included in each sales analysis record is counted.

Tenant
Enter a value that specifies whether to include Tenant in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Address Number in the key field structure.

S: Include Address Number in the key field structure on which sales analysis record generation is based.

C: Designate Address Number as the key field to be counted when generating sales analysis records. For example, if Address Number is selected as the count field, the total number of tenants included in each sales analysis record is counted.

DBA (doing business as)

Enter a value that specifies whether to include DBA in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include DBA (Doing Business As) in the key field structure.

S: Include DBA in the key field structure on which sales analysis record generation is based.

C: Designate DBA as the key field to be counted when generating sales analysis records. For example, if DBA is selected as the count field, the total number of DBA codes included in each sales analysis record is counted.

Company

Enter a value that specifies whether to include Company in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Company Number in the key field structure.

S: Include Company Number in the key field structure on which sales analysis record generation is based.

C: Designate Company Number as the key field to be counted when generating sales analysis records. For example, if Company Number is selected as the count field, the total number of companies included in each sales analysis record is counted.

Product Code

Enter a value that specifies whether to include Product Code in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Product Code in the key field structure.

S: Include Product Code in the key field structure on which sales analysis record generation is based.

C: Designate Product Code as the key field to be counted when generating sales analysis records. For example, if Product Code is selected as the count field, the total number of product codes included in each sales analysis record is counted.

ULI Code (urban land industry code)

Enter a value that specifies whether to include ULI Code in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include the ULI Code in the key field structure.

S: Include the ULI Code in the key field structure on which sales analysis record generation is based.

C: Designate the ULI Code as the key field to be counted when generating sales analysis records. For example, if the ULI Code is selected as the count field, the total number of ULI codes included in each sales analysis record is counted.

RC 11 (reporting code 11)
Enter a value that specifies whether to include RC 11 in the key field structure. You can select multiple key fields as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Values are:

Blank: Do not include Reporting Code 11 (RC 11) in the key field structure.

S: Include RC 11 in the key field structure on which sales analysis record generation is based.

C: Designate the RC 11 as the key field to be counted when generating sales analysis records. For example, if the RC 11 is selected as the count field, the total number of RC 11 codes included in each sales analysis record is counted.

Area Type
Enter a user-defined code from UDC table 15/AR that identifies the area by its use, such as rentable, usable, gross leasable (GLA), or gross lease occupied (GLOA).

Sq Ft Basis (square foot basis)
Enter the square foot basis. A field that is used to provide the Sales Analysis system with the necessary information to calculate the square footage amount. Depending on the key fields selected, the system prompts for different information.

If the prompt is "Use Rentable/Usable Sq Ft?", the expected answer is whether the system should use the rentable area amount or the usable area amount in the Square Footage calculation.

Column Heading
Enter text that the system uses for field description primarily on reports. The text should not be longer than the size of the data item. The system centers the text on the report, so you should enter it as left justified.

When you select a key field for an item count, the system prompts you to specify the related column heading at the bottom of the form. This heading, which can be two lines of text, appears on the sales analysis reports.

12.4 Generating Sales Analysis Information

This section provides an overview of sales analysis generation and discusses how to:

- Run the Sales Analysis Generation program.
- Set processing options for Sales Analysis Generation (R15820).

12.4.1 Understanding Sales Analysis Generation

Use the Sales Analysis Generation program (R15143) to summarize the information for sales analysis. The program uses information from the Sales Analysis Control table (F1544B), the Tenant/Lease Billings Detail Master table (F1511B) and the Tenant Sales History (F1541B) table.

The R15143 program stores the generated information in the Tenant Sales Analysis Reporting table (F1543B). You can set the system to generate sales analysis automatically when you run the Post Sales Reports to History report (R15820).

If sales analysis is not generated automatically, you must run the R15143 program directly from the Sales Analysis Processing menu. When you post sales reports to history, the system still updates sales for periods in the Tenant Sales Analysis Reporting File table (F1543B) for which sales analysis has already been generated.

If you set the Sales Analysis Dynamic Update processing option to **1** (Update through post), you no longer have to manually change the value in the Automatic Update field in Sales Analysis Control Revisions for each summary code being processed.

If you specify multiple months in the Number Of Months To Keep processing option, the system retains only sales analysis records for that number of months, beginning with the most current record and counting back the number that you specify. The system deletes records older than the specified number of months. If you specify multiple months and also complete the Purge Through Period processing option, the system uses the earlier cutoff date.

12.4.2 Running the Sales Analysis Generation Program

Select Sales Analysis Processing (G15222), Sales Analysis Generation.

12.4.3 Setting Processing Options for Sales Analysis Generation (R15143)

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

12.4.3.1 Process

1. Generation Date Month
Specify the month for which records in the Sales Reporting table (F1543B) are generated.

2. Generation Date Century and Year
Specify the century and year for which records in the Sales Reporting table (F1543B) are generated.

3. Sales Analysis Dynamic Update
Specify whether to change selected summary codes from batch generation to dynamic update through the post program. Values are:

Blank: Do not change the current process.

1: Update through the post program.

This processing option eliminates the process of manually changing the value in the Sales Analysis field in the Sales Analysis Control program (P1544) for each summary code being processed. You would have to manually change the value in the Sales Analysis field if the code is not set up for automatic update and you want Sales Analysis to be generated automatically when you run the Post Sales to History report (R15820).

12.4.3.2 Print

1. Sales Analysis Report
Specify whether to print a report of the sales analysis reporting records that were created by the Sales Analysis Generation report (R15143). Values are:

Blank: Do not print.

1: Print.

12.4.3.3 Purge

1. Number Of Months To Keep
Specify which sales analysis records are purged. The system retains only that number of months of sales analysis records beginning with the most current record and counting back that number of months. The system deletes records older than the specified number of months.

If you enter a value in this option and the purge through period option, the system uses the earlier cutoff date.

2. Purge Through Period
Specify which sales analysis records are purged. If you enter a month and year, the system deletes all records prior to that month and year.

If you enter a value in this processing option and the Number Of Months To Keep processing option, the system uses the earlier cutoff date.

3. Sales Analysis Purge
Specify whether the system purges records in the Sales Analysis Reporting table (F1543B). Values are:

Blank: Do not purge.

1: Purge. Enter a **1** if you only want to keep current month analysis data and you are selecting all summary codes.

12.5 Revising Sales Analysis Information

This section provides overviews of sales analysis information and the recalculation process and discusses how to set processing options for Sales Analysis Revisions (P15043).

12.5.1 Understanding Sales Analysis Information

You can review and revise the information in the Tenant Sales Analysis Reporting File table (F1543B) by using the Sales Analysis Revisions program (P15043). For example, you can review how the sales calculations are derived and the differences between the rolling sales and YTD sales. You can change or delete lines that have invalid or incomplete information.

The Recalculate Amounts processing option controls whether the system recalculates the related information interactively. If the processing option is set to **1** (Recalculate related amounts), the system recalculates the related information according to the changes that you make. Note the following:

- The automatic update involves only the record with which you are working.

  Changes have no effect across records. For example, if you change a QTD sales amount for the reporting period March 2007, the system does not change the same QTD amounts in the records for January 2007 and February 2007. Similarly, if you change a sales amount in the MTD Last Year field for March 2007, the system does not change the sales amount in the MTD This Year field for March 2008.

- The system recognizes only one change at a time.

  After all of the related fields have been recalculated for a change, you must click OK to trigger the recalculation process.

You can use the Report Year Beginning Month field in the Real Estate Management system constants to organize the fiscal periods for the sales information that appears on the Sales Analysis Revisions form. If you enter 5 in the field, for example, the form displays all of the sales for all tenants on a May through April fiscal year. The first quarter of sales is then reported for May, June, and July.

You can reset any records that have been changed, recalculated, or deleted by rerunning the R15143 program.

12.5.2 Understanding the Recalculation Process

If a change triggers the recalculation process, the related fields are recalculated in a specific sequence to obtain the correct results. This table lists the sequence for each field that can trigger the recalculation process:

Field	Explanation
MTD-Gross Sales Amounts-This Year	1 MTD-Gross Sales Amounts-Change
	2 MTD-Per Square Foot (PSF) Amounts-This Year
	3 MTD-PSF Amounts-Change
	4 MTD-Percent Change
	5 QTD-Gross Sales Amounts-This Year
	6 QTD-Gross Sales Amounts-Change
	7 QTD-PSF Amounts-This Year
	8 QTD-PSF Amounts-Change
	9 QTD-Percent Change
	10 YTD-Gross Sales Amounts-This Year
	11 YTD-Gross Sales Amounts-Change
	12 YTD-PSF Amounts-This Year
	13 YTD-PSF Amounts-Change
	14 YTD-Percent Change
	15 CYP (Current Year Projection)-Gross Sales Amounts-This Year
	16 CYP-Gross Sales Amounts-Change
	17 CYP-PSF Amounts-This Year
	18 CYP-PSF Amounts-Change
	19 CYP-Percent Change

Field	Explanation
MTD-Gross Sales Amounts-Last Year	1 MTD–Gross Sales Amounts–Change 2 MTD-PSF Amounts-Last Year 3 MTD-PSF Amounts-Change 4 MTD-Percent Change 5 QTD-Gross Sales Amounts-Last Year 6 QTD-Gross Sales Amounts-Change 7 QTD-PSF Amounts-Last Year 8 QTD-PSF Amounts-Change 9 QTD-Percent Change 10 YTD-Gross Sales Amounts-Last Year 11 YTD-Gross Sales Amounts-Change 12 YTD-PSF Amounts-Last Year 13 YTD-PSF Amounts-Change 14 YTD-Percent Change 15 CYP-Gross Sales Amounts-This Year 16 CYP-Gross Sales Amounts-Last Year 17 CYP-Gross Sales Amounts-Change 18 CYP-PSF Amounts-Last Year 19 CYP-PSF Amounts-Change 20 CYP-Percent Change
MTD-PSF Amounts-This Year	1 MTD-Gross Sales Amounts-This Year 2 MTD-Gross Sales Amounts-Change 3 MTD-PSF Amounts-This Year 4 MTD-PSF Amounts-Change 5 MTD-Percent Change 6 QTD-Gross Sales Amounts-This Year 7 QTD-Gross Sales Amounts-Change 8 QTD-PSF Amounts-This Year 9 QTD-PSF Amounts-Change 10 QTD-Percent Change 11 YTD-Gross Sales Amounts-This Year 12 YTD-Gross Sales Amounts-Change 13 YTD-PSF Amounts-This Year 14 YTD-PSF Amounts-Change 15 YTD-Percent Change 16 CYP-Gross Sales Amounts-This Year 17 CYP-Gross Sales Amounts-Change 18 CYP-PSF Amounts-This Year 19 CYP-PSF Amounts-Change 20 CYP-Percent Change

Field	Explanation
MTD-PSF Amounts-Last Year	1 MTD-Gross Sales Amounts-Last Year 2 MTD-Gross Sales Amounts-Change 3 MTD-PSF Amounts-Last Year 4 MTD-PSF Amounts-Change 5 MTD-Percent Change 6 QTD-Gross Sales Amounts-Last Year 7 QTD-Gross Sales Amounts-Change 8 QTD-PSF Amounts-Last Year 9 QTD-PSF Amounts-Change 10 QTD-Percent Change 11 YTD-Gross Sales Amounts-Last Year 12 YTD-Gross Sales Amounts-Change 13 YTD-PSF Amounts-Last Year 14 YTD-PSF Amounts-Change 15 YTD-Percent Change 16 CYP-Gross Sales Amounts-This Year 17 CYP-Gross Sales Amounts-Last Year 18 CYP-Gross Sales Amounts-Change 19 CYP-PSF Amounts-Last Year 20 CYP-PSF Amounts-Change 21 CYP-Percent Change
QTD-Gross Sales Amounts-This Year	1 QTD-Gross Sales Amounts-Change Amounts 2 QTD-PSF Amounts-This Year 3 QTD-PSF Amounts-Change 4 QTD-Percent Change 5 YTD-Gross Sales Amounts-This Year 6 YTD-Gross Sales Amounts-Change 7 YTD-PSF Amounts-This Year 8 YTD-PSF Amounts-Change 9 YTD-Percent Change 10 CYP-Gross Sales Amounts-This Year 11 CYP-Gross Sales Amounts-Change 12 CYP-PSF Amounts-This Year 13 CYP-PSF Amounts-Change 14 CYP-Percent Change

Field	Explanation
QTD-Gross Sales Amounts-Last Year	1 QTD-Gross Sales Amounts-Change 2 QTD-PSF Amounts-Last Year 3 QTD-PSF Amounts-Change 4 QTD-Percent Change 5 YTD-Gross Sales Amounts-Last Year 6 YTD-Gross Sales Amounts-Change 7 YTD-PSF Amounts-Last Year 8 YTD-PSF Amounts-Change 9 YTD-Percent Change 10 CYP-Gross Sales Amounts-This Year 11 CYP-Gross Sales Amounts-Last Year 12 CYP-Gross Sales Amounts-Change 13 CYP-PSF Amounts-Last Year 14 CYP-PSF Amounts-Change 15 CYP-Percent Change
YTD-Gross Sales Amounts-This Year	1 YTD-Gross Sales Amounts-Change 2 YTD-PSF Amounts-This Year 3 YTD-PSF Amounts-Change 4 YTD-Percent Change 5 CYP-Gross Sales Amounts-This Year 6 CYP-Gross Sales Amounts-Change 7 CYP-PSF Amounts-This Year 8 CYP-PSF Amounts-Change 9 CYP-Percent Change
YTD-Gross Sales Amounts-Last Year	1 YTD-Gross Sales Amounts-Change 2 YTD-PSF Amounts-Last Year 3 YTD-PSF Amounts-Change 4 YTD-Percent Change 5 CYP-Gross Sales Amounts-This Year 6 CYP-Gross Sales Amounts-Last Year 7 CYP-Gross Sales Amounts-Change 8 CYP-PSF Amounts-This Year 9 CYP-PSF Amounts-Change 10 CYP-Percent Change

Field	Explanation
YTD-PSF Amounts-This Year	1 YTD-Gross Sales Amounts-This Year 2 YTD-Gross Sales Amounts-Change 3 YTD-PSF Amounts-Change 4 YTD-Percent Change 5 CYP-Gross Sales Amounts-This Year 6 CYP-Gross Sales Amounts-Change 7 CYP-PSF Amounts-This Year 8 CYP-PSF Amounts-Change 9 CYP-Percent Change
YTD-PSF Amounts-Last Year	1 YTD-Gross Sales Amounts-Last Year 2 YTD-Gross Sales Amounts-Change 3 YTD-PSF Amounts-Change 4 YTD-Percent Change 5 CYP-Gross Sales Amounts-This Year 6 CYP-Gross Sales Amounts-Last Year 7 CYP-Gross Sales Amounts-Change 8 CYP-PSF Amounts-Last Year 9 CYP-PSF Amounts-Change 10 CYP-Percent Change
CYP-Gross Sales Amounts-Last Year	1 CYP-Gross Sales Amounts-This Year 2 CYP-Gross Sales Amounts-Change 3 CYP-PSF Amounts-Last Year 4 CYP-PSF Amounts-Change 5 CYP-Percent Change
Square Footage This Year	1 MTD-PSF Amounts-This Year 2 MTD-PSF Amounts-Change 3 QTD-PSF Amounts-This Year 4 QTD-PSF Amounts-Change 5 YTD-PSF Amounts-This Year 6 YTD-PSF Amounts-Change 7 CYP-PSF Amounts-This Year 8 CYP-PSF Amounts-Change
Square Footage Last Year	1 MTD-PSF Amounts-Last Year 2 MTD-PSF Amounts-Change 3 QTD-PSF Amounts-Last Year 4 QTD-PSF Amounts-Change 5 YTD-PSF Amounts-Last Year 6 YTD-PSF Amounts-Change 7 CYP-PSF Amounts-Last Year 8 CYP-PSF Amounts-Change
MTD-Empty Months	1 QTD-Empty Months 2 YTD-Empty Months

Field	Explanation
QTD-Empty Months	1 YTD-Empty Months
MTD-Abs Chg SF (absolute change in square footage)	1 QTD-Abs Chg SF 2 YTD-Abs Chg SF
QTD-Abs Chg SF	1 YTD-Abs Chg SF

These fields are not affected by the recalculation process, nor does a change to them trigger the process:

- Rolling 12 Months Sales
- MTD-Net Change SF
- Count Field
- QTD-Net Change SF
- PY Empty Mos (prior year empty months)
- YTD-Empty Months
- YTD-Net Change SF
- YTD-Abs Chg SF

12.5.3 Forms Used to Revise Sales Analysis Information

Form Name	FormID	Navigation	Usage
Work With Sales Analysis	W15043B	Sales Analysis Processing (G15222), Sales Analysis Revisions.	Review and select sales analysis records.
Sales Analysis Revisions	W15043C	On the Work With Sales Analysis form, click Add.	Revise sales analysis information.

12.5.4 Setting Processing Options for Sales Analysis Revisions (P15043)

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

12.5.4.1 Process

1. Recalculate Amounts

Specify which method of calculation to use. Values are:

Blank: Allow the amount fields to be changed without the automatic recalculation of related amount fields.

1: Automatically recalculate the related amount fields based on the changed amount fields.

13

Working with Gross Lease Occupancy Information

This chapter contains the following topics:

- Section 13.1, "Setting Up Area Definitions"
- Section 13.2, "Updating Gross Lease Occupancy Information"
- Section 13.3, "Revising Gross Lease Occupancy Information"

13.1 Setting Up Area Definitions

This section provides an overview of the area definitions and discusses how to add area definitions.

13.1.1 Understanding Area Definitions

Use the Area Definitions program (P15142) to create an area definition, which specifies the type of GLOA and GLA information that the system retrieves when you run the Gross Lease Occupancy Refresh (R15141). Gross leasable area (GLA) value represents the total area of all vacant and occupied areas, which you enter for each unit in the Unit Information (P15217) program. Gross lease occupied area (GLOA) value represents the total occupied area, which is based on the area values you enter on the lease in the Lease Master Maintenance program (P1501). Each area definition contains the base area type to use for retrieval from the Area Master table (F1514) and up to five adjustment area types each for gross lease occupied area and gross leaseable area. For example, an area definition could specify the following information: Retrieve base area type **REN** and adjust GLOA by area type **ADJ** for area definition **ADJREN.**

In the JD Edwards EnterpriseOne Real Estate Management system, you can define physical and economic occupancy. Economic occupancy represents all the time the space is leased, both regardless of whether a tenant physically occupies the space. Physical occupancy represents the time period in which the space is actually occupied. You can use an area definition to define adjustments to economic occupancy and any other type of adjustment that may be required to accurately calculate GLOA and GLA.

The system stores area definitions in the Area Definition table (F15142).

Note: The system may add records to the F15142 table when you are upgrading to a new release of JD Edwards EnterpriseOne. The system identifies these records with the value **CONVERSION** in the Program ID field.

If you attempt to change a record that has been added to the F15142 table during the conversion process, the system issues the following warning: *This Area Definition was created through the release upgrade process; any changes to it may cause integrity issues between existing records in Gross Lease Occupied Areas (F15141), Share Factor Denominator (F150122) and Tenant Exclusion Header (F150120).*

13.1.2 Form Used to Set Up Area Definitions

Form Name	FormID	Navigation	Usage
Work with Area Definitions	W15142A	Tenant & Lease Information (G1511), Area Definitions	Review and select area definitions.
Area Definition Revisions	W15142D	On the Work with Area Definitions form, click Add.	Set up area definitions.

13.1.3 Set Up Area Definitions

Access the Area Definition Revisions form.

Area Definition ID
Enter a value that defines an area definition, such as Rentable or Usable, to use when running the Gross Lease Occupancy Refresh (R15141).

Base Area Type
Select the base area type for a record. The system applies the accumulation of GLOA and GLA adjustments to the base area type.

GLOA Adj 1 through GLOA Adj 5 (gross leaseable occupied area adjustment 1–5)
Enter user-defined codes from UDC table 15/AR that specify adjustments to the base area type for gross leaseable occupied area (GLOA).

GLA Adj 1 through GLA Adj 5 (gross leasable area adjustment 1–5)
Enter user-defined codes from UDC table 15/AR that specifies adjustments to the base area type for gross leaseable area (GLA).

Program ID
The system displays one of the following values:

P15142: Specifies that the system added the record to the F15142 table from the P15142 program.

CONVERSION: Specifies that the system added the record to the F15142 table during a conversion.

13.2 Updating Gross Lease Occupancy Information

This section provides an overview of the Gross Lease Occupancy Refresh program (R15141) and discusses how to:

- Run the Gross Lease Occupancy Refresh program.
- Set processing options for Gross Lease Occupancy Refresh (R15141).

13.2.1 Understanding the Gross Lease Occupancy Refresh Program (R15141)

Run the Gross Lease Occupancy Refresh program (R15141) to calculate gross lease occupied area (GLOA) and gross leasable area (GLA) for all units in a building or property for a specified period. You can provide the information from the R15141 report to brokers who are seeking properties to lease and to landlords who can provide the information to prospective tenants.

When you run the R15141 program, the system:

- Uses the dates entered in the processing options to determine the period of time, based on the lease dates, for which the calculations apply.
- Retrieves the GLOA value from the Lease Master Detail table (F15017).
- Retrieves the GLA value from the Area Master table (F1514).
- Retrieves GLOA and GLA adjustment values from the Area Master table (F1514).

Processing options enable you to specify how the system performs the calculations and whether the calculations should be performed for all lease statuses and lease types. You can also run the program for specific building (business unit) category codes to determine occupancy for a group of buildings (for example, the occupancy on A-rated properties).

You can run and store multiple versions of the R15141 program. For instance, you can run the program using area values from the first of the month and then run the program again using area values from the end of the month. You can also run the R15141 program to obtain GLA and GLOA results for a defined area definition to ensure a more accurate denominator calculation for share factor denominator and tenant exclusion rule calculations.

When you run the R15141 program, the system updates the Gross Lease Occupied Areas table (F15141). GLOA and GLA adjustment area types defined in Area Definitions table (F15142) are used to adjust the values for GLOA and GLA that are populated in the F15141 table.

Note: You must run the Gross Lease Occupancy Refresh program (R15141) for expense participation when using the Share Factor Denominator Revisions program (P150122) and the Tenant Exclusion Revisions program (P150120) because these programs retrieve values from the Gross Lease Occupied Areas table (F15141).

13.2.2 Running the Gross Lease Occupancy Refresh Program

Select Tenant & Lease Information (G1511), Gross Lease Occupancy Refresh.

13.2.3 Setting Processing Options for Gross Lease Occupancy Refresh (R15141)

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

13.2.3.1 Options

1. Start Date For Generation and 2. End Date For Generation
Specify the beginning date or the ending date that the system uses to calculate gross leasable areas (GLA) and gross lease occupied areas (GLOA), based on the lease date.

3. Gross Lease Area Calculation Method
Specify a calculation method from UDC table 15/OM that determines the occupied area for a unit. Values are:

1: Select area values as of the first day of the month.

2: Select area values as of the last day of the month.

3: Select area values as of the 15th day of the month.

4: Select an average area for the month. (Average = Total occupied area / Days in the month.)

4. Refresh Action
Specify which actions occur when you run the Gross Lease Occupancy Refresh (R15141). Values are:

Blank: Delete and refresh (default). The system deletes records from the Gross Lease Occupancy Areas table (F15141) based on the value in the Deletion Method processing option. The system then re-calculates occupancy.

1:Delete only. The process ends after the system deletes records from F15141.

Note: If you enter **1** in the Deletion Method processing option, you must still enter a calculation method and area definition to determine the records the systems selects for deletion.

---

5. Deletion Method
Specify how records are selected for deletion from the Gross Lease Occupied Area table (F15141). Values are:

1: Delete records based on data selection, date range, calculation method, and area definition values in the processing options.

2: Delete all records in the F15141 table.

6. Area Definition
Specify the area definition to use to calculate the occupied area for a unit.

The base area type is used to calculate unadjusted area values for GLOA and GLA. If you enter adjustment area types for GLOA and GLA, the system applies those area amounts to the unadjusted area values for GLOA and GLA.

7. Include Committed as Occupied
Specify whether a unit is occupied or vacant for the time period from the commitment date to the lease begin date. Values are:

Blank: The unit is vacant.

1:The unit is occupied.

13.2.3.2 Lease Status

1. Select/Omit Flag
Specify which leases to select for processing based on the lease status; use this processing option with the Lease Status 1 through Lease Status 10 processing options. Values are:

Blank: Process all leases for all lease statuses.

1: Select.

2: Omit. The system processes leases for all other lease statuses.

2. Lease Status 1 through 11. Lease Status 10
Specify user-defined codes from UDC table 15/LS that identify a lease status for the system to use when selecting leases for processing; use this processing option with the Select/Omit Flag processing option.

12. Include Blank Lease Statuses in Select/Omit List
Specify whether to include leases with a blank lease status in the select/omit list. Values are:

Blank: Do not include.

1: Include.

13.2.3.3 Lease Type

1. Select/Omit Flag
Specify which leases to select for processing based on the lease type; use this processing option with the Lease Type 1 through Lease Type 10 processing options. Values are:

Blank: Select all lease types.

S: Select.

O: Omit.

2. Lease Type 1 through 11. Lease Type 10
Specify the lease types to select or omit based on the value specified in the Select/Omit Flag processing option.

12. Include Blank Lease Types in Select/Omit list
Specify whether to include leases with a blank lease type in the select/omit list. Values are:

Blank: Do not include.

1: Include.

13.2.3.4 Print

1. Print Edit Report
Specify whether to and what type of report the system prints. Values are:

Blank: Do not print a report.

1: Print all records that are updated to the F15141 table.

2: Print records with warning messages only.

13.3 Revising Gross Lease Occupancy Information

This section provides an overview of gross lease occupancy information and discusses how to revise gross lease occupancy information.

13.3.1 Understanding Gross Lease Occupancy Information

After you generate occupancy data by running the Gross Lease Occupancy Refresh program (R15141), you can use the Gross Lease Occupancy Information program (P151410) to review the occupancy data. The results of the R15141 program reflect the adjustments to GLOA and GLA based on the area definition.

On the Work with GLOA form, you can select records to review by using the Start Date, Area Definition ID, Area Calculation Method, or EP Unit Type fields and then summarize the displayed records by property, building, or unit. By enabling one or more options, you can display GLOA (gross lease occupied area), GLA (gross leasable area), and occupancy percentages. You can also select the totals that appear. The system displays 12 months of occupancy information for the specified start date.

If you summarize records by unit, you can revise the GLA or GLOA amounts as necessary, and then lock the values to prevent them from being updated in the future. The system provides two lock fields so that you can lock GLA, GLOA, or both. When you revise any information, including lock flags, the system updates the Gross Lease Occupied Areas table (F15141).

13.3.2 Forms Used to Revise Gross Lease Occupancy Information

Form Name	FormID	Navigation	Usage
Work with GLOA	W151410A	Tenant & Lease Information (G1511), Gross Lease Occupancy Information	Review gross occupancy information and select records to revise. **Note:** You can select records to revise only when you summarize records by unit.
GLOA Revisions	W151410B	On the Work with GLOA form, summarize records by unit, and select a record.	Revise gross lease occupancy information.

13.3.3 Revising Gross Lease Occupancy Information

Access the GLOA Revisions form.

Gross Lease Occupied Area
Enter the value of the gross lease occupied area, which is a portion of the gross leasable area that is occupied.

O F (occupied change flag)
Enter a value that specifies whether the value in the Gross Lease Occupancy field is modified the next time that the Gross Lease Occupancy Refresh program (R15141) or the AREF Occupancy Refresh program (R15L141) is run. Values are:

1: Do not modify this value.

0: Modify this value.

Gross Leasable Area
Enter the gross leasable area, which is the space that is actually available to lease.

L F (leasable change flag to)
Enter a value that specifies whether the gross leasable area is modified the next time that the Gross Lease Occupancy Refresh program (R15141) or the AREF Occupancy Refresh program (R15L141) is run. Values are:

1: Do not modify this value.

0: Modify this value.

14

Setting Up Expense Participation

This chapter contains the following topics:

- Section 14.1, "Understanding Expense Participation Setup"
- Section 14.2, "Setting Up Cap Rules"
- Section 14.3, "Setting Up Ledger Type Groups"
- Section 14.4, "Setting Up Expense Participation Classes"
- Section 14.5, "Setting Up Expense Participation Information"
- Section 14.6, "Setting Up Groups and Subgroups"

14.1 Understanding Expense Participation Setup

In the real estate management industry, a process exists of billing tenants a prorata share of operating expenses that are related to a property or building, such as utilities, taxes, insurance, maintenance, cleaning, advertising, and promotions. These expenses are known by many terms, such as common area maintenance, expense pass-through, rebills, escalations, triple net, and building operating costs. In the JD Edwards EnterpriseOne Real Estate Management system, it is termed *expense participation* because the system can generate billings that result in invoices and vouchers for almost any type of expense sharing.

The expense participation process assumes that each tenant pays for expenses based on the percentage of the area in the building or property that they occupy. However, because leases can be negotiated to exclude a unit from expense sharing or reduce the level of a unit's share, you can adjust the expense category, tenant's area, and the area of the building to derive the tenant's expense share amount.

You can set up expense participation to generate estimated billings for the tenants' expected share of expenses on a recurring frequency, such as monthly, and then generate billings again at the end of the year based on actual amounts from which you can deduct the estimated paid amounts. You can also use the actual amounts as the basis for the estimated billings for the following year, as well as generate estimated expenses based on a budget ledger type.

This table describes the setup tasks that are associated with expense participation:

Task	Description
Set up cap rules.	Set up expense participation caps to place a maximum limit on the tenant's monetary responsibility.

Task	Description
Set up ledger type groups.	Set up ledger type groups to enable you to retrieve expenses from multiple ledger types.
Set up expense participation classes.	Set up classes by property or building, account numbers, and time period to specify the expenses for each class.
Set up expense participation information.	Set up expense participation information to specify the expense classes for each tenant based on the tenant's lease.
Set up group and subgroup limits. (Optional)	Set up a group / subgroup that defines a combination of two or more expense classes with a common limit. If the system determines that the limit has been exceeded, the system calculates an adjustment that is applied to adhere to the limit.
Set up expense participation adjustments.	Set up adjustments by revising components of the expense participation calculation; expense class, tenant's area, and the building or property area.
Set up the share factor denominator. (Optional)	Set up a denominator to use in the expense participation calculation that excludes units from the area of the building or property based on the expense participation unit type, the area of the unit, or both.
Set up tenant exclusions. (Optional)	Set up rules to exclude expenses from the expense class based on bill codes.

14.2 Setting Up Cap Rules

This section provides overviews of cap rules and cap history and discusses how to:

- Set up cap rules.
- Review E.P. class expenses history.
- Review lease cap history.

14.2.1 Understanding Cap Rules

When setting up expense participation, you can use caps, or limits, to specify the amount that the tenant is monetarily responsible for. In general, caps are assigned to expenses that are considered controllable. For example, cleaning is a controllable expense while snow removal is an uncontrollable expense.

Use the Cap Rules program (P1515) to set up cap rules. The system applies caps to the class exposure after it has been adjusted for gross ups. Use the E.P. Class Information program (P1530) to assign caps at the class level or use the E.P. Information program (P15012) to assign capes at the lease level.

In the P1515 program, you can:

- Define caps as fixed, base, cumulative, or noncumulative (prior year).
- Define the cap as greater or lesser of a cap percentage and a CPI (consumer price index) increase or simply as a percentage increase.
- Define cap floors and ceilings to limit caps.
- Define building-specific cap rule details for expense-level caps.

- Recover expenses that were capped in prior years by selecting the Cap Roll Forward check box.

The system stores cap rules information in the E.P. Caps Rules table (F1515) and cap rule building information in the Building E.P. Caps table (F15151).

14.2.2 Understanding Cap History

The system maintains historical details of caps for the expense participation calculation process. The system uses this information to determine the current year cap when the cap rule is applied. For example, set up a cumulative cap rule that allows for a 3 percent increase annually. If the cap rate per square foot for 2008 is 6.56789, the cap rate per square foot for 2009 is 6.76493. The system stores both rates for the corresponding year to provide cap history for the lease, version, and unit to which the 3 percent cap rule was applied. Additionally, you can save expenses by account within an E.P. class for each year so that the system can use these values to determine the expense cap for each successive year.

The Lease Cap History program (P15153) stores historical cap details and displays cap history for the lease and version. The system stores cap history information in the Lease Cap History table (F15153). The system populates the F15153 table with current year cap information, which the system retrieves in subsequent years to determine the new cap amount.

The E.P. Class Cap Expenses History program (P15303) stores cap expenses history and enables you to review and update prior year or other defined range of caps at an individual account level. The system stores cap expense history in the E.P. Class Cap Expenses History table (F15303).

14.2.3 Forms Used to Set Up Cap Rules

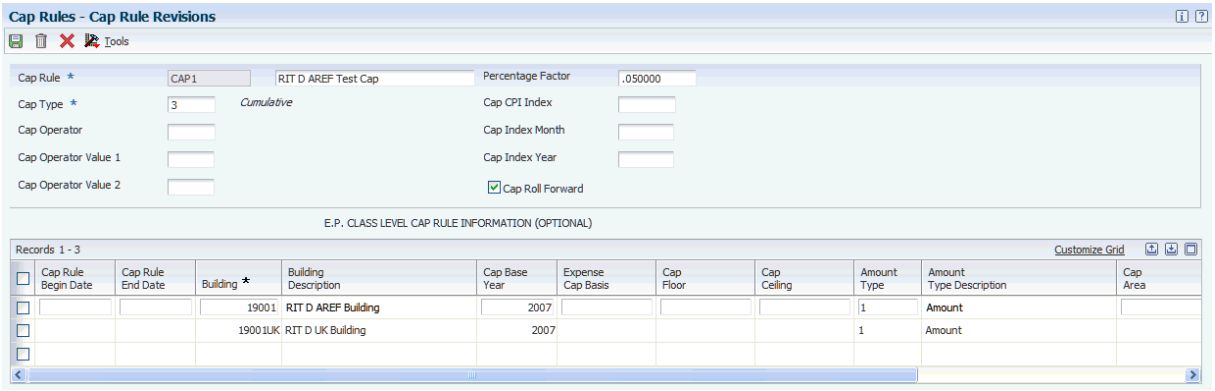
Form Name	FormID	Navigation	Usage
Work With Cap Rules	W1515A	Expense Participation (G1523), Cap Rules	Review and select cap rules records.
Cap Rule Revisions	W1515C	On the Work With Cap Rules form, click Add.	Set up cap rules.
Work With E.P. Class Expenses History	W15303A	Expense Participation (G1523), E.P. Class Expenses History	Review and select cap expense records.
E.P. Class Expenses History Revisions	W15303C	On the Work With E.P. Class Expenses History form, select a record.	Review E.P. class cap expenses history. **Note:** In the E.P. Class Information program (P1530), select Class Expenses from the Form menu on the E.P. Class Information Revisions form to access the E.P. Class Cap Expenses History Revisions form.
Work with Lease Cap History	W15315A	Expense Participation (G1523), Lease Cap History	Review and select lease cap records.

Form Name	FormID	Navigation	Usage
Lease Cap History Revisions	W15315C	On the Work with Lease Cap History form, select a record and click Select.	Review lease cap history. **Note:** In the E.P. Information program (P15012), select Cap History from the Form menu on the E.P. Information Revisions form to access the Lease Cap History Revisions form.

14.2.4 Setting Up Cap Rules

Access the Cap Rule Revisions form.

Figure 14–1 Cap Rule Revisions form



Note: The system displays different fields in the grid depending on the cap type.

Cap Rule

Enter a user-defined value, up to 10–digits, that specifies a cap rule. Enter a description of the cap rule in the next unlabeled field.

Cap Type

Enter a code from user-defined code (UDC) table 15/CT that specifies which basis to use during cap processing. Values are:

1: Fixed. If you select this option, enter an annual amount as a percentage factor.

2: Base. If you select this option, tenants typically pay the amount of increase over the base year.

3: Cumulative. If you select this option, the system applies and grows the cap percentage to each subsequent year, regardless of expenses.

4: Noncumulative. If you select this option, the system applies the subsequent year calculations to the cap percentage for the prior year amount so that the amount from the prior year becomes the cap basis.

Cap Operator
Enter a code from UDC table 15/OP that specifies whether the cap value is the greater or lesser of two values. Values are:

1: Greater of

2: Lesser of

For example, if the cap is the lesser of 5 percent or the CPI increase, you would enter **.05** in the Percentage Factor field, select **2** in the Cap Operator field, and enter the CPI index information from which to calculate the cap percentage.

Cap Operator Value 1 and Cap Operator Value 2
Enter codes from UDC table 15/OI that specify the two values that are compared in reference to the cap operator. These fields are used with the Percentage Factor and Cap CPI Index fields. Values are:

1: CPI Increase

2: Percent Increase

3: Prior Year Actual

Percentage Factor
Enter a value that specifies the annual increase of the cap rule.

Enter the value as a decimal, for example, 3% is **.03.**

Cap CPI Index (cap consumer price index)
Enter a code from UDC table 15/IX that specifies the escalation index to use to calculate a percentage increase allowed by a cap. You can use indices such as the CPI to determine the percentage by using the formula (Current Index –Base Index) ÷ Base Index.

If you enter a value in this field, the system retreives the index values from the Escalation system for the month and year defined in the Cap Index Month and Cap Index Year fields. If you leave this field blank, the system uses the previous year, the year prior to the current year of the calculation.

Cap Index Month
Enter the month for which the system retrieves the cap index value.

Cap Index Year
Enter the year for which the system retrieves the cap index value.

Cap Roll Forward
If you select this check box, the system rolls the cap overage amount into the successive calculation.

> **Note:** The system does not roll forward cap credit amounts, regardless of the setting in this check box.

Building
Enter a specific building or to supply cap basis information.

You can enter * for all buildings.

Because you can apply different cap basis amounts to different buildings, you must enter an amount type and define the values entered for Expense Cap Basis, Cap Floor, and Cap Ceiling for each building

Cap Base Year
Enter the starting year from which successive cap increases are calculated.

Expense Cap Basis
Enter a value that specifies the rate per square foot or amount for the base year. This value may differ from one building to another.

If you leave this field blank, the system attempts to determine the cap basis using prior year expenses.

Cap Floor
Enter the minimum cap increase amount. If the calculated cap amount is less than the cap floor, the system uses the cap floor.

Cap Ceiling
Enter the maximum cap increase amount. If the calculated cap amount is greater than the cap ceiling, the system uses the cap ceiling.

Amount Type
Enter a value from UDC table 15/AY that specifies whether the cap basis, cap floor, and cap ceiling values represent amounts or rates per square foot. Values are:

1: Amount.

2: Rate per square foot.

Cap Frequency Of Increase
Enter the annual frequency at which a cap increase is applied.

For example, if you enter **5,** the defined increase is applied every five years. If you do not enter a value, the cap increase is applied every year.

Cap Percent Base Rent (cap percent of base rent)
Enter a cap that is determined by a defined percentage of base rent.

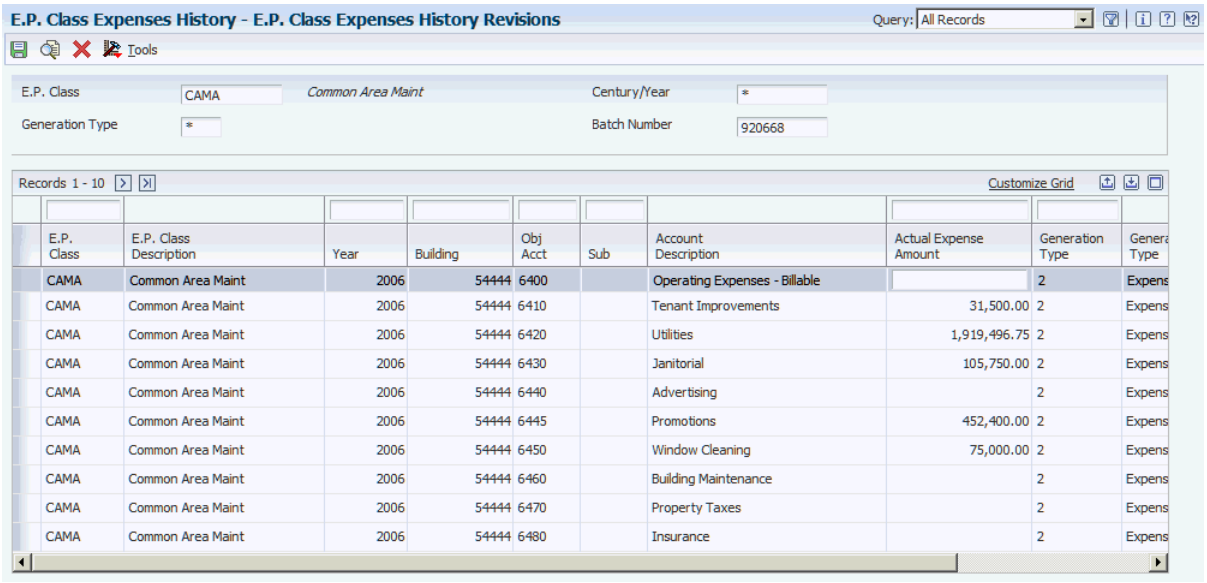
Cap Area
Enter an area value that is used as the denominator when an amount type of rate per square foot is used to define the cap basis, cap floor, and cap ceiling. The rates entered are multiplied by the area value to express the cap as an amount.

Cap Fixed Amount
Enter a value that indicates a fixed increase applied to a cap for base caps, cumulative caps, and non-cumulative caps. For fixed caps, this field represents the fixed cap amount applied each year.

14.2.5 Reviewing E.P. Class Expenses History

Access the E.P. Class Expenses History Revisions form.

Figure 14–2 E.P. Class Expenses History Revisions form

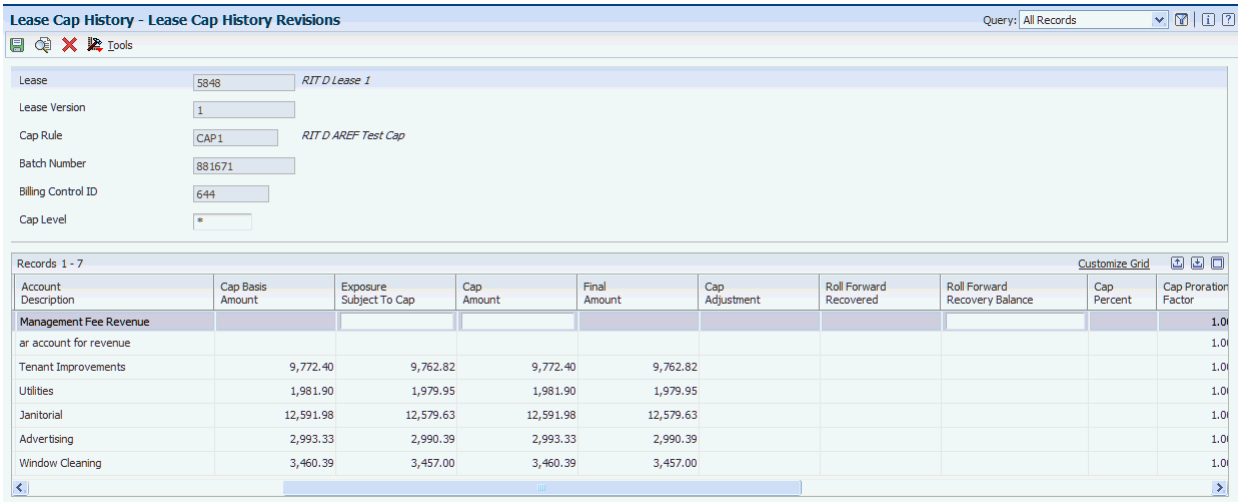


Actual Expense Amount
Displays the total of expenses accumulated from all defined ledger types for an account before applying a cap.

14.2.6 Reviewing Lease Cap History

Access the Lease Cap History Revisions form.

Figure 14–3 Lease Cap History Revisions form



The system retrieves values from the prior year history to use when calculating caps for the current year, Therefore, if you update the following fields, the system calculates the new cap based on the new values.

Exposure Subject to Cap
Enter the amount of the adjusted exposure that is subject to cap processing.

For example, the account range for an E.P. class includes accounts 6410, 6420, 6430, and 6440. The expenses for each account equals 10,000.00 USD, resulting in a total exposure

of $40,000.00 for the class. However, when the cap rule is assigned to the class, account 6420 is excluded from cap processing by defining the account as not subject to caps. The exposure subject to cap for the class becomes 30,000.00 USD.

Cap Amount
Enter calculated allowable amount that results from applying a cap rule.

Roll Forward Recovery Balance
Enter the cumulative balance of all overage amounts.

When the actual amount of a calculation generation process is greater than the calculated cap amount, the system adds the difference to this roll forward balance. When the actual amount of a calculation generation process is less than the calculated cap amount, the system subtracts the difference from this roll forward balance.

14.3 Setting Up Ledger Type Groups

This section provides an overview of ledger type groups and discusses how to:

- Set processing options for Ledger Type Groups (P15302).
- Set up ledger type groups.

14.3.1 Understanding Ledger Type Groups

To facilitate the selection of multiple ledger types, you can set up ledger type groups in the Ledger Type Groups program (P15302). You can add ledger type groups at the class level in the E.P. Class Information program (P1530) and at the lease level in the E.P. Information program (P15012).

If you set up a ledger type group at the lease level, the system retrieves expenses for the ledger types defined in the ledger type group in addition to those for the ledger type group that is defined in the processing option of either the Expense Participation Calculation Generation program (R15110) or the E.P. Class Master Listing program (R1530P), or at the E.P. class level. When you set up a ledger type group in the R15110 processing option or the R1530P processing option, this ledger type group has the highest priority. This ledger type group overrides any other ledger type in the E.P. class and any override ledger type value in the R15110 processing option. The system applies the expenses for a ledger type group at the lease level only to the lease exposure for which the ledger type group is assigned. You can set up ledger types for generation type 2 (year end adjustments) and generation type 6 (estimated expense participation).

Note: The system retrieves expenses only for ledger types in a ledger type group at the lease level that are different from those retrieved for the processing option or E.P. Class level ledger type group. For example, if you set the processing option to use the ledger type group STANDARD, which includes ledger type BA, and at the lease level you enter ledger type group LEASEADD, which includes ledger types BA and B2, the system retrieves additional expenses only for ledger type B2.

The system does not override ledger group types at the lease level. If you leave the processing options for ledger type group and override ledger type in the R15110

program blank and you do not define a ledger type group in the E.P. class, the system retrieves expenses from the AA ledger. The system always retrieves expenses for a lease group ledger type.

The system stores ledger type group information in the Ledger Type Groups table (F15302).

14.3.2 Forms Used to Set Up Ledger Type Groups

Form Name	FormID	Navigation	Usage
Work With Ledger Type Groups	W15302A	Expense Participation (G1523), Ledger Type Groups	Review and select ledger type group records.
Ledger Type Group Revisions	W15302B	On the Work With Ledger Type Groups form, click Add.	Set up ledger type groups.

14.3.3 Setting Processing Options for Ledger Type Groups (P15302)

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

14.3.3.1 Defaults

1. Create Year End Adjustment Ledger Type

Specify a code from UDC 09/LT that identifies a default ledger type to use when you run the Expense Participation Calculation Generation program (R15110) for year-end adjustments. The system automatically creates this ledger type for E.P. generation type 2 (actual) when you add a new ledger type group. If you leave this processing option blank, the system does not create a default ledger type for generation type 2.

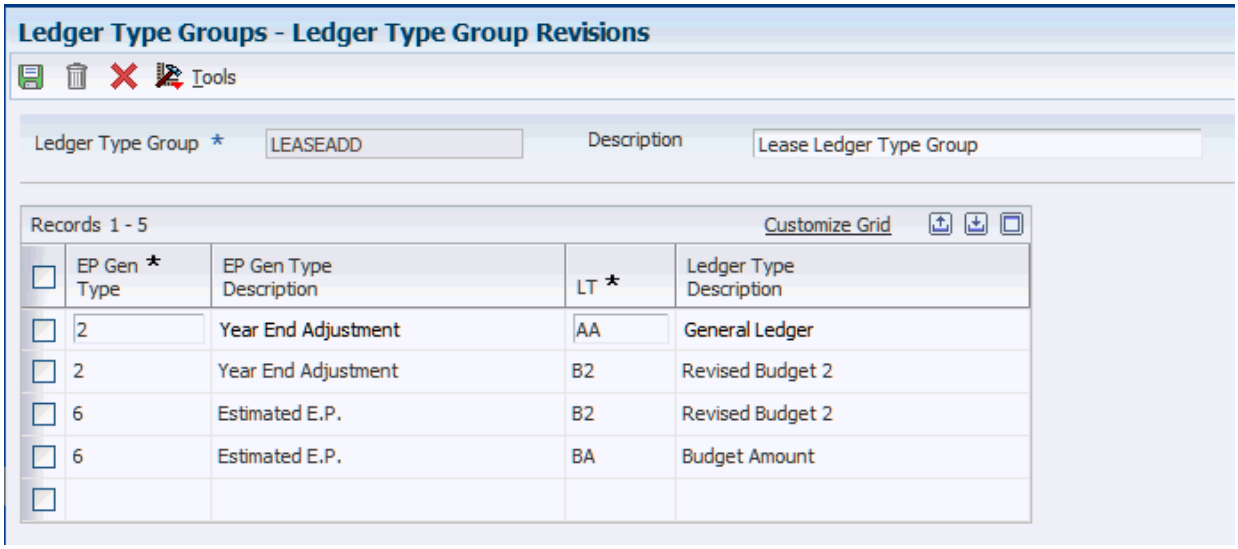
2. Create Estimated E.P. Ledger Type

Specify a code from UDC 09/LT that identifies a default ledger type to use when you run the Expense Participation Calculation Generation program (R15110) for estimated E.P. The system automatically creates this ledger type for E.P. generation type 6 (estimated) when you add a new ledger type group. If you leave this processing option blank, the system does not create a default ledger type for generation type 6.

14.3.4 Setting Up Ledger Type Groups

Access the Ledger Type Group Revisions form.

Figure 14–4 Ledger Type Group Revisions form



Ledger Type Group
Enter a code that defines a set of ledger types to use for expense retrieval when you run the Expense Participation Calculation Generation program (R15110). You can enter up to fifteen digits in the field.

E.P. Gen Type (expense participation generation type)
Enter a code from UDC table 15/GT that specifies the generation type for expense participation billings. Values are:

2:Year-end adjustments.

6:Estimated expense participation.

L T (ledger types)
Enter a code from UDC 09/LT that specifies the type of ledger, such as AA (actual amounts), BA (budget amount), or AU (actual units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

14.4 Setting Up Expense Participation Classes

This section provides an overview of expense participation classes and discusses how to:

- Set processing options for E.P. Class Information (P1530).
- Set up expense participation classes.

14.4.1 Understanding Expense Participation Classes

Expense classes enable you to process and maintain operating expenses that are shared by tenants. For example, you can set up expense classes for expenses related to common area maintenance, utilities, taxes, advertising, parking, and administration. Use the E.P. Class Information program (P1530) to set up expense participation classes to identify expenses by property or building, account range, and time period.

Use the P1530 program to:

- Set up category codes that help you organize and search for expense classes.

- Set up and indicate the placement of a cap rule.

  See Setting Up Adjustment Amounts.

- Specify administration fees, gross ups, adjustment factors, and ledger type groups by account range.
- Override account range information by account (that is, exclude from administration fees and modify gross up percent).
- Exclude accounts from the account range.

  See Setting Up Account Overrides.

- Specify subject to cap information for account ranges.

You can specify a group of buildings or a single building to be included in the expense class. You can also specify a lease building to retrieve accounts for specific buildings. A lease building enables you to set up classes that apply at a global level or those that apply to specific buildings. For example, lease 1111 is attached to building 20200 and lease 2222 is attached to building 30300. If you enter **30300** in the Lease Building field, the system retrieves accounts only for lease 2222 even if both leases are associated with the same E.P. class CAMS. Additionally, you can enter * in the Lease Building field to retrieve accounts for all lease buildings, instead of entering a line for each building.

The total amount of all transactions posted to the accounts for the expense class is the class exposure. The class exposure includes only those transactions that occur within the following date ranges:

- The date ranges entered for the expense participation class.
- The tenant participation period for the expense participation class, which is set up in the expense participation information.
- The billing period, which is specified in a processing option when you run the E.P. Calculation Generation program (R15110).

When you delete an expense participation class, the system deletes any class information associated with it, such as overrides accounts and attachments, adjustments, E.P. class detail attachments, and E.P. class header attachments. However, the system does not validate if the E.P. class is being used in other locations in the system. You are responsible for checking several tables to ensure that the E.P. class is not in use before deletion.

The system stores expense class information in the Expense Participation Class Master Header (F1530H) and Expense Participation Class Master (F1530) tables.

Tutorial: Click here to view a recording of this feature.

14.4.2 Forms Used to Set Up Expense Participation Classes

Form Name	FormID	Navigation	Usage
Work with E.P. Class Information	W1530A	Expense Participation (G1523), E.P. Class Information.	Review and select expense participation class records.
E.P. Class Information Revisions	W1530E	On the Work with E.P. Class Information form, click Add.	Set up expense participation classes.

14.4.3 Setting Processing Options for E.P. Class Information (P1530)

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

14.4.3.1 Versions

If you leave any of the following processing options blank, the system uses the default ZJDE0001 version.

1. E. P. Class Account Overrides (P15301)
Specify the version of the P15301 program to use.

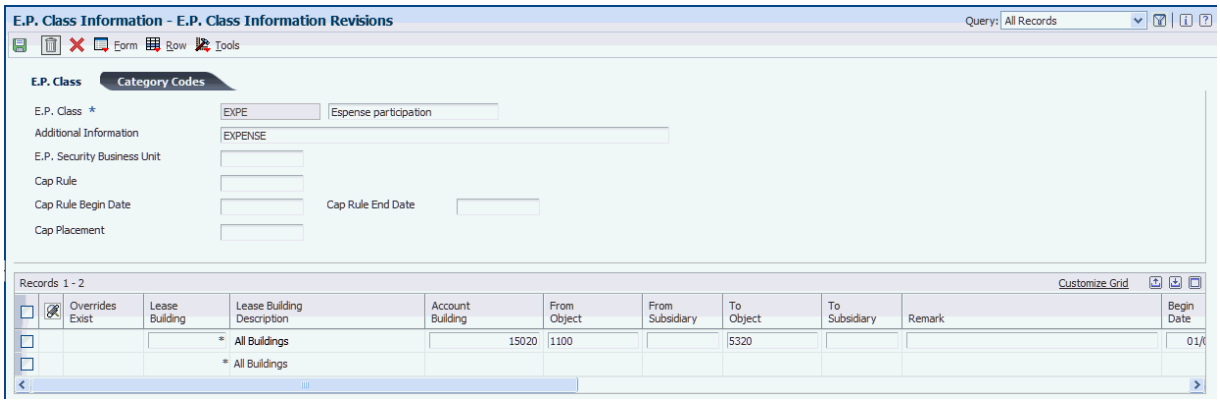
2. Ledger Type Groups (P15302)
Specify the version of the P15302 program to use.

3. Cap Rules (P1515)
Specify the version of the P1515 program to use.

14.4.4 Setting Up Expense Participation Classes

Access the E.P. Class Information Revisions form.

Figure 14–5 E.P. Class Information Revisions form



14.4.4.1 E.P. Class

E.P. Class (expense participation class)
Enter a value that identifies the expense participation class for the shared expenses.

E.P. Security Business Unit
Enter an alphanumeric code that identifies an E.P. business unit. This business unit, when used with business unit security, enables you to restrict users from modifying E.P. class and account override information. Only users associated with this security business unit can modify the class adjustment and class overrides.

Cap Rule
Enter a value that specifies a cap rule that you set up in the Cap Rules program (P1515).

When you enter a value in this field, the system automatically selects the Subject to Cap check box for all accounts in the class range. You can manually clear the check box for each account range in the grid.

Note: Cap rules at the lease level are applied in addition to cap rules at the EP Class level. Also, class account overrides allow you only to indicate that an account is not subject to cap. You cannot assign a different cap rule at the account override level.

Cap Rule Begin Date
Enter the date that a cap rule becomes effective. If you leave this field blank, the cap rule has no lower limit on effectivity. The rule is effective through the cap rule end date if you enter one.

Cap Rule End Date
Enter the date that a cap rule expires. If you leave this field blank, the cap rule does not expire.

Cap Placement
Enter a code from UDC table 15/C1 that specifies when the cap rule is applied. Values are:

Blank: Apply cap before administration fee.

1:Apply cap after administration fee.

14.4.4.2 Category Codes

E.P. Class Category Code 1
Enter a code from UDC table 15/E1 that specifies the category to use to manage tracking and reporting requirements of the business.

E.P. Class Category Code 2
Enter a code from UDC table 15/E2 that specifies the category to use to manage tracking and reporting requirements of the business.

E.P. Class Category Code 3
Enter a code from UDC table 15/E3 that specifies the category to use to manage tracking and reporting requirements of the business.

E.P. Class Category Code 4
Enter a code from UDC table 15/E4 that specifies the category to use to manage tracking and reporting requirements of the business.

E.P. Class Category Code 5
Enter a code from UDC table 15/E5 that specifies the category to use to manage tracking and reporting requirements of the business.

14.4.4.3 Grid

Lease Building
Enter an alphanumeric code that identifies an expense participation (E.P) lease building. This field enables users to identify a specific lease building to which the E.P. Class account ranges, account overrides, and class adjustments are applied.

If you enter a wildcard (*) value, the system applies the account ranges, account overrides, and class adjustments to all lease buildings. You can enter several E.P classes with the same account building, from object account, from subsidiary, begin date and end date but with different lease buildings.

See Setting Up Account Overrides.

Account Building
Enter a business unit that identifies the building or property.

From Object
Enter the beginning value in a range of object account numbers to include in the E.P. class.

The object portion of the account number refers to the division of the cost ode (for example, labor, materials, and equipment) into subcategories. For example, you can divide the cost code for labor into regular time, premium time, and burden.

Note: If you use a flexible chart of accounts and the object account is set to 6 digits, generally you use all 6 digits. For example, entering **000456** is not the same as entering **456** because if you enter **456,** the system enters three blank spaces to fill a six-digit object.

You cannot enter * in this field.

From Subsid (from subsidiary)
Enter the beginning value in a range of subsidiary account numbers to include in the E.P. class.

Enter the subsidiary account number. Subsidiary accounts include detailed records of the accounting activity for an object account.

You cannot enter * in this field.

To Object
Enter the last value in a range of object account numbers to include in the E.P. class.

You cannot enter * in this field.

To Subsid (to subsidiary)
Enter the last value in a range of subsidiary account numbers to include in the E.P. class.

Enter **99999999** to include all subsidiaries for the account. You cannot enter * in this field.

Fee Rate
Enter a value that specifies the rate for an administration fee.

Enter the value as a decimal. For example, enter **.05** for a 5 percent rate.

Fee Basis
Enter a code from UDC table 15/FS that specifies a dollar amount from which administration fees are calculated. Values are:

1: Expense class exposure.

2: Total class exposure.

Admin B/R (billing receipt code - administration fee)
Enter a billing receipt code that specifies the account to use to calculate administration fees. If you leave this field blank, the system posts to the same accounts as the billable amount.

Occupancy Type
Enter a code from UDC table 15/OT that specifies the type of occupancy. Values are:

E: Economic occupancy.

P: Physical occupancy.

Adjustment Factor
Enter the percentage by which the total expense for the expense class (class exposure) is multiplied to adjust the amount for which the tenants are responsible to pay. For example, if the landlord agrees to pay 10 percent of the operating expenses, you can adjust the class exposure accordingly by multiplying it by 90 percent.

Enter the percentage as a decimal. For example, enter **.05** to specify 5 percent. You can enter this value as a positive or negative amount.

Ledger Type Group
Enter a code that defines a set of ledger types to use for expense retrieval when you run the Expense Participation Calculation Generation report (R15110).

Subject to Cap
If you select this check box, the expenses for this account are subject to caps.

When you enter a value in the Cap Rule field, the system automatically selects this check box. You can manually clear the check box for each account range in the grid.

14.5 Setting Up Expense Participation Information

This section provides overviews of expense participation information and computation methods, lists a prerequisite, and discusses how to:

- Set processing options for E.P. Information (P15012).
- Set up basic expense participation information.
- Assign cap rules at the lease level.
- Add cap history information.

14.5.1 Understanding Expense Participation Information

Use the E.P. Information program (P15012) to define the parameters that the system uses to calculate the tenant's share of expenses for each expense class in which the tenant participates. You set up expense participation information by lease and expense class. If a lease pertains to multiple units, you must set up expense participation information for each unit and expense class separately.

Use the expense participation calculation to calculate the tenant's expense share: amount of expenses × (tenant's area ÷ building or property area) = tenant's expense share.

This table describes the values in the expense participation calculation:

Values	Description
Expense class	The system retrieves the expense class, which contains the account information necessary to derive the total expense amount for a specific period of time.

Values	Description
Tenant's area (numerator)	The system retrieves the tenant's area from the area on the lease, which you can override if necessary.
Building or property area (denominator)	The system retrieves or calculates the area of the building based on the computation method that you specify: ■ If the computation method is B, the system retrieves the area for the building from the building log record that is assigned the same E.P. code that you specify on the expense participation information record. If you do not have a building log record set up for an area E.P. code, you cannot use this computation method. ■ If the computation method is X, the system uses the average occupied space for the building (also known as a gross-up factor). The system sums the rentable square footage of all the units in the building and calculates the number of days that each unit is occupied (based on the billing period used in the expense participation calculation). Then, the system multiplies the area by the number of days occupied and divides that result by the number of days in the billing period. Use the corresponding computation methods P and Y, respectively, to compute property area values, instead of building area values.

In addition to the basic setup information, you can specify adjustments to the expense class, limits, and other rules for calculating the denominator (area of the building or property) by excluding units.

14.5.1.1 Alternate Tax Rate/Area Assignments in Expense Participation (Release 9.1 Update)

If you have enabled the alternate tax rate/area assignment functionality for the company of the building, the system retrieves the alternate tax rate/area when you add or modify an expense participation detail record. The system retrieves the alternate tax rate/area only when the entities for the record are in the European Union and an alternate tax rate/area is set up for the entities in the Alternate Tax Rate/Area Definition program (P40081).

When you enter a building in a detail line, the system retrieves the alternate tax rate/area based on the company of the building and the tenant associated with the lease. If you change the building, the system retrieves the alternate tax rate/area associated with the new value. If you manually enter a tax rate/area, the system does not retrieve an alternate tax rate/area when you change the building.

See Also:

Section 3.2.2, "Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)"

14.5.1.2 Assigning Expense Participation Information to a New Version of the Lease

If you must assign expense participation information to a new version of the lease, select the lease, and then select Versions from the Row menu on the E.P. Information Revisions form.

The system suspends the original version of the lease and copies all of the information to a new version of the lease.

14.5.1.3 Adding Cap History Information

When you run the E.P. Generation program (R15110), the system retrieves lease cap history information to calculate cap information. However, situations may occur in which no cap information from the previous year exists. For instance, if you upgrade to the 9.0 release of JD Edwards EnterpriseOne Real Estate Management or if you acquire buildings and leases that have cap values, you can add cap history information so that the system can continue to correctly calculate and complete cap processing. You can access the Expense Level Cap History Entry form from the P15012 program to enter these cap values.

You can also use the Expense Level Cap History Entry form to add initial cap basis information for caps that are specific to the lease. This form enables you to enter caps information at the lease level as opposed to the building level as in the Cap Rules program (P1515).

See Setting Up Cap Rules.

See Also

- Setting Up Cap Rules.
- Setting Up Adjustments to the Class Exposure.
- Setting Up Share Factor Denominators.
- Setting Up Groups and Subgroups.

14.5.2 Understanding Computation Methods

You can use a computation method to adjust the building or property area in the expense participation calculation. These examples explain how you can change the computation method to affect the tenant's expense share amount.

14.5.2.1 Setup Information for Computation Methods

This setup information pertains to both examples:

- Building 15020 = 100,000 square feet.
- Building 15020 has 5 units; this is the square footage of each unit:
  - Unit 1A = 20,000
  - Unit 1B = 15,000
  - Unit 1C = 25,000
  - Unit 1D = 30,000
  - Unit 1E = 10,000
- Units 1C and 1D are occupied for the entire billing period for which expense participation is calculated (365 days).

- Unit 1A is occupied from June 1, 2007, through December 31, 2007 (214 days).
- Expense Class = UTIL.
- Class Exposure = 90,000.
- Tenant's S.F. = 20,000 (Unit 1A).

14.5.2.2 Computation Method B

Using computation method B, you must specify an E.P. code that the system uses to retrieve the area for the building from the building log. In this example, the E.P code is 01 and the corresponding area in the building log is 90,000 square feet.

If you generate expense participation calculations, the system calculates the tenant's utility expense share for unit 1A in the following way:

Class exposure × (tenant area ÷ building area) = tenant's utility expense amount

90,000 × (20,000 ÷ 90,000) = 20,000

The system uses 90,000 square feet, instead of 100,000, because it found 90,000 was in the building log record for E.P. code 01.

14.5.2.3 Computation Method P

The formula for computation method P is the same as the formula for computation method B, except that the system uses the property value to retrieve the log record for the E.P. code.

14.5.2.4 Computation Method X

Using computation method X, the system calculates the average occupied space in the building, which it uses as the denominator, using these steps:

1. For each occupied unit, the system multiplies the area of the unit by the number of days that the unit is occupied.
2. The system adds the result from the previous step for all occupied units and then divides that sum by the number of days in the billing period.

This table provides the information for the units and the calculation that the system performs when using computation method X:

Unit	Area	Occupied Days	Calculation (Area × Days)
1A	20,000.	214	20,000 × 214 = 4,280,000
1C	25,000	365	25,000 × 365 = 9,125,000
1D	30,000	365	30,000 × 365 = 10,950,000

The system uses these calculations:

- Total occupied space × occupied days = 24,355,000.
- Denominator = 24,355,000 ÷ 365 (number of billing days) = 66,726.03.

Using the newly calculated denominator, the system calculates the tenant's utility expense share:

Class exposure × (tenant area ÷ building area) = tenant's utility expense amount

90,000 × (20,000 ÷ 66,726.03) = 26,975.98

You can adjust the number of days occupied for computation methods X and Y by using the Occupied Area Option and the Area Definition processing options on the Occupancy tab of Expense Participation Calculation Generation (R15110). If you set the Occupied Area Option processing option to **1,** the system uses the value in the Area Definition processing option to retrieve area adjustments to calculate the adjustment to number of days occupied. If you set the Occupied Area Option processing option to **2,** the system uses the results from the Occupancy Refresh program (R15141) for the specified area definition and includes the amount of adjustment to the denominator.

14.5.2.5 Computation Method Y

The formula for computation method Y is the same as computation method X, except that the system uses the combined area of all buildings that comprise the property.

As with computation method X, you can use the R15110 processing options to adjust the number of days occupied.

14.5.3 Prerequisite

Before you complete the tasks in this section, you must verify that building log records have been set up that define the building area by E.P. code to use calculation methods B or P.

See Setting Up Property and Building Information.

14.5.4 Forms Used to Set Up Expense Participation Information

Form Name	FormID	Navigation	Usage
Work with Leases	W15210A	Expense Participation (G1523), E.P. Information	Select the lease for which you want to add or revise expense participation information.
E.P. Information Revisions	W15012A	On the Work with Leases form, select a lease.	Set up basic expense participation information.
Lease E.P. Cap Revisions	W15152B	On the E.P. Information Revisions form, select Lease Cap Rules from the Row menu. On the E.P. Information Revisions form, select the icon in the Cap Rule Exists column.	Assign cap rules at the lease level.
Expense Level Cap History Entry	W15153E	On the E.P. Information Revisions form, select a record that has cap rules, and select Cap History Entry from the Row menu.	Add cap history information.

14.5.5 Setting Processing Options for E.P. Information (P15012)

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

14.5.5.1 Display

1. Display of Tax Fields
Specify whether to display the Tax Explanation Code and Tax Rate/Area fields on the E.P. Information Revisions form. Values are:

Blank: Use the setting of the Tax Suppress check box in the Real Estate Management Constants program (P1510) to determine whether to display the tax fields.

0: Display. The system ignores the setting of the Tax Suppress check box in the P1510 program.

1: Do not display. The system ignores the setting of the Tax Suppress check box in the P1510 program.

14.5.5.2 Edits

1. Edit Dates Against Lease Master
Specify whether the system verifies whether the dates for expense participation information are within the beginning and ending lease dates in the Lease Master Header table (F1501B). Values are:

Blank: Do not verify that the expense participation dates are within the lease dates.

1: Verify that expense participation dates are within the lease dates. If the dates for the expense participation information do not match the lease dates, the system generates an error.

2. Allow Overrides to Billed Lines
Specify whether to allow overrides to existing expense participation information for which billing control information exists. Values are:

Blank: Do not allow overrides. Disable the grid row in which billing control information exists.

1: Allow overrides. Enable the grid row in which billing control information exists.

> **Note:** Use caution when setting this processing option to allow changes where billing control information exists so that previously billed information is not changed incorrectly.

3. Lease Cap Rules Control for Billed Lines
Specify whether users can update existing lease cap rule information for E.P. Information records that have billing control records. Values are:

Blank: Enable lease cap rules information to allow changes.

1: Disable lease cap rules information to disallow changes.

2: Disable lease cap rules information to disallow changes, except for the cap basis amount.

4. Base Year Exclusion per Square Foot Entry
Specify whether to display the Base Year Exclusion per Square Foot column. Values are:

Blank: Hide the Base Year Exclusion per Square Foot grid column.

1: Display the Base Year Exclusion per Square Foot grid column.

14.5.5.3 Defaults

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

Blank: System date.

1: Latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007, and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

> **Note:** If you do not set up versioning in the Real Estate Management Constants table (F1510B), the system ignores this processing option.

2. Default Area Calculation Method
Specify a code from UDC 15/OM that identifies the default area calculation method that the system uses when you add lease-level expense participation records. If you leave this processing option blank, the system does not use a default value.

14.5.5.4 Currency

1. Transaction Currency Override
Specify whether to allow overrides to the transaction currency code that the system automatically copies from the lease. Values are:

Blank: Allow overrides. You can change the transaction currency when a line is entered or before a line is billed. The system locks this value after the line is billed.

1: Do not allow overrides. The system displays the transaction currency code value from the lease, but it is disabled for changes.

2. Exchange Rate Override
Specify whether to allow overrides to the exchange rate that the system automatically copies either from the lease or from the Exchange Rate table (F0015) during billing generation. Values are:

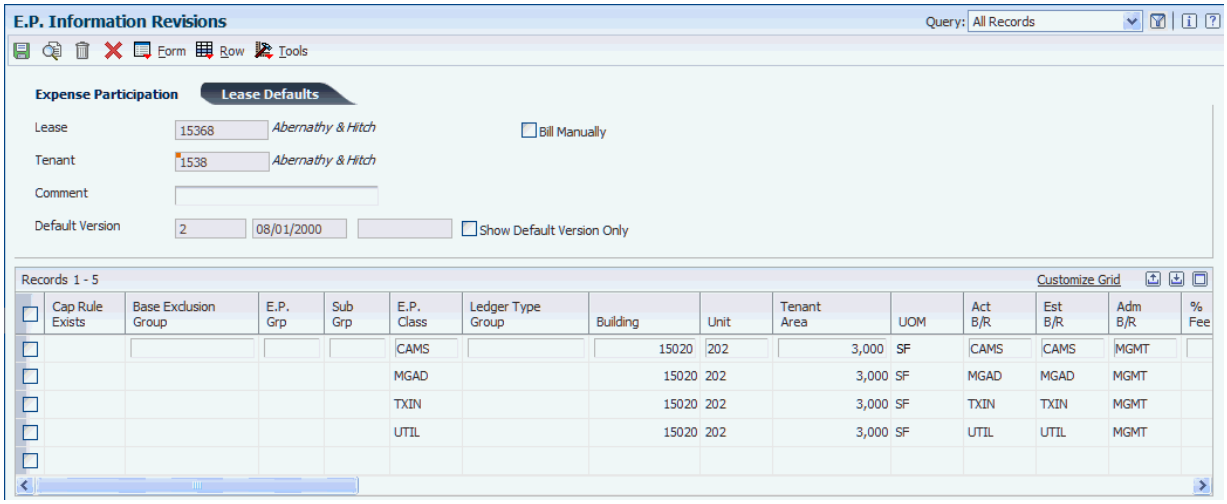
Blank: Allow overrides. You can change the exchange rate at any time.

1: Do not allow overrides. Use the exchange rate that the system automatically copies from the lease or leave blank to open at billing generation. If the system does not allow an override and you enter an exchange rate value for the lease, the system displays that value, but the exchange rate value on the form is disabled for changes

14.5.6 Setting Up Basic Expense Participation Information

Access the E.P. Information Revisions form.

Figure 14–6 E.P. Information Revisions form



Bill Manually
If you select this check box, you must manually enter and post the billing; the system does not create billing records automatically. Select this check box if the complexity of the calculation warrants a manual calculation or if you want to use the Manual Billing Entry program (P1511).

If you do not select this check box, the system automatically calculates and posts the billing.

Cap Rule Exists
When you enter a cap rule on the Lease E.P. Cap Revisions form, an icon appears in this field for the account. You can click the icon in the Cap Rules Exist column that is a link to access the Lease E.P. Cap Revisions program (P15152).

E.P. Class (expense participation class)
Enter a value that specifies an expense participation class.

Ledger Type Group
Enter a code that defines a set of ledger types to use for expense retrieval when you run the Expense Participation Calculation Generation program (R15110).

Act B/R (actual billing receipt code)
Enter the code that the system uses with the automatic accounting instruction (AAI) item to retrieve the accounts to update when the billing record is posted.

The system retrieves the appropriate account to bill based on the AAI item PMxxxx (for invoices) and RMxxxx (for vouchers), where xxxx equals the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RCxxxx (for invoices) and PCxxxx (for vouchers), where xxxx equals the code that you enter.

Est B/R (estimated billing receipt code)
Enter the bill code that identifies the estimated billing amounts to subtract from the actual billing amounts. For example, if you run expense participation based on the expenses from the previous year, and then rerun it for the actual expenses, the system subtracts the estimated amounts previously billed and bills the tenant for only the difference.

The system retrieves the appropriate account to use based on the AAI item PMxxxx (for invoices) and RMxxxx (for vouchers) where xxxx equals the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade) to use based on the AAI item RCxxxx (for invoices) and PCxxxx (for vouchers) where xxxx equals the code that you enter.

Adm B/R (billing receipt code - administration fee)
Enter the code that the system uses, in conjunction with the AAI item, to retrieve the account to update with the management fee amount.

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

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade) based on the AAI item RCxxxx (for invoices) and PCxxxx (for vouchers), where xxxx equals the code that you enter.

If you leave this field blank, the system uses the same account that it uses for the billing amount.

Note: If the system calculates the administration fee on the adjusted class exposure, the fee becomes part of the expense amount, and the system ignores the bill code that appears in this field.

F B (fee basis)
Enter a value that specifies at what level you add an administration fee. Values are:

Blank: Add an administration fee to the tenant net share.

1: Add an administration fee to the class exposure after exclusions.

2: Add an administration fee to the class exposure before exclusions.

Tenant Sq Ft
The system automatically supplies the rentable area of the tenant's leased unit to this field. However, you can manually enter a different number.

E.P. Code (expense participation code)
Enter a code from UDC table 15/EP that identifies a log line that the system uses for the control square footage of a property or building. The system uses this control square footage to calculate expense participation when you specify computation method B or P and when you do not specify a share factor denominator.

C M (computation method)
Enter the code that specifies the square footage to use for the denominator portion of the expense participation calculation, or identifies the expense information record for a special use. Values include:

B: Use with either the E.P. code or the share factor denominator that is specified in the expense participation information to determine the square footage of the building.

P: Use with either the E.P. code or the share factor denominator that is specified in the expense participation information to determine the square footage of the property.

Note: For values **B** and **P:** If you use the computation method with an E.P. code, the system retrieves the area of the building or property respectively from the building log lines referenced by the E.P code that you specified.

If you use the computation method with a share factor denominator, the system retrieves the area of the building or property respectively from the Gross Lease Occupied Areas table (F15141) based on the information specified by the rule.

X: Use the average occupied space for the building.

Y: Use the average occupied space for the property.

Note: For values **X** and **Y:** The system divides the number of days in the billing period by the sum of the space days for each occupied unit of the building or property respectively to determine the average occupied space. The system derives the space days for each occupied unit by multiplying the rentable area (square feet) of the unit by the number of days that the unit is occupied. For example, if one unit is occupied for 214 days (six months) and has an area of 20,000, and a second unit is occupied for 365 days and has an area of 35,000, the space days for the each unit is 4,280,000 and 12,775,000, respectively. If you divide the sum of the two units (17,055,000) by the number of days in the billing period (365), the average occupied space (the denominator) is 46,726.03.

N: Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the building, and then adjust the calculation accordingly.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated amount using the formula 1 ÷ calculated gross up factor = new gross-up factor. For example, if the gross-up percentage is **.50** and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.549271 (1 ÷ .645465).

U: Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the building, and then adjust the calculation accordingly.

If the gross-up percentage that you enter is less than the gross-up factor that the system calculates, the system does not use a gross-up factor.

Note: For values **N** and **U:** If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates, the system adjusts the calculated amount using the formula percentage entered ÷ calculated gross-up factor = new gross-up factor. For example, if the gross-up percentage is .80 and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.239417 (.80 ÷ .645465).

O: Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the property, and then adjust the calculation accordingly.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated amount using the formula 1 ÷ calculated gross up factor = new gross-up factor. For example, if the gross-up percentage is .50 and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.549271 (1 ÷ .645465).

V: Compare the gross-up percentage on the expense participation record to the percentage of occupied space that the system calculates by dividing the area of the unit by the total area of the property, and then adjust the calculation accordingly.

If the gross-up percentage that you enter is less than the gross-up factor that the system calculates, the system does not use a gross-up factor.

Note: For values **O** and **V:** If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates, the system adjusts the calculated amount using this formula:

percentage entered ÷ calculated gross-up factor = new gross-up factor

For example, if the gross-up percentage is .80 and the system calculates the gross-up factor as .645465, the system uses the new gross-up factor of 1.239417 (.80 ÷ .645465).

A: Do not generate an expense participation billing record because the record has already been generated.

M: Do not generate an expense participation billing record because the expense participation information specified to enter a manual billing record.

S: Do not use the expense participation record to calculate expense participation or generate a billing because the record has been suspended.

M R (manual review required)

Enter a code that specifies whether a billing record must be reviewed before it can be approved for posting.

Blank: A review is not required.

Y: A review is required. The batch retains a status of Error until the Manual Rev Reqd field for the billing record is changed from Y to blank.

Begin Date

Enter the begin date that the E.P. class applies to the lease. If you leave this field blank, the system uses the starting date of the lease.

End Date

Enter the end date that the E.P. class applies to the lease. If you leave this field blank, the system uses the ending date of the lease.

Occup From (occupancy date from)

Enter the date upon which occupancy begins. If you leave this field blank, the system uses the starting date of the lease.

Occup To (occupancy date to)
Enter the date upon which occupancy ends. If you leave this field blank, the system uses the ending date of the lease.

O R (expense participation occupancy rule)
Enter a code from UDC table 15/EO that specifies how the system prorates amounts and areas that are used in the expense participation calculation for units that are occupied for less than a complete billing period. Values are:

Blank: No proration. The system uses only units that are occupied for the entire billing period.

H: Half month. If the unit is occupied for 15 days, the system considers it occupied for the entire billing period.

P: Partial month. If the unit is occupied for one day, the system considers it occupied for the entire billing period.

D: Daily proration. The system divides the number of days of occupancy by the total number of days in the billing period and then multiplies that result by the area and amounts used in the expense participation calculation.

14.5.7 Assigning Cap Rules at the Lease Level

Access the Lease E.P. Cap Revisions form.

The fields on the Lease E.P. Cap Revisions form are the same as the fields on the Cap Rule Revisions form. The only difference is that the fields on the Cap Rule Revisions form are related to the cap at the expense level, whereas the fields on the Lease E.P. Cap Revisions form are related to the cap at the lease level.

See Setting Up Cap Rules.

14.5.8 Adding Cap History Information

Access the Expense Level Cap History Entry form.

Cap Base Year
Enter the starting year from which the system calculates successive cap increases.

Cap Basis Amount
Enter the starting base amount from which the system calculates successive cap increases. Cap basis amounts from successive years are dependant on the cap type defined in the cap rule.

Manually Distribute to Accounts
If you select this check box, the system displays a grid that lists the individual object accounts in the expense participation class. You must enter individual cap basis amounts for each account. The system verifies that the sum of the values that you enter are equal to the value in the Cap Basis Amount field.

If you do not select this check box, the system splits the total cap basis amount evenly among the accounts that belong to the class.

14.6 Setting Up Groups and Subgroups

This section provides an overview of groups and subgroups and discusses how to set up groups and subgroups.

14.6.1 Understanding Groups and Subgroups

When you set up expense participation information, you can group two or more expense classes to define a common limit that applies to the sum of the classes within the group. The system compares the limit amount for the group to the gross share amount for each expense class in the group. If the sum of the gross share amounts for the group exceeds the group limit, the system performs a calculation that adjusts the net amount by the group adjustment amount.

To define more than one common limit for a group, you can create subgroups within the group that have different common limits than the one established for the group. For example, you could group two or more expense classes into a subgroup that has a common limit of 10,000, and then group that subgroup with other expense classes into a group that has a common limit of 16,000.

In this example, the expense classes CAMS and TXIN comprise the subgroup CU. You set up a separate expense participation record to identify the subgroup as CU with a limit of 6,000 and a computation method of L. The expense classes that comprise the group CUT include the two expense classes for the subgroup (CAMS and TXIN) and the expense class UTIL. You set up a separate expense participation record to identify the group as CUT with a limit of 9,000 and a computation method of L.

Tutorial: Click here to view a recording of this feature.

14.6.1.1 Example: Group and Subgroup Limits

When you set up group limits, ensure that the tenant's total gross share does not exceed a defined amount. If the amount exceeds the group limit, the system performs the calculation that is described in the example to adjust the tenant's net share (billable) amount.

These examples explain how the system uses the group limit and subgroup limit to reduce the tenant's billable amount for the expense class.

14.6.1.2 Example: Group Limit Adjustments

In this example, the E.P. group consists of two E.P. expense classes so you can easily follow the calculation. If more expense classes existed in the group, the system would perform the same calculation for each expense class.

This table lists the setup information on the expense participation record:

Setup Information	Value
E.P. Grp (expense participation group)	**CU**
E.P. Class	**CAMS** **UTIL**
Group Limit	**9,000**
Gross Share for CAMS	11,243.00
Gross Share for UTIL	6,378.57
Sum of Gross Shares for CAMS and UTIL	17,621.57

14.6.1.3 Group Calculation for CAMS

9,000.00 (group limit) ÷ 17,621.57 (sum of gross shares) = .510738

11,243.00 (gross share for CAMS) × .510738 = 5,742.23 (net share for CAMS - billable amount)

11,243.00 –5,742.23 = 5,500.77 (group adjustment)

14.6.1.4 Group Calculation for UTIL

9,000.00 (group limit) ÷ 17,621.57 (sum of gross shares) = .510738

6,378.57 (gross share for UTIL) × .510738 = 3,257.78 (net share for UTIL –billable amount)

6,378.57 –3,257.78 = 3,120.79 (group adjustment)

14.6.1.5 Example: Subgroup Limit and Group Limit Adjustments

In this example, two of the three expense classes in the group are organized into a smaller subgroup with its own limit. The system performs the same calculations that were described in the previous example for each expense class in the subgroup using the subgroup limit to determine the net share. Then the system uses this net share as the basis for calculating the net share (billable amount) for each expense class using the group limit.

By reviewing the resulting calculations, you can see that using group and subgroup limits ensures that the tenant's total expense share does not exceed specific limits.

Review the setup information on the expense participation record:

- E.P. Group: CUT (CAMS, UTIL, TXIN)
- E.P. Subgroup: CT (CAMS, TXIN)
- E.P. Classes: CAMS, UTIL, TXIN
- Group Limit: 9,000
- Subgroup Limit: 6,000
- Gross Share for CAMS: 9,854.89
- Gross Share for UTIL: 6,378.57
- Gross Share for TXIN: 3,262.83
- Sum of Gross Shares for Subgroup (CAMS and TXIN): 13,117.72

14.6.1.6 Subgroup Calculation for CAMS

6,000 (subgroup limit) ÷ 13,117.72 (sum of gross shares for subgroup (CAMS and TXIN)) = .45740

9,854.89 (gross share for CAMS) × .45740 = 4,507.63 (net share for subgroup)

9,854.89 –4,507.63 = 5,347.26 (subgroup adjustment)

14.6.1.7 Subgroup Calculation for TXIN

6,000 (subgroup limit) ÷ 13,117.72 (sum of gross shares for subgroup (CAMS and TXIN))= .45740

3,262.83 (gross share for TXIN) × .45740 = 1,492.42 (net share for subgroup)

3,262.83 –1,492.42 = 1,770.41 (subgroup adjustment)

14.6.1.8 Group Calculation for CAMS

To determine the group share amount, the system uses the net share amounts for each subgroup and the gross share for UTIL, which was not part of a subgroup.

4,507.63 + 1,492.42 + 6,378.57 = 12,378.62 (sum of net share and gross share amounts)

9,000 (group limit) ÷ 12,378.62 = .72706

4,507.63 (net share for subgroup) × .72706 = 3,277.32 (net share for CAMS - billable amount)

4,507.63 –3,277.32 = 1,230.31 (group adjustment)

14.6.1.9 Group Calculation for TXIN

9,000 (group limit) ÷ 12,378.62 = .72706

1,492.42 (net share for subgroup) × .72706 = 1,085.08 (net share for TXIN - billable amount)

1,492.42 –1,085.08 = 407.34 (group adjustment)

14.6.1.10 Group Calculation for UTIL

9,000 (group limit) ÷ 12,378.62 = .72706

6,378.57 (gross share) × .72706 = 4,637.60 (net share for UTIL - billable amount)

6,378.57 –4,637.60 = 1,740.97 (group adjustment)

14.6.2 Form Used to Set Up Groups and Subgroups

Form Name	FormID	Navigation	Usage
E.P. Information Revisions	W15012A	On the Work with Leases form, select a lease.	Set up groups and subgroups.

14.6.3 Setting Up Groups and Subgroups

Access the E.P. Information Revisions form.

To enter a group record, you must complete the following fields: E.P. Grp, C M, Group Limit, and B F.

To enter a subgroup record, you must complete the following fields: E.P. Grp, Sub Grp, C M, Group Limit, and B F.

E.P. Grp (expense participation group)
Enter a value that identifies a group of expense participation classes that are subject to a common limit. For example, if you have two classes, one for the expenses related to the parking structure and another for the maintenance of the external grounds, you can either define a separate limit for each class or group the two classes and define a limit to the tenant share of the combined expenses.

Sub Grp (expense participation subgroup)
Enter a value that identifies a subgroup of expense participation classes that are subject to a common limit. Subgroups are used for complex leases in which a second level of limits exists.

C M (computation method)
Enter the computation method of **L,** Group/Subgroup limit, when you set up groups and subgroups.

Group Limit
Enter the maximum amount that the system uses for the combined adjusted share amounts of the expense classes in the group or subgroup.

B F (billing frequency)
Enter the code that specifies when and how often to generate billing records. You must enter a code that exists in the Billing Frequency Master table (F15019).

When you set up the subgroup and group limit expense participation records, you must specify a billing frequency.

15

Setting Expense Participation Adjustments

This chapter contains the following topics:

- Section 15.1, "Understanding Expense Participation Adjustments"
- Section 15.2, "Setting Up Adjustments to the Class Exposure"
- Section 15.3, "Setting Up Adjustments to the Tenant Area"
- Section 15.4, "Setting Up Share Factor Denominators"

15.1 Understanding Expense Participation Adjustments

When calculating expense participation, some tenants might be exempt from expense sharing. In this case, you can set up an adjustment to the expense participation calculation, amount of expenses × (tenant's area ÷ building or property area) = tenant's expense share, to revise the tenant's expense share amount. You can specify expense participation adjustments in either the E.P. Class Information program (P1530) or the E.P. Information program (P15012) at the account, class, or lease level.

To set up an adjustment, you can adjust any or all components of the expense participation calculation:

- The class exposure (amount of expenses).
- The numerator (tenant's area).
- The denominator (building or property area).

For example, a tenant, such as an anchor tenant in a shopping mall, may be exempt from expense sharing because their unit attracts shoppers who increase the sales for all mall tenants. In this case, you can set up an adjustment to exclude the area for their unit from the total area for the building or property.

15.2 Setting Up Adjustments to the Class Exposure

This section provides overviews of adjustments to the class exposure, tenant exclusion rules, adjustment factors, and the gross-up factor and discusses how to:

- Set up account overrides.
- Set up tenant exclusion rules.
- Add tenant exclusion rules and exclusion overrides to an expense class.
- Set up base exclusion amounts.
- Set up fees at the lease level.

- Set up fees at the account level.
- Set up fees at the class level.
- Set up minimum and maximum adjustments and adjustment factors.
- Set up adjustment amounts.
- Set up gross up percentages at the lease level.
- Set up gross up percentages at the account level.
- Set up gross up percentages at the class level.

15.2.1 Understanding Adjustments to the Class Exposure

You can adjust the class exposure by multiplying by a percentage, adding or subtracting an amount, excluding account information, and so forth. This table describes adjustments to the class exposure and lists the program and form name that you use to define the adjustments:

Adjustment Type	Description	Program and Form Name
Account overrides	You can specify the accounts to exclude from the class exposure. The system subtracts the amounts posted to the accounts from the class exposure.	E.P. Class Information (P1530), E.P. Class Account Overrides Revisions form.
Tenant exclusion rule or exclusion override	You can set up a rule that excludes amounts from the class exposure, based on bill code, E.P. unit type, and area. After you set up the tenant exclusion rule in the Tenant Exclusion Revisions program (P150120), you assign it to the appropriate expense class in the E.P. Information program (P15012). You can also specify an amount that overrides the exclusion amount from the tenant exclusion rule. For example, you might have expense participation information set up to exclude tenant contributions for utilities the first year, based on the amounts billed, but decide to exclude a defined amount the next year regardless of the billed amount.	E.P. Information (P15012), E.P. Information Revisions form

Adjustment Type	Description	Program and Form Name
Base exclusion amount	You can specify a base exclusion amount that can be increased (compounded) by a percentage for each year that the tenant participates, which the system subtracts from the class exposure. When you set up a base exclusion amount, you must specify the year that it occurs. You can use a processing option to determine whether the system excludes the base amount for the year following the beginning year or the same year. The system subtracts the base exclusion amount as the final adjustment to the class exposure, if specified. You can also set up base exclusion groups, which enables you to specify a base exclusion across multiple E.P. classes.	E.P. Information (P15012), E.P. Information Revisions form
Fees	You can add or subtract an adjustment amount from the class exposure. You can also specify when the system applies the administration fee adjustment.	E.P. Information program (P15012), E.P. Information Revisions form E.P. Class Information (P1530), E.P. Class Information Revisions form E.P. Class Information (P1530), E.P. Class Account Overrides Revisions form
Min/Max adjustments	You can specify a minimum or maximum amount against which the total exposure is compared, and for which the system generates adjustment amounts. If the total exposure is less than the minimum amount specified, the system adjusts it to use the minimum amount. If the total exposure is greater than the maximum amount specified, the system adjusts it to use the maximum amount.	E.P. Information program (P15012), Expense Participation Adjustments form

Adjustment Type	Description	Program and Form Name
Adjustment factors	You can specify the percentage by which the total expenses for the expense class (class exposure) is multiplied to adjust the amount in which tenants participate. For example, if the landlord agrees to pay 10 percent of the operating expenses, you can adjust the class exposure accordingly by multiplying it by 90 percent.	E.P. Information (P15012), Expense Participation Adjustments form
Adjustment amounts	You can add a specific adjustment amount or percentage to the class exposure.	E.P. Class Information (P1530), E.P. Class Adjustments Revisions form
Gross up percentage	You can multiply the class exposure by a gross-up percentage. The system uses the gross-up percentage only when you specify the computation methods N or O (for computing the area of the building), or U or Y (for computing the area of the property) in the E.P. Information program (P15012). See Understanding the Gross Up Factor.	E.P. Information (P15012), Expense Participation Adjustments form E.P. Class Information (P1530), E.P. Class Information Revisions form E.P. Class Information (P1530), E.P. Class Account Overrides Revisions form

The system stores the E.P. class account override information in the Expense Participation Class Account Overrides table (F15301).

15.2.2 Understanding Tenant Exclusion Rules

You can set up tenant exclusion rules that enable you to subtract certain tenant contributions from the total class exposure in the Tenant Exclusion Revisions program (P150120). The system identifies the amounts to exclude by E.P. unit type, area value, and bill code. For example, you can exclude all amounts associated with bill code EXPE (estimated expense participation billing) for units assigned an E.P unit type of ANC (anchor) that have a square footage of 15,000 or more.

Based on the bill codes that you enter, the system retrieves the amounts to subtract from either the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), depending on the lease. Based on the area method and area definition ID that you specify, the system locates unit areas from information in the Gross Lease Occupied Areas table (F15141). You must specify the same area definition ID that was used in the Gross Lease Occupancy Refresh program (R15141) to generate the information in table F15141 or the system does not exclude any area.

After you set up the tenant exclusion rule, assign it to the expense participation information that you set up for the lease in the E.P. Information program (P15012). You must also specify the same calculation method that was used in the Gross lease

Occupancy Refresh program (R15141). The system calculates the tenant exclusion amount when you run the E.P. Calculation Generation program (R15110).

The system stores tenant exclusion rules in the Tenant Exclusion Header table (F150120) and the Tenant Exclusion Detail table (F150121).

15.2.3 Understanding Adjustment Factors

You can define adjustment factors at three levels. If you do not define the adjustment factor at a specific level or if it is not within the desired date range, the system checks the next level in the hierarchy:

1. Lease level.
2. Account override level.
3. Class level.

The following tables list the enabled and required fields on the Expense Participation Adjustments form, depending on the combination of values in the Adjustment Level and Adjustment Type fields:

Note: The value Y indicates that the field is enabled.

The value Y* indicates that the field is required.

The value NA indicates that a value in not applicable.

Adj Level	Adj Type	Bldg	Unit	E.P. Class	Obj	Sub	Subldgr	Subldgr Type	Adj. Factor	Begin Date	End Date	Amt
Class	Min/ Max	NA	NA	Y*	NA	NA	NA	NA	NA	Y	Y	Y*
Class	Adj.	Y*	Y*	Y*	NA	NA	NA	NA	Y	Y	Y	Y
Account	Excl.	Y*	Y*	Y*	Y*	Y*	NA	NA	NA	Y	Y	NA
Account	Adj.	Y*	Y*	Y*	Y*	Y*	Y	Y	Y	Y	Y	Y
Gross Up	Override	Y	Y*	Y*	Y	Y	NA	NA	NA	Y	Y	NA
Lease	Min/ Max	NA	NA	Y*	NA	NA	NA	NA	NA	Y	Y	Y*

Continued

Adj Level	Adj Type	Amt. Type	Adj. Reason	Adm B/R	Fee Rate	Fee Basis	Excl. from Admn. Fee	Gross Up (Y/N)	Gross Up Override %	Occupancy Type	Gross Up Variable %	Re-Dist.
Class	Min/ Max	Y*	Y	NA	NA	NA	NA	NA	NA	NA	NA	NA
Class	Adj.	Y	Y	NA	NA	NA	Y	NA	NA	NA	NA	NA

Adj Level	Adj Type	Amt. Type	Adj. Reason	Adm B/R	Fee Rate	Fee Basis	Excl. from Admn. Fee	Gross Up (Y/N)	Gross Up Override %	Occupancy Type	Gross Up Variable %	Re-Dist.
Account	Excl.	NA	Y	NA	NA	NA	NA	NA	NA	NA	NA	Y
Account	Adj.	Y	Y	NA	NA	NA	Y	NA	NA	NA	NA	NA
Gross Up	Override	NA	Y	NA	NA	NA	NA	Y	Y	Y	Y	NA
Lease	Min/Max	Y*	Y	NA	NA	NA	NA	NA	NA	NA	NA	NA

Continued

Adj Level	Adj Type	Incl./Excl. %	Incl./Excl. Amt	Min/Max	Adj. Calc	Adj. Base	Adj. Start Year	Currency Code	Remark	Billing Control ID
Class	Min/Max	NA	NA	Y*	Y	Y	Y	Y	Y	NA
Class	Adj.	NA	NA	NA	Y	NA	NA	Y	Y	Y
Account	Excl.	Y	Y	NA	NA	NA	NA	NA	Y	NA
Account	Adj.	NA	NA	NA	Y	NA	NA	Y	Y	Y
Gross Up	Override	NA	NA	NA	NA	NA	NA	NA	Y	Y*
Lease	Min/Max	NA	NA	Y*	Y	Y	Y	Y	Y	NA

15.2.4 Understanding the Gross Up Factor

You can enter a gross-up percentage to adjust the class exposure based on a minimum occupancy level (the number of days that each tenant occupies their unit in the building). You can set up the gross up factor at these levels:

1. Lease level.
2. Account override level.
3. Class level.

The system uses the percentage that you specify and the computation method to determine a gross-up factor that reflects the percent of occupancy for the building and the occupancy for each unit.

This table lists each computation method and describes the action that the system performs:

Computation Method	Description
B, P, X, or Y	The system multiplies the class exposure by the gross-up percentage and includes it as part of the total exposure. These computation methods do not adjust the gross-up factor based on occupancy.
N or U	The system divides the area of the building (based on the E.P. code from the building log) by the average occupied area that the system calculates using computation method X. The system adjusts the gross-up factor based on the percentage specified on the expense participation record, if necessary.
O or V	The system performs the same calculations as N and U, but derives the gross-up factor by using the result of computation method Y (average occupied area of the property) as the numerator.

15.2.4.1 Computation Methods N and U

The system compares the gross-up percentage on the expense participation record to the gross-up factor, which it calculates by dividing the area of the building (based on the E.P. code from the building log) by the average occupied area for each unit, which it calculates by running computation method X.

For example, if you set up the expense participation record to use computation method X, and the system calculates a denominator of 67,000 square feet, and the area of the building (based on the E.P. code and building log) is 175,000 square feet, the calculated gross-up factor is .38 (38%).

If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates, the system adjusts the calculated amount using this formula:

gross-up percentage entered on expense participation record ÷ calculated gross-up factor = new gross-up factor

For example, if the gross-up percentage on the expense participation record is .50, and the calculated gross-up factor is .38, the system derives the new gross-up factor 1.31 (.50 ÷ .38). The system uses this gross-up factor to multiply by the class exposure as part of the total exposure amount.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated amount using this formula:

Computation Method N:1 ÷ calculated gross up factor = new gross-up factor

For example, if the gross-up percentage on the expense participation record is .25 and the calculated gross-up factor is .38, the system calculates the new gross-up factor as 2.63.

Computation Method U: If the gross-up percentage on the expense participation record is less than the gross-up factor, the system does not use a gross-up factor.

15.2.4.2 Computation Methods O and V

If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates using computation method Y (which

performs the same calculation as computation method X, but uses the area of the property instead of the building), the system performs the same calculation as it does using computation method N: gross-up percentage entered on expense participation record ÷ calculated gross-up factor = new gross-up factor

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated amount in the following way:

- Computation Method O: 1 ÷ calculated gross up factor = new gross-up factor
- Computation Method V: If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system does not use a gross-up factor.

15.2.5 Forms Used to Set Up Adjustments to the Class Exposure

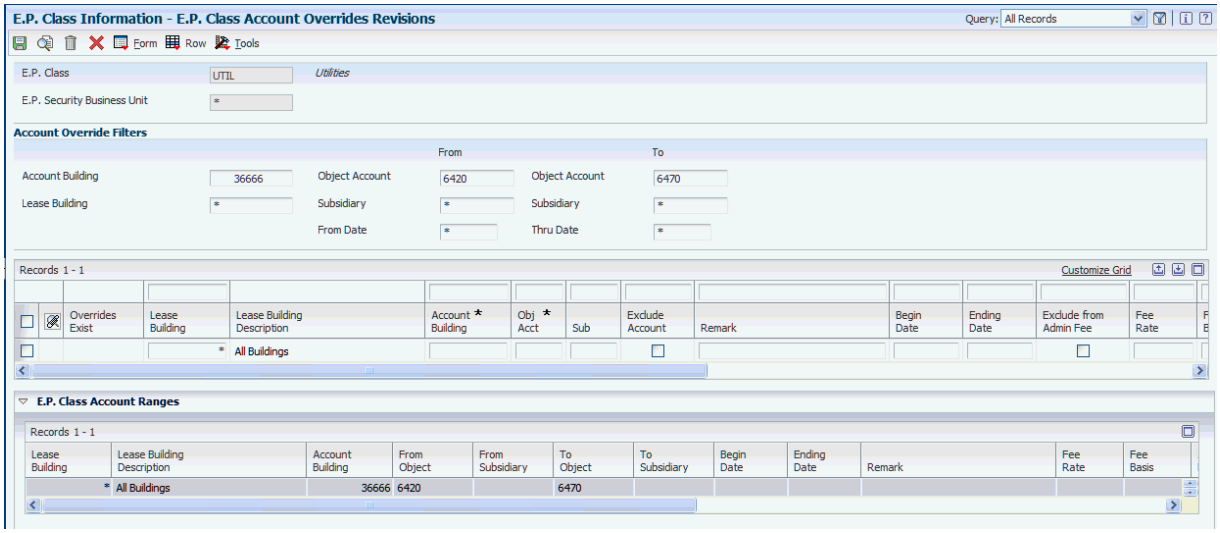
Form Name	FormID	Navigation	Usage
Work with E.P. Class Information	W1530A	Expense Participation (G1523), E.P. Class Information.	Review and select expense participation class records.
E.P. Class Information Revisions	W1530C	On the Work with E.P. Class Information form, click Add.	■ Set up fees. ■ Set up gross up percentages at the class level.
E.P. Class Account Overrides Revisions	W15301D	On the E.P. Class Information Revisions form, select Account Overrides from the Row menu or the Form menu.	■ Set up account overrides. ■ Set up fees. ■ Set up gross up percentages at the account level. **Note:** If you select the Row menu, the filter fields for the account range are populated. If you select the Form menu, these fields are not populated.
E.P. Class Adjustments Revisions	W1530B	On the E.P. Class Information Revisions form, select Class Adjustments from the Form menu.	Set up adjustment amounts. **Note:** You cannot access this form from the E.P. Class Adjustments Revisions form in Add mode.
Work with Leases	W15210A	Expense Participation (G1523), E.P. Information	Select the lease for which you want to add or revise expense participation information.

Form Name	FormID	Navigation	Usage
E.P. Information Revisions	W15012A	On the Work with Leases form, click Add.	▪ Add tenant exclusion rules and exclusion overrides to an expense class. ▪ Set up base exclusion amounts. ▪ Set up fees.
Expense Participation Adjustments	W15012B	On the E.P. Information Revisions form, select EP Adjustments from the Form menu.	▪ Set up minimum and maximum adjustments and adjustment factors. ▪ Set up gross up percentages at the lease level.
E.P. Class Account Overrides Revisions	W15301D	Select Account Overrides from the Row menu or the Form menu on the E.P. Class Information Revisions form.	Set up cap overrides. **Note:** If you select the Row menu, the filter fields for the account range are populated. If you select the Form menu, these fields are not populated.
Work with Tenant Exclusions	W150120A	Expense Participation (G1523), Tenant Exclusion Revisions	Review and select tenant exclusion rules.
Tenant Exclusion Revisions	W150120B	On the Work with Tenant Exclusions form, click Add.	Set up tenant exclusion rules.

15.2.6 Setting Up Account Overrides

Access the E.P. Class Account Overrides Revisions form.

Figure 15–1 E.P. Class Account Overrides Revisions form



To set up account overrides for individual accounts with the account range specified at the class level, you can manually enter account overrides into the grid or select accounts from the Account Master table (F0901) by selecting Retrieve by Account or Retrieve by Range from the Form menu. When you set up account overrides in the E.P. Class Account Overrides form, you cannot enter accounts that are not in the ranges set up in the Expense Participation Class Master table (F1530).

1. To manually retrieve an account, complete the Account Building and Obj Acct (object account) fields.

   Use the Collapse/Restore button to view the account ranges for the E.P. class in the E.P. Class Account Ranges grid.

2. If you select Retrieve by Account from the Form menu, you access the E.P Class Account Retrieval form. You can retrieve accounts by using the filter fields that are available in the header or the query by example (QBE) cells in the grid. You can also complete this field:

   - **Apply Selected Accounts to All Buildings** (apply to all buildings)

     If you select this check box, the system enters a wildcard (*) in the **Account Building** field so that the selected account applies to all buildings.

     If you do not select this check box, the system uses the **Account Building** field when it is selected.

     For example, if you select account 15020.6420 and you select this check box, the system returns the account as *.6420. If you do not select this check box, the system returns the account as 15020.6420.

   After you select accounts in the grid, click Select to return those accounts to the E.P. Class Account Override Revisions form.

3. If you select Retrieve by Range from the Form menu, the system displays the E.P Class Retrieve Accounts by Range form. You can select one or more account ranges that are set up for the E.P. class and the system automatically determines the accounts within those ranges and displays them in the E.P. Class Account Overrides Revisions form.

4. Regardless of which method you use to retrieve accounts, you can change values on the E.P. Class Account Overrides Revisions form to create account overrides. For example, you can change or remove the administration fee and modify the adjustment factor or the gross-up percent.

   - **Exclude Account** (exclude account from range)

     Select to exclude the account from the account range for the E.P. class.

   - **Exclude from Admin Fee**

     Select to exclude the account from administration fees.

   - **Subject to Gross Up**

     Select to include gross up in the expenses for this account.

   - **Subject to Cap**

     Select to include caps in the expenses for this account.

   You can enter multiple records with the same account building, object account, subsidiary, and lease building but with different date range. However, the system displays an error if you enter records with identical information that have overlapping dates.

When you override any values on the E.P. Class Account Overrides Revisions form, an icon appears in Override Exist column for the account on both the E.P. Class Account Override Revisions form and the E.P. Class Information Revisions form. On the E.P. Class Information Revisions form, the icon in the Overrides Exist column is a link that you can click to access the E.P. Class Account Override Revisions form. If you previously entered an override and then returned to the E.P. Class Account Override Revisions form and cleared the Exclude Account check box, a trash can appears in the Overrides Exist column. The trash can indicates that the record was previously saved to the E.P. Class Account Overrides table (F15301) and that the system deletes the account when you click OK.

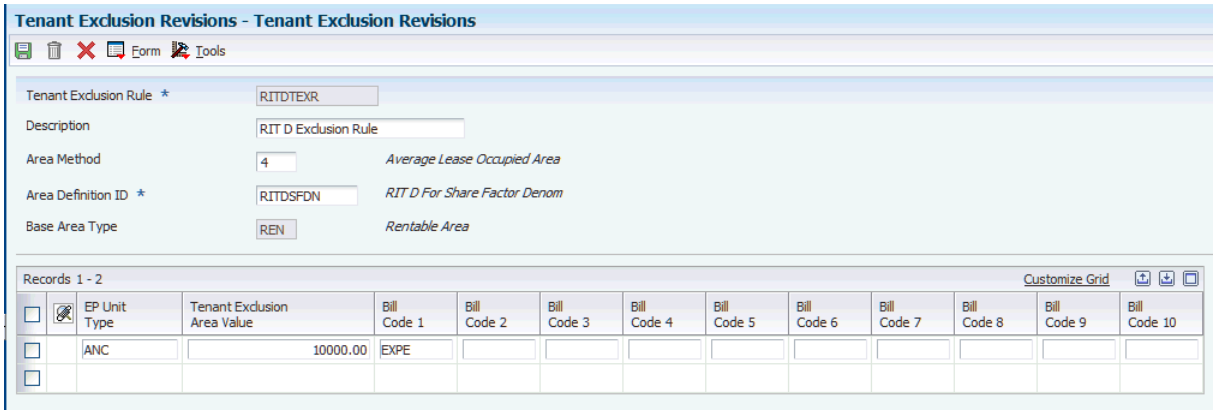
Note: By default, the system does not assign overrides to new E.P. classes. However, if you use an E.P. class that contains overrides to set up a new E.P. class, the system also displays the account overrides from the original E.P. class.

Use the grid at the bottom of the form to view the settings of your account ranges for the expense participation class.

15.2.7 Setting Up Tenant Exclusion Rules

Access the Tenant Exclusion Revisions form.

Figure 15–2 Tenant Exclusion Revisions form



Tenant Exclusion Rule
Enter the code that identifies the tenant exclusion rule.

For example, a tenant exclusion rule might specify to deduct amounts associated with bill code EXPA from all tenants who lease any unit that is defined as an anchor and that has an area of more than 5,000 square feet.

The system does not include amounts specified by the tenant exclusion rule when it calculates the tenant's share factor.

Area Method
Enter a code from UDC table 15/DM that specifies the value to retrieve from the Gross Lease Occupied Areas table (F15141) when the system calculates the tenant exclusion rule. Values are:

1: Gross leaseable area (GLA).

2: Gross lease occupied area (GLOA).

3: Average leaseable area.

4: Average lease occupied area.

Area Definition ID
Enter a value that defines the area type, such as rentable or usable.

> **Note:** You must specify the same area definition ID that was used in the Gross Lease Occupancy Refresh program (R15141) to generate the information in the F15141 table or the system does not exclude any area.

EP Unit Type (expense participation unit type)
Enter a code from UDC table 15/EU that identifies the unit for expense participation exclusions.

If you specify a value in the Tenant Exclusion Area Value field, you must specify a non-blank, valid E.P. unit type. The system does not consider areas for units with a blank E.P. unit type, regardless of whether it exists in UDC table 15/EU.

Tenant Exclusion Area Value
Enter the control area to which the system compares the area of the unit from the Gross Lease Occupied Areas table (F15141) to determine whether to subtract the amounts billed to these units from the class exposure. The system excludes amounts that are associated with units that have an area greater than the value specified for the class exposure.

The system uses the tenant exclusion rule only when you assign it to the expense participation information that you set up for the lease.

If you specified an E.P. unit type, the system uses the tenant exclusion area value and the E.P. unit type. For example, if the E.P. unit type is ANC and the value in this field is **10,000,** the system excludes units that are assigned an E.P. unit type of ANC and have more than 10,000 square feet from the tenant's area used for the numerator in the expense participation calculation.

Bill Code 1throughBill Code 10
Enter bill codes that identify the amounts to exclude from the tenant's contribution as part of the tenant exclusion rule. You must specify a value in at least one of the bill code fields, or the system does not exclude amounts.

15.2.8 Adding Tenant Exclusion Rules and Exclusion Overrides to an Expense Class

Access the E.P. Information Revisions form.

Tenant Exclusion Rule
Enter the code that identifies a tenant exclusion rule.

For example, a tenant exclusion rule might specify to deduct amounts associated with bill code EXPA from all tenants who lease any unit that is defined as an anchor and that has an area of more than 5,000 square feet.

The system does not include amounts specified by the tenant exclusion rule when it calculates the tenant's share factor.

Exclusion Override
Enter the amount that overrides the amount calculated by the tenant exclusion rule.

If you enter an amount in this field, the system does not use the tenant exclusion rule.

15.2.9 Setting Up Base Exclusion Amounts

Access the E.P. Information Revisions form.

Base Exclusion Group
Enter a value, up to 9 digits, that specifies a group of expense participation classes that are subject to a common base exclusion. When a record is associated with a base exclusion group, the system selects the base exclusion record instead of an individual record.

C M (computation method)
Enter the computation method of **E,** (base exclusion group).

B F (billing frequency)
Enter the code that specifies when and how often to generate billing records. You must enter a code that exists in the Billing Frequency Master table (F15019).

Base Exclusion Per Square Foot
Enter a number that specifies the expense base amount for the class. The system uses this amount to calculate the compounded base exclusion, which it then subtracts from the adjusted exposure before calculating a tenant's share.

Base St Ctry (base period start - century)
Enter a value that defines the century for the base year expense exclusion.

You can enter a value in this field or leave it blank. If you leave this field blank, the system uses the value in the CENTCHG data item.

Base St Yr (base period start - year)
Enter the first year in which the base exclusion applies. The system deducts the base exclusion amount one year after the base start year that you specified. The system uses a processing option in the Expense Participation Calculation Generation program (R15110) to determine the first year in which to subtract the amount specified in the Base Exclusion field—the year following the year specified in this field or the same year as the one specified in this field. For example, if you subtract the base exclusion the year following the base start year and you specify 25,000 as the base exclusion amount to start in 2007, the system does not exclude it from the class exposure until you generate expense participation for 2008. Otherwise, the system excludes the amount in the start base year 2007.

If you enter a value in this field, you must also enter a value in the Base Exclusion field.

Compound Factor
Enter a value, in decimal fraction format, that specifies the escalation factor to be used for calculating the exclusion for years following the base year. For some leases, the base year exclusion may be escalated on a compound basis for future year exclusions. For example, if you enter 1.000000 for the base year, 2.000000 doubles the base year.

The default value is **1.0.**

If you specify to prorate the base exclusion amount in the processing options of the Expense Participation Calculation Generation program (R15110), you must enter values in the Begin Date, End Date, Occup From, and Occup To fields on the E.P. Information Revisions form.

15.2.10 Setting Up Fees at the Lease Level

Access the E.P. Information Revisions form.

Admin B/R (billing receipt code - administration fee)
Enter a billing receipt code that specifies the account that the system uses to calculate administration fees. If you leave this field blank, the system posts to the same accounts as the billable amount.

% Fee (percent fee rate)
Enter the percentage to allocate for an administration fee. Enter the percentage in a decimal format. For example, enter **.01** to specify a 1 percent fee.

The system assigns the bill code that appears in the Admin B/R field (BRAD) to the billing record that the system generates for the fee. The system calculates the fee based on the value in the FB (fee basis) field (FEBS).

F B (fee basis)
Enter a value that specifies at what level you add an administration fee. Values are:

Blank: Add an administration fee to the tenant net share.

1: Add an administration fee to the class exposure after exclusions.

2: Add an administration fee to the class exposure before exclusions.

15.2.11 Setting Up Fees at the Account Level

Access the E.P. Class Account Overrides Revisions form.

To set up administration fees at the account level, enter values in the Fee Rate and Fee Basis fields. You can also select the Exclude from Admin Fee check box.

Exclude from Admin Fee (exclude from administration fee)
Select to exclude the account from the administration fee calculations.

15.2.12 Setting Up Fees at the Class Level

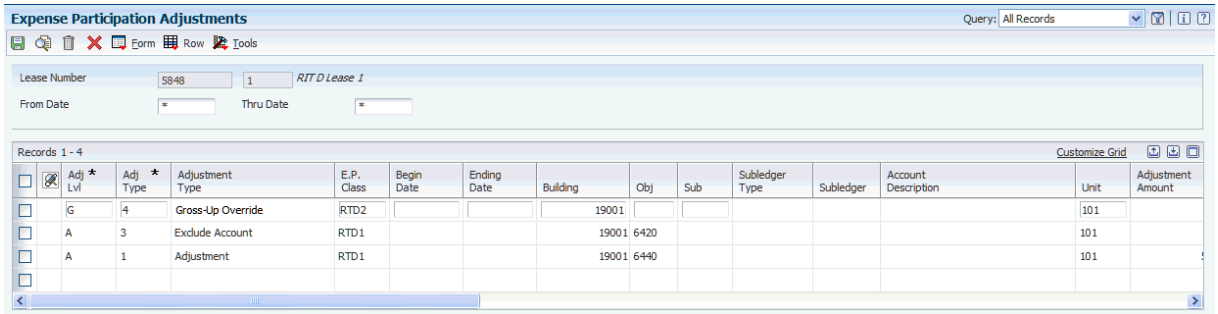
Access the E.P. Class Information Revisions form

To set up administration fees at the class level, enter values in the same three fields that you do when you set up fees at the lease level: Fee Rate, Fee Basis, and Admin B/R.

15.2.13 Setting Up Minimum and Maximum Adjustments and Adjustment Factors

Access the Expense Participation Adjustments form.

Figure 15–3 Expense Participation Adjustments form



When you enter an adjustment on this form, the system displays the text *Lease Adjustments Exist* on the E.P. Information Revisions form.

To enter an adjustment at the lease level, complete the following fields:

Adj Lvl (adjustment level)
Enter a code from user-defined code (UDC) table 15/EL that specifies where the system uses the adjustment within the expense participation calculation. Values are:

A: Account level. The system uses the adjustment to calculate the total exposure by excluding all or a portion of the account balance for the account specified for the billing period that is used in the expense participation calculation. Account level adjustments are limited to adjustment calculation codes 5 and 6.

C: Class level. The system uses the adjustment to calculate the net exposure amount. Depending on whether the adjustment amount is used as a minimum or maximum amount for comparison to the total exposure, the system uses either the adjustment amount or the total exposure amount as the adjusted exposure amount. For example, if the adjustment amount is 100,000, and it is defined as a minimum amount, the system uses it as the adjusted exposure amount if the total exposure amount is less than 100,000. Class level adjustments are limited to adjustment calculation codes 1, 2, 3, 4, and F.

L: Lease level. The system uses the adjustment to calculate the adjusted share amount. Depending on whether the adjustment amount is used as a minimum or maximum amount for comparison to the gross share, the system uses either the adjustment amount or the gross share amount as the adjusted share amount. For example, if the adjustment amount is 10,000, and it is defined as a maximum amount, the system uses it as the adjusted share amount if the gross share amount is greater than 10,000. Lease level adjustments are limited to adjustment calculation codes 1, 2, 3, 4, and F.

Adj Type (E.P. lease adjustment level type)
Enter a code from UDC table 15/AJ that specifies the type of adjustment. The system uses the value in this field and the adjustment level to determine which fields on the E.P. Adjustments form are relevant for the adjustment level and adjustment type combination. Irrelevant fields are disabled. Values are:

1: Adjustment

2: Minimum / Maximum

3: Exclude Account

4: Gross Up Override

E.P. Class (expense participation class)
Enter a code that specifies the expense participation class for the shared expenses.

Begin Date
Enter the beginning date of the adjustment.

You can set up multiple E.P. lease adjustments with different date ranges.

End Date
Enter the ending date of the adjustment.

You can set up multiple E.P. lease adjustments with different date ranges.

Building
Enter a value that specifies a business unit. If you do not enter a value in this field, the system enters the first building on the lease.

Obj (object account)
Enter a value that specifies an object account.

Sub (subsidiary)
Enter a value that specifies a subset of that object account.

Subledger Type
Enter a code from UDC table 00/ST that, with the Subledger field, identifies the subledger type and how the system performs subledger editing. Values include:

A: Alphanumeric field, do not edit.

N: Numeric field, right-justify and zero fill.

C: Alphanumeric field, right-justify and blank fill.

Subledger
Enter a code that identifies a detailed, auxiliary account within a general ledger account. If you enter a subledger, you must also specify the subledger type.

Unit
Enter a value that identifies the actual space within a building that is or can be leased, such as an apartment, office, retail space, and parking space. The default value is ***,** which signifies that the value applies to all units.

Adjustment Amount
Enter a value that represents an amount or percentage, depending on the value of the Adjustment Calculation field (CLCY), that the system calculates and either adds to or subtracts from the class exposure. If you specify a positive adjustment amount, the system adds it to the class exposure. If you specify a negative amount, the system subtracts it from the class exposure.

If you enter **A** for the adjustment level and specify an adjustment amount, the system adds or subtracts the amount from the account balance that corresponds to the property (business unit), object, and subsidiary that you specify. If you want to exclude an entire account balance, leave this field blank.

Note: If you enter a percentage, enter it as a whole number. For example, enter **50** to specify 50 percent.

Amount Type
Enter a code from UDC table 15/EA that specifies the type of adjustment amount.

Min/ Max (minimum or maximum amount)
Enter a code from UDC table 15/ET that specifies whether the system uses the adjustment amount as a minimum or maximum amount for comparison purposes. Depending on the adjustment level, the system compares the adjustment amount to a different value in the expense participation calculation. If the adjustment level is **C** or **L,** you must specify whether the amount represents a minimum or maximum amount. Values are:

Blank: None. The adjustment amount is not used for comparison purposes. This value is valid for account-level adjustments only.

M: Maximum. The adjustment amount represents a maximum amount that the system uses when either the total exposure (for class adjustments) or the gross share (for lease adjustments) is greater than the adjustment amount.

N: Minimum. The adjustment amount represents a minimum amount that the system uses when either the total exposure (for class adjustments) or the gross share (for lease adjustments) is less than the adjustment amount.

Adj Calc (adjustment calculation)

Enter a code from UDC table 15/CE that determines whether the EP adjustment is applied to the base amount or is a cumulative value based on the base amount, base month, and base year. This code specifies whether the number entered in the Adjustment Amount field (ADJE) represents an amount or a percentage, and whether the system uses it in relation to the adjustment base amount. Values are:

1: The number represents an adjustment amount to the base adjustment amount, if specified.

If an adjustment base amount is specified, the system either adds the adjustment amount to or subtracts the adjustment amount from the adjustment base amount. For example, if you enter –500 as the adjustment amount and 15,000 as the adjustment base, the system uses an adjustment amount of 14,500 in the expense participation calculation.

If an adjustment base amount is not specified, the system uses only the adjustment amount entered.

2: The number represents a percentage of the base adjustment amount, which is required. The system multiplies the percentage specified by the adjustment base amount and uses the result in the expense participation calculation.

3: The number represents a compounded adjustment amount for the base adjustment amount. The system uses the adjustment start year to determine whether to compound the adjustment amount for the base adjustment amount. For example, if the adjustment amount is 2000, and the base adjustment amount is 10,000, the system calculates an adjustment amount of 12,000 for the first year, 14,000 for the second year, 16,000 for the third year, and so on.

4: The number represents a compounded percentage of the base adjustment amount. The system uses the adjustment start year to determine whether to compound the adjustment percentage for the base adjustment amount. For example, if the adjustment percentage is 20, and the base adjustment amount is 10,000, the system calculates an adjustment amount of 2000 the first year, 4000 for the second year, 8000 for the third year, and so on.

5: The number represents an adjustment amount to the account balance for the specified account for the billing period that the system uses to calculate expense participation. The system adds or subtracts the adjustment amount from the class exposure, depending on whether you enter a positive or negative amount.

6: The number represents a percentage that the system uses to adjust the account balance for the account specified for the billing period that it used in the expense participation calculation. The system multiplies the percentage by the account balance, subtracts that result from the account balance, and uses the result as the account exclusion.

F: The number represents a fixed amount. The system does not use a base adjustment amount with this calculation method. The system uses the amount entered as the adjustment amount in the expense participation calculation.

Adjustment Base

Enter the amount that is the base amount for other adjustments, depending on the calculation method. You can enter an amount for calculation methods 1, 2, 3, and 4 only.

If you specify an adjustment base amount, the system applies the adjustment amount to the adjustment base amount. If you specify an adjustment base amount, you must also specify an adjustment amount.

The system does not use the adjustment base amount with adjustment level **A.**

Adj St Yr (adjustment start year)
Enter the four-digit number that represents either the lease year or the fiscal year, depending on the value of the Adj Calc (adjustment calculation) field.

If the value of the adjustment calculation is **1** or **2,** enter the lease year for which the adjustment applies. For example, enter **0001** to specify the first year of the lease.

If the value of the adjustment calculation is **3** or **4,** enter the fiscal year for which the adjustment applies. For example, enter **2007** to specify the fiscal year for which the adjustment applies.

Do not enter a value in this field when the value of the adjustment calculation is **5,6,** or **F.**

Adjustment Factor (class adjustment factor)
Enter the percentage by which the total expenses for the expense class (class exposure) is multiplied to adjust the amount in which tenants participate. For example, if the landlord agrees to pay 10 percent of the operating expenses, you can adjust the class exposure accordingly by multiplying it by 90 percent.

Enter the percentage as a decimal. For example, enter **.05** to specify 5 percent.

Adjustment Reason
Enter an explanation of the adjustment.

Exclude from Admin. Fee (exclude from administration fee)
Select this check box to exclude amounts for this account from administration fee calculations.

Occupancy Type
Enter a code from UDC 15/OT that specifies the type of occupancy. Values are:

E: Economic occupancy.

P: Physical occupancy.

Re-distribute (redistribute expense)
Select this check box to redistribute the expense for an account to participating tenants if a tenant rule indicates that the account is excluded for a tenant.

Exclusion Percent
Enter a value that specifies full or partial exclusions based on the percentage at the class or the account level.

Enter the percentage as a decimal. For example, enter **.05** to specify 5 percent.

Exclusion Amount
Enter a value that specifies full or partial exclusions based on the percentage at the class or the account level.

Note: You can enter a value in either the Exclusion Percent field or the Exclusion Amount field, but not both.

To exclude specific account balances, complete the Building, Obj (object account), and Sub (subsidiary) fields if you entered an adjustment level of **A.**

The system returns to the E.P. Information Revisions form and displays an informational message, ***LEASE ADJUSTMENTS EXIST***, next to the detail line for the expense class to indicate that an adjustment level exists.

You can also attach a media object to each adjustment.

15.2.14 Setting Up Adjustment Amounts

Access the E.P. Class Adjustments Revisions form.

Adjustment Amount
Enter the adjustment amount, in the currency specified by the currency code, that the system adds to the class exposure.

Adjustment Percent
Enter the adjustment percent that the system adds to the class exposure.

CP (calculation placement control)
Enter a value from UDC table 15/PT that specifies the calculation sequence that occurs during expense participation. Values are:

Blank: Apply before administration fee.

1: Apply after administration fee.

2: Apply before adjustment factor.

Cur Cod (currency code)
Enter a code that identifies the currency of a transaction.

On the E.P. Class Adjustments Revisions form, the system displays an informational message ***CLASS ADJUSTMENTS EXIST***.

Note: You can also enter values in the Account Building, Obj Acct (object account), and Sub (subsidiary) fields. If you do not enter values in these fields, the system uses the adjustment amount from the class level, rather than the account level. The system issues a warning that unpredictable results may occur when the adjustment amounts are set at a class level if account overrides exist.

15.2.15 Setting Up Gross Up Percentages at the Lease Level

Access the Expense Participation Adjustments form.

You can set up gross up percentages at the lease level by completing these fields:

Subject to Gross Up
If you select this check box, the amounts for this account or class are subject to gross up. The Percent Gross-Up and Variable % Gross Up fields are not disabled.

If you do not select this check box, the amounts for this account or class are not subject to gross up. The Percent Gross-Up and Variable % Gross Up fields are disabled.

Percent Gross-Up
If you enter a value in this field in conjunction with computation method N, O, U, or V, the R15110 program calculates the percentage of the building or property which is

occupied. If the occupancy percentage is less than the gross up percentage, the system divides the gross up percentage by the occupancy percentage to derive the gross up factor.

If you enter computation method N or O and the occupancy percentage is greater than the gross up percentage, the gross up factor is calculated by dividing 100 percent by the occupancy percentage. The tenant's class exposure is multiplied by the gross up factor after subtracting account or transaction exclusions. If you enter a value in this field with any other computation method, the R15110 program multiplies the class exposure by the gross up percentage after transaction and account exclusions.

Variable % Gross Up (variable percent for gross up)
Enter the percentage of an expense that is variable and is subject to the gross up factor.

For example, if the total of all costs booked to an account is 10,000.00 USD and 80 percent of that cost is variable, then the total exposure is 10,000.00 USD and the net exposure is 2,000.00 USD plus 8,000.00 USD times the gross up factor. Enter 80 percent as **.80.**

Note: All accounts in the E.P. class account range are subject to gross up when you enter a gross up percent value. You can clear the check box on the E.P. Class Account Override Revisions form to exclude an account from gross up processing.

15.2.16 Setting Up Gross Up Percentages at the Account Level

Access the EP Class Account Overrides Revisions form.

You can set up gross up percentages at the account level by entering values in the Subject to Gross Up, Percent Gross-Up, Variable % Gross Up, and Occupancy Type fields.

15.2.17 Setting Up Gross Up Percentages at the Class Level

Access the EP Class Information Revisions form.

You can set up gross up percentages at the class level by entering values in the Percent Gross-Up, Variable % Gross Up, and Occupancy Type fields.

15.3 Setting Up Adjustments to the Tenant Area

This section provides an overview of adjustments to the tenant's area and discusses how to set up adjustments to the tenant area.

15.3.1 Understanding Adjustments to the Tenant Area

You can adjust the tenant's area (numerator) that is used in the calculation for the tenant's share factor by:

- Changing the value in the Tenant Sq. Ft. field on the E.P. Information Revisions form.

  The system populates a value in this field which represents the rentable area from the lease.

- Specifying a percentage of the class exposure to use, instead of calculating a share factor, by dividing the tenant's area by the building (or property) area.

For example, if you enter **.20** in the Percent Override field (PCTP), the system multiplies the class exposure by 20 percent to derive the gross share amount.

15.3.2 Setting Up Adjustments to the Tenant Area

Access the E.P. Information Revisions form.

Tenant Sq Ft (tenant square footage)
Enter the rentable area of the tenant's unit, which is the numerator that the system uses to calculate the tenant's share of expenses. If you leave this field blank, the system retrieves the area from the lease. You can override the value.

Percent Override
Enter the percentage to use to calculate the tenant's share of expenses instead of the area percentage that the system derives by dividing the tenant's area by the building area. Enter the percentage in a decimal format. For example, enter **.35** to specify 35 percent.

15.4 Setting Up Share Factor Denominators

This section provides an overview of share factor denominators and discusses how to set up share factor denominators.

15.4.1 Understanding Share Factor Denominators

The Expense Participation Calculation Generation program (R15110) calculates the tenant's share factor by dividing the area of a unit by the total area of all of the units in the building or for the property. You can manipulate the tenant's share factor by specifying unit areas to exclude from the total area (denominator) amount in the Share Factor Denominator Revisions program (P15122). You can identify which unit areas to exclude from the calculation by entering an E.P. unit type, a share factor area value, or both. The system retrieves the area information for the unit from the Gross Lease Occupied Areas table (F15141) based on the area method that you specify. For example, if you want the system to exclude all unit areas with more than 10,000 square feet, you must specify whether the 10,000 square feet is a GLA, GLOA, or the average GLA or GLOA.

In addition to specifying the unit areas to exclude from the total area, you can also set up a cap floor, which is a percentage of the GLA for the building or property, that establishes a minimum area value to use in the calculation. The system compares the calculated denominator to the cap floor and uses the greater of the two values as the denominator for the expense participation calculation.

Note: Because this value is a percentage of GLA, if the area method that you specify for the share factor denominator is GLA, the system never uses the cap floor.

You can use the E.P. Information program (P15012) to add the share factor denominator to the expense participation information for applicable leases. You can enter a share factor denominator only with computation methods B, P, N, O, U, V, X, and Y and when an E.P. code is not specified. You can enter a different share factor denominator for each line of expense participation information that you set up.

The system stores share factor information in the Share Factor Denominator Header (F150122) and Share Factor Denominator Detail (F150123) tables.

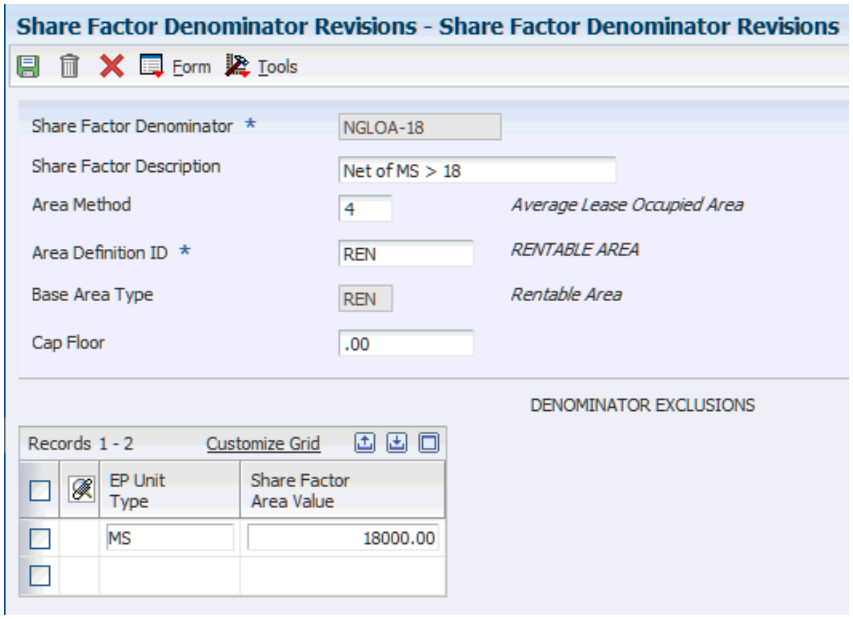
15.4.2 Forms Used to Set Up Share Factor Denominators

Form Name	FormID	Navigation	Usage
Work with Share Factor Denominator	W150122B	Expense Participation (G1523), Share Factor Denominator Revisions	Review and select share factor denominators.
Share Factor Denominator Revisions	W150122A	On the Work with Share Factor Denominator form, click Add.	Set up share factor denominators.

15.4.3 Setting Up Share Factor Denominators

Access the Share Factor Denominator Revisions form.

Figure 15–4 Share Factor Denominator Revisions form



Share Factor Denominator

Enter the code that identifies the units to exclude from the denominator portion of the calculation that the system uses to determine the tenant's share factor. For example, you can specify a share factor denominator that excludes anchor tenants (specified by the E.P unit type) that have more than 16,000 square feet (specified by the share factor area value).

The system uses the share factor denominator only when you assign it to the expense participation information that you set up for the lease.

Share Factor Description

Enter text that describes the share factor description.

Area Method

Enter a code from UDC table 15/DM that specifies the value to retrieve from the Gross Lease Occupied Areas table (F15141) when the system calculates the share factor denominator. Values are:

1: Gross leaseable area (GLA).

2: Gross lease occupied area (GLOA).

3: Average leaseable area.

4: Average lease occupied area.

Area Definition ID
Enter a value that identifies the area. For example, rentable or usable.

> **Note:** You must specify the same area definition ID that was used in the Gross Lease Occupancy Refresh program (R15141) to generate the information in the F15141 table or the system does not exclude any area.

Cap Floor
Enter a percentage value that you multiply by the average GLA for the EP period to determine the floor occupancy value.

Enter the percentage in a decimal format. For example, enter .80 to specify 80%. The system does not calculate a cap that is greater than 100%.

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

If you enter a value in the Share Factor Area Value field, you must specify a non-blank, valid E.P. unit type. The system does not consider areas for units with a blank E.P. unit type, regardless of whether it exists in UDC 15/EU.

Share Factor Area Value
Enter the control area against which the system compares the area of the unit from the Gross Lease Occupied Areas table (F15141) to determine whether to subtract it from the total area of the building that the system uses to calculate the tenant's share factor. The system excludes all units for the unit type specified, including blank, that have an area that is greater than the value specified.

For example, if you specify ANC as the E.P. unit type, and 16,000 as the share factor area value, the system excludes all units for area definition ANC that are greater than 16,000 square feet.

If you specify an E.P. unit type, the system uses the share factor area value and the E.P. unit type. For example, if the E.P. unit type is ANC and the value in this field is **10,000,** the system excludes units that are assigned an E.P. unit type of ANC and have more than 10,000 from the total building area used for the denominator in the expense participation calculation.

16

Processing Expense Participation

This chapter contains the following topics:

- Section 16.1, "Generating Expense Participation Calculations"
- Section 16.2, "Revising Expense Participation Calculations"
- Section 16.3, "Generating Expense Participation Billings"
- Section 16.4, "Deleting Expense Participation Batches"
- Section 16.5, "Generating Estimated Expense Participation Billings"
- Section 16.6, "Updating Estimated Expense Participation Billings"

16.1 Generating Expense Participation Calculations

This section provides overviews of the E.P. Calculation Generation program and expense participation calculations, lists a prerequisite, and discusses how to:

- Run the E.P. Calculation Generation program.
- Set processing options for E.P. Calculation Generation (R15110).

16.1.1 Understanding the E.P. Calculation Generation Program

To verify that you set up expense participation information correctly for each tenant before you generate the estimated or actual billing amounts, you can run the E.P. Calculation Generation program (R15110) to generate the expense participation calculations. You can also specify up to three versions of the Occupancy Refresh program (R15141) to retrieve up-to-date results.

When you run the R15110 program, the system:

- Verifies that the class has been loaded in the E.P. Class Account Detail Cache for the building being processed. You use the Account Range Inclusion processing option to specify which accounts are loaded.
- Retrieves expense participation information from the Tenant E.P Class Master table (F15012B).
- Retrieves account amounts from the F0901 table or the F0902 table.

  The system does not retrieve amounts for accounts in which the flag is set to Exclude Account on the E.P. Class Account Override Revisions form. Using the following hierarchy, the system retrieves amounts:

  a. For each ledger type defined in the Ledger Type Groups table (F15302) that is defined in the Override Ledger Type processing option.

b. From the Override Ledger Type and Adjustment Ledger Type processing options.

c. For each ledger type defined in F15302 that is assigned to the E.P. Class.

d. Default to AA ledger type.

- Runs the Build E.P. Class Account File program (R15110B).

  The system generates a record in the E.P. Class Account Detail Cache for each account in the EP Class account range. For each account added to cache, the system uses records from the F1530 table. Next, the system checks for building-specific records in F15301 table. If none exist, the system checks whether any records with a wildcard building are in the F15301 table. If neither building-specific records nor wildcard-building records are in the F15301 table, the system uses the record from the F1530 table. In each step, the system checks the E.P. Class or E.P. Class Account Detail dates against the Generation Begin Date and Generation End Date. If no overlap exists, the system does not add the record to the cache.

  The system populates a **G** in the Billing Period field in the Billing Control Information program (P150111) which corresponds to the billing period number specified in the processing option. For example, if you specify a billing period of 12, the system updates the 12th billing period field.

- Updates the E.P. Billing Register table (F1538B).

  The system generates a record in this table for every lease and all classes attached to the lease for which it generates an expense participation calculation.

  Note: The system does not generate a record if the total for the expense class is a negative amount.

- Uses a processing option to determine whether to run the EP Billing Register program (R1538 or R1538S) and the EP Extraction Listing program (R1532).

  You use the EP Billing Register programs to review the calculations that the system generates and the EP Extraction Listing program to review the account balances for each expense class.

You can run expense participation at any time during the year for any tenant or lease.

Note: If you set up a tenant exclusion rule to exclude the billing expenses related to a specific unit type, such as anchor, you must generate and post the expense participation records for the anchor units first, so that the amounts can be deducted from leases set up with the anchor tenant exclusion. If the tenant exclusion rule does not specify a unit type, you can generate expense participation billings for any tenant or lease at any time in any order.

16.1.1.1 Physical and Economic Occupancy

To determine physical and economic average occupied area, you must set the Occupied Area Option processing option.

For economic occupancy, the system considers every day that a lease is assigned to a unit as occupied. The system multiplies the total number of occupied days by the unit area and accumulates for each leased unit. The total number of occupied area days is

divided by the billing term to determine the average occupied area. For physical occupancy, the system applies the total of GLOA (gross leaseable occupied area) adjustment area types 1 –5 from the selected area definition.

If you leave the Occupied Area Option processing option blank, the physical and economic average occupied area is the same. If you set the processing option to **1,** the system retrieves the GLOA adjustment area types 1–5 from the specified area definition and totals the amount of adjustment to be applied to the base average occupied area. If you set the processing option to **2,** the system uses average occupied area from the Gross Lease Occupied Areas table (F15141) when the system is processing share factor denominator rules. The system stores the physical and economic occupancy results in the F15141 table.

16.1.1.2 Data Selection and Data Sequence

You can use data selection to specify specific leases or buildings. If you use data selection, do not specify criteria that conflicts with the processing options. For example, do not use data selection to specify the billing period to use to process records. The system uses the information that is set up in the processing options.

This program has been hard-coded to perform activities in a specific order; therefore, data sequencing is not set up. Do not specify additional data sequencing.

16.1.2 Understanding Expense Participation Calculations

To set up adjustment information on the expense participation record, you must understand how the system uses the information in the expense participation calculation. This example provides setup information and results of an expense participation calculation.

Here is the setup information for this example:

- On the E.P. Class Information Revisions form, two account ranges exist for the E.P. Class CAMS:
  - Account range 6200–6230 with a fee rate of 0.30, a fee basis of 2, an adjustment factor of 0.80, and gross-up percent of .91.
  - Account range 6420–6440 with a fee rate of 0.25, a fee basis of 2, an adjustment factor of 0.95, and gross-up percent of .94.
- On the E.P. Class Account Override Revisions form, the following account overrides are specified:
  - Account 6200 has a fee rate of 0.10.
  - Account 6230 is excluded from administration fees.
  - Account 6430 is excluded from the range.
- On E.P. Class Adjustment Revisions form, the following class adjustments are specified:
  - Account 6200 has an adjustment amount of –500.00 USD, which is applied before the adjustment factor.
  - Account 6210 has an adjustment amount of –100.00 USD, which is applied before the administration fee.
  - Account 6210 has an adjustment amount of –100.00 USD, which is applied after the administration fee.

- On the Expense Participation form, account 6440 is excluded from administration fees.

These tables show how the expense participation calculation process affects each account in the class:

Accounts in Class	Exposure	Class Adjustment	Running Total	Admin Fee (Basis 2)	Running Total
6200	1,000.00	(500.00)	500.00	50.00	550.00
6210	1,000.00	0	1,000.00	300.00	1,300.00
6220	1,000.00	0	1,000.00	300.00	1,300.00
6230	1,000.00	0	1,000.00	0	1,000.00
6420	1,000.00	0	1,000.00	0	1,000.00
6430	0	0	0	0	0
6440	1,000.00	0	1,000.00	0	1,000.00
TOTALS:	6,000.00	(500.00)		650.00	

Accounts in Class	Exclusion Rule Amt	Running Total	Adj Factor Amount	Trans Exclusion	Account Adjustments	Account Exclusions	Running Total
6200	0	550.00	(110.00)	0	0	0	440.00
6210	0	1300.00	(260.00)	0	0	0	1,040.00
6220	0	1300.00	(260.00)	0	0	0	1,040.00
6230	0	1,000.00	(200.00)	0	0	0	800.00
6420	0	1,000.00	(50.00)	0	0	0	950.00
6430	0	0	0	0	0	0	0
6440	0	1,000.00	(50.00)	0	0	0	950.00
TOTALS	0		(930.00)	0	0	0	

Accounts in Class	Gross Up Adjustment	Adj Amount 1	Running Total	Admin Fee (Basis 1)	Running Total	Adj Amount 2	Adjusted Exposure
6200	(39.60)	0	400.40	0	400.40	0	400.40
6210	(93.60)	0	946.40	0	946.40	0	946.40
6220	(93.60)	(100.00)	846.40	0	846.40	(100.00)	746.40
6230	(72.00)	0	728.00	0	728.00	0	728.00
6420	(57.00)	0	893.00	0	1,116.25	0	1,116.25
6430	0	0	0	223.25	0	0	0
6440	(57.00)	0	893.00	0	893.00	0	893.00
TOTALS	(412.80)	(100.00)		223.25			4,830.45

Review an example of the calculation from the E.P. Calculation Revisions program (P15382):

class exposure: 6,000.00

common adj. (+): (500.00)

admin fee (+): 650.00

excl. value (-): 0

adj. factor amt. (+): (930.00)

trans. excl. (-): 0

acct. adj. (-): 0

acct. exclusions (-): 0

gross up adj (+): (412.80)

adj. amount 1 (+): (100.00)

admin. fee (+): 223.25

adj. amount 2 (+): (100.00)

adjusted exposure: 4, 830.45

16.1.3 Prerequisite

Before you complete the tasks in this section, run the Gross Lease Occupancy Refresh program (R15141) if you set up expense participation information using a tenant exclusion rule or share factor denominator.

See Running the Gross Lease Occupancy Refresh Program.

16.1.4 Running the E.P. Calculation Generation Program

Select Expense Participation (G1523), E.P. Calculation Generation.

16.1.5 Setting Processing Options for E.P. Calculation Generation (R15110)

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

16.1.5.1 Process

1. Billing Period Number

Specify the period to use to retrieve the expense amounts. The system uses this processing option, the Fiscal Year processing option, and the billing frequency that is set up on the E.P. Information Revisions form to retrieve the appropriate expense amounts.

The system retrieves expenses for the period specified and for all periods before the period specified that do not have an **X** in the Period Number field on the Work with Billing Frequency Codes form. For example, if the billing frequency is annual (A), which is set up with an X for period 12 only, the system retrieves the billing frequency record for A and then retrieves the expenses for the entire fiscal year (periods 1 through 12).

Note: You must specify a billing period number that has an **X** in the corresponding period in the Billing Frequency Master table (F15019), or the system does not retrieve any expenses.

If you are generating expense participation for a lease on a regular calendar year (January through December) and you wanted to generate expenses for June 2008, you would enter 06 as the billing period number and 02 as the fiscal year. If you are generating expense participation for a lease on an irregular fiscal pattern (for example, July through June), and you want to generate expenses for June 2008, you enter 12 as the period number and 01 as the fiscal year. (Fiscal Year 2007 encompasses July 1, 2007, through June 30, 2008, in this example. The ending date of the first period determines the fiscal year.)

If you are processing a lease that is set up on an irregular fiscal date pattern, the period number does not coincide with the calendar month. For example, if the fiscal year is July 1, 2007 through June 30, 2008, period 12 represents June, not period 6.

The value in this field also determines the year and period fields that the system updates in the Billings Generation Control Master table (F15011) for the generated billings.

The system retrieves expenses from either the Account Ledger table (F0911) or the Account Balances table (F0902), depending on the setting of the Extract Account Transactions processing option.

2. Fiscal Year
Specify the fiscal year to use to retrieve the expense amounts. The system uses this processing option, the Billing Period Number processing option, and the billing frequency from the expense participation record to retrieve the appropriate expense amounts.

Note: The fiscal year is defined as the year in which the end of the first period occurs. For example, if the fiscal year begins December 15, 2007, and the end of period 1 is January 14, 2007, the fiscal year is 07.

The system retrieves expenses from either the Account Ledger table (F0911) or the Account Balances table (F0902) table, depending on the setting of the Extract Account Transactions processing option.

3. Generation Type
Specify which type of records the system generates. Values are:

2:Actual expense participation billings. If you enter this value, you must run the E.P. Billing Generation program (R15101) to generate the billing records.

6: Estimated expense participation billings. If you enter this value, you must run the Estimated E.P. Generation program (R15102) and the Estimated E.P. Edit/Update program (R15113) to generate the recurring billing records.

16.1.5.2 Select

1. Area Log Class
Specify a code from user-defined code (UDC) table 15/AM to limit retrieval of building or property square footage to a single log class. Enter a value to select the proper square footage amount if you have multiple building or property log lines set up with the same E.P. code. The system uses this square footage amount in the share factor calculation when using the building or property as the denominator.

Note: The system uses this processing option only with calculation method B or P, and only when you do not enter a share factor denominator on the expense participation information record.

2. Area Amenity ID

Specify a code from UDC 15/AM to limit retrieval of building or property square footage to a single combination of log class and amenity ID. Enter a value in this processing option to select the proper square footage amount if you have multiple building or property log lines set up with the same E.P. code and the same log class. The system uses this square footage amount in the share factor calculation when using the building or property as the denominator.

Note: The system uses this processing option only with calculation method B or P, and only when you do not enter a share factor denominator on the expense participation information record.

3. Prorate Base Exclusion Amount

Specify whether to prorate the base exclusion amount using the occupancy factor. Values are:

Blank: Do not prorate.

1: Prorate using occupancy factor.

2: Prorate using the expense span.

To determine the prorated base exclusion amount, the system derives an occupancy factor that it multiplies by the base exclusion amount. The system calculates the occupancy factor by dividing the number of days that the tenant occupies the unit (based on the occupancy from and through dates on the expense participation information record) by the number of days in which these dates overlap:

Dates of the billing period entered in the Billing Period Number processing option.

Expense participation dates entered in the Begin Date and End Date fields on the E.P, Information Revisions form.

Effective dates for the expense class entered on the E.P. Class Information Revisions form.

For example, if the unit is occupied for four months (September 1st through December 31st, or 122 days), and the billing period, expense participation dates, and effective dates for the expense class overlap by one year (365 days), the occupancy factor is .3342 (122 ÷ 365). If occupancy begins on September 15th, the calculation is .2959 (108 ÷ 365).

4. Receivables or Payables

Specify whether to select leases that generate invoice records or voucher records. If you leave the Lessee field blank, the system generates invoice records when you post billings. If you enter **1** or **Y** in the Lessee field on the lease, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Values are:

Blank: Select leases that generate invoice records.

1: Select leases that generate voucher records.

Note: You must process recurring billings that generate invoices separately from recurring billings that generate vouchers.

16.1.5.3 Expenses

1. Override Ledger Type
Specify an override ledger type from UDC 09/LT that the system uses to locate the account transactions. The system locates the account transactions from either the Account Ledger table (F0911) or the Account Balances table (F0902), depending on the setting of the Extract Account Transactions processing option.

2. Extract Account Transactions
Specify whether to extract the account transactions from the Account Balances table (F0902) or the Account Ledger table (F0911). Values are:

Blank or **1:** Account Balances table (F0902).

2: Account Ledger table (F0911).

3. Adjustment Ledger Type
Specify the adjustment ledger type from UDC 09/LT that the system uses to extract account transactions that were entered for adjustments. The system extracts the adjustment transactions in addition to the transactions that you specified for the expense class for ledger types AA or AZ, or the override ledger type that you entered in the Override Ledger Type processing option.

4. Account Range Inclusion
Specify whether the system uses the ranges specified for the object accounts separately from the ranges specified for the subsidiary accounts, or whether it considers the object account range only. Values are:

Blank: Use the range for the object accounts only. The system includes all subsidiaries within the range of objects specified. For example, if the From Object and From Subsidiary fields contain 5000 and 001, respectively, and the To Object and To Subsidiary fields contain 5100 and 020, respectively, the system includes all accounts between 5000 and 5100, regardless of the subsidiary.

1: Use separate ranges for the object and subsidiary accounts. For example, if the From Object and From Subsidiary fields contain 5000 and 001, respectively, and the To Object and To Subsidiary fields contain 5100 and 020, respectively, the system includes all object accounts between 5000 and 5100 that have subsidiaries between 001 and 020. If account 5050.025 were set up, the system would not include it in the range.

5. Ledger Type Group
Specify the name of a ledger type group that contains all the ledger types to be included in the class exposure.

6. Base Exclusion Processing
Specify when the system deducts base exclusions. Values are:

Blank: The system deducts base exclusions in the year following the base exclusion start year.

1: The system deducts base exclusions in the same year as the base exclusion start year.

7. Maximum Limit Calculation
Specify whether the system sytem includes the year of the base adjustment when calculating the maximum limit.

Blank: Include the base year when calculating the maximum limit.

1: Exclude base year when calculating the maximum limit.

16.1.5.4 Occupancy

1. Occupied Area Option
Specify how the system calculates average occupied area. Average occupied area is the total of occupied area days divided by the length of the billing term. Average occupied area is divided by the share denominator to determine the occupancy percentage. Values are:

Blank: Rentable area only. The system calculates occupied area by accumulating the number of days that a lease is attached to a unit during the generation period. The occupied area days is the rentable area value from the lease multiplied by the number of days.

1: Rentable area with adjustments. The system calculates occupied area by accumulating the number of days that a lease is attached to a unit during the generation period. The system then adds the total area value of occupied area (GLOA) adjustments defined in the Area Definition processing option to the rentable area value from the lease and multiples the result by the number of days occupied. If you select **1,** you must enter a value in the Area Definition processing option for the system to retrieve GLOA adjustments.

2: Occupancy refresh results. You select this option when a share factor denominator is defined on a lease. The system uses the results of the occupancy refresh version that is specified on the lease. If you select **2,** you can optionally specify up to three versions of the Occupancy Refresh program (R15141) to run before the E.P. Calculation Generation program (R15110).

Note: If the lease being processed does not have a share factor denominator, the system calculates the average occupied area for either the rentable area only if an area definition is not entered or the rentable area with adjustments if an area definition is entered.

---

2. Area Definition
Specify the area definition to use when you set the Occupied Area Option processing option to **1,** which specifies that the system uses rentable area with adjustments. The system accumulates and adds area values for GLOA area adjustment types 1–5 to the rentable area value specified on the lease. If you leave this processing option blank, the system does not apply adjustments to rentable area.

3. Occupancy Refresh (R15141) Version 1
Specify the version of the R15141 program to use before running the E.P. Calculation Generation program (R15110). If you leave this processing option blank, the system does not run the R15141 program.

4. Occupancy Refresh (R15141) Version 2
Specify the version of the R15141 program to use before running the E.P. Calculation Generation program (R15110). If you leave this processing option blank, the system does not run the R15141 program.

5. Occupancy Refresh (R15141) Version 3
Specify the version of the R15141 program to use before running the E.P. Calculation Generation program (R15110). If you leave this processing option blank, the system does not run the R15141 program.

16.1.5.5 Caps

1. Save Lease Cap History
Specify whether the system saves cap history information. Values are:

Blank: Save lease cap history.

1: Do not save lease cap history.

Note: You must save a cap history to determine new caps in subsequent years.

---

2. Lease Cap History Retrieval
Specify a batch number that contains the lease cap history information that the system needs to calculate current cap information. If you leave this field blank, the system uses the first prior year lease cap history record that is locates.

3. E.P. Class Expenses History Retrieval
Specify a batch number that contains the expenses history information that the system needs to determine initial cap basis information. If you leave this processing option blank, the system uses the first prior year expenses history record that it locates.

4. Lease Cap Exclusion Option
There are two parts to Expense Participation cap processing; E.P. class level and lease level. Account overrides on the E.P. class allow you to specify whether certain accounts are subject to cap. The system considers these overrides during E.P. class-level cap processing. By default, these specifications do not carry over to the lease for lease-level cap processing. By default, whether an account is Subject to Cap for lease-level cap processing is not specified on the E.P. class, but is specified on the lease.

Specify whether to carry over the Subject to Cap setting for an account from the E.P. class and use the same Subject to Cap setting for lease-level cap processing. Values are:

Blank: Do not consider the E.P. class-level Subject to Cap setting on an account for lease-level cap processing. Use the Subject to Cap setting on the lease.

1: Consider the E.P. class-level Subject to Cap setting on an account for lease-level cap processing. Ignore the Subject to Cap setting on the lease.

5. Cap Base Index Month
Specify which period the system uses to calculate the cap percentage base index month. Values are:

Blank: The system uses the period that is entered in the Billing Period Number processing option as the cap percentatge base index month.

1: The system uses the period that is entered in the Cap Index Month field in the Cap Rules program (P1515) to calculate the cap percentage base index month.

If you enter 1 in this proceesing option, verify that there is a value in the Cap Index Month fiel. If there is no value value in the Cap Index Month fiel, the system does not calculate the cap percentage base index month.

16.1.5.6 Billings

1. Amount to Reconcile
Specify how the system processes estimated billings. Values are:

Blank: Reconcile estimated billings. The system retrieves the estimated billing amounts from either the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), based on the bill code entered in the Est B/R field. The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

1: Reconcile estimated billings less adjustments. The system retrieves the estimated billing amounts from either the Customer Ledger table or the Accounts Payable Ledger table, based on the bill code entered in the Est B/R field. Additionally, the system includes the receipt adjustment records for the same bill code from the Receipts Detail table (F03B14). Because the receipt adjustments are negative, including adjustments reduces the estimated billing amount and increases the tenant's net share. The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

2: Reconcile payments to estimated billings. The system retrieves the payments, including unapplied receipts, for estimated billing amounts from either the Receipts Detail table or the Accounts Payable Matching Document Detail table (F0414), based on the bill code entered in the Est B/R field. The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

2. A/R or A/P Retrieval Date (accounts receivable or accounts payable retrieval date)
Specify the date to use for retrieving the estimated billing amounts from the Accounts Receivable tables or the Accounts Payable transaction table (F03B11, F03B14, F0411, F0414). Values are:

Blank: Invoice date.

1: Due date.

2: Service or tax date.

3: GL date.

3. Override Begin Date
Specify the beginning date to use to retrieve the estimated billings from the Accounts Receivable tables or the Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). If you leave this processing option blank, the system uses the dates in the Billing Period Number and Fiscal Year processing options.

4. Override End Date
Specify the ending date to use to retrieve the estimated billings from the Accounts Receivable tables or the Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). If you leave this processing option blank, the system uses the dates in the Billing Period Number and Fiscal Year processing options.

5. Version Override
Specify the dates to use to retrieve the estimated billings from the Accounts Receivable tables or the Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414) if versioning is active. If lease versioning is not active, the system ignores this processing option. Values are:

Blank: Use the occupancy dates in the Occupancy From and Occupancy To fields on the expense participation record.

1: Use the dates in the Override Begin Date and Override End Date processing options. If those processing options are blank, the system uses the dates defined by the Billing Period Number and Fiscal Year processing options.

16.1.5.7 Base Rent

1. Bill Codes for Base Rent Amounts through 10. Base Rent Bill Code 10
Specify the bill codes for base rent. Base rent is used by the system when processing caps. During fixed cap processing, the cap is based on either a fixed amount or a fixed amount per square foot, or a percentage of the base rent.

16.1.5.8 Print

1. Summary or Detail Report
Specify the calculation report to generate. Values are:

Blank: Generate the E.P. Calculation Register - Summary report (R1538S).

1: Generate the E.P. Calculation Register - Detail report (R1538).

Note: You can run additional reports, as necessary, from the Expense Participation menu (G1523).

16.1.5.9 Versions

If you leave any of the following processing options blank, the system does not generate the report.

1. E.P. Extraction Register (R1532)
Specify the version of the R1532 program to use.

2. E.P. Calculation Register (R1538/R1538S)
Specify the version of the E.P. Calculation Register program (R1538 or R1538S) to use. The version that you specify corresponds to the report that you generate based on the setting of the Summary or Detail Report processing option.

3. E.P. Batch Adjustments Audit (R1539)
Specify the version of the R1539 program to use.

16.2 Revising Expense Participation Calculations

This section provides an overview of expense participation calculation revisions and discusses how to:

- Set processing options for EP Calculation Revisions (P15382).
- Revise expense participation calculations.
- Review the share factor denominator.

16.2.1 Understanding Expense Participation Calculation Revisions

After you generate expense participation calculations in the E.P. Calculation Generation program (R15110), use the E.P. Calculation Revisions program (P15382) to

review, revise, and recalculate the expense participation amounts. The system displays the expense participation calculations in the P15382 program in the same format as on the E.P. Calculation Register report (R1538).

This table lists the fields on the Page 1 tab in the E.P. Calculation Revisions program (P15382), navigation information for the program, and form from which the system retrieves information:

Field in the E.P. Calculation Revisions Program (P15382)	Program and Form Name
Class Exp. (E.P. tenant class exposure)	In the E.P. Class Information program (P1530), access the E.P. Class Information Revisions form.
Common Adj.(common adjustment)	In the E.P. Class Information program (P1530), select Class Adjustments from the Form menu to access the E.P. Class Adjustment Revisions form.
Admin Fee (administration fee)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form. In the E.P. Class Information program (P1530), access the E.P. Class Information Revisions form. In the E.P. Class Information program (P1530), select Account Overrides from the Row or Form menu to access the E.P. Class Account Overrides form.
Admin B/R Code	Access the EP Class Revisions program (P1530) Access the EP Information Revisions program (P15012)
Excl. Value (exclusion value)	Access the Tenant Exclusion Rule program (P150120). Access the E.P. Information program (P15012).
Adj. Factor Amnt. (adjustment factor amount)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form. In the E.P. Class Information program (P1530), access the E.P. Class Account Overrides form. In the E.P. Class Information program (P1530), access the E.P. Class Information Revisions form.
Trans Excl. (transaction exclusion)	Access the EP Calculation Revisions program (P15382).
Acct. Adj. (account adjustment)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form.
Acct Exclusions (E.P account exclusions)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form.
Redistrib. Adj (redistribution adjustment)	System-calculated

Field in the E.P. Calculation Revisions Program (P15382)	Program and Form Name
Gross Up Adj (gross up adjustment)	In the EP Class Information program (P1530), access the Account Overrides form. In the EP Information Revisions program (P15012), access the EP Adjustment form.
Adj. Amount (1) (class adjustment amount)	In the E.P. Class Information program (P1530), access the E.P. Class Adjustments Revisions form.
Cap Adj. (C) (cap adjustment)	Access the EP Class Information program (P1530)
Adj. Amount (2) (class adjustment amount)	Access the EP Class Information program (P1530), access the E.P. Class Adjustments Revisions form.
Max Limit (C) (E.P. class expense limit)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form.
Min Limit (C) (E.P. minimum class limit)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form.

This table lists the fields on the Page 2 tab in the E.P. Calculation Revisions program (P15382), navigation information for the program, and form from which the system retrieves information:

Field in the E.P. Calculation Revisions Program (P15382)	Program and Form Name
Cmpd. Excl. (compounded base exclusion), Base (base exclusion), Cmpnd. (compound factor), Yr (year), Base Excl. Per Sq. Ft. (base exclusion per square foot) and Base Excl. Group (base exclusion group)	Access the E.P. Information program (P15012)
Share Factor	Access the E.P. Information program (P15012)
Comp. (computation method)	Access the E.P. Information program (P15012)
Max Limit (L) (E.P. tenant share limit)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form.
Min Limit (L) (E.P. minimum lease limit)	In the E.P. Information program (P15012), access the Expense Participation Adjustments form.
Sub Group Limit	Access the E.P. Information program (P15012)
Group Limit	Access the E.P. Information program (P15012)
Occup. Adj (occupancy adjustment)	Access the E.P. Information program (P15012)
Est Billing (estimated billing)	Access the E.P. Information program (P15012)

You can use the P15382 program to revise an amount or calculation, to add a transaction exclusion amount to the class exposure, or to delete one or more calculations from the batch. For example, if one the calculations was not set up correctly, you can delete it without affecting the remaining records in the batch. Each adjustment that you specify affects the tenant's expense share amount differently

When you revise an amount, you must recalculate the remaining amounts to update them correctly. When you select Recalculate from the Form menu, the system displays a message to notify the user that the calculated amounts were overridden. You can revise and recalculate amounts as often as necessary before you generate expense participation billing records.

To revise amounts after you generate billing records, you can delete the calculation batch using the E.P. Batch Delete program (R158061), and then regenerate it after making the desired revisions. Although the system enables deletion, if you delete an expense participation calculation record after the billing records are generated, you lose the audit trail to how the system derived the expense participation amounts.

On the EP Calculation Revisions form, you can also access audit programs by selecting the link attached to the following field names:

- Select Common Adj to access the Class Adjustments Audit File form.

  You cannot revise records in this audit file.

- Select Adj Factor Amt to access the Adjustment Factor Audit File form.

  You cannot revise records in this audit file.

- Select Acct Adj to access the Account Adjustment Audit File form.

  You cannot revise records in this audit file.

- Select Acct Exclusions to access the Account Exclusions Audit File form.

  You cannot revise records in this audit file.

- Select Redistrib Adj to access the Exclusion/Redistibution Audit Revisions form.

- Select Gross Up Adj to access the Gross Up Adjustment Audit Revisions form.

  You can modify the gross up factor on this form.

- Select Adj Amount (1) or Adj Amount (2) to access the Class Adjustments Audit File form.

  You cannot revise records in this audit file.

- Select Cap Adj (C) to access the Expense Cap Detail form.

- Select Share Factor Denominator to access the Share Factor Denominator Audit form.

- Select Cap Adj (L) to access the Lease Cap Detail form.

> **Note:** You cannot use the P15382 program to make changes to records that contain group and subgroup limits. The program looks only at individual records, not records that may be connected due to group limitations.

The system updates information in the EP Billing Register table (F1538B).

16.2.2 Forms Used to Revise Expense Participation Calculations

Form Name	FormID	Navigation	Usage
Work With EP Calculation Batches	W15382A	Expense Participation (G1523), E.P. Calculation Revisions	Review and select expense participation calculation batches. **Note:** Select the Display History Records option and click Find to display calculation records for batches that have been posted to the JD Edwards EnterpriseOne Accounts Receivable or JD Edwards EnterpriseOne Accounts Payable system. A lock symbol appears in the far left column on records that have been posted or if recurring billing records have been generated for estimated expense participation amounts. You cannot revise locked records.
EP Calculation Revisions	W15382B	Select a record to review or revise an expense participation calculation.	Revise expense participation calculations. **Note:** The system displays a warning if a billing record has been generated in the E.P. Billing Generation program (R15101) for the calculation record that you select. Changes made to calculation records for which billing records have been generated do not affect those billing records. To affect the generated billing records, you must delete the expense participation batch to delete the billing records, revise the calculation record, and then regenerate the billing records.
Share Factor Denominator Audit	W150122AA	On the EP Calculation Revisions form, select Denominator Audit from the Form menu.	Review the share factor denominator.

16.2.3 Setting Processing Options for EP Calculation Revisions (P15382)

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

16.2.3.1 Process

1. Display of Tax Fields
Specify whether the system displays the tax fields on the EP Calculation Revisions form. Values are:

Blank: Use the setting of the Tax Suppress field in the Real Estate Management constants to determine whether to display the tax fields on the form. Values are:

0: Display.

1: Do not display.

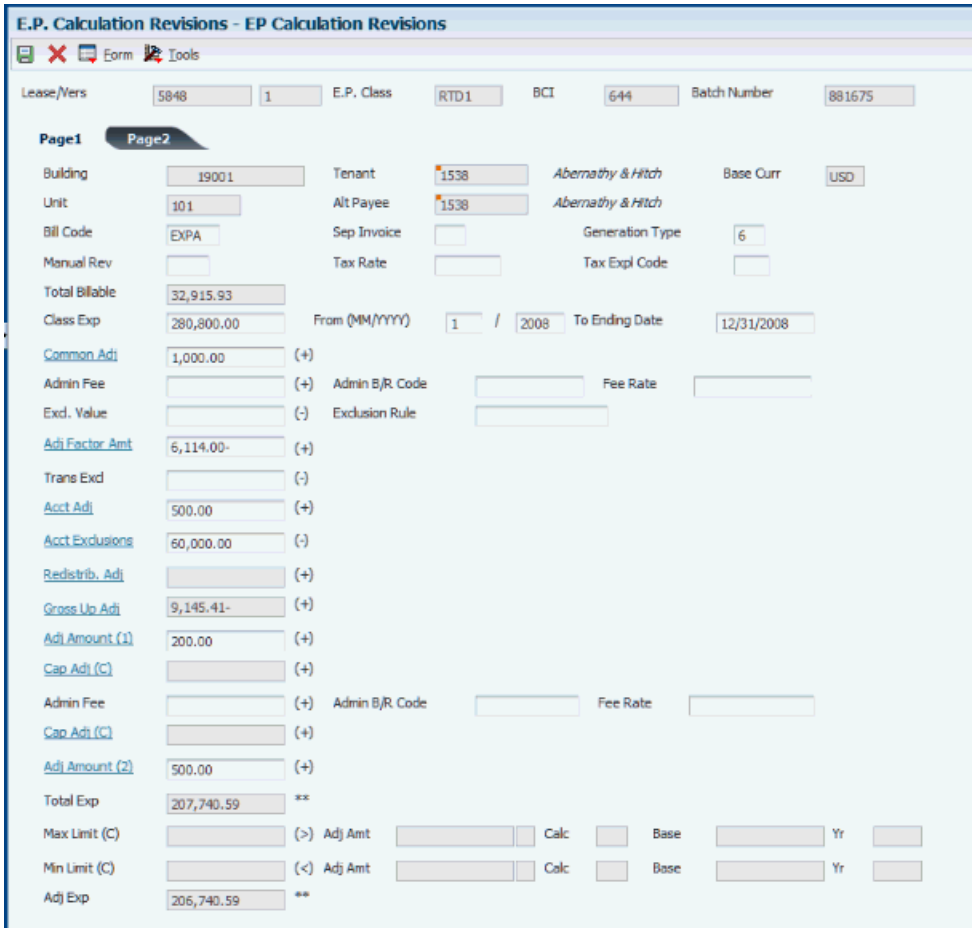
16.2.3.2 Versions

1. EP Information (P15012) (expense participation information)
Specify the version of the P15012 program to use when you access it from the Form menu. If you leave this processing option blank, the system uses the ZJDE0001 version.

16.2.4 Revising Expense Participation Calculations

Access the EP Calculation Revisions form.

Figure 16–1 EP Calculation Revisions form - Page 1 tab



Complete any of the input-capable fields on the Page 1 tab of the EP Calculation Revisions form.

Manual Rev
Enter a value that specifies whether a billing record must be reviewed before it can be approved for posting. Values are:

Blank: A review is not required.

Y: A review is required. The batch retains a status of Error until the field for the billing record is changed from Y to blank.

Sep Invoice (separate invoice)
Enter the one-character alphanumeric code that indicates which billing records to print on the invoice. The system prints a separate invoice for each group of billing records that have the same lease number, alternate payee, and separate invoice code.

Generation Type
Enter the code that specifies the generation type for an expense participation billing line.

Class Exp (class exposure)
Enter the sum of the gross amounts for the accounts that are specified by the expense class for the expense participation billing period and that do not include exclusions (account, transaction, and tenant).

From (MM/YYYY)
Enter the beginning date that the system uses to retrieve expenses that are used to determine the total class exposure.

To Ending Date
Enter the ending date that the system uses to retrieve expenses that are used to determine the total class exposure.

Common Adj (class common adjustment amount)
Enter the sum of class adjustment amounts from the E.P. Class Adjustments Revisions form when the calculation placement control value is defined to place the adjustments before the adjustment factor. If you select the Common Adj link, the system accesses the Class Adjustments Audit File form which enables you to review historical class adjustment information.

Admin Fee (administration fee)
Enter the amount of the administration fee for the lease and expense class.

Admin B/R Code
Enter the code that the system uses in conjunction with the automatic accounting instruction (AAI) item to retrieve the account to update for the management fee amount that the system calculates when you run the E.P. Calculation Generation program.

The system retrieves the appropriate account to bill based on the AAI item PMxxxx (for invoices) and RMxxxx (for vouchers), where xxxx equals the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RCxxxx (for invoices) and PCxxxx (for vouchers), where xxxx equals the code that you enter.

If you leave this field blank, the system uses the same account that it uses for the billing amount.

Excl. Value (exclusion value)
Enter the amount to exclude based on either the tenant exclusion rule or the exclusion override in the expense participation information.

Exclusion Rule
Enter a value that identifies a tenant exclusion rule.

The system does not include amounts specified by the tenant exclusion rule when it calculates the tenant's share factor. For example, a tenant exclusion rule might specify to deduct amounts associated with bill code EXPA from all tenants who lease any unit that is defined as an anchor and that has an area of more than 5,000 square feet.

The system uses the tenant exclusion rule only when you assign it to the expense participation information for the lease.

Adj. Factor Amnt. (class adjustment factor amount)
Enter the sum amount of all adjustment factors as defined at the class level or at the account level. If you select the Adj Factor Amnt link, the system accesses the Adjustment Factor Audit File form, which enables you to review historical adjustment factor information.

Trans. Excl. (transaction exclusions)
Enter the amount to subtract from the class exposure. The system does not update this field; it is reserved for manual entry.

Acct Adj (account adjustment)
Enter the amount that the system subtracts from the class exposure based on the expense participation adjustment information. The account adjustment amount is the total amount of adjustments made to the EP Class as defined in the tenant Expense Participation billing information when the adjustment level type is set to **1** for adjustment. The amount represents either an account balance or an override adjustment amount, depending on the adjustment calculation methods.

Method 5 is an amount adjustment to the account. The system adds or subtracts (depending on whether the amount specified is positive or negative) the adjustment amount from the class exposure amount.

Method 6 calculates the account exclusion adjustment amount by multiplying the adjustment percentage by the account balance and then subtracting that result from the account balance.

Note: If you specify a positive adjustment amount, the system adds it to the expense class (it appears as a negative amount that is subtracted). If you specify a negative adjustment amount, the system subtracts it from the expense class (it appears as a positive amount that the system subtracts).

Select this link to access the Account Adjustments Audit File form, which enables you to review historical account adjustment information.

Acct Exclusions (account exclusions)
Enter the amount that is excluded from the tenant's expense participation class based on the specific account factors defined in the tenant expense participation billing information.

Select this link to access the Account Exclusions Audit File form, which enables you to review historical account exclusion information.

Redistrib. Adj (redistribution adjustment)
Select this link to access the Exclusion/Redistribution Adjustments Audit program (P1538B2), which enables you to review the account adjustments for leases participating in an expense.

Gross Up Adj (gross up adjustment)
Select this link to access the Gross Up Adjustments Audit program (P1538B1), which enables you to review the account adjustments for gross up processing.

Adj Amount (1) (adjustment amount 1)
Enter the amount that is added to the class exposure immediately before the system adds administration fee.

Select this link to access the Class Adjustments Audit File form, which enables you to review historical class adjustment information.

Cap Adj (C) (cap adjustment)
Displays the amount of adjustment to exposure necessary based on a cap rule defined at the EP Class level, when the system calculates caps before the administration fee.

Select this link to access the Expense Cap Detail program (P1538B3), which enables you to review cap details.

Admin Fee
Enter An amount that represents the administration fees associated with a tenant's expense participation. This fee is calculated by multiplying the tenant's billable amount by the fee rate. Fee Amount 2 refers specifically to the total amount of administration fee applied when Fee Basis is set to 1.

Cap Adj (C) (cap adjustment)
Displays the amount of adjustment to exposure necessary based on a cap rule defined at the EP Class level, when the system calculates caps after the administration fee.

Select this link to access the Expense Cap Detail program (P1538B3), which enables you to review cap details.

Adj Amount (2) (adjustment amount 2)
Enter the amount that the system adds to the class exposure immediately after the administration fee is added.

Select this link to access the Class Adjustments Audit File form, which enables you to review historical class adjustment information.

Total Exp (total exposure)
Displays the calculated exposure.

Max Limit (C) (maximum limit C)
Enter the maximum allowable amount for the total class exposure. The system uses the value in this field for the adjusted class exposure when the calculated amount for the total class exposure is greater than this value. For example, if the total class exposure is 200,000 and the expense class limit is 175,000, the system uses 175,000 for the adjusted class exposure.

Adj Amt (adjustment amount)
Enter the adjustment amount. Depending on the adjustment calculation method, this value is the amount or percentage that the system uses to determine the minimum amount for the total class exposure.

Calc. (adjustment calculation)
Enter a code from UDC 15/CE that specifies the adjustment calculation method that was entered in the corresponding field, Adj Calc, on the Expense Participation Adjustments form.

Base
Enter the amount from in the Adjustment Base field on the Expense Participation Adjustments form for the detail line that specifies an adjustment calculation method of C and a maximum adjustment amount.

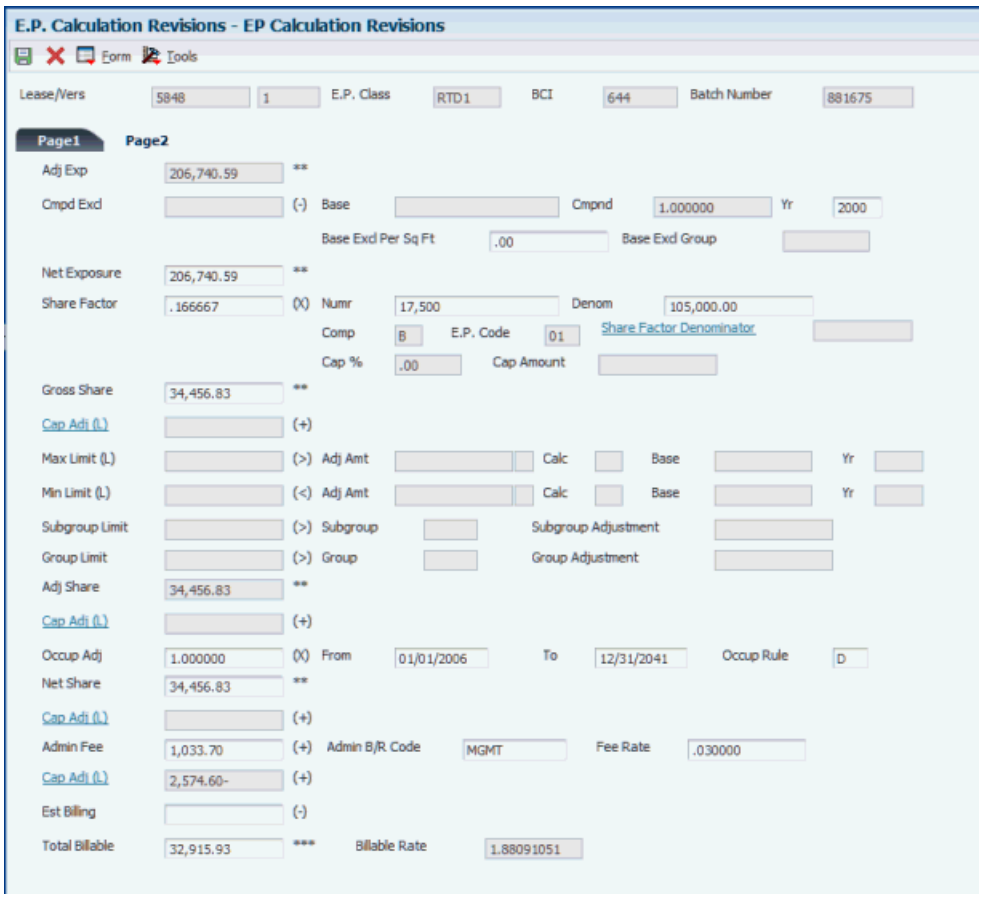
Yr (base year)
Enter the value that defines the base year for the maximum amount to be charged for the class.

Min Limit (C) (minimum limit C)
Enter the minimum allowable amount for the total class exposure. The system uses the value in this field for the adjusted class exposure when the calculated amount for the total class exposure is less than this value. For example, if the total class exposure is 150,000 and the class limit minimum is 175,000, the system uses 175,000 for the adjusted class exposure.

Adj Exp (adjustment exposure)
Enter the amount from which the system subtracts any base exclusions to determine the net exposure amount. The system compares the total exposure amount to the maximum or minimum adjustment amounts to determine the value.

Complete any of the input-capable fields on the Page 2 tab of the EP Calculation Revision form.

Figure 16–2 EP Calculation Revisions form - Page 2 tab



Adj. Exp. (adjusted exposure)
Displays the adjusted exposure amount from the Page 1 tab.

Cmpd. Excl. (compound exclusion)
Displays the amount that the system calculates based on the values in the Base Exclusion, Compound Factor, and Base Start Year fields on the E.P. Information Revisions form. This amount is calculated by compounding the base exclusion amount over several years.

The system uses the following formula: Y C = F x B, where C is the amount of compounded base exclusions, B is the base exclusion amount, F is the compound factor, and Y is the difference in years between the base year and the year for which expenses are extracted. However, if Y is zero then the amount of total exclusions is also zero.

Base
Enter a number that specifies the expense base amount for the class. The system uses this amount to calculate the compounded base exclusion, which it then subtracts from

the adjusted exposure before calculating a tenant's share. If you enter a value, you must also specify a value in the Base St Yr field on the E.P. Information Revisions form.

Cmpnd (compound)
Enter the percentage by which the system multiples the base exclusion amount to adjust for the next year. To increase the base amount, enter a percentage that is greater than 1. For example, to increase the base exclusion amount by 5 percent, enter **1.05.** To decrease the base exclusion amount, enter the percentage in a decimal format. For example, enter **.95** to specify 95 percent.

Yr (applicable year)
Enter the applicable year, including the century. For example, **2008.**

Base Excl Per Sq. Ft. (base year exclusion per square foot)
Enter the amount per area unit of measure (square foot) that the system excludes from the expense base amount for the class.

Base Excl Group (base exclusion group)
Enter a value that identifies a group of expense participation classes that are subject to a common base exclusion.

Net Exposure
Displays the value that the system multiplies by the share factor percentage to determine the gross share amount.

Share Factor
Displays a value that the system multiplies by the net exposure to determine the tenant's portion of the expenses of a class. This factor can be entered explicitly or it can be calculated based on the tenant's occupied space relative to the total area to which the expenses are applicable.

Numr (numerator)
Enter the rentable area of the tenant's unit, which is the numerator that the system uses to calculate the tenant's share of expenses. If you leave this field blank, the system retrieves the area from the lease. You can override the value.

Denom (denominator)
Enter the total area in square feet that applies to the expenses in which the tenant is participating. This value can be the total square footage of a building or property or the occupied square footage or the gross leaseable area.

Share Factor Denominator
Enter the code that identifies the units to exclude from the denominator portion of the calculation that the system uses to determine the tenant's share factor. For example, you can specify a share factor denominator that excludes anchor tenants (specified by the E.P unit type) that have more than 16,000 square feet (specified by the share factor area value).

The system uses the share factor denominator only when you assign it to the expense participation information that you set up for the lease. Select this link to access the Share Factor Denominator Audit form, which enables you to review historical information about share factor denominators.

Cap % (cap percentage)
Enter the percentage of the GLA that represents a minimum amount to use as the denominator to calculate the tenant's share factor if the building area that is retrieved is a lesser amount. For example, if the area method and type specify to use the average

leased occupied area (for the rentable area), and that amount is less than the percentage of GLA specified by the cap, the system uses the cap value.

Enter the percentage in a decimal format. For example, enter **.80** to specify 80 percent. The system does not calculate a cap that is greater than 100 percent.

Cap Amount
Enter the calculated value of the occupancy floor, which is based on the Average GLA and the cap percentage.

Gross Share
Displays the amount that the system derives by multiplying the share factor by the net exposure amount. The amount represents the tenant's share of expenses for the expense class before the system calculates the adjustments for occupancy, lease, and group limits. You can revise this value.

Max Limit (L) (maximum limit L)
Enter the maximum allowable amount for the tenant's share of expenses for the expense class. The system uses the value in this field for the adjusted share when the calculated amount for gross share is greater than this value. For example, if the gross share amount is 1500 and the maximum amount specified is 1200, the system uses 1200 for the adjusted share amount.

Adj Amt (adjustment amount)
Enter the adjustment amount. Depending on the adjustment calculation method, this value represents the amount or percentage that the system uses to determine the maximum amount for the tenant's share of expenses.

Calc (calculation type lease)
Enter a value from UDC 15/CE that the system uses to determine the maximum EP (expense participation) lease adjustment amount.

Base
Enter the amount that the system uses to calculate the maximum adjustment value for the lease.

Yr (start base year)
Enter the value that defines the start (base) year for the minimum amount to be charged for the lease.

Min Limit (L) (minimum limit L)
Enter the minimum allowable amount for the tenant's share of expenses for the expense class. The system uses the value in this field for the adjusted share when the calculated amount for gross share is less than this value. For example, if the gross share amount is 1500 and the minimum amount specified is 2000, the system uses 2000 for the adjusted share amount.

Subgroup Limit
Enter the maximum amount that the system uses for the combined gross share amounts of the expense classes in the subgroup.

Subgroup
Enter the code that identifies a second level group of expense participation classes that are subject to a common limit.

Subgroup Adjustment
The system adds the gross share amount for each expense class in the subgroup to calculates the amount. When the combined result is greater than the subgroup limit,

the system divides the subgroup limit by the combined result and then multiplies the resulting percentage by each gross share amount to calculate the net share amount for each expense class in the subgroup. The difference between the gross share amount and the net share amount for the subgroup is the subgroup adjustment amount.

When the combined gross share amounts for all of the expense classes in the subgroup is less than the subgroup limit, the system ignores it.

Group Limit
Enter the maximum amount that the system uses for the combined adjusted share amounts of the expense classes in the group.

Group
Enter the code that identifies the expense participation classes that are subject to a common group limit. For example, if two expense classes are set up, one for the expenses related to the parking structure and another for the maintenance expenses for the external grounds, you can either define a separate limit for each class or group the two classes and define a limit for the tenant's share of the combined expenses.

Group Adjustment
The system add the gross share amount for each expense class in the group to calculate the amount. When the combined result is greater than the group limit, the system divides the group limit by the combined result and then multiplies the resulting percentage by the gross share amount of each expense class to calculate the net share amount for each expense class in the group. The difference between the gross share amount and the net share amount for the expense class is the group adjustment amount.

When you specify a subgroup limit, the system adds the net share that it calculated for each subgroup, and adds that amount to the gross share of the expense classes (that do not have subgroups) within the group. Then, the system divides the group limit by the sum of the subgroup net share and group gross share amounts, and then multiplies the result by each subgroup net share and group gross share amount to calculate the group net share for each expense class. The difference between the subgroup net share amount and the group net share amount is the group adjustment amount.

When the combined adjusted share amount for the expense classes in the group is less than the group limit, the system ignores it.

Occup Adj (occupancy adjustment)
Displays the percentage that represents the number of days in the range specified by the values in the Occupancy From and Occupancy To fields on the expense participation record divided by the number of days in the range specified by the values in the Begin Date and End Date fields. The system uses the occupancy rule to determine the number of occupied days.

Occup Rule (occupancy rule)
Enter a code from UDC table 15/OC that specifies how the system prorates amounts and areas that are used in the expense participation calculation for units that are occupied for less than a complete billing period. Values are:

Blank: No occupancy factor.

D: Daily proration.

H: Half month proration.

P: Partial month proration.

Net Share
Enter the amount that represents the tenant's share of expenses for the expense class before the adjustment for the administration fee and estimated billings, if applicable.

Est Billing (estimated billings)
Displays the total amount of billings posted for the estimated bill code.

Total Billable
Enter the billable amount for the tenant's share of the expenses for the expense class specified.

Billable Rate
Displays the total billable amount divided by the tenant area.

Select Recalculate from the Form menu if you revise a field that affects the calculation, such as an amount or percentage field. The system recalculates the billable amount accordingly.

Note: The system does not recalculate the billable amount for changes that you make to these fields: Exclusion Rule, Share Factor Denominator, Cap % (cap percent), Occup Adj (occupancy adjustment), Comp (computation method), and E.P. Code.

To recalculate the billable amount based on the changes that you make to these fields, you must delete the calculation batch, revise the expense participation information, and regenerate the calculation.

16.2.5 Reviewing the Share Factor Denominator

Access the Share Factor Denominator Audit form.

The system adds the values in the column for the Denominator Area field to determine the GLA. The system adds the values in the column for the Cap Basis Area field to determine the GLOA. The system displays these values in the Denominator Area Total and Cap Basis Area Total fields in the header area of the form.

Note: The system displays the Cap Basis Area field only if you enter a value in the Cap % field in the header.

16.3 Generating Expense Participation Billings

This section provides an overview of expense participation billing generation and discusses how to:

- Run the E.P. Billing Generation program.
- Set processing options for E.P. Billing Generation (R15101).

16.3.1 Understanding Expense Participation Billing Generation

After you generate the calculation batch for the expense participation records, you use the E.P. Billing Generation program (R15101) to generate the expense participation billing records.

Note: You can use a processing option to specify the version of the Estimated EP Edit Report (R15113) that the system runs after the R15101 program. If you specify a version, the system runs the Estimated E.P. Generation program (R15102) and generates expense participation records for estimated amounts in the Estimated EP Recurring Billings worktable (F1502WB). Then, the system runs the R15113 program in proof mode to generate a report of the records in the worktable.

When you run the R15101 program, the system:

- Creates a batch header record in the Batch Control Records table (F0011).
- Assigns **1** as the batch type.
- Assigns **Error** as the batch status.
- Creates records in the Lease Billings Master table (F1511B) for each expense class.
- Changes the **G** to **B** in the Period field in the Billings Generation Control table (F15011B) to indicate that billing records exist.

  The system updates the value to **X** when the batch is posted to the JD Edwards EnterpriseOne Accounts Receivable or JD Edwards EnterpriseOne Accounts Payable system.

16.3.1.1 Related Tasks for Processing Expense Participation Billings

This table lists the related tasks you must perform after you run the E.P. Billing Generation program (R15101) to complete the expense participation billing generation process:

Task	Description
Generating the Billing Edit/Register (Required)	Run version XJDE0002 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. You can set the version processing option to run this program automatically upon completion of the E.P. Billing Generation program (R15101). (**Release 9.1 Update**) The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up. See Generating the Billing Edit/Register Report.
Reviewing and revising expense participation billing records	Select RE Billing Review from the Row menu in the Real Estate Journal Review program (P150011) to review the batch of expense participation billing records and revise or delete billing transactions as necessary. See Reviewing Transaction Batches.

Task	Description
Posting invoices and vouchers (Required)	Post the billing transactions to generate the invoice or voucher records. You can post batches at an Approved status. Depending on the lease, you run the R15199 program to generate either invoices or vouchers. For payable leases, the system creates vouchers with a Supplier Invoice Number (VINV) as a combination of doc type, doc number (for the voucher) and company. (**Release 9.1 Update**) The R15199 program has been updated to determine if billing records should be included in the revenue recognition process by comparing the information on the billing transaction to the Real Estate trigger configuration. If at least one pay item from the billing invoice is included in revenue recognition processing, the system writes journal entries to the performance liability accounts instead of writing to the billing accounts and creates the corresponding entries for revenue recognition in these tables: ■ Revenue Recognition Invoice (F03B116) ■ Revenue Recognition GL Info (F03B117) ■ Customer Ledger Tag Table (F03B11T) See Posting Invoices and Vouchers.
Printing invoices	Print invoices and send them to the tenants. See Printing Invoices.
Printing statements	Print statements and send them to the tenants. See Printing Statements.
Reviewing billing transactions	Review recurring billing transactions in detail using the Billings Transaction Inquiry program (P15211). See Reviewing Billing Transactions.
Reviewing invoice transactions	Review the invoices generated from recurring billing transactions by using the Tenant Ledger Inquiry program (P15222). See Reviewing Billing Transactions.
Reviewing voucher transactions	Review the vouchers generated from recurring billing transactions by using the Supplier Ledger Inquiry program (P0411).

16.3.2 Running the E.P. Billing Generation Program

Select Expense Participation (G1523), E.P. Billing Generation.

16.3.3 Setting Processing Options for E.P. Billing Generation (R15101)

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

16.3.3.1 Process

1. Batch Number to Process
Specify the batch number of the expense participation calculation records for which the system generates billing records. If you leave this processing option blank, the system does not generate billing records for any calculation batches.

2. G/L Date (general ledger date)
Specify the general ledger date to assign to the billing records that the system generates. If you leave this processing option blank, the system assigns today's date.

3. Inflation Rate For Recurring Billings
Specify the percentage by which the system multiplies the recurring billing amount for estimated expense participation billings to adjust for an inflation rate.

Enter the percentage in a decimal format. For example, enter **.05** to specify 5 percent.

The system uses this processing option only when you specify a version in the Estimated EP Edit Report (R15113) processing option. If you do not specify a version, the system ignores this processing option.

16.3.3.2 Versions

1. Billing/Edit Register (R15300)
Specify the version of the R15300 program to run after the system generates the expense participation billing records. If you leave this processing option blank, the system does not run the R15300 program automatically.

2. Estimated EP Edit Report (R15113)
Specify the version of the R15113 program to run after the system generates the expense participation billing records. The system runs the R15113 program in proof mode only (to generate a report), regardless of the setting of the Print Edit Report processing option for the version. If you leave this processing option blank, the system does not print a report.

16.4 Deleting Expense Participation Batches

This section provides an overview of the E.P. Batch Delete program (R158061) and discusses how to:

- Run the E.P. Batch Delete program.
- Set processing options for E.P. Batch Delete (R158061).

16.4.1 Understanding the E.P. Batch Delete Program (R158061)

If, after generating the expense participation calculations, you find that the expense participation information was not set up correctly, you can run the E.P. Batch Delete program (R158061) to remove the records from the E.P. Billing Register table (F1538B). You should delete expense participation batches only when your revisions affect multiple lease records or an expense class.

You can delete expense participation batches, even after the system has generated billing records for actual amounts, if they have not been posted to the JD Edwards EnterpriseOne Accounts Receivable or JD Edwards EnterpriseOne Accounts Payable systems. If you have already posted records, the system does not delete them when you run the R158061 program; you must enter manual billing records for adjustments.

The system deletes the unposted billing records from the following tables:

- Lease Cap History (F15153)
- E.P. Class Cap Expenses History (F15303)
- Share Factor Denominator Audit (F150122A)
- EP Billing Account Adjustments Audit (F1539A)
- EP Billing Class Adjustments Audit (F1539C)
- EP Billing Account Exclusions Audit (F1539E)
- EP Billing Adj Factor EP Class Audit (F1539FC)
- EP Billing Adj Factor Lease Audit (F1539FL)
- Occupancy Gross Up Audit (F1538B1)
- Exclusion/Redistribution (F1538B2)
- E.P. Billing Register (F1538B)
- E.P. Audit File (F1532B)
- Estimated E.P. Recurring Billings (F1502WB)
- Lease Billings Master (F1511B)
- Billing Batches Summary (F1511B1)
- Billings Generation Control (F15011B)
- Batch Control Records (F0011)

The system also removes the **G** from the billing period in the Billings Generation Control table (F15011B). The system unlocks the recurring billing record only when all of the periods in the F15011B table are blank.

Note: When you generate the recurring billing records for estimated expense participation amounts, the system locks the calculation batch, even if the actual amounts have not been generated. After the calculation batch is locked, the system does not delete or unlock the record.

16.4.2 Running the E.P. Batch Delete Program

Select Expense Participation (G1523), E.P. Batch Delete.

16.4.3 Setting Processing Options for E.P. Batch Delete (R158061)

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

16.4.3.1 Process

1. Batch Number
Specify the batch number of the records to delete.

2. Proof or Final Mode
Specify whether to run the program in proof (edit) or final (update) mode. Values are:

Blank: Proof mode. The system generates a report of the records to delete, but does not remove records from E.P. Billing Register table (F1538B).

1: Final mode. The system generates a report and removes records from the F1538B table.

3. Calculation Generation Results
Specify whether to delete records that the system creates when you run Expense Participation Calculation Generation (R15110). Values are:

Blank: Delete all records. The system deletes all unposted records from all tables that are associated with the selected batch.

1: Do not delete.

When you enter **1** in this processing option, the system:

- Does not delete records from the E.P. Billing Register (F1538B), the Expense Participation Audit File (F1532B), or from any of the audit files associated with the batch.
- Deletes unposted records that are created by processes run subsequent to R15110. The system deletes records only in the Lease Billings Master (F1511B), Billing Batches Summary (F1511B1), and Estimated E.P. Recurring Billings (F1502WB) tables, if the system runs a version of Estimated EP Edit report (R15113) from the R15101 program.
- Resets the billing control status in the F15011B table. For example, if you run EP Billings Workfile Generation (R15101), the system resets the billing control status from B to G so you can run the R15101 again for the same batch.
- Resets the batch status in the F0011 table to U, which indicates that the batch is in use and has not yet been posted.

Note: The system does not delete posted records regardless of the setting in this processing option.

16.5 Generating Estimated Expense Participation Billings

This section provides overviews of the methods to generate estimated expense participation billings and estimated recurring billing record revisions and discusses how to:

- Run the Estimated E.P. Generation program.
- Set processing options for Estimated E.P. Generation (R15102).
- Run the Estimated E.P. PSF Generation program.
- Set processing options for Estimated E.P. PSF Generation (R15114).

16.5.1 Understanding the Methods to Generate Estimated Expense Participation Billings

In addition to generating expense participation billings for actual expenses, you can generate expense participation billings for estimated expenses for the upcoming year.

You can generate estimated expenses using one of three methods. This table outlines each method and its corresponding steps:

Method	Steps
Generate estimated expense participation billings simultaneously with the actual expense participation billings, based on the actual billing amounts.	1. Run the E.P. Calculation Generation program (R15110) for generation type 2 (actual billings). 2. Run the E.P. Billing Generation program (R15101) with the processing option set to generate estimated billings or run the Estimated E.P. Generation program (R15102) on the calculation batch for actual amounts.
Generate estimated expense participation billings separately from actual billings, using a different criteria for the calculation, if desired.	1. Run the E.P. Calculation Generation program (R15110) for generation type 6 (estimated billings). 2. Run the Estimated E.P. Generation program (R15102).
Generate estimated expense participation billings based on a per square foot rate.	Run the Estimated E.P. PSF Generation program (R15114).

Regardless of the method that you use, you must run the Estimated E.P. Edit/Update program (R15113) afterwards to generate records in the Recurring Billings Master table (F1502B) that you process as a recurring billing for the upcoming year. After you generate records in the F1502B table, you must run the Recurring Billing Generation program (R15100) to generate records in the Lease Billings Master table (F1511B), and then post the records to the JD Edwards EnterpriseOne Accounts Receivable or JD Edwards EnterpriseOne Accounts Payable system.

16.5.1.1 E.P. Billing Generation Program (R15101)

If you want to generate estimated expense participation billings at the same time that you generate actual expense participation billings, you can specify a version of the Estimated EP Edit report (R15113) to run in a processing option in the E.P. Billing Generation program (R15101). When you specify a version of the R15113 report, the system runs the Estimated E.P. Generation program (R15102), and then runs the Estimated E.P. Edit/Update program (R15113) in proof mode to generate a report.

The system updates these tables for estimated expenses:

- Estimated EP Recurring Billings worktable (F1502WB).

  The system generates a record for each expense class.

- Billings Generation Control table (F15011B).

  The system generates a record for each expense class for generation type 6 and updates the appropriate Bill Period field to **G.**

The system generates estimated billing amounts based on the billing frequency in the calculation record.

16.5.1.2 Estimated E.P. Generation Program (R15102)

If you prefer not to generate estimated expense participation billings at the time that you generate actual billings, or if you want to use a different calculation batch than was generated for the actual billings, you run the Estimated E.P. Generation program (R15102). You can run this program for any calculation batch, regardless of its generation type. For example, if the calculation batch was generated for actual billings (generation type 2), you can still use that batch to generate estimated billings.

When you run the R15102 program, the system:

- Retrieves the calculation record from the E.P. Billing Register table (F1538B).
- Generates a record for each expense class in the Estimated EP Recurring Billings worktable (F1502WB).
- Generates a record for each expense class in the Billings Generation Control table (F15011B), if necessary, and updates the appropriate Bill Period field to **B.**

> **Note:** If you generated the calculations for estimated expenses (generation type 6), the records already exist in the F15011B table and the system merely updates the Bill Period field from **G** to **B.**
>
> If you generated the calculations for actual expenses (generation type 2), the system creates the F15011B records for the estimated expenses when you run this program.

You can use processing options to specify the batch number for the associated calculation batch and to enter the rate of inflation. Additionally, you can specify a version number so that the system automatically runs the Estimated E.P. Edit/Update program (R15113) in proof mode to generate a report. If you do not specify a version number for the R15113 program, the system does not print a report of the records it generates in the F1502WB table.

The system generates estimated billing amounts based on the billing frequency from the calculation record.

16.5.1.3 Estimated E.P. PSF Generation Program (R15114)

As an alternative to generating estimated expense participation billings based on a calculation batch, you run the Estimated E.P. PSF Generation report (R15114) to calculate the estimated billing amounts based on an amount per square foot. To do this, you must set up a log record for each expense class. You assign the same log class code to each of these records and enter the expense class in the Amenity ID field (AMID) and the amount per square foot in the Units field (PMU1). You can enter information for either the lease log or the building log. If information exists in both logs for the same expense class, the system uses the amount per square foot from the lease log.

For example, you could enter the following setup information on the Log Details form. The log class is SF, the expense classes are CAMS and UTIL, and the amount per square foot for each expense class is 200 and 125, respectively.

When you run the R15114 program, the system multiples the amount per square foot for the expense class by the number of square feet specified in the Tenant's SF field (EPOF) from the corresponding expense participation information record, and then generates a record in the Estimated EP Recurring Billings table (F1502WB) for the estimated annual billing amount. The system always uses an annual frequency when you run this program. When you run the Estimated E.P. Edit/Update program (R15113), you can use a processing option to assign the billing frequency to the recurring billing records that the system generates.

See Also

- Generating Expense Participation Billings.
- Generating Estimated Expense Participation Billings.

Note: The system does not generate records in the Billings Generation Control table until you run the Recurring Billing Generation program (R15100).

16.5.2 Understanding Estimated Recurring Billing Record Revisions

When you erroneously generate records in the Estimated EP Recurring Billings table (F1502WB) or have to revise the calculation information, complete the following tasks:

- Run the E.P. Batch Delete program (R158061) to delete the appropriate records.
- Revise the necessary expense participation information.
- Regenerate the calculations.
- Rerun the Estimated E.P. Generation program.

You cannot delete the records in the F1502WB worktable without also deleting the calculation records in the F1538B table. However, you can continue to generate the recurring billing information records by running the Estimated E.P. Edit/Update program (R15113), and then revising the recurring billing information as necessary.

Caution: If you do this, though, the calculation does not support your revisions.

See Also:

- Deleting Expense Participation Batches.
- Revising Expense Participation Calculations.

16.5.3 Running the Estimated E.P. Generation Program

Select Expense Participation (G1523), Estimated E.P. Generation.

16.5.4 Setting Processing Options for Estimated E.P. Generation (R15102)

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

16.5.4.1 Process

1. Batch Number to Process
Specify the batch number of the expense participation calculation batch to process. If you leave this processing option blank, the system does not process any records.

2. Inflation Rate
Specify the percentage by which the system multiplies the recurring billing amount for estimated expense participation billings to adjust for an inflation rate.

Enter the percentage in a decimal format. For example, enter **.05** to specify 5 percent.

16.5.4.2 Versions

1. Estimated EP Edit Report (R15113)
Specify the version of the R15113 program to run in proof mode so that the system can generate a report of the records that it updated in the Estimated EP Recurring Billings worktable (F1502WB).

If you leave this processing option blank, the system updates the records but does not generate a report.

> **Note:** The system always runs the Estimated E.P Edit/Update program in proof mode even when the processing option of the version specified is set to run the program in final (update) mode.

16.5.5 Running the Estimated E.P. PSF Generation Program

Select Expense Participation (G1523), Estimated EP PSF Generation.

16.5.6 Setting Processing Options for Estimated E.P. PSF Generation (R15114)

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

16.5.6.1 Process

1. Generation Date
Specify the date that the system uses to generate estimated expense participation billing records. The system uses this date, and the following dates, to determine the leases to process:

Lease beginning and ending dates

Lease log line effective dates

Building beginning and ending dates

Building log line effective dates

E.P. information effective dates

> **Note:** When information for the same expense class is specified in both the lease log and the building log, the system uses the estimated expense participation billing record for the lease log.

2. Recurring Billing Start Month
Specify the beginning date to use on the recurring billing record that the system generates when you run the Estimated EP Edit/Update program (R15113). Use this processing option with the Recurring Billing Start Year processing option. For example, if you enter **6** for this processing option and **05** as the recurring billing start year, the system uses June 01, 2007, as the starting date on the recurring billing record.

3. Recurring Billing Start Year
Specify the beginning date to use on the recurring billing record that the system generates when you run the Estimated EP Edit/Update program (R15113). Use this processing option with the Recurring Billing Start Month processing option. For

example, if you enter **05** for this processing option and **6** as the recurring billing start month, the system uses June 01, 2007, as the starting date on the recurring billing record.

4. Log Class for PSF Amounts (log class for per square foot amounts)
Specify the log class to use to retrieve the amount per square foot for the expense class from the lease or building log. When the expense class is set up for the same log class in both the lease and building logs, the system uses the value from the lease log.

5. Search Default for Lease Version
Specify whether the system calculates estimated expense participation per square foot for the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

1: Uses the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007, and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

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

16.5.6.2 Update

1. Proof or Final
Specify whether to process the records in proof or final mode. Values are:

Blank: Proof mode. The system generates only a report of the records it retrieves to process.

1: Final mode. The system generates records in the Estimated EP Recurring Billings worktable (F1502WB) and generates a report.

16.6 Updating Estimated Expense Participation Billings

This section provides an overview of estimated expense participation billing update and discusses how to:

- Run the Estimated E.P. Edit/Update program.
- Set processing options for Estimated E.P. Edit/Update (R15113).

16.6.1 Understanding Estimated Expense Participation Billings Update

To complete the expense participation process, you must run the Estimated E.P. Edit/Update program (R15113) to generate estimated billings. When you run the R15113 program, the system creates a record in the Recurring Billings Master table (F1502B) for each record in the Estimated EP Recurring Billing worktable (F1502WB), based on the batch number that you specify. The system also removes the record from the F1502WB table and locks the corresponding calculation record, if one exists, in the EP Billing Register table (F1538B).

When the system generates the new recurring billing record for estimated expenses, it suspends the existing record. Therefore, you can run the R15114 program as often as necessary without having to manually suspend or delete erroneous recurring billing records.

Note: The system does not create estimated expense participation records in the F1538B table when you run the Estimated E.P. PSF Generation program (R15114).

The system locks the calculation records in the F1538B table, regardless of whether the system has generated or posted actual expense participation billing records. Therefore, if you are generating actual and estimated expense participation billings, you must generate the billing records for the actual amounts before you generate the recurring billing records for estimated amounts. You cannot run the E.P. Billing Generation program (R15101) on locked calculation batches.

16.6.1.1 Catch-Up Billings

The system can also generate a record for catch-up billings, if specified in the processing option, when the estimated amount billed for the year and the actual amount differ. For example, if the amount of estimated expenses billed each month is 1,400.00, and the actual annual amount (divided by 12) is 1,600.00, the system generates a catch-up billing for 2,400.00, which represents the difference between the estimated and actual amounts (200) multiplied by the number of months in the billing cycle (12).

You can specify whether the catch-up billing is based on estimated amounts only, estimated amounts less adjustments (write-offs), or estimated amounts less payments (receipts). The method you use directly affects the catch-up billing amount.

16.6.1.2 Estimated Per Square Foot Calculations

If you generated estimated expense participation billings using the Estimated E.P. PSF Generation program, when the system generates the recurring billing record, it uses the area billings value from the lease, not the area that is assigned to the expense participation information record. The system uses this area and the annual billing amount (which is calculated using the area from the expense participation record) to derive the rate per square foot that appears on the Recurring Billing Revisions form.

For example, if the expense participation information record specifies an area of 6,000 square feet and the log record specifies an amount per square foot of 310.00, the system calculates the annual estimated billing amount as 1,860,000.00. However, if the area on the lease is 5,000 square feet, the system divides 1,860,000 by 5,000 to derive a rate per square foot of 372 (not 310), which appears on the recurring billing information record.

16.6.2 Running the Estimated E.P. Edit/Update Program

Select Expense Participation (G1523), Estimated E.P. Edit/Update.

16.6.3 Setting Processing Options for Estimated E.P. Edit/Update (R15113)

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

16.6.3.1 Process

1. Batch Number to Process
Specify the number of the estimated expense participation batch to process. If you leave this processing option blank, the system does not process any records.

2. Copy Area From Work Table
Specify whether to copy the area value (for example, the square footage amount) from the Estimated EP Recurring Billings table (F1502WB) into the records in the Recurring Billings Master table (F1502). Values are:

Blank: Do not populate area value.

1: Copy area from work table.

3. Override Description
Specify the description to use in the remark field on the recurring billing records. Values are:

Blank: Use Estimated Expense Participation as the default remark.

1: Use the description of the bill code.

4. Proof or Final
Specify whether the system processes records in proof or final mode. Values are:

Blank: Proof mode. The system generates only a report of the records to process, but does not generate records in the Recurring Billings Master table (F1502B).

1: Final mode. The system generates records in the Recurring Billings Master table (F1502B) and generates a report.

5. Billing Frequency Code
Specify the billing frequency code to assign to the recurring billing records that the system generates.

Note: When an existing billing record is suspended and replaced with a new billing record, the system assigns the billing frequency from the suspended record to the new billing record and ignores the setting of this processing option.

---

6. Amount to Calculate
Specify whether the system selects the amount from the Netshare field or from the Total Billable field when calculating the recurring billing records. Values are:

Blank: The system uses the NetShare value from the F1538B table when calculating the value in the Amount field on the R15113 report.

1:The system uses the Total Billable value from the F1538B table when calculating the value in the Amount field on the R15113 report..

16.6.3.2 Print

1. Display of Tax Fields
Specify whether the system includes tax information on the report. Values are:

Blank: Use the setting of the Tax Suppress field in the Real Estate Management constants to determine whether to include the tax information on the report.

0: Include.

1: Do not include.

16.6.3.3 Select

1. Effective Date Selection
Specify the date to assign to the Starting Date field (EFTB) on the recurring billing record that the system generates. Values are:

Blank or **1:** Use the date from the corresponding field on the record in the Estimated EP Recurring Billings worktable (F1502WB).

2: Add one month to the value of the Ending Date field (EFTE) on the record in the F1502WB table and use it as the starting date.

2. Months To Billing Term
Specify the number of months to add to the starting date of the recurring billing record, based on the setting of the Effective Date Selection processing option, to determine the ending date to assign to the record.

3. Override Beginning Effective Date
Specify the starting date to assign to the recurring billing records. If you specify a date in this processing option, the system ignores the setting of the Starting Date processing option.

4. Catch-Up Billings
Specify whether to generate a catch-up billing record, based on the method specified in the Catch-Up Billing Calculation Method processing option, to reconcile the amount of the estimated expenses to the actual expense amounts that the system calculated. For example, if the annual amount of the actual expenses is 10,000 and the annual amount of estimated expenses paid is 8,000, the system generates a recurring billing record for the amount of the difference (2,000). Values are:

Blank: Generate.

1: Do not generate.

5. Catch-Up Billing Calculation Method
Specify the method to calculate the catch-up billing record if the Catch-Up Billings processing option is blank. Values are:

Blank: Use the estimated billing amounts.

1: Use the estimated billing amounts less any adjustments, such as write-offs.

2: Use the payment amounts of the estimated billings, including the amount of any unapplied receipts. To include the estimated expenses, you must enter the unapplied receipts for the same bill code.

6. Receivables/Payables Retrieval Date
Specify the date type to use to determine the adjustment and payment records to retrieve from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). The system retrieves the records for the billing term based on the date type that you specify. Values are:

Blank: Invoice date

1: Due date.

2: Service or tax date.

3: GL date.

16.6.3.4 Thresholds

1. Threshold For Change Amount
Specify the amount of change between the actual billing amount and the estimated billing amount that is necessary to generate a recurring billing record for the estimated expenses.

For example, if you enter **500,** the difference between the annual actual expense amount and the annual estimated expense amount must be at least 500, or the system does not generate a new recurring billing record for the estimated amount.

2. Threshold for Change Percent
Specify the percent of change between the actual billing amount and the estimated billing amount that is necessary to generate a recurring billing record for the estimated expenses.

For example, if you enter **.05,** the difference between the annual actual expense amount and the annual estimated expense amount must be at least 5 percent, or the system does not generate a new recurring billing record for the estimated amount.

Enter the percentage in a decimal format. For example, enter **.05** to specify 5 percent.

3. Threshold Calculation
Specify the threshold criteria to use to generate the recurring billing record for the estimated expenses. Values are:

Blank: Generate a recurring billing record for estimated expenses when the difference between the actual and estimated annual billing amounts exceeds both the amount and the percentage specified in the Threshold for Change Amount and Threshold for Change Percent processing options. When the estimated amount does not exceed both threshold criteria, the system does not generate a recurring billing record.

1: Generate a recurring billing record for estimated expenses when the difference between the actual and estimated annual billing amounts exceeds either the amount or the percentage specified in the Threshold for Change Amount and Threshold for Change Percent processing options. When the estimated amount does not exceed one of the threshold criteria, the system does not generate a recurring billing record.

17

Processing Escalation Billings

This chapter contains the following topics:

- Section 17.1, "Understanding Escalation Billings"
- Section 17.2, "Setting Up Escalation Indices"
- Section 17.3, "Setting Up Escalation Information"
- Section 17.4, "Calculating Escalation Billings"
- Section 17.5, "Generating Recurring Escalation Billing Records"

17.1 Understanding Escalation Billings

In the real estate management industry, commercial leases are often set up with terms to regularly increase the rent or other charges according to an index such as the Consumer Price Index (CPI) or Porter's Wage. The process that you run to calculate and increase the tenant's rent amount is called *escalation*.

This table describes the tasks in the escalation billing process:

Tasks	Description
Set up escalation indices.	The escalation index that you set up, such as the CPI, Porter Wage, or some other user-defined index, provides the current rate that the system uses to determine the amount of escalation to bill.
Set up escalation information.	The escalation information includes the base index, which the system compares against the current index to determine the escalation amount, the date and bill code to use to retrieve estimated escalation billings, the bill code to assign to recurring billing records that the system generates, and the calculation method to use. You can also set up maximum and minimum escalation limits, as well as adjustments to the escalation rate before the system calculates the escalation amount. **(Release 9.1 Update)** The Escalation Revisions form has been updated to enable users to set up escalation information for leased assets on lessee leases.

Tasks	Description
Generate the escalation billings.	The system compares the current index to the base index to calculate the gross percent escalation using this formula: (current index –base index) ÷ base index **Note:** If you use the Porter's Wage index, the system might use a different formula, depending on the computation method. The system then multiplies the gross percent escalation by the recurring billing amounts to determine the amount of the escalation to bill. Processing options enable you to specify whether to prorate amounts based on a partial year and whether to perform catch-up billings. The system updates the Lease Billings Master table (F1511B) and the Tenant Escalation Master table (F15016B). **(Release 9.1 Update)** This program has been updated to process escalations for leased assets on lessee leases. Note that all billing records generated by this program for leased assets that are processed using balance sheet lessee accounting are created with the Effect on Lease Liability value set to No. These new billing lines have no impact on the amortization schedules for the leased assets.
Generate new recurring billing amounts.	You run the Escalation Update Without Post program (R15152) to generate the recurring billing record for the escalation amount. Depending on processing option settings, you can either combine the escalation amount with the rent amount or generate a separate recurring billing record for the escalation amount. If you generated catch-up escalation billing amounts, you can run the R15152 program when you post the catch-up billing records, instead of as a separate step. The system updates the Recurring Billings Master table (F1502B) and the Tenant Escalation Master table (F15016B). **(Release 9.1 Update)** This program has been updated to process escalations for leased assets on lessee leases. Note that all billing records generated by this program for leased assets that are processed using balance sheet lessee accounting are created with the Effect on Lease Liability value set to No. These new billing lines have no impact on the amortization schedules for the leased assets.
Post the escalation billings.	If you generated catch-up escalation billing amounts, you must post them to generate the invoice (or voucher) records and update the appropriate general ledger accounts.

17.2 Setting Up Escalation Indices

This section provides an overview of escalation indices, lists a prerequisite, and discusses how to set up escalation indexes.

17.2.1 Understanding Escalation Indices

The first step in the escalation process is to identify and set up the escalation indices the system uses to calculate the escalation amount. Use the Escalation Indices program (P1550) to specify the index, the calendar year for which the index applies, and the monthly index amounts. The system uses the periodic change in the amounts specified to derive a rate by which to calculate the escalation amounts.

This table provides additional information about the most commonly used indices:

Index	Description
Consumer Price Index (CPI)	The CPI measures the general increase in consumer prices (inflation) at the city, state, regional, and national levels. For example, suppose that the index for January 2007 is 169.24 and the index for January 2008 is 178.38. Inflation for 2007 is the percent increase between the two indices, which is 5.4 percent. The U.S. government publishes the CPI monthly, with a three-month lag time. For most metropolitan areas, the regional index is published every six months.
Porter's Wage Index	The Porter's Wage is a special index that has been used historically in the metropolitan area of New York. This index is based on the Porter's Union Wage contract, which consists of base rates and fringe benefits that are renegotiated periodically by the union. Leases set up for a building can relate to the sum of a specific combination of these rates. The comparative increase in this sum from year to year, which can be expressed as a rate per square foot, determines the increase in rent. Note the following: ■ Although this index is becoming obsolete, many older leases still include this term. ■ You must use a method outside of the system to calculate the sum of the base and fringe rates and to establish an index that reflects this amount for each year. ■ Because each building might relate to a unique combination, you might have to maintain more than one Porter's Wage index. **(Release 9.1 Update)** You cannot use the Porter's Wage Index when setting up escalations for non-property leased assets on a lessee lease. The Porter's Wage Index uses square footage in the calculation, and that information is not available for non-property assets.
User-Defined Index	User-defined indices can be set up to use some other criteria for increasing the rent. For example, you could escalate the rent of a building based on an increase in the operating costs, or you could set up an index that is based on the prime rate or other treasury note rates.

The system stores escalation index information in the Escalation Index Master table (F1550).

As an alternative to reviewing the escalation indices online, you can print the Escalation Indices Listing report (R1550P).

See JD Edwards EnterpriseOne Real Estate Management Reports: A to Z.

17.2.2 Prerequisite

Before you complete the tasks in this section, you must set up the escalation indices in UDC table 15/IX.

17.2.3 Forms Used to Setting Up Escalation Indices

Form Name	FormID	Navigation	Usage
Work With Escalation Indices	W1550C	Escalations (G1524), Escalation Indices	Review and select an escalation index.
Escalation Index Revision	W1550B	On the Work With Escalation Indices form, click Add.	Set up escalation indices.

17.2.4 Setting Up Escalation Indices

Access the Escalation Index Revision form.

Escalation Index
Enter a user-defined code from UDC table 15/IX that specifies the escalation index.

Calendar Year
Enter the fiscal year.

January Index through December Index
Enter the index amount for the corresponding month for the specified escalation index and calendar year.

17.3 Setting Up Escalation Information

This section provides overviews of escalation information and escalation calculations examples and discusses how to:

- Set processing options for Escalation Information (P15016).
- Set up escalation information.

17.3.1 Understanding Escalation Information

After you set up the escalation indices, you must use the Escalation Information program (P15016) to set up escalation information for each lease for which you generate escalation billings.

This table describes the escalation information that is required to generate the recurring escalation billing records:

Escalation Information	Description
Index	Specify an index by which to calculate the escalation and the base index amount. The system uses both index amounts to derive a rate, which it multiplies by a basis amount to calculate the escalation.

Escalation Information	Description
Bill codes	Specify the bill codes to use to retrieve amounts and to assign to the escalation billing records that the system generates in recurring billing: ■ Bill Code - The system assigns the value in the Bill Code field (GLC) to the escalation billing records that it generates for catch-up billings. ■ Estimated BRCD - The system uses the value in the Estimated BRCD field (BRCD) to retrieve the amounts from the estimated escalation recurring billings records to determine the amount of catch-up billing to generate, if any. The system also assigns this value to the escalation billing records that it generates for recurring billing, unless you specify to combine the escalation and rent amounts. ■ Rent BRCD - The system uses the value in the Rent BRCD field (BRRT) to retrieve the annual amount to use as the original basis, unless you specify a value in the Original Basis field (BESA). Depending on the processing option settings of the Escalation Update Without Post program (R15152), the system might assign this bill code to the recurring billing record that it generates when you combine escalation and rent amounts.
Dates	Specify these dates: ■ Effective dates for the escalation information (Begin Date and End Date fields). ■ Effective dates for the base index (Base Start Month, Base Start Year, Base End Month, and Base End Year fields). ■ Effective dates for generating the escalation amount (Next Month, Next Year, and Period Length fields). When you generate the escalation recurring billing record, the system updates these fields based on the billing frequency.

Escalation Information	Description
Computation method	Specify one of these computation methods: ■ Direct (D) - The system retrieves the index amount based on the index code that you entered directly from the index table. ■ Average (C) - The system uses an average of the index values for the term of the escalation billing period. For example, if the escalation term is 9/01 through 12/31 (four months), the system retrieves and sums the index amounts for the corresponding months, and then divides that result by the number of periods (four) to derive the average amount to use as the index amount. The system does not include missing or zero index values when it derives the average amount to use.
Basis amount	Specify the amount to use as the basis for the escalation. You can enter a value in the Original Basis field (BESA), use the annual rent amount from recurring billing, or use the escalated rent amount (the system adds the annual amounts for the rent and estimated bill codes).

You can also specify escalation limits and make adjustments to the index amount that the system uses and Porter Wage information.

The system stores escalation information in the Tenant Escalation Master table (F15016B).

17.3.1.1 Alternate Tax Rate/Area Assignment in Escalation Information (Release 9.1 Update)

If you have enabled the alternate tax rate/area assignment functionality for the company of the building, the system retrieves the alternate tax rate/area when you add or modify escalation information. The system retrieves the alternate tax rate/area only when the tenant and building are in the European Union and an alternate tax rate/area is set up for the entities in the Alternate Tax Rate/Area Definition program (P40081).

If you change the building in a detail line, the system will retrieve the alternate tax rate/area based on the new building if the building is set up with an alternate tax rate/area definition. If you manually override the tax rate/area in a detail line, then the system does not retrieve the alternate tax rate/area when you change the value for the building.

See Also:

Section 3.2.2, "Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)"

17.3.2 Understanding Escalation Examples

These examples explain how the system uses escalation information to calculate the escalation amount. One example shows how the system calculates the escalation

amount using a conventional index such as the CPI, and the other example shows how the system calculates the escalation amount using the Porter's Wage Index.

17.3.2.1 Example A: Consumer Price Index - Computation Methods D and C

This example shows how the system calculates the escalation amount using a conventional index such as the CPI.

For this example, review the fields and values that you set up in the Escalation Indices program (P1550):

- Escalation Index: **CPI**
- Calendar Year: **2007**
- January Index: **420.10**
- February Index: **420.60**
- March Index: **421.20**
- April Index: **421.50**
- May Index: **422.00**
- June Index: **422.40**
- July Index: **422.65**
- August Index: **422.90**
- September Index: **423.30**
- October Index: **423.75**
- November Index: **424.05**
- December Index: **424.50**

Review the fields and values for the setup information in the Escalation Information program (P15016) for Lease 100:

- Index Code: **CPI**
- B F (billing frequency): **M**
- Period Length: **12**
- Next Month: **01**
- Next Year: **08**
- Min % Per Year (minimum percent per year): **.015**
- Max % Per Year (maximum percent per year): **.045**
- Lease Factor: **.90**
- Base Index: **416.40**
- Original Basis: **60,000.00**

This table lists the fields and values for the setup information in the Escalation Billing Generation program (R15150):

- 1. Escalation Generation Date: **03/01/2008**
- 1. Amount Used for Catch-Up Billings: **1** (estimated billings less adjustments)
- 2. Process Catch-Up Billings: Blank

The system performs these steps to calculate the escalation amount using a conventional index:

1. Because an override date has not been entered in the processing options of the Escalation Billing Generation program (R15150), the system retrieves the current index value based on the computation method that is entered and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information:

   – If the calculation method is D (direct), the system retrieves the index for the month before the month entered in the Next Month field.

     In this example, the system would retrieve the index for December 2007 (424.50).

   – If the calculation method is C (average), the system uses the value in the Next Month field and the period length to determine the average index to use.

     In this example, because the period length is 12, the system uses the average index for 2007 (422.41).

   Note: The computation method dictates only which index amount to use as the current index, so the remaining calculations in this example uses the index retrieved for computation method D.

2. The system uses the formula (current index –base index) ÷ base index to calculate the gross escalation rate that it multiplies by the basis amount.

   In this example, the rate of escalation is 0.01945 [(424.50 –416.40) ÷ 416.40].

3. Because the setup information includes a lease factor of 90 percent, the system multiplies the gross escalation rate by the lease factor to derive a new rate of .017505.

4. Because the rate does not exceed either the minimum or maximum percentages, the system ignores them.

   If the rate were less than .015 or greater than .045, the system would have substituted the minimum or maximum rate for the calculated rate.

5. The system multiplies the escalation rate (.017505) by the basis amount (60,000) to calculate the escalation amount.

   In this example, the escalation amount is 1,050.30 for year 08.

   Note: Depending on the setting of the Original or Last field (ORLS), the system uses either the original or last basis amount in the calculation. If the system is calculating the escalation for the lease for the first time, the system always uses the original basis amount.

6. To determine the escalation amount per month (periodic adjustment amount), the system divides the escalation amount (1,050.30) by 12.

   In this example, the periodic adjustment amount is 87.53.

   Note: The system derives a monthly escalation amount because the billing frequency in the escalation information is set up as monthly. If the billing frequency had been annual or yearly, the system would not have performed this step.

7. The system determines whether it needs to perform catch-up billings.

   To determine this, the system compares the value of the Escalation Generation Date processing option to the values in the Next Month and Next Year fields of the escalation information. If a gap exists between the two dates, then the system performs catch-up billings (unless the processing option is set to bypass generating catch-up billings).

   In this example, the Next Month and Next Year fields in the escalation information are set up for **01** and **07,** respectively, and the escalation date entered is March 1, 2007. Because the system always uses the month following the date entered in the processing option to start generating the escalation, it actually begins to calculate the escalation as of April 1, 2007. Therefore, it generates a billing record in the Lease Billings Master table (F1511B) for three months of catch-up billings (or 262.58).

   Note: The system does not write the recurring billing record for the escalation amount until you run the Escalation Update Without Post program (R15152).

17.3.2.2 Example B: Porter's Wage Index - Computation Methods 1 and 2

When you use the Porter's Wage Index and formula to calculate the escalation amount, the system uses the maximum, minimum, or lease factor percentages.

This table lists the fields and values for the setup information in the Escalation Indices program (P1550):

Field	Value
Escalation Index	**PWNY**
Calendar Year	**2007**
January Index	**13.86**
February Index	**13.86**
March Index	**13.86**
April Index	**13.86**
May Index	**13.86**
June Index	**13.86**
July Index	**13.86**
August Index	**13.86**
September Index	**13.86**
October Index	**13.86**
November Index	**13.86**
December Index	**13.86**

This table lists the fields and values for the setup information in the Escalation Information program (P15016) for Lease 101:

Field	Value
Index Code	**CPI**

Field	Value
Period Length	**12**
Next Month	**01**
Next Year	**08**
Maximum Amount	**1,500.00**
Base Index	**13.75**
Original Basis	**60,000.00**
Porter Wage Factor	**1.75**
Porter Wage Square Feet	**5,000.00**

This table lists the fields and values for the setup information in the Escalation Billing Generation program (R15150):

Field	Value
1. Escalation Generation Date	03/01/2008
1. Amount Used for Catch-Up Billings	**1** (estimated billings less adjustments)
2. Process Catch-Up Billings	**1**

The system performs these steps to calculate the escalation amount using the Porter's Wage Index:

1. Because an override date was not entered in the processing options of the Escalation Billing Generation program (R15150), the system retrieves the current index value based on the computation method that is entered and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

   The index is the same for each month, so the system uses 13.86 regardless of the calculation method.

2. Depending on the value in the Porter Wage Computation field (PWC), the system calculates either an amount change or percent change between the Porter Wage indices:

   – If the computation method is 1, the system uses the difference between the current and base index to determine the gross escalation amount.

     In this example, the gross escalation amount is 0.11 (13.86 –13.75).

   – If the computation method is 2, the system uses the formula (current index – base index) ÷ base index) to calculate the gross escalation percent.

     In this example, the gross escalation rate is 0.008 [(13.86 –13.75) ÷ 13.75].

3. Depending on the computation method, the system calculates the amount of escalation per square foot differently:

   – If the computation method is 1, the system multiplies the gross escalation amount by the value in the Porter Wage Factor field (PWF).

     In this example, the amount of escalation per square foot is 0.1925 (0.11 × 1.75).

   – If the computation method is 2, the system uses the formula (gross escalation percent × Porter Wage Factor) × 100 to calculate the amount of escalation per square foot.

In this example, the amount of escalation per square foot is 1.4 [(.008 × 1.75) × 100].

4. Next, the system multiplies the amount of escalation per square foot by the value in the Porter Wage Square Feet field (PWSF).
   - If the computation method is 1, the system calculates the escalation amount as 962.50 (0.1925 × 5,000) per year.
   - If the computation method is 2, the system calculates the escalation amount as 7,000 (1.4 × 5,000) per year.
5. To determine the escalation amount per month (periodic adjustment amount), the system divides the escalation amount by 12.

   In this example, the periodic adjustment amount is 80.21 if the computation method is 1 and 583.33 if the computation method is 2.

   Note: The system derives a monthly escalation amount because the billing frequency in the escalation information is set up as monthly. If the billing frequency had been annual or yearly, the system would not have performed this step.

6. At this point, the system determines whether it needs to perform catch-up billings.

   To determine this, the system compares the value of the Escalation Generation Date processing option to the values in the Next Month and Next Year fields of the escalation information. If a gap exists between the two dates, then the system performs catch-up billings (unless the processing option is set to bypass generating catch-up billings).

   In this example, the Next Month and Next Year fields in the escalation information are set up for 01 and 08, respectively, and the escalation date entered is March 1, 2008. Because the system always uses the month following the date entered in the processing option to start generating the escalation, it begins to calculate the escalation as of April 1, 2008. Therefore, it would generate a billing record in the Lease Billings Master table (F1511B) for three months of catch-up billings.

   Note: The system does not write the recurring billing record for the escalation amount until you run the Escalation Update Without Post program (R15152).

17.3.3 Forms Used to Set Up Escalation Information

Form Name	FormID	Navigation	Usage
Work with Leases	W15210A	Escalations (G1524), Escalation Information	Select a lease.
Escalation Revisions	W15016B	On the Work with Leases form, select a lease.	Set up escalation information.

17.3.4 Setting Processing Options for Escalation Information (P15016)

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

17.3.4.1 Process

1. Protect Fields from Manual Updates
Specify whether to allow manual changes to the Last Period, Last Index, and Last Basis fields in the Tenant Escalation Master table (F15016B). These fields are updated when you run the Escalation Update W/O Post program (R15152). If you do not run the program, the system updates the fields through the post program (R15199). Values are:

Blank: Do not allow manual changes.

1: Allow manual changes.

2. Date Edits Against the Lease Master
Specify whether the system validates escalation entries by comparing them to the beginning and ending lease dates in the Lease Master Header table (F1501B). Values are:

Blank: Do not validate escalation entries.

1: Validate escalation entries. You must enter dates for the escalation information that occur within the lease term.

17.3.4.2 Display

1. Display of Tax Fields
Specify whether to display the Tax Explanation Code, Tax Rate/Area, Taxable Amount, and Tax Amount fields on the Escalation Revisions form. Values are:

Blank: Use the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B) to determine whether to display the tax fields.

0: Display. If you select this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B).

1: Do not display. If you select this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B).

17.3.4.3 Defaults

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

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

1: Displays the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007, and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

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

17.3.4.4 Currency

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

Blank: Allow.

1: Do not allow.

2. Exchange Rate Override
Specify whether to allow users to enter a value in the Lease Override Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in a foreign currency. If you leave this field blank, the system uses the exchange rate that is set up in the Currency Exchange Rates table (F0015) when the transaction is billed. Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord; this agreement specifies a fixed exchange rate for the term of the lease. Values are:

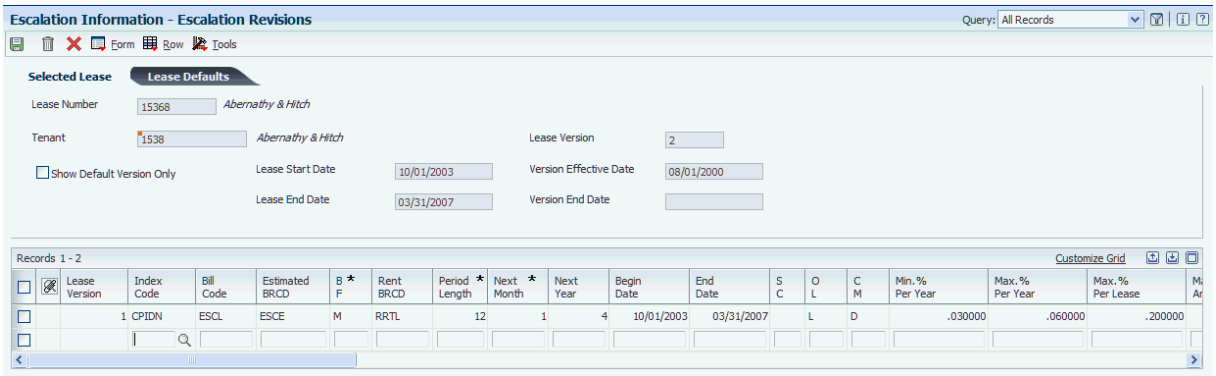
Blank: Allow.

1: Do not allow.

17.3.5 Setting Up Escalation Information

Access the Escalation Revisions form.

Figure 17–1 Escalation Revisions form



Index Code
Enter a user-defined code from UDC table 15/IX that specifies the escalation index.

Estimated BRCD (estimated billing receipt code)
Enter the bill code that identifies the estimated billing amounts to subtract from the actual billing amounts. For example, if you ran expense participation based on the expenses from the previous year, and then you rerun it for the actual expenses, the system subtracts the estimated amounts previously billed and bills the tenant for only the difference.

The system retrieves the appropriate account to use based on the automatic accounting instruction (AAI) item PMxxxx (for invoices) and RMxxxx (for vouchers), where xxxx equals the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade) to use based on the AAI item RCxxxx (for invoices) and PCxxxx (for vouchers), where xxxx equals the code that you enter.

B F (billing frequency)
Enter a code that specifies when and how often to generate billing records. You must enter a code that exists in the Billing Frequency Master table (F15019).

Rent BRCD (billing receipt code rent)
Enter the code that specifies the rent bill code to use to retrieve the annual amount that the system uses to update the Original Basis field when you complete the Next Month and Next Year fields. If you leave this field blank, you must complete the Original Basis field.

Period Length
Enter the duration, in months, to use to calculate the escalation amount.

Next Month
Enter the number that the system uses in conjunction with the Next Year field (NPSY) to specify the date to use to begin the escalation calculation and the period to use to retrieve the current index. The system always retrieves the index that is one month prior to the value entered in this field. For example, if you enter **01** in this field and **08** in the Next Year field, the system uses the index that is set up for month 12 in year 07.

Next Year
Enter a number that the system uses in conjunction with the Next Month field (NPSM) to specify the date to use to begin the escalation calculation.

Begin Date
Enter the begin date. If you leave this field blank, the system uses the lease start date.

End Date
Enter the end date. If you leave this field blank, the system uses the lease end date.

O L (original or last)
Enter the code that specifies whether to use the value in the Original Basis Amount (BESA) field or the Last Basis Amount (LESA) field as the amount in the escalation calculation. Based on the value that you enter, the system also uses the corresponding index (base or last). Values are:

L: Last basis amount.

O: Original basis amount.

> **Note:** Regardless of the value that you enter, the system always uses the original basis amount and base index amount the first time that you process an escalation.

If you enter **L** and the Last Basis field (LESA) is blank, the system uses the original basis and base index amounts when it generates the billing records.

C M (escalation computation method)
Enter the code that specifies the method that the system uses to retrieve the index values that it uses to calculate the escalation amount. Values are:

D: Direct method. The system retrieves the index amount directly from the index table.

C: Average method. The system uses an average of the index values for the term of the escalation billing period. For example, if the escalation term is 9/01 through 12/31 (four months), the system retrieves and sums the index amounts for the corresponding months, and then divides that result by the number of periods (four) to derive the average amount to use as the index amount.

A: Already billed. If the Escalation Update Without Post program (R15152) has been run for the batch specified, the system prints this value on the report that it generates.

M: Manually billed. The system does not retrieve any index value because the escalation billing record was manually entered into recurring billing.

S: Suspended. The system does not retrieve any index value because the escalation record is suspended.

Note: The system does not include missing or zero index values when it derives the average amount to use.

Min. % Per Year (minimum percent per year)
Enter the minimum percentage that the system can use to increase the rent during one year. If the escalation factor is less than the minimum percentage, the system uses the minimum percentage as the escalation factor.

Enter the percentage in a decimal format. For example, enter **.05** to specify 5 percent.

Max. % Per Year (maximum percent per year)
Enter the maximum percentage that the system can use to increase the rent during one year. If the escalation factor is greater than the maximum percentage that you enter, the system uses the maximum percentage as the escalation factor.

Enter the percentage in a decimal format. For example, enter **.05** to specify 5 percent.

Max. % Per Lease (maximum percent per lease)
Enter the maximum percentage that the system uses to increase the rent for the term of the lease. If the escalation factor is greater than the maximum percentage that you enter, the system uses the maximum percentage as the escalation factor.

Enter the percentage in a decimal format. For example, enter **.05** to specify 5 percent.

Maximum Amount
Enter the maximum escalation amount that is allowed for the escalation billing record. If you enter a value in this field, the system ignores the value entered in the Max. % Per Lease field (EMXL).

M R (manual review required)
Enter a value that specifies whether a billing record must be reviewed before it can be approved for posting. Values are:

Blank: A review is not required.

Y: A review is required. The batch retains a status of Error until the Manual Rev Reqd field for the billing record is changed from **Y** to blank.

B O (escalation basis override code)
Enter a code that specifies the amount that the system uses as the basis for calculating the escalation amount. When you enter a value in this field, the system ignores the values in the Original Basis (BESA) and the Last Basis (LESA) fields. Values are:

Blank: The system uses either the Original Basis or the Last Basis amount, as specified.

1 or **R:** The system uses the bill code entered in the Rent BRCD field (BRRT) to retrieve and sum the annual amounts that are set up in recurring billing for the same bill code. The recurring billing record must be in effect prior to the date represented by the Next Month and Next Year fields (NPSM and NPSY, respectively) on the escalation record, or the system ignores it.

2 or **E:** The system uses the bill codes entered in the Rent BRCD field and the Estimated BRCD field (BRCD) to retrieve and sum the annual amounts that are set up in recurring billing for the same bill codes. The recurring billing record must be in effect prior to the date represented by the Next Month and Next Year fields on the escalation record or the system ignores it.

Lease Factor

Enter the percentage by which the system reduces the gross escalation rate before it multiplies it by the basis amount to determine the escalation amount. For example, if the gross escalation rate is .144578 and the lease factor is 90 percent, the system multiplies .144578 by .9, and then multiplies that result (.130120) by the basis amount.

Enter the amount in decimal format. For example, enter **.90** to specify 90 percent.

Base Start Month

Enter the base start month. The system uses this field and the Base Start Year (BPSY), Base End Month (BPEM), and Base End Year (BPEY) fields to specify the effective date range for the base index amount.

Base Start Year

Enter the first year for which the base exclusion amount applies. If you enter a base exclusion amount, you must complete this field. The system deducts the base exclusion amount one year after the base start year that you specified. For example, if you enter a base start year of 2007, the system does not deduct the base exclusion amount until you process expense participation for the year 2008.

The system uses this field and the Base Start Month (BPSY), Base End Month (BPEM), and Base End Year (BPEY) fields to specify the effective date range for the base index amount.

Base End Month

Enter the base end month. The system uses this field and the Base Start Month (BPSY), Base Start Year, and Base End Year (BPEY) fields to specify the effective date range for the base index amount.

Base End Year

Enter the base end year. The system uses this field and the Base Start Month (BPSY), Base Start Year, and Base End Month (BPEY) to specify the effective date range for the base index amount.

Base Index

Enter the amount that the system compares to the amount of the current index to calculate the escalation amount. The system retrieves the current index based on the index code that is specified.

Original Basis

Enter the amount to which the system applies the escalation amount. If you leave this field blank, the system uses the annual recurring billing amount for the bill code in the Rent BRCD field (BRRT).

Last Start Month
Enter the last start month. The system uses this field and the Last Start Year (LPSY), Last End Month (LPEM), and Last End Year (LPEY) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

Last Start Year
Enter the last start year. The system uses this field and the Last Start Month (LPSM), Last End Month (LPEM), and Last End Year (LPEY) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

Last End Month
Enter the last end month. The system uses this field and the Last Start Month (LPSM), Last Start Year (LPSY), and Last End Year (LPEY) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

Last End Year
Enter the last end year. The system uses this field and the Last Start Month (LPSM), Last Start Year (LPSY), and Last End Month (LPEM) fields to specify the effective date range for the last index amount.

The system updates these fields based on the term for which you generated escalation billings when you ran the Escalation Update Without Post program (R15152).

Last Index
Enter the amount of the last index that the system used to calculate the escalation billing amount.

The system updates this field when you run the Escalation Update Without Post program (R15152).

Last Basis
Enter the annual amount that represents the sum of the original basis amount and the amount of the escalation.

The system updates this field when you run the Escalation Update Without Post program (R15152).

Building/Business Unit (Release 9.1 Update)
Enter the building associated with the unit, or the responsible business unit associated with the non-property asset.

Unit Asset Number (Release 9.1 Update)
Review this field to identify the asset associated with the leased property asset. This field is retrieved from the Unit Master when you enter a leased property in the Unit field.

Asset Number (Release 9.1 Update)
Enter the leased non-property asset number in this field. When you enter a value in this field, the system automatically selects the Non-Property Asset option.

Billing Group
Enter the code that the system uses to group different tenants and leases into one combined billing. The system automatically supplies this field with the number of the first building displayed on the Lease Information form. You can override the value of this field if necessary.

Unit Group
Enter a one-character alphanumeric code that the system uses to select units on the lease for billing purposes. The system sums the area for all units that have the corresponding code specified in the Unit Grouping field (UNGP) on the lease. Only one value from the Unit Grouping field on the lease must match the value of the Unit Group Code field on the recurring, escalation, or expense participation (E.P.) billing line for the system to retrieve the unit information. For example, if you have two units to which you assign unit grouping codes of 61 and 1, respectively, you can set up a recurring billing line for unit group 1 to specify both units.

Note: If you enter a value in the Unit Group Code field on a bill code line, you cannot specify a value in the Unit field for that bill code line.

If you entered a value in the field for the Escalation Basis Override Code (EBOC), the unit group assigned to the recurring billing record must be the same as the value that you enter in this field. Otherwise, the system does not generate an escalation billing record.

Porter Wage Factor
Enter the percentage that the system multiples by either the amount of the increase in the Porter Wage rate or the percentage of the increase in the Porter Wage rate, based on the value of the Porter Wage Computation field (PWC), to derive the escalation amount per square foot. The system determines the increase amount or percentage by comparing the current index to the index that was in effect as of the base year. When you enter a value in this field, the system ignores the values in the following fields:

Lease Factor

Min.% Per Year

Max. % Per Year

Max. % Per Lease

Enter the percentage in decimal format. For example, enter **.01** to specify 1 percent.

Note: If you leave this field blank, the system does not calculate the escalation amount for the Porter Wage.

(Release 9.1 Update) Additionally, all Porter Wage fields are disabled if you are entering escalation information for leased non-property assets.

Porter Wage Computation
Enter the value that specifies whether the system uses the amount difference or the percentage difference in the Porter Wage rates since the base year to calculate the amount of escalation per square foot. Values are:

1: Amount difference.

2: Percentage difference.

Note: If you leave this field blank, the system does not calculate the escalation amount for the Porter Wage.

Porter Wage Square Feet
Enter the number of square feet to use to calculate the escalation amount. The system compares the number of square feet that you enter to the Porter Wage index to determine an escalation amount per square foot.

If you leave this field blank, the system uses the rentable square footage on the lease.

Billing ID (billing identification)
The system assigns a unique number to each billing record to identify it in a table. The system assigns the number from the Next Numbers - Automatic table (F0002) for system 15, line 2 (Billing Control).

Base Billing ID
Enter the value assigned to the Billing Control ID field (BCI) on the billing record for the previous version of the lease. The system assigns the same number to provide an audit trail for billing records that are generated for multiple versions of the lease.

17.4 Calculating Escalation Billings

This section provides an overview escalation billing calculations and discusses how to:

- Run the Escalation Billing Generation program.
- Set processing options for Escalation Billing Generation (R15150).

17.4.1 Understanding Escalation Billing Calculations

After you set up the escalation information, you run the Escalation Billing Generation program (R15150) to calculate the escalation amount and the catch-up billing amount, if necessary. When you run R15150 program, the system:

- Generates a batch of calculation records in the Escalation Billing Register table (F1548B), including the catch-up billing amount, unless it is bypassed.
- Generates a record in the Batch Control Records table (F0011) and the Lease Billings Master table (F1511B) for the catch-up billing amount, unless it is bypassed.

  The system assigns the value from the Bill Code field (GLC) in the escalation information to the catch-up billing record.
- Updates these fields in the Tenant Escalation Master table (F15016B):
  - Last Start Month
  - Last Start Year
  - Last End Month
  - Last End Year
  - Last Index
  - Last Basis

- Generates a record in the Billings Generation Control Master table (F15011) for generation type 4 and updates the first billing period to G based on the values in the Next Month (NPSM) and Next Year (NPSY) fields of the escalation information record.
- Locks the escalation information record to protect it from revision.

  Because the escalation information record provides an audit trail for the escalation calculation, the system does not allow revisions to the information after the escalation calculation is processed. To revise the escalation information for future escalation processing, you must enter a new record and suspend the old record.
- Automatically runs the Billing Edit Register program (R15300).

  (**Release 9.1 Update**) The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up.

  See Generating the Billing Edit/Register Report.

  Note: (Release 9.1 Update) When you generate escalation billing records for lease assets on a lessee lease, the billing records are created with the Effect On Lease Liability value set to No. These records have no impact on the assets' amortization schedules or balance sheet lessee accounting journal entries. All other escalation information for these assets is created and processed according to the standard escalation process.

17.4.1.1 Processing Options

In addition to setting the escalation generation date, which the system uses to retrieve the current index, process escalation calculations, and assign the general ledger date, processing options also enable you to:

- Specify the date to use to retrieve estimated billing records from the Customer Ledger or Accounts Payable Ledger tables and whether to exclude the estimated amounts from catch-up billings.
- Specify the GL date to assign to the catch-up billing records if you want to use the escalation generation date.
- Specify the date for retrieving the current index if you do not want to use the month prior to the escalation date.
- Specify the date to assign to the recurring billing records that the system generates when you run the Escalation Update Without Post program (R15152).
- Specify whether to make an adjustment to the periodic billing amount when the lease is set up for less than a full year.
- Specify the version of the Escalation Calculation Register program (R1548) to print.

  The R1548 program prints the information that the system used to calculate the escalation amount, so that you can review the information before you generate recurring billing records and post any catch-up billing records.

17.4.1.2 Data Selection

You must specify data selection to identify which escalation records to process. The XJDE0001 version has data selection for the Next Start Period - Month, Next Start Period - Year, and Next Start Period - Century fields. It is recommended that you use the set data selection by adding the correct values for Next Start Period - Month, Next Start Period - Year, and the Next Start Period - Century fields so that the system does not select escalation information records that are suspended. You can add additional data selection for a particular lease, or for an entire building.

See Also

- Reviewing Transaction Batches.

17.4.2 Running the Escalation Billing Generation Program

Select Escalations (G1524), Escalation Billing Generation.

17.4.3 Setting Processing Options for Escalation Billing Generation (R15150)

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

17.4.3.1 Process

1. Escalation Generation Date

Specify the date that the system uses to begin processing escalations, to retrieve the index amount (if no override date is specified), and to assign as the starting date on the recurring billing records (if no override date is specified) that the system generates when you run the Escalation Update Without Post program (R15152). If you leave this processing option blank, the system uses today's date.

This list explains how the system uses this date differently, depending on the function it performs:

- As the escalation processing date, the system uses the first day of the month that follows the date that you enter.

  For example, if you enter January 1, 2008, the system starts processing the escalation as of February 1, 2008.

- To determine the number of months for which to generate catch-up billings, the system compares the date that you enter to the dates that you specified in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

  The system processes escalations through the number of periods specified in the Period Length field (ESCL) in the escalation information.

  For example, if you enter January 01, 2008, and the Next Month and Next Year fields contain 01 and 08, respectively, and you process escalations monthly, the system processes one month of catch-up billing (because it starts the escalation on February 01, 2008). If, however, the Next Month and Next Year fields contain **02** and **08,** respectively, the system would not generate a catch-up billing.

- As the date to retrieve the index amount, the system uses the month prior to the date that you enter.

  For example, if you enter January 01, 2008, the system retrieves the index from month 12 and year 07, based on the index code that you entered.

- As the date to assign to the recurring billing starting date, the system uses the first day of the month that follows the date that you enter (the same date that it uses for the escalation processing date).

2. Adjust Periodic Billing Amount
Specify whether the system prorates the annual escalation billing during this generation. This ensures that a lease set up for a partial year is properly billed. Values are:

Blank: Do not prorate.

1: If a recurring billing record that results from this generation is effective for less than a year, the periodic billing amount is adjusted so that the system bills the entire amount of annual escalation.

17.4.3.2 Select

1. Override Start Date
Specify a date that the system uses to override the effective beginning date of the recurring billing records resulting from rent escalation. The usual start date is one month after the General Ledger date. The system uses the first non-blank option.

2. Months to Add to the G/L Date
Specify the number of months that the system adds to the GL date, which is specified in the Escalation Generation Date processing option. The system uses this value as the starting date on the recurring billing records when you run the Escalation Update Without Post program (R15152).

17.4.3.3 Indices

1. Override Index Month and 2. Override Index Year
Specify the override month and year that the system uses when deriving the current index amount.

If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

3. Months to Add to the Next Month
Specify the month that the system adds to the next month when retrieving the index amount. Use this processing option with the Override Index Month processing option.

If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

17.4.3.4 Catch-Up

1. Amount Used for Catch-Up Billings
Specify how the system processes catch-up billings. Values are:

- Blank: Estimated billings.

  The system retrieves the estimated billing amounts from the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. If the system does not locate any estimated escalation records from these tables, it

generates catch-up billings using the amounts that are set up on the recurring billing record for the bill code entered in the Estimated BRCD field (BRCD) in the escalation information.

If recurring billing is not set up with estimated escalation amounts, the system generates catch-up billings based on the date that you enter in the Escalation Generation Date processing option and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information. For example, if the escalation generation date that you enter is January 01, 2008, the Next Month and Next Year fields contain 01 and 08, respectively, and you process escalations monthly, the system generates one month of catch-up billing. Because the system always uses the first day of the month that follows the date that you enter in the Escalation Generation Date processing option, it starts the escalation on February 01, 2008 (not January 01, 2008). The difference between the escalation generation date that the system uses and the Next Month and Next Year values is one month. If, however, the Next Month and Next Year fields contain 02 and 08, respectively, the system would not generate a catch-up billing.

- **1:** Estimated billings less adjustments.

  The system retrieves the amount that was applied to the estimated billing records from Receipts Detail table (F03B14), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. Because payments to vouchers cannot be adjusted, the system uses the payment amount from the Accounts Payable Matching Document Detail table (F0414) for vouchers that were generated for estimated escalation billings.

- **2:** Payments for estimated billings.

  The system retrieves the payment amounts for the estimated billing records from the Receipts Detail table (F03B14) or the Accounts Payable Matching Document Detail table (F0414), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. The system also includes unapplied receipt amounts, as long as they were entered for the same bill code.

2. Process Catch-Up Billings

Specify whether the system processes catch-up billings. Values are:

Blank: Process.

1: Do not process.

Note: (Release 9.1 Update) The system prorates the escalation billing only if the billing frequency is set to M in the Escalation Information program (P15016).

---

3. Estimated Escalations Not Billed

Specify whether to exclude estimated escalation amounts that are set up in recurring billing, but have not been billed, from the catch-up billings process. Values are:

Blank: Do not exclude.

1: Exclude.

4. G/L Date for Catch-Up Billings

Specify the GL date that the system assigns to the catch-up billing records. If you leave this processing option blank, the system assigns the date from the Escalation Generation Date processing option.

5. Date for Retrieving AR/AP Information
Specify the date that the system uses to retrieve Accounts Receivable or Accounts Payable information. You can specify a date other than the invoice date. Values are:

Blank: Invoice date.

1: Due date.

2: Service/tax date.

3: GL date.

17.4.3.5 Versions

1. Calculation Register (R1548) Version
Specify the version of the R1548 program to use when the system generates escalation billings. If you leave this processing option blank, the system uses the XJDE0001 version.

2. Billing/Edit Register (R15300)
Specify the version of the R15300 program to use after the system generates escalation billings. If you leave this processing option blank, the system uses the XJDE0004 version.

17.5 Generating Recurring Escalation Billing Records

This section provides an overview of the process to generate escalation recurring billing records and discusses how to:

- Run the Escalation Update Without Post program.
- Set processing options for Escalation Update Without Post (R15152).

17.5.1 Understanding the Process to Generate Escalation Recurring Billing Records

After you generate the escalation calculations, you must run the Escalation Update Without Post program (R15152) to create the escalation records in the Recurring Billings Master table (F1502B). You can launch this program from the menu, or you can run it as part of the post process by setting the appropriate processing option in the Post RE Invoices or Post RE Vouchers program (R15199). You must run the R15199 program to generate and post the invoice or voucher transactions for any catch-up billing records that the system generated when the Escalation Billing Generation program (R15150) was run. If no catch-up billing records are generated, then you should run the R15152 program.

When you run the R15152 program, the system:

- Generates recurring billing records in the F1502B table for the escalation amount.

  Depending on how you set the Combine Base Rent and Escalation processing option, the system can automatically include the escalation amount in the recurring billing amount for rent. The system suspends the current recurring billing record (based on the bill code that you specify) and generates a new record for the new recurring billing amount. Otherwise, the system generates a separate recurring billing record for the escalation amount only. The system assigns the value from the Estimated BRCD field (BRCD) in the escalation information to the recurring billing record.

The system assigns the date that the escalation begins (which is the first day of the month that follows the escalation generation date) as the starting date of the recurring billing record unless you enter an override date.

(Release 9.1 Update) All recurring billing records that are created for leased assets on a lessee lease are created with the Effect on Lease Liability field set to No. These records have no impact on the assets' amortization schedules or balance sheet lessee accounting journal entries.

- Updates the Next Month (NPSM) and Next Year (NPSY) fields in the Tenant Escalation Master table (F15016B).

17.5.1.1 Related Tasks for Processing Escalation Billings

This table describes the tasks that you perform after you generate the catch-up escalation billing records to complete the escalation billing generation process:

Task	Description
Review the Escalation Journal	If you generated catch-up billings records, you can review, revise or delete the transactions as necessary before you post them. See Reviewing Transaction Batches. See R154015 - Escalation Information Listing.
Post invoices and vouchers (Required)	If you generate catch-up billing records, you must post them to generate the invoice or voucher records that update the appropriate general ledger accounts. (**Release 9.1 Update**) The R15199 program has been updated to determine if billing records should be included in the revenue recognition process by comparing the information on the billing transaction to the Real Estate trigger configuration. If at least one pay item from the billing invoice is included in revenue recognition processing, the system writes journal entries to the performance liability accounts instead of writing to the billing accounts and creates the corresponding entries for revenue recognition in these tables: ■ Revenue Recognition Invoice (F03B116) ■ Revenue Recognition GL Info (F03B117) ■ Customer Ledger Tag Table (F03B11T) See Posting Invoices and Vouchers.
Print invoices	After you post invoices, you can print and send them to the tenants. See Printing Invoices.
Print statements	After you post invoices, you can print statements and send them to the tenants. See Printing Statements.
Review billing transactions	You can review escalation billing transactions in detail using the Billings Transaction Inquiry program (P15211). See Reviewing Billing Transactions.

Task	Description
Review invoice transactions	You can review the invoices generated from the escalation billing process by using the Tenant Ledger Inquiry program (P15222). See Understanding the Process to Review Applied Receipts.
Review voucher transactions	You can review the vouchers generated from the escalation billing process by using the Supplier Ledger Inquiry program (P0411).

17.5.2 Running the Escalation Update Without Post Program

Select Escalations (G1524), Escalation Update Without Post.

17.5.3 Setting Processing Options for Escalation Update Without Post (R15152)

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

17.5.3.1 Process

1. Escalation Batch Number
Specify the batch number of the escalation billing records that the system processes. The system retrieves and processes the records from the Escalation Billing Register table (F1548B).

2. Combine Base Rent and Escalation
Specify whether the system combines the escalation amount and the rent amount on the recurring billing record that the system generates. Values are:

Blank: Generate a separate recurring billing record for the escalation amount. The system assigns the bill code that is entered in the Estimated BRCD field (BRCD) in the escalation information to the recurring billing record that it generates. The system also suspends the recurring billing record that is set up for the estimated escalation, if one exists.

1: Combine the escalation amount with the rent amount. The system suspends the recurring billing record and generates a new record that includes the rent and escalation amount. The system assigns the bill code that is entered in the Base Rent Bill Code processing option to the new recurring billing record that it generates. If that processing option is blank, the system assigns the bill code that is entered in the Rent BRCD field (BRRT) in the escalation information.

3. Base Rent Bill Code
Specify the bill code that the system assigns to the combined rent and escalation recurring billing record. The system uses this processing option only when the Combine Base Rent and Escalation processing option is set to **1.** If you leave this processing option blank, the system assigns the bill code from the Rent BRCD field (BRRT) in the escalation information.

17.5.3.2 Update

1. Generate Recurring Billing Records
Specify whether the system generates recurring billing records. Values are:

Blank: Do not generate recurring billing records. The system updates only the Tenant Escalation Master table (F15016B).

Note: If you do not generate recurring billing records, you cannot reset this processing option to generate the records at a later date; you must enter them manually.

1: Generate recurring billing records. The system updates the Tenant Escalation Master and the Recurring Billings Master table (F1502B).

2. Proof or Final Mode

Specify whether the system runs the report in proof or final mode. Values are:

Blank: Proof mode. The system generates a report, but does not update any tables.

1: Final mode. The system generates a report and updates the Tenant Escalation Master (F15016B) and the Recurring Billings Master table (F1502B). The system generates records in the F1502B table only when the Generate Recurring Billing Records processing option is set to **1.**

18

Processing Revenue Fees

This chapter contains the following topics:

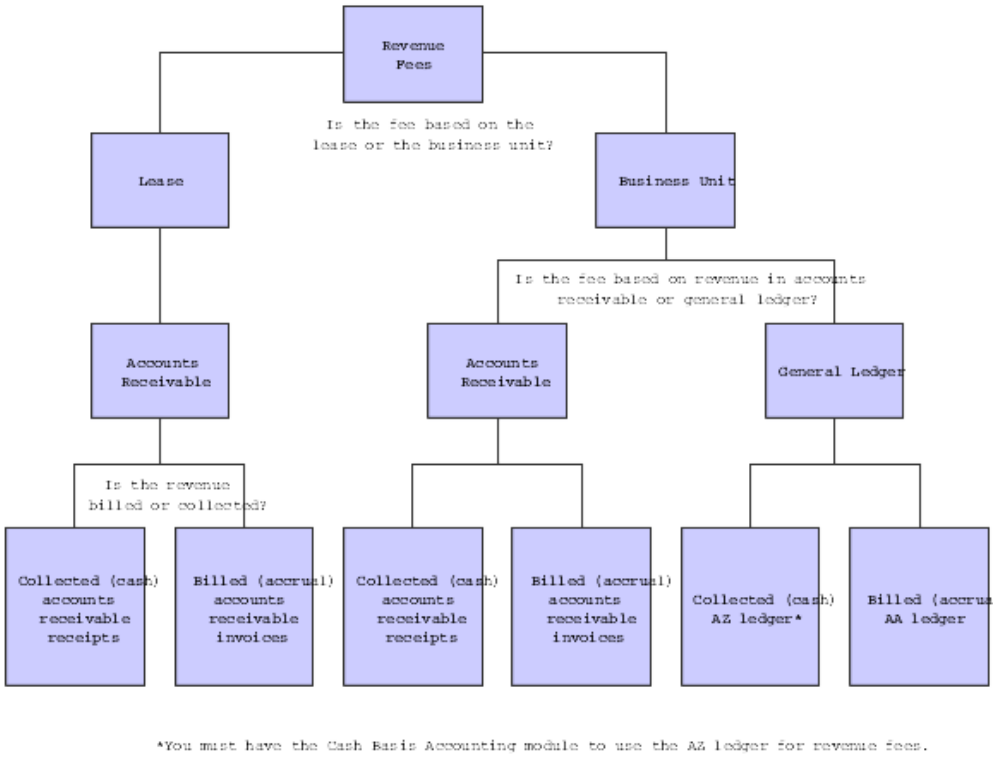
- Section 18.1, "Understanding Revenue Fee Processing"
- Section 18.2, "Setting Up Fee Tables"
- Section 18.3, "Generating Revenue Fees"
- Section 18.4, "Reviewing Batches of Revenue Fee Transactions"
- Section 18.5, "Deleting Unposted Revenue Fee Batches"
- Section 18.6, "Posting Revenue Fee Batches"

18.1 Understanding Revenue Fee Processing

The flexibility of the revenue fee process enables you work with a variety of fees to produce invoices, vouchers, or intercompany journal entries. For example, a fee management company can create invoices to bill owners, or an owner can create vouchers to pay a leasing agent. If you bill one party and pay another, you can create a single journal entry to offset the revenue and expense accounts that are associated with the invoice and voucher specifications.

This diagram illustrates the primary decisions that affect the setup and calculation of revenue fees:

Figure 18–1 Revenue fee calculations



A fee is based on revenue from either an entire business unit or an individual lease. You specify whether the revenue is from a business unit or an individual lease by the fee type, which is a user-defined code in UDC table 15/FE. For a business unit, which relates to a management perspective, the revenue can be based on either the Customer Ledger table (F03B11, or one or more accounts in the Account Ledger table (F0911). For a lease, which relates to commissions, the revenue is based on the F03B11 table only because the lease number is a part of the F03B11 record, but not the F0911 record. Depending on the agreement that you make with the leasing agent, you can pay the commission immediately or pay the commission in increments. Commissions are based on rent only.

The revenue can be the amounts that have been either billed or collected (an accrual or cash basis, respectively). This action is controlled by the fee table.

Revenue Recognition for Real Estate Fees (Release 9.1 Update)

The EnterpriseOne system has been updated to meet the requirements of the FASB ASC 842 and IFRS 16 Leases accounting standards.

The system includes revenue recognition processing, as necessary, on invoices that are generated through the Real Estate Management system. To include invoices that are generated from these fees in the revenue recognition process, you must configure your revenue recognition triggers to identify these invoices.

Be aware that the system compares only the values in the AR section at the bottom of the Revenue Fee Master Revisions form to the defined trigger values when determining if a fee invoice should be included in revenue recognition processing.

See Setting Up Revenue Recognition Triggers for Real Estate Management in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide.*

18.2 Setting Up Fee Tables

This section provides overviews of business unit fee tables and lease fee tables and discusses how to:

- Set processing options for Revenue Fee Master Revisions (P1505).
- Set up business unit and lease fee tables.

18.2.1 Understanding Business Unit Fee Tables

Use these guidelines when setting up business unit fee tables:

- When you set up a revenue fee type in UDC table 15/FE, you must specify the appropriate type, either **CCAR** (business unit - accounts receivable) or **CCGL** (business unit - general ledger) in the Description 2 field.
- You must specify a bill code for a single account, such as RRTL, in the Rev B Cd (revenue bill code) field for related revenue. For an account range, specify the automatic accounting instruction (AAI) that is related to the beginning account, such as 001B. The system automatically identifies the AAI for the end of the range.

  The AAIs for an account range are PM001B (beginning account) and PM001E (ending account). You can define up to 999 different ranges (for example, PM999B and PM999E).
- You can define a detail line for an accounts receivable invoice, accounts payable voucher, or general ledger transactions.

  The system always creates journal entries in the general ledger. This action is controlled by the GM (generation mode) field and the accounting fields.
- For an accounts receivable invoice, the account number identifies the revenue account to be credited, and the bill code identifies the general ledger offset account for accounts receivable to be debited.
- For an accounts payable voucher, the account number identifies the expense account to be debited, and the bill code identifies the general ledger offset account for accounts payable to be credited.
- For offsetting general ledger transactions, the system creates journal entries to debit the expense account and credit the revenue account associated with the invoice and voucher specifications.
- The system uses this formula to calculate the fee amount: Revenue amount × fee rate.
- The fee limits that are specified in the Minimum Amount and Maximum Amount fields are based on monthly amounts.
- The Billing Control ID, assigned by Next Numbers, relates to the last time that a record was generated based on the batch number, billing period, and fiscal year for that record, and is used to compare the previous billing to the last billing during processing.

  The system stores this information in the Revenue Fee Generation History table (F1505HB).
- Set the Fee Type Screen Format processing option to blank for business unit fee tables.

Note: If you select the arrow next to Business Unit Fee Information on the G1526 menu and select Values, you can leave the Fee Type Screen Format processing option blank. If you set this processing option from the menu, you can always access the business unit fee information version of the Revenue Fee Master Revisions form from this navigation: Revenue Fees (G1526), Business Unit Fee Information.

Note: You cannot bill a tenant twice for the same period unless you clear the Billing ID field for that period.

See Deleting Unposted Revenue Fee Batches.

When you set up fee tables, the system stores the information in the Management Fee Master table (F1505B). This information controls the generation of the revenue fees.

18.2.2 Understanding Lease Fee Tables

Use the same guidelines for lease fee tables as for business unit fee tables, but with these differences:

- When you set up a revenue fee type in UDC table 15/FE, you must enter **LS** (lease) in the Description 2 field.
- The revenue is only based on one or more leases and their revenue bill codes.
- The Lease Number field replaces the Revenue BU field in the Revenue Fee Master Revisions form.
- The Building and Unit fields are added to the Revenue Fee Master Revisions form.
- You must include the fee type, bill code, and lease number that is associated with the revenue.
- Set the Fee Type Screen Format processing option to **1** for lease fee tables.

Note: If you select the arrow next to Lease Fee Information on the G1526 menu and select Values, you can set the Fee Type Screen Format processing option to **1.** If you set this processing option from the menu, you can always access the lease fee information version of the Revenue Fee Master Revisions form from this navigation: Revenue Fees (G1526), Lease Fee Information.

When you set up fee tables, the system stores the information in the Management Fee Master table (F1505B). This information controls the generation of the revenue fees.

18.2.3 Forms Used to Set Up Fee Tables

Form Name	FormID	Navigation	Usage
Work With Revenue Fee Master	W1505A	Revenue Fees (G1526), Business Unit Fee Information	■ Review and select business unit fee information.
		Revenue Fees (G1526), Lease Fee Information	■ Review and select lease fee information.
Revenue Fee Master Revisions	W1505C	On the Work With Revenue Fee Master form, click Add.	Set up business unit and lease fee tables.

18.2.4 Setting Processing Options for Revenue Fee Master Revisions (P1505)

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

18.2.4.1 Display

1. Fee Type Screen Format

Specify whether the system assigns the fee to the business unit or to the lease. Values are:

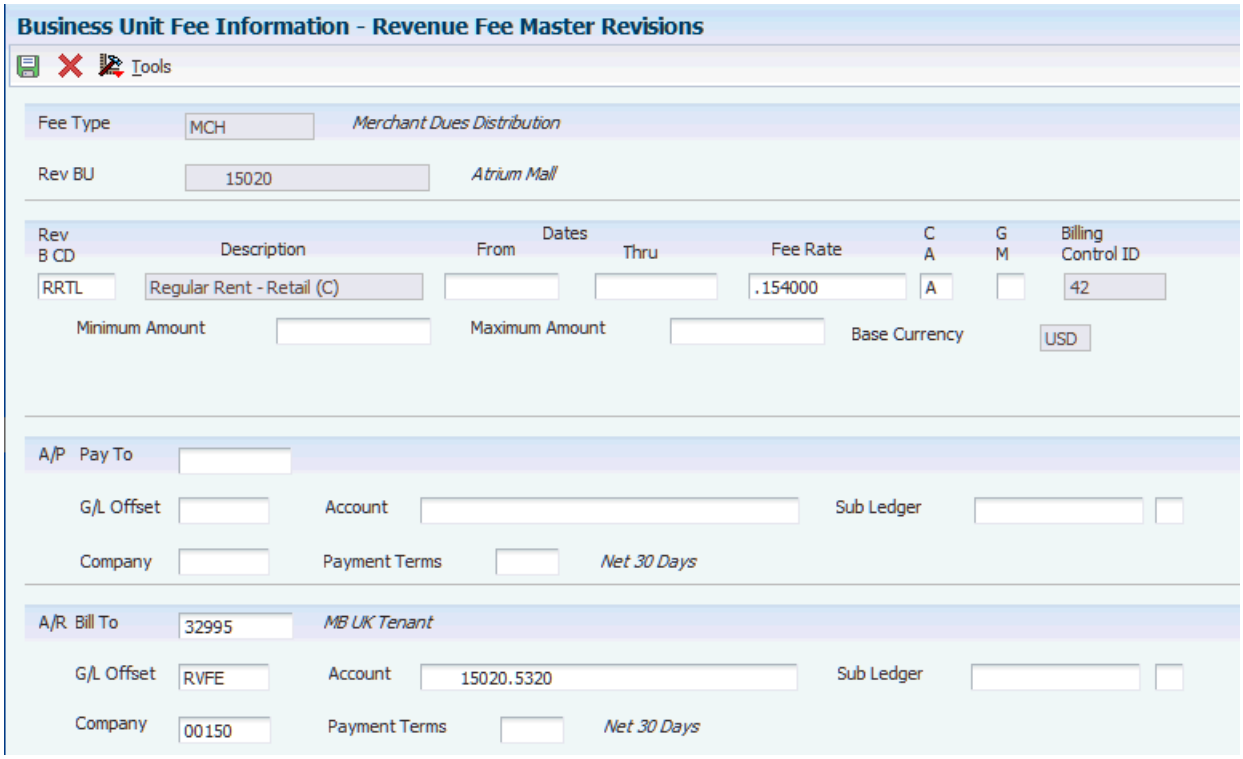
Blank: Business unit. The system displays the revenue business unit field on the forms.

1: Lease. The system displays the lease field on the forms.

18.2.5 Setting Up Business Unit and Lease Fee Tables

Access the Revenue Fee Master Revisions form.

Figure 18–2 Revenue Fee Master Revisions form



Fee Type
Enter a code from UDC 15/FE that specifies a fee type. For example, **LCM** is Lease Commissions.

In situations where property is managed on a fee basis, different types of fees may be distinguished. For example, simple management fees associated with rent roll billings may be distinguished from fees associated with the billing and collection of special tenant assessments.

Rev B CD (revenue bill code)
Enter the code that the system uses in conjunction with the AAI item to retrieve the accounts to update when the billing record is posted.

The system retrieves the appropriate account to bill based on the AAI item PMxxxx (for invoices) and RMxxxx (for vouchers), where xxxx equals the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RCxxxx (for invoices) and PCxxxx (for vouchers), where xxxx equals the code that you enter.

Fee Rate
Enter the percentage to allocate for an administration fee. Enter the percentage in a decimal format. For example, enter**.01** to specify a 1 percent fee.

C A (cash or accrual fee basis)
Enter a value that specifies whether the system calculates the fee from the amounts billed or the amounts collected. Values are:

A: Accrual basis. The system calculates the fee based on the amount billed.

C: Cash basis. The system calculates the fee based on the amount collected.

For revenue fees, the fees can be calculated from the amounts billed or the amounts collected. Values are:

A: Accrual basis (amounts billed if AR-based).

C: Cash basis (amounts collected if AR-based).

G M (generation mode)
Enter a value that specifies whether invoices or vouchers are created while generating revenue fees. Values are:

Blank: Revenue fee invoices or vouchers are created using the account numbers entered in the fold area as the revenue or expense accounts and the corresponding bill codes as the offsets.

1: Bypass creating invoices or vouchers. In this case, the system creates journal entries to debit the Pay To account and credit the Bill To account in the fold area.

Minimum Amount
Enter the amount that the system uses as the revenue fee when the system-calculated amount is less than the amount specified.

Maximum Amount
Enter the amount that the system uses as the revenue fee when the system-calculated amount is greater than the amount specified.

A/P Pay To
Enter a value that specifies the address book record.

A/R Bill To
Enter a value that specifies an address book record.

G/L Offset
Enter the GL offset, or Billing/Receipt code, for the AP vouchers that are automatically generated for revenue fees.

Account
Enter the value that identifies an account in the General Ledger.

Sub Ledger
Enter a subledger. A subledger provides for detailed subsidiary accounting within any General Ledger account. This provides an audit trail of the transactions posted to a General Ledger account by other related numbers. These related numbers can be defined by Address Book, Business Unit Master, Equipment Master, Order Header, Work Order Master or Lease Master files. See Subledger Type (SBLT) for how to define these different subledgers. User-defined subledgers are also available.

For example, the balance of two different Notes Receivable could be tracked by two different accounts or by two different subledgers within one account.

Use discretion in using the subledger concept. An extra record is added to the General Ledger Account Balances File - F0902 for each subledger, subledger type, ledger type, fiscal year, and account.

18.3 Generating Revenue Fees

This section provides an overview of revenue fees generation and discusses how to:

- Run the Revenue Fee Generation program.

- Set processing options for Revenue Fee Generation (R15105).

18.3.1 Understanding Revenue Fee Generation

Use the Revenue Fee Generation program (R15105) to generate a batch of invoices, vouchers, or general ledger transactions that are related to revenue fees. Regardless of the batch, the revenue fee process always creates the general ledger transactions.

(**Release 9.1 Update**) The R15105 program has been updated to compare invoices that are generated to the revenue recognition triggers that have been defined for the Real Estate Management system to determine if the invoice should be included in revenue recognition processing. If the invoice is included in revenue recognition processing, the system writes records to the performance liability accounts (PLA) instead of the AR billing accounts that are defined on the fee master. Additionally, the system includes a message on the report to notify you when an invoice is included in the revenue recognition process.

The R15105 program uses information from the Management Fee Master table (F1505B), and can update one or more of these tables:

- Customer Ledger (F03B11)
- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)
- Revenue Fee Generation History (F1505HB)
- (**Release 9.1Update**) Revenue Recognition Invoice (F03B116)
- (**Release 9.1 Update**) Revenue Recognition GL Info (F03B117)
- (**Release 9.1 Update**) Customer Ledger Tag Table (F03B11T)

18.3.2 Running the Revenue Fee Generation Program

Select Revenue Fees (G1526), Revenue Fee Generation.

18.3.3 Setting Processing Options for Revenue Fee Generation (R15105)

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

18.3.3.1 Select

1. Fiscal Period To Process
Specify the fiscal period.

2. Fiscal Year To Process
Specify the fiscal year.

3. Number Of Retroactive Periods
Specify the number of periods to process retroactively in addition to the current period. This option provides you with the flexibility to process fee adjustments for previous periods.

4. G/L Date
Specify the date the system uses as the GL date when posting transactions to the General Ledger tables.

5. Invoice Date
Specify the invoice date the system uses, if applicable.

6. Voucher Date
Specify the voucher date the system uses, if applicable.

18.3.3.2 Process

1. Fee Type
Specify which fee type selection to process. Values are:

Blank: Business unit based fees.

1: Lease based fees.

> **Note:** You can only process one fee type per generation.

2. Business Unit Fees Option
If you are processing business unit fees, use this processing option to select which fee type to use: Values are:

Blank: AR based fee types

1: GL based fee types

3. Leases With Management Fees
Specify whether to override the management fee setting in the Lease Master table (F1501B). Values are:

Blank: Use the management fee setting in the Lease Master table.

1: Process leases regardless of the Management Fee setting in the Lease Master table.

4. Adjustments From Revenue
Specify whether to apply AR adjustments. Values are:

Blank: Apply adjustments.

1: Do not apply adjustments.

5. Spread Transactions
Specify the use of spread transactions from the amount of payments received from AR. This processing option is useful if you bill unapplied cash amounts as payments and you do not wish to rebill the payment when it is spread to an invoice. Values are:

Blank: Include spreads as payments.

1: Do no include spread transactions when retrieving revenue from AR.

18.3.3.3 Print

1. Print Report Detail
Specify the level of detail printing on the report. You can use this option to suppress the revenue retrieval audit trail from printing. Values are:

Blank: Print the detail on the report.

1: Do not print detail on the report.

2. Print Edit Report
Specify the creation of GL, AR, and AP batches. Values are:

Blank: Print an edit report without updating any files.

1: Generate the Revenue Fee batches for GL, AR, and AP.

18.3.3.4 Versions

If you leave any of these processing options blank, the system uses the default version ZJDE0001.

1. Journal Entry MBF (P0900049) (journal entry master business function)
Specify the version of the P0900049 program to use.

2. Invoice Entry MBF (P03B0011) (invoice entry master business function)
Specify the version of the P03B0011 program to use.

3. Voucher Entry MBF (P0400047) (voucher entry master business function)
Specify the version of the P0400047 program to use.

18.3.3.5 Currency

1. Exchange Rate Retrieval Date
Specify the date on which the system locates the exchange rate for currency conversions. Values are:

Blank: GL date.

1: Invoice date.

2: Voucher date.

18.4 Reviewing Batches of Revenue Fee Transactions

This section provides an overview of revenue fee batch review.

18.4.1 Understanding Revenue Fee Batch Review

When you run the Revenue Fee Generation program (R15105), you can generate batches of invoices, vouchers, and journal entries that you must post. Before you post the entries, you might want to review or revise the transactions in the batch. Depending on whether the organization requires management approval, you might have to approve batches before you can post them.

The three batch review programs on the Revenue Fees menu (G1526) correspond to the three batch types that you can generate:

- General Journal Review: Batch Type G
- Invoice Journal Review: Batch Type IB
- Voucher Journal Review: Batch Type V

You complete the same process to review and approve batches and to revise transactions in the batch, regardless of the batch program and batch type.

See Also:

- "Processing Journal Entries" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.
- "Entering Standard Vouchers" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.
- "Understanding Standard Invoices" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.

18.5 Deleting Unposted Revenue Fee Batches

This section provides an overview of revenue fee batch deletion and discusses how to:

- Run the Revenue Fee Batch Deletion program.
- Set processing options for Revenue Fee Batch Deletion (R15807).

18.5.1 Understanding Revenue Fee Batch Deletion

If necessary, you can use the Revenue Fee Batch Deletion program (R15807) to delete an unposted revenue fee batch that was incorrectly generated. You cannot delete posted batches. After you delete the batch, you can bill the tenant again for charges in the same period.

When you run the R15807 program, the system:

- Clears the Billing Control ID field on the record in the Billings Generation Control table (F15011B).
- Deletes the batch header record.
- Deletes the transactions in the batch.
- Deletes the corresponding records in the Revenue Fee Generation History table (F1505HB).
- (**Release 9.1 Update**) Deletes associated records in the following tables if the fee is included in the revenue recognition process:
  - Revenue Recognition Invoice (F03B116)
  - Revenue Recognition GL Info (F03B117)
  - Customer Ledger Tag Table (F03B11T)

Important: Exercise care when running this program. You cannot recover deleted batches.

18.5.2 Running the Revenue Fee Batch Deletion Program

Select Revenue Fees (G1526), Revenue Fee Batch Deletion.

18.5.3 Setting Processing Options for Revenue Fee Batch Deletion (R15807)

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

18.5.3.1 Select

1. Batch Number
Specify the revenue fee batch number you want to delete. The system automatically copies the last revenue fee batch that was deleted.

2. Delete Batch
Specify whether to delete the batch. Values are:

Blank: Do not delete.

1: Delete.

18.5.3.2 Print

1. Print Audit Report
Specify whether to print an audit report. Values are:

Blank: Do not print.

1: Print.

18.6 Posting Revenue Fee Batches

This section provides an overview of revenue fee batch post.

18.6.1 Understanding Revenue Fee Batch Post

After you review and approve the batches of invoices, vouchers, and journal entries that were created from the Revenue Fee Generation program (R15105), you must post the batches to update the records in the appropriate tables.

This tables lists the table information that is updated based on the record type that you post:

Record Type	Table Information
Invoices	When you post invoices, the system updates the posted code on Customer Ledger records (F03B11) to **D,** creates automatic entries and updates the posted code on Account Ledger records (F0911) to **P,** and updates the Account Balances table (F0902). (**Release 9.1 Update**) If the invoices that are included in the batch must go through the revenue recognition process, the system updates the records in the F03B11 and F0911 with the PLA account, and not the billing account on the fee master. Additionally, the system writes records in the Revenue Recognition Invoice (F03B116) and Revenue Recognition GL Info (F03B117) tables.
Vouchers	When you post vouchers, the system updates the posted code on Accounts Payable Ledger records (F0411) to **D,** creates automatic entries and updates the posted code on Account Ledger records (F0911) to **P,** and updates the Account Balances table (F0902).

Record Type	Table Information
Journal entries	When you post journal entries, the system updates the posted code on Account Ledger records to **P** (F0911) and updates the Account Balances table (F0902).

Additionally, the system updates the posted code on the batch header record (F0011) to **D.**

See Also:

- "Processing Batch Vouchers" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.
- "Posting Journal Entries" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

19

Processing Fees and Interest

This chapter contains the following topics:

- Section 19.1, "Understanding Fee and Interest Processing"
- Section 19.2, "Setting Up Fees and Interest"
- Section 19.3, "Generating Fees and Interest"

19.1 Understanding Fee and Interest Processing

If invoices remain unpaid after their due date or if you receive the payments late, you can assess fees on the invoices. These fees can be based on the invoice aging (the number of days past the due date) or a flat amount.

You can calculate interest on late payments in one of three ways:

1. Simple interest (per month or per year on outstanding balances).
2. Compound interest.
3. Interest on fees (simple or compound).

You set up bill codes and automatic accounting instructions (AAIs) that determine whether you charge a late fee or interest. This distinction is important because revenue collected from fees and interest is taxed differently than revenue received from rent. In some cases, you must differentiate the interest that you charge from the interest that you must pay on security deposits.

The system stores fee and interest information in the Fees and Interest table (F1525B).

19.2 Setting Up Fees and Interest

This section provides an overview of fee and interest search levels and discusses how to set up fees and interest.

19.2.1 Understanding Fee and Interest Search Levels

You can define up to 12 fee and interest tables that contain fee and interest information, such as timing, period, and frequency, that the system uses when you run the Fee & Interest Generation program (R15160). Using up to 12 search levels, you do not have to define the calculation of fees and interest for every lease, tenant, building, and bill code. Set up only the general policy and any exceptions within that policy. When you run the R15160 program, the system selects the most specific fee and interest table, based on its search level, and the key information of the invoice being

generated. The search level identifies the level of detail with which a fee and interest table is associated.

You set up a search level by entering values in any combination of these four fields on the Fee and Interest Table form:

- Lease
- Tenant
- Building
- Bill Code

For example, you can define a late fee generally for all the leases and facilities-specifically for a lease, tenant, building, or bill code-or for any combination of those four items. You can also specify whether charges are general, such a 25.00 late fee that applies to all tenants, or specific, such as .5 percent per month after a five-day grace period for a specific lease.

This table lists the field combinations that comprise the 12 valid fee and interest search levels:

Key Field	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12
Lease	X	X	X	X								
Tenant	X	X	X	X	X	X	X	X				
Building	X	X			X	X			X	X		
Bill Code	X		X		X		X		X		X	

Notice that as the level increases from 1 to 12, the level of detail becomes more general. With level 1, for example, the search is limited to a specific lease, tenant, building, and bill code (AR account). Level 10, however, limits the search only to a specific building.

19.2.1.1 Example: Determining the Number of Fee Tables to Set Up

For example, suppose you have the same late fee policy for all tenants in all buildings except one. In the one building, you have a second late fee policy for all tenants except one. For the one tenant, you have a third policy. That same tenant has another lease related to the first policy. The first two policies include all the bill codes, and the third policy is associated with heating, ventilation, and air conditioning (bill code HVAC).

In this example, set up only four fee tables (four levels of detail) to satisfy all of the late fee requirements:

- Level 12 (all leases, tenants, buildings, and bill codes).
- Level 10 (all leases, tenants, and bill codes for a specific building).
- Level 2 (all bill codes for a specific lease, tenant, and building).
- Level 1 (a specific lease, tenant, building, and bill code).

19.2.1.2 Example: Late Fees (Fixed Amount and Simple Interest)

If the rent is not paid within five days, the tenant is assessed a 50.00 one-time penalty. An additional five days grace period is allowed before a simple interest of 12.0 percent

is charged on the last open unpaid rent balance. The interest is retroactive to the first day of the month, and it accrues daily. All the charges are based on the due date of the invoice, and the bill code **LATE** is used to record the income from such charges.

The bill code, plus the prefixes RC and PM, comprise the related AAIs RCLATE and PMLATE.

19.2.1.3 Example: Simple Interest on a Security Deposit

For the security deposit, a tenant is entitled to earn annual interest on a monthly basis. The interest is simple (noncompounding); and the rate varies, according to the prime rate. Although the lease begins on June 1, 2008, the interest calculation begins two months later on August 1. The interest is based on the general ledger date of the receipt for the security deposit, and the bill code INTR (interest) is used to record the interest.

You use the R15160 processing options to specify the interest rate because it is variable. The Rate Indc field identifies this rate. The Retr Code field is blank. This code is optional because no grace period exists.

The bill code, plus the prefixes RC and PM, comprise the related AAIs RCINTR and PMINTR.

19.2.1.4 Example: Compounding Interest

You can set up only one detail line associated with compounding interest in a fee and interest table. To set up compounded interest, you must:

- Leave the Retro Code field blank because no grace period exists.
- Enter a bill code for an adjustment in the BCd/AdjR field. During the generation, therefore, the system updates the AR Account Ledger table as an adjustment.
- Enter **1** in the Cmp Flg field.

The adjustment reason, plus the prefix RA, comprise the related AAI RAIN.

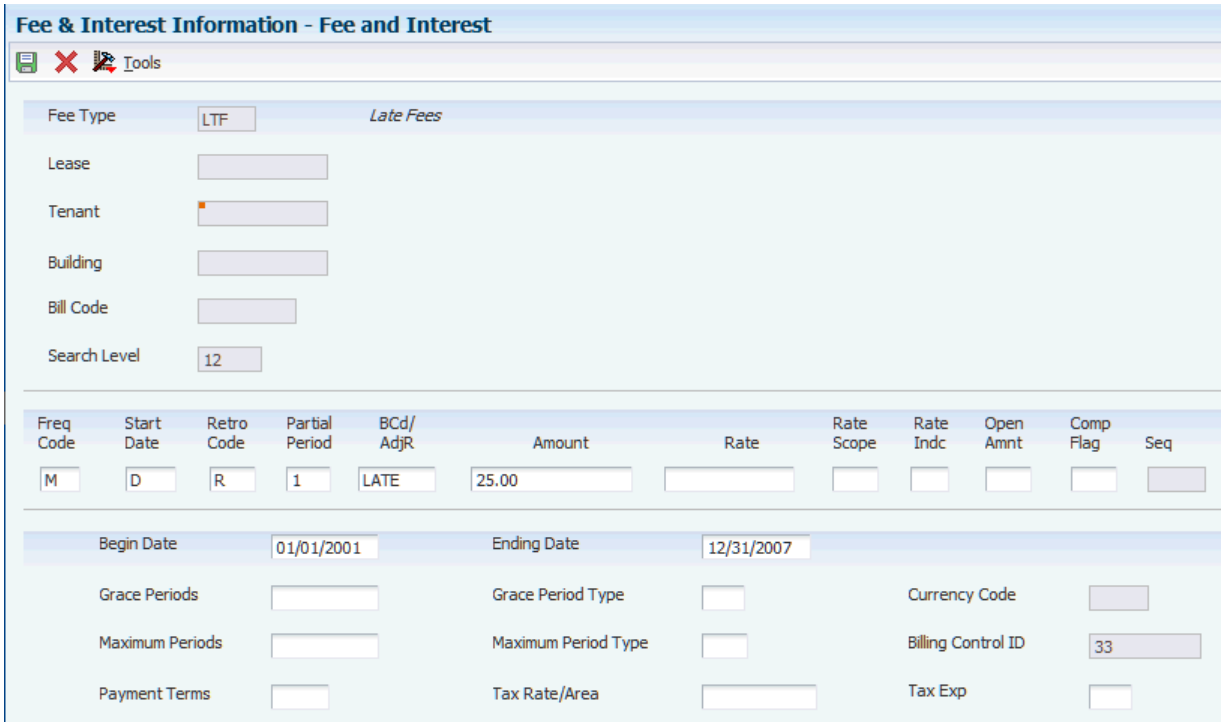
19.2.2 Forms Used to Set Up Fee and Interest Tables

Form Name	FormID	Navigation	Usage
Work With Fee and Interest	W1525A	Fees & Interest (G1527), Fee & Interest Information	Review and select fee and interest table records.
Fee and Interest	W1525B	On the Work With Fee and Interest Table form, click Add.	Set up fees and interest.

19.2.3 Setting Up Fees and Interest

Access the Fee and Interest form.

Figure 19–1 Fee and Interest form



Use the Fee & Interest Information program (P1525) to set up tables of charges, interest rates, and calculation patterns, which enables you to maintain information associated with the various fees and interest that applies to the organization.

Fee Type
Enter the fee type from user-defined code (UDC) table 15/FY that specifies how to group fee tables together for items such as late or interest charges.

Search Level
Displays the level, 1–12, of the fee and interest table based on the values in the Lease, Tenant, Building, and Bill Code fields.

Freq Code (fee frequency code)
Enter a code from UDC table 15/FC that specifies the frequency with the system applies or compounds an amount or rate. Values are:

D or **1:** Daily

M or **2:** Monthly

Y or **3:** Yearly

If you select monthly, then each month is a separate generation period. An individual table entry may be applied to an individual invoice only once per generation period. The R15160 program applies the rate or amount once for every generation period between the last date of generation and the current generation date.

Start Date
Enter a code from UDC table 15/FI that specifies which date, associated with an invoice, the system uses as the starting point for generation. For instance, late fees would be based on the due date of an invoice, whereas interest accrual for security deposits would be based on the G/L date. Values are:

D or **1:** Due Date

G or **2:** G/L Date/Transaction Date

I or **3:** Invoice Date

S or **4:** Service/Tax Date

Retro Code (retroactive start date code)

Enter a value that specifies whether the fee or interest is calculated as of the date after the grace period or retroactively as of the start date. Values are:

Blank: Fee or interest starts after grace period.

1 or **R:** Fee or interest is retroactive to start date.

Partial Period

Enter a code from UDC table 15/PP that specifies how the system generates fees and interest when an invoice has been paid during a generation period (see AAPF). Values are:

Blank: The system does not generate fees or interest for a generation period during which the invoice is paid.

1: The system generates fees and interest as if the invoice were open during the entire generation period.

2: The system pro-rates fees and interest according to the number of days the invoice was open during the generation period versus the total number of days in the Generation Period.

BCd/AdjR (billing receipt code)

Enter the G/L offset (billing/receipt) code that the system uses to retrieve estimated charges. For example, suppose you enter a control record for billing the expense participation class related to common area maintenance. If the tenant has been billed a recurring estimated charge for this class through the recurring billing process, the estimated charges must be subtracted from the calculated actual charge and only the difference billed to the tenant.

Amount

Enter the amount that the system uses as fee or interest amount.

> **Note:** You can enter either an amount or a rate, but you cannot enter both.

Rate

Enter the percentage that the system uses to assess the fee or interest. Enter the percentage as a decimal value. For example, enter **.05** to specify 5 percent.

> **Note:** You can enter either an amount or a rate, but you cannot enter both.

Rate Scope

Enter a code from UDC table 15/FC that specifies the time period in which to apply the rate.

Rate Indc (rate indicator code)
Enter a code from UDC table 15/RA that specifies the rate the system uses to calculate the fee or interest amount. Values are:

Blank: Flat rate.

%: Rate from Fee and Interest table.

1: First variable rate.

2: Second variable rate.

3: Third variable rate.

4: Fourth variable rate.

Open Amnt (open amount code)
Enter a code from UDC table 15/OA that specifies the amount associated with an invoice which is used to generate the fee or interest amount. Values are:

Blank: Original: The gross billing amount of the invoice.

1 or **A:** Average. The average open amount during a generation period.

2 or **L:** Last. The open amount at the end of a generation period.

Comp Flag (compounded flag)
Enter a code from UDC table 15/CP that specifies to the A/R Fee and Interest Generation program whether the rate is compounded. Compounded fee or interest amounts are created as adjustments to the affected invoice. There may be only one compounding entry for any fee and interest table. Values are:

Blank: Non-compounded.

1:Compounded.

Seq (auto generation sequence number)
Enter the sequence number. The sequence number is used to control the order in which AR Fee and Interest entries are processed and displayed.

Grace Periods
Enter the number of grace periods. This value, along with the Grace Period Type, determines the amount of time that the grace period, if any, is in effect. The grace period is measured from the Start Date (see FISD). For example, if the start date for an invoice is October 1, 2008, the number of grace periods is **10,** and the Grace Period Type is 1 day, then no fee or interest would be generated for the invoice until the generation date was past October 11, 2008.

Grace Period Type
Enter the amount of time that the grace period covers. For example, if the number of grace periods is eight, then the total grace period could be eight days, eight months, or eight years. Values are:

D: Days.

M: Months.

Y: Years.

Maximum Periods
Enter the maximum periods. The system uses this value, along with the Maximum Period Type, to determine the amount of time that an individual entry can be applied to an invoice. For example, if the entry is a one-time flat fee, then the Maximum

Periods would be **1** and the Maximum Period Type would match whatever the Fee Frequency indicated. If the entry is a monthly rate which is not to be applied more than 12 times, then the Maximum Periods could be **12** and the Maximum Period Type **2** (months) or the Maximum Periods could be **1** and the Maximum Period Type **3** (years). The maximum periods are measured from the start date. If there is a grace period of 10 days, but a maximum of 1 day, the system never bills the fee.

The grace period must be less than the maximum period. The system processes any generation period (see AAPF) that starts before the maximum periods are finished.

For example, if the entry is a monthly fee and if the Maximum Periods are **90** and the Maximum Period Type is **1** (days), then the system processes the first three months, even if the end of the third month falls outside of the 90 days.

Maximum Period Type
Enter a value that specifies the maximum period type. This value, along with the maximum periods, is used to determine the amount of time that an individual entry can be applied to an invoice. Values are:

D: Days

M: Months

Y: Years

Payment Terms
Enter a value that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms include:

Blank: Net 15.

001: 1/10 net 30.

002: 2/10 net 30.

003: Due on the 10th day of every month.

006: Due upon receipt.

This code prints on customer invoices.

Billing Control ID
Displays the Billing Control ID, which is used to keep track of all the periods that have been generated and posted. For billing generation type 5, the Billing Control ID is stored with the invoice information in the Lease Billings History table (F1511HB) rather than in the Billings Generation Control Master table (F15011B).

19.3 Generating Fees and Interest

This section provides an overview of the fee and interest generation process and discusses how to:

- Run the Fee & Interest Generation program.
- Set processing options for Fee & Interest Generation (R15160).

19.3.1 Understanding the Fee and Interest Generation Process

Use the Fee & Interest Generation program (R15160) to generate a batch of invoices for fees and interest against accounts receivable invoices and adjustments for interest on

security deposits. The program is based on the Customer Ledger table and controlled by the fee tables in the Fees and Interest table (F1525B).

You can calculate interest earned on security deposits. You must first set up the revenue bill code, such as INTR (interest) in a security group. After you calculate the interest earned, you can then generate the accounts payable voucher using the Security Deposit Refund Generation program (R15655) to refund the interest, the security deposit, or both.

Important: You can generate fees and interest for a tenant more than once in the same period until a batch is posted. If you inadvertently generate a batch of fees and interest, and have not yet posted it, you can delete the batch. The system deletes the batch header, the batch transactions, and the corresponding records in the Lease Billings History table (F1511HB). After you post a batch, you cannot delete it.

This table lists the tasks that you might perform after you generate fee and interest billing records to complete the billing generation process:

Task	Description
Generate the billing edit register (Required)	After you generate fee and interest records, you must run the XJDE0005 version of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. See Generating the Billing Edit/Register Report.
Review the invoice journal	You can review the batch of invoice fee records before you post them, and revise or delete transactions as necessary. See Reviewing Transaction Batches.
Review the receipts journal	You can review the batch of receipt (adjustment) records before you post them, and revise or delete transactions as necessary. See Processing Options for Receipts Journal Report (R03B311).
Post invoices (Required)	After you generate the billing edit register, you must post the billing transactions to generate the invoice records. See Posting Invoices and Vouchers.
Post receipts (Required)	After you generate the receipt (adjustment) transactions, you must post them to update the general ledger. See Posting Receipts.
Print invoices	After you post invoices, you can print and send them to the tenants. See Printing Invoices.
Print statements	After you post invoices, you can print statements and send them to the tenants. See Printing Statements.

Task	Description
Review billings transactions	You can review billing transactions in detail using the Billings Transaction Inquiry program (P15211). See Reviewing Billing Transactions.
Review invoices	You can review the invoices generated from billing transactions using the Tenant Ledger Inquiry program (P15222). See Understanding the Process to Review Applied Receipts.
Review vouchers	You can review the vouchers generated from billing transactions using the Supplier Ledger Inquiry program (P0411).

See Also:

- Refunding Partial and Full Security Deposits.

19.3.2 Running the Fee & Interest Generation Program

Select Fee & Interest (G1527), Fee & Interest Generation.

19.3.3 Setting Processing Options for Fee and Interest Generation (R15160)

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

19.3.3.1 Select

1. Fee Type
Specify a code from UDC table 15/FY that specifies the type of fee to process.

2. Generation Date
Specify the date to use to select the invoice records for which you want to generate fees or interest. The system selects only those invoice records with an open amount that have a due date that is on or before the date that you enter. If you leave this processing option blank, the system uses the current date.

3. G/L Date For Invoices
Specify the general ledger date to assign to the fee or interest invoice records that the system generates.

4. Invoice Date
Specify the date to assign to the fee or interest records that the system generates. If you leave this processing option blank, the system assigns the current date as the invoice date.

19.3.3.2 Process

1. File Update
Specify whether the program runs in proof or final mode. Values are:

Blank: Proof mode. The system generates only a report.

1: Final mode. The system generates the fee or interest record, updates the appropriate tables, and generates a report.

2. File Update Method
Specify whether the system generates one fee record for each invoice or one fee record for each unique bill code that appears on the invoice. Regardless of the value that you specify, the report includes one line for each late fee amount by bill code. Values are:

Blank: Generate one fee record for each unique bill code that is entered on the invoice. The system summarizes the fee amount by the bill code if the invoice has multiple pay items for the same bill code.

1: Generate one late fee for the invoice, regardless of the number of pay items or the bill codes.

3. Late Fee Processing
Specify whether the system verifies that the Subject to Late Fees option (LTFE) is selected in the Bill Codes / Adjustment Reasons program (P1512) for the bill code for which the late fee is processed. Values are:

Blank: Verify that the option is selected. The system does not generate late fees for bill codes that do not have the Subject to Late Fees option selected.

1: Do not verify that the option is selected. The system generates late fees for all of the bill codes specified, regardless of the setting of the Subject to Late Fees option.

4. Security Deposit Write-Off Reason Code
Specify the reason code that the system uses to retrieve the offset account for the Receipts Detail record (F03B14) that the system generates for the compounded interest on security deposits. The system retrieves the account from the AAI item RAxx, where xx is the reason code.

The system uses this processing option only when you specify to generate compounded interest on security deposits. If the Compound Flag field (COPF) is set to blank, the system ignores this processing option.

5. Late Fee Write-Off Reason Code
Specify the reason code that the system uses to retrieve the offset account for the Receipts Detail record (F03B14) that the system generates for the interest on fees. The system retrieves the account from the AAI item RAxx, where xx is the reason code.

The system uses this processing option only when you specify to generate fees that are compounded. If the Compound Flag field (COPF) on the Fees and Interests record (F1525B) is set to blank, the system ignores this processing option.

6. Variable Fee Or Interest Rates
Specify the rate that the system uses to calculate the fee or interest when the value in the Rate Indicator Code field (RAIF) in the Fee and Interest table (F1525B) equals 1, 2, 3, or 4. The system uses the rate from this processing option that corresponds to the value entered in the Rate Indicator field. If the value of the Rate Indicator field is a percent, the system ignores this processing option.

Enter the rate in decimal format. For example, enter **.05** to specify 5 percent.

19.3.3.3 Currency

1. Exchange Rate Retrieval Date
Specify the date that the system uses to retrieve the exchange rate from the Currency Exchange Rates table (F0015) when the system generates the fee in a currency that is different from the currency code assigned to the company. Values are:

Blank: General ledger date.

1: Invoice date.

20

Straight-line Rent Standards and Processes

This chapter contains the following topics:

- Section 20.1, "Understanding Straight-line Rent Standards"
- Section 20.2, "Understanding the Straight-line Rent Billing Process"
- Section 20.3, "Generating Straight-line Rent Information"
- Section 20.4, "Reviewing and Revising Straight-line Rent Information"
- Section 20.5, "Updating Recurring Billing Records with Straight-line Rent Information"

20.1 Understanding Straight-line Rent Standards

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States to ensure that financial statements are in accordance with Generally Accepted Accounting Principles (GAAP). Ruling 13 from that board, states that the revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease. The difference between the straight-line rent that the system calculates and the actual rent that you bill the tenant (or pay the landlord) must be reflected in the general ledger.

These examples illustrate the actual rent amount for three years and the effect of Straight-line Rent.

Example: Actual Rent

This table illustrates the actual rent for the lease term January 1, 2007 – December 31, 2009:

Time Period	Actual Rent
January 1, 2007 to December 31, 2007	15,000
January 1, 2008 to December 31, 2008	20,000
January 1, 2009 to December 31, 2009	25,000
Total	60,000

Example: Effect of Straight-line Rent

This table illustrates the effect of straight-line rent for the lease term January 1, 2007 – December 31, 2008:

Time Period	Actual Rent	Straight-Line Rent	Accrual/Deferral*
January 1, 2007 to December 31, 2007	15,000	20,000	5,000
January 1, 2008 to December 31, 2008	20,000	20,000	0
January 1, 2009 to December 31, 2009	25,000	20,000	(5,000)

*Straight-line rent minus actual rent

To calculate the effect of straight-line rent, the system adds the rent amounts for the entire lease term, and then divides the sum by the number of months in the lease term. Then the system subtracts the actual rent from the straight-line rent to determine the amount of the accrual or deferral that must be recorded in the general ledger. GAAP states that accruals and deferrals must be recognized in the financial statements.

A positive difference is an accrual. In the example, you received 15,000 in cash the first year, but you earned 20,000 based on straight-line rent processing. Therefore, the system generates an accrual entry to debit the account for accrued/deferred rental income and credit the account for rental revenue.

A negative difference is a deferral. In the example, you received 25,000 in cash the third year, but you earned 20,000 based on straight-line rent processing. Therefore, the system generates a deferral entry to debit the account for rent revenue and credit the account for accrued/deferred rental income.

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

20.1.1 Straight-line Rent Processing Updates (Release 9.1 Update)

To accommodate changes to FASB regulations, and provide greater flexibility for Straight-line rent processing, the following updates have been made:

- Users can define which bill codes they want to include in straight-line rent processing during bill code setup. That value is then used as a default during recurring billing setup for a lease. You can override the default value on the recurring billing setup.

  Previously, users could identify up to 10 bill codes on the processing options of the R15130. Only those bill codes were included in straight-line rent generation. Now, you can define in the processing options for the R15130 whether the system uses the bill codes defined in the processing options, or whether the system uses the straight-line rent bill code designation defined in the recurring billing setup.

  See Section 20.3, "Generating Straight-line Rent Information" and Section 2.4, "Setting Up Bill Codes and Adjustment Reason Codes" for more information.

- The Advanced Real Estate Forecasting system has also been updated to enable users to define the bill codes that they want to include when creating real estate forecasts using the P15L106 (AREF Recurring Bill Code Rules program).

  Previously, users could identify up to 10 bill codes on the processing options of the R15L1091 (AREF Budget Calculation program). Only those bill codes were included in straight-line rent processing for the assumption. Now, you can define in the processing options for the R15L1091 whether the system uses the bill codes defined in the processing options, or whether the system uses the straight-line rent

bill code designation defined in the AREF Recurring Bill Code Rule program (R15L106).

Additionally, the R15L130, which is generated when you run the R15L1091, has been updated to print bill code error messages based on whether the system is using bill codes from the processing options, or straight-line rent designations from the AREF Bill Code Rule setup.

See Generating the Budget and Setting Up AREF Recurring Bill Code Rules in the *JD Edwards EnterpriseOne Applications Advanced Real Estate Forecasting Implementation Guide* for additional information.

- The Straight-line Rent Generation program (R15130) has been updated to accurately regenerate Straight-line Rent information in the event of the early termination of a lease. Previously, when you ran the R15130 using an As Of Date that was greater than the end date of the lease, the program would produce an error.

  See Section 20.4, "Reviewing and Revising Straight-line Rent Information" for additional information.

- Users can view, and if allowed, update the Straight-line Rent Generation flag on the recurring billing records of a lease.

  See Section 7.3.2, "Understanding Recurring Billing for Straight-line Rent (Release 9.1 Update)" for additional information.

- The system has been updated to more accurately identify records that have changes that could impact Straight-line Rent processing, and might require straight-line rent information to be regenerated.

  See Section 20.4, "Reviewing and Revising Straight-line Rent Information" for additional information.

- The following reports have been updated to display the Straight-line Rent Generation option:

  – Bill Code Listing report (R15450)

  – Recurring Billing Listing report (R154011)

  – Lease Master Listing report (R15401)

- The Straight-line Rent Revisions program (P1513) has been updated to include a new inquiry form that enables users to view all records in the F1513B table, across leases, that might require straight-line rent processing to be regenerated due to changes that were made after the information was last generated.

  This program has also been updated to enable users to update the Straight-line Rent Generation Control field for a group of selected records. The program also enables users to select a record, and use a new Row menu option to roll back all records that have the same lease, building, unit, and batch number as a selected record to the previous generation of straight-line rent.

  These changes provide users with an easy way to view all of the records that have been marked for straight-line rent regeneration, and to update those records if they determine that regeneration is not required.

  See Section 20.4, "Reviewing and Revising Straight-line Rent Information" for additional information.

- The Real Estate Management Constants program (P1510) has been updated to include straight-line rent fields. When leases are created after these constants have been defined, the system automatically adds those default values to the leases. You

can set the processing options on the P1501 and P1502 to specify whether users are allowed to override the default straight-line rent values that are populated from the constants.

See Section 2.1, "Setting Up Constants" for additional information.

- The Lease Information program (P1501) has been updated to support lease-specific straight-line rent setup. When you create a lease, the system looks to the Real Estate Management Constants program (P1510) to determine if default straight-line rent setup information exists. If default information is available in the constants, the system automatically updates the lease with the default values. Processing options on P1501 determine whether you can update those values.

  If the processing options enable you to change the straight-line rent setup information on a lease, you access lease-specific straight-line rent setup information using the Setup Straight-line form menu option on the Lease Master Revisions form.

  Additionally, a new program, Lease Straight-line Rent Setup (P15131), has been created to enable users to review, and if allowed, update the straight-line rent setup for leases. The program allows you to use filter criteria to view all leases that have straight-line rent setup information, to view all leases that do not have the setup, or to easily review the setup for all leases.

  This new program also includes the Append on Regeneration option, which enables users to specify whether, when a lease term has been changed, the subsequent run of the R15130 appends the straight-line rent records associated with the new lease term to the existing straight-line records, or if the existing records are deleted, and straight-line rent records for the lease are regenerated.

  You can also access this new program from the Recurring Billing Revisions form.

  See Section 4.2.4, "Understanding Straight-line Rent Processing for Leases (Release 9.1 Update)", Section 4.2.10, "Entering Straight-line Rent Setup Information for Leases (Release 9.1 Update)", and Section 7.3.7, "Forms Used to Enter Recurring Billing Information" for additional information.

- The Straight-line Rent R.B. Update program (R15132) has been updated to enable users to enter lease version selection information in the processing options.

  See Section 20.5, "Updating Recurring Billing Records with Straight-line Rent Information" for additional information.

- The Lease Global Update program (R15117) has been updated with a new processing option that enables users to specify that they want to update the Straight-line Rent Revisions table (F1513B) when the program is processed.

  See Section 24.7, "Updating Leases Globally" for additional information.

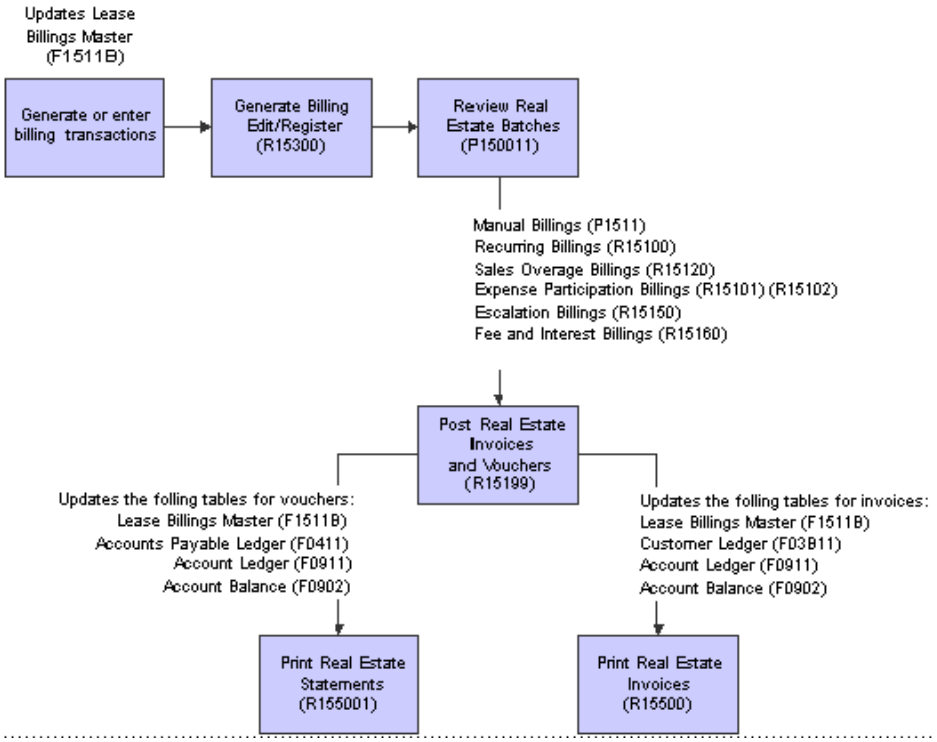
20.2 Understanding the Straight-line Rent Billing Process

This table describes the steps of the straight-line rent billing process:

Step	Description
Define straight-line rent bill codes	You must define which billing codes (which are used when setting up recurring billing records on a lease) should be included in straight-line rent processing. **(Release 9.1 Update)** There are two methods you can use to define billing codes for straight-line rent processing: ■ Add up to 10 standard, and 10 conversion bill codes to the processing options of the Straight-line Rent Generation Program (R15130). ■ Use the value in the Recurring Billing Information program (P1502) to specify which bill codes should be included in the process. Note that you define the default value using the P1512. That value is automatically added to the recurring billing records. You can override this value on the recurring billing record. Additionally, you use the processing options on the R15130 to specify which of the above methods the system uses when generating straight-line rent information.
Generate straight-line rent information	Run the Straight-line Rent Generation program (R15130) to calculate the effect of straight-line rent processing on the rent that you bill. The system calculates the straight-line rent for each period, compares it to the actual rent for the period, and determines the accrual or deferral (adjustment) amount.
Update recurring billings with straight-line rent information	Run the Straight-line Rent Recurring Billing Update program (R15132) to generate the straight-line rent recurring billing records that you process into general ledger entries.

Step	Description
Generate the billing edit register	After you generate recurring billings, you must run the Billing Edit/Register program (R15300) to ensure that the batch is ready to post. **(Release 9.1 Update)** The R15300 program has been updated to determine if billing records should be included in the revenue recognition process. The program compares the information on the billing transaction to the revenue recognition trigger configuration, and if the record should be included in the revenue recognition process, the system validates that the appropriate AAIs and accounts are set up. Be aware that billing records that have been through straight-line rent processing should not also be included in revenue recognition processing. It is important to review this report before posting invoices to ensure that none of the invoices that have gone through straight-line rent processing will be included in revenue recognition process. See Generating the Billing Edit/Register Report.
Review and approve batches (optional)	If the Manager Approval of Input option is enabled in the Accounts Receivable or Accounts Payable constants, the system changes the batch status to pending when you successfully generate the billing edit register. You must approve batches that are in a pending status before you can post them.
Post Real Estate invoices and vouchers	When batches are at a status of Approved, they are ready to post. Depending on how the lease is set up, you run either the Post RE Invoices to generate invoices or the Post RE Vouchers program (R15199) to generate vouchers. You can use either version of the program to post accrual entries, but you should post the entries in a separate batch. You can segregate billing records that generate accrual entries from other billing records by specifying in the data selection for the post program that the transaction type equals A. **(Release 9.1 Update)** This program has been updated to send invoices that contain billing transactions that meet revenue recognition trigger criteria through the revenue recognition process. Before you run this program, ensure that your invoices do not include both straight-line rent transactions and revenue recognition transactions. See Posting Invoices and Vouchers.
Print real estate statements (optional).	If you print real estate statements, use the Print RE Statements program (R155001).
Print real estate invoices (optional).	If you print real estate invoices, use the Print RE Invoices program (R15500).

Figure 20–1



20.2.1 Considerations for Straight-line Rent and Revenue Recognition Processing (Release 9.1 Update)

Some billing transactions that are generated through the Real Estate Management system will require straight-line rent processing. Others will require revenue recognition processing. Typically, you use Bill Code values to identify these different types of transactions.

To determine which billing transactions are sent through revenue recognition processing, you set up a trigger hierarchy. When defining your trigger hierarchy and Real Estate Management system setup, be aware of the following:

- A transaction should not be included in both straight-line rent and revenue recognition processing.
- You must define your trigger configuration to ensure that transactions that should be processed through straight-line rent are excluded from the revenue recognition process.
- If an invoice contains both straight-line rent transactions and revenue recognition transactions, the entire invoice is sent through revenue recognition processing. Therefore, ensure that you do not include both types of transactions on a single invoice.
- You can identify transactions that will be included in revenue recognition processing by running the Billing Edit/Register report (R15300). Review this report carefully before posting invoices to ensure that transactions are not included in both processes.

See Setting Up Revenue Recognition Triggers for Real Estate Management in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.

20.3 Generating Straight-line Rent Information

To generate straight-line rent information, you run the Straight-line Rent Generation program (R15130). When you run this program, the system writes records in the F1513B table. Before running this program, review and set the processing options to ensure that the information is generated correctly.

Note: After you run this program, it is possible that you will change lease data that could impact generated straight-line rent information. You can rerun this program to regenerate information for records that require recalculation.

See Section 20.4, "Reviewing and Revising Straight-line Rent Information" for more information.

To access the R15130, select Straight-line Rent Generation from the Straight-line Rent menu (G1528).

When you run the Straight-line Rent Generation program (R15130), the system calculates the effect of straight-line rent by performing these steps in sequential order:

1. The system determines the start and end dates to use to generate straight-line rent information.

   (Release 9.1 Update) Using processing option 11 (Straight-line Rent Setup) on the Process tab, the system determines if it retrieves the start and end date from the straight-line rent setup on the lease, or whether it uses the values that are defined in the processing options of the R15130. If it uses the processing option values, it determines the dates as follows:

   – Start date - The system uses the Lease Term Date Selection processing option to determine whether to use the start date of the lease or the move-in date on the building or unit. Then, based on the date in the Straight-line Rent As of Date processing option, the system uses whichever date is later, the as of date or the lease start date (or move-in date on the building or unit).

     For example, if the Straight-line Rent As of Date processing option is set to June 1, 2007, and the Lease Term Date Selection processing option is set to use the start date on the lease, which is June 20, 2007, the system uses June 20, 2007 as the start date for the straight-line rent generation.

   – End date - The system generates straight-line rent information through the date specified in the Lease Term Date Selection processing option (either the end date of the lease or the plan-out date on the building or unit).

Note: Regardless of the end date on the lease (or move-out date on the unit), the maximum number of months that the Straight-line Rent Generation program can process is 1188, or 99 calendar years beginning with January.

Additionally, the value of the century change year data item (CENTCHG) can affect the end date that the system uses because it affects the cutoff date for the century. For example, if the value of CENTCHG is 20, the cutoff year for processing straight-line rent is 2020, regardless of the length of the lease. If the leases that you process have long terms, verify that the value of this data item is set to a number that represents the longest lease term that you process.

If the system retrieves the start and end date information from the lease, users have the ability to use the same options as described above, but can also set up user-defined start and end dates that the R15130 can use to process straight-line rent information.

2. The system generates a batch for processing and retrieves information from these tables based on the start and end dates:
   - The system calculates the number of months that each unit is occupied from the Lease Master Header table (F1501B),
   - The system determines the base rent amounts for the occupied units from the Recurring Billings Master table (F1502B),
3. Using Straight-line Rent Rounding Option processing option on the Process tab, the system determines whether the system rounds the straight-line rent amounts to the nearest whole number. This processing option is used only for report display purpose, and amounts are not rounded in the Straight-line Rent Lease Control table (F1513B).
4. **(Release 9.1 Update)** The system determines which bill codes to include in straight-line rent processing. A processing option setting determines whether the R15130 retrieves the bill codes from the Bill Codes tab on the processing options, or from the Straight-line Rent Generation flag on the recurring billing records.
5. The system calculates the straight-line rent for the lease term.
6. The system compares the straight-line rent to the actual rent and calculates the difference (accrual or deferral) for each month for the lease term.
7. The system uses the setting of the Process Mode processing option to determine whether to print a report only, generate straight-line rent records, or delete straight-line rent records.

20.3.1 Setting Processing Options for Straight-line Rent Generation (R15130)

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

20.3.1.1 Process

1. Straight-line Rent As Of Date

Specify the beginning date to use to generate straight-line rent information. The system process all records from the date specified forward (no ending date). If you leave this processing option blank, the system uses the system date.

> **Note:** If you enter a date prior to the lease begin date, the lease begin date value overrides the date entered.

2. Catch-Up Adjustment Date

Specify the date to use to generate straight-line rent catch-up adjustments. The system generates straight-line rent information for all periods (based on the date you enter) through the date specified in the Straight-line Rent As of Date processing option. If you leave this option blank, the system does not generate catch-up adjustments.

3. Prorate Partial Month Rents

Specify whether to generate prorated straight-line rent information for partial month rents. Values are:

Blank: Do not generate.

1: Generate. The system prorates information based on the number of days the unit is occupied and the number of days in the month.

2: Generate prorated information based on a 30 day month.

3: Generate prorated information based on a 31 day month.

4. Lease Term Date Selection

Specify which dates on the lease to use to generate straight-line rent information. Values are:

Blank: Use the beginning and ending dates on the lease.

1: Use the move-in and plan-out dates entered for the building or unit on the lease.

5. Straight-line Rent Rounding Option

Specify whether the system rounds the straight-line rent amounts to the nearest whole number. Values are:

Blank: Do not round.

1: Round.

6. Process Mode

Specify whether to print a report only, generate straight-line rent records, or delete straight-line rent records.

Blank: Print a report of the straight-line rent calculations, but do not generate straight-line rent records.

1: Generate straight-line rent records and print a report.

2: Delete the straight-line rent records previously generated and print a report. You must specify a batch number in the Batch Number for Roll Back Process processing option to select the records to delete.

Note: The system ignores all other processing options when you select this option.

---

7. Batch Number for Roll Back Process

Specify the batch number to use to update the Straight-line Rent Lease Control table (F1513B) with calculations previously generated. Use this processing option if the value of the Process Mode processing option is **2**.

8. Straight-line Rent Adjustment Through Option

Use this processing option to specify whether the system includes the period in which the Straight-line Rent As Of Date occurs when calculating adjustments. Values are:

Blank: The system includes the period in which the Straight-line Rent As Of Date occurs when calculating adjustments.

1: The system does not include the period in which the Straight-line Rent As Of Date occurs when calculating adjustments. The system calculates adjustments through the month prior to the period when the Straight-line Rent As Of Date occurs.

20.3.1.2 Bill Codes

1. Bill Codes to Retrieve Rent Amounts
Specify the bill codes to use to retrieve the rent amounts from the Recurring Billings Master table (F1502B) to generate the straight-line rent information. You can specify as many as 10 bill codes.

2. Bill Codes for Conversion
Specify the bill codes to use to retrieve the converted straight-line rent amounts from the Recurring Billings Master table (F1502B) to generate the straight-line rent information. You can specify as many as 10 bill codes.

20.3.1.3 Conversion

1. Perform Manual Straight-line Rent Conversion
Specify whether to calculate straight-line rent information for the bill codes entered in the Bill Codes for Conversion processing options for which manual billing records exist. Values are:

Blank: No conversion.

1: Manual conversion.

2. Suspend Pre-Conversion Entries
Specify whether to suspend the converted straight-line rent recurring billing records based on the bill codes entered in the Bill Codes for Conversion processing option. Values are:

Blank: Suspend entries.

1: Keep pre-conversion entries.

20.3.1.4 Version

1. Version Effective Date
Specify the date to use to retrieve the lease version. If you leave this processing option blank, the system uses the value entered in the Search Default for Lease Version processing option.

2. Search Default for Lease Version
Specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. The system uses the value specified in this processing option only when the Version Effective Date processing option is blank. Values are:

Blank: System date.

1: Latest (future) effective date. For example, if today's date is June 30, 2007 and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

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

20.4 Reviewing and Revising Straight-line Rent Information

To review and revise straight-line rent information, you can use the Straight-line Rent Revisions program (P1513). This program enables users to:

- Review all records that are marked for Straight-line Rent regeneration.
- Update the Straight-line Rent Generation Control flag.

  Processing option settings determine whether users have permission to perform this update.
- Change the actual or straight-line rent amounts or adjustments.
- Select records and perform a rollback to the previous generation of straight-line rent.

The system automatically revises the accrual or deferral amount, but these requirements must be met to prevent the system from generating an error:

- The total of the amounts in the Actual Rent column must equal the total of the amounts in the Straight Rent column.
- The total in the Accr/Defer column (the straight-line rent effect) must be zero (blank).

If the system detects no errors after you revise information, it summarizes the annual amounts and recalculates the accruals, deferrals, and balance forward.

Revising Straight-line Rent Information By Updating a Lease or Recurring Billing Record (Release 9.1 Update)

Another method to revise straight-line rent information is to change information on the recurring billing record or lease information record, and rerun the Straight-line Rent Generation program (R15130).

When the system generates the initial straight-line rent records, the Generation Control field (GENC) for the record is blank, which prevents the system from generating straight-line records again. When changes that you make to the lease information or recurring billings might impact straight-line calculations, you want to update the Generation Control field to **Y,** enabling you to recalculate new straight-line rent records.

If you revise a lease or recurring billing record after straight-line information has been generated, the system determines whether the change might impact those calculations, based on the fields that are updated. Depending on the processing option settings for the P1501 and P1502, the system does one of the following when such a change occurs:

- The system saves the lease or recurring billing revisions and does not update the Straight-line Rent Generation Control field.

  The user must manually update the Straight-line Rent Generation Control field before rerunning the R15130 in order to recalculate straight-line rent information for the revised lease.
- A warning window appears to notify users that straight-line records might need to be recalculated.

  The user can click OK to save the lease or billing revisions and mark the Straight-line Rent Generation Control field for all updated records. Alternatively, the user can click Cancel to save the revisions without updating the Straight-line Rent Generation Control field.

- The system saves the billing revisions and automatically updates the Straight-line Rent Generation Control field.

Changing any field on the Lease Straight-line Rent Setup program (P15131) will update the Straight-line Rent Generation Control field. This table lists the additional fields that, when changed, could impact previously generated straight-line rent calculations:

Lease Revision Fields	Recurring Billing Revision Fields
Lease Start Date	Bill Code
Lease End Date	Bill Type
Term of Lease	Straight-line Rent Generation option
Move-In Date	Gross Amount
Plan-Out Date	Billing Frequency
Commitment Beginning Date.	Starting Date
	Ending Date
	Building
	Unit
	Suspense Code
	Suspend Date
	Transaction Currency

In the event that a lease is terminated early by changing any of the above listed fields on the lease, you can regenerate straight-line rent calculations for that lease. When you run the R15130 again over the lease, the system performs a validation on the As of Date in relation to the lease end date, which is determined based on the processing option settings.

If the As of Date is after the lease end date, the system determines whether there are any Straight-line Rent records (F1513B) that have been processed into recurring billing by reviewing F1513B records for the lease/building/unit that have a Y in the PSFT field. The PSFT field is set to Y when the Straight-line Rent Recurring Billing Update (R15132) is run. If processed records were found, the system considers this an early termination, and sets the As of Date to the first day of the final period for the lease. If no processed records were found in the F1513B, you will get an error indicating that the As of Date is after the lease end date.

Updating Straight-line Rent Information Using the Delete and Roll Back Method

Another method to revise straight-line rent information is to delete the active straight-line rent records and roll back to the previously generated records.

If you discover that straight-line records were generated using the wrong data selection or processing option settings, or that you have to revise a recurring billing record, you can delete all or part of the active batch of straight-line records and reactivate the previous records. Then you can make the changes and regenerate the correct records.

To delete and roll back the calculations, you must set the Process Mode processing option to **2** (roll back to previous generation) in the Straight-line Rent Generation program (R15130), and specify the batch number assigned to the straight-line records in the corresponding processing option. You can use data selection to limit the records

that are deleted, if desired. When you run the program with the processing options set to roll back, the system deletes the active straight-line rent records and reassigns the batch number to the previous records.

For example, after you run the R15130 program twice, the records appear as follows in the Straight-line Rent Lease Control table (F1513B):

Lease	Building	Unit	Century	Year	Batch Number	Generation Code	Actual Rent Period 1
1234	150	101	20	3	0		10,000
1234	150	101	20	4	0		12,000
1234	150	101	20	5	0		13,000
1234	150	101	20	3	552		11,000
1234	150	101	20	4	552		12,000
1234	150	101	20	5	552		13,000

After you run Straight-line Rent Generation (R15130) to roll back the records to the previous batch, the system deletes the active records and updates the records for the previous calculations as follows:

Lease	Building	Unit	Century	Year	Batch Number	Generation Code	Actual Rent Period 1
1234	150	101	20	3	552	Y	10,000
1234	150	101	20	4	552	Y	12,000
1234	150	101	20	5	552	Y	13,000

The system updates the Generation Code field to **Y** so that you can rerun straight-line rent calculations.

> **Note:** The system retains only two batches in the Straight-line Rent Lease Control table (F1513B); therefore, you cannot roll back a specific batch more than once.

Updating Straight-line Rent Information Using the Rollback Option from the Straight-line Rent Inquiry (Release 9.1 Update)

From the Straight-line Rent Inquiry form, you can review the current and previous generation of straight-line rent information. If you want to roll back to the previous generation of straight-line rent, you can select a record and then select Rollback from the Row menu. When you select this option for a record that does have a previous generation, the system performs the following tasks:

- The system deletes all records from the F1513B that have the same lease number, building, unit, and batch number as the selected record.
- The system then updates the previous generation records in the F1513B with the batch number that was on the selected record.

- The system updates the GC (Generation Control) field for the updated records (previous generation) with Y so that they are selected for recalculation when the R15130 is processed.

If you select a record that does not have a previous generation, or you select a record that does not have a batch number, the system deletes all records from the F1513B that have the same lease number, building, unit, and batch number as the selected record.

Updating Straight-line Rent Information for an Early Termination Scenario (Release 9.1 Update)

In some situations, you might find it necessary to terminate a lease on a date earlier than originally planned. In these situations, it is likely that you have already generated straight-line rent information using the original lease end date. When the lease is terminated early, you must regenerate straight-line rent information.

When you change the lease term, the system marks the records for straight-line rent regeneration. When you rerun the R15130 to regenerate the information, if the As Of Date is later than the lease ending date, which is likely in an early termination scenario, the system changes the As Of Date to the first day of the previous period, and regenerates straight-line rent records using that date.

For example, if you ran the R15130 using the As Of Date of June 1, 2017, and the lease term ended on May 31, 2017, the system would change the As Of Date to be May 1, 2017, and regenerate straight-line rent records through the month of May.

Note: If you receive an error indicating that the As Of Date is after the lease ending date, there were either no existing straight-line records or the straight-line records were never processed into recurring billing. If this occurs, change the As Of Date to be prior to or equal to the lease beginning date.

20.4.1 Setting Processing Options for Straight-line Rent Revisions (P1513)

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

20.4.1.1 Process

1. Display Straight-line Rent Generation

Specify whether to display straight-line rent information from the current generation or the previous generation. Values are:

Blank: Current generation.

1: Previous generation.

2. Allow Revision of Generation Control

Specify whether to display the Generation Control field (GENC) so that it can be updated manually. Values are:

Blank: Do not display.

1: Display.

20.4.1.2 Versions

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

20.4.2 Reviewing and Revising Straight-line Rent Information (Release 9.1 Update)

1. From the Straight-line Rent menu (G1528), select Straight-line Rent Revisions.
2. On the Straight-line Rent Inquiry form, you can enter optional search criteria in the header or QBE line, and then click Search.
3. Select the Display Previous Generation option to view records for previous generations of straight-line rent information. Records for the previous generation, if they exist, will not include a batch number.
4. To view all records that are currently marked for Straight-line Rent regeneration, enter a Y in the GC (Generation Control) column of the QBE line, and then click Search.
5. To roll back to a previous generation, select a record and then select Rollback from the Row menu.

   On the Rollback Confirmation form, click OK. The system returns you to the Straight-line Rent Inquiry form. The record you selected has been deleted. To see the additional changes, click Search.
6. To revise the GC value for a record, select the row, and then select Update Gen Control from the Row menu.

   On the Update Generation Control window, select or deselect the Generation Control option, and then click OK. The system returns you to the Straight-line Rent Inquiry form, and displays the new value for the GC field in the grid.

   The Update Gen Control row menu option is available only if the processing option settings allow updates to the Generation Control field.
7. To view the lease details for a specific record, select the record and then select Lease Master from the Row menu.

   Note that when you access the lease master from this row exit, the system populates the Building and Display All Versions fields in the header, and the Lease and Unit fields in the QBE line, using data from the record you select on the Straight-line Rent Inquiry form. You must update these fields if you want to change the search criteria on the Work With Leases form.
8. From the Straight-line Rent Inquiry form, to revise a record, select the record and then click Select.

   The system displays the Straight-line Rent by Year form, which is read-only. Records are displayed by year, and the GC flag is selected if any records for that year are marked for Straight-line Rent regeneration. To revise information, select a record and then click Select.

   Note that it does not matter which year you select on this form. The system will display all records on the next form. To skip the Straight-line Rent by Year form, you can select Straight-line Rent Revisions from the Row menu.
9. On the Straight-line Rent Revisions form, review and update any of these fields:
   - Actual Rent

Enter the amount that is billed or amortized for the period specified.

- Straight Rent

  Enter the average monthly rent amount that the system calculates when straight-line rent information is generated for the period specified. The system calculates the average monthly rent through the lease effective period based on the actual amounts.

  For example, if the lease starts on January 1, 2007 and ends on December 31, 2008, and the rent is 1000 per month for 2007 and 1200 per month for 2008, the system calculates the straight-line rent as 1100 per month ([1000 × 12 + 1200 × 12) ÷ 24 = 1100).

- Accr/Defer

  Displays a value that represents the accrual or deferral amount as a result of straight-line rent calculations. The system subtracts the amount in the Straight Rent field from the amount in the Actual Rent field to calculate the accrual or deferral amount. If the number is positive, it represents the accrual amount. If the number is negative, it represents the deferral amount.

- Adjustment

  Displays a value that represents the straight-line rent adjustment amount for the specified period. The system includes catch-up amounts and the amounts adjusted from converted straight-line rent records.

- Generation Control

  You can update this field if you want to change the Generation Control flag for all records that match the criteria in the header of the form. This field is enabled only if the processing option settings allow users to update the Generation Control field.

20.5 Updating Recurring Billing Records with Straight-line Rent Information

After you generate the straight-line rent information, you must update the effects of straight-line rent to recurring billings. You run the Straight-line Rent R.B. Update program (R15132) to automatically create the bill code lines for accrued rent, deferred rent, and adjustments in the Recurring Billings Master table (F1502B). The system uses this information to update the recurring billing cycle and to create the appropriate straight-line rent adjustment billings.

Before running this program, review and update the processing options as necessary. To access this program, Select Straight-line Rent R.B. Update from the Straight-line Rent menu (G1528).

Use the Batch Selection processing option to specify whether the system updates the F1502B table for the entire batch of straight-line rent information or only the records that you specify in the data selection.

(Release 9.1 Update) The R15132 has been updated to include processing options that enable users to define the lease version and the Straight-line Rent Begin Date that is used when running the R15132.

After you generate the straight-line rent recurring billing records, you can review them using the Recurring Billing Information program (P1502).

See Revising Recurring Billings.

Related Tasks for Processing Straight-line Rent Information

This table describes the tasks to perform after you update recurring billings with straight-line rent information to complete the Straight-line Rent billing process:

Task	Description
Generate the billing edit register (Required)	After you generate recurring billings for straight-line rent information, you must run version XJDE0001 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. See Generating the Billing Edit/Register ReportGenerating the Billing Edit/Register Report.
Review the recurring billing journal	You can review, revise, and delete the batch of recurring billing records as necessary before you post them. See R154011 - Recurring Billing Information Listing.
Post invoices and vouchers (Required)	After you generate the billing edit register, you must post the straight-line rent transactions to generate the invoice or voucher records. See Reviewing Billing Transactions.
Review Straight-line Rent billings transactions	You can review straight-line rent billing transactions in detail using the Billings Transaction Inquiry program (P15211). See Reviewing Billing Transactions.

20.5.1 Setting Processing Options for Straight-line Rent R.B Update (R15132)

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

20.5.1.1 Process

1. Batch Selection

Specify the batch number the system uses to select the Straight-line Rent Lease Control records (F1513B table) when updating recurring billings to the Recurring Billings Master table (F1502B). If you leave this processing option blank, the system uses data selection to select the appropriate records. If you do not specify records in data selection, the system processes all records.

Note: Do not specify both a batch number and data selection.

2. Straight-line Rent Record Selection

Specify whether to generate recurring billing records for all straight-line rent records (based on the batch number or data selection) or for specific straight-line rent records, by additionally using the date range from the Generation From Date and Generation Through Date processing options. Values are:

Blank: Process specific straight-line rent records based on the additional date range criteria.

1: Process all straight-line rent records.

3. Generation From Date
Specify the beginning date that the system uses to select straight-line rent records from the Straight-line Rent Lease Control table (F1513B) to generate recurring billing records; use this processing option with the Generation Through Date processing option. The system processes all straight-line rent records for the periods that correspond to the dates entered. For example, if the date range entered is June 10, 2007 through December 31, 2007, the system processes the straight-line rent records for periods 6 through 12 for 2007.

If you leave this processing option blank, the system processes all records through the date specified in the Generation Through Date processing option. If you leave both date processing options blank, the system processes all straight-line rent records based on the batch number or data selection.

4. Generation Through Date
Specify the ending date to use to select straight-line rent records from the Straight-line Rent Lease Control table (F1513B) to generate recurring billing records; use this processing option with the Generation From Date processing option. The system processes all straight-line rent records for the periods that correspond to the dates entered. For example, if the date range entered is June 10, 2007 through December 31, 2007, the system processes the straight-line rent records for periods 6 through 12 for 2007.

If you leave this processing option blank, the system processes all records from the date specified in the Generation From Date processing option. If you leave both date processing options blank, the system processes all straight-line rent records based on the batch number or data selection.

5. Proof or Final Mode
Specify whether to process recurring billings in proof or final mode. Values are:

Blank: Proof mode. The system prints a report only of the recurring billing records that it generates.

1: Final mode. The system updates the Recurring Billings Master table (F1502B) and prints a report

20.5.1.2 Bill Codes

1. Bill Codes for Entries Generated in the Recurring Billing Table
Specify the bill codes to assign for the accrued, deferred, adjusted, and catch-up billing entries that the system generates in the Recurring Billings Master table (F1502B).

2. Monthly Billing Frequency
Specify the billing frequency code that the system uses for monthly billings. You must enter a billing frequency code that exists in the Billing Frequency Master table (F15019).

21

Revenue Recognition for Real Estate Management (Release 9.1 Update)

This chapter provides an overview of the revenue recognition process for Real Estate Management.

21.1 Understanding Revenue Recognition for Real Estate Management

Business processes and financial standards outline when you can recognize revenue for the amounts you bill to customers. You cannot recognize revenue for billed amounts until the performance obligation to the customer is satisfied.

The JD Edwards EnterpriseOne system has been updated to enable users to include invoices that are generated in the Real Estate Management system in the revenue recognition process in the Accounts Receivable system. This update ensures that your system recognizes revenue at the appropriate time.

Before you begin processing revenue recognition for Real Estate Management invoices, Oracle recommends that you have a complete understanding of the revenue recognition process in the Accounts Receivable system. See Understanding Revenue Recognition in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide.*

This list outlines the process that you can use to include invoices generated by the Real Estate Management system in the revenue recognition process:

1. Set up revenue recognition AAIs and activate revenue recognition processing.

   See Setting Up Revenue Recognition (Release 9.1 Update) in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide.*

2. Set up triggers and configuration information for Real Estate Management.

   You use triggers and configuration information to specify which real estate invoices you want to include in the revenue recognition process.

   See Setting Up Revenue Recognition (Release 9.1 Update) in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide.*

3. Enter leases and generate billings from the Real Estate Management system.

   This includes manual, recurring, and escalated billings, and billings for revenue fees, sales overages, and expense participation. The way that you generate or create billing records in the Real Estate Management system has not changed.

4. Generate the Billing Edit Register Report (R15300).

This program has been updated to compare billing records to the revenue recognition trigger and configuration setup to determine whether the billing record will be included in the revenue recognition system when the associated invoice is created. If there are errors on this report, you must fix them and rerun before moving to the next step.

See Section 5.4, "Generating the Billing Edit/Register Report" for additional information.

5. Run the Post RE Invoices and Post RE Vouchers program (R15199).

   This program generates invoices from your real estate billing records. The program has been updated to compare billing records against the revenue recognition trigger and configuration setup to determine whether an invoice should be included in the revenue recognition process.

   See Section 5.6, "Posting Invoices and Vouchers" for additional information.

6. If necessary, generate revenue fee invoices using the Revenue Fee Generation program (R15105).

   This program has been updated to compare fee invoices against the revenue recognition triggers to determine if the invoice should be included in the revenue recognition process.

   See Chapter 18, "Processing Revenue Fees" for additional information.

7. After an invoice is created, you can use the Tenant Ledger Inquiry program (P15222) to review the G/L Distribution for that invoice.

   This program has been updated to display a new form, Revenue Recognition G/L Distribution, for invoices that are included in the revenue recognition process.

   See Section 6.10.4, "Reviewing Transactions Invoices" for more information.

8. Now that the invoice is included in the revenue recognition process, you use the programs in the Accounts Receivable system to process those invoices and recognize revenue.

   See Recognizing Revenue and Cost of Goods Sold (Release 9.1 Update) in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide.*

22

Balance Sheet Lessee Accounting (Release 9.1 Update)

This chapter discusses:

- Section 22.1, "Understanding Balance Sheet Lessee Accounting"
- Section 22.2, "Setting Up Balance Sheet Lessee Accounting Processing"
- Section 22.3, "Processing Lease Commencement for Balance Sheet Lessee Accounting"
- Section 22.4, "Processing Monthly Balance Sheet Lessee Accounting Journal Entries"
- Section 22.5, "Changing Lease Terms After Schedule Creation"
- Section 22.6, "Creating Alternate Ledger Journal Entries for Lessee Leases"

22.1 Understanding Balance Sheet Lessee Accounting

Current accounting standards for the lessees of property and non-property assets require that the leased asset might need to be accounted for on the company's balance sheet. These leased assets must be included on the balance sheet, and organizations must recognize the assets and the liabilities associated with the lease. These assets are called Right of Use (ROU) assets.

To accommodate these accounting standards, the JD Edwards EnterpriseOne Real Estate Management system includes features that enable users to:

- Set up default lessee accounting values in the Real Estate Management constants. You can also use the constants to activate balance sheet lessee accounting once setup is complete.
- Set up AAIs for balance sheet lessee accounting.
- Set up lessee accounting information for bill codes to define their impact on lease liability and ROU asset calculations. You can then define recurring or manual billing information for the lease using these bill codes.
- Manually or automatically create asset records for property units that will be included on a lessee lease.
- Manually create asset records in the Fixed Asset system for non-property assets.
- Create a lessee lease that includes property and non-property assets. Each leased asset on the lease references an asset in the Fixed Assets system.

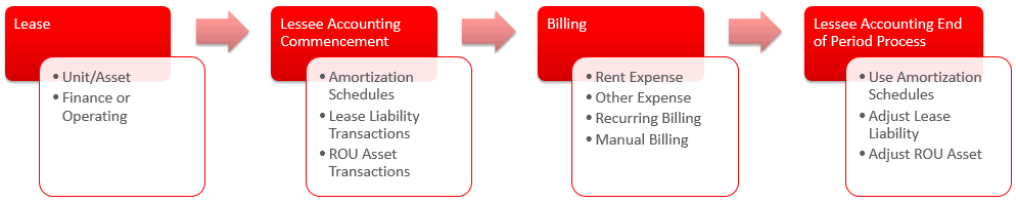
- Define lessee accounting information for the lease and the individual assets on the lease.
- Process lease commencement activities, which includes:
  - Creating lease liability and ROU asset amortization schedules for leased assets.

    The schedules are used when creating lease commencement journal entries, and during each calendar month to calculate lease liability and ROU asset journal entries. The values in the schedules are based on the lease term, borrowing rate, and the manual and recurring billing information.
  - Generating the appropriate lease commencement journal entries for the leased assets when the lease begins.

    You can then review, approve, and post the journal entries.
- Process monthly lessee accounting calculations to adjust the lease liability and ROU asset accounts associated with the leased assets.

  You can then review, approve, and post the journal entries.
- Easily identify when monthly accounting entries are overdue for processing.

Figure 22–1 Balance Sheet Lessee Accounting Process Overview



Lease Simplification for Lessee Accounting

Numerous customized user defined objects (UDOs) have been created to help simplify lease entry and maintenance for lessee leases. These UDOs include:

- Grid formats
- Form layouts
- Personal forms
- Cafe One layouts
- Watchlists
- Advanced queries

A complete list can be found on the Lease Management page on LearnJDE.com.

Additional Resources for Lessee Accounting

> **Additional Information on LearnJDE:** Visit the `Lease Management page on LearnJDE.com`, where you can view additional information such as quick tours, video tutorials, learning paths, sample files for data import, and FAQ documents to assist you with the balance sheet lessee accounting features.

22.2 Setting Up Balance Sheet Lessee Accounting Processing

Before you can process balance sheet lessee accounting information, you must ensure that the following tasks have been completed:

- Define depreciation defaults.

  Depreciation default accounts must be defined in the Depreciation Defaults program (P12002) for the company, object, and subsidiary combination for the asset account. Assets that are processed using lessee accounting must have Ledger Type = AA and Depreciation Method = 00 (no depreciation). The computation method is also required.

  See Understanding Depreciation Default Values for additional information.

- Accounts

  Set up the accounts to support lessee accounting. The asset account used for leased assets. must exist in the Account Master table (F0901).

  The Right of Use Asset accounts need to be in the FC range of AAIs, and the Accumulated Amortization accounts need to be in the FD range of accounts. Both accounts must be in the FX range of AAIs as well. This is required for the Asset Disposal process to work properly when your lease ends and you no longer have the asset.

  See Setting Up Accounts for more information.

- Set up Real Estate Management Constants.

  The Real Estate Management Constants program (P1510) has been updated to enable you to set default values for the following lessee accounting options:

  - Lease Classification
  - Reasonably Certain to Exercise Option
  - Generate Unit Asset
  - Activate Balance Sheet Accounting
  - Populate Subledger

  You can define the Lease Classification and Reasonably Certain to Exercise option values for Company 00000. You can define the Generate Unit Asset value for buildings and individual companies. When you create a lease, the system uses the default values from the constants on the lease. You can override the Lease Classification and Reasonably Certain to Exercise Option values on the lease.

  If the Generate Unit Asset option is selected, the system will automatically create an asset record for the unit if the Unit Asset Number field is blank in the Unit Master. That asset number is then populated in the Unit Asset Number field on the Unit Master record (F1507).

  Note: Balance sheet lessee accounting uses the value in the Unit Asset Number field to identify leased property assets. Therefore, when viewing asset information on leases, you will see the Unit Asset Number field populated for property assets, and the Asset Number field populated for non-property assets.

  Finally, once your setup is complete, you can activate balance sheet lessee accounting.

  See Section 2.1, "Setting Up Constants" for additional information.

- Set up AAIs for lessee accounting.

Several new AAIs have been created to use when creating journal entries associated with lessee accounting.

See Section 2.3, "Setting Up Automatic Accounting Instructions" for additional information.

- Set up bill codes.

  When you set up bill code records, you can specify how those records will impact balance sheet lessee accounting processing. You can define the effect a bill code will have on the lease liability calculation, and on the ROU asset calculation. These values, once added to either manual or recurring billing setup on a lease, are used when calculating the amortization schedules and journal entries for a leased asset.

  See Section 2.4, "Setting Up Bill Codes and Adjustment Reason Codes" for additional information.

- Set up units and create associated unit asset records. (property assets only)

  When you want to include property assets on a lease that will be included in the balance sheet lessee accounting process, you must create a unit and then associate each property unit with a unique asset number. The system has been updated to enable users to associate an asset with the unit master using these methods:

  - Manually enter an existing asset number in the Unit Asset Number field in the Unit Master record when you create the unit.
  - Set up the Real Estate Management Constants to automatically create the asset record for you if you leave the Unit Asset Number field blank when you add new unit records.
  - Use the Create Asset row menu option from the Work With Units form to create the asset and update the Unit Asset Number field.
  - Run the Create Assets from Unit Master Entries program (R15072) to create asset records and update The Unit Asset Number field for selected unit records.

  See Section 3.4, "Setting Up Unit Information" for additional information.

- Set up asset records for non-property assets in the Fixed Asset system, or create them during lease entry using the Create Non-Property Asset icon.

  See Creating Asset Identification Information in the JD Edwards EnterpriseOne Applications Fixed Assets Implementation Guide or Section 4.2.5, "Understanding Lessee Lease Entry for Balance Sheet Accounting (Release 9.1 Update)".

  Note: A new menu, Fixed Asset Setup (G15416), was added to the Real Estate Management system to enable users to easily access the Fixed Asset programs they will use to set up leased assets.

After you have set up the system to use balance sheet lessee accounting, you can create leases that include leased property and non-property assets. You can update information about the leased assets, and set up manual and recurring billing information. Once you have entered all of the information needed to process the lease, you can then set the Lease Liability status for each asset line on the lease to 10 (Lease Terms Complete), which signifies that the line is ready for the lease commencement process.

See these topics for additional information about entering leases and setting up manual and recurring billing information:

- Section 4.2, "Setting Up Lease Information"
- Chapter 5, "Processing Manual Billings"
- Chapter 7, "Processing Recurring Billings"

22.3 Processing Lease Commencement for Balance Sheet Lessee Accounting

Once the lease terms are complete, you can then set the Lease Liability status for each asset line on the lease to 10 (Lease Terms Complete), which signifies that the line is ready for the lease commencement process. The lease commencement process includes:

- Creating the lease liability and ROU asset amortization schedules for the assets that you want to process.

  Amortization schedules show you the monetary amounts associated with each month of the lease term. The lease commencement date can be defined on each asset on the lease, or the system calculates the lease commencement date by determining when the recurring billing starts for the asset. Note that the lease commencement start date cannot be greater than the recurring billing start date.

  If the payment method is In Advance, the lease commencement date is displayed in amortization schedule line 0 (zero). If the payment method is In Arrears, there is no date in line zero of the schedule. Line 0 (zero) includes the beginning balance, and no calculations are done in line 0. Amortization schedule line 1 uses the lease commencement date (whether entered on the lease, or calculated using recurring billing) as the begin date. Each subsequent line uses the first day of the month as the begin date.

  Additionally, if you enter an ROUA End Date on the lease, the system uses this date to determine how many periods to create in the ROU asset schedule, and uses the recurring billing end date to determine how many periods to create for the lease liability schedule. If the ROUA End Date is greater than the recurring billing end date, it is possible that your ROU asset amortization schedule includes a greater number of periods than the lease liability amortization schedule.

  If you have a multicurrency lease, the amortization schedules are created in the currency of the lease. When reviewing the amortization schedules, the full schedule is shown as the foreign schedule. The domestic schedule is created as each month's transaction is created.

- Generating lease commencement journal entries for those assets.

  After schedules are created, you can generate lease commencement journals to debit the ROU asset account, and credit the lease liability account. The system uses the beginning balance from the lease liability amortization schedule for these journal entries.

Amortization schedules must be created before you can generate lease commencement journal entries. Depending on your business process, you can either create the schedules in one step, and then generate journal entries in a separate step, or you can process both steps at the same time.

You can create amortization schedules and generate journal entries using these programs:

- Lease Information program (P1501)

You can use row exits to process lease commencement tasks by selected lease, or by selected asset.

- Lease Commencement program (R15170)

  Use this program to complete these tasks for a batch of leases or assets. You can set the processing options to create only the schedules, create only the journal entries, or to complete both steps in a single run.

- Work With Amortization Schedules program (P15171)

  You can create schedules and then generate commencement journal entries for selected assets.

If the schedules are created successfully, the system then updates the Lease Liability Status to 20 (Amortization Schedule Created) for each line on the lease for which amortization schedules were successfully created. If it does not complete successfully, the system either issues a pop-up error telling you that the schedules did not complete (if you are generating schedules interactively), or updates the status to 05 (Lease Terms Incomplete) if you are using the R15170 to create the schedules.

Note: If you are using the R15170 to create schedules and journal entries at the same time, the system first attempts to create the schedule. If it is successful, the status is updated to 20. If it is not, the status is updated to 05. The system then attempts to create journal entries for those assets at status 20.

Review the Messages column on the report generated by the R15170 to determine if the lease commencement processes completed successfully for each included asset.

Additionally, you can set up the R15170 to require the amortization schedules to be reviewed before lease commencement journal entries are processed. If you set up the program to require review, you cannot process both tasks at the same time. You must generate schedules, review them, and then manually change the status to 30 (Amortization Review Complete). You can then generate lease commencement journal entries.

If there are issues with a schedule, you can delete the schedules for a selected lease and asset, update the lease terms, and then regenerate the schedule. When you delete schedules, the system deletes the associated records from the F1517, and updates the Lease Liability Status for the associated line on the lease to 10 (Lease Terms Complete). You can then make any necessary changes and regenerate the amortization schedules.

Alternatively, if you need to make changes to the lease terms after the schedule is created, you can use the change lease terms feature, and remeasure the lease as necessary. See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information.

If you want to review the schedules before generating commencement journal entries, you can use the Work With Amortization Schedules program (P15171) to complete your review. When you access the Work With Amortization Schedules form, the system displays all lessee accounting assets that have an Operating or Finance lease classification. You can narrow the number of records the system displays by using a query, specifying a lease classification status, or by selecting one of these options:

- Display All Assets

- Display Assets With Schedules
- Display Assets Without Schedules
- Display Assets With Alternate Schedules
- Display Assets Without Alternate Schedules

Understanding Amortization Schedule Calculations

This section provides details on how the system calculates the present value of lease payments (PVLP) and the other amounts on the amortization schedules.

PVLP Calculation

This is the equation for calculating PVLP:

PVLP = p/(1+r)^n, where:

- **p**: Monthly payment from recurring billing, adjusted for billing frequency.

  Recurring lease payments are defined in recurring billing.

- **r**: Monthly interest rate.

  This is the lease borrowing rate divided by 12.

- **n**: Monthly payment number.

  This value increments each month. In the first month, the value is 1. In the second month, the value is 2, and so on.

The system performs this calculation for each month of the lease term, and totals the amounts to get PVLP. The number of payments in the lease term is the number of months from the begin date through the ending date in recurring billing.

Note that if you are generating payments in advance, the system does not use this formula to calculate PVLP for the first period of the amortization schedule. In this case, PVLP during the first period is equal to **p**, the monthly payment from recurring billing, adjusted for billing frequency, since no interest is calculated during the first period. All other periods use the formula.

ROUA Calculation

This is the calculation for the right of use asset (ROUA):

ROUA = PVLP + lp + idc + li, where:

- **lp**: Lease payments made to the lessor at or before lease commencement.
- **idc**: Initial direct costs
- **li**: Lease incentives

Lease payments, initial direct costs, and lease incentives are defined in manual billing.

ROUA Expense Calculation

The calculation for ROUA expense differs, depending on the type of lease.

- Operating Lease ROUA Expense Calculation:

  topp / nom, where:

  – **topp**: Total amount of all payments, which include future recurring billing payments and current manual billing payments for initial lease payment, initial direct cost, lease incentives.

  - **nom**: Number of months, which is determined from lease commencement date through the ROUA ending date, which could be greater than the recurring billing ending date.

- Finance Lease ROUA Expense Calculation:

  ROUA / nom

In addition to these standard calculations, there are other scenarios that can impact the calculations, and the amounts and information on the amortization schedule. These include:

- **Remaining Balance Adjustment Limits**

  When creating amortization schedules, the system makes slight rounding adjustments (if needed) on each monthly calculation to ensure that the journal entries for that month balance correctly.

  Due to these small rounding amounts, it is common to end up with one of these scenarios occurring on the last line of the schedule:

  - If no GRV billing record exists for the asset, you might end up with a small remainder on the last line of both the lease liability and ROU asset schedules. For example, you might end up with a remaining balance of $2.58 USD.
  - If there is a GRV billing record set up for the asset, you might end up with a small remainder on the lease liability schedule, and a small remainder plus the amount of the GRV billing record on the ROU asset schedule. For example, if the GRV amount is $15,000, you might end up with a remaining balance of $2.58 on the lease liability schedule, and $15, 002.58 on the ROU asset schedule.

  A processing option on the R15170 controls how the system handles these amounts. You can define an acceptable adjustment limit, and have the system automatically adjust remaining balances in the last record of the amortization schedules if they fall within the acceptable limit.

  If the absolute value of the remaining balance (less any GRV amount on an ROU asset schedule) is within the specified limit, the system adds the remaining lease liability balance to the interest amount on a lease liability amortization schedule, and adds the remaining right of use asset balance to the ROUA expense on an ROUA amortization schedule to ensure the remaining balance is zero on the lease liability schedule, and only the GRV amount (if one exists) on the ROU asset schedule. For example, if you enter 5.00 in this option, and the remaining balance is equal to, or within the range of -5.00 to 5.00, the system automatically adjusts the balance.

  If the remaining balance is outside of the defined limit, the system leaves the remaining balance as is. You can also leave the processing option blank if you do not want the system to make automatic adjustments.

  If you do not choose to automatically adjust the remaining balance, or that balance falls outside of the defined limit, at the end of a lease term you can manually create journal entries to clear the remaining lease liability and ROUA balances.

  You can also define the adjustment limit and whether you want the system to automatically create the adjustment journal entries in the processing options of the R15180. The system then uses that information, along with the accounts for L4 and L5 AAIs, when generating journal entries for the final line on the amortization schedule.

- **Free Rent**

If your lease begins with a period of free rent, you can enter a date in the Lease Commencement Date on the lease detail for that asset. The period between the lease commencement date, and when recurring billing for that asset begins, is the period of free rent. When the system generates the amortization schedules, the ***Free Rent Included*** message appears at the top of the schedule to notify you that your setup for this asset includes a period of free rent.

For example, if you begin your lease on January 1, and you are given 3 months of free rent, you would enter January 1 in the Lease Commencement Date for that asset on the lease. Your recurring billing start date would then be April 1. The amortization schedule would begin on January 1, but no payment is displayed until April.

Note: If you are paying rent in arrears, (Payment Method is set to In Arrears), the amortization schedule includes the payment in the schedule periods covered by the payment. For example, if billing is quarterly in arrears, and the recurring billing start date is entered as April, February and March are included and a full payment for the quarter is displayed in April. There may be periods at the end of the schedule that are blank, however, these periods are not considered free rent.

- **Fixed Stepped Payments**

  In some leases, the payment amount changes as the lease progresses. For example, the monthly lease amount in year 1 is 10,000, the amount in year 2 is 11,000, and year 3 is 12,000. In these cases, the actual payment amount is reflected on the amortization schedule, and will show the amounts for each month of the 3-year lease term, meaning months in year 1 of the lease will show a 10,000 payment, year 2 will show 11,000 payments, and year 3 will show 12,000 payments. The stepped payments are set up in recurring billing.

  Note that each set of payments for each step can have a different billing frequency. For example, in year one, you might pay monthly, but in year 2 and 3, you might pay quarterly.

  Also, when using payment steps, any period of the schedule can be based on prorated amounts. This occurs when the recurring billing start date is not the first day of the month or the end date is not the last day of the month. The system prorates the amounts based on the monthly amount for each step and then accumulates the amounts from both steps.

  See Section 7.3.3, "Understanding Recurring Billing for Balance Sheet Lessee Accounting (Release 9.1 Update)" for additional information.

- **Suspending Recurring Billing Lines**

  See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information about remeasuring a lease.

Processing a Multicurrency Lease

Multicurrency leases are contracts in which assets are leased to a company with a currency that is different from the lessor's currency. A US company leasing equipment from a Canadian company is an example of a multicurrency lease. The financial reporting for the lease will be done in the US dollar whereas the lease payments will be made in Canadian dollar. In this case, the recurring and manual billing for the lease will be in Canadian dollar. As the accounting for the lease is based on the amortization

schedules that are based on the recurring and manual billing entries, currency processing is required for the lease.

According to lease accounting standards, the lease liability account is considered a monetary account because it is tied to the lease payments. This account is subject to currency gains and losses due to fluctuation in exchange rates. The right of use asset account is not a monetary account and is not subject to currency gains and losses. However, a material shift in the exchange rate may trigger a revaluation of the right of use asset based on the exchange rate difference.

A processing option on R15170 allows you to retrieve the exchange rate from the lease header, use the system date to retrieve the exchange rate from the Currency Exchange Rates table (F0015), or enter a specified date to use for the retrieval of the exchange rate.'

Use the following steps to process a multicurrency lease:

- **Create Amortization Schedules**
  - Use the foreign currency amounts from recurring billing and manual billing to create an amortization schedule.

    The system creates a foreign lease liability schedule and a right of use asset schedule.
- **Process Lease Commencement**
  - Create journal entries using the currency of the lease and the exchange rate to be used for the lease.

    The system creates the AA and CA ledger records. The CA amounts are available in the foreign schedule and the AA amounts are calculated using the specified exchange rate.
  - Select the exchange rate from one of the following:
    * The override exchange rate in the lease header.
    * The exchange date effective on the system date when the commencement is executed.
    * The exchange rate effective on the date specified by the user.
  - Add a line to the domestic lease liability and right of use schedules to include the domestic amounts that are calculated during journal entry creation.

  Lease commencement processing establishes the historic exchange rate that is used in the calculation of right of use asset amounts for the AA ledger.
- **Process Monthly Journal Entries**
  - Lease Liability
    * Specify the exchange rate in the same way it is specified for lease commencement processing.

      The system calculates a currency gain or loss for the lease liability if the exchange rate varies from the rates used in the previous transactions.
    * Create monthly journal entries based on the amounts in the foreign amortization schedule and the exchange rate used during journal entry creation.

      The system creates the AA and CA ledger records. The CA amounts are available in the foreign schedule and the AA amounts are calculated using the specified exchange rate.

    * Add a line to the domestic lease liability schedule to include the domestic amounts and any gain or loss amounts that are calculated during journal entry creation.

  – Right of Use Asset

    * Use the current historic exchange rate as the exchange rate.

    * Create monthly journal entries based on the amounts in the foreign amortization schedule and the historic exchange rate used during journal entry creation.

      The system creates the AA and CA ledger records. The CA amounts are on the foreign schedule and the AA amounts are calculated using the historic exchange rate.

    * Add a line to the domestic right of use asset schedule to include the domestic amounts that were calculated during journal entry creation.

- **Remeasurement**

  – Lease Liability

    * Specify the exchange rate in the same way it is specified for lease commencement processing.

      The system calculates a currency gain or loss for the lease liability if the exchange rate varies from the rates used in the previous transactions.

    * Create remeasurement journal entries based on the amounts in the foreign amortization schedule and the exchange rate used during journal entry creation.

      The system creates the AA and CA ledger records. The CA amounts are available in the foreign schedule and the AA amounts are calculated using the specified exchange rate.

    * When the next monthly journal entry is created, add a line to the domestic lease liability schedule to include the domestic amounts and any gain or loss amounts that are calculated during journal entry creation.

  – Right of Use Asset

    * Use the current historic exchange rate as the exchange rate.

    * Create remeasurement journal entries based on the amounts in the foreign amortization schedule and the historic exchange rate used during journal entry creation.

      The system creates the AA and CA ledger records. The CA amounts are on the foreign schedule and the AA amounts are calculated using the historic exchange rate.

    * When the next journal entry is created, add a line to the domestic right of use asset schedule to include the domestic amounts that were calculated during journal entry creation.

Note: When running a remeasurement, the system does an automatic revaluation of the right of use asset and establishes a new historic exchange rate. These values will be used when monthly journals are run for the start remeasurement period.

- Revaluation
  - Right of Use Asset

    The system retrieves the exchange rate from the Revaluation of Right of Use Asset table (F15173).

    * Create revaluation journal entries based on the amounts in the foreign amortization schedule and the historic exchange rate used during journal entry creation.

      The system creates the AA ledger records and deletes any journal entry lines for CA ledger records that have a zero amount.

    * When you create the next monthly journal entry, add a line to the domestic ROU asset schedule to include the domestic amounts that were calculated during revaluation journal entry creation.

      The system displays the revalued amount and the new historic exchange rate from the ROU asset schedule for the domestic currency.

Existing multicurrency leases that are used for balance sheet lessee accounting must be set up appropriately to avoid integrity issues. For recurring billing records having an effect on lease liability and manual billing records having an effect on ROUA, the Lessee Accounting Multicurrency Integrity program will detect and report the following issues:

- Any lease in which the currency code is different between the lease header (F1501B), lease details (F15017), recurring billing (F1502B), or manual billing (F1511B)
- Any lease in which the exchange rate is different between the lease header (F1501B), lease details (F15017), recurring billing (F1502B), or manual billing (F1511B)

Apart from the above issues, the program also reports if an amortization schedule exists and if manual or recurring billing has been processed for the lease.

See Section 25.6, "Validating Lessee Accounting Multicurrency Integrity (Release 9.1 Update)" for additional information.

Lease Commencement Journal Entry Processing

When you complete the review of the schedules, you can then update the Lease Liability Status to 30 (Amortization Review Complete) before creating the lease commencement journal entries.

Note: Whether amortization schedule review is required before running lease commencement is controlled by a processing option in the R15170. If you set this program to require amortization review, you must manually update the status of the lease lines to 30 before creating lease commencement journal entries. If the review is not required, you can create lease commencement journal entries for records at status 20 or 30.

The batch and associated journal entries have the following values:

- Batch Type: LA
- Document Type: LA
- Ledger Type: AA

- Subledger: Asset number
- Subledger Type: E
- Purchase Order: Lease number

> **Note:** If the Populate Subledger checkbox in P1510 is checked, journal entries are created with subledger type E and subledger with the asset number left filled with zeros. If Populate Subledger is unselected, the journal entries are created with subledger type and subledger blank.

To create the lease commencement journal entries, the B1501380 function uses the value in the Beginning Balance field on the first line of the lease liability amortization schedule to generate a debit entry for the ROU asset account, and a credit entry to the lease liability account. The system uses the LR AAI to determine the account number for the debit entry, and LL AAI to determine the account number for the credit entry.

If the lease commencement journal entries are successfully created, the system updates the Lease Liability Status to 40 (Lease Commencement Complete). Once a lease line is at status 40 or higher, you can no longer delete or change a schedule. You must change the lease terms and run the remeasurement or early termination process if you want to make changes to the schedule.

See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information.

A processing option determines whether the system automatically approves the batch if there are no errors, or if the system uses the G/A Constants to determine whether the batch of journal entries is approved. If there are errors when creating the amortization schedule, the system updates the status to 05 (Lease Terms Incomplete). If there are errors generating commencement journals, the system updates the status to 35 (Commencement Error). The system also prints a report that lists the errors. You can set the program to print in summary or detail mode, or just to print the errors. If you select detail mode, the system lists the errors in the detail, but also lists all of the errors together at the end of the report to facilitate identifying them.

After the lease commencement journal entries are created, you can then use the Balance Sheet Lessee Accounting Batch Review program (P150911) to review, approve, delete, and post these batches. Use the processing options on the P150911 to specify the versions of the Journal Entry program (P0911) and the General Ledger Post program (R09801) to use. The system uses default version ZJDE0046 to process lessee accounting journal entries if you leave that option blank.

The Journal Entry form is read-only, and does not allow you to change the journal entries. If there are issues or errors, you can delete the batch if it has not yet been posted, or void the batch if it has already been posted, fix the issue, and regenerate the journals. If you attempt to delete a batch after it has been posted, the system voids the batch instead of deleting it. Note that while you can review these batches of journal entries in other journal batch review programs, such as the P0911, you can only delete or void these batches using the P150911. The system issues an error if you attempt to void or delete LA batch types from other journal review programs.

See Working with Batches and Posting Financial Transaction in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* for additional information.

Transitioning Existing Leases to the Balance Sheet Lessee Accounting Standard

You can process lease commencement activities to create amortization schedules and journal entries for a lease that is already in progress before you begin using the balance sheet lessee accounting standard.

To do this, you must first update the lease to include lessee accounting information. When you have entered all pertinent lessee information, you can then update the Lease Liability Status to 10 (Lease Terms Complete).

You then update the processing options of the R15170 with the following information:

- Enter an as-of balance date.

  This is the date on which you want to begin using the new lessee accounting standard.

- Specify whether to use the beginning or the end balance for the period associated with the as-of balance date.

- Specify whether you want the system to create ROUA adjustment entries if the balances on the ROUA and lease liability schedules are different.

  Note that the schedules will be different if there are manual billing records that have an effect on ROUA. The system can create adjustment journal entries to account for the difference between the balances on the ROUA schedule and the lease liability schedule.

After you have set the processing options, generate amortization schedules and commencement journal entries.

When you create commencement journal entries using an As-Of Balance Date, the system populates the Batch Number, Document Number, G/L Date, and Document Company fields, and selects the As-Of Balance option for each month on the amortization schedules that occurs before the date specified (if set to use the beginning balance) or the As of Balance option for each month on the amortization schedules that occurs up to and including the date specified (if set to use the ending balance) in the As-Of Balance Date processing option. Because these fields are populated for these periods, they will be excluded from monthly lessee accounting journal entry processing in the future.

The system also generates all necessary balance sheet lessee accounting journal entries.

Using an Alternate Ledger for Retrospective and Other Reporting

You use the Lessee Alternate Ledger Journals program (R15181) to write journal entries for lessee assets, for a specified period of time, to an alternate ledger. You can then use these journal entries to meet the accounting standard requirement for retrospective and historical reporting of lease liability and ROU Asset balances. By putting these balances in an alternate ledger, you can easily identify these balances when creating retrospective financial statements.

The R15181 processes leased assets with a Lease Liability Status of 20 or greater. The amortization schedules must exist for the asset before you run the R15181. The program generates journal entries using the specified alternate ledger for lines on the amortization schedule that fall within the date range specified in the from and through month and year, as defined in the processing options.

You also use the processing options to specify general ledger information, such as GL date and versions to use when creating and posting the journal entries. The version of the G/L MBF (P0900049) that you specify must have a value of **Blank** in the Zero Amounts processing option on the Zero Amounts tab.

Note: Using the R15181 to create journal entries in an alternate ledger is different than using the Lessee Alternate Schedule Journals program (R15182) to create journal entries in an alternate ledger.

The R15181 is typically run once for each leased asset that had a lease that was in progress when you converted to the new standard, and the journal entries for that asset need to be included in retrospective reporting. You typically run the R15181 one time after the amortization schedules are created, and before the lease commencement journals are created.

The R15182 is typically run on a monthly basis using the same or similar schedule as creating monthly balance sheet accounting journal entries. The R15182 is intended to maintain the alternate ledgers on an ongoing basis as the lease is processed, and can be run over the alternate schedule, or over the primary schedule if no alternate schedule exists.

See Section 22.6, "Creating Alternate Ledger Journal Entries for Lessee Leases" for additional information.

22.3.1 Running the Lease Commencement Program (R15170)

From the Balance Sheet Lessee Accounting menu (G15201), select Lease Commencement.

Use this program to create lease amortization schedules and to create lease commencement journal entries.

Note: This program is hard coded to exclude any lease detail lines (F15017) with a lease liability status of 99, Schedules Not Required. This status is automatically updated on the lease line if the lease classification is set to Not On the Balance Sheet.

Before you begin, review and set the processing options to determine:

- Whether to create the amortization schedules only, processes lease commencement journals only, or create schedules and process journals during a single run of the program.
- Whether amortization schedule review is required before creating journal entries. Note that if you require review, you cannot process both of these steps in a single run. You must first create schedules, then review the schedules and update the lease liability status to 30, then rerun the program to create journal entries.
- The date to use if you are transitioning existing leases to the balance sheet lessee accounting standard.
- Whether to run this program in proof or final mode.
- Whether to continue processing if warnings or errors are encountered.
- Specify the program versions to use when processing lessee information.
- Define settings for journal batch approval.
- Adjustment limits for remaining balance adjustments.
- Whether to create right of use asset as-of balance adjustment entries.

This program produces a report that lists the errors and warnings.

22.3.2 Creating Amortization Schedules Using the Lease Information Program (P1501)

Use one of the following methods to create amortization schedules for assets on a lease.

To create amortization schedules for all lessee accounting lines for a selected lease:

1. From the Tenant & Lease Information menu (G1511), select Lease Information.
2. From the Work With Leases form, select a lease, and then select Create Amort Sched from the row menu.
3. The system creates amortization schedules for all of the lines on the lease that have a Lease Liability Status of 10, and have a Lease Classification value of Operating Lease or Finance Lease.

   If any of the lines are not successfully processed, the system updates the status to 05, and continues processing the other lines.

To create amortization schedules for individual lines on a lease:

1. From the Tenant & Lease Information menu (G1511), select Lease Information.
2. From the Work With Leases form, select a lease, and then click Select.
3. On the Lease Master Revisions form, select the lines for which you want to create schedules, and then select Create Amort Sched from the row menu.
4. The system creates amortization schedules for all of the selected lines that have a Lease Liability Status of 10, and have a Lease Classification value of Operating Lease or Finance Lease.

For additional information about the Lease Information program, see Section 4.2, "Setting Up Lease Information".

22.3.3 Creating Amortization Schedules Using the Work With Amortization Schedules Program (P15171)

1. From the Balance Sheet Lessee Accounting menu (G15201), select Amortization Schedules.
2. On the Work With Amortization Schedules form, search for and select the lease and asset for which you want to create schedules.
3. From the row menu, select Create Amort Sched. Note that this option is available only if the Lease Liability Status is 10.

22.3.4 Reviewing and Deleting Lease Amortization Schedules

1. From the Balance Sheet Lessee Accounting menu (G15201), select Amortization Schedules.
2. On the Work With Amortization Schedules form, search for and select the lease and asset for which you want to review or delete schedules.
3. To delete the amortization schedules, select a row and then click Delete. Note that the Delete button appears only if schedules exist for the selected row, and the Lease Liability Status is less than 40.
4. To review the lease liability amortization schedule, select a row and then click Select. The system brings you to the Lease Liability Amortization Schedule form.

5. To review the ROU asset schedule, complete one of these steps:
   - From the Work With Amortization Schedules form, select Amortization Sched from the Row menu, and then select Right of Use Asset.
   - From the Lease Liability Amortization Schedule form, select Right of Use Asset from the Amortization Schedule Type field in the header.
6. Review the schedules and then update the Lease Liability Status for the associated assets to 30 (Schedule Review Complete) before creating lease commencement journal entries.

22.3.5 Creating Lease Commencement Journal Entries Using the Lease Information Program (P1501)

Before you begin, verify that amortization schedules have been created, and if necessary, approved, for the selected assets. Then use one of the following methods to create lease commencement journal entries for assets on a lease.

To create commencement journals for all assets on a selected lessee accounting lease:

1. From the Tenant & Lease Information menu (G1511), select Lease Information.
2. From the Work With Leases form, select a lease, and then select Create Commencement JEs from the row menu.
3. The system creates a batch of journals for each of the lines on the lease that have a Lease Liability Status of 20 (if review is not required) or 30, and have a Lease Classification value of Operating Lease or Finance Lease.

   If any of the lines are not successfully processed, the system updates the status to 35 (Commencement Error), and continues processing the other lines.

To create commencement journals for individual lines on a lease:

1. From the Tenant & Lease Information menu (G1511), select Lease Information.
2. From the Work With Leases form, select a lease, and then click Select.
3. On the Lease Master Revisions form, select the lines for which you want to create journal entries, and then select Create Commencement JEs from the row menu.

   Note that this option is only available if the Lease Liability Status of all selected lines is at an appropriate status to create journal entries.
4. From the Lease Commencement Options dialog box, enter a value in the following fields:
   - G/L Date
   - Exchange Rate Method
   - Exchange Rate Date (if the Exchange Rate Method is set as User Defined Date)
5. The system creates a batch of journal entries for each of the selected lines.

   If any of the lines are not successfully processed, the system displays an error message and does not update the status of the records.

For additional information about the Lease Information program, see Section 4.2, "Setting Up Lease Information".

22.3.6 Creating Lease Commencement Journal Entries Using the Work With Amortization Schedules Program (P15171)

1. From the Balance Sheet Lessee Accounting menu (G15201), select Amortization Schedules.
2. On the Work With Amortization Schedules form, search for the lease and asset for which you want to create journal entries, and select the row.

   Note that the schedule must already exist for the selected row, and the lease liability status must be 20 (if no schedule review is required) or 30 (if schedule review is required).
3. From the row menu, select Create Commence JEs.
4. From the Lease Commencement Options dialog box, enter a value in the following fields:
   - G/L Date
   - Exchange Rate Method
   - Exchange Rate Date (if the Exchange Rate Method is set as User Defined Date)

22.3.7 Reviewing, Approving and Posting Lease Commencement Journal Entries

1. From the Balance Sheet Lessee Accounting menu (G15201), select Balance Sheet Lessee Accounting Batch Review.
2. On the Work With Balance Sheet Lessee Accounting Batches form, search for the batch you want to work with. You can use the options on the form to narrow your search to posted or unposted batches.
3. From the row menu, select one of these options, depending on the action you want to take:
   - JE Review

     On the Journal Entries form, review the selected batch of journal entries. Click Close to return to the previous form.
   - Batch Approval

     On the Batch Approval window, select the appropriate approval status and then click OK.
   - Void JE

     On the Void Journal Entry form, enter the G/L Date for the void and then click OK.
   - Post By Batch

     This option runs the version of the General Ledger Post program (R09801) that is specified in the processing options.
   - Amortization Sched

     Select this option if you want to view information on the associated amortization schedules.

22.3.8 Running the Lessee Alternate Ledger Journals Program (R15181)

From the Balance Sheet Lessee Accounting menu (G15201), select Lessee Alternate Ledger Journals (R15181). After running this program, you can then review, approve,

and post the journal entries using the same process that you use to review, approve and post lease commencement journal entries.

Note: This program is intended to be ran one time per asset, to assist with retrospective reporting from an alternate ledger. To generate alternate ledger journal entries on an ongoing basis, use the R15182 program. See Section 22.6.2, "Running the Lessee Alternate Schedules Journal Program (R15182)" for instructions.

22.4 Processing Monthly Balance Sheet Lessee Accounting Journal Entries

Once you have completed all of the lease commencement tasks, you can then begin processing the monthly journal entries to update the balance sheet for leased assets. You use the Balance Sheet Lessee Accounting Journals program (R15180) to generate monthly balance sheet lessee accounting journal entries for assets that are at a lease liability status of 40 (Commencement Complete).

You use the processing options to specify general ledger information, such as the GL date, and versions to use when creating and posting the journal entries. The version of the G/L MBF (P0900049) that you specify must have a value of **Blank** in the Zero Amounts processing option on the Zero Amounts tab.

The R15180 generates journal entries using the information from the amortization schedules and the balance sheet lessee accounting AAIs.

This table outlines the typical journal entries that are created for leased assets on an operating lease in arrears:

Process	Account	AAI	Source from the Amortization Schedules	Debit or Credit
Monthly Journals	Lease Liability	LL	Lease Liability Reduction	Debit
Monthly Journals	Lease Liability	LL	Lease Liability Gain/Loss	Debit
Monthly Journals	Accumulated Amortization	LC	ROUA Reduction	Credit
Monthly Journals	Lease Expense	L1	Accum Amortization - Lease Liability Reduction	Credit
Monthly Journals	Lease Liability Gain/Loss	LG	Lease Liability Gain/Loss	Credit
Recurring Billing	Lease Expense	L1	Lease Payment	Debit
Recurring Billing	A/P Trade	PC	Lease Payment	Credit

This table outlines the typical journal entries that are created for leased assets on an operating lease in advance

Process	Account	AAI	Source from the Amortization Schedules	Debit or Credit
Monthly Journals	Lease Liability	LL	Lease Liability Reduction	Debit
Monthly Journals	Lease Liability	LL	Lease Liability Gain/Loss	Debit
Monthly Journals	Accumulated Amortization	LC	ROUA Reduction	Credit
Monthly Journals	Lease Expense	L1	Accumulated Amortization - Lease Liability Reduction	Credit
Monthly Journals	Lease Expense	L1	Lease Payment	Debit
Monthly Journals	Lease Liability Gain/Loss	LG	Lease Liability Gain/Loss	Credit
Monthly Journals	Pre-paid Rent	L0	Lease Payment	Credit
Recurring Billing	Pre-paid Rent	L0	Lease Payment	Debit
Recurring Billing	A/P Trade	PC	Lease Payment	Credit

This table outlines the typical journal entries that are created for leased assets on a finance lease in arrears:

Process	Account	AAI	Source from the Amortization Schedules	Debit or Credit
Monthly Journals	Lease Liability	LL	Lease Liability Interest Paid	Debit
Monthly Journals	Lease Liability	LL	Lease Liability Gain/Loss	Debit
Monthly Journals	Accumulated Amortization	LC	ROUA Expense	Credit
Monthly Journals	Lease Liability Gain/Loss	LG	Lease Liability Gain/Loss	Credit
Monthly Journals	Amortization Expense	L3	ROUA Expense	Debit
Monthly Journals	Internet Expense	L2	Lease Liability Interest Paid	Debit
Recurring Billing	Lease Liability	LL	Lease Payment	Debit
Recurring Billing	A/P Trade	PC	Lease Payment	Credit

This table outlines the typical journal entries that are created for leased assets on a finance lease in advance:

Process	Account	AAI	Source from the Amortization Schedules	Debit or Credit
Monthly Journals	Lease Liability	LL	Lease Payment	Debit

Process	Account	AAI	Source from the Amortization Schedules	Debit or Credit
Monthly Journals	Lease Liability	LL	Lease Liability Interest Paid	Debit
Monthly Journals	Lease Liability	LL	Lease Liability Loss/Gain	Debit
Monthly Journals	Accumulated Amortization	LC	ROUA Expense	Credit
Monthly Journals	Lease Liability Gain/Loss	LG	Lease Liability Gain/Loss	Credit
Monthly Journals	Pre-paid Rent	L0	Lease Payment	Credit
Monthly Journals	Amortization Expense	L3	ROUA Expense	Debit
Monthly Journals	Internet Expense	L2	Lease Liability Interest Paid	Debit
Recurring Billing	Pre-paid Rent	L0	Lease Payment	Debit
Recurring Billing	A/P Trade	PC	Lease Payment	Credit

When you run the R15180, the system creates a batch of journal entries using the Create Lessee Accounting Journal Entries business function (B1501420). The system also updates each processed row in the amortization schedules for the associated assets with the G/L Date, Document Number, and an indicator appears in the Lessee Journals Exist field.

When you run the R15180, the system creates a batch of journal entries using the Create Lessee Accounting Journal Entries business function (B1501420). The system also updates each processed row in the amortization schedules for the associated assets with the G/L Date, Document Number, and an indicator appears in the Lessee Journals Exist field.

When you run the R15180, you can specify the through month and year in the processing options. If you do not specify a through month and year, the system date is used. The system processes all months for the selected assets that do not have values in the Document Number field, up to the through month and year. This enables you to process multiple months at once, ensuring that journal entries for months that were already processed are not created again. The program also updates the Lease Master Detail table (F15017) with the schedule date of the last month processed.

Note: If you have made lease term changes for a leased asset, the system updates the Recalculate Lease Liability field on the lease, indicating that the lease must be remeasured before you can continue processing. If you attempt to run the R15180 for assets that have the Recalculate Lease Liability flag set to 1 (Remeasure Only) or 2 (Early Termination Option), you will receive an error. You must recalculate the amortization schedules using the appropriate option, or clear the Recalculate Lease Liability flag before you can process monthly balance sheet accounting journal entries. See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information.

Once the journal entries have been created, you can then review, approve, delete, and post them using the same method as you do with the lease commencement journal

entries. See Section 22.3.7, "Reviewing, Approving and Posting Lease Commencement Journal Entries" for additional information.

Throughout the lease cycle of an asset, you can use the Work With Amortization Schedules program to view detailed information about which months have been processed, and to access additional balance sheet lessee accounting information. This program displays icons to identify the following conditions:

- Journal entries for the month have been created. (Green icon on the amortization schedule detail.)
- As-of balance records for the month have been created. (Yellow icon on the amortization schedule detail)
- Journal entries for the month have not been processed in the last 30 days, and are likely overdue. (Red icon on the Work With Amortization Schedules form, and all journal entry fields are blank.)
- Termination processing has been completed for this asset, and termination journal entries exist for this period. (Red icon on the amortization schedule detail, and journal entry fields are populated in the amortization table but are displayed as blank in the program.)

When you process the R15180 for the last month of a leased asset, the system updates the lease liability status on the lease detail line to 50 (Schedules Completed). Note that in some instances, the ROU asset schedule is longer than the lease liability schedule. The system does not update the status to 50 until both schedules are complete.

22.4.1 Running the Balance Sheet Lessee Accounting Journals Program (R15180)

Before running this program, review and set the processing options as needed.

From the Balance Sheet Lessee Accounting menu (G15201), select Balance Sheet Lessee Accounting Journals.

22.5 Changing Lease Terms After Schedule Creation

After a lessee lease reaches Lease Liability Status 20 (Schedules Complete), it might be necessary to make changes to the lease terms or billing records. For example, a lease might be extended, terminated early, or the amounts associated with the leased asset might change.

Depending on the type of change you need to make to the lease terms, you use one of the following programs:

- Lease Information program (P1501)

  You can update the borrowing rate, or enter a date in the ROUA End Date field that is greater than the latest recurring billing end date. These are the only lease term changes you can make from the Lease Master Information program.

- Recurring Billing Information (P1502)

  Any change that impacts the billing records for the lease must be made using this program. This includes changing the dates of the lease term, as those changes impact the billing records.

  Also note that you can use a global update program to update recurring billing records. However, processing options associated with the global update process determine whether that process is available for use on recurring billing records associated with leased assets for which amortization schedules exist. See

Section 24.6, "Updating Recurring Billing Records (Release 9.1 Update)" for additional information.

Depending on the changes you make, and the status of the lease, the system updates the Recalculate Lease Liability field on the lease with one of these values:

- 1: Remeasure

  The changes you made require a remeasurement of the lease, and do not include an early termination.

- 2: Terminate or Remeasure

  The changes you made require you to run either the remeasurement or the early termination process.

The Recalculate Lease Liability value, along with the lease liability status, determine which of these actions you can take:

- Remeasurement

  This action is available when you make any change to a leased asset that impacts the amortization schedules, and your lease is at a status 20 or greater. When you select this option, the system recalculates amortization schedules based on your changes, and if necessary, creates remeasurement journal entries to adjust previously reported amounts.

  Note that if your lease is at a Lease Liability Status of 20 (Schedules Created) or 30 (Schedule Review Complete), the system will delete your existing schedules and recreate schedules based on your changes without creating remeasurement journal entries. If your lease is at a status 40 (Commencement Complete), the system updates your existing schedules based on the changes, and creates remeasurement journal entries to adjust any journal entries that were previously created. The system also updates the Remeasurement Flag on the amortization schedule with 2 (Remeasurement Complete) in the period during which the remeasurement took place.

- Early termination

  This action is available when the ***only*** change you make to a lease is to change the recurring billing end date to be earlier than the existing date, and your lease is at a lease liability status of 40. When you select this option, the system creates termination journal entries based on the lease term changes and the processing option settings in the P15171, and does not update the amounts on the amortization schedule.

  The system also updates the Journals Exist field with a red square in the period when the termination is scheduled to occur, selects the Early Termination Flag option, creates a batch of termination journal entries, and updates the batch information fields in the period where the termination occurs, and every period after, through the end of the schedule, which excludes those periods from being included in monthly processing.

If you make changes that cause the system to update the Recalculate Lease Liability field, the system assumes that you will then run either the remeasurment or early termination process to update the amortization schedules, create journal entries (if necessary), and to clear the recalculation flag. Until the recalculation flag is cleared, you cannot continue monthly lease processing.

If you have entered lease term changes incorrectly, you can use the Clear Recalc Flag feature to reset the Recalculate Lease Liability field to 0 (No action required).

Note: The Clear Recalc Flag option only clears the Recalculate Lease Liability field, and does not undo any changes you made to the lease or recurring billing records. If you are clearing this flag because you entered incorrect lease term changes, you must correct the lease term changes. The system then updates the Recalculate Lease Liability flag again when you save your changes.

This option should be used with care.

This table lists several lease term change scenarios, and describes the method you might use to make the changes:

Lease Term Change Scenario	Method for Entering and Processing Change
The lease is at status 10 (Lease Terms Complete) and the monthly lease payment amount must be changed.	Because the schedules have not yet been generated, you can make changes to the lease and the recurring billing records without running any remeasurement processes.
The lease is at status 20 (Schedules Created) or 30 (Schedule Review Complete) and the monthly lease payment amount must be changed.	You can make these changes using either of these methods: ■ Delete the existing schedules, update the billing records with the new amounts, and then regenerate the amortization schedules. ■ Use the Change Lease Terms feature in the Recurring Billing program to enter the new amounts, and then run the remeasurement process. The remeasurement process deletes the existing schedules and creates new schedules based on the updated amounts. No remeasurement journal entries are created.
The lease is at status 40 (Commencement Complete) and the monthly lease payment amount must be changed.	Because schedules and journal entries already exist for this lease, you must make these changes using the Change Lease Terms feature in the Recurring Billing program. After you update the amount in the billing records, you then run the remeasurement process to update the amortization schedules and create remeasurement journal entries.
The lease is at status 10 (Lease Terms Complete) and lease ending date is now 1 year earlier than initially expected.	Because the schedules and journal entries have not yet been generated, you can make changes to the lease and the recurring billing records without running any remeasurement processes.
The lease is at status 20 (Schedules Created) or 30 (Schedule Review Complete) and lease ending date is now 1 year earlier than initially expected.	You can make these changes using either of these methods: ■ Delete the existing schedules, update the billing records and lease with the new date, and then regenerate the amortization schedules. ■ Use the Change Lease Terms feature in the Recurring Billing program to enter the new date, and then run the remeasurement process. Note that the early termination process is not available until the lease is at status 40. The remeasurement process deletes the existing schedules and creates new schedules based on the updated date. No remeasurement or termination journal entries are created, as initial commencement journal entries do not yet exist.

Lease Term Change Scenario	Method for Entering and Processing Change
The lease is at status 40 (Commencement Complete) and lease ending date is now 1 year earlier than initially expected.	Because schedules and journal entries already exist for this lease, you can make these changes using the Change Lease Terms feature in the Recurring Billing program. Note that if the end of period journals have been run for the selected grid row and you only wish to process an early termination, you must change the Ending Date in the Recurring Billing Revisions form. After you update the date in the billing records, you then run the remeasurement or the early termination process to update the amortization schedules and create remeasurement or termination journal entries. Alternatively, you can use the Change Lease Terms feature to enter an early termination date.

Note: Be aware that manual billing changes will not trigger lease remeasurement processing. It is assumed that all manual billing records are created before initial amortization schedules are created, and processed on or before lease commencement. If manual billing records are added after lease commencement, and they have an effect on ROUA, the system will not update the Recalculate Lease Liability flag. However, the updates will be processed if the lease is remeasured for any other reason.

Additionally, suspending a recurring billing line does not impact amortization schedules, or initiate an update of the Recalculate Lease Liability flag. If you want a billing suspension to be reflected in the lease liability calculation, you must use the change lease terms feature.

After you process a remeasurement or an early termination, you can review and post the journal entries using the same method you use to review and post commencement and monthly journal entries. See Section 22.3.7, "Reviewing, Approving and Posting Lease Commencement Journal Entries" for information and instructions.

If you delete a batch of termination or remeasurement journal entries, the system resets the Recalculate Lease Liability status to the value it was before you ran the remeasurement or early termination process. You must then rerun the process to regenerate journal entries.

22.5.1 Changing Lessee Lease Terms Using Recurring Billing

In many cases, the amounts or dates associated with leased assets can change during the course of a lease. These changes are called lease term changes, and they can impact the amortization schedules and journal entries associated with the balance sheet lessee accounting process.

To make lease term changes to your recurring billing records, your leased asset must be at a Lease Liability Status of 20 (Amortization Schedules Created) or greater. This status indicates that schedules exist for the associated asset.

You have two methods for entering lease term changes in your recurring billing records. From the Recurring Billing Revisions form:

- Select a billing record and then select Change Lease Terms from the Row menu.

This option is only available if the selected row has existing amortization schedules, and the effect on lease liability is set to Yes. When you use this option, you select one billing record and make your changes. The system automatically updates all of your existing records (for the selected asset and for the same payment step), and creates new records as needed, based on your changes. You can then make any additional updates in the detail area of the form.

- Enter changes directly in the detail area of the form.

  When you use this option, you must manually update all lines that require changes, and create any new lines that are needed. You must use this option to make changes to billing lines with the effect on lease liability set to No or GRV.

  Before using this option, be sure that you have a complete understanding of the rules associated with recurring billing records for balance sheet lessee accounting, including stepped payments, suspended lines, and multiple lease versions. See Section 7.3.3, "Understanding Recurring Billing for Balance Sheet Lessee Accounting (Release 9.1 Update)" for additional information.

When you select the Change Lease Terms option, the system displays the Change Lease Terms window. The Lease Term Change row option is available only for rows having the same lease version as the default lease version in the header. The window includes header information for the lease line, and enables you to make changes to these fields:

- Early Termination

  Use this field to specify the Term Change End Date that represents an early termination. If the early termination check box is checked, all other fields are disabled except for the Term Change End Date.

- Term Change As Of Date

  This field is required, and reflects the date on which you want your changes to be effective.

- Gross Amount

  This field represents the changed amount for the billing record. The system also displays the current amount for your reference. If you leave the field blank, the existing value is used.

- Term Change End Date

  This date reflects the date on which your changes end. This date must be greater than the last day of the month of the date in the Lessee Accounting JE Thru Date field in the header of the form, and must also be greater than or equal to the Term Change As Of Date you enter. If you are using stepped payments, the end date can only be extended on the last step.

- Effect on Lease Liability

  This field is editable only if the Term Change As Of Date is greater than the date in the Lessee Accounting JE Thru Date field.

Note: If the Early Termination check box is selected, the system will update the ending dates for the selected asset but will not create additional recurring billing lines. The system issues a message to indicate the start termination date if the Term Change End Date is greater than the date through which the month journal has already been run.

After you enter your changes, you click OK. The system returns you to the Recurring Billing Revisions form, and enters an ending date in all existing billing rows that is one day prior to the date you entered in the Term Change As Of Date field. The system then creates new rows for all necessary records using the new start and end dates that you entered. If you did not enter a new ending date, the end date of the selected record is used as the end date on the new records.

You can then make any additional changes to the new records directly in the grid. When you are finished, click OK to save your changes.

Important Note: The system does not save the changed lease lines and the new lease lines that are created when you click OK on the Change Lease Terms window until you click OK on the Recurring Billing Revisions form. If you exit out of this form before clicking OK, your changes will be lost.

When you save your changes, the system updates the Recalculate Lease Liability field on the lease as follows:

- 1: Remeasure

  You must run the remeasurement process on the lease to continue with balance sheet lessee accounting processing. This action is available when you make any change to a leased asset that impacts the existing amortization schedules.

- 2: Terminate or Remeasure

  You must run either the early termination or the remeasurement process on the lease to continue with balance sheet lessee accounting processing. This option is available when the only change to the lease is that the recurring billing end date is changed to a date earlier than the original end date, and the lease is at a lease liability status of 40 (Commencement Complete).

Run the remeasurement process to recalculate amortization schedules based on your changes, and if necessary, create remeasurement journal entries to adjust previously reported amounts.

Run the early termination process to end the lease earlier than planned, keep the original amortization schedules, and if necessary, create termination journal entries at the end of the lease. This process is available only if the Recalculate Lease Liability field is set to 2.

22.5.1.1 Entering Lease Term Changes in Recurring Billing

To enter lease term changes in recurring billing:

1. From the Recurring Billing menu (G1521), select Recurring Billing Information.
2. On the Recurring Billing Revisions form, search for and select the record you want to update, and then select Change Lease Terms from the Row menu.

   This option is available only if amortization schedules exist and the Effect on Lease Liability is set to Yes for the selected line.
3. On the Change Lease Terms form, complete these fields, as needed, and then click OK:
   - Term Change As Of Date
   - Gross Amount

- Term Change End Date
- Effect on Lease Liability

4. On the Recurring Billing Revisions form, make any additional updates to the records in the detail area, and then click OK. Note that your changes are not saved until you click OK on this form.

22.5.2 Changing Lessee Lease Terms Using the Lease Master

Once a lease is at lease liability status 20 (Amortization Schedules Created) or greater, you can use the Lease Master Information program (P1501) to make the following changes to the lease terms:

- Update the borrowing rate.
- Update the ROUA End Date to a date greater than the existing recurring billing end date.

You can make these changes directly in the lease detail lines, or you can select a lease line you want to update, and use the Change Lease Terms Row menu option.

When you make either of these changes, the system updates the Recalculate Lease Liability field with a 1 (Remeasure), indicating that the lease must be remeasured.

You can then run the remeasurement process to recalculate amortization schedules based on your changes, and if necessary, create remeasurement journal entries to adjust previously reported amounts. This action is available when you make any change to a leased asset that impacts the existing amortization schedules.

22.5.2.1 Entering Lease Term Changes in the Lease Master

To enter lease term changes in the Lease Master:

1. From the Tenant & Lease Information menu (G1511), select Lease Information.
2. On the Work With Leases form, search for and select the lease you want to update.
3. On the Lease Master Revisions form, select the row you want to update, and then select Change Lease Terms from the Row menu.
4. On the Change Lease Terms form, complete one or more of these fields, and then click OK:
   - Borrowing Rate
   - ROUA End Date

     You must enter a date greater than the date that is displayed in the Recurring Billing End Date field.
5. On the Lease Master Revisions form, make any additional updates to the records in the detail area, and then click OK. Note that your changes are not saved until you click OK on this form.

22.5.3 Remeasuring a Lessee Lease

To run the remeasurement process on a leased asset:

1. From the Balance Sheet Lessee Accounting menu (G15201), select Amortization Schedules.
2. On the Work With Amortization Schedules form, search for the leased asset you want to remeasure.

3. Review the Recalculate Lease Liability field, which must contain a 1 (Remeasure) or 2 (Terminate or remeasure).
4. Select the row you want to remeasure, and then select Remeasure from the Row menu.
5. Specify the G/L date and the exchange rate method in the Remeasurement Options dialog box and click OK.
6. The system runs the remeasurement process, and completes one of these sets of steps, based on the lease liability status of the asset:
   - If the status is 20 or 30, the system deletes the existing schedules, recreates new schedules using the updated lease terms, and resets the Recalculate Lease Liability field to 0 (Do Not Remeasure).
   - If the status is 40, the system updates the amounts in the amortization schedules starting in the next unprocessed month, creates a batch of remeasurement journal entries, and resets the Recalculate Lease Liability field to 0 (No action required).
7. If necessary, you can now review, approve, and post your remeasurement journal entries. See Section 22.3.7, "Reviewing, Approving and Posting Lease Commencement Journal Entries" for instructions.

22.5.4 Revaluing a Lessee Lease

Before running the revaluation process, review and set the processing options in ROUA Revaluation batch program (R15183). The processing options are used to run R15183 as a batch job and are not relevant when using the row exit from Work with Amortization Schedules form to run the revaluation process.

Alternatively, you can run the revaluation process on a leased asset interactively:

1. From the Balance Sheet Lessee Accounting menu (G15201), select Amortization Schedules.
2. On the Work with Amortization Schedules form, search for the leased asset you want to revaluated.
3. Select the row you want to revaluate, and then select Revaluate ROUA from the Row menu.
4. Specify the G/L date and the revaluation name in the Revaluation Options dialog box and click OK.
5. The system runs the revaluation process and processes revaluation of journal entries in for the month after the last end of period.

22.5.5 Terminating a Lessee Lease Early

To run the early termination process on a leased asset:

1. From the Balance Sheet Lessee Accounting menu (G15201), select Amortization Schedules.
2. On the Work with Amortization Schedules form, search for the leased asset you want to revaluated.
3. Select the row you want to revaluate, and then select Revaluate ROUA from the Row menu.

4. Specify the G/L date and the revaluation name in the Revaluation Options dialog box and click OK.
5. The system runs the revaluation process and processes revaluation of journal entries in for the month after the last end of period.

22.6 Creating Alternate Ledger Journal Entries for Lessee Leases

In some instances, organizations are required to report on leased assets for multiple entities. To ensure accurate reporting, some organizations store and report information for these different entities using different ledgers. Standard balance sheet lessee accounting journal entries are stored in the AA ledger. However, in order to report information to or from multiple entities, you might also write lessee accounting journal entries to an alternate ledger.

Additionally, some entities within the same organization can be governed by different accounting standards. This can occur when a child company resides in one country, and must report financial information to a parent company that resides in another country.

Depending on the reporting requirements of your organization, you can use one of these methods to generate your required journal entries:

- Use alternate schedules to generate journal entries in the alternate ledger.

  Use this method when the lease classification for the asset is different for the reporting entities.

- Use the primary schedules to generate journal entries in the alternate ledger.

  Use this method when the lease classification for the asset is the same for the reporting entities.

- Use the Alternate Ledger Type Pairing program (P15174) to define pairing for alternate ledger types. Based on the leases you are currently processing, determine the transaction to domestic currency pairs. You must also determine the ledger type to hold the domestic only lease alternate schedules or alternate ledger transactions To define pairing for alternate ledger types:

  1. Add ledger types for both the base (domestic) currency and the transaction (foreign) currency to UDC 09/LT.
  2. In the Ledger Type Master Setup program (P0025), add the ledger types to the Ledger Type Master table (F0025).

     In the Denominated Currency Code (Ledger Currency section), you must enter the base or transaction currency for the ledger type to ensure that the decimal placement is correct on the journal entries.
  3. In the Alternate Ledger Pairing Type program (P15174), create the ledger type pairs by entering in the Domestic Ledger Type grid column the ledger type that you want to use to create journal entries.
  4. Enter the second ledger type in the Foreign Ledger type grid column.
  5. Select the Alternate Ledger Pair Type
     - Select Alternate Ledgers for Lessee Alternate Ledger Journals batch program (R15181).
     - Select Alternate Schedules batch program (R15182) for all other alternate schedule processing.

6. Click OK.

Whichever method you choose, you use the Lessee Alternate Schedules Journal program (R15182) to create lease commencement and monthly journal entries in an alternate ledger. Use the processing options for this program to specify:

- The domestic ledger type.
- The through month and year.
- The processing mode.
- How the system handles remaining balances.
- The G/L date to use for the journal entries.
- Versions, rules, and dates to use when approving and posting journal batches.

If alternate schedules exist for an asset, the R15182 uses the data on the alternate schedules to create the journal entries. If alternate schedules do not exist, the R15182 uses the data on the primary schedules to create the journal entries.

When you run the R15182 for an asset the first time, the system generates lease commencement journal entries in the alternate ledger. As you continue to run the R15182 each month, the system generates monthly journal entries in the alternate ledger. This program prints a report, and includes a message with each line that tells you what kind of journal entries were created. Also be aware that:

- A leased asset must be at lease liability status 40 (commencement complete) before you can run the R15182.
- You can only run the R15182 for an asset for periods that have already been processed through monthly balance sheet lessee accounting processing. You cannot create journal entries in an alternate ledger before they have been created in the AA ledger for a specified period.

Example 1: Using Alternate Schedules to Generate Alternate Ledger Journal Entries

This example illustrates how to use alternate schedules to generate alternate ledger journal entries. In this scenario:

- A child company is operating in the United States, and is governed by FASB accounting standards. They have a lease which is considered an operating lease under the FASB standards.
- The parent company is located in Germany, and is governed by IASB accounting standards. Under these standards, the same lease is considered a finance lease.
- The child company is maintaining the lease, and reporting all information, as needed, to the parent company.

Therefore, you would complete these steps:

1. Create the lease, and then process lease commencement, which includes generating amortization schedules and lease commencement journal entries. The lease is at status 40, and the lease classification on the primary schedules is operating lease.
2. Create alternate schedules for the lease using the Work With Amortization Schedules program (P15171).
3. Run the R15182 for the lease the first time to create lease commencement journal entries in the alternate ledger.

4. Run monthly processing on the primary schedules using the Balance Sheet Lessee Accounting Journals program (R15180) to generate journal entries in the AA ledger.
5. After you process the previous step for a specific period, you then run the R15182 for that period to generate journal entries in the alternate ledger for the same period. Note that journal entries for a specified period must exist in the AA ledger before you can create them in an alternate ledger.
6. Repeat steps 4 and 5 until the lease is complete.

Example 2: Using Primary Schedules to Generate Alternate Ledger Journal Entries

This example illustrates how to use primary schedules to generate alternate ledger journal entries. In this scenario both the parent and child companies are governed by the same accounting standards. The child company maintains the lease, and reports information to the parent company.

The lease classification is the same for both entities. However, the child company must report to the parent company using the LM ledger type. (Note that LM is just an example ledger type.) Therefore, you would complete these steps:

1. Create the lease, and then process lease commencement, which includes generating amortization schedules and lease commencement journal entries. The lease is at status 40, and the lease classification on the primary schedules is finance lease.
2. Run the R15182 for the lease the first time to create lease commencement journal entries in the alternate ledger. In this scenario, the R15182 uses data from the primary schedules to generate the journal entries.
3. Run monthly processing on the primary schedules using the Balance Sheet Lessee Accounting Journals program (R15180) to generate journal entries in the AA ledger.
4. After you process the previous step for a specific period, you then run the R15182 for that period to generate journal entries in the alternate ledger for the same period. Again, the R15182 uses the primary schedule data to generate the journal entries. Note that journal entries for a specified period must exist in the AA ledger before you can create them in an alternate ledger.
5. Repeat steps 4 and 5 until the lease is complete.

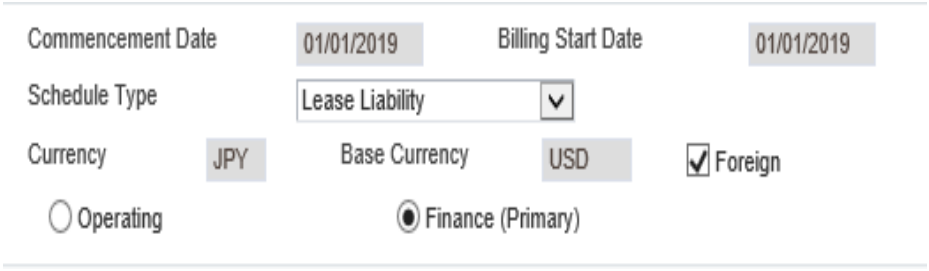
Reviewing Alternate Schedules

If you create alternate schedules, you can use the Work With Amortization Schedules program (P15171) to review the schedules. The Work With Amortization Schedules form includes radio buttons that enable you to display all assets, assets with or without schedules, and assets with or without alternate schedules.

When you select a schedule to review, the system brings you to the Lease Liability Amortization Schedule form. For a multicurrency lease, if you select the **Foreign** check box, the system displays the amounts in the foreign currency of the transaction. If you do not select this check box, the system displays amounts in the domestic currency of the transaction.

If an alternate schedule exists, the system enables the Operating and Finance radio buttons, and specifies **(Primary)** next to the button associated with the primary schedule. If no alternate schedules exist, these radio buttons are disabled. This graphic shows how the buttons appear when an alternate schedule exists, and the lease classification on the primary schedule is Finance:

Figure 22–2 Finance Schedule Indicator



Reviewing Alternate Ledger Journal Entries

As with standard commencement and monthly journal entries for balance sheet lessee accounting, you can then use the Balance Sheet Lessee Accounting Batch Review program (P150911) to review, approve, delete, and post these alternate ledger journal batches. Use the Ledger Type field in the header of the form to specify the alternate ledger type.

Note that the R15182 updates the Explanation/Remark field on the journal batch with Alternate Schedule Commence or Alternate Schedule Journals to identify the type of journal batch that was created.

See Section 22.3.7, "Reviewing, Approving and Posting Lease Commencement Journal Entries" for detailed instructions.

Remeasurement and Early Termination Processing for Alternate Ledgers

If you are generating journal entries in an alternate ledger, and you process a remeasurement or an early termination, you must ensure that your journal entries in the alternate ledger reflect the remeasurement or the early termination.

If you are using alternate schedules to generate your alternate ledger journal entries, the system automatically updates the alternate schedules when you make changes to the lease terms that require a remeasurement or early termination. When you run the remeasurement or early termination process, the system generates remeasurement or termination journals for the primary and the alternate schedules at the same time.

If you are generating alternate ledger journal entries without using alternate schedules, running the remeasurement or early termination process will only create journal entries in ledger AA. To update your alternate ledger, you run the R15182 after you process the remeasurement or early termination to generate your monthly alternate ledger journal entries. This program uses the information in the schedules to identify that a remeasurement or early termination has occurred, and creates the remeasurement or termination journal entries for the alternate ledger as needed.

Just as remeasurement and termination journal entry batch information is stored on the primary schedule, the system uses similar fields to store the information on the alternate schedules. For example, when you run the remeasurement process, the system updates the Remeasurement Document Number and Remeasurement G/L Date fields on the primary schedule. When alternate ledger journal entries exist, the system also updates the Alternate Remeasure Document Number and the Alternate Remeasure G/L Date.

If you delete a batch of remeasurement or termination journal entries for either the primary schedule (ledger AA) or the alternate schedule or ledger type, the system also deletes the associated batch for the primary or alternate ledger.

See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information about remeasurement and early termination processing.

22.6.1 Generating Alternate Schedules for Lessee

To generate alternate schedules:

1. From the Balance Sheet Lessee Accounting menu (G15201), select Amortization Schedules.
2. On the Work With Amortization Schedules form, search for and select the primary schedule line for the lease and asset for which you want to generate alternate schedules.
3. From the Row menu, select Create Alt Schedule.

   This option is available only if the primary schedule already exists and alternate schedules have not yet been created.
4. To review the schedules, on the Work With Amortization Schedules form, search for and select the lease and asset for which you want to review schedules. The system brings you to the Lease Liability Amortization Schedule form, and displays the primary schedule.
5. To review the alternate schedule, select either the Operating or Finance radio button. Note that the system displays **(Primary)** next to the primary schedule classification.
6. To review the ROU asset schedule, select Right of Use Asset from the Amortization Schedule Type field in the header. The system displays either the primary schedule, or the alternate schedule, depending on the display option in the header.
7. To review the alternate schedule, select either the Operating or Finance radio button. Note that the system displays **(Primary)** next to the primary schedule classification.

22.6.2 Running the Lessee Alternate Schedules Journal Program (R15182)

From the Balance Sheet Lessee Accounting menu (G15201), select Lessee Alternate Schedule Journals (R15182). After running this program, you can then review, approve, and post the journal entries using the same process that you use to review, approve and post lease commencement journal entries.

Note: This program is intended to be run each period to generate alternate ledger journal entries on an ongoing basis. To generate alternate ledger journal entries for retrospective reporting, which typically occurs one time, use the R15181 program. See Section 22.3.8, "Running the Lessee Alternate Ledger Journals Program (R15181)" for instructions.

23

Projecting Rent

This chapter contains the following topics:

- Section 23.1, "Prerequisites"
- Section 23.2, "Generating Projected Rent"
- Section 23.3, "Reapplying Projection Adjustments"

23.1 Prerequisites

Before you complete the tasks in this chapter, you must:

- Set up company fiscal patterns for all projection years.

  See "Setting Up Fiscal Date Patterns, Setting Up a Fiscal Date Pattern" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

- Set up the market, renewal, and potential rent.

  See Setting Up Market, Renewal, and Potential Rent Information.

- Set up user-defined codes for special ledgers in UDC table 15/PG and ledger types in UDC table 09/LT.
- Set up bill codes and the associated automatic accounting instructions (AAIs).

23.2 Generating Projected Rent

This section provide an overview of projected rent generation and discusses how to:

- Run the Projected Rent Generation program.
- Set processing options for Projected Rent Generation (R15660).

23.2.1 Understanding Projected Rent Generation

You can use rent projections to review rent increases that are based on tenants' lease terms, estimate future cash flow with different inflation and occupancy factors, or report five-year future rent when doing so is required on financial statements.

Use the Projected Rent Generation program (R15660) to automatically project rent into the future. During the generation, the system:

- Gathers necessary information by reviewing these tables:
  - Lease Master Header table (F1501B) for the time periods that each unit is occupied.

  - Recurring Billings Master table (F1502B) for the rent amounts that are related to occupied units.
  - Area Master table (F1514) and Market/Potential/Renewal Rent Master table (F159071) for units and their related areas.

- Calculates the projected rent, according to whether the unit is occupied or vacant:
  - A unit is occupied when it has a lease attached to it during the term of the projection. The system uses the rent information from recurring billings.
  - For a vacant unit to which no lease is attached on the beginning date of the projection, you can set the Bill Code for Vacant Units processing option (on the Process tab) to control whether the system projects rent for that unit.

    If it does, the system uses the market rent.
  - If the lease of an occupied unit expires before the ending date of the projection, an occupancy gap exists.

    You can set the Renewal processing option (on the Process tab) to control whether the system projects rent for a unit during this time of vacancy. If it does, the system uses the information for the recurring billings from the expired lease.
  - If the system projects rent for a unit during an occupancy gap and a calendar year changes before a new lease resumes, the system increases the rent by the inflation rate that is specified in the Annual Inflation Rate processing option on the Process tab.
- Updates the Account Balances table (F0902).

  The system saves the rent amounts within specific ledgers, with each amount going into the account that is associated with the business unit of the building, and the object and subsidiary of the AAI linked to the bill code.

  Each generation that updates the table clears the ledgers of all the information that is associated with rent projection and replaces it with the newly generated information. The system does track prior rent projections.
- Populates the Account Balances table (F0902) using the appropriate AAI, depending on whether the lease is receivable (RM AAI) or payable (PM AAI).
- Generates a report with the rent projection information.

  Use the Update Account Balances processing option on the Print tab to specify whether the system updates the F0902 table or just generates the report so that you can preview the projection.

23.2.2 Running the Projected Rent Generation Program

Select Projected Rent (G1529), Projected Rent Generation.

23.2.3 Setting Processing Options for Projected Rent Generation (R15660)

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

23.2.3.1 Select

1. Report Begin Date
Specify the beginning date of the reporting period. The system calculates the projected rent for periods that occur on or between the beginning and ending dates entered in the processing options.

2. Report End Date
Specify the ending date of the reporting period. The system calculates the projected rent for periods that occur on or between the beginning and ending dates entered in the processing options.

3. Bill Code for Vacant Units
Specify a bill code that the system uses to project market rent amounts for vacant units. The bill code instructs the system which AAI account to enter the projected rent amounts for the vacant units. If you leave this processing option blank, the system bypasses vacant units.

4. Billing Frequency Code
Specify the billing frequency that the system uses to project market rent amounts for vacant units.

If you entered a bill code in the previous processing option, then you should enter a billing frequency code. If you enter a bill code in the previous processing option and leave this option blank, the system uses a monthly billing frequency.

5. Square Footage Selection
Specify which square footage the system uses from the Lease Master Detail table (F15017). Values are:

Blank: Use the rentable square footage.

1: Use the usable square footage.

6. Select Area Type
Specify which area type the system retrieves from the Real Estate Management Constants table (F1510B) to calculate projected rent on vacant space. Values are:

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

1:Rentable Area Type field (RNAT).

2:Usable Area Type field (USAT).

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

7. Alternate Area Type
Enter a user-defined code from UDC table 15/AR that specifies which area type the system should use if the Select Area Type processing option is blank.

23.2.3.2 Process

1. Annual Inflation Rate
Specify an annual inflation rate if you want the system to assume that leases renew at this rate indefinitely (for example, for 5 percent, enter **.05).**

If you enter an inflation rate, the system uses it to calculate projected rent amounts for units that have either a gap between occupancies or is projected at market rental rates upon lease expiration. For example, if one lease expires on April 30, 2007, and another

lease for the same unit begins on June 1, 2010, the system uses the projected rent amount for the first lease through Dec. 31, 2009, and then multiplies it by the inflation rate entered here to project rent for the unit from Jan. 1, 2010, to May 30, 2010.

2. Renewal
Specify which projected rental amounts the system uses for reporting after the lease has expired. Values are:

Blank: Do not assume renewal of the lease.

1: Assume renewal of the lease.

3. Ledger Type Codes, Actual Lease Amounts, Speculative Lease Amounts, and Unit Square Footage Amounts
Specify ledger type codes. The system enters amounts generated in the rent projection into accounts in the ledger types that you specify. Each time you run the R15660 report, the system clears the accounts in the ledger types and enters the amounts into the appropriate accounts through the bill code specifications and AAIs.

Note: As a precautionary measure to avoid clearing actual amounts, you first must set up these ledger types in UDC table 15/PG in order for the system to recognize these ledger types as eligible to be cleared and then regenerated. The system does not clear ledger types AA, AU, and AZ, regardless of whether they are set up in this UDCs table.

---

4. Amounts As Credits Or Debits
Specify whether the system enters the projected rent amounts as credits or debits. Values are:

Blank: Debit entries.

1: Credit entries.

23.2.3.3 Print

1. Update Account Balances
Specify whether the system should update the account balances with projected rent amounts. Values are:

Blank: Print a report without updating any account balances.

1: Update account balances with projected rent amounts.

2. Total Line Print Option
Specify what square footage value should print on the report. Values are:

Blank: Print the unit's average square footage over the generation period.

1: Print the last square footage amount on the unit total line.

3. Description Field on Report
Specify which description should print on the report. Values are:

Blank: Lease description.

1: Tenant name as the description.

This option controls the Description field on the report if the detail line relates to an occupied unit. However, if a unit is vacant during the rent projection period, the field

contains the description of the unit. If the line relates to a property or building, the field contains the description of the business unit.

4. Totals Print Option
Specify how the system summarizes and totals amounts for the report. Values are:

Blank: Summarize the amounts within the generation period as a combined total for each building and unit along with the grand total.

1: Print annual totals within the unit and building and include grand totals.

23.2.3.4 Bill Codes

1. Bill Code for Unit Square Footage
Specify a bill code that the system uses to record unit square footage. The system uses the business unit of the building and the object and subsidiary of the AAI linked to the bill code.

2. Select or Omit Bill Codes
Specify whether to select or omit bill codes from the Projected Rent Generation report (R15660). You can select or omit up to eight bill codes. Values are:

Blank: Include all bill codes.

1: Include only the selected bill codes.

2: Omit the selected bill codes.

23.2.3.5 Options

1. Prorate Amounts From Partial Billings
Specify whether the system prorates amounts from partial month recurring billings. Values are:

Blank: Do not prorate.

1: Prorate.

2. Include Non-Billable Leases
Specify whether the system includes non-billable lease statuses in the projected rent calculation. Values are:

Blank: Do not include.

1: Include.

3. Exclude Tax Amount From Calculation
Specify whether the system includes the tax amount as part of the projected rent calculation. Values are:

Blank: Include.

1: Exclude.

4. Deriving the Square Footage
Specify the account the system uses for square footage. Values are:

Blank: Use the business unit from the rent account when deriving the square footage account.

1: Use the company from the Unit Master when deriving the square footage account.

23.3 Reapplying Projection Adjustments

This section provides an overview of projection adjustments and discusses how to:

- Run the Reapply Projection Adjustment program.
- Set processing options for Reapply Projection Adjustment (R15665).

23.3.1 Understanding Projection Adjustments

When you run the Projected Rent Generation program (R15660), the system deletes all the information that is associated with rent projection in the Account Balances table (F0902) and replaces it with the newly generated information. Therefore, you must reapply the adjustments to the projected rent that you made prior to the generation. You can do this automatically by running the Reapply Projection Adjustment program (R15665), which updates the F0902 table from the Account Ledger table (F0911).

The R15665 program applies only to the adjustments that you have already entered, reviewed, and posted in the JD Edwards EnterpriseOne General Accounting system before a generation. Therefore, you do not have to run this program regularly.

For example, assume that you projected the rent for a unit with an occupancy gap between leases. Because the gap crossed a calendar year, the system increased the rent by the annual inflation rate for the remainder of the gap. However, you wanted the rent to be inflated for the entire occupancy gap, so you use the JD Edwards EnterpriseOne General Accounting system to adjust the projected rent amount accordingly. However, when you generate projected rent again, you lose the adjustment and you have to run the R15665 program to restore it.

23.3.2 Running the Reapply Projection Adjustments Program

Select Projected Rent (G1529), Reapply Projection Adjustment.

23.3.3 Setting Processing Options for Reapply Projection Adjustments (R15665)

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

23.3.3.1 Print

1. Update Account Balances

Specify whether to run this program in proof or final mode. Values are:

Blank: Proof mode. Print an edit report without updating any files in the Account Balances table (F0902).

1: Final mode. Update the F0902 table.

24

Running Global Updates

This chapter contains the following topics:

- Section 24.1, "Understanding Global Updates"
- Section 24.2, "Updating Property and Building Relations"
- Section 24.3, "Updating Priority Codes on Invoices"
- Section 24.4, "Updating Invoices from the Address Book"
- Section 24.5, "Updating Billing Frequency Patterns"
- Section 24.6, "Updating Recurring Billing Records (Release 9.1 Update)"
- Section 24.7, "Updating Leases Globally"

24.1 Understanding Global Updates

You can apply changes to most transactions in the JD Edwards EnterpriseOne Real Estate Management system by running certain global update programs. For example, assume that a tenant subleases space to another business. In this case, if the rent has not changed and the lease is the same, you can replace the original tenant's address book number with the sublet tenant's address book number, and run a global update program to make the change effective throughout the JD Edwards EnterpriseOne Real Estate Management system. In a different scenario, assume that a tenant wants to move to a larger properties. You can preserve the tenant's activity, such as lease history, past payment history, and sales overage, by using a global update program to migrate the information from one property to the other.

Note (Release 9.1 Update): If you are using balance sheet lessee accounting, be aware that not all global update programs are compatible with updating lessee lease information.

You can perform the Property/Building Relations, Frequency Pattern Update, and Recurring Billing Update for lessee leases using the global update programs.

These global update programs are not applicable for lessee leases:

- R15903 - Priority Code Reapplication
- R03B802 - Update A/R from Address Book
- R15117 - Lease Global Update

See Chapter 22, "Balance Sheet Lessee Accounting (Release 9.1 Update)" for additional information.

24.2 Updating Property and Building Relations

From the Global Updates menu (G15311), select Property/Building Relations.

If you change the project number for a building (business unit), you can run the Property / Building Relations program (R15804) to update the new project number on all of the related records in the Lease Master Detail File table (F15017) and the Unit Master table (F1507).

This update is necessary because the system uses the project number as search and selection criteria on a variety of interactive and batch programs. This update program generates a report that lists the new and the old information and lists the tables that were updated.

(Release 9.1 Update) This program has been updated to enable you to make global updates to the F15017 for non-property assets.

24.3 Updating Priority Codes on Invoices

From the Global Updates menu (G15311), select Priority Code Reapplication.

If you must change the priority assigned to a bill code, you can update this change to the Customer Ledger table (F03B11) by running the Priority Code Reapplication program (R15903). The priority code determines the order in which open invoices should be paid.

This program does not have associated processing options, nor does it provide a report of the priorities that were changed.

24.4 Updating Invoices from the Address Book

When you generate invoices, either manually or automatically from another system, the system writes certain address book information, such as the customer's alpha name, to each record. The JD Edwards EnterpriseOne Accounts Receivable system uses the address book information for many processes, such as printing statements and reports, and for inquiry programs. When address book information changes, you can update the invoice records by running the Update A/R from Address Book program (R03B802).

Depending on the size of the Customer Ledger table (F03B11), you might want to run the R03B802 program during off-peak hours. Run this periodically, especially before running aging reports or printing statements, to ensure that the F03B11 table contains current information. You do not have to run it nightly, because the accuracy of programs such as Credit Analysis Refresh (R03B525) is not dependent upon the address book. However, if you use the Customer Ledger Inquiry program to search by parent number, and parent numbers are changed frequently in JD Edwards EnterpriseOne Address Book, you might want to run the R03B802 program nightly.

The system updates these fields in the Customer Ledger table (F03B11):

- Payor (PYR), based on the processing option on the Updates tab

  The system retrieves the value for the Payor from the Alternate Payor field (ARPY) in the Customer Master by Line of Business table (F03012). If the Alternate Payor field is blank, the system retrieves the value from the Address Book Number field (AN8).

- Alpha Name (ALPH) from the Address Book Master table (F0101).

- Parent Address Number (PA8) from the Address Organization Structure Master table (F0150).
- Alternate Payee (AN8J), based on the value of the Send Statements To (STTO) field in the Customer Master by Line of Business table.

  The address book number that the system assigns to the Alternate Payee field depends on the value of the Send Statements To field. For example, if you send the statement to the customer (value of C), the system updates the Alternate Payee field with the customer's address book number (AN8). If you send the statement to the parent (value of P), the system updates the Alternate Payee field with the address book number of the parent (PA8) from the Address Organization Structure Master table.
- Category Codes 1-10 (AC01-AC10), from the Customer Master by Line of Business table.
- Collection Report Y/N (COLL), from the Customer Master by Line of Business table.

The system updates these fields in the Receipts Header table (F03B13):

- Alpha Name (ALPH), based on the setting of the processing option, from the Address Book Master table.
- Parent Address Number (PA8) from the Address Organization Structure Master table.

24.4.1 Running the Update A/R from Address Book Program

Before you run this program, review and set the processing options.

Use one of these navigations:

- From the A/R Advanced & Technical Operations menu (G03B31), select Update A/R from Address Book.
- From the Global Updates menu (G15311), select Update A/R from Address Book.

24.5 Updating Billing Frequency Patterns

If you must change the periods for a particular billing frequency code, you can do so by using the Billing Frequency Information program (P15019).

After you make the change, you must run the Frequency Pattern Update program (R15803) to change the billing records in these tables:

- Tenant E.P. Class Master (F15012B).
- Sales Overage Master File (F15013B).
- Min/Max Rents And Recoveries Master (F15015B).
- Tenant Escalation Master (F15016B).
- Recurring Billings Master (F1502B).

24.5.1 Running the Billing Frequency Pattern Update Program

From the Global Updates menu (G15311), select Frequency Pattern Update.

The program does not have associated processing options, nor does it generate a report of the records that the system updates.

24.6 Updating Recurring Billing Records (Release 9.1 Update)

Release 9.1 Update: This section has been updated to include the Lessee Recurring Billing Update (R151161) and the Estimated Lessee Recurring Billings table (F1502WC). These objects support the global update of recurring billing lines that have an effect on lease liability of Yes (1) or Guaranteed Residual Value (2), and are used in balance sheet lessee accounting processing. If you are not maintaining lessee leases, the system does not use these objects when processing recurring billing global updates.

See Chapter 22, "Balance Sheet Lessee Accounting (Release 9.1 Update)" for additional information.

You can simultaneously change many recurring billing records to indicate increases or decreases in the billing amounts or to change the dates for those records using the recurring billing global update process.

This process is most commonly used to increase rents in the same manner for multiple assets.

If you are using this process to update billing records associated with lessee leases, you can perform only these actions using the global update process:

- Modify billing amount on selected step only.
- Add a new last step.
- Extend the end date of last step.
- Modify billing amount on selected and future steps.
- Terminate early by changing end date of last step.
- Update amount on guaranteed residual value (GRV) records.
- Update date range on GRV records.

To complete this process, you:

1. Run the Recurring Billing Global Selection program (R15021) to identify and select bill code lines from the F1502B table for which you want to revise amounts or dates.

   This program creates up to four different batches, each with a different batch number, depending on the records you select. The batches contain records for:

   - Property assets with no effect on lease liability.
   - Non-property assets with no effect on lease liability.
   - Property assets with effect on lease liability set to 1 or 2.
   - Non-property assets with effect on lease liability set to 1 or 2.

   This program also populates the F1502WB and F1502WC worktables with selected records, and assigns batch numbers to those records.

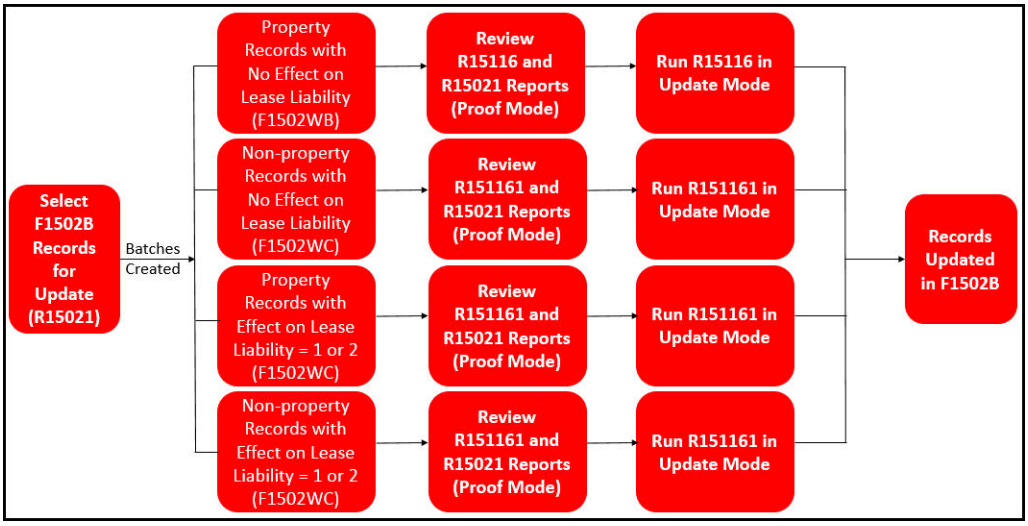
   Finally, this program runs the Recurring Billing Global Update program (R15116) and the Lessee Recurring Billing Update program (R151161) in edit (proof) mode, using the versions you specify in the processing options. You can specify a different program version for each type of batch. All three programs produce

reports to identify the updates, batch numbers, and any errors or exceptions that occur.

2. Review the reports generated by the R15021, R15116 and R151161 to determine if your updates are accurate. Oracle strongly recommends completing this step before you run any programs in update mode.

3. Run the R15116 and R151161 in update (final) mode for the batch numbers associated with your groups of records.

This graphic illustrates the global update process:



When you run the R15021, you use data selection and processing options to specify which records in the F1502B table you want to update. You also use processing options to specify which versions of the update programs you want to run. The system then populates worktables with the recurring billing records you have selected for update. Once the worktables are populated, the R15021 automatically runs one or more of these update programs in proof mode (even if the specified version is set to run in update mode), depending on which worktables were populated by the R15021:

- Recurring Billing Global Update program (R15116)

  The R15021 program creates property records with no effect on lease liability, that meet your selection criteria, in the Estimated EP Recurring Billings worktable (F1502WB). The R15116 then processes those records. If there are no records that meet this criteria, the R15021 does not generate a batch of records in the F1502WB, and therefore, does not run the R15116 program.

- Lessee Recurring Billing Update (R151161)

  The R15021 program writers up to three batches of records to the Estimated Lessee Recurring Billings worktable (F1502WC). These batches include non-property records with no effect on lease liability, property records with effect on lease liability set to 1 or 2, and non-property records with effect on lease liability set to 1 or 2, and that meet your selection criteria. Processing options on the R15021 specify which versions of the R151161 to run for each batch type. If a specific batch type is not created in the F1502WC, the associated version of the R151161 is not run.

  Additionally, a processing option on the R15021 determines whether you can include records for update if an amortization schedule exists for those records. If you update records that already have amortization schedules, you might be

required to remeasure your lease. See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information.

Depending on your selection criteria, the R15021 will run one or both of these update programs. For example, if you are selecting billing records for property assets that have no effect on lease liability (records written to the F1502WB), and records that do have an effect on lease liability (records written to the F1502WC), the R15021 will process both update programs using the versions you specify in the processing options.

Both programs produce reports that enable you to review the changes that will be made to the Recurring Billing Records table (F1502B). Each report includes the batch number associated with each set of records in the associated worktable. You will use these batch numbers when you run the update programs in update mode.

For lessor leases, the R15021 uses both the anniversary date of a lease and the effective dates for the recurring billings to select records. You specify date updates that you want to make to your recurring billing records on the Dates and the Select tabs of the processing options. You specify amount updates in the processing options of the R15116.

For lessee leases, the R15021 uses the beginning and ending dates on the recurring billing records to select records. You can also select property assets on the Select tab. You specify date updates that you want to make to your recurring billing records on the Lease Liability tab of the processing options. You cannot use the Start Date Anniversary processing options to select records for lessee leases.You specify amount updates in the processing options of the R151161.

Using the global update process to update recurring billing records provides this flexibility:

- On a single set of records, you can apply different calculations by running different versions of the R15116 or R151161 programs in edit (proof) mode.

  This action lets you review and compare the results before you commit to a particular update.

- If you consistently make the same amount increase to a set of records, you can create specific versions of the selection and update programs for that update and maintain only the date control in the versions of the selection program.

  For example, you have a quarterly 1% increase in the rent amount for lease 12345 (a lessor lease), you might create a version of the R15021 and a version of the R15116 called Lease 12345 Quarterly. You can specify all of the details of the update in the versions, and simply change the date each quarter before processing the update.

Important: The billing frequency for the selection program (R15021) *must* be the same as the frequency for the update programs (R15116 and R151161). Otherwise, different frequencies could be involved in the same calculation and the results would not be correct, such as if monthly billings were calculated with an annual increase.

This is important because:

- In the calculation, a flat amount is applied to the selected records, regardless of the billing frequency.
- The billing frequency controls how the calculated amounts are expressed.

  Monthly billings are expressed as monthly amounts, annual billings as annual amounts, and so on. However, the totals on the report do not consider any difference in the billing frequency.

If exceptions occur during record selection, the R15021 produces an exception report that identifies records that would be omitted from the update, along with an explanation.

The system honors specific conditions for each type of record to determine whether a bill code line is included in the selection.

This list includes the conditions for records with no effect on lease liability:

- The new begin date cannot occur on or after the suspend date if the bill code line is suspended.
- The bill code line cannot be associated with a non-billable lease unless the processing options are set to allow it.
- The original (current) end date cannot be blank if the new begin date is not specified in the processing options.
- The original begin and end dates cannot be blank if the new begin and end dates are not specified in the processing options, and non-billable lease are not allowed.

This list includes the conditions for records with an effect on lease liability:

- The billing records must be active. Inactive records are automatically excluded.
- The Effective Date or New End Date cannot occur on or after the suspended date if the billing record is suspended.
- When using the Effective Date to update a billing record, the Effective Date must be within the date range of the billing record.

  The one exception to this rule is if the Billing Step to Update processing option is set to 1 to update both the selected billing step and all future steps. In this case, the updated future billing steps will have date ranges greater than the Effective Date.
- When using the New End Date processing option to update a billing record, the billing record must belong to the last billing step.
- The Lessee Accounting Journal Entry Through Date for the billing record's unit or asset must be less than the Effective Date or New End Date.
- When using both the Effective Date and New End Date processing options to update billing records for the last billing step, both updates from the two dates must be successful or all records for the billing step will be excluded from the select batch.

In this scenario, the updates could not be completed for all selected records in the last billing step, so the entire billing step is excluded in order to preserve the date integrity of the billing step. To resolve this situation, process the two updates separately.

This list includes the conditions for records with effect on lease liability set to GRV:

- The billing records must be active.
- If only using an Effective Date, the suspend date must be greater than the Effective Date.
- If only using a New End Date, the suspend date must be greater than the New End Date.
- To change the amount, the Effective Date must be equal to the begin and end date of the record.
- The New End Date PO is automatically applied to GRV records. No further conditions exist. However, by changing the date of a GRV record, the record is also eligible for a change in amount by the R151161, if needed.

You can run the R15021 as many times as needed to ensure that you have selected the correct records for update, and that the reports created by the update programs in edit mode accurately reflect the changes that you want to make. The reports also indicate the records that cannot be updated, based on the thresholds that are specified in the processing options of the update programs.

Once the reports are accurate, you can then process the update programs (R15116 and R151161) in update mode.

Running Update Programs in Update Mode to Update Recurring Billing Records

When you run the R15116 and R151161 programs in update mode, the system calculates the new recurring billing information for one or more leases, updates the related bill code lines in the Recurring Billings Master table, and suspends the lines being replaced.

To run these programs in update mode, you must:

- Set the Update Recurring Billings processing option to 1 (Update recurring billing records).
- Enter the batch number for the associated batch in the Batch Number processing option.

  You can find the batch numbers on the header and footer of the reports that were created when you selected your records for processing. Note that the batch numbers are different for each set of records you want to process.

When running the R15116 in update mode, the system retrieves information from the Estimated EP Recurring Billings table (F1502WB) and performs these steps in sequential order to calculate the amount update:

1. Determines whether the type of square footage to be used is rentable or usable.
2. Retrieves the original (current) billing amount.

   If the method of increase involves the amount per square foot, the system divides the original amount by the appropriate square footage from the Lease Master tables.
3. Applies the method of increase to the original amount, which results in the new gross billing amount; for example:

- For percent, the original amount is multiplied by the specified percent.
- For amount or amount per square foot, the specified amount is added to the original amount.
- For new amount or new amount per square foot, the original amount is replaced by the specified amount.

4. Applies the rounding controls to the new amount.
5. Processes the new rounded amount against the original amount to determine the calculated change. For example:
   - If the threshold is a percent, the original amount is divided by the rounded amount.
   - If the threshold is an amount, the original amount is subtracted from the rounded amount.
   - Compares the calculated change with the threshold.

     If the change is greater than or equal to the threshold, the rounded amount is accepted for the new billing amount. This step prevents updates with insignificant amounts.
6. Writes the new records to the Recurring Billings Master table, and suspends the original recurring billing records on the day before the change becomes effective.

When you run the R151161 in update mode, the system retrieves information from the Estimated Lessee Recurring Billings table (F1502WC), and performs these steps in sequential order to calculate the update amount:

1. Determines whether the specified method of increase is compatible with the asset associated with the billing record.

   For example, you can not use a per square foot update method for non-property assets.
2. Retrieves the original (current) billing amount.

   If the method of increase involves the amount per square foot, the system divides the original amount by the appropriate square footage from the Lease Master tables.
3. Applies the method of increase to the original amount, which results in the new gross billing amount; for example:
   - For percent, the original amount is multiplied by the specified percent.
   - For amount or amount per square foot, the specified amount is added to the original amount.
   - For new amount or new amount per square foot, the original amount is replaced by the specified amount.
4. Applies the rounding controls to the new amount.
5. Processes the new rounded amount against the original amount to determine the calculated change. For example:
   - If the threshold is a percent, the original amount is divided by the rounded amount.
   - If the threshold is an amount, the original amount is subtracted from the rounded amount.
   - Compares the calculated change with the threshold.

If the change is greater than or equal to the threshold, the rounded amount is accepted for the new billing amount. This step prevents updates with insignificant amounts.

6. For records with effect on lease liability set to Yes or GRV, writes the new records to the Recurring Billings Master table, and suspends the original recurring billing records on the original record's begin date.

   For records with effect on lease liability set to No, writes the new records to the Recurring Billings Master table, and suspends the original recurring billing records on the day before the change becomes effective.

7. If any of the changes that are made to the recurring billing records require the associated lease to be remeasured, the system updates the Recalculate Lease Liability field on the lease detail. You must complete the remeasurement or early termination process for the lease before you can continue processing balance sheet lessee accounting information for the lease. See Section 22.5, "Changing Lease Terms After Schedule Creation" for additional information.

Resetting Records Updated by the Global Update their Previous State

Occasionally, you might find that you accidentally process a global update batch in final mode before you intend to. Or, you might determine after the update is complete that the updates are inaccurate. Depending on the type of batch, you can reset the records in the F1502B to their original state before the update was processed.

The reset feature is available only for these types of global update batches:

- Batches that include property assets with no effect on lease liability, which are updated by the R15116.
- Batches that include non-property assets with no effect on lease liability, which are updated by the R151161.

You use a processing option on the R15116 and R151161 to specify that you want to run the programs in reset mode, and to specify the batch number you want to reset. Reset mode deletes the new records that were created by the last run of the global update, and updates the records to the state they were in before the update was performed.

The programs generate reports that indicate which records were reset and which records were omitted from the process.

Note: The reset feature is not available for records that have an effect on lease liability, as resetting these records could cause issues with the associated amortization schedules. If you determine that the update you processed for these batches was incorrect, you can manually update the records to correct them, or you can process another global update to change the records as needed. Depending on the changes you make, you might be required to remeasure your lease.

24.6.1 Running the Recurring Billing Global Selection Program

Before you run this program, review and set the processing options.

From the Global Updates menu (G15311), select Recurring Billing Global Selection.

24.6.2 Running the Recurring Billing Global Update Program (R15116)

Before you run this program, review and set the processing options.

From the Global Updates menu (G15311), select Recurring Billing Global Update.

24.6.3 Running the Lessee Recurring Billing Update Program (R151161)

Before you run this program, review and set the processing options.

From the Global Updates menu (G15311), select Lessee Recurring Billing Update.

24.7 Updating Leases Globally

The Lease Global Update program (R15117) enables you to change specific lease-related values for the records in selected tables.

These are examples of situations for which this program is useful:

- Maintaining the history for leases that have been moved to different units, such as when an appraisal results in the units being renumbered.
- Changing the number of a tenant or the name of an alternate payee.
- Recording when an internal building number or company changes.

Use the processing options to specify which fields and tables to update. This program uses information stored in the Lease Master Header table (F1501B).

(Release 9.1 Update) The processing options for this program have been updated to enable users to specify that they want to update the F1513B table (Straight-line Rent Revisions) when this program is processed in final mode. The addition of this processing option enables users to keep straight-line rent records in sync with records in related tables if the unit or building on the lease is updated.

You can update the following information:

- Building number

  When you update the building number (business unit), the system does not change the company number in the tables. You cannot use the same business unit for multiple companies.

  You can use the Old Building Number and Old Unit Number processing options on the Options tab to limit the update to a single building and unit in situations in which multiple buildings and units are associated with the lease. If these options are blank, the system selects all of the buildings and units in the lease for processing.
- Unit
- Tenant

  When the system updates tenant numbers, the alternate payee does not change to the alternate payee for the new tenant. To make this change, you must also update the alternate payee in the Alternate Payee processing option on the Field Updates tab.
- Alternate Payee
- Alternate Payment Source
- Manager
- Occupant
- Salesman
- DBA (Doing Business As)

- Lease Status
- Payment Terms

24.7.1 Alternate Tax Rate/Area Assignments in Global Updates

The Lease Global Update program enables you to change the building, tenant, and other information in many of the tables used in the JD Edwards EnterpriseOne Real Estate Management system. The program, however, does not enable changes to the tax rate/area for the records in the tables.

The tax rate/areas assigned to transactions in the JD Edwards EnterpriseOne Real Estate Management system are determined, in part, by the building and tenant associated with the leases in the system. If you enable the alternate tax rate/area assignment functionality for the company of the building and work in a program that retrieves a tax rate/area based on the lease, tenant, and building, the system retrieves the alternate tax rate/area that you defined for the building and tenant. Because a change to the tenant or building during a global update can affect the tax rate/area assigned to a record, and changing the tax rate/area for a record is not allowed during a global update, the Lease Global Update program performs additional validations for tables that include the tax rate/area when the company of the building is set up to retrieve an alternate tax rate/area.

This list indicates the tables that you can update using the Lease Global Update program and which include the tax rate/area:

- F15012B - Expense Participation Master.
- F15013B - Sales Overage Master.
- F15016B - Tenant Escalation Master.
- F1502B - Recurring Billing Master.
- F1511B - Tenant/Lease Billing Detail.
- F1511HB - Tenant Billing Detail History.
- F03B11 - Accounts Receivable Ledger.
- F0411 - Accounts Payable Ledger.

When you set the processing options in the Lease Global Update program to update the building or tenant in the tables listed above, the Lease Global Update program determines whether the new values for the building or tenant are associated with a different tax rate/area than the tax rate/area already assigned in the tables. If the tax rate/area is the same for the existing and to-be-updated record, then the system allows the change to the table for the record. If the new tax rate/area associated with the new tenant or building is different from the existing tax rate/area saved to the table, then the system issues an error message and does not enable the change to the tenant or building for the record. If a validation fails, the process ends.

See Also:

Section 3.2.2, "Alternate Tax Rate/Area Assignments for Real Estate Management (Release 9.1 Update)"

"Setting Up Alternate Tax Rate/Area Assignment Functionality" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

24.7.2 Running the Lease Global Update Program

Before you run this program, review and set the processing options.

From the Global Updates menu (G15311), select Lease Global Update.

25

Integrity Reports

You can use integrity programs and reports to verify information and resolve problems with consistency across different tables.

This chapter contains the following topics:

- Section 25.1, "Reviewing Billing Control Information"
- Section 25.2, "Validating Batch Control Integrity"
- Section 25.3, "Validating Log Line Integrity"
- Section 25.4, "Updating the Invoice Posted Status"
- Section 25.5, "Validating the Billing Detail Service Tax Dates"
- Section 25.6, "Validating Lessee Accounting Multicurrency Integrity (Release 9.1 Update)"

25.1 Reviewing Billing Control Information

This section provides overviews of billing control information and the Billing Control Integrity report, and discusses how to run the Billing Control Integrity program.

25.1.1 Understanding Billing Control Information

Billing control information prevents you from billing a tenant multiple times for the same period. You can use the Billing Control Information program (P150111) to review the information that is stored in the Billings Generation Control table (F15011B) for a specific lease. The billing information for a lease includes:

- Generation type
- Billing control ID
- Status of each billing period

You use the P150111 program to review transactions for these generation types:

- 1: Recurring Billing
- 2: Expense Participation
- 3: Sales Overage
- 4: Escalation
- 6: Estimated Expense Participation

When the system generates billing records, it assigns to them a billing control ID. The system uses this number and the billing status to track the periods for which billings have been generated.

Review the four billing status values:

- Blank: No billing activity exists.
- G: The billing record (F1511B) has been generated.
- B: The billing record has been billed (generation types 2 and 6 only).
- X: The billing record has been generated and posted.

If necessary, you can remove the billing control status after you delete unposted billing or calculation batches and want to rerun billing generation programs.

Important: Because you can easily create an integrity problem by updating the billing control status, only persons thoroughly knowledgeable with the billing processes should have access to this program.

25.1.2 Understanding the Billing Control Integrity Program

Use the Billing Control Integrity program (R15905) to validate that each record in the Billings Generation Control table (F15011B) has a corresponding record in one of these tables:

- Tenant E.P. Class Master (F15012B).
- Sales Overage Master File (F15013B).
- Tenant Escalation Master (F15016B).
- Recurring Billings Master (F1502B).

The system processes one billing control record at a time. The generation type of the billing determines the appropriate table. For example, if the generation type is 1, the system searches the Recurring Billings Master table for a record with the same lease and billing control number. If the system does not find a corresponding record, it deletes the billing control record.

25.1.3 Forms Used to Review Billing Control Information

Form Name	FormID	Navigation	Usage
Work with Billing Generation Control	W150111A	Integrities (G15313), Billing Control Information.	Review billing control statuses for each type of billing generation by lease.
Billings Generation Control Revisions	W150111B	Select a billing control record for the lease by generation type on Work with Billing Control Information.	Review and revise billing control status information by period.

25.1.4 Running the Billing Control Integrity Program

Select Integrities (G15313), Billing Control Integrity.

25.2 Validating Batch Control Integrity

This section provides an overview of the batch control integrity and discusses how to:

- Run the Batch Control Integrity.
- Set processing options for Batch Control Integrity (R15703).

25.2.1 Understanding the Batch Control Integrity Report

When you run the Batch Control Integrity program (R15703), the system validates that each batch header record in the Batch Control Records table (F0011) has a corresponding record in the Lease Billings Master table (F1511B).

You use processing options to specify whether the system performs one or both of these actions:

- Deletes the batch headers that do not correspond to Lease Billings Master records.
- Generates a report that lists the Lease Billings Master records that do not correspond to batch header records.

25.2.2 Running the Batch Control Integrity Program

Select Integrities (G15313), Batch Control Integrity.

25.2.3 Setting Processing Options for Batch Control Integrity (R15703)

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

25.2.3.1 Process

1. Delete Batch Headers
Specify whether to delete batch header records from the Batch Control Records table (F0011) that do not have a corresponding record in the Tenant/Lease Billings Detail Master table (F1511B). Values are:

Blank: Do not delete.

1: Delete.

2. Print Detail Report
Specify whether to print a report of the Lease Billings Master records (F1511B) that do not have a corresponding batch header record (F0011). The system prints all transactions that meet this criteria regardless of whether they have been posted. Each transaction must be associated with a batch header record to post it to the appropriate tables. Values are:

Blank: Do not print.

1: Print.

25.3 Validating Log Line Integrity

This section discusses how to:

- Run the Log Line Integrity program.
- Set processing options for Log Line Integrity (R15431).

25.3.1 Running the Log Line Integrity Program

Select Integrities (G15313), Log Line Integrity.

When you run the Log Line Integrity program (R15431), the system validates that the building and unit for a lease in the Lease Master Header table (F1501B) and Lease Master Detail table (F15017) corresponds to the building and unit for the related log lines in the Log Standard Master table (F1523). You use processing options to specify whether the system performs the update or just prints a report so that you can preview the effect of the update. You can also specify whether the update is associated with leases that are associated with one or more units.

25.3.2 Setting Processing Options for Log Line Integrity Report (R15431)

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

25.3.2.1 Process

1. Proof or Final Mode
Specify whether to run the program in proof or final mode, and which leases to update. Values are:

Blank: Proof mode. Prints a report of the log lines that have buildings and units that do not correspond to the buildings and units on the lease.

1: Final mode for single-unit leases. The system replaces the building or unit on the log standard with the building or unit from the lease.

2: Final mode for multi-unit leases. The system replaces the building or unit on the log standard with the first building or unit from the lease.

2. Search Default for Lease Version
Specify whether the system validates log lines using the version of the lease that is based on today's date (the system date) or the latest effective date. Values are:

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

1: Uses the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007 and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system displays the version dated October 1, 2007.

2: Uses all versions of the lease regardless of the date.

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

25.3.2.2 Print

1. Print All Log Lines for Mulit-Unit Leases
Specify whether to print only the log lines in error or all log lines for multiple-unit leases. Values are:

Blank: Print only the log lines in error for multi-unit leases.

1: Print all log lines for multi-unit leases.

25.4 Updating the Invoice Posted Status

This section provides an overview of the Invoice Posted Status Update Program (R15912) and discusses how to run the Invoice Posted Status Update program.

25.4.1 Understanding the Invoice Posted Status Update Program (R15912)

If you run the Post RE Invoices or Post RE Vouchers program (R15199) and the processing is interrupted (for example, as a result of a power outage), some records in the Lease Billings Master table (F1511B) might remain unposted. You run the Invoice Posted Status Update program (R15912) to update the posted status on the F1511B records to **D.**

The system updates the records only under these conditions:

- The corresponding Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) record is posted.
- The corresponding Account Ledger (F0911) record is posted.
- The corresponding Batch Control Records (F0011) for batch type 1 is posted.

If the system cannot locate one of the corresponding records, or if one of the records is posted, it does not update the posted code on the F1511B record.

This program does not provide a report of the records that are updated.

25.4.2 Running the Invoice Posted Status Program

Select Integrities (G15313), Invoice Posted Status Update.

25.5 Validating the Billing Detail Service Tax Dates

This section provides an overview of the Billing Detail Serv/Tax Date Integrity program (R15906) and discusses how to:

- Run the Billing Detail Serv/Tax Date Integrity program.
- Set processing options for Billing Detail Serv/Tax Date Integrity (R15906).

25.5.1 Understanding the Billing Detail Serv/Tax Dates Integrity Program (R15906)

When you run the post program (R15199) to generate invoices and vouchers, the system updates the service/tax date from the first detail line of the billing record in the Lease Billings Master table (F1511B) to all of the pay items on the transaction. To update the invoice and voucher transactions with the service/tax date that was entered on each billing detail record, you run the Billing Detail Serv/Tax Date Integrity program (R15906).

When you run the R15906 program, the system compares the service/tax date in each billing detail record to the transaction pay item that was generated from it, and updates the service/tax date on the transaction record if necessary.

You can run this program in edit (proof) or update mode. When you run the program in edit mode, the system generates a report of the transactions to be updated. The report includes the relevant information about the F1511B record and the service/tax date from the corresponding F03B11 or F0411 transaction. The report displays an asterisk on every line for which a discrepancy exists. When you run the program in update mode, the system updates the service/tax date on the discrepant lines.

Note: When you run the R15906 program in update mode, the service/tax date that appears (under the Posted Serv/Tax Date column) is the date of transaction record *before* the update.

Processing options enable you to specify a date range for the billing records (F1511B), so that the program does not have to validate all of the billing records each time that you run it.

25.5.2 Running the Billing Detail Serv/Tax Integrity Program

Select Integrities (G15313), Billing Detail Serv/Tax Date Integrity.

25.5.3 Setting Processing Options for Billing Detail Serv/Tax Integrity (R15906)

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

25.5.3.1 Process

These processing options enable you to specify whether the system updates the accounts payable or accounts receivable records and whether the program is submitted in proof mode or final mode. In addition, these processing options enable you to specify, according to the general ledger dates, the records that the system updates.

1. Table Update Selection
Specify whether to update the service/tax date on invoices (F03B11) or vouchers (F0411). The system uses the value of the Service/Tax Date field (DSV) from the Tenant/Lease Billings Detail Master table (F1511B) to update the selected records. Values are:

Blank: Update the invoice records in the Customer Ledger table (F03B11).

1: Update the voucher records in the Accounts Payable Ledger table (F0411).

2. Proof or Final Mode
Specify whether to run the program in proof or final mode. In proof mode, the system prints a report of the records selected to update from the table selected in the Table Update Selection processing option. In final mode, the system updates the service/tax date on the records in the selected table with the service tax date from the Tenant/Lease Billings Detail Master table (F1511B). Values are:

Blank: Proof mode. The system prints a report of the records selected to update.

1: Final mode. The system updates the records in the selected table and prints a report.

3. From G/L Date
Specify the range of GL dates to use to select the records from the Tenant/Lease Billings Detail Master table (F1511B) to use in the update; use this processing option with the Through G/L Date processing option.

If you leave this processing option blank, the system includes all records through the date entered in the Through G/L Date processing option. If you leave both the From G/L Date and Through G/L Date processing options blank, the system includes all records.

4. Through G/L Date

Specify the range of GL dates to use to select the records from the Tenant/Lease Billings Detail Master table (F1511B) to use in the update; use this processing option with the From G/L Date processing option.

If you leave this processing option blank, the system includes all records from the date entered in the From G/L Date processing option. If you leave both the From G/L Date and Through G/L Date processing options blank, the system includes all records.

25.6 Validating Lessee Accounting Multicurrency Integrity (Release 9.1 Update)

This section provides an overview of the Lessee Accounting Multicurrency Integrity report. It also discusses how to run the Lessee Accounting Multicurrency Integrity report.

25.6.1 Understanding Lessee Accounting Multicurrency Integrity Information

The Balance Sheet Lessee Accounting feature for multicurrency leases requires certain rules to be followed for currency codes and exchange rates for lease headers, lease details, recurring billing, and manual billing information. Even if certain conditions were not met by multicurrency leases, the system enabled users to enter the leases and processed them. The system will no longer process multicurrency leases if they do not conform to the new rules and if they are classified as operating or finance leases. The Lessee Accounting Multicurrency Integrity program (R15920) has been created to assist you to identify the existing multicurrency leases that do not conform to these rules. When you run this report, you will get a list of multicurrency leases that will not be processed and the reason they will not be processed.

You will need to manually correct these leases to abide by the new rules so that these leases are processed by the Balance Sheet Lessee Accounting processes feature. Manual correction may include any combination of the following:

- Bring the lease back to its original state and correct it by:
  - Voiding monthly balance sheet journal entries
  - Voiding recurring or manual billing entries
  - Voiding lease commencement journal entries
  - Deleting amortization schedules
  - Updating the lease header, lease details, recurring billing, or manual billing to meet the new rules
  - Creating amortization schedules
  - Commencing a lease with as of processing activated
- Terminate the lease and make adjustments for previous entries for monthly amortization and recurring and manual billing then create a new lease.

For recurring billing records having an effect on lease liability and manual billing records having an effect on ROUA, the program will detect and report the following issues:

- Any lease in which the currency code is different between the lease header (F1501B), lease details (F15017), recurring billing (F1502B), or manual billing (F1511B)

- Any lease in which the exchange rate is different between the lease header (F1501B), lease details (F15017), recurring billing (F1502B), or manual billing (F1511B)

Apart from the above issues, the program also reports if an amortization schedule exists and if manual or recurring billing has been processed for the lease.

Use the processing option on Lessee Accounting Multicurrency Integrity program (R15920) to specify whether you want a detailed report or a summarized report.

Figure 25–1 Detailed Report

R15920 — Oracle - J.D. Edwards — 06/03/2019 12:02:40

Lessee Accounting Multicurrency Integrity — Page - 1

Lessee Accounting Multicurrency Integrity — Detailed Report

Table Name	Lease Number	Lease Version	Base Curr	Lease Curr	Lease Exchange Rate	Asset Number	Line Number	Bill Code	Batch Number	Doc Number	Doc Co	Pay Item	Trans Curr	Override Exchange Rate	Amortization Schedules	Posted	Message
F15017	764	1	USD	USD									AED	.0010000			Lease Header Currency is different from Asset Currency.
F15017	764	1	USD	USD									AED	.0010000			Lease Header Exchange Rate is different from Asset Exchange Rate.
F15017	764	2	USD	USD									AED	.0010000			Lease Header Currency is different from Asset Currency.
F15017	764	2	USD	USD									AED	.0010000			Lease Header Exchange Rate is different from Asset Exchange Rate.
F15017	764	3	USD	USD									AED	.0010000			Lease Header Currency is different from Asset Currency.
F15017	764	3	USD	USD									AED	.0010000			Lease Header Exchange Rate is different from Asset Exchange Rate.
F1502B	13590	1	USD	USD		331942	.002	RRTL					CAD				Lease Header Currency is different from Recurring Billing Currency.
F1511B	13590	1	USD	USD		331942			1151098	30	00150	001	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	13590	1	USD	USD		331942			1151098	30	00150	002	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337279			1156050	50	00150	001	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337279			1156050	50	00150	003	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337279			1156050	50	00150	004	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337279			1156050	50	00150	005	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337316			1156050	50	00150	001	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337316			1156050	50	00150	003	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337316			1156050	50	00150	004	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.
F1511B	15114	1	USD	USD		337316			1156050	50	00150	005	CAD	.7032349			Lease Header Exchange Rate is different from Manual Billing Exchange Rate.

Figure 25–2 Summarized Report

R15920 — Oracle - J.D. Edwards — 06/03/2019 10:56:03

Lessee Accounting Multicurrency Integrity — Page - 1

Lessee Accounting Multicurrency Integrity — Summarized Report

						------- Currency Code or Exchange Rate is Different from the Lease Header -------			
Lease Number	Lease Version	Lease Description	Base Currency	Lease Currency	Amortization Schedules	Manual Billings with Assets	Effect on ROUA	Posted	Recurring Billings with Effect on Lease Liability	Posted
764	1	MB 7194792	USD	USD		X				
764	2	MB 7194792	USD	USD		X				
764	3	MB 7194792	USD	USD		X				
13590	1	Atrium Mall Sec Office Lease	USD	USD			X		X	
15114	1	Ryan's K Lease	USD	USD			X			

Note: The lessee accounting multicurrency integrity report processes only lessee leases.

25.6.2 Running the Lessee Accounting Multicurrency Integrity Report

Select Balance Sheet Lessee Accounting (G15201), Lessee Accounting Multicurrency Integrity.

25.6.3 Setting Processing Option for Lessee Accounting Multicurrency Integrity Report (R15920)

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

25.6.3.1 Print

1. Print Option

Specify whether to print a detailed report or a summarized report.

Blank: Print a summarized report.

1: Print a detailed report.

26

Purging JD Edwards EnterpriseOne Real Estate Management Tables

This chapter contains the following topics:

- Section 26.1, "Understanding the Purge Process"
- Section 26.2, "Prerequisite"
- Section 26.3, "Purging Billing Batches"
- Section 26.4, "Purging Sales Analysis Information"
- Section 26.5, "Purging Sales Report Information"
- Section 26.6, "Purging Tenant and Lease Billing Details"
- Section 26.7, "Purging Building Information"
- Section 26.8, "Purging Lease Information"

26.1 Understanding the Purge Process

Several purge programs are available that enable you to remove obsolete information from the tables. You can run the programs in proof mode, which enables you to verify the information before it is removed. When you run the programs in update mode, the system deletes the records.

Important: Purge programs *do not* write records to another table; therefore, you cannot recover records that have been purged from the tables. In general, you first run the programs in proof mode to ensure that the system deletes only the information that you intend to delete.

26.2 Prerequisite

Before you complete the tasks in this chapter, you must make a copy of the tables that you are purging in case you have to restore information.

26.3 Purging Billing Batches

This section provides an overview of the Batch Delete program (R15806) and discusses how to:

- Purge billing batches.
- Set processing options for the Batch Delete program (R15806).

26.3.1 Understanding the Batch Delete Program (R15806)

The Billings Batch Delete program (R15806) deletes unposted billing batches (invoices or vouchers).

When you run the R15806 program, the system:

- Removes the entire batch of transactions and the information for the batch header simultaneously.
- Resets the billing control ID for the related period from G (Generated) to blank in the Billings Generation Control table so that you can generate billings again for that period.

You cannot delete a posted batch. However, you can selectively delete unposted records in a batch that has been previously posted. These unposted records include any transaction that posts from the Lease Billings Master (F1511B) table to the Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) tables, but fails to post to the Account Ledger table (F0911). In this case, all of the associated records in the F1511B, F03B11, F0411, and F0911 tables are considered unposted.

You cannot use the R15806 program to delete batches of receipts, revenue fees, or security deposits because the system does not write records to the F1511B table. The R15806 program deletes batches only when records exist in the F1511B table.

The R15806 program removes records from these tables:

- Batch Control Records (F0011).
- Customer Ledger (F03B11).
- Accounts Payable Ledger (F0411).
- Account Ledger (F0911).
- Billings Generation Control (F15011B).
- Estimated EP Recurring Billings (F1502WB).
- Lease Billings Master (F1511B).
- Expense Participation Audit File (F1532B).
- EP Billing Register (F1538B).
- Sales Report Control (F1540B).
- Escalation Billing Register (F1548B).
- Lease Cap History (F15153)
- E.P. Class Cap Expenses History (F15303)
- Share Factor Denominator (F150122A)
- E.P. Billing Account Adjustments (F1539A)
- E.P Billing Class Adjustments (F1539C)
- E.P Billing Account Exclusions (F1539E)
- E.P Billing Adj Factor EP Class (F1539FC)
- E.P Billing Adj Factor Lease (F1539FL)
- Occupancy Gross Up Audit (F1538B1)
- Exclusion/Redistribution (F1538B2)

- (Release 9.1 Update) If the unposted invoice was included in the revenue recognition process, the system also removes records from these tables:
  - Revenue Recognition Invoice (F03B116)
  - Revenue Recognition GL Info (F03B117)
  - Customer Ledger Tag Table (F03B11T

Processing options control whether the system updates the tables or generates a report so that you can preview the information to be deleted. The report also shows any posted information that cannot be deleted.

26.3.2 Purging Billing Batches

Select Purges (G15312), Batch Delete.

26.3.3 Processing Options for Billings Batch Deletion (R15806)

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

26.3.3.1 Select

1. Batch Number
Specify the batch number of the records to delete.

2. Delete Invoices or Vouchers
Specify whether the system deletes records for the batch from the Accounts Payable Ledger table (F0411) or the Customer Ledger table (F03B11). Values are:

Blank: F03B11 table.

1: F0411 table.

26.3.3.2 Process

1. Posted Tenant Invoice Delete
Specify whether to delete the posted Lease Billings Master records (F1511B) that do not create corresponding Customer Ledger (F03B11), Accounts Payable Ledger (F0411), or Account Ledger (F0911) records. For example, invoices that have a zero amount, and carry-forward pending and carry-forward taken records generated from sales overage. Values are:

Blank: Do not delete.

1: Delete.

2. Proof or Final Mode
Specify whether to process records in proof or final mode. Use this processing option with the Audit Report processing option to print a report of the batches to process for deletion. Values are:

Blank: Proof mode. The system does not delete the records for the batch number specified.

1: Final mode. The system deletes the records for the batch number specified. The system generates a report of the deleted batches only if you select the processing option to print the audit report.

26.3.3.3 Print

1. Audit Report
Specify whether the system prints an audit report of the records deleted by this program. Values are:

Blank: Do not print.

1: Print.

26.4 Purging Sales Analysis Information

This section discusses how to:

- Purge sales analysis information.
- Set processing options for the Sales Analysis Purge program (R1543).

26.4.1 Purging Sales Analysis Information

You can delete the information in the Tenant Sales Analysis Reporting File table (F1543B), by running the Sales Analysis Purge program (R1543). Processing options enable you to specify the records to retain by month or the records to purge by date. If you complete both processing options, the system uses the earliest cutoff date.

Select Purges (G15312), Sales Analysis Purge.

26.4.2 Setting Processing Options for Sales Analysis Purge (R1543)

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

26.4.2.1 Process

1. Number Of Months To Retain
Specify the records to retain in the Tenant Sales Analysis Reporting table (F1543B). The system locates the record with the most current date and uses it as the starting date to count back. For example, if the most recent F1543B record has the month of 08 and year of 07, and you enter 12 in this processing option. The system retains records that are dated from 6/06 through 6/07. The system purges records that are dated prior to month 06 and year 06.

If you enter a value in this processing option and the Purge Through Period processing option, the system uses the earlier of the two dates.

2. Purge Through Period
Specify the records to purge from the Tenant Sales Analysis Reporting table (F1543B). The system purges all records prior to the month and year entered.

If you enter a value in this processing option and the Number of Months to Retain processing option, the system uses the earlier of the two dates.

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

Blank: Proof mode. The system prints a report of the records selected to purge from the Tenant Sales Analysis Reporting table (F1543B).

1: Final mode. The system purges the records and prints a report.

26.5 Purging Sales Report Information

This section provides an overview of Sales Report Purge program (R1541) and discusses how to:

- Run the Sales Report Purge program.
- Set processing options for Sales Report Purge (R1541).

26.5.1 Understanding the Sales Report Purge Program (R1541)

To purge records from the Sales Report Control table (F1540B), run the Sales Report Purge program (R1541). In addition to removing records from the F1540B table, the system also updates the batch control records in the F0011 table. The system purges only the sales information that is posted (status code X or P). The most recent sales record, which has a blank status, cannot be purged.

Use the processing options to specify the maximum age in months for the records that you want to keep. The system uses the most recent sales record in a specific product scale group as the base from which to count back. To be eligible for purging, a record must be older than the specified number of months. You can specify one or more buildings or other related criteria during data selection.

Note: You can still review the sales history for a lease even though the sales information has been purged because the Tenant Sales History table (F1541B) is not affected by this program.

26.5.2 Running the Sales Report Purge Program

Select Purges (G15312), Sales Report Purge.

26.5.3 Setting Processing Options for Sales Report Purge (R1541)

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

26.5.3.1 Process

1. Number of Months To Retain

Specify the monthly sales report records to retain in the Sales Report Control (F1540B) and the Tenant Sales History (F1541B) tables. The system purges only those monthly sales report records that exist in both tables (F1540B and F1541B), have a posting status code of either P or X, and are older than the number of months specified.

The system locates the record with the most current date and uses it as the starting date to count back. For example, if the most recent F1540B and F1541B records have the month of 06 and year of 07, and you enter 12 in this processing option. The system retains records that are dated from June 2006 through June 2007. The system purges records that are dated prior to month 06 and year 06.

If you leave this processing option blank, the system deletes all monthly F1540B and F1541B records with posted status codes of P and X.

2. Number of Weeks To Retain

Specify the weekly sales report records to retain in the Sales Report Control (F1540B) and the Tenant Weekly Sales (F15410) tables. The system purges only the weekly sales

report records that exist in both tables, have a posting status code of either P or X, and that are older than the number of weeks specified.

The system locates the record with the most current date and uses it as the starting date to count back.

If you leave this processing option blank, the system deletes all weekly F1544B records with posted status codes of P and X.

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

Blank: Proof mode. The system prints a report of the records to purge.

1: Final mode. The system prints a report and purges the records from the Sales Report Control (F1540B), Tenant Sales History (F1541B), and the Tenant Weekly Sales (F15410) tables.

26.6 Purging Tenant and Lease Billing Details

This section discusses how to:

- Run the Tenant Billing Detail Purge program.
- Set processing options for Tenant Billing Detail Purge (R15119).

26.6.1 Running the Tenant Billing Detail Purge Program

When you want to remove records from the Lease Billings Master table (F1511B), run the Tenant Billing Detail Purge program (R15119). Processing options enable you to specify a cutoff date as the basis for record selection. To be eligible for purging, a record must have a date prior to the cutoff date. If you specify multiple cutoff dates, the system uses only the first date. You can use data selection to specify one or more buildings to further narrow the records to be purged.

Select Purges (G15312), Tenant Billing Detail Purge.

26.6.2 Setting Processing Options for Tenant Billing Detail Purge (R15119)

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

26.6.2.1 Process

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

Blank: Proof mode. The system prints a report of the records selected to purge from the Tenant/Lease Billings Detail Master table (F1511B).

1: Final mode. The system purges the records and prints a report.

26.6.2.2 Select

These processing options enable you to specify the records to be purged from the Lease Billings Master table (F1511B).

Enter a date in *one* of the following processing options as the purge cutoff date. The system purges records with dates prior to the *one* date entered.

1. G/L Date, 2. Invoice Date, 3. Due Date, and 4. Service/Tax Date
Specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Select only one date to use for the purge criteria.

26.7 Purging Building Information

This section provides an overview of the Building Information Purge program (R15808) and discusses how to:

- Run the Building Information Purge program.
- Set processing options for Building Information Purge (R15808).

26.7.1 Understanding the Building Information Purge Program (R15808)

You can delete one property or building record (business unit) at a time, including all of its related information. You use processing options to select the property or building to delete.

26.7.2 Running the Building Information Purge Program

Select Purges (G15312), Building Information Purge.

26.7.3 Setting Processing Options for Building Information Purge (R15808)

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

26.7.3.1 Process

These processing options enable you to specify the records to delete and whether to run the program in proof or final mode.

Caution: This program deletes the building specified in the subsequent list and all related Property Management information. Deleted records cannot be retrieved.

1. Building To Delete
Specify the building number to use as selection criteria to delete records from these system tables:

Lease Master Header (F1501B).

Lease Master Detail (F15017).

Billings Generation Control (F15011B).

Extended Billings Master (F15020).

Tenant E.P. Class Master (F15012B).

Sales Overage Master (F15013B).

Product Scales Master (F15014B).

Min/Max Rents and Recoveries Master (F15015B).

Tenant Escalation Master (F15016B).

Recurring Billings Master (F1502B).

Log Detail Master (F1521).

Unit Master (F1507).

Billing Code Extension (F1512).

Floor Master (F1506).

Area Master (F1514).

Security Deposit Master (F1565).

Market/Potential/Renewal Rent Master (F159071).

Business Unit Master (F0006).

Note: The system deletes the building record from the Business Unit Master table only when records have been purged from the Account Ledger (F0911), Account Balance (F0902), and Account Master (F0901) tables.

2. Proof or Final Mode

Specify whether to run the program in proof or final mode. Values are:

Blank: Proof mode. The system prints a report of the records to purge from the Real Estate system tables.

1: Final mode. The system purges the records and prints a report.

26.8 Purging Lease Information

This section provides an overview of Lease Information Purge program (R15118) and discusses how to:

- Run the Lease Information Purge program.
- Set processing options for Lease Information Purge (R15118).

26.8.1 Understanding the Lease Information Purge Program (R15118)

The Lease Information Purge program (R15118) enables you to delete obsolete information that is related to one or more leases.

Important: Use the processing options carefully to establish the critical dates that the system uses to determine what to purge, and to narrow the wide range of information that you can select from the various tables for the purge, such as buildings and units.

26.8.1.1 Critical Dates and Record Selection

In the processing options, you can select from three critical dates that the system uses to determine whether a record is eligible for purging. Because a critical date might not be part of a table that is selected for the purge, the system uses this criteria for record selection:

- If all of the records for the lease in the Lease Master Header table (F1501B) are eligible for purging, all of the related records in the selected tables are eligible.

The system bypasses the remaining items in the date selection process.

- If one of the critical dates applies to a selected table, the date for a record must be prior to the critical date.
- If more than one critical date applies to a selected table, each critical date for the record must be before the critical date of the respective table.
- If none of the critical dates applies to a table that you selected, the system determines the records to be purged based on the relationship between the tables.

  All of the records for a specific lease in the parent table must be eligible for the related records in the dependent table to be eligible. For example, in terms of sales overage, the Product Scales Master table (F15014B) and the Min/Max Rents And Recoveries Master table (F15015B) are dependent on the Sales Overage Master File table (F15013B), which is the parent.
- If a record is eligible in the Recurring Billings Master table (F1502B), the Tenant E.P. Class Master table (F15012B), the Tenant Escalation Master table (F15016B), the Sales Overage Master File table (F15013B), or the Management Fee Master table (F1505B), then the system deletes the related record with the same billing control ID number in the OW Billings Generation Control table (F15011B).
- If you purge all of the Tenant E.P. Class Master (F15012B) records for a lease, the system deletes the corresponding records in the Tenant Account Exclusions table (F1533B).

Note: If you use data selection, and if the item that you are selecting is in both the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017), use the Lease Master Header item for selection.

26.8.2 Running the Lease Information Purge Program

Select Purges (G15312), Lease Information Purge.

26.8.3 Setting Processing Options for Lease Information Purge (R15118)

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

26.8.3.1 Dates

1. Ending Effective Date,2. Move-Out Date, and 3. Date Last Updated
Specify the date to use to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have a date less than the date entered.

If you enter a date in multiple processing options, the record must meet all date criteria entered for the system to purge it. If you do not complete one of the date processing options, the system does not purge any records.

26.8.3.2 Options

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

Blank: Proof mode. The system prints a report of the records to purge from the Real Estate system tables.

1: Final mode. The system purges the records and prints a report.

2. Page Break Selection
Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert.

1: Insert.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

---

3. Building Number
Specify the building number to use as selection criteria to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have the building number that you enter, unless you additionally specify a unit number in the Unit Number processing option.

4. Unit Number
Specify the unit number to use as selection criteria to purge records from the tables specified on the Table Selection processing option tab. The system purges only those records that have the unit number that you enter for the building specified in the Building Number processing option. If you specify a value in this processing option, you must complete the Building Number processing option; otherwise, the system does not use the unit selection criteria.

5. Asset Item Number (Release 9.1 Update)
Use this processing option to specify the asset number to use as selection criteria to purge records from the tables specified on the Table Selection processing option tab, which can include Lease Amortization Schedules (F1517), Lease Detail (F15017), Recurring Billing (F1502B), Lease Logs (F1521), and Manual Billing (F1511B) tables.

The system purges only those records that have the asset number that you enter in this option, and that have the responsible business unit specified (if entered) in the Building Number processing option.

This processing option can only be used when the unit number processing option is blank.

26.8.3.3 Table Selection 1

Tables to Purge
Specify whether to purge data from the corresponding tables:

1. Lease Master (F1501B)

2. Tenant E.P. Class Master (F15012B)

3. Sales Overage Master (F15013B)

4. Product Scales Master (F15014B)

5. Minimum Rent/Recoveries (F15015B)

6. Tenant Escalation Master (F15016B)

7. Recurring Billing Master (F1502B)

8. Management Fee Master (F1505B)

9. Tenant/Lease Billing Detail (F1511B)

10. Invoice History (F1511HB)

Values are:

Blank: Do not purge.

1: Purge.

26.8.3.4 Table Selection 2

Tables to Purge

Specify whether to purge data from the corresponding tables:

11. Log Detail Master (F1521)

12. E.P. Account Exclusions (F1533B)

13. E.P. Calculation History (F1538B)

14. Escalation Calculation History (F1548B)

15. Security Deposit Master (F1565)

16. Lease E.P. Caps (F15152)

17. Lease E.P. Accounts Not Subject to Cap (F151521)

18. Lease Cap History (F15153)

19. Amortization Schedules (F1517) (Release 9.1 Update)

Values are:

Blank: Do not purge.

1: Purge.

27

Importing Real Estate Management Data (Release 9.1 Update)

This chapter discusses:

- Section 27.1, "Understanding the Real Estate Management Data Import Process"
- Section 27.2, "Required Fields for Real Estate Management Data Upload Programs"
- Section 27.3, "Importing Data into the Real Estate Management System"

27.1 Understanding the Real Estate Management Data Import Process

Several programs are available to facilitate the import of real estate management data into the EnterpriseOne system. These programs use the standard EDI process, which involves these steps:

1. Create flat files that are formatted using the same layout as their associated Z tables, and populate those flat files with your business data. Be aware that the first column in your flat file must include the Record Type value, and that you must use the delimiter and text qualifiers that are defined in the processing options of the associated version of the Inbound Flat File Conversion program (R47002C) you are using.

   Required fields for each flat file are provided later in this chapter.

   See Understanding Flat File Data Formatting in the *JD Edwards EnterpriseOne Applications Data Interface for EDI Implementation Guide* for additional information.

2. Set up real estate transaction types (UDC 00/TT) and identify the name and location of your flat files using the Flat File Cross Reference program (P47002).

   See Defining the Flat File Cross Reference Table in the *JD Edwards EnterpriseOne Tools Interoperability Guide*.

3. Run the specific version of the Inbound Flat File Conversion program (R47002C) to populate the specified Z table with the data from the flat file.

   Note that you can set up this program to automatically upload the data from the Z table into the EnterpriseOne table if there are no errors during processing. To do this, specify the inbound processor program and version in the processing options. If there are errors when processing the flat file conversion, the system does not run the inbound processor.

   See Processing EDI Documents in the *JD Edwards EnterpriseOne Applications Data Interface for EDI Implementation Guide* for additional information.

4. Review and update the data in the Z tables.

5. Upload edited data from the Z tables into the target EnterpriseOne tables using the specific inbound processor program.

This table describes the transaction types, tables, and associated programs that are available to facilitate the import of real estate data. Oracle recommends you import data in the order listed here to accommodate data dependencies:

Transaction Type (00/TT)	R47002C Version and Z Table	Review Program	Inbound Processor and Target E1 Table
JDEBC	Run version XJDE0051 to populate the F1512Z1 table.	Review Unedited Bill Code Transactions (P1512Z1)	Run the Inbound Bill Code Transaction Processor (R1512Z1I) to populate the Billing Code Extension table (F1512).
JDEUM	Run version XJDE0056 to populate the F1507Z1 table.	Review Unedited Unit Master Transactions (P1507Z1)	Run the Inbound Unit Master Transaction Processor (R1507Z1I) to populate the Unit Master table (F1507).
JDEAM	Run version XJDE0050 to populate the F1514Z1 table.	Review Unedited Area Master Transactions (P1514Z1)	Run the Inbound Area Master Transaction Processor (R1514Z1I) to populate the Area Master table (F1514).
JDELM	Run version XJDE0052 to populate the F1501BZ1 table.	Review Unedited Lease Master Transactions (P1501BZ1)	Run the Inbound Lease Master Transaction Processor (R1501BZ1I) to populate the Lease Master Header table (F1501B).
JDELD	Run version XJDE0053 to populate the F15017Z1 table.	Review Unedited Lease Master Detail Transactions (P15017Z1)	Run the Inbound Lease Master Detail Transaction Processor (R15017Z1I) to populate the Lease Master Detail table (F15017).
JDEMB	Run version XJDE0054 to populate the F1511BZ1 table.	Review Unedited Manual Billing Transactions (P1511BZ1)	Run the Inbound Manual Billing Transaction Processor (R1511BZ1I) to populate the Lease Billings Master table (F1511B).
JDERB	Run version XJDE0055 to populate the F1502BZ1 table.	Review Recurring Billing Transactions (P1502BZ1)	Run the Inbound Recurring Billing Transaction Processor (R1502BZ1I) to populate the Recurring Billings Master table (F1502B).

Note: Once you have imported unit, area, bill code, lease master, and lease detail information, the order in which you import billing records (either manual or recurring) does not matter.

27.2 Required Fields for Real Estate Management Data Upload Programs

When uploading data from a flat file to a Z table, all of the required fields must contain values. These fields are required in all inbound flat files:

- User ID
- Batch Number
- Transaction Number
- Line Number
- Direction Indicator must be set to 1.

Additionally, you must ensure that the required fields for the table you are importing data into contain values. These sections list the required fields for importing real estate data.

Bill Code Required Fields

These are the required fields for importing bill code data:

- Bill Code

Unit Master Required Fields

These are the required fields for importing unit master data:

- Building
- Unit
- Unit Description

  This field is not required. However, if you are automatically creating assets when you import these unit records, Oracle recommends populating this field, as the value in this field is used to populate the Asset Description field. If you automatically create assets for the units you are importing, and this field is not populated, the system populates the Asset Description field with Unit *NNNN*, where NNNN is the unit number.

Area Master Required Fields

These are the required fields for importing area master data:

- Building
- Unit
- Area Type must be populated with a valid value from UDC table 15/AR.
- Area Level must be populated with a valid value from UDC table 15/AL.
- Units (Indicating the amount of area in the unit.)
- UM (Indicating the unit of measure of the area.)

Lease Master Required Fields

These are the required fields for importing lease master data:

- Tenant
- Lease Begin Date
- Lease End Date (unless it is an open ended lease)
- Lease Manager (if required by the processing options.
- Lease Classification

  If you are importing lessor leases, set this field to blank as it has no impact on lessor leases. If you are importing lessee leases, assign one of the following valid values:

  – Blank: Not on balance sheet

  – 1: Operating lease

  – 2: Finance lease
- Borrowing Rate (Required for lessee leases only.)

Lease Detail Required Fields

These are the required fields for importing lease detail data:

- Lease Number or Old Lease Number

- Building
- Unit Number

  This field is required for lessor leases. If you are importing lessee leases, this field is required for property assets. Lessee lease detail lines must have either a Unit Number or an Asset Number.

- Asset Number

  This field is not required for lessor leases. If you are importing lessee leases, this field is required for non-property assets. Lessee lease detail lines must have either a Unit Number or an Asset Number.

- Lease Classification

  If you are importing lessor leases, set this field to blank as it has no impact on lessor leases. If you are importing lessee leases, assign one of the following valid values:

  – Blank: Not on balance sheet

  – 1: Operating lease

  – 2: Finance lease

Manual Billing Required Fields

Note: This inbound processor is intended to be used only for importing initial lessee lease billing information, which is used to create amortization schedules.

These are the required fields for importing manual billing data:

- Lease Number (or Old Lease Number)
- Generation Type must be set to 7.
- Building
- Bill Code
- Batch Number

  A valid batch must exist in the F0011 table and be posted. Be aware that the system uses the batch number that you enter in combination with the batch type value you specify in the processing options to validate that a batch exists.

- Invoice Date
- Suffix (Pay Item)
- Document Number (Invoice/Voucher Number)

  The Document Number must exist in the F03B11 table for lessor leases, or the F0411 table for lessee leases, and must exist within batch.

- Unit Number

  This field is required for lessor leases. If you are importing lessee leases, this field is required for property assets. Manual billing records associated with lessee lease detail lines must have either a Unit Number or an Asset Number.

- Asset Number

This field is not required for lessor leases. If you are importing lessee leases, this field is required for non-property assets. Manual billing records associated with lessee lease detail lines must have either a Unit Number or an Asset Number.

- Gross Amount or Taxable Amount (for domestic transactions)
- Currency Amount or Foreign Taxable Amount (for foreign transactions)
- Effect on ROUA

  If you are importing lessor leases, set this field to blank as it has no impact on lessor leases. If you are importing lessee leases, assign one of the following valid values:

  – Blank: No
  – 1: Lease Incentive
  – 2: Initial Direct Cost
  – 3: Lease Payment

Recurring Billing Required Fields

These are the required fields for importing recurring billing data:

- Lease Number (or Old Lease Number)
- Bill Code
- Billing Frequency
- Line Number
- Starting Date (When the Effect on Lease Liability field is set to 1 (Yes) or 2 (Guaranteed Residual Value)
- Ending Date (When the Effect on Lease Liability field is set to 1 (Yes) or 2 (Guaranteed Residual Value)
- Gross Amount, Taxable Amount, or Annual Rate Per Square Foot
- Building
- Unit Number

  This field is required for lessor leases. If you are importing lessee leases, this field is required for property assets. Recurring billing records associated with lessee lease detail lines must have either a Unit Number or an Asset Number.

- Asset Number

  This field is not required for lessor leases. If you are importing lessee leases, this field is required for non-property assets. Recurring billing records associated with lessee lease detail lines must have either a Unit Number or an Asset Number.

- Effect on Lease Liability

  If you are importing lessor leases, set this field to blank as it has no impact on lessor leases. If you are importing lessee leases, assign one of the following valid values:

  – Blank: No
  – 1: Yes
  – 2: Guaranteed Residual Value

Asset Master Required Fields

Note: This section describes the fields that are required for the Asset Master Inbound Processor program (R1201Z1I). This program is not a Real Estate Management program, however, for the purposes of importing asset leases, the fields listed in this section are required.

For additional information about this program, see Processing Interoperability for Fixed Assets.

- User ID
- Batch Number
- Transaction Number
- Line Number
- Direction indicator must be set to 1
- Transaction Type must equal JDEFA
- Transaction Action must equal A
- Company
- Business Unit
- Asset Description

27.3 Importing Data into the Real Estate Management System

This section discusses the process for importing real estate management data after you have created your flat files and updated the flat file cross-reference.

The process is the same for all of the different types of real estate management data. You should fully process one type of data before processing the next type. For example, you should complete the data import process for unit master data before you begin processing area master data.

1. From the Inbound Flat File Conversions menu (G153141), run one of these versions of the Inbound Flat File Conversion program (R47002C):
   - Inbound Bill Code File Conversion (XJDE0051)
   - Inbound Unit Master File Conversion (XJDE0056)
   - Inbound Area Master File Conversion (XJDE0050)
   - Inbound Lease Master File Conversion (XJDE0052)
   - Inbound Lease Detail File Conversion (XJDE0053)
   - Inbound Recurring Billing File Conversion (XJDE0055)
   - Inbound Manual Billing File Conversion (XJDE0054)
2. From the Review Unedited Transactions menu (G153142), select one of these options to review the data in the associated Z table:
   - Review Unedited Bill Code Transactions (P1512Z1)
   - Review Unedited Unit Master Transactions (P1507Z1)
   - Review Unedited Area Master Transactions (P1514Z1)

- Review Unedited Lease Master Transactions (P1501BZ1)
- Review Unedited Lease Detail Transactions (P15017Z1)
- Review Unedited Recurring Billing Transactions (P1502BZ1)
- Review Unedited Manual Billing Transactions (P1511BZ1)

3. On the Work With Unedited Transactions form, use the options in the Transactions Displayed section to specify which type of records you want to review.
4. To review and update data, select the row and then click Select. Review and update data as necessary, and then click OK to return to the Work With Unedited Transactions form.
5. Select the row you want to process, and then select Inbound Processor from the Row menu to move the data from the Z table to the EnterpriseOne table.

   Alternatively, you can select one of these options from the Inbound Processors menu (G153143):

   - Inbound Bill Code Processor (R1512Z1I)
   - Inbound Unit Master Processor (R1507Z1I)
   - Inbound Area Master Processor (R1514Z1I)
   - Inbound Lease Master Processor (R1501BZ1I)
   - Inbound Lease Detail Processor (R15017Z1I)
   - Inbound Recurring Billing Processor (R1502BZ1I)
   - Inbound Manual Billing Processor (R1511BZ1I)
6. When the inbound processor finishes processing, you can perform a new search to identify any unsuccessfully processed records to ensure that your batch processed successfully.

   Be aware that you can set up the inbound processor programs to automatically purge successfully processed records, so when you search over the records, successfully processed records might not display, as they might already have been purged. If you have unsuccessfully processed records, review the errors in the work center, and then complete steps 4 and 5 again until the data is successfully processed.

A

JD Edwards EnterpriseOne Real Estate Management Reports

This appendix contains the following topics:

- Section A.1, "JD Edwards EnterpriseOne Real Estate Management Reports"
- Section A.2, "JD Edwards EnterpriseOne Real Estate Management Reports: A to Z"
- Section A.3, "JD Edwards EnterpriseOne Real Estate Management Reports: Selected Reports"

A.1 JD Edwards EnterpriseOne Real Estate Management Reports

You can print real estate management reports to verify accuracy and track changes to the Real Estate Management information and to review current and historical information, including tenant and lease information, receipts, and billing and sales information.

A.2 JD Edwards EnterpriseOne Real Estate Management Reports: A to Z

These tables list the JD Edwards EnterpriseOne Real Estate Management reports, sorted alphanumerically by report ID. This section discusses:

- System and facility setup reports.
- Tenant and lease reports.
- Receipt, security deposit, tenant work order, and recurring billing reports.
- Sales overage and expense participation reports.
- Escalation, holdover, revenue fees, fees and interest, and straight-line rent reports.

A.2.1 System Setup and Facility Setup Reports

This table describes and provides navigation to the system setup and facility setup reports:

Report ID and Report Name	Description	Navigation
R15006P Property/Building Listing	Use this program to print a list of the properties and buildings that are set up.	Facility Setup (G15411), Property/Building Listing

Report ID and Report Name	Description	Navigation
R1507P Unit Listing	Use this program to print a list of the units that are set up for each building and property.	From the Facility Setup (G15411), Unit Listing
R15410 Building / Unit Statistics	Use this program to print information about the area types defined for each unit.	Facility Setup menu (G15411), Building / Unit Statistics
R15450 Bill Code/Adjustment Reason Listing Report	Use this program to print a list of bill codes and adjustment reason codes.	RE System Setup (G15412), Bill Code / Adjustment Reason Listing

A.2.2 Tenant and Lease Reports

This table describes and provides navigation to the tenant and lease reports:

Report ID and Report Name	Description	Navigation
R15301 Tenant Alpha Listing	Use this program to print a list of all the tenants and their leases.	Tenant & Lease Reporting (G1514), Tenant Alpha Listing
R15400 Lease Date Edit Worksheet	Use this program to print a list of all the important dates associated with leases, such as move-in, move-out, and expiration date.	Tenant & Lease Reporting (G1514), Lease Date Edit Worksheet
R15401 Lease Master Listing	Use this program to print a profile of specific leases that includes the setup information associated with the tenant, lease, recurring billings, and extraordinary billings.	Tenant & Lease Reporting (G1514), Lease Master Listing
R154012 Lease Log Information	Use this program to print the log classes that are set up for each lease.	Tenant & Lease Reporting (G1514), Lease Log Information
R15402 Log Detail Listing	Use this program to print a comprehensive list of information associated with log lines for leases, buildings, floors, and units.	Tenant & Lease Reporting (G1514), Log Detail Listing
R154021 Log Standards Listing	Use this program to print the information entered as log standards.	Tenant & Lease Reporting (G1514), Log Standards Listing
R15403 Lease Expiration Listing	Use this program to print the expiration dates, property statistics, and annual rent information for leases for a specified time period.	Tenant & Lease Reporting (G1514), Lease Expiration Listing
R15415 Tenant Master Listing	Use this program to review a master list of the names and addresses associated with leases.	Tenant & Lease Reporting (G1514), Tenant Master Listing
R15421 Tenant Rent Roll	Use this program to print rent amounts that are in effect as of the date that you specify in the processing options.	Tenant & Lease Reporting menu (G1514), Tenant Rent Roll

Report ID and Report Name	Description	Navigation
R15430 Lease Follow-Up Worksheet	Use this program to print information associated with leases and properties, such as the log classes, critical dates, effective dates, extended text, and billing addresses.	Tenant & Lease Reporting (G1514), Lease Follow-Up Worksheet
R15471 New Leases Report	Use this program to print information about the lease, such as the units and building to which the lease is associated, square footage, base rent, lease start and end dates, and the person who originated the lease.	Tenant & Lease Reporting (G1514), New Leases Report
R15600 Occupancy/Vacancy Listing	Use this program to print a list of vacant units as of the date that you specify.	Tenant & Lease Reporting menu (G1514), Occupancy/Vacancy Listing
R15605 Critical Date Review Report	Use this program to print the critical dates associated with log lines for leases, buildings, floors, and units.	Tenant & Lease Reporting (G1514), Critical Date Review Report
R15610 Tenant Log Information	Use this program to print a list of tenants and leases. The report includes critical dates and lease log information.	Tenant & Lease Reporting (G1514), Tenant Log Information
R15611 Critical Date Report	Use this program to print information associated with log lines for leases, buildings, floors, and units.	Tenant & Lease Reporting (G1514), Critical Date Report
R15690 Lease Log Summary Analysis	Use this program to print the lease dates and critical dates of the log classes that are associated with the lease.	Tenant & Lease Reporting (G1514), Lease Log Summary Analysis
R15710 Legal Clause Report	Use this program to print the tenant or lease (or both) to which the clause applies. The report lists the clause number, option, and detail type, option status, and date fields.	Tenant & Lease Reporting (G1514), Legal Clause Report
R157101 Legal Clause Option Audit	Use this program to print all of the information that is set up for legal clause options, such as the lease or tenant, option and detail type, date that the option was offered, decision date, whether the option was accepted, and its hierarchy.	Tenant & Lease Reporting (G1514), Legal Clause Option Audit Report
R157102 Space Detail Audit Report	Use this program to print space detail audit information such as the lease or tenant, date offered, decision date, whether the offer was accepted, and a change date.	Tenant & Lease Reporting (G1514), Space Detail Audit Report

Report ID and Report Name	Description	Navigation
R15733 Tenant A/R Daily Balance Report	Use this report to review information such as open invoices amounts, applied and unapplied receipts, and write-offs.	Real Estate Receipts (G1513), Tenant A/R Daily Balance

A.2.3 Receipt, Security Deposit, Tenant Work Order, and Recurring Billing Reports

This table describes and provides navigation to the receipt, security deposit, tenant work order, and recurring billing reports:

Report ID and Report Name	Description	Navigation
R03B311 Receipts Journal Report	Use this program to print receipt batch information, as an alternative to reviewing receipts online.	Real Estate Receipts (G1513), Receipts Journal Report
R15305 Recurring Billing Comparison Report	Use this program to print the amounts for recurring billings from two periods for comparison purposes.	Recurring Billing (G1521), Recurring Billing Comparison Report
R154011 Recurring Billing Information Listing	Use this program to print the setup information for recurring billings, such as the bill codes and frequencies.	Recurring Billing menu (G1521), Recurring Billing Information Listing
R15420 Tenant Billing Listing	Use this program to print the setup information for recurring billings.	Recurring Billing (G1521), Tenant Billing Listing
R15440 Receipts Variance Report	Use this program to print the receipt amounts that have been billed and received, and the amounts still outstanding for the month and year-to-date.	Real Estate Receipts (G1513), Receipts Variance Report
R15448 Tenant Work Order Print	Use this program to print each work order entered. You use data selection to limit the report to specific tenants or leases.	Tenant Work Orders (G1516), Tenant Work Order Print
R15494 Tenant Work Order Status Summary	Use this program to print tenant work order information such as the description of the work order, the planned completion date, estimated and actual hours, the work order type, and the work order status. You use data selection to limit the report to specific tenants or leases.	Tenant Work Orders (G1516), Tenant Work Order Status Summary
R15550 Rent Change Report	Use this program to print the history of changes in the transactions associated with rent.	Recurring Billing menu (G1521), Rent Change Report

Report ID and Report Name	Description	Navigation
R15614 Security Deposit Critical Date Report	Use this report to review critical dates for security deposits, such as due dates for security deposits by lease, lease version, unit, bill code, tenant, and gross amount.	Security Deposits (G1515), Security Deposit Critical Date Report
R15615 Security Deposit Required Versus Received Report	As an alternative to reviewing whether a security deposit has been entered, billed, or received, you can print the Security Deposit Req'd vs Rec'd Report (R15615). You use this report to determine which tenants have not complied with the security deposit requirement.	Security Deposits (G1515), Security Deposit Req'd vs Rec'd Report

A.2.4 Sales Overage and Expense Participation Reports

This table describes and provides navigation to the sales overage and expense participation reports:

Report ID and Report Name	Description	Navigation
R15250 Sales History Report	Use this program to print the sales history for the current year and prior year for comparison purposes.	Sales Report Processing (G15221), Sales History Report
R15251 Weekly Sales History Report	Use this program to print weekly sales information.	Sales Report Processing (G15221), Weekly Sales History Report
R1530P E.P. Class Listing	Use this program to print the expense participation class information that is set up for the lease.	Expense Participation (G1523), E.P. Class Listing
R1532 E.P. Extraction Register	Use this program to print the general ledger transactions that qualify as expense amounts for each E.P. class in a specific billing generation. This report is based on the Expense Participation Audit table (F1532B).	Expense Participation (G1523), E.P. Extraction Register
R15321 Sales Report Listing	Use this program to print expected, unexpected, or estimated sales information. You can limit the data selection to a specific batch, building, or lease.	Sales Report Processing (G15221), Sales Report Listing
R1538 E.P. Calculation Register - Detail	Use this program to print a list of the calculation details for a batch of expense participation billings before generating the billing.	Expense Participation (G1523), E.P. Calculation Register - Detail

Report ID and Report Name	Description	Navigation
R1538S E.P. Calculation Register - Summary	Use this program to print a summary of the expense participation calculation before generating the billing.	Expense Participation (G1523), E.P. Calculation Register - Summary
R1539 E.P. Batch Adjustments Audit	Use this program to review all adjustments made for the batch. The report displays the adjustments in a level hierarchy – applied at the E.P. Class level, applied at the account level, applied at the lease level.	Expense Participation (G1523), E.P. Batch Adjustments Audit
R154013 E.P. Information Listing	Use this program to print the expense participation information that is set up for the lease.	Expense Participation (G1523), E.P. Information Listing
R154014 Sales Overage Information Listing	Use this program to print the sales overage information that is set up for the lease.	Sales Overage (G1522), Sales Overage Information Listing
R15411 Review Sales Report	Use this program to print the leases that have no actual sales for the periods that you select. You can determine whether you need estimates or other information from tenants to obtain sales amounts.	Sales Report Processing (G15221), Review Sales Report
R15412 Occupancy Costs/Rents Report	Use this program to compare the total occupancy costs against the total tenant sales.	Sales Report Processing (G15221), Occupancy Cost/Rents Report
R156120 Tenant Exclusion Listing	Use this program to print the tenant exclusion information that is set up from the Tenant Exclusion Header (F150120) and Tenant Exclusion Detail (F150121) tables.	Expense Participation (G1523), Tenant Exclusion Listing
R156122 Share Factor Denominator Listing	Use this program to print the share factor denominator information that is set up from the Share Factor Denominator Header (F150122) and Share Factor Denominator Detail (F150123) tables.	Expense Participation (G1523), Share Factor Denominator Listing
R15675 Sales Analysis Report	Use this program to print comparison information for sales amounts from last year and this year.	Sales Analysis Processing (G15222), Sales Analysis Report
R158061 E.P. Batch Delete	Use this program to delete unposted Expense Participation batches.	Expense Participation (G1523), E.P. Batch Delete

A.2.5 Escalation, Holdover, Revenue Fees, Fees and Interest, and Straight-line Rent Reports

This table describes and provides navigation to the escalation, holdover, revenue fees, fees and interest, and Straight-line Rent reports:

Report ID and Report Name	Description	Navigation
R154015 Escalation Information Listing	Use this program to print the escalation information that is set up for the lease.	Escalations (G1524), Escalation Information Listing
R15405 Revenue Fee Listing	Use this program to print the business unit fee or lease fee information that is set up.	Revenue Fees (G1526), Revenue Fee Listing
R15406 Straight-line Rent Listing	Use this program to print the actual recurring billings and straight-line rent for a lease, and the related straight-line rent information (differences, adjustments, and net effect).	Straight-line Rent (G1528), Straight-line Rent Listing
R15407 Straight-line Rent Register - Month	Use this program to print the actual recurring billings and straight-line rent for a lease, and the related straight-line rent information (differences, adjustments, and net effect) by month.	Straight-line Rent (G1528), Straight-line Rent Register - Month
R15408 Next Increase Listing	Use this program as a management tool to help you schedule the generation of escalation billings. The report displays information from the Tenant Escalation Master table (F15016B) and is associated with the Next Period Start - Month and Year fields.	Escalations (G1524), Next Increase Listing
R15409 Straight-line Rent Register - Year	Use this program to print the actual recurring billings and straight-line rent for a lease, and the related straight-line rent information (differences, adjustments, and net effect) by year.	Straight-line Rent (G1528), Straight-line Rent Register - Year
R1548 Escalation Calculation Register	Use this program print a list of the calculation details for a batch of escalation billings, to review the information for accuracy before posting the batch. The report is based on the Escalation Billing Register table (F1548B). A processing option for the Escalation Billing Generation program controls which version of the Escalation Calculation Register the system runs when you generate the calculations.	Escalations (G1524), Escalation Calculation Register

Report ID and Report Name	Description	Navigation
R15490 Holdover Tenant Report	Use this program to print the leases that are in a holdover status.	Holdover (G1525), Holdover Tenant Report
R1550P Escalation Indices Listing	Use this program to print the escalation index information that is set up. You can use this report to review the monthly index amounts that are associated with the escalation index for the calendar year. The system retrieves information for this report from the Escalation Index Master table (F1550).	Escalations (G1524), Escalation Indices Listing
R15625 Fee & Interest Listing	Use this program to print the fee information that is set up before you generate fee and interest transactions. The report prints information from the Fees and Interest table (F1525B). You use data selection criteria as follows to limit the information that appears on the report: ■ Fee type. ■ Search level. ■ Key information for the search level (lease, tenant, building, and bill code).	Fees & Interest (G1527), Fee & Interest Listing

A.3 JD Edwards EnterpriseOne Real Estate Management Reports: Selected Reports

Review the detailed description and processing options for the followng reports. These reports are listed in alphanumeric order by report ID in this appendix.

A.3.1 R03B311 - Receipts Journal Report

As an alternative to reviewing receipts online, you can run the Receipts Journal Report (R03B311). You can create the own version to display specific information. For example, you might set up a version of the report that displays specific batches based on a particular date or for a specific user.

When you run the R03B311, the system displays a list of the receipts entered for each bank account, and the invoices that each receipt paid, if any. For drafts, the system does not include a bank account number on the header of the report until the draft reaches a contingent liability or collection status. The report prints unposted transactions unless you use data selection to specify a posted code of **D**.

The system uses information from the Receipts Header table (F03B13) and the Receipts Detail table (F03B14).

A.3.1.1 Column Headings

The column heading TI represents the receipt type code that the system assigns to the TYIN field in the Receipt Header table when you enter a receipt.

The system assigns one of these receipt type code values from UDC table 03B/TI:

- A: Applied receipt
- D: Draft
- G: General ledger receipt
- L: Logged receipt
- R: Rounding record
- U: Unapplied receipt

A.3.2 Data Sequence

The system displays the transactions in this sequence:

1. User ID
2. Batch number
3. Batch date
4. GL account
5. Company
6. Address number
7. Payment (receipt) number

Note: The totals on the report depend on this sequence. If you modify the sequence, you must also modify the program logic that determines how totals are calculated.

A.3.3 Processing Options for Receipts Journal Report (R03B311)

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

A.3.3.1 Print

1. Account Format - G/L Receipts and Drafts

Specify the format for the system to use to print account numbers on the report. The system prints the account number in the detail section of the report for general ledger receipts and drafts only; otherwise, the system prints the document numbers of the invoices paid. If you leave this processing option blank, the system does not print the account number. Values are:

1: Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

2: Print the eight-character account ID that the system assigns to the account number in the Account Master table (F0901).

3: Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

2. Account Format - Bank Account
Specify the format for the system to use to print the bank account numbers on the report. The system prints the bank account number in the header section of the report. If you process drafts, the system does not print the bank account number on the report if the draft is at acceptance stage and has not been registered. If you leave this processing option blank, the system does not print the bank account number. Values are:

1: Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

2: Print the eight-character account ID that the system assigns to the account number in the Account Master table (F0901).

3: Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

A.3.4 R15006P - Property/Building Listing Report

As an alternative to reviewing property and building information online, you can print the Property/Building Listing report (R15006P) to review the properties that have been set up. Because properties and buildings are business units, you might want to add data selection for Business Unit Type to limit the report to those business units that are set up as properties. When you run R15006P, you can display category codes and log details.

The system uses information from the Business Unit Master table (F0006) and the Log Detail Master table (F1521).

A.3.5 Processing Options for Property/Building Listing (R15006P)

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

A.3.5.1 Print

1. Print Category Codes
Specify which category codes to print on the report. Values are:

Blank: Print category codes 1 - 10.

1: Print category codes 11 - 20.

2: Print category codes 21 - 30.

2. Print Log Details
Specify whether to print the log details for the property or building that prints on the report. Values are:

Blank: Do not print.

1: Print.

3. Print Attachments
Specify whether to print the attachment information for the building log record. This processing option is valid only when the Print Log Details processing option is set to **1**. Values are:

Blank: Print.

1: Do not print.

A.3.6 R1507P - Unit Listing

As an alternative to reviewing unit information online, you can print the Unit Listing report (R1507P).

The report prints the same information that you can review online, including:

- Unit type
- Unit usage
- Unit status
- Tenant
- Rentable area
- Usable area

Additionally, you can use processing options to specify a third area type that the system includes as a column on the report.

A.3.7 Processing Options for Unit Listing (R1507P)

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

A.3.7.1 Process

1. Report As Of Date
Specify the date to use to determine whether the unit is occupied. If the move-in, planned-out, or actual-out date on the unit is on or before the date that you specify, the system recognizes the unit as occupied. If you leave this processing option blank, the system uses the current date.

2. Alternate Area Type
Specify a user-defined code from UDC table 15/AR that indicates the alternate area type to include on the report, in addition to the rentable and usable area types.

A.3.7.2 Print

1. Page Break on Building Number
Specify whether the system generates a separate page on the report for each building. Values are:

Blank: Do not generate.

1: Generate.

A.3.8 R15250 - Sales History Report

You can use the Sales History report (R15250) to compare the sales history between the current year and prior year. The R15250 report provides information for 12 periods beginning with the Report Month and Report Year that you specify. You can also review the sales history for the year prior to the month and year periods that you specify. The system calculates monthly and yearly percent changes when you select the prior year. The report can also provide sales history information on a year-to-date or rolling 12-month basis.

A.3.9 Processing Options for Sales History Report (R15250)

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

A.3.9.1 Processing

1. Calendar Reporting Month
Specify the beginning calendar reporting month for the sales history report.

2. Calendar Reporting Year
Specify the beginning calendar reporting year for the sales history report.

A.3.9.2 Select

These processing options enable you to specify the records that appear on the report.

1. Sales Amount Selection
Specify whether to print sales amounts per square feet or to print gross sales amounts. Values are:

Blank: Print the gross sales amounts on the report.

1: Divide the gross sales amount by the lease's square footage and print these per square foot amounts on the Sales History Report.

2. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Alternate Area Type processing option.

1: Rentable Area Type field (RNAT).

2: Usable Area Type field (USAT).

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

3. Alternate Area Type
Enter a user-defined code from UDC table 15/AR that specifies which area type to use if the Select Area Type Processing Option is left blank.

4. Print Actual Or Estimated Sales
Specify whether the system prints actual sales or estimated sales. Values are:

Blank: Actual sales only.

1: Estimated sales only.

A.3.9.3 Print

1. Suppress Print Option
Specify whether to print the product code, the DBA number, and the store number on the Sales History report. Values are:

Blank: Print.

1: Suppress.

2. Totals Option
Specify whether to base report totals on a rolling 12 period cycle, or a year-to-date cycle. Values are:

Blank: Base totals on year-to-date sales beginning with the Calendar Report Month and Calendar Report Year through the end of the specified year.

1: Base totals on rolling 12 month sales beginning with the Calendar Report Month and Calendar Report Year through the next 12 months.

3. Prior Year Sales
Specify whether to include prior year sales in addition to current year sales on the report. If you do include prior year sales, the system calculates the monthly and yearly change percentages. Values are:

Blank: Do not print.

1: Print.

A.3.10 R15251 - Weekly Sales History Report

You print the Weekly Sales History Report (R15251) to review the weekly sales information that is stored in the Tenant Weekly Sales table (F15410). You can review sales based on the gross amounts or per square foot and the prior year sales history.

A.3.11 Processing Options for Weekly Sales History Report (R15251)

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

A.3.11.1 Process

1. Weekly Date
Specify the weekly date, which is the beginning of the current 52 period cycle. The system uses the date to determine weekly sales history amounts. These amounts are retrieved from subsequent processing options for printing prior year history and for reporting YTD totals or totals based on a rolling 52 period cycle. The system process dates based on a calendar year.

If you leave this processing option blank, the system uses the system date.

2. Sales Amount Selection
Specify whether to print gross sales amounts or to print sales amounts per square foot. Values are:

Blank: Print the gross sales amounts on the report.

1: Divide the gross sales amounts by the square footage to print the amounts per square foot. If square footage does not exist in the Product Scales Master table (F15014B), the system uses square footage from the lease. If square footage is not found in the lease, the system uses square footage from the Area Master table (F1514).

3. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Alternate Area Type processing option.

1: Rentable Area Type field (RNAT).

2: Usable Area Type field (USAT).

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

4. Alternate Area Type
Enter a user-defined code from UDC table 15/AR that specifies an area type, other than rentable or usable, that the system can use to retrieve square footage from the lease. If no square footage is found in the lease, the system uses the Area Master table (F1514).

A.3.11.2 Print

1. Prior Year Sales
Specify whether to print prior year sales, in addition to current year sales, on the report. If you print prior year sales, the system calculates a yearly percent change. Values are:

Blank: Do not print.

1: Print.

2. Totals Option
Specify whether to base the report totals on a year-to-date cycle or a rolling 52 period cycle. The processing option for Weekly Date on the Process tab is the beginning period to retrieve sales amounts. Values are:

Blank: Base totals on year-to-date sales beginning with Weekly Date through the end of the specified year.

1: Base totals on the rolling 52 month sales beginning with Weekly Date through the next 52 months.

A.3.12 R1530P - E.P. Class Listing

As an alternative to reviewing expense participation classes online, you can print the E.P. Class Listing report (R1530P). You can use this report to review a list of the general ledger accounts included in each expense participation class to avoid duplicating the accounts in other expense classes that you set up. You can use processing options to specify whether to include adjustments to the expense class on the report, and whether to print the associated expense amounts.

In addition, this report can be utilized to populate the E.P. Class Cap Expenses History (F15303) table with expenses. Because the system can access this table when performing caps processing, amounts have to exist in this table. By using the R1530P report, you can retrieve expenses for a desired date range and save those expenses in the history table for caps processing.

The system uses information from the Expense Participation Class Master table (F1530) and can also include information from these tables, depending on the processing option settings:

- Account Balances (F0902).
- Account Ledger (F0911).
- Expense Participation Class Adjustment (F1531).

A.3.13 Processing Options for E.P. Class Listing (R1530P)

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

A.3.13.1 Select

These processing options are used to specify the dates that the system uses to accumulate transaction totals on the report.

1. Print Transaction Totals
Specify whether to include transaction totals for each account listed. The system prints amounts only if the transaction date is between the beginning and ending dates for the accounts specified in the E.P. Class Master table (F1530). Values are:

Blank: List the accounts included in each class without corresponding total amounts.

1:Print transaction totals for each account listed.

2. Begin Date for Transaction Amounts
Specify the date to begin accumulating transaction amounts. You can include multiple years within the specified date range.

If you leave this processing option blank, the system date is used.

3. End Date for Transaction Amounts
Specify the date to stop accumulating transaction amounts. You can include multiple years within the specified date range.

If you leave this processing option blank, the system date is used.

A.3.13.2 Process

1. Extract Account Balances
Specify whether to extract the account balances from the Detailed Transaction table (F0911) or from the Account Balances table (F0902) to include on the report. Values are:

Blank: Account Balances table (F0902). Selecting balances from this table pulls an amount for each month in the range selected in the begin and end date processing options.

1:Detailed Transaction table (F0911). Selecting balances from this table pulls accounts for the range selected in the begin and end date processing options by the GL date.

2. Override for Account Transactions
Specify an override ledger type for extracting the expense account transactions. This option is helpful if you have posted transactions to a ledger type other than actual amounts (AA). The report prints transactions only from the ledger type that you enter here. Otherwise, no actual amount transactions print.

3. Offset Ledger Type
Specify a ledger type for extracting offset amounts. You can enter an offset ledger type for extracting the expense account transactions. This option is helpful if you have posted adjusting transactions to a ledger type other than actual amount (AA). The amounts for the ledger type entered is added to the AA amounts with the same GL account. If this option is left blank, the system does not extract offset amounts.

4. Account Range Inclusion
Specify which accounts to include in the expense class. Values are:

Blank: Combine object and subsidiary accounts. Includes all accounts greater than or equal to the From object account and subsidiary, and less than or equal to the To account and subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts between these values are included (account 5555.040 would be included).

1: Use separate comparison for object and subsidiary accounts. Includes all accounts with object accounts between the From and To object accounts and the subsidiary accounts between the From and To subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts with object accounts between 5000 and 59999 and the subsidiary accounts between 010 and 020 are included (account 5555.040 would not be included).

5. Ledger Type Group

Specify the name of a ledger type group that contains all the ledger types that should be included in the report.

6. Generation Type

Specify the generation type that the system assigns to the generated records. Values are:

2: E.P. Billings. The system recognizes these billings as E.P. Billing records.

6: Estimated E.P./Recurring Billings. The system recognizes these billings as Estimated E.P./Recurring Billing records.

A.3.13.3 Options

These processing options are used to specify the business unit the system uses to generate expense accounts.

1. Global Business Unit Substitution

Specify the business unit to substitute for global business units when deriving accounts. This program only recognizes the business unit substitution if you must enter a wildcard in the Business Unit field for the E.P. class.

Note: If you enter a wildcard in the Business Unit field of the E.P. Class Information program (P1530), the Expense Participation Generation program (R15110) substitutes a tenant's building as the business unit for deriving expense accounts.

---

2. Class Adjustment Totals

Specify whether to include class adjustment totals for each class. Values are:

Blank: Do not include class adjustment totals.

1: Print class adjustment totals for each class. These adjustments can be the result of identifying an adjustment factor for a class or setting up a specific adjustment amount to apply to an expense.

3. Print Attachments

Specify how to print the attachments. Values are:

Blank: Print all the attachments.

1: Do not print any attachments.

2: Print attachments at account level only.

3: Print attachments at class level only.

A.3.13.4 Caps

1. Save Expenses for Caps
Specify whether the system saves expenses to the E.P. Class Cap Expenses History table (F15303). The E.P. Generation (R15110) batch program uses the F15303 table during cap processing. Values are:

Blank: Do not save expenses.

1: Save expenses.

> **Note:** The E.P. Class Cap Expenses History table (F15303) is automatically populated each time you run the E.P. Generation batch (R15110). As a result, it is generally not necessary to use this processing option when running the E.P. Class Master Listing report (R1530P). In instances where expenses for a particular year do not exist in the F15303 table, this UBE can be run to retrieve and populate those expenses.

2. Expenses Year
Specify the year that the system uses when saving expenses to the E.P. Class Cap Expenses History table (F15303). If you leave this processing option blank, the system uses the year from the begin date you entered in the Begin Date for Transaction Amounts processing option.

> **Note:** When saving expenses to the F15303 table, use the appropriate begin and end dates when retrieving transaction amounts. For example, if you want to retrieve expenses for a particular year, you must specify the correct begin and end dates for that year when retrieving expenses. This is necessary because this batch program allows retrieval of expenses across a user-defined date span.

A.3.14 R15301 - Tenant Alpha Listing

You can use the Tenant Alpha Listing report (R15301) to review a listing of all tenants and their leases. You can use processing options to select effective dates by which to limit the information that appears and to select the version of the lease to review.

The report displays tenant and lease information, including lease type and status, usable and rentable areas, and move-in and move-out dates. You can use data selection to limit the number of records that the report includes. The system sequences information in the order that records were entered unless you specify otherwise.

The system uses information from the Lease Master Header File (F1501B) and Lease Master Detail File (F15017) tables.

A.3.15 Processing Options for Tenant Alpha Listing (R15301)

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

A.3.15.1 Process

1. Lease Version Effective Date
Specify the date to use to locate the lease that the system uses to retrieve the tenant information that prints on the report. If you leave this processing option blank, the system uses the value in the Search Default for Lease Version processing option to retrieve the lease.

2. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.16 R15305 - Recurring Billing Comparison Report

You use the Recurring Billing Comparison Report (R15305) to compare the amounts for recurring billings from two periods. The system compares a billing period that you select, which is the current period, with the period prior to that period. The R15305 helps you to identify the differences between the recurring billing setup for the current period and the setup for the prior period.

For example, assume that a tenant pays sales tax for a particular bill code line in the setup for recurring billing. The rate code for the sales tax expired in the prior month, but the setup still indicates the rate code in the bill code line. By running this report, you can observe a tax amount for the prior period, no tax amount for the current period, and a difference between the two periods. The system displays the transaction currency code on this report.

The system recalculates the billing amounts for the prior period based on the recurring billing information for that period. It does not use the accounts receivable or accounts payable information that exists for the same period. In this way, the system avoids any differences caused by adjustments to the accounts receivable or accounts payable information, and the report more accurately reflects the differences between the two setups.

The system derives information for this report from the Recurring Billings Master table (F1502B).

A.3.17 Processing Options for Recurring Billing Comparison Report (R15305)

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

A.3.17.1 Process

These processing options enables you to specify the records from the Recurring Billings Master table (F1502B) that appear on the report.

1. Billing Period Number
Specify the billing period number for the current period. The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table (F15019).

2. Billing Year
Specify the billing year for the current period.

The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table (F15019).

3. Print Lines Without Differences
Specify whether to print lines without differences between Current and Prior period amounts. Values are:

Blank: Do not print lines without differences.

1: Print lines without differences.

4. Weekly Billing Date
Specify the weekly billing date.

If you leave this processing option blank, the system uses the period from the Billing Period Number processing option. If the period in processing option #1 does not define the weekly billing period, the system uses this processing option to enter the weekly billing date.

A.3.17.2 Proration

1. Prorate Amounts For Partial Periods
Specify whether to prorate the amounts that are in effect for partial periods. Values are:

Blank: Do not prorate.

1: Prorate.

2. Base Proration on a 30-day Month
Specify whether to base proration on a 30-day month (if monthly). Values are:

Blank: Use the number of days in the billing period.

1: Base proration on a 30-day month.

A.3.17.3 Override

1. Begin Date of Current Period
Specify whether to override the period begin date. If left blank, the system uses the period specified in the billing period number processing option. The purpose of this option, along with the period end date override option, is to override the billing period begin date associated with the period specified in the billing period number processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

2. End Date of Current Period
Specify whether to override the period end date. If left blank, the system uses the period specified in the fiscal year for billing control processing option. The purpose of this option, along with the period begin date override option, is to override the billing period end date associated with the period specified in the fiscal year for billing control processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

3. Begin Date of Prior Period
Specify the beginning date of the prior period that the system uses for prorated billings. The system uses the beginning and ending dates to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period is based on the month prior to the current period if using a monthly frequency.

4. End Date of Prior Period
Specify the ending date of the prior period that the system uses for prorated billings. The system uses the beginning and ending date to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period is based on the month prior to the current period if using a monthly frequency.

A.3.17.4 Lessee

1. Receivables or Payables
Specify whether the report processes AR or AP leases. This processing option works with the Lessee field in the Tenant/Lease Master table (F1501B). You cannot run reports for both types of leases at the same time. Values are:

Blank: Process leases with a blank Lessee field. (AR)

Y or **1**: Process leases with a non-blank Lessee field. (AP)

A.3.17.5 Print

1. Print Sequence
Select one of these print sequences for the Recurring Billing Comparison Report:

Blank: Bill code.

1: Lease number.

A.3.18 R1532 - E.P. Extraction Register

You use the E.P. Extraction Register report (R1532) to review the general ledger transactions that qualify as expense amounts for each E.P. class in a specific billing generation. The system uses information from the Expense Participation Audit table (F1532B).

A.3.19 Processing Options for E.P. Extraction Register (R1532)

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

A.3.19.1 Select

1. Batch Number to Process
Specify the batch number for the E.P. Extraction Register report (R1532).

A.3.20 R1538 - E.P. Calculation Register - Detail

You use the E.P. Calculation Register - Detail report (R1538) to review a list of the calculation details for a batch of expense participation billings before generating the

billing. You can also refer to this report to locate information more quickly on the E.P. Calculation Revisions form. The system uses information from the EP Billing Register table (F1538B) and includes both calculated amounts and their related limits for comparison.

A.3.21 Processing Options for E.P. Calculation Register - Detail (R1538)

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

A.3.21.1 Select

1. Batch Number to Process
Specify the batch number of the E.P. billing calculation records to print.

A.3.22 R1538S - E.P. Calculation Register - Summary

You use the E.P. Calculation Register - Summary report (R1538S) to review a summary of the expense participation calculation before generating the billing. This report is similar to the E.P. Calculation Register - Detail report, except that it summarizes the information and presents the billable amount, class totals, and grand totals.

A.3.23 Processing Options for E.P. Calculation Register - Summary (R1538S)

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

A.3.23.1 Select

1. Batch Number to Process
Specify the batch number of the E.P. billing calculation records to print.

A.3.24 R1539 - E.P. Batch Adjustments Audit

You use the E.P. Batch Adjustments Audit report to review all adjustments made for the batch. The report uses information from the E.P. Billing Adjustments Audit table (F1539) and includes all adjustments at the E.P. class, account, and lease level that were made when you ran E.P. Calculation Generation (R15110). The report displays the adjustments in a level hierarchy – applied at the E.P. class level, applied at the account level, applied at the lease level.

The report includes adjustments from the Expense Participation Class Adjustments (F1531), Tenant Account Exclusions (F1533B), E.P. Class Master (F1530) and E.P Class Account Overrides (F15301) tables.

A.3.25 Processing Options for E.P. Batch Adjustments Audit (R1539)

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

A.3.25.1 Print

1. Batch Number to Process
Specify the batch number to use when the system runs the E.P. Batch Adjustments Audit report (R1539).

2. Common Adjustment Detail
Specify whether to print common adjustment information on the report. Values are:

Blank: Print.

1: Do not print.

3. Adjustment Factor Detail
Specify whether to print adjustment factor information on the report. Values are:

Blank: Print.

1: Do not print.

4. Account Adjustment Detail
Specify whether to print account adjustment on the report. Values are:

Blank: Print.

1: Do not print.

5. Account Exclusion Detail
Specify whether to print account exclusion information on the report. Values are:

Blank: Print.

1: Do not print.

6. Class Adjustment (1) Detail
Specify whether to print class adjustment information on the report when the adjustment is calculated before the administration fee. Values are:

Blank: Print.

1: Do not print.

7. Class Adjustment (2) Detail
Specify whether to print class adjustment information on the report when the adjustment is calculated before the administration fee. Values are:

Blank: Print.

1: Do not print.

A.3.26 R15400 - Lease Date Edit Worksheet

You can use the Lease Date Edit Worksheet (R15400) to review a list of all the important dates associated with leases, such as move-in, move-out, and expiration dates. The worksheet is a one-line, easy-to-read report that lists the building, unit, tenant, lease, lease status, and all pertinent dates. Processing options enable you to add an additional report heading.

The system uses information from the Lease Master Header table (F1501B), the Lease Master Detail table (F15017), and the Business Unit Master table (F0006).

A.3.27 Processing Options for Lease Date Edit Worksheet (R15400)

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

A.3.27.1 Print

1. Report Heading
Specify whether to print an additional line on the report heading. Values are:

Blank: Print the standard report heading.

Category code: Print the description of the category (reporting) code. Enter one of the 30 UDCs for the associated project number.

A.3.28 R15401 - Lease Master Listing

You use the Lease Master Listing report (R15401) to review a profile for specific leases that includes the setup information associated with the tenant, lease, recurring billings, and extraordinary billings.

You can generate the entire profile or limit the report to one or more of these sections (as specific changes occur to respective setup information):

- Lease unit details
- Lease log details
- Recurring billings
- Expense participation
- Sales overages
- Escalation

You use processing options to control the sections that the report includes.

This system uses information from the Lease Master Header (F1501B) and Lease Master Detail (F15017) tables.

A.3.29 Processing Options for Lease Master Listing (R15401)

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

A.3.29.1 Select

1. Report As Of Date
Specify the date the system uses to select records that appear on the report. When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave this processing option blank, the system includes all records.

A.3.29.2 Process

1. Unit Detail Information
Specify whether to include the unit detail information on the report. Values are:

Blank: Do not include unit information.

1: Include detailed unit information.

2: Include summarized unit information.

2. Lease Log Information
Specify whether to include the lease log information on the report. Values are:

Blank: Do not include log line information on the report.

1: Include detailed log information.

2: Include summarized log information.

3. Log Class Selection
Select specific log classes for processing. This option lets you restrict the log classes that print on this report. You can enter up to five log classes, and only log lines with those log classes are included on the report.

If you leave this processing option blank, the system prints all log classes.

4. Legal Clause Information
Specify how the system includes legal clause information on the report. Values are:

Blank: Do not include legal clause information on the report.

1: Include detailed legal clause information.

2: Include summarized legal clause information.

5. Related Legal Clause Information
Specify the tables from which the system prints related legal clause information on the report. Values are:

Blank: Print related legal clause information from the Legal Clause table (F1570) only.

1: Print related legal clause information from these tables:

Legal Clause Options Audit (F15701)

Legal Clause Space Detail (F15702)

Legal Clause Space Detail Audit (F157021)

Legal Clause Amounts (F15703)

6. Recurring Billing Information
Specify whether to include the recurring billing information on the report. Values are:

Blank: Do not include recurring billing information.

1: Include detailed recurring billing information.

2: Include summarized recurring billing information.

7. Select or Omit Bill Codes
Specify the records to include on the report based on bill code; use this processing option with the bill code processing options. Values are:

Blank: Include all records on the report.

1: Include only the records for the bill codes specified in the processing options.

2: Omit the records for the bill codes specified in the processing options. The system selects records for all other bill codes.

8. Expense Participation Information
Specify whether to include the expense participation information on the report. Values are:

Blank: Do not include expense participation information.

1: Include detailed expense participation information.

2: Include summarized expense participation information.

9. Sales Overage Information
Specify whether to include the sales overage information on the report. Values are:

Blank: Do not include sales overage information on the report.

1: Include detailed sales overage information on the report.

2: Include summarized sales overage information on the report.

10. Escalation Information
Specify whether to print the escalation information on the report. Values are:

Blank: Do not include escalation information.

1: Include detailed escalation information.

2: Include summarized escalation information.

11. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.29.3 Print

1. Tax Information
Specify whether tax information prints on the report. If the summarized report format is selected, the system does not print tax information, regardless of the value entered in this processing option. Values are:

Blank: Print.

1: Do not print.

2. Page Break On Lease Number
Specify whether to insert page breaks in the report when the lease number changes. Values are:

Blank: Do not enter page break for each lease number change.

1: Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

A.3.30 R154011 - Recurring Billing Information Listing

As an alternative to reviewing recurring billing information online, you can run the Recurring Billing Information Listing (R154011). You can use this report to verify that the recurring information is set up correctly before you generate recurring billings.

A.3.31 Processing Options for Recurring Billing Information Listing (R154011)

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

A.3.31.1 Select

This processing option enables you to specify the recurring billing records that appear on the report.

1. Report As Of Date
Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter December 31, 2008, the system retrieves billing records that have an ending date that is on or after December 31, 2008. If you leave this processing option blank, the system prints all the recurring billing records.

A.3.31.2 Print

These processing options enable you to specify which information appears on the report.

1. Detail or Summary
Specify whether to print a summarized or detailed report. Values are:

Blank: Detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

1: Summarized report.

2. Tax Information
Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to **1** (summary). Values are:

Blank: Print.

1: Do not print.

3. Page Break On Lease Number
Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert.

1: Insert.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

A.3.32 R154012 - Lease Log Information

To review the log classes that you have set up for each lease, you can run the Lease Log Information report (R154012). This report displays the lease, lease type, and lease status, and then lists the tenant and each log type (log class) associated with the lease.

The system uses information from the Log Detail Master table (F1521).

A.3.33 Processing Options for Lease Log Information (R154012)

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

A.3.33.1 Select

1. Report As Of Date
Specify the date the system uses to determine the records that appear on the report. When you specify an as of date for the report, the system excludes log lines with ending dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

A.3.33.2 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.33.3 Print

1. Detail or Summary
Specify whether the report should print detailed or summarized information. Values are:

Blank: Detailed information.

1: Summarized information.

2. Page Break on Lease Number
Specify whether to control the page breaking of the report when the lease number changes. Values are:

Blank: Do not enter a page break for each lease number change.

1: Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

A.3.34 R154013 - E.P. Information Listing

You use the E.P. Information Listing report (R154013) to review the billing setup for leases that use expense participation. If you print and review this report before you generate invoices, you can save time and reduce billing errors. The system uses information from the Tenant E.P. Class Master (F15012B) and the Tenant Account Exclusions (F1533B) tables.

A.3.35 Processing Options for E.P. Information Listing (R154013)

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

A.3.35.1 Select

1. Report As Of Date
Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter December 31, 2008, the system retrieves billing records that have an ending date that is on or after December 31, 2008. If you leave this processing option blank, the system prints all the recurring billing records.

A.3.35.2 Print

1. Detail or Summary
Specify whether to print a summarized or detailed report. Values are:

Blank: Detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

1: Summarized report.

2. Tax Information
Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to **1** (summary). Values are:

Blank: Print.

1: Do not print.

3. Page Break on Lease Number
Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert.

1: Insert.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

A.3.36 R154014 - Sales Overage Information Listing

As an alternative to reviewing sales overage information online, you can run the Sales Overage Information Listing report (R154014). This report includes the same information that appears on the Sales Information Revisions form. By reviewing the sales overage setup information before you generate billings, you can save time and avoid errors.

The system uses information from the Sales Overage Master File table (F15013B).

A.3.37 Processing Options for Sales Overage Information Listing (R154014)

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

A.3.37.1 Select

1. Report As Of Date
Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter December 31, 2008, the system retrieves billing records that have an ending date that is on or after December 31, 2008. If you leave this processing option blank, the system prints all the recurring billing records.

A.3.37.2 Print

1. Detail or Summary
Specify whether to print a summarized or detailed report. Values are:

Blank: Detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

1: Summarized report.

2. Tax Information
Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to **1** (summary). Values are:

Blank: Print.

1: Do not print.

3. Page Break on Lease Number
Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert.

1: Insert.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

A.3.38 R154015 - Escalation Information Listing

As an alternative to reviewing escalation information online, you can print the Escalation Information Listing report (R154015). Use this report to verify the escalation information that is set up before you run escalation billings.

Processing options enable you to select whether to generate a summary report or a detailed report, and whether to include taxes. The report includes the escalation information that is entered as of the date that you enter in the Report As Of Date processing options. You can use data selection to further limit the number of records that the report includes.

The system uses information from the Tenant Escalation Master table (F15016B).

A.3.39 Processing Options for Escalation Information Listing (R154015)

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

A.3.39.1 Select

1. Report As Of Date
Specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter December 31, 2008, the system retrieves billing records that have an ending date that is on or after December 31, 2008. If you leave this processing option blank, the system prints all the recurring billing records.

A.3.39.2 Print

1. Detail or Summary
Specify whether to print a summarized or detailed report. Values are:

Blank: Detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

1: Summarized report.

2. Tax Information
Specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to **1** (summary). Values are:

Blank: Print.

1: Do not print.

3. Page Break on Lease Number
Specify whether the system inserts a page break (starts a new page) when the lease number changes. Values are:

Blank: Do not insert.

1: Insert.

> **Note:** Lease number (DOCO) must be the first item in the data sequence for the system to insert a page break when the lease number changes.

A.3.40 R15402 - Log Detail Listing

You use the Log Detail Listing report (R15402) to review a comprehensive list of information associated with log lines for leases, buildings, floors, and units. You can use data selection to limit the report to one or more log classes, buildings, and units. Processing options specify whether associated log text appears on the report.

A.3.41 Processing Options for Log Detail Listing (R15402)

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

A.3.41.1 Print

1. Print Associated Log Text
Specify whether to print the associated text information for a given lease log record on the report. The system pulls the text information from the media object attached to the individual log record. Values are:

Blank: Print.

1: Do not print.

A.3.41.2 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.42 R154021 - Log Standards Listing

You use the Log Standards Listing report (R154021) to review the information entered as log standards (templates of standard log lines and attached media objects).

The system uses information from the Log Standard Master table (F1523) and can also include information from these tables:

- Lease Master Header (F1501B)
- Lease Master Detail (F15017)

- Business Unit Master (F0006)

A.3.43 Processing Options for Log Standards Listing (R154021)

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

A.3.43.1 Print

1. Print Associated Log Text
Specify whether to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Values are:

Blank: Print.

1: Do not print.

A.3.44 R15403 - Lease Expiration Listing

You use the Lease Expiration Listing report (R15403) to review the expiration dates, property statistics, and annual rent information for leases for a specified time period.

The system uses information from the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017), The report can also include information from these tables:

- Business Unit Master (F0006)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Log Detail Master (F1521)

A.3.45 Processing Options for Lease Expiration Listing (R15403)

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

A.3.45.1 Select

1. Report As Of Date
Specify the date the system uses to select the information for the report. When you specify an as of date for the report, the system includes information for only those leases that begin on or begin after the as of date.

If you leave the as of date blank, the system uses the system date.

2. Number of Future Months to Print
Specify the number of future months that appear on the report. The starting date for this period should be specified in the report as of date processing option.

3. Override Option Log Class
Specify the log classes the system uses to determine whether options exist for a lease. The report displays a date of the log type in the Option Date column of the report.

If you leave this processing option blank, the system reviews the second description of the UDCs for Log Type to determine which log types are lease options.

Note: The begin date of the unit option log must be within the date range selected for the report.

A.3.45.2 Bill Codes

1. Bill Codes for Base Rent Amounts
Select the bill codes that the system uses to calculate base rate amounts. You can enter up to 12 bill codes.

To calculate the base rent, the system adds the rent amounts for all the bill codes you specify. The other rent on the report then includes those billings that are in addition to the base rent. Finally, the effective rent is the base and other rents combined, and indicates the total amount of the bill codes related to recurring billing for the tenant and unit.

A.3.45.3 Print

1. Print Report in Condensed Format
Specify whether to print the Lease Expiration Listing in a condensed format (without rent amounts) or as a detail listing. Values are:

Blank: Detailed report.

1: Condensed format. The system excludes the columns related to rent.

2. Page Break on Building Number
Specify whether to control the page breaking of the report when the building number changes. Values are:

Blank: Do not enter a page break for each building number change.

1: Enter a page break for each building number change.

Note: You must set up Building as the first sequence in order to specify page breaks and addresses by building.

3. Print Building Address on Report
Specify which information should be printed on the report heading. Values are:

Blank: Print only the first line of the description from the Property/Building Information table (F0006).

1: Print the first line of the description from the Property/Building Information table and the address from the address book record for the Facility Address field.

Note: You must set up building as the first sequence in order to specify page breaks and addresses by building.

A.3.45.4 Currency

These processing options enable you to specify the currency and exchange rate that the system uses in the "as if" currency code feature.

1. As If Currency Code
Specify the currency code for As If currency processing when the GL constant for currency conversion is not set to N. The system translates and prints amounts for the

bill codes that you select in a currency other than the stored currency. If you leave this processing option blank, the system converts and accumulates the billing amounts in the base currency of the building that is being processed.

2. As If Exchange Rate Date
Specify the date on which to retrieve an exchange rate when a default exchange rate does not exist for the lease billing record, and the GL constant for currency conversion is not set to **N.** If you leave this processing option blank, the system uses the as of date for the report.

A.3.46 R15405 - Revenue Fee Listing

As an alternative to reviewing the business unit and lease fee information online, you can print the Revenue Fee Listing (R15405). The system uses information from the Management Fee Master table (F1505B).

A.3.47 Processing Options for Revenue Fee Listing (R15405)

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

A.3.47.1 Print

1. Detail or Summary
Determine whether the report should print detailed or summarized information. Values are:

Blank: Summarized information.

1; Detailed information.

2. Lease or Business Unit Based Fees
Select either lease-based fees or business-unit based fees for reporting. Values are:

Blank: Print business unit-based fees.

1: Print lease-based fees.

A.3.48 R15406 - Straight-line Rent Listing

You use the Straight-line Rent Listing report (R15406) to review the actual recurring billings and straight-line rent for a lease, and the related information (differences, adjustments, and net effect). The system uses information from the Straight-line Rent Lease Control table (F1513B). The report shows the information for a specific period, in either detail or summary format. It can include either the current (active) or previous (inactive) generation.

A.3.49 Processing Options for Straight-line Rent Detail Listing (R15406)

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

A.3.49.1 Process

These processing options enable you to specify the records from the Straight-line Rent Lease Control table (F1513B) that appear on the report.

1. Report Through Date
Specify the beginning date to use to print straight-line rent information. The system prints all straight-line rent information from the date specified through the end of the lease term. If you leave this processing option blank, the system uses today's date.

2. Select Straight-line Rent Generation
Specify whether to print straight-line rent records from the current or previous straight-line rent generation. Values are:

Blank: Current straight-line rent generation.

1: Previous straight-line rent generation.

A.3.49.2 Print

1. Print Format
Specify whether to print a detailed or summarized report. Values are:

Blank: Detailed report. The system prints the actual, straight line, and net effect of straight-line rent for each period.

1: Summarized report. The system prints only the net effect of straight-line rent for each period.

A.3.50 R15407 - Straight-line Rent Register - Month Report

You use the Straight-line Rent Register - Month report (R15407) to review the actual recurring billings and straight-line rent for a lease, and the related straight-line rent information (differences, adjustments, and net effect). The system uses information from the Straight-line Rent Lease Control table (F1513B). The report shows the current information by month, for a specific year, in either detail or summary format. The detailed report shows actual and straight-line rent; the summary report shows only the total straight-line rent effect for the lease.

A.3.51 Processing Options for Straight-line Rent Register - Month (R15407)

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

A.3.51.1 Process

1. Report Year Selection
Specify the year to use to print straight-line rent information from the Straight-line Rent Lease Control table (F1513B).

A.3.51.2 Print

1. Print Format
Specify whether to print a detailed or summarized report. Values are:

Blank: Detailed report. The system prints the actual, straight line, and net effect of straight-line rent for each period.

1: Summarized report. The system prints only the net effect of straight-line rent for each period.

A.3.52 R15409 - Straight-line Rent Register - Year Report

Use the Straight-line Rent Register - Year report (R15409) to review the actual recurring billings and straight-line rent for a lease, as well as to review the related straight-line rent information (differences, adjustments, and net effect). The system uses information from the Straight-line Rent Lease Control table (F1513B). The report shows the information by year and includes columns for up to five years from the date that you specify in the Report From Date processing option. For example, if you enter January 01, 2007 as the Report From Date, the system displays information for 2007, 2008, 2009, 2010, and 2011. The report can include records from either the current (active) or previous (inactive) straight-line rent generation.

A.3.53 Processing Options for Straight-line Rent Register - Year (R15409)

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

A.3.53.1 Process

These processing options enable you to specify the records from the Straight-line Rent Lease Control table (F1513B) that appear on the report.

1. Report From Date
Specify the beginning date to use to print straight-line rent information. The system prints all straight-line rent information from the date specified through the end of the lease term. If you leave this processing option blank, the system uses today's date.

2. Select Straight-line Rent Generation
Specify whether to print straight-line rent records from the current or previous Straight-line Rent generation. Values are:

Blank: Current straight-line rent generation.

1: Previous straight-line rent generation.

A.3.54 R15410 - Building / Unit Statistics

After you set up units for a building, you can run the Building / Unit Statistics report (R15410) to print information about the area types defined for each unit. The system prints a subtotal of each area type by floor and by building. Processing options enable you to define up to five columns of area information, such as rentable, usable, and so forth.

The system uses information from the Market/Potential/Renewal Rent Master (F159071), the Lease Master Header (F1501B), Lease Master Detail (F15017), and Log Standard Master (F1523) tables.

A.3.55 Processing Options for Building / Unit Statistics (R15410)

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

A.3.55.1 Select

1. Report As Of Date
Specify the date to use to retrieve area information for the unit. The system retrieves all Area Master records (F1514) that have a begin date equal to or greater than the date specified. If you leave this processing option blank, the system uses today's date.

2. Column and Area Types
Enter a user-defined code from the UDC table 15/AR that specifies the area types to print for the corresponding column headings on the report. You must specify a value in the corresponding Column Heading processing option. If you enter an area type, but do not enter a corresponding column heading, the system does not print the column.

A.3.55.2 Print

1. Subtotals By Unit Type
Specify whether the system prints subtotals by unit type. Values are:

Blank: Do not print subtotals.

1: Print subtotals.

A.3.56 R15411 - Review Sales Report

You can use the Review Sales Report (R15411) to determine which leases have no actual sales for the periods that you select. Determine whether you need estimates or other information from tenants in order to obtain sales amounts. The system uses actual sales information from the Tenant Sales History table (F1541B).

You can print all records from the Product Scales table (F15014B) that fall in the date range that you select in the processing options, regardless of whether any associated sales records exist in the Tenant Sales History table (F1541B). The system inserts page breaks in the report based on the building, and it does not include weekly sales.

A.3.57 Processing Options for Review Sales Report (R15411)

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

A.3.57.1 Process

1. Process Year
Specify the year for processing the Review Sales report (R15411). If you leave this processing option blank, the system prints the report based on the system date.

2. From Period
Specify the date from which to process the Review Sales report. If you leave this processing option blank, the system prints a report with data from the beginning of the process year.

3. Thru Period
Specify the date through which to process the Review Sales report. If you leave this processing option blank, the system prints a report with data through the end of the process year.

A.3.57.2 Print

1. Display Decimals
Specify whether to print the monthly sales amounts as decimals. Values are:

Blank: Do not print monthly sales amounts as decimals.

1: Print monthly sales amounts as decimals.

A.3.58 R15412 - Occupancy Costs/Rents Report

The Occupancy Cost/Rents Report (R15412) enables you to compare the total occupancy costs against the total tenant sales.

The system uses information stored in the Unit Master table (F1507) and displays this information:

- Building
- Unit
- Lease begin
- Lease end
- Square footage
- Tenant
- Base rent
- Percent sales rent
- Recoveries
- Effective rent

The system provides the building and report totals. The system inserts page breaks in the report whenever the building changes.

Use the Report As Of Date processing option on the Process tab to determine the active leases that the system processes. The system also uses this date as the base date from which amounts are included. The report includes accounts receivable records from the Customer Ledger table (F03B11) and records from the Accounts Payable Ledger table (F0411) per bill code selection if the GL date is greater than or equal to the Report As Of date.

The system accumulates tenant sales for the combination of lease, building, and unit, using the report as of date as the start date for the accumulations from the Tenant Sales History table (F1541B) and the Tenant Weekly Sales table (F15410). Use the Report Through Date processing option on the Process tab as the ending date for records that are included in the gross accumulations.

A.3.59 Processing Options for Occupancy Costs/Rents Report (R15412)

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

A.3.59.1 Process

1. Report As Of Date
Specify the start date of the report. The system only processes the version of the lease that is active on the start date of the report, which results in a point-in-time view of the data.

If you leave this processing option blank, the system uses the system date. Accounts receivable or accounts payable and sales information is processed if the corresponding date (general ledger for AR and AP or the report period and year for sales) is greater than or equal to the from date and less than or equal to the through date.

2. Report Through Date
Specify the date through which the system processes the Occupancy Cost/Rents Report program (R15412). The system processes accounts receivable or accounts

payable and sales information if the corresponding date (General Ledger for AR and AP or the Report Period and Year for Sales) is less than or equal to the through date and greater than or equal to the from date.

3. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Alternate Area Type processing option.

1:Rentable Area Type field (RNAT).

2:Usable Area Type field (USAT).

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

4. Alternate Area Type
Specify a user-defined code from UDC table 15/AR that the system uses if you leave the Select Area Type processing option blank.

5. Receivables or Payables
Select either receivable leases or payable leases for report processing. Values are:

Blank: Receivable leases (a lease in which the lessee is not specified).

1: Payable leases (a lease in which the lessee is specified).

Note: You can process only one type of lease at a time.

A.3.59.2 Base Rent, Sales Rent, Recoveries, and Other Bill Codes

1. Bill Codes for Base Rent Amounts
Specify bill codes for accounts receivable or accounts payable amounts for these categories:

Base Rent

Sales Rent

Recoveries

Other Bill Codes

A.3.60 R15415 - Tenant Master Listing

To review a master list of the names and addresses associated with leases, you can generate the Tenant Master Listing report (R15415). Processing options enable you to customize the report to include the information most pertinent to the business. You can use data selection to limit the number of records that appear on the report. The system sequences information in the order that records were entered unless you specify otherwise.

In addition to the tenant address book information, you can include up to three columns from this list on the report:

- Party to Bill
- Occupant
- Salesman

- Lease Manager
- Payment Source
- Building / Unit / Lease

The system prints information from these tables:

- Lease Master Header (F1501B)
- Lease Master Detail (F15017)
- Address Book Master (F0101)
- Business Unit Master (F0006)

A.3.61 Processing Options for Tenant Master Listing (R15415)

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

A.3.61.1 Process

1. Lease Version Effective Date
Specify the date to use to locate the lease that the system uses to retrieve the tenant information that prints on the report. If you leave this processing option blank, the system uses the value in the Search Default for Lease Version processing option to retrieve the lease.

2. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.61.2 Columns

1. Select Address for Columns 2-4
Specify which address information to print in the corresponding columns, in addition to the tenants address information. The system considers each address book number/mailing address combination as one column, and allows up to three additional columns (2, 3, and 4) to be printed on the report. Values are:

1: Party to Bill

2: Occupant

3: Salesman

4: Lease Manager

5: Payment Source

*: Building/Unit/Lease

Note: If you specify building/unit/lease, the system prints the building number from the Business Unit Master table (F0006), not the address book number of the building.

A.3.61.3 Print

1. Alpha Name and Mailing Name
Specify whether to print only the mailing name on the report or both the alpha name and mailing name. The system retrieves the information from the Address Book Master table (F0101). Values are:

Blank: Mailing name.

1: Alpha name and the mailing name.

2. Duplicate Address Entries
Specify whether to print all address book entries, regardless of whether they are duplicate, or unique address book entries only. For example, if a tenant leases multiple units, you can suppress the report from printing the same address book information for each unit. Values are:

Blank: Do not suppress printing duplicate address entries.

1: Suppress printing duplicate address entries.

A.3.62 R15420 - Tenant Billing Listing

You use the Tenant Billing Listing report (R15420) to review the setup information for recurring billings. The report includes information from these tables:

- Lease Billings Master (F1511B)
- Recurring Billings Master (F1502B)

A.3.63 Processing Options for Tenant Billing Listing (R15420)

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

A.3.63.1 Process

1. Report As Of Date
Specify the date to use to retrieve the tenant billing information to print on the report. If you leave this processing option blank, the system uses today's date.

2. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Alternate Area Type processing option.

1:Rentable Area Type field (RNAT).

2:Usable Area Type field (USAT).

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

3. Alternate Area Type
Specify the area type to retrieve if the Select Area Type processing option is blank. The value that you enter must exist in UDC table 15/AR. If both area type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT) from the Real Estate Management Constants table (F1510B).

4. Tenant Move Out Information
Specify whether to print information on tenants who have moved out (the move out day on the lease is after the date specified in the Report As Of Date processing option.) Values are:

Blank: Print.

1: Do not print.

A.3.63.2 Print

1. Detail or Summary
Specify whether the system prints a summarized or detail report. Values are:

Blank: Summarized report.

1: Detailed report. The system includes the lease start and end dates, and the bill codes on the report in addition to the information that prints when you select summary.

A.3.64 R15421 - Tenant Rent Roll

You use the Tenant Rent Roll report (R15421) to review rent amounts that are in effect on the date that you specify in the processing options. The information is stored in the Recurring Billings Master table (F1502B).

The quantities associated with the recurring billing records can include:

- Base rent.
- Expense participation.
- Escalation.
- Sales overage or rent steps.
- Miscellaneous recurring billings.
- Market, renewal, or potential rent.
- Vacant and occupied units.
- Speculative leases, preleases, and subleases.
- Monthly and annual amounts.
- Gross amounts and amounts per square foot.

If the information is available, the system also includes the market, renewal, or potential rent amounts from the Market/Potential/Renewal Rent Master table (F159071).

A.3.65 Processing Options for Tenant Rent Roll (R15421)

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

A.3.65.1 Process

1. Report As Of Date
Specify an as of date for the report that determines the version of the lease that is processed. Only the version of the lease that is active on the as of date is processed resulting in a point in time view of the rent roll. If you leave the as of date blank, then the system date is used.

2. Billing Amount Frequency
Specify whether to base billing amounts on a monthly or annual basis. Values are:

Blank: Annual amounts.

1: Monthly amounts.

3. Expression of Billing Amounts
Specify whether to express the billing amounts on a per square footage basis or a gross amount basis. Values are:

Blank: Per square foot.

1: Gross amounts.

4. Line 2 Display Format
Specify whether to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Values are:

1: Display annual rent amounts.

2: Display monthly rent amounts.

> **Note:** If processing options 4 and 5 are blank, Line 2 does not display.

5. Line 2 Display Format
Specify whether to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Values are:

1: Display amount per square foot.

2: Display gross amounts.

> **Note:** If you leave processing options 4 and 5 blank, Line 2 does not display.

6. Second Detail Line Description
Specify whether the system retrieves the area type description for the second detail line description. Values are:

Blank: Omit the description.

1: Print the description.

7. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Alternate Area Type processing option.

1:Rentable Area Type field (RNAT).

2:Usable Area Type field (USAT).

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

8. Alternate Area Type
Enter a user-defined code from UDC table 15/AR that specifies which area type to use if the Select Area Type processing option is left blank.

9. Rent Selection
Select one of these rent types for units if the Sales Overage format is being used. Values are:

M: Comparison to market rent.

P: Comparison to potential rent.

R: Comparison to renewal rent.

A.3.65.2 Bill Codes

These processing options enable you to specify the bill codes that the system uses to identify base rent amounts, expense participation billing amounts, and escalation billing amounts.

1. Bill Codes for Base Rent Amounts
Select the bill codes that the system uses to identify base rent amounts. You can enter up to 12 bill codes.

2. Bill Codes for EP Billing Amounts
Select the bill codes that the system uses to identify Expense Participation billing amounts. You can enter up to 3 bill codes.

3. Bill Codes for Escalation Billing Amts.
Select the bill codes that the system uses to identify Escalation billing amounts. You can enter up to 3 bill codes.

A.3.65.3 Print

1. Print Rent Steps
Specify whether the system displays rent step information or sales overage information on the Tenant Rent Roll report. Values are:

Blank: Print sales overage data.

1: Print rent steps.

2. Print Rent Amounts
Specify whether the system prints the monthly or annual rent amount on the report when using the rent step format. Values are:

Blank: Annual rent amounts.

1: Monthly rent amounts.

3. Print Rent Amounts
Specify whether the system prints the gross rent or the rent per square foot on the report when using the rent step format. Values are:

Blank: Per square foot rent amounts.

1: Gross rent amounts.

4. Rent Steps
Specify whether the system prints all rent steps or rent steps beginning with the as of date. Values are:

Blank: Rent steps beginning with the as of date.

1: All rent steps.

5. Vacancies and Future Leases
Specify whether the system includes vacancies and future leases on the report. Values are:

Blank: Print only occupied units.

1: Print vacancies.

2: Print vacancies and future leases.

6. Print Leased or Vacant Totals
Specify whether the system prints vacant and lease totals on the report. This option is only valid when vacancies are to be printed. Values are:

Blank: Do not display separate totals.

1: Print the leased and vacant totals.

7. Print Building Address
Specify whether the system prints building addresses on the report. Values are:

Blank: Do not print.

1: Print.

8. Speculative Leases
Specify whether the system includes speculative leases on the report. Speculative leases are designated by an 'NA' in the second description of the Tenant Lease Type UDC table 15/LT. Values are:

Blank: Do not include.

1: Include.

9. Non-billable Lease Status
Specify whether the system includes leases with a non-billable status (**X** in the Description field on UDC table 15/LS on the report. Values are:

Blank: Do not include.

1: Include. This value includes preleases.

10. Subleases
Specify whether the system includes subleases and corresponding rent amounts on the report. Values are:

Blank: Omit subleases.

1: Include subleases.

2: Include subleases and corresponding rent amounts in totals.

A.3.65.4 Currency

These processing options enable you to specify the currency code and exchange rate date for the "as if" currency feature.

1. As If Currency Code
Specify the currency code for As If Currency processing on the Tenant Rent Roll report. This processing option enables the system to translate and print amounts in a currency other than the stored currency. If you leave this processing option blank, the report amounts print in the stored currency.

2. As If Exchange Rate Date
Specify the date for the as if exchange rate. When a default exchange rate does not exist for the lease billing record, use this processing option to specify the date that the system should use to locate an exchange rate when the system uses As If currency processing. If you leave this processing option blank, the system uses Report As Of Date to locate an exchange rate.

A.3.66 R15430 - Lease Follow-Up Worksheet

You use the Lease Follow-Up Worksheet (R15430) to review information associated with leases and properties, such as the log classes, critical dates, effective dates, extended text, and billing addresses. For each log entry, the report includes a set of blank lines on which you can manually record any changes and actions associated with the log. A signature line exists for the person who reviewed and corrected the report.

The system uses information in the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017), and might include information from these tables:

- Business Unit Master (F0006)
- Address Book Master (F0101)
- Log Detail Master (F1521)

A.3.67 Processing Options for Lease Follow-Up Worksheet (R15430)

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

A.3.67.1 Defaults

1. Report As Of Date
Specify an as of date for the report. The system includes information for only those leases that begin on or begin after the as of date. If this processing option is left blank, the system date is used.

2. Report Heading
Specify whether to print an additional line on the report heading. Values are:

Blank: Print the standard report heading.

Category Code: If you enter a value, the system prints the description of the category (reporting) code. Enter one of the 30 UDCs for the associated project number. (MCUS)

A.3.68 R15440 - Receipts Variance Report

You use the Receipt Variances report (R15440) to review the receipt amounts that have been billed and received, and the amounts still outstanding for the month and year-to-date. Each detail line for a bill code is a summary of all the transactions for that bill code.

This report includes information from these tables:

- Customer Ledger (F03B11)
- Business Unit Master (F0006)
- Lease Billings Master (F1511B)

A.3.69 Processing Options for Receipts Variance Report (R15440)

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

A.3.69.1 Select

1. Reporting Period
Specify the reporting period (month) for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

2. Reporting Year
Specify the reporting year for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

3. Year-To-Date Amounts
Specify whether the system bases all year-to-date amounts on the company's fiscal year pattern or on a calendar year. Values are:

Blank: Calendar year.

1: Company's fiscal year.

A.3.69.2 Print

1. Print Option
Specify whether the system prints the Cash Receipts Variance report (R15440) by tenant or building. Values are:

Blank: Tenant.

1: Building.

> **Note:** If running this report by building, use Business Unit 2 in data selection for the building.

A.3.69.3 Currency

1. Report Currency
Specify the currency code in which to print amounts on the Cash Receipts Variance Report when the General Accounting Constant flag is not set to N. Values are:

Blank: Base currency.

1: Transaction currency.

A.3.70 R15450 - Bill Code/Adjustment Reason Listing Report

You can print a list of the bill codes and adjustment reason codes that you have set up by running the Bill Code/Adjustment Reason Listing report (R15450). The report prints the same information that appears online, but has a processing option that you can set to include the corresponding AAIs that are set up for each bill code and adjustment reason code. Review the AAI information to verify that the correct accounts have been set up for each AAI.

Because the system uses the bill code to retrieve the corresponding AAIs, the report does not validate that a bill code exists for all AAIs.

The system uses information from the Billing Code Extension table (F1512).

A.3.71 Processing Options for Bill Code/Adjustment Reason Listing (R15450)

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

A.3.71.1 Print

1. Print Corresponding AAIs
Specify whether to print the AAI that corresponds to the bill codes and adjustment reason codes that print on the report. Values are:

Blank: Do not print.

1: Print.

A.3.72 R15471 - New Leases Report

You can run the New Leases Report (R15471) to review information about a new or existing lease. This report provides information about the lease, such as the units and building to which the lease is associated, square footage, base rent, lease start and end dates, and the person who originated the lease.

Processing options enable you to specify whether the system includes annual or monthly amounts and to specify up to twelve bill codes to use.

The system uses information from the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017).

A.3.73 Processing Options for the New Leases Report (R15471)

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

A.3.73.1 Process

1. From Date
Specify the beginning date of the reporting period. The report prints leases entered on or after this date.

2. Through Date
Specify the ending date of the reporting period. The report prints leases entered on or before this date.

3. Billing Amount Frequency
Specify whether to base billing amounts on a monthly or annual basis. Values are:

Blank: Annual amounts.

1: Monthly amounts.

A.3.73.2 Bill Codes

1. Bill Codes for Base Rent Amounts
Specify that the bill codes that the system uses to identify base rent amounts. You can use as many as 12 bill codes.

A.3.74 R15490 - Holdover Tenant Report

You use the Holdover Tenant report (R15490) to review the lease information associated with leases in a holdover status, rent amounts, and receivable balances. The system calculates the days in holdover as the number of days from the original lease end date to the current system date.

The system uses information from the Lease Billings Master table (F1511B).

A.3.75 Processing Options for Holdover Tenant Report (R15490)

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

A.3.75.1 Bill Codes

1. Bill Codes for Base Rent Amounts
Specify the bill codes that the system uses to identify base rent amounts. You can enter up to twelve bill codes.

To calculate the base rent, the system adds the rent amounts for the selected bill codes. The system includes the other rents on the report in addition to the base rent. The effective rent is the base and other rents combined, and indicates the total amount of the bill codes related to recurring billing for the tenant and unit.

A.3.75.2 Defaults

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.75.3 Select

1. Excluded Document Types
Specify the document types to exclude from the receivables balance.

A.3.75.4 Print

1. Summary or Detail Report
Specify whether the system generates detailed or summary reports. Values are:

Blank: Detail report.

1: Summary report.

A.3.75.5 Currency

1. Currency Code
Specify the currency code in which to locate rent amounts and open amounts for the report. If currency processing is set to **N** in the General Accounting Constants, the system ignores this processing option.

A.3.76 R15550 - Rent Change Report

You use the Rent Change Report (R15550) to review the transactions associated with changes in rent. Other than to indicate the percent increase, the system does not perform any calculations for the report. It provides only a history of changes in rent. The system uses information from the Lease Billings Master table (F1511B).

Note: To ensure that the system makes valid comparisons, you must enter a transaction currency in the Billing Transaction Currency processing option on the Currency tab.

A.3.77 Processing Options for Rent Change Report (R15550)

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

A.3.77.1 Select

These processing options enable you to specify records from the Lease Billings Master table (F1511B).

1. Begin Date Of Analysis Period
Specify the beginning date of the analysis period.

If you leave this processing option blank, the system uses the beginning date from the lease.

2. End Date Of Analysis Period
Specify the ending date of the analysis period.

If you leave this processing option blank, the system uses the ending date from the lease.

3. Number Of Years Back or Forward
Specify the number of years to go back from the end date or to go forward from the beginning date, if not working with explicit dates.

If you use this processing option, you must specify either a beginning or ending date.

4. Amount Selection
Specify whether the system bases all figures on monthly or annual amounts. Values are:

Blank: Annual amounts.

1: Monthly amounts.

A.3.77.2 Default

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.77.3 Bill Codes

1. Select or Omit Bill Codes
Select or omit bill codes from the Rent Change report (R15550). You can select up to six bill codes. Values are:

Blank: Include all bill codes.

1: Include only the selected bill codes.

2: Omit the selected bill codes.

Bill Code 1 - 6
Select or omit bill codes for the Rent Change report.

A.3.77.4 Print

1. Lease Commencement Rent Increases
Specify whether the system prints rent increases caused by lease commencements on the Rent Change report (R15550). Values are:

Blank: Print.

1: Do not print.

2. Lease Expiration Rent Decreases
Specify whether the system prints rent decreases caused by lease expirations on the Rent Change report (R15550). Values are:

Blank: Print.

1: Do not print.

3. Print Building Address on Report
Specify which information should be printed on the report heading. Values are:

Blank: Print only the first line of description.

1: Print the first line of description from the Property/Building Information table (F0006) and the address in the Facility Address field from the address book record on the report.

> **Note:** You must set up Building as the first sequence in order for the system to create page breaks and addresses by building.

4. Blank Line For New Lease or Unit

Specify whether the system prints a blank line before every new lease or unit on the report. Values are:

Blank: Do not print.

1: Print.

5. Active, Non-Escalated Rent Amounts

Specify whether the system includes active, non-escalated rent amounts (rent amounts that have not changed) on the report. Values are:

Blank: Do not print active, non-escalated rent amounts.

1: Print all active, non-escalated rent amounts.

A.3.77.5 Currency

1. Billing Transaction Currency

Specify the recurring billing transaction currency code to use for reporting when the G/L Constant field for Currency Conversion is not set to **N.** The report includes billing amounts for all selected bill codes where the transaction currency equals the selected value.

A.3.78 R15600 - Occupancy/Vacancy Listing

You can use the Occupancy/Vacancy Listing report (R15600) to view a list of vacant units as of the date that you specify.

You can use this report to view this information:

- Square footage.
- Rental rate per square foot.
- Undefined square footage.
- Annual rent.

  To calculate the annual rent, the system multiplies the quantity in the Rate Per Sq Foot field by the quantity in the Square Feet field.
- Monthly rent.

  To calculate the monthly rent, the system divides the annual rent by 12.
- Lost Rent to Date.

  To calculate the lost rent, the system divides the monthly rent by 30 and then multiplies that quantity by the quantity of Days Vacant.

Note: The system does not calculate lost rent for interim periods of vacancy. For example, suppose that during the course of a month, a unit was occupied from days 1-10, vacant from days 11-15, and then occupied from days 16-31. If the Report As Of Date is the 31st of the month, the system does not calculate the rent lost for days 11-15.

The Annual Rent, Monthly Rent, and Rental Lost To Date columns are based on the Rate Per Sq Foot value and Square Feet values for a unit.

- Date on which the unit became vacant or occupied.

  The Date Since column contains the date that the unit became vacant and is based on the date that the most recent tenant moved out. To calculate this date, the system adds one day to the tenant's move-out date.

  The Days Vacant column indicates the number of days that the unit has been vacant. This value is the number of calendar days between the dates in the Date Since column and the As of Date.

This report is based on the Unit Master table (F1507) and can include information from the Business Unit Master table (F0006). Based on processing option selections, the report displays all of the occupied units and the square footage summaries.

Note: The system determines the amount in the Rental Lost To Date column based on the rent type that you specify in the Rent Selection field in the processing options. The choices are Market, Renewal, or Potential. This selection appears on the column headings for Rate Per Sq Ft, Monthly Rent, and Annual Rent.

A.3.79 Processing Options for Occupancy/Vacancy Listing (R15600)

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

A.3.79.1 Process

1. Report As Of Date
Specify the beginning date that a unit is either vacated or occupied on the vacancy listing report. If you leave this processing option blank, the system uses the system date.

2. Report Heading
Specify whether the system displays an additional line on the report heading. Values are:

Blank: Display the standard report heading.

Project Category Code: Display the description of the category (reporting) code. Enter one of the 30 UDCs for the associated project number.

3. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

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

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

2: Use the value in the Usable Area Type field.

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

4. Alternate Area Type
Specify a user-defined code from UDC table 15/AR that the system uses if you leave the Select Area Type processing option blank.

5. Speculative Leases
Specify whether the system includes speculative leases on the report. Speculative leases are designated by NA in the second description of the Tenant Lease Type UDC table 15/LT. Values are:

Blank: Do not include.

1: Include.

6. Rent Selection
Specify the rent type of a unit. Values are:

M: Market rent.

P: Potential rent.

R: Renewal rent.

7. Committed As Occupied
Specify whether to display units that are attached to commitment leases as vacant or occupied. Values are:

Blank: Vacant.

1: Occupied.

A.3.79.2 Totals

1. Print Floor Totals
Specify whether to print floor totals. Values are:

Blank: Do not print.

1: Print.

2. Print Building Totals
Specify whether to print building totals. Values are:

Blank: Do not print.

1: Print.

3. Print Property Totals
Specify whether to print property totals. Values are:

Blank: Do not print.

1: Print.

A.3.80 R15605 - Critical Date Review Report

You use the Critical Date Review Report (R15605) to review the critical dates associated with log lines for leases, buildings, floors, and units. In addition to the

critical dates, the report also includes the detail information and extended text for each log, if any. Unlike the Critical Date Report, the Critical Date Review Report does not include quantities for the log lines.

The system uses information from the Log Detail Master table (F1521) and can also include information from the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017).

A.3.81 Processing Options for Critical Date Review Report (R15605)

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

A.3.81.1 Print

1. Print Associated Log Text
Specify whether to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Values are:

Blank: Do not print.

1: Print.

A.3.81.2 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.82 R15610 - Tenant Log Information

You use the Tenant Log Information report (R15610) to review a list of tenants and their leases. The report also includes critical dates, as well as the log information and extended text associated with those dates.

The report is based on information from the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017) and can also include information from these tables:

- Business Unit Master (F0006)
- Log Detail Master (F1521)

A.3.83 Processing Options for Tenant Log Information (R15610)

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

A.3.83.1 Select

1. Report As Of Date
Specify the date that the system uses to select records for this report.

> **Note:** Records with critical dates prior to this date are not selected.

2. Report Heading
Specify whether to print an additional line in the report heading. Values are:

Category Code: If you enter a value, the system prints the description of the category (reporting) code. Enter one of the 30 UDCs (such as 01, 02, 03, and so on) for the associated project number. (MCUS)

Blank: Print the standard report heading.

3. Omit Log Records Without Text
Specify whether log records that do not contain log text information should be omitted from the report. Values are:

Blank: Do not omit log records.

1: Include only those log lines with associated text.

A.3.83.2 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.83.3 Log Class

1. Select Specific Log Classes
Specify specific log classes for processing. You can enter up to ten log classes. If you leave this processing option blank, the system selects all log classes.

A.3.84 R15611 - Critical Date Report

You use the Critical Date Report (R15611) to review information associated with log lines for leases, buildings, floors, and units. The sequence of information is by critical date.

The system uses information from the Log Detail Master table (F1521) and can also include information from these tables:

- Lease Master Header (F1501B)
- Lease Master Detail (F15017)
- Business Unit Master (F0006)

A.3.85 Processing Options for Critical Date Report (R15611)

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

A.3.85.1 Defaults

1. Omit Log Records Without Text
Specify whether the system omits log records that do not contain log text information from the report. Values are:

Blank: Do not omit log records.

1: Include only those log lines with associated text on the report.

2. Select Area Type
Specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Values are:

Blank: Alternate Area Type processing option.

1: Rentable Area Type field (RNAT).

2: Usable Area Type field (USAT).

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

3. Alternate Area Type
Enter a user-defined code from UDC table 15/AR that the system uses if the Select Area Type processing option is left blank.

A.3.85.2 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.85.3 Print

1. Print Building's Address on Report
Specify which information the system prints on the report heading. Values are:

Blank: Print only the first line of the description on the report heading.

1: Print the first line of description from the Property/Building Information table (F0006) and the address from the Facility Address field in the address book record.

2. Print Area Type Value
Specify the area type that the system prints on the report. Values are:

Blank: Print the area type from the log line.

1: Print the area type from the lease unit details.

A.3.86 R15614 - Security Deposit Critical Date Report

The system uses information from the Security Deposit Master table (F1565) and the Business Unit Master table (F0006).

A.3.87 Processing Options for Security Deposit Critical Date Report (R15614)

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

A.3.87.1 Print

1. Print the Building Address on Report
Specify whether the system prints the building address on the report. Values are:

Blank: Do not print.

1: Print.

A.3.88 R15615 - Security Deposit Required Versus Received Report

The report displays this information:

- The date that the security deposit was entered and the amount of the deposit.
- The status of the security deposit (for example, whether it was billed).
- The amount and date that the security deposits were received.

This system uses information from these tables:

- Lease Master Detail table (F15017).
- Customer Ledger (F03B11).
- Receipts Detail (F03B14).
- Security Deposit Master (F1565).

A.3.89 Processing Options for Security Deposit Required v.s. Received Report (R15615)

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

A.3.89.1 Print

1. Building Address
Specify whether the system prints the building address on the report. Values are:

Blank: Do not print.

1: Print.

2. Lease Totals
Specify whether to print a lease total when the lease or unit has only one requirement or receipt received. Values are:

Blank: Do not print lease totals. The system prints the lease totals when the lease or unit has multiple requirements or multiple receipts received.

1: Print the lease totals. The system prints the lease totals regardless of the number of requirements or receipts received.

A.3.89.2 Select

1. Leases Without Required Deposit
Specify whether to include the leases on the report for which no security deposit master information exists. Values are:

Blank: Do not include leases for which no security deposit master information exists.

1: Include all leases.

2. Security Group Code
Specify the security group code to use to retrieve the security deposits that have been received, but were not required. If you leave this processing option blank, the system includes all security deposits that have been received.

A.3.89.3 Process

1. Select / Omit Deposit Status and Security Deposit Status
Specify whether to select or omit security deposit records based on the security deposit status codes specified. The status of the code must be a valid in UDC table 15/SD. Values are:

Blank: Include all security deposit records, regardless of the status.

O: Omit from the report the security deposit records that are assigned a specified status.

S: Include on the report only the security deposit records that are assigned a specified status.

A.3.90 R15675 - Sales Analysis Report

You use the Sales Analysis Report (R15675) to generate different ranking reports to sort the sales analysis information by:

- Building
- Tenant
- Product code

The report prints nineteen columns, which are organized into these five groups:

- Key information

  Key information includes the Detail, Description, and Inv Cmp (Invalid Comparisons) columns. The Print Sequence processing options controls the information that prints in the Detail and Description columns.

- Square footage

  The current square footage of the building.

- User-selected statistic

  Processing options enable you to select one statistic on which to report, such as item count, empty months, absolute change in square footage, net change in square footage, sales amount for rolling 12 months, or last year's square footage amount.

- First column display

  The system prints the gross sales amounts for this year and last year and the amount of change, and the gross sales amount per square foot for this year and last year, and the amount of change, and the percentage of change. Based on the setting of the corresponding processing option, the amounts can be monthly, quarterly, year-to-date or projected annual.

- Second column display

  Used to compare the amounts from the first column display, the system prints the gross sales amounts for this year and last year and the amount of change, and the gross sales amount per square foot for this year and last year, and the amount of change, and the percentage of change. Based on the setting of the corresponding processing option, the amounts can be monthly, quarterly, year-to-date or projected annual.

A.3.91 Setting Processing Options for Sales Analysis Report (R15675)

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

A.3.91.1 Select

1. Value To Print
Specify a value to print on the sales analysis report:

1: Print key field count

2: Print number of empty months

3: Print absolute change in square feet

4: Print net change in square feet

5: Print rolling 12 months

6: Print last year's square footage

2. First Column Display
Specify one of these to determine which values the system displays in the first set of columns:

1: Display current monthly sales.

2: Display quarterly sales.

3: Display YTD sales.

4: Display current year projection.

Enter an allowed values to print the corresponding amount on the Sales Analysis Report (R15675). You can then compare these amounts in the first set of columns to the amounts in the second set of columns.

3. Second Column Display
Specify one of these to determine which values the system displays in the second set of columns:

1: Display current monthly sales.

2: Display quarterly sales.

3: Display YTD sales.

4: Display current year projection.

Enter an allowed values to print the corresponding amount on the Sales Analysis Report (R15675). You can then compare these amounts in the second set of columns to the amounts in the first set of columns.

4. Threshold Values for Invalid Comparisons:
Specify the threshold values, if applicable, to control how the system determines invalid comparisons. An invalid comparison appears on the report by an asterisk in the Invalid Comparison column (IC). Values are:

A: Determine allowable net change in square footage.

B: Determine allowable total change in square footage.

C: Determine the number of empty months, which has different meanings depending on the summarization.

A.3.91.2 Print

1. Second Total Line
Specify how the system prints the second total line on the report. Values are:

1: Print the total of all invalid comparisons.

2: Print the total of both valid and invalid comparisons.

3: Do not print the second total line.

2. Print Sequence
Specify one of these print sequences for the Sales Analysis Report (R15675):

1: Print by building within company. The report totals on company.

2: Print by product within building. The report totals on building.

3: Print by tenant within building. The report totals on building.

4: Print by product within tenant within building. The report totals on tenant and building.

5: Print by tenant within product within building. The report totals on product and building.

6: Print by product within building within tenant. The report totals on building and tenant.

A.3.92 R15690 - Lease Log Summary Analysis

You use the Lease Log Summary Analysis report (R15690) to review the lease dates and critical dates of the log classes that are associated with the lease. Processing options enable you to select the log classes to appear on the report.

The system uses information from these tables:

- Lease Master Header (F1501B)
- Lease Master Detail (F15017)
- Log Detail Master (F1521)

A.3.93 Processing Options for Lease Log Summary Analysis (R15690)

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

A.3.93.1 Print

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

---

2. Report Heading
Specify whether to print an additional line on the report heading. Values are:

Blank: Print the standard report heading.

Category Code: Print the description of the category (reporting) code. Enter one of the 30 UDCs (such as 01, 02, 03) for the associated project number.

3. Print Lease Dates on Report
Specify whether the system prints the beginning and ending dates of the lease on the report. Values are:

Blank: Do not print.

1: Print.

A.3.93.2 Logs

1. Log Classes for Summary Analysis
Specify the log classes that the system uses for summary analysis. You can enter up to 10 log classes.

The key to the headings for columns A–J, which is printed at the top of each page, contains the descriptions of the related log classes.

A.3.94 R15710 - Legal Clause Report

The Legal Clause Report (R15710) displays the tenant or lease (or both) to which the clause applies, and lists the clause number, option, and detail type, option status, and date fields. You can specify whether the system includes related information such as space details, clause amounts, audit information, and attachments.

The system uses information from the Legal Clauses table (F1570).

A.3.95 Processing Options for the Legal Clause Report (R15710)

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

A.3.95.1 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.95.2 Print

1. Related Legal Clause Information
Specify whether to print additional legal clause information on the report. Values are:

Blank: Prints additional legal clause information only from the Legal Clause table (F1570).

1: Prints additional legal clause information from these tables:

Legal Clause Options Audit (F15701)

Legal Clause Space Detail (F15702)

Legal Clause Space Detail Audit (F157021)

Legal Clause Amounts (F15703)

Legal Clause Attachments (Media Objects)

A.3.96 R157101 - Legal Clause Option Audit Report

The Legal Clause Option Audit Report (R157101) includes all of the information that is set up for legal clause options, such as the lease or tenant, option and detail type, date that the option was offered, decision date, whether the option was accepted, and its hierarchy.

The system uses information from the Legal Clause Options Audit table (F15701).

A.3.97 Processing Option for the Legal Clause Options Audit Report (R157101)

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

A.3.97.1 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.98 R157102 - Space Detail Audit Report

Rather than reviewing space detail audit information online, you can print the Space Detail Audit Report (R157102). The R157102 report includes the same information that you can review online, such as the lease or tenant, date offered, decision date, whether the offer was accepted, and a change date.

The system uses information from the Legal Clause Space Detail Audit table (F157021).

A.3.99 Processing Option for the Space Detail Audit Report (R157102)

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

A.3.99.1 Process

1. Search Default for Lease Version
Specify the lease versions to display on the report. Values are:

Blank: The system prints all versions.

1: The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is June 30, 2007, and the lease has two versions dated January 1, 2007 and October 1, 2007, respectively, the system prints information for the version dated October 1, 2007.

2: The system prints information for the version of the lease that is effective as of the system date.

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

A.3.100 R15733 - Tenant A/R Daily Balance Report

As an alternative to reviewing online the account balances for the tenants, you can print the Tenant A/R Daily Balance Report (R15733).

The system uses information from the Customer Ledger table (F03B11).

A.3.101 Processing Options for Tenant A/R Daily Balance (R15733)

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

A.3.101.1 Select

\

1. Report Start Date
Specify the date to use to retrieve the Accounts Receivable transactions to print on the report. The system includes all transactions on the report that have a GL date that is after the date specified. The system includes transactions that have GL dates that are prior to the date specified in the cumulative balances, but it does not include the transactions on the report.

A.3.101.2 Print

1. Cumulative Balances
Specify whether the system calculates a cumulative balance for each tenant or for each lease. Values are:

Blank: Tenant.

1: Lease.

A.3.101.3 Currency

1. Report Currency
Specify whether to print amounts in the base currency or the transaction currency of the record. Values are:

Blank: Base currency.

1: Transaction currency.

Glossary

Begin Date

Enter the date the lease term begins or a log line or an item becomes effective.

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

Bill Code

Enter the code that the system uses with the AAI item to retrieve the accounts to update when the billing record is posted.

The system retrieves the appropriate account to bill based on the AAI item PMxxxx (for invoices) and RMxxxx (for vouchers), where xxxx equals the code that you enter.

The system retrieves the offset account (Accounts Receivable trade or Accounts Payable trade), based on the AAI item RCxxxx (for invoices) and PCxxxx (for vouchers), where xxxx equals the code that you enter.

The value that you enter must be set up as an extension to an item in the AAI table. For example, if you specify BD, you must have an AAI item set up that uses the extension BD, such as RABD.

Building

Enter the business unit that identifies the building or property.

Enter a building number only when you want to limit the use of the code to a specific building; otherwise, leave this field blank.

End Date

Enter the date on which the lease term ends or the log line or item is no longer effective.

In Recurring Billing Information program (P1502), the end date is the ending date for the billing line. The system does not generate recurring billings for the billing line after the date specified.

Lease

Enter the number that identifies the lease contract.

Lease Version

Enter the number that represents the version of the lease. To maintain an audit trail of the changes that you make to a lease, you can generate a new lease version.

Complete this field only when you complete the **Lease** field.

SC (suspended code)

Enter the code that determines whether the billing line is active, suspended, or inactive. Values are:

Blank: Active. The billing line is eligible to generate recurring or escalation billings, as appropriate.

Y: Suspended. The billing line is not eligible to generate recurring or escalation billings, as appropriate, until after the date entered in the **Suspend Date** field (SUDT).

I: Inactive. The billing line is not eligible to generate recurring or escalation billings, as appropriate.

Tenant

Enter the address book number of the company or person named as the lessee or lessor on the lease.

ULI Code (Urban Land Industry Code)

Enter the ULI code. The Urban Land Industry (ULI) Code is an industry standard code used to identify the nature of a business or enterprise. The ULI is a real estate trade organization that publishes sales, expenses and other statistical information by types of Buildings, Developments, and Tenants.

UM and U/M (Unit of Measure)

Enter the unit of measure for the number in the **Quantity** field of the log line. Examples include:

DL: Dollars

MO: Months

SF: Square feet

Unit

Enter the number that identifies the actual space within a building that is or can be leased, such as an apartment, office, retail space, or parking space.