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Preface

Welcome to the JD Edwards World Real Estate Management Guide.

Audience

This document is intended for implementers and end users of JD Edwards World Real Estate Management system.

Documentation Accessibility

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Related Documents

You can access related documents from the JD Edwards World Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1362397.1, or by using this link:

<https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1362397.1>

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Part I

Overview and Daily Operations Menu Flow

This part contains these chapters:

- [Chapter 1, "Overview to Real Estate Management,"](#)
- [Chapter 2, "Overview to Real Estate Management Menu,"](#)
- [Chapter 3, "Daily Operations Menu Flow."](#)

Overview to Real Estate Management

This chapter contains the topic:

- [Section 1.1, "Features."](#)

The JD Edwards World Real Estate Management (formally known as Property Management) system is lease-based. A lease is a contract or agreement between a tenant and property owner for the rental of real estate such as land, apartments, offices, retail stores, and parking spaces. It can also be for other types of property such as machinery, equipment, appliances, kiosks, television and radio programs, billboards, benches at bus stops, licenses, and so on.

You can assign a lease number to virtually any type of a contract that includes a recurring billing. Recurring billings are transactions that are created automatically on a period-by-period basis. Depending on the lease, either recurring A/R invoices or A/P vouchers can be created through the system. This can be useful for franchise operations where rents payable to landlords and rents receivable from franchisees need to be generated.

The system acts as a large "workfile" for the JD Edwards World General Accounting, Accounts Receivable, and Accounts Payable systems. When you post the transactions from the Real Estate Management system, the respective G/L, A/R, and A/P Account Ledger files are then updated. This chapter is an overview of the important features of the Real Estate Management system.

Navigation

To access the Real Estate Management system, choose Real Estate Management from the Master Directory (G).

From the Real Estate Management System menu (G15), you can access the menus, screens, and processes that make up the system.

Note: In the chapters of this guide, the navigation for the programs and facilities begins with the Real Estate Management System menu.

1.1 Features

This section provides an overview of the features of the Real Estate Management system

1.1.1 Tenant (Lessee) Information

You can maintain information about the companies and people with whom you do business. This information is stored in the Address Book system, and each entry is

referred to as an address. You must set up addresses before you can set up the information related to business units, facilities, tenants, and leases. It is the first step in the process that makes up the Real Estate Management system.

1.1.2 Lease and Facility Information

You can maintain information and set up standards for leases, buildings, floors, and units. This user-defined information includes unlimited lines for free-form text. The system can automatically supply standards to a lease, building, floor, or unit when you add it to the system. The lease setup controls whether you can create A/R invoices or A/P vouchers. Some of the billing processes, such as manual billing, recurring billing, and sales overage, can produce either type of transaction. Numerous reports are available that are based on the DREAM Writer facility, which gives you extensive choices related to format and data selection.

1.1.3 Critical Dates

Critical (tickle) dates relate to lease and facility information that require some kind of action or decision such as lease renewal, insurance expiration, and elevator inspection. The system lets you manage these dates online and with printed reports.

1.1.4 Manual Billing

You use the manual billing process to bill tenants for one-time charges such as tenant build-outs, supplies, postage, promotions, and repairs. It is a single cycle in which you use processing options to specify such features as tax processing. The process also includes a text feature that lets you attach free-form text to a manual billing record.

1.1.5 Recurring Billing

You use the recurring billing process to bill tenants automatically on a period-by-period basis for receivable, payable, or accrual billings (general ledger only).

- The system can create unlimited types of billings such as regular office rent, parking space rent, apartment rent, estimated expense participation, and escalations.
- These user-defined billings can be set up for monthly, bi-monthly, quarterly, semi-annual, annual, and odd-period cycles.
- The system can also create prorated billings and catch-up billings, and controls are built in to prevent duplicate billings.
- Multiple unit billings can be created for a single lease.
- The billings can debit and credit the same or different account numbers in the general ledger.

1.1.6 Cash Receipts and Adjustments

The Real Estate Management system has its own cash application process. The screens are similar, but not identical to the ones for the JD Edwards World Accounts Receivable system. The primary differences for Real Estate Management are the use of lease numbers and bill codes. Some of the methods that you use to apply payments are also different.

1.1.7 Collections

The Real Estate Management system has its own collections system. The collection process is guided by activity rules established for each building (business unit). You can enter data for a given lease/building/unit combination that has outstanding credit and collection issues. You can update, display, summarize, replicate, or output this information on a report.

1.1.8 Sales Overage and Analysis

For retail tenants, leases are often set up that involve a low fixed rent or no fixed rent at all. In return, the tenants are then billed for a percentage of their sales to their customers. Sales overage is the process you use to automatically generate such billings. These rents can be calculated based on multiple breakpoints and percentages, and the results can be adjusted for minimum and maximums rents and recoveries. The system not only uses the sales history from retail tenants to calculate rent, but it also can analyze the information and present it online and in reports.

1.1.9 Expense Participation

Common area maintenance (CAM) consists of operating expenses related to a property such as the cost of utilities, taxes, insurance, maintenance, and advertising. Such expenses can be automatically passed on to the tenants. Expense participation is the process that you use to bill tenants a proportion of the expenses. It can be subject to limits, base exclusions, gross-ups, account exclusions, ceilings, administration fees, occupancy adjustments, adjustment amounts and factors, and estimated billings.

The system can also automatically calculate estimated amounts for expense participation. The estimates can be based on budget amounts, actual expense amounts, or a percentage increase of actual expense amounts.

1.1.10 Rent Escalation

Many commercial leases (retail, office, and industrial) are set up so that the rent amounts increase regularly based on an index such as the Consumer Price Index (CPI), Porters' Wage, or a user-defined index. Escalation is the process you use to automatically generate these increases. The calculations for the rent increase can also include catch-up billing.

1.1.11 Security Deposits

Security deposits are added to a tenant's ledger as an unapplied cash receipt. The system is designed to track security deposits and automatically refund them when necessary. For both deposits that are required and those that have been received, the information can be viewed online as well as printed on reports. Interest can be simple or compound.

The refund process adjusts unapplied credit from the tenant's ledger and creates an A/P voucher. It can also subtract any unpaid amounts on the tenant's account from the deposit refund.

1.1.12 Revenue (Management) Fees

The system uses fee type tables to calculate amounts for revenue fees such as management fees or commissions. These amounts can be based on a variety of G/L accounts and leases. The amounts can then be used to create A/R, A/P, and G/L transactions. For example, a fee management company could use receivables to bill

owners or could use payables to pay a leasing agent. Since this process is user-defined, you can customize it to meet a specific business need.

1.1.13 Fees and Interest

The system can generate charges against late payments. You can set up many levels of late fees and interest for virtually any situation. The fees can be general for all leases, tenants, billing types, and buildings, or you can make them specific to any combination of those items. You can use the same process to accrue interest on security deposits. Interest can be simple or compound.

1.1.14 FASB 13 Accrued Rent

In the standards set up by the Financial Accounting Standards Board (FASB), article 13 deals with the proper accounting for rent concessions and rent steps. FASB 13 states that financial statements must present revenue evenly in all accounting periods within the term of a lease. Therefore, the rent billed should be the amount of rent for the life of a lease divided by the length of the lease in months, which results in an average or straight-line rent. Straight-line rent is compared to actual rent and an adjustment is made to accrue or defer revenue.

Changes in rent amounts and lease terms affect FASB 13 and result in changes to accrued and deferred rent adjustments. You can make these adjustments at the time of the change or you can average them into the remaining term of the lease, which affects accrual and deferral adjustments from that point forward. The FASB 13 process in the Real Estate Management system automatically calculates and produces FASB 13 accrual and deferral entries. When a change occurs for a lease term or rent amount, a warning window can automatically appear on the Recurring Billing Entry screen to remind users to regenerate FASB 13 calculations.

1.1.15 Projected Rent

Estimated revenues for occupied and vacant units can be projected into the future based on recurring billing setups and market rent information. When you generate projected rent, the system prints a basic report. With the JD Edwards World facility, Financial Analysis Spreadsheet Tool and Report Writer (FASTR), you can create additional reports. FASTR lets you design your own reports based on the projected information from the general ledger.

1.1.16 Updates and Purges

The system can change or correct unpaid invoices and log (detail) lines for leases. It can remove old or obsolete information for leases, properties, and buildings. Both updates and purges can be specific or for a group of leases, buildings, or properties within the same business unit. The system can also perform global (large scale) updates on rent amounts. New rent amounts are created while old ones are suspended for user-defined dates.

1.1.17 Tenant Work Orders

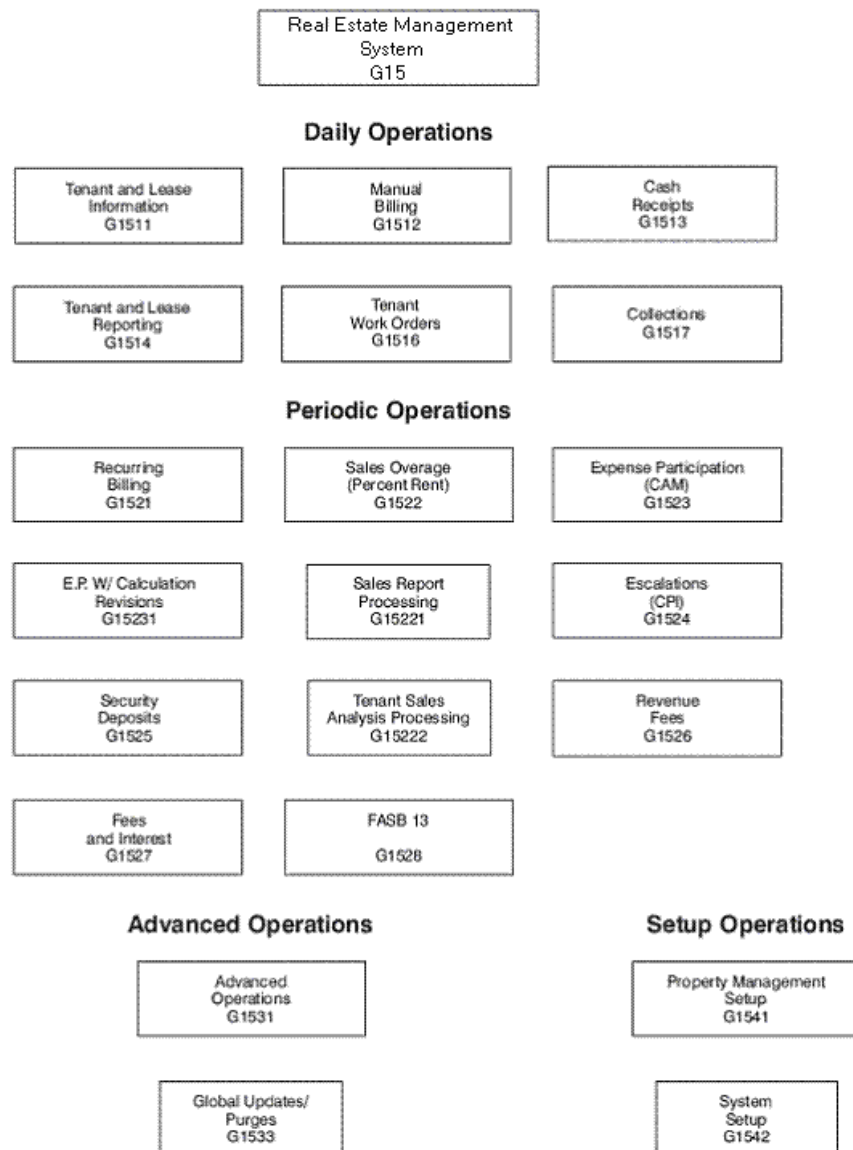
The work order process in the JD Edwards World Work Orders system lets property managers add, work with, and report on work orders for tenants. This process lets you manage simple projects such as maintenance, repairs, tenant improvements, and emergencies. The costs can then be charged to the related lease, building (business unit), or both.

Tenant work orders are similar to other work orders, except they require some tenant-specific information from the Real Estate Management system such as the lease, building, unit, and tenant. In the Work Orders system, you can access the Tenant/Lease Search and Unit Search screens to locate and return the information to the related fields on the Tenant Work Order Entry screen. This information defines the setup, limits searches, and controls cost inquiries and status summaries for the work orders.

For more information, see the *JD Edwards World Work Orders Guide*.

Overview to Real Estate Management Menu

Figure 2-1 Real Estate Management System





Daily Operations Menu Flow

JD Edwards World systems are menu driven, and the system functions are organized according to their function and frequency of use. The following illustrations show the flow of the menus and the available functions for the daily operations in the Real Estate Management system.

Figure 3-1 Property Management System screen

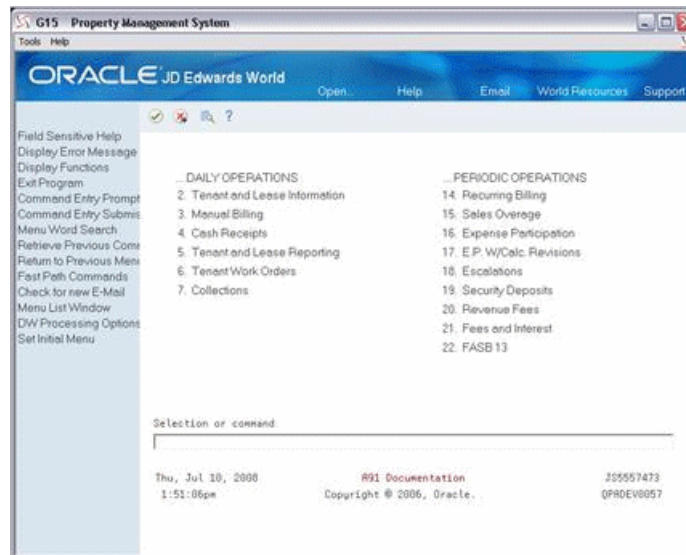


Figure 3–2 Tenant and Lease Information screen

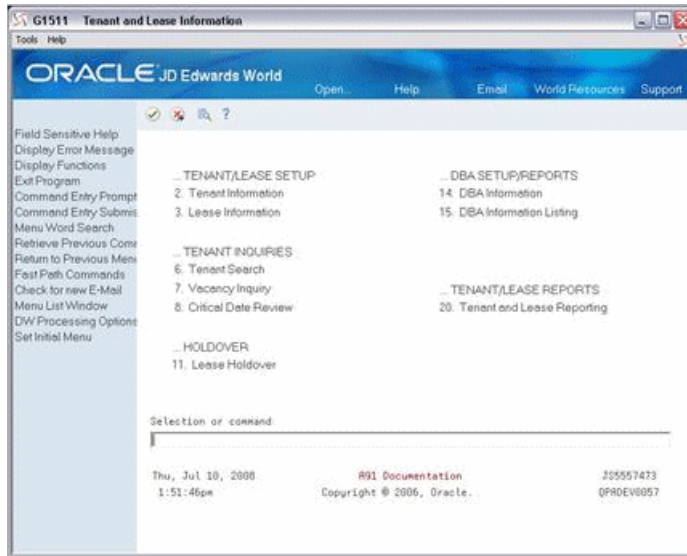


Figure 3–3 Tenant and Lease Reporting screen

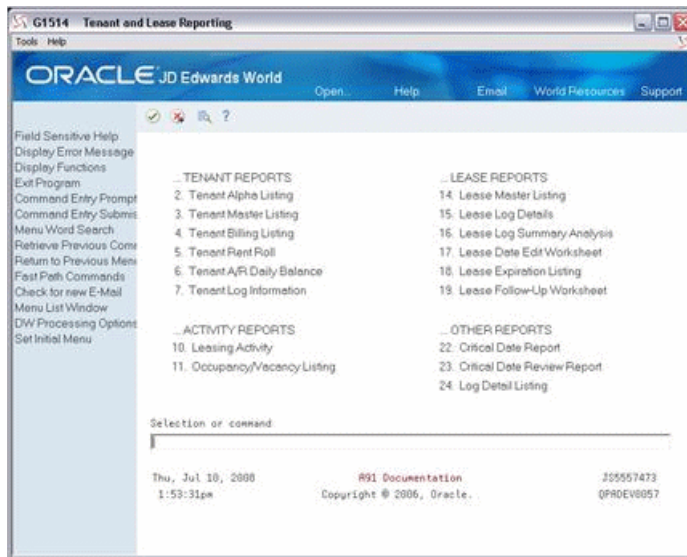


Figure 3-4 Lease Holdover screen

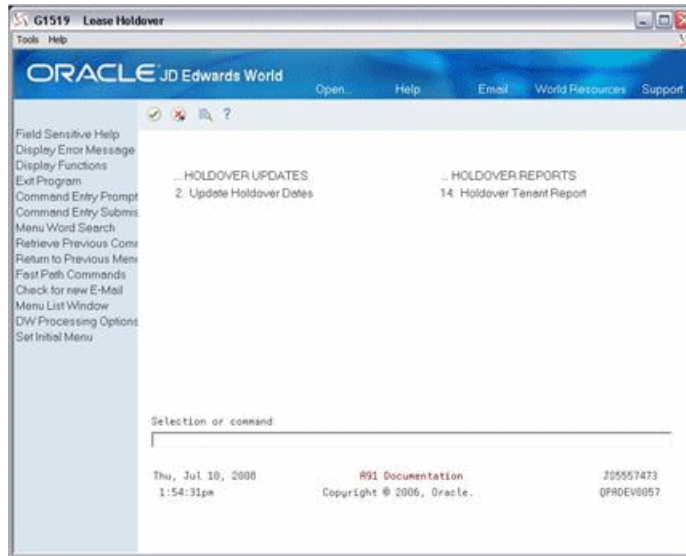


Figure 3-5 Property Management System (Daily and Periodic Operations) screen

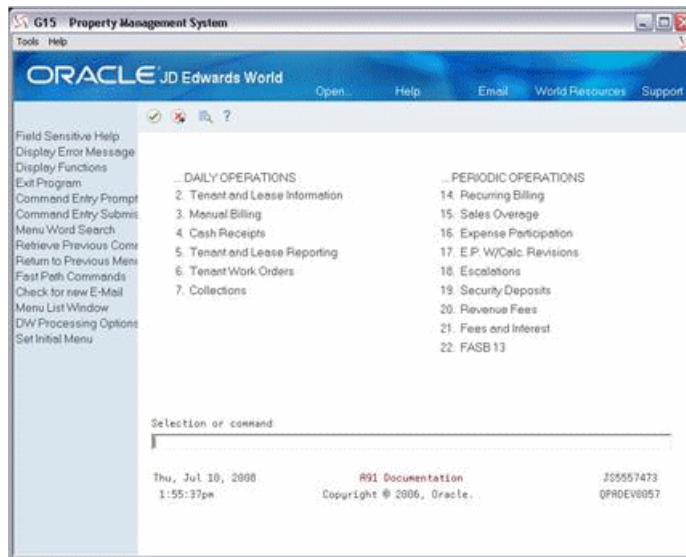


Figure 3–6 Manual Billing screen

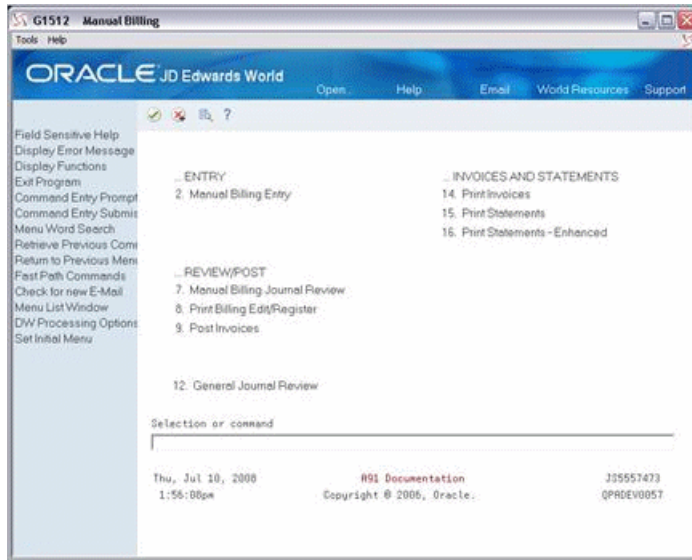


Figure 3–7 Cash Receipts screen

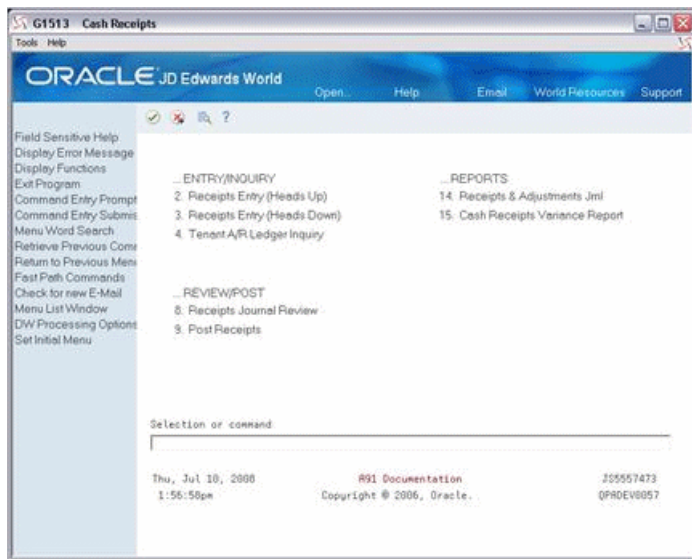


Figure 3–8 Tenant and Lease Reporting (Menus) screen

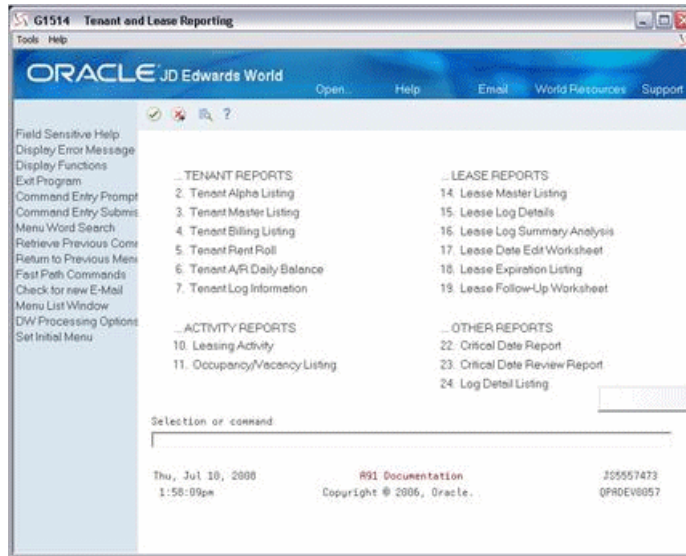
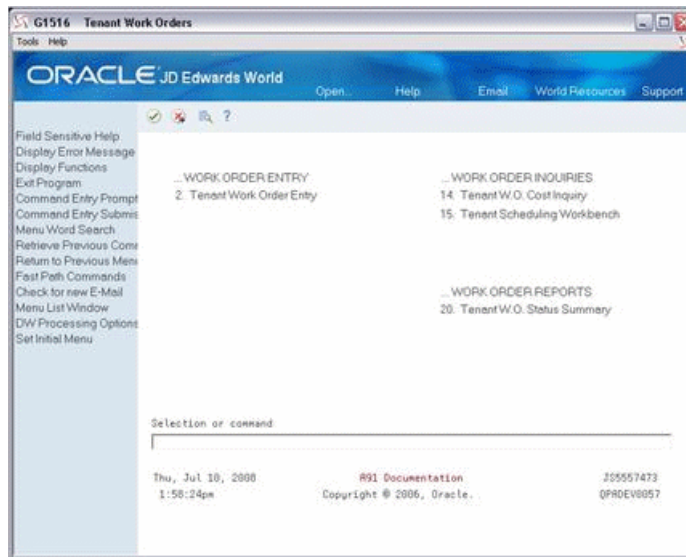


Figure 3–9 Tenant Work Orders screen





Part II

Tenant and Lease Information

This part contains these chapters:

- Chapter 4, "Tenant Information,"
- Chapter 5, "Lease Information,"
- Chapter 6, "Log Text Information,"
- Chapter 7, "Tenant/Lease Search,"
- Chapter 8, "Lease Financial Status Inquiry,"
- Chapter 9, "Tenant Search,"
- Chapter 10, "Vacancy Inquiry,"
- Chapter 11, "Critical Date Review,"
- Chapter 12, "Update Holdover Dates,"
- Chapter 13, "Holdover Tenant Report,"
- Chapter 14, "DBA Information,"
- Chapter 15, "DBA Information Listing."

Tenant Information

This chapter contains these topics:

- [Section 4.1, "Add a New Address,"](#)
- [Section 4.2, "Inquire on Address Information,"](#)
- [Section 4.3, "Change Address Information,"](#)
- [Section 4.4, "Delete an Address,"](#)
- [Section 4.5, "Guidelines."](#)

The Tenant Information screen lets you set up and work with information about the companies and people with whom you do business. This information is stored in the Address Book Master file (F0101), and each entry is referred to as an address. It includes the mailing address, telephone numbers, A/R and A/P control information, and so on. You must enter addresses before you can enter the information related to business units, facilities, tenants, and leases.

The screen, which is available in two formats, has processing options that control how the system displays and processes the information.

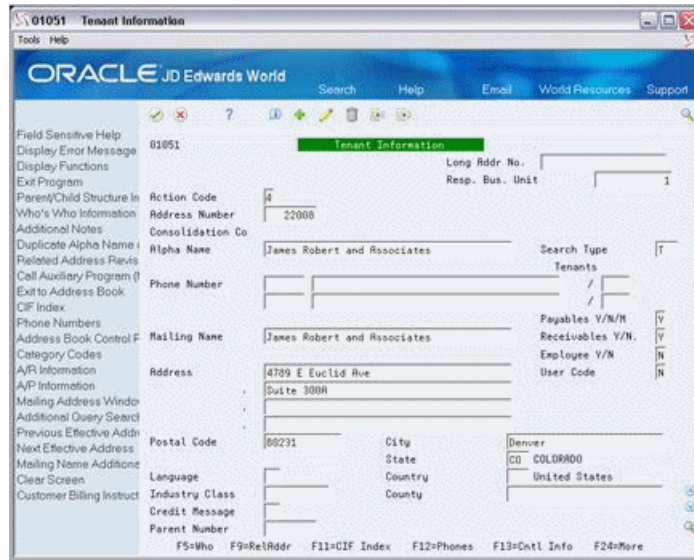
Note: The Tenant Information screen is identical to the Address Book Revisions screen in the Address Book system. For more information, see the *JD Edwards World Address Book and Electronic Mail Guide*.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Information.

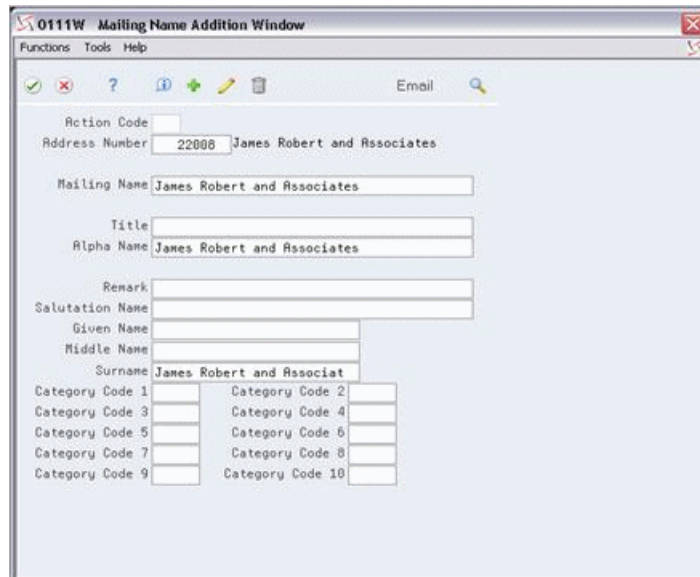
From the Tenant and Lease Information menu (G1511), choose Tenant Information.

Figure 4-1 Tenant Information screen



Choose Mailing Name Additional Information to toggle between the standard format and additional information.

Figure 4-2 Mailing Name Addition Window screen



4.1 Add a New Address

To add a new address, the following fields are the minimum required:

- Alpha Name
- Mailing Name

Use the Add Action

4.2 Inquire on Address Information

To display the information for an address complete the following field:

- Address Number

Use the Inquire Action.

4.3 Change Address Information

To change the information for an address you have displayed, type the new information and use the Change Action.

4.4 Delete an Address

To delete an address you have displayed, use the Delete Action.

You cannot delete an address if it is active in any subsystem. In this case, for example, all account transactions for the address must be closed, it cannot be active as a subledger, or it cannot be a parent to other addresses dependent on it.

4.5 Guidelines

- If you leave the Address Number field blank, the system automatically assigns the number through the Next Number facility. For more information, see the *JD Edwards World Technical Foundation Guide*.
- You can automatically copy the name in the Alpha Name field to the Mailing Name field. To do this, move the cursor to the Mailing Name field and press F8.
- In most cases, the search type for the address is T (Tenant).
- With the data dictionary, you can assign default values to the fields that are not required. Note that if a default value is related to the Category Codes screen, Customer Master Information screen, or Supplier Master Information screen, the system automatically includes it as part of the address information. You then must manually change it if necessary.
- Function key 10 is not applicable to the Real Estate Management system.

Lease Information

This chapter contains these topics:

- [Section 5.1, "Add a Lease,"](#)
- [Section 5.3, "Inquire on a Lease,"](#)
- [Section 5.4, "Change Lease Information,"](#)
- [Section 5.5, "Delete Lease Information,"](#)
- [Section 5.6, "Copy Standard Log Information,"](#)
- [Section 5.7, "Add a Sublease,"](#)
- [Section 5.8, "Processing Options,"](#)
- [Section 5.9, "Guidelines."](#)

The Lease Information screen lets you set up and work with information for a lease. To create a large number of leases more effectively, you can copy standard information into a lease as you add it.

The screen is available in two formats: Lease Unit Details and Lease Log Details. With both formats, you use the upper part of the screen for tenant information. The first format displays the facility and date information in the lower part of the screen. The second format displays the terms and conditions such as critical dates, security deposits, lease options, text descriptions, and so on. These conditions are in the form of log lines. This information is kept in the following files: Tenant/Lease Master (F1501), Log Standards Master (F1503), and Log Standards Extension Master (F1504).

The screen has processing options that control how the system displays and processes the information.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Information.

From the Tenant and Lease Information menu (G1511), choose Lease Information.

Figure 5-1 Lease Information screen

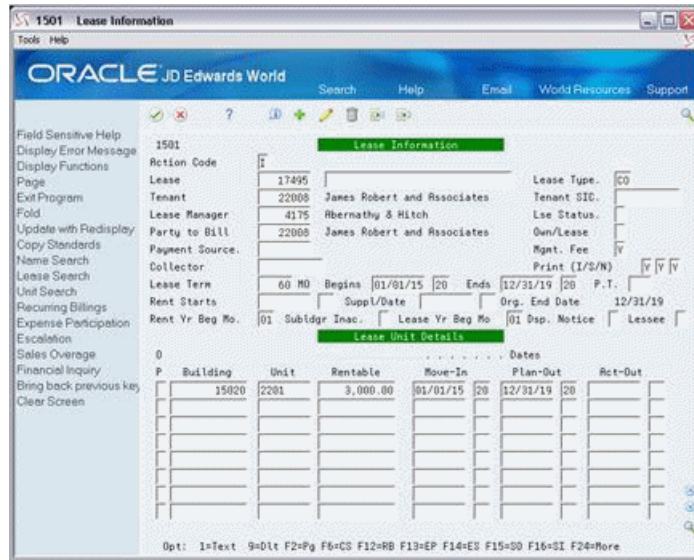
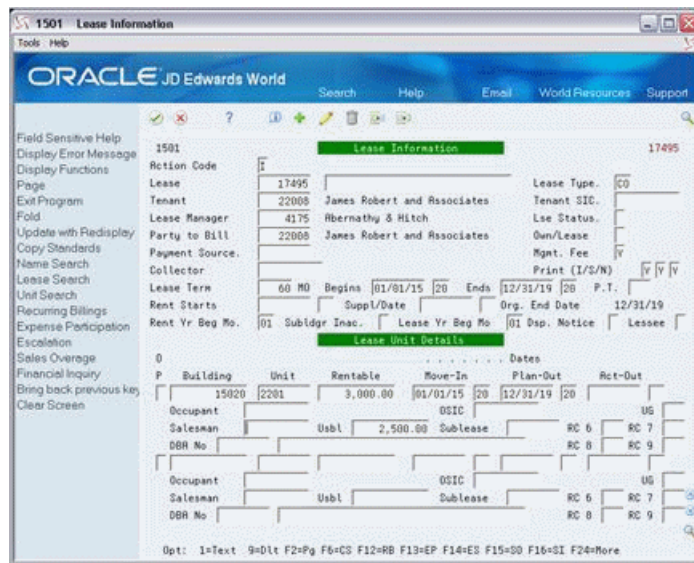
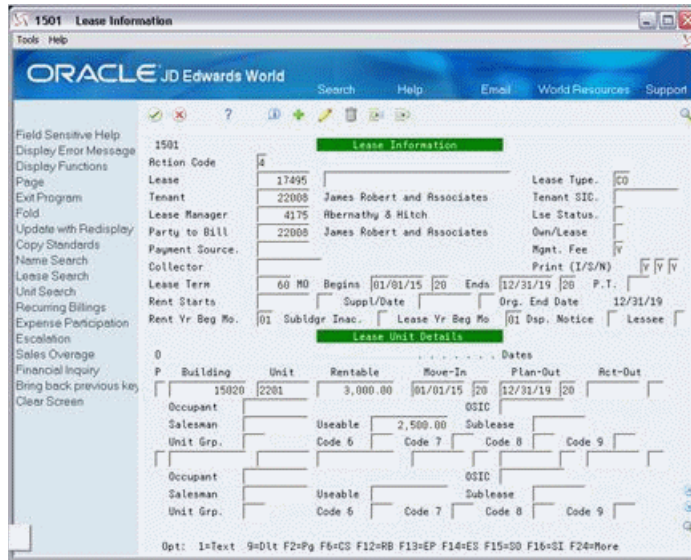


Figure 5-2 Lease Information (Alternate) screen



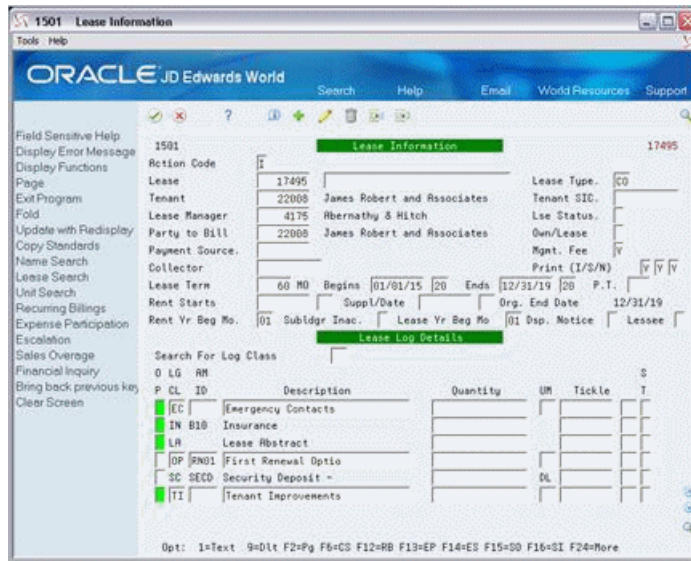
A processing option controls whether the DBA Number field displays in the fold area. When the field is absent, the fold area has the following format:

Figure 5-3 Lease Information (DBA Number Absent) screen



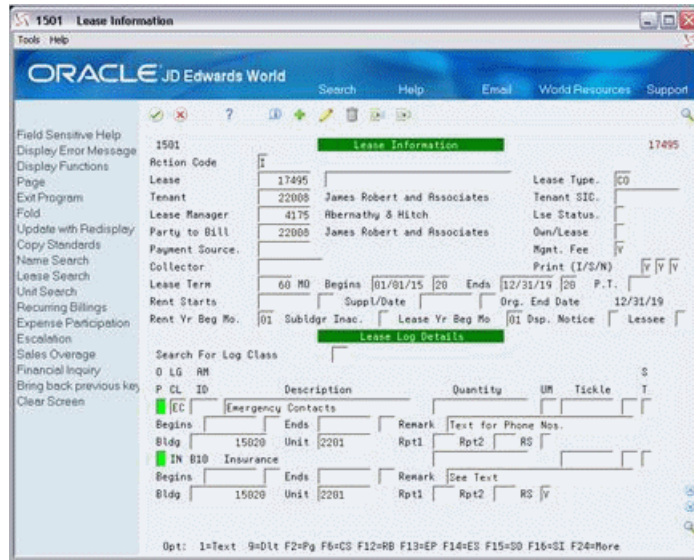
You use F2 to toggle between Lease Unit Details and Lease Log Details in the lower part of the screen.

Figure 5-4 Lease Information (Details) screen



Fold:

Figure 5-5 Lease Information (Fold) screen



5.1 Add a Lease

To add a lease, type A in the Action Code field, type the appropriate information for the lease, and press Enter or F5. Note the following:

- The following information is required for adding a lease:
 - Lease type
 - Beginning date
 - Tenant number
 - Ending date
- Depending on the lease type and status, you might not be required to enter beginning and ending dates.
- If you add a line of information in the Lease Unit Details part of the screen, you must enter the building number. A processing option controls whether you must enter the unit number.
- After you add a lease, the number for the new lease appears in the upper right corner of the screen.

5.2 Add a Lease and Tenant

To add a new tenant at the same time you add a lease

1. Type the appropriate information for the lease, except leave the Tenant field blank.
2. Press Enter.
 - The system highlights the Tenant field and gives you an error.
3. Press Enter a second time.
 - The Address Book Addition window appears.
4. Type the appropriate information for the new tenant.
5. Press Enter.

The Address Book Addition window closes, and the system adds the tenant to the Address Book Master file (F0101) at the same time it adds the lease to the Tenant/Lease Master file.

5.3 Inquire on a Lease

To display the information in a lease, choose Inquire, type the number of the lease in the Lease field, and then press Enter.

5.4 Change Lease Information

To change the information in a lease that you have displayed, choose Change, type the new information, and then press Enter or F5.

You can set the processing options so that the system automatically assigns the beginning and ending dates of the lease to the Move-In and Plan-Out fields respectively. In order for this to work when you change the beginning and ending dates, you must also blank out the Move-In and Plan-Out fields before you press Enter or F5.

5.5 Delete Lease Information

There are two methods that you can use to delete the information you have displayed:

- To delete the lease, choose Delete and then press Enter.

All account transactions for a lease must be closed before you can delete it.

- To delete a detail line or log line, choose Change, type 9 in the OP (Option) field for that line, and then press Enter or F5.

All account transactions related to a unit in the lease must be closed before you can delete the detail line for the unit. Also, if extended text exists for a log line, the OP (Option) field for that line is highlighted. In this case, JD Edwards World recommends that you first delete the text information before you delete the line. This prevents the wrong text from appearing for a duplicate log line.

5.6 Copy Standard Log Information

You can copy standard log information to reduce the entry time and the possibility of errors. To do this, you can use either an automatic method or a manual method. A processing option controls whether the system automatically copies the information.

- If the processing option is set to automatically copy the information, the system copies a model of standard lines into a lease when you first add it. After you have typed the necessary lease information, press Enter or F5 and the screen displays the log information. This gives you a chance to verify and make more changes to the information. To add the lease, you then must press Enter or F5 a second time.
- When you add a lease, you can manually copy a model of the standards into the lease. You use this method if the processing option is not set to automatically copy the information or if no log line within the model has a Y in the RS field. To do this, type A in the Action Code field, type the appropriate information, and press F6. Then press Enter or F5.
- You can manually copy a model of the standards into an existing lease you have displayed. To do this, choose Copy Standards or press F6, use the change action, and then press Enter or F5. The system uses the lease type to select standard log

lines. Before you can copy a model of the standards, you must set up the model for the specific lease type. To do this, use the Log Standards Information screen (P1503).

5.7 Add a Sublease

To add a sublease to a lease that you have displayed

1. Type A in the action code field.
2. Type SB in the Lease Type field to specify a sublease.
3. Type the beginning date in the Begins field and the ending date in the Ends field.
4. Make any other changes to the information that are different from the primary lease.
5. Press Enter.

Note the following:

- The lease to which a sublease relates is called the primary lease.
- You can assign a lease number to a sublease when you add it to a lease, or the system automatically assigns a number through the Next Number facility.
- The date range of the sublease must be within the date range of the primary lease.
- The system automatically supplies the beginning date of a sublease to the Sublease field for the primary lease. That field is in the fold area of the Lease Unit Details format.
- You can have more than one sublease for the same lease as long as their terms do not overlap. For example, if a primary lease begins in March 2009 and ends in December 2010, you could add a sublease that begins in June 2009 and ends in December 2009. You could then add a second sublease that begins in January 2010 and ends in December 2010.

5.8 Processing Options

See [Section 186.1, "Tenant/Lease Master \(P1501\)."](#)

5.9 Guidelines

- The tenants, buildings, and units must first be set up before you can add a lease. If the lease manager, party to bill, and payment source are different from the tenant and you intend to include them in the lease, that information must also be set up.
- If you leave the Lease field blank, the system automatically assigns the number through the Next Number facility.
- If you enter building and unit numbers in the fold area of a log line, the log information can be automatically assigned to the unit. This occurs only if the log class is defined for units. On the Unit Information screen, the LE (Lease Edit) field for that log line displays the code Y (Yes).
- The following are true about the OP (Option) field:
 - Option 1 (Text) is valid only when the screen displays the Lease Log Details format. If extended text exists for a log line, the field for that log line is highlighted.

- Option 3 (DBA Master) is valid only when the screen displays the Lease Unit Details format.
- After the system has created A/R invoices or A/P vouchers for a lease, do not change the Lessee field.

Log Text Information

This chapter contains these topics:

- [Section 6.1, "Add and Change Text,"](#)
- [Section 6.2, "Display Log Text,"](#)
- [Section 6.3, "Delete Text,"](#)
- [Section 6.4, "Copy Log Text,"](#)
- [Section 6.5, "Copy Log Text Line by Line,"](#)
- [Section 6.6, "Guidelines."](#)

The Log Text Information screen lets you set up and work with the extended text for a log line. This screen makes unlimited lines available for free-form text information. With the use of a function key, you can also copy text from existing log lines into the one with which you are working.

This information is stored in the Log Standards Extension Master file (F1504).

Navigation

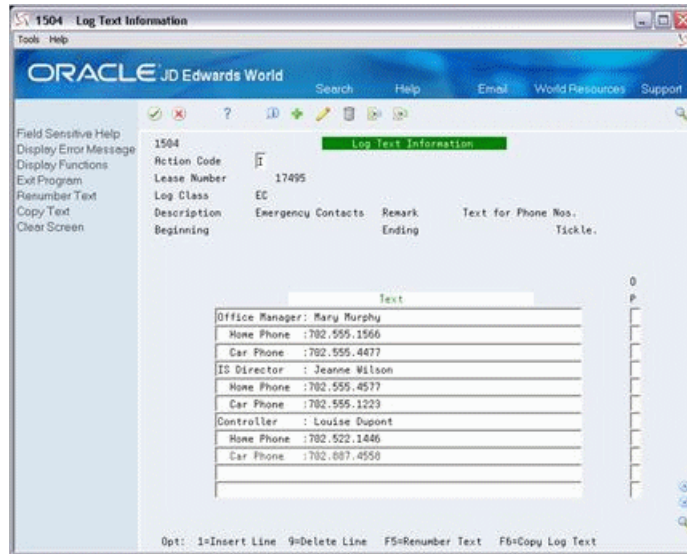
On any of the following screens, type 1 in the OP (Option) field next to a log line and press Enter.

Critical Date Review Log Standards Information

Floor Information Property/Building Information

Lease Information Unit Information

If extended text exists for a log line, the OP field for that log line is highlighted.

Figure 6–1 Log Text Information screen

6.1 Add and Change Text

You can use either Add action or the Change action to add and change text. To do so, type the information in the Text column, use either the Add action or the Change action and press Enter.

When you add and change text, note the following:

- To insert a blank line for text, type 1 in the OP (Option) field of the text line to precede the new line, use the Change Action, enter the desired text, and press Enter.
- When you enter text on the Log Text Information screen, the system automatically assigns a sequence number to each line of text. Because of these numbers, which are not visible to the user, the system might give you an error when you try to insert a new line.
 - To bypass the error, blank out the OP field and press F5 to renumber the text sequence line numbers.

Note: JD Edwards World recommends that you always press F5 after you have entered new lines of text. This updates the numbering sequence of the lines in case you want to insert more lines in the future.

6.2 Display Log Text

To display the text for the log line identified on the screen, type I in the Action Code field and press Enter.

6.3 Delete Text

There are two methods you can use to delete extended text:

- To delete all the text for a log line, type D in the Action Code field and press Enter.

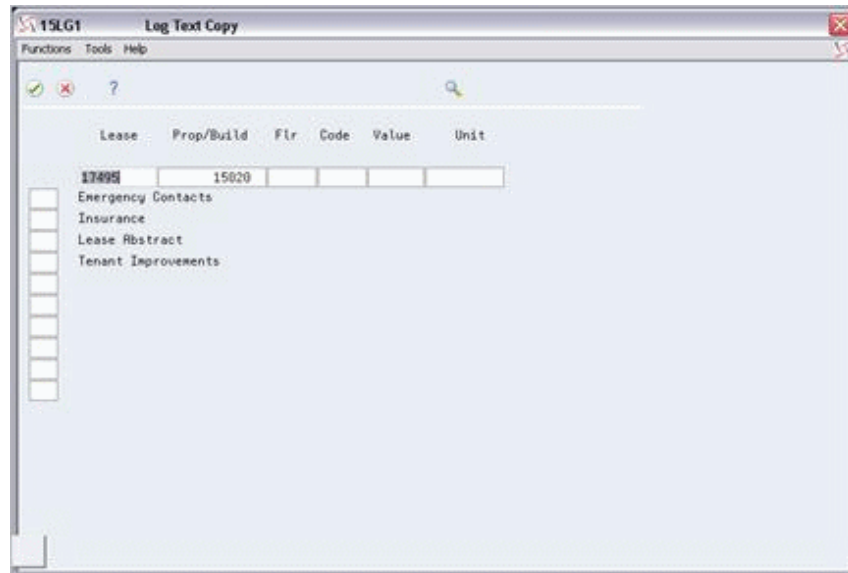
- To selectively delete lines of text, type C (Change) in the Action Code field, type 9 in the option field of one or more text lines, and press Enter.

6.4 Copy Log Text

To copy extended text to the log line identified on the screen

1. Select Copy Text or press F6 to display the Log Text Copy window, which lets you display a list of log lines from which you can copy text.

Figure 6–2 Log Text Copy screen



2. Display a list of log lines in the window. To do this, note the following:
 - If the log lines are related to a lease, type the lease number in the Lease field and press Enter.
 - If the log lines are related to a property or building, type the associated business unit in the Prop/Build field and press Enter.
 - If the log lines are related to a floor, type the following information and press Enter:
 - The floor number in the Flr field.
 - The grouping code in the Code field.
 - The grouping value in the Value field. The system automatically supplies the value when the grouping code is FLOR.
 - If the log line is related to a unit, type the associated business unit in the Prop/Build field, type the unit number in the Unit field, and press Enter.
3. Type 4 in the one-character option field to the left of the log line from which you want to copy text.
4. Press Enter.

The Log Text Copy window closes and the text for the log line you selected appears on the Log Text Information screen.

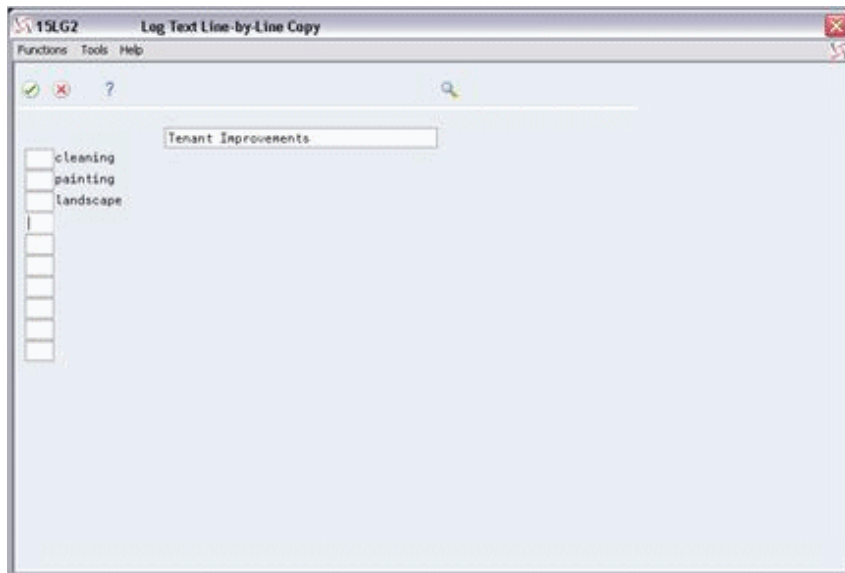
To copy text from more than one log line that you have displayed in the Log Text Copy window, type 4 in option field for each log line before you press Enter.

6.5 Copy Log Text Line by Line

To copy one line of extended text to the log line identified on the screen

1. Press F6 to display the Log Text Copy window.
2. Display a list of log lines in the window. To do this, see [Section 6.4, "Copy Log Text"](#) in this chapter.
3. Type 1 (View Text) in the one-character option field to the left of the log line from which you want to copy text.
4. Press Enter to display the Log Text Line-by-Line Copy window with the associated text lines.

Figure 6–3 Log Text Line-by-Line Copy screen



5. Type 4 in the one-character option field to the left of the text line you want to copy.
6. Press Enter.
The Log Text Line-by-Line Copy window closes.
7. Press F3 (Exit).

The Log Text Copy window closes and the line of text you selected appears on the Log Text Information screen.

To copy more than one text line you have displayed in the Log Text Line-by-Line Copy window, type 4 in the option field for each line before you press Enter.

6.6 Guidelines

- When you access the Log Text Information screen from the Critical Date Review screen, you can only view extended text for the log line. You cannot change the information.

- The fields in the upper part of the screen depend on the screen and log line from which you access the Log Text Information screen.
 - The Lease Number field appears only when you access the screen from either the Lease Information screen or the Critical Date Review screen. The field displays a number only if the log line you have selected for text is related to a lease.
 - The Prop/Building field appears only when you access the screen from the Property/Building Revisions screen.
 - The Floor Number field appears only when you access the screen from the Floor Information screen.
 - The Unit Number field only appears when you access the screen from the Unit Information screen.
 - The Log Text Type field appears only when you access the screen from the Log Standards Revisions screen. The field displays the word STANDARD.

Tenant/Lease Search

This chapter contains these topics:

- [Section 7.1, "Search Leases,"](#)
- [Section 7.2, "Select a Lease,"](#)
- [Section 7.3, "Guidelines."](#)

The Tenant/Lease Search screen lets you do the following:

- Determine whether a tenant or lease already exists.
- Locate an unknown number of a tenant or lease.
- Display other related information such as facility information and lease terms.

This information is stored in the Tenant/Lease Master and Unit Master files (F1501 and F1507, respectively).

Navigation

At any of the following screens, choose Tenant/Lease Search or press F10.

Critical Date Review Receipts Entry (Heads Up)

Escalation Information Recurring Billing Information

Expense Participation Information Received Security Deposit Entry

Lease Information Required Security Deposit Entry

Manual Billing Entry Sales Overage Information

Min/Max Rents & Recoveries Sales Report Entry

Receipts Entry (Heads Down) Tenant Work Order Entry

Collection Review Collection Log Entry

Status Log Inquiry

Figure 7-1 Tenant/Lease Search screen

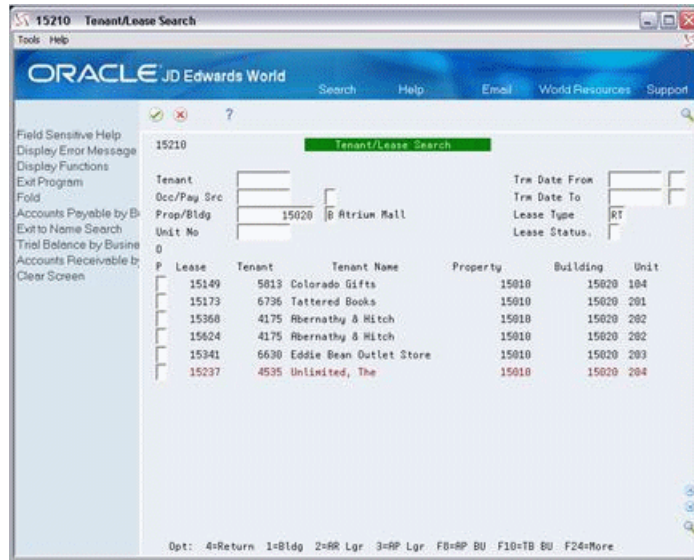
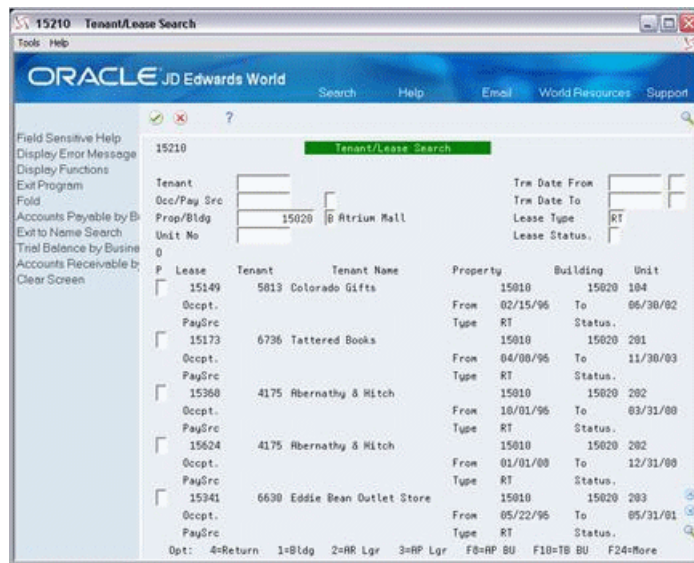


Figure 7-2 Tenant/Lease Search (Fold Area) screen



7.1 Search Leases

To display a list of leases, type a search value in at least one of the following fields and press Enter:

- Tenant
- Occp/Pay Src (Occupant/Payee)
- Prop/Bldg (Property/Building)
- Unit No (Unit Number)

When you enter search values, note the following:

- The Occp/Payee field currently works only when you use the payee as a search value. Type the address number of the payee in that field and type P in the

one-character field to the right of the address. The system matches the address with the alternate payment source (AN8P) for the lease.

- For the Prop/Bldg field, you must also specify whether the business unit relates to a property (P) (related property number (MCUS) or a building (B) (MCU). Type the code in the one-character field to the right of the business unit.
- For the Unit field, you must also type the building number in the Prop/Bldg field and type B in the one-character field to the right of the number.

The system performs a search according to a single value or a combination of them. When you enter more values in combination, the search is more specific. You can further limit the search with the four fields in the upper right part of the screen.

7.2 Select a Lease

You can select a lease number and return it to the screen from which you accessed the Tenant/Lease Search screen. To do this, type 4 in the OP (Option) field to the left of a lease that you have displayed and press Enter.

7.3 Guidelines

Three options let you exit to the following screens:

- Property/Building Information (option 1)
- Tenant A/R Ledger Inquiry (option 2)
- Supplier Ledger Inquiry (option 3)

Four function keys let you exit to the following screens:

- A/P by Business Unit (F8)
- Trial Balance by Bus. Unit (F10)
- A/R by Business Unit (F13)
- Name Search (F9)

Lease Financial Status Inquiry

This chapter contains the topic:

- [Section 8.1, "Lease Financial Status Procedures."](#)

The Lease Financial Status Inquiry screen displays a summarized history of transactions related to the lease that you have displayed on the Lease Information screen. The information is summarized by bill code and is stored in the Lease Financial Summary file (F1520).

- The Total Billed column includes only billings that are marked in the Tenant/Lease Billings Detail file (F1511) as posted to the general ledger.
- The Cash Receipts column includes both posted and unposted payments in the A/R Account Ledger file (F0311).
- The Balance Due column is the difference between the amounts in the Total Billed and Cash Receipts columns.

Navigation

From the Real Estate Management System menu (G15), choose **Tenant and Lease Information**.

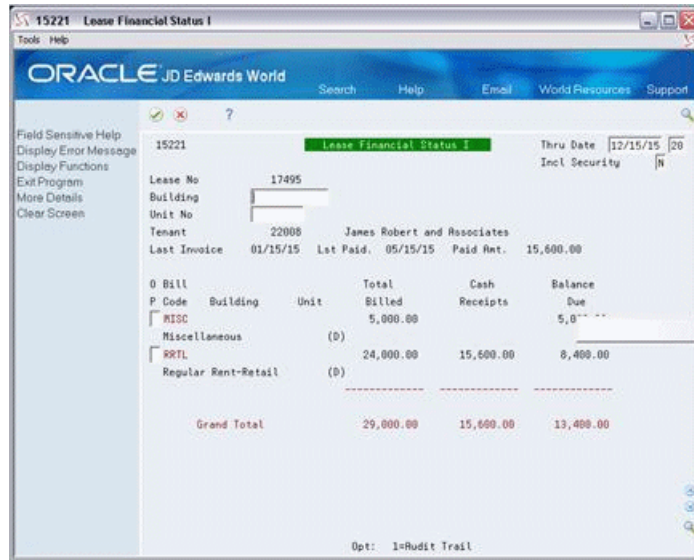
From the Tenant and Lease Information menu (G1511), choose **Lease Information**. Inquire on desired lease on the Lease Information screen, press F16.

Figure 8–1 Lease Financial Status 1 screen

0 Bill	Total Billed	Cash Receipts	Balance Due
P Code Building Unit			
MISC	5,000.00		5,000.00
RRTL	24,000.00	15,600.00	8,400.00
Grand Total	29,000.00	15,600.00	13,400.00

Additional screen details: Lease No 17495, Tenant James Robert and Associates, Last Invoice 01/15/15, Last Paid 05/15/15, Paid Amt 15,600.00. Thru Date 12/15/15. Opt: 1=Audit Trail.

Figure 8–2 Lease Financial Status 1 (Fold Area) screen



The fold area contains the description of the bill code for the transaction, which is also the description for the related automatic accounting instruction (AAI).

8.1 Lease Financial Status Procedures

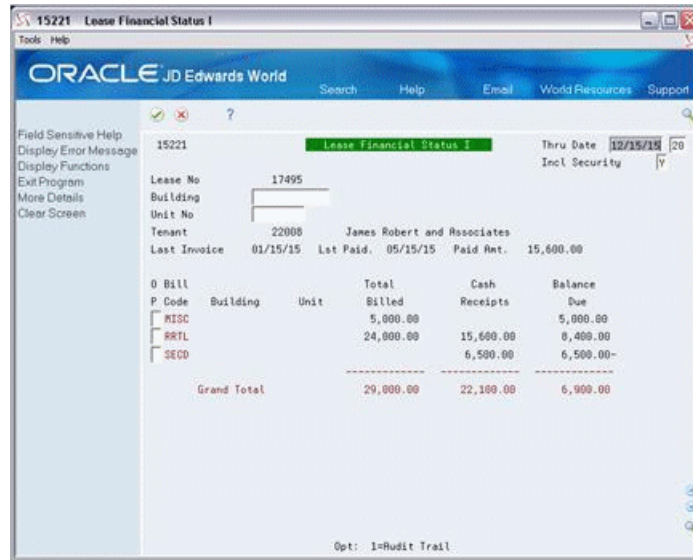
When the screen first appears, it displays the summarized history of transactions related to the lease you have displayed on the Lease Information screen. You can affect the display of transactions in the following ways:

- If you enter a different date in the Thru Date field, the information includes the transactions with G/L dates before the end of that month.

For example, suppose the Thru Date field contains the date 02/21/17. The screen displays transactions with G/L dates before the end of February 2017. If you enter 12/05/16, the screen displays the transactions with G/L dates before the end of December 2016.

- If you enter Y (Yes) in the Incl Security (Include Security Deposits) field, the information includes transactions related to security deposits. In the following example, such a transaction has SECD as the bill code.

Figure 8-3 Lease Financial Status 1 (SECD) screen



- To limit the display to a specific building or property, type the related business unit in the Building field and press Enter.
- To limit the display to a specific unit, type the related building number in the Building field, type the unit number in the Unit No field, and press Enter.

From this screen, you can exit to the Tenant A/R Ledger Inquiry screen (option 1) to view the audit trail of billings and cash receipts for the tenant.

Tenant Search

This chapter contains these topics:

- [Section 9.1, "Tenant Search,"](#)
- [Section 9.2, "Guidelines."](#)

The Tenant Search screen lets you do the following:

- Display all the leases related to a specific tenant.
- Determine if a lease already exists.
- Locate an unknown number of a lease.
- Display other information related to a lease such as the facility information and the ending date.

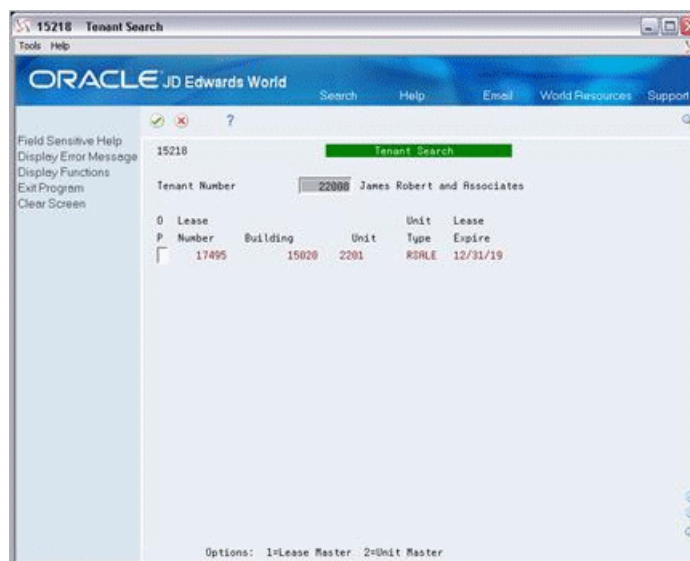
This information is stored in the Tenant/Lease Master file (F1501).

Navigation

From the Real Estate Management System menu (G15), choose **Tenant and Lease Information**.

From the Tenant and Lease Information menu (G1511), choose **Tenant Search**.

Figure 9–1 Tenant Search screen



9.1 Tenant Search

To perform a search, type the number of the tenant in the Tenant Number field and press Enter.

For a lease that you have displayed, you can exit to either the Lease Information screen or the Unit Information screen. To do this, type 1 or 2, respectively, in the OP (Option) field and press Enter.

9.2 Guidelines

The system supplies the Lease Expire field with the date that the tenant physically moved out (MOTD) of the leased space. If that date does not exist, the system uses the date that the tenant plans to move out (SPAD). If that date does not exist, the system uses the date that the term of the lease ends (EFTE).

10

Vacancy Inquiry

This chapter contains these topics:

- [Section 10.1, "Vacancy Inquiry Procedures,"](#)
- [Section 10.2, "Guidelines."](#)

The Vacancy Inquiry screen lets you do the following:

- Display either vacant or occupied units for a property or building during a specified period of time.
- Determine when a unit became vacant.
- View other information related to a unit such as the floor, tenant, type, and square footage.

This information is stored in the Tenant/Lease Master and Unit Master files (F1501 and F1507, respectively).

The screen has processing options that control how the system processes the information.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Information.

From the Tenant and Lease Information menu (G1511), choose Vacancy Inquiry.

Figure 10–1 Vacancy Inquiry screen

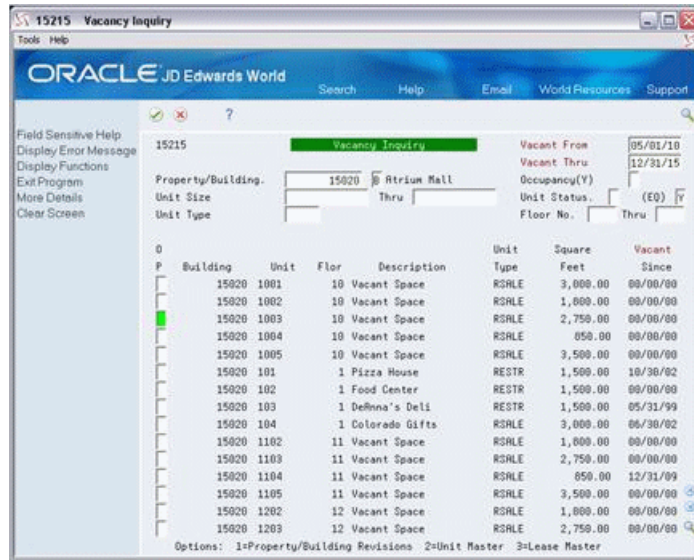
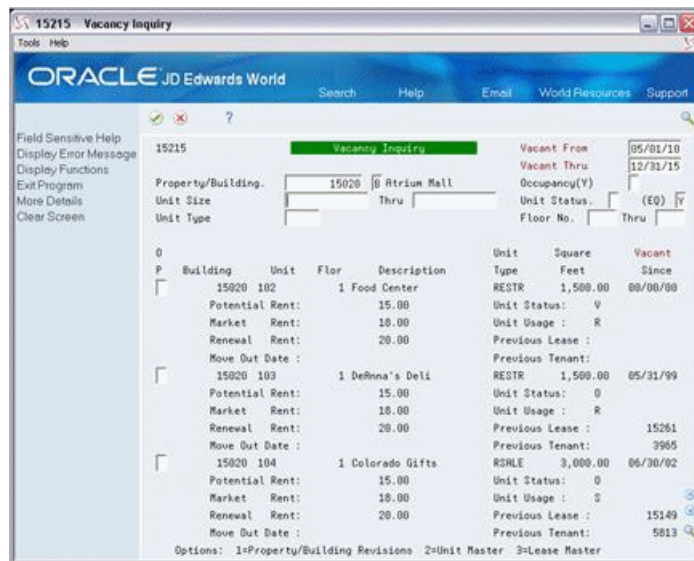


Figure 10–2 Vacancy Inquiry (Alternate) screen



When you enter Y (Yes) in the Occupancy field, the screen displays the following fields for an occupancy inquiry: Occupied From, Occupied Thru, Occupied Since, Current Lease, and Current Tenant.

Figure 10-3 Vacancy Inquiry (Fields Shown) screen

P	Building	Unit	Flor	Description	Unit Type	Square Feet	Occupied Since
	15920	1101	11	Vacant Space	RSRLE	3,000.00	01/01/06
				Potential Rent:			
				Market Rent:			
				Renewal Rent:			
				Plan Out Date :			
	15920	1201	12	Vacant Space	RSRLE	3,000.00	
				Potential Rent:			
				Market Rent:			
				Renewal Rent:			
				Plan Out Date :			
	15920	2201	22	Vacant Space	RSRLE	3,000.00	01/01/15
				Potential Rent:			
				Market Rent:			
				Renewal Rent:			
				Plan Out Date :			

Options: 1=Property/Building Revisions 2=Unit Master 3=Lease Master

10.1 Vacancy Inquiry Procedures

To perform a search with the minimum information the system requires, type a building number in the Property/Building field. A B will default in the one-character field to the right of the Property/Building field, and press Enter. The screen displays all the units related to the building that have become vacant prior to the current date. If you want to inquire on all buildings within a property, enter the property number in the Property /Building field and a P in the one-character field to the right of the Property /Building field, and press Enter.

The steps are the same for displaying the occupied units of a Real Estate or building, except that you must also type Y in the Occupancy (Y) field before you press Enter. The resulting list includes all units that are occupied through the current date.

When you enter more values in combination with the building or property number, the search is more specific. For example:

- To limit the display to all vacant units with areas between 800 and 2000 square feet, enter 800 in the Unit Size field and 2000 in the Unit Size Thru field.
- To limit the display to all vacant units that are not on hold, enter H (Hold) in the Unit Status field and N (No) in the EQ (Equal) field.
- To limit the display to all vacant units from the fifth floor through the ninth floor that are designated as office space, enter OFFCE in the Unit Type field, 5 in the Floor No field, and 8 in the Floor No Thru field.

10.2 Guidelines

- The Occupancy (Y) field controls whether the screen is used for a vacancy inquiry or occupancy inquiry. The date range you specify in the upper right corner of the screen also plays an important role in your search for vacant or occupied units.
- The following are true for a vacancy inquiry:
 - The screen displays all units that have become vacant on or after the date in the Vacant From field and that remain vacant through the date in the Vacant Thru field.

However, if a unit was vacant on the date in the Vacant From field, but a tenant moved into and out of the unit before the date in the Vacant Thru field, the unit is considered occupied.

- If you do not specify a date range, the system automatically uses the current date as both the from and through dates. For vacant units, the screen displays all units that have become vacant before the current date.
- The following fields are unique to a vacancy inquiry: Vacant From, Vacant Thru, Vacant Since, Previous Lease, and Previous Tenant.
- If a vacant unit has a lease with a beginning date that occurs after the date in the Vacant Thru field, the screen displays future information in the fold area. The Move In Date, Next Lease, and Next Tenant fields replace the Move Out Date (or Plan Out Date), Previous Lease, and Previous Tenant fields, respectively.
- The Vacant Since field contains the date the most recent tenant physically moved out of the unit. If that date does not exist, it is the date the tenant planned to move out. If that date does not exist, it is the date the term of the lease ended.
- The Move Out Date field contains the date the most recent tenant physically moved out of the unit. If that date does not exist, the Plan Out Date field appears with the date the tenant planned to move out. If that date does not exist, the Move Out Date field appears and is blank.
- The following are true for an occupancy inquiry:
 - The screen displays all units that have become occupied on or after the date in the Occupied From field. The list includes units that become occupied on the date in the Occupied Thru field. If the date a tenant physically moved out of a unit equals the date in the Occupied Thru field, the system does not recognize that unit as being vacant until the following day.
 - If you do not specify a date range, the system automatically uses the current date as both the from and through dates. For occupied units, the screen displays all units that are occupied on the current date.
 - The following fields are unique to an occupancy inquiry: Occupied From, Occupied Thru, Occupied Since, Current Lease, and Current Tenant.
 - The Occupied Since field contains the date the tenant physically moved into the leased space. If that date does not exist, the Occupied Since field is blank.
 - The Move Out Date field contains the date the most recent tenant physically moved out of the unit. If that date does not exist, the Plan Out Date field appears with the date the current tenant plans to move out. If that date does not exist, the Move Out Date field appears and is blank.
 - It is important to keep all unit information up to date from the Unit Information screen. For example, if you have not updated the following information on that screen, the Vacancy Inquiry screen displays incorrect information.

Unit Status. Suppose you wanted to display all vacant units that are not on hold. If a vacant unit happens to be under renovation but you have not specified its status to be on hold, then the screen incorrectly displays that unit as not on hold.

Unit description. The system automatically supplies the Description field with the description associated with the Unit Number field on the Unit

Information screen. If the description of the unit or its occupant is not current on the Unit Information screen, then the Description field on the Vacancy Inquiry screen is not correct.

- When lease options exist for a vacant unit, the OP (Option) field for that unit is highlighted. Units with options are defined using either the Option Log Class Override processing option for an associated log class, or if the processing option is blank, the system looks to log classes that have a value of O in the first position of Description 2 of UDC 15/LG.

Critical Date Review

This chapter contains these topics:

- [Section 11.1, "Critical Date Search Procedures,"](#)
- [Section 11.2, "Guidelines."](#)

The Critical Date Review screen lets you display a comprehensive list of log lines that require some kind of action or decision by or on a specific date. Such a date is called a critical date or tickle date. Log lines exist for lease and facility information that have been entered from one of the following screens:

- Lease Information
- Property/Building Information
- Unit Information

This information is stored in the Log Standards Master file (F1503).

Navigation

From the Real Estate Management System menu (G15), choose **Tenant and Lease Information**.

From the Tenant and Lease Information menu (G1511), choose **Critical Date Review**.

Figure 11–1 Critical Date Review screen

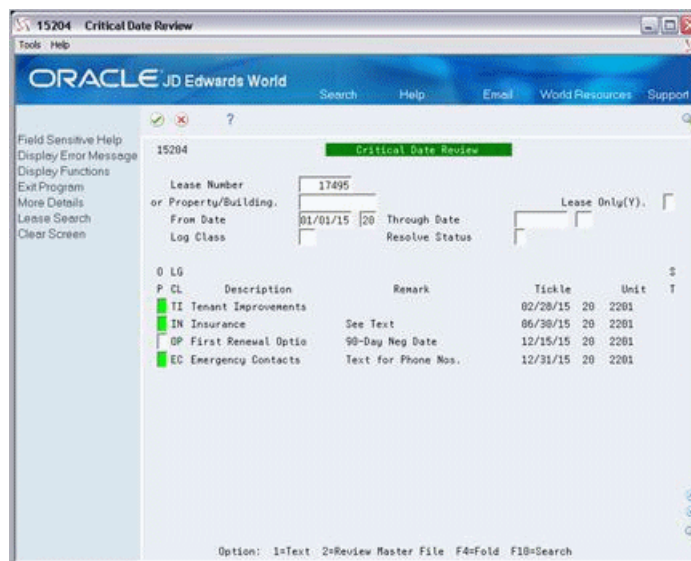
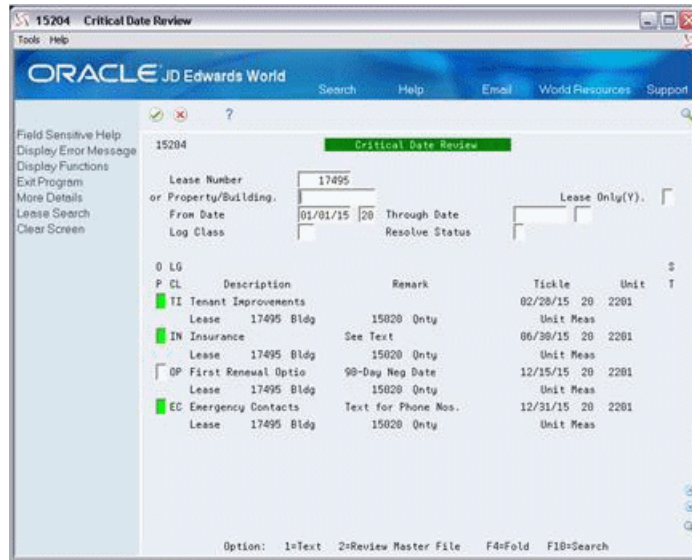


Figure 11–2 Critical Date Review (Fold Area) screen

11.1 Critical Date Search Procedures

You can perform a search in the following ways:

- To display the log lines related to a lease, type the number of the lease in the Lease Number field and press Enter.
- To display the log lines related to a building and its units (both occupied and vacant), type the business unit of the building in the Property/Building field and press Enter.
- To display the log lines related only to the units under lease in a building, type the business unit of the building in the Property/Building field, type Y (Yes) in the Lease Only (Y) field, and press Enter.

You can further limit the search with the other fields in the upper part of the screen. For example, to view the log lines for a building that have tickle dates from January 1, 2017 to March 31, 2017 and that relate to lease insurance:

1. Type the building number in the Property/Building field.
2. Type Y in the Lease Only field.
3. Type 01/01/17 in the From Date field.
4. Type 03/31/17 in the Through Date field.
5. Type IN (a user defined code for insurance) in the Log Class field.
6. Press Enter.

11.2 Guidelines

- The following are true about the From Date and Through Date fields:
 - The date range can include past dates as well as future dates.
 - Unless you assign a date to the From Date field, the system automatically assigns the current date to this field when you press Enter.

- If you leave the Through Date field blank, the date range is open-ended, and the search includes all log lines with tickle dates that occur on or after the date in the From Date field.
- When you enter 2 in the OP (Option) field, the system responds according to the following conditions for a log line:
 - If the Lease field displays a number, you access the Lease Information screen.
 - If the Bldg (Building) field displays a number and both the Lease and Unit fields are blank, you access the Property/Building Information screen.
 - If both the Bldg and Unit fields display numbers and the Lease field is blank, you access the Unit Information screen.
- With the OP field, you can also access the extended text for a log line. When text exists, that field for the log line is highlighted. For more information, see [Chapter 6, "Log Text Information"](#) in this guide.

Update Holdover Dates

This chapter contains these topics:

- [Section 12.1, "Holdover Process Edit Report,"](#)
- [Section 12.2, "Procedures to Update Holdover Dates,"](#)
- [Section 12.3, "Processing Options."](#)

The Update Holdover Dates program extends the lease end dates for leases in a holdover status. You choose leases by typing a specific end date or a range of dates in the DREAM writer processing options. Based on processing options you set, the program can also update the end dates of records for the selected leases in the following related files:

- Expense Participation (F15012)
- Minimum Rent/Recoveries (F15015)
- Escalation Master (F15016)
- Recurring Billing Master (F1502)
- Management Fee Master (F1505)
- A/R Fee Interest (F1525)

Note: JD Edwards World recommends that leases for holdover should be first set to a lease status for holdover, using a user defined code (UDC 15/LS). You must also define this code in the data selection portion of the DREAM writer.

Processing options provide the following flexibility:

- The new end dates for the lease(s) can be a specific date, an increment of days from the old lease date, or an increment of months from the old lease date.
- A new bill code can be specified for new recurring billing records created by the holdover process.
- An audit trail can be created, which will suspend current recurring billing records and create new recurring billing records.
- The ability to choose or omit records based on a bill code.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Information.

From the Tenant and Lease Information menu (G1511), choose Lease Holdover.
 From the Lease Holdover menu (G1519), choose Update Holdover Dates.

12.1 Holdover Process Edit Report

Figure 12-1 Holdover Process Edit

18090	J.D. Edwards & Company	Page - . . . 1
Mode: PROOF	Holdover Process Edit Report	Date - . . . 5/29/08
From Date: 01/01/2015	To Date: 12/31/2020	Date Criteria: 1
	Modify to New End date	

Figure 12-2 Lease Holdover

Increment: 000	New End Date: 12/31/2021	New Bill Code: RRES
Select/Omit:	Bill Codes:	Audit: Y

File Name	Lease Number	Property/ Building
		Unit I.D. Offs
		G/L Modified Field
		Original Value
		Modified Value
		Add / Update
F1801	00017496	18020 2202
		Plan Out Date
		12/31/2020 12/31/2021
		Update
F1801	00017496	18020 2202
		Ending Effective Date
		12/31/2020 12/31/2021
		Update
F1802	00017496	18020 2202
		RRES Suspend Code
		12/31/2020
		Update
F1802	00017496	18020 2202
		RRES Suspend Date
		12/31/2020
		Update
F1802	00017496	18020 2202
		Bill Code (G/L Offset)
		RRES Add
F1802	00017496	18020 2202
		Starting Effective Date
		01/01/2021
		Add
F1802	00017496	18020 2202
		Ending Effective Date
		12/31/2021
		Add

12.2 Procedures to Update Holdover Dates

When you choose this program from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

12.3 Processing Options

See [Section 186.2, "Update Holdover Lease Dates \(P15090\)."](#)

Holdover Tenant Report

This chapter contains these topics:

- [Section 13.1, "Holdover Tenant Report Procedures,"](#)
- [Section 13.2, "Processing Options,"](#)
- [Section 13.3, "Holdover Tenant Report."](#)

The Holdover Tenant report illustrates lease information associated with leases in a holdover status. The report also illustrates rent amounts and receivable balances. The days in holdover is calculated as the number of days from the original lease end date to the current system date. The report is based on the Lease Master file (F1501) and includes information from the Recurring Billings Master (F1502) and the Accounts Receivable Ledger (F0311).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Information.

From the Tenant and Lease Information menu (G1511), choose Lease Holdover.

From the Lease Holdover Menu (F1519), choose Holdover Tenant Report.

13.1 Holdover Tenant Report Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report.

For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

13.2 Processing Options

See [Section 186.3, "Holdover Tenants Report \(P15490\)."](#)

13.3 Holdover Tenant Report

Figure 13-1 Holdover Tenant Report

15490 J.D. Edwards & Company Page No. . . . 1																	
Holdover Tenants Report Date 5/26/08																	
Unit I.D.	Lease Number	Address Number	Alpha Name	Begin Date	Org. Date	End Date	Ending Date	Space Availabl	Move-Out Date	Days HOvr	Rentable Area	Annual Rent	Receivable Balance	Le Ty			
2202	18020	Atrium Mall	17486	22008	James Robert and Associates	01/01/15	12/31/17	12/31/20	12/31/20			1,800.00		CO			
TOTAL											1	TENANT(S) FOR Atrium Mall	1,800.00				
TOTAL											1	TENANT(S) FOR James Robert and Associates	1,800.00				
FINAL TOTAL											1	TENANT(S)	-----	FINAL TOTAL	-----es	1,800.00	

DBA Information

This chapter contains these topics:

- [Section 14.1, "Add DBA Information,"](#)
- [Section 14.2, "Display DBA Information,"](#)
- [Section 14.3, "Change Displayed DBA Information,"](#)
- [Section 14.4, "Delete Displayed DBA Information."](#)

The DBA Master Revisions screen lets you set up and work with "doing business as" (DBA) information. This information relates to the trade name of a business that is different from the legal name or the name of the parent organization that appears on a lease. You can use DBA numbers, for example, to separate or combine sales information or to relate sales overage and sales analysis.

This information is stored in the DBA Master file (F15018). Note that whenever you add, change, or delete a DBA number or name, you affect the same information in the Tenant/Lease Master file (F1501).

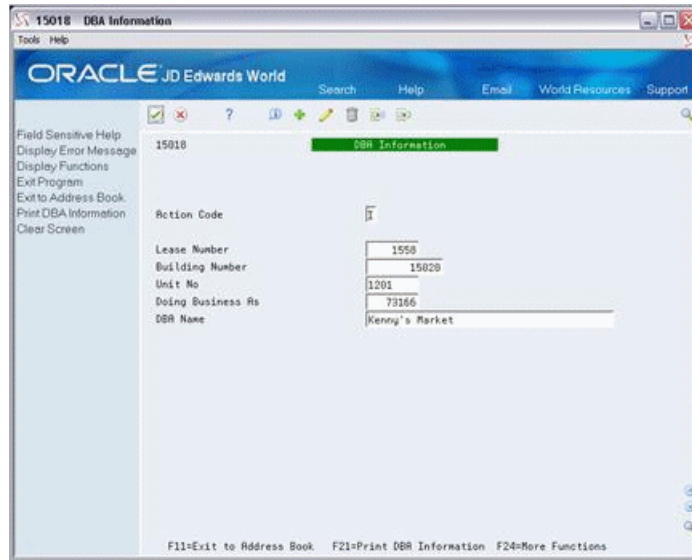
Note: A processing option for the Lease Information screen controls whether the DBA information appears in the fold area of that screen.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Information.

From the Tenant and Lease Information menu (G1511), choose DBA Information.

Figure 14–1 DBA Information screen



14.1 Add DBA Information

To add DBA information for a lease

1. Choose Add in the Action Code field.
2. Type the related information in the Lease Number, Building Number, and Unit No fields.
3. Type the DBA number in the Doing Business As field.
4. Type the name in the DBA name field.
5. Press Enter.

The DBA Processing Code field in the Real Estate Management Constants file (F1510) controls whether the system requires an address number for the DBA number. If it is required, the address must first be set up on the Tenant Information screen so it exists in the Address Book Master file (F0101). Such a requirement is important if complete address and reporting code information is needed for the business trade name.

14.2 Display DBA Information

To display the DBA information for a specific lease

1. Choose Inquire in the Action Code field.
2. Type the related information in the Lease Number, Building Number, and Unit No fields.
3. Press Enter.

You can also display existing DBA information with the page up/page down keys. Each time you press a page up/page down key, the screen displays a different DBA number and the information related to it.

Note: JD Edwards World recommends that you leave the Action Code field blank when you display DBA information with the page up/page down keys. You can affect the information on the screen if you type an action code and press a key other than a page up/page down key.

14.3 Change Displayed DBA Information

To change the information you have displayed, choose Change in the Action Code field, type the new information, and then press Enter.

14.4 Delete Displayed DBA Information

To delete the information you have displayed, choose Delete in the Action Code field and then press Enter.

DBA Information Listing

This chapter contains these topics:

- [Section 15.1, "DBA Information Listing Report,"](#)
- [Section 15.2, "DBA Information Listing Procedures."](#)

This report lists "doing business as" (DBA) information, which relates to the trade name of a business that is different from the legal name or the name of the parent organization. It is based on the DBA Master file (F15018). Processing options do not exist for this report.

Navigation

From the Real Estate Management System menu (G15), choose **Tenant and Lease Information**.

From the **Tenant and Lease Information** menu (G1511), choose **DBA Information Listing**.

15.1 DBA Information Listing Report

Figure 15-1 DBA Information Listing Report

15018F		J. D. Edwards & Company			Page	-	1
		DBA Master Listing by Name			Date	-	5/29/03
DBA No	DBA Name	Lease No	Building No	Unit No			
6398		1859	15020	1201			
111060	jeanne's market	22098	15020	1104			
92876	English Imports	18968	15020	202			
92876	English Imports	18624	15020	201			
92876	English Imports	18624	15020	202			
70166	Kenny's Market	1888	15020	1201			
262891	Out of Print Collectable Books	15173	15020	201			

15.2 DBA Information Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Part III

Manual Billing

This part contains these chapters:

- Chapter 16, "Manual Billing Process,"
- Chapter 17, "Manual Billing Entry,"
- Chapter 18, "Extended Invoice Text,"
- Chapter 19, "Manual Billing Journal Review,"
- Chapter 20, "Print Billing Edit/Register,"
- Chapter 21, "Post Invoices,"
- Chapter 22, "G/L Transaction Generation,"
- Chapter 23, "General Journal Review,"
- Chapter 24, "Print Invoices,"
- Chapter 25, "Print Statements,"
- Chapter 26, "Print Statements - Enhanced."

Manual Billing Process

This chapter contains these topics:

- [Section 16.1, "Create Manual Billings,"](#)
- [Section 16.2, "Review and Approve Billings,"](#)
- [Section 16.3, "Post Billings,"](#)
- [Section 16.4, "Review Posted Billings,"](#)
- [Section 16.5, "Print Invoices and Statements,"](#)
- [Section 16.6, "Process A/P Vouchers."](#)

This chapter is an overview of the manual billing process, which you use to bill tenants for one-time charges such as improvements, supplies, postage, promotions, and repairs specific to a given tenant. It is a single cycle in which you use processing options to specify such features as batch controls and tax processing. It also includes a text feature that lets you attach extended text to an invoice.

For each batch of documents that you create, the process actually involves two batches. They have the same batch number, but different batch types. The batch type is 1 for all unposted documents, which are kept in the Tenant/Lease Billings Detail file (F1511). When you post the batch, the system first creates documents for the G/L Account Ledger file (F0911) and either the A/R Account Ledger file or A/P Account Ledger file (F0311 and F0411, respectively). At this point, the batch type is now 2 for tenant A/R invoices and / (forward slash) for tenant A/P vouchers.

The flexibility of the Real Estate Management system lets you process A/P vouchers with the same screens related to manual billings. Because the system processes them separately, however, you cannot create invoices and vouchers within the same batch.

Caution: In order to process invoices for a lease, the Lessee Flag field in the Tenant/Lease Master file (F1501) must be blank for the lease. The field must contain 1 or Y (Yes, allow A/P vouchers) to process vouchers for a lease. After the system has created billings for a lease, do not change this field.

16.1 Create Manual Billings

Before you add a manual billing, set up the following information:

- Real Estate management constants and user defined codes
- Facility, tenant, and lease information
- General accounting and accounts receivable constants

- Bill codes with their automatic accounting instructions (AAs)

16.1.1 Manual Billing Entry

This screen lets you enter A/R invoices manually rather than have the system create them automatically through the recurring billing or other extraordinary billing processes. You can also use the screen to work with existing invoices without regard to how they were created, whether manually or automatically.

16.1.2 Extended Invoice Text

This screen lets you set up and work with free-form text for an invoice such as billing information, payment terms, and so on. The screen makes unlimited lines available for the text, which can be printed on the invoice.

16.2 Review and Approve Billings

The batch review and approval facility is a paperless alternative to the traditional journal reports and includes three levels of detail:

1. At the first level, you can review and approve batches of transactions. From the list of batches, you can choose a specific batch and display the next level of detail.
2. At the second level, you can review all the documents in a batch. The system provides general information for each document. From this list, you can choose a specific document and display the next level of detail.
3. At the third level, you can review or change the detail in a document.

16.2.1 Manual Billing Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of transactions for posting. From this screen, you can access the other two levels of detail. This series of screens displays and updates information in the Batch Control Records file (F0011) and the Tenant/Lease Billings Detail file (F1511).

16.2.2 Print Billing Edit/Register

The system initially assigns a status of Error to all batches of invoices in the Tenant/Lease Billings Detail file. When you run Print Billing Edit/Register for a batch, the system verifies the invoices against other system information and changes the status of the batch to Pending or Approved. The status to which it changes depends on how the Manager Approval of Input field is set in the General Constants file (F0009). If an error exists or if a manual review is required for a document, the batch retains a status of Error.

The system also prints a report that can include a list of the transactions, total amounts, errors, and warnings.

16.3 Post Billings

16.3.1 G/L Transaction Generation

Prior to posting, all A/R invoices are placed in the Tenant/Lease Billings Detail file. When you submit documents for posting, the system automatically runs a DREAM

Writer version of the G/L Transaction Generation program (P15199), which does the following:

- Associates the blank Lessee Flag field for the lease with the bill codes for the invoices to identify the automatic accounting instructions (AAIs).
- Creates the A/R and G/L detail transactions and updates the balances in the Lease Financial Summary file (F1520).
- Creates a batch of cash receipts for automatic prepaid application if the processing options are set accordingly.
- Marks the documents in the Tenant/Lease Billings Detail file as posted.

16.3.2 Post Invoices

For invoices, the version of the post program in the Real Estate Management system does the following:

- Runs a DREAM Writer version of G/L Transaction Generation (P15199).
- Selects unposted invoices from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

You must set up the Batch Type Selection processing option for tenant A/R invoices (batch type 2).

16.4 Review Posted Billings

16.4.1 Manual Billing Journal Review

This screen and its three levels of review let you review the pay items for an invoice and verify that they are posted. However, you cannot use this screen to view the accounting distribution entries. To view these entries, you begin with the General Journal Review screen.

16.4.2 General Journal Review

From this screen, three levels of journal entry information are available for posted A/R and G/L transactions. The screen, which is the first level of detail in the review process, lets you review batches of transactions with their balancing detail. From the second and third levels, you can also exit to the Journal Entries screen to view the accounting distribution for a transaction.

In order to view tenant A/R invoices, you must specify batch type 2 for a processing option.

16.5 Print Invoices and Statements

You use the Print Invoices program to print an invoice that includes information created during the billing process. You use the Print Statements program to print many kinds of customer statements that include posted A/R information such as an account summary, current balance due, aging amounts, and so on. To ensure that all the information is current, verify that you have posted all invoices before you print statements.

16.6 Process A/P Vouchers

You can use the manual billing process for A/P vouchers in much the same way as A/R invoices. The programs are used in conjunction with the Accounts Payable system. To process vouchers, note the following:

- In addition to the setup for manual billings, you must also set up the accounts payable constants and set the Lessee Flag field in the Tenant/Lease Master file to 1 or Y (Yes, allow A/P vouchers) for the related leases.

Caution: After the system has created vouchers for a lease, do not change this field.

- You enter vouchers on the Manual Billing Entry screen the same way you enter invoices. Remember that you cannot create invoices and vouchers within the same batch. You also use the Manual Billing Journal Review screen and Print Billing Edit/Register the same way you use them for invoices.
- For Post Invoices, you must set up the Batch Type Selection processing option to batch type / (forward slash) for tenant A/P vouchers. The system works with the following files: G/L Account Balances, G/L Account Ledger, and A/P Account Ledger.
- With G/L Transaction Generation, the system uses the code (Y or 1) in the Lessee Flag field for the lease with the bill codes for the vouchers to identify the AAIs and creates the A/P and G/L detail transactions.
- For the General Journal Review screen, you must specify batch type / (forward slash) for a processing option in order to view tenant A/P vouchers.
- After you have posted and reviewed the vouchers, you use the Accounts Payable system to print payments and other related A/P reports.

Manual Billing Entry

This chapter contains these topics:

- [Section 17.1, "Add a Billing,"](#)
- [Section 17.2, "Display Invoice Information,"](#)
- [Section 17.3, "Change Unposted Invoice Information,"](#)
- [Section 17.4, "Delete Unposted Invoice,"](#)
- [Section 17.5, "Void Posted Invoice,"](#)
- [Section 17.6, "System-Generated Billings,"](#)
- [Section 17.7, "Error Status,"](#)
- [Section 17.8, "Processing Options,"](#)
- [Section 17.9, "Batch Control,"](#)
- [Section 17.10, "Taxes,"](#)
- [Section 17.11, "Guidelines."](#)

The Manual Billing Entry screen lets you enter A/R invoices manually rather than have the system create them automatically through the recurring billing and extraordinary billing processes. For example, you would use this screen to bill for tenant improvements, supplies, postage, promotions, and repairs specific to a given tenant. You can also use it to work with existing invoices without regard to whether they were created manually or automatically. The journal review process for manual billing includes this same screen, but under a different name, Billings Detail Modifications.

The billing information is stored in the Tenant/Lease Billings Detail file (F1511).

The screen is available in the following three formats:

- Standard invoice entry
- Invoice entry related to tax processing
- Invoice entry related to discounts

Though the fields are the same for these formats, their locations on the screen are different. This difference makes it easier to type the information for certain kinds of invoices. For invoices with items that have different tax rates, use the format related to taxes. For example, changing the locks for a tenant might involve materials that are taxed at 10%, but labor that is exempt. For invoices with items that are discounted at different rates, use the format related to discounts. For example, changing the locks for a tenant might involve materials that are discounted at 10%, but labor that is not.

However, if the invoices do not involve taxes or discounts, you would use the standard format. You use function keys to display the format that best suits the type of invoice you want to enter.

You can also use this screen to enter A/P vouchers. In addition to the setup for manual billings, you must set up the accounts payable constants and set the Lessee field in the Tenant/Lease Master file (F1501) to 1 or Y (Yes, allow A/P vouchers) for the related lease. Because the system processes invoices and vouchers separately, you cannot create them within the same batch.

For an overview of the billing process, see [Chapter 16, "Manual Billing Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Manual Billing Entry.

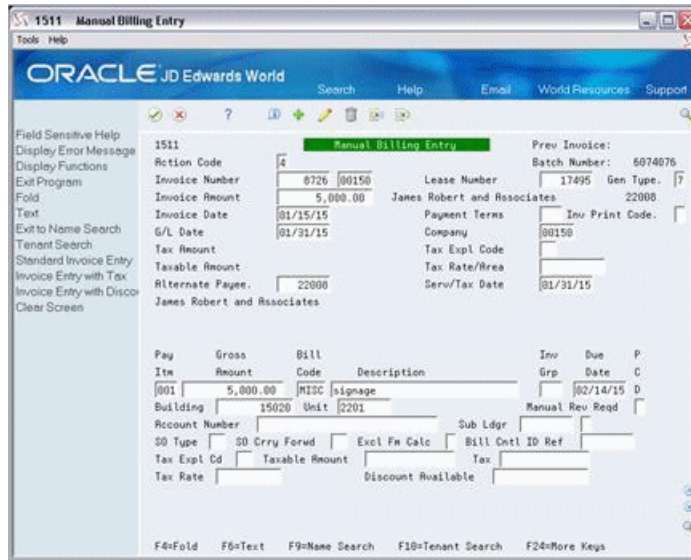
Note: When batch control is turned on, the Batch Entry and Status screen appears each time you choose and exit the Manual Billing Entry screen.

When you choose Manual Billing Entry, the system automatically displays the standard format for that screen

Figure 17-1 Manual Billing Entry screen

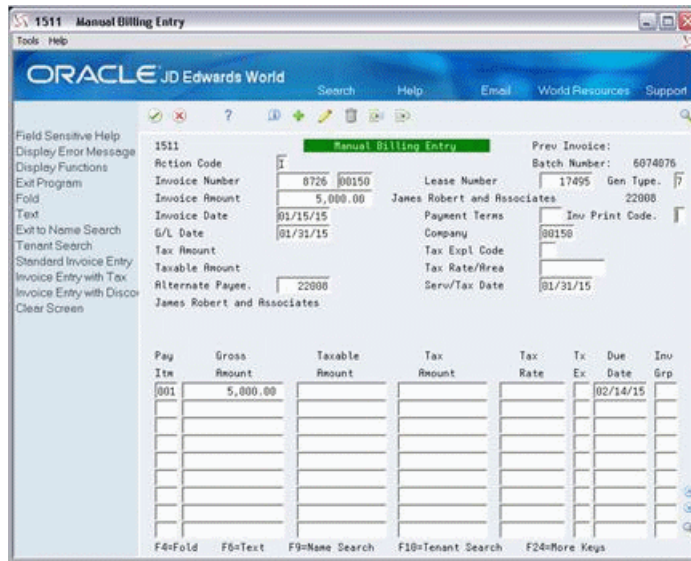
Fold Area:

Figure 17–2 Manual Billing Entry (Fold Area) screen



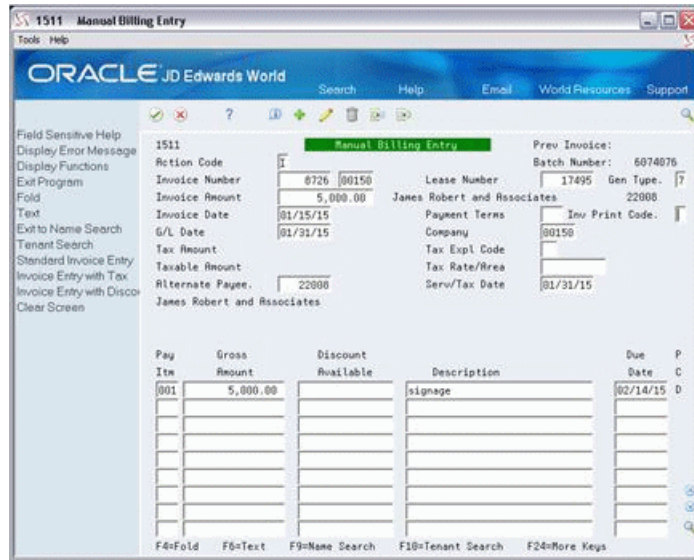
When you select the function key exit for Invoice Entry with Tax or press F18, the screen displays the format related to tax processing.

Figure 17–3 Manual Billing Entry (Tax) screen



When you select the function key exit for Invoice Entry with Discount press F19, the screen displays the format related to discounts.

Figure 17-4 Manual Billing Entry (Discounts) screen



17.1 Add a Billing

To add a billing, choose the Add action, type the appropriate information, and press Enter. The following information is the minimum required:

Lease number Invoice date

Generation type 7 G/L date

Invoice amount Bill code

You can manually assign the invoice number or let the system automatically assign it through the Next Numbers facility.

17.2 Display Invoice Information

To display the information for an invoice, choose the Inquire action, type the invoice number in the Invoice Number field, and then press Enter.

Note: To change screen formats with a function key, JD Edwards World recommends that the screen be in the inquiry mode. If you have typed information in the add or change mode and change formats before you press Enter, the new information is lost.

17.3 Change Unposted Invoice Information

To change the information for an unposted invoice that you have displayed, choose the Change action, type the new information, and press Enter. If you must change the invoice number, lease number, or generation type, delete the invoice and add a new one with the correct information. The system does not keep an audit trail of any changes to an unposted invoice.

For a posted invoice, you cannot change the original information, but you can still use this method to add pay items to it. In this case, you must approve and repost the batch.

To change the invoice amount, you must change both the Invoice Amount and the Gross Amount fields.

17.4 Delete Unposted Invoice

To delete an unposted invoice that you have displayed, choose the Delete action and then press Enter. The system does not keep an audit trail of the deleted invoice.

You cannot delete a posted invoice.

17.5 Void Posted Invoice

You cannot void a posted invoice. However, you can add reversing pay items to it. For example, suppose you incorrectly billed a tenant \$100 for damage repairs. Because the invoice is posted and you cannot void it, you would add a reversing pay item for the amount of -\$100 to the original invoice. When you repost the batch, this reduces the invoice balance to \$0 and corrects the billing error.

To reverse a posted Invoice:

From Tenant A/R Ledger Inquiry locate the invoice for this tenant. Enter a 1 in option field for invoice to view. On Billing Details Modifications (P1511, change the Invoice Amount in the header section to zero, then add a negative line for each line in the invoice. Use the Change Action. Next, verify the batch is in Manual Billing Journal Review. Run the Print Billing Edit/Register to approve the batch. Post the batch.

17.6 System-Generated Billings

The system uses seven generation types to create billings. A manual billing is generation type 7, while types 1 - 6 are for the following system-generated billings:

1. Recurring billing
2. Expense participation
3. Sales overage
4. Escalation
5. Fees and interest
6. Estimated expense participation

A processing option for the Manual Billing Entry screen controls whether you can use it to do the following:

- View, change, and delete an unposted, system-generated invoice.
- View and change a posted, system-generated invoice.

Note that for generation types 5 and 6, the system does not create billings that can be viewed on the Manual Billing Entry screen. For more information about a specific type of billing, see the respective section in this guide. For more information about generation types, see [Chapter 22, "G/L Transaction Generation"](#) in this guide.

Caution: If you use the Manual Billing Entry screen to add an invoice or voucher for any generation type other than 7, the system does not update the Billings Generation Control Master file (F15011). For more information, see [Chapter 154, "Billing Control Information"](#) in this guide.

17.7 Error Status

When you use the Manual Billing Entry screen to add or change a batch of invoices, the system assigns a status of Error to the batch. You must run Print Billing Edit/Register to change the status to Pending or Approved.

When Y (Yes) displays in the Manual Rev Req'd field for a manual billing, a manual review is required for that billing. This condition protects the status of Error for the billing and the system prints a warning on the Billing Edit/Register Report that the invoice cannot post. In this case, the Manual Rev Req'd field must first be changed from Y to a blank before the status can be changed.

17.8 Processing Options

See [Section 186.4, "Billing Modifications / Manual Entry \(P1511\)."](#)

17.9 Batch Control

Batch control, which is optional, is controlled by the Batch Controlled Required (Y/N) field on the Accounts Receivable Constants screen. When the field is set to Y (Yes), the Batch Entry and Status screen appears each time you choose and exit the Manual Billing Entry screen. This screen, which updates the Batch Control Records file (F0011), lets you verify the number and total amount of the documents you include within a batch.

An out-of-balance condition exists when there is a difference between the Total Expected and Total Entered fields. Such a condition does not prevent posting the batch because the batch control is only informational. One exception to this occurs with the following setup:

- The Post Out of Balance (Y/N) field on the General Accounting Constants screen is set to N (No).
- The Intercompany Settlements (Y/N/D) field on the General Accounting Constants screen is set to Y (Yes) or D (Detail).

For more information, see the *JD Edwards World Accounts Receivable Guide*.

17.10 Taxes

Each tax area can be assessed taxes by different tax authorities for different purposes and tax rates. The system automatically supplies the tax explanation and tax rate/area codes for a tenant from either the Customer Master file (F0301) or Supplier Master file (F0401). You can also manually assign a different tax rate/area code on the Manual Billing Entry screen. To calculate the tax amount, the system uses the tax rates defined in the Tax Areas file (F4008), which you update from the Tax Area/Rate Information screen.

The Real Estate Management system, provides the tax explanation code AR, which has a special function. When you specify that code with a tax rate/area code, the system creates a separate pay item for each tax on the invoice.

For example, suppose you charge a county tax of 2% and a city tax of 3% on an invoice with a taxable amount of \$1,000, and you want to show each tax as a separate pay item. As a part of the billing information in the upper part of the screen, type AR in the Tax Expl Code field and the appropriate code in the Tax Rate/Area field. When you press Enter, the system automatically creates two additional pay items for the tax information. The resulting invoice has the following three pay items: \$1,000 for the

invoice, \$20 for the county tax, and \$30 for the city tax. If the tax explanation code AR is not used, the resulting invoice has only one pay item for \$1,000.

If more than one pay item is taxable, the system creates separate tax information for each pay item. An invoice charging county and city tax on three pay items, for example, has an additional six tax-related pay items.

To control tax processing, you can use either the Tax Suppress field on the P.M. System Constants screen or the processing options for the Manual Billing Entry screen. For more information about tax processing, see [Chapter 181, "Tax Rate/Area Information"](#) in this guide.

17.11 Guidelines

- Before you add a manual billing, set up the following information:
 - Facility, tenant, and lease information
 - General accounting and accounts receivable constants and user defined codes
 - Bill codes with their automatic accounting instructions (AAIs)
- The system automatically assigns document type RN to any A/R invoice that you add or change with the Manual Billing Entry screen. Likewise, the document type assigned to an A/P voucher is PQ.
- The same invoice number cannot be assigned to more than one invoice for the same company and document type. For different companies, however, duplicate numbers may exist. To differentiate between them, in this case, you specify the key company in the untitled field to the right of the Invoice Number field.

If this field is blank when you inquire on an invoice number that exists for more than one company, the Document Inquiry window appears. You use the window to choose the invoice for the correct company.

- If extended text exists for an invoice, the word Text is displayed and highlighted to the right of the Invoice Number field.
- If you do not assign a code to the Payment Terms field, the system supplies the code from the terms for the lease in the Tenant/Lease Master file.
- You use the Manual Billing Entry screen to manually update the carry forward amounts related to sales overage. For more information, see [Chapter 81, "Minimum/Maximum Rents and Recoveries"](#) in this guide.

Extended Invoice Text

This chapter contains these topics:

- [Section 18.1, "Add and Change Invoice Text,"](#)
- [Section 18.2, "Display Invoice Text,"](#)
- [Section 18.3, "Delete Extended Text."](#)

The Extended Invoice Text screen lets you set up and work with free-form text for an invoice such as billing information, payment terms, and so on. The screen makes unlimited lines available for the text, which can be printed on the invoice. When text exists for an invoice, the Manual Billing Entry screen displays and highlights the word Text to the right of the Invoice Number field. The information is stored in the Extended Invoice Text file (F1516).

A processing option for the Print Invoices program controls whether the system prints the text on the invoice.

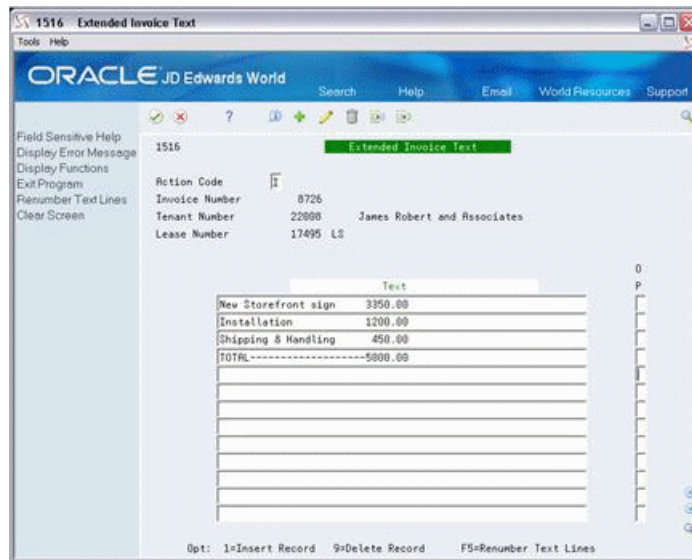
For an overview of the billing process, see [Chapter 16, "Manual Billing Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Manual Billing Entry. From the Manual Billing Entry screen, Choose 'Text' from the function key exit or press F6.

Figure 18–1 Extended Invoice Text screen



18.1 Add and Change Invoice Text

You can use the Add action or Change action to add and change text.

When you add and change text, note the following:

- To insert a blank line for text, type 1 in the OP (Option) field of the text line to precede the new line and press Enter. The system lets you use option 1 with either I (Inquire) or C in the Action Code field.
- When you enter text on the Log Text Information screen, the system assigns a sequence number to each line of text. Because of these numbers, which are not visible to the user, the system might give you an error when you try to insert a new line.

To bypass the error, press Field Exit to blank out the OP field and press F5. The system renumbers the sequence to let you insert the new line.

Note: JD Edwards World recommends that you always press F5 after you have entered new lines of text. This updates the numbering sequence of the lines in case you want to insert more lines in the future.

18.2 Display Invoice Text

To display the text for the log line identified on the screen, choose Inquire in the Action Code field and then press Enter.

18.3 Delete Extended Text

There are two methods that you can use to delete extended text:

- To delete all the text for a log line, choose Delete in the Action Code field and then press Enter.

- To selectively delete lines of text, choose Change in the Action Code field, type 9 in the option field of one or more text lines, and then press Enter.

Manual Billing Journal Review

This chapter contains these topics:

- [Section 19.1, "Review a Manual Billing Batch,"](#)
- [Section 19.2, "Review the Invoices in a Batch,"](#)
- [Section 19.3, "Review an Invoice,"](#)
- [Section 19.4, "Approve a Billing Batch,"](#)
- [Section 19.5, "Processing Options,"](#)
- [Section 19.6, "Guidelines."](#)

The batch review and approval facility lets you review transactions at the following three levels of detail:

- General review of a batch
- General review of the documents in a batch
- Detailed review of a document

The Manual Billing Journal Review screen, which is the first level in the review process, lets you review and approve batches of transactions for posting. From this screen, you can access the other two levels of detail. The third level also lets you make minor corrections to the transactions. This series of screens displays and updates information in the Batch Control Records file (F0011) and the Tenant/Lease Billings Detail file (F1511).

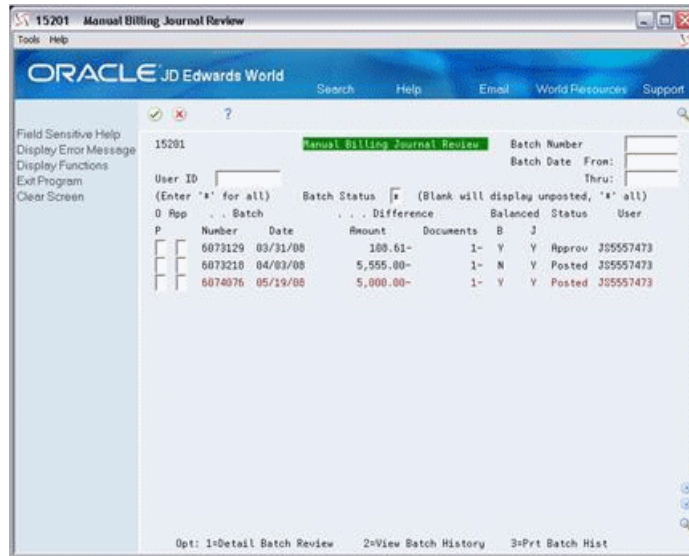
The screen has a processing option that limits the batch selection to one generation type.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Manual Billing Journal Review.

Figure 19–1 Manual Billing Journal Review screen



19.1 Review a Manual Billing Batch

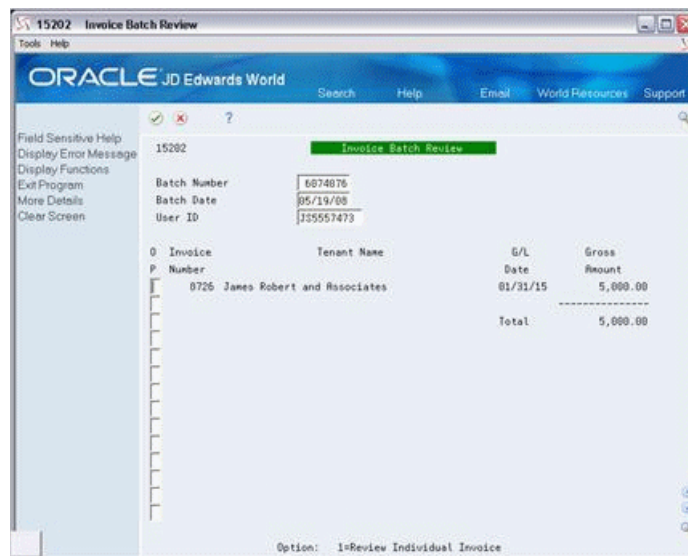
To display a list of batches, type the appropriate information in one or more of the fields in the upper part of the screen and press Enter. The screen displays the batches that match the values you enter. When you enter more values in combination, the search is more specific.

Note: To limit the display by date, you must use both the Batch Date From and Thru fields.

19.2 Review the Invoices in a Batch

To review the invoices in a batch that is displayed on the Manual Billing Journal Review screen, type 1 in the OP (Option) field for that batch and press Enter. The Invoice Batch Review screen appears.

Figure 19–2 Invoice Batch Review screen



This screen, which displays the header information for each invoice in a batch, is the second level in the review process.

19.3 Review an Invoice

To review the current information for an invoice that is displayed on the Invoice Batch Review screen, type 1 in the OP field for that invoice and press Enter. The Billings Detail Modifications screen appears. This screen, which is identical to the Manual Billing Entry screen, is the third level in the review process.

If you add or change an invoice at this point, note the following:

- For a new invoice, the system does not create a new batch. The invoice is in the existing batch.
- If the batch is already posted, the batch status changes from posted to error. Therefore, you must run Print Billing Edit/Register and approve the batch before you can repost it. When you repost the batch, the invoice that you have worked on is the only one posted.

You can also use this screen to identify an error in a batch. Beginning at the Invoice Batch Review screen, perform the following steps for each invoice in the batch: exit to the Billings Detail Modifications screen, type C (Change) in the Action Code field, and press Enter. If the invoice contains an error, the system highlights the field in question and gives you an error message. This method of troubleshooting is helpful in addition to the Billing Edit/Register report.

19.4 Approve a Billing Batch

In the Real Estate Management system, the system assigns a status of Error to the batch of billings that you enter. In order to post it, you must change the status to Approved. Note the following:

- You must first run Print Billing Edit/Register, which changes the status to Pending or Approved. The status to which it changes depends on how the Management Approval of Input field is set in the General Constants file (F0009).

- If Y (Yes) displays in the Manual Rev Req'd field of a pay item for a billing, a manual review is required for that billing. This condition protects the status of Error for the billing and causes the system to print a warning on the Billing Edit/Register report. In this case, the Manual Rev Req'd field must first be changed from Y to a blank before you can change the status. For more information, see [Chapter 16, "Manual Billing Process"](#) in this guide.
- You can set up security so a user can only review batches and not approve them. For more information about batch security, see the *JD Edwards World Technical Foundation Guide*.

19.5 Processing Options

Processing option 1 requires explanation in addition to what you see on the screen. You must set this option to generation type 7 to review batches of manual billings.

19.6 Guidelines

- The batch total takes into account any credit amounts included in that batch.
- When you do not use batch control, the Difference Amount and Difference Documents fields usually contain negative numbers. For more information about batch control, see [Chapter 16, "Manual Billing Process"](#) in this guide.
- To view the accounting distribution for a posted invoice, you must use the Journal Entries screen. You can access this screen through the journal review process beginning with the General Journal Review screen.
- You can delete an unposted batch of invoices or vouchers with the Batch Delete program. However, you cannot delete a batch of documents that has been posted.
- For an overview of the billing process, see [Chapter 16, "Manual Billing Process"](#) in this guide.

Print Billing Edit/Register

This chapter contains these topics:

- [Section 20.1, "Billing/Edit Register Report,"](#)
- [Section 20.2, "Procedures for the Billing/Edit Register,"](#)
- [Section 20.3, "Processing Options,"](#)
- [Section 20.4, "Guidelines."](#)

The system initially assigns a status of Error to all batches of documents in the Tenant/Lease Billings Detail file (F1511). When you run Print Billing Edit/Register for a batch, the system verifies the invoices against other system information which results in one of the following:

- If no errors exist and if a manual review is not required for a document, the system changes the Error status to Pending or Approved. The status to which it changes depends on how the Management Approval of Input field is set in the General Constants file (F0009). When the field is set to N (No), the system changes the status to Approved. When the field is set to Y (Yes), the system changes the status to Pending.
- If an error exists within a batch, then the batch retains a status of Error. After you have corrected all the errors, you must run Print Billing Edit/Register again.
- If a manual review is required for a document, then the batch retains a status of Error. After the document has been reviewed, blank out the Manual Rev Req'd field for that document on the Manual Billing Entry screen. You must then run Print Billing Edit/Register again.

This program has processing options that control how the system processes the information. It also prints a report that can include a list of the transactions, total amounts, errors, and warnings.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Print Billing Edit/Register.

This program is also a selection on the following menus:

- Recurring Billing (G1521)
- Sales Overage (Percent Rent) (G1522)
- Expense Participation (CAM) (G1523)
- E.P. with Calculation Revisions (G15231)

- Escalations (CPI) (G1524)
- Fees and Interest (G1527)

Note: All programs that automatically create billings, except for Fee and Interest Generation, have a processing option that controls whether the system automatically runs the Billing Edit/Register as part of the generation.

20.1 Billing/Edit Register Report

Figure 20–1 Billing/Edit Register

15300 J.D. Edwards & Company										Page	-	1
Billing Edit/Register										Date	-	5/29/08
Manual Invoices										Invoice Date	-	01/15/15
Batch Number	6074803											
Invoice Number	Tenant Name/Alternate Payee	Lease/Unit	Bill. Group/Building	G/L Date	Co.	Business Unit	Bill T	Description	Pay	Gross		
				Due Date	Mo.	Obj	Sub	Code Y	Remark	Tax	Amount	
8748	James Robert and Ass	17495	15020	01/15/15	150	15020	MISC		Manual Invoice	001	5,000.00	
	James Robert and Ass 2201		15020	02/14/15		5390			painting			
	The offset business unit defined in the AAI is blank.											

											5,000.00	

											5,000.00	

											5,000.00	

											5,000.00	

											Sum of absolute values of gross amounts	5,000.00
											for cross-check with posting journal	
											Warning in batch - Batch will post.	

20.2 Procedures for the Billing/Edit Register

When you choose the program from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

20.3 Processing Options

See [Section 186.5, "Billing Edit/Register - A/R Fee & Intrst \(P15300\)."](#)

20.4 Guidelines

- The following items relate to the Data Selection screen for the DREAM Writer version:
 - The following data fields are required on the Data Selection screen for the DREAM Writer version: Generation Type.
 - JD Edwards World recommends that you create a different DREAM Writer version for each billing process by specifying the respective generation type. For more information about generation types, see [Chapter 16, "Manual Billing Process"](#) in this guide.
- The Invoice Date field on the report contains the invoice date from the first document in the batch.
- The TY (Bill Type) field relates to recurring billings and specifies whether the bill code line is a true billing or an accrual billing. For more information, see [Chapter 73, "Recurring Billing Information"](#) in this guide.
- The following are true about the Description Remark column:

- It contains a description of the generation type for each invoice. For example, a manual billing is generation type 7 and a recurring billing is type 1. For these two types, the system supplies the descriptions Manual Invoice and Recurring Billing, respectively.
- It also contains the description from Description (DL01) of the Billing Detail record
- The following are true about total amounts:
 - The sum of the absolute values is the total of the gross amounts without regard to their being positive or negative. You can compare this total with the total of the debits or credits on the Posting Journal to verify its accuracy. For more information about the Posting Journal, see [Chapter 21, "Post Invoices"](#) in this guide.

Note: The total of the absolute values is valid only when the A/R constants or A/P constants are set to post in detail to the general ledger.

This chapter contains these topics:

- [Section 21.1, "Posting Process,"](#)
- [Section 21.2, "Post Invoices Procedures,"](#)
- [Section 21.3, "Processing Options,"](#)
- [Section 21.4, "Guidelines."](#)

The Real Estate Management system has its own version of the posting program. This chapter describes the posting process for invoices and vouchers and how it creates the automatic offset entries to the general ledger.

Prior to posting, all the A/R invoices and A/P vouchers are placed in the Tenant/Lease Billings Detail file (F1511). When you submit documents for posting, the system runs a DREAM Writer version of the G/L Transaction Generation program (P15199), which creates the A/R, A/P, and G/L transactions. At this time, it also marks the documents as posted in the Tenant/Lease Billings Detail file. After creating the transactions, the system begins the posting process.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Post Invoices. The system displays the Post Invoices screen with a list of processing options.

Different versions of the post program are also available on other menus in the Real Estate Management system.

21.1 Posting Process

The posting process includes the following two parts: pre-post and post.

21.1.1 Pre-Post

During the pre-post, the system performs the following tasks:

- Selects the transactions from the G/L Account Ledger file (F0911) that are both approved and unposted. Processing options control this.
- Verifies each transaction for the following:
 - Whether the account exists in the Account Master file (F0901) and is a posting account.
 - Whether the business unit exists in the Business Unit Master file (F0006).

- Whether the G/L date is valid.
- Whether the intercompany accounting is balanced.
- Verifies that the batches are approved and journal entries are in balance.

Note: Batch control balancing does not prevent posting.

- Changes the status of a batch to Error if any transaction within the batch is in error. An error condition prevents a batch from posting.
- Prints the Posting Edit Report, which shows any batch errors that exist. The system prints the report in batch sequence.

21.1.2 Post

During the post, the system performs the following tasks for any batches that have completed the pre-post without an error:

- Gets the automatic offset method, summary by batch, summary within a document, or detail by document from the General Constants file (F0009).
- Collects and posts the automatic offset amounts for the invoices.
- Posts the transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the following files:
 - G/L Account Ledger
 - Batch Control Records
 - Either the A/R Account Ledger (F0311) or A/P Account Ledger file (F0411)

The posted codes in the three files are P, D, and D, respectively.

- Creates the automatic offsets to either A/R or A/P.
- Posts the tax entries.
- Performs intercompany settlements, if requested, for ledger type AA only.
- Updates the Sales/Use/VAT Tax file (F0018). A processing option controls whether the system updates this file.
- Prints one of the two following reports depending on the final posting status of the batch:
 - For batches that post, the Posting Journal lists the transactions posted to the G/L Account Balances and Account Ledger files. A processing option controls whether the system prints the Posting Journal.
 - For batches that do not post because of balancing problems, the Detail Post Error report lists the detail transactions, which you can use to identify the problem.

21.2 Post Invoices Procedures

During the posting process, you perform the following tasks:

1. Review and approve the batches of documents.
2. Set the processing options.

3. Submit the batches for posting.
4. Review the edit reports.
5. Review the posted invoices or vouchers.

21.2.1 Review and Approve the Batches

A batch must have a status of Approved before you can post it. For information about this step, see [Chapter 19, "Manual Billing Journal Review"](#) and [Chapter 20, "Print Billing Edit/Register"](#) in this guide.

21.2.2 Set the Processing Options

When you choose Post Invoices from the menu, the Post Invoices screen appears, displaying a list of processing options. These options control how the system processes the information. Review them and make any necessary changes.

21.2.3 Submit the Batches for Posting

After you have set the processing options, press Enter. The system submits the job for processing and returns you to the menu, which displays the message Post Invoices submitted to batch. To return to the menu without submitting a job, press F3.

Caution: While the posting process is in progress, note the following:

- Do not make any changes to the information involved in the process such as the Account Master file, AAIs, A/R or A/P constants, and the processing options.
 - Do not stop the posting process.
-
-

21.2.4 Review the Edit Reports

The system always prints the Posting Edit Report, which lists each error that exists within a batch. If the batch has no errors, the report shows the batch number, batch date, and the message *****NO ERRORS***** Batch will post.

Figure 21-1 Posting Edit

09800		J.D. Edwards & Company				Page	1
		General Ledger Post - Property Managm't				Date	05/29/08
		Posting Edit Report					
Create Intercompany Settlements: *							
Batch	Batch	Account Number	Input	G/L Date	Doc	Document	JE Line
Number	Date	Account ID		Subldgr	Ty	Number	Number
							Error Messages
6074202 05/29/08							***NO ERRORS*** Batch will post.

If a batch is out of balance, the system not only identifies the error on the Posting Edit Report, but it also prints the Detail Post Error report. This report includes detail similar to the Posting Journal except with information that has not been posted. You use the information to determine the cause of the balancing error. An error on the report must be corrected before you attempt to post the batch again because the system does not post any batch with an error.

21.2.5 Review the Posted Invoices

Posting Journal

For batches that posted, the Posting Journal lists the automatic offsets for the invoice and voucher transactions. These offsets debit the receivable account according to its respective AAI, which is RC, or the payable account according to its respective AAI, which is PC. A processing option controls whether the system prints the Posting.

The offset transactions have the following characteristics:

Figure 21-2 Posting Journal

J.D. Edwards & Company										Page	1	
General Ledger Post - Property Managm't										Date	05/29/08	
09801	Batch Type	- 2										
	Batch Number	- 6074903										
	Batch Date	- 05/29/08										
Posting Journal												
Post Out of Balance :												
Create Intercompany Settlements: *												
Doc	Document	G/L	Co	Account Description	G/L Account	Subidgr-Ty/Asset Number	Debit	Amounts	Credit	LT	Units	JE Line Number
RM	8748	01/15/15	00150	Miscellaneous Revenue	18020.8890				5,000.00-	AA		.1
	00150			James Robert and Associates								
				painting								
AE	6074903	01/31/15	00150	Tenant Receivables	18020.1211		5,000.00			AA		1.0
	00000			Post Offset by Bato 2 06074903								
Batch Total								5,000.00		5,000.00-	AA	

- Document type - A/R document types are RN for manual billings, RD for recurring billings, and AE for automatic entries. A/P document types are PQ for manual billings, PF for recurring billings, and AE for automatic entries.
- Document number - If the A/R or A/P constant for the offset method is B, the document number is the same as the batch number assigned to the document. If the constant is D or S, the number is the invoice number or voucher number.
- Explanation - For automatic entries (document type AE) related to A/R batches, the explanation is usually Post Offset by Batch 2XXXXXXXXX. It is usually Post Offset by Batch /XXXXXXXXX for automatic entries related to A/P batches. The batch number replaces the character string XXXXXXXXX.

The explanation for other types of entries includes the tenant name and the description of the bill code.

The Posting Journal also lists the automatic offsets for VAT. These offsets have a document type AE and other information similar to the A/R offset. The amount is the VAT amount.

Online Review

In addition to the Posting Journal, the following screens are available for an online review:

- Manual Billing Journal Review - You can review the pay items for an A/R invoice and verify that they are posted. However, you cannot use this screen to view the automatic offsetting entries. The processing option for this screen controls the generation type of the billings that you can actually review such as 7 for manual billings and 1 for recurring billings.
- General Journal Review - Depending on the processing option for this screen, you can access different levels of review for an A/R or A/P batch, its documents, and their related accounting distribution.

21.3 Processing Options

See [Section 186.6, "General Ledger Post \(P09800\)."](#)

21.4 Guidelines

- You can set up security that controls the approval and posting of batches by a user. There is a separate constant for this in the General Accounting, Accounts Receivable, and Accounts Payable systems. If a user is secured from one of those systems and not the other, an out-of-balance posting condition and G/L error could occur because the Real Estate Management system updates both G/L and A/R (or G/L and A/P). For more information about batch security, see the *JD Edwards World Technical Foundation Guide*.
- You must ensure that all post menu selections are routed to the same job queue and that the job queue only allows one job to process at a time.
- After you post a batch, you cannot delete it.
- For more information, see the *JD Edwards World General Accounting I Guide*, the *JD Edwards World Accounts Receivable Guide*, and the *JD Edwards World Accounts Payable Guide*.

G/L Transaction Generation

This chapter contains these topics:

- [Section 22.1, "G/L Transaction Procedures,"](#)
- [Section 22.2, "Processing Options,"](#)
- [Section 22.3, "Technical Considerations."](#)

The following sequence shows how the G/L Transaction Generation program (P15199) is used in the billing and payment processes for the Real Estate Management system:

1. When you initially create A/R invoices or A/P vouchers, you specify bill codes for the documents.
2. The system places the documents, which are batch type 1, in the Tenant/Lease Billings Detail file (F1511).
3. When you submit the documents for posting, the system runs a DREAM Writer version of the G/L Transaction Generation program, which does the following:
 - Associates the bill codes for the invoices with the code in the Lessee Flag field of the Tenant/Lease Master file (F1501) for the related leases. It then uses this association to identify the automatic accounting instructions (AAIs), which link the transactions to accounts in the general ledger. The AAI links are the following:
 - For invoices, the prefixes in the AAIs are PM for A/R revenue and RC for A/R transactions. For example, the bill code RRTL (Regular Rent Retail) would relate to the following AAIs: PMRRTL and RCRRTL.
 - For vouchers, the prefixes are RM for A/P expenses and PC for A/P transactions. For example, the bill code RENT (Rent Payment) would relate to the following AAIs: RMRENT and PCRENT.

For more information about AAIs, see [Chapter 176, "Automatic Accounting Instructions \(AAIs\)"](#) in this guide.

- Based on a processing option, you have the option to specify a value to populate the F0911 subledger if the F1511 subledger is blank on the associated F1511 record with either the tenant's address book number, the lease number, or the unit number.
- Creates the detail transactions in the G/L Account Ledger file (F0911) and the A/R Account Ledger or A/P Account Ledger file (F0311 and F0411, respectively). The batch type is either 2 for invoices or / (forward slash) for vouchers. With invoices, the system updates the balances in the Lease Financial Summary file (F1520).

- Creates a batch of cash receipts for automatic prepaid application if the processing options are set accordingly. This is helpful if you receive a lot of payments before the actual invoices are generated and posted. These prepayments, which are entered as unapplied cash, are applied by the G/L Transaction Generation program when you run the Post Invoices program.

Note: The batch of receipts, which is batch type R, must be posted separately.

- Marks the documents in the Tenant/Lease Billings Detail file as posted. The posted code is D.
4. The system begins the posting process.

Caution: A processing option for the post program (P09800) controls which DREAM Writer version of the G/L Transaction Generation program the system uses to create the transactions. Ensure that you specify the correct version in that option before you post to the general ledger or you might get unexpected results. If you do not specify a version, the system uses version ZJDE0001.

Navigation

You do not access this program from a menu in the Real Estate Management system. Therefore, you must manually inquire on it from the Version List screen of the DREAM Writer facility, which you access when you choose a report from a menu. To display the versions for G/L Transaction Generation on the Version List screen, type P15199 in the Form field and press Enter.

22.1 G/L Transaction Procedures

From the Version List screen of the DREAM Writer facility, you can copy or change a version of the program. For an overview of this facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

22.2 Processing Options

See [Section 186.7, "Prop. Mgt. G/L Trans. Gen. - Summarized \(P15199\)."](#)

22.3 Technical Considerations

When billings are processed by the G/L Transaction Generation program, the following generation types control the type of batch that is created, the type of documents within the batch, and the files that are updated:

1. Recurring billing
2. Expense participation
3. Sales overage
4. Escalation
5. Fees and interest
6. Manual billing

Except for manual billings, all other types are generated by the system. Estimated expense participation, which is generation type 6, is not included here because the system updates the setup for recurring billings and does not create an actual invoice.

The information in the following tables shows the relationship between the generation types and the G/L Transaction Generation program. The Billings Detail History file (F1511H) and Lease Financial Summary file are in addition to the files that are identified in the processing sequence at the beginning of this chapter.

Generation Type	Batch Type Created 1	Document Type Created 2	Updates F1511H	Updates F1520
1	2	RD	No	Yes
1	/	PF	No	No
2	2	RH	No	Yes
3	2	RJ	Yes	Yes
3	/	PJ	Yes	No
4	2	RL	No	Yes
5	2	RT	Yes	Yes
7	2	RN	No	Yes
7	/	PQ	No	No

1. The batch type is 2 for tenant A/R invoices and / (forward slash) for tenant A/P vouchers.
2. The document type identifies the origin and purpose of a billing.

Type	Description	Type	Description
PF	Recurring billing	RJ	Sales overage
PJ	Sales overage	RL	Escalation
PQ	Manual billing	RN	Manual billing
RD	Recurring billing	RT	Fees and interest
RH	Expense participation		

General Journal Review

This chapter contains these topics:

- [Section 23.1, "Review a Journal Batch,"](#)
- [Section 23.2, "Review the Documents in a Batch,"](#)
- [Section 23.3, "Review a Document,"](#)
- [Section 23.4, "Review the Accounting Distribution,"](#)
- [Section 23.5, "Processing Options,"](#)
- [Section 23.6, "Guidelines."](#)

The batch review and approval facility lets you review transactions at the following three levels of detail:

1. General review of a batch
2. General review of documents in a batch
3. Detailed review of a document

For the Real Estate Management system, the General Journal Review screen lets you review posted G/L, A/R, and A/P transactions with their balancing details. This screen is the first level in the review process, and it has a processing option that limits the batch selection by batch type. The screens that appear for the other two levels of detail depend on whether the batch type relates to A/R or A/P.

- For A/R batches, the system displays the Invoice Entry Journal Review screen at the second level and the Accounts Receivable Entry screen at the third level.
- For A/P batches, the system displays the Voucher Journal Review screen at the second level and the Voucher Entry screen at the third level.

From the second or third level, you can exit to the Journal Entries screen to view the accounting distribution for a document.

The information for this review is kept in the following files:

- Batch Control Records (F0011).
- A/R Account Ledger (F0311).
- A/P Account Ledger (F0411).
- G/L Account Ledger (F0911).

Caution: JD Edwards World recommends that you only review posted batches and their documents from the General Journal Review screen and its related levels of review. Although these screens can be used to make changes to a batch of documents, you get unexpected results with the batches that you create in the Real Estate Management system.

An exception to this caution is when the Management Approval of Input (Y/N) field on the General Accounting Constants screen is set to Y (Yes). In this case, the status of a batch is Pending after you run Post Invoices, and you must approve the batch on the General Journal Review screen.

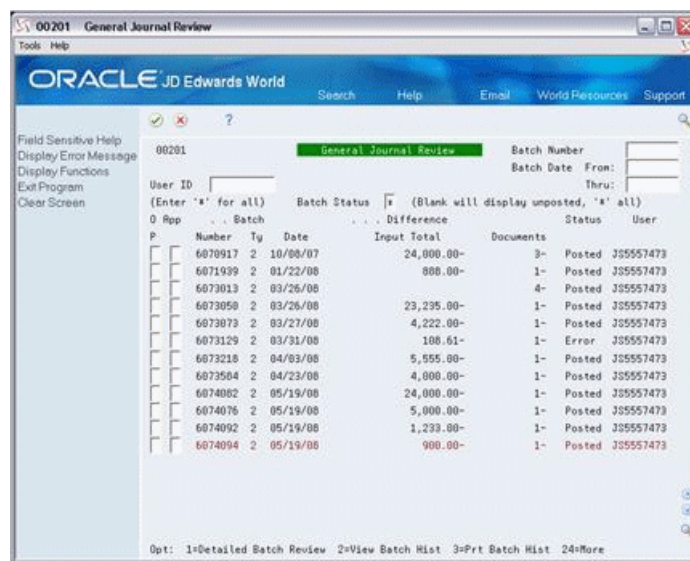
You cannot use this program to review transactions related to revenue fees. In this case, you must use the General Journal Review program in the General Accounting system. For more information, see [Chapter 135, "Revenue Fee Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose General Journal Review.

Figure 23–1 General Journal Review screen



Notice that the batch type for tenant A/R invoices in the example above is 2, and the batch type for tenant A/P vouchers in the example below is / (forward slash). A processing option controls this.

Figure 23–2 General Journal Review (Details) screen



23.1 Review a Journal Batch

To display a list of batches, type the appropriate information in one or more of the fields in the upper part of the screen and press Enter. The screen displays the batches that match the values you enter. When you enter more values in combination, the search is more specific.

Note: To limit the display by date, you must use both the Batch Date From and Thru fields.

23.2 Review the Documents in a Batch

A/R Invoices

To review the invoices in a batch (batch type 2) that is displayed on the General Journal Review screen, type 1 in the OP (Option) field for that batch and press Enter. The Invoice Entry Journal Review screen appears. This screen, which displays the header information for each invoice in a batch, is the second level in the review process.

A/P Vouchers

To review the vouchers in a batch (batch type /) that is displayed on the General Journal Review screen, type 1 in the OP (Option) field for that batch and press Enter. The Voucher Entry Journal Review screen appears. This screen, which displays the header information for each voucher in a batch, is the second level in the review process.

23.3 Review a Document

A/R Invoice

To review an invoice that is displayed on the Invoice Entry Journal Review screen, type 1 in the OP (Option) field for that invoice and press Enter. The Accounts

Receivable Entry screen appears. This screen, which displays the details for the invoice, is the third level in the review process. From this screen, you can press F16 to access the Customer Ledger Inquiry screen and review the transaction history for the invoice.

A/P Voucher

To review a voucher that is displayed on the Voucher Entry Journal Review screen, type 1 in the OP (Option) field for that voucher and press Enter. The Voucher Entry screen appears. This screen, which displays the details for the voucher, is the third level in the review process. From this screen, you can press F16 to access the Supplier Ledger Inquiry screen and review the transaction history for the voucher.

23.4 Review the Accounting Distribution

To review the accounting distribution for an invoice or voucher, you can access the AR and AP Journal Entries screen from the second or third level in the journal review process. On the screen at the second level, use option 2, and on the screen at the third level, press F13. If the distribution is posted, the P (Posted) field contains P.

23.5 Processing Options

See [Section 186.8, "Journal Review - PM Invoices \(P152011\)."](#)

23.6 Guidelines

- When you do not use batch control, the Difference Amount and Difference Documents fields usually contain negative numbers. For more information about batch control, see [Chapter 17, "Manual Billing Entry"](#) in this guide.
- For more information about the screens in this chapter, see the *JD Edwards World General Accounting I Guide*, the *JD Edwards World Accounts Receivable Guide*, and the *JD Edwards World Accounts Payable Guide*.
- For an overview of the billing process, see [Chapter 16, "Manual Billing Process"](#) in this guide.

Print Invoices

This chapter contains these topics:

- [Section 24.1, "Print Invoices Procedure,"](#)
- [Section 24.2, "Printed Invoice,"](#)
- [Section 24.3, "Processing Options,"](#)
- [Section 24.4, "Guidelines."](#)

This chapter describes how to print an invoice that includes information that you created during the billing entry and cash receipts processes. You use the Print Invoices program for any kind of invoice, and you can choose whether it includes tax amounts in a separate column and free-form text. The information is stored in the Tenant/Lease Billings Detail file (F1511) and Extended Invoice Text file (F1516). JD Edwards World recommends that you post all transactions before you print invoices.

This program has processing options that control how the system processes and prints the information.

Navigation

From the Real estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Print Invoices.

This program is also a selection on the following menus:

Menu	Menu
Recurring Billing (G1521)	E. P. W/ Calculation Revisions (G15231)
Sales Overage (G1522)	Escalations (G1524)
Expense Participation (G1523)	Fees and Interest (G1527)

24.1 Print Invoices Procedure

When you choose this program from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

24.2 Printed Invoice

Figure 24-1 Printed Invoice (1 of 2)

I N V O I C E		From	-	01/01/15
-----		Through	-	08/30/15
		Account	-	00022008
		Lease	-	00017495
Remit to -		From -	Refer. No -	8726 001
Fashion Malls, Ltd		DIA Property Management Co.		
Realty Bldg, Suite 3000		10000 East Airport Blvd		
47 Central Square		Denver CO 80207		
Youngstown OH 44503				
James Robert and Associates				
4789 E Euclid Ave				
Suite 300A				
Denver CO 80231				
Your Account with us reflects the following amount due.				
..... Document		Invoice		

Figure 24-2 Printed Invoice (2 of 2)

Date	Ty	Reference	Remarks	Amount
01/15/15	7	8726 001	signage	5,000.00

Balance Due				5,000.00
Current	21 - 30	31 - 40	41 - 60	Over 60

				5,000.00
I N V O I C E		From	-	01/01/15
-----		Through	-	08/30/15
		Account	-	00022008
		Lease	-	00017495
Remit to -		From -	Refer. No -	8726 001
Fashion Malls, Ltd		DIA Property Management Co.		
Realty Bldg, Suite 3000		10000 East Airport Blvd		
47 Central Square		Denver CO 80207		
Youngstown OH 44503				
James Robert and Associates				
4789 E Euclid Ave				
Suite 300A				
Denver CO 80231				
Your Account with us reflects the following amount due.				
..... Document		Invoice		
Date	Ty	Reference	Remarks	Amount
02/15/15	7	8728 001	Utility Charges	1,233.00

Balance Due				1,233.00
Current	21 - 30	31 - 40	41 - 60	Over 60

				1,233.00
I N V O I C E		From	-	01/01/15
-----		Through	-	08/30/15
		Account	-	00022008
		Lease	-	00017495
Remit to -		From -	Refer. No -	8729 001
Fashion Malls, Ltd		DIA Property Management Co.		
Realty Bldg, Suite 3000		10000 East Airport Blvd		
47 Central Square		Denver CO 80207		
Youngstown OH 44503				
James Robert and Associates				
4789 E Euclid Ave				
Suite 300A				
Denver CO 80231				
Your Account with us reflects the following amount due.				
..... Document		Invoice		
Date	Ty	Reference	Remarks	Amount
01/15/15	7	8729 001	billcode descrip miscellaneous	900.00

Balance Due				900.00
Current	21 - 30	31 - 40	41 - 60	Over 60

				900.00
I N V O I C E		From	-	01/01/15
-----		Through	-	08/30/15
		Account	-	00022008
		Lease	-	00017495
Remit to -		From -	Refer. No -	8748 001
Fashion Malls, Ltd		DIA Property Management Co.		
Realty Bldg, Suite 3000		10000 East Airport Blvd		
47 Central Square		Denver CO 80207		
Youngstown OH 44503				
James Robert and Associates				
4789 E Euclid Ave				
Suite 300A				
Denver CO 80231				
Your Account with us reflects the following amount due.				
..... Document		Invoice		
Date	Ty	Reference	Remarks	Amount
01/15/15	7	8748 001	painting	5,000.00

Balance Due				5,000.00
Current	21 - 30	31 - 40	41 - 60	Over 60

				5,000.00

24.3 Processing Options

See Section 186.9, "Property Management Invoices (P15500)."

24.4 Guidelines

- To print invoices related to a specific lease, the Invoice Print Code field in the Tenant/Lease Master file (F1501) must contain Y (Yes). For the tenant in the lease, the Print Statement (Y/N) field in the Customer Master file (F0301) must contain Y.
- The Send Invoice To field in the Customer Master file is not currently active in the Real estate Management system.
- The system supplies address information based on the following:
 - The "Remit to" address in the upper left corner of the invoice is identified by the address number for the property or building in the Building (Business Unit) Master file AN80 (F0006).
 - The company address, which is the "From" address on the invoice, is identified by the address number for the company assigned to the property or building in the Business Unit Master file.
 - The tenant address, which is below the "From" address, is identified by the address number for the tenant tied to a lease in the Tenant/Lease Master file (F1501).
 - The alternate address, which is below the "Remit to" address, is identified by the Alternate Payee field for a billing in the Tenant/Lease Billings Detail file. Unless the address is manually assigned to a billing, it is the same number as the Alternate Payee field for a lease in the Tenant/Lease Master file.

If these two fields are blank, the system prints only three addresses at the top of the invoice. In this case, the tenant address appears where the alternate address normally appears.

- You can also affect the invoices according to how you set up the billings on the Recurring Billing Information screen.
 - The Billing Grp field lets you group different tenants and leases into one combined billing.
 - The Item Grouping field controls whether the system groups bill code lines separately or as one line item on the invoice.
 - The S. I. Code (Separate Invoice Code) field controls whether the system prints a separate invoice for each bill code line.
- The Refer. No (Reference Number) field in the upper right corner of the invoice refers to the first document number and pay item (001) in the Document Reference column on the invoice. A processing option controls whether the invoice includes this field.
- The line of text that appears above the detail information is printed on each invoice. The example shows the following comment: Your Account with us reflects the following amount due.

For more information about system-generated text, see the *JD Edwards World Technical Foundation Guide*.
- Aging amounts can appear in the lower part of the invoice and are controlled by processing options. For each transaction, the system compares a date with the date in the Through field to determine the aging period. Aging amounts are rounded to the nearest dollar.

For example, suppose the date in the Through field is July 31, 2017 and that aging is based on the due date. An invoice with a due date of June 30, 2017 is 32 days old and will appear in the 31 - 60 field.

- You can view the detail for each line item from the following screens:
 - Manual Billing Entry
 - Receipts Entry
 - Tenant A/R Ledger Inquiry
- The time it takes to process and print an invoice depends on the amount of history the Tenant/Lease Billings Detail file contains.

Print Statements

This chapter contains these topics:

- [Section 25.1, "Print Statements Procedures,"](#)
- [Section 25.2, "Printed Statements,"](#)
- [Section 25.3, "Processing Options,"](#)
- [Section 25.4, "Guidelines."](#)

This chapter describes how to print a statement of posted A/R information, which is kept in the A/R Account Ledger file (F0311). You use the Print Statements program for the following kinds of statements:

- All receipts
- Open balance
- Open balance minus security deposit
- Balance forward
- Credit balance
- Zero balance

This program has processing options that control how the system processes and prints the information. To ensure that all the information is current, JD Edwards World recommends that you post all invoices and receipts before you print a statement.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Print Statements.

It is also a selection on the Recurring Billing menu (G1521) and Fees and Interest menu (G1527).

25.1 Print Statements Procedures

When you choose this program from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

25.2 Printed Statements

25.2.1 All Receipts

Figure 25-1 Printed Statement (1 of 2)

S T A T E M E N T		Date	- 06/30/17
- - - - -		Account	- 00004175
- - - - -		Lease	- 00004175
Remit to - Fashion Malls, Ltd	Realty Bldg, Suite 3000	From - A Model Real Estate Mgmt Co.	2650 East University Blvd
47 Central Square	Youngstown	Denver	CO 80320
	OH 44503		
Abernathy & Hitch			

Figure 25-2 Printed Statement (2 of 2)

5907 Fifth Avenue New York NY 10019						
Your Account with us reflects the following amount due.						
		Document			Invoice	Open
Date	Ty	Reference	Remark		Amount	Balance

05/01/17	RC	1234	Regular Rent Retail	(C	2,000.00-	
02/01/17	RC	1001	Regular Rent Retail	(C	3,300.00-	
02/01/17	RC	1001	Expense Participation	(C	1,650.00-	
03/02/17	RC	1002	Regular Rent Retail	(C	3,300.00-	
03/02/17	RC	1002	Expense Participation	(C	1,650.00-	
04/02/17	RC	1003	Regular Rent Retail	(C	3,300.00-	
04/02/17	RC	1003	Expense Participation	(C	1,650.00-	
05/06/17	RC	1004	Regular Rent Retail	(C	3,300.00-	
05/06/17	RC	1004	Expense Participation	(C	1,650.00-	
					Balance Due	
0 -		1 - 30	31 - 60	61 - 90	Over 90	

A statement for all receipts is an audit trail that includes only the payments that you have received from a tenant for billed invoices. For the detail part of the statement, note the following:

- The Date column contains the payment date.
- The Document Reference column contains the payment number.
- The Invoice Amount column contains the amount of the receipt.
- The statement does not include open balances or aging.

25.2.2 Open Balance

Figure 25-3 Open Balance Statement

S T A T E M E N T		Date	- 06/30/17			
- - - - -		Account	- 00004247			
- - - - -		Lease	- 00004247			
Remit to - Fashion Malls, Ltd	Realty Bldg, Suite 3000	From - A Model Real Estate Mgmt Co.	2650 East University Blvd			
47 Central Square	Youngstown	Denver	CO 80320			
	OH 44503					
John Cady	Dublin Tower, Apt 103	On The Run, Inc	dba: StageCoach Fashions			
3503 East Dartmouth Blvd	Denver	44 Santa Fe Drive	Santa Fe			
	CO 80206		NM 87501			
Your Account with us reflects the following amount due.						
		Document				
Date	Ty	Reference	Remark			

01/31/17	RD	695 001	Regular Rent: Retail			
01/31/17	RD	695 002	Expense Participation - Est.			
02/28/17	RD	705 001	Regular Rent: Retail			
02/28/17	RD	705 002	Expense Participation - Est.			
03/01/17	RD	715 001	Regular Rent: Retail			
03/01/17	RD	715 002	Expense Participation - Est.			
04/30/17	RD	725 001	Regular Rent: Retail			
04/30/17	RD	725 002	Expense Participation - Est.			
05/31/17	RD	737 001	Regular Rent: Retail			
05/31/17	RD	737 002	Expense Participation - Est.			
			Balance Due			
0 -		1 - 30	31 - 60	61 - 90	Over 90	

				1667	1667	

A statement for the open balance includes the amounts for unpaid invoices in the Open Balance column. You can also include aging amounts in the lower part of the statement. The aging amounts are rounded to the nearest dollar.

25.2.3 Open Balance Minus the Security Deposit

If you include security deposits on an open balance statement, the system reduces the amount in the Balance Due field by the amount of such deposits. The Data Selection screen for the DREAM Writer version controls whether the statement includes security deposits (document type RU).

For the sample Open Balance statement, suppose Fashion Malls, Ltd had received a security deposit for \$2,000.00 on February 1, 2017. The statement details would include 2,000.00 - in both the Invoice Amount and Open Balance columns. The amount in the Balance Due field would be 1,333.32 instead of 3,333.32, and the Over 90 field for aging would contain 2000 - .

25.2.4 Balance Forward

A statement for a balance forward includes a line item that is a summary of the billed amounts that are open before or on the date of the statement. Note the following:

- The system supplies the Date column with the same date as the Date field in the upper right corner.
- The Remark field contains the system-generated text Balance Forward.
- The Open Balance column contains the net total of all paid and unpaid items including security deposits. This statement could be misleading because it includes security deposits as payments applied against open invoices.
- The system bases the aging amounts on the due date of each unpaid item.

25.2.5 Credit Balance

A statement for a credit balance is similar to the balance forward statement except that it includes all detail information for the invoices and payments.

25.2.6 Zero Balance

A statement for an account with a zero balance does not include any detail information for invoices and payments. All the fields in the detail part of the statement are blank. Therefore, JD Edwards World recommends that you do not print statements with a zero balance.

25.3 Processing Options

See [Section 186.10, "Property Management Statements \(P15501\)."](#)

25.4 Guidelines

- To print statements related to a specific lease, the Statement Print Code field in the Tenant/Lease Master file (F1501) must contain Y (Yes). For the tenant in the lease, the Print Statement (Y/N) field in the Customer Master file (F0301) must contain Y.
- The system supplies address information based on the following:
 - The "Remit to" address in the upper left corner of the statement is identified by the address number for the property or building in the Building (Business Unit) Master file (AN80)(F0006).

- The company address, which is the "From" address on the statement, is identified by the address number for the company assigned to the property or building in the Business Unit Master file.
- The tenant address, which is below the "From" address, is identified by the address number for the tenant tied to a lease in the Tenant/Lease Master file (F1501).
- The alternate address, which is below the "Remit" to address, is identified by the Alternate Payee field for a billing in the Tenant/Lease Billings Detail file. Unless the address is manually assigned to a billing, it is the same number as the Alternate Payee field for a lease in the Tenant/Lease Master file. If these two fields are blank, the alternate address is identified by the Send Statement To field for the tenant in the Address Book Master file (F0101).

If all three fields are blank, the system prints only three addresses at the top of the statement. In this case, the tenant address appears where the alternate address normally appears.

- Items can be grouped on a statement the same way they are on an invoice. This is based on how you set up the billings on the Recurring Billing Information screen.
 - The Billing Grp field lets you group different tenants and leases into one combined billing.
 - The Item Grouping field controls whether the system groups bill code lines separately or as one line item on the invoice.
 - The S. I. Code (Separate Invoice Code) field controls whether the system prints a separate invoice for each bill code line.
- The line of text that appears above the detail information is printed on each statement. The Open Balance statement example shows the following comment: Your Account with us reflects the following amount due.

For more information about system-generated text, see the *JD Edwards World Technical Foundation Guide*.

- Aging amounts can appear in the lower part of the statement and are controlled by processing options. For each transaction, the system compares a date with the cutoff date in the upper right corner to determine the aging period. Aging amounts are rounded to the nearest dollar.

For example, suppose the cutoff date is July 31, 2017 and that aging is based on the due date. An unpaid amount with a due date of June 30, 2017 is 32 days old and will appear in the 31 - 60 field.

- On the Data Sequence Setup screen for the DREAM Writer versions, statements are sorted according to the following mandatory sequence: 1) Company, 2) Alternate Payee, 3) Address Number, and 4) Document Number.

Caution: This is not an optional sequence. If you modify it, you must also modify the logic for totaling in the program.

- You can view the detail for each line item from the following screens:
 - Manual Billing Entry
 - Receipts Entry
 - Tenant A/R Ledger Inquiry

- The time it takes to process and print a statement depends on the amount of history the A/R ledger contains.

Print Statements - Enhanced

This chapter contains these topics:

- [Section 26.1, "Enhanced Printed Statements Procedures,"](#)
- [Section 26.2, "Printed Statement,"](#)
- [Section 26.3, "Processing Options,"](#)
- [Section 26.4, "Guidelines."](#)

This program gives you an alternative method for printing statements. Like the Print Statements program, the Print Statements - Enhanced program lets you create a statement of A/R information, which is stored in the A/R Account Ledger file (F0311). However, the new program includes the following differences:

- It is based on either the F0315JA or F0315WJA file, which are both a joined file between the A/R Credit/Cash Management file (F0315) and the Address Book Master file (F0101). The system uses the file and the DREAM Writer version of F0311 Selection/Sort (P03500X) to determine what records to choose from the A/R Account Ledger file. This is controlled by the processing options.
- User defined messages, which are controlled by the processing options, can be printed at both the top and bottom of a statement. For more information, see [Chapter 182, "Statement Messages - Enhanced"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Manual Billing.

From the Manual Billing menu (G1512), choose Print Statements - Enhanced.

It is also a selection on the Recurring Billing menu (G1521) and Fees and Interest menu (G1527).

26.1 Enhanced Printed Statements Procedures

When you choose this program from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

26.2 Printed Statement

Figure 26-1 Printed Statement (1 of 2)

STATEMENT		Date	-	06/30/15
		Account	-	22008
		Statement No	-	6206
		Page	-	1
Make Check		From: DIA Property Management Co.		
Payable To: Fashion Malls, Ltd		10000 East Airport Blvd		
Realty Bldg, Suite 3000		Denver CO 80207		
47 Central Square				
Youngstown OH 44503				
James Robert and Associates		James Robert and Associates		
4789 E Euclid Ave		4789 E Euclid Ave		
Suite 300A		Suite 300A		
Denver CO 80231		Denver CO 80231		
The management office will be closed during the upcoming holiday weekend. Happy Holidays from the Management Staff.		Amount Remitted:		
		Remit top portion with payment		
Aerium Mall	Unit :	Lease No :	00017495	

Figure 26-2 Printed Statement (2 of 2)

Invoice Date	Description	Charges	Balance		
06/30/15	Balance Forward		<3,600.00>		
Aerium Mall Unit : 2201 Lease No : 00017495					
Invoice Date	Description	Charges	Balance		
06/30/15	Balance Forward		<17,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<15,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<13,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<11,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<9,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<7,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<5,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<3,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	<1,733.00>		
12/31/15	Regular Rent: Retail	2,000.00	267.00		
12/31/15	Regular Rent: Retail	2,000.00	2,267.00		
12/31/15	Regular Rent: Retail	2,000.00	4,267.00		
12/31/15	Regular Rent: Retail	2,000.00	6,267.00		
		Date	- 06/30/15		
		Account	- 22008		
		Statement No	- 6206		
		Page	- 2		
Receipt Date	Description	(Payments)	Check Number	Balance	
ACCOUNT SUMMARY					
		Previous Balance	06/30/15	<21,333.00>	
		Plus Charges From	07/01/15	24,000.00	
		Less Payments/Credits fro	07/01/15		
				AMOUNT DUE: 2,667.00	
No Invoice will be sent Please pay from this statement					
ACCOUNT AGING					
Current	1 - 30	31 - 60	61 - 90	91 - 120	Over 120
3,000.00					<1,833.00>
Please note: this is your first delinquency notice. Payment received within 8 days will avoid late charges.					

26.3 Processing Options

See [Section 186.11, "Print Statements - Credit/Cash Build \(P155001\)."](#)

26.4 Guidelines

- The Print Statement (Y/N) field in Company Constants file (F0010), the Print Statement (Y/N) field in the Customer Master file (F0301), and the Statement Print Code field in the Tenant/Lease Master file (F1501) control whether the system prints a statement for the respective company, tenant, or lease. All three fields must contain Y (Yes).
- To ensure that all the information is current before you print statements, JD Edwards World recommends the following:
 - Verify that all invoices are posted.

-
- Set the processing options to rebuild the A/R Credit/Cash Management file, which contains summarized A/R detail records by address number and company reflecting current open balance and aging information.

To reduce the processing time for the statements, you can leave the option blank. In this case, manually run the Credit Analysis Refresh program (P03525) in the Accounts Receivable system prior to printing statements.

- Run the Update A/R from Address Book program before the Credit/Cash Management Build program is run.
- The contact name related to billing can be printed with the mailing address. For this to happen, the Type Code field in the Address Book - Who's Who file (F0111) must contain B (Billing) for that person.
- After you run the Print Statements - Enhanced program, you can run the Balance Forward Update program to summarize the open invoices into one record. Then, the next time you print statements, the system prints only the detail for the current period. The open invoices from all the previous periods are carried forward on the statement as one summary line. For more information, see the *JD Edwards World Accounts Receivable Guide*.
- On the Data Sequence Setup screen for the DREAM Writer versions, statements are sorted according to the following mandatory sequence: 1) Company, 2) Statement Address Number, and 3) Address Number.

Caution: This is not an optional sequence. If you modify it, you must also modify the logic for totaling in the program.

Part IV

Cash Receipts

This part contains these chapters:

- Chapter 27, "Cash Application Process,"
- Chapter 28, "Receipts Entry (Heads Up),"
- Chapter 29, "Receipts Entry (Heads Down),"
- Chapter 30, "TI (Type of Input) Codes,"
- Chapter 31, "Tenant A/R Ledger Inquiry,"
- Chapter 32, "Receipts Journal Review,"
- Chapter 33, "Post Receipts,"
- Chapter 34, "Receipts and Adjustments Journal,"
- Chapter 35, "Cash Receipts Variance Report."

Cash Application Process

This chapter contains these topics:

- [Section 27.1, "Apply Cash Receipts,"](#)
- [Section 27.2, "Post Receipts,"](#)
- [Section 27.3, "Review Posted Receipts."](#)

This chapter is an overview of the application of cash receipts and adjustments to invoices. The cash application process for the Real Estate Management system is similar to the one for the Accounts Receivable system, with the following exceptions:

- The system uses lease numbers and bill codes to apply cash receipts. It also does not include parent numbers.
- The bill codes have different priorities, which affect how the system applies payments that do not exactly match invoices.
- With bill codes, you can also apply prepayments automatically.
- It updates the Lease Financial Summary file (F1520), which contains the cumulative balances for the amounts billed and cash received for each period.

The cash application process involves the following tasks:

1. Apply the cash receipts.
2. Review and approve the receipts.
3. Post the receipts.

JD Edwards World recommends that you use only the Real Estate Management screens for the cash receipts and adjustments related to a tenant's account.

27.1 Apply Cash Receipts

Before you can apply a cash receipt, set up the following information:

- Real Estate Management constants and user defined codes
- Facility, tenant, and lease information
- Accounts receivable constants
- Bill codes with their automatic accounting instructions (AAIs)

27.1.1 Batch Entry and Status

This screen lets you verify the number and total amount of the documents that you include within a batch. Batch control, which is optional, is controlled by the Batch

Controlled Required (Y/N) field on the Accounts Receivable Constants screen. When the field is set to Y (Yes), the Batch Entry and Status screen appears each time that you choose and exit a receipts entry screen.

27.1.2 Receipts Entry

You use the following screens to add and work with cash receipts. The fields and procedures for both screens are identical, but the locations of some of the fields are different. This difference makes it easier to apply cash receipts in different circumstances.

- For Receipts Entry (Heads Up), you view the screen as the system supplies the information for the invoices. You can either pre-load the A/R information onto the screen or apply the cash receipt automatically.
- For Receipts Entry (Heads Down), you look away from the screen as you manually type the information for the invoices from a ledger or the actual documents.

The system updates the A/R Account Ledger file (F0311), but it does not add new information to the Tenant/Lease Billings Detail file (F1511). You use the following methods, which you specify with a TI (Type of Input) code, to apply cash receipts:

- Balance Forward - Applies a payment to the oldest open invoice and then to each preceding invoice until the entire amount of the payment has been applied. This is the most simple method in the cash application process.
- Invoice Matching - Applies a payment to all or part of a specific invoice. This is the most common method in the cash application process.
- General Ledger - This method is for miscellaneous receipts such as vending machine commissions, postage receipts from employees, and so on. Such receipts do not relate to tenant invoices. In this case, the system updates the G/L Account Ledger file (F0911) rather than the A/R Account Ledger file.
- Chargeback Debit - This method is for an invoice with a credit claim that has been disallowed, a disputed charge for a repair, or parts that have been back-ordered. Because the cash receipt is most likely a partial payment, the system "pays off" (clears) the unpaid portion of the invoice and creates a new invoice in its place. You can then bill a tenant again for that unpaid amount.
- Unapplied Credit - If a cash receipt cannot be matched with an existing invoice, this method creates a new, open receivable transaction that can be matched at a later date. Common types of unapplied credit (cash) are prepayments for rent, overpayments, and security deposits.

You can have prepayments applied automatically to new invoices when you run the Post Invoices program. This program runs a DREAM Writer version of the G/L Transaction Generation program (P15199), which creates a batch of cash receipts for automatic prepaid application if the processing options are set accordingly. This is helpful if you receive a lot of payments before the actual invoices are generated and posted.

- Spread - Adjusts receivables within the same account or applies open credits such as unapplied cash to an invoice.
- Adjustment - Corrects an amount billed in error, writes off a bad debt, or writes off an uncollectable amount. If you add a receipt for the wrong tenant, you can also adjust the accounts by the amount of the receipt from one tenant to the other.

27.1.3 Review and Approve Receipts

The batch review and approval facility is a paperless alternative to the traditional journal reports and includes the following three levels of detail.

1. At the first level, you can review and approve batches of transactions. From the list of batches, you can choose a specific batch and display the next level of detail.
2. At the second level, you can review all the documents in a batch. The system provides general information for each document. From this list, you can choose a specific document and display the next level of detail.
3. At the third level, you can review or change the detail in a document.

27.1.4 Receipts Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of receipts for posting. From this screen, you can access the other two levels of detail. This series of screens displays and updates information in the Batch Control Records file (F0011) and the A/R Account Ledger file.

27.1.5 Tenant A/R Ledger Inquiry

This screen lets you display and print a tenant's transaction history for accounts receivable. This information is kept in the A/R Account Ledger file.

27.1.6 Receipts & Adjustments Journal

This report is a traditional journal you can use to proof and balance transactions related to cash receipts. Though the report is helpful, the online review process, which begins with the Receipts Journal Review screen, is quicker and more flexible. However, the report may provide a more workable form for a detailed review of some balancing problems.

27.2 Post Receipts

The version of the post program for cash receipts does the following:

- Selects unposted transactions from the A/R Account Ledger file.
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

You must set up the Batch Type Selection processing option for cash receipts (batch type R).

27.3 Review Posted Receipts

27.3.1 Receipts Journal Review

This screen and its three levels of review let you review a cash receipt and verify that it is posted. However, you cannot use this screen to view the automatic offsetting entries. To view these entries, you begin with the General Journal Review screen.

27.3.2 Cash Receipts Variance Report

This report lists the amounts that have been billed and received, and those amounts still outstanding for the month and year-to-date (YTD). It is based on the A/R Account Ledger file.

Receipts Entry (Heads Up)

This chapter contains these topics:

- Section 28.1, "Pre-Load A/R Information,"
- Section 28.2, "Add a Cash Receipt,"
- Section 28.3, "Display Cash Receipt Information,"
- Section 28.4, "Change Cash Receipt Information,"
- Section 28.5, "Delete Cash Receipt Information,"
- Section 28.6, "Apply a Cash Receipt Automatically,"
- Section 28.7, "Reverse (Void) a Cash Receipt,"
- Section 28.8, "Non-Sufficient Funds,"
- Section 28.9, "Discounts,"
- Section 28.10, "Limit Batch Entry by Company,"
- Section 28.11, "Processing Options,"
- Section 28.12, "Document Types,"
- Section 28.13, "Automatic Accounting Instructions (AAIs),"
- Section 28.14, "Guidelines."

The Receipts Entry (Heads Up) screen lets you add and work with cash receipts. It is called "heads up" because you view the screen as the system supplies the information for the invoices. The screen lets you perform the following tasks:

- Pre-load the open amounts from a tenant's A/R account ledger.
- Apply cash to the open amounts.
- Record cash receipts directly to G/L accounts that are unrelated to open A/R accounts.
- Make adjustments to open invoices.
- Transfer (spread) unapplied cash receipts or credit memos within one account or between tenants.
- Create accounting distributions for unapplied cash on account.
- Create chargeback invoices for items in dispute.
- Reverse a cash receipt because of non-sufficient funds or errors such as cash applied to the wrong invoice, tenant, or bank account.

The system updates the A/R Account Ledger file (F0311), but it does not add new information to the Lease Financial Summary file (F1520). For the TI (Type of Input) code G (General Ledger), the system updates the G/L Account Ledger file (F0911) rather than the A/R Account Ledger file. The screen has processing options that control how the system displays and processes the information.

For the Real Estate Management and Accounts Receivable systems, the screens related to cash receipts are very similar. However, JD Edwards World recommends that you use only the Real Estate Management screens to maintain a tenant's A/R account.

For an overview of cash receipts, see [Chapter 27, "Cash Application Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Cash Receipts.

From the Cash Receipts menu (G1513), choose Receipts Entry (Heads Up).

Figure 28–1 Receipts Entry (Heads Up) screen

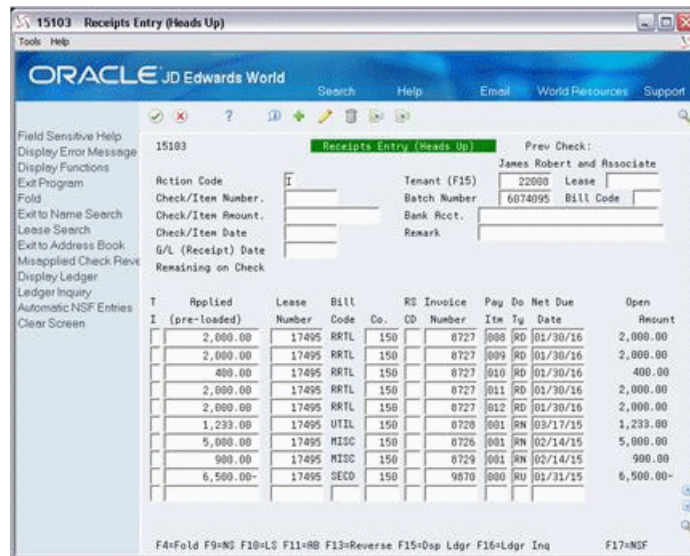


Figure 28–2 Receipts Entry (Heads Up) (Fold Area) screen

28.1 Pre-Load A/R Information

To display (pre-load) the open A/R information for a tenant:

1. When the screen first appears, the system creates a new batch, assigns a number to it through the Next Number facility, and displays the number in the Batch Number field and is in Add mode.
2. Type the tenant number in the Tenant (F15) field or the lease number in the Lease field or both.
3. Press F15.

28.2 Add a Cash Receipt

To add a cash receipt and apply it to the A/R information that you have pre-loaded:

1. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
2. Type the G/L date in the G/L (Receipt) Date field.
3. Apply the cash receipt to the A/R information in the lower part of the screen.

You apply the cash receipt according to the TI code you use. For more information, see [Chapter 30, "TI \(Type of Input\) Codes"](#) in this guide.

4. Press Enter.

You can use one of the following methods to specify an amount in the Applied (pre-loaded) field:

- If the field is blank, type the amount to be applied.
- If the amount is the same as the amount of the payment, type = (equal) in the field. You cannot take a discount if you use this method.
- If you have pre-loaded the A/R information, use the amount the system supplies. If that amount is different than the one you want to apply, type the new amount in the field and press Field Exit to blank out the old information.

28.3 Display Cash Receipt Information

To display the information for a cash receipt that is either unposted or posted:

1. Choose Inquire in the Action Code field.
2. Type the number of the payment in the Check/Item Number field.
3. Blank out the Batch Number field with the Field Exit key.

To inquire on a cash receipt, you do not need to type the number of the batch in the Batch Number field. However, this number does help to limit the system's search if two cash receipts have the same payment or item number. Otherwise, the screen displays only the first cash receipt that the system finds.

4. Press Enter.

28.4 Change Cash Receipt Information

To change the information for a cash receipt that you have displayed, choose Change in the Action Code field, type the new information, and press Enter. Note the following:

- You can only change cash receipts that are not posted.
- You cannot change the following fields: Tenant (F15), Lease, Check/Item Number, Batch Number, and TI (Type of Input). If you must change any of these fields, you must delete the cash receipt and add a new one with the correct information.
- The system does not keep an audit trail for any changes.
- You can reverse a cash receipt that is either posted or not posted. For more information, see [Section 28.7, "Reverse \(Void\) a Cash Receipt"](#) in this chapter.

28.5 Delete Cash Receipt Information

To delete a cash receipt you have displayed, use the Delete Action Code and press Enter. You can only delete cash receipts that are not posted, and the system does not keep an audit trail of the information you delete.

28.6 Apply a Cash Receipt Automatically

When many unpaid invoices exist, you can reduce the time it takes to apply cash receipts if you apply them automatically. To do this:

1. Choose Add in the Action Code field.
2. Type the tenant number in the Tenant (F15) field or the lease number in the Lease field or both.

Note: When the tenant has more than one lease and the Lease field is blank, the system applies the cash receipt beginning with the first lease it encounters.

3. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
4. Type the G/L date in the G/L (Receipt) Date field.
5. Press F15.

The rest of the process depends on whether the system is able to exactly match the payment to open amounts. With an exact match, the system accepts the applied amounts and clears the screen. You do not have an opportunity to review the information. In order to see how the system applied the cash receipt, you must inquire on the payment.

When the payment does not match exactly:

- The system applies the cash receipt based on the priority code of the bill code for the open amount. The lower the priority code is for a bill code, the higher the priority it has to be paid. For example, the system applies cash to an open amount with a bill code of priority 02 before an amount with a bill code of priority 11. The Bill Codes/Adjustment Reasons screen lets you assign a priority to a bill code.
- For open amounts that have bill codes with the same priority, the system applies the cash receipt based on the invoice number. The lower the number is for an invoice, the higher the priority it has to be paid.
- For open amounts that are within the same invoice and have bill codes with the same priority, the system applies the cash receipt based on the due date. The earlier the date is for an amount, the higher the priority it has to be paid.

Note: You cannot automatically apply a cash receipt to an amount with a bill code that has 99 as a priority.

For a match that is not exact, the system displays the system-generated entries so you have a chance to review them and make any necessary changes. To have the system accept the entries, press Enter.

For automatic application, be aware of the following:

- The TI code for each system-generated entry is I (Invoice Matching).
- A processing option controls whether the system allows automatic application. The option must be blank.
- After the system has paid off all the open amounts and a balance remains for the cash receipt, the system can create an entry for unapplied cash (document type RU) for the amount of the balance. This is controlled by a processing option.
- The system can exactly match a cash receipt to the total of either all the open amounts or only the open amounts related to recurring billings. This is controlled by a processing option. In either case, if the cash receipt does not match the total amount, the system matches the open amounts according to their priority.
- If the system includes invoices related to credit balances, it uses them if their respective bill codes have a priority code of 00 (zero, zero), do not belong to a security group, and allow spreads. This is controlled by a processing option.

28.7 Reverse (Void) a Cash Receipt

You can reverse a receipt with a mistake such as cash applied to the wrong invoice, tenant, or bank account. To reverse a cash receipt that you have displayed:

1. Use the Change Action.
2. Type a new date, if necessary for a posted receipt, in the G/L (Receipt) Date field.
3. Type a comment in the Memo Remark field for the applied amounts.

You can use this comment to explain why you reversed a receipt that is posted.

4. Press F13.

The actual reversal depends on whether the cash receipt is posted.

- For a receipt that is not posted, the system deletes the payment and reopens the invoice. There is no reference to a reversal. You can then add the cash receipt again with the correct information.
- For a receipt that is posted, the system reopens the batch and creates a transaction to reverse each applied amount. These entries are for both the A/R and G/L Account Ledger files, and they are considered original documents with type RO. You must post the batch again, but the system posts only the new entries.

You cannot change or delete the reversing entries, but you can remove them if they are not posted. To do this, use the same steps for reversing a cash receipt.

To reverse a receipt for unapplied cash that has been spread, you must first reverse the entries for the spread before you reverse the related entries for the unapplied cash.

28.8 Non-Sufficient Funds

When a bank returns a payment because of non-sufficient funds, you can reverse the cash you have applied to any invoices. In the procedure to reverse a cash receipt, however, you must press F17 instead of F13. This kind of reversal depends on whether the cash receipt is posted.

- For a receipt that is not posted, the system deletes the payment and reopens the invoice. There is no reference to a transaction related to non-sufficient funds.
- For a receipt that is posted, the system reopens the batch and creates a transaction to void each applied amount. These entries are for both the A/R and G/L Account Ledger files, and the matching document type for such a transaction is RV. You must post the batch again, but the system posts only the new entries.

You cannot change or delete the entries for non-sufficient funds, but you can remove them if they are not posted. To do this, use the same procedure, including F13, for reversing a cash receipt.

The system does not automatically assess a fee for a returned payment when you reverse the payment because of non-sufficient funds. You must enter that fee as an invoice from the Manual Billing Entry screen. If you audit reconciliations or report on a tenant's history of "bad payments", choose transactions with RV as the document type.

28.9 Discounts

The system does not recognize discounts for an invoice until you apply them with a cash receipt. You use the Discount Taken field in the fold area to specify the amount of discount to be taken for the pay item. If you pre-load the open A/R information, the system supplies this amount from the Discount Available field for the invoice in the A/R Account Ledger file.

To override a pre-loaded discount, do one of the following:

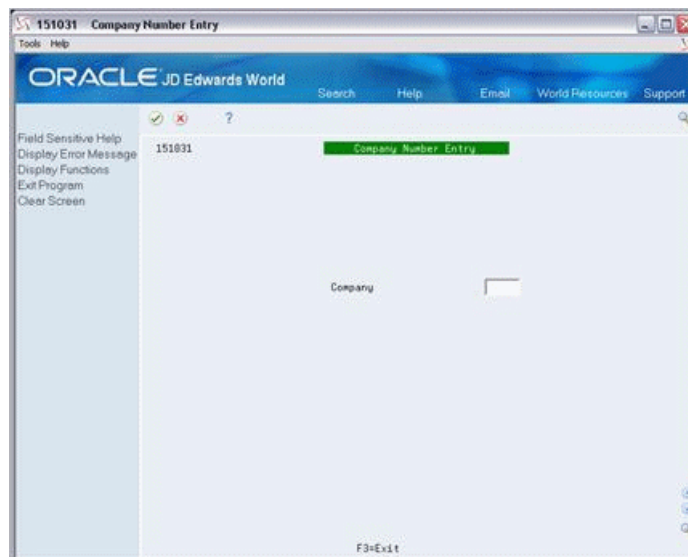
- Type a different amount in the Discount Taken field. This is controlled by a processing option.
- Type 0 (zero) in the Discount Taken field.
- Blank out the Discount Taken field with the Field Exit key.

The matching document type for a discount is RK.

28.10 Limit Batch Entry by Company

A processing option controls whether the Company Number Entry screen appears when you choose Receipts Entry (Heads Up) from the menu.

Figure 28–3 Company Number Entry screen



The system lets you create batches of cash receipts that only relate to the company that you specify. To continue to the Receipts Entry (Heads Up) screen, type the number of the company in the Company field and press Enter.

28.11 Processing Options

See [Section 186.12, "Tenant A/R Cash Receipts-Head Down \(P15103\)."](#)

28.12 Document Types

The system uses the document type to identify the origin and purpose of a document related to a billing. The Do Ty field contains the document type for a transaction. The codes, which usually begin with R for accounts receivable, are for original or matching documents. They are user defined codes (system 00, type DT). Among those codes, the document types that are related only to invoices are also user defined codes (system 00, type DI). For more information, see the *JD Edwards World Accounts Receivable Guide*.

Caution: These codes have a specific meaning for various programs and should not be changed. JD Edwards World strongly recommends that you do not create new codes unless you use custom programming.

28.12.1 Original Documents

An original document is the primary document for the initial transaction such as an invoice. Such transactions can stand alone in the system and include the following types:

Type	Description
RB	Chargeback invoice created for an amount in question when an invoice is closed
RD	Recurring billing in the Real Estate Management system (system-generated)
RF	Finance charge
RH	Expense participation (system-generated)
RI	Receivable invoice created when you add an invoice
RJ	Sales overage (system-generated)
RL	Escalation (system-generated)
RM	Credit memo (when you process A/P vouchers)
RN	Manual billing in the Real Estate Management system
RO	Reversing entry
RR	Recurring invoice (when you process A/P vouchers)
RT	Late fee
RU	Unapplied cash
RY	Cash basis receipt
RZ	Cash basis invoice
FE	Receivable invoice created for revenue fees in the Real Estate Management system (system-generated)

28.12.2 Matching Documents

A matching document is attached to an original document as a subsequent transaction such as a cash receipt or discount. Such transactions have their own document numbers and include the following types:

Type	Description
RA	Adjustment or maintenance of a receivable for a write-off
RC	Cash receipt in the Accounts Receivable system
RE	Automatic change to the amount of a posted invoice
RK	Cash receipt applied to an invoice
RP	Direct payment
RQ	Chargeback amount
RS	Spread
RV	Non-sufficient funds
RW	Balance forward

28.13 Automatic Accounting Instructions (AAIs)

AAIs make up a table of instructions about your accounting logic and rules that exists within the Automatic Accounting Instructions Master file (F0012). Each AAI includes a description, company number, account number (business unit.object.subsidiary), and item. The item, which identifies the AAI, consists of an AAI prefix and bill code or adjustment code. The system uses the combination of an item and a company to

determine the account number in the AAI table. You can view these specific item-company combinations on the Automatic Accounting Instr. screen.

Caution: Because AAIs are so central to the processes related to the general ledger, you should be thoroughly familiar with them before you change the AAI table.

AAIs must be set up for the following accounts before you can add a cash receipt: bank account, A/R asset account, adjustment account, and unapplied cash account. Note the following:

- If the bank account field is blank for the cash receipt, the system uses RB as the item in the item-company combination. This combination points to the A/R bank account.
- For the A/R asset and unapplied cash accounts, the system links the prefix RC with a bill code.
- For the adjustment account, the system links the prefix RA with an adjustment reason code. When you set up the adjustment reason code, you must also relate it to a bill code/adjustment reason.
- On the Company Numbers & Names screen, you can also set up the default company 00000. If the Co. field is blank, the system does not have a specific item-company combination with which to work. In this case, it uses the item-00000 company combination to determine the account number.

For more information about AAIs, see [Chapter 176, "Automatic Accounting Instructions \(AAIs\)"](#) in this guide.

28.14 Guidelines

- Before you can apply a cash receipt, set up the following information:
 - Facility, tenant, and lease information
 - Accounts receivable constants
 - Bill codes with their automatic accounting instructions (AAIs)
- The Real Estate Management system has adjustment reasons that are specific to the system. The codes must be set up both as adjustment reasons in the Billing Code Extension file (F1512) and as adjustment classifications, which are user defined codes (system 15, type AD). For more information, see [Chapter 177, "Bill Codes/Adjustment Reasons"](#) and [Chapter 184, "User Defined Codes"](#) in this guide.

Caution: The Accounts Receivable system also has a specific set of user defined codes (system 03, type AR). If the cursor is in the RS CD field and you press F1, the system displays the A/R codes. Do not use these codes because they may not be valid for the Real Estate Management system. To limit the possibility of an error, JD Edwards World recommends that you set up identical codes for both systems.

- When batch control is activated, the Batch Entry and Status screen appears each time you choose and exit the Receipts Entry (Heads Up) screen. For more information, see [Chapter 17, "Manual Billing Entry"](#) in this guide.

- You can have prepayments, which are entered as unapplied cash, applied automatically to new invoices when you run the Post Invoices program. This program runs a DREAM Writer version of the G/L Transaction Generation program (P15199), which creates a batch of cash receipts for automatic prepaid application if the processing options are set accordingly. This is helpful if you receive a lot of payments before the actual invoices are generated and posted.
- If you have a lease with multiple tenants and you have unapplied cash that results from a balance forward (TI code B), the system can spread that amount to multiple tenants in a lease by recognizing the tenant number change in the header portion of the screen.

Receipts Entry (Heads Down)

This chapter contains these topics:

- [Section 29.1, "Processing Options,"](#)
- [Section 29.2, "Guidelines."](#)

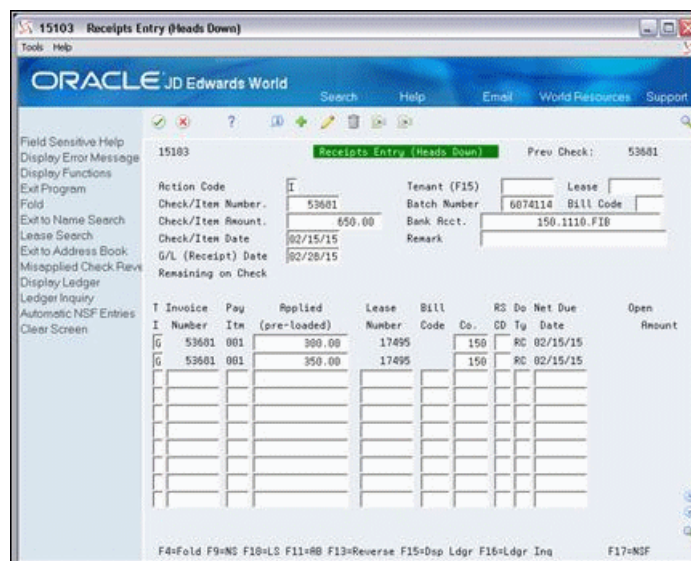
The Receipts Entry (Heads Down) screen is similar to the Receipts Entry (Heads Up) screen. It is called "heads down" because you look away from the screen as you manually type the information for the invoices from a ledger or the actual documents. The fields and procedures for both screens are identical, but the location of some of the fields are different. The Invoice Number and Pay Itm (Pay Item) fields are located on the left side, which makes it easier to apply cash receipts when you already know that information.

Navigation

From the Real Estate Management System menu (G15), choose Cash Receipts.

From the Cash Receipts menu (G1513), choose Receipts Entry (Heads Down).

Figure 29–1 Receipts Entry (Heads Down) screen



29.1 Processing Options

The processing options are identical to the ones for the Receipts Entry (Heads Up) screen. However, option 2 must be set to 1 so that the system automatically displays the heads down format when you choose Receipts Entry (Heads Down) from the menu.

29.2 Guidelines

- After you have typed the information for the payment in the upper part of the screen, the only fields that are required for the application are the TI (Type of Input), Invoice Number, and Applied (pre-loaded) fields.
- For a complete description of this screen, see [Chapter 28, "Receipts Entry \(Heads Up\)"](#) and [Chapter 30, "TI \(Type of Input\) Codes"](#) in this guide.

TI (Type of Input) Codes

This chapter contains these topics:

- Section 30.1, "Balance Forward (B),"
- Section 30.2, "Invoice Matching (I),"
- Section 30.3, "General Ledger (G),"
- Section 30.4, "Chargeback Debit (C),"
- Section 30.5, "Unapplied Credit (U),"
- Section 30.6, "Spread (S),"
- Section 30.7, "Adjustment (A)."

The TI code specifies the method that the system uses to apply a cash receipt. This chapter explains each code and method that you can use in the Real Estate Management system.

Figure 30-1 TI Codes

```
A code that indicates how the system is to process a cash receipt. Valid codes
are:

B    Balance Forward
I    Invoice Matching
G    General Ledger
U    Unapplied Credit
C    Chargeback
A    Adjustment
S    Spread
blank None. The system does not process lines with a blank TI code.
```

This chapter supplements the chapter Receipts Entry (Heads Up), which is a detailed description of the screen you use to apply cash receipts.

30.1 Balance Forward (B)

The most simple method of cash application is a balance forward with code B. The system applies the payment to the oldest open invoice and then to each preceding invoice until the entire amount of the payment has been applied. If a balance remains for the cash receipt after the system has paid off all the open amounts, the system creates an entry for unapplied cash (code U) with the amount of the balance.

Caution: Do not confuse code B, which requires existing invoices, with code U, which does not require invoices. You use code U for unapplied cash receipts. When open invoices do not exist, the use of code B might produce unexpected results.

30.1.1 Procedures

You do not need to pre-load the A/R information with this method. A balance forward involves the following steps:

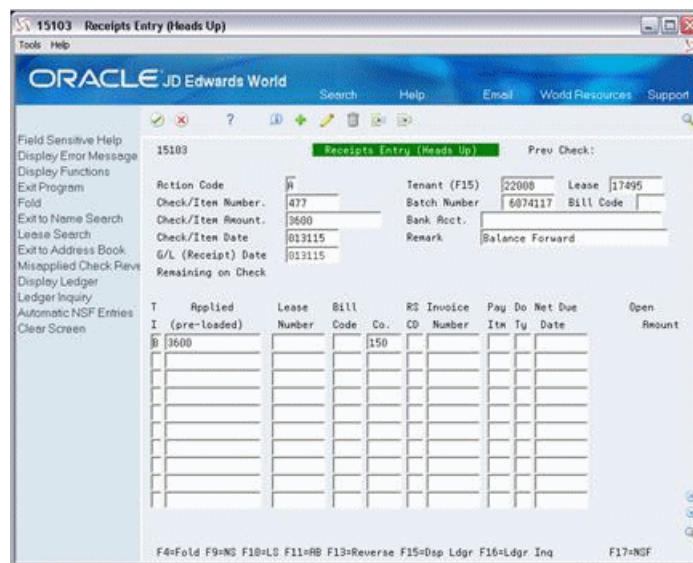
1. Use the Add Action.
2. Type the tenant number in the Tenant field or the lease number in the Lease field or both.

Note: When the tenant has more than one lease and the Lease field is blank, the system applies the cash receipt beginning with the first lease it encounters.

3. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
4. Type the G/L date in the G/L (Receipt) Date field.
5. Type B in the TI field of a blank detail line in the lower part of the screen.
6. Type the amount of the payment in the Applied (pre-loaded) field.
7. Type the number of the company in the Co. field.

The following screen is an example of an entry with code B:

Figure 30–2 Receipts Entry (Heads Up) (Code B) screen



8. Press Enter.

The following screen shows how the system applied the entry on the previous screen:

Figure 30-3 Receipts Entry (Heads Up) (Applied) screen

30.2 Invoice Matching (I)

The most common method of cash application is to match an invoice with code I. You use this code to apply a cash receipt to all or part of a specific invoice. If a balance remains for the receipt after the system has paid off the open amounts, the system creates an entry for unapplied cash (code U) with the amount of the balance.

30.2.1 Procedures

For invoice matching, use one of the following methods:

- Type both the information for the payment in the upper part of the screen and the information for the unpaid invoice in the lower part of the screen.
- Pre-load the A/R information for a tenant and manually apply the cash receipt to the open amounts.
- Apply the cash receipt automatically.

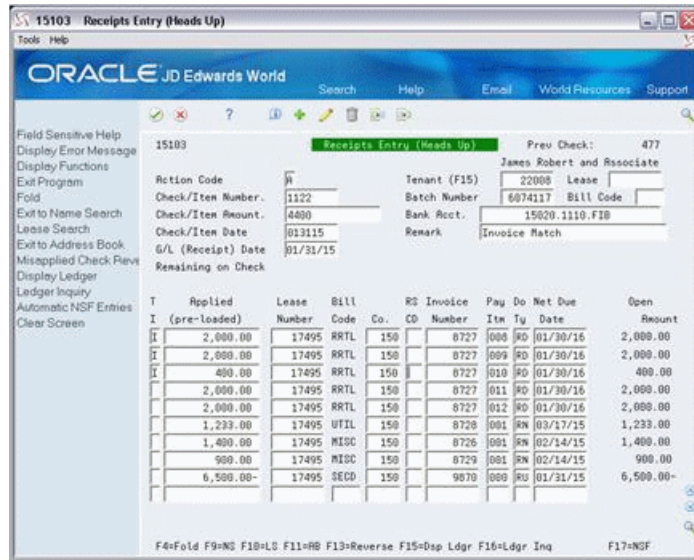
When you pre-load the A/R information, invoice matching involves the following steps:

1. Pre-load the open A/R information for the tenant. For more information, see [Chapter 28, "Receipts Entry \(Heads Up\)"](#) in this guide.
2. Type A in the Action Code field.
3. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
4. Type the G/L date in the G/L (Receipt) Date field.
5. Type I in the TI field for each open amount to which you want to apply the receipt.

Note: If a pre-loaded amount is different than the one you want to apply, type the new amount in the Applied (pre-loaded) field.

The following screen is an example of entries with code I:

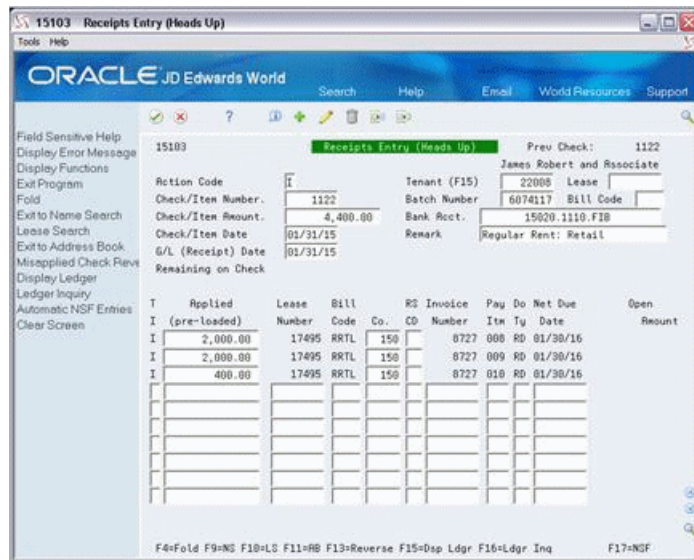
Figure 30–4 Receipts Entry (Heads Up) (Code I) screen



6. Press Enter.

The following screen shows how the system applied the entries on the previous screen:

Figure 30–5 Receipts Entry (Heads Up) (Code I Applied) screen



30.3 General Ledger (G)

You use code G for miscellaneous receipts such as vending machine commissions, postage receipts from employees, and so on. Such receipts do not relate to tenant invoices. The bank account, which the system supplies according to the company you specify, serves as the debit side of the G/L entry. The credit side of the entry is the G/L account you specify in the CR G/L Acct field. This method updates the G/L Account Ledger file (F0911) rather than the A/R Account Ledger file (F0311).

30.3.1 Procedures

You do not need to pre-load the A/R information with this method. A G/L entry involves the following steps:

1. Type A in the Action Code field.
2. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
3. Type the G/L date in the G/L (Receipt) Date field.
4. Type G in the TI field of a blank detail line in the lower part of the screen.
5. Type the amount of the payment in the Applied (pre-loaded) field.
6. Type the number of the company in the Co. field.
7. Press F4 to open the fold area.
8. Type the number of the account for the credit side of the entry in the CR G/L Acct field.

The following screen is an example of an entry with code G (with the fold area open):

Figure 30–6 Receipts Entry (Heads Up) (Code G) screen

With a G/L entry, note the following:

- The number of the tenant or lease is not required because this type of cash receipt does not affect A/R balance and transaction files.
- You can type an explanation for the journal entry in the Memo Remark field, which is located in the fold area.
- Along with the account in the CR G/L Acct field, you can type the number of a subledger in the Sub Ledger field.

Note: Since you specify a G/L account, you cannot specify a bill code.

- A cash receipt can include more than one G/L entry. For example, a single payment for miscellaneous income from laundry, vending, and postage would require a separate line of information for each of the three income accounts.
- A cash receipt can include G/L entries along with entries for both invoice matching (I) and unapplied cash (U).

30.4 Chargeback Debit (C)

You use code C for a chargeback debit when an invoice involves for example, a credit claim that has been disallowed, a disputed charge for a repair, or parts that have been back-ordered. Since the cash receipt for such an invoice is most likely a partial payment, this method "pays off" (clears) the unpaid portion of the invoice and creates a new invoice in its place. The new invoice is a current receivable, and the old amount no longer shows as past due. This makes it possible to bill a tenant again for that unpaid amount.

30.4.1 Procedures

You can pre-load the A/R information with this method. A chargeback debit involves the following steps:

1. Pre-load the A/R information for the tenant.
2. Choose Add in the Action Code field.
3. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
4. Type the G/L date in the G/L (Receipt) Date field.
5. Choose Inquire in the TI field for each open amount to which you want to apply the receipt.
6. Choose Change in the TI field of a blank detail line in the lower part of the screen.

Note: You may need to use the roll keys to display a blank detail line.

7. Type the amount of the chargeback debit in the Applied (pre-loaded) field.
This amount must be negative. For example, suppose the chargeback debit is \$10. You would type either -10 or 10- for the amount.
8. Type the bill code related to the chargeback in the Bill Code field.
With a chargeback debit, the cash receipt is most likely a partial payment. Therefore, the total of the applied amounts with code I plus the negative amount of the chargeback debit must balance to the actual amount of the payment.
9. Press F4 to open the fold area.
10. Type the following information related to the original document: the invoice number in the Original Doc # field, the pay item number in the Item field, the document type in the Type field, and the company number in the Orig Doc Co field.
11. Press Enter.
Step 10 is necessary to provide an audit trail from the chargeback invoice to the original disputed invoice. If any of these fields are blank when you press Enter, the

system highlights the fields that are blank. This type of warning also occurs if the information is not valid. To bypass the warning and have the system accept the entry, press Enter again.

30.5 Unapplied Credit (U)

If a cash receipt cannot be matched with an existing invoice, you can use code U to create a new, open receivable that can be matched at a later date. Common types of unapplied credit (cash) are prepayments for rent, overpayments, and security deposits. Unapplied cash is usually applied to an invoice at a later date with a spread (S).

The system can also create an entry for unapplied cash. It does this for a balance that remains after you have applied a cash receipt.

30.5.1 Procedures

You do not need to pre-load the A/R information with this method. An entry for unapplied cash involves the following steps:

1. Type A in the Action Code field.
2. Type the tenant number in the Tenant (F15) field or the lease number in the Lease field or both.

Note: When the tenant has more than one lease and the Lease field is blank, the system applies the cash receipt beginning with the first lease it encounters.

3. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
4. Type the G/L date in the G/L (Receipt) Date field.
5. Type U in the TI field of a blank detail line in the lower part of the screen.
6. Type the amount of the payment in the Applied (pre-loaded) field.
7. Press Enter.

For unapplied cash, note the following:

- A cash receipt can include an entry for unapplied cash along with entries for invoice matching (I) and general ledger (U). In this case of code I, you might want to first pre-load the A/R information.
- An entry does not require a bill code because the system assigns one.
In the Billing Code Extension file (F1512), the Classification (Special Processing Code) field for such a bill code contains UNC (Unapplied Credit).
- You can have prepayments applied automatically to new invoices when you run the Post Invoices program. This program runs a DREAM Writer version of the G/L Transaction Generation program (P15199), which creates a batch of cash receipts for automatic prepaid application if the processing options are set accordingly. This is helpful if you receive a lot of payments before the actual invoices are generated and posted.
- An entry for unapplied cash is not the same as a G/L entry for a cash receipt (G). The transaction the system creates for unapplied cash has a credit balance and has RU as the document type.

- You can create a debit memo with code U. However, JD Edwards World recommends that you use the Manual Billing Entry screen for debit memos because the debit side of the cash receipt is the bank account rather than a non-cash account.

30.6 Spread (S)

You use code S to adjust receivables within the same account or apply open credits such as unapplied cash to an invoice. For a spread, you leave the Check/Item Amount field blank, and the total of the applied amounts for all the entries must balance to zero.

30.6.1 Procedures

You must pre-load the A/R information with this method. A spread involves the following steps:

1. Type A in the Action Code field.
2. Type the tenant number in the Tenant (F15) field or the lease number in the Lease field or both.
3. Type a number in the Check/Item Number field that is unique and easily recognized such as 999001.
4. Type the appropriate dates in the Check/Item Date and G/L (Receipt) Date fields.
5. Press F15 to pre-load the A/R information for the tenant.
6. Type S in the TI field next to each open item that you want involved in the spread. This includes both the open credits and open debits.
7. Review the amount in the Applied (pre-loaded) field for each entry involved in the spread.
 - If the amount that you want to apply is the same as the amount of the open item, leave the amount as is.
 - If the amount that you want to apply is different than the amount of the open item, type the correct amount and press Field Exit to blank out the old amount.
8. Press Enter.

For a spread, note the following items:

- You can only apply a spread to an existing invoice.
- You leave the Check/Item Amount field blank, and the total of the applied amounts for all the entries in a spread must balance to zero.
- A spread can include more than one entry with code S, but it cannot include any other entry with a different TI code.
- Spreads can be reversed. If you must reverse a cash receipt for unapplied cash that has been spread, always reverse the entries for the spread before you reverse the related entries for the unapplied cash.
- As of release A6.2, if you have a lease with multiple tenants and you have unapplied cash that results from a balance forward (TI code B), the system can spread that amount to multiple tenants in a lease by recognizing the tenant number change in the header portion of the screen.

30.7 Adjustment (A)

You use code A to correct an amount billed in error, write off a bad debt, or write off an uncollectable amount. If you add a receipt for the wrong tenant, you can also adjust the accounts by the amount of the receipt from one tenant to the other. In the fee and interest process, an adjustment can relate to a transaction for compounding interest.

30.7.1 Procedures

You can pre-load the A/R information with this method. A spread involves the following steps:

1. Pre-load the A/R information for the tenant.
2. Type A in the Action Code field.
3. Type a number in the Check/Item Number field that is unique and easily recognized such as 999002.
4. Type the amount of the adjustment in the Check/Item Amount field.
5. Type the appropriate dates in the Check/Item Date and G/L (Receipt) Date fields.
6. Type A in the TI field next to each open item that you want to adjust.
7. Review the amount in the Applied (pre-loaded) field for each entry involved in the adjustment.
 - If the amount that you want to apply is the same as the amount of the open item, leave the amount as is.
 - If the amount that you want to apply is different than the amount of the open item, type the correct amount and press Field Exit to blank out the old amount.
8. Type the appropriate code for the adjustment in the RS CD field for each open item you want to adjust.
9. Press Enter.

For an adjustment, note the following:

- An adjustment can include more than one entry with code A, but it cannot include any other entry with a different TI code.
- Depending on the open that item you want to adjust, the amount in the Check/Item Amount field can be positive or negative. For example, if you want to adjust an open item for -\$10, you would type either -10 or 10- in the Check/Item Amount field.
- An adjustment requires a code in the RS CD field, which specifies the reason. The system uses the code in conjunction with the bill code and automatic accounting instructions (AAIs). The AAI related to an adjustment contains the code along with the prefix RA. For example, the AAI for bad debts (code BD) is RABD.
- The Real Estate Management system has adjustment reasons that are specific to that system. They are user defined codes (system 15, type AD). The Accounts Receivable system also has a specific set of user defined codes (system 03, type AR). Do not use these codes because they may not be valid for the Property Management system. To limit the possibility of an error, JD Edwards World recommends that you set up identical codes for both systems.

Note: If the cursor is in the RS CD field and you press F1, the system displays the A/R codes.

Tenant A/R Ledger Inquiry

This chapter contains these topics:

- Section 31.1, "Display a Tenant's A/R Ledger,"
- Section 31.2, "Security Deposits,"
- Section 31.3, "Print the A/R Ledger,"
- Section 31.4, "Guidelines."

The Tenant A/R Ledger Inquiry screen lets you display and print a tenant's transaction history for billings and cash receipts, which is stored in the A/R Account Ledger file (F0311) and Tenant/Lease Billings Detail file (F1511). The screen is available in two formats to include all the necessary information.

Navigation

From the Real Estate Management System menu (G15), choose Cash Receipts.

From the Cash Receipts menu (G1513), choose Tenant A/R Ledger Inquiry.

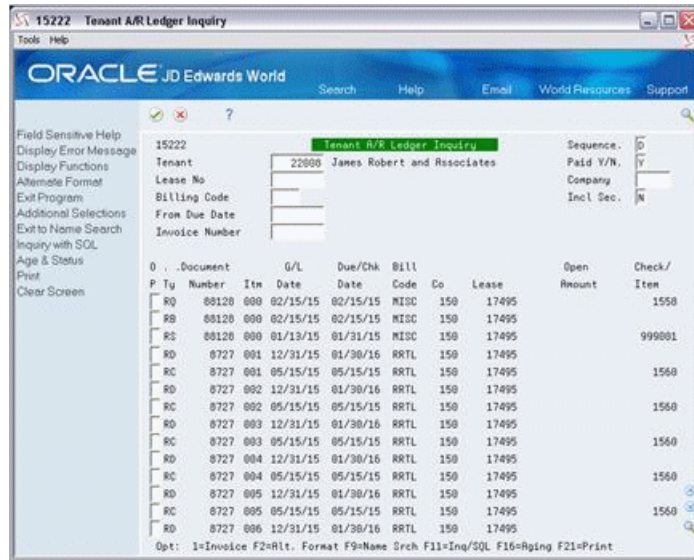
Figure 31–1 Tenant A/R Ledger Inquiry screen

Document	Invoice	Due/Chk	Bill	Gross	Open	Check/	
P Ty	Number	Item	Date	Date	Code	Amount	Item
RQ	88120	000	02/15/15	02/15/15	RISC	1,500.00	1550
RB	88120	000	02/15/15	02/15/15	RISC	1,500.00	
RS	88120	000	02/15/15	01/31/15	RISC	1,500.00-	999001
RD	8727	001	12/31/15	01/30/16	RRTL	2,000.00	
RC	8727	001	12/31/15	05/15/15	RRTL	2,000.00-	1560
RD	8727	002	12/31/15	01/30/16	RRTL	2,000.00	
RC	8727	002	12/31/15	05/15/15	RRTL	2,000.00-	1560
RD	8727	003	12/31/15	01/30/16	RRTL	2,000.00	
RC	8727	003	12/31/15	05/15/15	RRTL	2,000.00-	1560
RD	8727	004	12/31/15	01/30/16	RRTL	2,000.00	
RC	8727	004	12/31/15	05/15/15	RRTL	2,000.00-	1560
RD	8727	005	12/31/15	01/30/16	RRTL	2,000.00	
RC	8727	005	12/31/15	05/15/15	RRTL	2,000.00-	1560
RD	8727	006	12/31/15	01/30/16	RRTL	2,000.00	

Opt: 1=Invoice F2=Alt. Format F9=Name Scrh F11=Inq/SQL F16=Rging F21=Print

You use F2 to toggle between the two formats. In the alternate format, the G/L Date, Co (Company), and Lease fields replace the Invoice Date and Gross Amount fields.

Figure 31–2 Tenant A/R Ledger Inquiry (Alternate) screen



31.1 Display a Tenant's A/R Ledger

To display a tenant's A/R ledger, type the tenant number in the Tenant field or the lease number in the Lease No field and press Enter. This is the minimum required information. The system performs a search according to a single value or a combination of the fields in the upper part of the screen. Note the following:

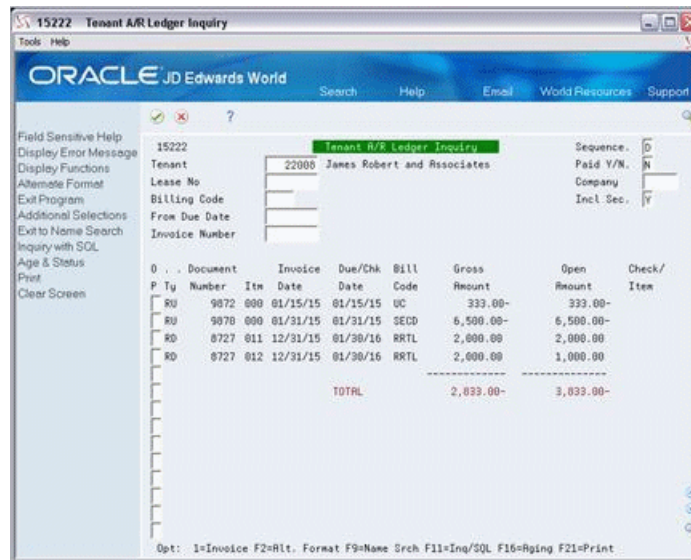
- To limit the display, you can use the following fields: Billing Code, From Due Date, Invoice Number, and Co.
- To expand the display to include both paid and unpaid documents, enter Y (Yes) in the Paid field.
- To change the sequence of the documents on the screen, use the Seq field.

31.2 Security Deposits

To include transactions related to security deposits, use either of the following methods for a tenant that you have already displayed:

- Enter Y (Yes) in the Incl Sec field.
- Enter the bill code for security deposits such as SECD in the Billing Code field. You can use this method regardless of how the Incl Sec field is set.

Figure 31–3 Tenant A/R Ledger Inquiry (Bill Code) screen

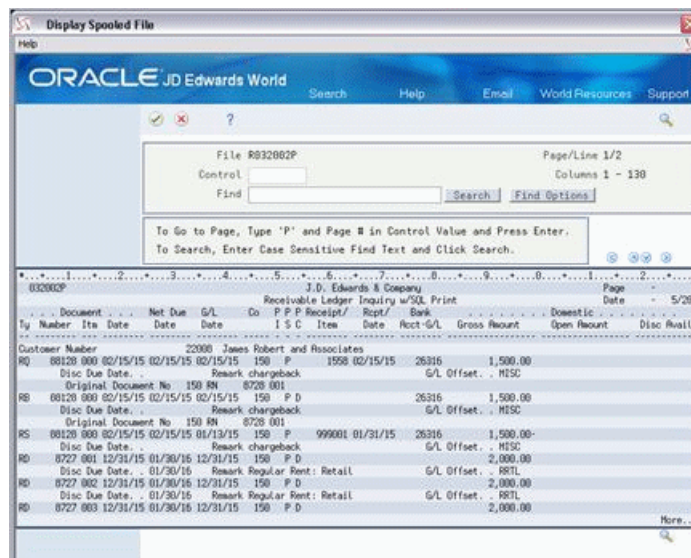


Caution: JD Edwards World recommends that you use both the second method and the screen format that does not include the Gross Amount field. With the other format, the screen displays the unapplied invoice (document type RU) as a negative amount in both the Gross Amount and Open Amount fields. This reduces the totals for the two columns by that amount. The Gross Amount field also includes a negative amount for the cash receipt (document type RC). Together, this information can be misleading.

31.3 Print the A/R Ledger

To print the tenant's A/R ledger, select Print or press F21. The report includes the information you have specified on the screen.

Figure 31–4 Display Spooled File screen



31.4 Guidelines

- The OP (Option) field lets you display the original document (invoice or cash receipt) for a specific transaction. You can also select Age & Status or press F16 to display a status and summary of the tenant's account.
- The following items relate to total amounts:
 - The totals only include the invoices that you have selected for the display. Therefore, if you have limited the display, the totals are not for all unpaid documents in a tenant's A/R account.
 - The screen does not display total amounts when the Seq field is set to M (Numerical Order).
 - The total for the gross amounts includes only the amounts for original documents with document types such as RD, RN, and so on. If the Gross Amount column contains any cash receipts (document type RC) for an invoice, those amounts are not a part of the total. However, the total is reduced by the amounts for unapplied cash (document type RU) because such a transaction is considered an original document.
- For an overview of cash receipts, see [Chapter 27, "Cash Application Process"](#) in this guide.

Receipts Journal Review

This chapter contains these topics:

- [Section 32.1, "Display a List of Batches,"](#)
- [Section 32.2, "Review the Receipts in a Batch,"](#)
- [Section 32.3, "Review a Receipt,"](#)
- [Section 32.4, "Approve a Batch of Receipts,"](#)
- [Section 32.5, "Guidelines."](#)

The batch review and approval facility lets you review transactions at the following three levels of detail:

1. General review of a batch
2. General review of documents within a batch
3. Detailed review of a document

The Receipts Journal Review screen is the first level of detail in the review process. You use it to review and approve batches of receipts for posting. From this screen, you can access the other two levels of detail. The third level also lets you make minor corrections to the transactions. This series of screens displays and updates information in the Batch Control Records file (F0011) and the A/R Account Ledger file (F0311).

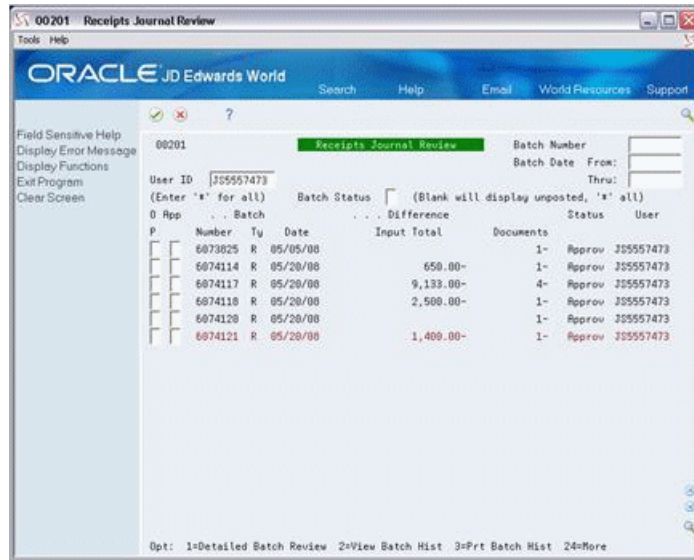
For an overview of cash receipts, see [Chapter 27, "Cash Application Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Cash Receipts.

From the Cash Receipts menu (G1513), choose Receipts Journal Review.

Figure 32–1 Receipts Internal Review screen



32.1 Display a List of Batches

To display a list of batches, type the appropriate information in one or more of the fields in the upper part of the screen and press Enter. The screen displays the batches that match the values you enter. When you enter more values in combination, the search is more specific.

To limit the display by date, you must use both the Batch Date From and Thru fields.

32.2 Review the Receipts in a Batch

To review the receipts in a batch that is displayed on the Receipts Journal Review screen, type 1 in the OP (Option) field for that batch and press Enter. The Cash Receipts Journal Review screen appears. This screen, which displays the header information for each receipt in a batch, is the second level in the review process.

Note: Both options 1 and 2 let you review a cash receipt.

32.3 Review a Receipt

To review the current information for a receipt that is displayed on the Cash Receipts Journal Review screen, type either 1 or 2 in the OP (Option) field for that receipt and press Enter. Option 1 exits to the Accounts Receivable Cash Receipts Entry screen and option 2 exits to the Tenant A/R Cash Receipts screen. These screens are the third level in the review process.

Cash Receipts Entry

This screen is identical to the Receipts Entry screen in the Accounts Receivable system. It lets you review a cash receipt from the perspective of that system.

Tenant A/R Cash Receipts

This screen is identical to the Receipts Entry (Heads Down) screen. If you add or change a receipt at this point, note the following:

- For a new receipt, the system does not create a new batch. The receipt is in the existing batch.
- If the batch is already posted, the batch status changes from posted to unposted. Therefore, you must approve the batch before you can repost it. When you repost the batch, the receipt you have worked on is the only one posted.

32.4 Approve a Batch of Receipts

The system assigns a status to a batch according to how the Management Approval of Input field is set on the Accounts Receivable Constants screen.

- If the field is set to N (No), the system assigns the status of Approved to a batch. Therefore, the batch is ready to post.
- If the field is set to Y (Yes), the system assigns the status of Pending to a batch. In this case, you use the Receipts Journal Review screen to manually change the status to Approved. To do this, type A in the App field for the batch and press Enter.

In the same way, you can prevent an approved batch from posting by changing its status to Pending. To do this, type P in the App field for the batch and press Enter.

32.5 Guidelines

- The batch type for cash receipts is R. The Batch Ty field displays this code on the Receipts Journal Review screen (P00201).
- When you do not use batch control, the Difference Amount and Difference Documents fields usually contain negative numbers. For more information about batch control, see [Chapter 17, "Manual Billing Entry"](#) in this guide.
- To view the accounting distribution for a posted receipt, you must use the Journal Entries screen. You can access this screen through the journal review process beginning with the General Journal Review screen. Remember that the document type is RK for a deposit (debit) entry and AE for an income (credit) entry. The document number for the debit entry (RK) is the number of the batch that contains the particular cash receipt. For the credit (AE) entry, if the A/R constant for the offset method is B, the document number is the same as the batch number assigned to the document. If the constant is D or S, the number is the number of the payment.
- You can delete an unposted batch of receipts with the Batch Delete program.

Note: You cannot delete a batch of documents that has been posted.

- For more information about the screens in this chapter, see the *JD Edwards World Accounts Receivable Guide* and the chapter [Chapter 29, "Receipts Entry \(Heads Down\)"](#) in this guide.

Post Receipts

This chapter contains these topics:

- [Section 33.1, "Posting Process,"](#)
- [Section 33.2, "Post Receipts Procedures,"](#)
- [Section 33.3, "Guidelines."](#)

The Real Estate Management system has its own version of the posting program. This chapter describes the posting process for receipts and how it creates the automatic offset entries to the general ledger.

Note: Remember that when you add a cash receipt, the system creates transactions in the A/R Account Ledger file (F0311) and updates the Lease Financial Summary file (F1520).

For an overview of cash receipts, see [Chapter 27, "Cash Application Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Cash Receipts.

From the Cash Receipts menu (G1513), choose Post Receipts. The system displays the Post Receipts screen with a list of processing options.

Different versions of the post program are also available on other menus in the Real Estate Management system.

33.1 Posting Process

The posting process includes the following two parts: pre-post and post.

33.1.1 Pre-Post

During the pre-post, the system performs the following tasks:

- Selects the transactions from the A/R Account Ledger file (F0311) that are both approved and unposted. Processing options control this.
- Verifies each transaction for the following:
 - Whether the account exists in the Account Master file (F0901) and is a posting account.

- Whether the business unit exists in the Building (Business Unit) Master file (F0006).
- Whether the G/L date is valid.
- Whether the intercompany accounting is balanced.
- Verifies that the batches are approved and journal entries are in balance.

Note: Batch control balancing does not prevent posting.

- Changes the status of a batch to Error if any transaction within the batch is in error. An error condition prevents a batch from posting.
- Prints the Posting Edit Report, which shows any batch errors that exist. The system prints the report in batch sequence. If the only error in a batch is an intercompany balancing problem, the system does not list the batch on this report.

33.1.2 Post

During the post, the system performs the following tasks for any batches that have completed the pre-post without an error:

- Gets the automatic offset method, summary by batch, summary within a document, or detail by document from General Constants file (F0009).
 - Collects and posts the automatic offset amounts for the receipts.
 - Creates and posts entries for adjustments and discounts.
 - Posts the transactions to the G/L Account Balances file (F0902).
 - Marks the transactions as posted in the following files:
 - G/L Account Ledger (F0911)
 - A/R Account Ledger (F0311)
 - Batch Control Records (F0011)
- The posted codes in the three files are P, D, and D, respectively.
- Performs intercompany settlements, if requested, for ledger type AA only.
 - Prints one of the two following reports depending on the final posting status of the batch.
 - For batches that post, the Posting Journal lists the transactions posted to the G/L Account Balances and Account Ledger files. A processing option controls whether the system prints the Posting Journal.
 - For batches that do not post because of balancing problems, the Detail Post Error report lists the detail transactions, which you can use to identify the problem.

33.2 Post Receipts Procedures

During the posting process, you perform the following tasks:

1. Review and approve the batches of documents.
2. Set the processing options.
3. Submit the batches for posting.

4. Review the edit reports.
5. Review the posted receipts.

33.2.1 Review and Approve the Batches

A batch must have a status of Approved before you can post it. For more information, see [Chapter 32, "Receipts Journal Review"](#) in this guide.

33.2.2 Set the Processing Options

When you choose Post Receipts from the menu, the Post Receipts screen appears, displaying a list of processing options. These options control how the system processes the information. Review them and make any necessary changes.

33.2.3 Submit the Batches for Posting

After you have set the processing options, press Enter. The system submits the job for processing and returns you to the menu, which displays the message Post Receipts submitted to batch. To return to the menu without submitting a job, press F3.

Caution: While the posting process is in progress, remember the following:

- Do not make any changes to the information involved in the process such as the Account Master file, automatic accounting instructions (AAIs), A/R constants, and the processing options.
 - Do not stop the posting process.
 - Do not begin a second post.
-
-

33.2.4 Review the Edit Reports

The system always prints the Posting Edit Report, which lists each error that exists within a batch. If the batch has no errors, the report shows the batch number, batch date, and the message *****NO ERRORS***** Batch will post.

If the only error in a batch is an intercompany balancing problem, the system does not list the batch on the Posting Edit report. On the other hand, if a batch is out of balance, the system not only identifies the error on the Posting Edit Report, but it also prints the Detail Post Error report. This report includes detail similar to the Posting Journal except with information that has not been posted. You use this information to determine the cause of the balancing error. Because the system does not post a batch with an error, you must correct all the errors listed on these reports before you attempt to post the batch again.

33.2.5 Review the Posted Receipts

Posting Journal and Other Reports

For batches that posted, the Posting Journal lists the automatic offsets for the cash receipts. These offsets debit the bank account according to its respective AAI, which is RB, and credits accounts receivable according to its respective AAI, which is RC. A processing option controls whether the system prints the Posting Journal.

Figure 33-1 General Ledger Post - Cash Receipts

09801			JD Edwards World	Page	1
Batch Type	- R		General Ledger Post - Cash Receipts	Date	6/30/17
Batch Number	- 14920				
Batch Date	- 06/29/17				

Figure 33-2 Posting Journal

Do Document		G/L	Co	Account Description	G/L Account	Amounts		LT	Units
Doc	Type	Date		Explanation	Subldgr-Ty/Asset Number	Debit	Credit		
RK	14920	06/30/17	015	First Interstate Bank	40002.5390	400.00		AA	
				Bank Deposit					
AE	12121	06/30/17	015	Receivables	40002.1211		400.00	AA	
				Post Offset by Batch R00014920					
Batch Total						400.00	400.00	AA	

The offset transactions have the following characteristics:

- Document type - A/R document types are RK for cash that has been received and applied to an invoice, RC for discounts, RA for adjustments, and AE for automatic entries.
- Document number - If the A/R constant for the offset method is B, the document number is the same as the batch number assigned to the document. If the constant is D or S, the number is the number of the payment.
- Explanation - For offset transactions, the explanation is usually Post Offset by Batch RXXXXXXX. The batch number replaces the character string XXXXXXXX.
For cash entries, the explanation is Bank Deposit.

In addition to the Posting Journal, the following reports are available to review the posted transactions:

- Cash Receipts & Adjustments Journal - This report is a traditional cash receipts journal that helps you proof and balance transactions related to cash receipts. For more information, see [Chapter 34, "Receipts and Adjustments Journal"](#) in this guide.
- General Journal by Batch - This report is a traditional G/L journal that helps you proof and balance transactions related to the general ledger. For more information, see the *JD Edwards World General Accounting I Guide*.

Online Review

In addition to the reports, the following screens are available for an online review:

- Receipts Journal Review - You can review a cash receipt and verify that it is posted. However, you cannot use this screen to view the automatic offsetting entries. To view these entries, you begin with the General Journal Review screen.
- Tenant A/R Ledger Inquiry - You can view an individual A/R transaction (document) associated with a billing and its related payments. However, you cannot use this screen to view the automatic offsetting entries.
- General Journal Review - You can access different levels of review for an A/R batch, its documents, and their related accounting distribution. In order to display cash receipts and adjustments, you must specify batch type R for a processing option.

33.2.6 Processing Options

See [Section 186.13, "General Ledger Post \(P09800\)."](#)

33.3 Guidelines

- You can set up security that controls the approval and posting of batches by a user. There is a separate constant for this in the Accounts Receivable and General Accounting systems. If a user is secured from one of those systems and not the other, an out-of-balance posting condition and G/L error could occur because the Real Estate Management system updates both G/L and A/R. For more information about batch security, see the *JD Edwards World Technical Foundation Guide*.
- For intercompany settlements, note the following setup issues for the General Accounting Constants screen:
 - If the Post Out of Balance field is set to Y (Yes), the system posts journal entries even if debits do not equal credits.
 - If the Intercompany Settlements field is set to Y (Yes), the intercompany transactions within a batch must be in balance in order for the system to post entries that are out of balance. You must set up both ICH and ICC as AAIs.
 - If the Intercompany Settlements field is set to D (Detail), the intercompany transactions within a batch must be in balance in order for the system to post entries that are out of balance. You must set up ICH as an AAI for company 00000 only.
- You must ensure that all post menu selections are routed to the same job queue and that the job queue only allows one job to process at a time.
- After you post a batch, you cannot delete it.
- For more information, see the *JD Edwards World General Accounting I Guide* and *JD Edwards World Accounts Receivable Guide*.

Receipts and Adjustments Journal

This chapter contains these topics:

- [Section 34.1, "Receipts and Adjustments Journal Procedures,"](#)
- [Section 34.2, "Guidelines,"](#)
- [Section 34.3, "Cash Receipts and Adjustments Journal Report."](#)

The Cash Receipts & Adjustments Journal is a traditional journal that you can use to proof and balance transactions related to cash receipts. Although this report is helpful, the online review process, which begins with the Receipts Journal Review screen, is quicker and more flexible. However, the report may provide a more workable form for a detailed review of some balancing problems.

It is based on the A/R Account Ledger file (F0311). The processing time increases in proportion to the amount of history you retain in that file.

Navigation

From the Real Estate Management System menu (G15), choose Cash Receipts.

From the Cash Receipts menu (G1513), choose Receipts & Adjustments Jrnl.

34.1 Receipts and Adjustments Journal Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

34.2 Guidelines

- On the Data Selection screen for the DREAM Writer version, the Batch Type and Payment/Item Number fields are required. The batch type for cash receipts is R. To print both posted and unposted transactions, the G/L Posted Code field must equal *ALL. It is expected that the user will change the selection criteria with each execution of this report. You will most likely be changing the batch number (using greater than or equal to logic) and/or user ID.
- On the Gross/Posted line for a total, the amount for the Receipts Discount column includes the related receipts. For the Adjustments column, the amount includes the related adjustments that are posted.
- On the Discount/Unposted line for a total, the amount for the Receipts Discount column includes the related discounts. For the Adjustments column, the amount includes the related adjustments that are not posted.

34.3 Cash Receipts and Adjustments Journal Report

Figure 34–1 Cash Receipts & Adjustments Journal Report (1 of 2)

03311	User	- JS5557473	J.D. Edwards & Company	Page -	1
	Batch Number	- 6074083	Cash Receipts & Adjustments Journal	Date -	5/29/08
			Batch Number		

Figure 34–2 Cash Receipts & Adjustments Journal Report (2 of 2)

Chk/Item	Date	Co	Name	T Address Number	Receipts	Adjustments	RS P
Check	Check		Remark	I Inv/Pay Item or G/L Acct	Discount		CD C
G/L							
Batch Date		- 05/19/08		First Interstate Bank			
Bank Account		- 00026316					
1560	05/15/15	00150	James Robert and Associates	22008			
	05/15/15		Regular Rent: Retail	I 8727 001	2,000.00		D
	05/15/15		Regular Rent: Retail	I 8727 002	2,000.00		D
	05/15/15		Regular Rent: Retail	I 8727 003	2,000.00		D
	05/15/15		Regular Rent: Retail	I 8727 004	2,000.00		D
	05/15/15		Regular Rent: Retail	I 8727 005	2,000.00		D
	05/15/15		Regular Rent: Retail	I 8727 006	2,000.00		D
	05/15/15		Regular Rent: Retail	I 8727 007	2,000.00		D
	05/15/15		Regular Rent: Retail	I 8727 010	1,600.00		D
Check/Item Total (Offset)					15,600.00		
Bank Acct Total - Gross/Posted					15,600.00		
-Discount/Unposted							
Batch Total - Gross/Posted					15,600.00		
-Discount/Unposted							
User Total - Gross/Posted					15,600.00		
-Discount/Unposted							
Total - Gross/Posted					15,600.00		
-Discount/Unposted							

Cash Receipts Variance Report

This chapter contains these topics:

- [Section 35.1, "Cash Receipts Variance Procedures,"](#)
- [Section 35.2, "Guidelines,"](#)
- [Section 35.3, "Cash Receipts Variance Report."](#)

This report lists the amounts that have been billed and received, and those still outstanding for the month and year-to-date (YTD). Each detail line for a bill code is a summary of all the transactions for that bill code. The report is based on the A/R Account Ledger file (F0311) and also includes information from the following files: Building (Business Unit) Master (F0006), Tenant/Lease Master (F1501), and Unit Master (F1507).

Note: The information in the sample report is not complete. Therefore, some totals do not agree with the rest of the information.

Navigation

From the Real Estate Management System menu (G15), choose **Cash Receipts**.

From the Cash Receipts menu (G1513), choose **Cash Receipts Variance Report**.

35.1 Cash Receipts Variance Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

35.2 Guidelines

- Processing options control the reporting period that appears in the As of field.
- The system applies a payment to the month and year in which it was billed. Therefore, if a payment is received today for an invoice that was posted in a prior month, the prior month includes that payment.
- The report does not include separate detail lines for each transaction in the A/R ledger. All the transactions for a bill code related to a tenant, lease, and unit are summarized in a single line.

You can review the detail from one of the following screens: Manual Billing Entry, Receipts Entry, and Tenant A/R Ledger Inquiry.

35.3 Cash Receipts Variance Report

Figure 35-1 Cash Receipts Variance Report (1 of 2)

12440 J.D. Edwards & Company									
Cash Receipts Variance Report by Tenant									
Tenant	Lease	Unit	Bill	Billed	Actual	Open	Billed Amt	Actual Rec'd	Page
Number	Number	Building	Number	Amount	Received	Amount	(YTD)	To Date	Am of
			Code						- 12 / 15
									Open Amt
									(YTD)

Figure 35-2 Cash Receipts Variance Report (2 of 2)

Tenant	Lease	Unit	Bill	Billed	Actual	Open	Billed Amt	Actual Rec'd	Page
22008	17495	15020	2201	MISC	24,000.00	21,000.00	3,000.00	12,400.00	7,400.00
22008	17495	15020	2201	RSTC	24,000.00	21,000.00	3,000.00	24,000.00	21,000.00
22008	17495	15020	2201	UTIL	1,233.00	1,233.00		1,233.00	1,233.00
Tenant Totals				24,000.00	21,000.00	3,000.00	37,633.00	29,633.00	8,000.00
Grand Totals				24,000.00	21,000.00	3,000.00	37,633.00	29,633.00	8,000.00

Part V

Tenant and Lease Reporting

This part contains these chapters:

- Chapter 36, "Tenant Alpha Listing,"
- Chapter 37, "Tenant Master Listing,"
- Chapter 38, "Tenant Billing Listing,"
- Chapter 39, "Tenant Rent Roll,"
- Chapter 40, "Tenant A/R Daily Balance,"
- Chapter 41, "Tenant Log Information,"
- Chapter 42, "Lease Master Listing,"
- Chapter 43, "Lease Log Details,"
- Chapter 44, "Lease Log Summary Analysis,"
- Chapter 45, "Lease Date Edit Worksheet,"
- Chapter 46, "Lease Expiration Listing,"
- Chapter 47, "Lease Follow-Up Worksheet,"
- Chapter 48, "Leasing Activity,"
- Chapter 49, "Occupancy/Vacancy Listing,"
- Chapter 50, "Critical Date Report,"
- Chapter 51, "Critical Date Review Report,"
- Chapter 52, "Log Detail Listing."

Tenant Alpha Listing

This chapter contains these topics:

- [Section 36.1, "Tenant Listing Procedures,"](#)
- [Section 36.2, "Guidelines,"](#)
- [Section 36.3, "Tenant Alphabetical Listing Report."](#)

This report provides information about tenants and leases. It is based on the Tenant/Lease Master file (F1501), and does not have any processing options.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Tenant Alpha Listing.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

36.1 Tenant Listing Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

36.2 Guidelines

- The sequence of the information is based on either the alpha name or the address number of the tenants. If based on the alpha name, the report lists the tenants' names in alphabetical order.
- The LC (Lease Condition) field is not currently active.

36.3 Tenant Alphabetical Listing Report

Figure 36-1 Tenant Alphabetical Listing Report (1 of 2)

J.D. Edwards & Company													Page	1
Alpha Tenant Listing - All Tenants													-	5/29/08
Unit Number	Floor No.	Tenant Name	Lease Ty	Lease C Term	Property	Building	Usabl Area	Rentab Area	Move-In Date	Move-Out Date	Tenant Number	Lease Number	Occupant Address	Alternat Payee
202	2	Abernathy & Hitch	RT	42	15010	15020	2,500	3,000	10/01/96		4175	15368		4175
202	2	Abernathy & Hitch	RT	12	15010	15020	2,500	5,000	01/01/08		4175	15624		4175
101	1	Able, Robert/Dwain	AP	12	15110	15150	1,100	1,100	02/01/98		6411	15161	6411	
201	2	Arthur Mitchell, PC	CO	60	15110	15120	4,500	3,000	05/01/97		5389	15288		5389
A	1	Avia Car Rental	IL		15010	15090	435,600	435,600	05/01/97		6568	15253		6568
201	2	Baker, Louis	AP	7	15110	15150	850	850	04/08/98		6429	15157		6429
303	3	Carbone & Carline	CO	22	15110	15120	3,800	4,000	06/28/97		5362	15309		5362
301	3	Charles, James ("JC")	AP	12	15110	15150	675	675	06/01/98		6437	15165		6437
104	1	Colorado Gifts	RT	77	15010	15020	2,500	3,000	02/15/96		5813	15149		5813
103	1	Dadone's Deli	RS	24	15010	15020	1,500	1,500	05/01/97		3965	15261		3965
203	2	Eddie Bean Outlet Store	RT	61	15010	15020	2,500	3,000	05/22/96		6630	15341		6630
103	1	Eddie Bean Outlet Store	RT	61	15110	15120	4,800	5,000	05/22/96		6630	15341		6630
203	2	GeiTel	CO	35	15110	15120	2,800	3,000	06/15/98		5371	15296		5371
4000	1	Global Technology, Ltd	WH	60	15110	15310	75,000	75,000	02/01/99		6470	15211	6470	6470
2201	22	James Robert and Associa	CO	60	15010	15020	2,500	3,000	01/01/15		22008	17495		22008
2202	22	James Robert and Associa	CO	36	15010	15020	2,500	1,800	01/01/15		22008	17496		22008
PK1000	1	Parcel Express (Tenant)	WH	120	15110	15210	50,000	50,000	05/01/97		6550	15270		6550
1	1	Parking Corp of America	MS	35	15020	15030			02/01/97		6541	15245		6541
101	1	Pizza House Store 10	RS	60	15010	15020	1,500	1,500	11/01/97		6513	15229		6505
402	4	Rocky Mtn Promotion Grou	CO	34	15110	15120	3,800	4,000	06/01/97		5397	15317		5397
101	1	Rocky Mtn Promotion Grou	CO	34	15110	15121	4,800	5,000	02/01/98		5397	15317		5397
501	5	RVL Architects/Planners	CO	27	15110	15121	4,700	5,000	10/01/97		6621	15325		6621
1	1	Santa Fe Furnishings	WH	44	15110	15140	25,000	25,000	05/10/97		6381	15350		6381
201	2	Tattered Books	RT	92	15010	15020	2,500	3,000	04/08/96		6736	15173		6736

Figure 36-2 Tenant Alphabetical Listing Report (2 of 2)

1000	1	Thei Silk and Teak, Ltd	WH	60	15110	15310	25,000	25,000	06/01/98		6453	15190		6453
204	2	Unlimited, The	RT	109	15010	15020	2,500	3,000	07/21/96		4535	15237		4535
101	1	Unlimited, The	RT	24	15110	15130	3,750	4,000	06/01/97		4535	15333		4535
2000	1	World Photography	WH	36	15110	15310	50,000	50,000	08/01/98		6461	15202	6461	6461

Tenant Master Listing

This chapter contains these topics:

- [Section 37.1, "Tenant Master Listing Procedures,"](#)
- [Section 37.2, "Processing Options,"](#)
- [Section 37.3, "Tenant Master List Report."](#)

This report is a master list of the names and addresses related to leases. It is based on the Tenant/Lease Master file (F1501) and also includes information from the Building (Business Unit) Master and Address Book Master files (F0006 and F0101, respectively). The information is sequenced in alphabetical order by the alpha name of the tenant.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Tenant Master Listing.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

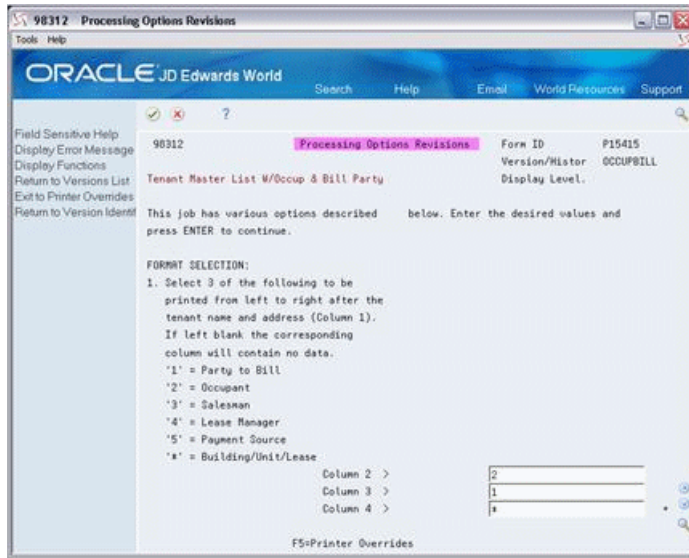
37.1 Tenant Master Listing Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

37.2 Processing Options

Processing option 1 requires explanation in addition to what you see on the screen. There are actually two columns for each column that you specify, one for the address book number and one for the mailing address. In the case of Building/Unit/Lease, the two columns are for the facility numbers and the mailing address of the property or building.

Figure 37-1 Processing Options Revisions screen



37.3 Tenant Master List Report

Figure 37-2 Tenant Master List Report (1 of 5)

15415		J.D. Edwards & Company		Page - 1	
		Tenant Master List		Date - 5/29/08	
Tenant Number	Mailing Address and Phone	Occupant Number	Mailing Address and Phone	Party to Bill	Bldg No./ Unit/Lease N
4175	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019 212 234-1887			4175	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019 212 234-1887
4175	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019 212 234-1887			4175	Abernathy & Hitch 5907 Fifth Avenue New York NY 10019 212 234-1887
6411	Robert/Walton Able Dublin Apts/Gateway, Unit 101 9000 North Green Valley Blvd Denver CO 80207 303 644-1201	6411	Robert/Walton Able Dublin Apts/Gateway, Unit 101 9000 North Green Valley Blvd Denver CO 80207 303 644-1201		
5389	Arthur Mitchell, PC Certified Public Accountants Suite 203 Stanford Office Building 2700 East University Blvd Denver CO 80206 303 320-1040			5389	Arthur Mitchell, PC Certified Public Accountants Suite 203 Stanford Office Building 2700 East University Blvd Denver CO 80206 303 320-1040
6568	Avia Car Rental (Tenant) 11000 East Airport Blvd Denver CO 80207 303 270-AVTS			6568	Avia Car Rental (Tenant) 11000 East Airport Blvd Denver CO 80207 303 270-AVTS
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016

Figure 37-3 Tenant Master List Report (2 of 5)

15415		J.D. Edwards & Company		Page - 2	
		Tenant Master List		Date - 5/29/08	
Tenant Number	Mailing Address and Phone	Occupant Number	Mailing Address and Phone	Party to Bill	Bldg No./ Unit/Lease N
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
22095	Baby James 123 My street denver CO 80016			22095	Baby James 123 My street denver CO 80016
6429	Louis Baber Dublin Apts/Gateway, Unit 201 9000 North Green Valley Blvd Denver CO 80207 303 644-1201	6429	Louis Baber Dublin Apts/Gateway, Unit 201 9000 North Green Valley Blvd Denver CO 80207 303 644-1201		
82201	Sonnie's Tenant			82201	Sonnie's Tenant

Figure 37-4 Tenant Master List Report (3 of 5)

15415		J.D. Edwards & Company Tenant Master List			Page - 3		Date - 5/29/08	
Tenant Number	Mailing Address and Phone	Occupant Number	Mailing Address and Phone	Party to Bill	Mailing Address and Phone	Unit/Lease N	Bldg No./	Mailing Address and Phone
82202	Bonnie's Tenant 2			82202	Bonnie's Tenant 2	15020	10000 East Airport Blvd	82202 Denver CO 80207
82203	Bonnie's Third Tenant			82203	Bonnie's Third Tenant	15023	10000 East Airport Blvd	82203 Denver CO 80207
5362	Carbone & Carlino Attorneys at Law Suite 251 Stanford Office Building 2750 East University Blvd Denver CO 80206			5362	Carbone & Carlino Attorneys at Law Suite 251 Stanford Office Building 2750 East University Blvd Denver CO 80206	15120	Stanford Offices at Gateway	15120 Denver CO 80207
6437	James (DC) Charles Dublin Apts/Gateway, Unit 301 9000 North Green Valley Blvd Denver CO 80207			6437	James (DC) Charles Dublin Apts/Gateway, Unit 301 9000 North Green Valley Blvd Denver CO 80207	301	9000 North Green Valley Blvd	15165 Denver CO 80207
5813	Colomado Gifts 720 16th Street Commerce Town, WY 82426			5813	Colomado Gifts 720 16th Street Commerce Town, WY 82426	104	10000 East Airport Blvd	15149 Denver CO 80207
3965	DeAnna's Deli 2727 East Main St Littleton CO 80120			3965	DeAnna's Deli 2727 East Main St Littleton CO 80120	103	10000 East Airport Blvd	15261 Denver CO 80207
6630	Eddie Bean Outlet Store 303 670-3000			6630	Eddie Bean Outlet Store 303 670-3000	203	10000 East Airport Blvd	15341 Denver CO 80207

15415		J.D. Edwards & Company Tenant Master List			Page - 4		Date - 5/29/08	
Tenant Number	Mailing Address and Phone	Occupant Number	Mailing Address and Phone	Party to Bill	Mailing Address and Phone	Unit/Lease N	Bldg No./	Mailing Address and Phone
6630	Eddie Bean Outlet Store 303 670-3000			6630	Eddie Bean Outlet Store 303 670-3000	15130	Outlet Center at Gateway	15341 Denver CO 80207
5371	GeoFax Consulting Geologists Suite 202 Stanford Office Building 2750 East University Blvd Denver CO 80206			5371	GeoFax Consulting Geologists Suite 202 Stanford Office Building 2750 East University Blvd Denver CO 80206	203	15120 Stanford Offices at Gateway	15296 Denver CO 80207
6470	Global Technology, Ltd World Trade Dis Pac, Unit 4000 10000 International Road Denver CO 80207	6470	Global Technology, Ltd World Trade Dis Pac, Unit 4000 10000 International Road Denver CO 80207		6470	Global Technology, Ltd World Trade Dis Pac, Unit 4000 10000 International Road Denver CO 80207	4000	10000 International Road
22008	James Robert and Associates 4789 E Shulid Ave Suite 300A Denver CO 80231			22008	James Robert and Associates 4789 E Shulid Ave Suite 300A Denver CO 80231	22008	15020 Atrium Mall	17495 Denver CO 80207
6550	Parcel Express (Tenant) 12500 East Express Lane Denver CO 80207			6550	Parcel Express (Tenant) 12500 East Express Lane Denver CO 80207	203	15210 Parcel Express	15270 Denver CO 80207
6541	Parking Corp of America 10000 East Airport Blvd Denver CO 80207			6541	Parking Corp of America 10000 East Airport Blvd Denver CO 80207	1	15030 Parking Structure: DIA	15245 Denver CO 80207

Figure 37-5 Tenant Master List Report (4 of 5)

15415		J.D. Edwards & Company Tenant Master List			Page - 5		Date - 5/29/08	
Tenant Number	Mailing Address and Phone	Occupant Number	Mailing Address and Phone	Party to Bill	Mailing Address and Phone	Unit/Lease N	Bldg No./	Mailing Address and Phone
6613	Pizza House Store 10 Atrium Mall at DenInclArpt 90 East 199th Denver CO 80701			6605	Pizza House Corp. 2741 West Main St Littleton CO 80120	101	15020 Atrium Mall	15329 Denver CO 80207
5397	Rocky Mtn Promotion Group Advertising/Public Relations Suite 204 Stanford Office Building 2750 East University Blvd Denver CO 80206			5397	Rocky Mtn Promotion Group Advertising/Public Relations Suite 204 Stanford Office Building 2750 East University Blvd Denver CO 80206	402	15120 Stanford Offices at Gateway	15317 Denver CO 80207
5397	Rocky Mtn Promotion Group Advertising/Public Relations Suite 204 Stanford Office Building 2750 East University Blvd Denver CO 80206			5397	Rocky Mtn Promotion Group Advertising/Public Relations Suite 204 Stanford Office Building 2750 East University Blvd Denver CO 80206	101	15121 *** Address Not Found ***	15317
6621	RVL Architects/Planners Suite 501 9000 East Gateway Blvd Denver CO 80207			6621	RVL Architects/Planners Suite 501 9000 East Gateway Blvd Denver CO 80207	501	15121 *** Address Not Found ***	15325
6381	Santa Fe Furnishings 2525 East First Ave Denver CO 80202			6381	Santa Fe Furnishings 2525 East First Ave Denver CO 80202	1	15140 Industrial Warehouse: Gateway	15350 Denver CO 80207
6736	Tattered Books 2711 E First Avenue Denver CO 80220			6736	Tattered Books 2711 E First Avenue Denver CO 80220	201	15023 Atrium Mall	15173 Denver CO 80207
6453	Thai Silk and Teak, Ltd World Trade Dis Pac, Unit 1000 10000 International Road Denver CO 80207			6453	Thai Silk and Teak, Ltd World Trade Dis Pac, Unit 1000 10000 International Road Denver CO 80207	1000	15310 World Trade Distr Facility	15190 Denver CO 80207

15415		J.D. Edwards & Company Tenant Master List			Page - 6		Date - 5/29/08	
Tenant Number	Mailing Address and Phone	Occupant Number	Mailing Address and Phone	Party to Bill	Mailing Address and Phone	Unit/Lease N	Bldg No./	Mailing Address and Phone
4535	The Unlimited 2222 Broadway New York NY 10019					204	10000 East Airport Blvd	15237 Denver CO 80207

Figure 37-6 Tenant Master List Report (5 of 5)

303	135-7890					303	270-1111	
4535	The Unlimited 2222 Broadway New York NY 10019			4535	The Unlimited 2222 Broadway New York NY 10019	101	15130 Outlet Center at Gateway	15333 Denver CO 80207
6461	World Photography World Trade Dis Pac, Unit 2000 10000 International Road Denver CO 80207	6461	World Photography World Trade Dis Pac, Unit 2000 10000 International Road Denver CO 80207		6461	World Photography World Trade Dis Pac, Unit 2000 10000 International Road Denver CO 80207	2000	10000 International Road

Tenant Billing Listing

This chapter contains these topics:

- [Section 38.1, "Tenant Billing Listing Procedures,"](#)
- [Section 38.2, "Processing Options,"](#)
- [Section 38.3, "Tenant Billing Detail Report."](#)

This report provides the setup information for recurring billings. It is based on the Unit Master file (F1507) and includes information from the Tenant/Lease Master and Recurring Billings Master files (F1501 and F1502, respectively).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Tenant Billing Listing.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

38.1 Tenant Billing Listing Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

38.2 Processing Options

See [Section 186.14, "Tenant Billing Detail - All Properties \(P15420\)."](#)

38.3 Tenant Billing Detail Report

Figure 38-1 Tenant Billing Detail Report (1 of 6)

15420 J.D. Edwards & Company											Page	-	1
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
6613	Pizza House Store 10	15229	15020	101	RESTR		1					1,500.00	
					Floor	-	1					1,500.00	
3965	DeAnna's Deli	15261	15020	103	Pizza House RESTR		1					1,500.00	
					Floor	-	1					1,500.00	
5813	Colorado Gifts	15149	15020	104	DeAnna's Deli		1					1,500.00	
					RSALE							3,000.00	
					Floor	-	1					3,000.00	
22095	Baby James	2009	15020	1101	Colorado Gifts		11					3,000.00	
					RSALE							3,000.00	
					Floor	-	11					3,000.00	
22095	Baby James	22095	15020	1104	Vacant Space		11					3,000.00	
					RSALE							850.00	
					Floor	-	11					850.00	

Figure 38-2 Tenant Billing Detail Report (2 of 6)

22095	Baby James	1559	15020	1201	Vacant Space		12	RRTL			5,500.00	3,000.00	
					RSALE			MISC			300.00		
					Floor	-	12				5,800.00	3,000.00	

15420 J.D. Edwards & Company											Page	-	2
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
22095	Baby James	1558	15020	1201	Vacant Space		12				5,800.00	3,000.00	
	*** Tenant has moved out ***				Floor	-	12					3,000.00	
22095	Baby James	15641	15020	1201	Vacant Space		12					3,000.00	
					Floor	-	12					3,000.00	
22095	Baby James	2008	15020	1401	Vacant Space		14					3,000.00	
					Floor	-	14					3,000.00	
82203	Bonnie's Third Tenant	82203	15020	1502	Vacant Space		15					3,000.00	
					RSALE							1,800.00	
					Floor	-	15					1,800.00	
782	jeanne new on the fly ten	15632	15020	1704	Vacant Space		17					1,800.00	
					RSALE							3,000.00	
					Floor	-	17					3,000.00	
					Vacant Space							3,000.00	

15420 J.D. Edwards & Company											Page	-	3
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
6736	Tattered Books	15173	15020	201	RSALE		2					3,000.00	
					Floor	-	2					3,000.00	
4175	Abernathy & Hitch	15368	15020	202	Tattered Books		2					3,000.00	
					RSALE							3,000.00	
					Floor	-	2					3,000.00	
4175	Abernathy & Hitch	15624	15020	202	Abernathy & Hitch		2					3,000.00	
					RSALE							5,000.00	
					Floor	-	2					5,000.00	
6630	Eddie Bean Outlet Store	15341	15020	203	Abernathy & Hitch		2					5,000.00	
					RSALE							3,000.00	
					Floor	-	2					3,000.00	
4535	Unlimited, The	15237	15020	204	Eddie Bean		2					3,000.00	
					RSALE							3,000.00	
					Floor	-	2					3,000.00	
82202	Bonnie's Tenant #2	82202	15020	2102	Unlimited		21					3,000.00	
					RSALE							1,800.00	
					Floor	-	21					1,800.00	

Figure 38-3 Tenant Billing Detail Report (3 of 6)

15420 J.D. Edwards & Company											Page	-	4
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
22008	James Robert and Associat	17495	15020	2201	Vacant Space				01/01/15	12/31/15	2,000.00	1,800.00	
					RSALE	22	RRTL				2,000.00	3,000.00	
					Floor	-		22			2,000.00	3,000.00	
82201	Bonnie's Tenant	822	15020	2202	Vacant Space						2,000.00	3,000.00	
					RSALE	22						1,800.00	
					Floor	-		22				1,800.00	
22008	James Robert and Associat	17496	15020	2202	Vacant Space				01/01/15	12/31/17	4,500.00	1,800.00	
					RSALE	22	RRTL					1,800.00	

Figure 38-4 Tenant Billing Detail Report (4 of 6)

					Floor	-		22			4,500.00	1,800.00	
					Vacant Space						4,500.00	1,800.00	
					Atrium Mall						12,300.00	52,050.00	

15420 J.D. Edwards & Company											Page	-	5
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
6541	Parking Corp of America	15245	15030	1	FRKNG			1					
					Floor	-		1					
					Parking Structure								
					Terminal Parking Structure								

15420 J.D. Edwards & Company											Page	-	6
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
6568	Avis Car Rental	15253	15090	A	FRKNG			1				435,600.00	
					Floor	-		1				435,600.00	
					Avis Land Lease							435,600.00	
					Avis Parcel							435,600.00	

15420 J.D. Edwards & Company											Page	-	7
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
5389	Arthur Mitchell, PC	15288	15120	201	OFFCE			2				5,000.00	
					Floor	-		2				5,000.00	
5371	GeoTek	15296	15120	203	Arthur Mitchell			2				5,000.00	
					OFFCE							3,000.00	
					Floor	-		2				3,000.00	
5362	Carbone & Carlino	15309	15120	303	Geo-Tek			3				3,000.00	
					OFFCE							4,000.00	
					Floor	-		3				4,000.00	
5397	Rocky Mtn Promotion Group	15317	15120	402	Carbone & Carlino			4				4,000.00	
					OFFCE							4,000.00	
					Floor	-		4				4,000.00	
					Rocky Mountain Promo Group							4,000.00	
					Stanford Office Building							16,000.00	

15420 J.D. Edwards & Company											Page	-	8
Tenant Billing Detail - All Properties											Date	-	5/29/08
											As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area	
5397	Rocky Mtn Promotion Group	15317	15121	101	OFFCE			1				5,000.00	
					Floor	-		1				5,000.00	
6621	RVL Architects/Planners	15325	15121	501	Rocky Mountain Promo Group			5				5,000.00	
					OFFCE							5,000.00	
					Floor	-		5				5,000.00	
					RVL Architect/Planner							5,000.00	
					Oxford Office Building							10,000.00	

Figure 38-5 Tenant Billing Detail Report (5 of 6)

15420 J.D. Edwards & Company												Page	-	9
Tenant Billing Detail - All Properties												Date	-	5/29/08
												As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area		
4535	Unlimited, The	15333	15130	101	RSALE	1						4,000.00		
					Floor	-		1				4,000.00		

Figure 38-6 Tenant Billing Detail Report (6 of 6)

6630	Eddie Bean Outlet Store	15341	15130	103	The Unlimited RSALE	1						4,000.00		
					Floor	-		1				5,000.00		
					Eddie Bean							5,000.00		
					Gateway Outlet Center							9,000.00		

15420 J.D. Edwards & Company												Page	-	10
Tenant Billing Detail - All Properties												Date	-	5/29/08
												As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area		
6381	Santa Fe Furnishings	15350	15140	1	WRHSE	1						25,000.00		
					Floor	-		1				25,000.00		
					Santa Fe Imports							25,000.00		
					Gateway Industrial Park							25,000.00		

15420 J.D. Edwards & Company												Page	-	11
Tenant Billing Detail - All Properties												Date	-	5/29/08
												As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area		
6411	Able, Robert/Helen	15181	15150	101	APT3U	1						1,100.00		
					Floor	-		1				1,100.00		
6429	Baker, Louis	15157	15150	201	Able, Robert & Helen APT2U	2						1,100.00		
					Floor	-		2				850.00		
6437	Charles, James (*JC*)	15165	15150	301	Baker, Louis APT1U	3						850.00		
					Floor	-		3				675.00		
					Charles, James (JC)							675.00		
					Dublin Apartments							2,625.00		

15420 J.D. Edwards & Company												Page	-	12
Tenant Billing Detail - All Properties												Date	-	5/29/08
												As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area		
6550	Parcel Express (Tenant)	15270	15210	FX1000	WRHSE	1						50,000.00		
					Floor	-		1				50,000.00		
					Parcel Express							50,000.00		
					Parcel Express Bldg							50,000.00		

15420 J.D. Edwards & Company												Page	-	13
Tenant Billing Detail - All Properties												Date	-	5/29/08
												As of	-	01/01/15
Tenant Number	Tenant Name	Lease Number	Building Number	Unit Number	Unit Type	Floor	Bill No.	Code	Start Date	Ending Date	Gross Amount	Rentable Area		
6453	Thai Silk and Teak, Ltd	15190	15310	1000	WRHSE	1						25,000.00		
					Floor	-		1				25,000.00		
6461	World Photography	15202	15310	2000	Thai Silk and Teak, Ltd WRHSE	1						25,000.00		
					Floor	-		1				50,000.00		
6470	Global Technology, Ltd	15211	15310	4000	World Photography WRHSE	1						50,000.00		
					Floor	-		1				75,000.00		
					Global Technology, Ltd							75,000.00		
					World Trade Distr. Facility							150,000.00		
					Grand Total							12,300.00	750,275.00	

Note: The information in the sample report is not complete. Therefore, the totals do not agree with the rest of the information.

Tenant Rent Roll

This chapter contains these topics:

- [Section 39.1, "Tenant Rent Roll Procedures,"](#)
- [Section 39.2, "Tenant Rent Roll Report,"](#)
- [Section 39.3, "Processing Options,"](#)
- [Section 39.4, "Guidelines."](#)

The Tenant Rent Roll shows rents in effect based on an as of date. You can use the Processing Options available to control the information that appears on the report. The following is a list of some of the features available to you.

- As of date
- Expression of amounts on a monthly or annual basis
- Expression of amounts on a per square foot basis or gross amount basis
- Second detail line option to display amounts in alternate format
- Selection of base rent, Expense Participation, and Escalation bill codes
- Selection of square footage retrieval
- Comparison to Market, Renewal or Potential rent
- Inclusion of vacancies and future leases
- Option to print vacant or leased totals
- Alternate format to show rent steps (with independent control over expression of rent step amounts)
- Printing of building address in heading
- Inclusion of non-billable leases such as pre-leases (designated by an X in the second description of the Lease Status User Defined Code Table (system 15, code LT) or speculative leases (designated by an NA in the second description of the Tenant Lease Type User Defined Code Table (system 15, code LT))
- Inclusion of Subleases and optionally include corresponding rent amounts

This report lists rent amounts in effect on the date you specify in the processing options. The quantities relate to recurring billings and can include the following:

Item	Item
Base rent	Market, renewal, or potential rent
Expense participation	Vacant and occupied units

Item	Item
Escalation	Speculative leases, pre-leases, and subleases
Sales overage or rent steps	Monthly and annual amounts
Miscellaneous recurring billings	Gross amounts and amounts per square foot

It is based on the Unit Master file (F1507) and can also include information from the following files:

Item	Item
Building (Business Unit) Master (F0006)	Product Scales Master (F15014)
Address Book Master (F0101)	Tenant Escalation Master (F15016)
Tenant/Lease Master (F1501)	Recurring Billings Master (F1502)
Tenant Sales History (F15013)	Log Standards Master (F1503)

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Tenant Rent Roll.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

39.1 Tenant Rent Roll Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

39.2 Tenant Rent Roll Report

Figure 39-1 Tenant Rent Roll Report

Business Unit, Unit No.		Tenant Name	Rentable Sq. Ft.	Base Rent	Exp. Part	Escalation	Other	Effec. Rate	Start Date	End Date	Lease Term	Lease Rent 3Rr Date	Market Rent	Breakpoint on \$/S B	% Due N	Tenant Number	Lease Number			
101	REST	1 Pizza House Store 10	1500	15.00			8.40	23.40	10/31/16	10/30/21	60	10/31/16	18.00			6813	15229			
103	REST	1 DeKona's Deli	1500	15.00			11.20	26.20	05/31/16	05/31/18	24	01/06/16	18.00			3865	15261			
104	RESL	1 Colorado Gifts	3000	15.00			6.00	20.40	02/15/15	06/30/21	77		18.00	25.000	5.00	5813	15149			
1103	RESL	11 RyJee's Bike Shop	1500	12.00			6.40	12.00	01/01/17	12/31/19	36		13.000		5.00 *	6398	17496			
1104	RESL	11 James Robert & Associates	850	28.24				28.24	01/01/11	12/31/20	120					22008	17480			
201	RESL	2 Tattered Books	3000	16.00		.48	6.60	23.08	04/09/15	11/30/22	92		18.00	25.000	5.00	6736	15173			
202	RESL	2 Abernathy & Blitch	3000	25.00		.48	6.60	37.00	10/02/15	04/01/19	42		18.00	25.000	5.00	4175	15368			
203	RESL	2 Saddle Bean Outlet Store	3000	12.00			12.00	17.20	05/23/15	05/30/20	61		18.00	25.000		6630	15341			
204	RESL	2 Unlimited, The	3000	12.00			4.40	17.20	07/22/15	07/30/24	109		18.00	25.000	2.00 *	4535	15237			
2201	RESL	22 James Robert & Associates	3000	14.00			5.60	17.60	01/01/15	12/31/19	60		18.00	40,000.000	5.00	22008	17495			
			Building Totals	23350	15.78		7.69	23.53										13.87		
			Grand Totals	23350	15.78		7.69	23.53										13.87		

Note: The information in the sample report is not complete. Therefore, the totals do not agree with the rest of the information.

39.3 Processing Options

See Section 186.15, "Tenant Rent Roll - All Buildings/Annual (P15421)."

39.4 Guidelines

- When a sublease exists, it appears directly below the related primary lease.
- The rent amounts are rounded to the nearest whole dollar, so cents do not appear on the report. However, the system includes the cents when it calculates the totals. Therefore, the totals may not agree with the rest of the information.

Tenant A/R Daily Balance

This chapter contains these topics:

- [Section 40.1, "A/R Daily Balance Procedures,"](#)
- [Section 40.2, "Tenant A/R Daily Balance Report,"](#)
- [Section 40.3, "Processing Options,"](#)
- [Section 40.4, "Data Selection for Tenant A/R Daily Balance,"](#)
- [Section 40.5, "Guidelines."](#)

This report lists tenants' accounts receivable transactions and their effect on the total outstanding amounts for a tenant or a lease. It is based on the A/R Account Ledger file (F0311).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Tenant A/R Daily Balance.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

40.1 A/R Daily Balance Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

40.4 Data Selection for Tenant A/R Daily Balance

When you select the Tenant A/R Daily Balance Report from the menu, the screen displays a list of versions for the report.

It is expected that you change the selection criteria for each different version of this report. Data selection can be utilized to create various versions of this report.

This report selects transactions from the Accounts Receivable Ledger file (F0311). Optional selections are provided by:

1. Address Number
2. Building (Business Unit)
3. Lease (P.O. Number)

Required selections by this report are:

1. Document Type
2. Order Type
3. Input Type

These selections must not be changed.

It is recommended that the transactions be sorted by Address Number or Lease (P.O. Number) and then by G/L Date.

Note: If the balance is by Tenant, then the Address Number or Alpha Name must be the first field in the DREAM Writer Sequence. If the balance is by Lease, then the Lease number (P.O. Number) must be the first field in the sequence.

40.5 Guidelines

You can view the detail for each bill code online from one of the following screens:

- Manual Billing Entry
- Receipts Entry
- Tenant A/R Ledger Inquiry

Tenant Log Information

This chapter contains these topics:

- [Section 41.1, "Tenant Log Information Procedures,"](#)
- [Section 41.2, "Processing Options,"](#)
- [Section 41.3, "Tenant Profile Report."](#)

This report lists tenants and their leases. It also includes critical dates and the log information and extended text associated with those dates. The report is based on the Tenant/Lease Master file (F1501) and can also include information from the following files: Building (Business Unit) Master (F0006), Log Standards Master (F1503), and Log Standards Extension Master (F1504).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Tenant Log Information.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

41.1 Tenant Log Information Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

41.2 Processing Options

Through Processing Option selection, you have the ability to specify an As-Of-Date which will omit critical dates prior to this date, print only specific log types (up to 10) and/or print only log lines with log text information.

41.3 Tenant Profile Report

Figure 41-1 Tenant Profile Report (1 of 2)

15610				J.D. Edwards & Company Tenant Profile				Page - 1 Date - 3/16/10 As of - 12/31/17
Property . . . 15010 Denver International Airport								
			Lease Date	Log Class				
Critical Date	Building Unit	Tenant Name	Starting Ending	Amenity ID Quantity		S	Remark	
						UM T	Narrative	

15610				J.D. Edwards & Company Tenant Profile				Page - 2 Date - 3/16/10 As of - 12/31/17
Property . . . 15010 Denver International Airport								
			Lease Date	Log Class				
Critical Date	Building Unit	Tenant Name	Starting Ending	Amenity ID Quantity		S	Remark	
						UM T	Narrative	

10/01/18	15020	15368	10/02/15	IN Insurance			CompCov: See Text	
	202	4175	04/01/19	Abernathy & Hitch			Owner: Abernathy Corporate Office Carrier: All American Insurance Agent/No: Josie Samuels - 898-1234 x 342 Coverage/Type/Lmts: 1,000/50,000/800	

Figure 41-2 Tenant Profile Report (2 of 2)

09/01/18				OP Option			Expiration: September 30, 1999
02/01/18				OP Option Expires			Notice: 30 Day Written Notice Required
12/31/18				SF Expense Part Square	DL		Exclusions: Acts of God, War and Flood
				CMMS EP per square foot comput	6.75		Negotiate Renewal
10/15/18	15020	17495	01/01/15	OP First Renewal Optio			
	2201	22008	12/31/19	RNO1 First Renewal Option			90-Day Neg Date
				James Robert & Associates			

Lease Master Listing

This chapter contains these topics:

- [Section 42.1, "Lease Master Listing Procedures,"](#)
- [Section 42.2, "Lease Master Listing Report."](#)

This report provides a profile for specific leases that includes the setup information related to the tenant, lease, recurring billings, and extraordinary billings. You can print the profile in its entirety, or you can limit the report to one or more of the following sections as specific changes occur to the respective setup information:

Section	Section
Lease Unit Details	Expense Participation
Lease Log Details	Sales Overages
Recurring Billings	Escalation

The processing options controls the sections that the report includes. It is based on the Tenant/Lease Master file (F1501).

Except for Lease Unit Details, the individual sections are also available as separate versions of this report on their respective menus. For example, the Recurring Billing Information Listing is made up of the Recurring Billings section of the Lease Master Listing and provides the setup information for recurring billings. It is a selection on the Recurring Billing menu (G1521).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Lease Master Listing.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

42.1 Lease Master Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

42.2 Lease Master Listing Report

Figure 42-1 Lease Master Listing Report (1 of 18)

15401	J.D. Edwards & Company				Page	-	1
Lease Profile Report - All Leases				Date	-	5/29/08	
Tenant Lease Master Information:							
Lease No	15149	Colorado Gifts	Lease Type . RT	Retail			
Tenant	5813	Colorado Gifts	Tenant SIC .				
Lease Manager . .				Lease Status .			
Party to Bill . .				Om/Lease . .			
Payment Source .				Mgmt Fee . . Y			
Lease Term	77	Begins. . 02/15/96	Ends. . 06/30/02	Rent Starts.			

Figure 42-2 Lease Master Listing Report (2 of 18)

Print (I/S/N)	Y Y Y	Pay Terms . R	Dispos/Notice .	Suppl/Date .											
Lease Unit Details:					Reporting Codes										
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Cde	Cd7	Cd8	Cd9	
15020	104	3,000.00	2,500.00	02/15/96	06/30/02										
Recurring Billings:															
Bill T	Building	Unit	Starting Date	Ending Date	Amount	Monthly Per Square Foot	Annual Per Square Foot	Rentable Sqr. Footage	Bill Freq	Pay Inv	Sep Trm	Item Grp	Sup Cd		
RRTL	15020	104	02/15/96	06/30/02	3,500.00	1.17	14.00	3,000	M		R				
Billing Grp 15020 Remark															
Alt Payee Deal															
Taxable Amount Tax Rate/Area Tax Expl Cd															
UTIL	15020	104	02/15/96	06/30/02	100.00	.03	.40	3,000	M		R				
Billing Grp 15020 Remark															
Alt Payee Deal															
Taxable Amount Tax Rate/Area Tax Expl Cd															
CMS	15020	104	02/15/96	06/30/02	1,200.00	.40	4.80	3,000	M		R				
Billing Grp 15020 Remark															
Alt Payee Deal															
Taxable Amount Tax Rate/Area Tax Expl Cd															
MGAD	15020	104	02/15/96	06/30/02	100.00	.03	.40	3,000	M		R				
Billing Grp 15020 Remark															
Alt Payee Deal															
Taxable Amount Tax Rate/Area Tax Expl Cd															
TKTN	15020	104	02/15/96	06/30/02	200.00	.07	.80	3,000	M		R				
Billing Grp 15020 Remark															
Alt Payee Deal															
Taxable Amount Tax Rate/Area Tax Expl Cd															
15401	J.D. Edwards & Company				Page	-	2								
Lease Profile Rpt-Log Details				Date	-	5/29/08									
Lease Log Details:															
Lg	Description	Remark	Quantity	U Begin M Date	Ending Date	Tickle Date	S AM T ID	Building	Unit	Unit					
EC	Emergency Contacts	See Text/Numbers	Report Code 1	Report Code 2											
Emergency Contact List															
Store Manager:															
Home Phone :															
Car Phone :															
Asst Manager :															
Home Phone :															
Car Phone :															
Other :															
FP	Mortgage Informatio	See Text	Report Code 1	Report Code 2	B09	15020	104	RSALE							
Financial Proforma Info															
Owner:															
Lender:															
LenderAgent/No:															
MortAmt/Begin:															
MortAmt/Bal:															
Fst/No:															
Rate:															
Terms:															
Call:															
IN	Insurance	See Text	Report Code 1	Report Code 2	B10	15020	104	RSALE							
Insurance															
Owner:															
Carrier:															
Agent/No:															
Coverage/Type/Amts:															
Expiration:															
Notice:															
Exclusions:															
IA	Lease Abstract	See Text	Report Code 1	Report Code 2											
Lease Abstract															
Date:															
Leasor:															
Lessee:															
Unit:															
Rent:															
ExtraOrdinary SO ES EX:															
Tenant/No/Mgr:															
Deposit:															
Security:															
OP	First Renewal Optio	90-day nego'tn da	Report Code 1	Report Code 2	RN01	15020	104	RSALE							
Options															
15401	J.D. Edwards & Company				Page	-	3								
Lease Profile Rpt-Log Details				Date	-	5/29/08									
Lg	Description	Remark	Quantity	U Begin M Date	Ending Date	Tickle Date	S AM T ID	Building	Unit	Unit					
SC	Security Deposit -		2,000.00	DL	02/15/98										
Security Deposit															
Report Code 1 Report Code 2															
TI	Tenant Improvements		Report Code 1	Report Code 2											
Tenant Improvements															
Expense Participation:															
Grp	Sub	Cls	Act	Est	Adm	%	F	Tenant	EP	C	Percent	B	PaS	S	B
			B/R	B/R	B/R	Fee	B	Square Feet	CD	M	Override	F	T	I	C
			CMS	CMS	CMS			3,000			A	R			
			02/15/96			Ending		06/30/02	Lea. Limit						
B.Exc	MMTY				00	00	Cmpd	Fact	EF	CEiling					
Building			15020			Unit		104	Alt	Payee					
Gross	Up					Occ	Dte	Frm	02/15/96	Occ	Dte	To	06/30/02		
Billing	Grp		15020			Deal	No.		Occupancy	D					
Tax	Rt/Area					Tax	Exp	Cd							
			UTIL	UTIL	UTIL			3,000	.100000	A	R				
			02/15/96			Ending		06/30/02	Lea. Limit						
B.Exc	MMTY				00	00	Cmpd	Fact	EF	CEiling					
Building			15020			Unit		104	Alt	Payee					
Gross	Up					Occ	Dte	Frm	02/15/96	Occ	Dte	To	06/30/02		

Figure 42-3 Lease Master Listing Report (3 of 18)

Billing Grp	15020	Deal No.	Occupancy	D									
Sales Overages:													
Rpt Yr End (Mo)	12	Report Freq. Cd.	M	Y/E Override Cd.									
Report Due Days	015	Annual Rpt Due	045	Billing Freq. Cd.									
Lease Brkpt.	25,000.00	Audit Date	03/31/99	Inv Estimates.									
Billing Group	15020	B/R Code	SLSO	Comp Method.									
ULI Code	806			Payment Terms.									
Y/E Over Entries: Process in Year													
Review Sales from month in year													
Product Scales:													
DBA	Prod Code	Description	Begin Date	Ending Date	Dollar Breakpoint	% Due	Yr Fm	Yr To	Y S P P	R C ULI			
		GIFT Gifts and Souvenirs	02/15/96	06/30/02	25,000.00	5.00	0	0		806			
Escalation:													
Building 15020 Unit No 104 Area 3,000.00													
Tenant Lease Master Information:													
Lease No	15157	Baker, Louis		Lease Type	AF Apartment								
Tenant	6429	Baker, Louis		Tenant SIC									
Lease Manager				Lea.Status									
Party to Bill.	6429	Baker, Louis		Own/Lease									
Payment Source				Mngmt Fee.	Y								
Lease Term	7	Begins.	04/06/98	Ends.	10/31/98								
Print(I/S/N)	Y Y Y	Pay Terms.	R	Disposs/Notice.									
15401													
Lease Profile Report - All Leases													
Page - 4													
Date - 5/29/98													
Lease Unit Details:													
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes		
											Cd6 Cd7 Cd8 Cd9		
15150	201	850.00	850.00	04/08/98	10/31/98								
Recurring Billings:													
Bill T	Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount	Annual Amount	Rentable	Bill	Pay	Sep	Item	Sup
Code Y						Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Tm	Inv	Grp	Cd
RRES	15150	201	04/06/98	10/31/98	600.00	.24	2.82	850	I	R			
Taxable Amount													
Tax Rate/Area													
Tax Expl Cd													
Lease Log Details:													
Lg	Description	Remark	Quantity	U	Begin Date	Ending Date	Tickle	S	AM	Building	Unit	Unit	
Ty				M			Date	T	ID		Number	Type	
FP	Financial ProForma	Lender Rqmts: Te								15150	201	AFT2U	
	Financial ProForma Info		Report Code 1			Report Code 2							
IN	Insurance	CompCov: See Text	Report Code 1			Report Code 2				15150	201	AFT2U	
	Insurance												
IA	Lease Abstract	Std: See Text	Report Code 1			Report Code 2				15150	201	AFT2U	
	Lease Abstract												
OP	Option	Negotiate Renewal	Report Code 1		06/01/99	10/01/99	01/09/98			15150	201	AFT2U	
	Options												
OP	Option Expires		Report Code 1			Report Code 2	09/30/98			15150	201	AFT2U	
	Options												
SC	Sec Dep Refund		Report Code 1	DL		Report Code 2	10/31/98	SECD		15150	201	AFT2U	
	Security Deposit												
TI	Tenant Improvements		Report Code 1			Report Code 2				15150	201	AFT2U	
	Tenant Improvements												
Expense Participation:													
Sales Overages:													
Escalation:													
Tenant Lease Master Information:													
Lease No	15165	Charles, James ("JC")		Lease Type	AF Apartment								
Tenant	6437	Charles, James ("JC")		Tenant SIC									
Lease Manager				Lea.Status									
Party to Bill.	6437	Charles, James ("JC")		Own/Lease									
Payment Source				Mngmt Fee.	Y								
Lease Term	12	Begins.	06/01/98	Ends.	05/31/99								
Print(I/S/N)	Y Y Y	Pay Terms.	R	Disposs/Notice.									
15401													
Lease Profile Report - All Leases													
Page - 5													
Date - 5/29/98													
Lease Unit Details:													
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes		
											Cd6 Cd7 Cd8 Cd9		
15150	301	675.00	675.00	06/01/98	05/31/99								
Recurring Billings:													
Bill T	Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount	Annual Amount	Rentable	Bill	Pay	Sep	Item	Sup
Code Y						Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Tm	Inv	Grp	Cd
RRES	15150	301	06/01/98	05/31/99	500.00	.74	8.89	675	M	R			
Taxable Amount													
Tax Rate/Area													
Tax Expl Cd													
Lease Log Details:													
Lg	Description	Remark	Quantity	U	Begin Date	Ending Date	Tickle	S	AM	Building	Unit	Unit	
Ty				M			Date	T	ID		Number	Type	
FP	Financial ProForma	Lender Rqmts: Te								15150	301	AFT1U	
	Financial ProForma Info		Report Code 1			Report Code 2							
IN	Insurance	CompCov: See Text	Report Code 1			Report Code 2				15150	301	AFT1U	
	Insurance												
IA	Lease Abstract	Std: See Text	Report Code 1			Report Code 2				15150	301	AFT1U	
	Lease Abstract												
OP	Option	Negotiate Renewal	Report Code 1		06/01/99	10/01/99	04/01/99			15150	301	AFT1U	
	Options												
OP	Option Expires		Report Code 1			Report Code 2	04/30/99			15150	301	AFT1U	
	Options												
SC	Sec Dep Refund		Report Code 1	DL		Report Code 2	05/31/99	SECD		15150	301	AFT1U	
	Security Deposit												
TI	Tenant Improvements		Report Code 1			Report Code 2				15150	301	AFT1U	
	Tenant Improvements												
Expense Participation:													

Figure 42-4 Lease Master Listing Report (4 of 18)

Sales Overages:																	
Escalation:																	
Tenant Lease Master Information:																	
Lease No	15173	Tattered Books		Lease Type . RT Retail													
Tenant	6736	Tattered Books		Tenant SIC . .													
Lease Manager . .				Lse.Status . .													
Party to Bill . .				Own/Lease . .													
Payment Source . .				Mgmt.Fee. . Y													
Lease Term	92	Begin .	04/08/96	Ends .	11/30/03	Rent Starts . .											
Print(I/S/W) . . .	Y Y Y	Pay Terms .	R	Dispos/Notice .		Suppl/Date . .											
15401		J.D. Edwards & Company											Page	-	6		
Lease Unit Details:											Date	-	5/29/08				
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes	Cd6	Cd7	Cd8	Cd9		
15020	201	3,000.00	2,500.00	04/08/96	11/30/03												
Recurring Billings:																	
Bill T	Starting	Ending	Monthly Amount	Annual Amount	Rentable	Bill Pay	Sep	Item	Sup								
Code Y	Building	Unit	Date	Date	Per Square Foot	Per Square Foot	Frq	Trm	Inv	Grp	CD						
RRTL	15020	201	04/08/96	11/30/03	4,000.00	1.33	16.00	3,000	M	R							
Billing Grp	15020	Remark															
Alt Payee		Deal															
Taxable Amount		Tax Rate/Area															
CMS	15020	201	04/08/96	11/30/03	1,250.00	.42	5.00	3,000	M	R							
Billing Grp	15020	Remark															
Alt Payee		Deal															
Taxable Amount		Tax Rate/Area															
UTIL	15020	201	04/08/96	11/30/03	100.00	.03	.40	3,000	M	R							
Billing Grp	15020	Remark															
Alt Payee		Deal															
Taxable Amount		Tax Rate/Area															
TXIN	15020	201	04/08/96	11/30/03	200.00	.07	.80	3,000	M	R							
Billing Grp	15020	Remark															
Alt Payee		Deal															
Taxable Amount		Tax Rate/Area															
MHAD	15020	201	04/08/96	11/30/03	100.00	.03	.40	3,000	M	R							
Billing Grp	15020	Remark															
Alt Payee		Deal															
Taxable Amount		Tax Rate/Area															
ESCL	15020	201	05/01/97	11/30/03	120.00	.04	.48	3,000	M	R							
Billing Grp	15020	Remark Escalation															
Alt Payee		Deal															
Taxable Amount		Tax Rate/Area															
Lease Log Details:																	
Lg	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit								
Ty	Description	M	Date	Date	T	ID		Number	Type								
EC	Emergency Contacts	See Text/Numbers					15020	201	RSALE								
Emergency Contact List											Report Code 1	Report Code 2					
15401	J.D. Edwards & Company											Page	-	7			
	Lease Profile Rpt-Log Details											Date	-	5/29/08			
Lg	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit								
Ty	Description	M	Date	Date	T	ID		Number	Type								
	Store Manager:																
	Home Phone :																
	Car Phone :																
	Asst Manager :																
	Home Phone :																
	Car Phone :																
	Other :																
FP	Mortgage Informatio	See Text					B09	15020	201	RSALE							
Financial Proforma Info											Report Code 1	Report Code 2	Mortgage Information				
Owner:																	
Lender:																	
LenderAgent/No:																	
MortAmt/Begin:																	
MortAmt/Bal:																	
Pmt/No:																	
Rate:																	
Terms:																	
Call:																	
IN	Insurance	See Text					B10	15020	201	RSALE							
Insurance											Report Code 1	Report Code 2	Insurance				
Owner:																	
Carrier:																	
Agent/No:																	
Coverage/Type/Amts:																	
Expiration:																	
Notice:																	
IA	Lease Abstract	See Text						15020	201	RSALE							
Lease Abstract											Report Code 1	Report Code 2					
Date:																	
Leasor:																	
Leasee:																	
Unit:																	
Rent:																	
ExtraOrdinary SO ES EX:																	
Tenant/No/Mgr:																	
Deposit:																	
Security:																	
OP	First Renewal Optio	90-day nego'tn da						RN01	15020	201	RSALE						
Options											Report Code 1	Report Code 2	First Renewal Option				
SC	Security Deposit -		5,000.00	DL			05/01/97	SECD	15020	201	RSALE						
Security Deposit											Report Code 1	Report Code 2	Security Deposit - General				
15401	J.D. Edwards & Company											Page	-	8			
Lease Profile Rpt-Log Details											Date	-	5/29/08				
Lg	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit								
Ty	Description	M	Date	Date	T	ID		Number	Type								

Figure 42-6 Lease Master Listing Report (6 of 18)

Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes																																																																																																																																																																																																																																
											Cd6 Cd7 Cd8 Cd9																																																																																																																																																																																																																																
15020	204	3,000.00	2,500.00	07/21/96	07/31/05																																																																																																																																																																																																																																						
Recurring Billings: <table border="1"> <thead> <tr> <th>Bill T Code Y</th> <th>Building</th> <th>Unit</th> <th>Starting Date</th> <th>Ending Date</th> <th>Amount</th> <th>Monthly Amount Per Square Foot</th> <th>Annual Amount Per Square Foot</th> <th>Rentable Sqr. Footage</th> <th>Bil Frq</th> <th>Pay Trm</th> <th>Sep Inv</th> <th>Item Grp</th> <th>Sup Cd</th> </tr> </thead> <tbody> <tr> <td>RRTL</td> <td>15020</td> <td>204</td> <td>07/21/96</td> <td>07/31/05</td> <td>3,000.00</td> <td>1.00</td> <td>12.00</td> <td>3,000</td> <td>M</td> <td></td> <td></td> <td></td> <td>R</td> </tr> <tr> <td colspan="14">Billing Grp 15020 Remark Deal</td> </tr> <tr> <td colspan="14">Taxable Amount Tax Rate/Area Tax Expl Cd</td> </tr> <tr> <td>CMS</td> <td>15020</td> <td>204</td> <td>07/21/96</td> <td>07/31/05</td> <td>1,000.00</td> <td>.33</td> <td>4.00</td> <td>3,000</td> <td>M</td> <td></td> <td></td> <td></td> <td>R</td> </tr> <tr> <td colspan="14">Billing Grp 15020 Remark Deal</td> </tr> <tr> <td colspan="14">Taxable Amount Tax Rate/Area Tax Expl Cd</td> </tr> <tr> <td>UTII</td> <td>15020</td> <td>204</td> <td>07/21/96</td> <td>07/31/05</td> <td>100.00</td> <td>.03</td> <td>.40</td> <td>3,000</td> <td>M</td> <td></td> <td></td> <td></td> <td>R</td> </tr> <tr> <td colspan="14">Billing Grp 15020 Remark Deal</td> </tr> <tr> <td colspan="14">Taxable Amount Tax Rate/Area Tax Expl Cd</td> </tr> <tr> <td>TXIN</td> <td>15020</td> <td>204</td> <td>07/21/96</td> <td>07/31/05</td> <td>200.00</td> <td>.07</td> <td>.80</td> <td>3,000</td> <td>M</td> <td></td> <td></td> <td></td> <td>R</td> </tr> <tr> <td colspan="14">Billing Grp 15020 Remark Deal</td> </tr> <tr> <td colspan="14">Taxable Amount Tax Rate/Area Tax Expl Cd</td> </tr> <tr> <td>MGAD</td> <td>15020</td> <td>204</td> <td>07/21/96</td> <td>07/31/05</td> <td>100.00</td> <td>.03</td> <td>.40</td> <td>3,000</td> <td>M</td> <td></td> <td></td> <td></td> <td>R</td> </tr> <tr> <td colspan="14">Billing Grp 15020 Remark Deal</td> </tr> <tr> <td colspan="14">Taxable Amount Tax Rate/Area Tax Expl Cd</td> </tr> </tbody> </table>												Bill T Code Y	Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount Per Square Foot	Annual Amount Per Square Foot	Rentable Sqr. Footage	Bil Frq	Pay Trm	Sep Inv	Item Grp	Sup Cd	RRTL	15020	204	07/21/96	07/31/05	3,000.00	1.00	12.00	3,000	M				R	Billing Grp 15020 Remark Deal														Taxable Amount Tax Rate/Area Tax Expl Cd														CMS	15020	204	07/21/96	07/31/05	1,000.00	.33	4.00	3,000	M				R	Billing Grp 15020 Remark Deal														Taxable Amount Tax Rate/Area Tax Expl Cd														UTII	15020	204	07/21/96	07/31/05	100.00	.03	.40	3,000	M				R	Billing Grp 15020 Remark Deal														Taxable Amount Tax Rate/Area Tax Expl Cd														TXIN	15020	204	07/21/96	07/31/05	200.00	.07	.80	3,000	M				R	Billing Grp 15020 Remark Deal														Taxable Amount Tax Rate/Area Tax Expl Cd														MGAD	15020	204	07/21/96	07/31/05	100.00	.03	.40	3,000	M				R	Billing Grp 15020 Remark Deal														Taxable Amount Tax Rate/Area Tax Expl Cd													
Bill T Code Y	Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount Per Square Foot	Annual Amount Per Square Foot	Rentable Sqr. Footage	Bil Frq	Pay Trm	Sep Inv	Item Grp	Sup Cd																																																																																																																																																																																																																														
RRTL	15020	204	07/21/96	07/31/05	3,000.00	1.00	12.00	3,000	M				R																																																																																																																																																																																																																														
Billing Grp 15020 Remark Deal																																																																																																																																																																																																																																											
Taxable Amount Tax Rate/Area Tax Expl Cd																																																																																																																																																																																																																																											
CMS	15020	204	07/21/96	07/31/05	1,000.00	.33	4.00	3,000	M				R																																																																																																																																																																																																																														
Billing Grp 15020 Remark Deal																																																																																																																																																																																																																																											
Taxable Amount Tax Rate/Area Tax Expl Cd																																																																																																																																																																																																																																											
UTII	15020	204	07/21/96	07/31/05	100.00	.03	.40	3,000	M				R																																																																																																																																																																																																																														
Billing Grp 15020 Remark Deal																																																																																																																																																																																																																																											
Taxable Amount Tax Rate/Area Tax Expl Cd																																																																																																																																																																																																																																											
TXIN	15020	204	07/21/96	07/31/05	200.00	.07	.80	3,000	M				R																																																																																																																																																																																																																														
Billing Grp 15020 Remark Deal																																																																																																																																																																																																																																											
Taxable Amount Tax Rate/Area Tax Expl Cd																																																																																																																																																																																																																																											
MGAD	15020	204	07/21/96	07/31/05	100.00	.03	.40	3,000	M				R																																																																																																																																																																																																																														
Billing Grp 15020 Remark Deal																																																																																																																																																																																																																																											
Taxable Amount Tax Rate/Area Tax Expl Cd																																																																																																																																																																																																																																											
15401 J.D. Edwards & Company Lease Profile Rpt-Log Details Page - 15 Date - 5/29/08																																																																																																																																																																																																																																											
Lease Log Details: <table border="1"> <thead> <tr> <th>Lg Ty</th> <th>Description</th> <th>Remark</th> <th>Quantity</th> <th>U M</th> <th>Begin Date</th> <th>Ending Date</th> <th>Tickle Date</th> <th>S T</th> <th>AM ID</th> <th>Building</th> <th>Unit</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>EC</td> <td>Emergency Contacts</td> <td>See Text/Numbers</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>15020</td> <td>204</td> <td>RSAL</td> </tr> <tr> <td colspan="13">Emergency Contact List</td> </tr> <tr> <td colspan="13">Store Manager:</td> </tr> <tr> <td colspan="13">Home Phone :</td> </tr> <tr> <td colspan="13">Car Phone :</td> </tr> <tr> <td colspan="13">Asst Manager :</td> </tr> <tr> <td colspan="13">Home Phone :</td> </tr> <tr> <td colspan="13">Car Phone :</td> </tr> </tbody> </table>												Lg Ty	Description	Remark	Quantity	U M	Begin Date	Ending Date	Tickle Date	S T	AM ID	Building	Unit	Unit Type	EC	Emergency Contacts	See Text/Numbers								15020	204	RSAL	Emergency Contact List													Store Manager:													Home Phone :													Car Phone :													Asst Manager :													Home Phone :													Car Phone :																																																																																																																							
Lg Ty	Description	Remark	Quantity	U M	Begin Date	Ending Date	Tickle Date	S T	AM ID	Building	Unit	Unit Type																																																																																																																																																																																																																															
EC	Emergency Contacts	See Text/Numbers								15020	204	RSAL																																																																																																																																																																																																																															
Emergency Contact List																																																																																																																																																																																																																																											
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Car Phone :																																																																																																																																																																																																																																											
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Car Phone :																																																																																																																																																																																																																																											

Figure 42-7 Lease Master Listing Report (7 of 18)

Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes																																																				
											Cd6 Cd7 Cd8 Cd9																																																				
15020	204	3,000.00	2,500.00	07/21/96	07/31/05																																																										
Recurring Billings: <table border="1"> <thead> <tr> <th>Bill T</th> <th>Building</th> <th>Unit</th> <th>Starting Date</th> <th>Ending Date</th> <th>Amount</th> <th>Monthly Amount</th> <th>Annual Amount</th> <th>Rentable</th> <th>Bil Pay</th> <th>Sep</th> <th>Item</th> <th>Sup</th> </tr> <tr> <th>Code Y</th> <th></th> <th></th> <th>Date</th> <th>Date</th> <th></th> <th>Per Square Foot</th> <th>Per Square Foot</th> <th>Sqr. Footage</th> <th>Frq</th> <th>Trm</th> <th>Inv</th> <th>Grp Cd</th> </tr> </thead> <tbody> <tr> <td>RRTL</td> <td>15020</td> <td>204</td> <td>07/21/96</td> <td>07/31/05</td> <td>3,000.00</td> <td>1.00</td> <td>12.00</td> <td>3,000</td> <td>M</td> <td></td> <td></td> <td>R</td> </tr> <tr> <td colspan="13"> Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd CAMS 15020 204 07/21/96 07/31/05 1,000.00 .33 4.00 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd UTIL 15020 204 07/21/96 07/31/05 100.00 .03 .40 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd TXIN 15020 204 07/21/96 07/31/05 200.00 .07 .80 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd MGAD 15020 204 07/21/96 07/31/05 100.00 .03 .40 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd 15401 J.D. Edwards & Company Lease Profile Rpt-Log Details Page - 15 Date - 5/29/08 </td> </tr> </tbody> </table>												Bill T	Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount	Annual Amount	Rentable	Bil Pay	Sep	Item	Sup	Code Y			Date	Date		Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Trm	Inv	Grp Cd	RRTL	15020	204	07/21/96	07/31/05	3,000.00	1.00	12.00	3,000	M			R	Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd CAMS 15020 204 07/21/96 07/31/05 1,000.00 .33 4.00 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd UTIL 15020 204 07/21/96 07/31/05 100.00 .03 .40 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd TXIN 15020 204 07/21/96 07/31/05 200.00 .07 .80 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd MGAD 15020 204 07/21/96 07/31/05 100.00 .03 .40 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd 15401 J.D. Edwards & Company Lease Profile Rpt-Log Details Page - 15 Date - 5/29/08												
Bill T	Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount	Annual Amount	Rentable	Bil Pay	Sep	Item	Sup																																																			
Code Y			Date	Date		Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Trm	Inv	Grp Cd																																																			
RRTL	15020	204	07/21/96	07/31/05	3,000.00	1.00	12.00	3,000	M			R																																																			
Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd CAMS 15020 204 07/21/96 07/31/05 1,000.00 .33 4.00 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd UTIL 15020 204 07/21/96 07/31/05 100.00 .03 .40 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd TXIN 15020 204 07/21/96 07/31/05 200.00 .07 .80 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd MGAD 15020 204 07/21/96 07/31/05 100.00 .03 .40 3,000 M R Billing Grp 15020 Remark Deal Alt Payee Taxable Amount Tax Rate/Area Tax Expl Cd 15401 J.D. Edwards & Company Lease Profile Rpt-Log Details Page - 15 Date - 5/29/08																																																															
Lease Log Details: <table border="1"> <thead> <tr> <th>Lg</th> <th>Description</th> <th>Remark</th> <th>Quantity</th> <th>U</th> <th>Begin</th> <th>Ending</th> <th>Tickle</th> <th>S</th> <th>AM</th> <th>Building</th> <th>Unit</th> <th>Unit</th> </tr> <tr> <th>Type</th> <th></th> <th></th> <th></th> <th>M</th> <th>Date</th> <th>Date</th> <th>Date</th> <th>T</th> <th>ID</th> <th></th> <th>Number</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>EC</td> <td>Emergency Contacts</td> <td>See Text/Numbers</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>15020</td> <td>204</td> <td>RSAL</td> </tr> <tr> <td colspan="13"> Emergency Contact List Report Code 1 Report Code 2 Store Manager: Home Phone : Car Phone : Asst Manager : Home Phone : Car Phone : </td> </tr> </tbody> </table>												Lg	Description	Remark	Quantity	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit	Type				M	Date	Date	Date	T	ID		Number	Type	EC	Emergency Contacts	See Text/Numbers								15020	204	RSAL	Emergency Contact List Report Code 1 Report Code 2 Store Manager: Home Phone : Car Phone : Asst Manager : Home Phone : Car Phone :												
Lg	Description	Remark	Quantity	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit																																																			
Type				M	Date	Date	Date	T	ID		Number	Type																																																			
EC	Emergency Contacts	See Text/Numbers								15020	204	RSAL																																																			
Emergency Contact List Report Code 1 Report Code 2 Store Manager: Home Phone : Car Phone : Asst Manager : Home Phone : Car Phone :																																																															

Figure 42-8 Lease Master Listing Report (8 of 18)

Other																							
FP Mortgage Informatio	See Text	Report Code 1	Report Code 2	B09	15020 204	RSALE																	
Financial Proforma Info				Mortgage Information																			
Owner:		J.D. Edwards & Company																					
Lender:																							
LenderAgent/No:																							
MortAmt/Begin:																							
MortAmt/Bal:																							
Pmt/No:																							
Rate:																							
Terms:																							
Call:																							
IN Insurance	See Text	Report Code 1	Report Code 2	B10	15020 204	RSALE																	
Insurance				Insurance																			
Owner:		J.D. Edwards & Company																					
Carrier:																							
Agent/No:																							
Coverage/Type/Amts:																							
Expiration:																							
Notice:																							
Exclusions:																							
LA Lease Abstract	See Text	Report Code 1	Report Code 2		15020 204	RSALE																	
Lease Abstract																							
Date:																							
Leasor:																							
Leasee:																							
Unit:																							
Rent:																							
Extraordinary SO ES EX:																							
Tenant/No/Mgr:																							
Deposit:																							
Security:																							
OP First Renewal Optio	90-day nego'tn da	Report Code 1	Report Code 2	RN01	15020 204	RSALE																	
Options				First Renewal Option																			
15401							Page	-	16														
							Date	-	5/29/08														
Lg	Description	Remark	Quantity	U	Begin	Ending	Tickle	S	AM		Unit	Unit											
Ty				M	Date	Date	Date	T	ID	Building	Number	Type											
SC	Security Deposit -		2,500.00	DL			08/01/97			SECD	15020 204	RSALE											
	Security Deposit												Security Deposit - General										
TI	Tenant Improvements										15020 204	RSALE											
	Tenant Improvements																						
Expense Participation:																							
Sales Overages:																							
Rpt Yr End (Mo) . 12		Report Freq. Cd. . M		Y/E Override Cd. .																			
Report Due Days . 015		Annual Rpt Due . . 045		Inv Estimates. . . N																			
Lease Brkpt. . .		Audit Date . . . 03/31/99		Comp Method. . . . 4																			
Billing Group . .	15020	B/R Code SLS0		Payment Terms. . . D																			
ULI Code S06																							
Y/E Over Entries: Process in Year		Review Sales from month		in year																			
Product Scales:																							
DBA	Prod	Description	Begin	Ending	Dollar	%	Yr	Yr	Y	S	P	P											
	Code		Date	Date	Breakpoint	Due	Fm	To	T	M	R	C	ULI										
Building	CLMN Clothing - Womens	Area	07/21/96	07/31/05	3,000.00	2.00	0	0					806										
	15020 Unit No 204																						
Building	CLMN Clothing - Womens	Area	07/21/96	07/31/05	25,000.00	5.00	0	0					806										
	15020 Unit No 204																						
Escalation:																							
Tenant Lease Master Information:																							
Lease No	15245	Master Lease: DIA Prkng Struct		Lease Type . ML																			
Tenant	6541	Parking Corp of America		Tenant SIC .																			
Lease Manager . .				Lease Status .																			
Party to Bill . .	6541	Parking Corp of America		Own/Lease .																			
Payment Source . .				Mgmt Fee. . Y																			
Lease Term . . .	35	Begins. . 02/01/97		Ends. . 12/31/99		Rent Starts. . Y																	
Print (I/S/N) . .	Y Y Y	Pay Terms. .		Disposs/Notice. .		Suppl/Date .																	
Lease Unit Details:																							
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes												
											Cd6 Cd7 Cd8 Cd9												
15030 1				02/01/97	12/31/99																		
15401				J.D. Edwards & Company																			
				Lease Profile Ppt-Rec. Bill.																			
								Page	-	17													
								Date	-	5/29/08													
Recurring Billings:																							
Bill T	Starting	Ending	Monthly Amount	Annual Amount	Rentable	Bill Pay Sep	Item	Sup															
Code Y Building Unit	Date	Date	Amount	Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Inv	Grp	Cd													
RPMG	15030 1	02/01/97	12/31/99	300,000.00						Q													
Billing Grp	15030	Remark																					
Alt Payee	6541	Deal																					
Taxable Amount		Tax Rate/Area		Tax Expl Cd																			
Lease Log Details:																							
Expense Participation:																							
Sales Overages:																							
Escalation:																							
Tenant Lease Master Information:																							
Lease No	15253	Land Lease: Parcel A (Avis)		Lease Type . LL Land Lease																			
Tenant	6568	Avis Car Rental		Tenant SIC .																			
Lease Manager . .				Lease Status .																			
Party to Bill . .	6568	Avis Car Rental		Own/Lease .																			
Payment Source . .				Mgmt Fee. . Y																			
Lease Term . . .		Begins. . 05/01/97		Ends. .		Rent Starts. . 05/01/97																	
Print (I/S/N) . .	Y Y Y	Pay Terms. . R		Disposs/Notice. .		Suppl/Date .																	
Lease Unit Details:																							
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes												
											Cd6 Cd7 Cd8 Cd9												
15090 A		435,600.00	435,600.00	05/01/97																			
Recurring Billings:																							
Lease Log Details:																							

Figure 42-9 Lease Master Listing Report (9 of 18)

Expense Participation:														
Sales Overages:														
Escalation:														
Tenant Lease Master Information:														
Lease No	15261	Atrium Retail: Deli		Lease Type . RS Restaurant										
Tenant	3965	DeAnna's Deli		Tenant SIC .										
Lease Manager				Lea.Status .										
Party to Bill				Own/Lease .										
Payment Source				Mngmt Fee . Y										
Lease Term	24	Begins .	06/01/97	Ends .	05/31/99	Rent Starts. 01/06/97								
Print(I/S/N)	Y Y Y	Pay Terms .	R	Disposs/Notice . .		Suppl/Date .								
Lease Unit Details:														
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes			
15401											Cd6	Cd7	Cd8	Cd9
J.D. Edwards & Company										Page	18			
Lease Profile Report - All Leases										Date	5/29/08			
15020	103	1,500.00	1,500.00	06/01/97	05/31/99									
Recurring Billings:														
Bill T	Code Y	Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount Per Square Foot	Annual Amount Per Square Foot	Rentable Sqr. Footage	Bill Frq	Pay Trm	Sep Inv	Item Grp	Sup Cd
RRTL		15020	103	06/01/97	05/31/99	1,875.00	1.25	15.00	1,500 M	R				
Billing Grp 15020 Remark Deal														
Alt Payee Deal														
Taxable Amount Tax Rate/Area Tax Expl Cd														
CAMS		15020	103	06/01/97	05/31/99	850.00	.57	6.80	1,500 M	R				
Billing Grp 15020 Remark Deal														
Alt Payee Deal														
Taxable Amount Tax Rate/Area Tax Expl Cd														
UTIL		15020	103	06/01/97	05/31/99	250.00	.17	2.00	1,500 M	R				
Billing Grp 15020 Remark Deal														
Alt Payee Deal														
Taxable Amount Tax Rate/Area Tax Expl Cd														
TXIN		15020	103	06/01/97	05/31/99	200.00	.13	1.60	1,500 M	R				
Billing Grp 15020 Remark Deal														
Alt Payee Deal														
Taxable Amount Tax Rate/Area Tax Expl Cd														
MGAD		15020	103	06/01/97	05/31/99	100.00	.07	.80	1,500 M	R				
Billing Grp 15020 Remark Deal														
Alt Payee Deal														
Taxable Amount Tax Rate/Area Tax Expl Cd														
Lease Log Details:														
Lg Ty	Description	Remark	Quantity	U M	Begin Date	Ending Date	Tickle Date	S T	AM ID	Building	Unit Number	Unit Type		
FP	Financial Proforma	Lender Rqmts: Te								15020	103	RESTR		
Financial Proforma Info Lender: Report Code 1 Report Code 2														
Tenant Requirements: Credit Report														
Annual Financials														
Ownership/Partnership Report														
Health Inspection Report/State														
Workmen's Comp Certificate														
IN	Insurance	CompCov: See Text								15020	103	RESTR		
Insurance Carrier: Report Code 1 Report Code 2														
Agent: J.D. Edwards & Company														
Lease Profile Rpt-Log Details														
Lg Ty	Description	Remark	Quantity	U M	Begin Date	Ending Date	Tickle Date	S T	AM ID	Building	Unit Number	Unit Type		
Coverage Types: Coverage Amounts: Premium: Due Date: Claim Phone Number:														
LA	Lease Abstract	Std: See Text								15020	103	RESTR		
Lease Abstract Date: Unit: Rent: Tenant Improvements: Insurance Requirements: Security Requirements: Manager: Options: Agent:														
SC	Security Deposit - Security Deposit		20,000.00	DL		01/01/98		SECD		15020	103	RESTR	Security Deposit - General	
TI Tenant Improvements Report Code 1 Report Code 2														
Tenant Improvements Report Code 1 Report Code 2														
Expense Participation:														
Sales Overages:														
Escalation:														
Tenant Lease Master Information:														
Lease No	15270	Parcel Express Bldg		Lease Type . WH Warehouse/Storage										
Tenant	6550	Parcel Express (Tenant)		Tenant SIC .										
Lease Manager				Lea.Status .										
Party to Bill				Own/Lease .										
Payment Source				Mngmt Fee . Y										
Lease Term	120	Begins .	05/01/97	Ends .	04/30/07	Rent Starts.								
Print(I/S/N)	Y Y Y	Pay Terms .	R	Disposs/Notice . .		Suppl/Date .								
Lease Unit Details:														
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes			
15401	15210 FX1000	50,000.00	50,000.00	05/01/97	04/30/07									
J.D. Edwards & Company										Page	20			
Lease Profile Rpt-Rec. Bill.										Date	5/29/08			
Recurring Billings:														

Figure 42-10 Lease Master Listing Report (10 of 18)

Bill Code	T Building	Unit	Starting Date	Ending Date	Amount	Monthly Amount Per Square Foot	Annual Amount Per Square Foot	Rentable Sqr. Footage	Bl Pay	Sep Inv	Item Grp	Sup Cd
RENT	15210	FX1000	05/01/97	04/30/07	20,000.00	.40	4.80	50,000	F		R	
Billing Grp 15210 Remark Alt Payee Deal Taxable Amount Tax Rate/Area Tax Expl Cd Lease Log Details: Expense Participation: Sales Overages: Rpt Yr End (Mo) . 06 Report Freq. Cd . M Y/E Override Cd . Report Due Days . 015 Annual Rpt Due . . 045 Billing Freq. Cd . F Lease Brkpt. Audit Date 07/31/99 Inv Estimates . . . N Billing Group 15210 B/R Code SALE Comp Method 1 ULI Code 806 Payment Terms R Y/E Over Entries: Process in Year Review Sales from month in year Product Scales: Prod Code Description Begin Date Ending Date Dollar Breakpoint % Due Yr Yr Y S P P DBA Code Description Date Date Breakpoint Due Fm To T M R C ULI Building 15210 Unit No FX1000 Area 05/01/97 04/30/07 6.00 0 0 806 Escalation: Tenant Lease Master Information: Lease No 15288 Ofc: Arthur Mitchell, CPA Lease Type . CO Commercial Office Tenant 5389 Arthur Mitchell, PC Tenant SIC . Lease Manager Arthur Mitchell, PC Lse.Status . Party to Bill 5389 Arthur Mitchell, PC Own/Lease . Payment Source Mgmt Fee . . Y Lease Term 60 Begins . 05/01/97 Ends . 04/30/02 Rent Starts. Print (I/S/N) . . Y Y Y Pay Terms . . R Dispos/Notice . . Suppl/Date . Lease Unit Details: Building Unit Rentable Useable Move-In Plan-Out Act-Out Sublease Occupant Salesman SIC Reporting Codes Cd6 Cd7 Cd8 Cd9 15401 15120 201 5,000.00 4,500.00 05/01/97 04/30/02 J.D. Edwards & Company Page - 21 Lease Profile Ppt-Rec. Bill. Date - 5/29/08 Recurring Billings: Lease Log Details: Lg Ty Description Remark Quantity U Begin Ending Tickle S AM Building Unit Unit M Date Date Date T ID Building Number Type EC Emergency Contacts Text for Phone No Report Code 1 Report Code 2 15120 201 OFFCE Emergency Contact List Office Manager: Home Phone : Car Phone : IS Director : Home Phone : Car Phone : Controller : Home Phone : Car Phone : IN Insurance Insurance Report Code 1 Report Code 2 B10 Insurance 15120 201 OFFCE Owner: Carrier: Agent/No: Coverage/Type/Amts: Expiration: Notice: Exclusions: IA Lease Abstract Lease Abstract Report Code 1 Report Code 2 15120 201 OFFCE Date: Leasor: Lessee: Unit: Rent: ExtraOrdinary SO ES EX: Tenant/No/Mgr: Deposit: Security: OP First Renewal Optio 90day nego'tion d Report Code 1 Report Code 2 RN01 15120 201 OFFCE Options First Renewal Option SO Security Deposit - Security Deposit Report Code 1 DL Report Code 2 SECD 15120 201 OFFCE Security Deposit - General TI Tenant Improvements Report Code 1 Report Code 2 Security Deposit - General 15120 201 OFFCE Tenant Improvements Expense Participation: Sales Overages: Escalation: Tenant Lease Master Information: Lease No 15296 GeoTek Lease Type . CO Commercial Office Tenant 5371 GeoTek Tenant SIC . Lease Manager GeoTek Lse.Status . Party to Bill 5371 GeoTek Own/Lease . Payment Source Mgmt Fee . . Y Lease Term 35 Begins . 06/15/98 Ends . 04/30/01 Rent Starts. Print (I/S/N) . . Y Y Y Pay Terms . . R Dispos/Notice . . Suppl/Date . Lease Unit Details: Building Unit Rentable Useable Move-In Plan-Out Act-Out Sublease Occupant Salesman SIC Reporting Codes Cd6 Cd7 Cd8 Cd9 15120 203 3,000.00 2,800.00 06/15/98 04/30/01 Recurring Billings: Lease Log Details: Lg Ty Description Remark Quantity U Begin Ending Tickle S AM Building Unit Unit M Date Date Date T ID Building Number Type												

Figure 42-11 Lease Master Listing Report (11 of 18)

EC Emergency Contacts		Text for Phone No	Report Code 1	Report Code 2	15120 203	OFFCE					
Emergency Contact List											
Office Manager:											
Home Phone :											
Car Phone :											
IS Director :											
Home Phone :											
Car Phone :											
Controller :											
Home Phone :											
Car Phone :											
IN Insurance											
Insurance											
Owner:											
Carrier:											
Agent/No:											
Coverage/Type/Amts:											
Expiration:											
15401	J.D. Edwards & Company				Page	23					
Lease Profile Rpt-Log Details				Date	5/29/08						
Lg Ty	Description	Remark	Quantity	U Begin M Date	Ending Date	Tickle S AM T ID Building Unit Number Unit Type					
Notice:											
Exclusions:											
LA Lease Abstract											
Lease Abstract											
Date:											
Leasor:											
Lessee:											
Unit:											
Rent:											
ExtraOrdinary SO ES EX:											
Tenant/No/Mgr:											
Deposit:											
Security:											
OP First Renewal Optio 90day nego'tion d											
Options											
SC Security Deposit -											
Security Deposit											
Expense Participation:											
Sales Overages:											
Escalation:											
Tenant Lease Master Information:											
Lease No	15309	Ofc: Carbone & Carlino				Lease Type . CO Commercial Office					
Tenant	5362	Carbone & Carlino				Tenant SIC .					
Lease Manager . .						Lease STATUS .					
Party to Bill . .	5362	Carbone & Carlino				Own/Lease . .					
Payment Source . .						Mngmt Fee . . Y					
Lease Term . . .	22	Begins . 06/28/97		Ends . 03/31/99		Rent Starts .					
Print (I/S/N) . .	Y Y Y	Pay Terms . . R		Disposs/Notice . .		Suppl/Date .					
Lease Unit Details:											
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes
15120 303		4,000.00	3,800.00	06/28/97	03/31/99						Cd6 Cd7 Cd8 Cd9
Recurring Billings:											
15401	J.D. Edwards & Company				Page	24					
Lease Profile Rpt-Log Details				Date	5/29/08						
Lease Log Details:											
Lg Ty	Description	Remark	Quantity	U Begin M Date	Ending Date	Tickle S AM T ID Building Unit Number Unit Type					
EC Emergency Contacts											
Text for Phone No											
Emergency Contact List											
Office Manager:											
Home Phone :											
Car Phone :											
IS Director :											
Home Phone :											
Car Phone :											
Controller :											
Home Phone :											
Car Phone :											
IN Insurance											
Insurance											
Owner:											
Carrier:											
Agent/No:											
Coverage/Type/Amts:											
Expiration:											
Notice:											
Exclusions:											
LA Lease Abstract											
Lease Abstract											
Date:											
Leasor:											
Lessee:											
Unit:											
Rent:											
ExtraOrdinary SO ES EX:											
Tenant/No/Mgr:											
Deposit:											
Security:											
OP First Renewal Optio 90day nego'tion d											
Options											
SC Security Deposit -											
Security Deposit											
Expense Participation:											
Sales Overages:											
Escalation:											
Tenant Lease Master Information:											

Figure 42-12 Lease Master Listing Report (12 of 18)

Lease No	15317	Ofc: Rky Mtn Promo Group	Lease Type	CO Commercial Office										
Tenant	5397	Rocky Mtn Promotion Group	Tenant SIC											
Lease Manager			Lse.Status											
Party to Bill	5397	Rocky Mtn Promotion Group	Own/Lease											
Payment Source			Mgmt Fee	Y										
Lease Term	34	Begins . . 06/01/97	Ends . . 03/31/00	Rent Starts										
Print (I/S/N)	Y Y Y	Pay Terms . . R	Dispos/Notice . .	Suppl/Date										
15401		J.D. Edwards & Company		Page - 25										
		Lease Profile Report - All Leases		Date - 5/29/08										
Lease Unit Details:														
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes			
15120	402	4,000.00	3,800.00	06/01/97	03/31/00						Cd6	Cd7	Cd8	Cd9
15121	101	5,000.00	4,800.00	02/01/98	10/30/01									
Recurring Billings:														
Lease Log Details:														
Lg	Description	Remark	Quantity	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit		
				M	Date	Date	Date	T	ID		Number	Type		
EC	Emergency Contacts	Text for Phone No								15120	402	OFFCE		
	Emergency Contact List		Report Code 1			Report Code 2								
	Office Manager:													
	Home Phone :													
	Car Phone :													
	IS Director :													
	Home Phone :													
	Car Phone :													
	Controller :													
	Home Phone :													
	Car Phone :													
IN	Insurance	See Text						B10		15120	402	OFFCE		
	Insurance		Report Code 1			Report Code 2								
	Owner:													
	Carrier:													
	Agent/No:													
	Coverage/Type/Amts:													
	Expiration:													
	Notice:													
	Exclusions:													
IA	Lease Abstract	See Text								15120	402	OFFCE		
	Lease Abstract		Report Code 1			Report Code 2								
	Date:													
	Leasor:													
	Leasee:													
	Unit:													
	Rent:													
	ExtraOrdinary SO ES EX:													
	Tenant/No/Mgr:													
	Deposit:													
	Security:													
15401		J.D. Edwards & Company								Page - 26				
		Lease Profile Rpt-Log Details								Date - 5/29/08				
Lg	Description	Remark	Quantity	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit		
				M	Date	Date	Date	T	ID		Number	Type		
OP	First Renewal Optio	90day nego'tion d								RN01	15120	402		
	Options		Report Code 1			Report Code 2						OFFCE		
SC	Security Deposit -									First Renewal Option				
	Security Deposit		Report Code 1			Report Code 2				SECD	15120	402		
	Expense Participation:									Security Deposit - General				
	Sales Overages:													
	Escalation:													
Tenant Lease Master Information:														
Lease No	15325	Ofc: RVL Arch/Plnr	Lease Type	CO Commercial Office										
Tenant	6621	RVL Architects/Planners	Tenant SIC											
Lease Manager			Lse.Status											
Party to Bill	6621	RVL Architects/Planners	Own/Lease											
Payment Source			Mgmt Fee	Y										
Lease Term	27	Begins . . 10/01/97	Ends . . 12/31/99	Rent Starts										
Print (I/S/N)	Y Y Y	Pay Terms . . R	Dispos/Notice . .	Suppl/Date										
15401		J.D. Edwards & Company		Page - 27										
		Lease Profile Rpt-Log Details		Date - 5/29/08										
Lease Log Details:														
Lg	Description	Remark	Quantity	U	Begin	Ending	Tickle	S	AM	Building	Unit	Unit		
				M	Date	Date	Date	T	ID		Number	Type		
EC	Emergency Contacts	Text for Phone No								15121	501	OFFCE		
	Emergency Contact List		Report Code 1			Report Code 2								
	Office Manager:													
	Home Phone :													
	Car Phone :													
	IS Director :													
	Home Phone :													
	Car Phone :													
	Controller :													

Figure 42-13 Lease Master Listing Report (13 of 18)

Home Phone :														
Car Phone :														
IN Insurance		Report Code 1	Report Code 2	B10	15121 501	OFFCE								
Insurance														
Owner:														
Carrier:														
Agent/No:														
Coverage/Type/Amts:														
Expiration:														
Notice:														
Exclusions:														
LA Lease Abstract		Report Code 1	Report Code 2		15121 501	OFFCE								
Lease Abstract														
Date:														
Leasor:														
Lessee:														
Unit:														
Rent:														
ExtraOrdinary SO ES EX:														
Tenant/No/Mgr:														
Deposit:														
Security:														
OP First Renewal Optio		Report Code 1	Report Code 2	RN01	15121 501	OFFCE								
Options														
90day nego'tion d														
SC Security Deposit -		Report Code 1	Report Code 2	DL	First Renewal Option	OFFCE								
Security Deposit														
TI Tenant Improvements		Report Code 1	Report Code 2		SEC'D 15121 501	OFFCE								
Tenant Improvements														
Expense Participation:		Report Code 1	Report Code 2		Security Deposit - General	OFFCE								
15401														
Sales Overages:														
Escalation:														
Tenant Lease Master Information:														
Lease No		15332	The Unlimited	Lease Type .	RT Retail									
Tenant		4535	Unlimited, The	Tenant SIC .										
Lease Manager				Lea.Status .										
Party to Bill		4535	Unlimited, The	Own/Lease .										
Payment Source				Mngmt Fee . . Y										
Lease Term		24	Begins . 06/01/97	Ends . 05/31/99	Rent Starts .									
Print (L/S/M)		Y Y Y	Pay Terms . . R	Disposs/Notice . .	Suppl/Date .									
Lease Unit Details:														
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes			
											Cd6	Cd7	Cd8	Cd9
	15130 101	4,000.00	3,750.00	06/01/97	05/31/99									
Recurring Billings:														
Lease Log Details:														
Lg	Description	Remark	Quantity	U	Begin	Ending	Tickle	S	AM		Unit	Unit		
Ty				M	Date	Date	Date	T	ID	Building	Number	Type		
EC Emergency Contacts		See Text									15130 101	RSALE		
Emergency Contact List														
Store Manager:														
Home Phone :														
Car Phone :														
Asst Manager :														
Home Phone :														
Car Phone :														
Other :														
IN Insurance		Report Code 1	Report Code 2	B10	15130 101	RSALE								
Insurance														
Owner:														
Carrier:														
Agent/No:														
Coverage/Type/Amts:														
Expiration:														
Notice:														
Exclusions:														
LA Lease Abstract		Report Code 1	Report Code 2		15130 101	RSALE								
Lease Abstract														
15401														
Sales Overages:														
Escalation:														
Tenant Lease Master Information:														
Lease No		15341	Eddie Bean	Lease Type .	RT Retail									
Tenant		6630	Eddie Bean Outlet Store	Tenant SIC .										
Lease Manager				Lea.Status .										
Party to Bill		6630	Eddie Bean Outlet Store	Own/Lease .										
Payment Source				Mngmt Fee . . Y										
Lease Term		61	Begins . 05/22/96	Ends . 05/31/01	Rent Starts .									
Print (L/S/M)		Y Y Y	Pay Terms . . R	Disposs/Notice . .	Suppl/Date .									
Lease Unit Details:														

Figure 42-14 Lease Master Listing Report (14 of 18)

Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes			
											Cd6	Cd7	Cd8	Cd9
15020	203	3,000.00	2,500.00	05/22/96	05/31/01									
15130	103	5,000.00	4,800.00	05/22/96	05/31/01									
Recurring Billings:														
Bill T			Starting	Ending		Monthly Amount	Annual Amount	Rentable	Bill	Pay	Sep	Item	Sup	
Code Y	Building	Unit	Date	Date	Amount	Per Square Foot	Per Square Foot	Sqr. Footage	Frg	Trm	Inv	Grp	Cd	
RRTL	15130	103	05/22/96	05/31/01	40,000.00	.67	8.00	3,000	A					
Billing Grp 15130 Remark														
Alt Payee Deal														
Taxable Amount 6630 Tax Rate/Area														
Tax Expl Cd														
J.D. Edwards & Company Page - 30														
Lease Profile Rpt-Rec. Bill. Date - 5/29/08														
Bill T			Starting	Ending		Monthly Amount	Annual Amount	Rentable	Bill	Pay	Sep	Item	Sup	
Code Y	Building	Unit	Date	Date	Amount	Per Square Foot	Per Square Foot	Sqr. Footage	Frg	Trm	Inv	Grp	Cd	
RRTL	15020	203	05/22/96	05/31/01	3,200.00	1.07	12.80	3,000	M					
Billing Grp 15020 Remark														
Alt Payee Deal														
Taxable Amount 6630 Tax Rate/Area														
Tax Expl Cd														
FMY 15020 203 05/22/96 05/31/01 1,100.00 .37 4.40 3,000 M R														
Billing Grp 15020 Remark														
Alt Payee Deal														
Taxable Amount 6630 Tax Rate/Area														
Tax Expl Cd														
Lease Log Details:														
Lg						U Begin	Ending	Tickle	S	AM		Unit	Unit	
Ty	Description	Remark	Quantity	M	Date	Date	Date	Date	T	ID	Building	Number	Type	
EC	Emergency Contacts	See Text									15130	103	RSALE	
Emergency Contact List														
Store Manager:														
Home Phone :														
Car Phone :														
Asst. Manager :														
Home Phone :														
Car Phone :														
Other :														
IN	Insurance								B10	Insurance	15130	103	RSALE	
Insurance														
Owner:														
Carrier:														
Agent/No:														
Coverage/Type/Amts:														
Expiration:														
Notice:														
Exclusions:														
IA	Lease Abstract										15130	103	RSALE	
Lease Abstract														
Date:														
Leasor:														
Lessee:														
Unit:														
Rent:														
ExtraOrdinary SO ES EX:														
Tenant/No/Mgr:														
Deposit:														
Security:														
J.D. Edwards & Company Page - 31														
Lease Profile Rpt-Log Details Date - 5/29/08														
Lg						U Begin	Ending	Tickle	S	AM		Unit	Unit	
Ty	Description	Remark	Quantity	M	Date	Date	Date	Date	T	ID	Building	Number	Type	
OP	First Renewal Optio	90-day nego'tn ga									15130	103	RSALE	
Options														
SC	Security Deposit -										15130	103	RSALE	
Security Deposit														
TI	Tenant Improvements										15130	103	RSALE	
Tenant Improvements														
Expense Participation:														
Sales Overages:														
Rpt Yr End (Mo)	. 12					Report Freq. Cd.	. M		Y/E Override Cd.					
Report Due Days	. 015					Annual Rpt Due	. 045		Billing Freq. Cd.	. M				
Lease Brkpt.	. . . 25,000.00					Audit Date	. . . 03/31/99		Inv Estimates.	. . . N				
Billing Group	. . . 15130					B/R Code SLSO		Comp Method. 2				
ULI Code 806								Payment Terms. D				
Y/E Over Entries: Process in Year Review Sales from month in year														
Product Scales:														
DBA	Prod Code	Description				Begin Date	Ending Date	Dollar Breakpoint	% Due	Yr Fm To	Y S P F	M R C	ULI	
Building	CI MN	Clothing - Mens	15130	Unit No 103	Area	05/22/96	05/31/01	1,600.00	4.00	0 0 0	Y			806
Building	CI MN	Clothing - Womens	15130	Unit No 103	Area	05/22/96	05/31/01	1,400.00	6.00	0 0 0	Y			806
Building	OTDR	Outdoor Wear	15130	Unit No 103	Area	05/22/96	05/31/01	2,000.00				R		806
Y/E Override Cd. . . A														
Rpt Yr End (Mo)	. 12					Report Freq. Cd.	. M		Billing Freq. Cd.	. A				
Report Due Days	. 015					Annual Rpt Due	. 045		Inv Estimates.	. . . N				
Lease Brkpt.	. . . 125,000.00					Audit Date	. . . 03/31/99		Comp Method. 2				
Billing Group	. . . 15130					B/R Code SLSO		Payment Terms. D				
ULI Code 806													
Y/E Over Entries: Process in Year 97 Review Sales from month 01 in year 97														
Product Scales:														
DBA	Prod Code	Description				Begin Date	Ending Date	Dollar Breakpoint	% Due	Yr Fm To	Y S P F	M R C	ULI	
Building	CI MN	Clothing - Mens	15130	Unit No 103	Area	05/22/96	05/31/01	1,600.00	4.00	0 0 0	Y			806
J.D. Edwards & Company Page - 32														

Figure 42-15 Lease Master Listing Report (15 of 18)

DBA		Prod Code	Description	Lease Profile	Rpt-Sales	Overag	Date - 5/29/08												
Begin Date	Ending Date	Dollar Breakpoint	% Due	Yr	Yr	Y	S	P	P										
05/22/96	05/31/01		6.00	0	0	0	Y	S06											
Building	15130	Unit No 103	Area	1,400.00															
Building	OTDR	Outdoor Wear	Area	2,000.00															
Building	15130	Unit No 103	Area	2,000.00															
Minimum Rent/Recoveries:																			
Begin Date	Ending Date	Max/Min/Recover	L Rfr	Recrvy	C	Bill	Pri												
05/22/96	05/31/01		RRTL	N	15130	103													
Escalation:																			
Bill Code	Estm	B	Rent	Per	Next	O	C	Min.	%	Max.	%	Max.	%	Redct.	Pay	S	S	B	
Index	BRCD	F	BRCD	Len	MO	YR	L	M	Per	Yr	Per	Yr	Per	Lse	Factr.	Term	I	S	M
FWNY	FWNY	FWNY	A	RRTL	12	01	99	O	D										
Beginning	05/22/96	Ending	05/31/01																
Base Period	0198	To	1298	Base Index	10.75	Orig. Basis													
Last Period	0000	To	0000	Last Index															
Building	15020	Unit No.	203	Alt. Payee	6630														
Billing Grp	15020	Deal No.																	
Tax Rt/Area																			
Tenant Lease Master Information:																			
Lease No.	15350	Warehouse: Furniture	Lease Type	WH Warehouse/Storage															
Tenant	6381	Santa Fe Furnishings	Tenant SIC																
Lease Manager																			
Party to Bill	6381	Santa Fe Furnishings	Lease Status																
Payment Source																			
Lease Term	44	Begins.	05/10/97	Ends.	12/31/00	Mgmt Fee.	Y	Rent Starts.											
Print(I/S/N)	Y Y Y	Pay Terms.	R	Dispos/Notice.															
Lease Unit Details:																			
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes								
15401	15140 1	25,000.00	25,000.00	05/10/97	12/31/00														
										Page	33								
										Date	5/29/08								
Recurring Billings:																			
Lease Log Details:																			
Expense Participation:																			
Sales Overages:																			
Escalation:																			
Tenant Lease Master Information:																			
Lease No.	15368	Abernathy & Hitch	Lease Type	RT Retail															
Tenant	4175	Abernathy & Hitch	Tenant SIC																
Lease Manager																			
Party to Bill	4175	Abernathy & Hitch	Lease Status																
Payment Source																			
Lease Term	42	Begins.	10/01/96	Ends.	03/31/00	Mgmt Fee.	Y	Rent Starts.											
Print(I/S/N)	Y Y Y	Pay Terms.	R	Dispos/Notice.															
Lease Unit Details:																			
Building	Unit	Rentable	Useable	Move-In	Plan-Out	Act-Out	Sublease	Occupant	Salesman	SIC	Reporting Codes								
15020	202	3,000.00	2,500.00	10/01/96	03/31/00														
Recurring Billings:																			
Bill T	Starting	Ending	Monthly Amount	Annual Amount	Rentable	Bill	Pay	Sep	Item	Sup									
Code Y	Building	Unit	Date	Date	Amount	Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Trm	Inv	Grp	Cd						
Billing Grp	15020	202	02/06/97	06/30/98	6,250.00	2.08	25.00	3,000	M	R									
Alt Payee	4175	Deal																	
Taxable Amount																			
RRTL	15020	202	07/01/98	06/30/99	7,000.00	2.33	28.00	3,000	M	R									
Billing Grp	15020	Deal																	
Alt Payee	4175	Deal																	
Taxable Amount																			
RRTL	15020	202	07/01/99	03/31/00	8,000.00	2.67	32.00	3,000	M	R									
Billing Grp	15020	Deal																	
Alt Payee	4175	Deal																	
Taxable Amount																			
UTIL	15020	202	10/01/96	03/31/00	100.00	.03	.40	3,000	M	R									
Billing Grp	15020	Deal																	
Alt Payee	4175	Deal																	
Taxable Amount																			
										Page	34								
										Date	5/29/08								
Recurring Billings:																			
Bill T	Starting	Ending	Monthly Amount	Annual Amount	Rentable	Bill	Pay	Sep	Item	Sup									
Code Y	Building	Unit	Date	Date	Amount	Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Trm	Inv	Grp	Cd						
TXIN	15020	202	10/01/96	03/31/00	200.00	.07	.80	3,000	M	R									
Billing Grp	15020	Deal																	
Alt Payee	4175	Deal																	
Taxable Amount																			
MSAD	15020	202	10/01/96	03/31/00	100.00	.03	.40	3,000	M	R									
Billing Grp	15020	Deal																	
Alt Payee	4175	Deal																	
Taxable Amount																			
GMS	15020	202	10/01/96	03/31/00	2,500.00	.83	10.00	3,000	M	R									
Billing Grp	15020	Deal																	
Alt Payee	4175	Deal																	
Taxable Amount																			
RFRG	15020	202	10/01/96	03/31/00	100.00	.03	.40	3,000	M	R									
Billing Grp	15020	Deal																	
Alt Payee	4175	Deal																	
Taxable Amount																			
Lease Log Details:																			
Lg	U	Begin	Ending	Tickle	S	AM	Unit	Unit											

Figure 42-16 Lease Master Listing Report (16 of 18)

Ty	Description	Remark	Quantity	M	Date	Date	Date	T	ID	Building	Number	Type		
FP	Financial ProForma	Lender Rqmnts: Te								15020	202	RSALE		
FP	Financial ProForma Info		Report Code 1				Report Code 2							
Owner: Lender: LenderAgent/No: MortAmt/Begin: MortAmt/Bal: Pmt/Mo: Rate: Terms: Call:														
IN	Insurance	CompCov: See Text	Report Code 1				Report Code 2			15020	202	RSALE		
IN	Insurance	Abernathy Corporate Office Carrier: All American Insurance Agent/No: Josie Samuels - 898-1234 x 342 Coverage/Type/Amts: 1,000/50,000/800 Expiration: September 30, 1999 Notice: 30 Day Written Notice Required Exclusions: Acts of God, War and Flood	Report Code 1				Report Code 2			15020	202	RSALE		
15401	J.D. Edwards & Company											Page	-	35
Lease Profile Rpt-Log Details														
Lg	Description	Remark	Quantity	M	Begin Date	Ending Date	Tickle	S	AM	Building	Unit	Unit Type		
LA	Lease Abstract	Std: See Text	Report Code 1				Report Code 2			15020	202	RSALE		
LA	Lease Abstract		Report Code 1				Report Code 2							
Date: Leasor: Leasee: Unit: Rent: Extraordinary SO ES EX: Tenant/No/Mgr: Deposit: Security:														
OP	Option	Negotiate Renewal	Report Code 1		06/01/99	10/01/99	09/01/99			15020	202	RSALE		
OP	Option Expires		Report Code 1				Report Code 2			15020	202	RSALE		
OP	Option Expires		Report Code 1				Report Code 2			15020	202	RSALE		
SC	Sec Dep Refund		4,000.00	DL			02/06/98	SECD		15020	202	RSALE		
SF	Security Deposit		6.75	DL			12/31/99	Security Deposit - General		15020	202	RSALE		
Ti	Tenant Improvements	Square Footage-EP Calculations	Report Code 1				Report Code 2	EP per square foot computation		15020	202	RSALE		
Ti	Tenant Improvements	Tenant Improvements	Report Code 1				Report Code 2			15020	202	RSALE		
Expense Participation:														
Grp	Sub	Cls	Act B/R	Est B/R	Adm B/R	% Fee	F Tenant B Square Feet	EP C CD M	Percent Override	B F	Pa S S B Tr I C M			
Beginning		CMS				.100000	5,000	02 B		A	R			
	10/01/96					Ending	03/31/00	Lse. Limit						
B.Exc	MMY				00 00	Cmpd Fact	1.000000	EP Ceiling						
Building			15020			Unit	202	Alt Payee			4175			
Gross Up						Oc Dte Frm	10/01/96	Oc Dte To		03/31/00				
Billing Grp			15020			Deal No.		Occupancy		D				
Tax Rt/Area		MGAD				Tax Exp Cd								
						.050000	5,000	02 B		A	R			
Beginning						Ending	03/31/00	Lse. Limit						
B.Exc	MMY				00 00	Cmpd Fact	1.000000	EP Ceiling						
Building			15020			Unit	202	Alt Payee			4175			
Gross Up						Oc Dte Frm	10/01/96	Oc Dte To		03/31/00				
Billing Grp			15020			Deal No.		Occupancy		D				
Tax Rt/Area						Tax Exp Cd								
15401	J.D. Edwards & Company											Page	-	36
Lease Profile Rpt-Exp. Part.														
Grp	Sub	Cls	Act B/R	Est B/R	Adm B/R	% Fee	F Tenant B Square Feet	EP C CD M	Percent Override	B F	Pa S S B Tr I C M			
Beginning		TXIN				.100000	5,000	02 B		A	R			
	02/06/97					Ending	03/31/00	Lse. Limit						
B.Exc	MMY				00 00	Cmpd Fact	1.000000	EP Ceiling						
Building			15020			Unit	202	Alt Payee			4175			
Gross Up						Oc Dte Frm	10/01/96	Oc Dte To		03/31/00				
Billing Grp			15020			Deal No.		Occupancy		D				
Tax Rt/Area		UTIL				Tax Exp Cd								
						.050000	5,000	02 B		A	R			
Beginning						Ending	03/31/00	Lse. Limit						
B.Exc	MMY				00 00	Cmpd Fact	1.000000	EP Ceiling						
Building			15020			Unit	202	Alt Payee			4175			
Gross Up						Oc Dte Frm	10/01/96	Oc Dte To		03/31/00				
Billing Grp			15020			Deal No.		Occupancy		D				
Tax Rt/Area						Tax Exp Cd								
Sales Overrides:														
Rpt Yr End (Mo) . 12			Report Freq. Cd. . M			Y/E Override Cd. .								
Report Due Days . 015			Annual Rpt Due . . 045			Billing Freq. Cd. . M								
Lease Brgnt. . . 25,000.00			Audit Date . . . 03/31/99			Inv Estimates. . . N								
Billing Group . . . 15020			B/R Code . . . SLSO			Comp Method. . . 3								
ULI Code. 506						Payment Terms. . . D								
Y/E Over Entries: Process in Year			Review Sales from month			in year								
Product Scales:														
	Prod Code	Description	Begin Date	Ending Date	Dollar Breakpoint	% Due	Yr	Yr	Yr	S	F	F		
Building	C1MN	Clothing - Mens	10/01/96	03/31/00	25,000.00	5.00	0	0	0	0	0	506		
Minimum Rent/Recoveries:														
	Begin Date	Ending Date	Max/Min/Recover	L Frc	Rate	Recvry	Recvry	C	Bill	Fri	Building	Unit		
Ty	Date	Date	Amount	F B/R	Rate	Limit	F Code	Seq	Seq	Seq	Building	Unit		
Recovery Limit														

Figure 42-17 Lease Master Listing Report (17 of 18)

RC 10/01/96 03/31/00 150.00 Y 15020 202	
Desc Tenant Finish Monthly Credit	
Escalation:	
Bill Estm B Rent Per Next O C Min. % Max. % Max. % Redct. Pay S S B	
Index Code BRCD F BRCD Len MO YR L M Per Yr Per Yr Per Lse Factr. Term I S M	
CPIDN ESCL ESCL M RRTL 12 01 98 L D .030000 .060000 .200000 R	
15401	J.D. Edwards & Company
	Lease Profile Rpt-Escalation
Page	- 37
Date	- 5/29/08
Tenant Lease Master Information:	
Lease No 15624	Abernathy & Hitch
Tenant 4175	Abernathy & Hitch
Lease Manager 4175	Abernathy & Hitch
Party to Bill 4175	Abernathy & Hitch
Payment Source	
Lease Term 12	Begins. . 01/01/08
Print (I/S/N) Y Y Y	Pay Terms. . R
Lease Unit Details:	
Building Unit Rentable Useable Move-In Plan-Out Act-Out Sublease Occupant Salesman SIC Reporting Codes	
15020 202	5,000.00 2,500.00 01/01/08 12/31/08
Recurring Billings:	
Lease Log Details:	
Lg Ty Description Remark Quantity U Begin Ending Tickle S AM Building Unit Unit	
FP Financial ProForma Lender Rqmts: To Report Code 1 Report Code 2 15020 202	RSALE
IN Insurance CompCov: See Text Report Code 1 Report Code 2 10/01/99 15020 202	RSALE
LA Lease Abstract Std: See Text Report Code 1 Report Code 2 15020 202	RSALE
OP Option Negotiate Renewal Report Code 1 Report Code 2 06/01/99 10/01/99 09/01/99 15020 202	RSALE
Options Report Code 1 Report Code 2 02/01/99 15020 202	RSALE
Options Report Code 1 Report Code 2	
15401	J.D. Edwards & Company
	Lease Profile Rpt-Log Details
Page	- 38
Date	- 5/29/08
Lg Ty Description Remark Quantity U Begin Ending Tickle S AM Building Unit Unit	
SC Sec Dep Refund 4,000.00 DL Report Code 2 02/06/98 SECD 15020 202	RSALE
Security Deposit Report Code 1 Per Square Foot Per Square Foot Security Deposit - General 15020 202	RSALE
SF Expense Part Square 6.75 DL Report Code 2 12/31/99 CAMS 15020 202	RSALE
Square Footage-EF Calculations Report Code 1 Report Code 2 EP per square foot computation 15020 202	RSALE
TI Tenant Improvements Report Code 1 Report Code 2	
Tenant Improvements	
Expense Participation:	
Sales Coverages:	
Escalation:	
Tenant Lease Master Information:	
Lease No 17495	
Tenant 22008	James Robert and Associates
Lease Manager 4175	Abernathy & Hitch
Party to Bill 22008	James Robert and Associates
Payment Source	
Lease Term 60	Begins. . 01/01/15
Print (I/S/N) Y Y Y	Pay Terms. . Disposs/Notice. . Suppl/Date . .
Lease Unit Details:	
Building Unit Rentable Useable Move-In Plan-Out Act-Out Sublease Occupant Salesman SIC Reporting Codes	
15020 2201	3,000.00 2,500.00 01/01/15 12/31/19
Recurring Billings:	
Bill T Code Y Building Unit Starting Ending Monthly Amount Annual Amount Rentable	
01/01/15 12/31/15 2,000.00 .67 8.00 3,000 M	
Billing Grp 15020 2201 Remark Regular Rent: Retail	
Alt Payee 22008 Deal	
Taxable Amount Tax Rate/Area Tax Expl Cd	
01/01/16 12/31/17 2,500.00 .83 10.00 3,000 M	
Billing Grp 15020 2201 Remark Regular Rent: Retail	
Alt Payee 22008 Deal	
Taxable Amount Tax Rate/Area Tax Expl Cd	
15401	J.D. Edwards & Company
	Lease Profile Rpt-Rec. Bill.
Page	- 39
Date	- 5/29/08
Bill T Code Y Building Unit Starting Ending Monthly Amount Annual Amount Rentable	
01/01/18 12/31/19 3,000.00 1.00 12.00 3,000 M	
Billing Grp 15020 2201 Remark Regular Rent: Retail	
Alt Payee 22008 Deal	
Taxable Amount Tax Rate/Area Tax Expl Cd	
Lease Log Details:	
Lg Ty Description Remark Quantity U Begin Ending Tickle S AM Building Unit Unit	
EC Emergency Contacts Text for Phone Nos. Report Code 1 Report Code 2 12/31/15 15020 2201	RSALE
Emergency Contact List	
Office Manager: Mary Murphy	
Home Phone :702.555.1566	
Car Phone :702.555.4477	

Figure 42-18 Lease Master Listing Report (18 of 18)

IS Director : Jeanne Wilson														
Home Phone : 702.555.4577														
Car Phone : 702.555.1223														
Controller : Louise Dupont														
Home Phone : 702.522.1446														
Car Phone : 702.887.4558														
IN Insurance See Text														
Insurance Report Code 1 Report Code 2 06/30/15 B10 15020 2201 RSALE														
Owner:														
Carrier:														
Agent/No:														
Coverage/Type/Amts:														
Expiration:														
Notice:														
Exclusions:														
IA Lease Abstract See Text														
Lease Abstract Report Code 1 Report Code 2 15020 2201 RSALE														
Date:														
Leasor:														
Leasee:														
Unit:														
Rent:														
ExtraOrdinary SO ES EX:														
Tenant/No/Mgr:														
Deposit:														
Security:														
OP First Renewal Optio 90-Day Neg Date														
Options Report Code 1 Report Code 2 12/15/15 RN01 15020 2201 RSALE														
15401 J.D. Edwards & Company First Renewal Option														
Lease Profile Rpt-Log Details Page - 40														
Date - 5/29/08														
Lg U Begin Ending Tickle S AM Unit Unit														
Ty Description Remark Quantity M Date Date Date T ID Building Number Type														
SC Security Deposit - DL														
Security Deposit Report Code 1 Report Code 2 SECD 15020 2201 RSALE														
TI Tenant Improvements 02/28/15														
Tenant Improvements Report Code 1 Report Code 2														
cleaning														
painting														
landscape														
Expense Participation:														
Sales Overages:														
Escalation:														
Tenant Lease Master Information:														
Lease No 17496 Lease Type . CO Commercial Office														
Tenant 22008 James Robert and Associates Tenant SIC .														
Lease Manager . . . 22008 James Robert and Associates Les. Status . H Hold Over														
Party to Bill . . . 22008 James Robert and Associates Own/Lease .														
Payment Source Mgmt. Fee. . Y														
Lease Term 36 Begins . 01/01/15 Ends . 12/31/20 Rent Starts.														
Print(I/S/N) . . . Y Y Y Pay Terms. . Disposs/Notice. . Suppl/Date .														
Lease Unit Details:														
Building Unit Rentable Useable Move-In Plan-Out Act-Out Sublease Occupant Salesman SIC Reporting Codes														
15020 2202 1,800.00 2,500.00 01/01/15 12/31/20 Cd6 Cd7 Cd8 Cd9														
Recurring Billings:														
Bill T Building Unit Starting Ending Monthly Amount Annual Amount Rentable Bil Pay Sep Itm Sup														
Code Y Building Unit Date Date Per Square Foot Per Square Foot Sqr. Footage Frq Trm Inv Grp Cd														
RRTL 15020 2202 01/01/15 12/31/17 4,500.00 2.50 30.00 1,800 M Y														
Billing Grp 15020 Remark Regular Rent: Retail														
Alt Payee 22008 Deal														
Taxable Amount Tax Rate/Area Tax Expl Cd														
RRES 15020 2202 01/01/18 12/31/20 4,500.00 2.50 30.00 1,800 M														
Billing Grp 15020 Remark Regular Rent: Retail														
Alt Payee 22008 Deal														
Taxable Amount Tax Rate/Area Tax Expl Cd														
15401 J.D. Edwards & Company Page - 41														
Lease Profile Rpt-Log Details Date - 5/29/08														
Lease Log Details:														
Lg U Begin Ending Tickle S AM Unit Unit														
Ty Description Remark Quantity M Date Date Date T ID Building Number Type														
EC Emergency Contacts Text for Phone Nos. 12/31/15 15020 2202 RSALE														
Emergency Contact List Report Code 1 Report Code 2														
IN Insurance See Text 06/30/15 B10 15020 2202 RSALE														
Insurance Report Code 1 Report Code 2														
IA Lease Abstract See Text 15020 2202 RSALE														
Lease Abstract Report Code 1 Report Code 2														
OP First Renewal Optio 90-Day Neg Date 12/15/15 RN01 15020 2202 RSALE														
Options Report Code 1 Report Code 2														
SC Security Deposit - DL First Renewal Option														
Security Deposit Report Code 1 Report Code 2 SECD 15020 2202 RSALE														
TI Tenant Improvements 02/28/15														
Tenant Improvements Report Code 1 Report Code 2														
cleaning														
painting														
landscape														
Expense Participation:														
Sales Overages:														
Escalation:														

Lease Log Details

This chapter contains these topics:

- [Section 43.1, "Lease Log Details Procedures,"](#)
- [Section 43.2, "Lease Log Details Report."](#)

This report, which is made up of the Lease Log Details section of the Lease Master Listing, provides the information for log classes set up for the leases. It is based on the Log Standards Master file (F1503) and also includes information from the Log Standards Extension Master file (F1504).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Lease Log Details.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

43.1 Lease Log Details Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

43.2 Lease Log Details Report

Figure 43-1 Lease Log Details Report (1 of 2)

154012		J.D. Edwards & Company							Page	1		
		Lease Log Details - Lease							Date	5/29/08		
Lease No/Type	17495 LS	Lease Description	Lease Status									
Tenant	22008	James Robert and Associates										
Lg			U	Begin	Ending	Tickle	S	AM	Unit	Unit		
TY	Description	Remark	Quantity	M	Date	Date	Date	T	ID	Building	Number	Type
EC	Emergency Contacts	Text for Phone Nos.					12/31/15			15020	2201	RSALE
Emergency Contact List												
Office Manager: Mary Murphy												
Home Phone :702.555.1566												
Car Phone :702.555.4477												
IS Director : Jeanne Wilson												
Home Phone :702.555.4377												
Car Phone :702.555.1223												
Controller : Louise Dupont												
Home Phone :702.522.1446												
Car Phone :702.887.4558												
IN	Insurance	See Text				06/30/15		B10		15020	2201	RSALE
Insurance												
Owner:												
Carrier:												
Agent/No:												
Coverage/Type/Amts:												
Expiration:												
Notice:												
Exclusions:												
LA	Lease Abstract	See Text								15020	2201	RSALE
Lease Abstract												
Date:												
Lessor:												
Lessee:												
Unit:												
Rent:												
ExtraOrdinary SO ES EX:												
Tenant/No/Mgr:												
Deposit:												

Figure 43-2 Lease Log Details Report (2 of 2)

Security:												
OP	First Renewal Optio	90-Day Neg Date				12/15/15		RN01		15020	2201	RSALE
Options												
SC	Security Deposit -							DL		15020	2201	RSALE
Security Deposit												
TI	Tenant Improvements					02/28/15		SECD		15020	2201	RSALE
Tenant Improvements												
cleaning												
painting												
landscape												

Lease Log Summary Analysis

This chapter contains these topics:

- [Section 44.1, "Lease Log Summary Analysis Procedures,"](#)
- [Section 44.2, "Processing Options,"](#)
- [Section 44.3, "Lease Log Summary Analysis Report."](#)

This report provides the lease dates and critical (tickle) dates of the log classes related to the lease. It is based on the Tenant/Lease Master file (F1501) and also includes information from the Log Standards Master file (F1503).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Lease Log Summary Analysis.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

44.1 Lease Log Summary Analysis Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

44.2 Processing Options

See [Section 186.17, "Lease Summary Analysis \(P15690\)."](#)

44.3 Lease Log Summary Analysis Report

Figure 44–1 Lease Log Summary Analysis Report

Property . . .		J.D. Edwards & Company Lease Summary Analysis										Page	-	1	
												Date	-	5/29/08	
Building Unit	Tenant Number Tenant Name	Lease Number	A-Facility	Featur	C-Options	E-Insurance	G-	I-							
			B-Lease Abstract	D-Building Amenit	F-Emergency Conta	H-	J-								
			A	B	C	D	E	F	G	H	I	J			
2201	15020 James Robert and As	22008 17495	Yes	Yes	Yes	Yes	Yes	Yes							
			01/01/15	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15							
			12/31/19	12/31/19	12/31/19	12/31/19	12/31/19	12/31/19							
				12/15/15			06/30/15	12/31/15							

Lease Date Edit Worksheet

This chapter contains these topics:

- Section 45.1, "Lease Date Edit Worksheet Report,"
- Section 45.2, "Lease Date Edit Procedures,"
- Section 45.3, "Processing Options."

This report lists all the dates related to leases such as the move-in, move-out, and expiration dates. It is based on the Tenant/Lease Master file (F1501) and can also include information from the Building (Business Unit) Master file (F0006).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Lease Date Edit Worksheet.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

45.1 Lease Date Edit Worksheet Report

Figure 45–1 Lease Date Edit Worksheet Report

Property . . .		15010 Denver International Airport									
Act-Out		Lease Date Edit Worksheet									
Date		All Buildings									
		All Units									
Building	Unit	Tenant	Tenant Name	Number	Ty	S	Lease Begins	Lease Expire	Move-In Date	Rent Start	Plan-Out Date
15020	101	6613	Pizza House Store 10	15229	RS		10/31/16	10/30/21	10/31/16	10/31/16	10/30/21
15020	103	3965	DeAnna's Deli	15261	RS		05/31/16	05/31/18	05/31/16	01/06/16	05/31/18
15020	104	5813	Colorado Gifts	15149	RT		02/15/15	06/30/21	02/15/15		06/30/21
15020	1103	6398	Rylee's Bike Shop	17496	RT		01/01/17	12/31/19	01/01/17		12/31/19
15020	201	6736	Tattered Books	15173	RT		04/09/15	11/30/22	04/09/15		11/30/22
15020	202	4175	Abernathy & Hitch	15368	RT		10/02/15	04/01/19	10/02/15		04/01/19
15020	203	6630	Eddie Bean Outlet Store	15341	RT		05/23/15	05/30/20	05/23/15		05/30/20
15020	204	4535	Unlimited, The	15237	RT		07/22/15	07/30/24	07/22/15		07/30/24
15020	2201	22008	James Robert & Associates	17495	CO		01/01/15	12/31/19	01/01/15		12/31/19
15020	301	4175	Abernathy & Hitch	17497	CO		01/01/16	12/31/18	01/01/16		12/31/18

45.2 Lease Date Edit Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

45.3 Processing Options

Processing option 1 requires explanation in addition to what you see on the screen. It controls whether the heading on the report includes the company name set up on the Accounts Receivable Constants screen or the description of a category (reporting) code.

To specify a category code, type one of the 20 user defined codes (such as 01, 02, 03, and so on) for the property or building.

Lease Expiration Listing

This chapter contains these topics:

- [Section 46.1, "Lease Expiration Listing Procedures,"](#)
- [Section 46.2, "Lease Expiration Report,"](#)
- [Section 46.3, "Processing Options."](#)

This report lists the expiration dates, property statistics, and annual rent information for leases that exist during a time period you specify. It is based on the Tenant/Lease Master file (F1501) and can also include information from the following files: Building (Business Unit) Master (F0006), Tenant Escalation Master (F15016), Recurring Billings Master (F1502), and Log Standards Master (F1503).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Lease Expiration Listing.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

46.1 Lease Expiration Listing Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

46.2 Lease Expiration Report

Figure 46-1 Lease Expiration Report

15403		J.D. Edwards & Company		Lease Expiration Report - Specific Bldg		Page - 1		Date - 3/16/10					
						From - 03/16/10							
						To - 03/16/10							
						Rent Expressed as Annual Amounts							
Unit Number	Tenant Name	Expire Date	Lease Term	Usable Area	Rentable Area	Option Date	Base Rent/Sq Ft	Effective Rate/Sq Ft	Other Rent/Sq Ft	Esc Bs Yr Number	Lease Number	Lease Ty	
103	Deanna's Deli	05/31/18	24	1,500	1,500		15.00	22,500	24.20	39,300	11.20	16,800	3965 15361 RS
301	Normathy & Hitch	12/31/18	36	1,500	1,500		15.00	22,500	24.20	39,300	11.20	16,800	4175 17497 CO
Totals For 05/18				3,000	3,000								
Totals For 12/18				3,000	3,000								
202	Normathy & Hitch	04/01/19	42	4,000	4,500		5.00	22,500	8.73	39,300	3.73	16,800	4175 15368 RT
Totals For 18				2,500	3,000		32.00	96,000	44.00	132,000	12.00	36,000	01/97
1103	Bylone's Bike Shop	12/31/19	36	1,500	1,500		32.00	96,000	44.00	132,000	12.00	36,000	
2201	James Robert & Associates	12/31/19	60	2,500	3,000		24.00	36,000	24.88	37,316	.88	1,316	6386 17496 RT
Totals For 04/19				2,500	3,000		20.00	60,000	20.03	60,093	.03	93	22098 17495 CO
Totals For 12/19				4,000	4,500		21.33	96,000	21.65	97,410	.31	1,410	
Totals For 19				6,500	7,500		25.60	192,000	30.59	229,410	4.99	37,410	
Grand Total				10,500	12,000		17.88	216,500	27.39	286,710	4.52	54,210	

46.3 Processing Options

See Section 186.18, "Lease Expiration Report - All Tenants (P15403)."

Lease Follow-Up Worksheet

This chapter contains these topics:

- [Section 47.1, "Lease Follow-Up Procedures,"](#)
- [Section 47.2, "Processing Options,"](#)
- [Section 47.3, "Leasing Follow-Up Worksheet Report."](#)

This report provides a variety of information related to leases and properties such as the billing addresses, log classes, critical (tickle) dates, effective dates, and extended text. For each log entry, the report includes a set of blank lines on which you can manually record any changes and actions related to the log. There is a signature line for the person who has reviewed and corrected the report.

It is based on the Tenant/Lease Master file (F1501) and also includes information from the following files: Building (Business Unit) Master (F0006), Address Book Master (F0101), Log Standards Master (F1503), and Log Standards Extension Master (F1504).

Navigation

From the Real Estate Management System menu (G15), choose **Tenant and Lease Reporting**.

From the Tenant and Lease Reporting menu (G1514), choose **Lease Follow-Up Worksheet**.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

47.1 Lease Follow-Up Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

47.2 Processing Options

See [Section 186.19, "Lease Abstract Follow-Up Worksheet \(P15430\)."](#)

47.3 Leasing Follow-Up Worksheet Report

Figure 47-1 Lease Follow-Up Worksheet Report (1 of 2)

15430	J.D. Edwards & Company			Page -	1
	Lease Abstract Follow-Up Worksheet			Date -	6/16/08
	All Properties			As of -	12/31/17
Property . . .	15010 Atrium Mall				
Building					
Unit					
Lease	Tenant	Tenant Name	Billing Address	Contact/Phone	
-----	-----	-----	-----	-----	-----
2201	15020	22008 James Robert & Associates	James Robert & Associates	303 555-7473	
	17495		20257 E. River		
			Suite 2201		
			Denver CO 80237		
L/A Clas	Description	Critical Date	Effective Date	Completed By:	
-----	-----	-----	-----	-----	-----
EC	Emergency Contacts				
	Narrative		Notes		
-----	-----	-----	-----	-----	-----

Figure 47-2 Lease Follow-Up Worksheet Report (2 of 2)

Office Manager: Louise Klotsbeacher					
Home Phone :303.555.7473					
Car Phone :720.555.3195					
IS Director : Anthony Annalora					
Home Phone :303.555.3316					
Car Phone :720.555.9689					
Controller : Shirley Creswell					
Home Phone :303.555.6217					
Car Phone :720.555.4778					
L/A Clas	Description	Critical Date	Effective Date		
-----	-----	-----	-----	-----	-----
IN	Insurance	06/15/17			
	Narrative		Notes		
-----	-----	-----	-----	-----	-----
Owner:					
Carrier:					
Agent/No:					
Coverage/Type/Amts:					
Expiration:					
Notices:					
Exclusions:					
L/A Clas	Description	Critical Date	Effective Date		
-----	-----	-----	-----	-----	-----
15430	J.D. Edwards & Company			Page -	2
	Lease Abstract Follow-Up Worksheet			Date -	6/16/08
	All Properties			As of -	12/31/17
Property . . .	15010 Atrium Mall				
L/A Clas	Description	Critical Date	Effective Date		
-----	-----	-----	-----	-----	-----
IA	Lease Abstract				
	Narrative		Notes		
-----	-----	-----	-----	-----	-----
Date:					
Lessor:					
Leasee:					
Unit:					
Rent:					
ExtraOrdinary SO ES EX:					
Tenant/No/Mgr:					
Deposit:					
Security:					
L/A Clas	Description	Critical Date	Effective Date		
-----	-----	-----	-----	-----	-----
OP	First Renewal Optio	10/15/18			
	Narrative		Notes		
-----	-----	-----	-----	-----	-----
L/A Clas	Description	Critical Date	Effective Date		
-----	-----	-----	-----	-----	-----
SC	Security Deposit -				
	Narrative		Notes		
-----	-----	-----	-----	-----	-----
15430	J.D. Edwards & Company			Page -	3
	Lease Abstract Follow-Up Worksheet			Date -	6/16/08
	All Properties			As of -	12/31/17
Property . . .	15010 Atrium Mall				
	Narrative			Notes	
-----	-----	-----	-----	-----	-----
L/A Clas	Description	Critical Date	Effective Date		
-----	-----	-----	-----	-----	-----
TI	Tenant Improvements	07/07/17			
	Narrative		Notes		
-----	-----	-----	-----	-----	-----

Leasing Activity

This chapter contains these topics:

- [Section 48.1, "Leasing Activity Procedures,"](#)
- [Section 48.2, "Leasing Activity Report,"](#)
- [Section 48.3, "Guidelines."](#)

This report provides information about the units that affect the gains and losses to the total leased area or occupied area. The report includes the following:

- Square footage of the units
- Billing information related to the units
- Leasing activities that cause changes in area

The report is based on the Unit Status/ Activity file (F15071) and can also include information from the following files:

File	File
Building (Business Unit) Master (F0006)	Tenant/Lease Master (F1501)
Address Book Master (F0101)	Recurring Billings Master (1502)

In order for the information on the report to be current, you must first run the Unit Status/ Activity Generation program (P15172).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Leasing Activity.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

48.1 Leasing Activity Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

48.2 Leasing Activity Report

Figure 48–1 Leasing Activity (1 of 2)

15471		J.D. Edwards & Company Leasing Activity Report Grouped by High Level Activity Code Within Gains and Losses				Page	-		1					
Building		15020 Action Mall 10297 E. River Suite 2201 Denver CO 80237				Date	-		3/16/10					
Unit No.	Tenant Name	Square Footage	Activity Act Date	Act Code	Base Rent	Base Rent /Sq Ft	Total Rent	Total Rent/Sq Ft	Lease Number	Lease Start Date	Lease Ending Date	Rent Start Date	Tenant Number	I O
2201	Jeanes Robert & Associates	3,000.00	01/01/15	NSH	30,000.00	10.00	91,800.00	30.60	17495	01/01/15	12/31/19		22008	+
104	Colorado Giftie	3,000.00	02/15/15	NSH	42,000.00	14.00	61,200.00	20.40	15149	02/15/15	04/30/21		5813	+
301	Tattered Books	3,000.00	04/09/15	NSH	48,000.00	16.00	67,800.00	22.60	15173	04/09/15	11/30/22		6736	+
203	Eddie Bean Outlet Store	3,000.00	05/23/15	NSH	36,000.00	12.00	51,600.00	17.20	15341	05/23/15	05/30/20		6435	+
204	The Unlimited	3,000.00	07/22/15	NSH	36,000.00	12.00	52,800.00	17.60	15237	07/22/15	07/30/24		4535	+
202	Abernathy & Hitch	3,000.00	10/02/15	NSH	36,000.00	12.00	36,000.00	12.00	15368	10/02/15	04/01/19		4175	+

Figure 48–2 Leasing Activity Report (2 of 2)

103	DeAnna's Deli	1,500.00	05/31/16	NSH	22,500.00	15.00	39,300.00	26.20	15261	05/31/16	05/31/18	01/04/16	3940	-
101	Pizza House Store 10	1,500.00	10/31/16	NSH	22,500.00	15.00	35,100.00	23.40	15229	10/31/16	10/30/21	10/31/16	6413	+
1103	Rylee's Bike Shop	1,500.00	01/01/17	NSH	18,000.00	12.00	18,000.00	12.00	17496	01/01/17	12/31/19		4398	+
New Leases		22,500.00			257,400.00	104.80	453,600.00	182.00						
Gains		22,500.00			257,400.00	104.80	453,600.00	182.00						
103	DeAnna's Deli	1,500.00	05/31/18	MSP	22,500.00	15.00	39,300.00	26.20	15261	05/31/16	05/31/18	01/04/16	3940	-
202	Abernathy & Hitch	3,000.00	04/01/19	MSP	36,000.00	12.00	132,000.00	44.00	15368	10/02/15	04/01/19		4175	-
1103	Rylee's Bike Shop	1,500.00	12/31/19	MSP	18,000.00	12.00	37,316.40	24.87	17496	01/01/17	12/31/19		4398	-
2201	Jeanes Robert & Associates	3,000.00	12/31/19	MSP	60,000.00	20.00	91,893.11	30.63	17495	01/01/15	12/31/19		22008	-
203	Eddie Bean Outlet Store	3,000.00	05/30/20	MSP	36,000.00	12.00	51,600.00	17.20	15341	05/23/15	05/30/20		6435	-
104	Colorado Giftie	3,000.00	04/30/21	MSP	42,000.00	14.00	61,200.00	20.40	15149	02/15/15	04/30/21		5813	-
101	Pizza House Store 10	1,500.00	10/30/21	MSP	22,500.00	15.00	35,100.00	23.40	15229	10/31/16	10/30/21	10/31/16	6413	-
201	Tattered Books	3,000.00	11/30/22	MSP	48,000.00	16.00	67,800.00	22.60	15173	04/09/15	11/30/22		6736	-
204	The Unlimited	3,000.00	07/30/24	MSP	36,000.00	12.00	52,800.00	17.60	15237	07/22/15	07/30/24		4535	-
Move Out		22,500.00			401,400.00	160.80	570,449.51	227.38						
Losses		22,500.00			401,400.00	160.80	570,449.51	227.38						
Action Mall					144,000.00	54.00	116,849.51	45.38						
					144,000.00	54.00	116,849.51	45.38						

This report is from an occupancy perspective.

48.3 Guidelines

- The LS (Leased Space) field indicates whether a unit is leased. For a leased unit, the LS field contains a plus sign (+) regardless of whether that unit is occupied. When the lease has expired, the field contains a minus sign (-). It also contains a minus sign (-) when the tenant has actually moved out and the unit has not been leased again.
- The OS (Occupied Space) field indicates whether a unit is occupied. When a tenant has moved into a unit, the OS field contains a plus sign (+). When the tenant has moved out or plans to move out of the unit, the field contains a minus sign (-).

Occupancy/Vacancy Listing

This chapter contains these topics:

- [Section 49.1, "Occupancy/Vacancy Listing Procedures,"](#)
- [Section 49.2, "Processing Options,"](#)
- [Section 49.3, "Guidelines,"](#)
- [Section 49.4, "Occupancy/Vacancy Listing Report."](#)

This report lists vacant units and their related information such as square footage, rental rate, monthly rent, and vacancy period. It also shows building and floor information related to vacant, occupied, and undefined square footage. The report is based on the Unit Master file (F1507) and can also include information from the following files: Building (Business Unit) Master (F0006), Log Standards Master (1503), and Unit Status/Activity (F15071).

Note: In order for the information on the report to be current, you must first run the Unit Status/Activity Generation program (P15172).

Navigation

From the Real Estate Management System menu (G15), choose **Tenant and Lease Reporting**.

From the Tenant and Lease Reporting menu (G1514), choose **Occupancy/Vacancy Listing**.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

49.1 Occupancy/Vacancy Listing Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

49.2 Processing Options

See [Section 186.20, "Vacancy Listing - All Buildings \(P15600\)."](#)

49.3 Guidelines

- The Date Since field contains the date the unit became vacant and is based on when the most recent tenant physically moved out. To calculate this date, the system adds one day to the tenant's move-out date.
- The Days Vacant field indicates the number of days that the unit has been vacant. This quantity is the number of calendar days between the dates in the Date Since field and the As of field.

49.4 Occupancy/Vacancy Listing Report

Figure 49-1 Occupancy/Vacancy Listing Report

J.D. Edwards & Company												
Vacancy Listing - Building 15130												
Property	Unit	Unit Type	Sq. Ft.	Market Rate PSF	Market Annual Rent	Market Monthly Rent	Date Since	Rental Lost to Date	Days Vacant	Unit Usage Description	Last Tenant	Last Lease
15130 Gateway Center												
102	1	RDME V	4,000	10.00	40,000.00	3,333.33						
Floor	1		4,000		40,000.00	3,333.33						
Vacant Sq. Ft.			4,000	28.57								
Occupied Sq. Ft.			10,000	71.43								
Sq. Ft. Not Define												
Total Sq. Ft.			14,000									
Building	15130		4,000	28.57	40,000.00	3,333.33						
Vacant Sq. Ft.			4,000	28.57								
Occupied Sq. Ft.			10,000	71.43								
Sq. Ft. Not Define												
Total Sq. Ft.			14,000									

- The report includes total amounts for the data fields you specify on the Data Sequence Set-up screen for the DREAM Writer version. This report prints the total square footage of vacant and of occupied Units. It also prints the amount of square footage for the Building which is undefined by calculating the difference between the sum of square footage from all Units processed and the total square footage retrieved from Log Line information. For Building or Property totals, the total square footage is retrieved from square footage Log Lines in the

Property/Building Information file (F00062). For Floor, Unit Type or Unit Usage totals, the total square footage is retrieved from Log Lines entered in the Floor Information file (F1506).

To the right of the total areas, the system prints a percentage based on the quantity in the Total Sq. Ft. field.

- The Annual Rent, Monthly Rent, and Rental Lost to Date fields are based on the Rate PSF and Square Feet fields for a unit.
 - To calculate the annual rent, the system multiplies the quantity in the Rate PSF field by the quantity in the Square Feet field.
 - To calculate the monthly rent, the system divides the annual rent by 12.
 - To calculate the lost rent, the system divides the monthly rent by 30 and then multiplies that quantity by the quantity in the Days Vacant field.

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 16 - 31. If the "as of" date for the report is the 31st of the month, the system does not calculate the rent lost for days 11 - 15.

Critical Date Report

This chapter contains these topics:

- [Section 50.1, "Critical Date Report Procedures,"](#)
- [Section 50.2, "Processing Options,"](#)
- [Section 50.3, "Critical Date Report."](#)

This report provides information, including extended text, related to log lines for leases, buildings, floors, and units. The sequence of the information is by critical (tickle) date. It is based on the Log Standards Master file (F1503) and can also include information from the following files: Building (Business Unit) Master (F0006), Tenant/Lease Master (F1501), and Log Standards Extension Master (F1504).

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Critical Date Report.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

50.1 Critical Date Report Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

The As of field contains the date that controls what log lines the report includes based on their critical dates. You specify this date in the Tickle Date field on the Data Selection screen for the DREAM Writer version.

50.2 Processing Options

See [Section 186.21, "Critical Date Report - Satisfied \(P15611\)."](#)

Note: The UM (Unit of Measure) field always relates to the quantity in the log line regardless of what you specify in this option.

50.3 Critical Date Report

Figure 50-1 Critical Date Report (1 of 2)

15611		J.D. Edwards & Company Critical Date/Tickler Report All Log Types				Page - 1	Date - 3/16/10	As of - 12/31/17				
Building . . .		15020 Atrium Mall Atrium Mall 10000 East Airport Blvd Denver CO 80207										
Critical Date	Floor	Unit	Tenant Number	Tenant Name	Lease Rentable	UM	Begin Date	Ending Date	Lg AM	Description	S Lease T Number	Remark/Narrative
			1103	6398 Rylee's Bike Shop	1,500.00		01/01/17	12/31/19	EC	Emergency Contacts Store Manager: Home Phone : Car Phone :	17496	See Text/Numbers

Figure 50-2 Critical Date Report (2 of 2)

			1103	6398 Rylee's Bike Shop	1,500.00		01/01/17	12/31/19	FF B09	Mortgage Information Owner: Lender: LenderAgent/No: MortAmt/Begin: MortAmt/End: Pmt/No: Rate: Term:	17496	See Text
			1103	6398 Rylee's Bike Shop	1,500.00		01/01/17	12/31/19	IN B10	Insurance Owner: Carrier: Agent/No: Coverage/Type/Amts: Expiration: Notice: Exclusions:	17496	See Text
			1103	6398 Rylee's Bike Shop	1,500.00		01/01/17	12/31/19	IA	Lease Abstract Date: Lessor: Lessee: Unit: Rent: ExtraOrdinary SO ES EK: Tenant/No/Mgr: Deposit: Security:	17496	See Text
			1103	6398 Rylee's Bike Shop	1,500.00		01/01/17	12/31/19	OP R001	First Renewal Option	17496	90-day nego'tn date
			1103	6398 Rylee's Bike Shop	1,500.00	DS	01/01/17	12/31/19	SC SBCC	Security Deposit - G	17496	
			1103	6398 Rylee's Bike Shop	1,500.00		01/01/17	12/31/19	TI	Tenant Improvements	17496	

Critical Date Review Report

This chapter contains these topics:

- [Section 51.1, "Critical Date Review Report,"](#)
- [Section 51.2, "Critical Date Review Report Procedures."](#)

This report provides the critical (tickle) dates related to the log lines for the leases, buildings, floors, and units. Along with the critical dates, the report includes the detail information and extended text for each log. Unlike the Critical Date Report, the Critical Date Review Report does not show quantities for the log lines. It is based on the Log Standards Master file (F1503) and can also include information from the Tenant/Lease Master and Log Standards Extension Master files (F1501 and F1504, respectively).

Navigation

From the Real Estate Management System menu (G15), choose **Tenant and Lease Reporting**.

From the Tenant and Lease Reporting menu (G1514), choose **Critical Date Review Report**.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

51.1 Critical Date Review Report

Figure 51–1 Critical Date Review Report

15605 J.D. Edwards & Company Page - 1												
Critical Date Review Date - 5/27/08												
Tickle	S	Description	Remark	Lease	Property/	SU	Unit	EG	RM	Tenant	Tenant	
Date	T			Number	Building	Ty	Floor	Number	CL	ID	Number	Name
06/15/17		Insurance	See Text	17495	15020		2201	IN	R10	22008	James Robert & Associates	
		Owner:										
		Carrier:										
		Agent/No:										
		Coverage/Type/Amnt:										
		Expiration:										
		Notice:										
		Exclusions:										
07/07/17		Tenant Improvements		17495	15020		2201	TI		22008	James Robert & Associates	
10/15/18		First Renewal Optio	90-Day Reg Date	17495	15020		2201	CP	RM01	22008	James Robert & Associates	

51.2 Critical Date Review Report Procedures

When you choose Critical Date Review Report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

The Tickle Date data field on the Data Selection screen for the DREAM Writer version controls the critical dates the report includes.

Log Detail Listing

This chapter contains these topics:

- [Section 52.1, "Log Detail Listing Procedures,"](#)
- [Section 52.2, "Log Detail Listing Report."](#)

This report, which is based on the Log Standards Master file (F1503), is a comprehensive list of the information related to log lines for leases, buildings, floors, and units. It can also include the extended text from the Log Standards Extension Master file (F1504). The data selection and sequence setup for the DREAM Writer version lets you limit the report to one or more log classes, buildings, units, and so on.

Navigation

From the Real Estate Management System menu (G15), choose Tenant and Lease Reporting.

From the Tenant and Lease Reporting menu (G1514), choose Log Detail Listing.

You can also access the Tenant and Lease Reporting menu from the Tenant and Lease Information menu (G1511).

52.1 Log Detail Listing Procedures

When you choose Log Detail Listing from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

52.2 Log Detail Listing Report

Figure 52-1 Log Detail Listing Report

J.D. Edwards & Company														
Log Detail Listing - Specific Log Class														
Page	1													
Building/	Fir	Dep/	Unit/	Lease/	Log	Description/	Log Class	Quantity	Table	Begin	End	Begin	End	Log
Type	Code	Code	Code	Code	Code	Code	Code	Code	Code	Date	Date	Date	Date	Text
15020			104	15149	OF	R801	First	Renewal	Optio					
15020			201	15173	OF	R801	First	Renewal	Optio					
15020			202	15368	OF	Option	90-day	negot'in d						
15020			202	15368	OF	Option	90-day	negot'in d		09/01/18	06/01/18	10/01/18		
15020			204	15237	OF	R801	First	Renewal	Optio					
15020			2201	17495	OF	R801	First	Renewal	Optio					
									CO					

Part VI

Tenant Work Orders

This part contains these chapters:

- [Chapter 53, "Overview of Tenant Work Orders,"](#)
- [Chapter 54, "Tenant Work Order Entry,"](#)
- [Chapter 55, "Tenant Scheduling Workbench,"](#)
- [Chapter 56, "Tenant Work Order Cost Inquiry,"](#)
- [Chapter 57, "Tenant Work Order Status Summary."](#)

Overview of Tenant Work Orders

This chapter provides a brief overview of tenant work order processing in the Real Estate Management system. Tenant work orders are similar to other work orders, except that they require some tenant-specific information. You can enter this information in four fields that appear on tenant work order screens. The fields are:

- Lease
- Building
- Unit
- Tenant

These fields help you define tenant work orders, limit your searches, and control cost inquiry and status summary information. Other fields on the tenant work order screens are identical to those on work order screens and they function the same way.

The chapters in the Tenant Work Order Processing section provide specific information on screens, fields, and functions as they apply to tenant work orders.

Tenant Work Order Entry

This chapter contains the topic:

- [Section 54.1, "Work Order Entry Procedures."](#)

The Tenant Work Order Entry screen lets you create, change or delete tenant work orders to assure timely completion and accurate tracking.

You can use the Tenant Work Order Entry screen to:

- Track completion of tasks
- Compare completion to a projected schedule
- Track information on a work order using one or more selected criteria such as lease, building, unit, or tenant

This program has processing options that let you enter default values for fields and control system edits.

The Tenant Work Order Entry screen is similar to the Enter Work Orders screen. The procedures are the same for both screens. For more information about these procedures, see the *JD Edwards World Work Orders Guide*.

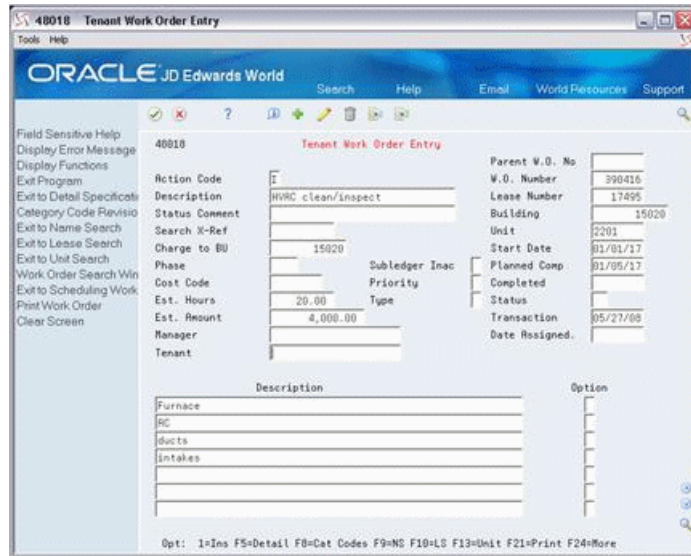
This chapter describes specific fields and functions unique to the Tenant Work Order Entry screen and how to use the Tenant/Lease and Unit Search screens to automatically enter information for Tenant Work Orders.

Navigation

From the Real Estate Management menu (G15), choose Tenant Work Orders.

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Entry.

Figure 54-1 Tenant Work Order Entry screen



54.1 Work Order Entry Procedures

When you enter a new tenant work order, the required fields are: Description and Building. When you inquire on an existing tenant work order, the only required field is the W.O. Number (Work Order Number).

Procedures for adding, changing, deleting, and inquiring on tenant work orders, and for copying description lines from parent work orders are the same as for other work orders. See the *JD Edwards World Work Orders Guide* for more information.

Tenant Scheduling Workbench

The Tenant Scheduling Workbench screen allows you to inquire on and update work orders. You can use search criteria to retrieve information about work orders. After retrieving work orders that meet your criteria, you can update selected fields directly on the screen.

This program has processing options that let you enter default values for the status range and assign the option exit to the Project Task Details screen or to any version of the Tenant Work Order Entry screen.

The procedures for the Tenant Scheduling Workbench screen and the Work Orders Scheduling Workbench screen are the same. For more information about these procedures, see the *JD Edwards World Work Orders Guide*.

This chapter shows the Tenant Scheduling Workbench screen.

Navigation

From the Real Estate Management menu (G15), choose Tenant Work Orders.

From the Tenant Work Orders menu (G1516), choose Tenant Scheduling Workbench.

Figure 55–1 Tenant Scheduling Workbench screen

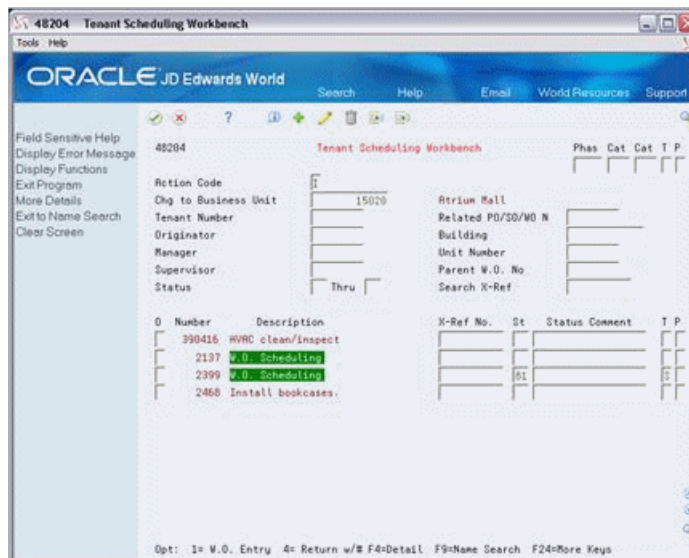
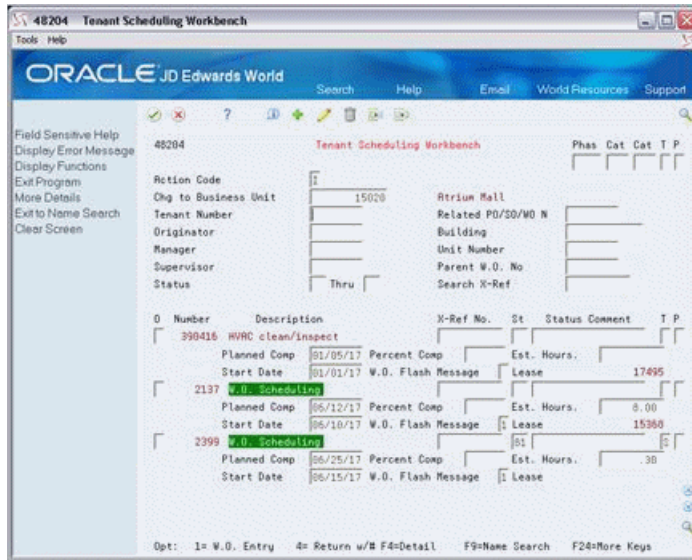


Figure 55-2 Tenant Scheduling Workbench (Fold Area) screen



Tenant Work Order Cost Inquiry

This chapter contains these topics:

- [Section 56.1, "Work Order Cost Inquiry Procedures,"](#)
- [Section 56.2, "Guidelines."](#)

The Tenant Work Order Cost Inquiry screen lets you review accumulated costs charged to a work order. You can also use this screen to review detailed cost transactions and totals for both actual and budgeted amounts for the work orders you choose.

This program has a processing option that lets you choose which version of the Tenant Work Order Entry screen you will access with the option exit.

The procedures for the Tenant Work Order Cost Inquiry screen are the same as the procedures for the Cost Accounting screen in the Work Orders system. For more information, see the *JD Edwards World Work Orders Guide*.

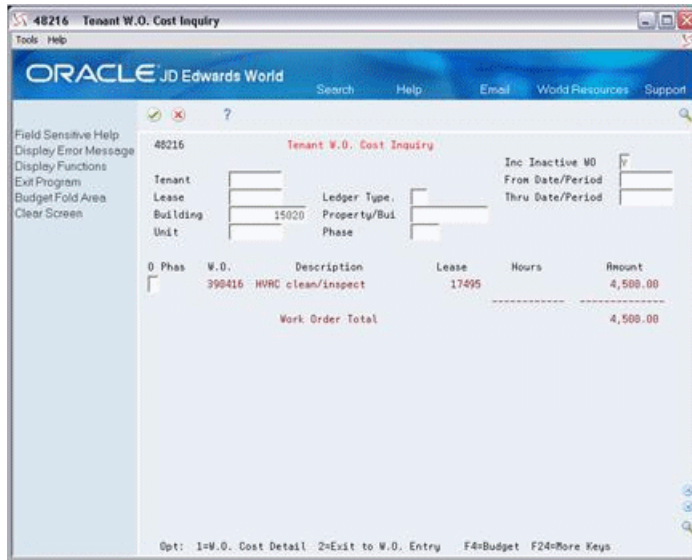
This chapter describes fields and functions unique to the Tenant Work Order Cost Inquiry screen.

Navigation

From the Real Estate Management menu (G15), choose Tenant Work Orders.

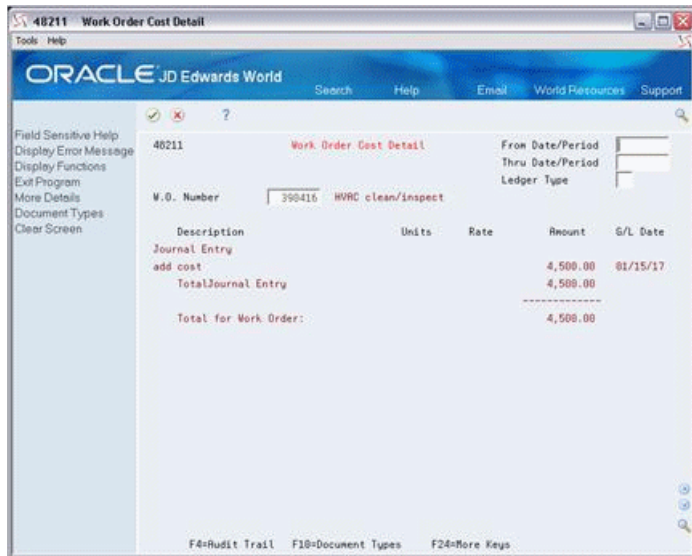
From the Tenant Work Orders menu (G1516), choose Tenant W. O. Cost Inquiry.

Figure 56–1 Tenant Work Order Cost Inquiry screen



Enter a 1 in the option field for an audit trail of the actual cost of the work order and then continue to navigate:

Figure 56–2 Work Order Cost Detail screen



Select Budget/Fold area to see the budgeted amount for the work order:

Figure 56–3 Tenant Work Order Cost Inquiry (Budget/Fold) screen

Phas	W.O.	Description	Lease	Hours	Amount
	390416	HVRC clean/inspect	17495	20.00	4,000.00
Budget				20.00	4,000.00
Work Order Total					4,000.00
Budget Total				20.00	4,000.00

The budget amount comes from the Est. Hours and amounts from the work order:

Figure 56–4 Tenant Work Order Entry screen

56.1 Work Order Cost Inquiry Procedures

The screen has primary and secondary fields. You must enter at least one of the following primary search fields: Tenant, Lease, Building, Business Unit (Charge to Business Unit) to selectively view accumulated costs charged to a work order. You can make the information on your screen more specific by entering values in more than one primary field. The secondary fields are optional. They allow you to further limit the work orders that display.

To display all of the work orders created for a building or business unit, type in the building or business unit number and press Enter.

Access the fold area to view budgeted hours and amounts by work order, along with their respective totals by phase and business unit. Budget hours and amounts are

retrieved from the Estimated Hours and Estimated Amount fields on the Tenant Work Order Entry screen.

Other procedures for the Tenant Work Order Cost Inquiry screen are the same as for the Cost Accounting screen in the Work Orders system. See the *JD Edwards World Work Orders Guide* for more information.

56.2 Guidelines

- You can use the Period/Date range to limit the display of actual costs from the posted and unposted transactions in the G/L Account Ledger file (F0911) to a specified range.
- The G/L Account Ledger file provides the hour and amount totals for actual costs for both posted and unposted transactions. The work order number and type (W) are identified on the associated F0911 records in the subledger and subledger type fields, respectively.

Tenant Work Order Status Summary

This chapter contains these topics:

- [Section 57.1, "Report Description,"](#)
- [Section 57.2, "Tenant Work Order Status Summary Report."](#)

The Tenant Work Order Status Summary report includes work orders and associated information such as phase, status, type, priority, planned completion date, planned number of hours, actual hours, hours remaining, and hours over budgeted hours.

The Tenant Work Order Status Summary is the same as the Work Order Status Summary, except that it includes columns for the building number, lease number, tenant number, and unit number.

For more information, see the *JD Edwards World Work Orders Guide*.

Navigation

From the Work Orders/Service Billing menu (G48), choose Tenant Work Order Processing.

From the Tenant Work Orders menu (G4815), choose Tenant W. O. Status Summary.

57.1 Report Description

An example of the Tenant Work Order Status Summary report follows. Note that the only difference between the tenant work order report and the work order report are the fields on the far right.

57.2 Tenant Work Order Status Summary Report

Figure 57-1 Tenant Work Order Status Summary Report

W.O. Number	W.O. Description	Planned	Actual	Remaining	Over	Date	Status	Comment	Charge To	Manager	Building	Lease	Tenant	Unit
88494		Hours	Hours	Hours	Hours				Pub. Unit	Number	Number	Number	Number	Number
39416	HVAC clean/inspect	01/05/17	20.00	20.00		5/27/08			15020		15020	17495		2201
3883	Install Display Cases	06/28/17	100.00	100.00					15020		15020	15368	4175	202
2468	Install bookcases	06/28/17	1.00	1.00					15020		15020	15373	6736	104
3391	Install bookcases	06/15/17	50.00	50.00					15020		15020	15368	4175	202
3391	Removable cases; touchup steel	06/15/17	50.00	50.00					15020		15020	15368	4175	202
2381	Stain, assemble materials	06/13/17	.50	.50					15020		15020	6736		
3494	Install Cases; floor, wall	06/22/17	30.00	30.00					15020	9200	15020	15368	4175	202
3499	Install Cases; floor, wall	06/25/17	30.00	30.00					15020		15020	15368	4175	202
3441	Install Cases; floor, wall	06/25/17	30.00	30.00					15020		15020	15368	4175	202
2401	Cabinet trimwork, cleanup	06/28/17	.20	.20					15020		15020	15368	6736	

Part VII

Collections

This part contains these chapters:

- Chapter 58, "Collection Activity Table,"
- Chapter 59, "Collection Review,"
- Chapter 60, "Status Log Inquiry,"
- Chapter 61, "Collection Log Inquiry,"
- Chapter 62, "Replicate Collection Log,"
- Chapter 63, "Collection Log Entry,"
- Chapter 64, "Print Delinquency Notice,"
- Chapter 65, "Tenant A/R Journal,"
- Chapter 66, "Open A/R Summary,"
- Chapter 67, "Outstanding Chargebacks,"
- Chapter 68, "Collection Log Report,"
- Chapter 69, "Collection Rebuild."

Collection Activity Table

This chapter contains these topics:

- Section 58.1, "Add Activity Rules,"
- Section 58.2, "Display Activity Rules,"
- Section 58.3, "Change Activity Rules,"
- Section 58.4, "Delete Displayed Activity Information,"
- Section 58.5, "Guidelines."

You use Collection Activity Table to enter the activity rules for Real Estate Management collection. This data guides the collection process for the specified business unit. The information is stored in the Collection Activity Rules File (F1509).

Navigation

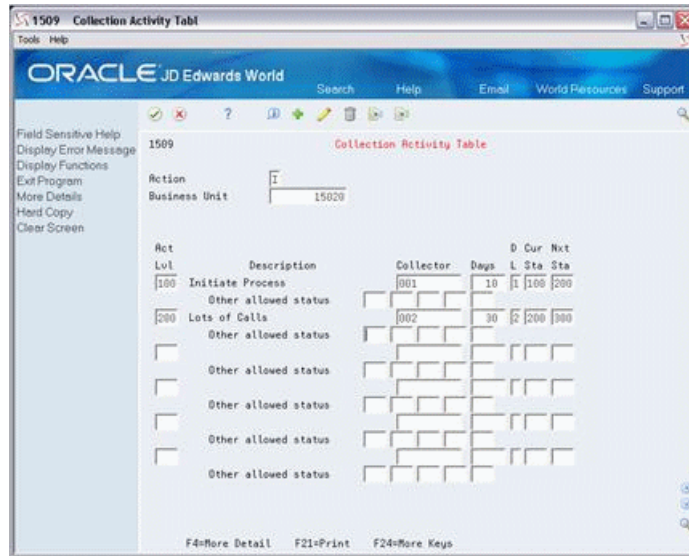
From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose Collection Activity Table.

Figure 58–1 Collection Activity Table screen

Act Lvl	Description	Collector	Days	D	Cur	L	Sta	Nxt Sta
100	Initiate Process	001	10	1	100		200	
200	Lots of Calls	002	30	2	200		300	

Figure 58–2 Collection Activity Table (Fold Area) screen



58.1 Add Activity Rules

To define the activity rules order for a business unit, type A in the Action Code field, type the business unit number in the Business Unit field, type the appropriate information for the detail lines, and press Enter.

You may also add activity rules by inquiring on an existing, similar business unit, then type an A in the Action Code field, type the new business unit number in the Business Unit field, and press Enter.

- The following information is required for adding activity rules for a business unit:
 - Activity Level (Act Lvl)
 - Current Status (Cur Sta)
- The system automatically fills in the Description field from Description 1 of UDC table 15/CA.

58.2 Display Activity Rules

To display the activity rules information for a business unit, type I in the Action Code field, type the business unit number in the Business Unit field, and press Enter.

58.3 Change Activity Rules

To change the activity rules information for a business unit, type C in the Action Code field, type the business unit number in the Business Unit field, type the appropriate information for the detail lines, and press Enter.

58.4 Delete Displayed Activity Information

There are two methods that you can use to delete the information you have displayed:

- To delete all of the activity rules information for a business unit, type D in the Action Code field and press Enter.

- To delete one or more detail lines, type C in the Action Code field, blank out the appropriate detail lines, and press Enter.

58.5 Guidelines

- Before you define collection activity rules for a business unit, the following information must already be established:
 - The business unit
 - The collection activity level in UDC table 15/CA
 - The status of an activity level in UDC table 15/CS
 - The collector name in UDC table 15/CM
- The activity level refers to a particular stage in the collection process. A sample UDC table follows:

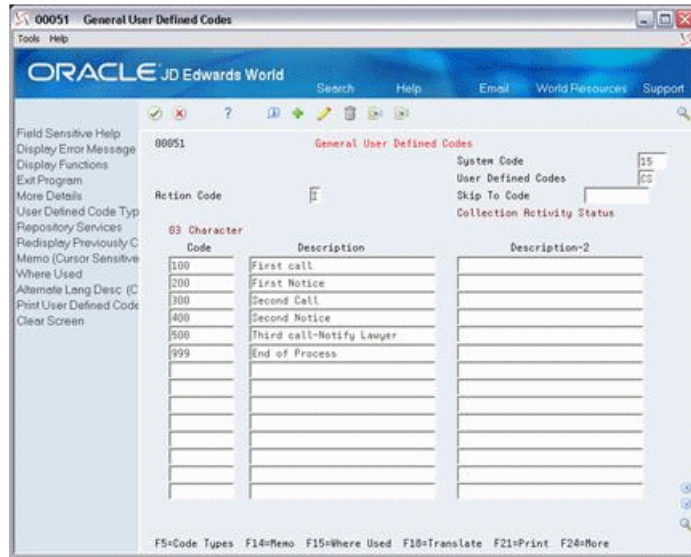
Figure 58-3 Collection Activity Table (Sample UDC) screen

Act	Lvl	Description	Collector	Days	D	Cur	Nxt
	100	Initiate Process	001	10	1	100	200
	200	Follow-up Call	002	30	2	200	300
	300	Letter	003	90	3	300	400

- The collector (previously set up in UDC 15/CM) is the default collector when a collection log entry is made. The default collector can be overridden.
- The value entered in the Days field is used to calculate the next date an action should be taken in the collection process. If the Days field is blank, the Collection Log Entry requires a next action date. If the Days field has a number, you can override the calculated next action date by using Collection Log Entry.
- The Current Status field refers to the current step in the collection process. It is a unique number corresponding to a particular activity level.
- The Next Status field refers to the next expected step in the collection process. This field should reflect the current status of the next activity level in the collection process.
- The Other Allowed Status field refers to a step in the collection process that, while not expected, is acceptable. The current status of the closing activity level should be included as an allowable status for any step in the process that can be a point for closure of the issue.

A sample UDC table for status (current, next, and allowable) follows:

Figure 58–4 General User Defined Codes screen



- Function Key 21 (F21) provides a hard copy of selected business unit collection activity order rules.
- User defined codes are sequenced in ascending order (alpha to numeric, for example, AAA to 999). If Collection Activity Rules defaults are used to create Collection Transaction Log entries, the current status flow should be defined in ascending sequence (preferably numeric) to ensure a logical collection flow process (initial action through closing action).

Collection Review

This chapter contains the topic:

- [Section 59.1, "Collection Review Procedures."](#)

You use Collection Review to do the following:

- Display information about tenants who currently have open accounts receivable amounts, and the amount past due for those tenants, if any.
- Exit to Tenant A/R Ledger Inquiry.
- Exit to Status Log Inquiry.
- Exit to Account Status Summary.
- Exit to Lease Master.
- Exit to Collection Log Inquiry. The Option field is highlighted when collection logs do not exist for the building/unit combination.

You can use processing options to select a minimum amount past due and/or a range of average days late to use as defaults for the information displayed.

This information is stored in the Tenant Receivable Cash Management file (F1515).

Navigation

From the Real Estate Management menu (G15), select Collections.

From the Collections menu (G1517), select Collection Review.

Figure 59–1 Collection Review screen

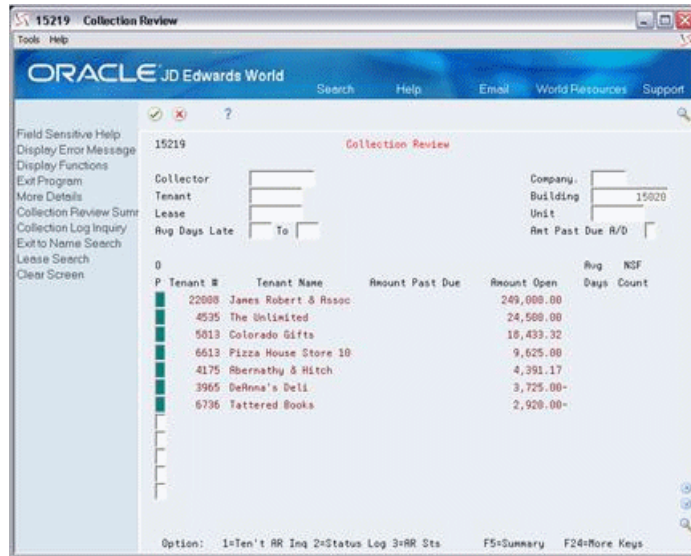
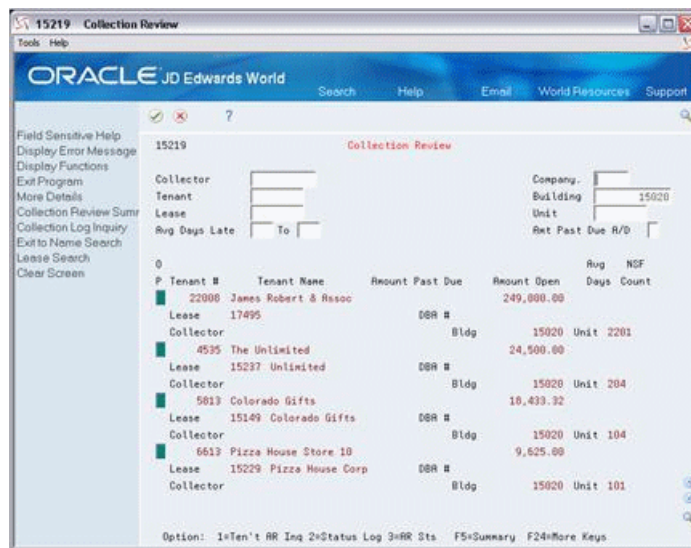


Figure 59–2 Collection Review (Fold Area) screen



59.1 Collection Review Procedures

Before you use Collection Review, you should run Collection Rebuild (P98300). This ensures the information is current.

To perform a search with the minimum information the system requires, type in a broad range of dates in the Average Days Late (from/to) field and press Enter. All of the lease/building/unit combinations that fall with the specified date range are displayed.

For a more specific search, enter values in the following fields:

- Company
- Building
- Building/Unit combination

- Collector
- Tenant
- Lease

Depending on the value typed in the Amount Past Due Ascending/Descending field, the desired information is displayed in ascending or descending order by amount past due, amount open, days past due, and lease number.

If you do not specify a date range, all entries that fit the given criteria are displayed.

You can view additional information about a specified building/unit combination by pressing F4 to go to the fold area of the screen. The fold area includes the following fields:

- Lease number and name
- DBA number and name
- Collector
- Building
- Unit

From Collection Review, you can access the following screens. Each of these screens is discussed in their respective chapters in the guide.

- Collection Review Summary. Press F5.
- Collection Log Inquiry. Press F6.
- Tenant Lease Search. Press F10.

You can access the Name Search screen by pressing F9. Name Search provides the following:

- Online inquiry for quick identification of tenants
- Access to additional Address Book information

Status Log Inquiry

This chapter contains these topics:

- [Section 60.1, "Status Log Inquiry Procedures,"](#)
- [Section 60.2, "Guidelines."](#)

You use Status Log Inquiry for the following:

- Display detailed information about log entries
- Exit to Log Entry
- Exit to Tenant A/R Ledger Inquiry
- Exit to Replicate Collection Log

This information is stored in the Collection Transaction Log (F1526).

You can use a processing option to default fill information in the Status (from/to) field.

Navigation

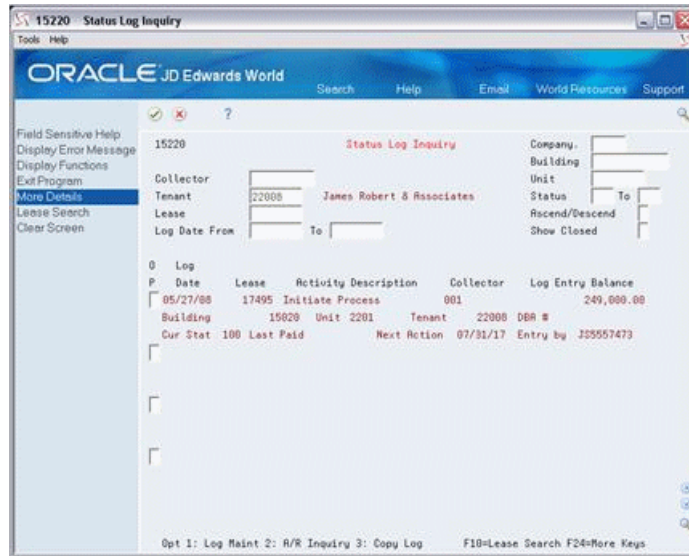
From the Real Estate Management System menu (G15), choose Collections.

From the Collections menu (G1517), choose Status Log Inquiry.

Figure 60–1 Status Log Inquiry screen



Figure 60–2 Status Log Inquiry (Fold Area) screen



60.1 Status Log Inquiry Procedures

To perform a search with the minimum information the system requires, type in a broad range of dates in the Log Date field and press Enter. All of the log entries that fall within that date range are displayed.

For a more specific search, enter values in any one or more of the following fields:

- Company
- Building
- Building/Unit combination
- Collector
- Tenant
- Lease
- Status (From, To)

60.2 Guidelines

- Depending on the value you type in the Ascend/Descend field, the desired information is displayed in ascending or descending order by lease number, building, unit, and the order in which you entered the individual log items.
- If you type a Y in the Show Closed field, all log items that fit the inquiry, including closed items, are displayed. A blank is treated as an N.
- If you do not specify a date range, all entries that fit the given criteria are displayed.

Collection Log Inquiry

This chapter contains these topics:

- [Section 61.1, "Collection Log Inquiry Procedures,"](#)
- [Section 61.2, "Guidelines."](#)

You use Collection Log Inquiry to do the following:

- Display summary information about log entries.
- Exit to Log Entry.
- Exit to Replicate Collection Log.

This information is stored in the Collection Transaction Log (F1526).

You can use a processing option to default fill information in the Status (from/to) field.

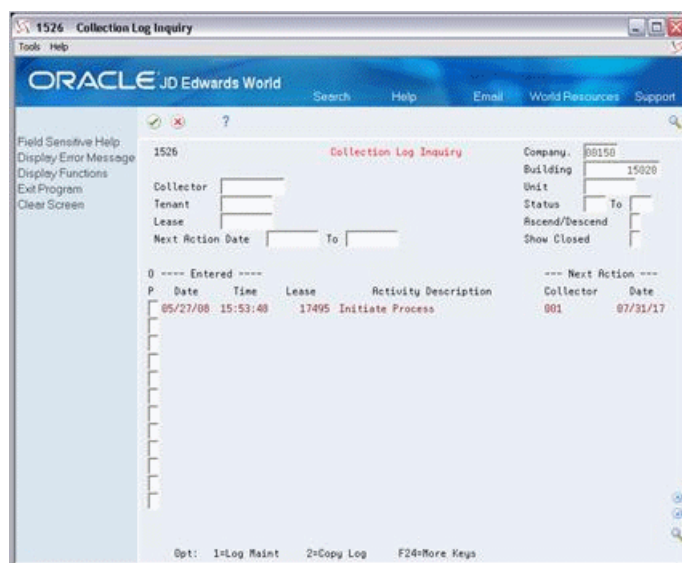
Navigation

From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose Collection Log Inquiry.

You can also access Collection Log Inquiry by pressing F6 from Collection Log Entry.

Figure 61–1 Collection Log Inquiry screen



61.1 Collection Log Inquiry Procedures

To perform a search with the minimum information the system requires, type a broad range of dates in the Next Action Date field and press Enter. All of the log entries that fall within that date range are displayed.

For a more specific search, enter values in one or more of the following fields:

- Company
- Building
- Building/Unit combination
- Collector
- Tenant
- Lease
- Status (from/to)

61.2 Guidelines

- Depending on the value you type in the Ascend/Descend field, the desired information is displayed in ascending or descending order by next action date, lease number, building, unit, and the order in which you entered the individual log items.
- If you type a Y in the Show Closed field, all log items that fit the inquiry criteria, including closed items, are displayed. A blank is treated as an N.
- If you do not specify a date range, all entries that fit the given criteria are displayed.

Replicate Collection Log

This chapter contains these topics:

- [Section 62.1, "Replicate Collection Log Procedures,"](#)
- [Section 62.2, "Guidelines."](#)

Replicate Collection Log creates a new Collection Transaction Log (F1526) for the selected Activity Level for each record in the Tenant Receivable Cash Management file (F1515) that meets the selection criteria. The associated Additional Text (F1527) may be created at this time if necessary. A report listing all records to be updated is available. If you request an update, the new records can be displayed from either Status Log Inquiry or Collection Log Inquiry and are ready for any further maintenance.

Navigation

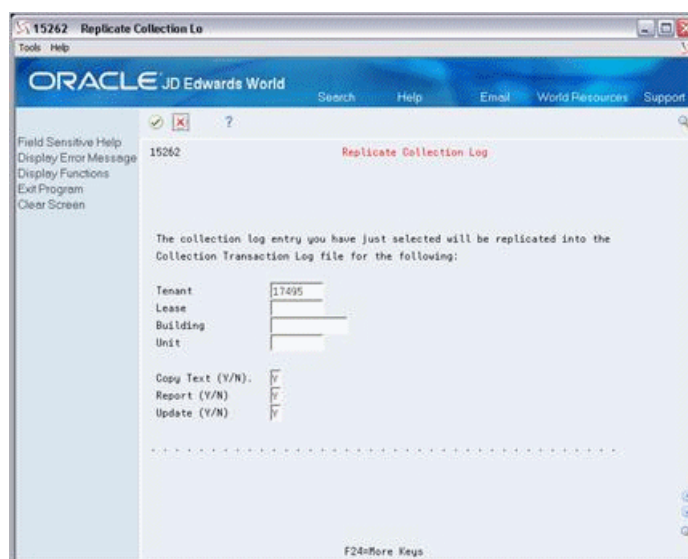
From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose either Status Log Inquiry or Collection Log Inquiry.

From Status Log Inquiry, type 3 in the OP field beside the detail line you want to replicate and press Enter.

From Collection Log Inquiry, type 2 in the OP field beside the detail line you want to replicate and press Enter.

Figure 62–1 Replicate Collection Log screen

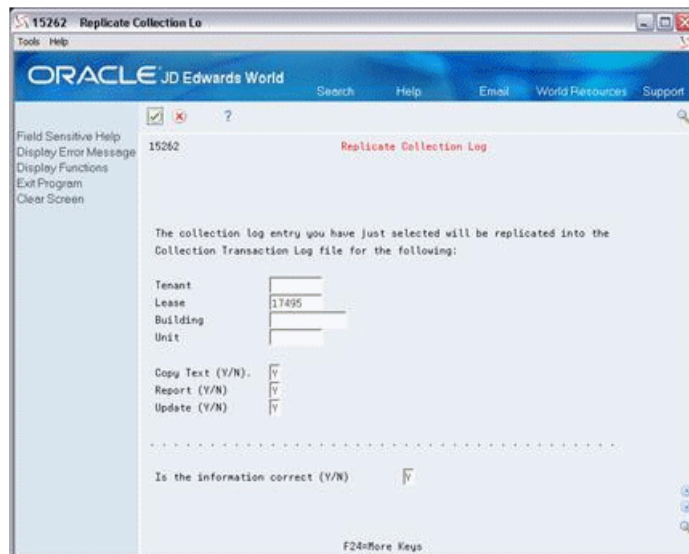


62.1 Replicate Collection Log Procedures

To copy the information from the source collection log to another, do the following:

1. Enter only a Tenant Number to copy the selected collection log across all lease/building/unit combinations for that tenant.
2. Enter only a Lease Number to copy the selected collection log across all building/unit combinations for that lease number.
3. Enter only a Building Number to copy the selected collection log across all units for that building.
4. Enter a valid building/unit combination to copy the selected collection log to that building/unit.
5. Enter Y in the Copy Text (Y/N) field to copy associated Additional Text records at the time the collection log is copied. N (no) is the default.
6. Enter Y (default) in the Report (Y/N) field to print a listing of the new records created.
7. Enter Y in the Update (Y/N) field to add the new records to the Collection Transaction Log File (F1526) and the Collection Log Additional Text File (F1527) if requested. N (no) is the default.
8. Press Enter. The system prompts you to confirm that the information is correct.

Figure 62–2 Replicate Collection Log (Correct Information) screen



9. If the information is correct, enter Y to process. The process will run interactively. Enter N to choose new criteria.
10. If you requested a report, the system will notify you that the report has been sent to your OUTQ.

62.2 Guidelines

- You may specify any combination of selection criteria as targets for the source collection log copy. The process can include a generic range (all leases for a single tenant) or be limited to one specific lease/building/unit combination.

- To copy the Additional Text associated with the Collection Log, you must enter Y in the Copy Text (Y/N) field. If the additional text is not copied at this time, all text entered for the new Collection Log must be done manually.
- This program runs interactively. If a report is requested, it will be produced when F3 is pressed to exit the Replicate Collection Log screen. This report will be sent to your OUTQ and can be found by using the WRKSPLF command or the hidden selection command (43) from the command entry line.

Collection Log Entry

This chapter contains these topics:

- [Section 63.1, "Add a Collection Log Entry,"](#)
- [Section 63.2, "Display Lease/Building/Unit Entries,"](#)
- [Section 63.3, "Change Log Entry Information,"](#)
- [Section 63.4, "Delete Log Entries,"](#)
- [Section 63.5, "Processing Options,"](#)
- [Section 63.6, "Guidelines."](#)

You use Collection Log Entry to enter information about action taken for a given lease/building/unit combination that has outstanding credit and collection issues. The top portion of the screen gives general information about the activity level, next action date, collector assigned, and information identifying who last updated the entry and the date of that action. You use the subfile to enter as much related text as needed to further describe the activity. This information is stored in the following files:

- Collection Transaction Log (F1526)
- Collection Transaction Log - Additional Text (F1527)

Navigation

From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose Collection Log Entry.

Figure 63-1 Collection Log Entry screen

63.1 Add a Collection Log Entry

Before you can add a log entry, the lease/building/unit combination must exist in the Tenant Receivables Cash Management file (F1515), unless you are closing the issue.

To add a log entry, type the appropriate information, and use the Add Action. Complete the following required fields:

- Tenant Number
- Lease Number
- Building
- Unit

Complete the following optional fields:

- Closed
- Activity Level
- Next Action Date
- Collector

You use the subfile portion of the screen to include additional text. To insert a new, blank text line, type C in the Action Code field, type 1 in the Option field and press Enter. To redisplay the information from the previous key after an Add or Change, press F18.

When you add a log entry, note the following:

- If you leave the Next Action Date and Collector fields blank, the system automatically supplies values from the Collection Activity Rules file (F1509). These default values are based on the given activity Level.
- If you leave the Activity Level field blank and the Multiple Issues processing option is blank, the system automatically supplies the last open activity level entered for the given lease/building/unit combination.
- If you are adding a log entry for a lease/building/unit combination that has no open entries, the system automatically supplies the activity level. The system uses

the first activity level entered into the Collection Activity Rules file (F1509) for the given building (business unit).

63.2 Display Lease/Building/Unit Entries

To display entries for a lease/building/unit combination, type I in the Action Code field, type the appropriate information for the fields that follow, and press Enter.

- Tenant Number
- Lease Number
- Building
- Unit

When you inquire on a log entry, the system displays the last log entry that was entered for the lease/building/unit combination. You can use function keys to view the previous and next log entries. You can view the last log entry entered before the given log entry, including closed entries, by pressing F19. You can view the next log entry entered after the given log entry for the lease/building/unit combination, including closed entries, by pressing F20.

63.3 Change Log Entry Information

To change the information for a log entry, place a C in the Action Code field, make the appropriate changes, and press Enter. To insert a new, blank text line, type C in the Action Code field, type 1 in the Option field and press Enter. To delete a text line, type D in the Action Code field, type 9 in the Option field and press Enter. Upon pressing enter, the line disappears. To make the deletion permanent, press Enter again.

To redisplay the information from the previous key after an Add or Change, press F18.

To insert a new, blank text line, type C in the Action Code field, type 1 in the Option field and press Enter. To delete a text line, type C in the Action Code field, type 9 in the Option field and press Enter. Upon pressing enter, the line disappears. To make the deletion permanent, press Enter again.

63.4 Delete Log Entries

While individual lines of text in the subfile of an entry can be deleted, whole log entries cannot be deleted using this program. To delete log entries, use the collection Log Purge program (P15263). To delete a text line, type C in the Change Action field, type 9 in the Option field and press Enter. Upon pressing enter, the line disappears. To make the deletion permanent, press Enter again.

63.5 Processing Options

Processing Option 1 regarding multiple issues requires the following additional explanation:

- A "1" in this option causes the program to ignore the Next Allowable Status limitations that the Collection Activity Rules file (F1509) places on the program. This allows you to track multiple issues for a given lease/building/unit combination at the same time. For example, a tenant may not have paid rent in May and not paid Common Area Maintenance in June. If Processing Option 1 is set to "1", both issues can be tracked individually. The disadvantage to allowing multiple issues for a lease/building/unit is that some of the automation that has

been built into the program is lost. The program will no longer populate the Activity Level field if it is left blank, and it will no longer verify that a new log entry is a logical next step according to the Collection Activity Rules file (F1509).

63.6 Guidelines

To create a log entry, the given lease/building/unit combination must exist in the Tenant Receivables Cash Management file (F1515), unless the issue is being closed.

The building (business unit) must exist in the Collection Activity Rules file (F1509). It is extremely important that this file be set up correctly.

You can access Tenant/Lease Search from Collection Review by pressing F10.

Print Delinquency Notice

This chapter contains these topics:

- [Section 64.1, "Print Delinquency Notice Procedures,"](#)
- [Section 64.2, "Guidelines,"](#)
- [Section 64.3, "Delinquency Notice."](#)

The Print Delinquency Notice program creates delinquency notices to remind customers that you expect payment. The notices are generated at the customer level. You can define three different levels of text for delinquency notices. You link each notice to an aging category. You control the notices you want to print by setting processing options.

Depending on a processing option, the system generates delinquency notices based on summarized account information in the Tenant Receivable Cash Management file (F1515JA) or from a temporary work table (F1515WJA), which is built from the Tenant Receivable Cash Management file.

Navigation

From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose Print Delinquency Notice.

64.1 Print Delinquency Notice Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

64.2 Guidelines

- Before printing delinquency notices, you should:
 - Verify that the customer master record is properly set up for delinquency notices.
 - Verify that either the Account Summary Refresh has been run previously or set Processing Option 1 to "1" for a rebuild of the Tenant Receivable Cash Management work table to ensure that the information is current.
 - Define or revise the data dictionary text for the delinquency notices.

- Processing Option 16 (total percentage) is a factor in determining the severity level of the delinquency letter that is generated. Set Processing Option 16 to "1" to create collection log entries.
- The delinquency letter represents the highest severity level of aging that is found for that customer.

64.3 Delinquency Notice

Figure 64-1 Delinquency Notice

Remit To: Gateway Partnerships/Assets		March	01, 2017				
9650 East Gateway Blvd		Account -	38301				
Denver CO 80207		As of -	03/01/17				
		Lease -	17216				
Bunny Rabbit							
The following is a recap of past due amounts on your account. If your check for these amounts is in the mail, please accept our thanks. If not, we will be expecting your payment in full within ten days, or actions will be taken against your account. This is your final notice. (Letter 3)							
Invoice Number	Invoice Due Date	Remark	Original Amount	Outstanding Balance Due			
RU 9883 000	01/15/15		200.00-	200.00-			
RD 125395 011	06/30/15	Regular Rent: Retail	1,200.00	1,200.00			
RD 125395 012	06/30/15	Regular Rent: Retail	1,200.00	1,200.00			
RD 125396 002	07/15/15	Regular Rent: Retail	1,200.00	1,200.00			
RD 125397 002	08/31/15	Regular Rent: Retail	600.00	600.00			
TOTAL CURRENT BALANCE DUE				4,000.00			
ACCOUNT AGING							
Current	1 - 30	31 - 60	61 - 90	91 - 120	121 - 150	151 - 180	Over 180
.00	.00	.00	.00	.00	.00	.00	4,000.00
Remit To: Gateway Partnerships/Assets		March	01, 2017				
9650 East Gateway Blvd		Account -	150001				
Denver CO 80207		As of -	03/01/17				
		Lease -	17347				
ADA BAKOGIANIS							
8055 EAST TUFTS AVENUE							
DENVER CO 80237							
The following is a recap of past due amounts on your account. If your check for these amounts is in the mail, please accept our thanks. If not, we would appreciate your sending payment in full today. If you have questions concerning this past due amount, please call. (Letter 2)							
Invoice Number	Invoice Due Date	Remark	Original Amount	Outstanding Balance Due			
RD 125399 001	02/01/16	Regular Rent: Retail	3,500.00	3,500.00			
TOTAL CURRENT BALANCE DUE				3,500.00			
ACCOUNT AGING							
Current	1 - 30	31 - 60	61 - 90	91 - 120	121 - 150	151 - 180	Over 180
.00	.00	3,500.00	.00	.00	.00	.00	.00
Remit To: Commercial Office Building		March	01, 2017				
950 Office Parkway		Account -	28253				
Denver CO 80005		As of -	03/01/17				
		Lease -	17494				
Ralph, Jones, and Smith							
8055 E. Tufts Ave.							
Suite 1200							
Denver CO 80237							

Tenant A/R Journal

This chapter contains these topics:

- [Section 65.1, "Tenant A/R Journal Procedures,"](#)
- [Section 65.2, "Tenant A/R Journal Report."](#)

The Tenant A/R Journal report shows invoice journal information that is similar to the online Invoice Journal Review. Information is pulled from the A/R Account Ledger file (F0311) and the G/L Account Ledger file (F0911). The following data selections are commonly used for this report.

- Batch Number
- Batch Date
- User ID
- Transaction Originator

Navigation

From the Real Estate Management menu (G15), select Collections.

From the Collections menu (G1517), select Tenant A/R Journal.

65.1 Tenant A/R Journal Procedures

When you select the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

65.2 Tenant A/R Journal Report

Figure 65-1 Tenant A/R Journal Report (1 of 2)

Do Invoice No.	Inv Date	Ch.	Name	Address Number	G/L Offset	Invoice Amount	Discount	G/L Distribution	P C
784 001	01/31/17	150	Tattared Soaks	4736	RRTL	4,000.00			
RD	784 002	01/31/17	150 Tattared Soaks	4736	CAMS	1,250.00			
RD	784 003	01/31/17	150 Tattared Soaks	4736	UTIL	100.00			
RD	784 004	01/31/17	150 Tattared Soaks	4736	TXIN	200.00			
RD	784 005	01/31/17	150 Tattared Soaks	4736	MGAD	100.00			
			Mgt and Admin Chrgs						
			Regular Rent-Retail	15020.5320		4,000.00-		P AA	
			E/P Revenue (CAM)	15020.5350		1,250.00-		P AA	Regular Rent: Retail
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Comm Area Maint Chrgs
			E/P Revenue (CAM)	15020.5350		200.00-		P AA	Utility Charges
			E/P Revenue (CAM)	15020.5350		200.00-		P AA	Taxes and Insurance Charges
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Mgt and Admin Chrgs
RD	785 001	01/31/17	150 Pizza House Store 10	6613	RRTL	1,875.00			
RD	785 002	01/31/17	150 Pizza House Store 10	6613	CAMS	500.00			
RD	785 003	01/31/17	150 Pizza House Store 10	6613	UTIL	250.00			
RD	785 004	01/31/17	150 Pizza House Store 10	6613	TXIN	200.00			
RD	785 005	01/31/17	150 Pizza House Store 10	6613	MGAD	100.00			
			Taxes and Insurance Chrgs						
			Mgt and Admin Chrgs						
			Regular Rent-Retail	15020.5320		1,875.00-		P AA	Regular Rent: Retail
			E/P Revenue (CAM)	15020.5350		500.00-		P AA	Comm Area Maint Chrgs
			E/P Revenue (CAM)	15020.5350		250.00-		P AA	Utility Charges
			E/P Revenue (CAM)	15020.5350		200.00-		P AA	Taxes and Insurance Charges
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Mgt and Admin Chrgs
RD	786 001	01/31/17	150 Unlimited, The	4535	RRTL	3,000.00			
RD	786 002	01/31/17	150 Unlimited, The	4535	CAMS	1,000.00			
RD	786 003	01/31/17	150 Unlimited, The	4535	UTIL	100.00			
			Regular Rent: Retail						
			Comm Area Maint Chrgs						
			Utility Charges						
			Taxes and Insurance Charges						
			Mgt and Admin Chrgs						

Figure 65-2 Tenant A/R Journal Report (2 of 2)

RD	786 004	01/31/17	150 Unlimited, The	4535	TXIN	200.00			
RD	786 005	01/31/17	150 Unlimited, The	4535	MGAD	100.00			
			Taxes and Insurance Chrgs						
			Mgt and Admin Chrgs						
			Regular Rent-Retail	15020.5320		3,000.00-		P AA	Regular Rent: Retail
			E/P Revenue (CAM)	15020.5350		1,000.00-		P AA	Comm Area Maint Chrgs
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Utility Charges
			E/P Revenue (CAM)	15020.5350		200.00-		P AA	Taxes and Insurance Charges
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Mgt and Admin Chrgs
RD	787 001	01/31/17	150 DeAnna's Deli	3945	RRTL	1,875.00			
RD	787 002	01/31/17	150 DeAnna's Deli	3945	CAMS	850.00			
RD	787 003	01/31/17	150 DeAnna's Deli	3945	UTIL	250.00			
			Regular Rent: Retail						
			Comm Area Maint Chrgs						
			Utility Charges						
			Taxes and Insurance Charges						
			Mgt and Admin Chrgs						
			Regular Rent-Retail	15020.5320		1,875.00-		P AA	Regular Rent: Retail
			E/P Revenue (CAM)	15020.5350		850.00-		P AA	Comm Area Maint Chrgs
			E/P Revenue (CAM)	15020.5350		250.00-		P AA	Utility Charges
			E/P Revenue (CAM)	15020.5350		200.00-		P AA	Taxes and Insurance Charges
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Mgt and Admin Chrgs
RD	789 001	01/31/17	150 Abernathy & Hitch	4175	RRTL	6,250.00			
RD	789 002	01/31/17	150 Abernathy & Hitch	4175	UTIL	100.00			
RD	789 003	01/31/17	150 Abernathy & Hitch	4175	TXIN	200.00			
RD	789 004	01/31/17	150 Abernathy & Hitch	4175	MGAD	100.00			
RD	789 005	01/31/17	150 Abernathy & Hitch	4175	CAMS	2,500.00			
			Taxes and Insurance Chrgs						
			Mgt and Admin Chrgs						
			Regular Rent-Retail	15020.5320		6,250.00-		P AA	Regular Rent: Retail
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Utility Charges
			E/P Revenue (CAM)	15020.5350		200.00-		P AA	Taxes and Insurance Charges
			E/P Revenue (CAM)	15020.5350		100.00-		P AA	Mgt and Admin Chrgs
			E/P Revenue (CAM)	15020.5350		2,500.00-		P AA	Comm Area Maint Chrgs
RD	790 001	01/31/17	151 RVL Architects/Planners	6621	RD	5,000.00			
RD	790 002	01/31/17	151 RVL Architects/Planners	6621	CAMS	2,000.00			
			Regular Rent: Office						
			Comm Area Maint Chrgs						
			Regular Rent-Retail	15121.5310		5,000.00-		P AA	Regular Rent: Office
			E/P Revenue (CAM)	15121.5350		2,000.00-		P AA	Comm Area Maint Chrgs
Batch Number 00003375 - Gross/Posted 32,400.00 32,400.00									
- Discount/Unposted									
User ID DRMO - Gross/Posted 32,400.00 32,400.00									
- Discount/Unposted									
Report Total: - Gross/Posted 32,400.00 32,400.00									
- Discount/Unposted									

Open A/R Summary

This chapter contains these topics:

- [Section 66.1, "Open A/R Summary Procedures,"](#)
- [Section 66.2, "Open A/R Summary Report."](#)

The Open A/R Summary report illustrates each tenant's open accounts receivable amounts and the aging for those amounts. The report lists information from the A/R Account Ledger file (F0311) and the Customer Master file (F0301).

Navigation

From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose Open A/R Summary.

66.1 Open A/R Summary Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

66.2 Open A/R Summary Report

Figure 66-1 Open A/R Summary Report

15462 J.D. Edwards & Company Open A/R Summary by Company													Page	Date		Aging										Last Paid	
Number	Lease Number	Name	Address	Phone Number	Co	Property/ Building	Unit I.D.	Balance Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date												
	3845	15261 DeAona's Deli	303 794-7877		00150	15020 103		3725.00-	3725-					20000.00	07/17/69												
			103			Unit No.		3725.00-	3725-																		
	4175	15368 Abernathy & Ritoh	00002965 212 234-1887		DeAona's Deli	00150	15020 202	3725.00-	3725-					200.00	10/24/80												
			202			Unit No.		4391.17	4391																		
	4535	15237 Unlimited, The	00004175 303 135-7890		Abernathy & Ritoh	00150	15020 204	24500.00	24500					4000.00	07/15/92												
			204			Unit No.		24500.00	24500																		
	5813	15149 Colorado Gifts	00004535 720 555-6522		Unlimited, The	00150	15020 104	18433.32	18433					3500.00	07/17/79												
			104			Unit No.		18433.32	18433																		
	6398	17494 Rylee's Bike Shop	00005813 303 670-1000		Colorado Gifts	00150	15020 1103	18000.00	18000																		
			1103			Unit No.		18000.00	18000																		
	6613	15229 Pizza House Store 10	00004398 303 670-1000		Rylee's Bike Shop	00150	15020 101	9625.00	9625					5000.00	07/17/79												
			101			Unit No.		9625.00	9625																		
	6736	15173 Tattered Books	00006613 303 555-7473		Pizza House Store 10	00150	15020 201	2920.00-	2920-					30400.00	07/17/79												
			201			Unit No.		2920.00-	2920-																		
	22008	17495 James Robert & Associates	00006736 303 555-7473		Tattered Books	00150	15020 2201	249000.00	249000																		
			2201			Unit No.		249000.00	249000																		
			00022008		James Robert & Associates			249000.00	249000																		
15462 J.D. Edwards & Company Open A/R Summary by Company													Page	Date		Aging										Last Paid	
Number	Lease Number	Name	Address	Phone Number	Co	Property/ Building	Unit I.D.	Balance Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date												
			15020			Atrium Mall		317304.49	317304																		
			00150			DIA Property Management Co		317304.49	317304																		
						Grand Total:		317304.49	317304																		

Outstanding Chargebacks

This chapter contains these topics:

- [Section 67.1, "Outstanding Chargebacks Procedures,"](#)
- [Section 67.2, "Processing Options,"](#)
- [Section 67.3, "Outstanding Chargebacks Report."](#)

The Outstanding Chargebacks report shows open chargeback invoices (document type RB) that were created by the Cash Receipt program (P15103). The report displays detailed information regarding each chargeback and provides totals for the open amount of all detail lines. The open amount represents the amount currently in dispute.

A chargeback is created by closing out an invoice and creating a new invoice, called a chargeback, for the disputed amount. See [Section 186.12, "Tenant A/R Cash Receipts-Head Down \(P15103\)"](#) and help features for additional information regarding chargebacks.

Navigation

From the Real Estate Management menu (G15), choose **Collections**.

From the Collections menu (G1517), choose **Outstanding Chargebacks**.

67.1 Outstanding Chargebacks Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

67.2 Processing Options

See [Section 186.22, "Outstanding Chargeback Invoices \(P15464\)."](#)

67.3 Outstanding Chargebacks Report

Figure 67-1 Outstanding Chargebacks Report

15464										J.D. Edwards & Company		Page - . . . 1			
. . . Invoice Comp										Outstanding Chargebacks		Date - . . . 5/30/08			
Ty	Number	Itm	Date	Comp	Property/ Building	Unit I.D.	Address Number	Alpha Name	Purchase Order	Gross Amount	Open Amount	RS	G/L	P	Original
RM	88138	000	12/31/17	150	15020	1103	6398	Rylee's Bike Shop	17496	300.00	300.00	UC	A		
					Address Number	. . .	00006398	Rylee's Bike Shop		300.00	300.00				
RM	9889	000	12/31/17	150	15020	2201	22008	James Robert & Associates	17495	500.00	500.00	UC	A		
					Address Number	. . .	00022008	James Robert & Associates		500.00	500.00				
					Company	00150	DIA Property Management C		800.00	800.00				
								Grand Total		800.00	800.00				

Collection Log Report

This chapter contains these topics:

- [Section 68.1, "Collection Log Procedures,"](#)
- [Section 68.2, "Collection Log Report."](#)

The Collection Log report is a listing of information in the Collection Transaction Log file (F1526) and the Collection Transaction Log (optional) - Additional Text file (F1527), which is controlled by a processing option. You use data selection values to determine the data to be printed.

Navigation

From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose Collection Log Report.

68.1 Collection Log Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

68.2 Collection Log Report

Figure 68–1 *Collection Log Report*

15467										J.D. Edwards & Company		Page Number 1		
										Collection Log Report		Date . . . 5/30/08		
Date Updated	Address Number	Address Name	Lease	Property/ Building	Unit I.D.	Cur Act Sta	Act Sqft	Status	Description	Collector	Next Act Date	Open Amount		
05/27/08	22008	James Robert & Assoc	17495	15020	2201	100	100	First call		001	07/31/17	249,000.00	spoke to Tenant who promised payment 07/31/17	
05/28/08	22008	James Robert & Assoc	17495	15020	2201	200	200	First Notice		002	08/30/17	249,000.00	Have made lots of calls. Need to communicate that legal action is the next step.	

Collection Rebuild

This chapter contains the topic:

- [Section 69.1, "Collection Rebuild Procedures."](#)

The Collection Rebuild program summarizes receivable information and rebuilds the Tenant Cash Management Work file (F1515) for use throughout the collections system. The file contains receivable information summarized to the unit level. The average days late is a weighted average based on the amount due and the days late.

Note: This program should be run on a daily basis, during off-peak hours. The Tenant Cash Management Work file is used by the Collections system and is accurate as of the last time this refresh was run.

Navigation

From the Real Estate Management menu (G15), choose Collections.

From the Collections menu (G1517), choose Collection Rebuild.

69.1 Collection Rebuild Procedures

When you choose the Collection Rebuild program from the menu, the system displays the processing options for this procedure. After you choose the processing options, the program is submitted to batch.

Note: The Tenant Cash Management Work file is recreated by this procedure and must be run when there are no users in the Collection system. A job log is generated if the job is run when there are users in the system.

Do not change the DREAM Writer selection and sequence.

Part VIII

Periodic, Advanced, and Technical Operations Menu Flow

This part contains these chapters:

- [Chapter 70, "Periodic Operations Menu Flow,"](#)
- [Chapter 71, "Advanced and Technical Operations Menu Flow."](#)

Periodic Operations Menu Flow

Oracle's JD Edwards World systems are menu driven, and the system functions are organized according to their function and frequency of use. The following illustrations show the flow of the menus and the available functions for the periodic operations in the Property Management system.

Figure 70-1 Periodic Operations Menu Flow (1 of 4)

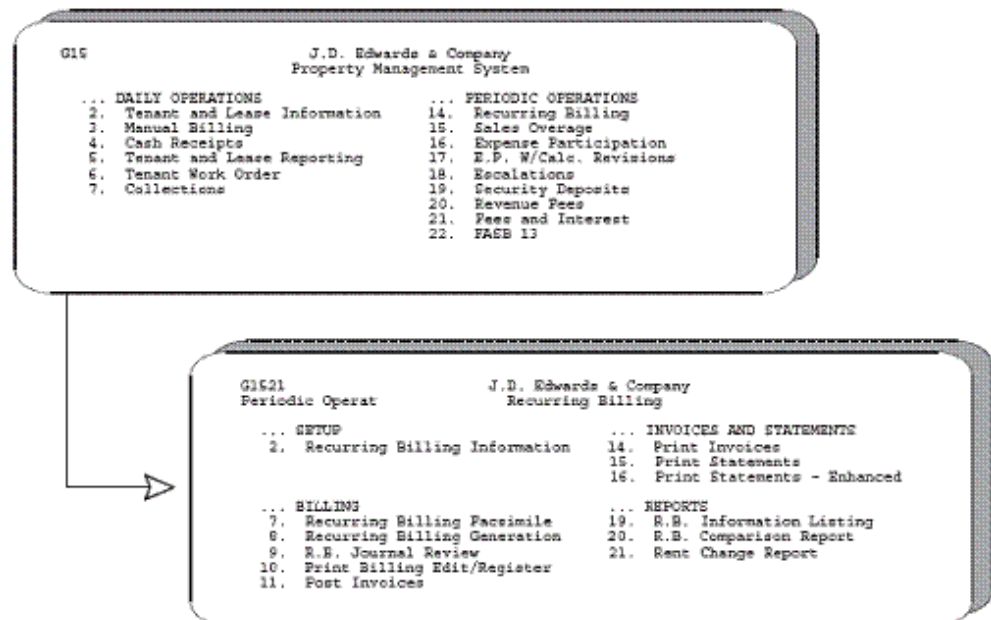


Figure 70-2 Periodic Operations Menu Flow (2 of 4)

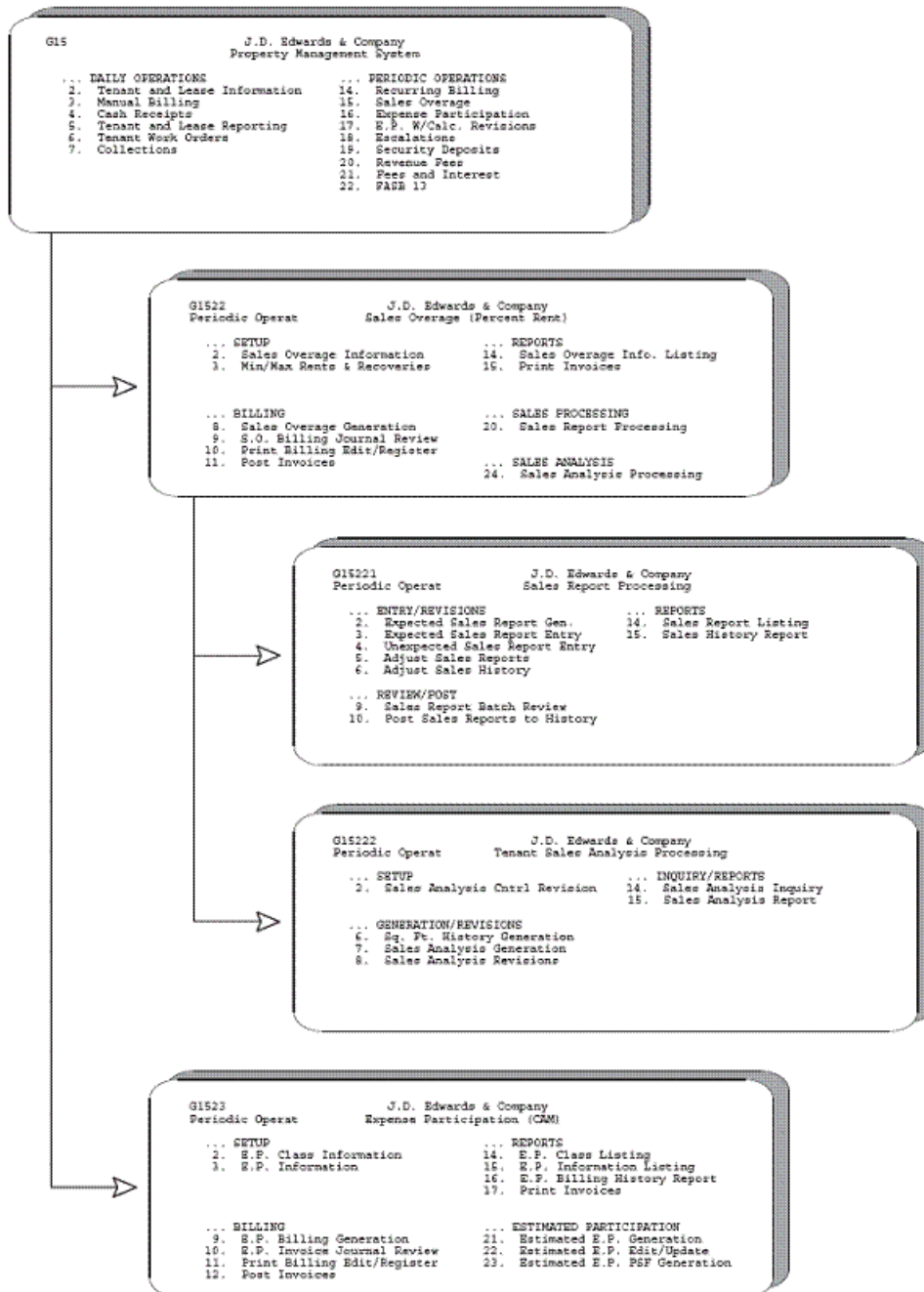


Figure 70-3 Periodic Operations Menu Flow (3 of 4)

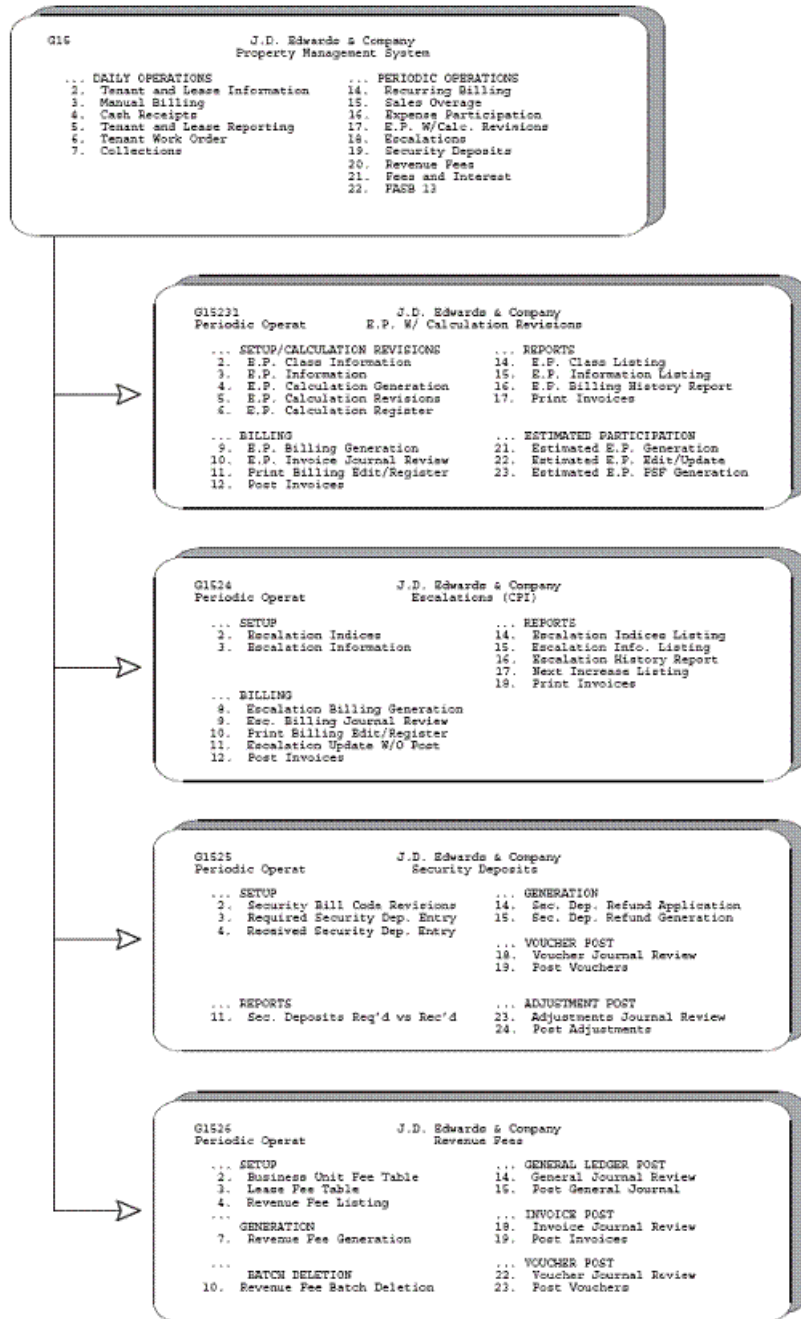
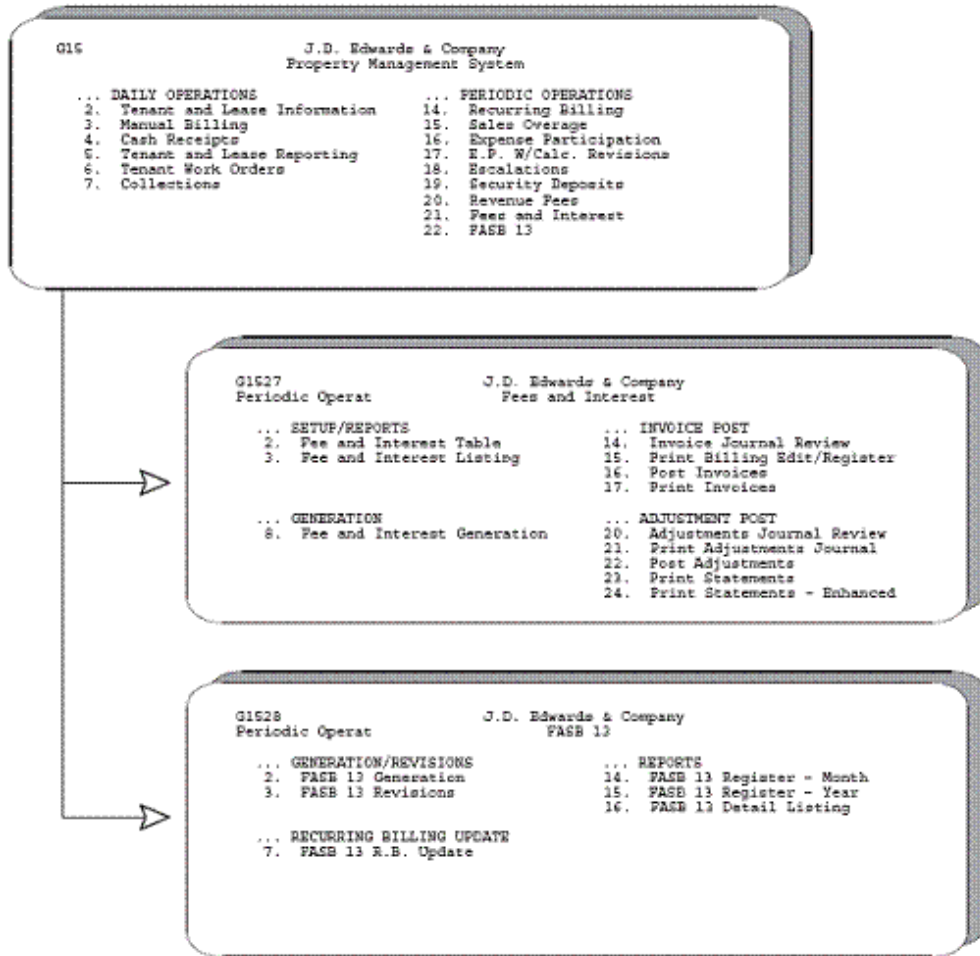


Figure 70-4 Periodic Operations Menu Flow (4 of 4)



Advanced and Technical Operations Menu Flow

JD Edwards World systems are menu driven, and the system functions are organized according to their function and frequency of use. The following illustrations show the flow of the menus and the available functions for the advanced and technical operations in the Real Estate Management system. To access these menus, enter 27 in the Selection field of any Real Estate Management menu.

Figure 71-1 Advanced and Technical Operations Menu Flow

```
G1533          J.D. Edwards & Company
Adv/Tech Operat      Global Updates/Purges

... GLOBAL UPDATES
2. Lease Global Update
3. Property/Building Relations
4. Priority Code Reapplication
5. Update A/R From Address Book
6. Frequency Pattern Update

... INTEGRITY TESTS
9. Financial Summary Regen.
10. Billing Control Integrity
11. Batch Control Integrity
12. Log Line Integrity

... EDIT/PURGE PROCESSING
14. Sales Analysis Purge
15. Sales Report Purge
16. Tenant Billing Detail Purge
17. Lease Information Purge
18. Building Information Purge
19. Collection Log Purge

... FASS 13 CONVERSION
24. FASS 13 Generation/Conversion
```


Part IX

Recurring Billing

This part contains these chapters:

- Chapter 72, "Recurring Billing Process,"
- Chapter 73, "Recurring Billing Information,"
- Chapter 74, "Recurring Billing Information Listing,"
- Chapter 75, "Recurring Billing Comparison Report,"
- Chapter 76, "Rent Change Report,"
- Chapter 77, "Recurring Billing Facsimile,"
- Chapter 78, "Recurring Billing Generation."

Recurring Billing Process

This chapter contains these topics:

- [Section 72.1, "Set Up the Recurring Billing Information,"](#)
- [Section 72.2, "Generate the Recurring Billings,"](#)
- [Section 72.3, "Review, Post, and Print the Invoices/Vouchers."](#)

This chapter is an overview of the recurring billing process, which you use to bill tenants automatically on a period-by-period basis for receivable billings and accrual billings (general ledger only). Examples of recurring billings include regular office rent, parking space, apartment rent, estimated expense participation, escalations, and so on.

These billings are normally set up for monthly, quarterly, semi-annual, or annual cycles. However, the system allows numerous other cycles such as 13 period, quarter-days, and irregular month or period combinations. An example of an irregular combination is recurring billings for January, February, and July with the exclusion of all other months.

You can also create prorated billings and catchup billings. Prorated billings involve recurring billings that either start or end within a billing period. Catch-up billings include all unbilled periods from the current period back to the last billed period or the starting date for the recurring billing.

Be aware that you can also use the recurring billing process for A/P vouchers in much the same way as A/R invoices. For more information about the basic operations related to invoices and vouchers, see [Chapter 16, "Manual Billing Process"](#) in this guide

Before you begin the recurring billing process, set up the following information:

- Real Estate Management constants and user defined codes
- Facility, tenant, and lease information
- General accounting and accounts receivable/accounts payable constants
- Bill codes with their automatic accounting instructions (AAIs)
- Billing frequencies

The recurring billing process involves the following tasks:

1. Set up the recurring billing information.
2. Generate the recurring billings.
3. Review, post, and print the invoices/vouchers.

72.1 Set Up the Recurring Billing Information

72.1.1 Recurring Billing Information

This screen lets you set up and work with the information that the system uses to create the recurring billings for a lease. One setup for a lease can include an unlimited number of bill code lines that are related to multiple buildings and units. The system automatically supplies much of the necessary information from the lease. The setup information is stored in the Recurring Billings Master file (F1502).

With changes in rent as a result of global (large-scale) updates, the system also automatically adds new bill code lines. At the same time, it suspends the obsolete bill code lines. This means there is little need to manually change a lease's setup for recurring billing.

72.1.2 Recurring Billing Information Listing

This report, which is made up of the Recurring Billings section of the Lease Master Listing, provides the setup information for recurring billings. If you run the report and review the information before you generate invoices or vouchers, you can save time and billing errors. It is based on the Recurring Billings Master file (F1502).

72.1.3 Recurring Billing Comparison Report

This report provides a comparison between the amounts for recurring billings from two periods. The system compares a billing period that you choose, referred to as the current period, with one prior to that period. The report helps you identify the differences between the recurring billing setup for the current period and the setup for the prior period.

It is based on the Recurring Billings Master file and also includes information from the Address Book Master and Tenant/Lease Master files (F0101 and F1501, respectively).

72.1.4 Rent Change Report

This report includes the transactions related to leases and their changes in rent. The report is based on the Tenant/Lease Master file (F1501) and also includes information from the following files: Building (Business Unit) Master (F0006), Address Book Master (F0101), Recurring Billings Master (F1502), and Unit Master (F1507).

72.2 Generate the Recurring Billings

72.2.1 Recurring Billing Facsimile

This report provides a proof report of recurring billings without actually running the Recurring Billing Generation program and updating the Tenant/Lease Billings Detail file (F1511). You can also use the report to review past recurring billings that have been posted. The facsimile is based on the Recurring Billings Master file and also includes information from the following files: Automatic Accounting Instructions Master (F0012), Tenant/Lease Master (F1501), and Tax Area Master (F4008).

72.2.2 Recurring Billing Generation

This program creates the recurring billings for a lease and places them in the Tenant/Lease Billings Detail file(F1501). These billings are based on the setup information in the Recurring Billings Master file.

JD Edwards World recommends that you set up a different DREAM Writer version for each billing period and for each company that has a different fiscal pattern and fiscal year. This eliminates the need to change the processing options and data selection for each billing generation.

72.3 Review, Post, and Print the Invoices/Vouchers

After you have created the billings, the process is similar to the process for manual billings. For more information about the following programs, see the related chapters in [Part III, "Manual Billing"](#) in this guide.

72.3.1 Recurring Billing Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of transactions for posting. Except for the title, the screen is identical to the Manual Billing Journal Review screen. In fact, all the screens in the journal review process for recurring billings are identical to the ones for manual billings. They display and update information in the Batch Control Records file (F0011) and the Tenant/Lease Billings Detail file.

Note the following:

- Processing option 1 must be set to generation type 1 to review batches of recurring billings.
- You can require a manual review for a recurring billing after it has been generated. This requirement is controlled by the Manual Rev Req'd field in the fold area of the Billings Detail Modifications screen (P1511), which is the third level in the review process.
- From the Billings Detail Modifications screen, you can access the Extended Invoice Text screen to set up and work with free-form text for a recurring billing.

72.3.2 Print Billing Edit/Register

The system initially assigns a status of Error to all batches of invoices in the Tenant/Lease Billings Detail file. When you run Print Billing Edit/Register for a batch, the system verifies the invoices against other system information and changes the status of the batch to either Pending or Approved. The status to which it changes depends on how the Manager Approval of Input field is set in the General Constants file (F0009). If an error exists or if a manual review is required for a document, the batch retains a status of Error.

The system also prints a report that can include a list of the transactions, total amounts, errors, and warnings. A processing option for the Recurring Billing Generation program controls whether the system runs the Print Billing Edit/Register program at the time of the generation.

72.3.3 Post Invoices/Vouchers

For recurring billing invoices in the Real Estate Management system, the version of the post program does the following:

- Runs a DREAM Writer version of G/L Transaction Generation (P15199), which creates the A/R and G/L transactions. At this time, it also marks the documents as posted in the Tenant/Lease Billings Detail file.
- Selects unposted invoices from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the following files: G/L Account Ledger (F0911), A/R Account Ledger (F0311) or A/P Account Ledger (F0411), and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable or accounts payable.

You must set up the Batch Type Selection processing option for tenant A/R invoices (batch type 2) or for tenant A/P vouchers if processing A/P vouchers (batch type /).

72.3.4 Print Invoices and Statements

You use the Print Invoices program to print an invoice that includes information created during the billing process. You use the Print Statements program to print many kinds of customer statements that include posted A/R information such as an account summary, current balance due, aging amounts, and so on. The Print Statements - Enhanced program is an alternative method for printing statements.

To ensure that all the information is current, verify that you have posted all invoices before you print statements.

Recurring Billing Information

This chapter contains these topics:

- [Section 73.1, "Add a Recurring Billing,"](#)
- [Section 73.2, "Display Recurring Billing Setup,"](#)
- [Section 73.3, "Change a Bill Code,"](#)
- [Section 73.4, "Delete a Bill Code,"](#)
- [Section 73.5, "Combine Bill Code Lines,"](#)
- [Section 73.6, "Separate Bill Code Lines,"](#)
- [Section 73.7, "Suspend a Bill Code Line,"](#)
- [Section 73.8, "FASB 13 Processing,"](#)
- [Section 73.9, "Processing Options,"](#)
- [Section 73.10, "Taxes,"](#)
- [Section 73.11, "Guidelines."](#)

The Recurring Billing Information screen lets you set up and work with the information the system uses to create the recurring billings for a lease. Such billings are generated on a period-by-period basis as receivable or payable billings and accrual billings (general ledger only). Examples of recurring billings include regular office rent, parking space, apartment rent, estimated expense participation, escalations, and so on. The setup information is stored in the Recurring Billings Master file (F1502).

One setup for a lease can include an unlimited number of bill code lines that are related to multiple buildings and units. The system automatically supplies much of the information related to the lease from the Tenant/Lease Master file (F1501). With changes in rent as a result of global (large-scale) updates, the system also automatically adds new bill code lines. At the same time, it suspends the obsolete bill code lines. This means there is little need to manually change a lease's setup for recurring billing.

These billings are normally set up for monthly, quarterly, semi-annual, or annual cycles. However, the system allows numerous other cycles such as 13 period, quarter-days, and irregular month or period combinations. An example of an irregular combination is recurring billings for January, February, and July with the exclusion of all other months.

This screen is available in three formats with bill code lines related to:

- Gross billing amounts
- Annual rent per square foot (PSF)

- Taxable amounts

Though most of the fields for these formats are the same, their locations on the screen are different. This difference makes it easier to type the information for a setup as it relates to a certain kind of lease. A processing option controls the format that the system displays when you choose Recurring Billing Information from the menu. You can also use function keys to change the format.

A processing option controls the sort of presented data by either ascending or descending date order.

For an overview of the billing process, see [Chapter 72, "Recurring Billing Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Recurring Billing.

From the Recurring Billing menu (G1521), choose Recurring Billing Information.

When you press F2, the screen changes and displays the format related to gross billing amounts, annual rent per square foot, or the format related to taxable amounts.

Figure 73–1 Recurring Billing Information screen

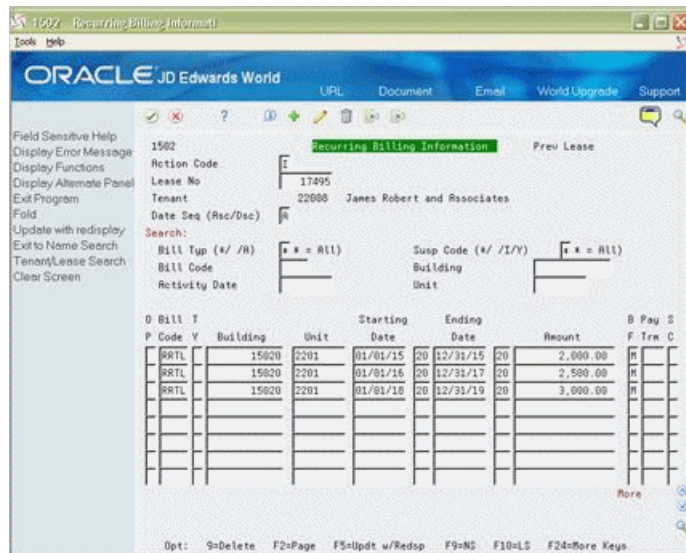


Figure 73-2 Recurring Billing Information (Gross Billing) screen

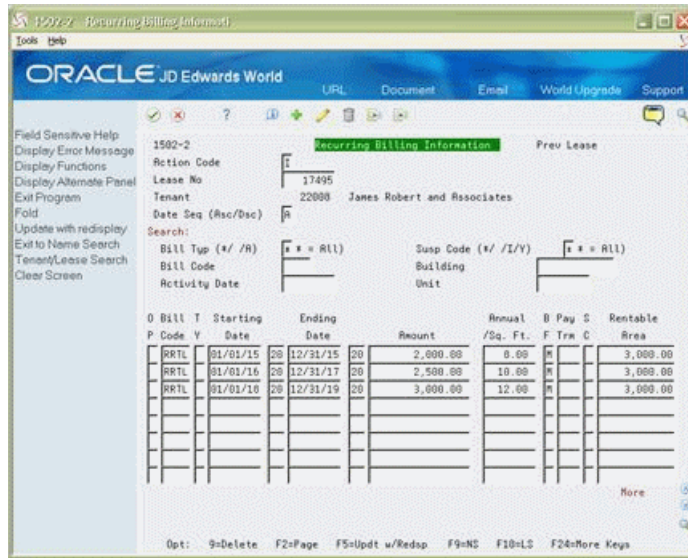


Figure 73-3 Recurring Billing Information (Rent Per Square Foot) screen

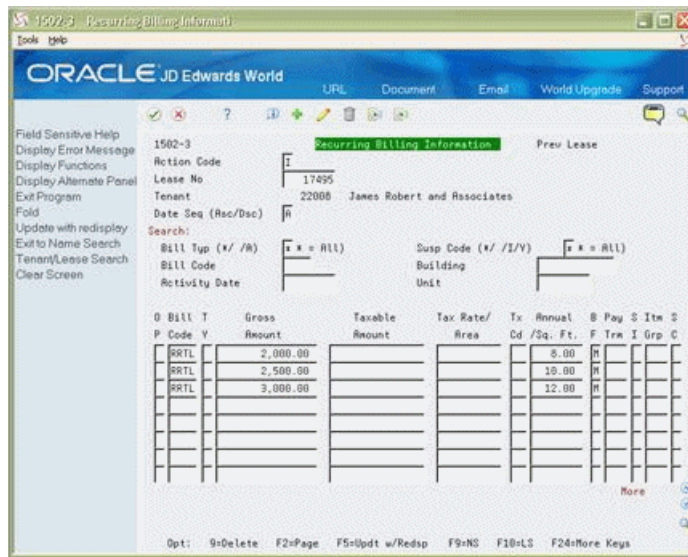
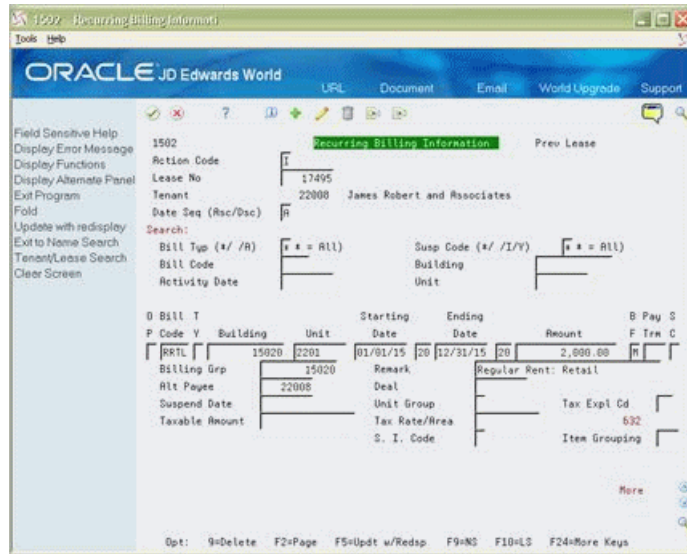


Figure 73-4 Recurring Billing Information (Taxable Amount) screen



73.1 Add a Recurring Billing

To add a recurring billing, using the Add Action, type the number of the lease in the Lease No field, type the appropriate information for the bill code lines, and press Enter or F5.

The following information is the minimum required for each bill code line: bill code, amount, and billing frequency.

When you set up a recurring billing, note the following:

- If the lease relates to only one unit and you leave the following fields blank, the system automatically supplies them with information from the lease:

Field	Field
Alt Payee	Pay Trm
Billing Grp	Remark
Building	Starting Date
Ending Date	Unit

- When the lease relates to more than one unit, the system does not automatically supply information from the lease. Instead, it highlights the unit field of the first bill code line.
 - If you type a unit number in the highlighted unit field, the system supplies the dates when you press Enter or F5.
 - If you do not manually assign a unit number, the Unit, Starting Date, and Ending Dates fields remain blank.
- The following information relates to the Starting Date and Ending Date fields:
 - JD Edwards World recommends that you assign a starting date to a bill code line before you generate a billing for that line. Unless the lease is open-ended or month-to-month, the line must also have an ending date.

- When you use the Unit Group field instead of the Unit field for a bill code line, the system does not automatically supply the dates from the lease.
- A processing option controls whether the system compares the dates for the bill code lines with the starting and ending dates of the lease. If the system does verify the dates and a date is not within the range of the starting and ending dates of the lease, the field is highlighted. You are not allowed to add the information until the system accepts the dates.
- You can set up bill code lines for rent amounts and rent steps that are known for the future. Therefore, these do have starting and ending dates in the future. FASB 13 processing and reports for rent projection can use this information.

73.2 Display Recurring Billing Setup

To display the setup for a recurring billing, choose Inquire, type the number of the lease in the Lease No field, and then press Enter.

You can limit the list of bill code lines with the search values in the upper part of the screen. When you enter more values in combination, the search is more specific.

73.3 Change a Bill Code

To change a bill code line, chose Change, type the new information, and then press Enter or F5.

73.4 Delete a Bill Code

To delete a bill code line you have displayed, type 9 in the OP (Option) field for that line and press Enter or F5. To delete an entire setup you have displayed for a lease, type D in the Action Code field and press Enter or F5. Once a line has been billed, it cannot be deleted. You can suspend the lines so that no further billings can be applied.

Caution: Use care when you delete information, whether it is an individual bill code line or an entire setup. The system does not keep an audit trail of the setups for recurring billings. Though you can add deleted information again, the system assigns a new number to the Billing Control ID field for each new line. Because a new line has the same information as the deleted line, but has a different ID number, the system could create duplicate billings for the tenant.

73.5 Combine Bill Code Lines

There are two methods that you can use to combine recurring billing information on an invoice or statement.

- Use the Billing Grp field to group different tenants and leases into one combined billing. The system supplies this field with the number of the first building identified in the Lease Unit Details part of the lease. You can also manually assign a different code.

If you have a common group of tenants that occupy several buildings and units, you can create a billing group for those tenants. For example, suppose a tenant, Tents & Outdoor Supplies, has ten leases. Each lease is for a separate shopping center and a different building number in each shopping center. You can create a billing group called Tents and generate recurring billings for the group.

- Use the Item Grouping field to group bill code lines into a single item on an invoice or statement. The description of the item comes from the Remark field of the first line in the group. For example, suppose the grouping code is A1 for the original base rent and several billing escalations that follow in the setup. The system combines them all as one line item that has the description for the base rent.

When you group bill code lines, you do not affect the A/R, A/P, and G/L Account Ledger files (F0311, F0411, and F0911, respectively).

73.6 Separate Bill Code Lines

If a tenant requires separate invoices or statements for the bill code lines, you can use one or more of the following three methods:

- Create a separate lease for each bill code line that needs a separate invoice or statement.
- Assign a different code in the SI field for each bill code line that needs a separate invoice or statement. For example, if some lines within a particular setup have a code of H and others have a code of 3, then the system creates two invoices or statements: one for the bill code lines with H and another for the lines with 3.
- Assign a different address number in the Alt Payee (Alternate Payee) field for each bill code line that needs a separate invoice or statement.

73.7 Suspend a Bill Code Line

The SC (Suspend Code) field lets you turn off a bill code line without having to change the starting and ending dates. Even if the line is active according to those dates, the system does not create a billing for that line.

1. Type C (Change) in the Action Code field.
2. Type Y (Yes) in the SC field.
3. Type the date you want the line turned off in the Suspend Date field.
4. Press Enter or F5.

The system compares the suspend date to the ending date and turns off the line on the date that is earlier. If the Suspend Date field is blank, the system suspends the line immediately. To turn on a line that has been suspended, type C (Change) in the Action Code field, blank out the SC and Suspend Date fields with the Field Exit key, and press Enter or F5.

You can also use I (Inactivate) in the SC field to turn off a bill code line. With this code, the system does not accept starting and ending dates for that line. Without the dates, therefore, the line cannot be active.

73.8 FASB 13 Processing

FASB stands for Financial Accounting Standards Board. The FASB 13 standard states that revenue must be recognized evenly in all accounting periods within the term of a lease. For example, suppose a tenant's recurring billing each month for a three year lease is \$1000 the first year, \$1500 the second year, and \$2000 the third year. FASB 13 requires a billing of \$1500 each month for the life of the lease.

73.8.1 Accrual Billing

To satisfy the FASB 13 standard, you must include GAAP (Generally Accepted Accounting Principles) bill code lines for accrual and deferral adjustments. The final setup for the rent each month in the previous example is the following:

- \$2500 with a \$1400 accrual entry the first year
- \$3500 with a \$400 accrual entry the second and third year
- \$5000 with a-\$ 1100 deferral entry the fourth and fifth year

Figure 73–5 Recurring Billing Information (Accrual) screen

0	Bill	T		Starting	Ending		B	Pay	S	
P	Code	Y	Building	Unit	Date	Date	Amount	F	Trm	C
	PRTL		15020	2201	01/01/15	12/31/15	2,500.00		R	
	PRTL		15020	2201	01/01/16	12/31/17	3,500.00		R	
	PRTL		15020	2201	01/01/18	12/31/19	5,000.00		R	
	TXIN		15020	2201	01/01/15	12/31/19	45,000.00		R	
	ACCR	A	15020	2201	01/01/15	12/31/15	1,400.00			
	ACCR	A	15020	2201	01/01/16	12/31/17	400.00			
	DEFR	A	15020	2201	01/01/18	12/31/19	1,100.00			

If you use FASB 13 processing, you only have to manually add the three bill code lines that relate to the unadjusted monthly billings (\$2,500, \$3,500, and \$5,000). The TY (Bill Type) field for these lines is blank. The system creates the three GAAP lines for which the TY field contains A (Accrual Billing). If you do not use the automatic process, you must manually add all five lines.

A processing option controls whether the screen displays the GAAP lines for the accrual and deferral adjustments.

73.8.2 Changes Related to FASB 13 Information

You run the FASB 13 Generation program to create FASB 13-related information. You must be careful when you change the information for a bill code line such as the starting date, ending date, and billing amount. For the new information to take effect, you must run the FASB 13 R.B. Generation program after a change.

A processing option controls whether the system displays the FASB 13 Lease Change Window as a warning when you change FASB 13-related information.

Figure 73–6 FASB 13 Lease Change Window screen

The window displays Y (Yes) in the field in the lower right corner. You can respond to the warning in the following ways:

- If you enter Y, the system lets you run the FASB 13 Generation program. It updates the Generation Control (GENC) field in the FASB 13 Lease Control file (F1513) for the associated lease to Y so that the FASB 13 process can be re-run to recalculate the FASB 13 effect. (The system does not automatically run the program.
- If you enter N (No) or press F3, the system does not let you run the program.

The system displays the window only for the first change to FASB 13-related information for a specific setup during a session with the Recurring Billing Information screen. After you return to the menu, the window can be displayed once again the next time you use the screen to make changes to the same setup.

For more information, see [Chapter 144, "FASB 13 Process"](#) in this guide.

73.9 Processing Options

See [Section 186.23, "Recurring Billing \(P1502\)."](#)

73.10 Taxes

Each tax area can be assessed taxes by different tax authorities for different purposes and tax rates. The system automatically supplies the tax explanation and tax rate/area codes for a tenant from either the Customer Master file (F0301) or Supplier Master file (F0401). You can also manually assign a different tax rate/area code on the Recurring Billing Information screen. To calculate the tax amount, the system uses the tax rates defined in the Tax Areas file (F4008), which you update from the Tax Area/Rate Information screen.

For the Real Estate Management system, you can use the tax explanation code AR, which has a special function. When you specify that code with a tax rate/area code, the system creates a separate pay item for each tax on the invoice.

For example, suppose you charge a county tax of 2% and a city tax of 3% on a billing with a taxable amount of \$1,000, and you want to show each tax as a separate pay item on the invoice. As a part of the billing information, enter AR as the tax explanation code and enter the appropriate tax rate/area code. When you generate recurring billings, the system creates two additional pay items for the tax information. The resulting invoice has the following three pay items: \$1,000 for the invoice, \$20 for the

county tax, and \$30 for the city tax. If the tax explanation code AR is not used, the resulting invoice has only one pay item for \$1,000.

If more than one pay item is taxable, the system creates separate tax information for each pay item. An invoice charging county and city tax on three pay items, for example, has an additional six tax-related pay items.

To control tax processing, you can use either the Tax Suppress field on the P.M. System Constants screen or the processing options for the Recurring Billing Information screen. For more information about tax processing, see [Chapter 181, "Tax Rate/Area Information"](#) in this guide.

73.11 Guidelines

- Before you set up and generate recurring billings, set up the following information:
 - Facility, tenant, and lease information
 - General accounting and accounts receivable constants and user defined codes
 - Bill codes with their automatic accounting instructions (AAIs)
 - Billing frequencies

The Recurring Billing Information screen also lets you set up recurring A/P vouchers. In this case, you must set up the accounts payable constants and set the Lessee field in the Tenant/Lease Master file to 1 or Y (Yes, allow A/P vouchers) for the related lease. You cannot set up invoices and vouchers for the same lease.

- The status of a lease, which is a user defined code (system 15, type LS), controls whether you can create a recurring billing for the lease.
 - If the status code has a blank in the first position of the description- 2, the lease is active. In this case, JD Edwards World recommends that each bill code line in the setup for recurring billings has both starting and ending dates.
 - If the status code has X on in the first position of the of the description- 2, the lease is not active. The system does not let you generate billings for such a lease.
 - If the status code that has O in the first position of the description- 2, the lease is active and open-ended. In this case, the ending date for a bill code line is not necessary.
- The untitled field in the lower right corner of the fold area is the Billing Control ID field. The system uses the number in this field to keep track of all the periods that have been billed. This information is kept in the Billings Generation Control Master file (F15011). You cannot bill a tenant twice for the same period unless you clear the billing control field for that period. To do this, use one of the following methods:
 - Use the Billing Control Information screen to manually clear the period.
 - Run the Batch Delete program to delete an unposted batch of invoices. With this program, the system resets the billing control and deletes the billings.

Note: You cannot delete a batch of documents that has been posted.

- For the format related to annual rent per square foot, the system can calculate the recurring billing amount if you leave the Amount field blank. The calculation is

based on the annual rent per square foot, the billing frequency, and the rentable area. In the same way, if you leave the Annual/Sq. Ft. field blank, the system can calculate the rate based on the billing amount, billing frequency, and rentable area. A processing option controls whether the system uses the taxable or gross amount as the billing amount.

Recurring Billing Information Listing

This chapter contains these topics:

- [Section 74.1, "Recurring Billing Information Listing Report,"](#)
- [Section 74.2, "Recurring Billing Information Procedures."](#)

This report, which is made up of the Recurring Billings section of the Lease Master Listing, provides the setup information for recurring billings. If you run the report and review the information before you generate invoices, you can save time and billing errors. It is based on the Recurring Billings Master file (F1502).

For an overview of recurring billing, see [Chapter 72, "Recurring Billing Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose **Recurring Billing**.

From the Recurring Billing menu (G1521), choose **R.B. Information Listing**.

74.1 Recurring Billing Information Listing Report

Figure 74–1 Recurring Billing Information Listing Report

154011										J.D. Edwards & Company				Page	1
										Lease Profile - Recurring Billings Only				Date	5/30/08
Lease Number	17495			James Robert & Associates											
Tenant	22008														
Bill T				Starting	Ending	Monthly Amount	Annual Amount	Rentable	Bill	Pay	Sep	Item	Sup		
Code Y	Building	Unit	Date	Date	Amount	Per Square Foot	Per Square Foot	Sqr. Footage	Frq	Trm	Inv	Grp	Cd		
RRTL	15020	2201	01/01/16	12/31/17	3,500.00	1.16	14.00	3,000	M				R		
Billing Grp	15020	15020	Remark												
Alt Payee	22008	Deal													
Taxable Amount				Tax Rate/Area		Tax Expl Cd									
RRTL	15020	2201	01/01/18	12/31/19	5,000.00	1.66	20.00	3,000	M				R		
Billing Grp	15020	15020	Remark												
Alt Payee	22008	Deal													
Taxable Amount				Tax Rate/Area		Tax Expl Cd									
TXIN	15020	2201	01/01/15	12/31/19	45,000.00	1.25	15.00	3,000	A				R		
Billing Grp	15020	15020	Remark												
Alt Payee	22008	Deal													
Taxable Amount				Tax Rate/Area		Tax Expl Cd									
ACCR A	15020	2201	01/01/16	12/31/17	400.00	.13	1.60	3,000	M				R		
Billing Grp	15020	15020	Remark												
Alt Payee	22008	Deal													
Taxable Amount				Tax Rate/Area		Tax Expl Cd									
DEFR A	15020	2201	01/01/18	12/31/19	1,100.00-	.36-	4.40-	3,000	M				R		
Billing Grp	15020	15020	Remark												
Alt Payee	22008	Deal													
Taxable Amount				Tax Rate/Area		Tax Expl Cd									

74.2 Recurring Billing Information Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Recurring Billing Comparison Report

This chapter contains these topics:

- [Section 75.1, "Recurring Bill Comparison Procedures,"](#)
- [Section 75.2, "Recurring Billing Comparison Report,"](#)
- [Section 75.3, "Processing Options,"](#)
- [Section 75.4, "Guidelines."](#)

This report provides a comparison between the amounts for recurring billings from two periods. The system compares a billing period that you choose, referred to as the current period, with one prior to that period. The report helps you identify the differences between the recurring billing setup for the current period and the setup for the prior period.

For example, suppose 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 shows the rate code in the bill code line. A report comparing the two periods would show a tax amount for the prior period, no tax amount for the current period, and a difference between the two periods.

The system recalculates the billing amounts for the prior period based on the recurring billing information for that period. It does not use the A/R or A/P information that exists for the same period. In this way, it avoids any differences caused by adjustments to the A/R or A/P information, and the report more accurately reflects the differences between the two setups.

It is based on the Recurring Billings Master file (F1502) and also includes information from the Address Book Master and Tenant/Lease Master files (F0101 and F1501, respectively). For an overview of the billing process, see [Chapter 72, "Recurring Billing Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Recurring Billing.

From the Recurring Billing menu (G1521), choose R.B. Comparison Report.

75.1 Recurring Bill Comparison Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

75.2 Recurring Billing Comparison Report

Figure 75-1 Recurring Billing Comparison Report (1 of 2)

15305 J.D. Edwards & Company Page - . . . 1											
R.B. Comparison - April Monthly Date - . . . 5/30/08											
Curr. Pd. 04/17											
Tenant	Lease	Building	Unit	Bill S Code F	Prior Period Amount	Current Period Amount	Difference	Tenant Name/Message	Prior Period Tax Amount	Current Period Tax Amount	Difference
Business Unit:		15020	Atrium Mall								
G/L Offset . .			ACCR								
22008	17495	15020	2201	ACCR M	400.00	400.00		Jamae Robert & Associates			
G/L Offset . .			ACCR		400.00	400.00					
22008	17495	15020	2201	BRTL M	3,500.00	3,500.00		Jamae Robert & Associates			

Figure 75-2 Recurring Billing Comparison Report (2 of 2)

BRTL	3,500.00	3,500.00	
Atrium Mall	3,900.00	3,900.00	
	3,900.00	3,900.00	

75.3 Processing Options

See [Section 186.24, "R.B. Comparison - April - Exceptions \(P15305\)."](#)

75.4 Guidelines

- The billing period you specify on the Data Selection screen for the DREAM Writer version must be the same as the one you specify in processing option 1. The Billing Period data field must contain X to match the code for the billing frequency.
- The Tenant/Message field identifies the tenant name and additionally whether the lease begins or ends in the prior or current period.
- The untitled field at the end of the report is the grand total of the amounts for each of the amount columns (Prior Period, Current Period, and Difference).

Rent Change Report

This chapter contains these topics:

- [Section 76.1, "Rent Change Report Procedures,"](#)
- [Section 76.2, "Processing Options,"](#)
- [Section 76.3, "Rent Change Report."](#)

This report includes the transactions related to leases and their changes in rent. Except for the percent increase, the system does not perform any calculations for the report. It only provides a history of changes in rent. The report is based on the Tenant/Lease Master file (F1501) and also includes information from the following files: Building (Business Unit) Master (F0006), Address Book Master (F0101), Recurring Billings Master (F1502), and Unit Master (F1507).

Navigation

From the Real Estate Management System menu (G15), choose **Recurring Billing**.

From the Recurring Billing menu (G1521), choose **Rent Change Report**.

76.1 Rent Change Report Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

76.2 Processing Options

See [Section 186.25, "Rent Change Report - All Increases \(P15550\)."](#)

76.3 Rent Change Report

Figure 76-1 Rent Change Report

15550		J.D. Edwards & Company						Page	= 1		
		Rent Change Report - Explicit Dates						Date	= 5/30/08		
		Selected Buildings						From	= 12/01/17		
								Thru	= 03/31/18		
Unit Number	Tenant Number	Tenant Name	Square Feet	Old Rent	New Rent	Old Rent/S.F.	New Rent/S.F.	% Increase	Per Period Escalation Date	Lease Number	Bill M Code V
Project Number	15010	Denver International Airport									
		Atrium Mall									
		10000 East Airport Blvd									
		Denver CO 80207									
101	6613	Pizza House Store 10	1,500	2,925	2,925	1.95	1.95				15229
103	3965	DeAnna's Deli	1,500	3,275	3,275	2.18	2.18				15261
104	5813	Colorado Gifts	3,000	5,100	5,100	1.70	1.70				15149
1103	6398	Rylee's Bike Shop	1,500	1,500	2,000	1.00	1.33	33.33	01/01/18		17496 BMTL
201	6736	Tattered Books	3,000	5,650	5,650	1.88	1.88				15173
202	4175	Abernathy & Hitch	3,000	9,900	9,900	3.30	3.30				15368
203	6630	Eddie Bean Outlet Store	3,000	3,200	3,200	1.07	1.07				15341
204	4535	Unlimited, The	3,000	4,400	4,400	1.47	1.47				15237
2201	22008	James Robert & Associates	3,000	7,250	8,750	2.42	2.92	20.69	01/01/18		17495 BMTL
		Bldg Summary:	43,200	45,200				4.63			
		Project Summary:	43,200	45,200				4.63			
		Grand Totals:	43,200	45,200				4.63			

Note: The information in the sample report is not complete. Therefore, the grand totals do not agree with the rest of the information.

Recurring Billing Facsimile

This chapter contains these topics:

- [Section 77.1, "Recurring Billing Facsimile Procedures,"](#)
- [Section 77.2, "Recurring Billing Facsimile Report,"](#)
- [Section 77.3, "Processing Options,"](#)
- [Section 77.4, "Guidelines."](#)

This report provides a preview of recurring billings without running the Recurring Billing Generation program and updating the Tenant/Lease Billings Detail file (F1511).

The facsimile is based on the Recurring Billings Master file (F1502) and also includes information from the following files: Automatic Accounting Instructions Master (F0012), Tenant/Lease Master (F1501), and Tax Area Master (F4008).

For an overview of the billing process, see [Chapter 72, "Recurring Billing Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose **Recurring Billing**.

From the Recurring Billing menu (G1521), choose **Recurring Billing Facsimile**.

77.1 Recurring Billing Facsimile Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

77.2 Recurring Billing Facsimile Report

Figure 77-1 Recurring Billing Facsimile

15100P J.D. Edwards & Company										
Recurring Billing Facsimile - Period 01										
Client Name/ Alternate Name	Invoice/ Bill. Group/ Bill. Building	Co. No.	Bus. Unit	Bill To Code 7	Description Remark	Invoice Date	By Name	Amount	Project	Due Date
James Robert & Associate James Robert & Associate 2201 ALS is blank. c/L Date is Prior Year End.	17495	15025	01/31/16	150	5320	15025 01/31/16 150	001	3,500.00	15010	01/16
James Robert & Associate James Robert & Associate 2201 The offset cost center defined in the ALS is blank. c/L Date is Prior Year End.	17495	15025	01/31/16	150	5305	15025 01/31/16 150	002	3,000.00	15010	01/16
Sum of absolute values of gross amounts For cross-check with posting journal Items in batch - batch will not post.										

77.3 Processing Options

See Section 186.26, "Recurring Billing Facsimile - Period 01 (P15100P)."

77.4 Guidelines

- The billing period you specify on the Data Selection screen for the DREAM Writer version must be the same as the one you specify in processing option 2. The Billing Period data field must contain X to match the code for the billing frequency.
- The Description field, which contains the text Recurring Billings in the sample report, is controlled by the vocabulary overrides facility. For more information, see the *JD Edwards World Technical Foundation Guide*.
- The Pr No field and Catch UpDte field contain the period and its month and year for the report. For a catch-up billing, the Pr No field contains the period that should have been billed, while the Catch UpDte field still contains the month and year for the report.
- The Discount Available field is not applicable to the Real Estate Management system.

Recurring Billing Generation

This chapter contains these topics:

- [Section 78.1, "Recurring Billing Generation Procedures,"](#)
- [Section 78.2, "Catch-Up and Prorated Billings,"](#)
- [Section 78.3, "Processing Options,"](#)
- [Section 78.4, "Guidelines."](#)

The Recurring Billing Generation program creates the recurring billings for a lease and places them in the Tenant/Lease Billings Detail file (F1511). These billings are based on the setup information in the Recurring Billings Master file (F1502).

JD Edwards World recommends that you set up a different DREAM Writer version of this program for each billing period and for each company that has a different fiscal pattern and fiscal year. This eliminates the need to change the processing options and data selection for each billing generation.

For an overview of the billing process, see [Chapter 72, "Recurring Billing Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose **Recurring Billing**.

From the Recurring Billing menu (G1521), choose **Recurring Billing Generation**.

78.1 Recurring Billing Generation Procedures

When you choose the program from the Recurring Billing menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

78.2 Catch-Up and Prorated Billings

The system can create prorated and catch-up billings for billings that occur monthly on a regular calendar month basis or for billings with a special billing frequency connected to a fiscal date pattern. A processing option controls whether the system calculates prorated and catch-up billings.

- Prorated billings involve recurring billings that either started or ended partially within the billing period. To prorate such a billing, the system takes the number of days the billing was in effect for the period and compares it to the total number of days in the period.

A processing option controls the number of days on which the system bases prorated billings. They can be based on a 30 day month, the actual number of days in the calendar month, or the Quarter Day method.

- Catch-up billings include all unbilled periods from the current period back to either the last billed period or the starting date for the recurring billing.

78.3 Processing Options

See [Section 186.27, "Recurring Billing Generation - Period 01 \(P15100\)."](#)

78.4 Guidelines

- The system opens a new batch and assigns the number of the batch to the recurring billings that are created. The batch type for the unposted batch is 1, and the billings are generation type 1.
- The billing period you specify on the Data Selection screen for the DREAM Writer version must be the same as the one you specify in processing option 2. The Billing Period data field must contain X to match the code for the billing frequency.
- Before you generate billings, you can run the report, Recurring Billing Facsimile, to preview the billings.

Part X

Sales Overage

This part contains these chapters:

- Chapter 79, "Sales Overage Process,"
- Chapter 80, "Sales Overage Information,"
- Chapter 81, "Minimum/Maximum Rents and Recoveries,"
- Chapter 82, "Sales Overage Information Listing,"
- Chapter 83, "Expected Sales Report Generation,"
- Chapter 84, "Expected Sales Report Entry,"
- Chapter 85, "Unexpected Sales Report Entry,"
- Chapter 86, "Adjust Sales Reports,"
- Chapter 87, "Sales Report Listing,"
- Chapter 88, "Sales Report Batch Review,"
- Chapter 89, "Post Sales Reports to History,"
- Chapter 90, "Adjust Sales History,"
- Chapter 91, "Sales History Report,"
- Chapter 92, "Sales Overage Generation."

Sales Overage Process

This chapter contains these topics:

- Section 79.1, "Terms and Concepts,"
- Section 79.2, "Pre-Calculation Check,"
- Section 79.3, "Computation Methods,"
- Section 79.4, "Sample Calculations,"
- Section 79.5, "Processing Methods,"
- Section 79.6, "Sales Overage Billing Process,"

In many leases with retail tenants, the rent can relate to a portion of their 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 referred to as sales overage because the sales usually must "be over" (exceed) a certain level before rent is billed. The percentage that is charged can also change at higher levels of sales as an incentive for the tenants to increase sales.

The tenant, especially a start-up business or one establishing a new location, can benefit in the following ways:

- The overhead for operation from a higher fixed rent is reduced.
- A major portion of the landlord's revenue is directly tied to the success of the tenant's business. To promote this success, therefore, the landlord optimizes the local business environment by maintaining its attractiveness and general appeal and by leasing to a proper mix of business types.

The landlord, in turn, can benefit in the following ways:

- The potential revenue related to the rent is higher.
- There is an automatic inflation hedge inherent in a percentage of sales dollars.

This chapter is an overview of the sales overage process. Percentage rent and overage rent can refer to certain steps within the process.

79.1 Terms and Concepts

79.1.1 Product Scale Record

This record is the unique combination of a product code, which is a user defined code (system 15, type PC), and the following numbers: DBA (doing business as), lease,

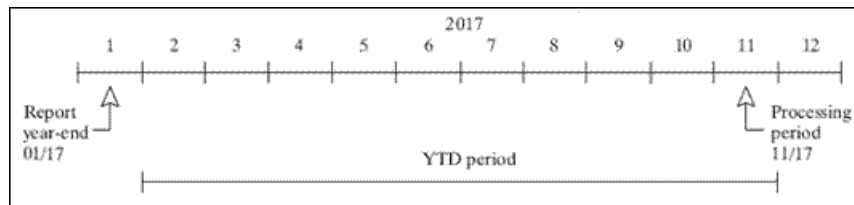
building, and unit. The system uses it to gather and process the related sales information for a tenant when it calculates sales overage.

79.1.2 Year-to-Date (YTD) Period

The YTD period is the range of time between the last period of the previous generation and the processing period for sales in the current generation. These periods are controlled respectively by the Rpt Y/E Mo (Report Year-End Month) field in the Sales Overage Master file (F15013) and a processing option for the Sales Overage Generation program.

In the following illustration, the YTD period is 10 months. It begins with February, 2017, which is the month immediately after the report year-end period, and it ends with November, 2017, which is the processing period.

Figure 79-1 Year-to-Date Period



79.1.3 Gross Overage Billing

Depending on the method of computation, the gross overage billing is the total sales overage related to either the entire year or the year to date (YTD) for a product scale record. To calculate this amount, the system applies the breakpoints and percentages due to the reported sales.

79.1.4 Dollar Breakpoint

A breakpoint is the minimum level of sales, which is expressed as an annual amount, that must be exceeded before a specific percentage of overage is applied. It can be defined for a lease or a specific product scale. A breakpoint can also identify a higher level at which the percentage changes. In this case, the percentage is the rate a tenant is charged overage rent for sales that are greater than one breakpoint and less than the next.

79.1.5 Current Gross Overage Billing

This amount, to which the adjustments are applied, is the sales overage for a product scale record that is related to the current period.

79.1.6 Current Period Adjustments

The sales overage adjustments for a current period can include minimum rent, maximum rent, and recoveries.

Minimum Rent

The minimum rent (fixed 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. 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

The 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 maximum amount is used in the calculation.

Recovery

A recovery is normally an amount 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.

79.1.7 Gross Sales Overage Rent

When the current gross overage billing is adjusted, the result is the gross sales overage rent, which is also the net invoice amount to be billed.

79.2 Pre-Calculation Check

Before the system performs the billing calculations for sales overage, it checks the following files:

File	File
Billings Generation Control Master (F15011)	Sales Reporting Control (F1540)
Sales Overage Master (F15013)	Tenant Sales History (F1541)
Minimum Rent/Recoveries Master (F15015)	

This ensures that a 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 the following conditions exist:

- The billings for sales overage have already been calculated for the respective period.
- No sales have been reported for the period.
- Sales have been reported and entered, but the Tenant Sales History file has not been updated with that information.
- The sales information is only estimated or verbal, and the billings cannot be based on estimated sales. This is controlled by the Sales Report Type field in the Sales Report Control file (F1540) and the Invoice Estimates field in the Sales Overage Master file (F15013).
- The YTD sales do not exceed the breakpoint for the lease. In this case, the Billing Period field in the Billings Generation Control Master file is updated to G (Generated) for the related control record. Therefore, the system does not consider the lease for billing that period.

79.3 Computation Methods

To calculate sales overage, you can choose from five methods of computation. The methods control how the sales information, breakpoints, and percentages are handled. For examples for these methods, see [Section 79.4, "Sample Calculations"](#) in this chapter.

79.3.1 Method 1 - Each Period

The sales amount for the current period is annualized and the YTD gross overage billing is calculated. This amount is then de-annualized to calculate the current gross overage billing.

79.3.2 Method 2 - Cumulative

The YTD sales amount is used directly to calculate the YTD gross overage billing. The prior YTD gross overage billing is then deducted to calculate the current gross overage billing.

79.3.3 Method 3 - Cumulative Pro Rata

The YTD sales amount is annualized and the YTD gross overage billing is calculated. This amount is then de-annualized before the prior YTD gross overage billing is deducted.

79.3.4 Method 4 - Modified Cumulative

The YTD sales amount is used directly 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 prior YTD gross overage billing is then deducted to calculate the current gross overage billing.

79.3.5 Method 5 - Partial Year Pro Rata

This method is used with the process for a year-end override if a tenant has moved in or out within a fiscal lease year that is specified in the system constants.

79.4 Sample Calculations

The sample calculations for the first four methods are based on the following information for a product scale record. The gross sales overage rent is calculated for the second period.

Item	Amount
First dollar breakpoint	\$50,000.00
First percentage due	4
Second dollar breakpoint	\$75,000.00
Second percentage due	3
Minimum monthly rent	\$2,000
Sales for period 1	\$125,000
Sales for period 2	\$100,000

The following table shows the comparative calculations involved in the first four methods of computation.

DESCRIPTION	METHOD 1	METHOD 2	METHOD 3	METHOD 4
Sales information	\$100,000 X 12	\$125,000 +	\$125,000 +	\$125,000 +
Period 1 Period 2	1,200,000	\$100,000 225,000	\$100,000 225,000	\$100,000 225,000
YTD sales		225,000	X 6 1,350,000	225,000
Annualized Calculated sales				
Breakpoints First breakpoint Zero	50,000 - 0 50,000 X .00 0	50,000 - 0 50,000 X .00 0	50,000 - 0 50,000 X .00 0	50,000 - 0 50,000 X .00 0
Percent due (implied) First amount due				
Second breakpoint First breakpoint	75,000 - 50,000 25,000 X .04 1,000	75,000 - 50,000 25,000 X .04 1,000	75,000 - 50,000 25,000 X .04 1,000	75,000 - 50,000 25,000 X .03 750
Percent due Second amount due				
Calculated sales	1,200,000 - 75,000	225,000 - 75,000	1,350,000 - 75,000	225,000 - 75,000
Second breakpoint	1,125,000 X .03 33,750	150,000 X .03 4,500	1,275,000 X .03 38,250	150,000 X .03 4,500
Percent due Third amount due				
Total of amounts due YTD current period Year	34,750	5,500	39,250	5,250
Gross overage billing	34,750 ÷ 12 2,896 2,896	5,500 - 2,500 3,000	39,250 ÷ 6 6,542 - 3,646 2,896	5,250 - 2,250 3,000
De-annualized 1 Prior YTD gross overage billing 2 Current gross overage billing				
Current period adjustment Minimum rent 3 Gross sales overage rent (billable amount)	- 2,000 \$896	- 2,000 \$1,000	- 2,000 \$896	- 2,000 \$1,000

1 A gross overage billing that is based on one month is de-annualized to 1/12, a billing based on two months is de-annualized to 2/12 or 1/6, a billing based on three months is de-annualized to 3/12 or 1/4, and so on.

2 The respective method was used to calculate the prior YTD gross overage billing.

3 The minimum rent is the amount in effect at the time of the calculation.

79.4.1 Method 5

An owner or property manager may set up the system constants in the Real Estate Management Constants file (F1510) to organize the billing operations for all the tenants with respect to a fiscal "lease year". A specialized billing reconciliation such as sales overage uses this lease year as the cutoff date. Therefore, any tenant that 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 it is a move-in or the preceding year if it is a move-out. A daily proration is calculated from the sales and applied to the partial year.

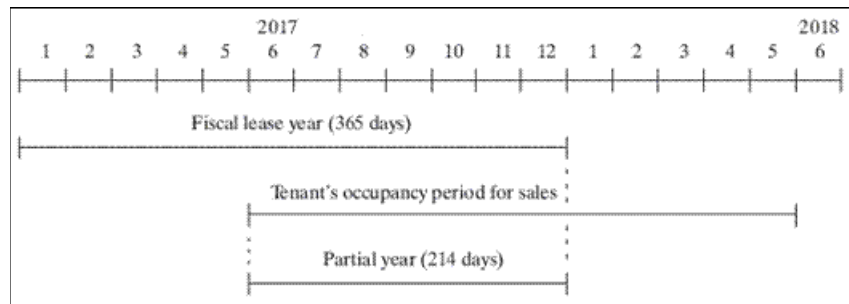
Note: You can also specify a period of sales either greater than or less than 12 months if necessary. This is controlled by the Beg Period (Beginning Period), Beg Year, and Override Year fields in the Sales Overage Master file.

For example, suppose a tenant's lease begins on June 1, 2017, 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. Along with these dates, this example involves the following information:

Item	Amount
Sales from 06/01/17 to 12/31/17	\$85,000
Sales from 01/01/99 to 05/31/99	\$25,000
Dollar breakpoint	\$50,000
Percentage due	10

The following illustration shows the relationship between the fiscal lease year, the tenant's occupancy period, and the partial year.

Figure 79-2 Fiscal Lease Year, Tenant's Occupancy, and Partial Year



The system would perform the following steps to calculate the sales overage for the partial year:

1. Gather the reported sales for a full year to determine the gross sales ($\$85,000 + \$25,000 = \$110,000$).
2. Subtract the dollar breakpoint from the gross sales ($\$110 - \$50,000 = \$60,000$).
3. Multiply the difference from step 2 by the percentage due to determine the gross overage billing ($\$60,000 \times .10 = \$6,000$).
4. Prorate the gross overage billing based on the number of days in the partial year ($\$6,000 \times 214/365 = \3518).

The billable amount is then \$3518 for the partial year from June 1 to December 31, 2017.

79.5 Processing Methods

You can use either of two methods to process sales overage: normal and year-end override. This is controlled by the Year End Override Code field in the Sales Overage Master (15013) and Minimum Rent/Recoveries Master (F15015) files.

79.5.1 Normal

Normal processing occurs if the override field is blank. In this case, the sales information that is used to calculate the overage is determined by the gross overage billing amounts for each product scale record.

79.5.2 Year-End Override

Year-end override processing occurs if the override field is not blank. (Any one-character code is valid.) This lets you depart from normal processing to do the following:

- 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 partial occupancy for a lease year results from a move-in or move-out.

79.6 Sales Overage Billing Process

Before you begin the sales overage process, set up the following information:

- Real Estate Management constants
- Facility, tenant, and lease information
- Product codes, billing frequencies, and other user defined codes
- General accounting and accounts receivable constants
- Object and subsidiary accounts in the G/L chart of accounts
- Bill codes with their automatic accounting instructions (AAIs)

The sales overage process involves the following tasks:

1. Set up the sales overage information.
2. Enter the sales reports.
3. Review and post the sales information.
4. Generate the sales overage billings.
5. Review, post, and print the invoices.

Note that you can also use the sales overage process for A/P vouchers in much the same way as A/R invoices. For more information about the basic operations related to invoices and vouchers, see [Chapter 72, "Recurring Billing Process"](#) in this guide.

79.6.1 Set Up the Sales Overage Information

Sales Overage Information

This screen lets you set up and work with the information that the system uses to calculate sales overage for a lease. This information is stored primarily in the following files: Tenant/Lease Master (F1501), Sales Overage Master(F15013), and Product Scales Master (F15014).

Minimum/Maximum Rents and Recoveries

This screen lets you set up and work with the adjustments related to the sales overage for a lease. This information is stored primarily in the Minimum Rent/Recoveries Master file (F15015).

Sales Overage Listing

This report, which is similar to the Sales Overages, Product Scales, and Minimum Rent/Recoveries sections on the Lease Master Listing, provides the billing setup for the leases that use that billing method. It is based on the Sales Overage Master file and also includes information from the Product Scales Master and Minimum Rent/Recoveries Master files.

79.6.2 Enter the Sales Reports

You can use either of two methods to enter sales information.

- The first method is expected (heads down) sales entry. It initially involves both the Expected Sales Report Generation program and the Expected Sales Report Entry screen. This is the more efficient and accurate method of the two because most of the information is automatically generated.
- The second method is unexpected sales entry. It initially involves the Unexpected Sales Report Entry screen. From it, you must manually enter all of the information.

After you have entered the information, you can use Adjust Sales Reports and Adjust Sales History to change it. Note that all four of the screens for sales entry are different versions of the same program.

Expected Sales Report Generation

This program lets you prepare in advance for the sales information you expect to receive for a specific lease. With the program, the system gathers the available information about each group of product scale records in the Sales Overage Master and Product Scales Master files and loads it into the Sales Reporting Control (F1540) file. You then use the Expected Sales Report Entry screen to add the sales amounts. Typically, you run the generation program on a monthly basis.

Expected Sales Report Entry

This screen lets you enter and work with the sales information for a tenant whose product scale records have already been set up. Prior to the sales entry, you must first run Expected Sales Report Generation. You then use the screen to add the sales amounts to the existing sales information in the Sales Reporting Control file. This method is also called "heads down" sales entry because you look away from the screen as you manually type the amounts from the sales information submitted by the tenant.

Unexpected Sales Report Entry

This screen lets you enter and work with the sales information if you do not run Expected Sales Report Generation. You also use this screen to enter the sales information for product scale records that did not exist in the Product Scale Master file when you ran the generation program. This may be the case, for example, if it is a first-time report, and you plan to set up the product scale records after the generation.

Adjust Sales Reports

This screen lets you make changes to both the expected and unexpected sales information that exists in the Sales Reporting Control file. It may be necessary, for example, to make corrections after reviewing the Sales Report Listings. An audit trail is kept for the changes you make from this screen.

Sales Report Listing

This report can contain sales information that is expected, unexpected, delinquent, or non-actual (estimated). Therefore, you can use this report to review such information at the appropriate points in the entry process. You can also limit the data selection to a specific batch, building, lease, and so on.

79.6.3 Review and Post the Sales Information

Sales Report Batch Review

This screen, which is the first level of detail in the review process, lets you review the batches of sales information. You can also make corrections to the amounts. From this screen, you can access two other levels of detail. The sales information is kept in the Batch Control Records file (F0011) and Sales Reporting Control file.

Post Sales Reports to History

This program, which is based on the Sales Reporting Control file (F1540), updates the Tenant Sales History file (F1541). A processing option controls whether the system does the actual update or only prints the Post to Sales History report without the update. In either case, the system prints the report, which is an audit trail of the records that either posted or are eligible to post.

Adjust Sales History

This screen lets you make changes to both the expected and unexpected sales amounts that have been posted to the Tenant Sales History file. An audit trail is maintained for the changes you make from this screen.

Sales History Report

This report, which is optional, provides a comparison of the sales history between the current year and the prior year. It is based on the Tenant Sales History file and can also include information from the following files: Tenant/Lease Master, Sales Overage Master, and Product Scales Master.

79.6.4 Generate the Sales Overage Billings

The Sales Overage Generation program lets you generate a batch of A/R invoices or A/P vouchers for sales overage. It is based on the Sales Overage Master file. The system gathers posted, unprocessed sales information from the Sales Reporting Control file and also uses information from the following files: Tenant/Lease Master,

Minimum Rent/Recoveries Master, and Product Scale Master. The batch is placed in the Tenant/Lease Billings Detail file (F1511).

79.6.5 Review, Post, and Print the Invoices

After you have created the billings, the process is similar to the process for manual billings. For more information about the following programs, see the related chapters in [Part III, "Manual Billing"](#) in this guide.

Sales Overage Billing Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of transactions for posting. Except for the title, the screen is identical to the Manual Billing Journal Review screen. In fact, all the screens in the journal review process for sales overage are identical to the ones for manual billings. They display and update information in the Batch Control Records file and the Tenant/Lease Billings Detail file.

Note the following:

- Processing option 1 must be set to generation type 3 to review batches of sales overage billings.
- The Manual Review Req'd field in the Sales Overage Master file controls whether a manual review is required for a billing after it has been generated. This requirement is also controlled by the Manual Rev Req'd field in the fold area of the Billings Detail Modifications screen, which is the third level in the review process.
- From the Billings Detail Modifications screen, you can access the Extended Invoice Text screen to set up and work with free-form text for a billing.

Print Billing Edit/Register

The system initially assigns a status of Error to all batches of transactions. When you run Print Billing Edit/Register for a batch, the system verifies the invoices against other system information and changes the status of the batch to either Pending or Approved. The status to which it changes depends on how the Manager Approval of Input field is set in the General Constants file (F0009). If an error exists or if a manual review is required for a document, the batch retains a status of Error.

The system also prints a report that can include a list of the transactions, total amounts, errors, and warnings. A processing option for the Sales Overage Generation program controls whether the system automatically runs the Print Billing Edit/Register program at the time of the generation.

Post Invoices

For sales overage, the version of the post program does the following:

- Runs a DREAM Writer version of G/L Transaction Generation (P15199), which creates the A/R and G/L transactions. At this time, it also marks the documents as posted in the Tenant/Lease Billings Detail file and updates the Billings Detail History file (F1511H).
- Selects unposted transactions from the G/L Account Ledger file (F0911).
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file (F0902).

- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger (F0311), and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

You must set up the Batch Type Selection processing option for tenant A/R invoices (batch type 2).

Print Invoices

You use the Print Invoices program to print an invoice that includes information created during the sales overage process.

Sales Overage Information

This chapter contains these topics:

- [Section 80.1, "Add a Sales Overage,"](#)
- [Section 80.2, "Display Sales Overage Information,"](#)
- [Section 80.3, "Change Sales Overage Information,"](#)
- [Section 80.4, "Delete Sales Overage Information,"](#)
- [Section 80.5, "Guidelines."](#)

The Sales Overage Information screen lets you set up and work with the information that the system uses to calculate sales overage for a lease. This information is stored primarily in the following files: Tenant/Lease Master (F1501), Sales Overage Master (F15013), and Product Scales Master (F15014).

- The sales overage information in the upper part of the screen relates to the lease and is stored in the Sales Overage Master file.
- The information in the lower part of the screen relates to the product code and is stored in the Product Scales Master file.

The screen has processing options that control how the system displays and processes the information. For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Overage Information.

Figure 80-1 Sales Overage Information screen

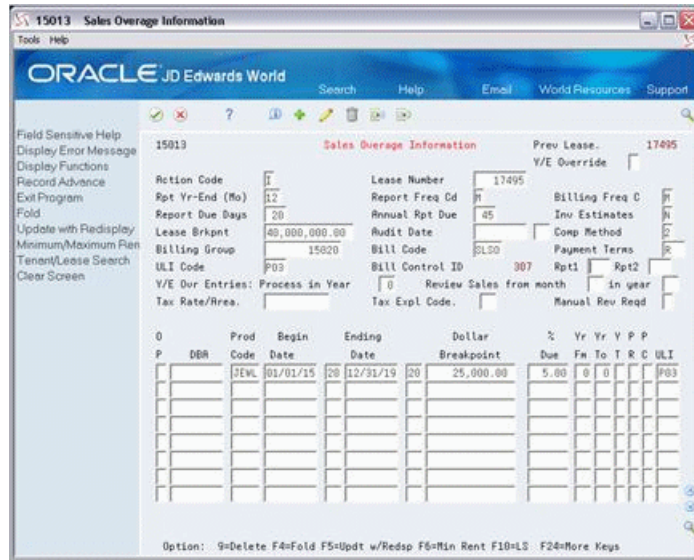
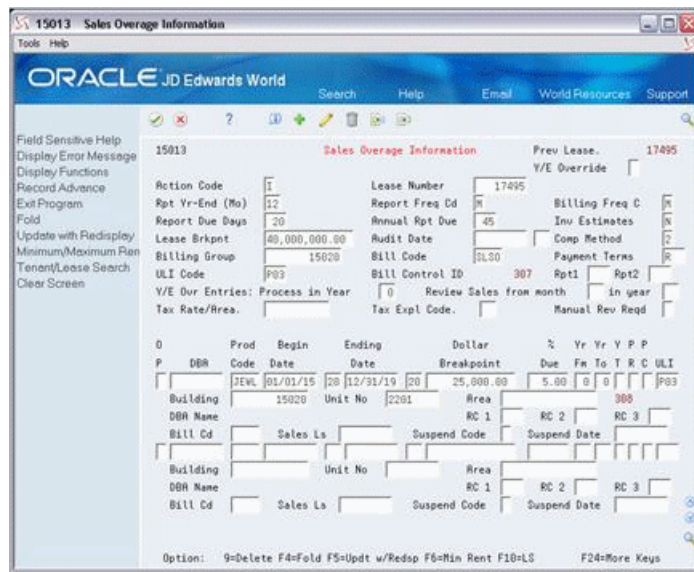


Figure 80-2 Sales Overage Information (Fold Area) screen



80.1 Add a Sales Overage

To define the sales overage for a lease, type A in the Action Code field, type the number of the lease in the Lease Number field, type the appropriate information both in the upper part of the screen and for the detail lines, and press Enter or F5. Note the following:

- The following information is the minimum required to add sales overage information:

Item	Item
Lease number	Computation method
Fiscal (report) year-end month	Bill code

Item	Item
Reporting frequency	Product code
Billing frequency	Percentage due

Note: The Urban Land Industry (ULI) code is also required if a blank is not defined for that user defined code.

- For each breakpoint related to the same product code, you must set up a separate detail line. Such related lines are called a product scale group.

80.2 Display Sales Overage Information

To display the sales overage information for a lease, type I in the Action Code field, type the number of the lease in the Lease Number field, and press Enter.

80.3 Change Sales Overage Information

To change the information that you have displayed for a lease, type C in the Action Code field, type the appropriate information, and press Enter or F5.

80.4 Delete Sales Overage Information

There are two methods that you can use to delete the information you have displayed:

- To delete all the sales overage information for a lease, type D in the Action Code field and press Enter.
- To delete one or more detail lines, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each line you want to delete, and press Enter or F5.

80.5 Guidelines

- Before you define the sales overage for a lease, set up the following information:
 - Facility, tenant, and lease information
 - Product codes, billing frequencies, and other user defined codes
 - General accounting and accounts receivable constants
 - Object and subsidiary accounts in the G/L chart of accounts
 - Bill codes with their automatic accounting instructions (AAIs)
- A product scale record is the unique combination of a product code, which is a user defined code (system 15, type PC), and the following numbers: DBA (doing business as), lease, building, and unit. It can also include the following information:

Item	Item
Bill code	Percentage due
Billing frequency	Reporting frequency
Computation method	Urban Land Industry (ULI) code

Item	Item
Fiscal (report) year-end month	

The system uses the record to gather and process the related sales information for a tenant when it calculates sales overage. It is also used to compare sales for various years and between tenants and industry averages.

- The PC (Process Code) field controls whether the product scale record is used for billing, sales reports, or both.
- The untitled field on the right side of the fold area is the Billing Control ID field. The system uses the number in this field to keep track of all the periods that have been billed. This information is kept in the Billings Generation Control Master file (F15011). You cannot bill a tenant twice for the same period unless you clear the billing control field for that period. To do this, run the Batch Delete program to delete an unposted batch of invoices. At this time, the system resets the billing control.

Note: You cannot delete a batch of documents that has been posted.

Minimum/Maximum Rents and Recoveries

This chapter contains these topics:

- [Section 81.1, "Add Limits and Recoveries,"](#)
- [Section 81.2, "Display Limits and Recoveries,"](#)
- [Section 81.3, "Change Displayed Information,"](#)
- [Section 81.4, "Delete Displayed Information,"](#)
- [Section 81.5, "Carry Forward Amounts and Adjustments,"](#)
- [Section 81.6, "Guidelines."](#)

The Minimum/Maximum Rents and Recoveries screen lets you set up and work with the adjustments related to the sales overage for a lease.

- The minimum rent (fixed rent) is the breakpoint or level of sales that must be reached before the percentage of overage can be applied. An amount can also identify a higher breakpoint at which the percentage changes.
- The maximum rent is the upper limit of the sales overage for a specified period.
- A recovery is normally an amount that a tenant has paid or has been billed and that the tenant can recover as a credit against the rent related to sales overage.

This information is stored primarily in the Minimum Rent/Recoveries Master file (F15015). For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Min/Max Rents & Recoveries.

Figure 81–1 Minimum/Maximum Rents & Recoveries screen

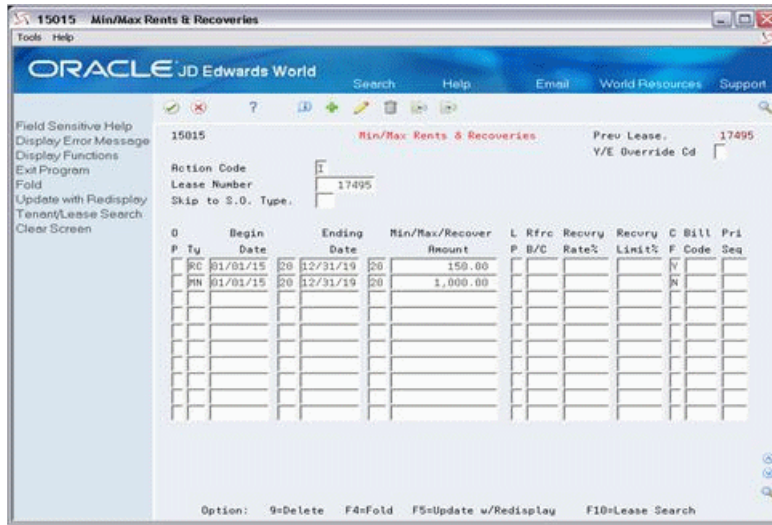
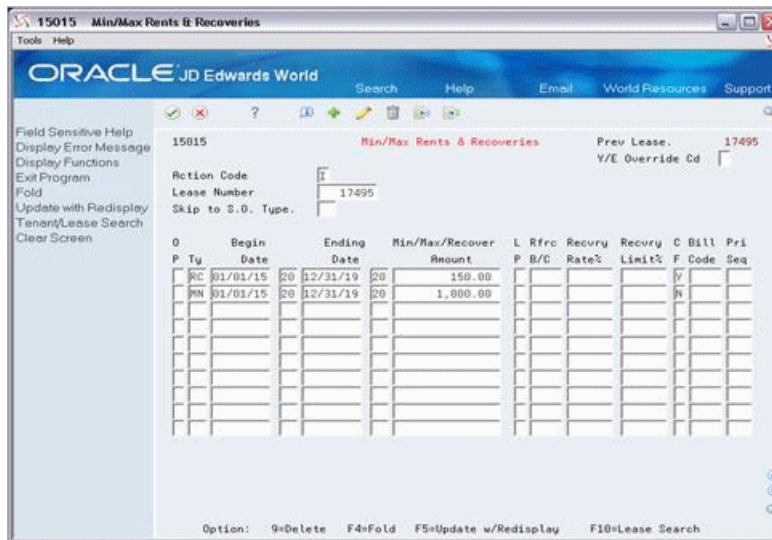


Figure 81–2 Minimum/Maximum Rents & Recoveries (Fold Area) screen



81.1 Add Limits and Recoveries

To add the limits and recoveries for sales overage, type A in the Action Code field, type the number of the lease in the Lease Number field, type the appropriate information for the detail lines, and press Enter or F5.

81.2 Display Limits and Recoveries

To display the limits and recoveries for sales overage, type I in the Action Code field, type the number of the lease in the Lease Number field, and press Enter.

81.3 Change Displayed Information

To change the information you have displayed for a lease, type C in the Action Code field, type the appropriate information, and press Enter or F5.

81.4 Delete Displayed Information

There are two methods you can use to delete the information you have displayed:

- To delete all the sales overage limits and recoveries for a lease, type D in the Action Code field and press Enter.
- To delete one or more detail lines, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each line you want to delete, and press Enter or F5.

81.5 Carry Forward Amounts and Adjustments

Reductions to the gross overage rent can be carried forward to the following billing period. These amounts can be based on either a maximum rent amount or a recovery limit. This is controlled by the CF (Period Carry Forward) field.

- If the CF field contains the code Y (Yes) and the current gross overage billing for a period is greater than the maximum rent, the difference is carried forward to the gross overage billing for the next period.
- If the field contains the code Y and the current gross overage billing for a period is less than the recovery amount, the difference is carried forward to the recovery for the next period.
- The field must contain the code N (No) for minimum rent because it cannot be carried forward. In order to be carried forward, you must specify it as a recovery.

The Adj To Date (Adjustment To Date) and CF Pending (Carry Forward Pending) fields in the fold area display the carry forward amounts. These amounts, which are cumulative, are supplied automatically by the system and controlled by the following fields in the Tenant/Lease Billings Detail file (F1511):

Item	Item
Billing Control ID Reference	S.O. Bill Type
Exclude From Future Calculations	S.O. Type Code

To manually update the carry forward amounts, you must use the Manual Billing Entry screen (P1511) and add the adjustment as an invoice. In this case, the system does not actually create an invoice. Instead, it creates adjustments that update the carry forward amount fields, which then can be applied to future sales overage billings. Note the following differences in the procedure for adding the invoice:

- The generation type is 3 for sales overage.
- The Invoice Amount field in the upper part of the screen must be left blank. You use the Gross Amount field for the pay item to specify the amount.
- The following fields in the fold area are required: SO Type, SO Carry Forwd (Bill Type), and Bill Cntl ID Ref.

The Bill Cntl ID Ref field identifies the billing period to which the amount is to be applied. The combination of the sales overage type code and bill type determine whether the gross amount must be entered as a positive or negative amount.

- The amount must be positive with the following combinations:
 - SO type code (SOTY) RC and SO bill type (SOBT) T
 - SO type code (SOTY) MX and SO bill type (SOBT) P

- SO type code (SOTY) MX and SO bill type (SOBT) C
- The amount is negative with any other combination that uses type code RC or MX.
- The amount is always negative with the type code MN. In this case, the system does create an invoice. Remember that for minimum rent, carry forward amounts are not allowed.
- If you need to exclude the amount from future calculations of sales overage, the Excl Fm Calc field must contain Y (Yes).

For more information about the manual billing procedure, see [Chapter 17, "Manual Billing Entry"](#) in this guide.

81.6 Guidelines

The untitled field in the lower right corner of the fold area is the Billing Control ID field. The system uses the number in this field to keep track of all the periods that have been billed. This information is stored in the Billings Generation Control Master file (F15011). You cannot bill a tenant twice for the same period unless you clear the billing control field for that period. To do this, run the Batch Delete program to delete an unposted batch of invoices. At this time, the system resets the billing control.

Note: You cannot delete a batch of documents that has been posted.

Sales Overage Information Listing

This chapter contains these topics:

- [Section 82.1, "Sales Overage Information Procedures,"](#)
- [Section 82.2, "Guidelines,"](#)
- [Section 82.3, "Sales Overage Information Report."](#)

This report, which is made up of the Sales Overages, Product Scales, and Minimum Rent/Recoveries sections of the Lease Master Listing, provides the billing setup for the leases that use sales overage. If you run the report and review the information before you generate invoices, you can save time and billing errors. It is based on the Sales Overage Master file (F15013) and also includes information from the Product Scales Master and Minimum Rent/Recoveries Master files (F15014 and F15015, respectively).

For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Overage Info. Listing.

82.1 Sales Overage Information Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

82.2 Guidelines

The SM (Subject to Minimum Rent) field in the Product Scales section is specific to the report. It identifies whether the amount of sales overage related to a product code is dependent upon a minimum rent for the lease.

82.3 Sales Overage Information Report

Figure 82-1 Sales Overage Information

154014	J.D. Edwards & Company			Page	-	1
	Sales Overage - Specific Lease			Date	-	5/30/08
Lease Number . . .	17495	Report Freq. Cd. . .	M	Billing Freq. Cd. . .	M	
Rpt Yr End (Mo) . .	12	Annual Rpt Due . .	045	Inv Estimates. . . .	N	
Report Due Days . .	020	Audit Date		Comp Method. . . .	2	
Lease Brkpt. . . .	40,000,000.00	B/R Code	SLSO	Payment Terms. . . .	R	
Billing Group . . .	15020					
ULI Code.	P03					
Y/E Over Entries: Process in Year		Review Sales from month		in year		
Product Scales:						
DBA	Prod	Begin	Ending	Dollar	%	Yr Yr Y S P P
Code	Description	Date	Date	Breakpoint	Due	Fm To T M R C ULI

	JEWL Jewellery	01/01/15	12/31/19	25,000.00	5.00	0 0 P03
Building	15020 Unit No 2201	Area				
Minimum Rent/Recoveries:						
	Begin	Ending	Max/Min/Recover	L Rfrc	Recvry	Recvry C Bill Pri
Ty	Date	Date	Amount	P B/R	Rate%	Limit% F Code Seq Building Unit Recovery Limit

NT	01/01/15	12/31/19	1,000.00			H 15020 2201
Desc						

Expected Sales Report Generation

This chapter contains these topics:

- [Section 83.1, "Expected Sales Report,"](#)
- [Section 83.2, "Expected Sales Report Procedures,"](#)
- [Section 83.3, "Guidelines."](#)

This program lets you prepare in advance for the sales information that you expect to receive for a specific lease. With the program, the system gathers the available information about each group of product scale records in the Sales Overage Master and Product Scales Master files (F15013 and F15014, respectively) and loads it into the Sales Reporting Control file (F1540). You then use the Expected Sales Report Entry screen to add the sales amounts. Typically, you run the generation program on a monthly basis.

Because most of the information is automatically generated, this method is more efficient and accurate than unexpected sales entry, which involves manual entry of all the information. Expected sales entry also lets you identify leases either with problems in the existing setup for sales overage or that have no setup at all.

For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Expected Sales Report Gen.

83.1 Expected Sales Report

Figure 83–1 Generate Sales Report Control Records (1 of 2)

```

Generate Sales Report Control Records
Program ID . . . F15780
Version. . . . ZJDE0001
Report Date. . . 05/30/08
Report Time. . . 14:16:08

The Following Version Options Were Selected:
Print Cover Page (Y/N) . . . . . Y
Print Instructions (Y/N) . . . . . N
User Exclusive (0/1/2/3) . . . . . 1
User ID. . . . . DEMO

The Following Forms Options Were Selected:
Form Type. . . . .
Maximum Form Width . . . . .
Maximum Form Length. . . . .
Location of Page Overflow. . . . .

The Following Printer Options Were Selected:
Print Queue. . . . .
Hid in Prt Queue (Y/N/S/T) . . . . .
Lines/Inch (4/6/8/9) . . . . .
Char./Inch (10/15) . . . . .
Number of Report Copies. . . . .

The Following Processing Options Were Selected:
SALES REPORT DATE SELECTION:
1. Enter the sales report month. . . . . 01
2. Enter the sales report year. . . . . 17
REPORT DUE DATE SELECTION:
3. Enter the Reporting Month-End Date. . . . . 01/31/17
This will be used as the base for
calculating the Report Due Date.
PRINT SELECTION:
4. Enter a '1' to obtain a detailed
expected sales record report. . . . . 1

The Following Sequencing/Selection Options Were Selected:
. . . . . Seq.
Data Item . . . . . Rel. Value . . . . . Opt No. Opt
-----
Order Number . . . . . EQ *ALL . . . . . 1
The Following Report Distributions were Entered:
    
```

Figure 83–2 Generate Sales Report Control Records (2 of 2)

** None Selected **										
J.D. Edwards & Company										
Generate Sales Report Control Records										
Lease Number	Description	Building	Unit	DBA	Code	Prod Cd	Description	Yr	Pd	Program Message
15149	Colorado Gifts	15020	104		GIFT		Gifts and Souvenirs	17	1	
15173	Tattered Books	15020	201		BOOK		Books	17	1	
15237	Unlimited	15020	204		CLMN		Clothing - Womens	17	1	
15270	Parcel Express Bldg	15210	FK1000		GIFT		Gifts and Souvenirs	17	1	
15341	Eddie Bean	15130	103		CLMN		Clothing - Mens	17	1	
15341	Eddie Bean	15130	103		CLMN		Clothing - Womens	17	1	
15341	Eddie Bean	15130	103		OTDR		Outdoor Wear	17	1	
15368	Abernathy & Hitch	15020	202		CLMN		Clothing - Mens	17	1	
17495		15020	2201		JEWL		Jewelry	17	1	

83.2 Expected Sales Report Procedures

The sample data is set up so that when you choose Expected Sales Report Gen. from the menu, the system displays the processing options for a pre-specified version of the program. After you review the processing options and make any necessary changes, press Enter. The system submits the job and returns you to the menu., which displays the message Expected Sales Report Generation submitted to batch.

You may want to copy, change, or run a version that is different from the pre-specified one. To do this, type the selection number for Expected Sales Report Generation in the Selection field of the menu and press F18. The system displays a DREAM Writer version list. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

83.3 Guidelines

- If one or more of the following conditions exist, the system does not create the expected sales information for a product scale record:
 - The date for the sales report specified in the processing options is not within the effective date range for the product scale record.
 - The date for the sales report does not coincide with the report frequency code for the lease in the Sales Overage Master file.
 - The Process Code field for the product scale record contains B (Billing only).

- A year-end override is specified for the lease.
- A processing option controls whether the system prints the Generate Sales Report Control Records report. You can use this report to review the product scale records included in the generation. It can also show one of the following messages for a record:
 - Changed to Expected. This message indicates that the sales information has been changed from unexpected to expected.
 - W: Rpt Due Date Calc Err. This warning indicates that an error occurred when the due date for the sales report was calculated. This date is controlled by the end date for the reporting month specified in the processing options and the report due days for the lease in the Sales Overage Master file. This warning does not prevent the system from creating the sales report information.

Expected Sales Report Entry

This chapter contains these topics:

- [Section 84.1, "Inquire \(Setup Mode\),"](#)
- [Section 84.2, "Change \(Setup Mode\),"](#)
- [Section 84.3, "Delete \(Setup Mode\),"](#)
- [Section 84.4, "Set Up for Sales Entry,"](#)
- [Section 84.5, "Add \(Entry Mode\),"](#)
- [Section 84.6, "Processing Options,"](#)
- [Section 84.7, "Guidelines."](#)

The Expected Sales Report Entry screen lets you enter and work with the sales information for a tenant whose product scale records have already been set up. Prior to the sales entry, you must first run Expected Sales Report Generation. You then use the screen to add the sales amounts to the existing sales information in the Sales Reporting Control file (F1540). This method is also called "heads down" sales entry because you look away from the screen as you manually type the amounts from the sales information submitted by the tenant.

This screen is also available in three other versions:

- Unexpected Sales Report Entry
- Adjust Sales Reports
- Adjust Sales History

Though the fields are identical for the versions, each version provides a different function in the sales entry process. The processing options for the program control what function is allowed. For information unique to the specific versions, see the respective chapters in this guide.

With the Expected Sales Report Entry screen, most of the information is automatically generated. Therefore, this method has the following advantages:

- It is more efficient and accurate than unexpected sales entry, which involves manual entry of all the information.
- It is the basis for tracking delinquent sales reports.
- It lets you identify leases either with problems in the existing setup for sales overage or that have no setup at all.

If you do not run Expected Sales Report Generation, you must use the Unexpected Sales Report Entry screen to enter the sales information

Caution: All relevant product scale records must be set up before you generate the sales overage billings.

For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

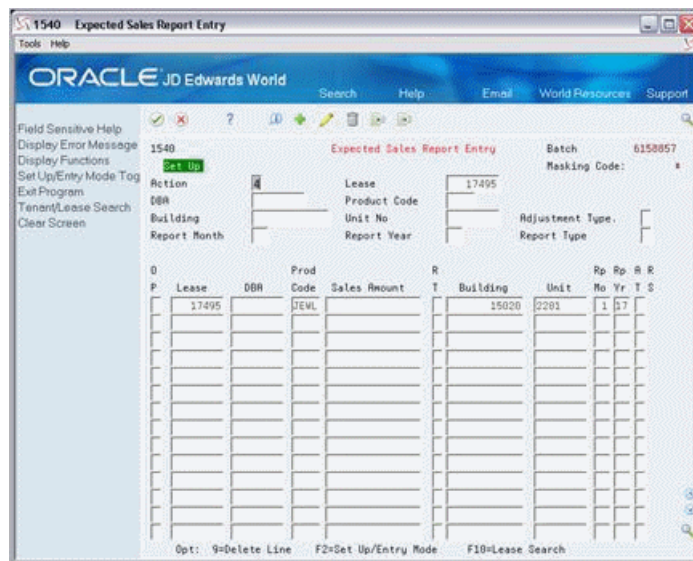
Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Expected Sales Report Entry.

Figure 84–1 Expected Sales Report Entry screen



The screen first appears in the setup mode. When you press F2, you toggle between this mode and the entry mode. The mode is highlighted in the upper left corner of the screen.

84.1 Inquire (Setup Mode)

To display the sales information for a lease, type I in the Action Code field, type the number of the lease in the Lease field, and press Enter. The system displays all the existing information for that lease in the Sales Reporting Control file (F1540).

You can limit the list of product scale records with the fields in the upper part of the screen. When you enter more values in combination, the search is more specific.

84.2 Change (Setup Mode)

After you inquire on the sales information for a lease, you can change the amount on a detail line that is unposted. To do this, type C in the Action Code field, type the new amount in the Sales Amount field, and press Enter.

Caution: This is not considered an adjustment, and the system does not keep a record of the change. For a record of changes, use the Adjust Sales Report screen.

84.3 Delete (Setup Mode)

There are two methods you can use to delete the information you have displayed:

- To delete all the unposted detail lines, type D in the Action Code field and press Enter. You cannot delete posted information.
- To delete one or more unposted detail lines, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each line you want to delete, and press Enter.

Caution: The system does not prevent you from deleting lines that exist as an audit trail for adjustments with A as the report status code.

You cannot delete a detail line that is posted.

84.4 Set Up for Sales Entry

To set up the screen for sales report entry, type the appropriate information in the respective fields and press F2. The system displays the entry mode with A in the Action Code field and the format you specified for the setup mode. You can press F2 at any time to toggle between the setup and entry modes, so that you can change the information that is displayed for the entry mode. However, this does not affect the information that you may have already typed in the lower part of the screen.

You use the upper part of the screen in the setup mode to customize the format for the entry mode. This can make the data entry more efficient and reduce the possibility of errors.

- To set up and enter information on a lease-by-lease basis, you must first inquire on the lease.
- You can use the fields in the upper part of the screen to specify information the system automatically supplies to the respective fields in the entry mode. This is helpful if there is repetitive information such as the lease, product code, building, or unit. In this case, the fields are not input-capable for the entry mode, but are still used when the system searches the Sales Reporting Control file.
- You can mask any field if it is not relevant to the sales information. For example, the AT (Adjustment Type) field is not applicable to an original entry. To mask such a field, type * (asterisk) in the first position of the field in the upper part of the screen. In this way, the fields are not input-capable for the entry mode and are not used when the system searches the Sales Reporting Control file.

Caution: You must limit the display to only the unposted detail lines that have blank Sales Amount fields. Otherwise, when you press Enter in Entry Mode, the system gives you an error and does not accept the new amounts you typed.

For example, suppose you want to enter the sales amounts that are expected for lease 17495. The following screens show what the upper part of the screen might look like for the setup mode and the related entry mode:

Figure 84–2 Expected Sales Report Entry (Setup Mode) screen

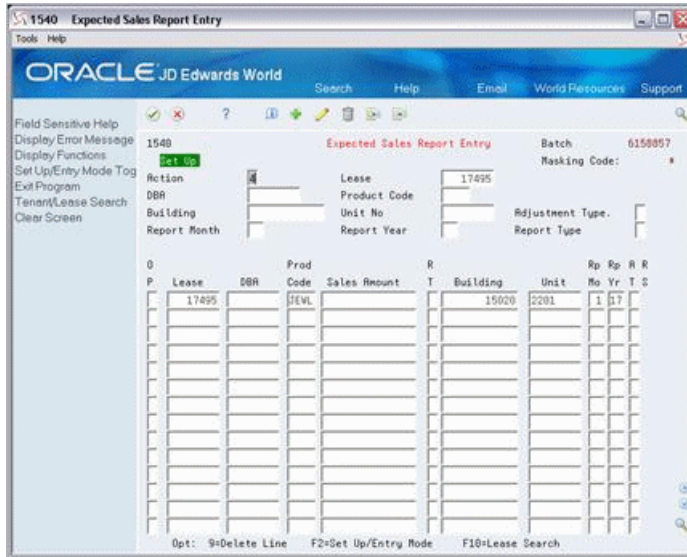
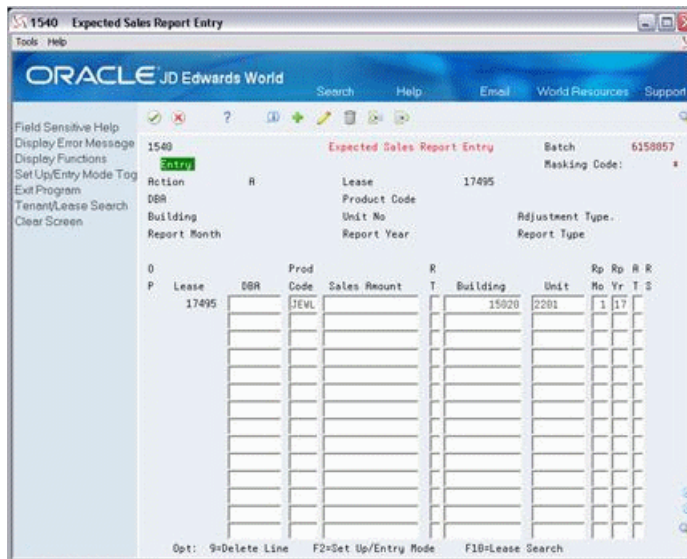


Figure 84–3 Expected Sales Report Entry (Related Entry Mode) screen



84.5 Add (Entry Mode)

You use the detail lines in the lower part of the screen to enter the appropriate information. Note the following:

- For each detail line, the following fields are required:

Field	Field
Lease	Unit

Field	Field
Prod Code (Product Code)	Rp Mo (Report Month)
Sales Amount	Rp Yr (Report Year)
Building	

- For any input-capable field in the lower part of the screen, the system requires that you use the Tab key or Field Exit key to advance to the next field. This function allows for a consistent pattern of cursor movement during data entry.
- Because you might be looking away from the screen during the sales report entry, the system does not let the cursor "wrap around" after you have typed information on the last detail line of the screen. This function prevents data entry problems.
- When you press Enter, the system searches the Sales Reporting Control file for the product scale record that matches the information entered for each detail line.
 - A matching record that does not have a sales amount is considered an expected sales record, and the system updates the amount from the related detail line.
 - If you enter information for more than one lease at a time and some of the fields are left blank, there may be more than one record that matches a specific detail line. In this case, the system gives you an error and prompts you to enter the additional information to make the search specific to a single record. All the fields also become input-capable at this time.
 - The RS (Report Status) field is blank for the original or most recent sales information.

84.6 Processing Options

To restrict sales report entry to only expected sales, options 2, 3, and 4 must be blank.

84.7 Guidelines

- The Sales Report Type field in the Sales Reporting Control file (F1540) and the Invoice Estimates field in the Sales Overage Master file (F15013) control whether the sales report process involves actual or estimated sales amounts.
- The Sales Report Listings (P15321) can contain sales information that is expected, unexpected, delinquent, or non-actual (estimated). Therefore, you can use this report to review such information at the appropriate points in the entry process.

Unexpected Sales Report Entry

This chapter contains these topics:

- [Section 85.1, "Unexpected Sales Entry Procedures,"](#)
- [Section 85.2, "Processing Options."](#)

The Unexpected Sales Report Entry screen lets you enter and work with the sales information if you do not run Expected Sales Report Generation. You also use this screen to enter the sales information for product scale records that did not exist in the Product Scale Master file (F15014) when you ran the generation program. This may be the case, for example, if it is a first-time report and you plan to set up the product scale records after the generation.

Caution: All the relevant product scale records must be set up before you generate the sales overage billings.

This screen is a version of the same program for the Expected Sales Report Entry screen. Though the fields are identical, it provides a different function in the sales entry process. The processing options for the program control what function is allowed. Note that unexpected sales entry is not as efficient and accurate as expected sales entry because it involves manual entry of all the information.

For information common to all the versions, see [Chapter 84, "Expected Sales Report Entry"](#) in this guide. For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Unexpected Sales Report Entry.

85.1 Unexpected Sales Entry Procedures

The procedures for unexpected sales entry are similar to expected sales entry with the following differences.

85.1.1 Setup Mode

You can change any of the fields on a detail line that is unposted. If you change the information that identifies the product scale record or the report month and year, however, the system adds the sales information as a new line of unexpected sales. If the old line is no longer valid, you must inquire on the lease again and delete that line.

Note that if you change the lease number, building, and unit, the new combination must exist in the Tenant/Lease Master file (F1501).

85.1.2 Entry Mode

To set up the screen for sales report entry, while in setup mode, type the appropriate information in the respective fields in the upper part of the screen and press F2. The system displays the entry mode with A in the Action Code field and the format you specified for the setup mode. You can press F2 at any time to toggle between the setup and entry modes, so that you can change the information that is displayed for the entry mode. However, this does not affect the information that you may have already typed in the lower part of the screen.

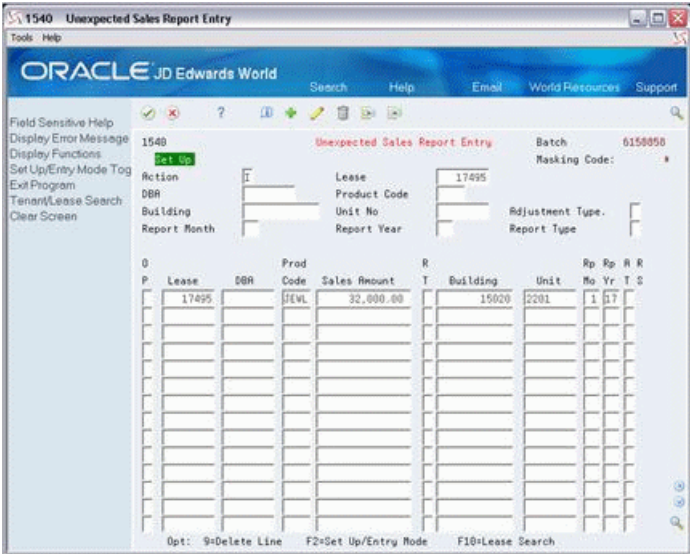
You use the upper part of the screen in the setup mode to customize the format for the entry mode. This can make the data entry more efficient and reduce the possibility of errors.

When you press Enter, the system searches the Sales Reporting Control file for the product scale record that matches the information entered for each detail line. If it cannot match a record with a detail line, the information is added as a new line of unexpected sales.

If adding additional sales to detail lines for unexpected sales entry, you must inquire on the appropriate fields in the upper part of the screen in setup mode so that detail that already exists in the Sales Reporting Control file is not included before moving to entry mode to add additional sales reports. For example, if sales have been entered for period 1 into the Sales Reporting Control file, you should inquire on report month 2 in the upper part of the screen in setup mode before switching to entry mode to add period 2 sales. If this is not done, an error displays.

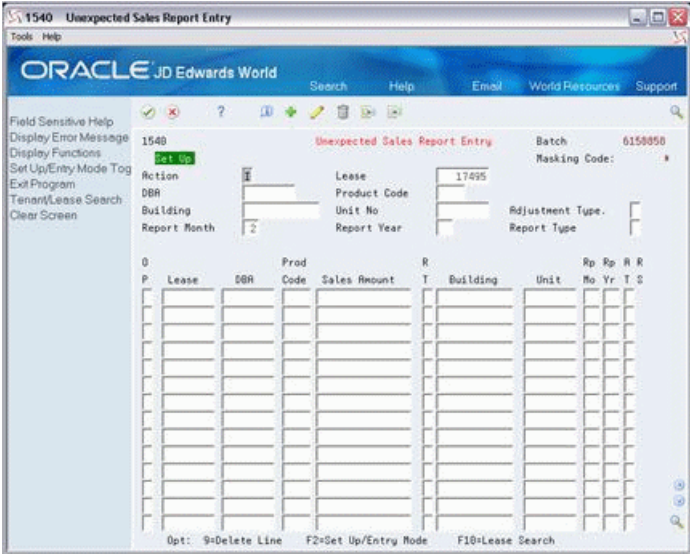
The following displays this example. If only lease 17495 is entered in the upper part of the screen, period 1 sales displays in the lower part:

Figure 85-1 Unexpected Sales Report Entry screen



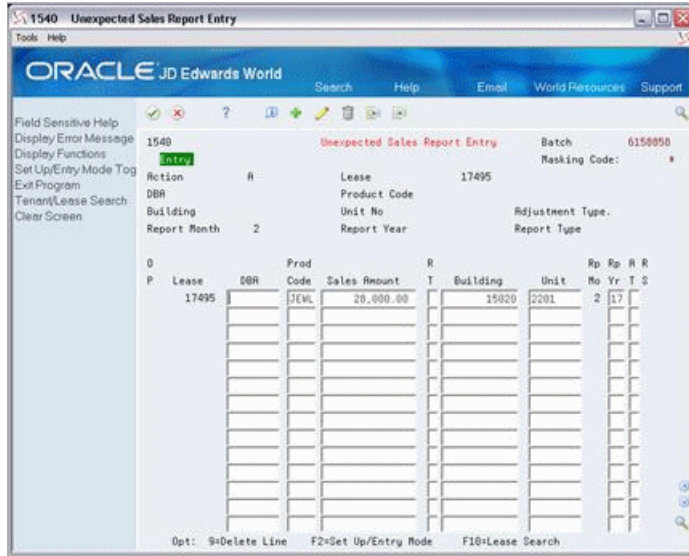
Inquire on period 2 in the upper part:

Figure 85-2 Unexpected Sales Report Entry (Period 2) screen



Now unexpected sales can be entered when F2 changes the screen to Entry Mode

Figure 85-3 Unexpected Sales Report Entry (Entry Mode) screen



85.2 Processing Options

See [Section 186.28, "Heads Down Sales Report Entry \(P1540\)."](#)

Adjust Sales Reports

This chapter contains these topics:

- [Section 86.1, "Adjust Sales Information Procedures,"](#)
- [Section 86.2, "Processing Options."](#)

The Adjust Sales Report screen lets you make changes to both the expected and unexpected sales information that exists in the Sales Reporting Control file (F1540). It may be necessary, for example, to make corrections after reviewing the Sales Report Listings. An audit trail is stored for the changes you make from this screen. Along with each detail line that changes, the system retains the old line of information as history.

This screen is a version of the same program for the Expected Sales Report Entry screen. Though the fields are identical, it provides a different function in the sales entry process. The processing options for the program control what function is allowed. For information common to all the versions, see [Chapter 84, "Expected Sales Report Entry"](#) in this guide.

For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Adjust Sales Reports.

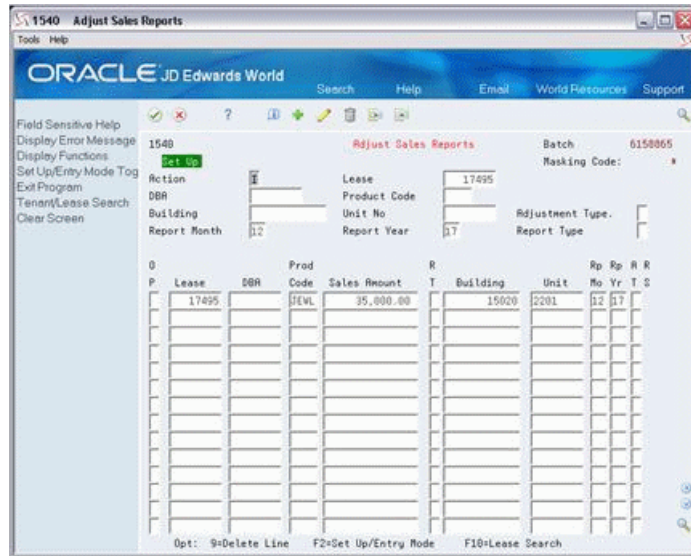
86.1 Adjust Sales Information Procedures

The procedures for adjusting sales information are similar to expected sales entry with the following differences.

86.1.1 Setup Mode

Caution: You must limit the display to only the unposted detail lines that need adjusting because when you press Enter in Entry Mode, the system creates a new duplicate line for each line.

Figure 86–1 Adjust Sales Reports screen



86.1.2 Entry Mode

- When you press Enter, the system searches the Sales Reporting Control file for the product scale record that matches the information entered for each detail line. If it matches a record with a detail line that also has a sales amount, the information is added as a new adjustment line.
- The system assigns A (Adjusted) to the RS (Report Status) field for each line of old information. The field is blank for the lines of more recent information.
- Use the AT (Adjustment Type) field to specify the type of adjustment the change is. It is a user defined code (system 15, type AT).

Figure 86–2 Adjust Sales Reports (A) screen

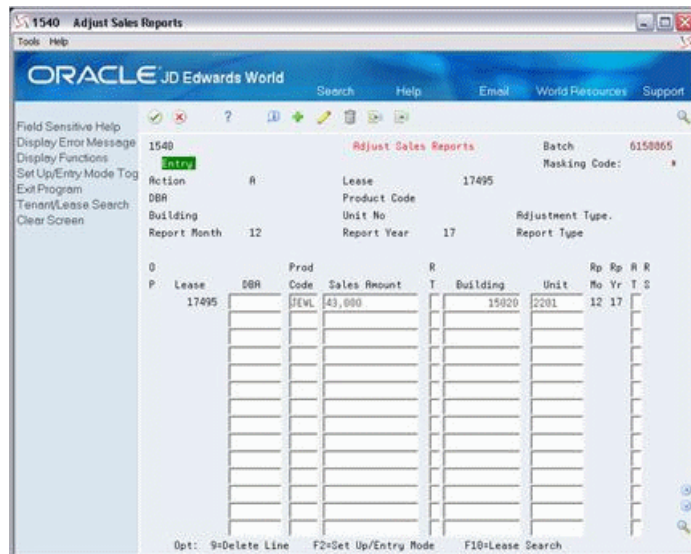
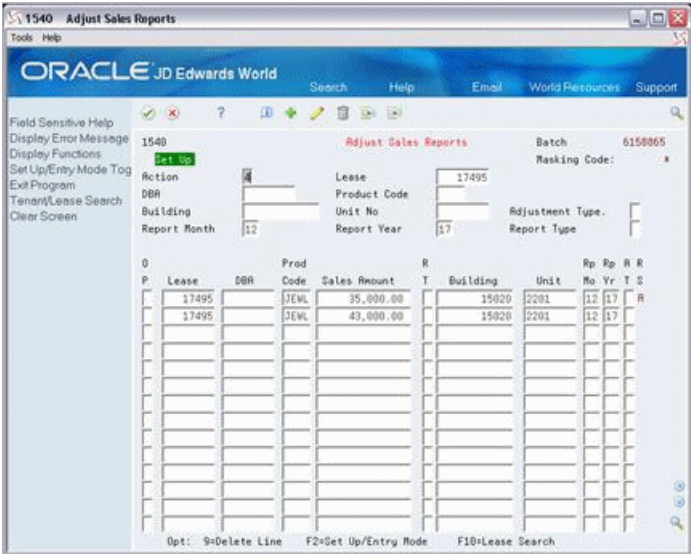


Figure 86-3 Adjust Sales Reports (AT) screen



86.2 Processing Options

See Section 186.29, "Heads Down Sales Report Entry (P1540)."

Sales Report Listing

This chapter contains these topics:

- [Section 87.1, "Sales Report Listing Procedures,"](#)
- [Section 87.2, "Sales Report Edit."](#)

This report can contain sales information that is expected, unexpected, delinquent, or non-actual (estimated). Therefore, you can use this report to review such information at the appropriate points in the entry process. You can also limit the data selection to a specific batch, building, or lease.

For example, after you enter the expected sales amounts, you can run the DREAM Writer version for delinquent sales reports. This version identifies tenants who have empty sales report control records and should have reported their sales by a certain date, which is specified in the Sales Overage Master (F15013).

It is based on the Sales Reporting Control file (F1540). For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Sales Report Listing.

87.1 Sales Report Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

87.2 Sales Report Edit

Figure 87-1 Sales Report Edit

15321 J.D. Edwards & Company										Page	-	1
Sales Report Edit										Date	-	6/02/08
Lease Number	Tenant	Building	Unit	DBA	Prod Code	Pd Cd	Description	Yr	Rp Pd	Report Due	R T	Sales Amount
Building . . .	15020	Atrium Mall										
17495	James Robert & Associates	15020	2201		JEWL		Jewelery	17	01	02/20/17		32,000.00
17495	James Robert & Associates	15020	2201		JEWL		Jewelery	17	02			28,000.00
17495	James Robert & Associates	15020	2201		JEWL		Jewelery	17	12	01/20/18		43,000.00
											Building Total	103,000.00
											Grand Total	103,000.00

Sales Report Batch Review

This chapter contains these topics:

- [Section 88.1, "Review a Sales Report Batch,"](#)
- [Section 88.2, "Review Sales Information in a Batch,"](#)
- [Section 88.3, "Review a Product Scale Record,"](#)
- [Section 88.4, "Guidelines."](#)

The batch review and approval facility lets you review the sales information at the following three levels of detail:

1. General review of a batch
2. General review of the information in a batch
3. Detailed review of the information

The Sales Report Batch Review screen, which is the first level in the review process, lets you review batches of sales information for posting. The information displayed includes both posted and unposted batches. From this screen, you can access the other two levels of detail. The sales information is stored in the Batch Control Records file (F0011) and Sales Reporting Control file (F1540). For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

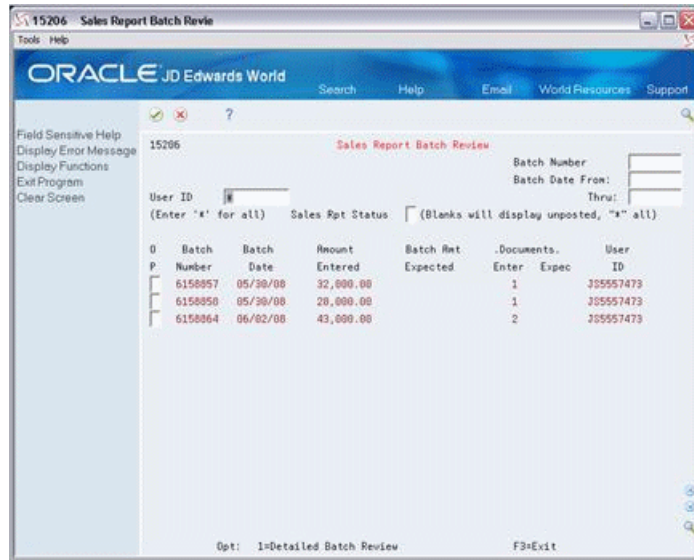
Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Sales Report Batch Review.

Figure 88–1 Sales Report Batch Review screen



88.1 Review a Sales Report Batch

To display a list of batches, type the appropriate information in one or more of the fields in the upper part of the screen and press Enter. The screen displays the batches that match the values you enter. When you enter more values in combination, the search is more specific.

An asterisk (*) in the far right column of the report indicates that the batch contains both posted and unposted sales amount entries. Sales report statuses are defined as follows:

- Blank, most recent unposted Sales Report for a given Product Scale and billing period.
- A, unposted Sales Report which has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.
- P, posted Sales Report which has not been replaced by any Adjusting Sales Report(s) for a given Product Scale and billing period.
- X, posted Sales Report which has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.

Note: To limit the display by date, you must populate both the Batch Date From and Batch Date Thru fields.

88.2 Review Sales Information in a Batch

To review the sales information in a batch that is displayed on the Sales Report Batch Review screen, type 1 in the OP (Option) field for that batch and press Enter. The Sales Report Batch Detail screen appears.

Figure 88–2 Sales Report Batch Detail screen

This screen, which displays the sales information for each product scale record in a batch, is the second level in the review process. To change the batch that is displayed, type the number in the Batch No (Batch Number) field and press Enter.

88.3 Review a Product Scale Record

To review the detail lines for a product scale record that is displayed on the Sales Report Batch Detail screen, type 1 in the OP field for that record and press Enter. The Sales Report Entry screen appears. This screen, which is identical to the Expected Sales Report Entry screen, is the third level in the review process.

88.4 Guidelines

- The batch type is 3 for the sales information in the Batch Control Records file.
- A batch of sales information is different from a batch of manual billings or automatically generated billings because it can contain both posted and unposted information. Therefore, you cannot limit the display to either posted or unposted batches. You can, however, determine the posting status of specific sales information with the sales report status code on the Sales Report Entry screen (the third level of review).
- You can delete an unposted batch of information with the Batch Delete program. However, you cannot delete a batch of documents that has been posted.

Post Sales Reports to History

This chapter contains these topics:

- [Section 89.1, "Post to Sales History Report,"](#)
- [Section 89.2, "Post to Sales History Procedures,"](#)
- [Section 89.3, "Guidelines."](#)

This program, which is based on the Sales Reporting Control file (F1540), updates the Tenant Sales History file (F1541). A processing option controls whether the system does the actual update or only prints the Post to Sales History report without the update. In either case, the system prints the report, which is an audit trail of the records that either posted or are eligible to post.

All the related sales information must be posted before it can be used to generate the sales overage billings. For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Post Sales Reports to History.

89.1 Post to Sales History Report

Figure 89–1 Post to Sales History Report

J.D. Edwards & Company Post To Sales History							Page -	1
							Date -	6/02/08
Lease	Tenant	Building	Unit	DBA Number	Prod Code	Description	Rp Pd Yr	Sales
15820	17495 James Robert & Associates	15020	2201		JEWL	Jewelery	1 17	32,000.00
						Atrium Mall		32,000.00
								32,000.00
J.D. Edwards & Company Post To Sales History							Page -	2
							Date -	6/02/08
Lease	Tenant	Building	Unit	DBA Number	Prod Code	Description	Rp Pd Yr	Sales
15820	17495 James Robert & Associates	15020	2201		JEWL	Jewelery	2 17	28,000.00
						Atrium Mall		28,000.00
								28,000.00
J.D. Edwards & Company Post To Sales History							Page -	3
							Date -	6/02/08
Lease	Tenant	Building	Unit	DBA Number	Prod Code	Description	Rp Pd Yr	Sales
15820	17495 James Robert & Associates	15020	2201		JEWL	Jewelery	12 17	43,000.00
						Atrium Mall		43,000.00
								43,000.00
Grand Total								103,000.00

89.2 Post to Sales History Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

89.3 Guidelines

The Sales Analysis Flag field in the Sales Analysis Control file (F1544) controls whether the sales analysis is automatically generated when you post sales to history. Note that if you choose to do this, the processing time increases during the post.

Adjust Sales History

This chapter contains these topics:

- [Section 90.1, "Display Posted Sales Information,"](#)
- [Section 90.2, "Change Sales History,"](#)
- [Section 90.3, "Processing Options."](#)

The Adjust Sales History screen lets you make changes to both the expected and unexpected sales amounts that have been POSTED to the Sales Reporting Control file (F1540). An audit trail is stored for the changes you make from this screen. Along with each detail line that changes, the system retains the old line of information as history.

This screen is a version of the same program for the Expected Sales Report Entry screen. Though the fields are identical, it provides a different function in the sales entry process. The processing options for the program control what function is allowed. In this case, the history mode replaces both the setup and entry modes. Because the history mode is the only mode for this version of the screen, F2 is not a valid function key.

For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

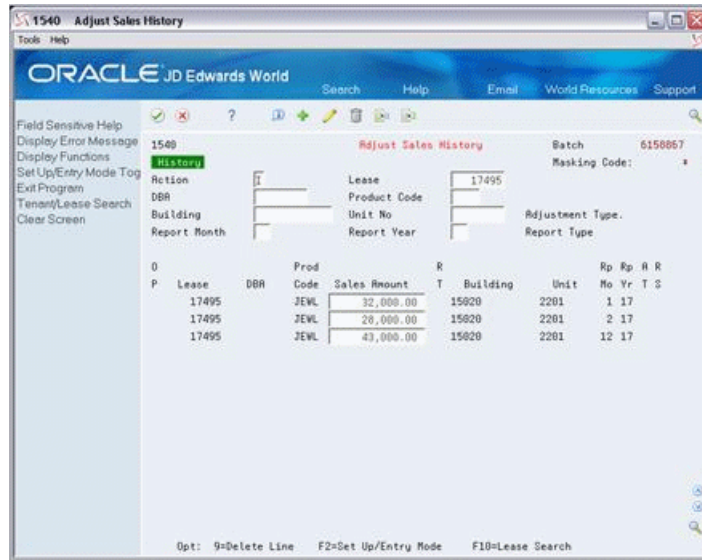
Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Adjust Sales History.

Figure 90-1 Adjust Sales History screen



90.1 Display Posted Sales Information

To display the posted sales information for a lease, choose Inquire in the Action Code field, type the number of the lease in the Lease field, and then press Enter.

You can limit the list of product scale records with the fields in the upper part of the screen. When you enter more values in combination, the search is more specific. The screen does not display unposted records.

90.2 Change Sales History

Caution: You must limit the display to only the unposted detail lines that need adjusting because when you press Enter, the system creates a new duplicate line for each line.

Figure 90–2 Adjust Sales History (Limit) screen

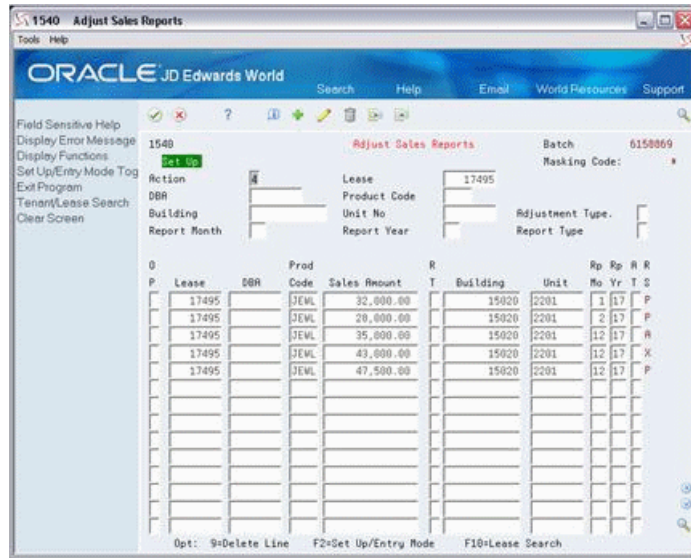
To change one or more posted amounts you have displayed for a lease, use the Change action, type the new amounts in the Sales Amount field, and press Enter.

Figure 90–3 Adjust Sales History (Change Action) screen

Note the following:

- When you press Enter, the information is added as a new adjustment line.
- The detail lines with revised amounts cannot be displayed on the Adjust Sales History screen until they are posted again. Until then, you can view the new information from any one of the other three versions: Expected Sales Report Entry, Unexpected Sales Report Entry, and Adjust Sales Report.
- Regarding the report status for the old information, the system replaces code P (Posted) with X (Adjusted). The report status is blank for the lines of the more recent information.

Figure 90-4 Adjust Sales Reports (P and X Codes) screen



In the example above, the adjustment line for \$47,500 was also posted using Post Sales Reports to History.

90.3 Processing Options

See [Section 186.30, "Heads Down Sales Report Entry \(P1540\)."](#)

Sales History Report

This chapter contains these topics:

- [Section 91.1, "Sales History Report Procedures,"](#)
- [Section 91.2, "Multi-Year Sales History Report,"](#)
- [Section 91.3, "Terms and Examples Sales History Report,"](#)
- [Section 91.4, "Guidelines."](#)

This report, which is optional, provides a comparison of the sales history between the current year and the prior year. It is based on the Tenant Sales History file (F1541) and can also include information from the following files: Tenant/Lease Master (F1501), Sales Overage Master (F15013), and Product Scales Master (F15014).

For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Report Processing.

From the Sales Report Processing menu (G15221), choose Sales History Report.

91.1 Sales History Report Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

91.2 Multi-Year Sales History Report

Figure 91-1 Multi-Year Sales History Report

J.D. Edwards & Company Multi Year Sales History Report - Gross																			
10220 Gross Amount	Prod Code	Brkpoint	Page	1	10220	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Mth/Gr & Change
1103 Bldg	17496 Ryden's Bike Shop	1500	10220	17496 Ryden's Bike Shop	1500	75000.00	89000.00	72000.00	65000.00	55000.00	68000.00	34500.00	38000.00	25000.00	45000.00	54111.00	48500.00	242911.00	19,17-
1103	17496 Ryden's Bike Shop	1500	10220	17496 Ryden's Bike Shop	1500	24000.00	12555.00	12450.00	75000.00	4100.00	15000.00	12000.00	11000.00	14000.00	16000.00	17000.00	14000.00	84000.00	6,47-
1103	17496 Ryden's Bike Shop	1500	10220	17496 Ryden's Bike Shop	1500	9000.00	9100.00	4500.00	14000.00	54000.00	62000.00	32000.00	25000.00	12000.00	14000.00	30000.00	25000.00	140000.00	67,95-
** Total **	Arlin Mall	C Yr	** Total **	Arlin Mall	P Yr	108000.00	110655.00	88950.00	134000.00	113100.00	145000.00	78500.00	65000.00	51000.00	75000.00	103111.00	87500.00	466911.00	42,81-
** Total **	Doing Business As	C Yr	** Total **	Doing Business As	P Yr	108000.00	110655.00	88950.00	134000.00	113100.00	145000.00	78500.00	65000.00	51000.00	75000.00	103111.00	87500.00	466911.00	42,81-
** Total **		C Yr	** Total **		P Yr	108000.00	110655.00	88950.00	134000.00	113100.00	145000.00	78500.00	65000.00	51000.00	75000.00	103111.00	87500.00	466911.00	42,81-

Note: The information in the sample report is not complete. Therefore, the totals do not agree with the rest of the information.

91.3 Terms and Examples Sales History Report

The following terms and examples relate to the comparisons that the report can include based on the processing options. For the examples, assume that the calendar reporting date is June, 2018.

- The current year (C Yr) refers to the 12-month period prior to the reporting date. In the example, then, the total sales for the current year includes all the reported and posted sales from July 1, 2017 through June 30, 2018. This amount is also called the rolling 12-month total.
- The prior year (P Yr) refers to the 12-month period prior to the current year, and the prior-year reporting date is 12-months previous to the calendar reporting date. The total sales for the prior year includes all the sales from July 1, 2016 through June 30, 2017.
- The current year-to-date (YTD (C Yr - YTD Total) refers to the beginning of the current calendar year to the reporting date. The total sales for the current YTD includes all sales from January 1, 2018 through June 30, 2018.
- The prior YTD (P Yr - YTD Total) refers to the beginning of the prior calendar year to the prior-year reporting date. The total sales for the prior YTD includes all sales from January 1, 2017 through June 30, 2017.

91.4 Guidelines

The following items relate to the setup for the DREAM Writer versions of the report:

- You can set up the Data Selection screen so that the report runs more efficiently. To do this, specify only the calendar years that are included in the 24-month period prior to the reporting date.
- For any DREAM Writer version of the report, the following fields are required as the first five fields on the Data Sequence Set-up screen:

Field	Field
Property/Building (Business Unit)	Lease Number
Product Code	Unit No (Unit Number)
Doing Business As (DBA Number)	

They can, however, appear in any order that you desire.

Sales Overage Generation

This chapter contains these topics:

- [Section 92.1, "Sales Overage Generation Procedures,"](#)
- [Section 92.2, "Sales Overage Billing Report,"](#)
- [Section 92.3, "Processing Options,"](#)
- [Section 92.4, "Guidelines."](#)

This program lets you generate a batch of A/R invoices or A/P vouchers for sales overage. It is based on the Sales Overage Master file (F15013). The system gathers posted, unprocessed sales information from the Tenant Sales History file (F1541) and also uses information from the following files:

File	File
Tenant/Lease Master (F1501)	Minimum Rent/Recoveries Master (F15015)
Product Scale Master (F15014)	Sales Reporting Control file (F1540)

The system places the batch in the Tenant/Lease Billings Detail file (F1511). Note the following:

- For the billing records in the Billings Generation Control Master file (F15011), the related Billing Period field is updated to G (Generated).
- The generation type for sales overage is 3.
- A processing option controls whether the system prints the Sales Overage Calculation Register, which is a list of the calculation details for a batch of sales overage billings. It lets you review this information for accuracy prior to posting the batch. JD Edwards World recommends that you print this report and keep it as a record because it is the only report of the calculations for sales overage.

Caution: All the relevant product scale records must be set up and all the related sales information must be posted before you generate the sales overage billings. For an overview of sales overage, see [Chapter 79, "Sales Overage Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Overage Generation.

92.1 Sales Overage Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

92.2 Sales Overage Billing Report

Figure 92–1 Sales Overage Billing Report

15120 J.D. Edwards & Company										Page Number	1		
Sales Overage Billing - January										Date	6/04/08		
										Batch Number	615881		
Lease Number	Description	Y/R	C	Begin	End	Over M	Mo/Fr	Mo/Fr	Lee Breakpoint	Gross Sales	Annual'd Sales	Message	
17494	Ryilee's Bike Shop	2	01/17	01/17						104,000.00			
Selling Prod	Business Code	Building	Unit	Unit	Text	Amount One	Amount Two	%	Billing Amount	Annualized Amount	Carry Forward Used	Carry Forward Created	
	15020	1103			Sales (Period, Annualize)	35,000.00	35,000.00						
	15020	1103			Overage Calculation (Rpt,Sales-over)	35,000.00	35,000.00	5.00	1,750.00				
	15020	1103			Sales (Period, Annualize)	24,000.00	24,000.00						
	15020	1103			Overage Calculation (Rpt,Sales-over)	24,000.00	24,000.00	1.00	240.00				
	15020	1103			Sales (Period, Annualize)	45,000.00	45,000.00						
	15020	1103			Overage Calculation (Rpt,Sales-over)	45,000.00	45,000.00	2.00	900.00				
Total Gross Billing											2,890.00		
Prior Gross Billing											2,890.00		
Current Gross Billing											2,890.00		
Net Invoice Amount											2,890.00		

92.3 Processing Options

See [Section 186.31, "Sales Overage Billing - December \(P15120\)."](#)

92.4 Guidelines

The billing period you specify on the Data Selection screen for the DREAM Writer version must be the same as the one you specify in processing option 1. The Billing Period data field must contain X to match the code for the billing frequency.

Part XI

Tenant Sales Analysis Processing

This part contains these chapters:

- Chapter 93, "Sales Analysis Process,"
- Chapter 94, "Sales Analysis Control Revision,"
- Chapter 95, "Square Footage History Generation,"
- Chapter 96, "Sales Analysis Generation,"
- Chapter 97, "Sales Analysis Revisions,"
- Chapter 98, "Sales Analysis Inquiry,"
- Chapter 99, "Sales Analysis Report."

Sales Analysis Process

This chapter contains these topics:

- [Section 93.1, "Terms and Concepts,"](#)
- [Section 93.2, "Sales Analysis Process."](#)

With Real Estate Management related to retail sales, sales analysis requires a wide range of formats in order to analyze and compare similar projects. Therefore, the sales analysis module is exclusively for analytical and reporting purposes and does not generate invoices. It is typically used by owners and their marketing experts. This chapter is an overview of the sales analysis process.

93.1 Terms and Concepts

93.1.1 Analysis Period

The analysis period can be one or more of the following: monthly, quarterly, and year-to-date (YTD). Projections are also made based on the YTD amounts.

93.1.2 Sequence

The information can be shown in a specific sequence in which the detail lines are sorted with the best performers appearing first. Such reports, which are called ranking reports, have the lines sorted according to one of the following sales figures:

- Analysis period for the current year
- Same period in the prior year
- Change from the prior year
- Percentage increase or decrease

These figures can relate to either gross or per-square-foot amounts.

93.1.3 Level of Summary

The level of summary (detail) can be one line at the project level or numerous lines according to the units, tenants, product codes, and so on. For example, you might want a ranking of 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. The same level of detail can also be printed on separate reports but ranked according to different sales figures.

93.1.4 Item Count

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 show how many tenants are represented by that mall or how many different products are sold in it.

93.1.5 Control of Invalid Comparisons

Invalid comparisons for sales information result from either of the following situations:

- 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 started the business after the prior year began or if no sales were reported for any one of the months involved.
- The square footage 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 square footage at one level does not necessarily cause a higher level of comparison to be invalid. For example, a comparison between two shopping malls might not be invalid because of the lack of sales for a given tenant. This could be the case when the overall performance of the malls is being analyzed without regard to attrition and vacant space.

93.1.6 Sales Analysis Summary Code

The sales figures that the system uses for analysis, comparison, and ranking are calculated at the levels of detail required by the user. These requirements, which are called key structures, are stored in the Sales Analysis (Summary) Control file (F1544). The system performs the calculations when the sales figures are generated and places the results in the Sales Analysis Reporting file (F1543). This logic makes the process more efficient in that the system has to create the records only once. The same records can then be viewed online or reported in an unlimited number of ways as defined by the user.

The sales analysis summary code identifies the definition and key structure that controls the generation of the sales figures.

Definition

You use the Sales Analysis Control Revisions screen to set up each level of detail required to support the analysis of sales information. The setup can include the following:

- Any combination of the following key fields (flags) as the key structure:

Field	Field
Building (Business Unit)	Project Number
Tenant (Address Number)	Company
Unit Number	Lease Number (Order Number)
Doing Business As (DBA)	ULI (Urban Land Industry) Code
Floor Number	Reporting Codes 11-15
Product Code	

- One or more of the key fields as an item count
- Whether the sales analysis is automatically generated when you run the Post Sales to History program
- Whether the square footage related to the definition is automatically maintained by the system
- Whether invalid comparisons are excluded
- The basis for the square footage (building total, unit total, rentable, or usable)

Generated Information

The information that is generated and stored in the Sales Analysis Reporting file relates to the following four categories:

- System-controlled

The summary code, century, year, and reporting period are supplied by the system. The reporting period works in conjunction with the Report Year Beginning Month field in the Real Estate Management Constants file (F1510) to determine the quarterly and YTD time periods.
- User-controlled

The user identifies this information with the flags for the key structure.
- Sales analysis

The system calculates the sales figures as they relate to the analysis period and sequence such as the YTD gross sales, sales per square foot for the same period in prior year, the change in quarterly sales, and so on.
- 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.

93.2 Sales Analysis Process

Before you begin the sales analysis process, set up the following information:

- Real Estate Management constants
- Facility, tenant, and lease information
- Product codes and other user defined codes

The sales analysis process involves the following tasks:

1. Enter and post the sales information.
2. Set up the sales analysis summary codes.
3. Generate the square footage history.
4. Generate and revise the sales figures.
5. Analyze the sales figures.

93.2.1 Enter and Post the Sales Information

The programs that you choose from the Sales Report Processing menu (G15221) let you enter and post the sales reports that you receive from the tenants. For more

information about this process, see the related chapters in [Part X, "Sales Overage"](#) of this guide.

93.2.2 Set Up the Sales Analysis Summary Codes

The Sales Analysis Control Revision screen lets you set up and work with the sales analysis summary codes. The information is stored in the Sales Analysis (Summary) Control file and controls the generation of the sales figures. Each code identifies the key structure for a level of summary (detail) in the Sales Analysis Reporting file. Each record in this file is the combined information from the Tenant Sales History file (F1541) that matches the key fields for the summary code during the sales analysis generation.

93.2.3 Generate the Square Footage History

The Square Footage History Generation program generates the history of square footage for sales analysis. When the program is run, the system gathers the information related to square footage and updates the following files: Sales Analysis Reporting (F1543), Sales Analysis (Summary) Control (F1544), Square Footage History (F1545), and Square Footage Comparison Log (F1546).

This is necessary if you use square footage for the comparisons in sales analysis. The Sq Ft Control Flag field in the Sales Analysis Control file controls whether the system automatically generates the square footage history. This automatic update occurs when you run the Sales Analysis Generation program and the Sq Ft Generation Flag in the Sales Analysis Control file indicates the square footage is not current. If it is not generated in this way, note the following:

- You must run Square Footage History Generation directly from the menu.
- Running the history generation from the menu can be time consuming.
- A processing option controls whether a report is printed for review.

93.2.4 Generate and Revise the Sales Figures

Sales Analysis Generation

This program lets you summarize the information for sales analysis. It is based on the Sales Analysis (Summary) Control file (F1544) and also uses information from the following files: Tenant/Lease Master (F1501), Tenant Sales History, and Square Footage History. The generated information is placed in the Sales Analysis Reporting file (F1543).

The Sales Analysis Flag field in the Sales Analysis Control file controls whether the sales analysis is automatically generated when you run the Post Sales to History program. If it is not generated in this way, note the following:

- You must run Sales Analysis Generation directly from the menu.
- When you post to history, the system still updates sales for periods in the Sales Analysis Reporting file for which sales analysis has already been generated.
- The processing options control whether a report is printed for review.

Sales Analysis Revisions

This screen lets you review and revise the information in the Sales Analysis Reporting file. For example, you could review how the sales calculations are derived and the differences between the rolling sales and the year-to-date (YTD) sales. Then you could

change or delete the detail lines with information that is not valid or is incomplete. A processing option controls whether the system recalculates the related information interactively according to the changes you make.

Any records that have been changed, recalculated, or deleted can be reset to the original information. To do this, you must rerun the related DREAM Writer version of the Sales Analysis Generation program.

93.2.5 Analyze the Sales Figures

Sales Analysis Inquiry

This screen lets you display the information in the Sales Analysis Reporting file by summary code. In addition, you can compare and summarize the sales figures interactively and visually with a bar graph.

Sales Analysis Report

With this report, you can use different DREAM Writer versions called ranking reports to sort the sales analysis information by building, tenant, and product code. It is based on the Sales Analysis Reporting file.

Sales Analysis Control Revision

This chapter contains these topics:

- [Section 94.1, "Add a Sales Analysis Summary Code,"](#)
- [Section 94.2, "Display a Summary Code,"](#)
- [Section 94.3, "Change a Summary Code,"](#)
- [Section 94.4, "Delete a Summary Code,"](#)
- [Section 94.5, "Guidelines."](#)

The Sales Analysis Control Revision screen lets you set up and work with the sales analysis summary codes. This information is stored in the Sales Analysis (Summary) Control file (F1544) and controls the generation of the sales figures. Each code identifies the key structure for a level of summary (detail) in the Sales Analysis Reporting file (F1543). Each record in this file is the combined information from the Tenant Sales History file (F1541) that matches the key fields for the summary code during the sales analysis generation.

For an overview of sales analysis, see [Chapter 93, "Sales Analysis Process"](#) in this guide.

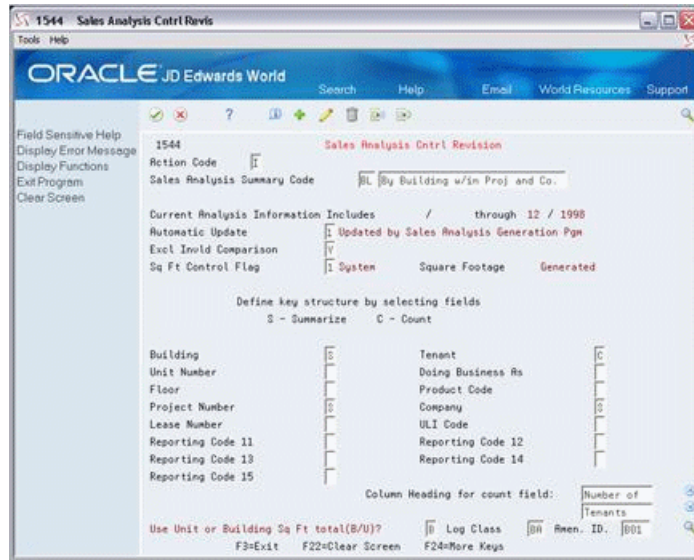
Navigation

From the Real Estate Management System menu (G15), choose Sales Overage

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Analysis Processing.

From the Tenant Sales Analysis Processing menu (G15222), choose Sales Analysis Cntrl Revision.

Figure 94–1 Sales Analysis Control Revisions screen



94.1 Add a Sales Analysis Summary Code

To define a summary code, type A in the Action Code field, type a two-character code of your choice in the Sales Analysis Summary Code field followed by a description, type the appropriate information related to the key structure, and press Enter. Note the following:

- Type S (Summarize) in one or more of the key fields (flags) to identify the summary level.
- The system prompts you for more information at the bottom of the screen depending on the key fields you choose to summarize.
 - If you choose Tenant, Doing Business As, Product Code, Lease Number, ULI Code, or any of the Reporting Codes: User Rentable or Useable Sq Ft (R/U)?
 - If you choose Building, Project Number, or Company: Use Unit or Building Sq Ft total (B/U)?
 - If you choose Building, Unit Number, Floor, or Project Number: Log Class and Amen. ID (Amenity Identification)

This information identifies the log line in the respective facility setup that contains the square footage to be used for sales analysis.

- Type C (Count) in one or more of the key fields for an item count. Note that if more than one field is identified for a count, the count is the total of all the unique combinations possible for the items. For example, suppose a shopping mall has three stores (A, B, and C) with three similar products (1, 2, and 3). If the sales analysis is set up to be summarized by building and the count is totaled by both tenant and product code, the count is nine (A1, B1, C1, A2, B2, C2, A3, B3, C3).
- When you choose a key field for an item count, the system prompts you at the bottom of the screen to specify the related column heading. This heading, which can be two lines of text, appears on the sales analysis reports.

94.2 Display a Summary Code

To display the definition for a summary code, type I in the Action Code field, type the code in the Sales Analysis Summary Code field, and press Enter.

You can also use the roll keys to scroll through the existing information in the Sales Analysis Control file.

94.3 Change a Summary Code

To change the information that you have displayed, type C in the Action Code field, type the appropriate information, and press Enter.

94.4 Delete a Summary Code

To delete the information that you have displayed, type D in the Action Code field and press Enter.

94.5 Guidelines

- You can affect the automatic processing for sales analysis.
 - The Automatic Update field controls whether the sales analysis is automatically generated when you run the Post Sales to History program. Note that if you choose to do this, the processing time increases during the post. If it is not, you must run Sales Analysis Generation directly from the menu.
 - The Sq Ft Control Flag field controls whether the square footage related to the summary code is updated automatically in the Square Footage History file (F1545) and other sales analysis files. If it is not, you must run Sq. Ft. History Generation directly from the menu, which can be time consuming. The automatic update occurs when you run the Sales Analysis Generation program and the Sq Ft Generation Flag in the Sales Analysis Control file indicates the square footage is not current.
- After you have generated the sales analysis for a summary code, the system does not let you change or delete the definition for the code. To allow this, you must first purge the related information from the Sales Analysis Reporting file. The processing options for Sales Analysis Generation control whether the Sales Analysis Purge program is automatically run in conjunction with the generation. The purge program is also a separate selection on the Global Updates/Purges menu (G1533).

Square Footage History Generation

This chapter contains these topics:

- [Section 95.1, "Square Footage History Generation Report,"](#)
- [Section 95.2, "Square Footage History Generation Procedures."](#)

This program generates the history of square footage for sales analysis. When the program is run, the system does the following:

1. Gathers the information related to square footage from the following files:

File	File
Building (Business Unit) Master (F0006)	Product Scales Master (F15014)
Tenant/Lease Master (F1501)	Log Standards Master (F1503)
Sales Overage Master (F15013)	Unit Master (F1507)

2. Updates the following files:

File	File
Sales Analysis Reporting (F1543)	Square Footage History (F1545)
Sales Analysis (Summary) Control (F1544)	Square Footage Comparison Log (F1546)

This is necessary if you use square footage for the comparisons in sales analysis. The Sq Ft Control Flag field in the Sales Analysis Control file controls whether the system automatically generates the square footage history. This automatic update occurs when you run the Sales Analysis Generation program and the Sq Ft Generation Flag in the Sales Analysis Control file indicates the square footage is not current. If it is not generated in this way, note the following:

- You must run Sq. Ft. History Generation directly from the menu.
- Running the history generation from the menu can be time consuming.
- A processing option controls whether a report is printed for review.

For an overview of sales analysis, see [Chapter 93, "Sales Analysis Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Analysis Processing.

From the Tenant Sales Analysis Processing menu (G15222), choose Sq. Ft. History Generation.

95.1 Square Footage History Generation Report

Figure 95–1 Square Footage History Generation Report (1 of 2)

15830	J.D. Edwards & Company										Page -	1				
Square Footage History Generation											Date -	6/04/09				
Summary Code. . . BL By Building w/in Proj and Co. . . Generate Square Footage . . . Building Square Footage											Log Type	BA Log ID B01				
Co	Project	Building	Fir.	Unit	Tenant	Lease	Number	Code	ULI	11	12	13	14	Begin	Ending	Square Feet

Figure 95–2 Square Footage History Generation Report (2 of 2)

150	15010	15020												00/00/00	177,200.00
151	15110	15120												00/00/00	40,000.00
151	15110	15121												00/00/00	50,000.00
151	15110	15130												00/00/00	14,000.00
151	15110	15140												00/00/00	25,000.00
152	15110	15210												00/00/00	50,000.00
153	15110	15310												00/00/00	190,000.00

95.2 Square Footage History Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Sales Analysis Generation

This chapter contains these topics:

- [Section 96.1, "Sales Analysis Generation Report,"](#)
- [Section 96.2, "Sales Analysis Generation Procedures,"](#)
- [Section 96.3, "Processing Options,"](#)
- [Section 96.4, "Guidelines."](#)

This program lets you summarize the information for sales analysis. It is based on the Sales Analysis (Summary) Control file (F1544) and also uses information from the following files: Tenant/Lease Master (F1501), Tenant Sales History (F1541), and Square Footage History (F1545). The generated information is placed in the Sales Analysis Reporting file (F1543).

The Sales Analysis Flag field in the Sales Analysis Control file controls whether the sales analysis is automatically generated when you run the Post Sales to History program. If it is not generated in this way, be aware of the following:

- You must run Sales Analysis Generation directly from the menu.
- When you post to history, the system still updates sales for periods in the Sales Analysis Reporting file for which sales analysis has already been generated.
- The processing options control whether a report is printed for review.

For an overview of sales analysis, see [Chapter 93, "Sales Analysis Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Analysis Processing.

From the Tenant Sales Analysis Processing menu (G15222), choose Sales Analysis Generation.

96.1 Sales Analysis Generation Report

Figure 96–1 Sales Analysis Generation Report

15143	J.D. Edwards & Company				Page -	1
Gen Sales Analysis - All Summary Codes				Date -	6/04/08	
Su Re Rpt	Sales Hist	Generation	YTD Sales	YTD Sales		
Cd Pd Year	Count	Count	This Year	Last Year		

TF 12 2017	5	4	1,418,205.00			

96.2 Sales Analysis Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

96.3 Processing Options

See [Section 186.32, "Gen Sales Analysis - All Summary Codes \(P15143\)."](#)

96.4 Guidelines

The Sq Ft Control Flag field in the Sales Analysis Control file controls whether the system automatically runs the Square Footage History Generation program when you run Sales Analysis Generation. In this case, the Sq Ft Generation Flag in the Sales Analysis Control file must indicate that the square footage is not current.

Sales Analysis Revisions

This chapter contains these topics:

- [Section 97.1, "Display Sales Analysis Summary,"](#)
- [Section 97.2, "Change Sales Analysis Information,"](#)
- [Section 97.3, "Delete Displayed Sales Analysis Information,"](#)
- [Section 97.4, "Processing Options,"](#)
- [Section 97.5, "Guidelines,"](#)
- [Section 97.6, "Technical Considerations."](#)

The Sales Analysis Revisions screen lets you review and revise the information in the Sales Analysis Reporting file (F1543). For example, you could review how the sales calculations are derived and the differences between the rolling sales and the year-to-date (YTD) sales. Then you could change or delete the detail lines with information that is not valid or is incomplete. A processing option controls whether the system recalculates the related information interactively according to the changes that you make.

Any records that have been changed, recalculated, or deleted can be reset to the original information. To do this, you must rerun the related DREAM Writer version of the Sales Analysis Generation program.

For an overview of sales analysis, see [Chapter 93, "Sales Analysis Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Analysis Processing.

From the Tenant Sales Analysis Processing menu (G15222), choose Sales Analysis Revisions.

Figure 97-1 Sales Analysis Revisions screen

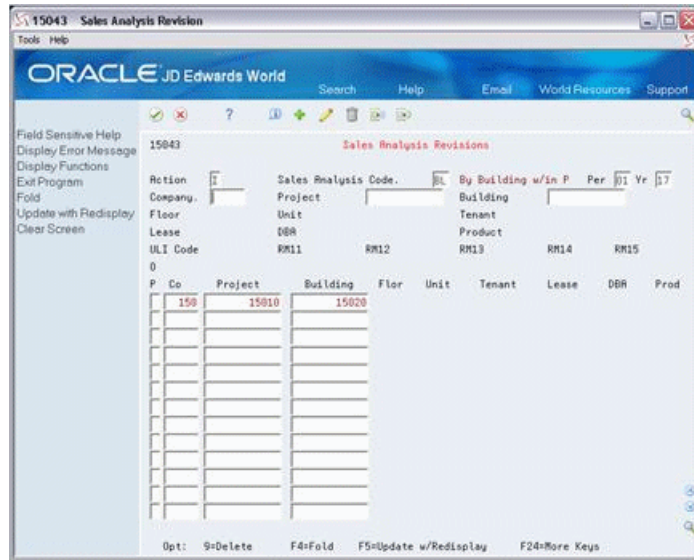
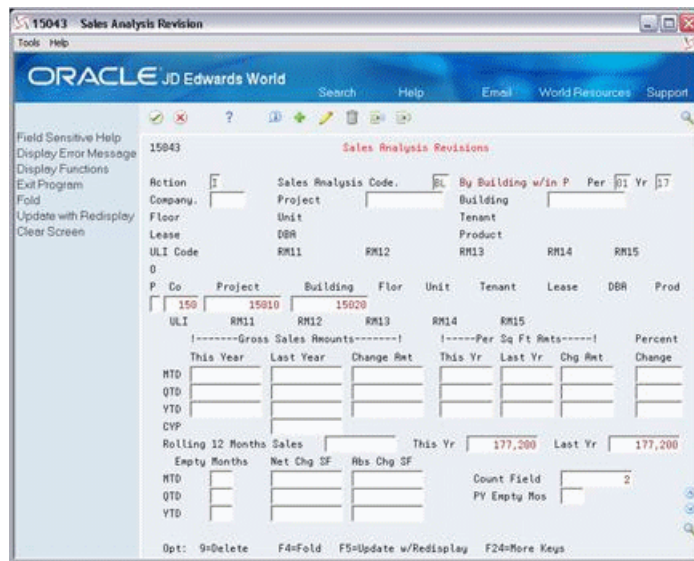


Figure 97-2 Sales Analysis Revisions (Fold Area) screen



97.1 Display Sales Analysis Summary

To display the sales figures for a sales analysis summary code, type I in the Action Code field, type the code in the Sales Analysis Code field, and press Enter. Note the following:

- You can limit the information that is displayed by using the fields in the upper part of the screen. When you enter more values in combination, the search is more specific. However, you can use only the fields that are defined in the key structure for that code. The system verifies the code against the Sales Analysis (Summary) Control file (F1544) and protects the fields that are not relevant.
- The Per (Period) and Yr (Year) fields control the reporting period for the information that you want to display. If you leave these fields blank, the screen displays the most recent period for which sales analysis has been generated.

97.2 Change Sales Analysis Information

To change the information that you have displayed, type C in the Action Code field, type the appropriate information, and press Enter or F5. If automatic recalculation is active, the system recalculates the related information interactively according to changes you make. Note the following:

- This automatic update involves only the record with which you are working. Changes have no effect across records.

For example, a change to a quarter-to-date (QTD) sales amount for the reporting period 03/17 does not affect the same QTD amounts in the records for 01/17 and 02/17. In the same way, a change to a sales amount in the MTD (Month-to-Date) Last Year field for 03/17 does not affect the sales amount in the MTD This Year field for 03/16.

- The system recognizes only one change at a time. After all the related fields have been recalculated for a change, you can change another field to trigger the recalculation process again.

97.3 Delete Displayed Sales Analysis Information

There are two methods you can use to delete the information that you have displayed:

- To delete all the sales analysis information that you have displayed, type D in the Action Code field and press Enter.
- To delete one or more detail lines, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each line you want to delete, and press Enter or F5.

97.4 Processing Options

In processing option 1, the phrase "related amount fields" refers to the fields that are directly related to the amount that is changed. Therefore, such fields can also be subsequently updated as a result.

97.5 Guidelines

You can use the Report Year Beginning Month field on the P.M. System Constants screen to organize the fiscal periods for the sales information that is displayed on the Sales Analysis Revisions screen. If the field contains 5, for example, the screen displays all sales for all tenants on a May - April fiscal year. The first quarter of sales is then for May, June, and July.

97.6 Technical Considerations

If a change triggers the recalculation process, the related fields are recalculated in a specific sequence to obtain the correct results. The following table shows this sequence for each field that can trigger the process.

Changed Field	Sequence of Recalculated Fields
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
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

Changed Field	Sequence of Recalculated Fields
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
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

Changed Field	Sequence of Recalculated Fields
QTD-Gross Sales Amounts-This Year	1 – QTD-Gross Sales Amounts-Change
	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
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

Changed Field	Sequence of Recalculated Fields
QTD-PSF Amounts-This Year	1 – QTD-Gross Sales Amounts-This Year 2 – QTD-Gross Sales Amounts-Change 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
QTD-PSF Amounts-Last Year	1 – QTD-Gross Sales Amounts-Last Year 2 – QTD-Gross Sales Amounts-Change 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

Changed Field	Sequence of Recalculated Fields
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-Last Year 9 – CYP-PSF Amounts-Change 10 – CYP-Percent Change
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

Changed Field	Sequence of Recalculated Fields
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
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

The following fields are not affected by the recalculation process nor does a change to them trigger the process:

Field	Field
Rolling 12 Months Sales	PY Empty Mos (Prior Year Empty Months)
MTD-Net Change SF	YTD-Empty Months
Count Field	YTD-Net Change SF
QTD-Net Change SF	YTD-Abs Chg SF

Sales Analysis Inquiry

This chapter contains these topics:

- [Section 98.1, "Sales Analysis Inquiry Procedures,"](#)
- [Section 98.2, "Processing Options."](#)

The Sales Analysis Inquiry screen lets you display the information in the Sales Analysis Reporting file (F1543) by summary code. In addition, you can compare and summarize the sales figures interactively and visually with a bar graph. The screen has processing options that let you limit the information and how it is displayed.

For an overview of sales analysis, see [Chapter 93, "Sales Analysis Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Analysis Processing.

From the Tenant Sales Analysis Processing menu (G15222), choose Sales Analysis Inquiry.

Figure 98–1 Sales Analysis Inquiry screen

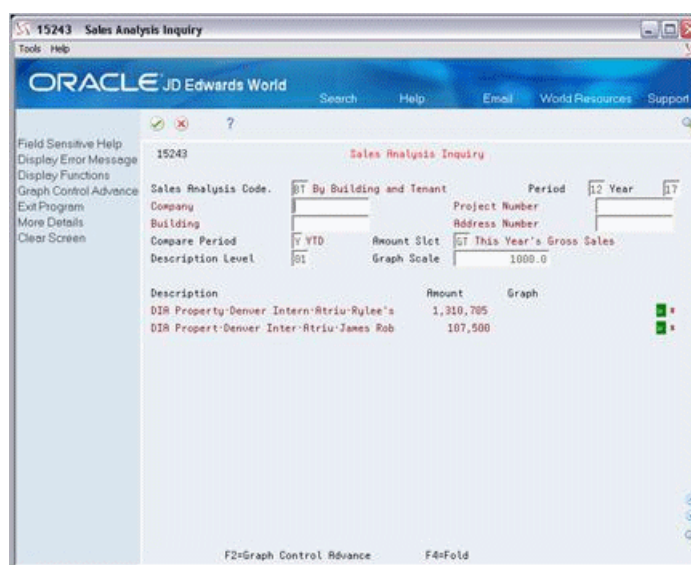
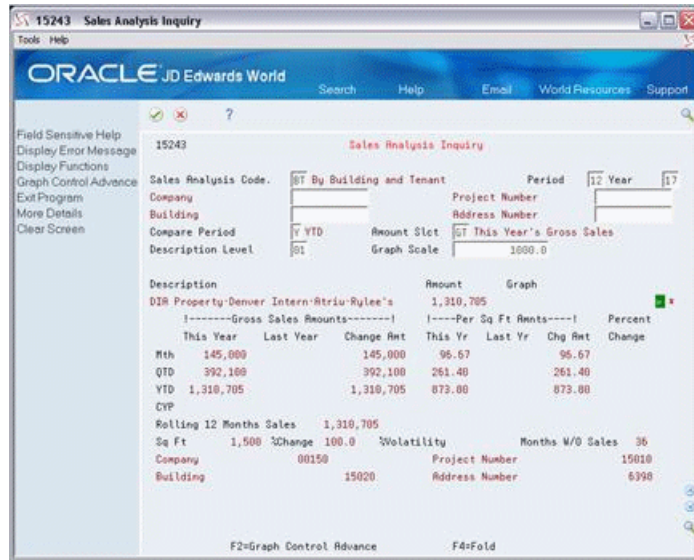


Figure 98–2 Sales Analysis Inquiry (Fold Area) screen



98.1 Sales Analysis Inquiry Procedures

To display the sales figures for a sales analysis summary code, type the code in the Sales Analysis Code field and press Enter. You can limit the information that is displayed by using the fields in the upper part of the screen. Note the following:

- The fields in the upper part of the screen override the respective information that you specify in the processing options.
- Function key 2 (Graph Control Advance) lets you scroll through the available values for the following fields:

Field	Field
Compare Period	Description Level
Amount Slct (Amount Selection)	Graph Scale

To do this, place the cursor in the field that you want to use and press F2. Press Enter to have the system recognize the new value.

- The Period and Year fields control the reporting period for the information that you want to display. If you leave these fields blank, the screen displays the most recent period for which sales analysis has been generated.
- The Description and Description Level fields relate to the key structure that is defined for the summary code. Generally, a larger number for the level causes the detail in the lower part of the screen to be more specific.

For example, suppose the key structure includes the following fields: Company, Project, Building, and Product Code. In this case, there are four levels of detail. If you enter 04 in the Description Level field, the Description field displays a string of four descriptions relating to the specific combination of a company, project, building, and product. If you enter 01, the screen displays only one description for the company.

- The sales figures in the Amount field are controlled by the Amount Slct field.

- The Graph field is a visual representation of the sales figures. An arrowhead (&) in the far right of the bar graph indicates that the bar is greater than the field allows. The Graph Scale field lets you adjust the scale of the bar graph so the entire bar is displayed.
- An asterisk (*) at the right end of a detail line indicates that the information is an invalid comparison.

98.2 Processing Options

See [Section 186.33, "Month Change - By Building/Tenant \(P15243\)."](#)

Sales Analysis Report

This chapter contains these topics:

- [Section 99.1, "Sales Analysis Report Procedures,"](#)
- [Section 99.2, "Report Format Sales Analysis Report."](#)

With this report, you can use different DREAM Writer versions called ranking reports to sort the sales analysis information by building, tenant, and product code. It is based on the Sales Analysis Reporting file (F1543).

For an overview of sales analysis, see [Chapter 93, "Sales Analysis Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Sales Overage.

From the Sales Overage (Percent Rent) menu (G1522), choose Sales Analysis Processing.

From the Tenant Sales Analysis Processing menu (G15222), choose Sales Analysis Report.

99.1 Sales Analysis Report Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

99.1.1 Sales Summary Report

Figure 99-1 Sales Summary Report

15675		J.D. Edwards & Company		Page	1						
Sales Summary by Building w/in Company		With QTD & YTD Compare, and Tenant Count		Date	6/30/98						
Detail	Description	C	I	Current Monthly Sales		Year-to-Date Sales					
				Year	Change	Year	Change				
		Feet	Sq Feet	This Year	Last Year	This Year	Last Year				
		Count	Count	Per Sq Foot	Per Sq Foot	Per Sq Foot	Per Sq Foot				
		Change	Change	Change	Change	Change	Change				
		Percent	Percent	Percent	Percent	Percent	Percent				
Company		30,000	5	1.58	1.58	12,600	4,800	7.16	6.88	.28	3.93
Total		30,000	5	1.58	1.58	12,600	4,800	7.16	6.88	.28	3.93
13025 Atrium Mall		177,200	4	28000	28000	126000	48000	7.16	6.88	.28	3.93
13025 Atrium Mall		177,200	4	28000	28000	126000	48000	7.16	6.88	.28	3.93
13025 Atrium Mall		177,200	4	28000	28000	126000	48000	7.16	6.88	.28	3.93
13025 Atrium Mall		177,200	4	28000	28000	126000	48000	7.16	6.88	.28	3.93
EIA Property Management Co		708,800	12	28000	28000	126000	48000	1.79	1.72	.07	4.07
Total		708,800	12	28000	28000	126000	48000	1.79	1.72	.07	4.07
13130 Gateway Outlet Center		14,000	1	22000	22000	96000	64000	73.14	68.57	4.57	6.67
13130 Gateway Outlet Center		14,000	1	22000	22000	96000	64000	73.14	68.57	4.57	6.67
Gateway Furniture/Shipments		28,000	2	22000	22000	96000	64000	36.57	34.29	2.28	6.65
Total		28,000	2	22000	22000	96000	64000	36.57	34.29	2.28	6.65
Total		764,800	19	50200	50200	228000	112000	2.99	2.84	.15	5.28

99.2 Report Format Sales Analysis Report

All the versions of the report for comparative sales analysis have a basic format that consists of nineteen columns. Starting from the left side of the report, these columns are organized into the following five groups:

99.2.1 Key Information

This group contains three columns: Detail, Description, and IC (Invalid Comparison). The detail and description relate to the key field or flag that is ranked such as building (business unit and description), tenant (address number and name), product (product code and description), and so on. This is controlled by the last field specified in the data sequence of the DREAM Writer version. For example, if the ranking is of tenants, the last field in the sequence must be Address Number. If it is of product, the last field must be Product Code.

An invalid comparison is identified by an asterisk (*) in the IC column. This is controlled by a processing option.

99.2.2 Square Footage

The Square Feet column contains the square footage that relates to the detail line and is defined in the lease.

99.2.3 User-Selected Statistic

This column, which is controlled by a processing option, can be one of the following: 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.

99.2.4 First Set of Sales Figures

This group contains seven columns for the standard sales figures: Gross (This Year, Last Year, and Change), Per Square Foot (This Year, Last Year, and Change), and Percent Change. A processing option controls whether these amounts are monthly, quarterly, year-to-date (YTD), or projected annual.

99.2.5 Second Set of Sales Figures

This group is similar to the first set of sales figures, but you specify a different set of figures for comparison.

Part XII

Expense Participation with Calculation Revisions

This part contains these chapters:

- Chapter 100, "Expense Participation Process,"
- Chapter 101, "E.P. Class Information,"
- Chapter 102, "E.P. Class Adjustments,"
- Chapter 103, "E.P. Class Listing,"
- Chapter 104, "E.P. Information,"
- Chapter 105, "Specific Account Factors,"
- Chapter 106, "E.P. Information Listing,"
- Chapter 107, "E.P. Calculation Generation,"
- Chapter 108, "E.P. Extraction Register,"
- Chapter 109, "E.P. Class Adjustments Listing,"
- Chapter 110, "E.P. Calculation Revisions,"
- Chapter 111, "E.P. Calculation Register,"
- Chapter 112, "Estimated E.P. Generation,"
- Chapter 113, "E.P. Billing Generation,"
- Chapter 114, "Estimated E.P. Edit/Update,"
- Chapter 115, "E.P. Billing History Report."

Expense Participation Process

This chapter contains these topics:

- [Section 100.1, "Terms and Calculation,"](#)
- [Section 100.2, "E.P. Billing Methods,"](#)
- [Section 100.3, "Expense Participation with Calculation Revisions."](#)

In the Real Estate Management industry, the process of billing tenants a prorata share of operating expenses related to a property or building is referred to as one of the following: expense participation (E.P.), common area maintenance (CAM), expense pass-through, rebills, escalations, triple net (NNN), and building operating costs (BOCs). Such expenses can include utilities, taxes, insurance, maintenance, cleaning, advertising, and promotions.

JD Edwards World uses the term expense participation within the Real Estate Management system, which can calculate invoices for almost any form of expense sharing. This chapter is an overview of the E.P. process.

100.1 Terms and Calculation

The following table identifies and illustrates the steps and terms involved in the calculation for expense participation. A detailed explanation of this information follows the table.

STEP	TERMS	SAMPLE CALCULATION
1	Expense class	+ 40,000
1	Class exposure	\$ 40,000
2	Adjustment factor	x 0.50
2	Gross-up factor	x 1.25
2	Transaction exclusion	N/A
2	Account exclusion	- 1,000
2	Adjustment amount	+ 5,000
2	Administration fee	+ \$1,450
2	Adjustment Amount	- 2,000
2	Total exposure	\$ 28,450
3	Class limit (class ceiling)	> 25,000
3	Adjusted exposure	\$ 25,000

STEP	TERMS	SAMPLE CALCULATION
4	Base exclusion (expense stop)	- 5,000
4	Net exposure	\$ 20,000
5	Share factor	x 0.50
5	Gross share	\$ 10,000
6	Share (lease) limit	15,000
6	Subgroup limit	> 9,000
6	Group limit	12,000
6	Adjusted share	\$ 9,000
7	Occupancy adjustment factor	x 0.75
7	Net share	\$ 6,750
8	Administration fee	N/A
8	Estimated billings	- 5,000
8	Billable amount	\$ 1,750

Note: Unless otherwise stated, the setup information used in the following steps is supplied from the Tenant Class Master file (F15012) and updated from the E.P. Information screen.

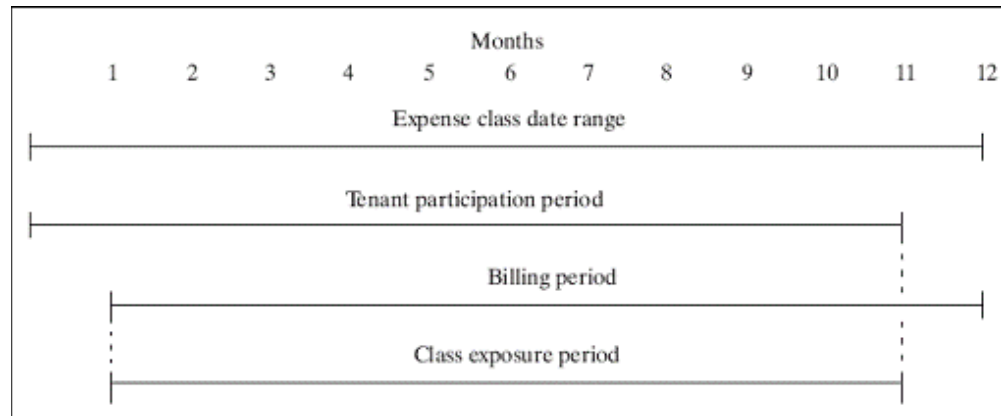
100.1.1 Step 1

Identify the operating expenses by business unit (property or building number), account number, and time period. Then group these expenses into expense classes to make it easier to process and maintain them. This setup information is stored in the Expense Participation Class Master file (F1530) and updated from the E.P. Class Information screen.

The specific amount for an expense class is the class exposure. This amount is the total of all the transactions posted to the accounts specified in the expense class during the period for which the following three date ranges overlap:

- E.P. expense class date range. It is controlled by the effective dates in the Expense Participation Class Master file (F1530).
- Tenant participation period. It is controlled by the effective dates in the Tenant Class Master file (F15012).
- Billing period. It includes the period from the DREAM Writer version of the E.P. generation program and all previous periods not marked with an X in the definition for the billing frequency.

The following illustration shows the relationship between these date ranges and the time period for the class exposure:

Figure 100–1 Date Ranges and Class Exposure

In the sample calculation, the class exposure is \$40,000.

100.1.2 Step 2

Adjust or factor the class exposure if necessary. The resulting amount is the total exposure. This step includes the following sequence of variables:

1. Adjustment factor. It is supplied from the Expense Participation Class Master file and updated from the E.P. Class Information screen. In the sample calculation, the \$40,000 class exposure is multiplied by a 0.50 adjustment factor for a new exposure of \$20,000.
2. Gross-up factor. It is controlled by the Percentage Gross-Up and Computation Method fields in the Tenant Class Master file.
 - With a computation method other than N, O, U, and V, the gross-up percentage is used directly as the factor to increase or decrease the exposure.

Note: In this case, the gross-up percentage is not a true markup of expenses. For example, if the method is X and the gross-up percentage is .60 (60 percent), the system actually reduces the exposure amount by 40 percent. Therefore, in this case, the gross-up percentage must be 1.60 for a 60 percent markup.

- With methods N and U, the system compares the gross-up percentage with the percentage of occupied square feet for the building. In this case, the lease calls for expenses to be increased based on a certain occupancy percentage.
 - If the method is U and the occupancy percentage is less than the gross-up percentage, the latter is divided by the former to determine the gross-up factor. When multiplied by this factor, therefore, the exposure amount is increased so it is equivalent to an occupancy percentage equal to the gross-up percentage.
 - If the method is N and the occupancy percentage is greater than the gross-up percentage, 100 percent is divided by the occupancy percentage to determine the gross-up factor. When multiplied by this factor, therefore, the exposure amount is increased so it is equivalent to an occupancy percentage of 100.

- Methods O and V are like methods N and U, respectively, except the system uses the percentage of occupied square feet for the property instead of the building.

In the sample calculation after the adjustment factor is applied, the exposure amount is multiplied by a 1.25 gross-up factor for a new exposure of \$25,000.

3. Transaction exclusion. It is supplied from the Expense Participation Billing Register (Calculation Details) file (F1538) and updated from the E.P. Calculation Revisions screen. Such an amount, which relates to one or more transactions that you want to exclude from the expenses, is manually entered during the E.P. process. The sample calculation does not include a transaction exclusion.
4. Account exclusion. It is supplied from the Tenant Class Account Exclusion file (F1533) and updated from the Specific Account Factors screen. You actually enter it as the percentage of the amount you want to include for the account. The system then subtracts this percentage from 100 to determine the percentage to be excluded and multiplies the specific expense amount by it. This results in the exclusion amount.

In the sample calculation, a \$1,000 exclusion is subtracted from the exposure amount for a new exposure of \$24,000.

5. Adjustment amount. It is supplied from the Expense Participation Class Adjustment file (F1531) and is updated from the E.P. Class Adjustments screen. The Calculation Placement field controls whether the amount is applied before or after the administration fee. In the sample calculation, a \$5,000 adjustment is added before the administration fee for a new exposure of \$29,000. A \$2,000 adjustment is also subtracted after the administration fee is applied.
6. Administration fee. It is controlled by the Fee Rate and Fee Basis fields in the Tenant Class Master file. The fee basis designates whether the fee is applied to the exposure amount or to the tenant's net share (step 8 in the sample calculation). To calculate the fee, the system multiplies the designated amount by the fee rate.

In the sample calculation, the exposure amount of \$29,000 is multiplied by a fee rate of .05 (five percent) for a result of \$1,450. After this fee is added to the exposure amount and the second adjustment amount is applied, the result is a total class exposure of \$28,450.

Note: The administration fee is applied to the exposure amount in the sample calculation. Therefore, in this case, the fee in step 8 is not applicable.

100.1.3 Step 3

Compare the total exposure to the class limit, which is the upper limit or ceiling for the class expenses, and choose the lesser amount. The result is the adjusted exposure from which the tenant's share is calculated. In the sample calculation, the total exposure of \$28,450 is greater than the class limit of \$25,000, so the adjusted exposure is \$25,000.

100.1.4 Step 4

Reduce the adjusted exposure by the amount for a base exclusion. This amount, which is commonly referred to as an expense stop, is the expense level at which the owner of the building stops absorbing all of the expense burden and the tenant starts to participate. It can also be escalated on an annually compounded basis according to the following formula:

Base exclusion X compound factor N

The compound factor is raised to the power of N, where N is the difference in years between the billing year and the base year. (It is assumed that the exclusion is not deducted until one year after the base year.) Suppose, for example, the compound factor is 1.05, the base year is 2014, and the billing year is 2017. The factor is then 1.05 raised to the power of 3, which is equal to 1.16.

After the exclusion is applied, the resulting amount is the net exposure. In the sample calculation, a base exclusion of \$5,000 is subtracted from the adjusted exposure for a net exposure of \$20,000.

100.1.5 Step 5

Multiply the net exposure by the tenant's share factor to calculate the gross share for that tenant. The share factor is a decimal fraction that is a result of dividing a numerator, which is usually the tenant's square footage, by a denominator, which is usually the gross, rentable, or rented square footage for the building or property.

This information is controlled by the Occupancy Factor (Tenant Square Feet), E.P. Code, and Computation Method fields in the Tenant Class Master file. With the Percent Override field, the share factor can also be user defined.

In the sample calculation, the \$20,000 net exposure is multiplied by a 0.50 share factor for a gross share of \$10,000.

Note: When a calculation within the expense participation process involves division as the mathematical function and the numerator or denominator is zero, the result is zero. The system stops the E.P. calculation when this occurs, and the billable amount is zero.

100.1.6 Step 6

Compare the gross share to the following three limits: share (lease), subgroup, and group. Choose the least amount to become the adjusted share. If the total of the related classes within a group or subgroup exceeds the common limit, the limit amount is prorated to determine the adjusted share for each class. This proration is based on the gross share for each class.

In the sample calculation, the share limit for the class is \$15,000. The class is also a part of a subgroup within a group, and the respective limits have been prorated to \$9,000 and \$12,000 for the class. The least amount for this step in the calculation is the subgroup limit, so the adjusted share is \$9,000.

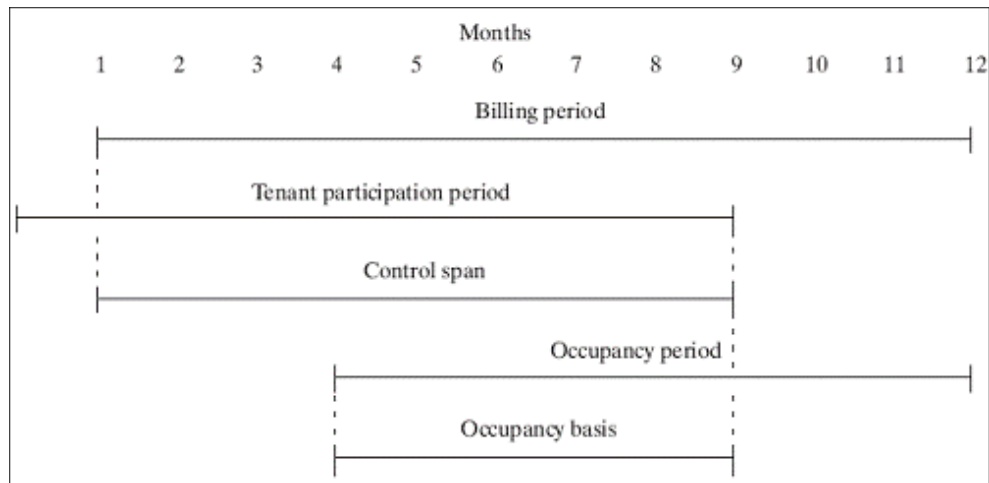
100.1.7 Step 7

Multiply the adjusted share by the occupancy adjustment factor of the tenant to calculate the net share. The occupancy factor is usually for a partial year in which the tenant has moved in or out and is based on the following five date ranges:

- Billing period. It includes the period from the DREAM Writer version of the E.P. generation program and all previous periods not marked with an X in the definition for the billing frequency.
- Tenant participation period. It is controlled by the effective dates in the Tenant Class Master file.

- Control span. It is the overlap of the billing period and the tenant expense participation period.
 - Occupancy period. It is controlled by the occupancy dates in the Tenant Class Master file.
 - Occupancy basis. It is the overlap of the control span and the occupancy period.
- The following illustration shows the relationship between the five date ranges.

Figure 100–2 Relationship Between Date Ranges



The occupancy factor is a decimal fraction that is the result of dividing the occupancy basis by the control span. This calculation is also controlled by the occupancy rule (partial month, half month, and daily).

In the sample calculation, the \$9,000 adjusted share is multiplied by a 0.75 occupancy adjustment factor for a net share of \$6,750.

100.1.8 Step 8

This final step in the E.P. calculation can include the following tasks:

- Increase the net share by an administration fee. Such a fee is controlled by the Fee Rate and Fee Basis fields in the Tenant Class Master file. The fee basis designates whether the fee is applied to the exposure amount (step 2 in the sample calculation) or to the tenant's net share. To calculate the fee, the system multiplies the designated amount by the fee rate. When applied to the net share, the fee appears as a separate pay item on the invoice.

Note: In the sample calculation, the administration fee is applied to the exposure amount in step 2. Therefore, in this case, the fee in step 8 is not applicable.

- Reduce it by the estimated billings. These billings are extracted from the A/R Account Ledger file (F0311) and are identified by the related billing/receipt code, lease (order number), building (business unit), and unit in the Tenant Class Master file. The E.P. billing method and the processing options for the generation programs also control whether estimated billings are included in the calculation.

The result is the tenant's billable amount for a specific E.P. class. In the sample calculation, the estimated billings of \$5,000 is subtracted from the net share for a billable amount of \$1,750.

100.2 E.P. Billing Methods

You generally process expense participation with either of the following methods:

- Calculate the actual prorata share each period and bill the tenant accordingly.
- Estimate a periodic E.P. amount based on the budget for the coming fiscal year. Throughout that year, then, use the recurring billing process to bill the tenant. After the year-end, calculate the actual prorata share for that year and reconcile the difference with the estimated billings.

For example, if the coming year is 2017, you would estimate the E.P. recurring billings in November or December of 2016. In the first quarter of 2018, generate the actual expense participation for 2017 and subtract the total estimated amount that was billed that year.

You can also base the estimates on the actual amounts for the previous year. In this case, you would escalate them for the coming year.

The E.P. method that uses recurring billing is preferred for the following reasons:

- You do not bill the actual amount each period, so it reduces the number of times you must perform the calculations and review during the year.
- It levels the charges throughout the year, which improves your cash flow and evens out expenses for the tenants. For example, when the base exclusion is exceeded, a billing for the excess is not necessary near the end of the year.
- You can base estimated E.P. recurring billings on virtually any actual or budget ledger type, and apply an inflation factor to the actual expenses. In fact, you can generate preliminary estimates based on a preliminary budget, delete the batch of estimates, generate another batch based on a revised budget, and so on.

Note: When the calculation involves amounts from the Account Balances file (F0902), the system uses the Net Posting fields (monthly buckets) and not the Original/Beginning Budget (BORG) field.

With either method, you can also process the information with or without calculation revisions. With calculation revisions, the E.P. process separates the calculation and generation of the E.P. billing information so you can review and revise the calculation details online before the actual billing generation. This can be especially useful when only minor changes need to be made to a large batch of calculations. Otherwise, without calculation revisions, a batch delete and regeneration of billings is necessary.

The process documented in this chapter includes calculation revisions and estimated billings because this combination is most commonly used. The programs involved in this process are selections on the E.P. W/ Calculation Revisions menu (G15231). For information about the process without calculation revisions, see the related section in this guide.

Caution: After you process expense participation with calculation revisions, you cannot process the E.P. information without calculation revisions.

100.3 Expense Participation with Calculation Revisions

Before you begin the E.P. process, set up the following information:

- Real Estate Management constants
- Facility, tenant, and lease information
- E.P. classes, billing frequencies, and other user defined codes
- General accounting and accounts receivable constants
- Object and subsidiary accounts in the G/L chart of accounts
- Bill codes with their automatic accounting instructions (AAIs)

With calculation revisions, the E.P. process involves the following tasks:

1. Set up the expense classes.
2. Set up the E.P. information.
3. Generate the E.P. calculations.
4. Review and revise the calculations.
5. Generate the E.P. billings.

At this point, you can choose to run either of the following programs:

- Estimated E.P. Generation.
 - E.P. Billing Generation. Along with this, the system can automatically run the Estimated E.P. Generation program based on the same batch of calculations.
6. Review, post, and print the invoices.

For more information about the basic operations related to invoices, see [Chapter 16, "Manual Billing Process"](#) in this guide. Note that you cannot use the E.P. process for A/P vouchers.

100.3.1 Set Up the Expense Classes

E.P. Class Information

This screen lets you identify expense accounts from the general ledger and group them into specific classes for expense participation such as common area maintenance, utilities, taxes, and insurance. The E.P. classes make it easier to set up, process, and maintain the expenses, and the system uses them to determine the amount or class exposure in which the tenants participate. This information, which includes the adjustment factor, is stored in the Expense Participation Class Master file (F1530).

E.P. Class Adjustments

This screen lets you specify various adjustment amounts to be applied to the class exposure for an expense class. This information is stored in the Expense Participation Class Adjustment file (F1531).

E.P. Class Listing

This report is a list of the general ledger accounts that an E.P. class includes. Therefore, you can use it to review the information that you set up for a class on the E.P. Class Information screen. It is based on the Expense Participation Class Master file and can also include information from the following files: Account Balances, G/L Account Ledger (F0911), and Expense Participation Class Adjustment.

100.3.2 Set Up the E.P. Information

E.P. Information

This screen lets you quantify the tenant's lease information as it relates to expense participation. This information is stored in the following files: Tenant/Lease Master (F1501), Tenant Class Master (F15012), and Tenant Class Account Exclusion (F1533).

Specific Account Factors

This screen lets you adjust a specific G/L account within an E.P. class assigned to a lease. This information is stored in the Tenant Class Account Exclusion file and Account Master file (F0901).

E.P. Information Listing

This report, which is similar to the Expense Participation section on the Lease Master Listing, provides the billing setup for the leases that use expense participation. If you run the report and review the information before you generate invoices, you can save time and billing errors. It is based on the Tenant Class Master file and also includes information from the Tenant Class Account Exclusion file.

100.3.3 Generate the E.P. Calculation

E.P. Calculation Generation

This program lets you generate the calculations for the E.P. billings so you can review and revise them online before the actual billing generation. It is based on the Tenant Class Master file and primarily affects the Expense Participation Audit file (F1532) and Expense Participation Billing Register file (F1538).

A processing option controls whether the E.P. calculations relate to actual billings or estimated recurring billings.

E.P. Extraction Register

This report lists the G/L transactions that qualify as expense amounts for each E.P. class in a specific billing generation. It is based on the Expense Participation Audit file (F1532).

E.P. Class Adjustments Listing

This report lists the adjustment amounts to be applied to the E.P. classes in a specific billing generation. It is based on the Expense Participation Audit file (F1532) and includes information from the Expense Participation Class Adjustment file (F1531).

100.3.4 Review and Revise the Calculations

E.P. Calculations Revisions

This screen lets you review and revise the calculations online before you generate the actual billings. This information is stored in the Expense Participation Billing Register file.

E.P. Calculation Register

This report, which is a list of the calculation details for a batch of E.P. billings, lets you review this information for accuracy before billing generation. It is based on the

Expense Participation Billing Register file, and includes both the calculated amounts and their related limits for comparison.

100.3.5 Generate the E.P. Billings

Estimated E.P. Generation

This program lets you estimate the recurring billings for expense participation from a batch of calculations. It is based on the Expense Participation Billing Register file. The system creates the Estimated E.P. Recurring Billing workfile (F1502W).

E.P. Billing Generation

This program lets you create a batch of E.P. billings from a batch of calculations that involve the actual amounts for the previous year. The program is based on the Expense Participation Billing Register file and places the batch of billings in the Tenant/Lease Billings Detail file (F1511). The processing options control whether the system uses the same calculations to also estimate the recurring billings for the coming year.

Estimated E.P. Edit/Update

This program works in conjunction with both the Estimated E.P. Generation and E.P. Billing Generation programs to estimate the recurring billings. After you generate the information, you run the edit/update program again to update the Recurring Billings Master file (F1502).

100.3.6 Review, Post, and Print the Invoices

After you have created the billings, the process is similar to the process for manual billings. For more information about the following programs, see the related chapters in [Part III, "Manual Billing"](#) in this guide.

E.P. Invoice Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of transactions for posting. Except for the title, the screen is identical to the Manual Billing Journal Review screen. In fact, all the screens in the journal review process for expense participation are identical to the ones for manual billings. They display and update information in the Batch Control Records file (F0011) and the Tenant/Lease Billings Detail file.

Note the following:

- Processing option 1 must be set to generation type 2 to review batches of E.P. billings or type 6 for estimated E.P. recurring billings.
- The Manual Review Req'd field in the Tenant Class Master file controls whether a manual review is required for a billing after it has been generated. This requirement is also controlled by the Manual Rev Req'd field in the fold area of the Billings Detail Modifications screen, which is the third level in the review process.
- From the Billings Detail Modifications screen, you can access the Extended Invoice Text screen to set up and work with free-form-text for a billing.

Print Billing Edit/Register

The system initially assigns a status of Error to all batches of invoices in the Tenant/Lease Billings Detail file. When you run Print Billing Edit/Register for a batch, the system verifies the invoices against other system information and changes the status of the batch to either Pending or Approved. The status to which it changes

depends on how the Manager Approval of Input field is set in the General Constants file (F0009). If an error exists or if a manual review is required for a document, the batch retains a status of Error.

The system also prints a report that can include a list of the transactions, total amounts, errors, and warnings. A processing option for the E.P. Billing Generation program controls whether the system automatically runs the Print Billing Edit/Register program at the time of the generation.

Post Invoices

For E.P. invoices in the Real Estate Management system, the version of the post program does the following:

- Runs a DREAM Writer version of G/L Transaction Generation (P15199), which creates the A/R and G/L transactions. At this time, it also marks the documents as posted in the Tenant/Lease Billings Detail file.
- Selects unposted invoices from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file.
- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

You must set up the Batch Type Selection processing option for tenant A/R invoices (batch type 2).

Note: With expense participation, you cannot process tenant A/P vouchers, which are batch type / (forward slash).

Print Invoices

You use the Print Invoices program to print an invoice that includes information created during the E.P. process.

E.P. Billing History Report

This report is a list of the billing details for expense participation that have been posted to the general ledger. The report is based on the Expense Participation Billing Register file.

E.P. Class Information

This chapter contains these topics:

- [Section 101.1, "Add E.P. Class Accounts,"](#)
- [Section 101.2, "Display E.P. Class Accounts,"](#)
- [Section 101.3, "Change Displayed E.P. Class Information,"](#)
- [Section 101.4, "Delete Displayed E.P. Class Information,"](#)
- [Section 101.5, "Examples of Account Entries,"](#)
- [Section 101.6, "Guidelines."](#)

The E.P. Class Information screen lets you identify expense accounts from the general ledger and group them into specific classes for expense participation such as common area maintenance, utilities, taxes, and insurance. The E.P. classes make it easier to set up, process, and maintain the expenses, and the system uses them to determine the amount or class exposure in which the tenants participate. The amount can be based on cash or accrual.

This information, which includes the adjustment factor, is stored in the Expense Participation Class Master file (F1530). The specific classes are user defined codes (system 15, type EC) and stored in the User Defined Codes file (F0005).

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Class Information.

Figure 101-1 E.P. Class Information screen

The screenshot displays the 'E.P. Class Information' screen in Oracle JD Edwards World. The title bar shows '1530 E.P. Class Information'. The interface includes a menu bar with 'Tools' and 'Help', and a search bar. On the left, there is a list of functions: Field Sensitive Help, Display Error Message, Display Functions, Exit Program, Print E.P. Class Master, Account Review by Bus, Expense Participation C, and Clear Screen. The main area contains the following fields:

- Action Code: I
- E.P. Class: CAR Common Area Maintenance
- Adjustment Factor: (empty)
- BU: (empty)
- Cash/ accrual: (empty)

Below these fields is a table with the following structure:

0	Business	Unit	Object	Subsid	Object	Subsid	Begin Date	Ending Date
P	15020		6430		6460		01/01/13	12/31/25

At the bottom of the screen, there are keyboard shortcuts: Opt: 9=Delete F8=Print F12=Account by Bus. Unit F13=Adjustments

101.1 Add E.P. Class Accounts

To add accounts to an E.P. class with no existing accounts, type A in the Action Code field, type the class code in the E.P. Class field, type the appropriate information for each account, and press Enter.

Note that the business unit and "from" object account are the minimum information required to specify an account. For more information about how the business unit and account fields work together as well as with wildcards, see [Section 101.5, "Examples of Account Entries"](#) in this chapter.

101.2 Display E.P. Class Accounts

To display the accounts for an E.P. class, type I in the Action Code field, type the class code in the E.P. Class field, and press Enter.

101.3 Change Displayed E.P. Class Information

To change the information that you have displayed for an E.P. class, type C in the Action Code field, type the appropriate information, and press Enter.

101.4 Delete Displayed E.P. Class Information

There are two methods you can use to delete the information you have displayed:

- To delete all the accounts, type D in the Action Code field and press Enter.
- To delete one or more accounts, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each account you want to delete, and press Enter.

101.5 Examples of Account Entries

The following examples show how the entries in the Object and Subsid (Subsidiary) fields for business unit 15020 affect how the system selects the expenses for an E.P.

class. Note that if the Subsid field is blank, the system selects only the object accounts that do not have subsidiaries.

- To include only object account 6430:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	6430			

- To include all the object accounts in a range from 6400 to 6640:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	6430	6640		

- To include all object accounts in a range from 6000 to 8000 that have a subsidiary in a range from 2 to 5:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	6000	2	8000	5

In this example, the E.P. class would include such accounts as 6000.3, 7500.4, and 8000.5. However, it would not include 6000.1, 7020.7, and 8200.4.

Field Wildcard

You can use an asterisk (*) by itself as a wildcard in the Object and Subsid fields.

- To include all the object accounts and subsidiaries:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	*	*		

- To include all the subsidiaries related to object account 6300:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	6300	*		

- To include all the object accounts that are less than 5000 and all their related subsidiaries:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	*	*	5000	*

You can also use the wildcard in the Business Unit field. In this case, the system uses the building number in the Business Unit field of the Tenant Class Master file (F15012) when selecting the expenses. For example, to include only object account 6430 with the tenant's building as the business unit of the billing record:

Business Unit	From Object	From Subsid	To Object	To Subsid
*	6430			

You can use an asterisk (*) as a positional wildcard within the character string for an entry. To illustrate how a positional wildcard is used, suppose that the following object accounts exist in the chart of accounts for business unit 15020:

Account	Description
6400	Labor maintenance
6410	Electrical expenses
6420	Janitorial expenses
6430	Repair expenses
6440	Remodeling expenses
6500	Hallway maintenance
6510	Electrical expenses
6520	Janitorial expenses
6530	Repair expenses
6540	Remodeling expenses
6600	Recreation room maintenance
6610	Electrical expenses
6620	Janitorial expenses
6630	Repair expenses
6640	Remodeling expenses

- To include all the object accounts for maintenance expenses:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	64**	66**		

- To include all object accounts for janitorial and repair expenses:

Business Unit	From Object	From Subsid	To Object	To Subsid
15020	**20	**30		

101.6 Guidelines

- Before you can add accounts to an E.P. class, set up the following information:
 - Expense participation class codes
 - Building
 - Object and subsidiary accounts in the G/L chart of accounts
- The beginning and ending dates for an account control the date range within which the account is active for an expense class. If one of the date fields is blank, the range is open-ended and the account line is not limited by that field. If both fields are blank, the line is always active.

- **Adjustment Factor.** An adjustment factor is optional, but if you choose to type in a value, the class exposure will be multiplied by this factor, adjusting the amount in which all tenants participate.
- The factor is based on a scale of 100 percent. For example, to reduce the exposure by three percent, you enter the decimal fraction .97 in the Adjustment Factor field.
- The E.P. Class Listing is a list of the individual accounts that an E.P. class includes. Therefore, you can use this report to review the information that you set up for a class on the E.P. Class Information screen.

You can secure an expense participation class code so a user cannot print this report for that expense class. To do this, use the BU (Business Unit Security) field on the E.P. Class Information screen. For more information about security, see the *JD Edwards World Technical Foundation Guide*.

E.P. Class Adjustments

This chapter contains these topics:

- [Section 102.1, "Add an Adjustment to an E.P. Class,"](#)
- [Section 102.2, "Display E.P. Class Adjustments,"](#)
- [Section 102.3, "Change Displayed E.P. Class Information,"](#)
- [Section 102.4, "Delete Displayed E.P. Class Information,"](#)
- [Section 102.5, "Guidelines."](#)

The E.P. Class Adjustments screen lets you specify various adjustment amounts to be applied to the class exposure for an expense class. This information is stored in the Expense Participation Class Adjustment file (F1531).

Such an adjustment is usually a future amount that you want to include now. If the adjustment is an increase, for example, you usually then decrease the expense account by the same amount the next year when the actual is posted to the general ledger.

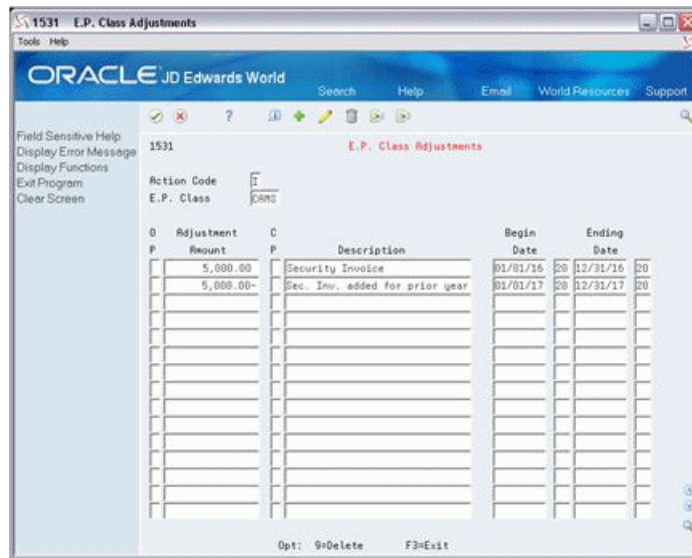
For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Class Information.

From the E.P. Class Information screen, press F13.

Figure 102-1 E.P. Class Adjustments screen

The two adjustments in this example show a security invoice of \$5,000 that was received in December 2016, but was not booked until January 2017.

102.1 Add an Adjustment to an E.P. Class

To add an adjustment to an E.P. class with no existing adjustment amounts, choose Add in the Action Code field, type the class code in the E.P. Class field, type the appropriate information, and then press Enter.

102.2 Display E.P. Class Adjustments

To display the adjustments for an E.P. class, choose Inquire in the Action Code field, type the class code in the E.P. Class field, and then press Enter.

102.3 Change Displayed E.P. Class Information

To change the information that you have displayed for an E.P. class, choose Change in the Action Code field, type the appropriate information, and then press Enter.

102.4 Delete Displayed E.P. Class Information

There are two methods that you can use to delete information you have displayed:

- To delete all the adjustments, choose Delete in the Action Code field and then press Enter.
- To delete one or more adjustments, choose Change in the Action Code field, type 9 in the OP (Option) field for each adjustment you want to delete, and then press Enter.

102.5 Guidelines

- The beginning and ending dates for an adjustment control the date range within which the adjustment is active for an expense class. If one of the date fields is

blank, the range is open-ended and the line is not limited by that field. If both fields are blank, the line is always active.

- The E.P. Class Listing can include the adjustments to an E.P. class. Therefore, you can use this report to review the adjustments you have entered.

E.P. Class Listing

This chapter contains these topics:

- [Section 103.1, "E.P. Class Listing Report,"](#)
- [Section 103.2, "E.P. Class Listing Procedures,"](#)
- [Section 103.3, "Processing Options,"](#)
- [Section 103.4, "Guidelines."](#)

This report is a list of the general ledger accounts that an E.P. class includes. You use it to review the information you set up for a class on the E.P. Class Information screen. You can also specify whether the report includes adjustments to the class and expense amounts for each account.

It is based on the Expense Participation Class Master file (F1530) and can also include information from the following files: Account Balances (F0902), G/L Account Ledger (F0911), and Expense Participation Class Adjustment (F1531).

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Class Listing.

103.1 E.P. Class Listing Report

Figure 103–1 E.P. Class Listing Report

1530P		J.D. Edwards & Company				Page	1
		E.P. Class Master Listing				Date	6/04/08
		Expense Amounts From 01/01/16 Through 12/31/17					
E.P. CLS	E. P. Class Desc.	Business Unit	Object	Subsid	Account Description	Expense Amount	
	CRMS Common Area Maintenan						
		15020	6430		Janitorial	334,300.00	
		15020	6440		Advertising	9,675.00	
		15020	6445		Promotions	6,540.00	
		15020	6450		Window Cleaning	63,000.00	
		15020	6460		Building Maintenance	83,700.00	
					Common Area Maintenan	497,215.00	
					Class Adjustments (1)		
					Class Adjustments (2)		
						497,215.00	
						497,215.00	

103.2 E.P. Class Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

103.3 Processing Options

See [Section 186.34, "E. P. Class Listing - Specific Accounts \(P1530P\)."](#)

103.4 Guidelines

- Processing options control whether the report includes expense amounts. If you have a problem getting the amounts to print, review the options and verify that they are set up properly.
- You can secure an expense participation class code so a user cannot print this report for that expense class. To do this, use the BU (Business Unit Security) field on the E.P. Class Information screen.

E.P. Information

This chapter contains these topics:

- [Section 104.1, "Add E.P. Information,"](#)
- [Section 104.2, "Display E.P. Information,"](#)
- [Section 104.3, "Change Displayed E.P. Information,"](#)
- [Section 104.4, "Delete Displayed E.P. Information,"](#)
- [Section 104.5, "E.P. Groups and Subgroups,"](#)
- [Section 104.6, "Guidelines."](#)

The E.P. Information screen lets you set up and work with the information the system uses to calculate expense participation for a lease. This information is stored primarily in the following files: Tenant/Lease Master (F1501), Tenant Class Master (F15012), and Tenant Class Account Exclusion (F1533). The screen has processing options that control how the system displays and processes the information.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Information.

Figure 104-1 E.P. Information screen

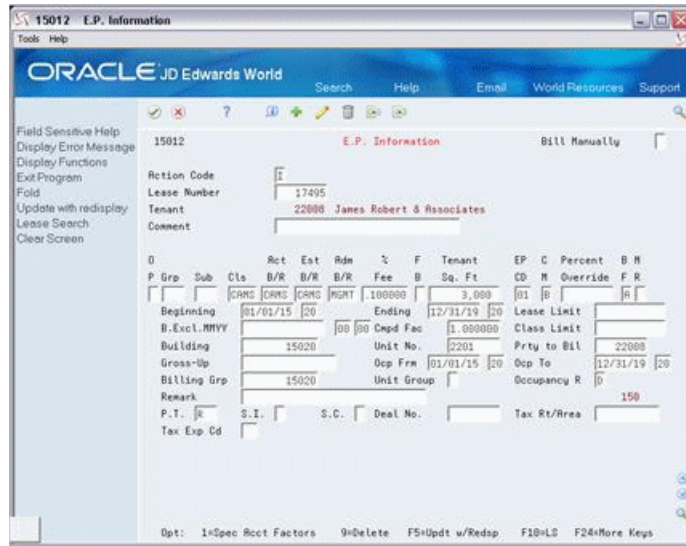
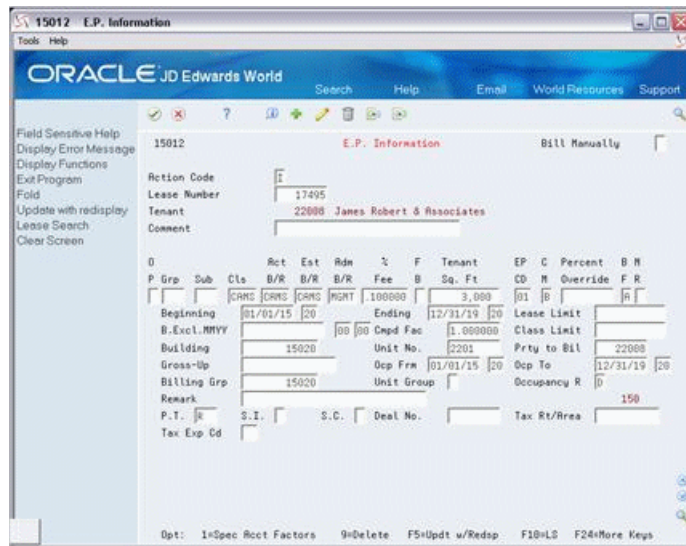


Figure 104-2 E.P. Information (Fold Area) screen



104.1 Add E.P. Information

To define the expense participation for a lease, type A in the Action Code field, type the number of the lease in the Lease Number field, type the appropriate information for the detail lines, and press Enter or F5. Note the following:

- The lease number and billing frequency are the minimum information required to add E.P. information.
- The system automatically supplies information to the following fields from the lease in the Tenant/Lease Master file. However, you can also manually type different information in them.

Field	Field
Tenant	Prty to Bil (Party to Bill)

Field	Field
Tenant Sq.Ft. (Tenant Square Feet)	Oc Dte Frm (Occupancy Date From)
Beginning	Oc Dte To (Occupancy Date To)
Ending	Billing Grp (Billing Group)
Building	Occupancy R (Occupancy Rule)
Unit No. (Unit Number)	P.T. (Payment Terms)

104.2 Display E.P. Information

To display the E.P. information for a lease, type I in the Action Code field, type the number of the lease in the Lease Number field, and press Enter.

104.3 Change Displayed E.P. Information

To change the information that you have displayed for a lease, type C in the Action Code field, type the appropriate information, and press Enter or F5.

104.4 Delete Displayed E.P. Information

There are two methods that you can use to delete the information that you have displayed:

- To delete all the E.P information for a lease, type D in the Action Code field and press Enter.
- To delete one or more detail lines, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each line you want to delete, and press Enter or F5.

104.5 E.P. Groups and Subgroups

You can group two or more E.P. classes and define a common limit that applies to the sum of the classes within the group. Within a group, you can also set up one or more subgroups of E.P. classes as a second layer of limits for more complex leases.

The following principles relate to how you define groups and subgroups of classes:

- Each detail line for a class within the same group or subgroup must contain the same three-character code, which is user defined, in the Grp (Group) or Sub (Subgroup) field, respectively.
- Each group and subgroup must also relate to a detail line with a blank Cls (E.P. Class) field. Such a line is called a limit record and must contain the following information:
 - The same code in the respective Grp or Sub field as the related classes
 - L (Limit record) in the CM (Computation Method) field
 - An amount, which is the common limit for the related classes, in the Lease Limit field in the fold area
 - Y (Yes) in the SC (Suspend Code) field in the fold area

These principles are applied to the sample information to show an example of a group and subgroup of E.P. classes.

Sample Information

Figure 104-3 Sample Information screen

0	Act	Est	Adm	%	F	Tenant	EP	C	Percent	B	M		
P Grp	Sub	Cls	B/R	B/R	B/R	Fee	B	Sq. Ft	CD	M	Override	F	R
		CAMS	CAMS	CAMS	MGMT	.100000		3,000	01	B		A	
		MGAD	MGAD	MGAD	MGMT	.050000		3,000	01	B		A	
		TXIN	TXIN	TXIN	MGMT	.100000		3,000	01	B		A	
		UTIL	UTIL	UTIL	MGMT	.050000		3,000	01	B		A	

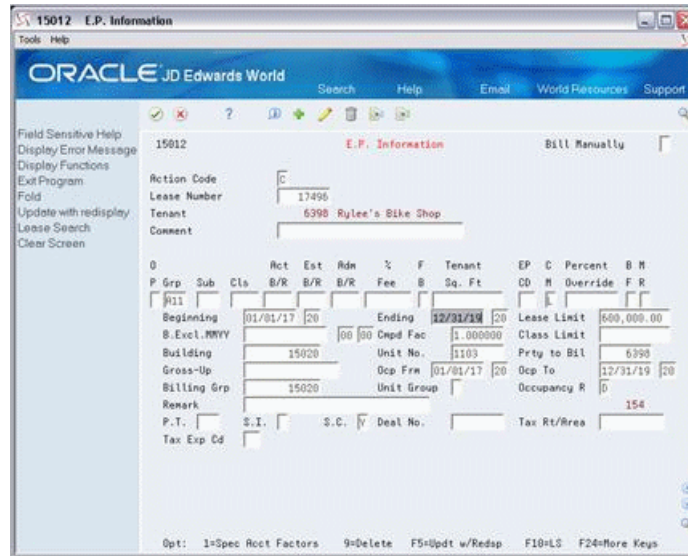
Group

In this example, CAMS, TXIN, and UTIL make up a group of E.P. classes with A11 as the group code. Notice that the second detail line defines the group.

Figure 104-4 E.P. Information (Group) screen

Note the fold area for the line that defines the subgroup:

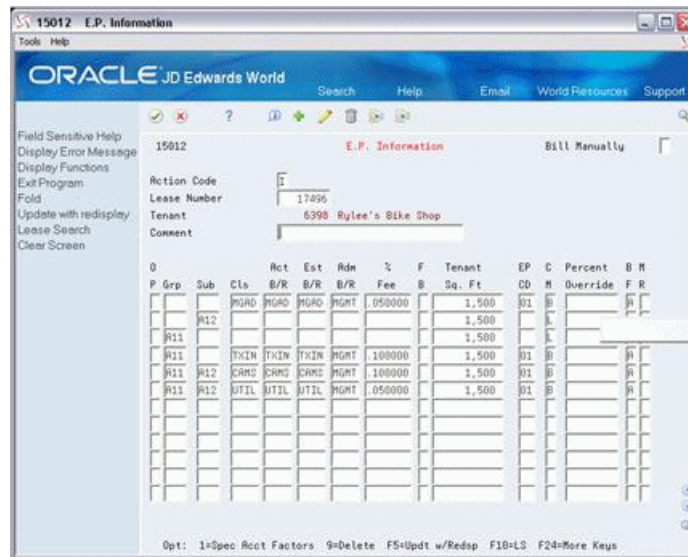
Figure 104–5 E.P. Information (Subgroup Fold Area) screen



Subgroup

In this example, CAMS and UTIL make up a subgroup of classes with A12 as the subgroup code. It is contained in the group of classes with A11 as the group code. Notice that the second detail line defines the subgroup and the third detail line defines the group in this example.

Figure 104–6 E.P. Information (CAMS and UTIL Subgroups) screen



104.6 Guidelines

- Before you define the expense participation for a lease, set up the following information:
 - Facility, tenant, and lease information
 - E.P. classes, billing frequencies, and other user defined codes
 - General accounting and accounts receivable constants

- Object and subsidiary accounts in the G/L chart of accounts
- Bill codes with their automatic accounting instructions (AAIs)
- The administration fee and gross-up are percentages that are entered as decimal fractions. For example, an administration fee of five percent is .05, and .80 is a gross-up of 80 percent.

Note: With a computation method other than N, O, U, and V, the gross-up percentage is not a true markup of expenses. For example, if the method is X and the gross-up percentage is .60 (60 percent), the system actually reduces the exposure amount by 40 percent. In this case, therefore, the gross-up percentage must be 1.60 for a 60 percent markup.

- If a specific account factor exists for an E.P. class, the OP (Option) field is highlighted.
- The E.P. code corresponds to the square footage defined for the building in the Log Standards Master file (F1503).
- The billing frequency is A (Annual) for expenses that are calculated for an entire fiscal year.
- To specify the beginning month and year for the base exclusion (expense stop), use the MM and YY fields to the right of the B.Excl. field in the fold area. The month, which is only for information purposes, is optional, but the year is required.
- The compound factor is used to escalate the base exclusion on an annually compounded basis. The factor is based on a scale of 100 percent. For example, to increase the exclusion by five percent, you enter the decimal fraction 1.05 in the Cmpd Fac field in the fold area.
- The expenses are prorated on a month-by-month basis in relation to the beginning and ending dates. To prorate the expenses for a full year, therefore, either date must be adjusted so the system gathers a full year's expenses and prorates it based on the occupancy date.
- The E.P. information is non-billable if the Computation Method field in the Tenant Class Master file contains one of the following codes: A (Already billed), M (Manual bill), or S (Suspended). With both M in the Computation Method field and Y (Yes) in the Bill Manually field, no automatic E.P. calculation and posting can occur.
- The untitled field on the right side of the fold area is the Billing Control ID field. The system uses the number in this field to keep track of all the periods that have been billed. This information is kept in the Billings Generation Control Master file (F15011). You cannot bill a tenant twice for the same period unless you clear the billing control field for that period. To do this, run the Batch Delete program to delete an unposted batch of invoices. At this time, the system resets the billing control.

Note: You cannot delete a batch of documents that has been posted.

Specific Account Factors

This chapter contains these topics:

- [Section 105.1, "Add an Account Exclusion,"](#)
- [Section 105.2, "Inquire on Specific Account Factors,"](#)
- [Section 105.3, "Change Displayed Account Information,"](#)
- [Section 105.4, "Delete Displayed Account Information,"](#)
- [Section 105.5, "Guidelines."](#)

The Specific Account Factors screen lets you adjust a specific G/L account within an E.P. class assigned to a lease. This information is stored in the Tenant Class Account Exclusion and Account Master files (F1533 and F0901, respectively). If a specific account factor exists for an E.P. class, the OP (Option) field is highlighted on the E.P. Information screen.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

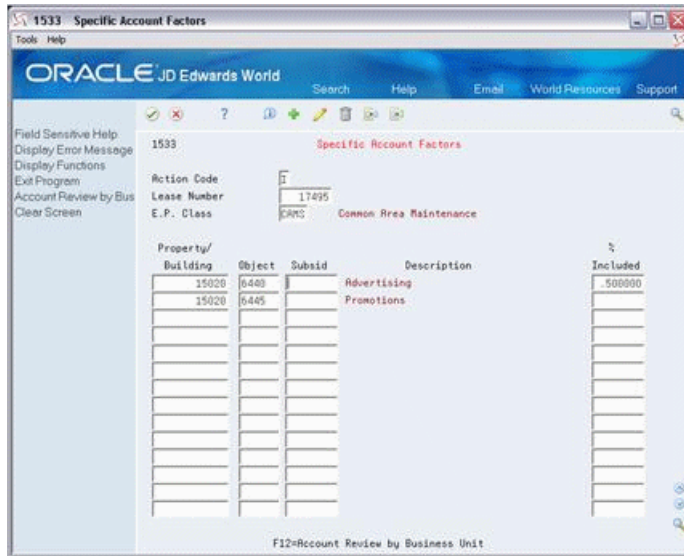
Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Information.

On the E.P. Information screen, enter 1 in the OP (Option) field of a detail line that you have displayed.

Figure 105-1 Specific Account Features screen



For the lease in this example, the E.P. class for common area maintenance (CAMC) has specific adjustments to the advertising and promotion expenses. The tenant participates in 50% of the advertising costs and none of the promotion costs for the Atrium Mall (building 15020).

105.1 Add an Account Exclusion

To add an account exclusion to an E.P. class with no existing exclusions, choose Add in the Action Code field, type the appropriate account and inclusion information, and then press Enter.

105.2 Inquire on Specific Account Factors

When you access the Specific Account Factors screen for an E.P. class that you have displayed on the E.P. Information screen, the system automatically assigns action code I, the related lease number, and the E.P. class to the respective fields in the upper part of the screen. It also displays any related account exclusions that already exist. If no exclusions exist, the system highlights the Lease Number and E.P. Class fields and gives you an error message.

If the screen has been cleared or if you want to display the exclusions for a lease and E.P. class that is different than what is currently displayed, choose Inquire in the Action Code field, type the appropriate information in the Lease Number and E.P. Class fields, and then press Enter.

105.3 Change Displayed Account Information

To change the information that you have displayed for an E.P. class, choose Change in the Action Code field, type the appropriate information, and then press Enter.

105.4 Delete Displayed Account Information

There are two methods that you can use to delete the information that you have displayed:

- To delete all the account exclusions for a lease and E.P. class you have displayed, choose Delete in the Action Code field and then press Enter.
- To delete one or more account exclusions, choose Change in the Action Code field, use the Field Exit key to blank out the fields for each account exclusion that you want to delete, and then press Enter.

105.5 Guidelines

To adjust an account, you specify a percentage of the amount you want to include for the account. During the E.P. calculation, the system subtracts this percentage from 100 to determine the percentage to be excluded.

E.P. Information Listing

This chapter contains these topics:

- [Section 106.1, "E.P. Information Listing Procedures,"](#)
- [Section 106.2, "Expense Participation Report."](#)

This report, which is made up of the Expense Participation section of the Lease Master Listing, provides the billing setup for the leases that use expense participation. If you run the report and review the information before you generate invoices, you can save time and billing errors. It is based on the Tenant Class Master file (F15012) and also includes information from the Tenant Class Account Exclusion file (F1533).

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Information Listing.

106.1 E.P. Information Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

106.2 Expense Participation Report

Figure 106-1 Expense Participation Report (1 of 2)

154013	J.D. Edwards & Company											Page	-	1
Expense Participation - Specific Lease												Date	-	6/04/08
Lease Number	17495													
Tenant	22008 James Robert & Associates													
Comment														
Grp	Sub	Cls	Act	Est	Adm	%	F	Tenant	EP C	Percent	B Pay	S S	B	
----	----	----	B/R	B/R	B/R	----	----	----	CD	M	Override	F	Trm I C M	
----	----	----	----	----	----	----	----	----	----	----	----	----	----	
Grp	Sub	Cls	CAMS	CAMS	CAMS	MGMT	.100000	3,000	01	B			A	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
Beginning	01/01/15				Ending	12/31/19	Lee. Limit							
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling							
Building	15020				Unit	2201	Alt Payee			22008				
Gross Up					Oc Dte Frm	01/01/15	Oc Dte To			12/31/19				
Billing Grp					Deal No.					Occupancy				
Tax Rt/Area					Tax Exp Cd									
Account Exclusions:														
			15020	6440			.500000	%						
			15020	6445				%						
Beginning	01/01/15				Ending	12/31/19	Lee. Limit			A				
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling							
Building	15020				Unit	2201	Alt Payee			22008				
Gross Up					Oc Dte Frm	01/01/15	Oc Dte To			12/31/19				
Billing Grp					Deal No.					Occupancy				
Tax Rt/Area					Tax Exp Cd									
Account Exclusions:														
			15020	6440			.050000	%						
			15020	6445				%						
Beginning	01/01/15				Ending	12/31/19	Lee. Limit			A				
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling							
Building	15020				Unit	2201	Alt Payee			22008				
Gross Up					Oc Dte Frm	01/01/15	Oc Dte To			12/31/19				
Billing Grp					Deal No.					Occupancy				
Tax Rt/Area					Tax Exp Cd									
Account Exclusions:														
			15020	6440			.100000	%						
			15020	6445				%						
Beginning	01/01/15				Ending	12/31/19	Lee. Limit			A				
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling							
Building	15020				Unit	2201	Alt Payee			22008				
Gross Up					Oc Dte Frm	01/01/15	Oc Dte To			12/31/19				
Billing Grp					Deal No.					Occupancy				
Tax Rt/Area					Tax Exp Cd									
Account Exclusions:														
			15020	6440			.100000	%						
			15020	6445				%						

Figure 106-2 Expense Participation Report (2 of 2)

Beginning	01/01/15				Ending	12/31/19	Lee. Limit						
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling						
Building	15020				Unit	2201	Alt Payee			22008			
Gross Up					Oc Dte Frm	01/01/15	Oc Dte To			12/31/19			
Billing Grp					Deal No.					Occupancy			
Tax Rt/Area					Tax Exp Cd								
Lease Number	17496												
Tenant	6398 Kylee's Bike Shop												
Comment													
Grp	Sub	Cls	Act	Est	Adm	%	F	Tenant	EP C	Percent	B Pay	S S	B
----	----	----	B/R	B/R	B/R	----	----	----	CD	M	Override	F	Trm I C M
----	----	----	----	----	----	----	----	----	----	----	----	----	----
All	01/01/17				Ending	12/31/19	Lee. Limit			600,000.00			
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling						
Building	15020				Unit	1103	Alt Payee			6398			
Gross Up					Oc Dte Frm	01/01/17	Oc Dte To			12/31/19			
Billing Grp					Deal No.					Occupancy			
Tax Rt/Area					Tax Exp Cd								
All	01/01/17				Ending	12/31/19	Lee. Limit			25,000.00			
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling						
Building	15020				Unit	1103	Alt Payee			6398			
Gross Up					Oc Dte Frm	01/01/17	Oc Dte To			12/31/19			
Billing Grp					Deal No.					Occupancy			
Tax Rt/Area					Tax Exp Cd								
Account Exclusions:													
			15020	6440			.050000	%					
			15020	6445				%					
Beginning	01/01/17				Ending	12/31/19	Lee. Limit			A			
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling						
Building	15020				Unit	1103	Alt Payee			6398			
Gross Up					Oc Dte Frm	01/01/17	Oc Dte To			12/31/19			
Billing Grp					Deal No.					Occupancy			
Tax Rt/Area					Tax Exp Cd								
Account Exclusions:													
			15020	6440			.100000	%					
			15020	6445				%					
Beginning	01/01/17				Ending	12/31/19	Lee. Limit			A			
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling						
Building	15020				Unit	1103	Alt Payee			6398			
Gross Up					Oc Dte Frm	01/01/17	Oc Dte To			12/31/19			
Billing Grp					Deal No.					Occupancy			
Tax Rt/Area					Tax Exp Cd								
Account Exclusions:													
			15020	6440			.100000	%					
			15020	6445				%					
Beginning	01/01/17				Ending	12/31/19	Lee. Limit			A			
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling						
Building	15020				Unit	1103	Alt Payee			6398			
Gross Up					Oc Dte Frm	01/01/17	Oc Dte To			12/31/19			
Billing Grp					Deal No.					Occupancy			
Tax Rt/Area					Tax Exp Cd								
Account Exclusions:													
			15020	6440			.050000	%					
			15020	6445				%					
Beginning	01/01/17				Ending	12/31/19	Lee. Limit			A			
B.Exc MMY	00 00				Cmpd Fact	1.000000	EP Ceiling						
Building	15020				Unit	1103	Alt Payee			6398			
Gross Up					Oc Dte Frm	01/01/17	Oc Dte To			12/31/19			
Billing Grp					Deal No.					Occupancy			
Tax Rt/Area					Tax Exp Cd								

E.P. Calculation Generation

This chapter contains these topics:

- [Section 107.1, "E.P. Calculation Procedures,"](#)
- [Section 107.2, "Processing Options."](#)

This program lets you generate the calculations for the E.P. billings so that you can review and revise them online before the actual billing generation. It is based on the Tenant Class Master file (F15012) and primarily affects the Expense Participation Audit file (F1532) and Expense Participation Billing Register (Calculation Details) file (F1538). For the billing records in the Billings Generation Control Master file (F15011), the system updates the related Billing Period field to G (Generated).

A processing option controls whether the E.P. calculations relate to actual billings or estimated recurring billings (generation types 2 and 6, respectively). Other processing options control whether the system prints the E.P. Extraction Register, Class Adjustment Listing, and Calculation Register.

For an overview of expense participation and its calculation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Calculation Generation.

107.1 E.P. Calculation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

107.2 Processing Options

See [Section 186.35, "Generate E.P. Calculations - Period 01 \(P151101\)."](#)

E.P. Extraction Register

This chapter contains these topics:

- [Section 108.1, "E.P. Extraction Register Procedures,"](#)
- [Section 108.2, "E.P. Batch Class Register Report."](#)

This report, which is optional, lists the G/L transactions that qualify as expense amounts for each E.P. class in a specific billing generation. It is based on the Expense Participation Audit file (F1532). No processing options exist for this report.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

You do not access this report from a menu in the Real Estate Management system. A processing option for the E.P. Calculation Generation program controls whether the system prints the E.P. Extraction Register when you generate the calculations.

You can, however, access and work with the DREAM Writer versions of the report. To do this, you must manually inquire on it from the Version List screen of the DREAM Writer facility, which you access when you choose a report from a menu. To display the versions on the Version List screen, type P1532 in the Form field and press Enter.

108.1 E.P. Extraction Register Procedures

From the Version List screen of the DREAM Writer facility, you can copy or change a version of the report. For an overview of this facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

108.2 E.P. Batch Class Register Report

Figure 108-1 E.P. Batch Class Register Report (1 of 3)

Program ID . . . P1532		E.P. Batch Class Total Register		Report Date . . 06/16/08	
Version XJDE0001		E.P. Batch Class Total Register		Report Time . . 9:05:57	
The Following Version Options Were Selected:					
Print Cover Page (Y/N)	Y			
Print Instructions (Y/N)	N			
User Exclusive (0/1/2/3)	1			
User ID	DEMO			
The Following Forms Options Were Selected:					
Form Type	*STD			
Maximum Form Width	132			
Maximum Form Length	68			
Location of Page Overflow	62			
The Following Printer Options Were Selected:					
Print Queue				
Hid in Prt Queue (Y/N/S/T)	N			
Lines/Inch (4/6/8/9)	8			
Char./Inch (10/15)	15			
Number of Report Copies	001			
The Following Processing Options Were Selected:					
** None Selected **					
The Following Sequencing/Selection Options Were Selected:					
	Selection	Seq	Total Page
	Data Item	Rel.	Value	Opt	No. Opt Level Skip

Document Type	EQ	*ALL		
And Document Number	EQ	*ALL		
And G/L Date	EQ	*ALL		
And Batch Number	EQ	*ALL		
And E.P. Class	EQ	*ALL	1	02 Y

Figure 108-2 E.P. Batch Class Register Report (2 of 3)

1532										J.D. Edwards & Company			Page	2		
Batch No. - 6158968										E.P. Batch Class Total Register			Date	6/16/08		
E.P. C Class A	MO	YR	Bus. Unit	Obj	Sub	Doc LT Typ	Document	G/L Date	JE Line Number	Description	Amount					
Common Area Maintenance																
Janitorial																
	12	18	15020	6430		AA JE	1839 12/31/18	5.0	CMS Budget - December, 1999	34,000.00						
						AA JE	1838 11/30/18	5.0	CMS Budget - November, 1999	34,000.00						
						AA JE	1837 10/31/18	5.0	CMS Budget - October, 1999	34,000.00						
						AA JE	1836 09/30/18	5.0	CMS Budget - September, 1999	34,000.00						
						AA JE	1835 08/31/18	5.0	CMS Budget - August, 1999	34,000.00						
						AA JE	1835 07/31/18	5.0	CMS Budget - July, 1999	34,000.00						
						AA JE	1834 06/30/18	5.0	CMS Budget - June, 1999	34,000.00						
						AA JE	1833 05/31/18	5.0	CMS Budget - May, 1999	34,000.00						
						AA JE	1832 04/30/18	5.0	CMS Budget - April, 1999	34,000.00						
						AA JE	1831 03/31/18	5.0	CMS Budget - March, 1999	34,000.00						
						AA JE	1830 02/28/18	5.0	CMS Budget - February, 1999	34,000.00						
						AA JE	1829 01/31/18	5.0	CMS Budget - January, 1999	34,000.00						
										408,000.00						
	12	18	15020	6440						Janitorial Advertising						
						AA JE	1839 12/31/18	6.0	CMS Budget - December, 1999	500.00						
						AA JE	1838 11/30/18	6.0	CMS Budget - November, 1999	500.00						
						AA JE	1837 10/31/18	6.0	CMS Budget - October, 1999	500.00						
						AA JE	1836 09/30/18	6.0	CMS Budget - September, 1999	500.00						
						AA JE	1835 08/31/18	6.0	CMS Budget - August, 1999	500.00						
						AA JE	1835 07/31/18	6.0	CMS Budget - July, 1999	500.00						
						AA JE	1834 06/30/18	6.0	CMS Budget - June, 1999	500.00						
						AA JE	1833 05/31/18	6.0	CMS Budget - May, 1999	500.00						
						AA JE	1832 04/30/18	6.0	CMS Budget - April, 1999	500.00						
						AA JE	1831 03/31/18	6.0	CMS Budget - March, 1999	500.00						
						AA JE	1830 02/28/18	6.0	CMS Budget - February, 1999	500.00						
						AA JE	1829 01/31/18	6.0	CMS Budget - January, 1999	500.00						
										6,000.00						
	12	18	15020	6445						Advertising Promotions						
						AA JE	1839 12/31/18	7.0	CMS Budget - December, 1999							
						AA JE	1838 11/30/18	7.0	CMS Budget - November, 1999	2,000.00						
						AA JE	1837 10/31/18	7.0	CMS Budget - October, 1999							
						AA JE	1836 09/30/18	7.0	CMS Budget - September, 1999							
						AA JE	1835 08/31/18	7.0	CMS Budget - August, 1999							
						AA JE	1835 07/31/18	7.0	CMS Budget - July, 1999							
						AA JE	1834 06/30/18	7.0	CMS Budget - June, 1999							
						AA JE	1833 05/31/18	7.0	CMS Budget - May, 1999	550.00						
						AA JE	1832 04/30/18	7.0	CMS Budget - April, 1999	300.00						
						AA JE	1831 03/31/18	7.0	CMS Budget - March, 1999							
						AA JE	1830 02/28/18	7.0	CMS Budget - February, 1999							
						AA JE	1829 01/31/18	7.0	CMS Budget - January, 1999	4,500.00						
										700.00						
										8,050.00						
	12	18	15020	6450						Promotions Window Cleaning						
						AA JE	1839 12/31/18	8.0	CMS Budget - December, 1999	6,000.00						
						AA JE	1838 11/30/18	8.0	CMS Budget - November, 1999	6,000.00						
						AA JE	1837 10/31/18	8.0	CMS Budget - October, 1999	6,000.00						
						AA JE	1836 09/30/18	8.0	CMS Budget - September, 1999	6,000.00						
						AA JE	1835 08/31/18	8.0	CMS Budget - August, 1999	6,000.00						
										6,000.00						
										72,000.00						
										Window Cleaning Building Maintenance						
						AA JE	1839 12/31/18	9.0	CMS Budget - December, 1999	8,500.00						
						AA JE	1838 11/30/18	9.0	CMS Budget - November, 1999	8,500.00						
						AA JE	1837 10/31/18	9.0	CMS Budget - October, 1999	8,500.00						
						AA JE	1836 09/30/18	9.0	CMS Budget - September, 1999	8,500.00						
						AA JE	1835 08/31/18	9.0	CMS Budget - August, 1999	8,500.00						
						AA JE	1835 07/31/18	9.0	CMS Budget - July, 1999	8,500.00						
						AA JE	1834 06/30/18	9.0	CMS Budget - June, 1999	8,500.00						
						AA JE	1833 05/31/18	9.0	CMS Budget - May, 1999	8,500.00						
						AA JE	1832 04/30/18	9.0	CMS Budget - April, 1999	8,500.00						
						AA JE	1831 03/31/18	9.0	CMS Budget - March, 1999	8,500.00						
						AA JE	1830 02/28/18	9.0	CMS Budget - February, 1999	8,500.00						
						AA JE	1829 01/31/18	9.0	CMS Budget - January, 1999	8,500.00						
										102,000.00						
										596,050.00						
										Common Area Maintenance						
1532												J.D. Edwards & Company			Page	-
Batch No. - 6158968												E.P. Batch Class Total Register			Date	-
E.P. C Class A	MO	YR	Bus. Unit	Obj	Sub	Doc LT Typ	Document	G/L Date	JE Line Number	Description	Amount					
	12	18	15020	6490						Management and Administration Management Fees						

Figure 108-3 E.P. Batch Class Register Report (3 of 3)

							J.D. Edwards & Company				Page		
							E.P. Batch Class Total Register				Date		
Batch No. - 6158968											5		
E.P. C													
Class	A	MO	YR	Bus. Unit	Obj	Sub	LT	Doc	G/L	JE	Description	Amount	
							Typ	Document	Date	Number			
							Management Fees				98,000.00		
							Management and Administration				98,000.00		
1532													
Batch No. - 6158968							E.P. Batch Class Total Register				5		
E.P. C													
Class	A	MO	YR	Bus. Unit	Obj	Sub	LT	Doc	G/L	JE	Description	Amount	
							Typ	Document	Date	Number			
TXIN							Taxes and Insurance						
12 18 15020 6470							Property Taxes						
							AA	JE	1839	12/31/18	3.0	CAMS Budget - December, 1999	
							AA	JE	1838	11/30/18	3.0	CAMS Budget - November, 1999	
							AA	JE	1837	10/31/18	3.0	CAMS Budget - October, 1999	
							AA	JE	1836	09/30/18	3.0	CAMS Budget - September, 1999	
							AA	JE	1835	08/31/18	3.0	CAMS Budget - August, 1999	
							AA	JE	1835	07/31/18	3.0	CAMS Budget - July, 1999	
							AA	JE	1834	06/30/18	3.0	CAMS Budget - June, 1999	94,000.00
							AA	JE	1833	05/31/18	3.0	CAMS Budget - May, 1999	
							AA	JE	1832	04/30/18	3.0	CAMS Budget - April, 1999	
							AA	JE	1831	03/31/18	3.0	CAMS Budget - March, 1999	
							AA	JE	1830	02/28/18	3.0	CAMS Budget - February, 1999	94,000.00
							AA	JE	1829	01/31/18	3.0	CAMS Budget - January, 1999	
							Property Taxes				188,000.00		
12 18 15020 6480							Insurance						
							AA	JE	1839	12/31/18	4.0	CAMS Budget - December, 1999	
							AA	JE	1838	11/30/18	4.0	CAMS Budget - November, 1999	
							AA	JE	1837	10/31/18	4.0	CAMS Budget - October, 1999	
							AA	JE	1836	09/30/18	4.0	CAMS Budget - September, 1999	
							AA	JE	1835	08/31/18	4.0	CAMS Budget - August, 1999	
							AA	JE	1835	07/31/18	4.0	CAMS Budget - July, 1999	
							AA	JE	1834	06/30/18	4.0	CAMS Budget - June, 1999	
							AA	JE	1833	05/31/18	4.0	CAMS Budget - May, 1999	
							AA	JE	1832	04/30/18	4.0	CAMS Budget - April, 1999	
							AA	JE	1831	03/31/18	4.0	CAMS Budget - March, 1999	
							AA	JE	1830	02/28/18	4.0	CAMS Budget - February, 1999	
							AA	JE	1829	01/31/18	4.0	CAMS Budget - January, 1999	47,000.00
							Insurance				47,000.00		
							Taxes and Insurance				235,000.00		
1532													
Batch No. - 6158968							E.P. Batch Class Total Register				6		
E.P. C													
Class	A	MO	YR	Bus. Unit	Obj	Sub	LT	Doc	G/L	JE	Description	Amount	
							Typ	Document	Date	Number			
UTIL							Utility Charges						
12 18 15020 6420							Utilities						
							AA	JE	1839	12/31/18	2.0	CAMS Budget - December, 1999	36,100.00
							AA	JE	1838	11/30/18	2.0	CAMS Budget - November, 1999	34,100.00
							AA	JE	1837	10/31/18	2.0	CAMS Budget - October, 1999	24,500.00
							AA	JE	1836	09/30/18	2.0	CAMS Budget - September, 1999	21,200.00
							AA	JE	1835	08/31/18	2.0	CAMS Budget - August, 1999	19,900.00
							AA	JE	1835	07/31/18	2.0	CAMS Budget - July, 1999	24,500.00
							AA	JE	1834	06/30/18	2.0	CAMS Budget - June, 1999	26,500.00
							AA	JE	1833	05/31/18	2.0	CAMS Budget - May, 1999	29,500.00
							AA	JE	1832	04/30/18	2.0	CAMS Budget - April, 1999	33,250.00
							AA	JE	1831	03/31/18	2.0	CAMS Budget - March, 1999	37,800.00
							AA	JE	1830	02/28/18	2.0	CAMS Budget - February, 1999	34,000.00
							AA	JE	1829	01/31/18	2.0	CAMS Budget - January, 1999	35,000.00
							Utilities				356,350.00		
							Utility Charges				356,350.00		
											1,285,400.00		

E.P. Class Adjustments Listing

This chapter contains these topics:

- [Section 109.1, "E.P. Class Adjustments List Report,"](#)
- [Section 109.2, "E.P. Class Adjustments Listing Procedures."](#)

This report, which is optional, lists the adjustment amounts to be applied to the E.P. classes in a specific billing generation. It is based on the Expense Participation Audit file (F1532) and includes information from the Expense Participation Class Adjustment file (F1531). No processing options exist for this report.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

You do not access this report from a menu in the Real Estate Management system. A processing option for the E.P. Calculation Generation program controls whether the system prints the E.P. Class Adjustments Listing when you generate the calculations.

You can, however, access and work with the DREAM Writer versions of the report. To do this, you must manually inquire on it from the Version List screen of the DREAM Writer facility, which you access when you choose a report from a menu. To display the versions on the Version List screen, type P1535 in the Form field and press Enter.

109.1 E.P. Class Adjustments List Report

Figure 109-1 E.P. Class Adjustment List Report

Program ID . . . P1535	Class Adjustments List	Report Date. . . 06/04/08
Version. . . . XJDE0001	Class Adjustments List	Report Time. . . 11:27:36
The Following Version Options Were Selected:		
Print Cover Page (Y/N)	Y	
Print Instructions (Y/N)	N	
User Exclusive (0/1/2/3)	1	
User ID.	DEMO	
The Following Forms Options Were Selected:		
Form Type.		
Maximum Form Width.		
Maximum Form Length.		
Location of Page Overflow.		
The Following Printer Options Were Selected:		
Print Queue.		
Hid in Prt Queue (Y/N/S/T)		
Lines/Inch (4/6/8/9)		
Char./Inch (10/15)		
Number of Report Copies.		
The Following Processing Options Were Selected:		
** None Selected **		
The Following Sequencing/Selection Options Were Selected:		
-----	-----	-----
Data Item	Rel.	Value
-----	-----	-----
Journal Entry Line Number.	LT	*ZERO
E.P. Class		1 01 N
Subledger Type		2 N
The Following Report Distributions were Entered:		
** None Selected **		
1535	J.D. Edwards & Company	Page 2
	Class Adjustments List	Date 6/04/08
		Batch. 6158891
Cls	Adjustment	Description
-----	-----	-----
CAMS	5,000.00	Security Invoice

109.2 E.P. Class Adjustments Listing Procedures

From the Version List screen of the DREAM Writer facility, you can copy or change a version of the report. For an overview of this facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

E.P. Calculation Revisions

This chapter contains these topics:

- [Section 110.1, "Choose an E.P. Calculation Batch,"](#)
- [Section 110.2, "Display E.P. Calculation Amounts,"](#)
- [Section 110.3, "Change Displayed E.P. Information,"](#)
- [Section 110.4, "Delete Displayed E.P. Information,"](#)
- [Section 110.5, "Guidelines."](#)

The E.P. Calculation Revisions screen lets you review and revise the calculations online before you generate the actual billings. This can be especially useful when only minor changes need to be made to a large batch of calculations. This information is stored in the Expense Participation Billing Register (Calculation Details) file (F1538).

The screen is available in three formats: batch selection and two pages of fields for calculation revisions. The formats for revisions, which appear after you choose a batch, include fields related to the steps involved in the E.P. calculation. To access the revision formats, you must enter a batch number. There is also a processing option that controls whether it displays fields for tax processing.

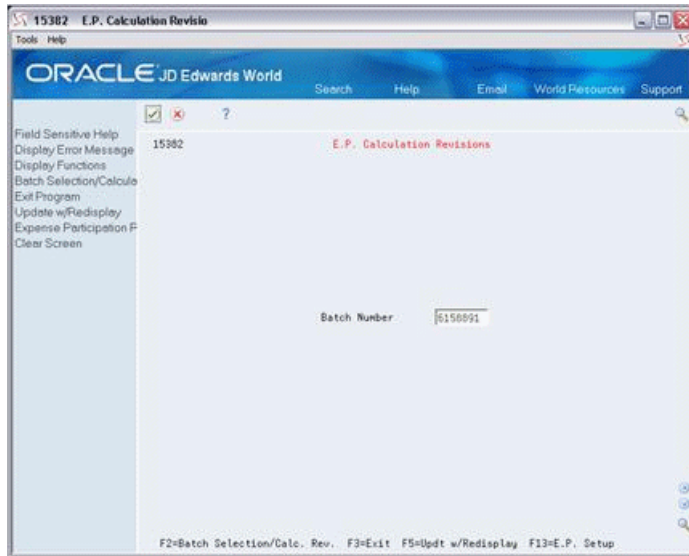
For an overview of expense participation and its calculation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

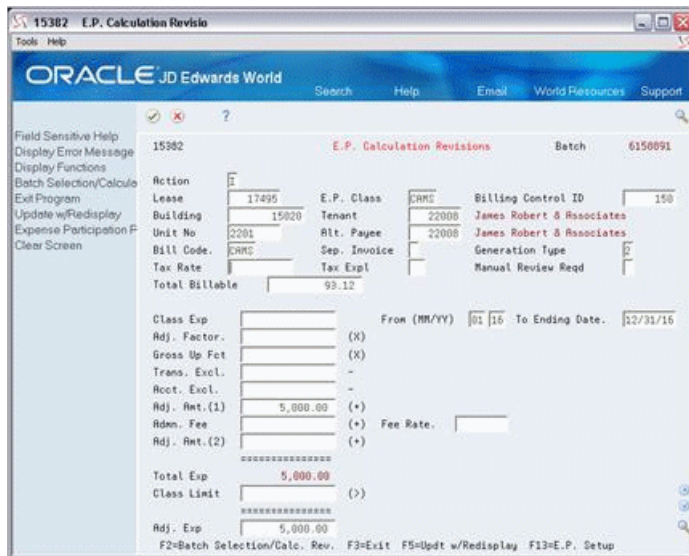
From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Calculation Revisions.

Figure 110-1 E.P. Calculation Revisions screen



When you choose a batch, the format changes to one for calculation revisions. You can press F2 to toggle between the batch and revision formats.

Figure 110-2 E.P. Calculation Revisions (Alternate Format) screen



The roll keys let you scroll to the second page of information.

Figure 110-3 E.P. Calculation Revisions (Second Page) screen

110.1 Choose an E.P. Calculation Batch

When you choose E.P. Calculations Revisions from the menu, the screen displays the format for batch selection. To access a batch of calculations, type the number of the batch in the Batch Number field and press Enter. The screen displays the first page of the format for calculation revisions.

Note: The batch number is not valid if the system briefly displays two messages at the bottom of the screen that state the system is building a path for related members.

110.2 Display E.P. Calculation Amounts

To display the amounts for the first calculation related to a lease, type I in the Action Code field, type the number of the lease in the Lease field, and press Enter. Use the roll keys to view the second page of information. If more than one billing record exists for the lease, you must use either the E.P. Class field or the Billing Control ID field to display the records subsequent to the first one. Note the following:

- If you change the E.P. class, you must blank out the Billing Control ID field before you press Enter.
- To help you identify the ID number, use the E.P. Information screen, which you can access with F13. The number is in the untitled field on the right side of the fold area for the specific record.

110.3 Change Displayed E.P. Information

To change the information that you have displayed, type C in the Action Code field, type the appropriate information, and press Enter or F5.

110.4 Delete Displayed E.P. Information

To delete the information that you have displayed, type D in the Action Code field and press Enter.

Note: This method deletes only the selected information for a lease within a batch. You can use the Batch Delete program to delete all the information in an unposted batch.

110.5 Guidelines

- The information on the E.P. Calculation Revisions screen is a result of a calculation performed on the information from many sources. Note that a change on this screen does not affect the information in the original sources.
- JD Edwards World recommends that you print the E.P. Calculation Register before and after you make the final changes. You should keep it as a record because it is the only report of the calculations.

E.P. Calculation Register

This chapter contains these topics:

- [Section 111.1, "E.P. Calculation Register Procedures,"](#)
- [Section 111.2, "E.P. Billing Register Report."](#)

This report, which is a list of the calculation details for a batch of E.P. billings, lets you review this information for accuracy before the billing generation. You can also use it as a reference to locate information more quickly on the E.P. Calculation Revisions screen. The report is based on the Expense Participation Billing Register (Calculation Details) file (F1538), and includes both the calculated amounts and their related limits for comparison.

JD Edwards World recommends that you print this report after you make the final changes from the E.P. Calculation Revisions screen. Because it is the only report of the calculations for expense participation, you should keep it as a record.

For an overview of expense participation and its calculation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Calculation Register.

111.1 E.P. Calculation Register Procedures

The sample data is set up so that when you choose this report, the Processing Options Revisions screen appears. After you specify the number of the batch that you want printed, press Enter to submit the report. The menu displays the message E.P. Calculation Register submitted to batch.

If you want to run a different version, you can still access the DREAM Writer version list. To do this, type the number of the menu selection in the Selection field and press F18. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

111.2 E.P. Billing Register Report

Figure 111-1 E.P. Billing Register Report (1 of 2)

Program ID . . . P1538	E.P. Billing Register	Report Date . . 06/04/08
Version XJDE0001	Expense Participation Billing Register	Report Time . . 11:27:36
The Following Version Options Were Selected:		
Print Cover Page (Y/N)	Y	
Print Instructions (Y/N)	N	
User Exclusive (0/1/2/3)	1	
User ID	DEMO	
The Following Forms Options Were Selected:		
Form Type	*STD	
Maximum Form Width	132	
Maximum Form Length	68	
Location of Page Overflow	62	
The Following Printer Options Were Selected:		
Print Queue		

Figure 111-2 E.P. Billing Register Report (2 of 2)

Hld in Prt Queue(Y/N/S/T)		N										
Lines/Inch (4/6/8/9)		8										
Char./Inch (10/15)		15										
Number of Report Copies		001										
The Following Processing Options Were Selected:												
BATCH NUMBER SELECTION:												
1. Enter the batch number for the 00000000												
E. P. Billing Register.												
The Following Sequencing/Selection Options Were Selected:												
	Data Item	Rel.	Value	Opt	Seq No.	Total Opt	Page Level	Skip				
Address Number	EQ	*ALL			1	01	N					
And Order Number	EQ	*ALL										
The Following Report Distributions were Entered:												
** None Selected **												
1538	J.D. Edwards & Company										Page	2
Expense Participation Billing Register											Date	6/04/08
Tenant	Name	Lease	CLS	Description	GRP	SGR	Building	Unit	O	Occp:	From - To	
Alt.Paye									R	Bill:	From - To	Billable
Batch No									D			
22008	James Robert & Associates	17495	CAMS	Common Area Main			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Adj. Amount.	5,000.00										
	Cls Ceiling											
	Adj.Exposure	5,000.00	Bse		Cmpnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure	5,000.00	Numerator	3,000	Denom/ 01/B	177,200.00	Share Fac	.016930				
	Gross Share	84.65	Lease Lmt		Subg.Adj		Grp.Adjus					
	Occup.Adjust	1.000000	Net Share	84.65	Fee Rate/	.100000 /	Fee Amt	8.47				
					Est Billing		Billable	93.12				93.12
							Class Totals					
22008	James Robert & Associates	17495	MGAD	Management and A			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Cls Ceiling											
	Adj.Exposure		Bse		Cmpnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure		Numerator	3,000	Denom/ 01/B	177,200.00	Share Fac	.016930				
	Gross Share		Lease Lmt		Subg.Adj		Grp.Adjus					
	Occup.Adjust	1.000000	Net Share		Fee Rate/	.050000 /	Fee Amt					
					Est Billing		Billable					
							Class Totals					
22008	James Robert & Associates	17495	TXIN	Taxes and Insura			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Cls Ceiling											
	Adj.Exposure		Bse		Cmpnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure		Numerator	3,000	Denom/ 01/B	177,200.00	Share Fac	.016930				
	Gross Share		Lease Lmt		Subg.Adj		Grp.Adjus					
	Occup.Adjust	1.000000	Net Share		Fee Rate/	.100000 /	Fee Amt					
					Est Billing		Billable					
							Class Totals					
22008	James Robert & Associates	17495	UTIL	Utility Charges			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Cls Ceiling											
	Adj.Exposure		Bse		Cmpnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure		Numerator	3,000	Denom/ 01/B	177,200.00	Share Fac	.016930				
	Gross Share		Lease Lmt		Subg.Adj		Grp.Adjus					
	Occup.Adjust	1.000000	Net Share		Fee Rate/	.050000 /	Fee Amt					
					Est Billing		Billable					
							Class Totals					
							Grand Totals					93.12

Estimated E.P. Generation

This chapter contains these topics:

- [Section 112.1, "Estimated E.P. Generation Procedures,"](#)
- [Section 112.2, "Processing Options."](#)

This program lets you estimate the recurring billings for expense participation from a batch of calculations. It is based on the Expense Participation Billing Register (Calculation Details) file (F1538). The system creates the Estimated E.P. Recurring Billing workfile (F1502W). Note that the generation type for estimated E.P. recurring billings is 6.

The actual generation of this information involves both the Estimated E.P. Generation and Estimated E.P. Edit/Update programs.

- A processing option for the generation program requires that you run it in conjunction with the edit/update program. When the F1502W workfile is created, the system automatically prints the Estimated E.P./R.B. Edit/Update report so that you can preview the information with which the Recurring Billings Master file (F1502) can be updated.
- After you run the generation program, you choose the Estimated E.P. Edit/Update program from the menu and run it again in update mode. In the Recurring Billings Master file, the system suspends the old bill code line and adds the new line. It also prints the report, which you can now use for review.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Calculation Generation.

112.1 Estimated E.P. Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

112.2 Processing Options

See [Section 186.37, "Generate Estimated E.P. \(P151112\)."](#)

E.P. Billing Generation

This chapter contains these topics:

- [Section 113.1, "E.P. Billing Generation Procedures,"](#)
- [Section 113.2, "Processing Options,"](#)
- [Section 113.3, "Guidelines."](#)

This program lets you create a batch of E.P. billings from a batch of calculations that involve the actual amounts for the previous year. The program is based on the Expense Participation Billing Register (Calculation Details) file (F1538) and places the batch of billings in the Tenant/Lease Billings Detail file (F1511). Note the following:

- For the billing records in the Billings Generation Control Master file (F15011), the related Billing Period field is updated to B (Billed).
- The generation type for E.P. billings is 2.

The processing options control whether the system uses the E.P. billings to also estimate the recurring billings for the coming year. In this case, the system creates the Estimated E.P. Recurring Billing workfile (F1502W). The actual generation of this information involves both the E.P. Billing Generation and Estimated E.P. Edit/Update programs.

- A processing option for the generation program requires that you run it in conjunction with the edit/update program. When the F1502W workfile is created, the system automatically prints the Estimated E.P./R.B. Edit/Update report so that you can preview the information with which the Recurring Billings Master file (F1502) can be updated.
- After you run the generation program, you choose the Estimated E.P. Edit/Update program from the menu and run it again in update mode. In the Recurring Billings Master file, the system suspends the old bill code line and adds the new line. It also prints the report, which you can now use for review.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Billing Generation.

113.1 E.P. Billing Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

113.2 Processing Options

See [Section 186.36, "Generate E.P. Billings \(P151102\)."](#)

113.3 Guidelines

The billing period you specify on the Data Selection screen for the DREAM Writer version must be the same as the one you specify in processing option 1. The Billing Period data field must contain X to match the code for the billing frequency.

Estimated E.P. Edit/Update

This chapter contains these topics:

- [Section 114.1, "Estimated E.P. Edit/Update Procedures,"](#)
- [Section 114.2, "Estimated E.P./R.B. Edit/Update Report,"](#)
- [Section 114.3, "Processing Options."](#)

This program works in conjunction with both the Estimated E.P. Generation and E.P. Billing Generation programs to estimate the recurring billings for expense participation.

- A processing option for the generation programs requires that you run them in conjunction with the edit/update program. When the setup information is created in the Estimated E.P. Recurring Billing workfile (F1502W), the system automatically prints the Estimated E.P./R.B. Edit/Update report so you can preview the information with which the Recurring Billings Master file (F1502) can be updated.

Note: You must first set up the DREAM Writer version for the edit/update program before you can set up and run the version of the generation program.

- After you run the generation program, you choose the Estimated E.P. Edit/Update program from the menu and run it again in update mode. In the Recurring Billings Master file, the system suspends the old bill code line and adds the new line. It also prints the report, which you can now use to review the setup information.

Note the following:

- For the billing records in the Billings Generation Control Master file (F15011), the related Billing Period field is updated to B (Billed).
- The generation type for estimated E.P. recurring billings is 6.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose Estimated E.P. Edit/Update.

114.1 Estimated E.P. Edit/Update Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

114.2 Estimated E.P./R.B. Edit/Update Report

Figure 114–1 Estimated E.P./R.B. Edit/Update Report

15113		J.E. Edwards & Company				Page	-	1
		Est. E.P./ R.B. Edit/Update				Date	-	6/06/08
Lease Number	17495	James Robert & Associates						
Tenant	22008							
Batch Number	6158891							
Bill T								
Code Y	Building	Unit	Starting Date	Ending Date	Amount	B	Pay	S
						I	Grp	C

CAMS	15020	2201	01/01/16	12/31/19	93.11	A	R	
Billing Grp	15020		Remark		Estimated Expense Participatio			
Alt Payee	22008		Deal					
Taxable Amount			Tax Rate/Area			Tax	Expl	Cd
TXIN	15020	2201	01/01/18	12/31/19		A	R	
Billing Grp	15020		Remark		Estimated Expense Participatio			
Alt Payee	22008		Deal					
Taxable Amount			Tax Rate/Area			Tax	Expl	Cd
TXIN	15020	2201	01/01/18	01/31/18	135,000.00-	M	R	
Billing Grp	15020		Remark		Catch Up Billing			
Alt Payee	22008		Deal					
Taxable Amount			Tax Rate/Area			Tax	Expl	Cd

114.3 Processing Options

See [Section 186.38, "Est. EP Recurring Billing Edit \(P15113\)."](#)

E.P. Billing History Report

This chapter contains these topics:

- [Section 115.1, "E.P. History Report,"](#)
- [Section 115.2, "E.P. Billing History Report Procedures."](#)

This report is similar to the E.P. Calculation Register except that it is a list of the billing details for expense participation that have been posted to the general ledger. You can use it to review the E.P. billing history by tenant, lease, or batch, which is controlled by the Data Selection screen for the DREAM Writer version. The report is based on the Expense Participation Billing Register (Calculation Details) file (F1538). No processing options exist for this report.

Navigation

From the Real Estate Management System menu (G15), choose E.P. W/ Calc. Revisions.

From the E.P. W/ Calculation Revisions menu (G15231), choose E.P. Billing History Report.

115.1 E.P. History Report

Figure 115-1 E.P. History Report (1 of 2)

1538 J.D. Edwards & Company										Page	1		
E.P. History - Specific Lease										Date	6/06/08		
Tenant	Name	Lease	CLS	Description	GRP	SGR	Building	Unit	O	Occp: From - To	R	Bill: From - To	Billable
22008	James Robert & Associates	17495	CMMS	Common Area Main			15020	2201	D	01/01/15	12/31/19		
22008	James Robert & Associates									01/16	12/16		
6158991													
	Cls Exposure												
	Adj. Amount.	5,000.00											
	Cls Ceiling												
	Adj. Exposure	5,000.00	Bse		Crpnd/Fct	1.000000	1.000000	Tot. Exclu					
	Net Exposure	5,000.00			Denom/ 01/B			Share Fac					.016930
	Gross Share	84.65	Lease Lmt		Subg. Adj			Grp. Adjus					
	Occup. Adjust	1.000000	Net Share	84.65	Fee Rate/		.100000 /	Fee Amt			8.47		
					Est Billing			Billable			93.12		93.12
								Class Totals					93.12
22008	James Robert & Associates	17495	MGAD	Management and A			15020	2201	D	01/01/15	12/31/19		
22008	James Robert & Associates									01/16	12/16		
6158991													
	Cls Exposure												
	Cls Ceiling												
	Adj. Exposure		Bse		Crpnd/Fct	1.000000	1.000000	Tot. Exclu					
	Net Exposure				Denom/ 01/B			Share Fac					.016930
	Gross Share		Lease Lmt		Subg. Adj			Grp. Adjus					
	Occup. Adjust	1.000000	Net Share		Fee Rate/		.050000 /	Fee Amt					
					Est Billing			Billable					
								Class Totals					
22008	James Robert & Associates	17495	TXIN	Taxes and Insura			15020	2201	D	01/01/15	12/31/19		
22008	James Robert & Associates									01/16	12/16		
6158991													
	Cls Exposure												
	Cls Ceiling												
	Adj. Exposure		Bse		Crpnd/Fct	1.000000	1.000000	Tot. Exclu					
	Net Exposure				Denom/ 01/B			Share Fac					.016930
	Gross Share		Lease Lmt		Subg. Adj			Grp. Adjus					
	Occup. Adjust	1.000000	Net Share		Fee Rate/		.100000 /	Fee Amt					
					Est Billing			Billable					
								Class Totals					
22008	James Robert & Associates	17495	UTIL	Utility Charges			15020	2201	D	01/01/15	12/31/19		
22008	James Robert & Associates									01/16	12/16		
6158991													
	Cls Exposure												
	Cls Ceiling												
	Adj. Exposure		Bse		Crpnd/Fct	1.000000	1.000000	Tot. Exclu					
	Net Exposure				Denom/ 01/B			Share Fac					.016930
	Gross Share		Lease Lmt		Subg. Adj			Grp. Adjus					
	Occup. Adjust	1.000000	Net Share		Fee Rate/		.050000 /	Fee Amt					
					Est Billing			Billable					
								Class Totals					
								Grand Totals					93.12

Figure 115-2 E.P. History Report (2 of 2)

Est Billing	Billable
	Class Totals
	Grand Totals
	93.12

115.2 E.P. Billing History Report Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Part XIII

Expense Participation without Calculation Revisions

This part contains these chapters:

- [Chapter 116, "E.P. Process without Calculation Revisions,"](#)
- [Chapter 117, "Estimated E.P. PSF Generation."](#)

E.P. Process without Calculation Revisions

This chapter explains how the E.P. process without calculation revisions and the related programs are different from the process and programs with calculation revisions.

- The programs involved in this process are selections on the Expense Participation (CAM) menu (G1523). You access this menu from the Real Estate Management System menu (G15).
- Menu G1523 is similar to the E.P. W/ Calculation Revisions menu (G15231), but it does not include the selections for calculations and revisions.
 - The E.P. Billing Generation and Estimated E.P. Generation programs combine the calculation and generation of the E.P. billing information.
 - The generations are based on the setup information in the Tenant Class Master file (F15012) rather than the calculations in the Expense Participation Billing Register (Calculation Details) file (F1538).
 - Estimated E.P. PSF Generation is available on both menus and functions the same way in both cases. It also combines the calculation and generation of the billing information.
- The relationship, procedures, and output of the programs common to both menus are still the same as in the E.P. process with calculation revisions.
- If an error exists or a change is necessary in a batch, you must delete the batch, make the appropriate corrections, and generate the billing information again.

As a result of these differences, the process includes the following tasks:

1. Set up the expense classes.
2. Set up the E.P. information.
3. Generate the E.P. billings.

At this point, you can choose to run any one of the following programs:

- Estimated E.P. Generation.
 - Estimated E.P. PSF Generation.
 - E.P. Billing Generation. Along with this, the system can automatically run the Estimated E.P. Generation program based on the same E.P. information.
4. Review, post, and print the invoices.

For a more complete overview of the E.P. process, see [Chapter 100, "Expense Participation Process"](#) in this guide.

Caution: After you process expense participation without calculation revisions, you cannot process the E.P. information with calculation revisions.

Estimated E.P. PSF Generation

This chapter contains these topics:

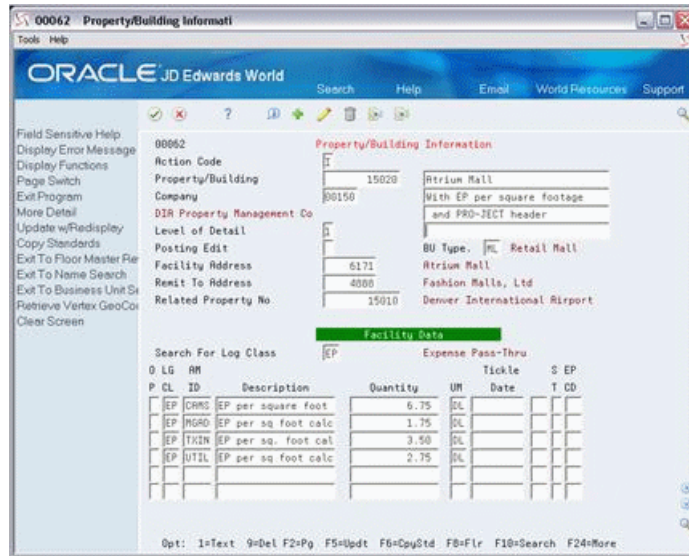
- [Section 117.1, "Per Square Foot Generation Report,"](#)
- [Section 117.2, "Per Square Foot Generation Procedures,"](#)
- [Section 117.3, "Processing Options,"](#)
- [Section 117.4, "Guidelines."](#)

This program lets you estimate the recurring billings for expense participation according to the E.P. setup information and square footage in the log information for the lease, building, or property. It is based on the Tenant/Lease Master file (F1501) and also includes information from the Log Standards Master and Tenant Class Master files (F1503 and F15012, respectively). The system creates the Estimated E.P. Recurring Billing workfile (F1502W).

When you run Estimated E.P. PSF Generation, the system performs the following tasks:

1. Selects the leases that are in effect according to the data selection for the DREAM Writer version and the generation date specified in the processing options.
2. Verifies that the E.P. information set up for each lease is in effect on the generation date. If no information is located, the generation stops for that lease and the system prints an error on the Recurring Billing Per Square Foot Generation report.
3. Selects the annual amount of rent per square foot (PSF) that is in effect on the generation date for each E.P. record being processed. If no amount is located, the generation stops for that record and the system prints an error on the Recurring Billing Per Square Foot Generation report.
 - The rent amount, which is selected from the Log Standards Master file, is identified by the log class specified in the processing options and the E.P. class code. The E.P. class code is the same as the amenity ID. For example, if EP is specified as the log class and CAMS is the class code, the system searches the log information for the log line with EP as the log class and CAMS as the amenity ID.

Figure 117-1 Property/Building Information screen



- The Log Standards Master file is first searched according to the lease number and then according to the building or property number (business unit). If no amount per square foot is located, the system performs the same search except with a blank E.P. Class code.
4. Multiplies each annual PSF amount by the square footage defined in the lease. The result is the annual billing amount.
 5. Creates the estimated recurring billing for the workfile based on the following information:
 - The annual billing amount
 - The estimated bill code specified for the E.P. record
 - The beginning month and year specified in the processing options
 - The ending date of the related lease
 6. Prints the Recurring Billing Per Square Foot Generation report so you can review the information the system generated.
 7. Updates the Estimated E.P. Recurring Billing workfile. This is controlled by a processing option.

After you run the generation program, you choose the Estimated E.P. Edit/Update program from the menu and run it in update mode. In the Recurring Billings Master file, the system suspends the old bill code line and adds the new line. It also prints the Estimated E.P./R.B. Edit/Update report, which you can use for review. Note the following:

- For the billing records in the Billings Generation Control Master file (F15011), the related Billing Period field is updated to B (Billed).
- The generation type for estimated E.P. recurring billings is 6.

For an overview of expense participation, see [Chapter 100, "Expense Participation Process"](#) and E.P. Process without Calculation Revisions in this guide.

Navigation

Estimated E.P. PSF Generation is a selection on both the Expense Participation (CAM) menu (G1523) and the E.P. W/ Calculation Revisions menu (G15231). You access these menus from the Real Estate Management System menu (G15).

117.1 Per Square Foot Generation Report

Figure 117-2 Recurring Billing Per Square Foot Generation

15114		J.D. Edwards & Company						Page - 1
		Recurring Billing Per Square Foot Gen.						Date - 6/06/08
								Batch. . . . 6158905
Lease	Tenant	Property/ Building	Cls	EP CD	Annual Amount Per Square Foot	Tenant Square Feet	Billable Amount	Message
17497	4175	15020	CAMS	01	6.75	5,000	33,750.00	
17497	4175	15020	MGAD	01	1.75	5,000	8,750.00	
17497	4175	15020	TXIN	01	3.50	5,000	17,500.00	
17497	4175	15020	UTIL	01	2.75	5,000	13,750.00	

117.2 Per Square Foot Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

117.3 Processing Options

See [Section 186.39, "Recurring Billing Per Square Foot Gen. \(P15114\)."](#)

117.4 Guidelines

The Log Standards Master file is searched according to three levels in the following sequence: lease, building, and property. In this way, a general amount per square foot can be defined for most leases at the building or property level. For exceptions, a specific amount can be defined at the lease level. If the system does not locate an amount at the lease level, it uses the general amount at the building or property level.

Part XIV

Escalations

This part contains these chapters:

- Chapter 118, "Escalation Process,"
- Chapter 119, "Escalation Indices,"
- Chapter 120, "Escalation Indices Listing,"
- Chapter 121, "Escalation Information,"
- Chapter 122, "Escalation Information Listing,"
- Chapter 123, "Next Increase Listing,"
- Chapter 124, "Escalation Billing Generation,"
- Chapter 125, "Escalation Calculation Register,"
- Chapter 126, "Escalation Update without Post,"
- Chapter 127, "Escalation History Report."

Escalation Process

This chapter contains these topics:

- [Section 118.1, "Terms and Calculation,"](#)
- [Section 118.2, "Porters' Wage Index,"](#)
- [Section 118.3, "Recurring Billings,"](#)
- [Section 118.4, "Catch-Up Billings,"](#)
- [Section 118.5, "Escalation Billing Process."](#)

In the Real Estate Management industry, escalation generally refers to the terms in a lease that cause a tenant's rent or other charges to increase from year to year. Many commercial leases (retail, office, and industrial) are set up so the rent amounts increase regularly based on an index such as the Consumer Price Index (CPI), Porters' Wage, or a user-defined index.

- The CPI or a user defined index relates to standard percent escalation.
 - 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, 2017 is 169.24 and the index for January, 2018 is 178.38. Inflation for 2017 is the percent increase between the two indices, which is 5.4%. The CPI is published monthly by the U.S. government with a three-month lag time. However, for most metropolitan areas, the regional index is published every six months.
 - A user defined index is based on some other criteria. For example, the comparative increase in the operating costs of a specific building could determine the increase in rent. Another example is an index based on money rates such as prime or treasury notes.
- The Porters' Wage is a special index that has been used historically in the metropolitan area of New York. This index is based on the Porters' 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 is expressed as a rate per square foot, determines the increase in rent. Note the following:
 - You must use a method outside the Real Estate Management 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 may relate to a unique combination, more than one Porters' Wage index may have to be maintained.

- Though this index is becoming obsolete, many older leases still include this term.

Regardless of the index, escalation is the term JD Edwards World uses to describe the process that automatically generates the related increase in rent. This chapter is an overview of the escalation process.

118.1 Terms and Calculation

The following table identifies and illustrates the steps and terms involved in the calculation for standard percent escalation. A detailed explanation of this information follows the table.

STEP	TERMS	SAMPLE CALCULATION
1	Current index	472.810
2	Base index	462.200
2	Gross percent escalation	0.023
3	Lease factor	x 0.900
3	Factored percent escalation	0.021
4	Minimum percent (optional)	> 0.015
4	Maximum percent (optional)	> 0.020
4	Adjusted percent escalation	0.020
5	Base rent	\$ 2,000.00
5	Gross escalated rent	\$ 2,040.00
5	Maximum rent (optional)	< 2,100.00
5	Net escalated rent	\$ 2,040.00
5	Net annual rent adjustment	\$ 40.00
5	Periodic adjustment amount	\$ 3.33

Note: Unless otherwise stated, the setup information used in the following steps is supplied from the Tenant Escalation Master file (F15016) and updated from the Escalation Information screen.

118.1.1 Step 1

The current index is the value related to one or more index periods defined for an escalation index. This information is kept in the Escalation Index Master file (F1550) and updated from the Escalation Indices screen. In the sample calculation, the current index is 472.810.

The system can use the following methods to determine this value: direct, calculation, and override.

Direct Method

The system selects the value defined for the period that is just prior to the next escalation period to be generated. This is controlled by the Next Period Start Month, Next Period Start Year, and Escalation Computation Method fields. The method of computation must be D.

Calculation Method

The system selects the values defined for the periods that occur within a specified length of time. It then adds the values and divides that total by the number of index periods involved. This average is controlled by the Escalation Period Length and Computation Method fields. The method of computation must be C.

Override Method

The system selects the value defined for the period that is specified in the processing options for the Escalation Billing Generation program.

118.1.2 Step 2

Compare the current index with a base index and calculate the gross percent escalation. Because escalation is dependent on the percentage of change in an index rather than the actual gross change, the system uses the following formula:

$$(\text{Current index} - \text{base index}) / \text{base index}$$

In the sample calculation, the base index is 462.200. The gross change is 10.610, but the gross percent change is 2.30%. Because the system expresses the percentage as a decimal fraction, the number 0.023 represents the percentage.

You can use either the original index or last index as the base. The original index is the initial calculation for the lease, and the last index is the most recent calculation. This is controlled by the Original or Last field and the Escalation Basis Override field. The value is supplied from either the Base Index or Last Index field.

118.1.3 Step 3

Multiply the gross percent by an adjustment factor to calculate the factored percent escalation. This percentage is controlled by the Base Escalation Reduction (Lease Factor) field. In the sample calculation, the escalation is based on 90% of the CPI, so the lease factor is 0.90. Therefore, the factored percent is 0.021.

118.1.4 Step 4

Compare the factored percent with minimum and maximum limits to calculate the adjusted percent escalation. This adjusted percent escalation is the percentage the rent is increased. Note the following:

- This is controlled by the Escalation Period Length, Minimum Per Year, and Maximum Per Year fields.
- The period length must be 12 for the escalation index.
- If the factored percent is equal to or greater than the minimum and equal to or less than the maximum, the system uses the factored percent as the adjusted percent. However, if it is less than the minimum, the minimum percent is used. If it is greater than the maximum, the maximum percent is used.

In the sample calculation, the factored percent of 0.021 is greater than the maximum percent of 0.020, so the system uses 0.020 as the adjusted percent.

118.1.5 Step 5

Use the adjusted percent to calculate the periodic adjustment amount. This step involves the following intermediate calculations:

1. To calculate the gross escalated rent, the system uses the following formula:

Base rent amount X (1 + adjusted percent)

In a similar way to step 2 in the calculation, you can use either the original rent or last rent as the base. This amount is supplied from either the Base (Original) Escalation Amount or Last Escalation Amount field. In the sample calculation, the base rent is multiplied by 1.020 for a result of \$2,040.00.

2. The gross escalated rent is compared with the maximum rent, and the smaller amount becomes the net escalated rent. The system can use either one of the following fields to determine the maximum rent.

- Maximum Escalated Rent.
- Maximum Per Lease. The system uses the percentage from this field in the following formula to calculate the maximum rent:

Base rent amount X maximum percent

In the sample calculation, the gross rent is less than the maximum rent, so \$2,040.00 becomes the net escalated rent.

3. To calculate the net annual rent adjustment, the system subtracts the base rent amount from the net escalated rent. In the sample calculation, the difference is \$40.00.
4. To calculate the periodic adjustment, the system divides the net annual adjustment by the number of periods per year as specified by the billing frequency code. If the billing frequency is monthly in the sample calculation, the net annual adjustment is divided by 12 to result in \$3.33 as the periodic adjustment.

The system uses this amount to adjust the recurring billings and to calculate any catch-up billings.

118.2 Porters' Wage Index

When escalation is based on the Porters' Wage index, the calculation has some differences from the standard percent escalation. The calculation involves the following steps:

1. Determine the current index.
2. Compare the current index with a base index and calculate the gross escalation or gross percent escalation. The calculation is controlled by the PW Computation field.
 - If the field contains 1 or ¢ , the calculation is the following:
Current index - base index
 - If the field contains 2 or %, the calculation is the following:
(Current index - base index) / base index
3. Calculate the factored escalation. This is also controlled by the PW Computation field.
 - If the field contains 1 or ¢ , the calculation is the following:
Gross escalation X Porter Wage factor
 - If the field contains 2 or %, the calculation is the following:
Gross percent escalation X Porter Wage factor X 100

The result of this step is the amount of escalation per square foot.

4. Multiply the quantity from the Porter Wage Square Feet field in the Tenant Escalation Master file by the rate from step 3, and then add the base rent. The result is the gross escalated rent.
5. Compare the gross escalated rent with the maximum rent, and the smaller amount becomes the net escalated rent.
6. Subtract the base rent amount from the net escalated rent to calculate the net annual rent adjustment.
7. Divide the net annual adjustment by the number of periods per year as specified by the billing frequency code to calculate the periodic adjustment. The system uses this amount to adjust the recurring billings and to calculate any catch-up billings.

When you use the Porters' Wage index, note the following:

- The Porter Wage Factor and Computation fields in the Tenant Escalation Master file are required. If these two fields are used, the system automatically bypasses the Minimum Per Year, Maximum Per Year, and Base Escalation Reduction Factor (Lease Factor) fields, which relate to standard percent escalation.
- For step 2, the Porter Wage Computation field controls whether the system uses the actual gross change or percent of change in the Porters' Wage rates.

118.3 Recurring Billings

The system uses the periodic adjustment amount to update the Recurring Billing Master file (F1502) with the estimated information. In the process, the old bill code lines related to the estimated rent for escalation are suspended as of the day prior to the beginning date of the new billing. Such a line is identified by the bill code contained in the B.R. Code field of the Tenant Escalation Master file.

118.4 Catch-Up Billings

A catch-up billing for escalation is normally the amounts that should have been billed for past periods (the periodic adjustment amounts) minus the estimated escalation that was actually billed for those periods. It also includes any escalation amounts that were not billed in the prior year.

The past periods include all periods between points B and C on the time line in the following illustration:

- The segment AB is the period length.
- Point B is the current next month and year.
- Point C is one of the following:
 - The latter of the G/L date (generation date) and the last billing date for the estimated escalation. In this case, the start date for recurring billing is one month after the G/L date.
 - The latter of the last billing date for the estimated escalation and the period prior to the start date for recurring billing. This condition is used only if the start date is specified in the processing options for the Escalation Billing Generation program.

Note the following:

- An estimated billing is the periodic adjustment amount for the past year that continues to be billed in the current year until a new escalation is generated.
- The estimated amounts that are actually billed are retrieved directly from the A/R Account Ledger file (F0311).
- A catch-up billing can include any escalation billings that were not billed in the prior year.
- The system uses the B.R. Code (Billing Receipt Code) field in the Tenant Escalation Master file to identify the accounts for catch-up billings. The G/L Offset field identifies the accounts for the estimated recurring billings, which the system deducts when calculating the catch-up billings.
- If you specify that catch-up billings be included in the generation and none are created, the system places an "empty" transaction in the Tenant/Lease Billings Detail file. This indicates to the system that a batch for escalation billings does exist and ensures that the escalation information is updated during the posting process. In this case, however, transactions with a zero amount are not actually placed in the A/R Account Ledger and G/L Account Ledger (F0911) files.

118.4.1 Sample Calculation

This example relates to the following escalation information:

Item	Description
Next month and year	January, 2018
Period length	12
Net annual rent adjustment	\$1,800
Billing frequency	Monthly
Periodic adjustment	\$150
Estimated billing for escalation	\$100 per month

April 1, 2018 is both the G/L date and the start date for recurring billing. The first three months of 2018 were billed at \$100 per month, so the calculation for the catch-up amount is as follows:

$$(3 \times \$150) - (3 \times \$100) = \$150$$

118.5 Escalation Billing Process

Before you begin the escalation process, set up the following information:

- Real Estate Management constants
- Facility, tenant, and lease information
- Escalation indices, billing frequencies, and other user defined codes
- General accounting and accounts receivable constants
- Object and subsidiary accounts in the G/L chart of accounts
- Bill codes with their automatic accounting instructions (AAIs)

The escalation process involves the following tasks:

1. Set up the escalation indices.

2. Set up the escalation information.
3. Generate the escalation billings.
4. Review, post, and print the invoices.

For more information about the basic operations related to invoices, see [Chapter 16, "Manual Billing Process"](#) in this guide. Note that you cannot use the escalation process for A/P vouchers.

118.5.1 Set Up the Escalation Indices

Escalation Indices

This screen lets you set up tables for an index by calendar year. Within such a table, you can specify the monthly values for the index. The system uses periodic changes in these values to adjust (escalate) the amounts for recurring billing. This information is kept in the Escalation Index Master file.

Escalation Indices Listing

This report is a list of the calendar years and related monthly values set up for an Escalation index. You can use it to review the information that exists in the Escalation Index Master file.

118.5.2 Set Up the Escalation Information

Escalation Information

This screen lets you quantify the tenant's lease information as it relates to escalation. This information is kept in the Tenant/Lease Master file (F1501) and Tenant Escalation Master file.

Escalation Information Listing

This report, which is similar to the Escalation section on the Lease Master Listing, provides the billing setup for the leases that use escalation. If you run the report and review the information before you generate invoices, you can save time and billing errors. It is based on the Tenant Escalation Master file.

Next Increase Listing

This report is a management tool to help schedule the generation of escalation billings. It is based on the Tenant Escalation Master file.

118.5.3 Generate the Escalation Billings

Escalation Billing Generation

This program lets you generate a batch of billings related to escalation. It is based on the Tenant Escalation Master file, and the system places the calculations in the Escalation Billing Register (Calculation Details) file (F1548). The system uses the calculations to create both estimated recurring billings and catch-up billings. Note the following:

- When you run either the Post Invoices or the Escalation Update W/O Post program, the system updates the Recurring Billing Master file with the estimated information for recurring billings.

- The processing options for the Escalation Billing Generation program let you create catch-up billings for past billing periods. These transactions are placed in the Tenant/Lease Billings Detail file (F1511).

Escalation Calculation Register

This report is a list of the calculation details for a batch of escalation billings. It lets you review this information for accuracy prior to posting the batch. The report is based on the Escalation Billing Register (Calculation Details) file. You do not access it from a menu, but the system can print it automatically when you run the Escalation Billing Generation program.

118.5.4 Review, Post, and Print the Invoices

After you have created the billings, the process is similar to the process for manual billings. For more information about the following programs, see the related chapters in [Part III, "Manual Billing"](#) in this guide.

Escalation Billing Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of transactions for posting. Except for the title, the screen is identical to the Manual Billing Journal Review screen. In fact, all the screens in the journal review process for escalation are identical to the ones for manual billings. They display and update information in the Batch Control Records file (F0011) and the Tenant/Lease Billings Detail file.

Note the following:

- Processing option 1 must be set to generation type 4 to review batches of catch-up billings for escalation. Type 1 lets you review recurring billings.
- The Manual Review Req'd field in the Tenant Escalation Master file controls whether a manual review is required for a billing after it has been generated. This requirement is also controlled by the Manual Rev Req'd field in the fold area of the Billings Detail Modifications screen, which is the third level in the review process.
- From the Billings Detail Modifications screen, you can access the Extended Invoice Text screen to set up and work with free-form text for a billing.

Print Billing Edit/Register

The system initially assigns a status of Error to all batches of invoices in the Tenant/Lease Billings Detail file. When you run Print Billing Edit/Register for a batch, the system verifies the invoices against other system information and changes the status of the batch to either Pending or Approved. The status to which it changes depends on how the Manager Approval of Input field is set in the General Constants file (F0009). If an error exists or if a manual review is required for a document, the batch retains a status of Error.

The system also prints a report that can include a list of the transactions, total amounts, errors, and warnings. A processing option for the Escalation Billing Generation program controls whether the system automatically runs the Print Billing Edit/Register program at the time of the generation.

Post Invoices

For escalation invoices in the Real Estate Management system, the version of the post program does the following:

- Runs a DREAM Writer version of G/L Transaction Generation (P15199), which creates the A/R and G/L transactions. At this time, it also marks the documents as posted in the Tenant/Lease Billings Detail file.
- Selects unposted invoices from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.
- Updates the Recurring Billing Master file with the estimated information for recurring billings.

You must set up the Batch Type Selection processing option for tenant A/R invoices (batch type 2).

Note: With escalation, you cannot process tenant A/P vouchers, which are batch type / (forward slash).

Escalation Update without Post

This program, which is based on the Escalation Billing Register (Calculation Details) file, updates the Tenant Escalation Master file. The processing options control whether the Recurring Billings Master file is also updated.

When you run Post Invoices, the system automatically runs the DREAM Writer version 001 of Escalation Update without Post. However, it may be necessary to run different versions of the update for some tenants. For example, you may want to combine the escalation and base rent amounts into one new recurring billing line or override the bill code for base rent that exists in the Tenant Escalation Master file. In this case, you can choose the program directly from the menu and run it separately.

Print Invoices

You use the Print Invoices program to print an invoice that includes information created during the escalation process.

Escalation History Report

This report is a list of the billing details for escalation that have been either posted to the general ledger with the Post Invoices program or processed with the Escalation Update W/O Post program. The report is based on the Escalation Billing Register (Calculation Details) file.

Escalation Indices

This chapter contains these topics:

- [Section 119.1, "Add Escalation Values,"](#)
- [Section 119.2, "Display Escalation Values,"](#)
- [Section 119.3, "Change Escalation Values,"](#)
- [Section 119.4, "Delete Escalation Values,"](#)
- [Section 119.5, "Guidelines."](#)

The Escalation Indices screen lets you set up and work with tables for an index by calendar year. Within such a table, you can specify the monthly values for the index. The system uses periodic changes in these values to adjust (escalate) the amounts for recurring billing. This information is kept in the Escalation Index Master file (F1550). The specific indices are user defined codes (system 15, type IX) and stored in the User Defined Codes file (F0005).

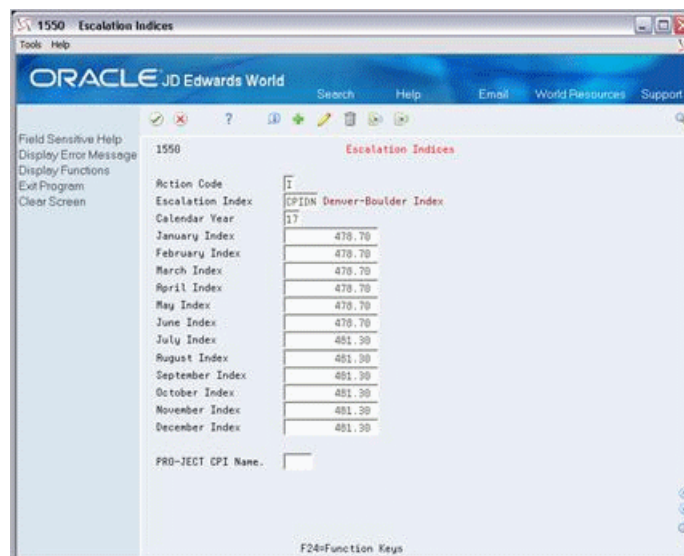
For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Escalation Indices.

Figure 119–1 Escalation Indices screen



119.1 Add Escalation Values

To add the values for a calendar year, choose Add in the Action Code field, type the index code in the Escalation Index field, type the appropriate information, and then press Enter.

119.2 Display Escalation Values

To display the values for an index and year, choose Inquire in the Action Code field, type the index code in the Escalation Index field, type the year in the Calendar Year field, and then press Enter.

119.3 Change Escalation Values

To change the values you have displayed, choose Change in the Action Code field, type the appropriate information, and then press Enter.

119.4 Delete Escalation Values

To delete the information you have displayed, choose Delete in the Action Code field and then press Enter.

119.5 Guidelines

The Escalation Indices Listing is a list of the monthly values that exist for a specific index and year. You use this report to review the information that you set up for an index on the Escalation Indices screen.

Escalation Indices Listing

This chapter contains these topics:

- [Section 120.1, "Escalation Indices Listing Procedures,"](#)
- [Section 120.2, "Escalation Index Listing."](#)

This report is a list of the calendar years and related monthly values set up for an Escalation index. You use it to review the information that exists in the Escalation Index Master file (F1550). Processing options do not exist for this report.

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Escalation Indices Listing.

120.1 Escalation Indices Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

120.2 Escalation Index Listing

Figure 120–1 Escalation Index Listing

1550F			J.E. Edwards & Company Escalation Index Listing						Page Date	- 6/06/08	i
Index	Description	Year	January July	February August	March September	April October	May November	June December			
CPI	National Price Index	15	482.70	482.70	482.70	482.70	482.70	482.70	482.70		
CPI	National Price Index	16	482.70	482.70	482.70	482.70	482.70	482.70	482.70		
CPI	National Price Index	17	458.70	458.70	458.70	458.70	458.70	458.70	458.70		
			462.20	462.20	462.20	462.20	462.20	462.20	462.20		
CPI/DN	Denver-Boulder Index	17	478.70	478.70	478.70	478.70	478.70	478.70	478.70		
			481.30	481.30	481.30	481.30	481.30	481.30	481.30		

Escalation Information

This chapter contains these topics:

- [Section 121.1, "Add Escalation for a Lease,"](#)
- [Section 121.2, "Display Escalation Information,"](#)
- [Section 121.3, "Change Escalation Information,"](#)
- [Section 121.4, "Delete Escalation Information,"](#)
- [Section 121.5, "Processing Options,"](#)
- [Section 121.6, "Guidelines."](#)

The Escalation Information screen lets you set up and work with the information the system uses to calculate escalation for a lease. This information is stored primarily in the Tenant/Lease Master and Tenant Escalation Master files (F1501 and F15016, respectively). The screen has processing options that control how the system displays and processes the information.

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Escalation Information.

Figure 121-1 Escalation Information screen

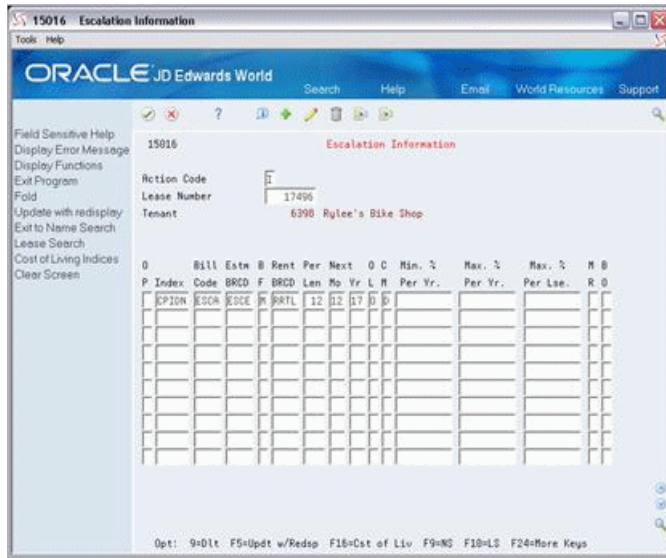
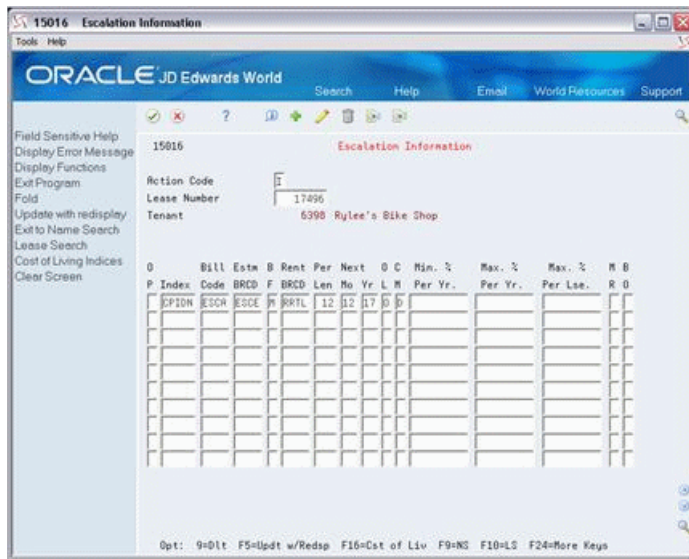


Figure 121-2 Escalation Information (Fold Area) screen



121.1 Add Escalation for a Lease

To define the escalation for a lease, choose Add in the Action Code field, type the number of the lease in the Lease Number field, type the appropriate information for the detail lines, and then press Enter or F5. Note the following:

- The lease number, index, and billing frequency are the minimum information required to add escalation information.
- The system automatically supplies information to the following fields from the lease in the Tenant/Lease Master file. However, you can also manually type different information in them.

Field	Field
Tenant	Ending
Per Len (Period Length)	Building
Next Mo (Next Month)	Unit No. (Unit Number)
OL (Original or Last)	Billing Grp (Group)
CM (Computation Method)	P.T. (Payment Terms)
Beginning	

- Set the Next Mo and Yr fields to the period immediately following the period of the index value being used. For example, if you are generating escalation billings in February, 2017 that are based on an index for December, 2016, the next month and year are January, 2017 (01, 17).

121.2 Display Escalation Information

To display the escalation information for a lease, choose Inquire in the Action Code field, type the number of the lease in the Lease Number field, and then press Enter.

121.3 Change Escalation Information

To change the information that you have displayed for a lease, choose Change in the Action Code field, type the appropriate information, and then press Enter or F5.

121.4 Delete Escalation Information

There are two methods you can use to delete the information that you have displayed:

- To delete all the escalation information for a lease, choose Delete in the Action Code field and then press Enter.
- To delete one or more detail lines, choose Change in the Action Code field, type 9 in the OP (Option) field for each line you want to delete, and then press Enter or F5.

121.5 Processing Options

See [Section 186.40, "Tenant Escalation Master \(P15016\)."](#)

121.6 Guidelines

- Before you define the escalation for a lease, set up the following information:
 - Facility, tenant, and lease information
 - Escalation indices, billing frequencies, and other user defined codes
 - General accounting and accounts receivable constants
 - Object and subsidiary accounts in the G/L chart of accounts
 - Bill codes with their automatic accounting instructions (AAIs)
- If the OL (Original or Last) field is set to L (Last) and no information exists for the last index, the system uses the original index in the billing generation. If

information does not exist for both the last and the base index in this case, the system does not perform the calculation.

- If both the BO (Basis Override) and Unit Group fields are used to set up escalation, the related bill code lines for the recurring billings must have matching unit group codes. Otherwise, the system does not generate the escalation billings.
- If the computation method is C (Calculation), the system selects the index values defined for the periods that occur within a specified length of time. It then adds the values and divides that total by the number of index periods involved. For example, suppose the following six indices were defined for the year 2017: 500.0 (January), 501.0 (March), 501.0 (May), 502.0 (July), 502.0 (October), and 502.0 (December). The total of 3008 is divided by 6 to equal the current index of 501.3.
- The untitled field in the lower right corner of the fold area is the Billing Control ID field. The system uses the number in this field to keep track of all the periods that have been billed. This information is stored in the Billings Generation Control Master file (F15011). You cannot bill a tenant twice for the same period unless you clear the billing control field for that period. To do this, run the Batch Delete program to delete an unposted batch of invoices. At this time, the system resets the billing control.

Note: You cannot delete a batch of documents that has been posted.

- The Next Increase Listing is based on the Tenant Escalation Master file and relates to the Next Mo and Yr fields. Therefore, you can use this report to preview the billing information that is scheduled to be escalated.

Escalation Information Listing

This chapter contains these topics:

- [Section 122.1, "Escalation Information Listing Report,"](#)
- [Section 122.2, "Escalation Information Listing Procedures."](#)

This report, which is made up of the Escalation section of the Lease Master Listing, provides the billing setup for the leases that use escalation. If you run the report and review the information before you generate invoices, you can save time and billing errors. It is based on the Tenant Escalation Master file (F15016).

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Escalation Info. Listing.

122.1 Escalation Information Listing Report

Figure 122-1 Escalation Information Listing Report

154015	J.D. Edwards & Company										Page	-	1
	Escalation - Specific Lease										Date	-	6/06/08
Lease Number . .	17496												
Tenant Number . .	6398	Rylee's Bike Shop											
Bill Estm B	Rent	Per	Next	O C	Min. %	Max. %	Max. %	Redct.	Pay	S S B			
Index Code	BRCD	F	BRCD	Len	MD	YR	L M	Per Yr	Per Yr	Per Lse	Factr.	Term	I S M

CPIDN	ESCL	ESCE	M	RRTL	12	01	17	L D	.030000	.060000	.020000		
Beginning	01/01/17	Ending		12/31/19									
Base Period	0000	To	0000	Base Index	Orig. Basis								18000.00
Last Period	0000	To	0000	Last Index	Last. Basis								
Building	15020	Unit No.	1103		Alt. Payee								6398
Billing Grp	15020	Deal No.											
Tax Rt/Area		Tax Exp Cd											

122.2 Escalation Information Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Next Increase Listing

This chapter contains these topics:

- [Section 123.1, "Next Increase Listing Procedures,"](#)
- [Section 123.2, "Next Increase Report."](#)

This report is a management tool to help schedule the generation of escalation billings. It is based on the Tenant Escalation Master file and relates to the Next Period Start - Month and Year fields. No processing options exist for this report. Note the following:

- If the Original or Last field for a lease contains O, the system prints the original information for escalation from the following fields: Base Period Start - Month and Year, Base Period End - Month and Year, Base Index, and Base Escalation Amount (Original Basis).
- If the Original or Last field for a lease contains L, the system prints the most recent information for escalation from the following fields: Last Period Start - Month and Year, Last Period End - Month and Year, Last Index, and Last Escalation Amount (Last Basis).

Note: If the last index or last basis is zero, the system uses the original information instead of the last.

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Next Increase Listing.

123.1 Next Increase Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

123.2 Next Increase Report

Figure 123-1 Next Increase Report

S.D. Edwards & Company													Page	-	1			
CFI Next Increase Report - Building													Date	-	6/06/08			
Building	Tenant	Tenant	Lease	Unit	Rec.	Bill	Heat	Effective	Dates	Per	O	Rec.	Period	Rec.	Recalculation	Billing	Remark	
Number	Number	Name	Number	Number	Index	Code	F	MC	TR	Begin	End	Len	S	From	To	Index	Basis	Group
15020	4175	Abemathy & Hitch	15368		CFIM	ESCL	M	1/98	04/09/15	11/30/22	12	O	1/97	12/97	445.70	42625.00	15020	
15020	6308	Spivey's Bike Shop	15496	1103	CFIM	ESCL	M	1/17	01/01/17	12/31/18	12	O				18000.00	15020	
15020	6630	Eddie Bean Outlet Store	15341	203	PWNY	PWNY	A	1/99	05/23/15	05/30/20	12	O	1/98	12/98	10.75		15020	
15020	6730	Tattered Books	15173	201	CFIM	ESCL	M	1/98	04/09/15	11/30/22	12	O	1/96	12/96	445.70	48000.00	15020	

Escalation Billing Generation

This chapter contains the topic:

- [Section 124.1, "Escalation Billing Procedures."](#)

This program lets you generate a batch of billings related to escalation. It is based on the Tenant Escalation Master file (F15016). The system places the calculations in the Escalation Billing Register (Calculation Details) file (F1548) and uses them to create both estimated recurring billings and catch-up billings.

- When you run either the Post Invoices or the Escalation Update W/O Post program, the system updates the Recurring Billing Master file (F1502) with the estimated information for recurring billings.

As a control against duplicate updates, a batch is flagged when the update is first performed for it. The flag prevents the system from running the program more than once for a specific batch.

- The processing options for the Escalation Billing Generation program let you create catch-up billings for past billing periods, which are placed in the Tenant/Lease Billings Detail file (F1511). To determine the catch-up portion, the system uses information in the A/R Account Ledger file (F0311). This information includes posted A/R records related to a specific combination of bill code, building, unit, and effective period of time (start and end dates).

Note the following:

- For the billing records in the Billings Generation Control Master file (F15011), the related Billing Period field is updated to B (Billed).
- The generation type for escalation billings is 4.
- A processing option controls whether the system prints the Escalation Calculation Register, which is a list of the calculation details for a batch of escalation billings. It lets you review this information for accuracy prior to posting the batch. JD Edwards World recommends that you print this report and keep it as a record because it is the only report of the calculations for escalation.

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Escalation Billing Generation.

124.1 Escalation Billing Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Escalation Calculation Register

This chapter contains these topics:

- [Section 125.1, "Escalation Calculation Register Procedures,"](#)
- [Section 125.2, "Escalation Calculation Register Report."](#)

This report is a list of the calculation details for a batch of escalation billings. It lets you review this information for accuracy prior to posting the batch. The report is based on the Escalation Billing Register (Calculation Details) file (F1548). JD Edwards World recommends that you print this report when you run Escalation Billing Generation because it is the only record of the calculations for escalation.

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

You do not access this report from a menu in the Real Estate Management system. A processing option for the Escalation Billing Generation program controls whether the system prints it when you run the generation.

You can, however, access and work with the DREAM Writer versions of the report. To do this, you must manually inquire on it from the Version List screen of the DREAM Writer facility, which you access when you choose a report from a menu. To display the versions on the Version List screen, type P1548 in the Form field and press Enter.

125.1 Escalation Calculation Register Procedures

From the Version List screen of the DREAM Writer facility, you can copy or change a version of the report. For an overview of this facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

125.2 Escalation Calculation Register Report

Figure 125-1 Escalation Calculation Register Report (1 of 2)

Program ID . . . P1538	E.P.Billing Register	Report Date . . 06/04/08
Version . . . XJDE0001	Expense Participation Billing Register	Report Time . . 11:27:36
The Following Version Options Were Selected:		
Print Cover Page (Y/N)	Y	
Print Instructions (Y/N)	N	
User Exclusive (0/1/2/3)	1	
User ID	DEMO	
The Following Forms Options Were Selected:		
Form Type	*STD	
Maximum Form Width	132	
Maximum Form Length	68	
Location of Page Overflow	62	
The Following Printer Options Were Selected:		
Print Queue		
Hld in Prt Queue (Y/N/S/T)	N	
Lines/Inch (4/6/8/9)	8	
Char./Inch (10/15)	15	
Number of Report Copies	001	
The Following Processing Options Were Selected:		
BATCH NUMBER SELECTION:		
1. Enter the batch number for the	00000000	
E. P. Billing Register.		
The Following Sequencing/Selection Options Were Selected:		
. Selection Seq. Total Page		
. Data Item Rel. Value Opt No. Opt Level Skip		

Address Number	EQ	*ALL

Figure 125-2 Escalation Calculation Register Report (2 of 2)

And Order Number EQ *ALL										1	01	N
The Following Report Distributions were Entered:												
** None Selected **												
1538	J.D. Edwards & Company								Page	-	2	
Expense Participation Billing Register										Date	-	6/04/08
Tenant	Name	Lease	CLS	Description	GRP	SGR	Building	Unit	G	Occp:	From - To	
Alt. Paye									R	Bill:	From - To	
Batch No									D		Billable	
22008	James Robert & Associates	17495	CAMS	Common Area Main			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Adj. Amount.	5,000.00										
	Cls Ceiling											
	Adj.Exposure	5,000.00	Bse		Compnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure	5,000.00	Numerator	3,000	Denom/ 01/B		177,200.00	Share Fac		.016930		
	Gross Share	84.65	Lease Lmt		Subg.Adj			Grp.Adjus				
	Occup.Adjust	1.000000	Net Share	84.65	Fee Rate/	.100000	/	Fee Amt		8.47		
					Est Billing			Billable		93.12	93.12	
								Class Totals				
22008	James Robert & Associates	17495	MGAD	Management and A			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Cls Ceiling											
	Adj.Exposure		Bse		Compnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure		Numerator	3,000	Denom/ 01/B		177,200.00	Share Fac		.016930		
	Gross Share		Lease Lmt		Subg.Adj			Grp.Adjus				
	Occup.Adjust	1.000000	Net Share		Fee Rate/	.050000	/	Fee Amt				
					Est Billing			Billable				
								Class Totals				
22008	James Robert & Associates	17495	TXIN	Taxes and Insura			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Cls Ceiling											
	Adj.Exposure		Bse		Compnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure		Numerator	3,000	Denom/ 01/B		177,200.00	Share Fac		.016930		
	Gross Share		Lease Lmt		Subg.Adj			Grp.Adjus				
	Occup.Adjust	1.000000	Net Share		Fee Rate/	.100000	/	Fee Amt				
					Est Billing			Billable				
								Class Totals				
22008	James Robert & Associates	17495	UTIL	Utility Charges			15020	2201	D	01/01/15	12/31/19	
22008	James Robert & Associates									01/16	12/16	
6158891												
	Cls Exposure											
	Cls Ceiling											
	Adj.Exposure		Bse		Compnd/Fct	1.000000	1.000000	Tot.Exclu				
	Net Exposure		Numerator	3,000	Denom/ 01/B		177,200.00	Share Fac		.016930		
	Gross Share		Lease Lmt		Subg.Adj			Grp.Adjus				
	Occup.Adjust	1.000000	Net Share		Fee Rate/	.050000	/	Fee Amt				
					Est Billing			Billable				
								Class Totals				
								Grand Totals			93.12	

Escalation Update without Post

This chapter contains these topics:

- [Section 126.1, "Escalation Update Procedures,"](#)
- [Section 126.2, "Processing Options."](#)

This program, which is based on the Escalation Billing Register (Calculation Details) file (F1548), updates the Tenant Escalation Master file (F15016) in the following sequence:

1. Supplies the Last Period Start - Month and Year fields with the date from the Next Period Start - Month and Year fields.
2. Adds the period length to the new start date in the Last Period Start fields to calculate the new date for the Next Period Start - Month and Year fields.
3. Supplies the Last Period End - Month and Year fields with the date of the period just prior to the new date in the Next Period Start fields.
4. Supplies the Last Index field with the current index from the respective calculation.
5. Supplies the Last Escalation Amount (Last Basis) field with the net escalated rent from the calculation.

In addition, the processing options control whether the Recurring Billings Master file (F1502) is updated.

When you run Post Invoices, the system runs the DREAM Writer version 001 of Escalation Update without Post. However, it might be necessary to run different versions of the update for some tenants. For example, you might want to combine the escalation and base rent amounts into one new recurring billing line or override the bill code for base rent that exists in the Tenant Escalation Master file. In this case, you can choose the program directly from the menu and run it separately.

As a control against duplicate updates, a batch is flagged when the update is first performed for it. The flag prevents the system from running the program more than once for a specific batch.

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Escalation Update W/O Post.

126.1 Escalation Update Procedures

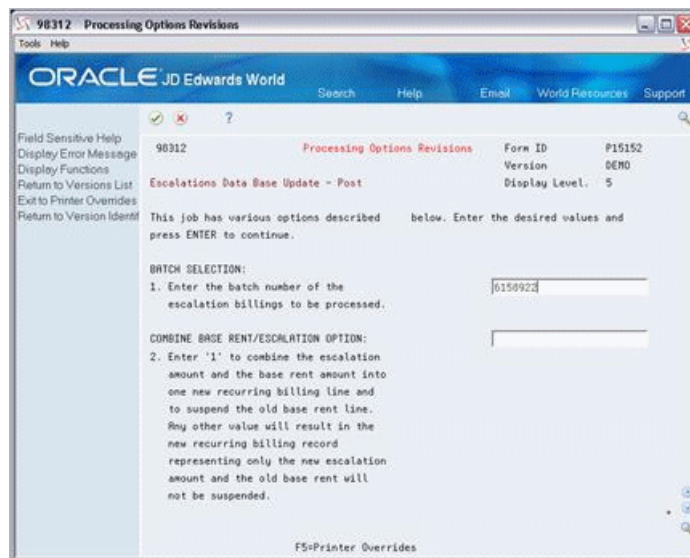
When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

126.2 Processing Options

See [Section 186.41, "Escalations Data Base Update - Post \(P15152\)."](#)

The following example illustrates a version where the Recurring Billing table (F1502) is updated with the escalated rent amount as a separate line, ESCA:

Figure 126–1 Processing Options Revisions screen



Resulting Recurring Billing Information:

Figure 126–2 Recurring Billing Information screen

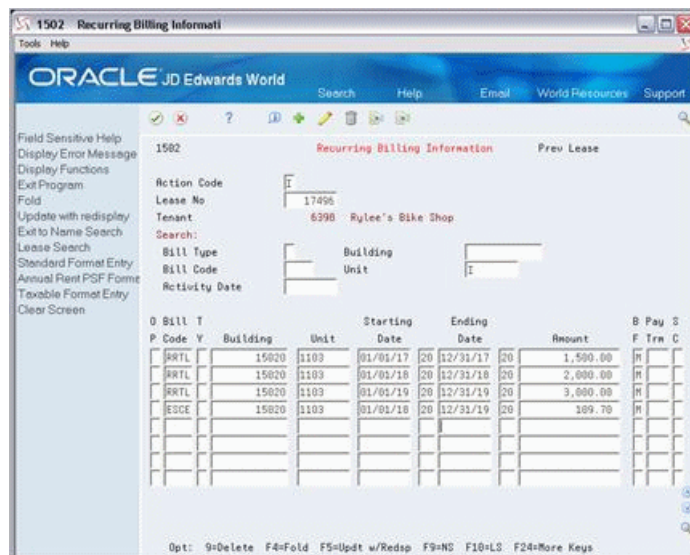
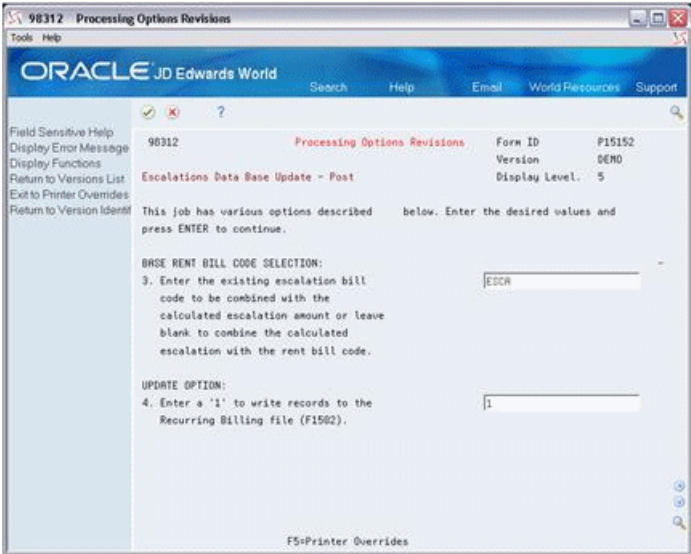


Figure 126-3 Processing Options Revisions (Updates) screen



Escalation History Report

This chapter contains the topic:

- [Section 127.1, "Escalation History Report Procedures."](#)

This report is similar to the Escalation Calculation Register except that it is a list of the billing details for escalation that have been either posted to the general ledger with the Post Invoices program or processed with the Escalation Update W/O Post program. You can use it to review the escalation billing history by tenant, lease, or batch, which is controlled by the Data Selection screen for the DREAM Writer version. The report is based on the Escalation Billing Register (Calculation Details) file (F1548). No processing options exist for this report.

For an overview of escalation, see [Chapter 118, "Escalation Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Escalations.

From the Escalations (CPI) menu (G1524), choose Escalation History Report.

127.1 Escalation History Report Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Part XV

Security Deposits

This part contains these chapters:

- Chapter 128, "Security Deposit Process,"
- Chapter 129, "Security Bill Code Revisions,"
- Chapter 130, "Required Security Deposit Entry,"
- Chapter 131, "Received Security Deposit Entry,"
- Chapter 132, "Security Deposits Required vs Received,"
- Chapter 133, "Refund Security Deposit,"
- Chapter 134, "Security Deposit Refund Generation."

Security Deposit Process

This chapter contains these topics:

- [Section 128.1, "Set Up the Security Bill Codes,"](#)
- [Section 128.2, "Enter the Required Security Deposits,"](#)
- [Section 128.3, "Enter the Received Security Deposits,"](#)
- [Section 128.4, "Compare the Required and Received Deposits,"](#)
- [Section 128.5, "Generate the Refunds,"](#)
- [Section 128.6, "Review, Post, and Print the Transactions."](#)

This process lets you track and refund security deposits. It is assumed that a security deposit is recorded as unapplied cash for the tenant. Though you can access the programs for the security deposit process from the Security Deposits menu (G1525), all but one of the programs are identical to programs used in other modules. For example, the screen that you use to set up required security deposits is the one that you use to set up lease information. Likewise, the screen you use to enter security deposits you have received is the one you use to enter cash receipts.

Before you begin the security deposit process, set up the following information:

- Real Estate Management constants
- Facility, tenant, and lease information
- Log class, Amenity identification, and other user defined codes
- General accounting, accounts receivable, and accounts payable constants
- Object and subsidiary accounts in the G/L chart of accounts
- Bill codes with their automatic accounting instructions (AAIs)

This process involves the following tasks:

1. Set up the bill codes related to security deposits.
2. Enter the information for required security deposits.
3. Enter the security deposits that have been received.
4. Compare the required and received deposits.
5. Generate the refunds for security deposits.
6. Review, post, and print the transactions.

Note: Step 3 can occur before step 2 if you receive the security deposit from the tenant before the actual lease is set up.

128.1 Set Up the Security Bill Codes

The Security Bill Code Revision screen lets you set up and work with control information for the bill codes related to security deposits. Except for the title, it is identical to the Bill Codes/Adjustment Reasons screen that you use in the setup for the Real Estate Management system. You must set up the bill codes related to security deposits in a Security Group on this screen.

128.2 Enter the Required Security Deposits

The Required Security Deposit Entry screen lets you set up and work with the information about the security deposit required in a lease. Except for the title, it is identical to the Lease Information screen that you use to set up and work with leases.

128.3 Enter the Received Security Deposits

The Received Security Deposit Entry screen lets you add and work with security deposits that you have received. Except for the title, it is identical to the screen that you use to add cash receipts. You enter a security deposit to a security bill code as unapplied cash for the tenant.

Note: During the security deposit process, you also use this screen to manually spread non-refunded portions of the security deposit to unpaid bills. The TI (Type of Input) code for the transaction is S. Processing option 9 must be blank in order to display security deposits.

128.4 Compare the Required and Received Deposits

The Security Deposits Required vs Received report provides information that you can use to determine which tenants have not complied with the security deposit requirement. It compares the unapplied cash receipts for the deposits with the related log information.

128.5 Generate the Refunds

The Security Deposit Refund Generation program lets you generate a voucher to refund a security deposit for a tenant. The voucher can be either a full refund or a net refund after any open A/R amounts have been subtracted from the unapplied cash related to the security deposit. One batch is created for the adjustment to A/R cash receipts, and another for the A/P voucher.

Note: A security deposit cannot be partially refunded so a security deposit balance remains. Therefore, whether the refund is a full or net amount, it must result in a complete refund of the security deposit.

The program is based on the F1501JA file, which is a joined file made up of information from the Tenant/Lease Master and Address Book Master files (F1501 and F0101, respectively). A processing option controls whether the system creates the actual A/P, A/R, and G/L transactions or only prints a report so that you can preview the information to be processed.

For interest earned on security deposits, you can use the fees and interest module to calculate the interest. You must first set up the revenue bill code such as INTR in a security group. After you calculate the interest earned, you can then generate the A/P voucher with the Security Deposit Refund Generation program to refund the interest, the security deposit, or both.

128.6 Review, Post, and Print the Transactions

128.6.1 Adjustments

The Adjustment Posting selections on the Security Deposits menu (G1525) let you review and post the batch of adjustments to A/R cash receipts. For more information, see [Part IV, "Cash Receipts"](#) in this guide.

Adjustments Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of adjustments for posting. Except for the title, the screen is identical to the Receipts Journal Review screen. In fact, all the screens in the adjustment journal review process for security deposit refunds are identical to the ones for cash receipts. They display and update information in the Batch Control Records file (F0011) and the A/R Account Ledger file. The batch type is R for cash receipts.

Post Adjustments

The version of the post program for adjustments is identical to the one for cash receipts. With it, the system does the following:

- Selects unposted transactions from the A/R Account Ledger file (F0311).
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the following files: G/L Account Ledger (F0911), A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

You must set up the Batch Type Selection processing option for cash receipts (batch type R). The system uses the period number and fiscal year for accounts receivable from the Company Constants file (F0010).

128.6.2 Vouchers

The Voucher Posting selections on the Security Deposits menu let you review and post the batch of vouchers. After you have done this, you use the Accounts Payable system to print payments and other A/P reports. For more information, see the *JD Edwards World Accounts Payable Guide*.

Voucher Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of vouchers for posting. From it you can access two other levels of detail. This series of screens displays and updates information in the Batch Control Records file and the A/P Account Ledger file (F0411). The batch type is V for vouchers.

Post Vouchers

With this version of the post program, the system does the following:

- Selects unposted A/P vouchers from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the accepted transactions to the G/L Account Balances file.
- Marks the transactions as posted in the following files: G/L Account Ledger, A/P Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts payable.

You must set up the Batch Type Selection processing option for A/P vouchers (batch type V). The system uses the period number and fiscal year for accounts payable from the Company Constants file.

Security Bill Code Revisions

This chapter contains the topic:

- [Section 129.1, "Guidelines."](#)

The Security Bill Code Revisions screen lets you set up and work with control information for the bill codes related to security deposits. Except for the title, this screen is identical to the Bill Codes/Adjustment Reasons screen. For more information, see [Chapter 177, "Bill Codes/Adjustment Reasons"](#) in this guide.

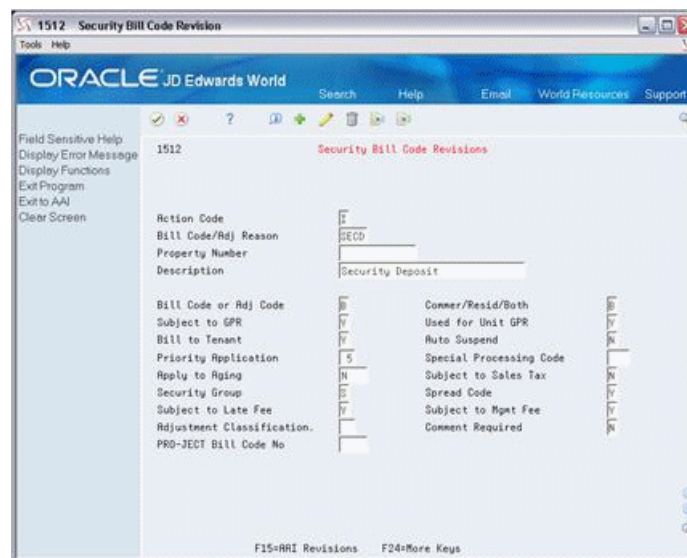
For an overview of security deposits, see [Chapter 128, "Security Deposit Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Security Deposits.

From the Security Deposits menu (G1525), choose Security Bill Code Revisions.

Figure 129–1 Security Bill Code Revisions screen



129.1 Guidelines

For a security bill code, the Security Group field must not be blank. The system uses the security group, which is a user defined code (system 15, type SG), for the refund generation and reporting purposes. Such a designation also means that security deposits do not appear on several inquiry screens unless specified.

Required Security Deposit Entry

This chapter contains the topic:

- [Section 130.1, "Guidelines."](#)

The Required Security Deposit Entry screen lets you set up and work with the information about the security deposit required in a lease. Except for the title, this screen is identical to the Lease Information screen. You use the Lease Log Detail format to enter a security deposit as a log line, which is kept in the Log Standards Master file (F1503). For more information, see [Chapter 5, "Lease Information"](#) in this guide.

For an overview of security deposits, see [Chapter 128, "Security Deposit Process"](#) in this guide.

Navigation

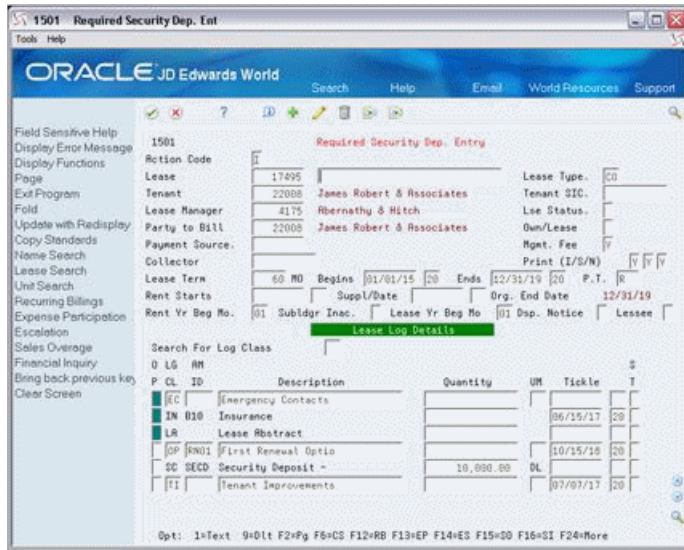
From the Real Estate Management System menu (G15), choose Security Deposits.

From the Security Deposits menu (G1525), choose Required Security Dep. Entry.

130.1 Guidelines

For a log line related to security deposits, the log class and amenity ID must be set up as user defined codes (system 15, types LG and AM). Use the Quantity field for the amount. In the following example, the log line has SC as the log class and SECD as the amenity ID.

Figure 130-1 Required Security Deposit Entry screen



The system uses the log class and amenity ID to identify the required deposits for the Security Deposits Required vs Received report.

Received Security Deposit Entry

This chapter contains these topics:

- [Section 131.1, "Required Security Deposit Procedures,"](#)
- [Section 131.2, "Guidelines."](#)

The Received Security Deposit Entry screen lets you add and work with security deposits you have received. Except for the title, this screen is identical to the screen you use to add cash receipts. You enter a security deposit as unapplied cash for the tenant. When you do this, the system does the following:

- Debits the account specified in the automatic accounting instructions (AAIs). The specific AAI is RB, which is the default bank account.
- Credits the liability account for security deposits. The related AAI is the bill code for security deposits plus the prefix RC such as RCSECD.

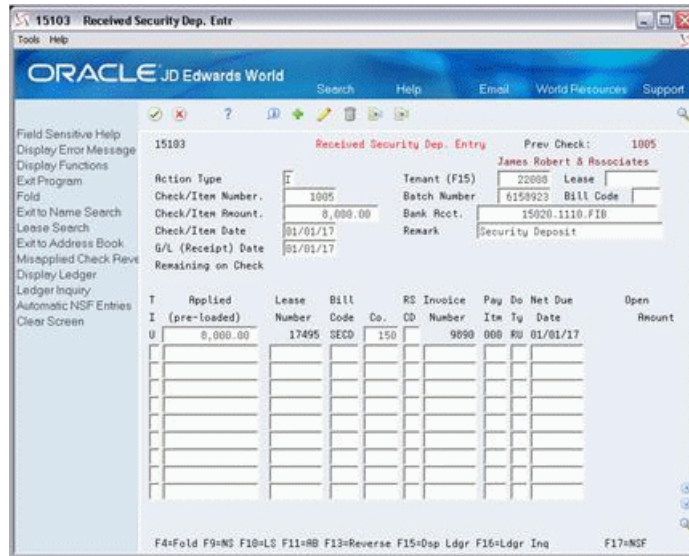
Security deposits are actually negative invoices that are cleared in the refund process. For an overview of security deposits, see [Chapter 128, "Security Deposit Process"](#) in this guide. For more information about cash receipts, see [Chapter 27, "Cash Application Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Security Deposits.

From the Security Deposits menu (G1525), choose Received Security Dep. Entry.

Figure 131–1 Received Security Deposit Entry screen



131.1 Required Security Deposit Procedures

To add a security deposit:

1. Type A in the Action Code field.
2. Type the tenant number in the Tenant (F15) field and the lease number in the Lease field.
3. Type the appropriate information from the payment in the Check/Item Number, Check/Item Amount, and Check/Item Date fields.
4. Type the G/L date in the G/L (Receipt) Date field.
5. Type U (unapplied cash) in the TI field of a blank detail line in the lower part of the screen.
6. Type the amount of the payment in the Applied (pre-loaded) field and the bill code for security deposits in the Bill Code field.
7. Press Enter.

The system assigns the document number, the document type of RU (unapplied cash), and the net due date based on the G/L (receipt) date.

Caution: If you do not use the TI code U or the security bill code to add a security deposit, you cannot use the Security Deposit Refund Generation program to refund that deposit.

131.2 Guidelines

During the security deposit process, you also use this screen to manually spread non-refunded portions of the security deposit to unpaid bills. The TI (Type of Input) code for the transaction is S. Processing option 9 must be blank in order to display security deposits.

Security Deposits Required vs Received

This chapter contains these topics:

- [Section 132.1, "Security Deposits Required/Received Procedures,"](#)
- [Section 132.2, "Security Deposits Required/Received Report."](#)

This report provides information that you can use to determine which tenants have not complied with the security deposit requirement. The report shows you the following:

- The security deposits that are required
- The deposits that have been received
- The difference between the two

It compares the unapplied cash receipts for the deposits with the related log information. This comparison uses the following setup information:

- The log class (type) and amenity ID that identify the required deposits.
- The bill codes that identify the received deposits. The system uses the security group from the Billing Code Extension file (F1512) to identify the specific bill codes. You specify the security group with a processing option.

When no related log information exists, the Remark field contains the message No deposit info is found under this lease, building, & unit.

The report is based on the Tenant/Lease Master file (F1501) and can also include information from the following files: Building (Business Unit) Master (F0006), A/R Account Ledger (F0311), Log Standards Master (F1503), and Unit Master files (F1507).

Navigation

From the Real Estate Management System menu (G15), choose Security Deposits.

From the Security Deposits menu (G1525), choose Sec Deposits Req'd vs Rec'd.

132.1 Security Deposits Required/Received Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

132.2 Security Deposits Required/Received Report

Figure 132-1 Security Deposits Required/Received

15613 J.D. Edwards & Company									
Building . . . 15020 Atrium Mall									
10000 East Airport Blvd									
Denver									
Tenant	Unit	Related	Floor	Dep.	Description	Deposit	Deposit	Date	Remark
Name	Number	Number	No.	Type		Required	Received	Received	
James Robert & Associates	2201	2201			22 SEC2 Security Deposit -	10,000.00	9,000.00	01/30/17	
									22008 17495
					Lease Totals	10,000.00	9,000.00		
					Building Totals	10,000.00	9,000.00		
					Grand Totals	10,000.00	9,000.00		

Refund Security Deposit

This chapter contains these topics:

- [Section 133.1, "Guidelines,"](#)
- [Section 133.2, "Refund Security Deposit Procedures."](#)

The Security Deposit Refund Application screen lets you spread an open amount from a security deposit across any open accounts receivable entries. You can choose the amount to apply to the open receivables. The amount available for refund is reduced by the amount of open receivables.

Navigation

From the Real Estate Management System menu (G15), choose Security Deposits.

From the Security Deposits menu (G1525), choose Sec. Dep. Refund Application.

133.1 Guidelines

- If the open A/R amount is greater than the unapplied cash amount from the security deposit, the amount is applied against the open receivables and an open balance entry is created.
- If the open A/R amount is less than the unapplied cash amount from the security deposit, the amount is applied to the open receivables and the amount to be refunded is reduced accordingly.
- A cash receipts batch is created that can be reviewed and posted through the normal system processes.

133.2 Refund Security Deposit Procedures

Enter a lease number and G/L date for the transaction. The Receipts Entry program (P15103) edits the G/L date. The program displays a list of all required deposits that have been received for that lease. The value in the Amount to Apply field reflects the total that is available for refund or distribution. This is the amount that the system applies to open Accounts Receivable entries when you choose Apply Refund (F17). After the program completes the processes, you receive information regarding the amount applied and the amount that is available for refund.

Figure 133-1 Security Deposit Refund Application screen



You can continue with the application process by entering another Lease Number or you can generate the refund by choosing Security Deposit Refund Generation (F18), which displays the DREAM Writer for the Security Deposit Refund Generation program (P15655).

Security Deposit Refund Generation

This chapter contains these topics:

- [Section 134.1, "Security Deposit Refunds Report,"](#)
- [Section 134.2, "Security Deposits Refunds Procedures,"](#)
- [Section 134.3, "Processing Options,"](#)
- [Section 134.4, "Guidelines."](#)

This program lets you generate a voucher to refund a security deposit for a tenant. A processing option controls whether the voucher is a full refund or a net refund after any open A/R amounts have been subtracted from the unapplied cash related to the security deposit.

Note: A security deposit cannot be partially refunded so a security deposit balance remains. Therefore, whether the refund is a full or net amount, it must result in a complete refund of the security deposit.

Another processing option controls whether the system creates the actual A/P, A/R, and G/L transactions or only prints a report so that you can preview the information to be processed. The actual transactions are contained in two batches.

- One batch is for the adjustment to A/R cash receipts. With it, the system does the following:
 - Debits the liability account for security deposits. The related automatic accounting instruction (AAI) is the bill code for security deposits plus the prefix RC such as RCSECD.
 - Credits the clearing account for security deposits. The related AAI is the adjustment reason for the refund plus the prefix RA such as RARF.

The Adjustment Posting selections on the Security Deposits menu (G1525) let you review and post this batch.

- The other batch is for the A/P voucher. With it, the system:
 - Debits (clears out) the clearing account for security deposits.
 - Credits the G/L offset account for the security deposit voucher. The related AAI is the G/L offset plus the prefix PC such as PCREFD.

The Voucher Posting selections on the Security Deposits menu let you review and post this batch.

The program is based on F1501JA, which is a joined file made up of information from the Tenant/Lease Master and Address Book Master files (F1501 and F0101, respectively). The program also involves the following files:

File Source	File Source
A/R Account Ledger (F0311)	G/L Account Ledger (F0911)
A/P Account Ledger (F0411)	Lease Financial Summary (F1520)
Account Master (F0901)	

For an overview of security deposits, see [Chapter 128, "Security Deposit Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose **Security Deposits**.

From the Security Deposits menu (G1525), choose **Sec. Dep. Refund Generation**.

134.1 Security Deposit Refunds Report

Figure 134–1 Generate Security Deposit Refunds Report

15655	J.D. Edwards & Company										Page	-	1
	Generate Sec Deposit Refunds										Date	-	6/09/08
											Batch (Adj)	-	6158929
											Batch (Voucher)	-	6158930
Lease No. . .	17495									Building . .	15020		
Tenant . . .	James Robert & Associates								Unit No. . .	2201			
Invoice/ Doc	Doc	Pay	Check	Bill	Deposit	Refund	Unit	Building	Unit	Program			
Voucher Typ	Co	Item	Number	Code	Available	Amount	Number	Number	Number	Message			
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----			
9890	RU	00150	000	9891	SECD	7,000.00	7,000.00		2201	Adjustment			
88655	FV	00150	001		REFD		7,000.00		2201	Refund Voucher	Generated Successfully		

134.2 Security Deposits Refunds Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

134.3 Processing Options

See [Section 186.42, "Generate Sec Dep Refund - DW Sel -Update \(P15655\)."](#)

134.4 Guidelines

- If a security deposit amount is received in more than one installment, the system applies only the first installment to outstanding debts. All other installments are then refunded in full.

For example, suppose that a security deposit of \$6,000 is paid in two installments, \$2,500 and \$3,500, and the total of outstanding debts is \$3,000 at the time of the refund. The system applies only the \$2,500 installment to the \$3,000, which results in an open A/R amount of \$500 after the two amounts are spread. An A/P voucher for \$3,500 is created for the security deposit refund. Therefore, there is no net effect (\$3,500 - \$500) to create an A/P voucher for \$3,000. The following table shows this:

Security Deposit Installments	Total of Outstanding Debts	Open A/R	A/P Voucher
2,500	3,000	500	0
3,500	0	0	3,500

- For interest earned on security deposits, you can use the fees and interest module to calculate the interest. You must first set up the revenue bill code such as INTR in a security group. After you calculate the interest earned, you can then generate the A/P voucher with the Security Deposit Refund Generation program to refund the interest, the security deposit, or both.

Part XVI

Revenue Fees

This part contains these chapters:

- [Chapter 135, "Revenue Fee Process,"](#)
- [Chapter 136, "Revenue Fee Tables,"](#)
- [Chapter 137, "Revenue Fee Listing,"](#)
- [Chapter 138, "Revenue Fee Generation,"](#)
- [Chapter 139, "Revenue Fee Batch Deletion."](#)

Revenue Fee Process

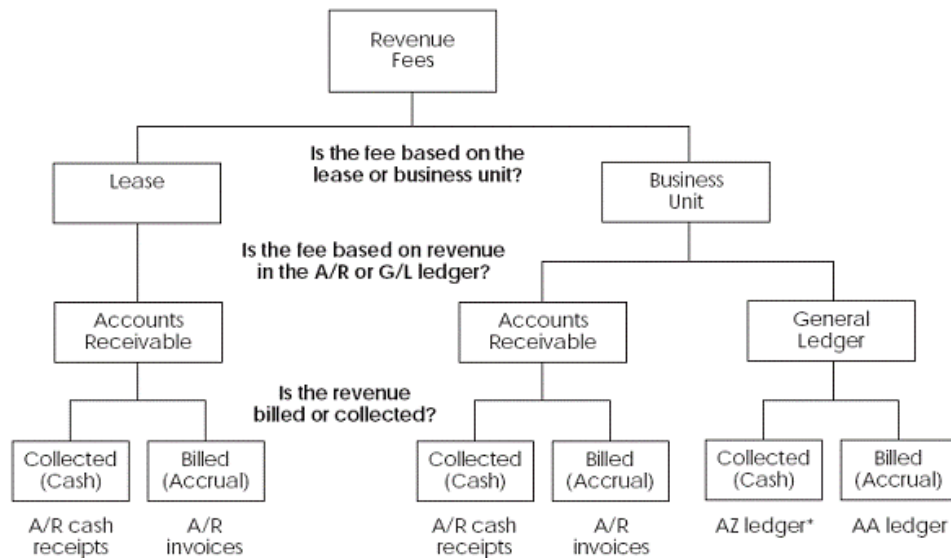
This chapter contains these topics:

- [Section 135.1, "Set Up the Fee Tables,"](#)
- [Section 135.2, "Generate the Revenue Fees,"](#)
- [Section 135.3, "Review, Post, and Print the Transactions."](#)

The flexibility of the revenue fee process lets you work with a variety of fees to produce an invoice, voucher, or intercompany journal entry. For example, a fee management company can create receivables to bill owners, or an owner can create payables to pay a leasing agent. In the event that one party is billed internally and another is paid, a single journal entry can be created to offset the revenue and expense accounts associated with the invoice and voucher specifications. Because you are not restricted to management fees only, the term revenue fee is more appropriate.

A fee is based on revenue from either an entire business unit or an individual lease. For a business unit, which relates to a management perspective, the revenue can be based on either the A/R Account Ledger file (F0311) or one or more accounts in the G/L Account Ledger file (F0911). For a lease, which relates to commissions, the revenue is based on the A/R Account Ledger file only because the lease number is a part of the F0311 record but not the F0911 record. This is controlled by the fee type, which is a user defined code (system 15, type FE).

The revenue can be the amounts that have been either billed or collected (an accrual or cash basis, respectively). This is controlled by the fee table. The following chart shows the primary decisions that affect the setup and calculation of revenue fees:

Figure 135-1 Revenue Fee Setup and Calculation

* You must have the Cash Basis Accounting module in order to use the AZ ledger for revenue fees.

Before you begin the revenue fee process, set up the following information:

- Real Estate Management constants
- Facility, tenant, and lease information
- Revenue fee types and other user defined codes
- General accounting, accounts receivable, and accounts payable constants
- Object and subsidiary accounts in the G/L chart of accounts
- Bill codes with their automatic accounting instructions (AAIs)

The revenue fee process involves the following tasks:

1. Set up the fee tables.
2. Generate the revenue fees.
3. Review, post, and print the G/L, A/R, and A/P transactions.

For more information about the basic operations related to the general ledger, A/R invoices, and A/P vouchers, see the *JD Edwards World General Accounting I Guide*, *JD Edwards World Accounts Receivable Guide*, and *JD Edwards World Accounts Payable Guide*.

135.1 Set Up the Fee Tables

The setup screen for revenue fees lets you set up and work with the fee tables. This information is stored in the Management Fee Master file (F1505) and controls the generation of the fees. The screen has two formats to display the fee tables for either business units or leases.

135.2 Generate the Revenue Fees

135.2.1 Revenue Fee Generation

This program lets you generate a batch of invoices, vouchers, or G/L transactions related to revenue fees. Regardless of the batch, the revenue fee process always creates the G/L transactions. The program is based on the Management Fee Master file and can update one or more of the following files: A/R Account Ledger (F0311), A/P Account Ledger (F0411), G/L Account Ledger (F0911), and Revenue Fee Generation History (F1505H).

135.2.2 Revenue Fee Batch Deletion

This program lets you delete an unposted batch created by the Revenue Fee Generation program. Therefore, it updates the same files as the generation program.

Note: The Batch Delete program, which you access from the Advanced Operations menu (G1531), does not apply to the revenue fee process. This program relates only to unposted batches in the Tenant/Lease Billings Detail file (F1511).

135.3 Review, Post, and Print the Transactions

The review, post, and print process within the revenue fee process is performed with either the General Accounting, Accounts Receivable, or Accounts Payable system. This is because the A/R, A/P, and G/L transactions that you create are not related to a tenant billing module. You can, however, access the respective journal review screens and post programs from the Revenue Fees menu (G1526).

135.3.1 General Accounting

General Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of journal entry information. From it you can access two other levels of detail. The series of screens displays and updates information in the Batch Control file (F0011) and the G/L Account Ledger file. The batch type is always G for G/L transactions.

Post General Journal

With this version of the post program, the system does the following:

- Selects unposted G/L transactions from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the accepted transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the G/L Account Ledger file and Batch Control Records file. The posted codes in the two files are P and D, respectively.

You must set up the Batch Type Selection processing option for G/L transactions (batch type G).

135.3.2 Accounts Receivable

Invoice Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of invoices. From it you can access two other levels of detail. The series of screens displays and updates information in the Batch Control file and the A/R Account Ledger file. The batch type is I for invoices.

Post Invoices

With this version of the post program, the system does the following:

- Selects unposted A/R invoices from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file.
- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

You must set up the Batch Type Selection processing option for A/R invoices (batch type I).

135.3.3 Accounts Payable

Voucher Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of vouchers. From it you can access two other levels of detail. The series of screens displays and updates information in the Batch Control file and the A/P Account Ledger file. The batch type is V for vouchers.

Post Vouchers

With this version of the post program, the system does the following:

- Selects unposted A/P vouchers from the G/L Account Ledger file.
- Verifies the information in each transaction.
- Posts the accepted transactions to the G/L Account Balances file.
- Marks the transactions as posted in the following files: G/L Account Ledger, A/P Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts payable.

You must set up the Batch Type Selection processing option for A/P vouchers (batch type V).

Revenue Fee Tables

This chapter contains these topics:

- [Section 136.1, "Business Unit Fee Table,"](#)
- [Section 136.2, "Lease Fee Table."](#)

The setup screen for revenue fees lets you set up and work with the fee tables. This information is kept in the Management Fee Master file (F1505) and controls the generation of the fees. A fee can be based on revenue from either an entire business unit or an individual lease. This is controlled by the fee type, which is a user defined code (system 15, type FE). The screen has two formats to display the fee tables for either business units or leases. This is controlled by a processing option. For an overview of revenue fees, see [Chapter 135, "Revenue Fee Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Revenue Fees.

From the Revenue Fees menu (G1526), choose Business Unit Fee Table or Lease Fee Table.

136.1 Business Unit Fee Table

Fee tables for business units relate to a management perspective. The revenue can be based on one or more accounts in either the A/R Account Ledger file (F0311) or G/L Account Ledger file (F0911).

Figure 136-1 Business Unit Fee Table screen

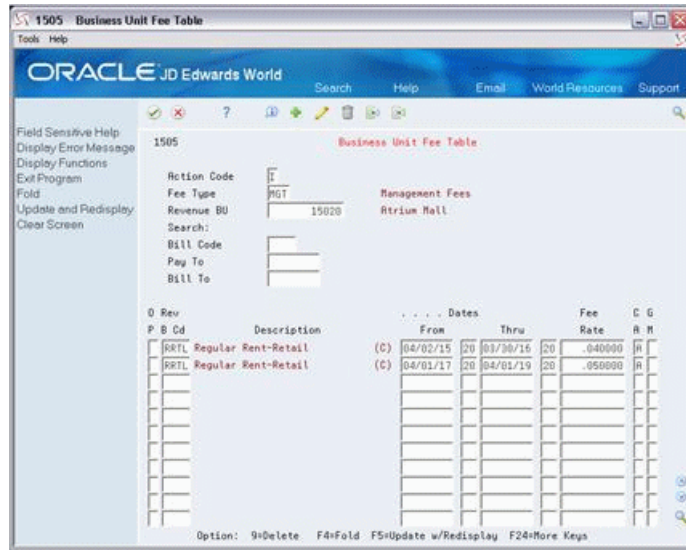
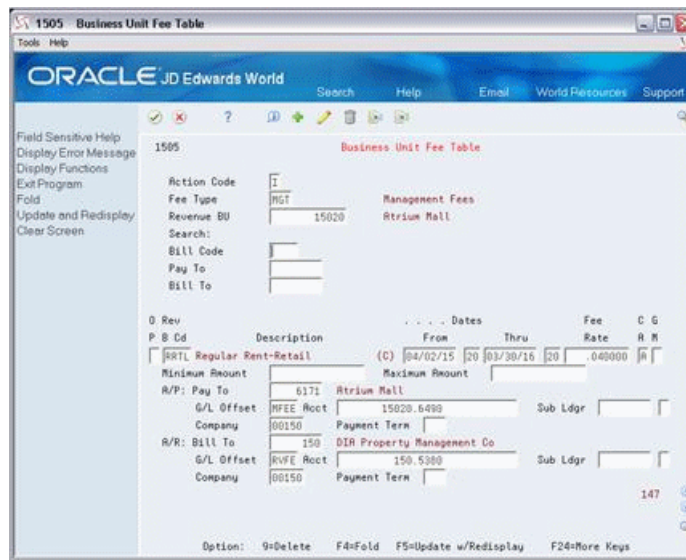


Figure 136-2 Business Unit Fee Table (Fold Area) screen



136.1.1 Procedures

Add

To set up a fee table, type A in the Action Code field, type the appropriate information, and press Enter or F5. Note the following:

- The following information is required: the fee type and the business unit and bill code related to the revenue.
- You can define only one table for each revenue business unit, which is the number of a building or property.

Inquire

To display a fee table, type I in the Action Code field, type the fee type and the number of the building or property in the respective fields, and press Enter.

Change

To change the information you have displayed, type C in the Action Code field, type the appropriate information, and press Enter or F5.

Delete

There are two methods you can use to delete the that information you have displayed:

- To delete a fee table, type D in the Action Code field and press Enter.
- To delete one or more detail lines, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each account you want to delete, and press Enter or F5.

136.1.2 Guidelines

- Before you begin the revenue fee process, set up the following information:
 - Real Estate Management constants
 - Facility, tenant, and lease information
 - Revenue fee types and other user defined codes
 - General accounting, accounts receivable, and accounts payable constants
 - Object and subsidiary accounts in the G/L chart of accounts
 - Bill codes with their automatic accounting instructions (AAIs)
- For each bill code that is subject to revenue fees, the Subject to Management Fee field in the Billing Code Extension file (F1512) must contain Y (Yes).
- When you set up the user defined code for fee type (system 15, type FE), you must specify the appropriate type in the second description field with either CCAR (business unit - A/R) or CCGL (business unit - G/L).
- In the Rev B Cd (Revenue Bill Code) field for G/L-related revenue, you specify a bill code for a single account such as RRTL. For an account range, you specify the automatic accounting instruction (AAI) 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). Up to 999 different ranges can be defined (PM999B and PM999E).
- A detail line can be defined for an A/R invoice, A/P voucher, or G/L transactions. In any case, the system always creates journal entries in the general ledger. This is controlled by the GM (Generation Mode) field and the accounting fields in the fold area.
 - For an A/R invoice, the account number identifies the revenue account to be credited, and the bill code identifies the G/L offset account for A/R to be debited.
 - For an A/P voucher, the account number identifies the expense account to be debited, and the bill code identifies the G/L offset account for A/P to be credited.
 - For offsetting G/L transactions, journal entries are created to debit the expense account and credit the revenue account associated with the invoice and voucher specifications.
- The formula used to calculate the amount of the fee is the following:
 Revenue amount \times fee rate

- The fee limits specified in the Minimum and Maximum Amount fields are based on monthly amounts.
- The untitled field in the lower right corner of the fold area is the Billing Control ID field. The number, which is assigned by the Next Numbers facility, relates to the last time a record was generated based on the batch number, billing period, and fiscal year for that record. This information is stored in the Revenue Fee Generation History file (F1505H).

You cannot bill a tenant twice for the same period unless you clear the billing control field for that period. To do this, run the Revenue Fee Batch Deletion program to delete an unposted batch of invoices. At this time, the system deletes the batch header, the transactions in the batch, and the corresponding records in the Revenue Fee Generation History file. Remember that you cannot delete a batch that has been posted.

136.2 Lease Fee Table

The tables for leases relate to commissions. The system uses only billed and collected records in the A/R Account Ledger file.

Figure 136-3 Lease Fee Table screen

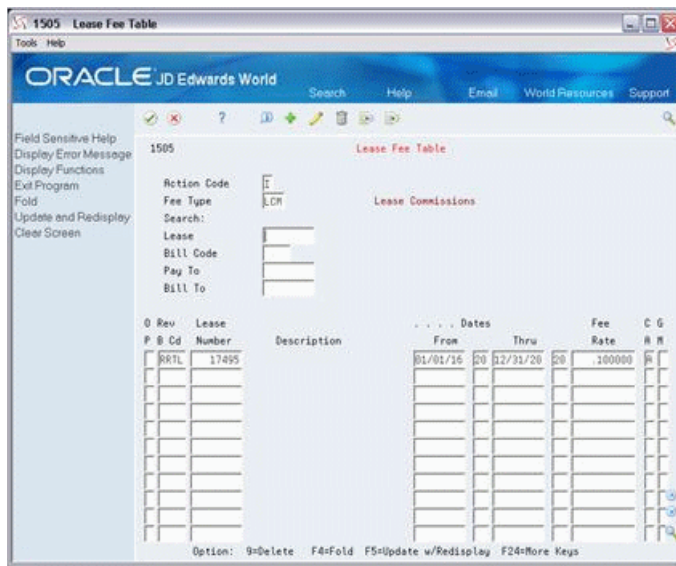


Figure 136-4 Lease Fee Table (Fold Area) screen

136.2.1 Guidelines

The tables are similar to the ones for business units with the following differences:

- The revenue is based only on one or more leases and their revenue bill codes.
- The Lease Number, Building, and Unit fields also appear on the screen.
- The following information is required to set up a table: the fee type and the bill code and lease number related to the revenue.
- When you set up the user defined code for fee type (system 15, type FE), you must specify the type in the second description field with the code LS (lease).
- To display a fee table, type I in the Action Code field, type the fee type in the Fee Type field, and press Enter.

Revenue Fee Listing

This chapter contains these topics:

- [Section 137.1, "Revenue Fee Listing Procedures,"](#)
- [Section 137.2, "Revenue Fee Listing Report."](#)

The Revenue Fee Listing report provides a listing of the lease/business unit fees set up in the Management Fee Master file (F1505).

Navigation

From the Real Estate Management System menu (G15), choose Revenue Fees.

From the Revenue Fees menu (G1526), choose Revenue Fee Listing.

137.1 Revenue Fee Listing Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

137.2 Revenue Fee Listing Report

Figure 137–1 Revenue Fee Listing Report

Fee Typ	Property/ Building	G/L Begin Offs Date	Ending Date	Fee Rate	J.D. Edwards & Company Revenue Fee Listing F G Billing B M Control	Page No. . . . 1 Date 6/09/08
MGT	15020	RRTL	04/02/15	03/30/16	.040000 A	147
Minimum Amount Maximum Amount						
A/P:	Pay To -	6171				
	G/L Offset MFEE	Acct	15020.6490		Sub Ldgr	
	Company	150 Payment Term				
A/R:	Bill To -	150		150.5380		
	G/L Offset RVFE	Acct				
	Company	150 Payment Term				
MGT	15020	RRTL	04/01/17	04/01/19	.050000 A	148
Minimum Amount Maximum Amount						
A/P:	Pay To -	6171				
	G/L Offset MFEE	Acct	15020.6490		Sub Ldgr	
	Company	150 Payment Term				
A/R:	Bill To -	150		150.5380		
	G/L Offset RVFE	Acct				
	Company	150 Payment Term				
MGT	40001	RRTL	04/01/17	04/01/19	.030000 C	4
Minimum Amount Maximum Amount						
A/P:	Pay To -	15				
	G/L Offset 4110	Acct			Sub Ldgr	
	Company	15 Payment Term				
A/R:	Bill To -					
	G/L Offset	Acct				
	Company	Payment Term				
MGT	40002	RRTL	04/01/17	04/01/19	.040000 C	5
Minimum Amount Maximum Amount						
A/P:	Pay To -					
	G/L Offset	Acct			Sub Ldgr	
	Company	Payment Term				
A/R:	Bill To -					
	G/L Offset	Acct				
	Company	Payment Term				

Revenue Fee Generation

This chapter contains these topics:

- [Section 138.1, "Revenue Fee Generation Procedures,"](#)
- [Section 138.2, "Revenue Fee Generation Report,"](#)
- [Section 138.3, "Processing Options."](#)

This program lets you generate a batch of invoices, vouchers, or G/L transactions related to revenue fees. Regardless of the batch, the revenue fee process always creates the G/L transactions. The program is based on the Management Fee Master file (F1505) and can update one or more of the following files:

File	File
A/R Account Ledger (F0311)	G/L Account Ledger (F0911)
A/P Account Ledger (F0411)	Revenue Fee Generation History (F1505H)

A processing option controls whether the system creates a batch or only prints a report so you can preview the information to be processed. For an overview of revenue fees, see [Chapter 135, "Revenue Fee Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Revenue Fees.

From the Revenue Fees menu (G1526), choose Revenue Fee Generation.

138.1 Revenue Fee Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

JD Edwards World recommends that you set up a different DREAM Writer version of this program for each type of fee you process. This eliminates the need to change the processing options and data selection for each generation.

Revenue Fee Batch Deletion

This chapter contains these topics:

- [Section 139.1, "Revenue Fee Batch Deletion Report,"](#)
- [Section 139.2, "Revenue Fee Batch Deletion Update Procedures,"](#)
- [Section 139.3, "Processing Options."](#)

This program lets you delete an unposted batch created by the Revenue Fee Generation program. It can update the following files:

- A/R Account Ledger (F0311)
- G/L Account Ledger (F0911)
- A/P Account Ledger (F0411)
- Revenue Fee Generation History (F1505H)

The processing options control whether the system updates the files or only prints a report so that you can preview the information to be deleted. Note that you cannot delete a batch that is posted. For an overview of revenue fees, see [Chapter 135, "Revenue Fee Process"](#) in this guide.

Note: The Batch Delete program, which you access from the Advanced Operations menu (G1531), does not apply to the revenue fee process. This program relates only to unposted batches in the Tenant/Lease Billings Detail file (F1511).

Navigation

From the Real Estate Management System menu (G15), choose Revenue Fees.

From the Revenue Fees menu (G1526), choose Revenue Fee Batch Deletion.

139.1 Revenue Fee Batch Deletion Report

Figure 139-1 Revenue Fee Batch Deletion Report

J.D. Edwards & Company										Page	1
Revenue Fee Batch Deletion - Update										Date	6/09/08
Batch Number	6158931										
File Name	Bt Ty Control	Billing Document Number	Do Ty	Pay Item Code	Bill Address Number	Gross Amount	JE Number	Line Fr	Fi Yr	Program Message	
F0311	I		126042	FE 001	RVFE	150	6,600.00	12	17	Deleted	
F0911	I	148	126042	FE 001		150	6,600.00-	.1	12	17 Deleted	
F1505H		148						12	17	Record Updated, Amount paid set to 0	
F0411	V		88656	FE 001	MFEE	6171	6,600.00	12	17	Deleted	
F0911	V	148	88656	FE 001		6171	6,600.00	.1	12	17 Deleted	
F1505H		148						12	17	Deleted	

139.2 Revenue Fee Batch Deletion Update Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

139.3 Processing Options

See [Section 186.44, "Revenue Fee Batch Deletion - Edit \(P15807\)."](#)

Part XVII

Fees and Interest

This part contains these chapters:

- [Chapter 140, "Fee and Interest Process,"](#)
- [Chapter 141, "Fee and Interest Table,"](#)
- [Chapter 142, "Fee and Interest Listing,"](#)
- [Chapter 143, "Fee and Interest Generation."](#)

Fee and Interest Process

This chapter contains these topics:

- [Section 140.1, "Set Up the Fee and Interest Tables,"](#)
- [Section 140.2, "Generate the Fees or Interest,"](#)
- [Section 140.3, "Review, Post, and Print the Transactions."](#)

The fee and interest process lets you work with any situation in which an A/R amount is increased by either a rate or fixed amount such as a late fee, interest on a security deposit, or overhead cost. The process is based on tables of charges, interest rates, and calculation patterns.

The only difference between fees and interest is whether the A/R amounts are positive or negative. For a fee, the system searches for an open amount in the A/R Account Ledger file (F0311) that is positive, such as an unpaid recurring bill. This is the base debit amount for which the charge (a debit) is calculated and added.

For interest, the system searches in the A/R Account Ledger file for an open amount that is negative (a credit), such as unapplied cash. The interest rate is applied to it for additional credit.

Before you begin the fee and interest process, set up the following information:

- Real Estate Management constants
- Facility, tenant, and lease information
- Fee types and other user defined codes
- General accounting and accounts receivable constants
- Object and subsidiary accounts in the G/L chart of accounts
- Bill codes with their automatic accounting instructions (AAIs)

This process involves the following tasks:

1. Set up the fee and interest tables.
2. Generate the fees or interest.
3. Review, post, and print the transactions.

140.1 Set Up the Fee and Interest Tables

140.1.1 Fee and Interest Table

This screen lets you set up and work with the charges, interest rates, and calculation patterns. This information is stored in the A/R Fee Interest file (F1525) and controls the generation of the fees. The fee type is a user defined code (system 15, type FY) and is kept in the User Defined Codes file (F0005).

140.1.2 Fee and Interest Listing

This report is a list of one or more of the tables that have been set up for the fee and interest process. You use it to review the information that exists in the A/R Fee Interest file.

140.2 Generate the Fees or Interest

The Fee and Interest Generation program lets you generate fees or interest amounts against A/R invoices. It is based on the A/R Account Ledger file and is controlled by the fee tables in the A/R Fee Interest file. Note that the generation type for fees and interest is 5. A processing option controls whether the system creates a batch of invoices or only prints a report so you can preview the information to be processed.

140.3 Review, Post, and Print the Transactions

140.3.1 Invoices

After you have created the billings, the process is similar to the process for manual billings. For more information about the following programs, see the related chapters in [Part III, "Manual Billing"](#) in of this guide.

Invoice Journal Review

This screen, which is the first level of detail in the review process, lets you review and approve batches of transactions for posting. Except for the title, the screen is identical to the Manual Billing Journal Review screen. In fact, all the screens in the invoice journal review process for fees and interest are identical to the ones for manual billings. They display and update information in the Batch Control Records and Tenant/Lease Billings Detail file (F0011 and F1511, respectively).

Note the following:

- Processing option 1 must be set to generation type 5 to review batches of invoices for fees and interest.
- You can require a manual review for an invoice after it has been generated. This requirement is controlled by the Manual Rev Req'd field in the fold area of the Billings Detail Modifications screen, which is the third level in the review process.
- From the Billings Detail Modifications screen, you can access the Extended Invoice Text screen to set up and work with free-form text for a billing.

Print Billing Edit/Register

The system initially assigns a status of Error to all batches of invoices in the Tenant/Lease Billings Detail file. When you run Print Billing Edit/Register for a batch, the system verifies the invoices against other system information and changes the status of the batch to either Pending or Approved. The status to which it changes

depends on how the Manager Approval of Input field is set in the General Constants file (F0009). If an error exists or if a manual review is required for a document, the batch retains a status of Error. The system also prints a report that can include a list of the transactions, total amounts, errors, and warnings.

Note: Unlike other billing generation programs, the Fee and Interest Generation program cannot automatically run the billing edit/register. Therefore, it must be manually run before you can proceed with the post.

Post Invoices

For invoices related to fees and interest in the Real Estate Management system, the version of the post program does the following:

- Runs a DREAM Writer version of G/L Transaction Generation (P15199), which creates the A/R and G/L transactions. At this time, it also marks the documents as posted in the Tenant/Lease Billings Detail file and updates the Billings Detail History file (F1511H).
- Selects unposted invoices from the G/L Account Ledger file (F0911).
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file (F0902).
- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

You must set up the Batch Type Selection processing option for tenant A/R invoices (batch type 2).

Note: With fees and interest, you cannot process tenant A/P vouchers, which are batch type / (forward slash).

Print Invoices

You use the Print Invoices program to print an invoice that includes information created during the fee and interest process.

140.3.2 Adjustments

The review, post, and print process for adjustments is related to transactions for compounding interest. Such transactions are adjustments made to invoices through the cash receipts module in the Accounts Receivable system. This is necessary so that the updates are virtually immediate to assure that the compounding calculations are accurate. For more information about the following programs, see the related chapters in this guide.

Adjustments Journal Review

Except for the title, this screen is identical to the Receipts Journal Review screen. In fact, all the screens in the adjustment journal review process for fees and interest are identical to the ones for cash receipts. They display and update information in the Batch Control Records file and the A/R Account Ledger file.

Print Adjustments Journal

This report is a traditional journal you can use to proof and balance transactions related to adjustments. Though the report is helpful, the online review process, which begins with the Adjustments Journal Review screen, is quicker and more flexible. However, the report might provide a more workable form for a detailed review of some balancing problems.

Post Adjustments

For adjustments related to fees and interest in the Real Estate Management system, the version of the post program does the following:

- Selects unposted transactions from the A/R Account Ledger file.
- Verifies the information in each transaction.
- Posts the transactions to the G/L Account Balances file.
- Marks the transactions as posted in the following files: G/L Account Ledger, A/R Account Ledger, and Batch Control Records. The posted codes in the three files are P, D, and D, respectively.
- Creates and posts the automatic offsets to accounts receivable.

Like the receipts version of the post program, you must set up the Batch Type Selection processing option for cash receipts (batch type R).

Print Statements

You use the Print Statements program to print many kinds of customer statements that include posted A/R information such as an account summary, current balance due, aging amounts, and so on. The Print Statements - Enhanced program is an alternative method for printing statements.

To ensure that all the information is current, verify that you have posted all invoices before you print statements.

Fee and Interest Table

This chapter contains these topics:

- [Section 141.1, "Add a Fee and Interest Table,"](#)
- [Section 141.2, "Display a Fee and Interest Table,"](#)
- [Section 141.3, "Change Fee and Interest Information,"](#)
- [Section 141.4, "Delete Fee and Interest Information,"](#)
- [Section 141.5, "Search Level,"](#)
- [Section 141.6, "Setup Examples,"](#)
- [Section 141.7, "Guidelines."](#)

The Fee and Interest Table screen lets you set up and work with charges, interest rates, and calculation patterns for late fees, interest on security deposits, or any other situation in which an A/R amount is increased. It is a very flexible program that controls the following:

- Level of detail. 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.
- Timing, period, and frequency.
- Whether the increase is a fixed amount or rate.
- Compound or simple interest.
- Grace periods.

For example, charges can be very general, such as all tenants subject to a \$25.00 late fee, or they can be very specific, such as .5% per month after a 5 day grace period for an individual lease.

This information is kept in the A/R Fee Interest file (F1525) and controls the generation of the fees. The fee type is a user defined code (system 15, type FY) and is kept in the User Defined Codes file (F0005). For an overview of fees and interest, see [Chapter 140, "Fee and Interest Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Fees and Interest.

From the Fees and Interest menu (G1527), choose Fee and Interest Table.

Figure 141–1 Fee and Interest Table screen

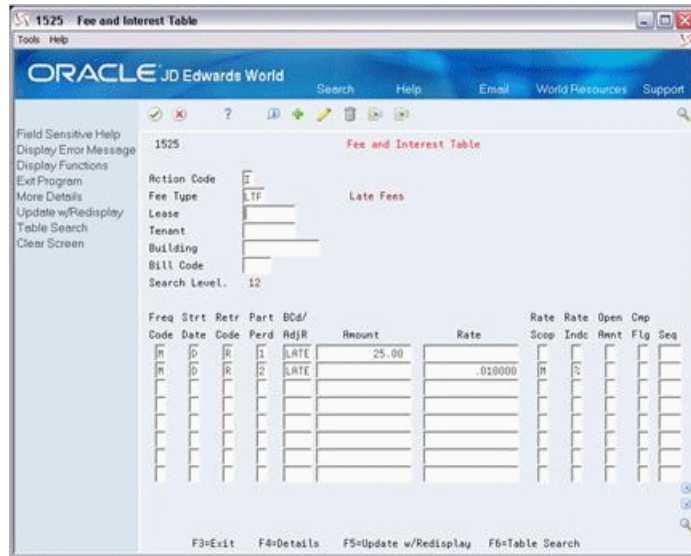
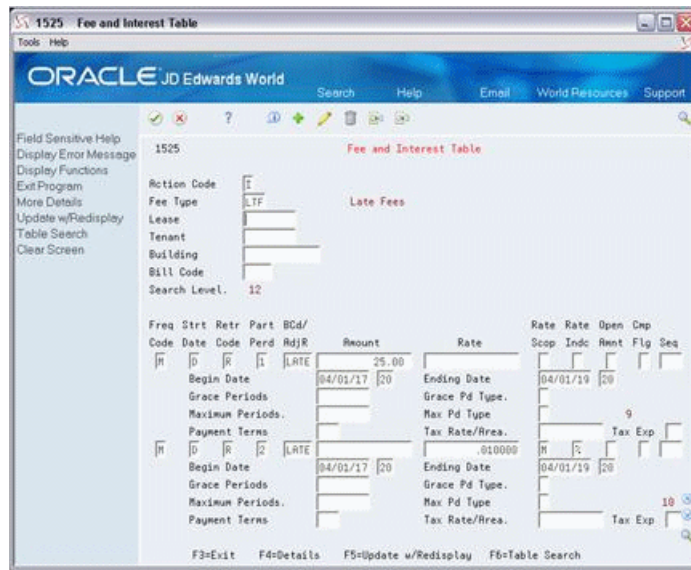


Figure 141–2 Fee and Interest Table (Fold Area) screen



141.1 Add a Fee and Interest Table

To set up a fee table, type A in the Action Code field, type the appropriate information, and press Enter or F5. Note the following:

- The required information in the upper part of the screen depends on the search level. For example, the fee type is only necessary for the search level 12, but the fee type and all four key fields are necessary for the search level 1. For more information, see [Section 141.5, "Search Level"](#) in this chapter.
- For a fixed amount, the required information for a detail line is the frequency code, bill code, and amount. For a rate, the required information is the frequency code, bill code, rate, and rate scope.

141.2 Display a Fee and Interest Table

To display a fee table, type I in the Action Code field, type the fee type and related key information in the respective fields, and press Enter.

141.3 Change Fee and Interest Information

To change the information you have displayed, type C in the Action Code field, type the appropriate information, and press Enter or F5.

141.4 Delete Fee and Interest Information

To delete the information you have displayed, type D in the Action Code field and press Enter.

141.5 Search Level

The search level identifies the level of detail to which a fee and interest table relates. It is determined by four key fields in the upper part of the screen: Lease, Tenant, Building, and Bill Code. The following chart shows the different combinations of these fields that make up the twelve valid search levels.

KEY FIELDS	SEARCH LEVEL											
	1	2	3	4	5	6	7	8	9	10	11	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 (A/R account). Level 10, however, limits the search only to a specific building. To identify the key information for a table that you have displayed, press F6. The information is displayed in the upper right corner of the screen.

With these 12 levels, therefore, it is not necessary to define the calculation of fees and interest for every lease, tenant, building, and bill code. You need to set up only the general policy and any exceptions within that policy. During the generation, then, the system selects the most specific fee and interest table based on its search level and the key information of the invoice being generated.

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 relates only to heating, ventilation, and air conditioning (bill code HVAC). You need to set up only four fee tables (four levels of detail) to satisfy all the late fee requirements in this example.

- 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)

141.6 Setup Examples

141.6.1 Late Fee (Fixed Amount and Simple Interest)

If the rent is not paid within five days, the tenant is assessed a \$50.00 onetime penalty. An additional five days grace is allowed before a simple interest of 12.0% 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.

Figure 141-3 Code Entry (Bill Code LATE) screen

Freq	Strt	Retr	Part	BCd/	Code	Date	Code	Perd	AdjR	Amount	Rate	Rate	Rate	Open	Comp	
												Scop	Indc	Rent	Flg	Seq
[M]	[D]	[]	[]	LATE	[]	06/01/17	[]	1	[]	50.00				[]	[]	
						Begin Date					Ending Date					
						Grace Periods					Grace Pd Type					
						Maximum Periods					Max Pd Type					84
						Payment Terms					Tax Rate/Area					
[D]	[D]	[R]	[]	LATE	[]	06/01/17	[]	2	[]		.120000			[]	[]	
						Begin Date					Ending Date					
						Grace Periods					Grace Pd Type					
						Maximum Periods					Max Pd Type					85
						Payment Terms					Tax Rate/Area					

The bill code plus the prefixes RC and PM make up the related automatic accounting instructions (AAIs), RCLATE and PMLATE.

141.6.2 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 (non-compounding), and the rate varies according to the Prime rate. Though the lease begins on June 1, 2017, the interest calculation begins two months later on August 1. The interest is based on the G/L date of the receipt for the security deposit, and the bill code INTR (interest) is used to record the interest.

Figure 141-4 Code Entry (Bill Code INTR) screen

Freq	Strt	Retr	Part	BCd/	Code	Date	Code	Perd	AdjR	Amount	Rate	Rate	Rate	Open	Comp	
												Scop	Indc	Rent	Flg	Seq
[M]	[G]	[]	[]	INTR	[]	08/01/17	[]	2	[]	50.00				[]	[]	
						Begin Date					Ending Date					
						Grace Periods					Grace Pd Type					
						Maximum Periods					Max Pd Type					86
						Payment Terms					Tax Rate/Area					

You use the processing options for Fee and Interest Generation to specify the interest rate because it is variable. The Rate Indc (Rate Indicator) field identifies this. Notice also that the Retr Code (Retroactive Code) field is blank. This code is optional because there is no grace period. The bill code plus the prefixes RC and PM make up the related AAIs, RCSI and PMSI.

141.6.3 Compounding Interest

Only one detail line related to compounding interest is allowed in a fee and interest table. For the detail line, note the following:

- The Retr Code field must be blank because there is no grace period.
- The BCd/AdjR (Bill Code/Adjustment Reason) field must contain a bill code for an adjustment. During the generation, therefore, the system updates the A/R Account Ledger file (F0311) as an adjustment. The TI (Type of Input) code for the cash receipt is A.
- The Cmp Flg (Compounded Flag) field must be set to 1.

Figure 141-5 Fee and Interest Table (Cmp Flg) screen

1525 Fee and Interest Table											
Action Code	I										
Fee Type	LTF Late Fees										
Lease	17496										
Tenant	6398 Rylee's Bike Shop										
Building											
Bill Code											
Search Level	4										
Freq	Strt	Retr	Part	BCd/	Amount	Rate	Rate	Rate	Open	Cmp	
Code	Date	Code	Perd	AdjR			Scop	Indc	Amnt	Flg	Seq
M	D		1	LATE	50.00						
	Begin Date				06/01/17	Ending Date			12/31/19		
	Grace Periods				4	Grace Pd Type			D		
	Maximum Periods				1	Max Pd Type			N		84
	Payment Terms					Tax Rate/Area					
D	D	R	2	LATE		.120000	Y	%	E		
	Begin Date				06/01/17	Ending Date			12/31/19		
	Grace Periods				9	Grace Pd Type			D		
	Maximum Periods					Max Pd Type					85
	Payment Terms					Tax Rate/Area					

The adjustment reason plus the prefix RA make up the related AAI, RAIN.

141.7 Guidelines

- Before you begin the fee and interest process, set up the following information:
 - Real Estate Management constants
 - Facility, tenant, and lease information
 - Fee types and other user defined codes
 - General accounting and accounts receivable constants
 - Object and subsidiary accounts in the G/L chart of accounts
 - Bill codes with their automatic accounting instructions (AAIs)
- For each bill code that is subject to late fees or security deposit interest, the Subject to Late Fees field in the Billing Code Extension file (F1512) must contain Y (Yes).
- The untitled field in the lower right corner of the fold area is the Billing Control ID field. The system uses the number in this field 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 Billings Detail History file (F1511H) rather than in the Billings Generation Control Master file (F15011).

Caution: Until a batch is posted, you can generate fees and interest for a tenant more than once in the same period. If this happens, you can use the Batch Delete program to delete any unposted batch that is not wanted. At this time, the system deletes the batch header, the transactions in the batch, and the corresponding records in the Billings Detail History file. Remember that you cannot delete a batch that has been posted.

- For interest earned on security deposits, you can use the fee and interest process to calculate the interest. You must first set up the revenue bill code such as INTR in a security group. After you calculate the interest earned, you can then generate the A/P voucher with the Security Deposit Refund Generation program to refund the interest, the security deposit, or both.

For more information, see [Part XV, "Security Deposits"](#) in this guide.

Fee and Interest Listing

This chapter contains these topics:

- [Section 142.1, "Fee and Interest Listing Procedures,"](#)
- [Section 142.2, "Guidelines,"](#)
- [Section 142.3, "Fee and Interesting Listing Report."](#)

This report is a list of one or more of the tables that have been set up for the fee and interest process. You use it to review the information that exists in the A/R Fee Interest file (F1525). Processing options do not exist for this report. For an overview of fees and interest, see [Chapter 140, "Fee and Interest Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Fees and Interest.

From the Fees and Interest menu (G1527), choose Fee and Interest Listing.

142.1 Fee and Interest Listing Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

142.2 Guidelines

The data selection can be based on one or more of the following: fee type, search level, and the key information for the search level (lease, tenant, building, and bill code). For example, suppose you want to show all the information from the fee tables that relate specifically or generally to a lease. You would set up the DREAM Writer version to choose information from tables related to that lease as well as all other tables with a search level greater than four. The logic behind this setup is that search levels of four or less are associated with a specific lease. Search levels greater than four are generally related to all leases.

For more information about the search level, see [Chapter 141, "Fee and Interest Table"](#) in this guide.

142.3 Fee and Interesting Listing Report

Figure 142-1 Fee & Interest Listing Report

15625 J.D. Edwards & Company										Page - - - 1															
Fee & Interest Listing - All										Date - - - 6/10/08															
Seq	Type	Description	Lease	Tenant	Building	Code	C	S	C	P	BCA/	Fee Amount	Fee Rate	S	I	C	P	Seq	Date	Date	Periods	T	Periods	T	
004	IFF	Late Fee	17496	6398		M D	1				LATE	50.00							06/01/17	12/31/19	4	D		1	M
004	IFF	Late Fee	17496	6398		D D	2				LATE		.120000	Y					06/01/17	12/31/19					
012	IFF	Late Fee				M D	1				LATE	25.00							04/01/17	04/01/19					
012	IFF	Late Fee				M D	2				LATE		.010000	M					04/01/17	04/01/19					
004	SDI	Security Deposit Interest	17495	22008		M G	2				SI								08/01/17	12/31/20					
012	SDI	Security Deposit Interest				T G	1				SI		.052300	Y					04/01/17	04/01/19					

Fee and Interest Generation

This chapter contains these topics:

- [Section 143.1, "Fee and Interest Generation Report,"](#)
- [Section 143.2, "Fee and Interest Generation Procedures,"](#)
- [Section 143.3, "Processing Options,"](#)
- [Section 143.4, "Guidelines."](#)

This program lets you generate fees or interest amounts against A/R invoices. It is based on the A/R Account Ledger file (F0311) and is controlled by the fee tables in the A/R Fee Interest file (F1525). During the generation, the system does the following:

1. Locates open amounts in the A/R Account Ledger file that have been posted. For a fee, the system searches for an amount that is positive (a debit). For interest, the open amount is negative (a credit).
2. Checks the Billing Code Extension file (F1512) to determine whether the invoiced bill code is eligible for the generation. A processing option controls whether this step is required. If it is required, the Subject to Late Fees field in the file must contain Y (Yes).
3. Matches the appropriate fee and interest table with the respective information for the invoice. To do this, it searches the A/R Fees Interest file according to the 12 search levels and beginning with level 1.
4. Compares the date the last generation was performed on the invoice to the date of the current generation in the processing options. If the current date is prior to the last date, the processing stops for the invoice.
5. Processes each detail line (record) in the table according to the specified sequence.
 - Determines the range of dates the fee table is in effect. To do this, the system uses the start date, grace periods, and maximum periods. If the date of the current generation does not fall within that date range, the processing stops for the invoice.
 - Calculates the fee or interest amount for each generation period that exists between the dates of the last and current generations.
 - Creates a pay item from the sum of the generation amounts if the record is non-compounding.
 - Creates an adjustment from the sum of the generation amounts if the record is compounding. The adjustment is to the original invoice.
6. Creates the invoice with as many pay items as there are non-compounding records.

Note that the generation type for fee and interest is 5. A processing option controls whether the system creates a batch of invoices or only prints a report so you can preview the information to be processed. For an overview of fees and interest, see [Chapter 140, "Fee and Interest Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose Fees and Interest.

From the Fees and Interest menu (G1527), choose Fee and Interest Generation.

143.1 Fee and Interest Generation Report

Figure 143-1 FASB 13 Lease Control Generation

Page - 1
Date - 5/30/08
As of Date - 01/01/15

Batch	Description	Building	Unit	Lease	Lease	FASB	2015	2016	2017	Total	Lease	Lease	Lease
			Number	Rate	Start	End					Rate	Start	End
15020	James Robert & Associates	2201	01/01/15	12/31/19	60	30,000.00	42,000.00	42,000.00	42,000.00	120,000.00	234,000.00	234,000.00	234,000.00
						46,800.00	46,800.00	46,800.00	46,800.00	130,000.00	234,000.00	234,000.00	234,000.00
						16,800.00	4,800.00	4,800.00	4,800.00	26,400.00	17,495	22,008	22,008
						16,800.00	4,800.00	4,800.00	4,800.00	26,400.00			
						16,800.00	4,800.00	4,800.00	4,800.00	26,400.00			
	Total					17495	FASB 13 Effect						

143.2 Fee and Interest Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

JD Edwards World recommends that you set up a different DREAM Writer version of this program for each type of fee you process. This eliminates the need to change the processing options and data selection for each generation.

143.3 Processing Options

See [Section 186.45, "Late Fee Generation with Batch Creation \(P15160\)."](#)

143.4 Guidelines

- On the Data Selection screen for a DREAM Writer version, note the following:
 - The Gross Amount data field controls whether the generation relates to debits for a fee or credits for interest. For a fee, the Selection fields for the amount are set to greater than (GT) zero (000000000000000). For interest, the fields are set to less than (LT) zero (000000000000000).

You can make the selection more specific. For example, you might not want to charge a late fee of \$25.00 plus interest on a \$5.00 unpaid portion of a billing. To prevent this, you could set the Selection fields to greater than (GT) 100.00. The system would not process amounts below the threshold amount of \$100.00.

- Because the generation is based on the A/R Account Ledger file, the system can include open amounts that are in accounts unrelated to the Real Estate Management system. To avoid this, set the Selection fields for the Purchase Order Document Type data field equal (EQ) to leases (LS). This field is data item PDCT.
- Because fee and interest generation can occur on a daily basis, billing control and catch-up billing have a different design compared with other billing modules for Real Estate Management. The Service/Tax Date fields in the A/R Account Ledger file are updated for each pay item of an open invoice involved in the generation. For the next generation, the system goes back in the search only as far as that date. The fields are then updated with the date of the current generation.
- Unlike other billing generation programs, the Fee and Interest Generation program cannot automatically run Print Billing Edit/Register. Therefore, it must be run manually before you can proceed with the post.

Part XVIII

FASB 13

This part contains these chapters:

- [Chapter 144, "FASB 13 Process,"](#)
- [Chapter 145, "FASB 13 Generation,"](#)
- [Chapter 146, "FASB 13 Revisions,"](#)
- [Chapter 147, "FASB 13 Recurring Billing Update,"](#)
- [Chapter 148, "FASB 13 Reports."](#)

FASB 13 Process

This chapter contains these topics:

- [Section 144.1, "Convert Manual FASB 13 Entries,"](#)
- [Section 144.2, "Generate FASB 13 Differences,"](#)
- [Section 144.3, "Revise FASB 13 Differences,"](#)
- [Section 144.4, "Generate FASB 13 Recurring Billing Entries,"](#)
- [Section 144.5, "Report on FASB 13 Information,"](#)
- [Section 144.6, "FASB 13 Graphical Overview."](#)

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States for financial statements to be in accordance with Generally Accepted Accounting Principles (GAAP). FASB 13, 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. For example, suppose you have a lease that is active from January 1, 2017 to December 31, 2019, and the actual base rent is the following:

Time Period	Actual Rent
1/1/17 - 12/31/17	\$15,000
1/1/18 - 12/31/18	20,000
1/1/19 - 12/31/19	25,000

According to FASB 13, the total revenue from rent for the lease, which is \$60,000 (\$15,000+\$20,000+\$25,000), must be recognized evenly or \$20,000 per year (\$60,000 / 3 years).

Time Period	Actual Rent	Straight-Line Rent	Difference*
1/1/17 - 12/31/17	\$15,000	\$20,000	\$5,000
1/1/18 - 12/31/18	20,000	20,000	0
1/1/19 - 12/31/19	25,000	20,000	- 5,000

*Difference = straight-line rent - actual rent

For each new period, FASB 13 requires that you calculate the difference between the straight-line and actual rents. If the difference is positive, it is an accrual. An accrual is a revenue (or an expense) that gradually increases with the passage of time. GAAP states that accruals must be recognized in the financial statements. In the example, you

received \$15,000 in cash the first year, but you earned \$20,000 based on FASB 13. The system uses an accrual entry to debit the account for accrued assets and credit the account for rent revenue.

If the difference is negative, it is a deferral. A deferral postpones the recognition of a revenue that has been received (or an expense already paid). GAAP states that deferrals must also be recognized in the financial statements. In the example, you received \$25,000 in cash the third year, but you earned \$20,000 based on FASB 13. The system uses a deferral entry to debit the account for rent revenue and credit the account for unearned revenue, which is a liability.

You must then add the deferral or accrual entry that includes the difference for the new period. As a result, the sum of the accruals and deferrals offsets to zero over the life of the lease.

You can do this manually from the Recurring Billing Entry screen or the system can do it automatically. The automatic process involves the following tasks:

1. Convert the manual FASB 13 Entries.
2. Generate the FASB 13 differences.
3. Revise the FASB 13 differences.
4. Generate the FASB 13 recurring billing entries.
5. Report on the FASB 13 information.

144.1 Convert Manual FASB 13 Entries

Before the first time you use the automatic process, one of the following is assumed:

- You are initially converting to the JD Edwards World Real Estate Management system from a prior system.
- You have already manually entered FASB 13 differences (accrual and deferral entries) on the Recurring Billing Entry screen.

In either case, you must run the FASB 13 Generation/Conversion program to generate new FASB 13 adjustment entries. Therefore, it is only necessary to run this global update once. The program, which is based on the Tenant/Lease Master file (F1501), updates the Recurring Billings Master and FASB 13 Lease Control files (F1502 and F1513, respectively).

The manual entries should be based on the logic that the total straight-line rent is reconciled against the total actual rent so the difference is zero at the end of the term.

144.2 Generate FASB 13 Differences

Before the system can generate FASB 13 differences, set up the following:

- Facility information
- Tenant and lease information
- Recurring billing information

The first task in the FASB 13 process is to run the FASB 13 Generation program. For a lease with recurring billings, the system does the following to calculate the effect:

1. Creates a batch for processing and gathers the information necessary for the generation.
2. Calculates the straight-line rent for the time periods.

3. Compares the straight-line rent to the actual rent and calculates the difference by month for the duration of the lease.

During the generation, the system does one of the following based on how the processing option are set:

- Places the information into the FASB 13 Lease Control file (F1513) as the current generation and prints a report.
- Rolls back (restores) the batch from a previous (inactive) generation and makes it the current (active) generation. This function lets you make corrections to a lease or its recurring billings and then regenerate the FASB 13 information.
- Prints a report, but does not update the FASB 13 Lease Control file. This lets you preview the information before you generate it.

144.3 Revise FASB 13 Differences

The FASB 13 Revisions screen lets you display and work with the information created by the FASB 13 Generation program. A revision is necessary if you find an error or change the FASB 13 information in a lease and its recurring billings subsequent to the generation.

144.4 Generate FASB 13 Recurring Billing Entries

You use the FASB 13 Recurring Billing Generation program to automatically create the bill code lines for accrued rent, deferred rent, and adjustments in the Recurring Billings Master file. This information is then included in the normal recurring billing cycle to create the appropriate billings.

144.5 Report on FASB 13 Information

The following reports let you print the actual recurring billings and straight-line rent for a lease and the related FASB 13 information (differences, adjustments, and net effect) in a variety of formats.

- FASB 13 Register - Month
- FASB 13 Register - Year
- FASB 13 Detail Listing

144.6 FASB 13 Graphical Overview

For a graphical overview of the FASB 13 process, see [Appendix C, "FASB 13 Graphical."](#)

FASB 13 Generation

This chapter contains these topics:

- [Section 145.1, "FASB 13 Report,"](#)
- [Section 145.2, "FASB 13 Generation Procedures,"](#)
- [Section 145.3, "FASB Term and Effect,"](#)
- [Section 145.4, "Generation Control."](#)

The first task in the FASB 13 process is to run the FASB 13 Generation program. For a lease with recurring billings, the system does the following to calculate the effect:

1. Creates a batch for processing and gathers the information necessary for the generation.
 - With the Lease Master file (F1501), the system identifies the time periods each unit is occupied.
 - From the Recurring Billings Master file (F1502), the system selects the base rent amounts for the occupied units. It only selects the current and future setup information relative to the starting date for the FASB term. It does not consider information prior to that date. Processing options control this.
2. Calculates the straight-line rent for the time periods.
3. Compares the straight-line rent to the actual rent and calculates the difference by month for the duration of the lease.

During the generation, the system does one of the following based on how the processing options are set:

- Places the information into the FASB 13 Lease Control file (F1513) as the current generation and prints a report.
- Rolls back (restores) the batch from the previous (inactive) generation and makes it the current (active) generation. It is assigned a new batch number and the old batch is cleared out of the file. In this case, the system does not print a report.

This function lets you make corrections to a lease or its recurring billings and then regenerate the FASB 13 information. For example, suppose you ran FASB 13 Generation for a lease with an error in the recurring billing step rent. You can roll back the previous generation to replace the current generation that has the error.

The FASB 13 Lease Control file can keep the batches from only the previous two generations, and you cannot roll back a specific batch more than once.

- Prints a report, but does not update the FASB 13 Lease Control file. This lets you preview the information before you generate it.

- There are four columns that relate to the years the FASB 13 generation covers. The first three (2015-2017 on the sample report) can contain the respective annual amounts for years 1-3 from the "as of" date forward. The fourth column (2018 and After on the sample report) can contain the combined amount for years 4 and after. The FASB term controls whether a column actually contains information.
- There are five lines of information for each tenant.
 - The first line contains the actual rent amounts from the Recurring Billings Master file.
 - The second line contains the straight-line rent amounts. To calculate these amounts, the system uses the numbers from the Total and FASB Term fields in the following equation:

$$\text{Annual straight-line rent} = (\text{total actual rent} / \text{FASB term}) \times 12 \text{ months}$$
 - The third line contains the net FASB 13 differences based on the current generation. To calculate these amounts, the system uses the following equation:

$$\text{Difference} = \text{straight-line rent} - \text{actual rent}$$
 - The fourth line contains any FASB 13 adjustments. When you regenerate FASB 13 information, the system retrieves the balance forward amount from the previous generation as of the starting date of the new FASB term. A processing option controls whether that amount is applied as an adjustment to one period or spreads it through the effective months of the new term. When no adjustment exists, this line is blank.
 - The fifth line contains the net FASB 13 effect between the differences and adjustments. To calculate these amounts, the system uses the following equation:

$$\text{FASB 13 effect} = \text{difference} + \text{adjustment}$$

Navigation

From the Real Estate Management System menu (G15), choose FASB 13.

From the FASB 13 menu (G1528), choose FASB 13 Generation.

145.2 FASB 13 Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

145.3 FASB Term and Effect

The system calculates the FASB effect for the term of the generation. The length of the FASB term is in months. This term depends on the relationship between the "as of" date and the beginning and ending dates of the lease. Processing options control the "as of" date and whether the system uses the effective dates of the lease or the move-in and planned move-out dates of each unit as the beginning and ending dates for the lease.

145.3.1 Starting Date

The term of the generation starts on the beginning date for the lease or the "as of" date, whichever comes later. From the Recurring Billing file, the system selects only the current and future information relative to the starting date.

If you change the FASB 13-related information for a lease after both the initial generation and the starting date of its term, you must run the FASB 13 Generation program again. The FASB effect is recalculated based on the initial term, and any adjustment is applied to the new term.

145.3.2 Ending Date

The term of the generation extends to the ending date for the lease. This is controlled by the following restrictions:

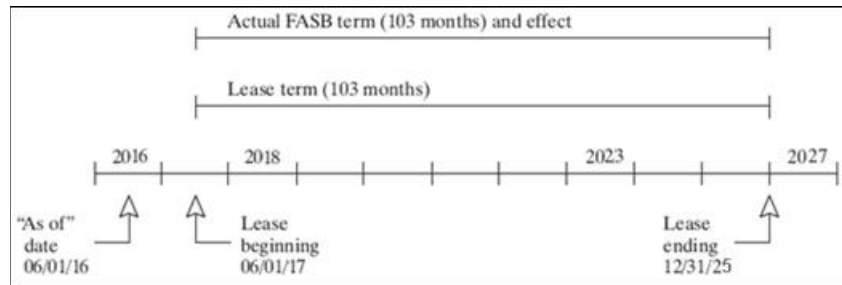
- The maximum number of months the FASB 13 Generation program can process is 1188 (99 calendar years beginning with January). For a lease with a term longer than 99 years, therefore, the system can calculate only 99 years.
- If the starting date is not in January, the number of months is less than 1188. For example, suppose the starting date of the FASB term is in June. The maximum number of months is 1183 because the first five months of the year are not included ($1188 - 5 = 1183$). In a similar way, an ending date that is not in December reduces the number of months.
- The century change year (data dictionary item #CYR) defined for the system also controls the length of the term. This data item controls the cutoff year for the century the system uses. In the following examples, suppose the year of the starting date for the FASB term is 1993.
 - If the #CYR value is 10, the cutoff year is 2010 and the range of years for the century is 1911 - 2010. The maximum term from January 1993 through December 2010 is 18 years.
 - If the value is 71, the cutoff year is 2071 and the range of years is 1972 - 2071. The maximum term from January 1993 through December 2071 is 79 years.
 - If the value is 91, the cutoff year is 2091 and the range of years is 1992 - 2091. The maximum term from January 1993 through December 2091 is 99 years.
 - If the value is 92, the cutoff year is 2092 and the range of years is 1993 - 2092. The maximum term is still 99 years from January 1993 through December 2091 is 99 years.

145.3.3 Example

Suppose a lease begins on June 1, 2017 and ends December 31, 2025. The term of the lease is 103 months. If you specify June 1, 2016 for the as of date, the starting date for the initial generation is June 1, 2017. The ending date of the lease limits the term to 103 months. In this case, the term of the lease and the FASB term are the same.

The following time line illustrates this example:

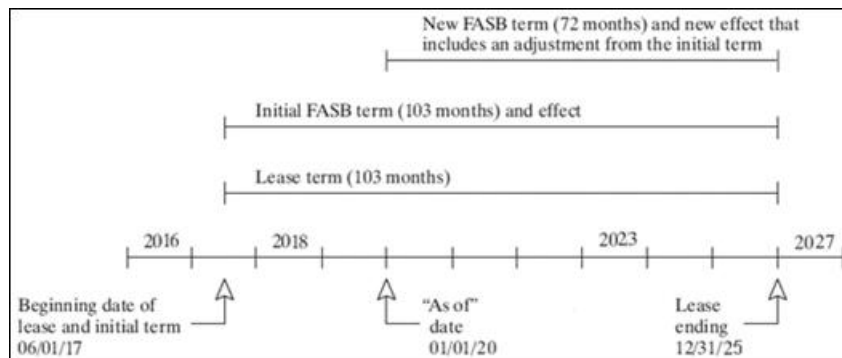
Figure 145-2 FASB Term Example



In the previous example, suppose you initially ran the FASB 13 Recurring Billing Generation program before January 1, 2020, and that you increased the rent on January 1, 2020. This date is after the initial generation and 31 months after the starting date of its term. When you run the FASB 13 Generation program again with January 1, 2020 for the "as of" date, the term is now only 72 months (103 - 31). However, the system recalculates the effect from the starting date of the initial term and applies an adjustment to the new term.

The following time line illustrates the relationship amongst the term of the lease, FASB terms, effects, and adjustment:

Figure 145-3 FASB Terms, Effects, and Adjustment



145.4 Generation Control

When the system generates the FASB 13 information for a lease, it blanks out the Generation Control (GENC) field for the lease in the FASB 13 Lease Control file. This prevents the system from generating the information again for that lease, which would result in duplicate FASB 13 differences. However, if you make a change from either the Lease Information or Recurring Billing Entry screen and that change relates to FASB 13, it may be necessary to generate the information again. For example, suppose the ending date of a lease changes after you have run the FASB 13 Generation program.

A processing option for both the Lease Information and Recurring Billing Entry screens controls whether the system displays a warning when you change FASB 13-related information. With this warning, which appears as the FASB 13 Lease Change Window, the system lets you decide whether you can generate information again. For more information about this, see [Chapter 73, "Recurring Billing Information"](#) in this guide.

Caution: After the system generates FASB 13 information, use care when you change the lease and recurring billing information that relates to it. For the changes to be included in the FASB 13 information, you must run the FASB 13 Generation program again.

FASB 13 Revisions

This chapter contains these topics:

- [Section 146.1, "Display FASB 13 Batch Information,"](#)
- [Section 146.2, "Change FASB 13 Information,"](#)
- [Section 146.3, "Guidelines."](#)

The FASB 13 Revisions screen lets you display and work with the information created by the FASB 13 Generation program. A revision is necessary if you find an error or change the FASB 13 information in a lease and its recurring billings subsequent to the generation. A processing option controls whether you can display information for a lease from either a current (active) or previous (inactive) generation. The detail line for each year contains a fold area with the annual amounts broken down into periods. This information is stored in the FASB 13 Lease Control file (F1513).

For an overview of the FASB 13 process, see [Chapter 144, "FASB 13 Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose FASB 13.

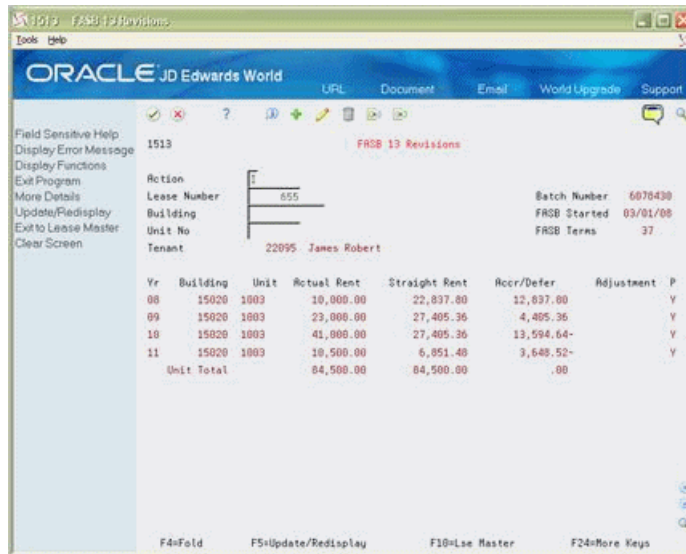
From the FASB 13 menu (G1528), choose FASB 13 Revisions.

Figure 146–1 FASB 13 Revisions screen

Yr	Building	Unit	Actual Rent	Straight Rent	Accr/Defer	Adjustment	P
15	15020	2201	30,000.00	46,000.00	16,000.00		N
16	15020	2201	42,000.00	46,000.00	4,000.00		N
17	15020	2201	42,000.00	46,000.00	4,000.00		N
18	15020	2201	60,000.00	46,000.00	13,200.00-		N
19	15020	2201	60,000.00	46,000.00	13,200.00-		N

Note: The P (Posted Flag) field, also referred to as the Recurring Billing Generated field, displays in detail area. It is displayed on a record-by-record and year-by-year basis.

Figure 146–2 FASB 13 Revisions (Fold Area) screen



146.1 Display FASB 13 Batch Information

To display a batch of information for a FASB 13 generation, type I in the Action Code field, type the number of the related lease in the Lease Number field, and press Enter.

For a lease that is tied to more than one building and unit, you can limit the list of information with the Building and Unit No fields. Subtotals for actual, straight line, accrual/deferral, and adjustments display at the building/unit level allow easy verification that the total of actual and straight line rent are equal, and that the total of accruals and deferrals is zero.

146.2 Change FASB 13 Information

To change the amounts you have displayed in the fold area, type C in the Action Code field, type the new information, and press Enter or F5.

If you change an amount, note the following requirements for the ending year of the lease:

- The YEB (Year End Balance) field must be blank (zero) for the total FASB effect.
- The total of the amounts in the Actual Rent column must equal the total of the amounts in the Straight Rent column.

If these requirements are met, the system processes the new information interactively. It summarizes the annual amounts in the detail line and recalculates the balance forward and the year-end balance for all years. If they are not met, the system gives you an error.

146.3 Guidelines

- If a catch-up adjustment exists, the amount in the Adjustment column for the catch-up month is highlighted.
- If the information for a lease is for a previous generation, the Batch Number field is blank. A processing option controls this.

FASB 13 Recurring Billing Update

This chapter contains these topics:

- [Section 147.1, "FASB 13 Recurring Billing Update Report,"](#)
- [Section 147.2, "FASB 13 Recurring Billing Procedures,"](#)
- [Section 147.3, "Processing Options,"](#)
- [Section 147.4, "Guidelines."](#)

With this program, the system uses the information in the FASB 13 Lease Control file (F1513) to automatically create the bill code lines for accrued rent, deferred rent, and adjustments in the Recurring Billings Master file (1502). This information is then included in the normal recurring billing cycle to create the appropriate billings. For more information about the relationship between recurring billings and FASB 13, see [Chapter 73, "Recurring Billing Information"](#) in this guide.

A processing option controls whether the system only prints the report so you can preview the billing information. In this case, an update of the Recurring Billings Master file does not occur. For an overview of the FASB 13 process, see [Chapter 144, "FASB 13 Process"](#) in this guide.

Navigation

From the Real Estate Management System menu (G15), choose FASB 13.

From the FASB 13 menu (G1528), choose FASB 13 R.B. Update.

147.1 FASB 13 Recurring Billing Update Report

Figure 147-1 FASB 13 Recurring Billing Update Report

15132 J.D. Edwards & Company											Page - 1
FASB 13 Recurring Billing Generation											Date - 5/30/08
Lease Number	Billing ID	Ls Ty	Building	Unit	Tenant	T Code	Bill Begin Date	Ending Date	B F	Gross Amount	
17495	1220	CO	15020	2201	James Robert & Associates	A ACCR	01/01/15	12/31/15	M	1,400.00	
17495	1221	CO	15020	2201	James Robert & Associates	A ACCR	01/01/16	12/31/17	M	400.00	
17495	1222	CO	15020	2201	James Robert & Associates	A DEFR	01/01/18	12/31/19	M	1,100.00-	

147.2 FASB 13 Recurring Billing Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

147.3 Processing Options

See [Section 186.46, "FASB 13 R. B. Generation - Edit \(P15132\)."](#)

147.4 Guidelines

The program updates the P (Posted Flag) field only on the records for which recurring billing has been generated, based on the date range specified in the processing options.

FASB 13 Reports

This chapter contains these topics:

- [Section 148.1, "FASB 13 Reports Procedures,"](#)
- [Section 148.2, "FASB 13 Register - Year,"](#)
- [Section 148.3, "FASB 13 Detail Listing FASB 13 Reports."](#)

These reports let you print the actual recurring billings and straight-line rent for a lease and the related FASB 13 information (differences, adjustments, and net effect) in a variety of formats. The reports are based on the FASB 13 Lease Control file (F1513). For an overview of the FASB 13 process, see [Chapter 144, "FASB 13 Process"](#) in this guide.

- The monthly register shows the current information by month for a specific year. The format is horizontal with three or five lines of rent-related amounts for each tenant depending on whether it includes summarized or detail information. When summarized, it does not include the actual and straight-line rent.

Note: The information in the sample report is not complete. Therefore, the totals do not agree with the rest of the information.

- The yearly register shows the information by year for a specific time period that begins with the current year. The format is horizontal with three lines of rent-related amounts (actual rent, straight-line rent, and FASB 13 differences) for each tenant. It can include either the current (active) or previous (inactive) generation.
- The detail listing shows the information for a specific time period. It can be in detail by month, summarized by year, or both. The format is vertical with five columns of rent-related amounts. It can include either the current (active) or previous (inactive) generation.

Navigation

From the Real Estate Management System menu (G15), choose FASB 13.

From the FASB 13 menu (G1528), choose one of the following based on what you need:

- FASB 13 Register - Month
- FASB 13 Register - Year
- FASB 13 Detail Listing

148.1 FASB 13 Reports Procedures

When you choose any of the reports from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

148.1.1 FASB 13 Register - Month (Detail)

Figure 148-1 FASB 13 Computation Register (Month)

Page - . . . 1
Date - . . . 6/10/78

Year . . . 18 Detail	J.D. Edwards & Company	FASB 13 Computation Register -												
Build . . . 1020 2204	Unit . . . 1795	Month . . . 2010	James Robert & Associates											
January	February	March	April	May	June	July	August	September	October	November	December	Total		
5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000.00		
3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	46,800.00		
1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	13,200.00-		
Lease Number FASB Eff.														
1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	13,200.00-		
ATRIUM Mall														
1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	13,200.00-		
1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	1,100.00-	13,200.00-		

148.2 FASB 13 Register - Year

Figure 148-2 FASB 13 Computation Register (Year)

15409		J.D. Edwards & Company		Page - 1		Date - 6/10/08	
FASB Status Active		FASB 13 Computation Register					
Description	Building Name	Unit Name	Lease Type	FASB Term	2009	2010	2011 and later
James Robert & Associates	15020 2201	01/01/15	12/31/19	60			
Atrium Mall				Adjustment	FASB Effect		
				Adjustment	FASB Effect		
				Total		234,000.00	234,000.00
						17495	22088 01/01/15
						234,000.00	234,000.00

Note: The columns for 2008 through 2010 are blank because the time period begins with the current date (2008 in this case) and the demo data begins in 2016.

148.3 FASB 13 Detail Listing FASB 13 Reports

Figure 148-3 FASB 13 Information, Vertical

15406				J.D. Edwards & Company FASB 13 Information, Vertical				Page - - - 1 Date - - - 6/10/08	
Format : Detail Active				Actual	Straight line	FASB 13	Adjustment	Total	
Lease	Building	Unit	Mth/Yr	Rent	Rent	Effect		Receivable	
Number	Number	Number							
17495	15020	2201	01 / 15	2,500.00	3,900.00	1,400.00		1,400.00	
17495	15020	2201	02 / 15	2,500.00	3,900.00	1,400.00		2,800.00	
17495	15020	2201	03 / 15	2,500.00	3,900.00	1,400.00		4,200.00	
17495	15020	2201	04 / 15	2,500.00	3,900.00	1,400.00		5,600.00	
17495	15020	2201	05 / 15	2,500.00	3,900.00	1,400.00		7,000.00	
17495	15020	2201	06 / 15	2,500.00	3,900.00	1,400.00		8,400.00	
17495	15020	2201	07 / 15	2,500.00	3,900.00	1,400.00		9,800.00	
17495	15020	2201	08 / 15	2,500.00	3,900.00	1,400.00		11,200.00	
17495	15020	2201	09 / 15	2,500.00	3,900.00	1,400.00		12,600.00	
17495	15020	2201	10 / 15	2,500.00	3,900.00	1,400.00		14,000.00	
17495	15020	2201	11 / 15	2,500.00	3,900.00	1,400.00		15,400.00	
17495	15020	2201	12 / 15	2,500.00	3,900.00	1,400.00		16,800.00	
17495	15020	2201	01 / 16	3,500.00	3,900.00	400.00		17,200.00	
17495	15020	2201	02 / 16	3,500.00	3,900.00	400.00		17,600.00	
17495	15020	2201	03 / 16	3,500.00	3,900.00	400.00		18,000.00	
17495	15020	2201	04 / 16	3,500.00	3,900.00	400.00		18,400.00	
17495	15020	2201	05 / 16	3,500.00	3,900.00	400.00		18,800.00	
17495	15020	2201	06 / 16	3,500.00	3,900.00	400.00		19,200.00	
17495	15020	2201	07 / 16	3,500.00	3,900.00	400.00		19,600.00	
17495	15020	2201	08 / 16	3,500.00	3,900.00	400.00		20,000.00	
17495	15020	2201	09 / 16	3,500.00	3,900.00	400.00		20,400.00	
17495	15020	2201	10 / 16	3,500.00	3,900.00	400.00		20,800.00	
17495	15020	2201	11 / 16	3,500.00	3,900.00	400.00		21,200.00	
17495	15020	2201	12 / 16	3,500.00	3,900.00	400.00		21,600.00	
17495	15020	2201	01 / 17	3,500.00	3,900.00	400.00		22,000.00	
17495	15020	2201	02 / 17	3,500.00	3,900.00	400.00		22,400.00	
17495	15020	2201	03 / 17	3,500.00	3,900.00	400.00		22,800.00	
17495	15020	2201	04 / 17	3,500.00	3,900.00	400.00		23,200.00	
17495	15020	2201	05 / 17	3,500.00	3,900.00	400.00		23,600.00	
17495	15020	2201	06 / 17	3,500.00	3,900.00	400.00		24,000.00	
17495	15020	2201	07 / 17	3,500.00	3,900.00	400.00		24,400.00	
17495	15020	2201	08 / 17	3,500.00	3,900.00	400.00		24,800.00	
17495	15020	2201	09 / 17	3,500.00	3,900.00	400.00		25,200.00	
17495	15020	2201	10 / 17	3,500.00	3,900.00	400.00		25,600.00	
17495	15020	2201	11 / 17	3,500.00	3,900.00	400.00		26,000.00	
17495	15020	2201	12 / 17	3,500.00	3,900.00	400.00		26,400.00	
17495	15020	2201	01 / 18	5,000.00	3,900.00	1,100.00		25,300.00	
17495	15020	2201	02 / 18	5,000.00	3,900.00	1,100.00		24,200.00	
17495	15020	2201	03 / 18	5,000.00	3,900.00	1,100.00		23,100.00	
17495	15020	2201	04 / 18	5,000.00	3,900.00	1,100.00		22,000.00	
17495	15020	2201	05 / 18	5,000.00	3,900.00	1,100.00		20,900.00	
17495	15020	2201	06 / 18	5,000.00	3,900.00	1,100.00		19,800.00	
17495	15020	2201	07 / 18	5,000.00	3,900.00	1,100.00		18,700.00	
17495	15020	2201	08 / 18	5,000.00	3,900.00	1,100.00		17,600.00	
17495	15020	2201	09 / 18	5,000.00	3,900.00	1,100.00		16,500.00	
17495	15020	2201	10 / 18	5,000.00	3,900.00	1,100.00		15,400.00	
17495	15020	2201	11 / 18	5,000.00	3,900.00	1,100.00		14,300.00	
17495	15020	2201	12 / 18	5,000.00	3,900.00	1,100.00		13,200.00	
17495	15020	2201	01 / 19	5,000.00	3,900.00	1,100.00		12,100.00	
17495	15020	2201	02 / 19	5,000.00	3,900.00	1,100.00		11,000.00	
17495	15020	2201	03 / 19	5,000.00	3,900.00	1,100.00		9,900.00	
17495	15020	2201	04 / 19	5,000.00	3,900.00	1,100.00		8,800.00	
17495	15020	2201	05 / 19	5,000.00	3,900.00	1,100.00		7,700.00	
17495	15020	2201	06 / 19	5,000.00	3,900.00	1,100.00		6,600.00	
15406				J.D. Edwards & Company FASB 13 Information, Vertical				Page - - - 2 Date - - - 6/10/08	
Format : Detail Active				Actual	Straight line	FASB 13	Adjustment	Total	
Lease	Building	Unit	Mth/Yr	Rent	Rent	Effect		Receivable	
Number	Number	Number							
17495	15020	2201	07 / 19	5,000.00	3,900.00	1,100.00		5,500.00	
17495	15020	2201	08 / 19	5,000.00	3,900.00	1,100.00		4,400.00	
17495	15020	2201	09 / 19	5,000.00	3,900.00	1,100.00		3,300.00	
17495	15020	2201	10 / 19	5,000.00	3,900.00	1,100.00		2,200.00	
17495	15020	2201	11 / 19	5,000.00	3,900.00	1,100.00		1,100.00	
17495	15020	2201	12 / 19	5,000.00	3,900.00	1,100.00			
Atrium Mall				234,000.00	234,000.00				
				234,000.00	234,000.00				

Part XIX

Unit Status/Rent Updates

This part contains these chapters:

- [Chapter 149, "Unit Status/Activity Generation,"](#)
- [Chapter 150, "Unit Status/Activity Revisions,"](#)
- [Chapter 151, "Market/Renewal/Potential Rent."](#)

Unit Status/Activity Generation

This chapter contains these topics:

- [Section 149.1, "Unit Status/Activity Generation Procedures,"](#)
- [Section 149.2, "Composite Unit Status Unit Status/Activity Generation,"](#)
- [Section 149.3, "Guidelines."](#)

The Unit Status/Leasing Activity file (F15071) contains information about the status of a unit over time and about the activity related to each status. You use the Unit Status/Activity Generation program to automatically update the file with lease-related information such as whether a lease is new or expired, when a tenant has moved in or moved out, and so on. The system updates the file from the Lease Master (F1501) and Unit Master (F1507) files.

A processing option controls whether the system prints a report so you can review the information in the Unit Status/Leasing Activity file. You can also use the Unit Sts/Activity Revisions screen to display and manually add information such as an increase or decrease in the square footage of a unit, the status for a unit being renovated, and so on.

JD Edwards World recommends that you run this program each night during your unattended nightly operations so that the Unit Status/Leasing Activity file is up-to-date. It is important to keep this file current because the system uses the information for the Unit Sts/Activity Revisions screen, Vacancy Listing, and Leasing Activity Report. The system also updates the composite unit status in the Unit Master file.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Unit Sts/Activity Generation.

149.1 Unit Status/Activity Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

149.1.1 Unit Status/Activity Report

Figure 149-1 Unit Status/Activity Report

Page - 1 Date - 6/11/08

Unit	Lease	Tenant	Unit Status/Activity Generation	Status	Move-In	Move-Out	V	A	O	IN	Act	Account Description	O/L	Program Message
101	15229	Eliza House	10/31/16	10/31/16	10/31/16	10/31/16	V	N	V	T	Occup	Eliza House - New Tenant	+	
101	15229	Eliza House	10/31/16	10/31/16	10/31/16	10/31/16	O	N	T	Occup	Eliza House - New Tenant	+		
101	15229	Eliza House	10/31/16	10/31/16	10/31/16	10/31/16	V	A	L	V	Occup	Eliza House - New Tenant	+	
103	15281	Doanna's Bell	05/31/16	05/31/16	05/31/16	05/31/16	V	N	V	T	Occup	Doanna's Bell - New Tenant	+	
103	15281	Doanna's Bell	05/31/16	05/31/16	05/31/16	05/31/16	O	N	T	Occup	Doanna's Bell - New Tenant	+		
103	15281	Doanna's Bell	05/31/16	05/31/16	05/31/16	05/31/16	V	A	L	V	Occup	Doanna's Bell - New Tenant	+	
104	15249	Colorado Gifts	02/15/15	02/15/15	02/15/15	02/15/15	V	N	V	T	Occup	Colorado Gifts - New Tenant	+	
104	15249	Colorado Gifts	02/15/15	02/15/15	02/15/15	02/15/15	O	N	T	Occup	Colorado Gifts - New Tenant	+		
104	15249	Colorado Gifts	02/15/15	02/15/15	02/15/15	02/15/15	V	A	L	V	Occup	Colorado Gifts - New Tenant	+	
1103	17496	Bybee's Bike Shop	01/01/17	01/01/17	01/01/17	01/01/17	V	N	V	T	Occup	Bybee's Bike Shop - New Tenant	+	
1103	17496	Bybee's Bike Shop	01/01/17	01/01/17	01/01/17	01/01/17	O	N	T	Occup	Bybee's Bike Shop - New Tenant	+		
1103	17496	Bybee's Bike Shop	01/01/17	01/01/17	01/01/17	01/01/17	V	A	L	V	Occup	Bybee's Bike Shop - New Tenant	+	
201	15373	Tattered Books	04/09/15	04/09/15	04/09/15	04/09/15	V	N	V	T	Occup	Tattered Books - New Tenant	+	
201	15373	Tattered Books	04/09/15	04/09/15	04/09/15	04/09/15	O	N	T	Occup	Tattered Books - New Tenant	+		
201	15373	Tattered Books	04/09/15	04/09/15	04/09/15	04/09/15	V	A	L	V	Occup	Tattered Books - New Tenant	+	
202	15288	Asenath & Mitch	10/02/15	10/02/15	10/02/15	10/02/15	V	N	V	T	Occup	Asenath & Mitch - New Tenant	+	
202	15288	Asenath & Mitch	10/02/15	10/02/15	10/02/15	10/02/15	O	N	T	Occup	Asenath & Mitch - New Tenant	+		
202	15288	Asenath & Mitch	10/02/15	10/02/15	10/02/15	10/02/15	V	A	L	V	Occup	Asenath & Mitch - New Tenant	+	
203	15281	Edie Bean Outlet Store	05/23/15	05/23/15	05/23/15	05/23/15	V	N	V	T	Occup	Edie Bean Outlet Store - New Tenant	+	
203	15281	Edie Bean Outlet Store	05/23/15	05/23/15	05/23/15	05/23/15	O	N	T	Occup	Edie Bean Outlet Store - New Tenant	+		
203	15281	Edie Bean Outlet Store	05/23/15	05/23/15	05/23/15	05/23/15	V	A	L	V	Occup	Edie Bean Outlet Store - New Tenant	+	
204	15237	Unlimited, The	07/22/15	07/22/15	07/22/15	07/22/15	V	N	V	T	Occup	Unlimited, The - New Tenant	+	
204	15237	Unlimited, The	07/22/15	07/22/15	07/22/15	07/22/15	O	N	T	Occup	Unlimited, The - New Tenant	+		
204	15237	Unlimited, The	07/22/15	07/22/15	07/22/15	07/22/15	V	A	L	V	Occup	Unlimited, The - New Tenant	+	
209	17495	James Robert & Associates	01/01/15	01/01/15	01/01/15	01/01/15	V	N	V	T	Occup	James Robert & Associates - New Tenant	+	
209	17495	James Robert & Associates	01/01/15	01/01/15	01/01/15	01/01/15	O	N	T	Occup	James Robert & Associates - New Tenant	+		
209	17495	James Robert & Associates	01/01/15	01/01/15	01/01/15	01/01/15	V	A	L	V	Occup	James Robert & Associates - New Tenant	+	
2201	17495	James Robert & Associates	12/31/19	12/31/19	12/31/19	12/31/19	V	N	V	T	Occup	James Robert & Associates - New Tenant	+	
2201	17495	James Robert & Associates	12/31/19	12/31/19	12/31/19	12/31/19	O	N	T	Occup	James Robert & Associates - New Tenant	+		
2201	17495	James Robert & Associates	12/31/19	12/31/19	12/31/19	12/31/19	V	A	L	V	Occup	James Robert & Associates - New Tenant	+	
1	15245	Marking Corp of America	02/01/16	02/01/16	02/01/16	02/01/16	V	N	V	T	Occup	Marking Corp of America - New Tenant	+	
1	15245	Marking Corp of America	02/01/16	02/01/16	02/01/16	02/01/16	O	N	T	Occup	Marking Corp of America - New Tenant	+		
1	15245	Marking Corp of America	02/01/16	02/01/16	02/01/16	02/01/16	V	A	L	V	Occup	Marking Corp of America - New Tenant	+	
201	15288	Arthur Mitchell, PC	04/30/16	04/30/16	04/30/16	04/30/16	V	N	V	T	Occup	Arthur Mitchell, PC - New Tenant	+	
201	15288	Arthur Mitchell, PC	04/30/16	04/30/16	04/30/16	04/30/16	O	N	T	Occup	Arthur Mitchell, PC - New Tenant	+		
201	15288	Arthur Mitchell, PC	04/30/16	04/30/16	04/30/16	04/30/16	V	A	L	V	Occup	Arthur Mitchell, PC - New Tenant	+	
203	15286	Geotek	06/15/17	06/15/17	06/15/17	06/15/17	V	N	V	T	Occup	Geotek - New Tenant	+	
203	15286	Geotek	06/15/17	06/15/17	06/15/17	06/15/17	O	N	T	Occup	Geotek - New Tenant	+		
203	15286	Geotek	06/15/17	06/15/17	06/15/17	06/15/17	V	A	L	V	Occup	Geotek - New Tenant	+	
303	15309	Carbone & Carliho	06/27/16	06/27/16	06/27/16	06/27/16	V	N	V	T	Occup	Carbone & Carliho - New Tenant	+	
303	15309	Carbone & Carliho	06/27/16	06/27/16	06/27/16	06/27/16	O	N	T	Occup	Carbone & Carliho - New Tenant	+		
303	15309	Carbone & Carliho	06/27/16	06/27/16	06/27/16	06/27/16	V	A	L	V	Occup	Carbone & Carliho - New Tenant	+	
15172														

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149.2 Composite Unit Status Unit Status/Activity Generation

The unit status code, which is user defined (system 15, type UX), in the UN ST field specifies the composite status of a unit. The composite status is a group of 4 one-character codes that identifies the following aspects of the unit:

- Valid codes for the first character, which is displayed in the VO field, are V (Vacant) and O (Occupied). It is related to the move-in and move-out dates from the lease.

- Valid codes for the second character, which is displayed in the AN field, are A (Available) and N (Not available). It is related to whether a lease is attached to the unit.
- Valid codes for the third character, which is displayed in the TO field, are T (Tenant-held) and O (Owner-held). A blank indicates that it is not held by either owner or tenant. The information is related to the Own/Lease field for the lease.
- The fourth character identifies how the unit status is controlled. Valid codes are C (Conditionally user-controlled), S (System-controlled), and U (Unconditionally user-controlled). If the code is S, the system controls the status information during the generation. If the code is either C or U, the user controls it from the Unit Sts/Activity Revisions screen. If the code is C, the system can also replace the information that covers the same time period.

The Composite Unit Status field on the Unit Information screen displays the composite status based on the activity through the current date. A specific status does not appear until the current date and the activity date related to that status are the same. This status displays until the next activity date becomes current. For example, consider the activity for unit 202 and lease 4175 on the sample report in this chapter.

- The activity date is 10/02/15 and the unit status is TH for when Abernathy & Hitch moved into the unit. If the current date is 10/02/15 when you inquire on unit 202 from the Unit Information screen, the composite unit status is ONTS because the current date and the activity date for the move-in are the same.
- If the current date is 03/01/19 when you inquire on the unit, the composite unit status is still ONTS because the activity date for the next activity, which is a planned move-out, is 04/01/19.
- If the current date is 04/01/19 when you inquire on the unit. The composite unit status is now VNTS because the current date and the activity date for the planned move-out are the same.

149.3 Guidelines

- The Act Cod (Activity Code) and Activity Description fields, which identify the type of activity for the detail line, are user defined (system 15, type AE) such as NLN for a new lease and new tenant, MI for a move-in, EX for a lease expiration, and so on.
- The Activity Date field on the report contains the date assigned to the activity that causes a change in the status of a unit. If the activity is system-controlled, the date is from the lease. For example:
 - For a move-in, the date is the move-in date.
 - For a move-out, the date is the actual move-out date. If that date does not exist, the system calculates the date by adding one day to the planned-out date. For example, if a tenant has not actually moved out and a move-out is planned for 03/31/18, the activity date is 04/01/18.
 - For a new lease and tenant, the date is the move-in date.

If the activity is user-controlled, the date is when you add the information from the Unit Sts/Activity Revisions screen. For example, suppose that beginning January 15, 2018, a unit is not available because of construction. If you do not add the change in activity until January 17, the activity date is 01/17/18.

- The date in the Status Start field is based on either the move-in or move-out activity for a unit.

- For a move-in, the date the status starts is the move-in date.
- For a planned move-out, the system calculates the date by adding one day to the planned date.
- For an actual move-out, the system calculates the date by adding one day to the actual date.
- The date in the Move-Out Date field is from the lease and depends on the following sequence:
 1. The system uses the actual move-out date.
 2. If that date does not exist, the system calculates the date by adding one day to the planned move-out date.
 3. If neither date exists, the system calculates the date by adding one day to the ending date of the lease.
- The OS (Occupancy Status) field identifies whether a unit is occupied. If a tenant has moved into a unit, the OS field contains a plus sign (+). If a tenant has moved out or plans to move out of a unit, the field contains a minus sign (-). The field is blank when the activity does not relate to a move-in or move-out.
- The LS (Leasing Status) field identifies whether a unit is leased. For a leased unit, the LS field contains a plus sign (+) regardless of whether that unit is occupied. When the lease has expired, the field contains a minus sign (-) regardless of whether that unit is occupied. The field is blank when the activity does not relate to a new lease or an expiration.
- The Program Message and Status Ending fields are not currently active.

Unit Status/Activity Revisions

This chapter contains these topics:

- [Section 150.1, "Add Status and Activity Information for Units,"](#)
- [Section 150.2, "Display Status and Activity for Units,"](#)
- [Section 150.3, "Change Displayed Status and Activity Information,"](#)
- [Section 150.4, "Delete Status and Activity Information,"](#)
- [Section 150.5, "Update the Unit Master File."](#)

The Unit Sts/Activity Revisions screen lets you view past, present, and future information about the status and activity for the units related to a specific building. This information is stored in the Unit Status/Leasing Activity file (F15071) and is controlled in the following ways:

- The system automatically creates the lease-related information when you run the Unit Status/Activity Generation program. For example, the move-in and move-out activities are based on the lease. Because the information is system-controlled, you can only display it and cannot work with it on the Unit Sts/Activity Revisions screen.
- You can, however, use this screen to manually add and work with the information that is not directly related to leases. For example, renovation dates and changes in the square footage related to construction activity.

The screen has processing options that control how the system displays and processes the information.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Unit Sts/Activity Revisions.

Figure 150–1 Unit/Status Activity Revisions screen

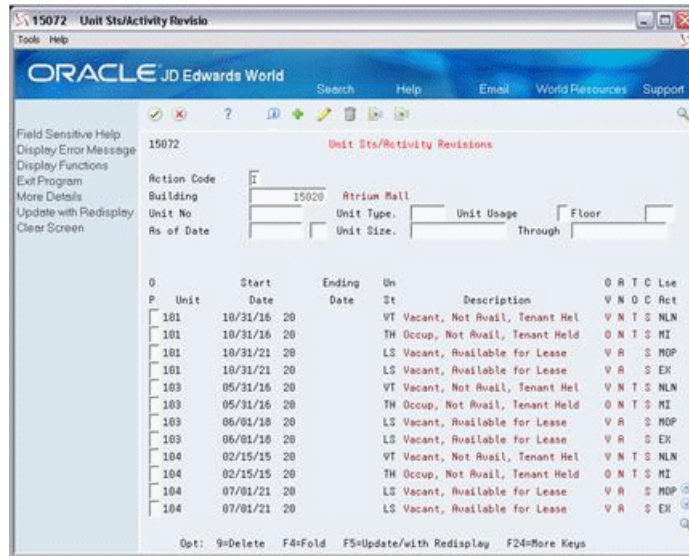
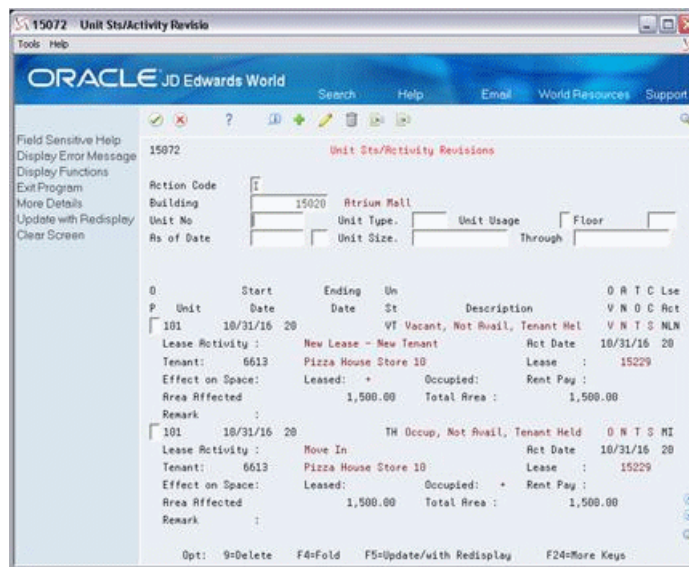


Figure 150–2 Unit/Status Activity Revisions (Fold Area) screen



150.1 Add Status and Activity Information for Units

To add status and activity information for a unit, the unit number and unit status are required on the detail line. The unit status code, which is user defined (system 15, type UX), must be either conditionally or unconditionally user-controlled. The system automatically adds the activity date, affected area, and total area to the fields in the fold area.

Action Code A

For a new unit that does not have activity associated with it, use action code A.

1. Type A in the Action Code field.
2. Type the number of the building in the Building field.

3. Type the unit number in the Unit No field.
4. Type the appropriate information on a blank detail line.
5. Press Enter or F5.

Action Code C

For a unit you have displayed that already has activity associated with it, use action code C (Change). Type C in the Action Code field, type the appropriate information on a blank detail line, and press Enter or F5.

Note: You may need to use the roll keys to display a blank line.

150.2 Display Status and Activity for Units

To display the status and activity information for the units related to a specific building: type I in the Action Code field, type the number of the building in the Building field, and press Enter.

Note the following:

- The search is more specific when you enter one or more of the following search values in combination with the building: "as of" date, unit type, floor number, unit usage, unit number, and unit size.

For example, you could limit the display to activity that occurs on or after May 1, 2017 for stores of 15,000 square feet that are involved with the retail sales of shoes.

- The screen includes only the activity for units that occurs on or after the "as of" date.
- The sequence of the information is based on the unit number. The sequence of the detail lines for a unit is based on either the start date or activity date, whichever is earlier.
- To better understand how the information on a detail line relates to the status and activity, see [Chapter 149, "Unit Status/Activity Generation"](#) in this guide.

150.3 Change Displayed Status and Activity Information

To change the user-controlled information for a unit you have displayed, type C in the Action Code field, type the new information for the existing detail line, and press Enter or F5.

Note: The system does not let you change information that is system-controlled.

150.4 Delete Status and Activity Information

To delete a detail line that is user-controlled, type C (Change) in the Action Code field, type 9 in the OP (Option) field for that line, and press Enter or F5.

Note: The system does not let you delete information that is system-controlled.

150.5 Update the Unit Master File

When you run the Unit Status/Activity Generation program, the system updates the composite unit status in the Unit Master file (F1507). You can also update the file for specific activity lines without having to exit the screen.

To do this for a unit you have displayed, type 5 in the OP (Option) field next to one or more detail lines and press Enter. This works with either I (Inquire) or C (Change) in the Action Code field.

Market/Renewal/Potential Rent

This chapter contains these topics:

- Section 151.1, "Display Building Unit Information,"
- Section 151.2, "Add or Change Rent Manually,"
- Section 151.3, "Add or Change Rent Automatically,"
- Section 151.4, "Change Rent in All Units Automatically,"
- Section 151.5, "Delete Rent."

The Market/Renewal Rent Revisions screen lets you set up and maintain the potential, market, and renewal rents for one or more units. These amounts are entered and displayed as annual amounts per square foot. The system uses this information, which is stored in the Unit Master and Log Standards Master files (F1507 and F1503, respectively), to make analyses and projections related to rent.

The screen has processing options that control how the system displays and processes the information.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Market/Renewal Rent Revisions.

Figure 151–1 Market/Renewal/Potential Rent screen

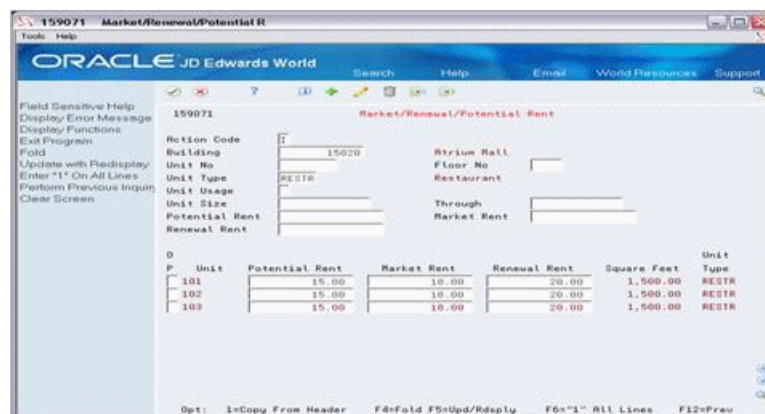
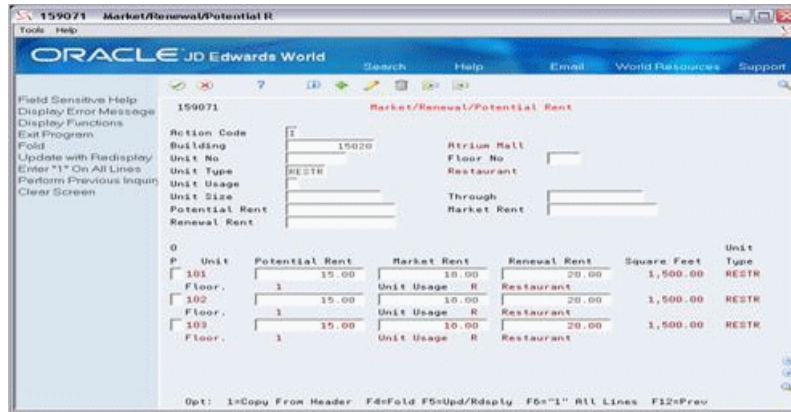


Figure 151–2 Market/Renewal/Potential Rent (Fold Area) screen



151.1 Display Building Unit Information

To display the information for the units in a building: type I in the Action Code field, type the building number in the Building field, and press Enter.

When you enter one or more of the following values in combination with the building number, the search is more specific:

Field	Field
Floor number	Unit usage
Unit number	Range of the unit size
Unit type	

For example, you could limit the display to stores with areas between 1,500 and 2,200 square feet that are involved with the retail sale of shoes.

151.2 Add or Change Rent Manually

To add or change the rent manually for one or more units you have displayed: type C in the Action Code field, type the amounts in the appropriate rent fields for each unit, and press Enter or F5.

This method is necessary when the amounts for the units are different.

151.3 Add or Change Rent Automatically

To add or change the rent automatically for more than one unit that you have displayed:

1. Type C in the Action Code field.
2. Type the amounts in the appropriate rent fields in the upper part of the screen.
3. Type 1 (Copy) in the OP (Option) field next to each unit you want to affect.
4. Press Enter or F5.

The system copies the amounts from the Potential Rent, Market Rent, and Renewal Rent fields in the upper part of the screen to the respective fields for the units you

specify. The system only copies a rent field in the upper part of the screen if it is not blank. This method is helpful when the amounts for the units are the same.

151.4 Change Rent in All Units Automatically

To add or change the rent automatically for all the units you have displayed:

1. Type C in the Action Code field.
2. Type the amounts in the appropriate rent fields in the upper part of the screen.

Note: If the list of units includes more than one page of information, use the roll keys to scroll to the last page before you proceed to the next step.

3. Press F6.

The system automatically supplies 1 (Copy) to the OP (Option) field for each unit.

4. Press Enter or F5.

The system copies the amounts from the Potential Rent, Market Rent, and Renewal Rent fields in the upper part of the screen to the respective fields for all the units. The system only copies a rent field in the upper part of the screen if it is not blank. This method is helpful when the amounts for all the units are the same.

151.5 Delete Rent

To delete the rent, type C (Change) in the Action Code field, blank out the appropriate fields with the Field Exit key, and press Enter.

Part XX

Recurring Billing Updates and Control

This part contains these chapters:

- [Chapter 152, "Recurring Billing Global Selection,"](#)
- [Chapter 153, "Recurring Billing Global Update,"](#)
- [Chapter 154, "Billing Control Information,"](#)
- [Chapter 155, "Billing Control ID Revisions."](#)

Recurring Billing Global Selection

This chapter contains these topics:

- [Section 152.1, "Recurring Billing Global Selection Procedures,"](#)
- [Section 152.2, "Processing Options,"](#)
- [Section 152.3, "Edit/Update Report,"](#)
- [Section 152.4, "Exception Report."](#)

This program lets you choose the bill code lines from the Recurring Billing Master file (F1502) for which you want to automatically update the billing amounts at the same time. For each DREAM Writer version that is run, the system creates a separate batch of records in the F1502W work file. You can then run the Recurring Billing Global Update program for the batch to actually update the bill code lines and suspend the lines being replaced. This chapter includes a description of the relationship between these two programs.

When you run the selection program, the system automatically runs the update program in the edit mode so you can preview the new information on the edit/update report. The version that is run is controlled by a processing option. Therefore, you must first set up the DREAM Writer version to be specified for the Recurring Billing Global Update program.

The selection program involves both the anniversary date of a lease and the effective dates for the recurring billings. The update program involves the calculations. This gives you the following flexibility:

- On a single batch of selected records, you can apply different calculations by running different versions of the update program. This lets you review and compare the results without committing to an update.
- If the method and amount of increase are consistent from one run or month to the next, you need to maintain only the date control in the versions of the selection program. A common version can then exist for the update program.

For both the selection and update programs, JD Edwards World recommends that you set up the different versions per billing frequency. This is because of the following reasons:

- In the calculation, a flat amount is applied to the selected records without regard 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 take into account any difference in the billing frequency.

Caution: The billing frequency for the selection must correspond to the frequency for the update. Otherwise, different frequencies could be involved in the same calculation. Results would not be correct, for example, if monthly billings were calculated with an annual increase.

The selection program can produce an exception report that shows the selected records that would be omitted from the update along with an explanation. The following controls are applied to determine whether a bill code line is updated:

- The new begin date cannot occur after the expiration date of the lease.
- The new begin date cannot occur on or after the suspend date if the bill code line is suspended.
- The bill code line cannot relate to 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 leases are not allowed.

Note: The exception report is printed only if the processing options are set accordingly and selected records have actually been omitted.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose R.B. Global Selection.

152.1 Recurring Billing Global Selection Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

152.2 Processing Options

See [Section 186.48, "Rec. Billing Global Select - All Bldgs \(P15021\)."](#)

152.3 Edit/Update Report

Figure 152-1 Recurring Billing Edit/Update

<p>Program ID . . . F15116 Version . . . X1DE001</p>	<p>Recurring Billing Global Edit/Update Recurring Billing Global Edit/Update</p> <p>The following Version Options Were Selected: Print Cover Page (Y/N) Y Print Instructions (Y/N) N The following Form Options Were Selected: Maximum Form Length Maximum Form Width Location of Page Overflow The following Printer Options Were Selected: Print Queue Lines/Inch (6/8/9) Paper Size (11/12/14) Number of Copies</p> <p>The following Processing Options Were Selected: UPDATE OPTION: 1. Select one of the following: '1' = Percent Increase '2' = Amount Increase '3' = Annual Amount Per Square Foot '4' = New Recruit '5' = New Annual Amount Per Square Foot NOTE: If updating by an amount ('2' or '4' above), it is recommended that ERZN Writer versions be setup by Billing frequency. See the Help documentation. CANCELLATION SELECTION (Cont'd): 4. Enter the amount or percent to use in the calculations. The increase method selected must be '1' or '2'. The amount number entered here is an amount or a percent. (If entering a percent, enter 5.25% as '5.25', for example.) 5. Enter "RECURRING BILLING GLOBAL EDIT/UPDATE" Recurring Billing Global Edit/Update</p> <p>the calculations on available square footage. The amount entered here will be used on available square footage. ROUNDS/INCH CONTROL: 6. Choose the method of rounding: '0' = Round to the nearest increment. 'D' = Round down to the nearest increment. 'U' = Round up to the nearest increment (up or down). 7. Enter the rounding increment. The result of rounding will be exactly the amount entered here. For example, '1.00' would round to the nearest 1.00, '.50' would round to the nearest .50 and so forth. THRESHOLD SELECTION: 8. Enter the threshold for change percent. 9. Enter the threshold for change amount. Calculations resulting in changes less than the above percent</p>	<p>Report Date . . 06/17/98 Report Time . . 13:41:30</p>
<p>00000000 1</p>	<p>5.25</p>	<p>Report Date . . 06/17/98 Report Time . . 13:41:30</p>

152.4 Exception Report

Figure 152-2 Global Update Selection

15021 JD Edwards World Global Update Selection										Page - . . . 3			
Batch Number 06108										Date - . . . 2/23/14			
Lease Number	Description	Building	Unit	Le Bill Ty Code	Billing Group	Begin Date	Ending Date	B S F C	Susp G T	Billing ID	Lease Start	Message	
15149	Colorado Gifts	15020	104	PT	MSPL	15020	02/15/15	06/30/02	M		119	02/15/15	Lease Start date outside Anniv
15149	Colorado Gifts	15020	104	PT	WTIL	15020	02/15/15	06/30/02	M		120	02/15/15	Lease Start date outside Anniv
15149	Colorado Gifts	15020	104	PT	CMWJ	15020	02/15/15	06/30/02	M		121	02/15/15	Lease Start date outside Anniv
15149	Colorado Gifts	15020	104	PT	MGAD	15020	02/15/15	06/30/02	M		122	02/15/15	Lease Start date outside Anniv
15149	Colorado Gifts	15020	104	PT	TKIN	15020	02/15/15	06/30/02	M		123	02/15/15	Lease Start date outside Anniv
			The number of records accepted				28						
			The number of records rejected				6						

Recurring Billing Global Update

This chapter contains these topics:

- [Section 153.1, "Recurring Billing Global Update Procedures,"](#)
- [Section 153.2, "Processing Options,"](#)
- [Section 153.3, "Reset Function."](#)

This program lets you change many recurring billing records at the same time for increases or decreases in the billing amounts. It is most commonly used to increase rents. When you run it in the update mode, the system calculates the new recurring billing information for one or more leases, updates the related bill code lines in the Recurring Billing Master file (F1502), and suspends the lines being replaced.

It is based on the F1502W work file, which contains the batch of selected information that is created when the Recurring Billing Global Selection program is run. The update process, therefore, requires that you run the selection program prior to the update program and that you specify the number of the resulting batch in the processing options for the update.

A processing option controls whether the system performs the update, resets the bill code lines to their current settings, or only prints a report so you can preview the calculations and new information involved in an update. The report also includes the records that cannot be updated based on the thresholds specified in the processing options. When you run the selection program, the system automatically runs the update program in the edit mode so you can preview the new information.

The processing options relate directly to how the new billing amount is calculated. For the calculation, the system performs the following steps:

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 Tenant/Lease Master file (F1501).
3. Applies the method of increase to the original amount, which results in the new gross billing amount.
 - 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.
 - 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.
6. Compares the calculated change with the threshold. If the change is greater than or equal to the threshold, the respective rounded amount is accepted for the new billing amount. This step prevents updates with insignificant amounts.

Note: A processing option controls whether the Recurring Billing Master file is actually updated with the new amount.

For a description of the relationship between the selection and update programs and for an example of the edit/update report, see [Chapter 152, "Recurring Billing Global Selection"](#) in this guide.

Navigation

From any **Real Estate Management** menu, enter **27** in the **Selection** field.

From the **Advanced Operations** menu (G1531), choose **R.B. Global Update**.

153.1 Recurring Billing Global Update Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

153.2 Processing Options

See [Section 186.49, "Recurring Billing Global Edit/Update \(P15116\)."](#)

153.3 Reset Function

After the Recurring Billing Master file has actually been updated, you can reset the file to the original settings that existed prior to the update. You would want to perform this function if the new billing information is not correct.

Caution: Use care when deciding to use the reset function. If you do use it, verify that the Recurring Billing Generation program is not run until the reset process has been completed.

After you have decided it is necessary to reset the Recurring Billing Master file, perform the following steps:

1. Determine why the update was performed incorrectly and make the appropriate corrections to the specific DREAM Writer versions used for the global selection and update programs.

2. Use the edit/update report to identify the records that need to be reset and set up the selection version accordingly.
3. Specify 2 (Reset R.B. records.) for processing option 1 and the correct number of the batch for option 2 of the update version.
4. Run the selection program. At this time, the system verifies that the following conditions are satisfied for each selected record:
 - It was created by the Recurring Billing Global Update program during a prior run.
 - It has not been changed or deleted since that prior run was performed.
 - It has not been used to generate any billings.
 - The original record related to it has not been deleted.
5. Use the edit/update report to preview the changes.
6. Run the update version. At this time, the system deletes the new records from the Recurring Billing Master file and resets the Suspend Code and Suspend Date fields of the original records so that they are no longer suspended.

The system prints a report that shows the records that were reset and those that were omitted from the process because they did not satisfy the conditions in step 4.

Billing Control Information

This chapter contains the topic:

- [Section 154.1, "Billing Control Information Procedures."](#)

This screen lets you display the information that is stored in the Billings Generation Control Master file (F15011) for a specific lease. For the billings related to the lease, the information includes the following: generation type, billing control ID, and status of each billing period. The billing control information can relate to the following generation types:

- 1 – Recurring billing
- 2 – Expense participation
- 3 – Sales overage
- 4 – Escalation
- 6 – Estimated expense participation

When such a billing is added, it is automatically assigned a unique number through the Next Numbers facility. The number is the billing control ID, and the system uses it along with the billing status to keep track of all the periods that have been billed. The status can be one of the following:

Status	Description
Blank	No billing activity exists.
G	The billing has been generated.
B	The billing has been billed (generation types 2 and 6 only).
X	The billing has been generated and posted.

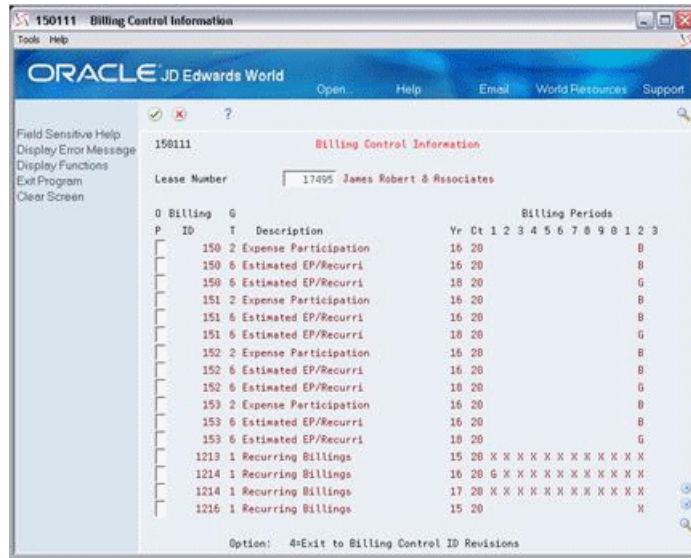
This billing control information prevents you from billing a tenant more than once for the same period.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), select Billing Control Information.

Figure 154-1 Billing Control Information screen



154.1 Billing Control Information Procedures

To display the billing control information for a lease, type the number of the lease in the Lease Number field and press Enter.

Billing Control ID Revisions

This chapter contains these topics:

- [Section 155.1, "Display Billing Control ID Revisions Information,"](#)
- [Section 155.2, "Change Billing Period,"](#)
- [Section 155.3, "Delete Billing Control Information."](#)

During the course of normal operations, the system automatically updates the Billings Generation Control Master file (F15011). In some cases, however, it may be necessary to manually change or delete the billing control information related to a lease. To do this, you can use the Billing Control ID Revisions screen.

Caution: JD Edwards World does not recommend that you manually change or delete the information. The information is central to the system processes. Therefore, ensure that you are thoroughly familiar with the effect that changes cause.

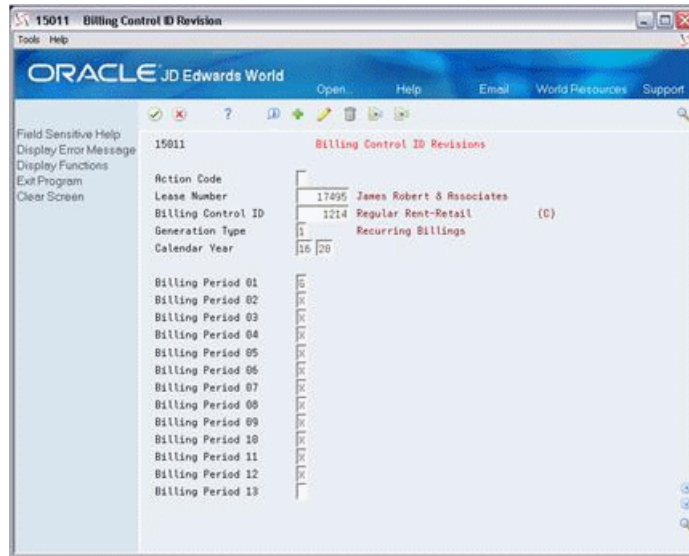
- Manual changes should be done only by authorized personnel.
- Such a change might allow the tenant to be billed more than once for the same period.
- For an unposted invoice, JD Edwards World recommends that you delete the respective batch with the Batch Delete program. In this case, the system resets the billing control ID and clears the status code for the billing period.
- For a posted invoice, do not manually reset the billing control information. This produces unpredictable results.

For more information about billing control, see [Chapter 154, "Billing Control Information"](#) in this guide.

Navigation

On the Billing Control Information screen, type 4 in the OP (Option) field for a detail line you have displayed and press Enter.

Figure 155–1 Billing Control ID Revision screen



155.1 Display Billing Control ID Revisions Information

When you access the Billing Control ID Revisions screen, it automatically displays the information for the detail line that you selected on the Billing Control Information screen. To display different information, do one of the following:

- Use the roll keys to scroll through the other control information that exists for the lease.
- Choose Inquire in the Action Code field, type the appropriate information in the search fields in the upper part of the screen, and then press Enter.
- Return to the Billing Control Information screen and choose a different detail line.

155.2 Change Billing Period

To change the status of a billing period that you have displayed, choose Change in the Action Code field, either type the new status code in the billing period field or blank it out, and then press Enter.

155.3 Delete Billing Control Information

To delete the billing control information that you have displayed, choose Delete in the Action Code field and then press Enter.

Part XXI

Projected Rent

This part contains these chapters:

- [Chapter 156, "Projected Rent Process,"](#)
- [Chapter 157, "Projected Rent Generation,"](#)
- [Chapter 158, "Reapply Projection Adjustment,"](#)
- [Chapter 159, "Rent Projection FASTR Reports."](#)

Projected Rent Process

This chapter contains these topics:

- [Section 156.1, "Generate the Projected Rent,"](#)
- [Section 156.2, "Adjust the Projections,"](#)
- [Section 156.3, "Report on the Projections."](#)

Property managers often require rent projections to review rent increases based on tenants' lease terms, estimate future cash flows with different inflation and occupancy factors, or report five-year future rent when it is required on financial statements. This chapter is an overview of the process for projecting rent, which involves the following tasks:

1. Generate the projected rent.
2. Adjust the projections.
3. Report on the projections.

It is assumed that the facility, lease, and system setups already exist. Additionally, you must set-up a company's fiscal patterns for all the years into which you want to project rent.

156.1 Generate the Projected Rent

You use the Projected Rent Generation program to automatically project rent into the future. During the generation, the system performs the following tasks:

1. Gathers the information necessary for the generation. This information is related to units, leases, recurring billings, and market rents.
2. Calculates the projected rent, which depend on whether the unit is occupied or vacant.
3. Updates the G/L Account Balances file (F0902) to a ledger type defined by a processing option.
4. Prints a report that lists the information involved in the rent projection. A processing option controls whether the system only prints the report so you can preview the projection. In this case, an update of the file does not occur.

156.2 Adjust the Projections

156.2.1 Journal Entries

After you run the Projected Rent Generation program, you can make adjustments to the projected rent. To do this, you must use the Journal Entries screen in the General Accounting system. An adjustment involves the following tasks:

1. Add the adjustment as a journal entry to the G/L Account Ledger file (F0911).
2. Use the General Journal Review screen in the General Accounting system to review and approve the batch with the journal entry.
3. Post the journal entry to the G/L Account Balances file.

For more information about journal entries, see the *JD Edwards World General Accounting I Guide*.

156.2.2 Reapply Projection Adjustment

When you run the Projected Rent Generation program and update the G/L Account Balances file, the system clears the file of all the information related to rent projection and replaces it with the newly generated information. Therefore, you must reapply the adjustments to the projected rent amounts that were made prior to the generation. To do this automatically, you use the Reapply Projection Adjustment program, which updates the G/L Account Balances file from the G/L Account Ledger file.

This program only applies to the adjustments that you have already entered, reviewed, and posted in the General Accounting system prior to a generation. Therefore, the program does not need to be run regularly.

156.3 Report on the Projections

You use Rent Projection FASTR Reports to access the Financial Analysis Spreadsheet Tool and Report Writer (FASTR) facility. This facility lets you design your own reports for rent projections. It is a flexible, easy-to-use report writer designed to retrieve information from the G/L Account Balances file.

Projected Rent Generation

This chapter contains these topics:

- [Section 157.1, "Projected Rent Report,"](#)
- [Section 157.2, "Projected Rent Generation Procedures,"](#)
- [Section 157.3, "Processing Options,"](#)
- [Section 157.4, "Guidelines."](#)

Property managers often require rent projections to review rent increases based on tenants' lease terms, estimate future cash flows with different inflation and occupancy factors, or report five-year future rent when it is required on financial statements. You use the Projected Rent Generation program to automatically project rent into the future. During the generation, the system performs the following tasks:

1. Reviews the following files and gathers the necessary information:
 - Unit Master and Log Standards Master files (F1507 and F1503, respectively) for the units and their related square footage
 - Lease Master file (F1501) for the time periods each unit is occupied
 - Recurring Billing file (F1502) for the rent amounts related to occupied units
2. Calculates the projected rent, which depends on whether a unit is occupied or vacant.
3. Updates the G/L Account Balances file (F0902). The system saves the rent amounts within specific ledgers, with each amount going into the account related to the business unit of the building and the object and subsidiary of the automatic accounting instruction (AAI) linked to the bill code.

Each generation that updates the file clears the ledgers of all the information related to rent projection and replaces it with the newly generated information. The system does not keep a history of prior rent projections.

4. Prints a report that lists the information involved in the rent projection. A processing option controls whether the system only prints the report so you can preview the projection. In this case, an update of the G/L Account Balances file does not occur.

For an overview of rent projection, see [Chapter 156, "Projected Rent Process"](#) in this guide.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Projected Rent Generation.

157.1 Projected Rent Report

Figure 157-1 Projected Rent Generation Report (1 of 2)

15660		J.D. Edwards & Company Projected Rent Generation - Update					Page - 1 Date - 6/11/08 Begin - 01/01/19 End - 12/31/20			
Description	Building	Unit	Bill Code	Pd Yr	Amount	Square Feet	Annualized Amt/Sq.Ft.	Lease	Tenant	Remark
Atrium Mall	15020									
Pizza House		101								

Figure 157-2 Projected Rent Generation Report (2 of 2)

Pizza House Store 10			RRTL	1 19	1,875.00	1,500.00	15.00	15229	6613	RL B
Pizza House				19	22,500.00	1,500.00	15.00			UTY
Pizza House Store 10			RRTL	12 20	1,875.00	1,500.00	15.00	15229	6613	RL E
Pizza House				20	22,500.00	1,500.00	15.00			UTY
Pizza House					45,000.00	1,500.00	15.00			UT
Food Center		102								
			MISC	1 19	2,250.00	1,500.00	18.00			MR B
			MISC	12 19	2,250.00	1,500.00	18.00			MR E
Food Center				19	27,000.00	1,500.00	18.00			UTY
			MISC	1 20	2,475.00	1,500.00	19.80			IA
			MISC	2 20	2,475.00	1,500.00	19.80			MR B
			MISC	12 20	2,475.00	1,500.00	19.80			MR E
Food Center				20	29,700.00	1,500.00	19.80			UTY
Food Center					56,700.00	1,500.00	18.90			UT
DeAnna's Deli		103								
			MISC	1 19	2,250.00	1,500.00	18.00			MR B
			MISC	12 19	2,250.00	1,500.00	18.00			MR E
DeAnna's Deli				19	27,000.00	1,500.00	18.00			UTY
			MISC	1 20	2,475.00	1,500.00	19.80			IA
			MISC	2 20	2,475.00	1,500.00	19.80			MR B
			MISC	12 20	2,475.00	1,500.00	19.80			MR E
DeAnna's Deli				20	29,700.00	1,500.00	19.80			UTY
DeAnna's Deli					56,700.00	1,500.00	18.90			UT
Colorado Gifts		104								
Colorado Gifts			RRTL	1 19	3,500.00	3,000.00	14.00	15149	5813	RL B
Colorado Gifts				19	42,000.00	3,000.00	14.00			UTY
Colorado Gifts			RRTL	12 20	3,500.00	3,000.00	14.00	15149	5813	RL E
Colorado Gifts				20	42,000.00	3,000.00	14.00			UTY
Colorado Gifts					84,000.00	3,000.00	14.00			UT
Atrium Mall				19	118,500.00	7,500.00	15.80			BTY
Atrium Mall				20	123,900.00	7,500.00	16.52			BTY

15660		J.D. Edwards & Company Projected Rent Generation - Update					Page - 2 Date - 6/11/08 Begin - 01/01/19 End - 12/31/20			
Description	Building	Unit	Bill Code	Pd Yr	Amount	Square Feet	Annualized Amt/Sq.Ft.	Lease	Tenant	Remark
Atrium Mall					242,400.00	7,500.00	16.16			BT
				19	118,500.00	7,500.00	15.80			GTY
				20	123,900.00	7,500.00	16.52			GTY
Remark Codes					242,400.00	7,500.00	16.16			GT
UT - Unit Total BT - Building Total GT - Grand Total UTY - Unit Total (Year End) BTY - Building Total (Year End) GTY - Grand Total (Year End) IBC - Invalid Billing/Receipt Code MR - Market Rent AR - Assumed Renewal SL - Speculative Lease RL - Regular Lease IA - Inflation Applied NRB - No Recurring Billing Records B - Begin Group of Identical Lines E - End Group of Identical Lines NFP - No Fiscal Pattern Found										

Note: The information in the sample report is not complete. Therefore, the totals do not agree with the rest of the information.

157.2 Projected Rent Generation Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program.

For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

Caution: JD Edwards World recommends that you do not change the sequence of the data fields and totals on the Data Sequence Set-Up screen for the DREAM Writer version. The logic for the totals is dependent on these sequences.

157.3 Processing Options

See [Section 186.50, "Projected Rent Generation - Report Only \(P15660\)."](#)

157.4 Guidelines

- Before the system can project rent, set up the following information:
 - Facility and lease information
 - Constants for the Real Estate Management system
 - Company fiscal patterns for all the years you want to project rent

Caution: For any year the patterns are not set up, the system cannot add the projected rent amounts to the G/L Account Balances file.

- AAIs for the bill codes
 - Ledger types - user defined codes (15/ PG and 09,/ LT)
- The projected rent for a unit depend on 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 that does not have a lease attached to it on the beginning date of the projection, a processing option controls 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. A processing option controls 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 specified in a processing option.
- The system uses the numbers from the Amount and Square Feet fields on the report to calculate the amount for the Annualized Amt/Sq.Ft. (Annualized Amount per Square Foot) field. For example:

$$(\$1,850.00/\text{month} \times 12 \text{ months}) / 3,700 \text{ square feet} = \$6.00 \text{ per square foot}$$
- The Pd (Period) field contains the number of the period related to the detail line. The system prints a detail line only when it has to recalculate the information in the Amount field.

- The Remark field contains codes that relate to the information in the detail line. The following is a list of the remark codes, which also appears on the last page of the report:

Remark Code	Remark Code	Remark Code	Remark Code
AR	Assumed Renewal	IBC	Invalid Billing/Receipt Code
B	Begin Group of Identical Lines	MR	Market Rent
BT	Building Total	NFP	No Fiscal Pattern Found
BTY	Building Total (Year End)	NRB	No Recurring Billing Records
E	End Group of Identical Lines	RL	Regular Lease
GT	Grand Total	SL	Speculative Lease
GTY	Grand Total (Year End)	UT	Unit Total
IA	Inflation Applied	UTY	Unit Total (Year-End)

Reapply Projection Adjustment

This chapter contains these topics:

- [Section 158.1, "Reapply Projection Adjustments Report,"](#)
- [Section 158.2, "Reapply Projection Adjustments Procedures,"](#)
- [Section 158.3, "Processing Options."](#)

When you run the Projected Rent Generation program and update the G/L Account Balances file (F0902), the system clears the file of all the information related to rent projection and replaces it with the newly generated information. Therefore, you must reapply the adjustments to the projected rent that were made prior to the generation. To do this automatically, you use the Reapply Projection Adjustment program, which updates the G/L Account Balances file from the G/L Account Ledger file (F0911).

This program only applies to the adjustments that you have already entered, reviewed, and posted in the General Accounting system prior to a generation. Therefore, the program does not need to be run regularly.

For example, suppose you projected the rent for a unit with an occupancy gap between leases. The gap crossed a calendar year, so 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 General Accounting system to adjust the projected rent amount accordingly. However, as soon as you generate projected rent again, you lose the adjustment you made. To restore it, run Reapply Projection Adjustment.

For an overview of rent projection, see [Chapter 156, "Projected Rent Process"](#) in this guide.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Reapply Projection Adjustment.

158.1 Reapply Projection Adjustments Report

Figure 158-1 Reapply Projection Adjustments Report

15665		J.D. Edwards & Company				Page - 1		
		Reapply Projection Adjustments				Date - 6/11/08		
		Pay Do Address						
Account Number	Description	Document	Itm Ty	Number	Subledger	LT Ct FY PN	Amount	Units
15020.5320	Regular Rent-Retail	23381	JE			GA 20 20 3	400.00	
15020.5340	Regular Rent-Parking	23381	JE			GA 20 20 3	400.00-	

All the information on the report comes from the G/L Account Ledger file. The Subledger field contains the number of the unit and the subledger type, which is always U (Unit). The Units field is not applicable to the projected rent process. You can display this information on the Journal Entries screen in the General Accounting system.

158.2 Reapply Projection Adjustments Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

158.3 Processing Options

See [Section 186.51, "Reapply Projection Adjustments \(P15665\)."](#)

Rent Projection FASTR Reports

This chapter contains these topics:

- [Section 159.1, "Rent Projection FASTR Procedures,"](#)
- [Section 159.2, "Guidelines,"](#)
- [Section 159.3, "Rent Projection FASTR Report."](#)

You use Rent Projection FASTR Reports to access the Financial Analysis Spreadsheet Tool and Report Writer (FASTR) facility. This facility lets you design your own reports for rent projections. It is a flexible, easy-to-use report writer designed to retrieve information from the G/L Account Balances file (F0902).

Before you can use FASTR to report on rent projections, you must first run Projected Rent Generation to enter the information into the G/L Account Balances file. You might want to also run Reapply Projection Adjustment so the information includes any adjustments that you have made. For an overview of rent projection, see [Chapter 156, "Projected Rent Process"](#) in this guide.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Rent Projection FASTR Reports.

159.1 Rent Projection FASTR Procedures

When you choose Rent Projection FASTR Reports, the system displays a FASTR version list. From this screen, you can copy, change, or run a version of a report.

For more information, see the *JD Edwards World FASTR Guide*.

159.2 Guidelines

- The Version List screen (P83300) contains all the FASTR versions that exist for the Real Estate Management system. These versions are identified by the value PROPMGMT (Real Estate Management) in the Form ID field in the upper right corner of the screen.
- The system saves the unit number in the G/L Account Balances file as a subledger with U (Unit) as the subledger type. Therefore, if you want a FASTR report to include all the units, specify the subledger and subledger type as *All and U, respectively, in the Selection Value field on the General Specifications screen.

159.3 Rent Projection FASTR Report

Figure 159-1 Profit/Loss by Project Report

```

Program ID . . . PROPRG02
Version . . . X02E002

Profit/Loss by Project
Report Date . . 07/08/98
Report Time . . 13:06:15

The following Version Options Were Selected:
Print Cover Page (Y/N) . . . . . Y
Print Instructions (Y/N) . . . . . N
User Exclusive (0/1/2/3) . . . . . 1
The following Form Options Were Selected:
Form Type . . . . . DRMC
Maximum Form Width . . . . . 198
Number of Pages . . . . . 62
Location of Page Overflow . . . . . 62
The following Printer Options Were Selected:
Print Queue . . . . . Y
Line/Inch (4/6/8/10) . . . . . 8
Char./Inch (10/15) . . . . . 15
Number of Report Copies . . . . . 000
Align Page(s)/70 . . . . . N
The override default information
Form Width . . . . . 20
Current Period . . . . . 06/30/17
Reverse Sign/Yes . . . . . Y
Print Row When 'g' . . . . . Y
Print Desc W/Keys . . . . . Y
Print Column Name Only . . . . . B
Date Style . . . . . Y
Print Pgm ID/Page . . . . . Y
Default Edit Code . . . . . Y
Report Sequences in Detail Range . . . . . 1
Print Sequences in Heading . . . . . Y
CC Level of Detail . . . . . N
Start Ledger Balances . . . . . N
OS Cost Headings . . . . . N
PC Download File . . . . . N
Member Name . . . . . N
52 Period Acct. . . . . Y
Include Reco Rec. . . . . Y
AM Subtotaling . . . . . Y
Override Row/Column . . . . . Y
Column Form Name . . . . . Y
Column Version Name . . . . . Y
Row Name . . . . . Y
Row Version Name . . . . . Y
Cell Specifications Override . . . . . Y
Profit/Loss by Project
Report Date . . 07/08/98
Report Time . . 13:06:15

Conditioned Variance Reports
Conditioned Variance Column . . . . .
Tolerance Limit . . . . .
Include Totals/Noth . . . . .
Journal Entry Specifications
Create Journal Entries (F or P) . . . . .
GA Date . . . . .
Document Type . . . . .
Journal Entry Description
PC Download Options
Include Totals . . . . .
Include Column Headings . . . . .
Include Totals . . . . .
Include Test Lines . . . . .
Include Blank Lines . . . . .
Include Key Values . . . . .
Cost Center Organizational Structure
Structure Type . . . . .
Account Rollup . . . . .
    
```

This example is a FASTR report that is defined for columns, rows, and cells. It includes both the AA (Actual Amounts) and BA (Budget Amounts) ledger types.

Part XXII

Other Advanced Operations

This part contains these chapters:

- [Chapter 160, "Global Updates,"](#)
- [Chapter 161, "Integrity Tests,"](#)
- [Chapter 162, "Edit and Purge Processing,"](#)
- [Chapter 163, "FASB 13 Generation/Conversion,"](#)
- [Chapter 164, "Batch Delete,"](#)
- [Chapter 165, "Property/Building Information."](#)

This chapter contains these topics:

- [Section 160.1, "Global Updates Procedures,"](#)
- [Section 160.2, "Lease Global Update,"](#)
- [Section 160.3, "Processing Options,"](#)
- [Section 160.4, "Property/Building Relations,"](#)
- [Section 160.5, "Priority Code Reapplication,"](#)
- [Section 160.6, "Update A/R from Address Book,"](#)
- [Section 160.7, "Frequency Pattern Update."](#)

This chapter describes the following programs that you can use to update more than one record at the same time:

- Lease Global Update
- Property/Building Relations
- Priority Code Reapplication
- Update A/R from Address Book
- Frequency Pattern Update
- FASB 13 Generation/Conversion

Caution: Before you run a global update, carefully review the selections in the DREAM Writer version.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Global Updates/Purges and then make the appropriate selection from the Global Updates/Purges menu (G1533).

160.1 Global Updates Procedures

When you choose any of the update programs from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

160.2 Lease Global Update

This program, which is based on the Tenant/Lease Master file (F1501), lets you change specific lease-related fields for the records in selected files. The following information can be changed: building, unit, tenant, alternate payee, and DBA (doing business as) number. You use the processing options to specify the fields and files.

The program is helpful if you want to maintain the history for leases that have been moved to different units. This would be the case, for example, when an appraisal causes the units to be renumbered. You could also use it if the number of a tenant or the name of an alternate payee needs to be changed as a result of a tenant's being purchased by or merged into a holding company.

A processing option controls whether the system performs the update or only prints a report so you can preview the effect of the update.

160.2.1 Lease Global Edit Report

Figure 160-1 Lease Global Edit Report (1 of 3)

15117										J.D. Edwards & Company			Page No. . . . 1		
Lease Global - Edit										Lease Global - Edit			Date - . . . 6/16/08		
Lease Number	17495	Lease Type	CO	Commercial	Office	Lease Status	Lse Beg	01/01/15	Lse Ends	12/31/19	Plan-Out	12/31/19	Move-Out	12/31/19	
Tenant . . .	22008 James Robert & Associates						Move-In	01/01/15	Plan-Out	12/31/19	Move-Out	12/31/19	Move-Out	12/31/19	
Alt Payee . .	22008 James Robert & Associates														
Old Building Selected	15020														
Old Unit Selected . .	2201														
File Name	Old	Building / New	Unit No Old / New	Tenant Old / New	Alternate Payee Old / New	Doing Business As Old / New	Pmt	Trm	L	S	Rec	Count			
F1501	15020		2201 / 2202	22008	22008		R					1			
F15012	15020		2201 / 2202		22008		R					1			
F15012	15020		2201 / 2202		22008		R					2			
F15012	15020		2201 / 2202		22008		R					3			
F15012	15020		2201 / 2202		22008		R					4			
F15013	15020		2201 / 2202	22008	22008		R					1			
F15014	15020		2201 / 2202									1			
F15015	15020		2201 / 2202									1			
F15015	15020		2201 / 2202									2			
F1502	15020		2201 / 2202		22008		R					1			
F1502	15020		2201 / 2202		22008		R					2			
F1502	15020		2201 / 2202		22008		R					3			
F1502	15020		2201 / 2202		22008		R					4			
F1502	15020		2201 / 2202		22008		R					5			
F1502	15020		2201 / 2202		22008		R					6			
F1502	15020		2201 / 2202		22008		R					7			
F1502	15020		2201 / 2202		22008		R					8			
F1502	15020		2201 / 2202		22008		R					9			
F1502	15020		2201 / 2202		22008		R					10			
F1503	15020		2201 / 2202									1			
F1503	15020		2201 / 2202									2			
F1503	15020		2201 / 2202									3			
F1503	15020		2201 / 2202									4			
F1503	15020		2201 / 2202									5			
F1503	15020		2201 / 2202									6			
F1504	15020		2201 / 2202									1			
F1504	15020		2201 / 2202									2			
F1504	15020		2201 / 2202									3			
F1504	15020		2201 / 2202									4			
F1504	15020		2201 / 2202									5			
F1504	15020		2201 / 2202									6			
F1504	15020		2201 / 2202									7			
F1504	15020		2201 / 2202									8			
F1504	15020		2201 / 2202									9			
F1504	15020		2201 / 2202									10			
F1504	15020		2201 / 2202									11			
F1504	15020		2201 / 2202									12			
F1504	15020		2201 / 2202									13			
F1504	15020		2201 / 2202									14			
F1504	15020		2201 / 2202									15			
F1504	15020		2201 / 2202									16			
F1504	15020		2201 / 2202									17			
F1504	15020		2201 / 2202									18			
F1504	15020		2201 / 2202									19			
F1504	15020		2201 / 2202									20			
F1504	15020		2201 / 2202									21			
F1504	15020		2201 / 2202									22			
15117										J.D. Edwards & Company			Page No. . . . 2		
Lease Global - Edit										Lease Global - Edit			Date - . . . 6/16/08		
Lease Number	17495	Lease Type	CO	Commercial	Office	Lease Status	Lse Beg	01/01/15	Lse Ends	12/31/19	Plan-Out	12/31/19	Move-Out	12/31/19	
Tenant . . .	22008 James Robert & Associates						Move-In	01/01/15	Plan-Out	12/31/19	Move-Out	12/31/19	Move-Out	12/31/19	
Alt Payee . .	22008 James Robert & Associates														
Old Building Selected	15020														
Old Unit Selected . .	2201														
File Name	Old	Building / New	Unit No Old / New	Tenant Old / New	Alternate Payee Old / New	Doing Business As Old / New	Pmt	Trm	L	S	Rec	Count			
F1504	15020		2201 / 2202									23			
F1504	15020		2201 / 2202									24			
F1504	15020		2201 / 2202									25			
F1505	15020		2201 / 2202									1			
F1511	15020		2201 / 2202	22008	22008							1			
F1511	15020		2201 / 2202	22008	22008							2			
F1511	15020		2201 / 2202	22008	22008							3			
F1511	15020		2201 / 2202	22008	22008							4			
F1511	15020		2201 / 2202	22008	22008							5			
F1511	15020		2201 / 2202	22008	22008							6			
F1511	15020		2201 / 2202	22008	22008							7			
F1511	15020		2201 / 2202	22008	22008							8			
F1511	15020		2201 / 2202	22008	22008							9			
F1511	15020		2201 / 2202	22008	22008							10			
F1511	15020		2201 / 2202	22008	22008							11			
F1511	15020		2201 / 2202	22008	22008							12			
F1511	15020		2201 / 2202	22008	22008							13			
F1511	15020		2201 / 2202	22008	22008							14			
F1511	15020		2201 / 2202	22008	22008							15			
F1511	15020		2201 / 2202	22008	22008							16			
F1511	15020		2201 / 2202	22008	22008							17			
F1511	15020		2201 / 2202	22008	22008							18			
F1511	15020		2201 / 2202	22008	22008							19			
F1511	15020		2201 / 2202	22008	22008							20			
F1511	15020		2201 / 2202	22008	22008							21			
F1511	15020		2201 / 2202	22008	22008							22			
F1511	15020		2201 / 2202	22008	22008							23			
F1511	15020		2201 / 2202	22008	22008							24			
F1511	15020		2201 / 2202	22008	22008							25			
F1511	15020		2201 / 2202	22008	22008							26			

Figure 160-2 Lease Global Edit Report (2 of 3)

F1511	15020	2201	2202	22008	22008																27							
F1511	15020	2201	2202	22008	22008																	28						
F1511	15020	2201	2202	22008	22008																	29						
F1511	15020	2201	2202	22008	22008																	30						
F1511	15020	2201	2202	22008	22008																	31						
F1511	15020	2201	2202	22008	22008																	32						
F1511	15020	2201	2202	22008	22008																	33						
F1511	15020	2201	2202	22008	22008																	34						
F1511	15020	2201	2202	22008	22008																	35						
F1511	15020	2201	2202	22008	22008																	36						
F1511	15020	2201	2202	22008	22008																	37						
F1511	15020	2201	2202	22008	22008																	38						
F1511	15020	2201	2202	22008	22008																	39						
F1511	15020	2201	2202	22008	22008																	40						
F1511	15020	2201	2202	22008	22008																	41						
F1511	15020	2201	2202	22008	22008																	42						
F1511	15020	2201	2202	22008	22008																	43						
15117																												
J.D. Edwards & Company																												
Lease Global - Edit																												
Lease Number	17495	Lease Type	CO Commercial Office	Lease Status		Lease Beg	01/01/15	Lease Ends	12/31/19												Page No.	3						
Tenant	22008 James Robert & Associates																			Date	6/16/08							
Alt Payee	22008 James Robert & Associates																			Move-In	01/01/15	Plan-Out	12/31/19					
Old Building Selected	15020																			Move-Out								
Old Unit Selected	2201																											

File Name	Old	Building	New	Unit No	Tenant	Alternate Payee	Doing Business As	Pmt Trm L S																				
		/		Old / New	Old / New	Old / New	Old / New	Old/New O/N Rec Count																				

F1511	15020			2201	2202	22008	22008														44							
F1511	15020			2201	2202	22008	22008														45							
F1511	15020			2201	2202	22008	22008														46							
F1520	15020			2201	2202																1							
F1520	15020			2201	2202																2							
F1520	15020			2201	2202																3							
F1520	15020			2201	2202																4							
F1540	15020			2201	2202		22008														1							
F1540	15020			2201	2202		22008														2							
F1540	15020			2201	2202		22008														3							
F1540	15020			2201	2202		22008														4							
F1540	15020			2201	2202		22008														5							
F1540	15020			2201	2202		22008														6							
F1540	15020			2201	2202		22008														7							
F1540	15020			2201	2202		22008														8							
F1540	15020			2201	2202		22008														9							
F1540	15020			2201	2202		22008														10							
F1540	15020			2201	2202		22008														11							
F1540	15020			2201	2202		22008														12							
F1540	15020			2201	2202		22008														13							
F1540	15020			2201	2202		22008														14							
F1540	15020			2201	2202		22008														15							
F1540	15020			2201	2202		22008														16							
F1540	15020			2201	2202		22008														17							
F1540	15020			2201	2202		22008														18							
F1540	15020			2201	2202		22008														19							
F1540	15020			2201	2202		22008														20							
F1540	15020			2201	2202		22008														21							
F1540	15020			2201	2202		22008														22							
F1540	15020			2201	2202		22008														23							
F1540	15020			2201	2202		22008														24							
F1540	15020			2201	2202		22008														25							
F1540	15020			2201	2202		22008														26							
F1541	15020			2201	2202		22008														1							
F0311LM	15020			2201	2202		22008														2							
F0311LM	15020			2201	2202		22008														3							
F0311LM	15020			2201	2202		22008														4							
F0311LM	15020			2201	2202		22008														5							
F0311LM	15020			2201	2202		22008														6							
F0311LM	15020			2201	2202		22008														7							
F0311LM	15020			2201	2202		22008														8							
F0311LM	15020			2201	2202		22008														9							
F0311LM	15020			2201	2202		22008														10							
F0311LM	15020			2201	2202		22008														11							
F0311LM	15020			2201	2202		22008														12							
F0311LM	15020			2201	2202		22008														13							
15117																												
J.D. Edwards & Company																												
Lease Global - Edit																												
Lease Number	17495	Lease Type	CO Commercial Office	Lease Status		Lease Beg	01/01/15	Lease Ends	12/31/19												Page No.	4						
Tenant	22008 James Robert & Associates																			Date	6/16/08							
Alt Payee	22008 James Robert & Associates																			Move-In	01/01/15	Plan-Out	12/31/19					
Old Building Selected	15020																			Move-Out								
Old Unit Selected	2201																											

File Name	Old	Building	New	Unit No	Tenant	Alternate Payee	Doing Business As	Pmt Trm L S																				
		/		Old / New	Old / New	Old / New	Old / New	Old/New O/N Rec Count																				

F0311LM	15020			2201	2202		22008														14							
F0311LM	15020			2201	2202		22008														15							
F0311LM	15020			2201	2202		22008														16							
F0311LM	15020			2201	2202		22008														17							
F0311LM	15020			2201	2202		22008														18							
F0311LM	15020			2201	2202		22008														19							
F0311LM	15020			2201	2202		22008														20							
F0311LM	15020			2201	2202		22008														21							
F0311LM	15020			2201	2202		22008														22							
F0311LM	15020			2201	2202		22008														23							
F0311LM	15020			2201	2202		22008														24							
F0311LM	15020			2201	2202		22008														25							
F0311LM	15020			2201	2202		22008														26							
F0311LM	15020			2201	2202		22008														27							
F0311LM	15020			2201	2202		22008														28							
F0311LM	15020			2201	2202		22008														29							
F0311LM	15020			2201	2202		22008														30							

Figure 160-3 Lease Global Edit Report (3 of 3)

F0311LM	15020	2201	2202	22008								31
F0311LM	15020	2201	2202	22008								32
F0311LM	15020	2201	2202	22008								33
F0311LM	15020	2201	2202	22008								34
F0311LM	15020	2201	2202	22008								35
F0311LM	15020	2201	2202	22008								36
F0311LM	15020	2201	2202	22008						22008		37
F0311LM	15020	2201	2202	22008						22008		38
F0311LM	15020	2201	2202	22008						22008		39
F0311LM	15020	2201	2202	22008						22008		40
F0311LM	15020	2201	2202	22008						22008		41
F0311LM	15020	2201	2202	22008						22008		42
F0311LM	15020	2201	2202	22008						22008		43
F0311LM	15020	2201	2202	22008						22008		44
F0311LM	15020	2201	2202	22008						22008		45
F0311LM	15020	2201	2202	22008						22008		46
F0311LM	15020	2201	2202	22008						22008		47
F0311LM	15020	2201	2202	22008						22008		48
F0311LM	15020	2201	2202	22008						22008		49
F0311LM	15020	2201	2202	22008						22008		50
F0311LM	15020	2201	2202	22008						22008		51
F0311LM	15020	2201	2202	22008						22008		52
F0311LM	15020	2201	2202	22008						22008		53
F0311LM	15020	2201	2202	22008						22008		54
F0311LM	15020	2201	2202	22008						22008		55
F0311LM	15020	2201	2202	22008						22008		56
F0311LM	15020	2201	2202	22008						22008		57
F0311LM	15020	2201	2202	22008						22008		58
F0311LM	15020	2201	2202	22008						22008		59
F0311LM	15020	2201	2202	22008						22008		60
15117												
J.D. Edwards & Company											Page No.	5
Lease Global - Edit											Date	6/16/08
Lease Number	17495	Lease Type	CO Commercial Office	Lease Status		Lse Beg	01/01/15	Lse Ends	12/31/19			
Tenant . . .	22008 James Robert & Associates					Move-In	01/01/15	Plan-Out	12/31/19			
Alt Payee . .	22008 James Robert & Associates							Move-Out				
Old Building Selected	15020											
Old Unit Selected	2201											

File Name	Building	Unit No	Tenant	Alternate Payee	Doing Business As	Fmt	Trm	L	S			
	Old / New	Old / New	Old / New	Old / New	Old / New	Old/New	O/N	Rec	Count			
F0311LM	15020	2201	2202	22008								61
F0311LM	15020	2201	2202	22008								62
F0311LM	15020	2201	2202	22008								63
F0311LM	15020	2201	2202	22008								64
F0311LM	15020	2201	2202	22008								65
F0311LM	15020	2201	2202	22008								66
F0311LM	15020	2201	2202	22008								67
F0311LM	15020	2201	2202	22008								68
F0311LM	15020	2201	2202	22008								69
F0311LM	15020	2201	2202	22008								70
F0311LM	15020	2201	2202	22008								71
F0311LM	15020	2201	2202	22008								72
F0311LM	15020	2201	2202	22008								73
F0311LM	15020	2201	2202	22008								74
F0311LM	15020	2201	2202	22008								75
F0311LM	15020	2201	2202	22008								76
F0311LM	15020	2201	2202	22008								77
F0311LM	15020	2201	2202	22008								78
F0311LM	15020	2201	2202	22008								79
F0311LM	15020	2201	2202	22008								80
F0311LM	15020	2201	2202	22008								81
F0311LM	15020	2201	2202	22008						22008		82
F0311LM	15020	2201	2202	22008						22008		83
F0311LM	15020	2201	2202	22008						22008		84
F0311LM	15020	2201	2202	22008						22008		85
F0311LM	15020	2201	2202	22008						22008		86
F0311LM	15020	2201	2202	22008						22008		87

For a selected field that does not exist in a file that is processed, the field is blank for that file on the report.

160.3 Processing Options

Processing options 3 and 4 require explanation in addition to what you see on the screen. You can use these options to limit the update to a single building and unit if more than one building and unit are tied to a lease. If these options are blank, the system selects all the buildings and units in the lease for processing.

160.4 Property/Building Relations

This program lets you automatically update the project (property) number related to a building from the Building (Business Unit) Master file (F0006) to both the Tenant/Lease Master and Unit Master files (F1501 and F1507, respectively). Such an update is necessary because a lease and unit search is affected when the number of the related property has been added or changed. With the program, therefore, you can make the same change to the lease and unit information at one time. The data item is MCU for the building number and MCUS for the project number.

No processing options exist for the program. You use the Data Selection screen for the DREAM Writer version to specify the business unit.

160.5 Priority Code Reapplication

This program lets you automatically update the priority code (data item PRAP) from the Billing Code Extension file (F1512) to the Line Number field (data item LNID) in the A/R Account Ledger file (F0311). The priority code determines the order in which a cash receipt is applied to open invoices. Therefore, the program is helpful if you change the priority code for one or more bill codes.

No processing options exist for the program. You use the Data Selection screen for the DREAM Writer version to specify the G/L offset (usually the bill code for tenant receivables) and building number (business unit).

160.6 Update A/R from Address Book

This program, which is based on the Address Book Master file (F0101), lets you automatically update the alpha name, address number, alternate payee, parent number, and category codes for the related A/R records in the A/R Account Ledger file (F0311). It is necessary to run the program whenever any of that information changes to ensure that it is reflected in the A/R records. You should also always run the program prior to rebuilding the A/R Credit/Cash Management file (F0315) for the Print Statements - Enhanced program.

Do not change the data selection, which is equal to *ALL, for a DREAM Writer version.

Note: The program does not update the Tenant/Lease Billings Detail file (F1511).

160.7 Frequency Pattern Update

This program lets you automatically update the frequency patterns from the User Defined Codes file (F0005) to the following files:

- Tenant (Expense Participation) Class Master (F15012)
- Tenant Sales History (Sales Overage Master) (F15013)
- Minimum Rent/Recoveries Master (F15015)
- Tenant Escalation Master (F15016)
- Recurring Billings Master (F1502)

If you change a frequency pattern, which is a user defined code (15,/ BC), you can run the program to update the code to the existing records in those files. No processing options exist for the program. You use the Data Selection screen for the DREAM Writer version to specify the frequency code.

This chapter contains these topics:

- [Section 161.1, "Integrity Test Procedures,"](#)
- [Section 161.2, "Financial Summary Regeneration,"](#)
- [Section 161.3, "Billing Control Integrity,"](#)
- [Section 161.4, "Batch Control Integrity,"](#)
- [Section 161.5, "Log Line Integrity,"](#)

This chapter describes the following programs you can use to verify and resolve problems with the consistency in the information across different files:

- Financial Summary Regeneration
- Billing Control Integrity
- Batch Control Integrity
- Log Line Integrity

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Global Updates/Purges and then make the appropriate selection from the Global Updates/Purges menu (G1533).

161.1 Integrity Test Procedures

When you choose any of the programs for integrity tests from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

161.2 Financial Summary Regeneration

This program lets you update the Lease Financial Summary file (F1520) from the A/R Account Ledger file (F0311). The program is helpful if the integrity between the two files is in question. This would be the case, for example, if you enter cash receipts from the Accounts Receivable system. The billing summary records must be generated one year at a time.

The processing options control whether the system performs the update or only prints a report so you can preview the effect of the update.

161.2.1 Regenerate Summary Financial Report

Figure 161-1 Regenerate Summary Financial Report (1 of 5)

15802											J.D. Edwards & Company		Page - 1	
											Regenerate Summary Financial D		Date - 6/16/08	
													Report Year. 2017	
Lease Number	Bill Code	Building	Unit	MO	Billing Amount	MO	Receipt Amount	Invoice Number	Do Pay Ty	Check Number	Do Ty			
15341	SECD	15130	103			01	50,000.00		2 RU 000					
15341	SECD	15130	103						2 RU 000		925 RC			
15173	RRTL	15020	201	01	4,000.00				784 RD 001					
15173	RRTL	15020	201			06	4,000.00		784 RD 001		4293 RC			
15173	CAMS	15020	201	01	1,250.00				784 RD 002					
15173	CAMS	15020	201			06	1,250.00		784 RD 002		4293 RC			
15173	UTIL	15020	201	01	100.00				784 RD 003					

Figure 161-3 Regenerate Summary Financial Report (3 of 5)

15229	UTIL	15020 101	05	250.00				792 RD 011
15229	UTIL	15020 101	05	250.00				792 RD 012
15229	TXIN	15020 101	05	200.00				792 RD 013
15229	TXIN	15020 101	05	200.00				792 RD 014
15229	TXIN	15020 101	05	200.00				792 RD 015
15229	TXIN	15020 101	05	200.00				792 RD 016
15229	MGAD	15020 101	05	100.00				792 RD 017
15229	MGAD	15020 101	05	100.00				792 RD 018
15229	MGAD	15020 101	05	100.00				792 RD 019
15229	MGAD	15020 101	05	100.00				792 RD 020
15237	RRTL	15020 204	05	3,000.00				793 RD 001
15237	RRTL	15020 204	05	3,000.00				793 RD 002
15237	RRTL	15020 204	05	3,000.00				793 RD 003
15237	RRTL	15020 204	05	3,000.00				793 RD 004
15237	CAMS	15020 204	05	1,000.00				793 RD 005
15237	CAMS	15020 204	05	1,000.00				793 RD 006
15237	CAMS	15020 204	05	1,000.00				793 RD 007
15237	CAMS	15020 204	05	1,000.00				793 RD 008
15237	UTIL	15020 204	05	100.00				793 RD 009
15237	UTIL	15020 204	05	100.00				793 RD 010
15237	UTIL	15020 204	05	100.00				793 RD 011
15237	UTIL	15020 204	05	100.00				793 RD 012
15237	TXIN	15020 204	05	200.00				793 RD 013
15237	TXIN	15020 204	05	200.00				793 RD 014
15237	TXIN	15020 204	05	200.00				793 RD 015
15237	TXIN	15020 204	05	200.00				793 RD 016
15237	MGAD	15020 204	05	100.00				793 RD 017
15237	MGAD	15020 204	05	100.00				793 RD 018
15237	MGAD	15020 204	05	100.00				793 RD 019
15237	MGAD	15020 204	05	100.00				793 RD 020
15261	RRTL	15020 103	05	1,875.00				794 RD 001
15261	RRTL	15020 103	05	1,875.00				794 RD 002
15261	RRTL	15020 103	05	1,875.00				794 RD 003
15261	RRTL	15020 103	05	1,875.00				794 RD 004
15261	RRTL	15020 103	06	100.00			9999 RA	794 RD 004
15261	CAMS	15020 103	05	850.00				794 RD 005
15261	CAMS	15020 103	05	850.00				794 RD 006
15261	CAMS	15020 103	05	850.00				794 RD 007
15261	CAMS	15020 103	05	850.00				794 RD 008
15261	UTIL	15020 103	05	250.00				794 RD 009
15261	UTIL	15020 103	05	250.00				794 RD 010
15261	UTIL	15020 103	05	250.00				794 RD 011
15261	UTIL	15020 103	05	250.00				794 RD 012
15261	TXIN	15020 103	05	200.00				794 RD 013
15261	TXIN	15020 103	05	200.00				794 RD 014
15261	TXIN	15020 103	05	200.00				794 RD 015
15261	TXIN	15020 103	05	200.00				794 RD 016
15261	MGAD	15020 103	05	100.00				794 RD 017
15261	MGAD	15020 103	05	100.00				794 RD 018
15261	MGAD	15020 103	05	100.00				794 RD 019
15261	MGAD	15020 103	05	100.00				794 RD 020
15325	RO	15121 501	05	5,000.00				795 RD 001
15325	RO	15121 501	05	5,000.00				795 RD 002
15325	RO	15121 501	05	5,000.00				795 RD 003
15325	RO	15121 501	05	5,000.00				795 RD 004
15325	CAMS	15121 501	05	2,000.00				795 RD 005
15325	CAMS	15121 501	05	2,000.00				795 RD 006
15325	CAMS	15121 501	05	2,000.00				795 RD 007
15325	CAMS	15121 501	05	2,000.00				795 RD 008
15368	RRTL	15020 202	05	6,250.00				796 RD 001
15368	RRTL	15020 202	05	6,250.00	06	6,250.00		796 RD 001 3872 RC
15368	RRTL	15020 202	05	6,250.00	06	6,250.00		796 RD 002 3872 RC
15368	RRTL	15020 202	05	6,250.00	06	6,250.00		796 RD 003 3872 RC
15368	RRTL	15020 202	05	6,250.00	06	6,250.00		796 RD 004 3872 RC
15368	RRTL	15020 202	05	100.00	06	100.00		796 RD 005 3872 RC
15368	UTIL	15020 202	05	100.00	06	100.00		796 RD 006 3872 RC
15368	UTIL	15020 202	05	100.00	06	100.00		796 RD 007 3872 RC
15368	UTIL	15020 202	05	100.00	06	100.00		796 RD 008 3872 RC
15368	UTIL	15020 202	05	100.00	06	100.00		796 RD 009 3872 RC
15368	TXIN	15020 202	05	200.00	06	200.00		796 RD 010 3872 RC
15368	TXIN	15020 202	05	200.00	06	200.00		796 RD 011 3872 RC
15368	TXIN	15020 202	05	200.00	06	200.00		796 RD 012 3872 RC
15368	TXIN	15020 202	05	100.00	06	100.00		796 RD 013 3872 RC
15368	MGAD	15020 202	05	100.00	06	100.00		796 RD 014 3872 RC
15368	MGAD	15020 202	05	100.00	06	100.00		796 RD 015 3872 RC
15368	MGAD	15020 202	05	100.00	06	100.00		796 RD 016 3872 RC
15368	MGAD	15020 202	05	100.00	06	100.00		796 RD 017 3872 RC
15368	CAMS	15020 202	05	2,500.00	06	2,500.00		796 RD 018 3872 RC
15368	CAMS	15020 202	05	2,500.00	06	2,500.00		796 RD 019 3872 RC
15368	CAMS	15020 202	05	2,500.00	06	2,500.00		796 RD 020 3872 RC
15368	MISC	15020 202	06	500.00				804 RN 001 999 RA
15368	MISC	15020 201	06	100.00				805 RN 001 999 RA
15173	MISC	15020 201	06	3,500.00				805 RN 001 4293 RC
15173	MISC	15020 201	06	3,500.00				805 RN 001 4293 RC

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15368	MISC	15020	202	06	12.00			806	RN	001	
15149	SLSO	15020	104	02	750.00			808	RJ	000	
15237	SLSO	15020	204	02	300.00			810	RJ	000	
15368	SLSO	15020	202	02	750.00			811	RJ	000	
15149	SLSO	15020	104	03	445.83			816	RJ	000	
15173	SLSO	15020	201	03	50.00			817	RJ	000	
15237	SLSO	15020	204	03	1,000.00			818	RJ	000	
15368	SLSO	15020	202	03	341.67			819	RJ	000	
15149	SLSO	15020	104	04	895.83			820	RJ	000	
15173	SLSO	15020	201	04	1,000.00			821	RJ	000	
15237	SLSO	15020	204	04	1,000.00			822	RJ	000	
15368	SLSO	15020	202	04	895.83			823	RJ	000	
15149	SLSO	15020	104	05	695.83			824	RJ	000	
15173	SLSO	15020	201	05	800.00			825	RJ	000	
15237	SLSO	15020	204	05	800.00			826	RJ	000	
15368	SLSO	15020	202	05	695.83			827	RJ	000	
15149	SLSO	15020	104	06	1,295.83			828	RJ	000	
15173	SLSO	15020	201	06	1,400.00			829	RJ	000	
15237	SLSO	15020	204	06	1,400.00			830	RJ	000	
15368	SLSO	15020	202	06	1,295.84			831	RJ	000	
15368	SECD	15020	202			01	4,000.00-	9012	RU	000	1 RA
15149	UC	15020	104			06	3,500.00	9014	RU	000	
15149	UC	15020	104					9014	RU	000	1368 RC
15261	SECD	15020	103			05	20,000.00	9015	RU	000	
17495	UC	15020	2201	12	500.00			9015	RU	000	8365 RC
17495	UC	15020	2201			01	500.00	9889	RB	000	
17495	SECD	15020	2201			01	8,000.00	9889	RU	000	1005 RS
17495	SECD	15020	2201					9890	RU	000	
17495	SECD	15020	2201			01	1,000.00-	9890	RU	000	1005 RC
17495	SECD	15020	2201			01	7,000.00-	9890	RU	000	1005 RS
17495	SECD	15020	2201					9890	RU	000	9891 RA
17496	UC	15020	1103	12	300.00			88138	RB	000	
17495	RRTL	15020	2201	12	2,500.00			126029	RD	001	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	001	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	002	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	002	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	003	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	003	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	004	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	004	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	005	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	005	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	006	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	006	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	007	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	007	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	008	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	008	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	009	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	009	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	010	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	010	25 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	011	
17495	RRTL	15020	2201	12	2,500.00	12	2,000.00	126029	RD	011	25 RC
17495	RRTL	15020	2201	12	2,500.00			126029	RD	011	2566 RC
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	012	
17495	RRTL	15020	2201	12	2,500.00	01	2,500.00	126029	RD	012	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	013	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	013	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	014	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	014	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	015	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	015	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	016	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	016	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	017	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	017	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	018	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	018	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	019	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	019	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	020	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	020	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	021	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	021	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	022	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	022	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	023	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	023	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	024	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	024	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	025	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	025	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	026	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	026	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	027	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	027	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	028	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	028	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	029	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	029	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	030	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	030	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	031	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	031	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	032	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	032	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	033	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	033	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	034	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	034	25 RC
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	035	
17495	RRTL	15020	2201	12	3,500.00	01	3,500.00	126029	RD	035	25 RC

Figure 161-5 Regenerate Summary Financial Report (5 of 5)

17495 RRTL	15020 2201	12	3,500.00			126029 RD 036	
17495 RRTL	15020 2201			01	3,000.00	126029 RD 036	25 RC
17495 RRTL	15020 2201			01	500.00	126029 RD 036	1005 RS
17495 TXIN	15020 2201	12	45,000.00			126029 RD 037	
17495 TXIN	15020 2201			01	45,000.00	126029 RD 037	25 RC
17495 TXIN	15020 2201	12	45,000.00			126029 RD 038	
17495 TXIN	15020 2201			01	45,000.00	126029 RD 038	25 RC
17495 TXIN	15020 2201	12	45,000.00			126029 RD 039	
17495 TXIN	15020 2201			01	45,000.00	126029 RD 039	25 RC
17496 RRTL	15020 1103	12	1,500.00			126030 RD 001	
17496 RRTL	15020 1103			12	1,500.00	126030 RD 001	1200 RC
17496 RRTL	15020 1103	12	1,500.00			126030 RD 002	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 003	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 004	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 005	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 006	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 007	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 008	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 009	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 010	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 011	
17496 RRTL	15020 1103	12	1,500.00			126030 RD 012	

161.2.2 Technical Considerations

It is important for the system to identify the nature of the invoice record to which a specific matching document (payment/item) is attached so that the amount can be properly classified. This requires the following sequence on the Data Sequence Set-up screen for the DREAM Writer version: Document Number (data item DOC), Document Type (DCT), Pay Item (SFX), Payment/Item Number (DOCM), and Payment/Item Document Type (DCTM). This sequence allows for the invoice records to be processed immediately prior to processing the corresponding payment records.

The following table shows how the system determines whether the amount in the A/R Account Ledger file should be added to billings or subtracted from receivables. The information relates to the *UAC flag within the program (P15802), which becomes a blank whenever an invoice record is encountered. The flag is set to 1 for a matching document.

TRANSACTION (REFERENCE #)	IDENTIFICATION	EFFECT
Invoice (1)	The Payment/Item Document Type field is blank and the type of input is not unapplied cash (U). An alternate identification is that the gross amount is greater than zero.	Adds the gross amount to billings.
Cash (2)	The Payment/Item Document Type field is not blank and the type of input is not unapplied cash (U), an adjustment (A), a write-off (W), or general ledger (G).	Subtracts the gross amount from receivables.
Adjustment (3)	The Payment/Item Document Type field is not blank and the type of input is an adjustment (A) or a write-off (W).	Adds the gross amount to billings if the *UAC flag is blank.
Adjustment (4)	The Payment/Item Document Type field is not blank and the type of input is an adjustment (A) or a write-off (W).	Subtracts the gross amount from receivables if the *UAC flag is 1.
Unapplied Cash (5)	The Payment/Item Document Type field is blank and the type of input is unapplied cash (U).	Subtracts the gross amount from receivables.

161.3 Billing Control Integrity

This program ensures that each record in the Billings Generation Control Master file (F15011) has a corresponding record in one of the following files:

- Tenant Class Master (F15012)

- Sales Overage Master (F15013)
- Tenant Escalation Master (F15016)
- Recurring Billings Master (F1502)

The system processes one billing control record at a time. The appropriate file is determined by the generation type of the billing. For example, if the generation type is 1, the system searches the Recurring Billing file for a record with the same lease and billing control number. If there is no corresponding record, the system deletes the billing control record.

No processing options exist for the program.

161.4 Batch Control Integrity

This program ensures that each batch header in the Batch Control Records file (F0011) has a corresponding record in the Tenant/Lease Billings Detail file (F1511). The processing options control whether the system performs one or both of the following:

- Deletes the batch headers that do not correspond to F1511 records.
- Prints a report that lists the F1511 records that do not correspond to batch headers.

161.4.1 Integrity Test Report

Figure 161–6 Integrity Test Report (1 of 2)

Program ID . . . F15702	Integrity Test - Detail Without Header	Report Date. . .
06/16/08	Integrity Test - Detail Without Header	Report Time. . .
Version. ZJDE0001		
9:24:33		
The Following Version Options Were Selected:		
Print Cover Page (Y/N)	Y	
Print Instructions (Y/N)	N	
User Exclusive (0/1/2/3)	1	
User ID.	DEMO	
The Following Forms Options Were Selected:		
Form Type.		
Maximum Form Width.		
Maximum Form Length.		
Location of Page Overflow.		
The Following Printer Options Were Selected:		
Print Queue.		
Hld in Prt Queue (Y/N/S/T)		
Lines/Inch (4/6/8/9)		

Edit and Purge Processing

This chapter contains these topics:

- [Section 162.1, "Edit and Purge Processing Procedures,"](#)
- [Section 162.2, "Sales Analysis Purge,"](#)
- [Section 162.3, "Sales Report Purge,"](#)
- [Section 162.4, "Tenant Billing Detail Purge,"](#)
- [Section 162.5, "Tenant/Lease Billing Detail Purge Report,"](#)
- [Section 162.6, "Lease Information Purge,"](#)
- [Section 162.7, "Processing Options,"](#)
- [Section 162.8, "Lease Purge/Report,"](#)
- [Section 162.9, "Building Information Purge,"](#)
- [Section 162.10, "Edit and Purge Processing,"](#)
- [Section 162.11, "Collection Log Purge."](#)

This chapter describes the following programs that you can use to delete old information from your files:

- Sales Analysis Purge
- Sales Report Purge
- Tenant Billing Detail Purge
- Lease Information Purge
- Building Information Purge
- Collection Log Purge

Caution: After information is purged, you cannot recover it. Before you run a purge program in update mode, therefore, run it in edit mode to print the report. This lets you preview the effect of the purge. This is controlled by a processing option for each program.

When you run a purge program, the system marks the affected records with a P. To physically remove those records from a file, run a reorganization program version for the appropriate file (P98999) to compress the file. You must perform this task to actually free up the disc space.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Global Updates/Purges and then make the appropriate selection from the Global Updates/Purges menu (G1533).

162.1 Edit and Purge Processing Procedures

When you choose any of the purge programs from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

162.2 Sales Analysis Purge

This program lets you delete the information in the Sales Analysis Reporting file (F1543) and the corresponding records in the Sales Analysis (Summary) Control file (F1544). You use the processing options to specify the maximum age in months for the records that you want to keep, the cutoff date, or both. For the age, the system uses the most recent record for a sales analysis summary code as the base from which to count back.

If both the number of months and a date are specified, the system uses the earlier of the two as the cutoff. In order to be eligible for purging, a record must have a date prior to that cutoff. You can also use the Data Selection screen for the DREAM Writer version to specify one or more sales analysis summary codes.

162.3 Sales Report Purge

This program lets you delete the information in the Sales Reporting Control file (F1540). It also updates the Batch Control Records file (F0011). The system purges only the sales information that is posted (status code X or P) or adjusted (status code A). The most recent sales record, which has a blank status, cannot be purged.

You 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. In order to be eligible for purging, a record must be older than the specified number of months. You can also use the Data Selection screen for the DREAM Writer version to specify one or more buildings and other related criteria.

Note: Because the Sales History file (F1541) is not affected by this program, you can still review the sales history for a lease even though the sales information has been purged.

162.3.1 Purge Sales Report

Figure 162-1 Purge Sales Reports (1 of 5)

1541		J.D. Edwards & Company Purge Sales Reports						Page -	1
Lease Number	Description	Property/Bui	Unit	Prod S Code S	Doing Business	Product Sales Amount	Sales Reporting Period	Date - Year	
17496		15020	1103	OTDR	P	25,000.00	6	2018	
17496		15020	1103	OTDR	P	32,000.00	5	2018	
17496		15020	1103	OTDR	P	14,000.00	4	2018	
17496		15020	1103	OTDR	P	12,000.00	3	2018	
17496		15020	1103	OTDR	P	25,000.00	2	2018	
17496		15020	1103	OTDR	P	32,000.00	1	2018	
17496		15020	1103	OTDR	P	62,000.00	12	2017	
17496		15020	1103	OTDR	P	54,000.00	11	2017	
17496		15020	1103	OTDR	P	14,000.00	10	2017	
17496		15020	1103	OTDR	P	4,500.00	9	2017	
17496		15020	1103	OTDR	P	9,100.00	8	2017	
17496		15020	1103	OTDR	P	9,000.00	7	2017	
17496		15020	1103	OTDR	P	78,000.00	6	2017	
17496		15020	1103	OTDR	P	45,000.00	5	2017	
17496		15020	1103	OTDR	P	13,000.00	4	2017	
17496		15020	1103	OTDR	P	52,000.00	3	2017	
17496		15020	1103	OTDR	P	14,000.00	2	2017	
17496		15020	1103	OTDR	P	45,000.00	1	2017	
17496		15020	1103	CASL	P	14,000.00	6	2018	
17496		15020	1103	CASL	P	17,000.00	5	2018	
17496		15020	1103	CASL	P	16,000.00	4	2018	
17496		15020	1103	CASL	P	14,000.00	3	2018	
17496		15020	1103	CASL	P	11,000.00	2	2018	
17496		15020	1103	CASL	P	12,000.00	1	2018	
17496		15020	1103	CASL	P	15,000.00	12	2017	
17496		15020	1103	CASL	P	4,100.00	11	2017	
17496		15020	1103	CASL	P	75,000.00	10	2017	
17496		15020	1103	CASL	P	12,450.00	9	2017	
17496		15020	1103	CASL	P	12,555.00	8	2017	

Figure 162-2 Purge Sales Reports (2 of 5)

17496		15020	1103	CASL	P	24,000.00	7	2017
17496		15020	1103	CASL	P	15,000.00	6	2017
17496		15020	1103	CASL	P	14,000.00	5	2017
17496		15020	1103	CASL	P	17,000.00	4	2017
17496		15020	1103	CASL	P	21,000.00	3	2017
17496		15020	1103	CASL	P	15,000.00	2	2017
17496		15020	1103	CASL	P	24,000.00	1	2017
17496		15020	1103	BIKE	P	48,500.00	6	2018
17496		15020	1103	BIKE	P	54,111.00	5	2018
17496		15020	1103	BIKE	P	45,000.00	4	2018
17496		15020	1103	BIKE	P	25,000.00	3	2018
17496		15020	1103	BIKE	P	35,800.00	2	2018
17496		15020	1103	BIKE	P	34,500.00	1	2018
17496		15020	1103	BIKE	P	68,000.00	12	2017
17496		15020	1103	BIKE	P	55,000.00	11	2017
17496		15020	1103	BIKE	P	45,000.00	10	2017
17496		15020	1103	BIKE	P	72,000.00	9	2017
17496		15020	1103	BIKE	P	89,000.00	8	2017
17496		15020	1103	BIKE	P	75,000.00	7	2017
17496		15020	1103	BIKE	P	60,000.00	6	2017
17496		15020	1103	BIKE	P	45,000.00	5	2017
17496		15020	1103	BIKE	P	41,000.00	4	2017
17496		15020	1103	BIKE	P	41,000.00	3	2017
17496		15020	1103	BIKE	P	36,000.00	2	2017
17496		15020	1103	BIKE	P	35,000.00	1	2017

Figure 162-3 Purge Sales Reports (3 of 5)

1541		J.D. Edwards & Company Purge Sales Reports					Page -	2
Lease Number	Description	Property/Bui	Unit	Prod S Code S	Doing Business	Product Sales Amount	Sales Reporting Period	Date - 6/16/08 Year
17495		15020	2201	JEWL	A	35,000.00	12	2017
17495		15020	2201	JEWL	X	43,000.00	12	2017
17495		15020	2201	JEWL	P	47,500.00	12	2017
17495	Unexpected Sales Report	15020	2201	JEWL	P	28,000.00	2	2017
17495		15020	2201	JEWL	P	32,000.00	1	2017
15368	Unexpected Sales Report	15020	202	CLMN	P	20,000.00	6	2098
15368	Unexpected Sales Report	15020	202	CLMN	F	28,000.00	5	2098
15368	Unexpected Sales Report	15020	202	CLMN	F	16,000.00	4	2098
15368	Unexpected Sales Report	15020	202	CLMN	P	20,000.00	3	2098
15368	Unexpected Sales Report	15020	202	CLMN	P	11,000.00	2	2098
15368	Unexpected Sales Report	15020	202	CLMN	P	15,000.00	1	2098
15368	Unexpected Sales Report	15020	202	CLMN	P	70,000.00	12	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	40,000.00	11	2097
15368	Unexpected Sales Report	15020	202	CLMN	F	20,000.00	10	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	30,000.00	9	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	25,000.00	8	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	15,000.00	7	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	20,000.00	6	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	25,000.00	5	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	15,000.00	4	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	20,000.00	3	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	10,000.00	2	2097
15368	Unexpected Sales Report	15020	202	CLMN	P	15,000.00	1	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	20,000.00	6	2098
15237	Unexpected Sales Report	15020	204	CLMM	P	28,000.00	5	2098
15237	Unexpected Sales Report	15020	204	CLMM	P	16,000.00	4	2098
15237	Unexpected Sales Report	15020	204	CLMM	P	20,000.00	3	2098
15237	Unexpected Sales Report	15020	204	CLMM	P	11,000.00	2	2098
15237	Unexpected Sales Report	15020	204	CLMM	P	15,000.00	1	2098
15237	Unexpected Sales Report	15020	204	CLMM	P	70,000.00	12	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	40,000.00	11	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	20,000.00	10	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	30,000.00	9	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	25,000.00	8	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	15,000.00	7	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	20,000.00	6	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	25,000.00	5	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	15,000.00	4	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	20,000.00	3	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	10,000.00	2	2097
15237	Unexpected Sales Report	15020	204	CLMM	P	15,000.00	1	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	20,000.00	6	2098
15173	Unexpected Sales Report	15020	201	BOOK	P	28,000.00	5	2098
15173	Unexpected Sales Report	15020	201	BOOK	P	16,000.00	4	2098
15173	Unexpected Sales Report	15020	201	BOOK	P	20,000.00	3	2098
15173	Unexpected Sales Report	15020	201	BOOK	P	11,000.00	2	2098
15173	Unexpected Sales Report	15020	201	BOOK	P	15,000.00	1	2098
15173	Unexpected Sales Report	15020	201	BOOK	F	70,000.00	12	2097
15173	Unexpected Sales Report	15020	201	BOOK	F	40,000.00	11	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	20,000.00	10	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	30,000.00	9	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	25,000.00	8	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	15,000.00	7	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	20,000.00	6	2097

Figure 162-4 Purge Sales Reports (4 of 5)

1541		J.D. Edwards & Company Purge Sales Reports					Page -	3
Lease Number	Description	Property/Bui	Unit	Prod S Code S	Doing Business	Product Sales Amount	Sales Reporting Period	Date - 6/16/08 Year
15173	Unexpected Sales Report	15020	201	BOOK	F	25,000.00	5	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	15,000.00	4	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	20,000.00	3	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	10,000.00	2	2097
15173	Unexpected Sales Report	15020	201	BOOK	P	15,000.00	1	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	20,000.00	6	2098
15149	Unexpected Sales Report	15020	104	GIFT	P	28,000.00	5	2098
15149	Unexpected Sales Report	15020	104	GIFT	F	16,000.00	4	2098
15149	Unexpected Sales Report	15020	104	GIFT	P	20,000.00	3	2098

Figure 162-5 Purge Sales Reports (5 of 5)

15149	Unexpected Sales Report	15020	104	GIFT	P	11,000.00	2	2098
15149	Unexpected Sales Report	15020	104	GIFT	P	15,000.00	1	2098
15149	Unexpected Sales Report	15020	104	GIFT	P	70,000.00	12	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	40,000.00	11	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	20,000.00	10	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	30,000.00	9	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	25,000.00	8	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	15,000.00	7	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	20,000.00	6	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	25,000.00	5	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	15,000.00	4	2097
15149	Unexpected Sales Report	15020	104	GIFT	F	20,000.00	3	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	10,000.00	2	2097
15149	Unexpected Sales Report	15020	104	GIFT	P	15,000.00	1	2097

162.4 Tenant Billing Detail Purge

This program lets you delete the information in the Tenant/Lease Billings Detail file (F1511). You use the processing options to specify a cutoff date as the basis for selection. In order to be eligible for purging, a record must have a date prior to the cutoff date. If more than one cutoff date is specified, the system uses only the first one. You can also use the Data Selection screen for the DREAM Writer version to specify one or more buildings to further narrow the selection.

162.5 Tenant/Lease Billing Detail Purge Report

Figure 162–6 Tenant/Lease Billing Detail Purge Report

15119		J.D. Edwards & Company										Page - - - 1		
Tenant/Lease Billing Detail Purge												Date - - - 6/16/08		
Lease	Seq	Property/	Unit	Tenant	Alt.	Gross	Document	Pay	G/L	Invoice	Due	Serv/Tax	Record	Error Message
Number	No.	Building	Number	Number	Payee	Amount	Number	Trn	Date	Date	Date	Date	Count	
17495	15020	2201	22008	22008	2,500.00	126029	001	12/31/17	12/31/17	01/01/18	12/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	002	12/31/17	12/31/17	01/01/18	11/30/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	003	12/31/17	12/31/17	01/01/18	10/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	004	12/31/17	12/31/17	01/01/18	09/30/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	005	12/31/17	12/31/17	01/01/18	08/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	006	12/31/17	12/31/17	01/01/18	07/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	007	12/31/17	12/31/17	01/01/18	06/30/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	008	12/31/17	12/31/17	01/01/18	05/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	009	12/31/17	12/31/17	01/01/18	04/30/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	010	12/31/17	12/31/17	01/01/18	03/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	011	12/31/17	12/31/17	01/01/18	02/28/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	2,500.00	126029	012	12/31/17	12/31/17	01/01/18	01/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	013	12/31/17	12/31/17	01/01/18	12/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	014	12/31/17	12/31/17	01/01/18	11/30/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	015	12/31/17	12/31/17	01/01/18	10/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	016	12/31/17	12/31/17	01/01/18	09/30/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	017	12/31/17	12/31/17	01/01/18	08/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	018	12/31/17	12/31/17	01/01/18	07/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	019	12/31/17	12/31/17	01/01/18	06/30/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	020	12/31/17	12/31/17	01/01/18	05/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	021	12/31/17	12/31/17	01/01/18	04/30/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	022	12/31/17	12/31/17	01/01/18	03/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	023	12/31/17	12/31/17	01/01/18	02/28/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	024	12/31/17	12/31/17	01/01/18	01/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	025	12/31/17	12/31/17	01/01/18	12/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	026	12/31/17	12/31/17	01/01/18	11/30/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	027	12/31/17	12/31/17	01/01/18	10/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	028	12/31/17	12/31/17	01/01/18	09/30/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	029	12/31/17	12/31/17	01/01/18	08/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	030	12/31/17	12/31/17	01/01/18	07/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	031	12/31/17	12/31/17	01/01/18	06/30/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	032	12/31/17	12/31/17	01/01/18	05/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	033	12/31/17	12/31/17	01/01/18	04/30/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	034	12/31/17	12/31/17	01/01/18	03/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	035	12/31/17	12/31/17	01/01/18	02/29/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126029	036	12/31/17	12/31/17	01/01/18	01/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	45,000.00	126029	037	12/31/17	12/31/17	01/01/18	12/31/17		G/L date part the cut off date	
17495	15020	2201	22008	22008	45,000.00	126029	038	12/31/17	12/31/17	01/01/18	12/31/16		G/L date part the cut off date	
17495	15020	2201	22008	22008	45,000.00	126029	039	12/31/17	12/31/17	01/01/18	12/31/15		G/L date part the cut off date	
17495	15020	2201	22008	22008	3,500.00	126031	001	01/31/16	01/31/16	02/01/16	01/31/16		1	
17495	15020	2201	22008	22008	400.00	126031	002	01/31/16	01/31/16	02/01/16	01/31/16		2	
17495	15020	2201	22008	22008	8.47	126033	001	12/31/16	12/31/16	01/01/17	12/31/16		3	
17495	15020	2201	22008	22008	84.65	126033	002	12/31/16	12/31/16	01/01/17	12/31/16		4	
17495	15020	2201	22008	22008		126033	003	12/31/16	12/31/16	01/01/17	12/31/16		5	
17495	15020	2201	22008	22008		126033	004	12/31/16	12/31/16	01/01/17	12/31/16		6	
17495	15020	2201	22008	22008		126033	005	12/31/16	12/31/16	01/01/17	12/31/16		7	

162.6 Lease Information Purge

This program lets you delete the information related to one or more leases. As the basis for selection, one or more critical dates are specified in the processing options. The critical dates are the primary basis for selection because the program is most likely used to purge old or obsolete information. You can also specify the files, building, and unit to further narrow the selection. The program is based on the Tenant/Lease Master file (1501).

Caution: You can use the Data Selection screen for the DREAM Writer version to specify one or more leases and other related criteria. However, be very careful when you use this screen. The program can affect up to 18 files, and you have more control when you use the processing options to choose the information to be purged.

162.6.1 Critical Dates and Record Selection

In the processing options, you can choose from four critical dates the system uses to determine whether a record is eligible for purging. Because a critical date may not be a part of a file selected for a purge, the system uses the following guidelines for record selection:

- If all the records for a lease in the Tenant/Lease Master file are eligible for purging, all the related records in the selected files are eligible. The system bypasses the remaining items in the date edit process.
- If one of the critical dates applies to a selected file, the date for a record must be prior to the critical date.
- If more than one critical date applies to a selected file, each date for a record must be prior to the respective critical date.
- If none of the critical dates apply to a selected file, the system uses the relationship between the files. In this case, all the records for a specific lease in the "parent" file

must be eligible in order for the related records in the "dependent" file to be eligible.

In terms of sales overage, for example, the Product Scales Master and Minimum Rent/Recoveries Master files (F15014 and F15015, respectively) are dependent on the Sales Overage Master file (F15013), which is the parent.

- If a record in the master file for recurring billings, expense participation, escalation, sales overage, or management fees is eligible, the related record with the same billing control ID number in the Billings Generation Control Master file (F15011) is eligible.

162.7 Processing Options

See [Section 186.52, "Sales Analysis Purge \(P1543\)."](#)

See [Section 186.53, "Purge Sales Reports \(P1541\)."](#)

See [Section 186.54, "Tenant/Lease Billing Detail Purge \(P15119\)."](#)

See [Section 186.55, "Lease Purge/Report \(P15118\)."](#)

See [Section 186.56, "Building Information Deletion \(P15808\)."](#)

See [Section 186.57, "Collection Log File Purge \(P15263\)."](#)

162.8 Lease Purge/Report

Figure 162–7 Lease Purge/Report (1 of 5)

15118	J.D. Edwards & Company	Page - - - 1
Lease Number 15149	Lease Type RT Retail	Lease Purge/Report
Tenant . . . 5813	Lease Status	Lea Beg 02/15/15
Alt Payee . . .		Lea Ends 06/30/21
Matching Building . . . 15020		More-In 02/15/15
		Plan-Out 06/30/21
		More-Out

Figure 162–8 Lease Purge/Report (2 of 5)

File Name	Building Number	Unit Number	Tenant Number	Begin Date	End Date	Alt Payee	DBA Number	Billing Date	BCI Number	G - User ID	Last Updated Date	Rec Count	Error Message
F1501	15020	104	5813	02/15/15	06/30/21					DBNO	09/28/12	1	Effective date past the date entered
F15012	15020	104		02/15/15	06/30/21			32	DBNO	09/29/12	1	Effective date past the date entered	
F15012	15020	104		02/15/15	06/30/21			33	DBNO	09/29/12	2	Effective date past the date entered	
F15013	15020	104						78	JDR	01/20/13	1	Data selected does not exist in the file	
F15014	15020	104		02/15/15	06/30/21			79	DBNO	09/29/12	1	Effective date past the date entered	
F1502	15020	104		02/15/15	06/30/21			119	JDR	01/20/13	1	Effective date past the date entered	
F1502	15020	104		02/15/15	06/30/21			120	JDR	01/20/13	2	Effective date past the date entered	
F1502	15020	104		02/15/15	06/30/21			121	JDR	01/20/13	3	Effective date past the date entered	
F1502	15020	104		02/15/15	06/30/21			122	JDR	01/20/13	4	Effective date past the date entered	
F1502	15020	104		02/15/15	06/30/21			123	JDR	01/20/13	5	Effective date past the date entered	
F1503	15020	104								J25557473	06/16/08	1	Effective date past the date entered
F1503	15020	104								J25557473	06/16/08	2	Effective date past the date entered
F1503	15020	104								J25557473	06/16/08	3	Effective date past the date entered
F1503	15020	104								J25557473	06/16/08	4	Effective date past the date entered
F1503	15020	104								J25557473	06/16/08	5	Effective date past the date entered
F1503	15020	104								J25557473	06/16/08	6	Effective date past the date entered
F1503	15020	104								J25557473	06/16/08	7	Effective date past the date entered
F1504	15020	104								J25557473	06/16/08	1	
F1504	15020	104								J25557473	06/16/08	2	
F1504	15020	104								J25557473	06/16/08	3	
F1504	15020	104								J25557473	06/16/08	4	
F1504	15020	104								J25557473	06/16/08	5	
F1504	15020	104								J25557473	06/16/08	6	
F1504	15020	104								J25557473	06/16/08	7	
F1504	15020	104								J25557473	06/16/08	8	
F1504	15020	104								J25557473	06/16/08	9	
F1504	15020	104								J25557473	06/16/08	10	
F1504	15020	104								J25557473	06/16/08	11	
F1504	15020	104								J25557473	06/16/08	12	
F1504	15020	104								J25557473	06/16/08	13	
F1504	15020	104								J25557473	06/16/08	14	
F1504	15020	104								J25557473	06/16/08	15	
F1504	15020	104								J25557473	06/16/08	16	
F1504	15020	104								J25557473	06/16/08	17	
F1504	15020	104								J25557473	06/16/08	18	
F1504	15020	104								J25557473	06/16/08	19	
F1504	15020	104								J25557473	06/16/08	20	
F1504	15020	104								J25557473	06/16/08	21	
F1504	15020	104								J25557473	06/16/08	22	
F1504	15020	104								J25557473	06/16/08	23	
F1504	15020	104								J25557473	06/16/08	24	
F1504	15020	104								J25557473	06/16/08	25	
F1504	15020	104								J25557473	06/16/08	26	
F1504	15020	104								J25557473	06/16/08	27	
F1504	15020	104								J25557473	06/16/08	28	
F1504	15020	104								J25557473	06/16/08	29	
F1504	15020	104								J25557473	06/16/08	30	

Figure 162-9 Lease Purge/Report (3 of 5)

J.D. Edwards & Company												Page - - - 2			
Lease Purge/Report												Date - - - 6/16/08			
Lease Number	15149	Lease Type	RT	Detail	Lease Status	Lea Bag	Lea Ends	Move-In	02/15/15	Plan-Out	06/30/21	Move-Out			
Tenant	. . .	5813													
Alt Payee	. . .														
Matching Building	. . .	15020													
Matching Unit	. . .	*ALL													
File Name	Building Number	Unit Number	Tenant Number	Begin Date	End Date	Alt Payee	DBA Number	Billing Date	BCI Number	G. T	Last Updated Date	Rec Count	Error Message		
F1504	15020	104									J2557473 06/16/08	31			
F1504	15020	104									J2557473 06/16/08	32			
F1511	15020	104	5813						119	DBNO	09/27/12	1	Date selected does not exist in the file		
F1511	15020	104	5813						120	DBNO	09/27/12	2	Date selected does not exist in the file		
F1511	15020	104	5813						121	DBNO	09/27/12	3	Date selected does not exist in the file		
F1511	15020	104	5813						122	DBNO	09/27/12	4	Date selected does not exist in the file		
F1511	15020	104	5813						123	DBNO	09/27/12	5	Date selected does not exist in the file		
F1511	15020	104	5813						119	DBNO	09/27/12	6	Date selected does not exist in the file		
F1511	15020	104	5813						120	DBNO	09/27/12	7	Date selected does not exist in the file		
F1511	15020	104	5813						121	DBNO	09/27/12	8	Date selected does not exist in the file		
F1511	15020	104	5813						122	DBNO	09/27/12	9	Date selected does not exist in the file		
F1511	15020	104	5813						123	DBNO	09/27/12	10	Date selected does not exist in the file		
F1511	15020	104	5813						119	DBNO	09/27/12	11	Date selected does not exist in the file		
F1511	15020	104	5813						120	DBNO	09/27/12	12	Date selected does not exist in the file		
F1511	15020	104	5813						121	DBNO	09/27/12	13	Date selected does not exist in the file		
F1511	15020	104	5813						122	DBNO	09/27/12	14	Date selected does not exist in the file		
F1511	15020	104	5813						123	DBNO	09/27/12	15	Date selected does not exist in the file		
F1511	15020	104	5813						119	DBNO	09/27/12	16	Date selected does not exist in the file		
F1511	15020	104	5813						120	DBNO	09/27/12	17	Date selected does not exist in the file		
F1511	15020	104	5813						121	DBNO	09/27/12	18	Date selected does not exist in the file		
F1511	15020	104	5813						122	DBNO	09/27/12	19	Date selected does not exist in the file		
F1511	15020	104	5813						123	DBNO	09/27/12	20	Date selected does not exist in the file		
F1511	15020	104	5813						119	DBNO	09/27/12	21	Date selected does not exist in the file		
F1511	15020	104	5813						120	DBNO	09/27/12	22	Date selected does not exist in the file		
F1511	15020	104	5813						121	DBNO	09/27/12	23	Date selected does not exist in the file		
F1511	15020	104	5813						122	DBNO	09/27/12	24	Date selected does not exist in the file		
F1511	15020	104	5813						123	DBNO	09/27/12	25	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	26	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	27	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	28	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	29	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	30	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	31	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	32	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	33	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	34	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	35	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	36	Date selected does not exist in the file		
F1511	15020	104	5813						78	DBNO	09/29/12	37	Date selected does not exist in the file		
F1511H	15020	104	5813							DBNO	09/29/12	1	Date selected does not exist in the file		
F1511H	15020	104	5813							DBNO	09/29/12	2	Date selected does not exist in the file		
F1511H	15020	104	5813							DBNO	09/29/12	3	Date selected does not exist in the file		
F1511H	15020	104	5813							DBNO	09/29/12	4	Date selected does not exist in the file		
F1520	15020	104									J2557473 06/16/08	5	Date selected does not exist in the file		
F1520	15020	104									J2557473 06/16/08	1	Date selected does not exist in the file		
F1520	15020	104									WM085977 01/27/14	2	Date selected does not exist in the file		
F1520	15020	104									J2557473 06/16/08	3	Date selected does not exist in the file		

Figure 162-10 Lease Purge/Report (4 of 5)

J.D. Edwards & Company												Page - - - 3			
Lease Purge/Report												Date - - - 6/16/08			
Lease Number	15149	Lease Type	RT	Detail	Lease Status	Lea Bag	Lea Ends	Move-In	02/15/15	Plan-Out	06/30/21	Move-Out			
Tenant	. . .	5813													
Alt Payee	. . .														
Matching Building	. . .	15020													
Matching Unit	. . .	*ALL													
File Name	Building Number	Unit Number	Tenant Number	Begin Date	End Date	Alt Payee	DBA Number	Billing Date	BCI Number	G. T	Last Updated Date	Rec Count	Error Message		
F1520	15020	104									WM085977 01/27/14	4	Date selected does not exist in the file		
F1520	15020	104									J2557473 06/16/08	6	Date selected does not exist in the file		
F1520	15020	104									WM085977 01/27/14	7	Date selected does not exist in the file		
F1520	15020	104									J2557473 06/16/08	8	Date selected does not exist in the file		
F1520	15020	104									WM085977 01/27/14	9	Date selected does not exist in the file		
F1520	15020	104									WM085977 01/27/14	10	Date selected does not exist in the file		
F1520	15020	104									J2557473 06/16/08	11	Date selected does not exist in the file		
F1520	15020	104									WM085977 01/27/14	12	Date selected does not exist in the file		
F1520	15020	104									J2557473 06/16/08	13	Date selected does not exist in the file		
F1520	15020	104									WM085977 01/27/14	14	Date selected does not exist in the file		
F15011	15020					000000			33	2	DBNO	09/29/12	1	Date selected does not exist in the file	
F15011	15020					000000			32	4	DBNO	09/29/12	2	Date selected does not exist in the file	
F15011	15020					000000			33	2	DBNO	09/29/12	3	Date selected does not exist in the file	

Figure 162-11 Lease Purge/Report (5 of 5)

F15011	15020					000000			78	3	DBNO	09/29/12	4	Date selected does not exist in the file
F15011	15020					000000			119	1	DBNO	09/27/12	5	Date selected does not exist in the file
F15011	15020					000000			120	2	DBNO	09/27/12	6	Date selected does not exist in the file
F15011	15020					000000			121	1	DBNO	09/27/12	7	Date selected does not exist in the file
F15011	15020					000000			122	1	DBNO	09/27/12	8	Date selected does not exist in the file
F15011	15020					000000			123	1	DBNO	09/27/12	9	Date selected does not exist in the file

162.9 Building Information Purge

This program lets you delete one property or building (business unit) at a time and all its related information in the Real Estate Management system. A processing option controls the number of the property or building. The program is based on the Building (Business Unit) Master file (F0006). The system can only delete a building number from that file if no related information exists in one or more of the following files: Account Master (F0901), Account Balances (F0902), and G/L Account Ledger (F0911).

Regardless of the account records and balances, however, the system does delete the related information from the following Real Estate Management files:

- Tenant/Lease Master (F1501)
- Billings Generation Control Master (F15011)
- Tenant (Expense Participation) Class Master (F15012)
- Tenant Sales History (Sales Coverage Master) (F15013)

- Product Scales Master (Sales Overage Detail) (F15014)
- Minimum Rent/Recoveries Master (F15015)
- Tenant Escalation Master (F15016)
- Recurring Billings Master (F1502)
- Log Standards Master (F15030)
- Log Standards Extension Master (F1504)
- Unit Master (F1507)
- Billing Code Extension (F1512)

Caution: Use care when you use this program because there are no special edits to verify that a building is eligible to be deleted from the Real Estate Management files.

162.10 Edit and Purge Processing

162.10.1 Billing Information Deletion Report

Figure 162–12 Billing Information Deletion Report (1 of 2)

15808		J.D. Edwards & Company		Page -	1
		Building Information Deletion		Date -	6/16/08
Name of File	Number of Records				
Lease Master	10				
Billing Control	58				
Expense Participation	24				
Sales Overage	6				
Product Scales	9				
Minimum Rent/Recoveries	3				
Escalation	4				
Recurring Billing	50				

Figure 162–13 Billing Information Deletion Report (2 of 2)

Lease Log	393				
Lease Log Extension	327				
Unit Master	74				
Billing Code Extension					
Floor Master	15				
DBA Master	2				
Business Unit Master					
The building was not deleted from the Business Unit Master file because accounting information exists. The building must be deleted manually.					

162.11 Collection Log Purge

The Collection Log Purge program lets you delete selected records from the Collection Transaction Log file (F1526) and the corresponding records from the Collection Log Additional Text file (F1527). You use processing options and the data selection screen for the DREAM Writer version to specify one or more logs.

Use caution when you use this program. A backup of both files is recommended prior to running the purge. During the purge process, the following actions occur:

- Any log with an updated date that is less than the date entered in Processing Option 1 is deleted from the Collection Log Transaction Log File (F1526).
- All text associated with the log entry is deleted from the Collection Log Additional Text File (F1527).

- If you use the data selection screen to define a specific set of entries instead of using the default "Business Unit EQ*ALL", only the specified entries are included in the purge process.
- If you requested an audit report (Procession Option 2 is set to "1"), a listing of all the deleted transaction logs is produced.

162.11.1 Collection Log File Purge Report

Figure 162–14 Collection Log File Purge Report

15263 J.D. Edwards & Company											
Collection Log File Purge											
Date	Address	Address	Lease	Property/	Unit	Cur	Status	Description	Collector	Page . . . 1	
Updated	Number	Name		Building	I.D.	Sta				Date . . . 6/16/08	
										Next Act	
										Date	
										Open	
										Amount	
05/27/08	22008	James Robert & Assoc	17495	15020	2201	100	First call		001	07/31/17	249,000.00
05/28/08	22008	James Robert & Assoc	17495	15020	2201	200	First Notice		002	08/30/17	249,000.00

FASB 13 Generation/Conversion

This chapter contains these topics:

- [Section 163.1, "FASB 13 Generation/Conversion Procedures,"](#)
- [Section 163.2, "FASB 13 Generation/Conversion Report."](#)

Before the first time you use the automatic process to create FASB 13 entries for recurring billings, one of the following is assumed:

- You are initially converting to the JD Edwards World Real Estate Management system from a prior system.
- You have already manually entered FASB 13 differences (accrual and deferral entries) on the Recurring Billing Entry screen.

In either case, you must run the FASB 13 Generation/Conversion program to generate new FASB 13 adjustment entries. Therefore, it is only necessary to run this global update once. The program, which is based on the Tenant/Lease Master file (F1501), updates the Recurring Billings Master and FASB 13 Lease Control files (F1502 and F1513, respectively). A processing option controls whether the system performs the update or only prints a report so that you can preview the effect of the update.

The processing logic is very similar to the FASB 13 generation program. For more information, see the chapters [Chapter 144, "FASB 13 Process"](#) and [Chapter 145, "FASB 13 Generation"](#) in this guide. For a graphical overview of FASB 13, see [Appendix C, "FASB 13 Graphical."](#)

Caution: Before you run the update, carefully review the selections in the DREAM Writer version.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Global Updates/Purges. From the Global Updates/Purges menu (G1533), choose FASB 13 Generation/Conversion.

163.1 FASB 13 Generation/Conversion Procedures

When you choose the program from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the program. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

163.2 FASB 13 Generation/Conversion Report

Figure 163-1 FASB 13 Generation/Conversion Report

J.E. Edwards & Company													
FASB 13 Le Control Gen/Conver													
Page - 1													
Date - 6/17/08													
As of Date - 01/01/17													
2020 and After													
	Building Number	Orig. Lease Number	Lease Begin	Lease End	FASB Term	2017	2019	2019	2020	Total	Lease Number	Lease Number	Error Message
Batch - 0150900													
Sum	15920 1104	01/01/11 12/31/20	48	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	96,000.00	17480	22008	
James Robert & Associates						24,000.00	24,000.00	24,000.00	24,000.00	96,000.00			
Total for Lease No. 17480 FASB Effect													

This chapter contains these topics:

- [Section 164.1, "Batch Delete Report,"](#)
- [Section 164.2, "Batch Delete Procedures,"](#)
- [Section 164.3, "Processing Options."](#)

This program lets you delete an unposted batch of invoices created in the Real Estate Management system. It can update the following files:

- Batch Control Records (F0011)
- A/R Account Ledger (F0311)
- A/P Account Ledger (F0411)
- G/L Account Ledger (F0911)
- Billings Generation Control Master (F15011)
- Recurring Billings Master (F1502)
- Tenant/Lease Billings Detail (F1511)
- Extended Invoice Text (F1516)
- Expense Participation Audit (F1532)
- E.P. Billing Register (F1538)
- Sales Reporting Control file (F1540)
- Escalation Billing Register (F1548)

Note the following:

- The entire batch of transactions and the information for the batch header are both deleted at the same time.
- In the Billings Generation Control Master file, the system resets the billing control ID for the related period from G (Generated) to blank so that you can generate billings again for that period.
- You cannot delete a batch that is posted. However, unposted records in a batch that has been previously posted can be selectively deleted. This includes any transaction that posts from the Tenant/Lease Billings Detail file to the A/R Account Ledger or A/P Account Ledger file but fails to post to the G/L Account Ledger file. In this case, all the associated records (F1511, F0311, F0411, and F0911) are considered unposted.

- The processing options control whether the system updates the files or only prints a report so that you can preview the information to be deleted. The report also shows any posted information that cannot be deleted.
- The Batch Delete program cannot be used for a batch of cash receipts, revenue fees, or security deposits because it relates only to batches in the Tenant/Lease Billings Detail file.
- The Batch Delete deletes only unposted sales information in the Sales Reporting Control file.

Caution: After a batch is deleted, it cannot be recovered.

Navigation

From any Real Estate Management menu, enter 27 in the Selection field.

From the Advanced Operations menu (G1531), choose Batch Delete.

164.1 Batch Delete Report

Figure 164–1 Batch Delete Report

15806	J.D. Edwards & Company										Page - . . . 1	
	Batch Delete										Date - . . . 6/06/08	
Batch Number .	6158917											
Invoice	Pay Do	G	Payment/	Ma	Bill		Gross	SO	SB			
File	Number	Itm	Ty	T	Item	Do	Code	Tenant	Amount	Ty	Ty	Message

F1511	126038	001	4		ESCL			6398				Record Deleted.

164.2 Batch Delete Procedures

When you choose the program from the menu, the system displays the processing options for the program. After you review the options and make any necessary changes, press Enter. The system submits the job and returns you to the menu, which displays the message Batch Delete submitted to batch.

164.3 Processing Options

See [Section 186.47, "Property Management Batch Delete \(P15806\)."](#)

Property/Building Information

This chapter contains these topics:

- [Section 165.1, "Add a Property or Building,"](#)
- [Section 165.2, "Display Information for a Property or Building,"](#)
- [Section 165.3, "Change Property or Building Information,"](#)
- [Section 165.4, "Delete Property or Building Information,"](#)
- [Section 165.5, "Copy Standard Log Information,"](#)
- [Section 165.6, "Processing Options,"](#)
- [Section 165.7, "Guidelines."](#)

The facility information for commercial, residential, or other rentable property is organized on a property, building, floor, and unit basis. The Property/Building Information screen lets you set up and maintain information for properties and buildings, which are business units. A building is the minimum required element for facility information and is the most specific level by which accounts can be grouped. To further define the information and make it more flexible, you can relate one or more buildings to a common property and separate a building into floors and units. If a property consists only of one building, it can have the same business unit as the building.

The level of detail relates parent and subordinate business units. In the Real Estate Management system, it indicates whether a building or property is related to a higher level of project or grouping. You can use up to nine levels of detail. The following example, which shows a grouping with four levels, indents the descriptions according to the level of detail to emphasize the relationship.

Business Unit	Level of Detail	Description
15	1	Real Estate Management Company
15001	2	University Center
40001	3	Fashion Mall
40002	4	Fashion Center
50001	3	Stanford Office Building
60001	3	Dublin Tower

The screen is available in two formats: Facility Data and General Information. The first format displays detail about the property or building in the form of log lines. Log lines include information such as critical dates, the number of units within a building,

inspection of the sprinkler system, and so on. The second format displays category codes that you can use for reporting purposes. This information is stored in the following files: Building (Business Unit) Master (F0006), Log Standards Master (F1503), and Log Standards Extension Master (F1504).

The screen has processing options that control how the system displays and processes the information.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Property/Building Information.

Figure 165–1 Property/Building Information screen

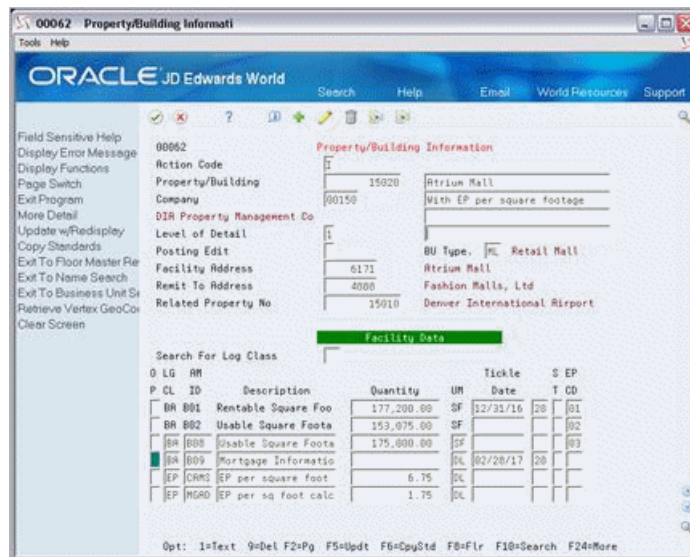


Figure 165–2 Property/Building Information (Fold Area) screen

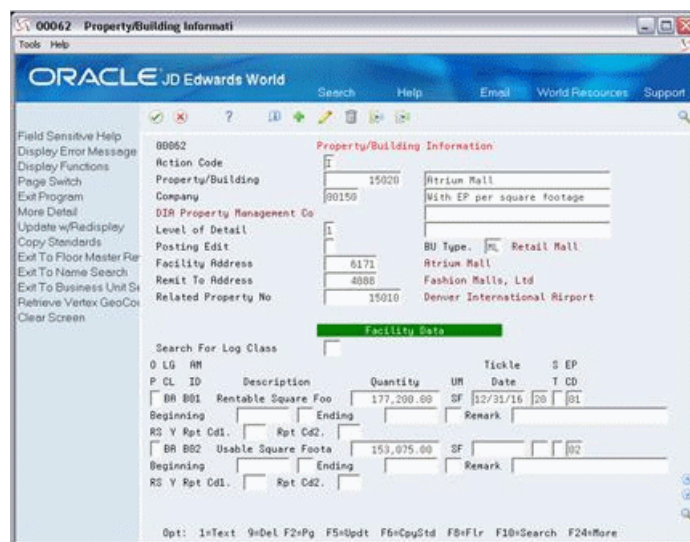


Figure 165-3 Property/Building Information (Alternate Format) screen

The screenshot shows the Oracle JD Edwards World interface for the Property/Building Information screen. The window title is '00057 - Property/Building Information'. The interface includes a menu bar with options like 'URL', 'Document', 'Email', 'World Upgrade', and 'Support'. A left-hand menu lists various actions such as 'Field Sensitive Help', 'Display Error Message', 'Display Functions', 'Page Switch', 'Exit Program', 'More Detail', 'Update w/Redisplay', 'Copy Standards', 'Exit To Floor Master P/R', 'Exit To Name Search', 'Exit To Business Unit Search', 'Retrieve Vendor GeoCode', and 'Clear Screen'. The main area is divided into two sections: 'Property/Building Information' and 'General Information'. The 'Property/Building Information' section contains fields for Action Code (1), Property/Building (15020), Company (00150), OIR Property Management Co (1), Level of Detail (1), Posting Edit (1), Facility Address (6171), Remit to Address (4888), and Related Property No. (15010). The 'General Information' section includes fields for Division (00R), Region, Property Type, Building Type, Ownership Code, Person Responsible (RLH), Line of Business, Product Type, Category Code 09 (520), Category Code 10, Category Code 11, Category Code 12 (CO), Category Code 13, Category Code 14 (RR), Category Code 15, Category Code 16, Category Code 17, Category Code 18, Category Code 19, Category Code 20, Tax Area P/R, Tax Area Use, Tax Area Prop, Labor Account, Premium Account, Labor Loading (1), Burden Account, State (CO COLORADO), and County (005 Arapahoe). At the bottom, there are keyboard shortcuts: 'F2=Page' and 'F10=Search'.

Note: The seven fields to the right of the category codes (Tax Area P/R through Burden Account) are not applicable to the Real Estate Management system.

165.1 Add a Property or Building

To add a property or building, choose Add in the Action Code field, type the appropriate information, and then press Enter or F5.

The following information is required for adding a property or building:

- Property or building number (business unit)
- Company number
- Business unit type
- Facility address

165.2 Display Information for a Property or Building

To display the information for a property or building, choose Inquire in the Action Code field, type the business unit in the Property/Building field, and then press Enter.

165.3 Change Property or Building Information

To change the information that you have displayed, choose Change in the Action Code field, type the new information, and then press Enter or F5.

165.4 Delete Property or Building Information

There are two methods that you can use to delete the information that you have displayed:

- To delete the property or building, choose Delete in the Action Code field and then press Enter.

All account transactions for a business unit must be closed before you can delete it.

- To delete a log line, choose Change in the Action Code field, type 9 in the OP (Option) field for that line, and then press Enter or F5.

Note: If extended text exists for a log line, the OP (Option) field for that line is highlighted. In this case, JD Edwards World recommends that you first delete the text information before you delete the line. This prevents the wrong text from appearing for a duplicate log line.

165.5 Copy Standard Log Information

You can copy standard log information to reduce the entry time and the possibility of errors. To do this, you can use either an automatic method or a manual method. A processing option controls whether the system automatically copies the information.

- If the processing option is set to automatically copy the information, the system copies a model of standard lines into a business unit when you first add it. After you have typed the necessary information, press Enter or F5 and the screen displays the log information. This gives you a chance to verify and make more changes to the information. To add the building, you then must press Enter or F5 a second time.
- When you add a building, you can manually copy a model into it. You use this method if the processing option is not set to automatically copy the information or if no log line within the model has a Y in the RS field. To do this, choose Add in the Action Code field, type the appropriate information, and press F6. Then press Enter or F5.
- You can also manually copy a model into an existing property or building you have displayed. To do this, type C (Change) in the Action Code field, press F6, and then press Enter or F5. Remember to press F6 only once. If you press it more than once, duplicate log lines appear for the business unit because the system copies each log line from the model as many times as you press F6.

The system uses the business unit type to choose standard log lines. Before you can copy a model of the standards, therefore, you must set up the model for the specific business unit type. To do this, use the Log Standards Information screen.

165.6 Processing Options

See [Section 186.58, "Property/Building Revisions \(P00062\)."](#)

165.7 Guidelines

- Before you can add a property or building, the following information must already be set up:
 - Company and its related chart of accounts
 - Business unit type
 - Address book information for the facility
- You use the four untitled fields to the right of the business unit for the description. The first line is reserved for the name of the business unit.

- If the system verifies areas, you get an error message if the area for the building is changed and it is less than the total area of all floors in the building. In this case, the system highlights the Property/Building field. If the error is related to a floor, review the information for the floors on the Floor Information screen. You must correct the error before you can change the area of the building. For more information about area edits, see [Chapter 167, "Floor Information"](#) in this guide.
- For business units, note the following:
 - Short numbers make data entry easier.
 - Alpha characters make data entry more difficult.
 - You must assign a company to it.
 - When properties and buildings are related to one another, JD Edwards World recommends that you assign numbers that are in numerical sequence. For example, suppose property 15001 has three buildings tied to it. You could set up the buildings as 40001, 50001, and 60001. A fourth building tied to building 40001 could be 40002.
 - You do not have to structure special meaning into business units. You use category codes for this purpose. For example, you could use the category code for region to specify that a property is located in the Western region.
 - The system uses the level of detail for reports in the Financial Analysis Spreadsheet Tool and Report Writer (FASTR) facility. FASTR can summarize quantities and total them at the different levels. This eliminates the need to set up all the accounts for the properties and buildings in the higher business units. For more information, see the *JD Edwards World FASTR Guide*.
- For more information about business units, see the *JD Edwards World General Accounting I Guide*.

Part XXIII

Facility Setup

This part contains these chapters:

- Chapter 166, "Business Unit Search,"
- Chapter 167, "Floor Information,"
- Chapter 168, "Unit Information,"
- Chapter 169, "Unit Search,"
- Chapter 170, "Multi-Unit Information,"
- Chapter 171, "Replicate Property/Units,"
- Chapter 172, "Property/Building Listing,"
- Chapter 173, "Building/Unit Statistics,"
- Chapter 174, "Unit Listing."

Business Unit Search

This chapter contains these topics:

- [Section 166.1, "Search for a Business Unit,"](#)
- [Section 166.2, "Select a Business Unit."](#)

The Business Unit Search screen lets you do the following:

- Determine whether a property or building number (business unit) already exists.
- Locate an unknown number for a property or building.
- View other related information such as the company, level of detail, and category codes.

This information is stored in the Building (Business Unit) Master file (F0006).

Navigation

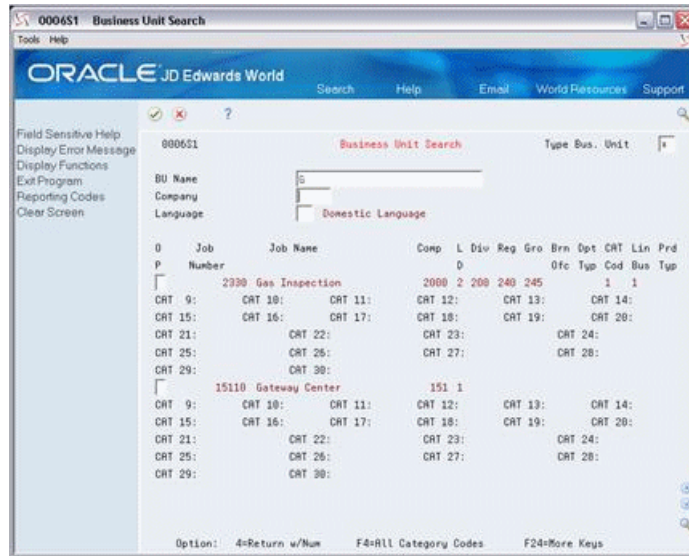
From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Property/Building Information. From the Property/Building Information screen, press F10.

Figure 166–1 Business Unit Search screen



Figure 166–2 Business Unit Search (Fold Area) screen



Note: Codes 21 - 30 are not active in the Real Estate Management system.

166.1 Search for a Business Unit

To search for a business unit, type a search value in at least one of the following fields and press Enter:

- Type Bus. Unit
- BU Name
- Company

The system performs a search according to a single value or a combination of them. When you enter more values in combination, the search is more specific.

For the name, you can type the entire name or any portion of it. If the value is just a portion, it must begin with the first letter or number of the name. You do not have to type spaces and special characters since the system ignores these in the search. For example, if the name is JD Edwards World, you could type the search value as JDEDWARDS or any portion beginning with J (J, JD, JD Edwards World, JDED, and so on). It does not matter whether you use upper case or lower case letters in the search value. The system does not differentiate between them in the search.

166.2 Select a Business Unit

You can choose a business unit and return it to the Property/Building Information screen. To do this, type 4 in the OP (Option) field to the left of a business unit you have displayed and press Enter.

Note: The Business Unit Name Search window works the same way as the Business Unit Search screen. You can open this window from any screen where you need a business unit. For example, on the Lease Information screen, if you move the cursor to the Building field and press F1 (cursor sensitive help), the Business Unit Name Search window appears.

Floor Information

This chapter contains these topics:

- [Section 167.1, "Add Floor Information,"](#)
- [Section 167.2, "Display Floor Information,"](#)
- [Section 167.3, "Change Floor Information,"](#)
- [Section 167.4, "Delete Floor Information,"](#)
- [Section 167.5, "Unit Groups,"](#)
- [Section 167.6, "Copy Standard Log Information,"](#)
- [Section 167.7, "Processing Options,"](#)
- [Section 167.8, "Area Edits,"](#)
- [Section 167.9, "Guidelines."](#)

The facility information for commercial, residential, or other rentable property is organized on a property, building, floor, and unit basis. The Floor Information screen lets you set up and maintain information for a group of units. Such a group can be the units on a physical floor or the units that have some other relationship. This relationship is based on a specific field in the Unit Master file (F1507), which is identified by the grouping code for the floor.

The screen is available in two formats: Facility Data and General Information. The first format displays detail about the floor in the form of log lines. Log lines include information such as critical dates, the number of units on a floor, inspection of the sprinkler system, and so on. The second format displays the related property or project and category codes that you can use for reporting purposes. This information is stored in the following files: Floor Master (F1506), Log Standards Master (F1503), and Log Standards Extension Master (F1504).

The screen has processing options that control how the system displays and processes the information.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Floor Information.

Figure 167-1 Floor Information screen

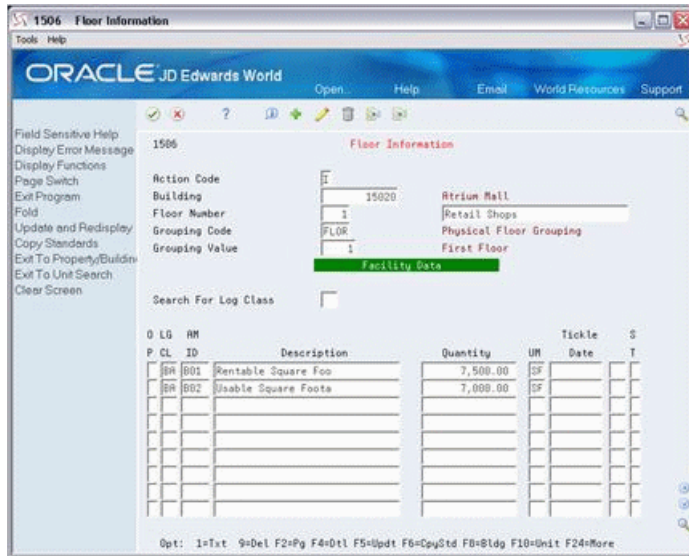
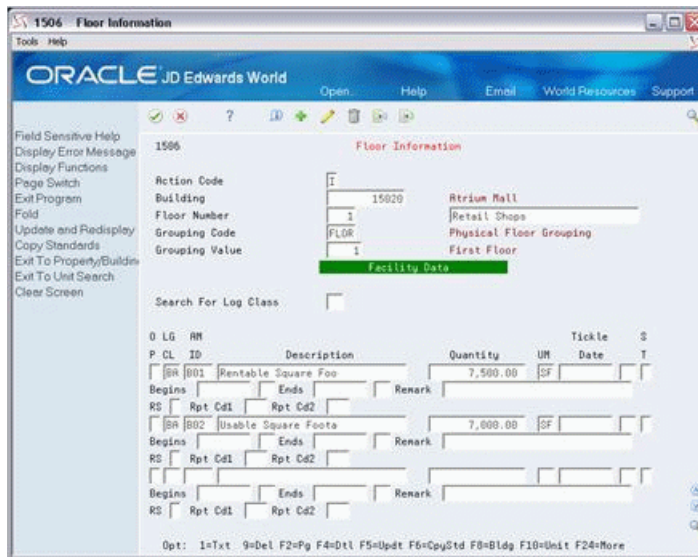
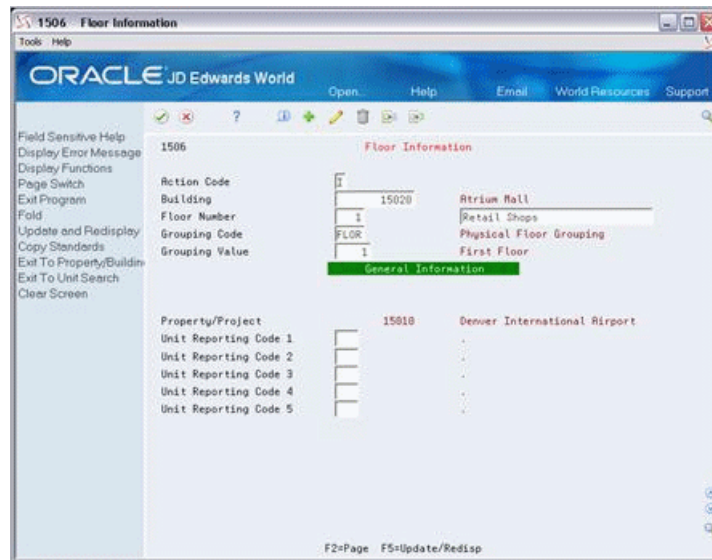


Figure 167-2 Floor Information (Fold Area) screen



Select Page Switch or F2 to toggle between Facility Data and General Information in the lower part of the screen.

Figure 167-3 Floor Information (Alternate Format) screen

167.1 Add Floor Information

To add a floor, choose Add in the Action Code field, type the appropriate information, and press Enter or F5.

The following information is required for adding a floor:

- Building number
- Floor number
- Grouping code

167.2 Display Floor Information

To display the information for a floor, choose Inquire in the Action Code field, type the number of the building in the Building field, type the number of the floor in the Floor Number field, and then press Enter.

167.3 Change Floor Information

To change the information you have displayed, choose Change in the Action Code field, type the new information, and then press Enter or F5.

167.4 Delete Floor Information

There are two methods that you can use to delete the information you have displayed:

- To delete the floor, choose Delete in the Action Code field and press Enter.
- To delete a log line, choose Change in the Action Code field, type 9 in the OP (Option) field for that line, and then press Enter or F5.

Note: If extended text exists for a log line, the OP (Option) field for that line is highlighted. In this case, JD Edwards World recommends that you first delete the text information before you delete the line. This prevents the wrong text from appearing for a duplicate log line.

167.5 Unit Groups

The following table shows sample combinations of the values for the Floor Number, Grouping Code, and Grouping Value fields on which unit groups are based:

Floor Number	Grouping Code	Grouping Value
1 (First Floor)	FLOR (Physical Floor)	1
*All	MART (Market Rent)	1200
M	MSTU (Master Unit)	M
*All	RL01 (Report Code 01)	
O (Occupied)	UST (Unit Status)	O
SALE	UTTY (Unit Type)	RSALE
A (Apartment)	UTUS (Unit Usage)	A

Note the following:

- The floor number identifies the floor or group of units.
 - If you group units by unit type and the unit type is five characters, you must use the last four characters of the unit type as the floor number.
 - To group the units that share an attribute within an entire building, you can use the code *All as the floor number.
- The grouping code identifies the kind of group. If it is not a physical floor, the code is the data item of a field for the related units in the Unit Master file.
- The grouping value is either the number of the physical floor or the actual value or code contained in the field identified by the grouping code.

167.6 Copy Standard Log Information

You can copy standard log information to reduce the entry time and the possibility of errors. To do this, you can use either an automatic method or a manual method. A processing option controls whether the system automatically copies the information.

- If the processing option is set to automatically copy the information, the system copies a model of standard lines into a floor when you first add it. After you have typed the necessary information, press Enter or F5 and the screen displays the log information. This gives you a chance to verify and make more changes to the information. To add the floor, you then must press Enter or F5 a second time.
- When you add a floor, you can manually copy a model into it. You use this method if the processing option is not set to automatically copy the information or if no log line in the model has a Y in the RS field. To do this, type A in the Action Code field, type the appropriate information, and press F6. Then press Enter or F5.
- You can also manually copy a model into an existing floor you have displayed. To do this, choose Change in the Action Code field, press F6, and then press Enter or

F5. Remember to press F6 only once. If you press it more than once, duplicate log lines appear for the floor because the system copies each log line from the model as many times as you press F6.

The system uses the grouping code to choose standard log lines. Before you can copy a model of the standards, therefore, you must set up the model for the specific grouping code. To do this, use the Log Standards Information screen.

167.7 Processing Options

See [Section 186.59, "Floor Information Revisions \(P1506\)."](#)

167.8 Area Edits

The system can verify quantities for both the rentable and usable areas between a building and its floors and between a floor and its units. These are called area edits, which are controlled by processing options. The system compares the total area of a building with the total area of all the floors in that building or compares the total area of the floor with the total area of all the units on that floor. If the area of the floor is changed and the total area of the building is exceeded, the system gives an error message and highlights the Building field. Likewise, if the total area of the floor is less than the total area of the units on the floor, the system gives an error message and highlights the Floor Number field.

To find the error, review the information for the floors and units on their respective screens. You must correct the error before you can add the facility or make the change.

Before the system can perform an area edit, the following information is required:

- The log class and amenity identification codes for the rentable and usable areas must be set up in the Real Estate Management Constants file. The system uses these constants to identify the log lines that define those areas for the buildings, floors, and units.
- The log lines for rentable and usable areas must be set up for the related building, floors, and units. The log class and amenity identification codes for those lines must be the same as the ones specified as the constants.

The following examples demonstrate the method of computation and comparison the system uses when it performs an area edit between a building and its floors. The system uses the same logic for an area edit between a floor and its units.

167.8.1 Example 1

Suppose a building has a total rentable area of 70,000 square feet. The building contains three floors with the following rentable areas: 10,000 square feet on the first floor, 30,000 on the second, and 30,000 on the third. As you add the three floors, the system verifies their areas with the building as follows:

Floor Number	Floor Area	Building Subtotal	Results
1	+ 10,000	10,000	No error
2	+ 30,000	40,000	No error
3	+ 30,000	70,000	No error

The subtotal of 70,000 square feet is equal to the total area of the building, so the system accepts the area of the third floor.

167.8.2 Example 2

Suppose you entered the wrong area when you added the second floor. Instead of 30,000 square feet, you typed 20,000. The system verifies the areas with the building as follows:

Floor Number	Floor Area	Building Subtotal	Results
1	+ 10,000	10,000	No error
2	+ 20,000	30,000	No error
3	+ 30,000	60,000	No error

The subtotal of 60,000 square feet is less than the total area of the building, so the system accepts the area of each floor. You do not know that an error exists with the second floor because the total area of all the floors is less than the total area of the building.

Note: In the case of units and floors, 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 would show the difference as an undefined area for the floor.

167.8.3 Example 3

This example is like example 2, except you entered 40,000 square feet instead of 30,000 when you added the second floor. The system verifies the areas with the building as follows:

Floor Number	Floor Area	Building Subtotal	Results
1	+ 10,000	10,000	No error
2	+ 40,000	50,000	No error
3	+ 30,000	80,000	Error

The subtotal of 80,000 square feet is greater than the total area of the building, so the system does not accept the area of the third floor. It gives an error message and highlights the Building field. The system does not know which floor is incorrect, so you must review the information for each floor to find the error.

167.9 Guidelines

Before you can add a floor, set up the following information:

- Building
- Floor number

The floor number must already be set up only if the system verifies that it exists in the User Defined Codes file (F0005). A processing option controls this.

- Grouping code

Unit Information

This chapter contains these topics:

- [Section 168.1, "Add Unit Information,"](#)
- [Section 168.2, "Display Unit Information,"](#)
- [Section 168.3, "Change Unit Information,"](#)
- [Section 168.4, "Delete Unit Information,"](#)
- [Section 168.5, "Copy Standard Log Information,"](#)
- [Section 168.6, "Processing Options,"](#)
- [Section 168.7, "Guidelines."](#)

The facility information for commercial, residential, or other rentable property is organized on a property, building, floor, and unit basis. The Unit Information screen lets you set up and maintain information for a specific unit, which is any rentable area for which a lease exists such as an office, apartment, retail store, display area, and so on.

The screen is available in two formats: Facility Data and General Information. The first format displays detail about the unit in the form of log lines. Log lines include information such as critical dates, tenant improvements, inspection of the sprinkler system, and so on. The second format displays the related property or project, a mailing address or comment, and category codes you can use for reporting purposes. This information is stored in the following files: Unit Master (F1507), Log Standards Master (F1503), and Log Standards Extension Master (F1504).

The screen has processing options that control how the system displays and processes the information.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Unit Information.

Figure 168–1 Unit Information screen

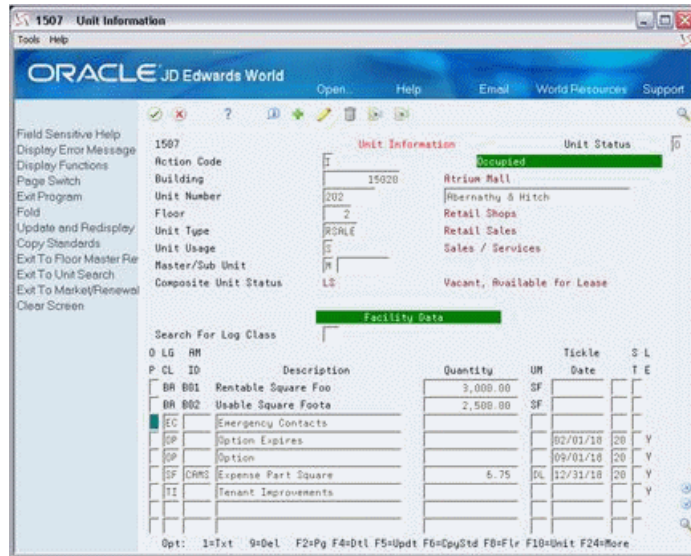
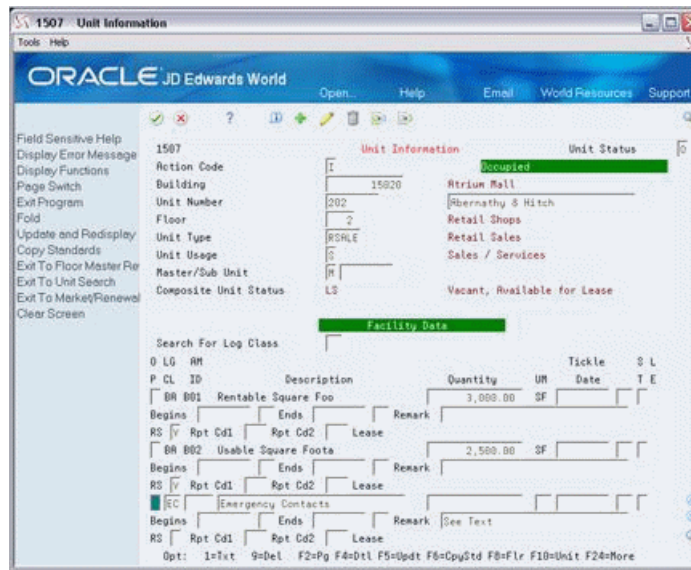


Figure 168–2 Unit Information (Fold Area) screen



Select the Page Switch exit or use F2 to toggle between Facility Data and General Information in the lower part of the screen.

Figure 168-3 Unit Information (Alternate Format) screen

168.1 Add Unit Information

To add a unit, type A in the Action Code field, type the appropriate information, and press Enter or F5.

The following information is required for adding a unit:

- Building number
- Unit number
- Unit type

If the unit is a sub-unit, the Master/Sub Unit fields are also required. You must enter S (Sub-unit) in the one-character field and type the number of the master unit to which it relates in the field to the right of it.

168.2 Display Unit Information

To display unit information, type I in the Action Code field, type the number of the building in the Building field, type the number of the unit in the Unit Number field, and press Enter.

168.3 Change Unit Information

To change the information you have displayed, type C in the Action Code field, type the new information, and press Enter or F5.

168.4 Delete Unit Information

There are two methods that you can use to delete the information that you have displayed:

- To delete the unit, type D in the Action Code field and press Enter.

You can only delete a unit that is not tied to a lease.

- To delete a log line, type C (Change) in the Action Code field, type 9 in the OP (Option) field for that line, and press Enter or F5.

Note: If extended text exists for a log line, the OP (Option) field for that line is highlighted. In this case, JD Edwards World recommends that you first delete the text information before you delete the line. This prevents the wrong text from appearing for a duplicate log line.

168.5 Copy Standard Log Information

You can copy standard log information to reduce the entry time and the possibility of errors. To do this, you can use either an automatic method or a manual method. A processing option controls whether the system automatically copies the information.

- If the processing option is set to automatically copy the information, the system copies a model of standard lines into a unit when you first add it. After you have typed the necessary information, press Enter or F5 and the screen displays the log information. This gives you a chance to verify and make more changes to the information. To add the unit, you then must press Enter or F5 a second time.
- When you add a unit, you can manually copy a model into it. You use this method if the processing option is not set to automatically copy the information or if no log line in the model has a Y in the RS field. To do this, type A in the Action Code field, type the appropriate information, and press F6. Then press Enter or F5.
- You can also manually copy a model into an existing unit you have displayed. To do this, type C (Change) in the Action Code field, press F6, and then press Enter or F5. Remember to press F6 only once. If you press it more than once, duplicate log lines appear for the unit because the system copies each log line from the model as many times as you press F6.

The system uses the unit type to choose standard log lines. Before you can copy a model of the standards, therefore, you must set up the model for the specific unit type. To do this, use the Log Standards Information screen.

168.6 Processing Options

See [Section 186.60, "Unit Information \(P1507\)."](#)

168.7 Guidelines

- Before you can add a unit, set up the following information: building, floor number, and unit type. If the unit is a sub-unit, the master unit must also already be set up.

The floor number must already be set up only if the system verifies that it exists in the User Defined Codes file (F0005). A processing option controls this.

- It is important to keep all unit information up to date from the Unit Information screen. If you do not update the Unit Status field or the description to the right of the Unit Number field, the information could be wrong on the Vacancy Inquiry screen and the Unit Listing and Vacancy Listing reports. For example, suppose a vacant unit is under renovation, but you have not changed its status to H (Hold). The Vacancy Inquiry screen incorrectly displays the status of that unit as V (Vacant).

JD Edwards World recommends that you use a general description in the untitled field to the right of the Unit Number field so you do not have to frequently update that field.

- If the system verifies areas, you get an error message when the area of the unit being added or changed causes the total area of the units set up for a floor to be more than the area of that floor. In this case, the system highlights the Unit Number field. You must correct the error before you can add the unit or make the change. For more information about area edits, see [Chapter 167, "Floor Information"](#) in this guide.
- The system automatically supplies the information for the Composite Unit Status field from the Unit Status/Activity Revisions file (F15071) based on the activity through the current date. A specific activity does not appear until the current date and the activity date are the same. For more information, see [Chapter 149, "Unit Status/Activity Generation"](#) in this guide.

This chapter contains these topics:

- [Section 169.1, "Search for a Unit,"](#)
- [Section 169.2, "Select a Unit,"](#)
- [Section 169.3, "Tenant Work Orders."](#)

The Unit Search screen lets you do the following:

- Determine if a unit already exists within a building.
- Locate an unknown unit.
- Display other information related to a unit such as the floor, unit type, and unit usage.

This information is stored in the Unit Master file (F1507).

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Unit Search.

Figure 169–1 Unit Search screen



169.1 Search for a Unit

To search for a unit, type a building number in the Building field and press Enter. The screen displays a list of units that exist within that building. If you use the Skip to Unit field in combination with the Building field, the system displays the unit you specify at the top of the list.

169.2 Select a Unit

If you have accessed the Unit Search screen from another screen, you can choose a unit number and return it to the previous screen. To do this, type 4 in the OP (Option) field to the left of a unit you have displayed and press Enter. For example, if you accessed the Unit Search screen from the Lease Information screen, the system would supply the Unit and Building fields on the Lease Information screen with the numbers of the unit and its related building.

169.3 Tenant Work Orders

Tenant work orders are similar to other work orders in the JD Edwards World Work Orders system, except they require some tenant-specific information from the Real Estate Management system such as the lease, building, unit, and tenant. In the Work Orders system, you can access the Unit Search screen to locate and return the information to the related fields on the Tenant Work Order Entry screen.

Multi-Unit Information

This chapter contains these topics:

- [Section 170.1, "Add and Change Multi-Unit Information,"](#)
- [Section 170.2, "Display Multi-Unit Information,"](#)
- [Section 170.3, "Delete Multi-Unit Information,"](#)
- [Section 170.4, "Copy Standard Log Information,"](#)
- [Section 170.5, "Duplicate Unit Information,"](#)
- [Section 170.6, "Guidelines."](#)

The Multi-Unit Information screen lets you set up more than one unit at one time for a building. Because you enter only a minimum of information for each unit, you can add the units quickly. After the units are set up, you can use the Unit Information screen to assign additional information to them. This information is stored in the Unit Master file (F1507).

The screen has processing options that control how the system displays and processes the information. It is available in two formats. The difference between the two is the location of the OP (Option) field. Your preference determines which format makes it easier to type the information.

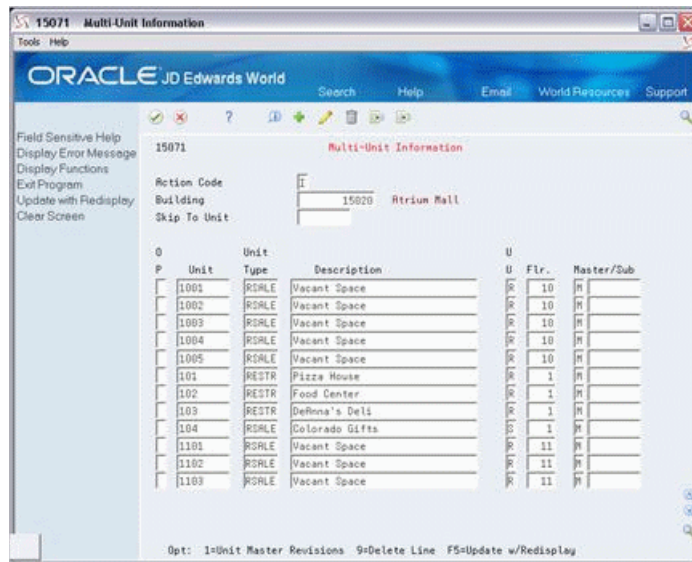
This screen is also useful to display a list of units that exist within a building.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

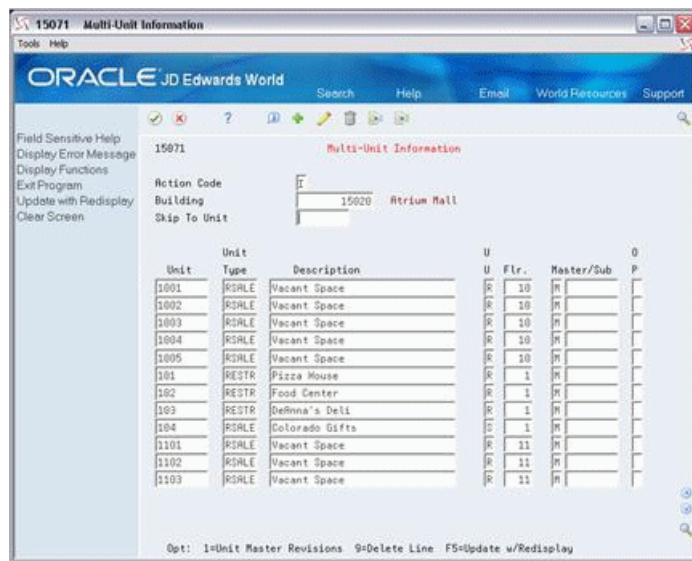
From the Real Estate Management Setup menu (G1541), choose Multi-Unit Information.

Figure 170–1 Multi-Unit Information screen



A processing option controls whether the OP (Option) field appears on the left or right side of the screen.

Figure 170–2 Multi-Unit Information (Alternate Format) screen



170.1 Add and Change Multi-Unit Information

You can use either action code A or C to add or change the information for one or more units. To do so, type A or C in the Action Code field, type the building number in the Building field, type the appropriate information for each unit, and press Enter or F5.

The following information is required for each unit:

- Unit number
- Unit type

- Floor number

If the unit is a sub-unit, the Master/Sub fields are also required. You must type S (Sub-unit) in the one-character field and type the number of the master unit to which it relates in the field to the right of it.

170.2 Display Multi-Unit Information

To display the units within a building, type I in the Action Code field, type the number of the building in the Building field, and press Enter. If you use the Skip to Unit field in combination with the Building field, the system displays the unit you specify at the top of the list.

170.3 Delete Multi-Unit Information

There are two methods you can use to delete the information you have displayed:

- To delete all the units you have displayed, type D in the Action Code field and press Enter.
- To delete one or more units, type C (Change) in the Action Code field, type 9 in the OP (Option) field for each unit you want to delete, and press Enter or F5.

Note: You can only delete a unit that is not tied to a lease.

170.4 Copy Standard Log Information

To reduce the entry time and the possibility of errors, you can have the system copy standard log information into the units as you add them. A processing option controls this. The log information is kept in the Log Standards Master and Log Standards Extension Master files (F1503 and F1504, respectively).

170.5 Duplicate Unit Information

The Dup key helps you save time when you add similar units. You can use this key to duplicate the information for a unit that is the same as the unit on the previous detail line. To do this, press the Dup key whenever the cursor is in a field that has duplicate information. The system then displays a string of characters in that field. When you add the units, the system replaces the string of characters with the actual information.

Note: The Dup key is not available on a PC keyboard. Instead, you must use the key combination that is specific to your PC. The DUP functionality is not available when using Web Enablement.

The following example shows how the fields with duplicate information look before you press Enter or F5.

Figure 170–3 Duplicate Information Fields

O	Unit	Unit Type	Description	U	Flr.	Master/Sub
P	2204	RSALE	Vacant Space	R	22	M
	2205	RSALE	Vacant Space	R	22	M
	2206	RSALE	Vacant Space	R	10	M
	2207	RSALE	Vacant Space	R	10	M
	2208	RSALE	Vacant Space	R	10	M
	2209	*****	*****	*	****	*
	2210	*****	*****	*	****	*
	2211	*****	*****	*	****	*

The following example shows how the fields look after the system replaces the string of characters with the actual information.

Figure 170–4 Duplicate Information Fields With Actual Information (1 of 2)

O	Unit	Unit Type	Description	U	Flr.	Master/Sub
P	2204	RSALE	Vacant Space	R	22	M
	2205	RSALE	Vacant Space	R	22	M
	2206	RSALE	Vacant Space	R	10	M
	2207	RSALE	Vacant Space	R	10	M
	2208	RSALE	Vacant Space	R	10	M

Figure 170–5 Duplicate Information Fields With Actual Information (2 of 2)

	2209	RSALE	Vacant Space	R	10	M
	2210	RSALE	Vacant Space	R	10	M
	2211	RSALE	Vacant Space	R	10	M

170.6 Guidelines

Before you can add a unit, set up the following information:

- Building
- Floor number
- Unit type

If the unit is a sub-unit, the master unit must also already be set up.

Replicate Property/Units

This chapter contains these topics:

- [Section 171.1, "Replicate Property/Units Procedures,"](#)
- [Section 171.2, "Guidelines."](#)

The Replicate Property/Units screen lets you quickly set up the units in a building (target) that are similar to the existing units in another building (source). The system can copy just the general information for the units or additional information including log lines, extended text, and quantities. This information is stored in the following files:

- Building (Business Unit) Master (F0006)
- Log Standards Master (F1503)
- Log Standards Extension Master (F1504)
- Unit Master (F1507)

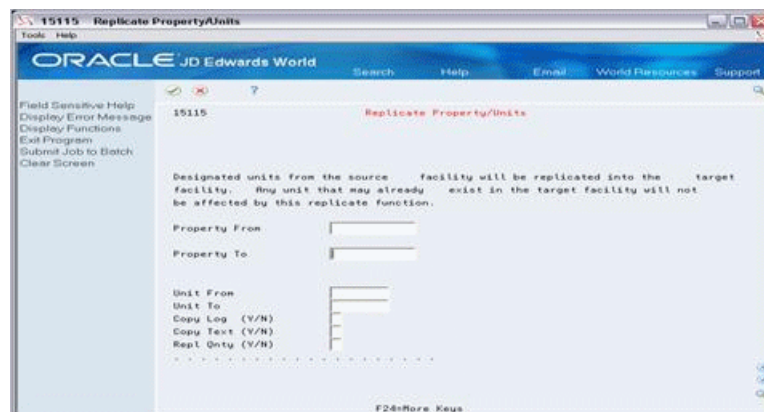
After the units have been copied, you can use the Unit Search screen or Unit Information screen to verify that the units you copied exist in the target building. You can use the Unit Information screen to make any necessary changes to the information.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Replicate Property/Units.

Figure 171–1 Replicate Property/Units screen



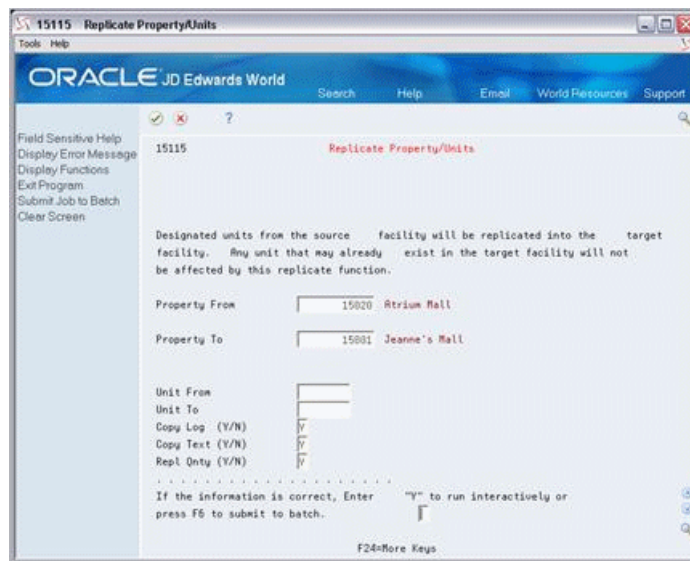
171.1 Replicate Property/Units Procedures

To copy all the information for all the units from one building to another, perform the following steps:

1. Type the number of the source building in the Property From field.
2. Type the number of the target building in the Property To field.
3. Type Y (Yes) in each of the following fields: Copy Log (Y/N), Copy Text (Y/N), and Repl Qnty (Y/N) (Replicate Quantity).
4. Press Enter or F6.

In the lower part of the screen, the system prompts you to confirm that the information is correct.

Figure 171–2 Replicate Property/Units (Fields Displayed) screen



5. After you have reviewed the information you specified, do one of the following:
 - If the information is correct and you want to copy the units interactively, type Y (Yes) in the one-character field for the prompt and press Enter. The system clears the screen and displays a record of the different elements that were copied. This record is in the upper right corner of the screen and is similar to the following example:

Figure 171–3 Replicate Property/Units (Record Displayed) screen

15115 Replicate Property/Units		No. of Rds Processed		
Units	Log	Log	Ext	
00074	00293	00064		

- The Units field displays the total number of units that were copied.
- The Log field displays the total number of log lines that were copied.
- The Log Ext (Log Extended Text) field displays the total number of text lines that were copied.

- If the information is correct and you want to copy the units in batch mode, press F6. With this method, the screen does not display a record of the different elements that were copied.
- If the information is not correct, JD Edwards World recommends that you start the process over again to prevent errors. To do this, leave the one-character field for the prompt blank and press Enter.

The screen retains the information that you typed so you can make the necessary changes. You can then resume the procedure at step 4.

171.2 Guidelines

- To copy just the general information for all the units from the source, use only the Property From and Property To fields. To limit the replication to a range of units, also use the Unit From and Unit To fields.
- If you specify a range of units with alphanumeric numbers, the system copies any units with just numeric numbers within the numeric range. For example, suppose the source building has the units 10 - 30 along with A10, B12, C14, and D16. If you entered A10 in the Unit From field and C14 in the Unit To field, the system copies units A10, B12, and C14, as well as units 10 - 14.
- To copy the extended text and quantities related to the log lines, you must also specify Y in the Copy Log (Y/N) field.
- You can use either one of two methods to copy the information:
 - Interactive - You use this method when the amount of information you want to copy is small. When you press Enter, the system processes the job interactively. In this case, the system does not accept new information until this process is complete.
 - Batch - You use this method when the amount of information you want to copy is large. When you press F6, the system processes the job in batch mode. In this case, the system can accept new information, so you can continue with other activities.
- This program does not duplicate or replace units that already exist in the target building.

Property/Building Listing

This chapter contains these topics:

- Section 172.1, "Property/Building Listing Procedures,"
- Section 172.2, "Property/Building Listing Report."

This report provides facility information about the properties and buildings. It is based on the Building (Business Unit) Master file (F0006) and can include information from the Log Standards Master file (F1503).

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Property/Building Listing.

172.1 Property/Building Listing Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

172.2 Property/Building Listing Report

Figure 172-1 Property/Building Listing Report

Property/ Building	Description	Co	Div	Reg	Grp	Brn	Mgr	6	Est	445	W/C	Bnd	Related Property	Facility Address	Remit To Address	BU Ty	Page Date
15006P	J.D. Edwards & Company Property/Building Listing													Page - 1			
.Reporting Codes.													Related	Facility	Remit To	BU	Date - 7/10/08
15150	Dublin Apartments	151											15110	6251	151	RM	
	Ty CD	Description	Remark										Quantity	Um	Date	T CD	
	BA B04	Property Size											65,000.00	SF			
	BA B09	Mortgage Informatio	See Text											DL			
	FF F02	Number of Floors												EA			
	FF F05	Number of Parking S	Assigned by Tenan											EA			
	FS	Fire Protection Sys	Chemical System											EA			
	IN B10	Insurance	See Text											DL			
	RA	Rec Amenities												DL			
	ZC F01	Number of Rentable	Code Limit:											EA			
15006P	J.D. Edwards & Company Property/Building Listing													Page - 2			
.Reporting Codes.													Related	Facility	Remit To	BU	Date - 7/10/08
15130	Gateway Outlet Center	151											15110	6234	151	RT	
	Ty CD	Description	Remark										Quantity	Um	Date	T CD	
	BA B01	Rentable Square Foo											14,000.00	SF		01	
	BA B02	Usable Square Foota											13,500.00	SF		02	
	BA B09	Mortgage Informatio	See Text											DL			
	FF F02	Number of Floors												EA			
	FF F05	Number of Parking S	Assigned by Tenan											EA			
	FS	Fire Protection Sys	Chemical System											EA			
	IN B10	Insurance	See Text											DL			
	ZC B02	Usable Square Foota	Code Limit:											SF			

Building/Unit Statistics

This chapter contains these topics:

- [Section 173.1, "Building/Unit Statistics Procedures,"](#)
- [Section 173.2, "Processing Options,"](#)
- [Section 173.3, "Unit Statistical Report."](#)

This report provides the measurable information about properties, buildings, and units in the Real Estate Management system. It consists of up to five columns that you define according to specific amenity identification codes, such as rentable square feet, usable square feet, potential rent, and so on. The report is based on the Unit Master file (F1507) and also includes information from the Tenant/Lease Master and Log Standards Master files (F1501 and F1503, respectively).

Navigation

From any Real Estate Management menu, enter **29** in the Selection field.

From the Real Estate Management Setup menu (G1541), choose **Building/Unit Statistics**.

173.1 Building/Unit Statistics Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

173.2 Processing Options

See [Section 186.61, "Subtotals By Floor \(P15410\)."](#)

173.3 Unit Statistical Report

Figure 173-1 Unit Statistical Report (1 of 2)

15410							J.D. Edwards & Company		Page	1
							Unit Statistical Report		Date	7/10/08
Property	Building	Unit	Unit Flor Type	Description	RENTABLE SF	USABLE SF				
Business Unit	15150	Dublin Apartments								
Unit No. 101		Able, Robert & Helen								
Floor No. 1		First Floor								
-----	15110	15150 101	1	APT3U Able, Robert	1,100.00					
				First Floor	1,100.00					
				Able, Robert & Helen	1,100.00					
Unit No. 102		Apartment 1 Br/Unfurn								
Floor No. 1		First Floor								
-----	15110	15150 102	1	APT1U Apartment 1 B	750.00					
				First Floor	750.00					
				Apartment 1 Br/Unfurn	750.00					
Unit No. 201		Baker, Louis								
Floor No. 2		Second Floor								
-----	15110	15150 201	2	APT2U Baker, Louis	750.00					
				Second Floor	750.00					
				Baker, Louis	750.00					
Unit No. 202		Apartment								

Figure 173-2 Unit Statistical Report (2 of 2)

Floor No. 2		Second Floor							
-----	15110	15150 202	2	APT2U Apartment	750.00				
				Second Floor	750.00				
				Apartment	750.00				
-----	15410			J.D. Edwards & Company			Page	-	2
				Unit Statistical Report			Date	-	7/10/08
Property	Building	Unit	Unit Flor Type	Description	RENTABLE SF	USABLE SF			
Unit No. 301		Charles, James (JC)							
Floor No. 3		Third Floor							
-----	15110	15150 301	3	APT1U Charles, Jame	600.00				
				Third Floor	600.00				
				Charles, James (JC)	600.00				
Unit No. 302		Apartment 1 BR/Unfurn							
Floor No. 3		Third Floor							
-----	15110	15150 302	3	APT1U Apartment 1 B	750.00				
				Third Floor	750.00				
				Apartment 1 BR/Unfurn	750.00				
				Dublin Apartments	4,700.00				
				Grand Total	4,700.00				

Note: The information in the sample report is not complete. Therefore, the totals do not agree with the rest of the information.

This chapter contains these topics:

- [Section 174.1, "Unit Master Listing Report,"](#)
- [Section 174.2, "Unit Master Listing Procedures,"](#)
- [Section 174.3, "Processing Options,"](#)
- [Section 174.4, "Guidelines."](#)

This report provides facility information about the units (rentable areas). It is based on the Unit Master file (F1507).

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose Unit Listing.

174.1 Unit Master Listing Report

Figure 174-1 Unit Master List Report (1 of 2)

J.D. Edwards & Company										Page	-	1
Unit Master List - Specific Building										Date	-	7/10/08
										As of	-	01/01/17
Unit Number	Description	Project Number	Building	Flr	Unit U U	U S	Status	Description	Tenant	Descr1		
1001	Vacant Space	15010	15020	10	RSALE	R V	Vacant		***	Vacant		
1002	Vacant Space	15010	15020	10	RSALE	R V	Vacant		***	Vacant		
1003	Vacant Space	15010	15020	10	RSALE	R V	Vacant		***	Vacant		
1004	Vacant Space	15010	15020	10	RSALE	R V	Vacant		***	Vacant		
1005	Vacant Space	15010	15020	10	RSALE	R V	Vacant		***	Vacant		
101	Pizza House	15010	15020	1	RESTR	R O	Occupied			Pizza House Store 10		
102	Food Center	15010	15020	1	RESTR	R V	Vacant		***	Vacant		
103	DeAnna's Deli	15010	15020	1	RESTR	R O	Occupied			DeAnna's Deli		
104	Colorado Gifts	15010	15020	1	RESTR	S O	Occupied			Colorado Gifts		
1101	Vacant Space	15010	15020	11	RSALE	R V	Vacant		***	Vacant		
1102	Vacant Space	15010	15020	11	RSALE	R V	Vacant		***	Vacant		
1103	Vacant Space	15010	15020	11	RSALE	R V	Vacant			Rylee's Bike Shop		
1104	Vacant Space	15010	15020	11	RSALE	R V	Vacant			James Robert & Associate		
1105	Vacant Space	15010	15020	11	RSALE	R V	Vacant		***	Vacant		
1201	Vacant Space	15010	15020	12	RSALE	R V	Vacant		***	Vacant		
1202	Vacant Space	15010	15020	12	RSALE	R V	Vacant		***	Vacant		
1203	Vacant Space	15010	15020	12	RSALE	R V	Vacant		***	Vacant		
1204	Vacant Space	15010	15020	12	RSALE	R V	Vacant		***	Vacant		
1205	Vacant Space	15010	15020	12	RSALE	R V	Vacant		***	Vacant		
1301	Vacant Space	15010	15020	13	RSALE	R V	Vacant		***	Vacant		
1302	Vacant Space	15010	15020	13	RSALE	R V	Vacant		***	Vacant		
1303	Vacant Space	15010	15020	13	RSALE	R V	Vacant		***	Vacant		
1304	Vacant Space	15010	15020	13	RSALE	R V	Vacant		***	Vacant		
1305	Vacant Space	15010	15020	13	RSALE	R V	Vacant		***	Vacant		
1401	Vacant Space	15010	15020	14	RSALE	R V	Vacant		***	Vacant		
1402	Vacant Space	15010	15020	14	RSALE	R V	Vacant		***	Vacant		
1403	Vacant Space	15010	15020	14	RSALE	R V	Vacant		***	Vacant		
1404	Vacant Space	15010	15020	14	RSALE	R V	Vacant		***	Vacant		
1405	Vacant Space	15010	15020	14	RSALE	R V	Vacant		***	Vacant		
1501	Vacant Space	15010	15020	15	RSALE	R V	Vacant		***	Vacant		
1502	Vacant Space	15010	15020	15	RSALE	R V	Vacant		***	Vacant		
1503	Vacant Space	15010	15020	15	RSALE	R V	Vacant		***	Vacant		
1504	Vacant Space	15010	15020	15	RSALE	R V	Vacant		***	Vacant		
1505	Vacant Space	15010	15020	15	RSALE	R V	Vacant		***	Vacant		
1601	Vacant Space	15010	15020	16	RSALE	R V	Vacant		***	Vacant		
1602	Vacant Space	15010	15020	16	RSALE	R V	Vacant		***	Vacant		
1603	Vacant Space	15010	15020	16	RSALE	R V	Vacant		***	Vacant		
1604	Vacant Space	15010	15020	16	RSALE	R V	Vacant		***	Vacant		
1605	Vacant Space	15010	15020	16	RSALE	R V	Vacant		***	Vacant		
1701	Vacant Space	15010	15020	17	RSALE	R V	Vacant		***	Vacant		
1702	Vacant Space	15010	15020	17	RSALE	R V	Vacant		***	Vacant		
1703	Vacant Space	15010	15020	17	RSALE	R V	Vacant		***	Vacant		
1704	Vacant Space	15010	15020	17	RSALE	R V	Vacant		***	Vacant		
1705	Vacant Space	15010	15020	17	RSALE	R V	Vacant		***	Vacant		
1801	Vacant Space	15010	15020	18	RSALE	R V	Vacant		***	Vacant		
1802	Vacant Space	15010	15020	18	RSALE	R V	Vacant		***	Vacant		
1803	Vacant Space	15010	15020	18	RSALE	R V	Vacant		***	Vacant		
1804	Vacant Space	15010	15020	18	RSALE	R V	Vacant		***	Vacant		
1805	Vacant Space	15010	15020	18	RSALE	R V	Vacant		***	Vacant		
1901	Vacant Space	15010	15020	19	RSALE	R V	Vacant		***	Vacant		
1902	Vacant Space	15010	15020	19	RSALE	R V	Vacant		***	Vacant		
1903	Vacant Space	15010	15020	19	RSALE	R V	Vacant		***	Vacant		
1904	Vacant Space	15010	15020	19	RSALE	R V	Vacant		***	Vacant		
1905	Vacant Space	15010	15020	19	RSALE	R V	Vacant		***	Vacant		
1507F					J.D. Edwards & Company				Page	-	2	

Figure 174-2 Unit Master List Report (2 of 2)

Unit Master List - Specific Building										Date	-	7/10/08
										As of	-	01/01/17
Unit Number	Description	Project Number	Building	Flr	Unit U U	U S	Status	Description	Tenant	Descr1		
2001	Vacant Space	15010	15020	20	RSALE	R V	Vacant		***	Vacant		
2002	Vacant Space	15010	15020	20	RSALE	R V	Vacant		***	Vacant		
2003	Vacant Space	15010	15020	20	RSALE	R V	Vacant		***	Vacant		
2004	Vacant Space	15010	15020	20	RSALE	R V	Vacant		***	Vacant		
2005	Vacant Space	15010	15020	20	RSALE	R V	Vacant		***	Vacant		
201	Tattered Books	15010	15020	2	RSALE	S O	Occupied			Tattered Books		
202	Abernathy & Hitch	15010	15020	2	RSALE	S O	Occupied			Abernathy & Hitch		
203	Eddie Bean	15010	15020	2	RSALE	S O	Occupied			Eddie Bean Outlet Store		
204	Unlimited	15010	15020	2	RSALE	S O	Occupied			Unlimited, The		
205	Vacant Space	15010	15020	2	RSALE	R Repair			***	Vacant		
2101	Vacant Space	15010	15020	21	RSALE	R V	Vacant		***	Vacant		
2102	Vacant Space	15010	15020	21	RSALE	R V	Vacant		***	Vacant		
2103	Vacant Space	15010	15020	21	RSALE	R V	Vacant		***	Vacant		
2104	Vacant Space	15010	15020	21	RSALE	R V	Vacant		***	Vacant		
2105	Vacant Space	15010	15020	21	RSALE	R V	Vacant		***	Vacant		
2201	Vacant Space	15010	15020	22	RSALE	R V	Vacant			James Robert & Associate		
2202	Vacant Space	15010	15020	22	RSALE	R V	Vacant		***	Vacant		
2203	Vacant Space	15010	15020	22	RSALE	R V	Vacant		***	Vacant		
2204	Vacant Space	15010	15020	22	RSALE	R V	Vacant		***	Vacant		
2205	Vacant Space	15010	15020	22	RSALE	R V	Vacant		***	Vacant		

174.2 Unit Master Listing Procedures

When you choose the report from a menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

174.3 Processing Options

See [Section 186.62, "Unit Master List - All Units \(P1507P\)."](#)

174.4 Guidelines

- If a unit is vacant at the time of the "as of" date, the system prints the following message in the Tenant Description field:
*** Vacant Unit ***
- The information in the US (Unit Status) and Status Description fields are manually maintained for each unit with the Unit Status field on the Unit Information screen. If you do not keep that field current, the report could show contrary information for a vacant unit. For example, suppose the Unit Status field for a vacant unit contains O (Occupied). The US and Status Description fields on the report show the unit as occupied, but the Tenant Description field contains the message *** Vacant Unit ***.

Part XXIV

System Setup

This part contains these chapters:

- Chapter 175, "Overview of System Constants,"
- Chapter 176, "Automatic Accounting Instructions (AAIs),"
- Chapter 177, "Bill Codes/ Adjustment Reasons,"
- Chapter 178, "Bill Code/ Adjustment Reason Listing,"
- Chapter 179, "Real Estate Management System Constants,"
- Chapter 180, "Log Standards Information,"
- Chapter 181, "Tax Rate/ Area Information,"
- Chapter 182, "Statement Messages - Enhanced,"
- Chapter 183, "General Message,"
- Chapter 184, "User Defined Codes,"
- Chapter 185, "Setup Operations Menu Flow,"
- Chapter 186, "Processing Options."

Overview of System Constants

This chapter contains these topics:

- [Section 175.1, "Automatic Accounting Instructions,"](#)
- [Section 175.2, "Bill Codes/Adjustment Reasons,"](#)
- [Section 175.3, "Real Estate Management System Constants,"](#)
- [Section 175.4, "Log Standards Information,"](#)
- [Section 175.5, "Tax Rate/Area Information,"](#)
- [Section 175.6, "Statement Messages - Enhanced,"](#)
- [Section 175.7, "User Defined Codes."](#)

When you set up the Real Estate Management system, you define specific system constants. These constants must be defined before you can set up tenants, facilities, and leases and before you process information. The system can then verify the information it processes against those constants. This chapter is an overview of the screens related to this setup activity.

Caution: Generally, after you set up the system, you do not change the system constants. If you do make changes, ensure you are thoroughly familiar with that information because it is central to the system processes. You should also ensure that only authorized personnel can access and maintain the constants.

The following screens, which you do not access from any Real Estate Management menu, are also important to system setup:

- Screens for the financial systems:
 - Accounts Payable Constants
 - Accounts Receivable Constants
 - Company Numbers & Names
 - General Accounting Constants
 - Payment Terms Revisions

Caution: Note that the Multi-Currency facility does not currently function in the Real Estate Management system.

- Advanced function screens:
 - Next Numbers
 - Data Dictionary Repository
 - Vocabulary Overrides

For more information about these screens, see the respective JD Edwards World system guides.

175.1 Automatic Accounting Instructions

This screen lets you view the automatic accounting instructions (AAIs) that are set up for the JD Edwards World systems you use. AAIs make up a table of instructions about your accounting logic and rules. These instructions, which are stored in the Automatic Accounting Instructions Master file (F0012), are used primarily to enforce consistent accounting rules and minimize repetitive manual entry of account numbers. AAIs link the accounting information in the different JD Edwards World systems to the chart of accounts in the general ledger. Therefore, each system that has an interface with the General Accounting system uses AAIs.

175.2 Bill Codes/Adjustment Reasons

This screen lets you set up and work with the control information that defines and limits the bill codes and adjustment reasons. The information is stored in the Billing Code Extension file (F1512). The system uses bill codes and adjustment reasons to identify the AAIs related to the transactions. In view of the relationship between the AAIs and the bill codes and adjustment reasons, you must first set up the AAIs before you can set up the codes.

The Bill Code/Adjustment Reason Listing is a report of the billing and adjustment (receipt) codes and their respective control fields. It can also include the AAIs that relate to the codes and reasons.

175.3 Real Estate Management System Constants

This screen lets you define how the Real Estate Management system functions in your business environment. This information is stored in the Real Estate Management Constants file (F1510).

175.4 Log Standards Information

Log information further describes a lease or facility. For leases, the log information relates to the terms and conditions such as critical dates, security deposits, lease options, text descriptions, and so on. For facilities, it relates to square footage, critical dates, the number of units within a building or on a floor, tenant improvements, inspection of the sprinkler system, and so on. This information is entered as log lines and is stored in the Log Standards Master and Log Standards Extension Master files (F1503 and 1504, respectively).

The Log Standards Information screen lets you set up and work with models of standard log lines and extended text. You can then copy such a model into leases, properties, buildings, floors, or units that have similar requirements. Before you can set up a model, you must first set up the related user defined codes. This includes the log class (15/LG), amenity identification (15/AM), and others that are a part of the log line.

175.5 Tax Rate/Area Information

This screen lets you set up and work with the areas, rates, and effective dates for current and future taxes. Each tax area can be assessed taxes by different tax authorities for different purposes and rates. This information is stored in the Tax Area Master file (F4008), and the system uses it to calculate the tax amounts for billings when tax processing is in effect.

The screen is similar to the Tax Rate/Area screen that is used for other systems. You should use the Tax Rate/Area Information screen to define the tax information used exclusively in the Real Estate Management system. Real Estate Management offers a unique tax explanation code of AR. In this case, the bill code (G/L offset) is required for each tax authority defined for a tax rate/area.

175.6 Statement Messages - Enhanced

This screen works in conjunction with the Print Statements - Enhanced program. It lets you set up and work with the user defined codes (15/MS) that identify the messages you can print on a statement. You then use the processing options for the Print Statements - Enhanced program to specify what messages are printed. This information is stored in the Generic Message/Rate Types and Generic Message/Rates files (F0019 and F00191, respectively).

The General Message screen, which you access from the Statement Messages - Enhanced screen, lets you set up and work with the text associated with the message codes that are defined on the Statement Messages - Enhanced screen. The text is stored in the General Message Detail file (F00192).

175.7 User Defined Codes

You define the codes that are valid for many of the fields on the screens of JD Edwards World systems. These user defined codes exist in tables based on a specific system and code type. If you use a code that is not set up in the table related to that field, the system gives you an error. The tables for user defined codes are kept in the User Defined Codes file (F0005).

The following codes require special consideration for the Real Estate Management system:

- Business Unit Type
- Lease Type
- Lease Status
- Log Class
- Billing Frequency
- Revenue Fee Type
- Composite Unit Status
- Adjustment Classification

Automatic Accounting Instructions (AAIs)

This chapter contains these topics:

- [Section 176.1, "AAIs Related to Real Estate Management,"](#)
- [Section 176.2, "Additional AAIs."](#)

The Automatic Accounting Instructions screen lets you view the AAIs that are set up for the JD Edwards World systems you use. AAIs make up a table of instructions about your accounting logic and rules. These instructions, which are stored in the Automatic Accounting Instructions Master file (F0012), are used primarily to enforce consistent accounting rules and minimize repetitive manual entry of account numbers. AAIs link the accounting information in the different JD Edwards World systems to the chart of accounts in the general ledger. Therefore, each system that has an interface with the General Accounting system uses AAIs.

Each AAI includes a description, company number, account number (business unit.object.subsidiary), and item. Depending on the AAI, one or more of the components in the account number may be optional or not used. The system uses the combination of an item and a company to determine the account number in the AAI table. You set up these specific item-company combinations on the Auto Actgng Instr. Revisions screen.

For more information about AAIs and their setup screens, see the *JD Edwards World General Accounting I Guide*.

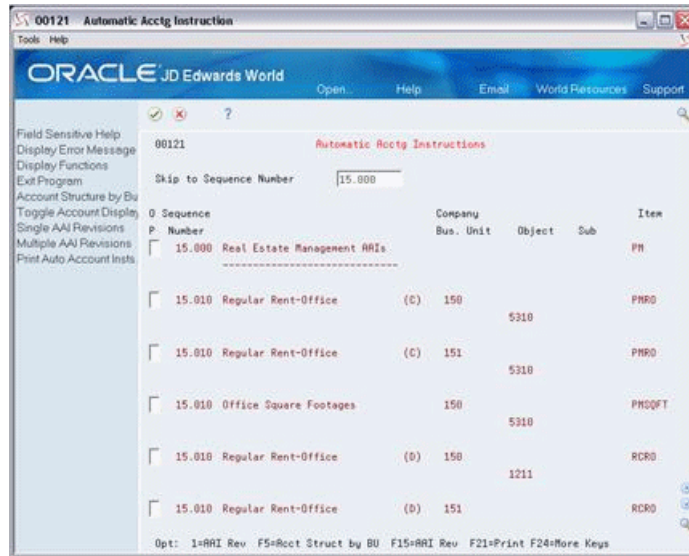
Caution: Because AAIs are central to the process related to the general ledger, you should be thoroughly familiar with them before you change the AAI table.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup. From the System Setup menu (G1542), choose Automatic Accounting Instr.

Figure 176–1 Automatic Accounting Instructions screen



176.1 AAIs Related to Real Estate Management

Most AAIs in the Real Estate Management system are made up of one of the following prefixes and the appropriate bill code or adjustment reason:

Prefix	Definition
PC	The payable account for an A/P transaction, which the system credits. For example, PCRENT is the AAI that points to the trade payable account for the rent payment related to a payable lease.
PM	The revenue account for an A/R transaction, which the system credits. For example, PMRO is the AAI that points to the revenue account for the regular rent of an office.
RA	The adjustment account for a cash receipts transaction, which the system either credits in accounts receivable or debits as the offsetting expense account. For example, RASI is the AAI the system uses to credit an account for interest earned on a security deposit. With RABD, the system debits an account for a bad debt write-off.
RC	The receivable account for an A/R transaction, which the system debits. For example, RCRO is the AAI that points to a tenant's receivable account for the regular rent of an office.
RM	The expense account for an A/P transaction, which the system debits. For example, RMRENT is the AAI that points to the expense account for the rent payment related to a payable lease.

For information about how the bill codes and AAIs relate to A/R invoices and A/P vouchers, see [Chapter 22, "G/L Transaction Generation"](#) in this guide.

In the Automatic Accounting Instructions Master file, the AAIs related to the Real Estate Management system have sequence numbers between 15,000 and 15,999. The following table shows some of the groups of AAIs that are already defined for the system:

SEQUENCE NUMBER	DESCRIPTION	SAMPLE ITEMS
15.010	Regular rent - office	PMRO, RCRO
15.020	Regular rent - retail	PMRRTL, RCRRTL
15.040	Rent expense - payable lease	PCRENT, RMRENT
15.050	Expense participation	PMEXPA, RCEXPA
15.060 15.065	Sales overage Sales overage - payable and rent expense	PMSLSO, RCSSL0 PCSALE, RMSALE
15.070	Escalation	PMESCA, RCESCA
15.080	Management fees	PMMGMT, RCMGMT
15.090	Miscellaneous receivable	PMMISC, RCMISC
	FASB 13 - accruals	PMACCR, RCACCR
	FASB 13 - adjustments	PMAJST, RCAJST
	FASB 13 - catch-up adjustments	PMCACH, RCCAC
	FASB 13 - deferrals	PMDEFER, RCDEFER
15.100	Security deposit Security deposit interest	PMSECD, RCSECD RASI
15.110	Non-sufficient funds	PMNSF, RCNSF
15.650	Write-offs (such as bad debt)	RABD
15.700	Late fees	PMLATE, RCLATE
15.800	Sales taxes - payable	PCTXTX, RMTXTX
15.850	Range of accounts for revenue fees related to business units Beginning account Ending account	PM001B PM001E
15.900	Security deposit refunds - offset account Security deposit clearing account	PCREFD RARF

For revenue fees and their account ranges (sequence number 15.850), you can define up to 999 different ranges, such as PM001B (beginning) and PM001E (ending), PM002B and PM002E, and so on to PM999B and PM999E. For more information, see [Chapter 136, "Revenue Fee Tables"](#) in this guide.

176.2 Additional AAls

Code	Description
PMSQFT	This AAI, office square footages, identifies a G/L account with the ledger type GU for the square footage of all the units in a building. This information is used in rent projection. The sequence number is user defined, but JD Edwards World recommends that you assign it within the range for the Real Estate Management system (15.000 - 15.999).
RB	The default bank account for A/R cash receipts, which the system debits. The system automatically uses RB as the item in the item-company combination when the bank account field is blank for a cash receipt. This AAI is located in the series of AAls for the Accounts Receivable system, which begins with the sequence number 03.000.

Code	Description
RCUC	The unapplied cash account for a cash receipts transaction. This AAI should be company-specific and is also located in the series of AAls for the Accounts Receivable system.

Bill Codes/Adjustment Reasons

This chapter contains these topics:

- [Section 177.1, "Display a Bill Code or Adjustment Reason,"](#)
- [Section 177.2, "Add a Bill Code or Adjustment Reason,"](#)
- [Section 177.3, "Change Bill Code or Adjustment Reason,"](#)
- [Section 177.4, "Delete a Bill Code or Adjustment Reason,"](#)
- [Section 177.5, "Guidelines."](#)

This screen lets you set up and work with the control information that defines and limits the bill codes and adjustment reasons. The information is stored in the Billing Code Extension file (F1512). The system uses bill codes and adjustment reasons to identify the automatic accounting instructions (AAIs) related to the transactions.

An AAI is made up of an appropriate prefix and a bill code or adjustment reason.

- The prefix must be PM for the revenue account and RC for the receivable account related to an A/R transaction. For example, suppose the bill code RRTL is defined for the regular rent from retail tenants. The related AAI for revenue is PMRRTL.
- The prefix must be RM for the expense account and PC for the payable account related to an A/P transaction.
- The prefix must be RA for the adjustment account related to a cash receipts transaction. For example, suppose the adjustment reason RF is defined for the refund of security deposits. The related AAI is RARF.

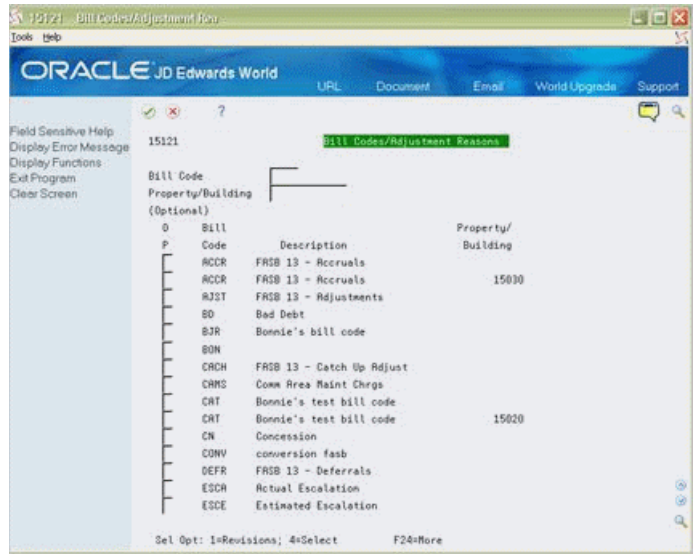
Caution: In view of the relationship between the AAIs and the bill codes and adjustment reasons, you must first set up the AAIs before you can set up the codes. For more information see [Chapter 176, "Automatic Accounting Instructions \(AAIs\)"](#) in this guide.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup. From the System Setup menu (G1542), choose Bill Codes/Adjustment Reasons.

Figure 177-1 Bill Codes/Adjustment Reasons screen



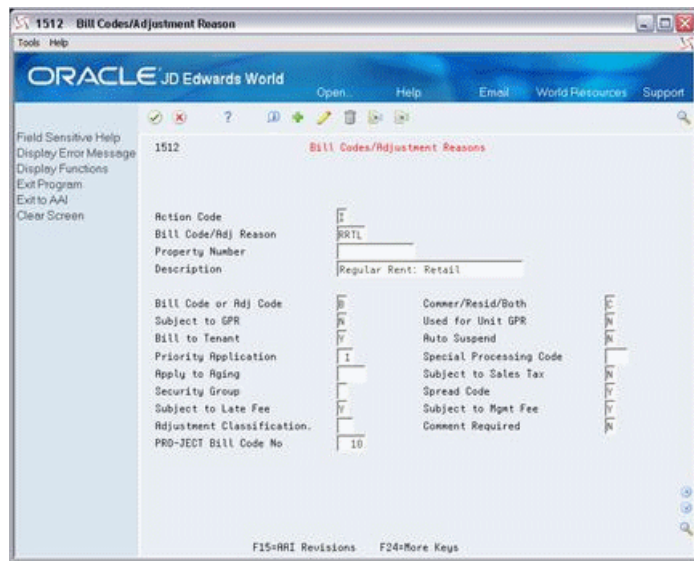
177.1 Display a Bill Code or Adjustment Reason

To display a specific bill code or adjustment reason, type a bill code or adjustment reason in the Bill Code and a property or building number (optional) in the Property/Building field and press Enter, or to display all billcode/adjustment reason, press enter.

177.2 Add a Bill Code or Adjustment Reason

To add a bill code or adjustment reason, from P15121, use option 4 on any bill code or adjustment reason and press Enter to exit to P1512. Type A in the Action Code field, type the appropriate information for the code, and press Enter.

Figure 177-2 Bill Codes/Adjustments Reason (Add) screen



177.3 Change Bill Code or Adjustment Reason

To change the information for a code you have displayed, type C in the Action Code field, type the new information, and press Enter.

177.4 Delete a Bill Code or Adjustment Reason

To delete a code you have displayed, type D in the Action Code field and press Enter.

177.5 Guidelines

- The Property Number field lets you define a bill code or adjustment reason for a specific property or building. Otherwise, the information is true for all properties and buildings.
- The following fields are not currently active and are reserved for future use:
 - Commer/Resid/Both
 - Subject to GPR
 - Used for Unit GPR
 - Bill to Tenant
 - Auto Suspend
 - Apply to Aging
 - Subject to Sales Tax
- The Real Estate Management system has adjustment reasons that are specific to the system. They must be defined both as adjustment reason codes in the Billing Code Extension file and as adjustment classifications, which are user defined codes (15/AD).

Caution: The Accounts Receivable system also has a specific set of user defined codes (03/AR). Do not use the A/R adjustment codes because they may not be valid for the Real Estate Management system. To limit the possibility of an error, JD Edwards World recommends that you set up identical codes for both systems.

- The Security Bill Code Revisions screen, which is identical to the Bill Codes/Adjustment Reasons screen, lets you set up and work with control information for the bill codes related to security deposits.

Bill Code/Adjustment Reason Listing

This chapter contains these topics:

- [Section 178.1, "Bill Code/ Adjustment Reason Procedures,"](#)
- [Section 178.2, "Guidelines,"](#)
- [Section 178.3, "Bill Code/ Adjustment Reason Listing Report."](#)

This report lists the billing and adjustment (receipt) codes and their respective control fields kept in the Billing Code Extension file (F1512). It can also include the AAIs that relate to the codes and reasons. This information is stored in the Automatic Accounting Instructions Master file (F0012).

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup.

From the System Setup menu (G1542), choose Bill Code/Adj. Reason Listing.

178.1 Bill Code/Adjustment Reason Procedures

When you choose the report from the menu, the system displays a DREAM Writer version list. From this screen, you can copy, change, or run a version of the report. For an overview of the DREAM Writer facility, see [Appendix B, "DREAM Writer Overview"](#) in this guide.

178.2 Guidelines

- The following fields are not currently active in the Real Estate Management system:

Field	Field
AA (Commercial, Residential, Both)	SG (Subject to GPR)
Appl Age (Apply to Aging)	ST (Subject to Sales Tax)
AS (Auto Suspend)	UG (Unit GPR)
BT (Bill to Tenant)	

- You control the sequence of the information on the report with the Data Selection screen for the DREAM Writer version. The information on the report is in alphabetical order by bill code when Bill Code is the first data field in the

sequence. The information is in numerical order by property and building when Property/Building is the first data field.

178.3 Bill Code/Adjustment Reason Listing Report

Figure 178-1 Bill Code/Adjustment Reason Listing Report (1 of 2)

15450	J.D. Edwards & Company										Page - . . . 1												
	Bill Code/Adj. Reason Listing										Date - . . . 7/10/08												
Bill																							
Code	Description	Building	A	A	Ap	G	C	F	R	Cde	JECT	P	G	T	S	Age	T	Cl	Item	Property/	Obj	Sub	Sequence
																			Number	Building	Acct		Number

Figure 178-2 Bill Code/Adjustment Reason Listing Report (2 of 2)

HRRL Regular Rent: Retail			B	C	01		Y	Y	Y	N		10	N	N	Y	N		N	150	PMRRL		5320	15.020
																			150	BCRRL		1211	15.020

Real Estate Management System Constants

This chapter contains these topics:

- [Section 179.1, "Add System Constants,"](#)
- [Section 179.2, "Display System Constants,"](#)
- [Section 179.3, "Change System Constants,"](#)
- [Section 179.4, "Delete System Constants,"](#)
- [Section 179.5, "Guidelines."](#)

This screen lets you define how the Real Estate Management system functions in your business environment. This information is stored in the Real Estate Management Constants file (F1510).

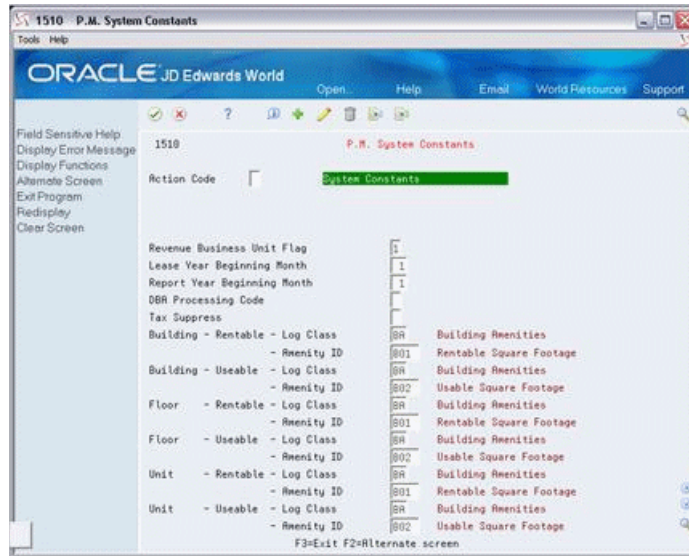
Caution: Generally, after you set up the system, you do not change the system constants. If you do make changes, ensure you are thoroughly familiar with that information because it is central to the system processes. You should also ensure that only authorized personnel can access and maintain the constants.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup.

From the System Setup menu (G1542), choose System Constants.

Figure 179-1 P.M. System Constants screen

179.1 Add System Constants

To add the constants, type A in the Action Code field, type the appropriate information, and press Enter.

179.2 Display System Constants

When you choose System Constants from the menu, the system automatically displays the existing constants.

179.3 Change System Constants

To change the constants you have displayed, type C in the Action Code field, type the new information, and press Enter.

179.4 Delete System Constants

To delete the constants you have displayed, type D in the Action Code field and press Enter.

179.5 Guidelines

- The Revenue Business Unit Flag field controls the business unit that the system uses with the revenue account for an A/R transaction. If the field contains 1 and no business unit is defined in the AAI for revenue (PMxxxx), the system uses the building number as the business unit. If this flag contains a value other than 1, the Building number will be used as the Revenue Business Unit regardless of any Business Unit defined in the AAIs.
- You can use the Lease Year Beginning Month field to organize the billing operations for all the tenants with respect to a fiscal "lease year." Computation method 5 in the sales overage process uses this lease year as the cutoff date. Any tenant that moves in or out within the lease year can be charged a prorated share

of the sales for the partial year. For more information, see [Chapter 79, "Sales Overage Process"](#) in this guide.

- You can use the Report Year Beginning Month field to organize the fiscal periods for the sales information that is displayed on the Sales Analysis Revisions screen. If the field contains 5, for example, the screen displays all sales for all tenants on a May - April fiscal year. The first quarter of sales is then for May, June, and July.
- For programs that use the DREAM Writer facility to choose square footage, the system automatically retrieves the square footage that is defined by the Log Class and Amenity ID fields. If necessary, you can set up a DREAM Writer version for a program to override these constants.
- When you press F2, the screen displays an alternate format. This format is not currently active.

Log Standards Information

This chapter contains these topics:

- [Section 180.1, "Add a Model,"](#)
- [Section 180.2, "Display a Model,"](#)
- [Section 180.3, "Add a Log Line,"](#)
- [Section 180.4, "Change a Model,"](#)
- [Section 180.5, "Delete Standard Information."](#)

Log information further describes a lease or facility. For leases, the log information relates to the terms and conditions such as critical dates, security deposits, lease options, text descriptions, and so on. For facilities, it relates to square footage, critical dates, the number of units within a building or on a floor, tenant improvements, inspection of the sprinkler system, and so on. This information is entered as log lines and is stored in the Log Standards Master and Log Standards Extension Master files (F1503 and 1504, respectively).

The Log Standards Information screen lets you set up and work with models of standard log lines and extended text. You can then copy such a model into leases, properties, buildings, floors, or units that have similar requirements. These standards are beneficial because they:

- Simplify the setup process for individual leases and facilities.
- Let you set up a large number of leases or facilities more effectively.
- Help maintain uniformity.
- Reduce the possibility of errors.

The system uses the following user defined codes to identify a respective model:

- Lease type (15/LT) for leases
- Business unit type (00/MC) for properties and buildings
- Grouping code (15/GC) for floors
- Unit type (15/UT) for units

Before you can set up a model, you must first set up the related user defined codes. This includes the log class (15/LG), amenity identification (15,/AM), and others that are a part of the log line.

Caution: Before you use the Lease, Property /Building, Floor, or Unit Information screen to copy a model of standard log lines, it is very important that you verify that the information in the model is correct and comprehensive.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup.

From the System Setup menu (G1542), choose Log Standards Information.

Figure 180–1 Log Standard Information screen

1503 Log Standards Information

Action Code: I
 Lease Type: CO Commercial Office
 or Business Unit Type: _____
 or Grouping Code: _____
 or Unit Type: _____
 Search for Log Class: _____

P	CL	ID	Description	Remark	EP				R
					UM	CD	RP1	RP2	
	EC		Emergency Contacts	Text for Phone Nos.					
	IN	B10	Insurance	See Text					Y
	LA		Lease Abstract	See Text					Y
	OP	RND1	First Renewal Optio	90-Day Neg Date					
	SC	SECD	Security Deposit -		DL				Y
	TI		Tenant Improvements						

180.1 Add a Model

To add a model of standard log lines, choose Add in the Action Code field, type the appropriate information for the model, and press Enter. Be aware of the following:

- To identify a model, you must use only one of the following fields: Lease Type, Business Unit Type, Grouping Code, or Unit Type.
- To identify a log line, the LG CL (Log Class) field is required, but the AM ID (Amenity Identification) field is optional. The amenity ID further defines the log class.
- The system supplies the description of the log line based on the log class and amenity ID. However, you can also manually assign or change the description.
- The RS (Required Standard) field controls whether the log line is protected after it has been copied into the lease or facility information. When set to Y (Yes), the field prevents you from deleting the log line or changing the RS, LG CL, AM ID, Description, and UM (Unit of Measure) fields. A processing option for the Lease, Real Estate/Building, Floor, and Unit Information screens controls whether you

can change the RS field for the log line in order to protect or change the log information.

Note: To be able to automatically copy a model with the information screen for a lease or facility, the RS field must be set to Y for at least one of the log lines in that model. If this is not the case, however, you can use F6 on the respective screen to manually copy a model of the standards.

180.2 Display a Model

To display a model, choose Inquire in the Action Code field, type the respective identifying code in either Lease Type, Business Unit Type, Grouping Code, or Unit Type field, and then press Enter.

180.3 Add a Log Line

There are two methods you can use to add a log line to an existing model type you have displayed:

- Choose Add or Change in the Action Code field, type the new information on a line of blank fields, and press Enter.
- Choose Add in the Action Code field, type the new information over an existing log line, and press Enter. The system retains the existing line and adds the new line. This method eliminates the need to scroll to a line of blank fields.

180.4 Change a Model

To change the model you have displayed, choose Change in the Action Code field, type the new information, and press Enter.

180.5 Delete Standard Information

There are two methods you can use to delete the information you have displayed:

- To delete an entire model, choose Delete in the Action Code field and then press Enter.
- To delete a log line, choose Change in the Action Code field, type 9 in the OP (Option) field for that line, and then press Enter.

Note: If extended text exists for a log line, the OP (Option) field for that line is highlighted. In this case, JD Edwards World recommends that you first delete the text information before you delete the line. This prevents the wrong text from appearing for a duplicate log line.

Tax Rate/Area Information

This chapter contains the topic:

- [Section 181.1, "Guidelines."](#)

The Tax Rate/Area Information screen lets you set up and work with the areas, rates, and effective dates for current and future taxes. Each tax area can be assessed taxes by different tax authorities for different purposes and rates. This information is stored in the Tax Area Master file (F4008). The system uses it to calculate the tax amounts for billings when tax processing is in effect.

The screen is similar to the Tax Rate/Area screen that is used for other systems. You can use the Tax Rate/Area Information screen to define the tax information used in the Real Estate Management system. For the tax explanation code AR, used exclusively in the Real Estate Management system, the bill code (G/L offset) is required for each tax authority defined for a tax rate/area. For information about the AR code, see [Section 181.1, "Guidelines"](#) in this chapter.

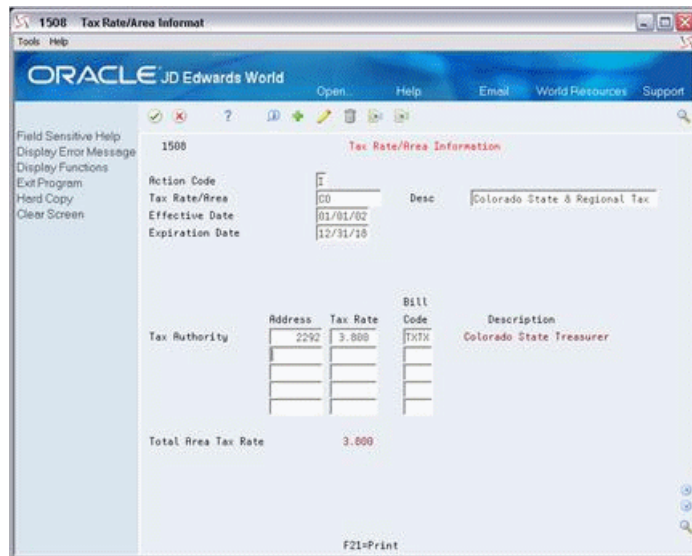
You can use the Tax Rate/Area screen to define tax information used with tax explanation codes other than AR. For more information related to both tax rate/area screens, see the *JD Edwards World Tax Reference Guide*.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup.

From the System Setup menu (G1542), choose Tax Rate/Area Information.

Figure 181–1 Tax Rate/Information screen

181.1 Guidelines

- The system does not check for duplicate tax rate/area fields. This lets you set up different tax rates and effective date ranges for the same tax rate/area. However, the system also does not check whether the effective date ranges overlap. When an overlap exists, the system uses the tax rate/area that was last added.

For example, suppose a tax rate/area is effective from January 1, 2017 to December 31, 2017. The same tax rate/area was then added a second time with an effective date range of June 1, 2017 to June 30, 1999. Consequently, whenever the system calculates the tax between June 1 and December 31, 2017, it uses the second tax rate/area.

- After you add a tax rate/area, you cannot change the expiration date. You must delete the tax rate/area and add it again with the different date.
- To process taxes in the Real Estate Management system, note the following:
 - The tax authorities, bill codes, and adjustment reasons must first be set up before you can add the tax rate/area information.
 - The Tax Suppress field in the Real Estate Management Constants file (F1510) controls whether tax processing is in effect and whether the tax-related fields are displayed. Tax processing can also be controlled by the processing options for the specific billing programs.

When it is in effect, the Tax Explanation Code, Tax Rate/Area, and Service/Tax Date fields for a billing let you assign the necessary tax information. The service/tax date must occur within the effective date range defined for the tax rate/area.

- The system automatically supplies the tax rate/area code for a tenant from either the Customer Master file (F0301) or Supplier Master file (F0401). You can also manually assign a different tax rate/area code for a specific billing.
- For the Real Estate Management system, you can use the tax explanation code AR, which has a special function. When you specify that code with a tax rate/area code, the system creates a separate pay item for each tax on the invoice. For example, suppose you want to charge a county tax of 2% and a city tax of 3% on

an invoice with a taxable amount of \$1,000. With the code AR and the appropriate tax rate/area code, the system automatically creates two pay items for the tax information. Therefore, the resulting invoice has the following three pay items: \$1,000 for the invoice, \$20 for the county tax, and \$30 for the city tax. If the tax explanation code AR is not used, the resulting invoice has only one pay item for \$1,000.

If more than one pay item is taxable, the system creates separate tax information for each pay item. An invoice charging county and city tax on three pay items, for example, has an additional six tax-related pay items.

Statement Messages - Enhanced

This chapter contains these topics:

- [Section 182.1, "Display Enhanced Statement Messages,"](#)
- [Section 182.2, "Add and Change Statement Messages - Enhanced,"](#)
- [Section 182.3, "Delete Statement Messages - Enhanced,"](#)
- [Section 182.4, "Display Text."](#)

This screen works in conjunction with the Print Statements - Enhanced program. It lets you set up and work with the user defined codes (15/MS) that identify the messages you can print on a statement. You use the processing options for the Print Statements - Enhanced program to specify what messages are printed. The actual messages are set up on the General Message screen, which you can access with an option.

This information is stored in the Generic Message/Rate Types and Generic Message/Rates files (F0019 and F00191, respectively). A DREAM Writer version of the screen controls how the information is displayed. Unless you have proper authority, you cannot make changes to the default version.

Note: Unlike most user defined codes, the information is not stored in the User Defined Codes file (F0005). Therefore, it cannot be displayed on the User Defined Codes screen or window.

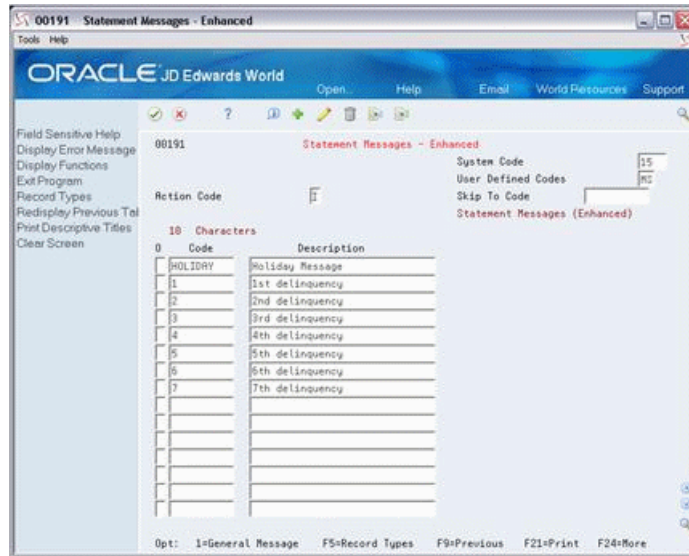
Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup.

From the System Setup menu (G1542), choose Statement Messages - Enhanced.

Figure 182-1 Statement Messages - Enhanced screen



182.1 Display Enhanced Statement Messages

When you access the Statement Messages - Enhanced screen, it automatically displays the existing message codes. After you add or change a code, the system clears the screen. To display the information again, choose Inquire in the Action Code field and then press Enter.

182.2 Add and Change Statement Messages - Enhanced

You can use either action code Add or Change to add and change message codes. To do this, choose Add or Change in the Action Code field, type the appropriate information, and then press Enter.

Note that both the Code field and Description field are required information for a code. However, the system uses only the Code field to differentiate between the codes. Therefore, the following are true:

- If you enter the information in both fields on a blank line, the system adds it as a new code.
- If you enter the information in either the Code field or both fields of an existing code, the system adds it as a new code and retains the original code. This eliminates the need to scroll to a line of blank fields in order to add a code.
- If you enter information in only the Description field of an existing code, the system only changes the description for that code.

182.3 Delete Statement Messages - Enhanced

To delete one or more message codes, choose Add or Change in the Action Code field, use the Field Exit key to blank out the respective Code field, and then press Enter.

Note: Action code Delete is not valid on this screen.

182.4 Display Text

To display the General Message screen and the text defined for a message code, type 1 in the O (Option) field next to that code and press Enter. For more information, see [Chapter 183, "General Message"](#) in this guide.

General Message

This chapter contains these topics:

- [Section 183.1, "Display General Messages,"](#)
- [Section 183.2, "Add and Change General Messages,"](#)
- [Section 183.3, "Delete General Messages,"](#)
- [Section 183.4, "Copy Text."](#)

The General Message screen lets you set up and work with the text associated with the message codes that are defined on the Statement Messages - Enhanced screen. With the use of a function key, you can also search for and copy the text of existing messages into the one with which you are working. The text is stored in the General Message Detail file (F00192).

Navigation

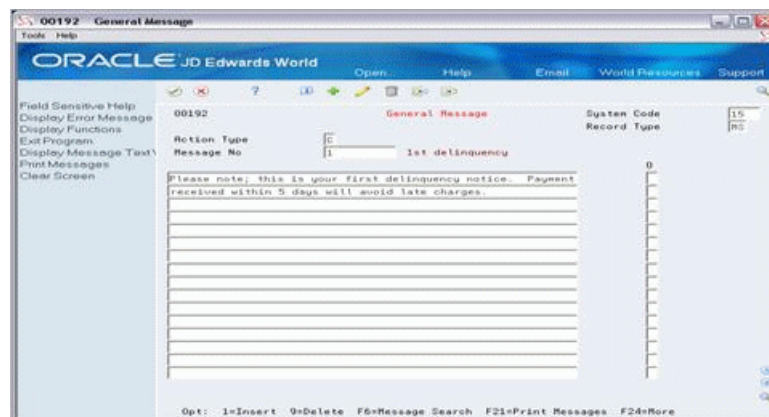
From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup.

From the System Setup menu (G1542), choose Statement Messages - Enhanced.

On the Statement Messages - Enhanced screen, type 1 in the O (Option) field next to a message code and press Enter.

Figure 183–1 General Messages screen



183.1 Display General Messages

When you access the General Message screen, it automatically displays the existing text for the message code. After you add or change the text, the system clears the screen. To display the text for the code again or the text for a different code, type I in the Action Code field, type the code in the Message No (Message Number) field, and press Enter.

183.2 Add and Change General Messages

When you access the screen or you inquire on a message code, the system automatically assigns C (Change) to the Action Code field. Be aware that you can use only action code C to add and change text. To do this, type the information in the first one or two lines of the text column and press Enter.

Caution: You are limited to only two lines of free-form text for each message.

183.3 Delete General Messages

There are two methods you can use to delete the text:

- To delete the text you have displayed, type 9 in the O (Option) field next to each line to be deleted and press Enter.

Note: Action code D is not valid on this screen.

- If you delete a message code on the Statement Messages - Enhanced screen, any existing text for the code is also deleted.

183.4 Copy Text

To copy text from a message code to the one you have displayed:

1. Press F6 to display the General Message Search window, which lets you display a list of message codes from which you can copy text.

Figure 183-2 General Message Search screen



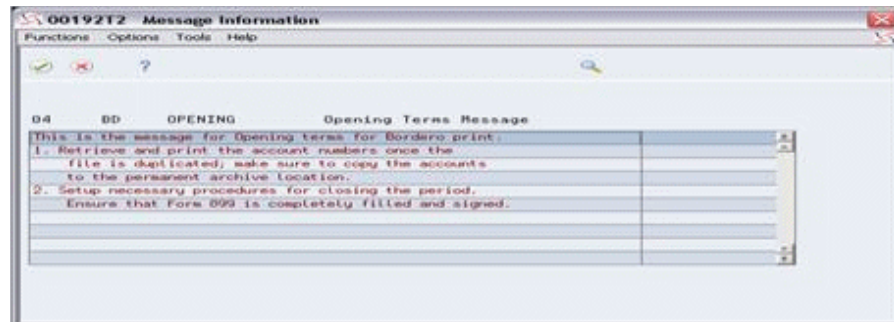
2. Press Enter or use the roll keys to display a list of the existing codes in the window.

You can use the three fields in the upper part of the window to limit the list of codes by system, code type, and code. If you enter system 15 and code type MS, for example, the message codes for the Real Estate Management system appear in the window.

3. Double-click or choose Options, then Select for the message code you want to choose.

The Message Information window appears along with the text for the code you selected.

Figure 183–3 Message Information screen



4. Highlight the text line you want to copy then choose Options, then Select/Work With.

The Message Information window closes and the text you selected appears on the General Message screen. It is placed after any text that already existed before the copy was performed.

User Defined Codes

This chapter contains these topics:

- [Section 184.1, "Business Unit Type,"](#)
- [Section 184.2, "Lease Type,"](#)
- [Section 184.3, "Lease Status,"](#)
- [Section 184.4, "Log Class,"](#)
- [Section 184.5, "Billing Frequency,"](#)
- [Section 184.6, "Revenue Fee Type,"](#)
- [Section 184.7, "Composite Unit Status,"](#)
- [Section 184.8, "Adjustment Classification."](#)

You define the codes that are valid for many of the fields on the screens of JD Edwards World systems. These user defined codes exist in tables based on a specific system and code type. If you use a code that is not set up in the table related to that field, the system gives you an error. For example, the BU Type (Business Unit Type) field on the Property/Building Information screen only accepts codes that exist in the table for system 00 (Technical Foundation) and code type MC (Business Unit Types). The tables for user defined codes are kept in the User Defined Codes file (F0005).

This chapter describes the following codes, which require special consideration for the Real Estate Management system:

- Business Unit Type
- Lease Type
- Lease Status
- Log Class
- Billing Frequency
- Revenue Fee Type
- Composite Unit Status
- Adjustment Classification

For more information about user defined codes and their setup screens, see the *JD Edwards World Technical Foundation Guide*.

Caution: Because user defined codes are so central to JD Edwards World systems, you should be thoroughly familiar with them before you change a table for a code type.

Navigation

From any Real Estate Management menu, enter 29 in the Selection field.

From the Real Estate Management Setup menu (G1541), choose System Setup.

Many of the codes are accessed from the System Setup menu (G1542). Some of them, however, are not selections from a menu. For these user defined codes, you must manually inquire on the code type after you have accessed the User Defined Codes screen.

Note: The format for the screen is the same for all the codes, but the actual title of the screen matches the name of the selection you choose from the menu. Therefore, User Defined Codes is a general title for the screen.

184.1 Business Unit Type

This user defined code (system 00, type MC) lets you define the types of business units with which you work. It is important to use this code to differentiate the properties and buildings within your real estate management company as well as to keep them separate from the other types of business units. For each property or building, the business unit type is assigned with the BU Type field on the Property/Building Information screen.

The business unit type is also used to identify the model of standard log lines that is copied into a property or building from the Property/Building Information screen.

Figure 184-1 General User Defined Codes (Business Type) screen

Code	Description	Description-2
	Simple Business Unit	
*	All Types - Search Only	
AD	Administration	
AM	Asset Management Company	
BS	Balance Sheet Type	
C	Commercial Office Building	
CC	Cleaning Contract	
CO	Commercial Office Building	
DW	Dry Well	
ER	EURO	
ET	Engineer to Order	
EX	Expenditure/Expense BUs	

184.2 Lease Type

This user defined code (system 15, type LT) lets you define the lease types for billing and reporting purposes. It is also used to identify the model of standard log lines that is copied into a lease from the Lease Information screen.

Figure 184-2 General User Defined Codes (Lease Type) screen

Code	Description	Description-2
AP	Apartment	
CO	Commercial Office	
ID	Industrial	
LL	Land Lease	O Open Ended Lease
OR	Operating Agreement	O Open Ended Lease
RS	Restaurant	
RT	Retail	
SB	Sub Lease	S Sub Lease
SL	Speculative Lease	NA Speculative Lease
TS	Trade Show Booth	
WH	Warehouse/Storage	

The first two positions of the Description-2 field control the following:

- If the field is blank, the respective type code identifies a standard lease.
- If it contains O, the respective code identifies a lease as open-ended. This implies a somewhat permanent situation that does not require follow-up. In this case, the ending date is not necessary for the lease information and for a bill code line in the setups for recurring and extraordinary billings. Therefore, the billings can continue indefinitely until otherwise specified.

Note: You can also use another user defined code, lease status (system 15, type LS), to identify an open-ended lease.

- If it contains NA, the respective code identifies a lease as not active, such as one that is speculative. Therefore, the system does not let you generate billings for it.
- If it contains S, the respective code identifies a sublease. For more information about subleases, see [Chapter 5, "Lease Information"](#) in this guide.

184.3 Lease Status

This user defined code (system 15, type LS) lets you define the lease statuses for billing and reporting purposes.

Figure 184-3 General User Defined Codes (Lease Status) screen

Code	Description	Description-2
	Default	
E	Expired	
H	Hold Over	
L	Litigation	X Non Billable
N	Negotiation	O Open Ended
P	Pre-Lease	X Non Billable
T	Terminated	X Non Billable

The first position of the Description-2 field controls the following:

- If it is blank, the respective status code identifies a lease as active. In this case, JD Edwards World recommends that each bill code line in the setups for recurring and extraordinary billings has both starting and ending dates.
- If it contains O, the respective code identifies a lease as active and open-ended. This implies a temporary situation requiring follow-up, such as a renewed lease that has not yet been negotiated but has been entered to continue billing. In this case, the ending date for a bill code line is not necessary.

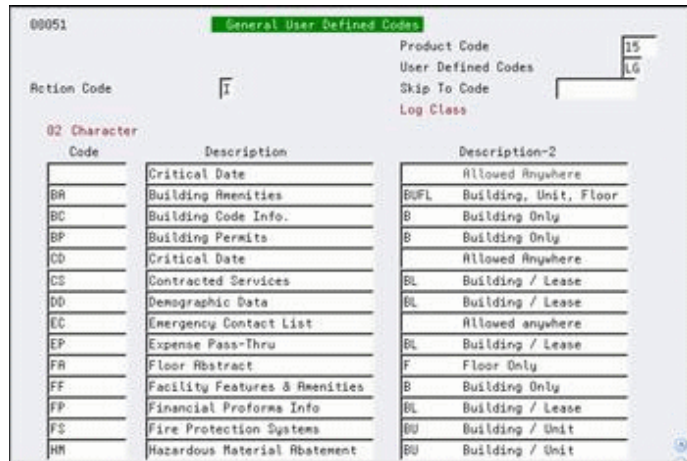
Note: You can also use another user defined code, lease type (system 15, type LT), to identify an open-ended lease.

- If it contains X, the respective code identifies a lease as not active, such as one that has been terminated or that does not yet have beginning and ending dates. Therefore, the system does not let you generate billings for such a lease.

184.4 Log Class

This user defined code (system 15, type LG) lets you define the types of information a log line can contain. Log information allows for further description of a lease or facility. For leases, the information can relate to the terms and conditions such as critical dates, security deposits, lease options, text descriptions, and so on. For facilities, it can relate to square footage, critical dates, the number of units within a building or on a floor, tenant improvements, inspection of the sprinkler system, and so on.

Figure 184-4 General User Defined Codes (Log Class) screen



The first five positions of the Description-2 field control the conditions for which a log class can be used according to the following codes:

Code	Description
B	A log line set up on the Property/Building Information screen
F	A log line set up on the Floor Information screen
L	A log line set up on the Lease Information screen
O	A log line that identifies an option

Code	Description
U	A log line set up on the Unit Information screen

Note the following:

- Any combination of these codes is valid.
- If the five positions are blank, the log class can be used for either a lease, building, floor, or unit.
- If the combination for a log class includes both L and U or if the five positions are blank, a special condition exists. When you add such a log line to a lease and the fold area includes building and unit numbers, the system automatically assigns that log line to the unit information. In this case, the LE (Lease Edit) field on the Unit Information screen displays Y (Yes) for the log line.

Note: When setting up a log line, you can use another user defined code, amenity identification (system 15, type AM), to further define the information in the log. In a lease, for example, the log class identifies the log line related to the security deposit. The amenity ID can define the security deposit for base rent, equipment use, damages, and so on.

184.5 Billing Frequency

This user defined code (system 15, type BC) lets you define the billing cycles for recurring and extraordinary billings such as regular rent, expense participation, escalations, sales overage, and so on. For such billings, the billing cycle determines how often and when an account is billed. However, it does not prevent billing in other periods or frequencies, which is dependent on the DREAM Writer selections for the billing generation.

Figure 184-5 General User Defined Codes (Billing Frequency) screen

Code	Description	Description-2
	test	XXXXXXXXXXXX
A	Annual Billing - December	X R
D	Fiscal Billing - December	X F
F	Fiscal Company Monthly	XXXXXXXXXXXX
I	Irregular Billing	X X X X
M	Monthly Billing	XXXXXXXXXXXX
N	Annual - November	X R
O	Annual - October	X R
Q	Quarterly Billing	X X X X
S	Semiannual Billing	X X R
W	Quarter Day Billings	XXXX
X	Intnt'l Co-Annual January	X I
1	Annual - January	X R
2	Annual - February	X R

The Description-2 field controls the period for which the billing occurs. Therefore you set it to correspond to what is specified in the Description field. The following examples help explain this:

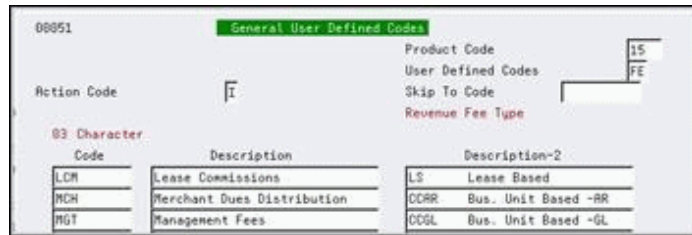
- A monthly billing has X in the first 12 consecutive positions of the Description-2 field to specify each of the 12 billing periods in a year.
- An annual billing in October has X in the 10th position of the field to specify the 10th billing period in the year.
- A quarterly billing has X in the 3rd, 6th, 9th, and 12th positions of the field to specify March, June, September, and December.

In order for the system to identify the correct fiscal dates, you must also assign a fiscal date pattern to each related frequency code. To do this, you use the last position in the Description-2 field. This is necessary for catch-up and prorated billings. The date pattern codes are set up on the Date Pattern Revisions screen and kept in the Fiscal Date Patterns file (F0008). For example, the code R indicates a date pattern of regular calendar months. For more information, see the *JD Edwards World General Accounting I Guide*.

184.6 Revenue Fee Type

This user defined code (system 15, type FE) defines what the revenue fees are based on.

Figure 184–6 General User Defined Codes (Revenue Fee Type) screen



The first four positions of the Description-2 field control the following conditions:

Code	Description
LS	Based on revenue from the A/R Account Ledger file (F0311) for one or more leases.
CCAR	Based on revenue from the A/R Account Ledger file for an entire business unit.
CCGL	Based on revenue from the G/L Account Ledger file (F0911) for an entire business unit

For more information, see [Chapter 136, "Revenue Fee Tables"](#) in this guide.

184.7 Composite Unit Status

This user defined code (system 15, type US) identifies the composite statuses that are generated for units.

Figure 184-7 General User Defined Codes (Composite Unit Status) screen

General User Defined Codes		
00051		Product Code 15
Action Code		User Defined Codes 15
		Skip To Code
		Composite Unit Status
02 Character		
Code	Description	Description-2
CN	Under Construction	VN U Unconditional User Ctl
LS	Vacant, Available for Lease	VR S System Default
OH	Occup, Not Avail, Owner Held	ONDS System Controlled
OM	Off Market	VN U Unconditional User Ctl
SL	Vacant, Available for Sublease	VRFC Conditional User Cntrl
TH	Occup, Not Avail, Tenant Held	ONTS System Controlled
VO	Vacant, Not Avail, Owner Held	VNSD System Controlled
VT	Vacant, Not Avail, Tenant Held	VNTS System Controlled

The first four positions of the Description-2 field make up the composite status and are controlled by the following conditions:

- The first position, which can be O (Occupied) or V (Vacant), relates to the move-in and move-out dates from the lease.
- The second position, which can be A (Available) or N (Not available), relates to whether a lease is attached to the unit.
- The third position, which can be O (Owner-held), T (Tenant-held), or blank (Not held by either owner or tenant), relates to the Own/Lease field for the lease.
- The fourth position, which can be C (Conditionally user-controlled), S (System-controlled), or U (Unconditionally user-controlled), relates to how the composite status is controlled.

For more information, see [Chapter 149, "Unit Status/Activity Generation"](#) in this guide.

Caution: You must not change the information for a code that is system controlled. JD Edwards World recommends that you also do not change the information for the other predefined codes. However, you can add additional codes to this table if necessary.

184.8 Adjustment Classification

This user defined code (system 15, type AD) lets you define categories for adjustment reasons. This classification, which can be used for reporting purposes, is assigned to the adjustment reason when you set up the code on the Bill Codes/Adjustment Reasons screen.

Figure 184-8 General User Defined Codes (Adjustment Classification) screen

80051 **General User Defined Codes**

Product Code 15
User Defined Codes 20
Action Code 1
Skip To Code
Adjustment Classifications

02 Character

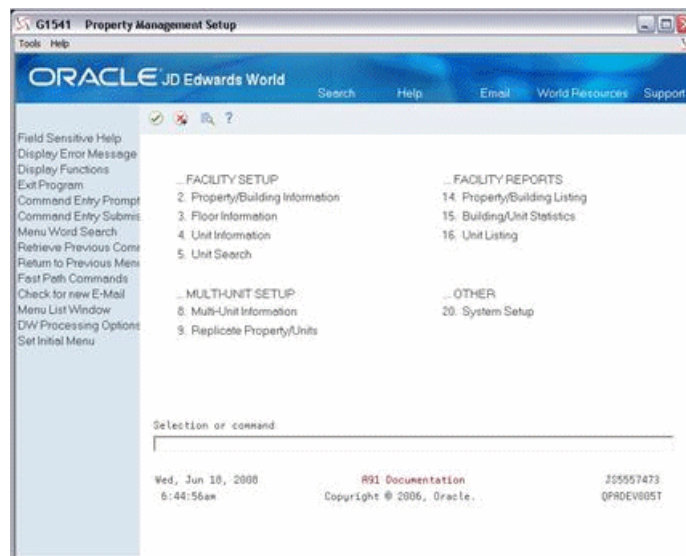
Code	Description
AL	Allowance
SD	Bad Debt
CN	Concession
DS	Disputed Item
FF	Forfeiture
RF	Refund
RR	Rent Refund
SI	Security Deposit Interest
VA	Vacancy Adjustment
WO	Miscellaneous Write-Off

The Real Estate Management system has adjustment reasons that are specific to the system. The codes must be set up both as adjustment reasons in the Billing Code Extension file (F1512) and as adjustment classifications in the User Defined Codes file.

Setup Operations Menu Flow

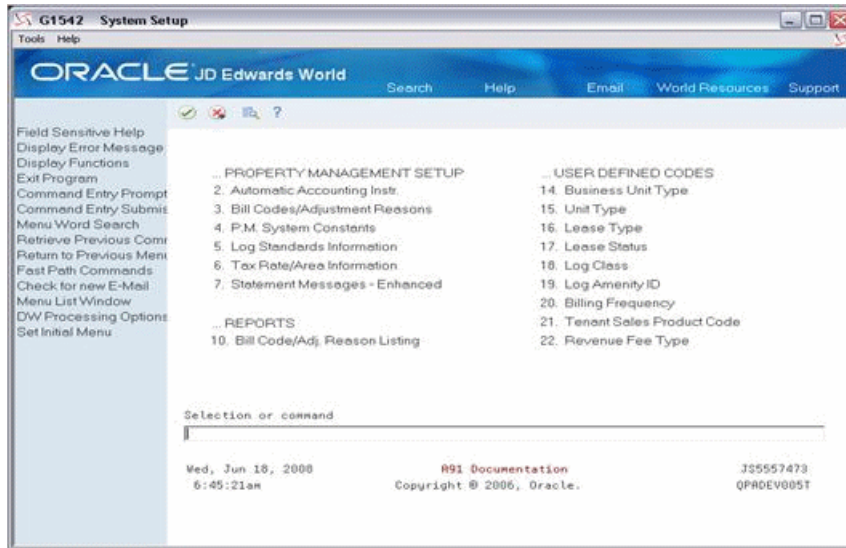
JD Edwards World systems are menu driven, and the system functions are organized according to their function and frequency of use. The following illustration shows the flow of the menus and the available functions for the setup of the Real Estate Management system. To access these menus, enter 29 in the Selection field of any Real Estate Management menu.

Figure 185-1 Property Management Setup screen



Choose menu selection 20 for System Setup to access the following menu:

Figure 185-2 System Setup screen



Processing Options

This chapter contains these topics:

- Section 186.1, "Tenant/Lease Master (P1501),"
- Section 186.2, "Update Holdover Lease Dates (P15090),"
- Section 186.3, "Holdover Tenants Report (P15490),"
- Section 186.4, "Billing Modifications / Manual Entry (P1511),"
- Section 186.5, "Billing Edit/Register - A/R Fee & Intrst (P15300),"
- Section 186.6, "General Ledger Post (P09800),"
- Section 186.7, "Prop. Mgt. G/L Trans. Gen. - Summarized (P15199),"
- Section 186.8, "Journal Review - PM Invoices (P152011),"
- Section 186.9, "Property Management Invoices (P15500),"
- Section 186.10, "Property Management Statements (P15501),"
- Section 186.11, "Print Statements - Credit/Cash Build (P155001),"
- Section 186.12, "Tenant A/R Cash Receipts-Head Down (P15103),"
- Section 186.13, "General Ledger Post (P09800),"
- Section 186.14, "Tenant Billing Detail - All Properties (P15420),"
- Section 186.15, "Tenant Rent Roll - All Buildings/Annual (P15421),"
- Section 186.16, "Tenant A/R Daily Balance (P15733),"
- Section 186.17, "Lease Summary Analysis (P15690),"
- Section 186.18, "Lease Expiration Report - All Tenants (P15403),"
- Section 186.19, "Lease Abstract Follow-Up Worksheet (P15430),"
- Section 186.20, "Vacancy Listing - All Buildings (P15600),"
- Section 186.21, "Critical Date Report - Satisfied (P15611),"
- Section 186.22, "Outstanding Chargeback Invoices (P15464),"
- Section 186.23, "Recurring Billing (P1502),"
- Section 186.24, "R.B. Comparison - April - Exceptions (P15305),"
- Section 186.25, "Rent Change Report - All Increases (P15550),"
- Section 186.26, "Recurring Billing Facsimile - Period 01 (P15100P),"
- Section 186.27, "Recurring Billing Generation - Period 01 (P15100),"

-
- Section 186.28, "Heads Down Sales Report Entry (P1540),"
 - Section 186.29, "Heads Down Sales Report Entry (P1540),"
 - Section 186.30, "Heads Down Sales Report Entry (P1540),"
 - Section 186.31, "Sales Overage Billing - December (P15120),"
 - Section 186.32, "Gen Sales Analysis - All Summary Codes (P15143),"
 - Section 186.33, "Month Change - By Building/Tenant (P15243),"
 - Section 186.34, "E. P. Class Listing - Specific Accounts (P1530P),"
 - Section 186.35, "Generate E.P. Calculations - Period 01 (P151101),"
 - Section 186.36, "Generate E.P. Billings (P151102),"
 - Section 186.37, "Generate Estimated E.P. (P151112),"
 - Section 186.38, "Est. EP Recurring Billing Edit (P15113),"
 - Section 186.39, "Recurring Billing Per Square Foot Gen. (P15114),"
 - Section 186.40, "Tenant Escalation Master (P15016),"
 - Section 186.41, "Escalations Data Base Update - Post (P15152),"
 - Section 186.42, "Generate Sec Dep Refund - DW Sel -Update (P15655),"
 - Section 186.43, "Lease Comm. Generation - Lease Based (P15105),"
 - Section 186.44, "Revenue Fee Batch Deletion - Edit (P15807),"
 - Section 186.45, "Late Fee Generation with Batch Creation (P15160),"
 - Section 186.46, "FASB 13 R. B. Generation - Edit (P15132),"
 - Section 186.47, "Property Management Batch Delete (P15806),"
 - Section 186.48, "Rec. Billing Global Select - All Bldgs (P15021),"
 - Section 186.49, "Recurring Billing Global Edit/Update (P15116),"
 - Section 186.50, "Projected Rent Generation - Report Only (P15660),"
 - Section 186.51, "Reapply Projection Adjustments (P15665),"
 - Section 186.52, "Sales Analysis Purge (P1543),"
 - Section 186.53, "Purge Sales Reports (P1541),"
 - Section 186.54, "Tenant/Lease Billing Detail Purge (P15119),"
 - Section 186.55, "Lease Purge/Report (P15118),"
 - Section 186.56, "Building Information Deletion (P15808),"
 - Section 186.57, "Collection Log File Purge (P15263),"
 - Section 186.58, "Property/Building Revisions (P00062),"
 - Section 186.59, "Floor Information Revisions (P1506),"
 - Section 186.60, "Unit Information (P1507),"
 - Section 186.61, "Subtotals By Floor (P15410),"
 - Section 186.62, "Unit Master List - All Units (P1507P)."

186.1 Tenant/Lease Master (P1501)

Processing Option	Processing Options Requiring Further Description
OVERRIDE OPTION:	
<p>1. Lease Master square footage defaults from Unit Master information. Enter Log Classes and Amenity IDs below if you want to OVERRIDE the REM Constants which identify square footage:</p> <p>a. RENTABLE square footage Log Class:</p> <p>b. RENTABLE sq. footage Amenity ID:</p> <p>c. USEABLE square footage Log Class:</p> <p>d. USEABLE square footage Amenity ID:</p>	
EDIT AND DEFAULT PROCESSING:	
2. Enter a '1' to require a Lease Manager number.	
3. Enter a '1' to protect the Required Standards field.	
4. Choose how to edit the Unit number:	
'1' = Unit number optional (blanks allowed).	
'2' = Invalid Unit number allowed.	
Blank = Valid Unit number required (default).	
EDIT AND DEFAULT PROCESSING Cont'd:	
5. Enter a '1' to suppress warning messages if the Unit number is blank or invalid. All error messages will still be issued.	
6. Enter a '1' to bypass automatically copying in Log Standards to new Leases.	
7. Enter a '1' to bypass defaulting the Lease Begin Date into the Lease Move- In Date field. Leave blank to default the Move-In Date.	
EDIT AND DEFAULT PROCESSING Cont'd:	
8. Enter a '1' to bypass defaulting the Lease End Date into the Lease Plan-Out Date field. Leave blank to default the Plan-Out Date.	
9. Enter a '1' to display the DBA fields in the fold area of the screen.	
10. Enter a '1' to fill no more than one screen upon the initial inquiry and subsequent screen rolls. Leave blank (default) to fill all screens upon initial inquiry.	
EDIT AND DEFAULT PROCESSING Cont'd:	
11. Enter a '1' to allow the display and entry of non-speculative leases only. Enter '2' to allow the display and entry of speculative leases only. Leave blank (default) to allow the display and entry of both speculative and non-speculative leases.	
12. Enter a '1' to activate the FASB 13 warning window if FASB related data is changed, and FASB has already been generated for the Lease.	
EDIT AND DEFAULT PROCESSING Cont'd:	
13. Enter a '1' to require a collection manager number.	

186.2 Update Holdover Lease Dates (P15090)

Processing Option	Processing Options Requiring Further Description
-------------------	--

PROOF/FINAL:

1. Enter a '1' to update files.

Default of blank will run this job in "proof" mode with no file updates.

FROM DATE:

2. Enter a FROM date to be used for selecting leases.

TO DATE:

3. Enter a TO date to be used for selecting leases. If left blank this will be the same as the FROM date.

DATE SELECTION CRITERIA:

4. Enter criteria for using above dates:

"1" = Modify end date of leases to date specified in option 6. (DEFAULT)

"2" = Extend leases by number of DAYS specified in option 5.

"3" = Extend leases by number of MONTHS specified in option 5.

"4" = Same as "3" except the DAY will be the last day of the month.

INCREMENT DAYS/MONTHS:

5. Enter the number of days or months (based on option 4) to increment the lease end date.

INCREMENT DATE:

6. If using selection "1" in option 4, enter the new end date for the selected leases.

LAST DAY OF MONTH:

7. If using selection "3" in option 4 enter a "1" to set the new end date to the last day of the month ONLY if the current end date is the last day of the month.

NEW BILL CODE:

8. Enter the new bill code for recurring billing records created by holdover, leave blank to use bill code of existing record.

AUDIT TRAIL:

9. Enter a "1" to create an audit trail of recurring billing records by suspending current records and creating new billing records. Leave blank to update existing records.

Default is a "1". (NOTE: An audit trail will be created if a bill code was entered in option 8.)

FILE UPDATE SELECTION:

Enter '1' to select the file(s) to update. The F1501 - Lease master file will always be updated.

Processing Option	Processing Options Requiring Further Description
10. F15012 - Expense Participation	
11. F15014 - Product Scale Master (Must be updated manually)	
12. F15015 - Minimum Rent/Recoveries	
13. F15016 - Escalation Master	
14. F1502 - Recurring Billing Master	
15. F1505 - Management Fee Master	
16. F1525 - A/R Fee Interest	
0.	
0.	
0.	
BILL CODE SELECTION:	
17. Enter 'S' to select specific Bill Codes or 'O' to omit them. Leave blank to include all Bill Codes.	
List Bill Codes to select/omit: >	
>	
>	
>	
>	
>	
FASB 13 UPDATE:	
18. Enter a '1' to allow regeneration of FASB records updated by holdover.	
Leave blank for no FASB file update.	

186.3 Holdover Tenants Report (P15490)

Processing Option	Processing Options Requiring Further Description
BILL CODE SELECTION:	
1. Enter the bill codes to be used for identifying base rent amounts.	
DOCUMENT TYPE SELECTION:	
2. Enter the document types to be excluded from receivables balance. >	
(Key in document types for pre- > payment and credit receivable > transactions).	
DETAIL/SUMMARY:	
3. Enter a "1" to print a summary report Leave blank to print a detail report	

186.4 Billing Modifications / Manual Entry (P1511)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTIONS:	
1. Enter '0' to display the tax fields. Enter '1' to suppress the tax fields. Leave blank to default to the REM Constants to control tax processing.	
2. If the tax fields are suppressed, enter '1' to suppress the display of the Service/Tax Date field.	
OPTIONAL EDITS:	
3. Enter '1' to bypass editing the business unit as a valid building for the lease.	
OPTIONAL EDITS (Cont'd):	
4. To restrict changes and entries to a specific Generation Type, enter that Generation Type.	

186.5 Billing Edit/Register - A/R Fee & Intrst (P15300)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	
1. Enter the batch number. If left blank, batches included are based on DREAM Writer selections and the batch headers are not updated.	
PRINT OPTIONS:	
2. Select one of the following: '1' = Print no transaction listing. '2' = Print an error list only. Blank = Print ALL transactions.	
3. Enter a '1' to print associated invoice text. (...More..)	
PRINT OPTIONS (Cont'd):	
4. Enter '1' to suppress the printing of warning messages. Error messages will still be printed.	
G/L SUBLEDGER OPTION:	
5. Specify the value P15199 will use to populate the F0911 subledger when the transactions are posted: ' ' = Use the current F1511 value 1 = Tenant (Subledger Type = A) 2 = Lease (Subledger Type = L) 3 = Unit (Subledger Type = U) These values are compared with account Posting Edit Codes.	

186.6 General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	
1. Enter Batch Number or Batch Date or Batch User ID	
PRINT SELECTION:	
2. Identify how to print amount fields on Post Journal:	
'1' = to Millions (w/ commas)	
'2' = to Billions (w/o commas)	
Blank (Default) = No Journal Printed.	
3. Identify which account number to print on report:	
'1' = Account Number	
'2' = Short Account ID	
'3' = Unstructured Account	
'4' = (Default) Number Entered During Input	
FIXED ASSETS:	
4. Enter a '1' to post F/A entries to Fixed Assets.	
Note: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.	
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)	
CASH BASIS ACCOUNTING:	
6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)	
7. Enter units ledger type for Cash Basis Accounting entries.	
(Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS:	
8. Enter a '1' for 52 Period Post.	
Note: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.	
TAX FILE UPDATE:	
9. Identify when to update the Tax Work file (F0018):	
'1' = V.A.T. or Use Tax only	
'2' = for All Tax Amounts	
'3' = for All Tax Explanation Codes	
Blank (Default) = No Update to File	
Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.	

Processing Option	Processing Options Requiring Further Description
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.	
'1' = update VAT amount only	
'2' = update VAT amount, extended price and taxable amount	
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.	
'1' = update VAT amount only	
'2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT:	
12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.	
Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION:	
13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)	
REPORT FORMAT:	
14. Enter a '1' to print the Posting Journal in a 198 character format.	
The default of blank will print the format with 132 characters.	
DETAILED CURRENCY RESTATEMENT:	
15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.	
16. Enter the version of the Detailed Currency Restatement (P11411) to execute.	
Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING:	
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.	
Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES:	

Processing Option	Processing Options Requiring Further Description
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18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.

Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.

BATCH TYPE SELECTION:

Note: This option should NOT be changed by User.

186.7 Prop. Mgt. G/L Trans. Gen. - Summarized (P15199)

Processing Option	Processing Options Requiring Further Description
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CREDIT PROCESSING:

1. Enter a '1' to apply credit amounts to new invoices as they are posted.

2. Choose the type of credits which should be applied:
blank = only unapplied cash (default)

1 = all open credits

3. Enter the version number of the Cash Receipts & Adjustments Journal (P03311) which will display the credit application.

4. Choose the type of date which should be used to match credits to invoices: blank = Invoice Date (default)

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

4 = do not require matching date

CREDIT MATCHING:

5. Choose whether or not to match credit to invoices using building and unit. blank = match credit by building and unit

1 = do not require matching building and unit

FASB 13 SUMMARIZATION OPTION:

6. Enter a '1' to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger.

G/L SUBLEDGER OPTION:

7. Specify a value to populate the F0911 subledger if the F1511 subledger is blank:

1 = Tenant (sbl type = A)

2 = Lease (sbl type = L)

3 = Unit (sbl type = U) If you leave this blank, the F0911 subledger will be blank if it is blank in the REM transaction (F1511).

186.8 Journal Review - PM Invoices (P152011)

Processing Option	Processing Options Requiring Further Description
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BATCH TYPE SELECTION:

1. Enter the batch type to be reviewed.

186.9 Property Management Invoices (P15500)

Processing Option	Processing Options Requiring Further Description
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DATE RANGE SELECTION:

1. Enter the From Date for selecting invoices. Leave blank (default) to use the System Date.

2. Enter the Through Date for selecting invoices. Leave blank (default) to use the System Date.

AGING OPTION:

3. Specify one of the following dates to age accounts from:

'D' = Due Date (default) 'I' = Invoice Date 'G' = General Ledger Date 'S' = Statement Date

PRINT OPTIONS:

4. Enter '1' to print aging on invoices.

0.

5. Enter '1' to omit printing invoices with zero or credit balances.

6. Enter '1' to print the first invoice Reference Number on the return portion. Leave blank to omit it.

7. Enter '1' to omit invoice text.

0.

8. Enter '1' to add a "Tax Amount" column and print tax amounts, if any, separately on the invoices.

AGING SPECIFICATIONS:

9. Enter a '1' to retrieve the aging specifications from A/R Constants.

Leave blank (default) to use the processing options for aging.

NOTE: Report MUST be sequenced and set to page break by company if company defaults are selected.

AGING METHOD:

10. Specify one of the following methods for aging calculations:

'1' = Aging Days (default)

'2' = Fiscal Periods

'3' = Calendar

CATEGORY INFORMATION:

Processing Option	Processing Options Requiring Further Description
11. Enter the following aging category information: (method "1" only)	
Beginning thru thru thru thru thru	
FROM ADDRESS:	
12. Specify which address to print for the From address. (Default of blank will print Company)	
'1' = Facility address	
'2' = Remit to address	

186.10 Property Management Statements (P15501)

Processing Option	Processing Options Requiring Further Description
AGE AS OF DATE:	
1. Enter the invoice cut off date (age as of date). A blank (default) will use today's date.	
PRINT AGING:	
2. Enter a '1' to print aging on the statements.	
PAID INVOICE INCLUSION:	
3. Enter a '1' to include paid invoices on the statements.	
PRINT OPTIONS:	
4. To omit printing statements with zero balances and/or credit balances, select one of the following:	
'1' = Omit both zero and credit balance statements	
'2' = Omit zero balance statements	
'3' = Omit credit balance statements	
5. Enter a '1' to print the balance forward statements.	
CURRENT PERIOD BEGINNING DATE:	
6. If printing balance forward state- ments (option 5 above), enter the beginning date of the current period.	
AGING SPECIFICATIONS:	
7. Enter a '1' to retrieve the aging specifications from the A/R Constants. Leave blank to use the processing options for aging.	
NOTE: DREAM Writer sequence must be set to sequence by company if the company defaults are selected.	
AGING METHOD:	
8. Specify one of the following methods for aging calculations:	
'1' = Aging Days	
'2' = Fiscal Periods	
'3' = Calendar	
AGING OPTION:	

Processing Option	Processing Options Requiring Further Description
<p>9. Specify one of the following dates to age accounts from: 'D' = Due Date 'I' = Invoice Date 'G' = General Ledger Date 'S' = Statement Date</p>	
<p>CATEGORY INFORMATION:</p>	
<p>10. Enter the following aging category information: (method "1" only) Beginning thru thru thru thru thru</p>	
<p>FROM ADDRESS:</p>	
<p>11. Specify which of the following, to print, for From address. '1' = Facility address '2' = Remit to address (Default of BLANK will print the company address)</p>	

186.11 Print Statements - Credit/Cash Build (P155001)

Processing Option	Processing Options Requiring Further Description
<p>AGING SELECTIONS:</p>	
<p>1. Enter '1' to print aging on the statements.</p>	
<p>2. Enter a '1' to retrieve the aging specifications and statement date from the A/R Company Constants. Leave blank to use the following processing options for statement date and aging.</p>	
<p>3. Enter the statement date to age open balances. If left blank, the current date will be used.</p>	
<p>4. Specify the date from which to age open balances: D = Due Date (default) I = Invoice Date G = General Ledger Date S = Statement Date</p>	
<p>5. Specify the method for defining aging categories: 1 = Aging Days 2 = Fiscal Periods 3 = Calendar Months Blank will default to '1'.</p>	
<p>6. If using the Aging Days method, enter the aging day ranges: Beginning thru thru thru thru thru</p>	
<p>7. Enter a '1' to apply credits to the current aging balance. Leave blank to age credits.</p>	
<p>FORMAT CONTROL:</p>	
<p>8. Enter a '1' to print the "Remit To" address at the top of each statement. Default of blank will suppress the "Remit To" address from printing.</p>	

Processing Option	Processing Options Requiring Further Description
9. Enter a '1' to suppress printing the Account Summary Information.	
Blank (default) will print the Account Summary Information.	
DATA SELECTIONS:	
10. Enter a '1' to bypass future dollars. A default of blank will include future dollars.	
10a. Enter the future date to exclude future dollars.	
11. Enter a '1' to exclude paid invoices. A default of blank will print paid invoices with current activity.	
12. Enter a '1' to process with multi- currency. Leave blank to process statements in domestic currency only.	
AS OF DATE:	
13. Specify the date to be used to select detail records. This date will be compared to the Statement Date:	
D = Due Date	
I = Invoice Date	
G = General Ledger Date	
S = Statement Date Leave blank to use aging date.	
DREAM WRITER VERSION FOR P03500X:	
14. Enter the version number for the F0311 Selection/Sort DREAM Writer Form ID P03500X. Blank will default to version ZJDE0005.	
CREDIT/CASH MANAGEMENT BUILD:	
15. Enter a '1' to rebuild the temporary A/R Credit/Cash Mgmt.	
work file (F0315WJA) prior to printing statements. If left blank, the existing file (F0315JA) will be used.	
MESSAGE OPTIONS:	
16. Enter a message identifier to print at the top of the statement.	
If blank, no special message will be printed.	
17. Enter the message identifier for aging bucket 1.	
18. Enter the message identifier for aging bucket 2.	
19. Enter the message identifier for aging bucket 3.	
20. Enter the message identifier for aging bucket 4.	
21. Enter the message identifier for aging bucket 5.	
22. Enter the message identifier for aging bucket 6.	

186.12 Tenant A/R Cash Receipts-Head Down (P15103)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL:	

Processing Option	Processing Options Requiring Further Description
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1. Select the entry method:

Blank = "Heads up".

'1' = "Heads down".

OPTIONAL EDITS:

2. To prevent certain TI codes from being used, enter them here : >

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- >
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- >

OPTIONAL EDITS (Cont'd):

3. Enter '1' to allow the discount taken to be greater than the discount allowed.

4. Enter '1' to exclude credit balances from automatic application.

5. Enter '1' to suppress automatic application of check amounts.

OPTIONAL EDITS (Cont'd):

6. Enter '1' to accept without review any check amounts that exactly match the total of all open amounts or which exactly match the total of all open amounts which originated from the Recurring Billing system. Enter '2' to only accept those check amounts which exactly match all open amounts.

7. Enter '1' to limit batch entry by company number.

OPTIONAL EDITS (Cont'd):

8. Enter '1' to allow the amount applied to be greater than the amount open.

DISPLAY OPTION:

9. Enter '1' to suppress the display of security deposits.

DUPLICATE CHECK OPTION:

10. Enter '1' to create a hard error when a duplicate check/item number is entered within a batch.

DEFAULT VALUES:

11. Enter a '1' to default today's date into the Receipt Date. If left blank, no date will default.

186.13 General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
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BATCH SELECTION:

Processing Option	Processing Options Requiring Further Description
1. Enter Batch Number or Batch Date or Batch User ID	
PRINT SELECTION:	
2. Identify how to print amount fields on Post Journal:	
'1' = to Millions (w/ commas)	
'2' = to Billions (w/o commas)	
Blank (Default) = No Journal Printed.	
3. Identify which account number to print on report:	
'1' = Account Number	
'2' = Short Account ID	
'3' = Unstructured Account	
'4' = (Default) Number Entered During Input	
FIXED ASSETS:	
4. Enter a '1' to post F/A entries to Fixed Assets.	
Note: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.	
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)	
CASH BASIS ACCOUNTING:	
6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)	
7. Enter units ledger type for Cash Basis Accounting entries.	
(Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS:	
8. Enter a '1' for 52 Period Post.	
Note: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.	
TAX FILE UPDATE:	
9. Identify when to update the Tax Work file (F0018):	
'1' = V.A.T. or Use Tax only	
'2' = for All Tax Amounts	
'3' = for All Tax Explanation Codes	
Blank (Default) = No Update to File	
Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.	

Processing Option	Processing Options Requiring Further Description
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.	'1' = update VAT amount only
'2' = update VAT amount, extended price and taxable amount	
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.	'1' = update VAT amount only
'2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT:	
12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.	
Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION:	
13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)	
REPORT FORMAT:	
14. Enter a '1' to print the Posting Journal in a 198 character format.	
The default of blank will print the format with 132 characters.	
DETAILED CURRENCY RESTATEMENT:	
15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.	
16. Enter the version of the Detailed Currency Restatement (P11411) to execute.	
Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING:	
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.	
Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES:	

Processing Option	Processing Options Requiring Further Description
18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.	
Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.	
BATCH TYPE SELECTION:	
Note: This option should NOT be changed by User.	

186.14 Tenant Billing Detail - All Properties (P15420)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
1. Enter the as-of-date for processing the Tenant Billing Detail.	
PRINT OPTION:	
2. Enter '1' to print a detailed report. Leave blank (default) for a summary.	
TENANT INFORMATION SELECTION:	
3. Enter '1' to omit tenant information if the tenant has moved out prior to the as-of-date. Leave blank to include the tenant with a message that the tenant has moved out.	

186.15 Tenant Rent Roll - All Buildings/Annual (P15421)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
1. Enter the as of date to determine the reporting period over which the Rent Roll will cover. Leave blank (default) to use the system date.	
BILLING AMOUNT SELECTION:	
2. Enter '1' to base billing figures on monthly amounts. Leave blank (default) to use annual amounts.	
3. Enter '1' to base billing amounts on gross figures. Leave blank (default) to calculate billing amounts per square foot.	
SECOND DETAIL LINE OPTION:	

Processing Option

Processing Options Requiring Further Description

4. Specify the display format of line 2 by selecting a. and b. Line 2 will not be displayed if BOTH a. and b. are left blank:

a. '1' = Annual rent amounts

'2' = Monthly rent amounts b. '1' = Amount per square foot

'2' = Gross amounts

LOG LINE SELECTION:

5. Specify the log line to retrieve the description for the 2nd detail line: a. Log Class: b. Amenity ID:

BILL CODE SELECTION:

6. Enter the Bill Code(s) to be used for identifying base rent amounts: >

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 - >
-

BILL CODE SELECTION (Cont'd):

7. Enter the Bill Code(s) to be used for identifying Expense Participation billing amounts: >

- >
 - >
-

8. Enter the Bill Code(s) to be used for identifying Escalation billing amounts: >

- >
 - >
-

SQUARE FOOTAGE SELECTION:

9. Choose the square footage to use:

*RENTABLE'= Use the log class and amenity ID in the REM Constants to retrieve Rentable square feet.

*USEABLE' = Use the log class and amenity ID in the REM Constants to retrieve Useable square feet.

Log Class = Use the log class entered here, along with the amenity ID entered below.

SQUARE FOOTAGE SELECTION (Cont'd):

10. If you enter a log class in option

9., enter an amenity ID here.

Processing Option	Processing Options Requiring Further Description
0.	
RENT SELECTION:	
11. Select one of the following to print from the Unit Master: '1' = Market Rent (default) '2' = Renewal Rent '3' = Potential Rent	
VACANCY/FUTURES CONTROL SELECTION:	
12. Enter '1' to print vacancies. Enter '2' to print vacancies and future leases. Leave blank (default) to print only occupied units.	
PRINT OPTIONS:	
13. Enter '1' to print rent steps. Leave blank to print Sales Overage data.	
PRINT OPTIONS (Cont'd):	
14. Select the following to print: a. Blank = Annual rent amounts '1' = Monthly rent amounts b. Blank = Rent per square foot '1' = Gross rent c. Blank = Rent steps beginning with As-of Date '1' = All rent steps	
PRINT OPTIONS (Cont'd):	
15. Enter '1' to print the leased/ vacant totals. A default of blank will not display separate totals. NOTE: Select this option only when vacancies are to be printed (See Option 12).	
16. Enter '1' to print the building address on the report.	
17. Enter '1' to include speculative Leases.	
18. Enter '1' to include pre-Leases.	
PRINT OPTIONS (Cont'd):	
19. Enter '1' to include subleases. Enter '2' to include subleases and corresponding rent amounts in totals. Leave blank (default) to omit subleases.	

186.16 Tenant A/R Daily Balance (P15733)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the start date for the report.</p> <p>Transactions dated prior to this date will be summarized into the beginning balance. Transactions dated after this date will be printed on the report.</p>	<p>This option will allow you to select the report start date. Any A/R transactions which have a G/L date prior to the report start date will not be printed on the report, but will affect the initial cumulative balances. Any A/R transactions which have a G/L date after the report start date will be printed on the report.</p>
PRINT OPTIONS:	
<p>2. Enter '1' to print all transactions associated with an invoice under that invoice.</p>	<p>You can utilize this option to cause the report to print invoice detail information. If this option contains a '1', then every time an invoice record is printed, the program will display all transactions related to that invoice before continuing with the cumulative balance listing.</p>
PRINT OPTIONS (Cont'd):	
<p>3. Enter '1' to print cumulative balances by lease. Leave blank to print balances by tenant.</p> <p>NOTE: The DREAM Writer must be sequenced accordingly.</p>	<p>The report will calculate a cumulative balance for an individual tenant or for each individual lease.</p>

186.17 Lease Summary Analysis (P15690)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
<p>1. Enter a '1' to print the Lease Dates.</p> <p>Leave blank to omit them.</p>	
<p>2. Enter the Business Unit Report Code number to use as the title line of the heading. Leave blank (default) to use the company name. PRINT OPTIONS (Cont'd)</p>	
<p>3. Enter up to ten Log Classes to use for summary analysis: ></p>	

186.18 Lease Expiration Report - All Tenants (P15403)

Processing Option	Processing Options Requiring Further Description
MONTH SELECTION:	
<p>1. Enter the number of months this report should print into the future from the DREAM Writer selected Expiration Date.</p>	<p>This option will allow you to define the number of months from the ending effective date to be used for reporting. You specify the ending effective date in the Data Selection portion of DREAM Writer.</p> <p>Note: It is important for the integrity of this report that you include the ending effective date in the Data Selection. Otherwise, an error message will appear on the report.</p>
OPTION LOG CLASS OVERRIDE:	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter an override option log class.</p> <p>Leave blank to default to the User Defined Codes for Log Class to determine which log classes are options.</p>	<p>If this is left blank, the system reviews the second description of the User Defined Codes for Log Type to determine which log types are lease options.</p> <p>This option will allow you to specify a log type to be used to indicate that options exist. The report will display a date of the log type in the Option Date column of the report.</p>
BILL CODE SELECTION:	
<p>3. Enter the Bill Code(s) to be used for identifying Base Rent amounts: ></p> <p>(Note: Maximum of 12)</p>	<p>You have the ability to select the bill codes used to determine the base rent amount for the report.</p>
PRINT OPTIONS:	
<p>4. Enter '1' to print Lease Expiration in a condensed format (without rent amounts). Leave blank (default) for a detailed report.</p>	<p>This option allows you to specify the format of the report you want to print. If you enter a '1', the report excludes the rent related columns.</p>
<p>5. Enter '1' to page break on change in building.</p>	<p>This option allows you to start a new page when the program encounters a new Building.</p>
<p>6. Enter '1' to print the building address on the report.</p> <p>NOTE: If options 5. and/or 6. are selected, the first sequence must be Building.</p>	<p>You have the ability to print the Building address the report.</p> <p>Note: Page breaks and addresses by Building require the Building as the first sequence.</p>

186.19 Lease Abstract Follow-Up Worksheet (P15430)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
<p>1. Enter the as of date to use for this report.</p>	
FORMAT SELECTION:	
<p>2. Enter the Business Unit Report Code number to use as the title line of the heading. Leave blank (default) to use the company name.</p>	

186.20 Vacancy Listing - All Buildings (P15600)

Processing Option	Processing Options Requiring Further Description
UNIT SQUARE FOOTAGE SELECTION:	
<p>1. Select the unit square feet to use:</p> <p>*RENTABLE = Rentable square feet (default) *USEABLE = Useable square feet.</p> <p>Log Class = Enter a log class to use, along with the amenity ID entered below.</p>	
<p>2. Enter the amenity ID if you entered a log class above.</p>	
BUILDING SQUARE FOOTAGE SELECTION:	

Processing Option	Processing Options Requiring Further Description
3. Select the building square feet to use: *RENTABLE = Rentable square feet (default). *USEABLE = Useable square feet. Log Class = Enter a log class to use, along with the amenity ID entered below.	
4. Enter the amenity ID if you entered a log class above. FLOOR SQUARE FOOTAGE SELECTION:	
5. Select the floor square feet to use: *RENTABLE = Rentable square feet (default). *USEABLE = Useable square feet. Log Class = Enter a log class to use, along with the amenity ID entered below.	
6. Enter the amenity ID if you entered a log class above. DATE SELECTION:	
7. Enter the as of date to use for this report. PRINT OPTIONS:	
8. Enter the Business Unit Report Code number to print as the title line of the report heading. Leave blank (default) to print the company name.	
9. To print specific log lines, enter the following: a. Log Class b. Amenity ID PRINT OPTIONS (Con'td):	
10. Select one of the following to print: '1' = Market Rent (default) '2' = Renewal Rent '3' = Potential Rent	

186.21 Critical Date Report - Satisfied (P15611)

Processing Option	Processing Options Requiring Further Description
LOG RECORD TEXT OPTION:	
1. Enter '1' to omit log records which do not have associated log text.	1 - Only log lines with associated text will be included on the report.
PRINT OPTIONS:	
2. Enter '1' to print the building's address on the report heading. Leave blank (default) to print only the first line of description.	1 - The first line of description from the Property/Building Information record (F00062) and the address from the "Facility Address" field's address book record will print on the report. Blank - Only the first line of description will be printed.
3. Enter a '1' to print the rentable square footage from the Lease unit details. Leave blank to print the quantity from the log lines.	1 - For Leases, the rentable square footage from the Lease will be printed on the report and the column heading will be displayed as "Rentable". Blank - For Leases, the quantity from the log records will be printed on the report and the column heading will be displayed as Quantity.

186.22 Outstanding Chargeback Invoices (P15464)

Processing Option	Processing Options Requiring Further Description
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Enter an "As Of" date to include items which have not been worked. If left blank today's date will be used.

186.23 Recurring Billing (P1502)

Processing Option	Processing Options Requiring Further Description
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DISPLAY OPTION:

1. Enter '0' to display the tax fields.

Enter '1' to suppress the tax fields.

Leave blank to default to the REM Constants to control tax processing.

FORMAT CONTROL:

2. Select the default screen format:

' ' = Standard Entry

'1' = Annual Rent PSF Format

'2' = Calculate Taxable Amount Format

3. Select the default date sequence:

'A' = ascending (within bldg/unit) 'D' = descending (within bldg/unit)

EDIT OPTION:

4. Enter a '1' to perform date edits against the Lease Master. Leave blank (default) to bypass the edits.

SQUARE FOOT BASIS SELECTION:

5. Enter a '1' to indicate that the rate per square foot is based on the taxable billing amount. Leave blank (default) to indicate that the rate per square foot is based on the gross billing amount.

FASB 13 OPTIONS:

6. Enter a '1' to activate the FASB 13 warning window if any FASB 13 related data is changed and FASB has already been generated for the Lease.

7. Enter a '1' to suppress the display of accrued and deferred FASB entries.

Leave blank to display both accrual and deferred entries.

DEFAULT OPTION:

8. Enter a '1' to retrieve descriptions from the Bill Code Extension file.

9. Enter a '1' to automatically copy the gross amount into the taxable field.

Default is 'Blank'.

186.24 R.B. Comparison - April - Exceptions (P15305)

Processing Option	Processing Options Requiring Further Description
BILLING DATE SELECTION:	
1. Enter the billing period number.	
2. Enter the billing year.	
0.	
EXCEPTIONS ONLY:	
3. Enter a '1' to print lines without differences between Current and Prior Period Amounts.	
PRORATION SELECTION:	
4. Enter a '1' to prorate amounts which are in effect for partial periods.	
5. Enter a '1' to base proration on a 30 day month (if monthly).	
CURRENT PERIOD OVERRIDE:	
6. Enter the beginning date of the current period.	
7. Enter the ending date of the current period. If either of the above are blank, the current period will be the calendar month implied by the billing period number.	
PRIOR PERIOD OVERRIDE:	
8. Enter the beginning date of the prior period.	
9. Enter the ending date of the prior period. If either of the above are blank, the prior period will be based on the month prior to the current period if monthly frequency.	
RECEIVABLES OR PAYABLES:	
10. If this option is left blank, only leases with a blank Lessee Flag will be processed. Otherwise, only leases with a non-blank Lessee Flag will be processed.	

186.25 Rent Change Report - All Increases (P15550)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
1. Enter the beginning date of the analysis period.	
2. Enter the ending date of the analysis period. If either date is left blank, these dates will default from the lease.	
3. Enter 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.	
AMOUNT SELECTION:	
4. Enter a '1' to base all figures on monthly amounts. Leave blank to base figures on annual amounts.	
BILL CODE SELECTION:	

Processing Option	Processing Options Requiring Further Description
5. Enter 'S' to select specific Bill Codes or 'O' to omit them. Leave blank to include all Bill Codes. List Bill Codes to select/omit: >	
PRINT OPTIONS:	
6. Enter '1' to omit printing rent increases caused by lease commencements.	
7. Enter '1' to omit printing rent decreases caused by lease expirations.	
8. Enter '1' to print the building address on the report.	
9. Enter '1' to print a blank line before every new lease or unit.	
PRINT OPTIONS (Cont'd):	
10. Enter '1' to print all active, non-escalated rent amounts.	

186.26 Recurring Billing Facsimile - Period 01 (P15100P)

Processing Option	Processing Options Requiring Further Description
IMPORTANT: Carefully examine the DREAM- WRITER selections for this version to ensure that only the Billing Period to be processed contains a selection value equal to "X". BILLING DATE SELECTION:	
1. Enter the billing date for selecting Recurring Billing records.	
2. Enter the billing period number.	
3. Enter the fiscal year.	
0.	
G/L DATE SELECTION:	
4. Enter the G/L date to be used for booking Accounts Receivables.	
MESSAGE SUPPRESSION SELECTION:	
5. Enter a '1' to suppress messages and include suspended rent records. This option is used for non-current periods.	
PRORATIONS AND CATCH-UP SELECTION:	
6. Choose one of the following: '1' = Prorate and bill current period '2' = Prorate and do catch-up billing '3' = Do catch-up billing with no proration ' ' = Bill the current period with no proration (default)	
METHOD OF PRORATION SELECTION:	

Processing Option	Processing Options Requiring Further Description
7. Select the method for calculating the prorations: '1' = Base proration on a 30 day month (Note: Effective only for calendar year monthly billing frequency) '2' = Use the "Quarter Day" method '' = Use the actual number of days in the billing period (default)	
OVERRIDE INVOICE DUE DATE:	
8. Enter an override due date for invoices. Leave blank to calculate the due date using the payment terms.	
OVERRIDE CURRENT PERIOD DEFINITION:	
9. Period Begin date:	
10. Period End date: If either date is blank, the period number (Options 2 & 3) will be used to derive period dates.	
RECEIVABLES OR PAYABLES:	
11. Enter a '1' to process only leases with a non-blank Lessee Flag. Leave blank to process only leases with a blank Lessee Flag.	
SUPPRESS WARNING MESSAGES:	
12. Enter a '1' to suppress the printing of warning messages (Error messages will still be printed). Leave blank to print both warning and error messages.	

186.27 Recurring Billing Generation - Period 01 (P15100)

Processing Option	Processing Options Requiring Further Description
IMPORTANT: Carefully examine the DREAM WRITER selections for this version to ensure that only the Billing Period to be processed contains a selection value equal to "X". RECURRENCE BILLING DATE SELECTION:	
1. Enter the billing date for selecting Recurring Billing records.	
2. Enter the billing period number.	
3. Enter the fiscal year.	
G/L DATE SELECTION:	
4. Enter the G/L date to be used for booking Accounts Receivables.	
5. Enter the Service/Tax date. If blank (default) the period end date will be used.	
PRINT OPTION:	
6. Enter the version for printing the Billing Edit/Register (P15300).	
PRORATIONS AND CATCH-UP SELECTION:	

Processing Option	Processing Options Requiring Further Description
7. Select one of the following:	
'1' = Prorate and bill current period	
'2' = Prorate and do catch-up billing	
'3' = Do catch-up billing with no proration	
' ' = Bill the current period with no proration (default).	
METHOD OF PRORATION SELECTION:	
8. Select the method for calculating the prorations:	
'1' = Base proration on a 30 day month (Note: Effective only for calendar year monthly billing frequency)	
'2' = Use the "Quarter Day" method	
' ' = Use the actual number of days in the billing period (default)	
OVERRIDE DUE DATE:	
9. Enter an override due date for invoices. Leave blank to calculate the due date using the payment terms.	
OVERRIDE CURRENT PERIOD DEFINITION:	
10. Period Begin date:	
11. Period End date:	
If either date is blank, the period number (Options 2 & 3) will be used to derive period dates.	
RECEIVABLES OR PAYABLES:	
12. If this option is left blank, only leases which have a blank Lessee Flag will be processed. Otherwise, only leases with a non-blank Lessee Flag will be processed.	

186.28 Heads Down Sales Report Entry (P1540)

Processing Option	Processing Options Requiring Further Description
BATCH CONTROL OPTION:	
1. Enter a '1' to implement Batch Control. Enter a '0' for no Batch Control. Leave blank to default to the A/R Constants setting to determine Batch Control.	
UNEXPECTED SALES REPORT OPTION:	
2. Enter a '1' to allow the entry of unexpected sales reports. Leave blank (default) to prohibit their entry.	
ADJUSTMENT SALES REPORT OPTION:	
3. Enter a '1' to allow the entry of adjustment (duplicate) sales reports. Leave blank (default) to prohibit their entry.	
HISTORY ADJUSTMENT OPTION:	
4. Enter a '1' to operate in history adjustment mode. Leave blank (default) to not operate in history adjustment mode.	

186.29 Heads Down Sales Report Entry (P1540)

Processing Option	Processing Options Requiring Further Description
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BATCH CONTROL OPTION:

1. Enter a '1' to implement Batch Control. Enter a '0' for no Batch Control. Leave blank to default to the A/R Constants setting to determine Batch Control.

UNEXPECTED SALES REPORT OPTION:

2. Enter a '1' to allow the entry of unexpected sales reports. Leave blank (default) to prohibit their entry.

ADJUSTMENT SALES REPORT OPTION:

3. Enter a '1' to allow the entry of adjustment (duplicate) sales reports.

Leave blank (default) to prohibit their entry.

HISTORY ADJUSTMENT OPTION:

4. Enter a '1' to operate in history adjustment mode. Leave blank (default) to not operate in history adjustment mode.

186.30 Heads Down Sales Report Entry (P1540)

Processing Option	Processing Options Requiring Further Description
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BATCH CONTROL OPTION:

1. Enter a '1' to implement Batch Control. Enter a '0' for no Batch Control. Leave blank to default to the A/R Constants setting to determine Batch Control.

UNEXPECTED SALES REPORT OPTION:

2. Enter a '1' to allow the entry of unexpected sales reports. Leave blank (default) to prohibit their entry.

ADJUSTMENT SALES REPORT OPTION:

3. Enter a '1' to allow the entry of adjustment (duplicate) sales reports.

Leave blank (default) to prohibit their entry.

HISTORY ADJUSTMENT OPTION:

4. Enter a '1' to operate in history adjustment mode. Leave blank (default) to not operate in history adjustment mode.

186.31 Sales Overage Billing - December (P15120)

Processing Option	Processing Options Requiring Further Description
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IMPORTANT: Carefully examine the DREAM WRITER selections for this version to ensure that only the Billing Period to be processed contains the correct selection value. SALES DATE SELECTION:

1. Process tenant sales through month: in year:

Processing Option	Processing Options Requiring Further Description
DATE SELECTIONS:	
2. Enter the G/L date to be used for booking Accounts/Receivable.	
3. Enter the Invoice date.	
DATE SELECTIONS (Cont'd)	
4. Enter the Service date. Leave blank (default) to use the first date of last period of sales reviewed.	
DW VERSION SELECTION:	
5. Enter the DREAM Writer version of the Billing Edit/Register (P15300) to print. Leave blank (default) to print version 'XJDE0001'.	
PRINT OPTION:	
6. Enter "1" to print a summarized billing report; enter "2" for a detailed report. Leave blank for no report.	
MIN/MAX RENT & RECOVERY A/R OPTIONS:	
7. Choose an amount to retrieve from Accounts Receivable when processing Min/Max Rents & Recoveries: Blank = Billed Amounts (default). "1" = Billed LESS Adjustments. "2" = Payment Amounts.	
8. Choose a date for selecting Accounts Receivable information when processing Min/Max Rents & Recoveries: Blank = Invoice Date (default). "1" = Due Date "2" = Service/Tax Date "3" = G/L Date	
RECEIVABLES OR PAYABLES:	
9. Leave blank (default) to process only those leases with a blank Lessee Flag. Enter '1' to process only leases with a non-blank Lessee Flag.	

186.32 Gen Sales Analysis - All Summary Codes (P15143)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
1. Enter the Generation Date Month (i.e. May entered as '05').	
2. Enter the Generation Date Century and Year (i.e. '1992').	
SUMMARY CODE SELECTION:	
3. Enter a '1' to change selected summary codes from batch generation to dynamic update through the post program.	

Processing Option	Processing Options Requiring Further Description
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PRINT SELECTION:

4. Enter a '1' to print report showing sales analysis generated. No report will print if left blank (default).

PURGE CRITERIA SELECTION:

5. Enter the following purge criteria: a. Number of months to keep, AND/OR b. Purge through period i) Month (i.e. May entered '05') ii) Year (i.e. '1992') (Both blank = no purge; both entered = cutoff date is earlier of the two)

PERFORMANCE OPPORTUNITY:

6. Enter a '1' if you only keep current month analysis data and are selecting all summary codes. (A total purge will be performed prior to the regeneration which is significantly faster than a selective purge.)

186.33 Month Change - By Building/Tenant (P15243)

Processing Option	Processing Options Requiring Further Description
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DEFAULT OPTIONS:

1. Enter the Sales Analysis Summary Code to default.

2. Enter "Skip To" values to default:

(These should correspond to the Summary Code entered above.)

Key Field 01 >

Key Field 02 >

Key Field 03 >

Key Field 04 >

3. Enter the Compare Period to default.

0.

0.

DEFAULT OPTIONS (Cont'd):

4. Enter the Amount Selection to default.

5. Enter the Description Level to default.

6. Enter the Graph Scale to default.

0.

GRAPH CONTROL:

7. Specify the graph scale range: a. High end of graph scale: b. Low end of graph scale:

GRAPH CONTROL (Cont'd):

8. Enter a 1 character symbol to use for graphing sales. Leave blank (default) to display the sales as a solid, highlighted "bar".

186.34 E. P. Class Listing - Specific Accounts (P1530P)

Processing Option	Processing Options Requiring Further Description
TRANSACTION TOTAL SELECTION:	
1. Enter a '1' to print transaction totals for each account listed. Leave blank (default) to list the accounts included in each class without corresponding total amounts.	
'GLOBAL' BUSINESS UNIT SUBSTITUTION:	
2. Enter the business unit to substitute for 'global' business units when deriving accounts. NOTE: The following processing options apply only if you entered a '1' in processing option 1.	xxxxxxxxxxxx = Enter the Business Unit to use to derive expense accounts. The E.P. Class must have a 'field wildcard' entered in the Business Unit field for this program to recognize this Business Unit substitution. Note: A field wildcard entered in the Business Unit field during the set up of the E.P. Classes (P1530) causes the Expense Participation Generation program (P15110) to substitute a tenant's Building as the Business Unit for deriving expense accounts.
G/L FILE SELECTION:	
3. Enter '1' (default) to extract amounts from the account balances file (F0902). Enter '2' to extract them from the detailed transactions file (F0911).	
OVERRIDE LEDGER TYPE OPTION:	
4. Enter an override ledger type for extracting account transactions.	You can enter 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 (AA). For example, if you need to reference next year's budgeted expenses, you can identify that ledger type here.
OFFSET LEDGER TYPE SELECTION:	
5. Enter a ledger type for extracting offset amounts. Leave blank (default) to extract no offsets.	You may 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 (AA).
DATE SELECTION:	
6. Enter the date to begin accumulating transaction amounts. Leave blank (default) to use the system date.	
7. Enter the date to stop accumulating transaction amounts. Leave blank (default) to use the system date.	
CLASS ADJUSTMENT TOTAL OPTION:	
8. Enter a '1' to include Class Adjustment totals for each class.	1 = If you enter a '1' for this option, the Class Adjustment totals are printed 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.

186.35 Generate E.P. Calculations - Period 01 (P151101)

Processing Option	Processing Options Requiring Further Description
<p>IMPORTANT: Carefully examine the DREAM WRITER selections for this version to ensure that only the Billing Period to be processed contains a selection value equal to "X". BILLING DATE SELECTION:</p>	
1. Enter the billing period number.	XX = This is the period number that the invoices will be generated for.
2. Enter the fiscal year.	<p>XX = This is the fiscal year that the invoices will be generated for.</p> <p>Example: If you are generating E.P. for a lease on a regular calendar year (January through December) and you want to generate for June, 2017, you would enter '06' as the period number and '17' as the fiscal year.</p> <p>If you are generating E.P. for a lease on an irregular fiscal pattern, July through June for example, and you want to generate for June, 2017, you would enter '12' as the period number and '16' as the fiscal year. (Fiscal Year 2016 encompasses July 1, 2016 through June 30, 2017 in this example. The first period's ending date determines the fiscal year).</p> <p>Caution: Do not process leases with different fiscal patterns within one generation. Setup different DREAM Writer versions per company (or business unit or lease) for each different fiscal pattern.</p>
<p>GENERATION TYPE SELECTION:</p>	
<p>3. Enter a generation type for the calculation records:</p> <p>'2' = E.P. Billings (default).</p> <p>'6' = Estimated E.P. Billings.</p>	<p>2 = A value of 2 will create a batch of billing records with a generation type of 2. The system then recognizes these billings being generated as E.P. Billing records.</p> <p>6 = A value of 6 creates a batch of billing records with a generation type of 6. The system then recognizes these billings being generated as Estimated E.P./Recurring Billing records.</p>
<p>REPORT PRINTING SELECTION:</p>	
4. Enter the version for printing the E.P. Extraction Register (P1532).	<p>You can use this option to control whether you want to print the E.P. Extraction Register.</p> <p>If you leave this option blank, no report prints.</p>
5. Enter the version for printing the E.P. Billing Register (P1538).	<p>You can use this option to control whether you want to print the E.P. Billing Register.</p> <p>If you leave this option blank, no report prints.</p>
6. Enter the version for printing the Class Adjustment List (P1535).	<p>You can use this option to control whether you want to print the Class Adjustments List.</p> <p>If you leave this option blank, no report prints.</p>
<p>OVERRIDE LEDGER TYPE:</p>	

Processing Option	Processing Options Requiring Further Description
7. Enter an override ledger type for extracting account transactions.	<p>This Ledger Type identifies the account transactions used to accumulate expenses. Depending on the value of the Cash/Accrual Flag in E.P. Class Information (P1530), the default Ledger Types are:</p> <p>Cash/Accrual Flag Default Ledger Type blank AA C AZ</p> <p>This option allows you to specify a different Ledger Type to extract budgeted expenses for Estimated E.P.</p>
G/L FILE SELECTION:	
8. Enter a '1' (default) to extract transactions from the account balances file (F0902). Enter a '2' to extract them from the detailed transactions file (F09011).	<p>1 = This value instructs the program to use the Account Balances File (F0911) to extract expense amounts.</p> <p>2 = This value instructs the program to use the detailed Account Ledger File (F0911) to extract expense amounts.</p>
ADJUSTMENT LEDGER TYPE:	
<p>9. Enter the ledger type to use for extracting expense adjustments.</p> <p>Leave blank (default) to extract no adjustment transactions.</p>	<p>This Ledger Type identifies the adjustments to the expense accounts that qualify to be processed by this program.</p>
BILLING RECONCILIATION SELECTION:	
<p>10. Choose an amount to reconcile with current billings:</p> <p>' ' = Estimated billings (default).</p> <p>'1' = Estimated billings LESS adjustments.</p> <p>'2' = Payments to est. billings.</p>	<p>Blank = The amount retrieved is the total of all amounts billed.</p> <p>1 = The amount retrieved is the total of all billed amounts less any adjustments. This is calculated as the total of all gross amounts, as adjustments which reduce the amount of the invoice are already recorded as negative amounts.</p> <p>2 = The amount retrieved is the amount of recorded payments. Payments are the difference between the net billings (billings - adjustments) and the amount still open. Also included as payments are open amounts from unapplied cash invoices.</p>
A/R, A/P RETRIEVAL DATE SELECTION:	
<p>11. Choose a date for retrieving Receivable or Payable information:</p> <p>' ' = Invoice Date (default).</p> <p>'1' = Due Date.</p> <p>'2' = Service/Tax Date.</p> <p>'3' = G/L Date.</p>	<p>You can use this option to specify a date other than the Invoice Date for retrieving Accounts Receivable Information.</p>
LOG CLASS/AMENITY ID SELECTION:	
12. To limit retrieval of building or property square footage to a single Log Class, enter the Log Class here.	<p>This option is helpful to select the proper square footage amount if you have multiple Building/Property Log Lines set up in the Log Standards File (F1503) with the same Expense Participation Code (EPCD). This square footage amount is used in the Share Factor calculation when using the Building or Property as the denominator.</p>

Processing Option	Processing Options Requiring Further Description
13. To limit retrieval of building or property square footage to a single combination of Log Class and Amenity ID, enter the Amenity ID here.	This option is helpful to select the proper square footage amount if you have multiple Building/Property Log Lines set up in the Log Standards File (F1503) with the same Expense Participation Code (EPCD) and the same Log Class. This square footage amount is used in the Share Factor calculation when using the Building or Property as the denominator.
PRORATION OPTION:	
14. Enter a '1' to prorate the base exclusion amount using the occupancy factor.	This option instructs the program to prorate the Base Exclusion Amount using the Occupancy Factor.
RECEIVABLES OR PAYABLES:	
15. If this option is left blank, only leases which have a blank Lessee Flag will be processed. Otherwise, only leases with a non-blank Lessee Flag will be processed.	

186.36 Generate E.P. Billings (P151102)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	
1. Enter the batch number of billings to be generated.	Enter the batch number you want to process.
G/L DATE SELECTION:	
2. Enter the G/L date to be used for booking Receivables or Payables.	XX/XX/XX = This is the date used when posting the transactions to the Accounts Receivable File (F0311) and the General Ledger Files (F0911 and F0902).
DW VERSION SELECTION:	
3. Enter the version for printing the Receivables or Payables Edit/Register (P15300).	You can use this option to control whether you want to print the Billing Edit/Register. If you leave this option blank, no report prints.
RECURRING BILLING OPTION:	
4. To create recurring billings based on EP amounts, enter the DREAM Writer version of the Estimated EP Recurring Billings Edit report (P15113) to run. NOTE: The version will run in edit mode only.	You can use this option to control whether you want to print the Estimated E.P./Recurring Billing Edit/Update Report. If you leave this option blank, no edit report prints.
5. To apply an inflation factor to the recurring billing amounts, enter a decimal fraction inflation rate (for example, enter 10% as '.10').	This percent is applied to the recurring billing records. This Processing Option is recognized by the E.P. Generation process if a version number was entered for the Estimated E.P. Recurring Billing Edit/Update Report (P15113).

186.37 Generate Estimated E.P. (P151112)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	
1. Enter the batch number to process.	
0.	
RECURRING BILLING OPTIONS:	

Processing Option	Processing Options Requiring Further Description
2. To create recurring billings based on the E.P. amounts, enter the DREAM Writer version of the Estimated E.P. Recurring Billing Edit report (P15113) to run. NOTE: The version will run in edit mode only.	
RECURRING BILLING OPTIONS (Cont'd):	
3. To apply an inflation factor to recurring billing amounts, enter a decimal fraction inflation rate (for example, enter 10% as '.10').	

186.38 Est. EP Recurring Billing Edit (P15113)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	
1. Enter the batch number to process:	Enter the batch number, assigned when you run Estimated E.P. Generation (P15111), which you want to process.
PRINT OPTION:	
2. Enter '1' to suppress the printing of tax fields. Leave blank to default to the REM Constants setting to control the printing of tax fields.	' ' = The program checks P.M. Constants (P1510) to determine whether taxes must or must not be processed. '1' = Tax information is suppressed, regardless of the tax flag setting in P.M. Constants (P1510).
BILLING FREQUENCY CODE SELECTION:	
3. Enter the default Billing Frequency code to use on the Recurring Billing Records.	This value determines the billing frequency of the Recurring Billing records created by this program. Note: If an existing Recurring Billing record is being suspended and a new one is being created, the existing Recurring Billing's billing frequency is used on the newly created Recurring Billing record.
UPDATE OPTION:	
4. Enter a '1' to write records to the Recurring Billing file.	' ' = If the program is run in 'edit' mode, the Estimated E.P./R.B. Edit/Update report prints, but the Recurring Billing records is not generated. '1' = The program prints the Estimated E.P./R.B. Edit/Update report and Recurring Billing records is updated.
BEGINNING EFFECTIVE DATE SELECTION:	
5. Enter a '1' (default) to use the start date of the expense span as the beginning effective date of the Recurring Billing records. Enter a '2' to use the month immediately following the end date of the expense span.	'1' = The start date of the expense span is used as the beginning effective date of the Recurring Billing records. The expense span, also known as the Control Span, is defined as the time period where the Billing Period and the Occupancy Period overlap. Note: If you leave this option blank, the system defaults to '1'. '2' = The month after the end of the Billing Period is used as the beginning effective date for the Recurring Billing records.
NUMBER OF MONTHS TO PROCESS:	
6. Enter the number of months to be added to the beginning effective date to define the billing term.	The program adds the number of months you specify here to the beginning effective date to define the billing term of the Recurring Billing records.

Processing Option	Processing Options Requiring Further Description
BEGINNING DATE OVERRIDE SELECTION:	
7. Enter a date to use as the beginning effective date, overriding the previous beginning effective date selection.	XX/XX/XX = If you enter a date here, the program ignores any previous Processing Option entries specifying a beginning effective date and uses this date as the beginning effective date of the Recurring Billing records.
CATCH-UP BILLINGS CALCULATION:	
8. Choose a method to calculate catch-up billings: Blank = Estimated Billings (default). '1' = Estimated Billings LESS adjustments. '2' = Payments to Est. Billings.	1 = The amount retrieved is the total of all billed amounts less any adjustments. This is calculated as the total of all gross amounts, as adjustments which reduce the amount of the invoice are already recorded as negative amounts. 2 = The amount retrieved is the amount of recorded payments. Payments are the difference between the net billings (billings - adjustments) and the amount still open. Also included as payments are open amounts from unapplied cash receipts.
A/R, A/P INFORMATION RETRIEVAL:	
9. Choose a date to retrieve Accounts Receivable or Payables information: Blank = Invoice Date (Default). '1' = Due Date. '2' = Service/Tax Date. '3' = G/L Date.	You can use this option to specify a date other than the Invoice Date for retrieving Accounts Receivable Information.
ANNUAL CHANGE THRESHOLDS:	
10. Enter Threshold for Change Amount:	Processing Options 10 - 12 allow you to control insignificant billing amounts from updating Recurring Billings by specifying a minimum change amount or change percent which must be exceeded prior to any update occurring.
11. Enter Threshold for Change Percent: (10% entered as '0.10')	Processing Options 10 - 12 allow you to control insignificant billing amounts from updating Recurring Billings by specifying a minimum change amount or change percent which must be exceeded prior to any update occurring.
12. Choose one of the following to determine if calculated threshold change should be used to update recurring billings: Blank = Change must exceed the amount AND the percent threshold (default). '1' = Change must exceed the amount OR the percent threshold	Processing Options 10 - 12 allow you to control insignificant billing amounts from updating Recurring Billings by specifying a minimum change amount or change percent which must be exceeded prior to any update occurring.
SUPPRESS CATCH-UP BILLING CREATION:	
13. Enter a '1' to suppress the creation of catch-up billing records.	This option allows you to control whether catch-up billing records are created within this billing generation.
SQUARE FOOTAGE OVERRIDE:	
14. Enter a '1' to copy the square footage amount from the work file into Recurring Billings.	This option allows you to control whether the square footage amounts used during the billing generation are copied into the newly created Recurring Billing record.
DESCRIPTION FIELD OVERRIDE:	

Processing Option	Processing Options Requiring Further Description
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15. Enter a '1' to use the description from the Bill Code Extension file as the remark for the entries in the Recurring Billing file.

186.39 Recurring Billing Per Square Foot Gen. (P15114)

Processing Option	Processing Options Requiring Further Description
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DATE SELECTIONS:

1. Enter the generation date.
2. Enter the month in which the Recurring Billings should begin.
3. Enter the year in which the Recurring Billings should begin.

LOG CLASS SELECTION:

4. Enter the log class to be used to retrieve "per square foot" amounts.

UPDATE OPTION:

5. Enter a '1' to update the Recurring Billing work file (F1502W).

186.40 Tenant Escalation Master (P15016)

Processing Option	Processing Options Requiring Further Description
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DISPLAY OPTION:

1. Enter '0' to display the tax fields.
Enter '1' to suppress the tax fields.
Leave blank to default to the REM Constants to control tax processing.

EDIT OPTIONS:

2. Enter '1' to allow update of the Last Period, Last Index and Last Basis fields. Leave blank to protect them.
3. Enter '1' to perform date edits against the Lease Master. Leave blank to bypass the edits.

186.41 Escalations Data Base Update - Post (P15152)

Processing Option	Processing Options Requiring Further Description
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BATCH SELECTION:

1. Enter the batch number of the escalation billings to be processed.

COMBINE BASE RENT/ESCALATION OPTION:

Processing Option	Processing Options Requiring Further Description
2. Enter '1' to combine the escalation amount and the base rent amount into one new recurring billing line and to suspend the old base rent line. Any other value will result in the new recurring billing record representing only the new escalation amount and the old base rent will not be suspended.	
BASE RENT BILL CODE SELECTION:	
3. Enter the existing escalation bill code to be combined with the calculated escalation amount or leave blank to combine the calculated escalation with the rent bill code.	
UPDATE OPTION:	
4. Enter a '1' to write records to the Recurring Billing file (F1502).	

186.42 Generate Sec Dep Refund - DW Sel -Update (P15655)

Processing Option	Processing Options Requiring Further Description
UPDATE OPTION:	
1. Enter '1' to create/update batches. Leave blank (default) to print an edit report with no update.	
G/L DATE SELECTION:	
2. Enter the G/L date. 0.	
AS-OF-DATE SELECTION:	
3. Enter the as-of-date to use in conjunction with option 4 and/or option 5. Leave blank (default) to use the system date.	
LEASE ENDING DATE SELECTION:	
4. Lease Ending Date MUST fall within: a) From Date ----> or days prior to as-of-date ----> b) To Date ----> or days after as-of-date ----> c) If above entries are blank, a '1' must be entered here to process records selected by DREAM Writer.	
ACTUAL OUT DATE SELECTION:	
5. Actual Out Date MUST fall within: a) From Date ----> or days prior to As-of-Date ----> b) To Date ----> or days after As-of-Date ----> c) If above entries are blank, a '1' must be entered here to process records selected by DREAM Writer.	
ADJUSTMENT REASON:	
6. Enter the Adjustment Reason. 0.	
G/L OFFSET:	
7. Enter the G/L Offset for AP.	
REFUND OPTIONS:	

Processing Option	Processing Options Requiring Further Description
8. Enter '1' to generate refunds only if the tenant has paid off all debts. Leave blank (default) to disregard any unpaid debts.	
9. Specify how refund amounts should be determined: Blank = Full refund (default). '1' = Deposit less all unpaid debts.	

186.43 Lease Comm. Generation - Lease Based (P15105)

Processing Option	Processing Options Requiring Further Description
FISCAL PERIOD/YEAR SELECTION:	
1. Enter the fiscal period to process:	XX = This is the period number for which to generate revenue fees.
2. Enter the fiscal year to process:	XX = This is the fiscal year for which to generate the revenue fees. You can enter a two digit year, for example, '17', or you can enter the full four digit year, for example, '2017'.
3. Enter 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 prior periods. You select the number of periods you wish to retroactively process.
DATE SELECTIONS:	
4. Enter the G/L date.	XX/XX/XX = This is the date used when posting the transactions to the General Ledger files.
5. Enter the Invoice date if applicable.	XX/XX/XX = This is the date used when creating invoice records.
6. Enter the Voucher date if applicable.	XX/XX/XX = This is the date used when creating voucher records.
FEE TYPE SELECTION:	
7. Select the fee type to process: '1' = Lease based fees. Blank = Business unit based fees.	You can only process fee types in one run which are the same. Select either Lease based fees or Business Unit based fees.
8. If processing business unit fees, select one of the following to process: '1' = G/L based fee types. Blank = A/R based fee types.	This option determines how to retrieve revenues if cost center based fees were selected in the previous Processing Option.
OVERRIDE OPTION:	
9. Enter '1' to process leases regardless of their Management Fee field settings in the Lease Master.	This option allows you to include all leases in the revenue fee calculation, regardless of the Management Fee field in the Lease Master.
PRINT OPTION:	
10. Enter '1' to omit printing detail on the report. Leave blank (default) to print the detail.	You can use this option to suppress the revenue retrieval audit trail from printing on the report.
ADJUSTMENT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
11. Enter '1' to ignore adjustments when retrieving revenues from A/R. Leave blank to apply adjustments to retrieved billings.	You can choose which A/R amounts to use to retrieve revenues from. This option is valid only if retrieving revenues from A/R.
12. Enter '1' to ignore "spread" transactions when retrieving revenue from A/R. Leave blank to include spreads as payments.	You can use this option to exclude "spread" transactions from the amount of payments retrieved from Accounts Receivable. This option is useful if you bill unapplied cash amounts as payments and do not wish to rebill the payment when it is spread to an invoice.
UPDATE OPTION:	
13. Enter '1' to generate revenue fee batches (G/L, A/R, A/P). Leave blank (default) to print an edit report without updating any files.	This option allows you to generate revenue fee batches or print the generation report only. If you elect to print the report only, you can re-run the generation and create the appropriate batches.

186.44 Revenue Fee Batch Deletion - Edit (P15807)

Processing Option	Processing Options Requiring Further Description
NOTE: Once deleted, a batch cannot be recovered; please exercise this option with care. BATCH SELECTION:	
1. Enter the batch number to process.	
2. Enter '1' to delete the batch.	
PRINT OPTION:	
3. Enter '1' to print an audit report.	

186.45 Late Fee Generation with Batch Creation (P15160)

Processing Option	Processing Options Requiring Further Description
FEE TYPE SELECTION:	
1. Enter the Fee Type for generation.	
DATE SELECTIONS:	
2. Enter the generation date.	
3. Enter the G/L date for creating invoices.	
4. Enter the invoice date.	
FILE UPDATE OPTION:	
5. Enter a '1' to create invoice and/or check records. Any other value will cause the report to be printed with no update to any files.	
VARIABLE FEE/INTEREST RATE SELECTION:	
6. Enter any variable fee or interest rates (5.25% entered as '.0525').	
All variable rates are annual. a. Variable Rate 1 b. Variable Rate 2 c. Variable Rate 3 d. Variable Rate 4	
'SUBJECT TO LATE FEES' BYPASS OPTION:	

Processing Option	Processing Options Requiring Further Description
7. Enter a '1' to bypass checking the 'Subject to Late Fees' value associated with the Bill Code on an invoice.	

186.46 FASB 13 R. B. Generation - Edit (P15132)

Processing Option	Processing Options Requiring Further Description
UPDATE OPTION:	
1. Enter "1" to update the Recurring Billing file and FASB 13 file.	
Leave blank to print edit report without updating.	
2. Enter the Bill Frequency Code to assign to system-generated recurring billing entries.	
BATCH SELECTION:	
3. Enter the batch number to post from the FASB 13 generation program.	
Leave blank to post all FASB data selected from DREAM Writer data selection.	
BILL CODE SELECTION:	
4. Enter the bill codes for the entries generated in the Recurring Billing file:	
a. Accrued Entry: b. Deferred Entry: c. Adjusted Entry: d. Catch Up Adjustment:	
PROCESSING OVERRIDE:	
5. Enter a "1" to process all FASB records selected for R.B. generation.	
Leave blank to process only records that have not been included in a Recurring Billing generation.	
GENERATION DATE RANGE:	
6. Enter the "From Date" from which the FASB 13 effect is calculated and the Recurring Billing entry is generated.	
7. Enter the "Through Date" on which the FASB 13 effect calculation and the Recurring Billing generation are through. If the date range is NOT entered, the FASB 13 Lease Control generation date and the lease term ending date are used as the from and through date range.	

186.47 Property Management Batch Delete (P15806)

Processing Option	Processing Options Requiring Further Description
Caution: This program will delete the Real Estate Management batch specified below. The batch may not be recovered, so exercise this option with care. DO NOT use this program to delete Cash Receipts or Security Deposit Refund batches. BATCH SELECTION:	
1. Enter the batch number to delete.	

Processing Option	Processing Options Requiring Further Description
-------------------	--

0. (More...)

UPDATE/EDIT OPTION:

2. Enter a '1' to delete the records.

Leave blank to run in edit mode only.

PRINT OPTION:

3. Enter a '1' to print an audit trail report.

SPECIAL PROCESSING SELECTION:

4. Enter a '1' to delete Tenant Invoice records (F1511) which have a posted code value of "D" but which would not normally create corresponding A/R (F0311) or G/L (F0911) records.

Examples of such records are a zero amount invoice pay item or a Sales Overage "carry forward pending" or "carry forward taken" record.

A/R OR A/P SELECTION:

5. Enter a '1' to delete information from the Accounts Payable file.

Leave blank (default) to delete it from the Accounts Receivable file.

186.48 Rec. Billing Global Select - All Bldgs (P15021)

Processing Option	Processing Options Requiring Further Description
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DATE SELECTION:

1. Enter the new billing effective dates below. a. Begin Date:

If left blank, the new billing will begin the day after the original billing is scheduled to end. b. End Date:

If left blank, the new billing will end on the lease expiration date.

RECORD SELECTION:

2. To select leases with specific start date anniversaries, enter a From and/or Through date below.

a. From Anniversary Date: b. Through Anniversary Date:

NOTE: If only one date is entered, it will be used for both dates.

If both dates are blank, ALL records will be eligible for selection. (See the Help Text for a detailed explanation of Lease Anniversaries.)

RECORD SELECTION (Cont'd):

Processing Option	Processing Options Requiring Further Description
3. To limit selection based on fields in associated Unit Master records, enter values below: (Use cursor sensitive help) a. Floor Number: b. Unit Type: c. Unit Usage: d. Report Code 01: e. Report Code 02:	
4. Enter a '1' to include the billing records of non-billable leases (pre- lease and speculative lease types). DW SELECTION:	
5. Enter the DREAM Writer version of the R.B. Global Update program (P15116) to print (the version will only run in EDIT MODE). Leave blank (default) to run version 'XJDE0001'. PRINT OPTION:	
6. Enter a '1' to print a report showing the billing records selected by DREAM Writer but bypassed by the program.	

186.49 Recurring Billing Global Edit/Update (P15116)

Processing Option	Processing Options Requiring Further Description
UPDATE OPTION:	
1. Select one of the following: '1' = Update R.B. records. '2' = Reset R.B. records. Blank = Print edit report; no update. NOTE: If running this version as part of the R.B. Record selection process, no update will occur.	
BATCH SELECTION (Required):	
2. Enter the batch number to process.	
CALCULATION SELECTION:	
3. Choose the method of increase: '1' = Percent increase '2' = Amount increase '3' = Annual Amount Per Square Foot increase '4' = New Amount '5' = New Annual Amount Per Square Foot NOTE: If updating by an amount ('2' or '4' above), it is recommended that DREAM Writer versions be setup by billing frequency. See the Help Instructions for more information.	
CALCULATION SELECTION (Cont'd):	

Processing Option	Processing Options Requiring Further Description
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4. Enter the amount or percent to use in the calculations. The increase method in option 3. determines whether the number entered here is an amount or a percent. (If entering a percent, enter 5.25% as '5.25', for example.)

5. Enter '*RENTABLE' (default) to base the calculations on rentable square footage. Enter '*USEABLE' to base them on useable square footage.

ROUNDING CONTROL:

6. Choose the method of rounding:

'U' = Round up to the nearest increment.

'D' = Round down to the nearest increment.

'H' = Round to the nearest increment (up or down).

7. Enter the rounding increment. The result of rounding will be exactly divisible by this number. (For example, '1.00' would round to the nearest 1.00; '.50' would round to the nearest .50 and so forth.)

THRESHOLD SELECTIONS:

8. Enter the threshold for change percent.

9. Enter the threshold for change amount.

NOTE: Calculations resulting in changes less than the above percent and/or amount will not be used to update Recurring Billings.

186.50 Projected Rent Generation - Report Only (P15660)

Processing Option	Processing Options Requiring Further Description
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DATE SELECTION:

1. Enter the Rent Projection begin date:

2. Enter the Rent Projection end date:

INFLATION RATE SELECTION:

3. Enter an annual inflation rate if you want the program to assume that leases will renew at this rate indefinitely (5% entered as '.05').

Leave blank (default) to project rent only during the actual term of the lease.

VACANT UNIT PROJECTION OPTION:

4. Enter a Bill Code to project market rent amounts for vacant units using the "PMxxxx" or "RMxxxx" AAI account associated with this Bill Code. Leave blank to bypass vacant units.

5. If you entered a Bill Code above, enter a billing frequency code here.

If you entered a Bill Code above and leave this Option blank (default), a monthly billing frequency will be used to project market rent amounts for vacant units.

Processing Option	Processing Options Requiring Further Description
LEDGER TYPE SELECTION:	
<p>6. Enter Ledger Type codes for:</p> <p>a. Actual Lease Amounts b. Speculative Lease Amounts c. Unit Square Footage Amounts Caution: All account balances in the above Ledger Types will be cleared and replaced by this program.</p>	
<p>7. Enter a '1' to enter Actual and Speculative Lease amounts as credit entries. Leave blank (default) to enter them as debit entries.</p>	
ACCOUNT BALANCE UPDATE:	
<p>8. Enter a '1' to update account balances with projected rent amounts.</p> <p>Leave blank to print a report without updating any account balances.</p>	
SQUARE FOOTAGE SELECTION:	
<p>9. Enter a '1' to use the useable square footage defined in the Lease Master file (F1501). Leave blank (default) to use the rentable square footage.</p>	
SQUARE FOOTAGE SELECTION (Cont'd):	
<p>10. Select one of the following methods to use when retrieving square feet from the Unit Master file (P1507):</p> <p>*RENTABLE = use the Log Class and Amenity ID defined in the REM Constants file for rentable square feet.</p> <p>*USEABLE = use the Log Class and Amenity ID defined in the REM Constants file for useable square feet.</p> <p>Log Class = use the Log Class entered here, along with the Amenity ID entered below.</p>	
SQUARE FOOTAGE SELECTION (Cont'd):	
<p>11. If you entered a Log Class above, enter the Amenity ID here.</p>	
<p>12. Enter a Bill Code for recording unit square footage.</p>	
<p>13. Enter a '1' to use the business unit from the rent account when deriving the square footage account.</p>	
PRINT OPTIONS:	
<p>14. Enter '1' to print the last square footage amount on the unit total line. Leave blank (default) to print the unit's average square footage over the generation period.</p>	
<p>15. Enter '1' to print the Tenant name as the description. Leave blank (default) to print the Lease description.</p>	
<p>16. Enter '1' to print year totals with- in Unit, Building, and grand totals.</p>	
BILL CODE SELECTION/OMISSION:	

Processing Option	Processing Options Requiring Further Description
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17. Enter an 'S' to select or an 'O' to omit specific Bill Codes from the Recurring Billing record lines.

Leave blank (default) to include all Bill Codes.

List Bill Codes to select/omit: >

- >
- >
- >
- >
- >
- >
- >

PRORATION OPTION:

18. Enter '1' to prorate amounts from partial month Recurring Billings.

NOTE: Proration is only functional for monthly billing frequencies.

NON-BILLABLE LEASE OPTION:

19. Enter a '1' to include non-billable lease statuses in the projected rent calculation.

186.51 Reapply Projection Adjustments (P15665)

Processing Option	Processing Options Requiring Further Description
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UPDATE OPTION:

1. Enter a '1' to update the Account balances file (F0902).
 Leave blank (default) to print an edit report without updating any files.

186.52 Sales Analysis Purge (P1543)

Processing Option	Processing Options Requiring Further Description
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PURGE CRITERIA SELECTION:

1. Enter number of months to keep:
 AND/OR

2. Enter the purge through period. a. Month (calendar):
 b. Year:

(For example, May, 1998 would be entered as '05' and '1998')

PRINT OPTION:

3. Enter '1' to print a report of the records purged. Leave blank to purge the records but print no report.

186.53 Purge Sales Reports (P1541)

Processing Option	Processing Options Requiring Further Description
NUMBER OF MONTHS TO RETAIN:	
1. Enter the number of months of sales reports to keep. (Only reports which have posting status codes of "P", "X" or "A" and which are older than the number of months specified here will be eligible for deletion.)	
EDIT/UPDATE OPTION:	
2. Enter '1' to purge sales reports and print a report. Enter '2' to purge sales reports and print no report. Leave blank (default) to print a report and purge NO sales reports.	

186.54 Tenant/Lease Billing Detail Purge (P15119)

Processing Option	Processing Options Requiring Further Description
UPDATE OPTION:	
1. Enter '1' to purge the Tenant/Lease Billing information. Leave blank to print an edit report only.	
DATE SELECTION:	
Enter ONE of the following dates to select as the purge cut-off date. Records with dates prior to the ONE date entered will be purged.	
2. G/L Date	
3. Invoice Date	
4. Due Date	
5. Service/Tax Date	

186.55 Lease Purge/Report (P15118)

Processing Option	Processing Options Requiring Further Description
UPDATE OPTION:	
1. Enter a '1' to purge the leases and related information. Leave blank to print an edit report only.	
PRINT OPTION:	
2. Enter a '1' to start a new page when a new lease is encountered.	
CRITICAL DATE SELECTION:	
Enter at least one of the following dates as the purge cut-off date. Records will be purged if they are prior to the date(s) entered.	
3. Ending Effective Date:	

Processing Option	Processing Options Requiring Further Description
4. Move Out Date:	
5. Last Billing Date:	
6. Date Last Updated:	
0.	
0.	
0.	
0.	
0.	
0.	
0.	
BUILDING/UNIT MATCHING:	
To delete only records with a specific building and/or unit, enter the following. If entering a unit, a building must also be entered.	
7. Building Number:	
8. Unit Number:	
0.	
UNIT STATUS CONTROL:	
9. Enter a '1' to protect the Unit Status records from being purged during the next Unit Status Generation.	
PURGED FILE SELECTION:	
Enter a '1' next to the file(s) from which you want to purge data:	
10. F1501 - Lease Master	
11. F15012 - Expense Participation	
12. F15013 - Sales Overage Master	
13. F15014 - Product Scales Master	
14. F15015 - Minimum Rent/Recoveries	
15. F15016 - Escalation Master	
16. F15018 - DBA Master	
17. F1502 - Recurring Billing Master	
18. F1503 - Lease Log Master (List cont'd on next screen)	
PURGED FILE SELECTION (CONT'D):	
19. F1504 - Lease Log Extension Master	
20. F1505 - Management Fee Master	
21. F1511 - Tenant/Lease Billing Detail	
22. F1511H- Invoice History	
23. F1520 - Lease Financial Summary	
24. F1533 - E.P. Account Exclusions	
25. F1538 - Calculation History	
26. F1548 - Escl. Calculation History	

Processing Option**Processing Options Requiring Further Description**

27. F15011- Billing Control

186.56 Building Information Deletion (P15808)**Processing Option****Processing Options Requiring Further Description**

IMPORTANT: This program deletes the building specified below and all related REM information. Deleted records CANNOT be retrieved; exercise caution when running this program. BUILDING SELECTION:

1. Enter the building number to delete:

UPDATE OPTION:

2. Enter a '1' to print an edit report with no deletion of records. Leave blank to delete the records.

186.57 Collection Log File Purge (P15263)**Processing Option****Processing Options Requiring Further Description**

PURGE CRITERIA SELECTION:

1. Enter the date to select as the purge cut-off date. Records with dates prior to the date entered will be purged.

PRINT OPTION:

2. Enter '1' to update the files. Leave blank to print an edit report only.

186.58 Property/Building Revisions (P00062)**Processing Option****Processing Options Requiring Further Description**

REQUIRED STANDARDS OPTION:

1. Enter a '1' to protect the Required Standards field.

2. Enter a '1' to bypass automatically copying in Standards. Leave blank to automatically copy in Standards from the Log Standards Information program.

DW VERSION FOR FLOOR MASTER REVISIONS:

3. Enter the DREAM Writer version number of the Floor Information program (P1506) to call when the function is selected. Leave blank to default to version 'ZJDE0001'.

SQUARE FOOTAGE EDIT:

4. Enter a '1' to perform the square footage edit between the building and the floor(s) set up for the building. A blank (default) will bypass the edit.

DEFAULT FORMAT:

Processing Option	Processing Options Requiring Further Description
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5. Enter a value for the default video format:
 '' = longer Remark, appears in fold
 '1' = shorter Remark, not in fold
Note: Format 1 is similar to the A7.3 format, but with century added to date fields.

186.59 Floor Information Revisions (P1506)

Processing Option	Processing Options Requiring Further Description
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REQUIRED STANDARDS OPTION:

1. Enter a '1' to protect the Required Standards field.
2. Enter a '1' to bypass automatically copying in Standards. Leave blank to automatically copy in Standards.

FLOOR NUMBER EDIT:

3. Enter a '1' to edit the floor number against User Defined Codes.

DEFAULT GROUPING CODE:

4. To limit entry to only one Grouping Code, enter that Grouping Code here.

DW VERSION FOR BUILDING INFORMATION:

5. Enter the DW version number of the Property/Building Information program to call when the function is selected. Leave blank (default) to call version 'ZJDE0001'.

SQUARE FOOTAGE EDITS:

6. Enter a '1' to perform the square footage edit between the building and the floor(s) set up for the building. Leave blank (default) to bypass the edit.
 7. Enter a '1' to perform the square footage edit between the floor and the unit(s) set up for the floor. Leave blank (default) to bypass the edit.
-

186.60 Unit Information (P1507)

Processing Option	Processing Options Requiring Further Description
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REQUIRED STANDARDS OPTION:

1. Enter a '1' to protect the Required Standards field.
2. Enter a '1' to bypass automatically copying in Standards. Leave blank to automatically copy in Standards.

FLOOR NUMBER EDIT:

3. Enter a '1' to edit the floor number against User Defined Codes. (More....)
-

Processing Option	Processing Options Requiring Further Description
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DW VERSION FOR FLOOR MASTER REVISIONS:

4. Enter the DW version number of the Floor Information program to call when the function is selected.

Leave blank to default to version 'ZJDE0001'.

SQUARE FOOTAGE EDIT:

5. Enter a '1' to perform the square footage edit between the floor and the unit(s) set up for the floor.

Leave blank (default) to bypass the edit. (More...)

FORMAT CONTROL:

6. Select the default screen format:

'1' - Facility Data

'2' - General Information If left blank, the default will be 1.

186.61 Subtotals By Floor (P15410)

Processing Option	Processing Options Requiring Further Description
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COLUMN PARAMETER SELECTION:

1. Enter the control parameters for up to five columns of statistical information below. If the column heading for any column is left blank, that column will not be printed.

STATISTICAL COLUMN 1

Column Heading (11 Character)

Amenity I.D. Code for statistic STATISTICAL COLUMN 2

Column Heading

Amenity I.D. Code for statistic STATISTICAL COLUMN 3

Column Heading

Amenity I.D. Code for statistic STATISTICAL COLUMN 4

Column Heading

Amenity I.D. Code for statistic STATISTICAL COLUMN 5

Column Heading

Amenity I.D. Code for statistic

PRINT SELECTION:

2. Enter '1' to print actual building statistics, at building change, below the sum of unit totals for the building.

186.62 Unit Master List - All Units (P1507P)

Processing Option	Processing Options Requiring Further Description
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AS-OF-DATE SELECTION:

1. Enter the As-of-Date to be used for this report.

PRINT SELECTION:

2. Enter a '1' to page break on change in Building Number. A default of blank will not page break.

Database Overview

This appendix contains these topics:

- [Section A.1, "Primary Files,"](#)
- [Section A.2, "Secondary Files,"](#)
- [Section A.3, "Supporting Files,"](#)
- [Section A.4, "Real Estate Management - Base,"](#)
- [Section A.5, "Real Estate Management - Sales Overage and Sales Analysis,"](#)
- [Section A.6, "Real Estate Management - Escalation,"](#)
- [Section A.7, "Real Estate Management - Expense Participation,"](#)
- [Section A.8, "Real Estate Management - Tenant Work Orders."](#)

This appendix is a list of the primary, secondary, and supporting files that the Property Management system uses. The chapter also includes flowcharts that show the relationship between the principal physical files within the system. The charts flow left to right and top to bottom. Control files are on the left side of the chart, master files are toward the center, and transaction files are on the right.

Note: To keep from being cluttered, the flowchart does not contain the less important control files and workfiles and the files for features that are not commonly used. For a list of minor G/L files, see the *JD Edwards World General Accounting I Guide*.

A.1 Primary Files

File	Description
F0006	Building (Business Unit) Master
F0101	Address Book Master
F0311	A/R Account Ledger
F0411	A/P Account Ledger
F0901	Account Master
F0902	Account Balances
F0911	G/L Account Ledger
F1501	Tenant/Lease Master

File	Description
F1511	Tenant/Lease Billings Detail
F4801	Work Order Master
F4802	Work Order Instructions

A.2 Secondary Files

A.2.1 Facility Information

File	Description
F1506	Floor Master
F1507	Unit Master
F15071	Unit Status/Activity

A.2.2 Billings

File	Description
F15011	Billings Generation Control Master
F1502	Recurring Billings Master
F1512	Billing Code Extension
F1513	FASB 13 Lease Control
F1516	Extended Invoice Text
F1520	Lease Financial Summary
F1521	Business Unit Financial Summary

A.2.3 Sales Overage

File	Description
F15013	Sales Overage Master
F15014	Product Scales Master (Sales Overage Detail)
F15015	Minimum Rent/Recoveries Master
F1540	Sales Reporting Control
F1541	Tenant Sales History

A.2.4 Sales Analysis

File	Description
F1543	Sales Analysis Reporting
F1544	Sales Analysis (Summary) Control

File	Description
F1545	Square Footage History
F1546	Square Footage Comparison Log

A.2.5 Expense Participation

File	Description
F15012	Tenant Class Master
F1502W	Estimated Expense Participation Recurring Billings
F15100	Expense Class Amounts
F15110	Accounts by Expense Participation
F1530	Expense Participation Class Master
F1531	Expense Participation Class Adjustment
F1532	Expense Participation Audit
F1533	Tenant Class Account Exclusion
F1538	Expense Participation Billing Register (Calculation Details)

A.2.6 Escalation

File	Description
F15016	Tenant Escalation Master
F1548	Escalation Billing Register (Calculation Details)
F1550	Escalation Index Master

A.2.7 Fees and Interest

File	Description
F1505	Management Fee Master
F1505H	Revenue Fee Generation History
F1525	A/R Fee Interest

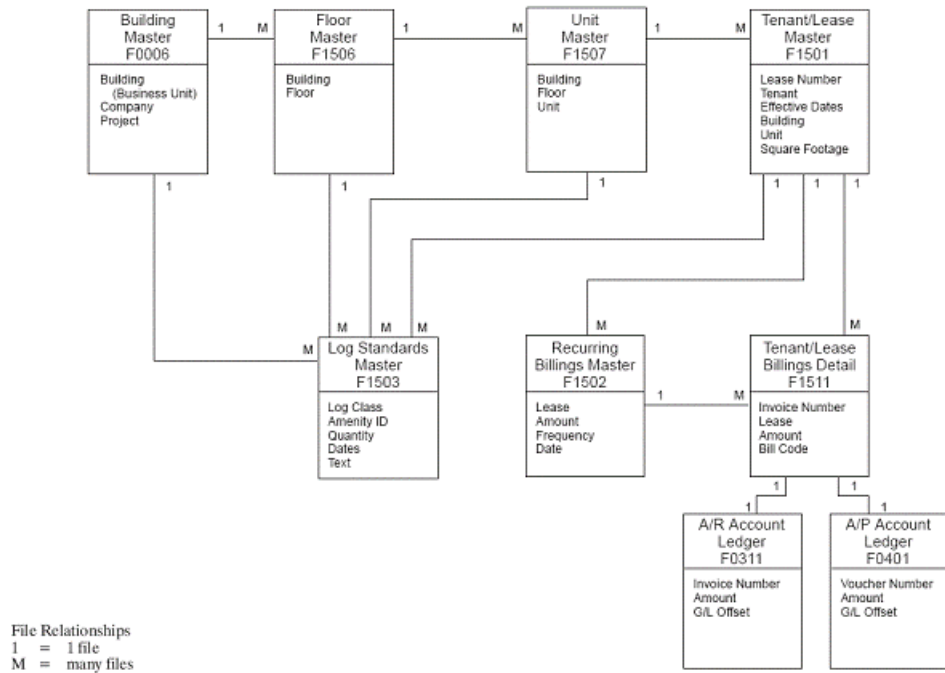
A.3 Supporting Files

File	Description
F0005	User Defined Codes
F0008	Fiscal Date Patterns
F0009	General Constants
F0010	Company Constants
F0011	Batch Control Records
F0012	Automatic Accounting Instructions Master

File	Description
F0014	Payment Terms
F0018	Sales/Use/V.A.T. Tax
F0019	Generic Message/Rate Types
F00191	Generic Message/Rates
F00192	General Message Detail
F0111	Address Book - Who's Who
F0116	Address Book by Date
F0301	Customer Master
F0315	A/R Credit/Cash Management
F0401	Supplier Master
F15018	DBA Master
F1503	Log Standards Master
F1504	Log Standards Extension Master
F1509	Collection Activity Rules
F1510	Property Management Constants
F1511H	Billings Detail History (for late fees and sales overage)
F1515	Tenant Receivable Cash Management
F1526	Collection Transaction Log
F1527	Collection Transaction Log-Additional Text
F1590	PRO-JECT Initial Generation
F1595	PRO-JECT Final Generation
F4008	Tax Area Master

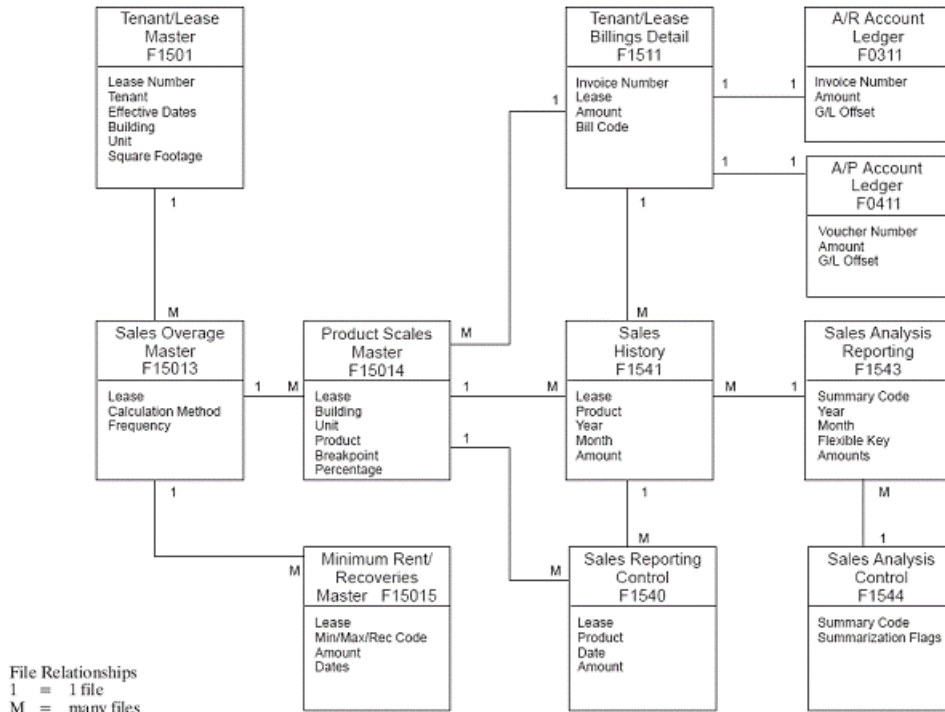
A.4 Real Estate Management - Base

Figure A-1 Real Estate Management - Base



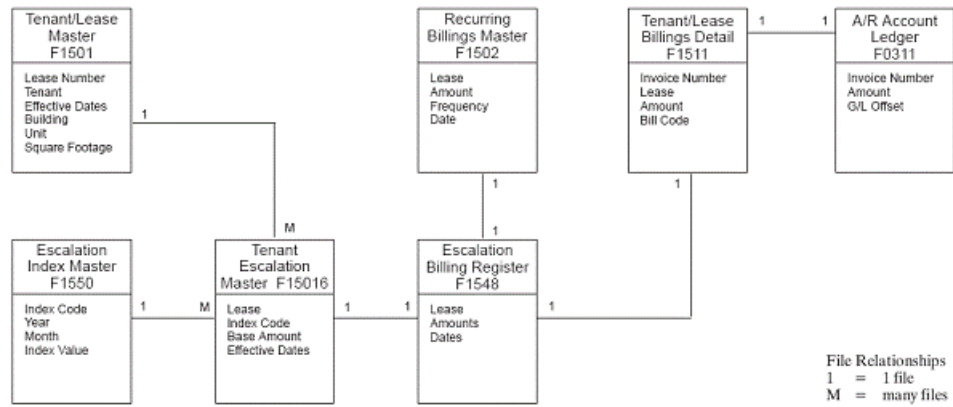
A.5 Real Estate Management - Sales Overage and Sales Analysis

Figure A-2 Sales Overage and Sales Analysis



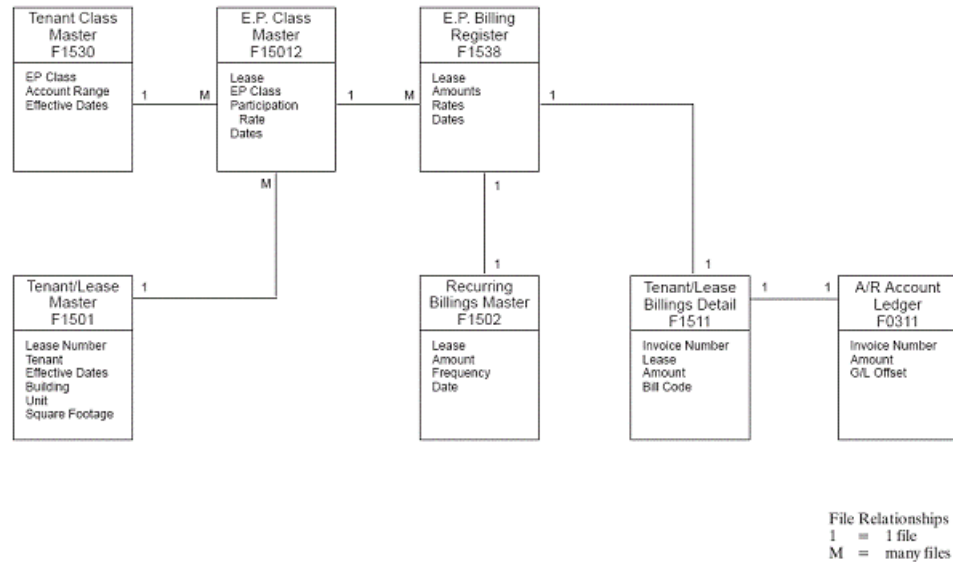
A.6 Real Estate Management - Escalation

Figure A-3 Escalation



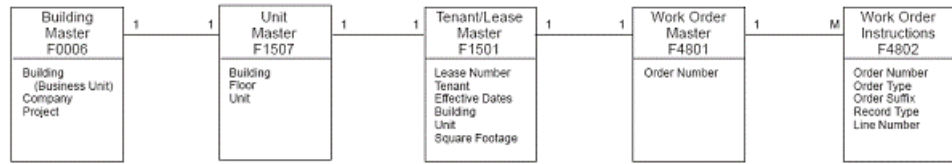
A.7 Real Estate Management - Expense Participation

Figure A-4 Expense Participation



A.8 Real Estate Management - Tenant Work Orders

Figure A-5 Tenant Work Orders



File Relationships
 1 = 1 file
 M = many files

DREAM Writer Overview

This appendix contains these topics:

- [Section B.1, "Version List,"](#)
- [Section B.2, "Version Identification,"](#)
- [Section B.3, "Additional Parameters,"](#)
- [Section B.4, "Processing Options,"](#)
- [Section B.5, "Data Selection,"](#)
- [Section B.6, "Data Sequence."](#)

For many reports, the system uses a JD Edwards World facility called the Data Record Extraction and Management (DREAM) Writer. This appendix briefly describes some basic DREAM Writer functions. For more information, see the *JD Edwards World Technical Foundation Guide*.

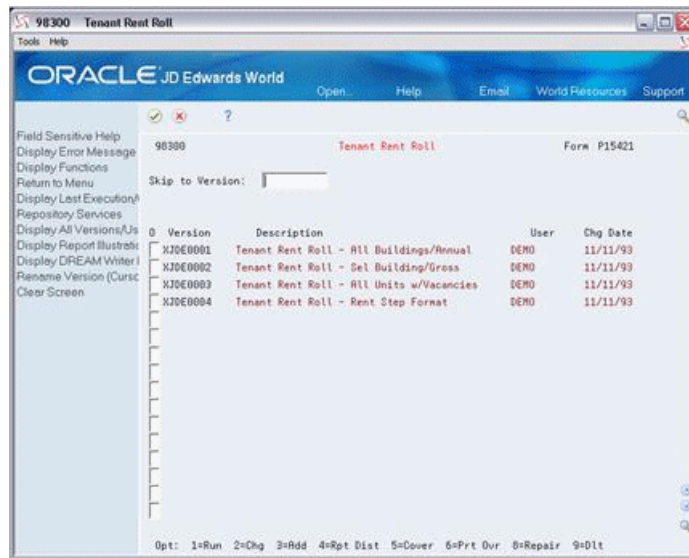
When you choose a report from a menu, one of the following happens:

- The DREAM Writer version list appears. You can perform the following tasks on an existing version:
 - Submit a version for processing.
 - Create a new version of the report.
 - Change and maintain the different versions.
- The system automatically submits a version for processing. If you want to run a different version, you can still access the DREAM Writer version list. To do this, type the number of the menu selection in the Selection field and press F18.
- The Processing Options Revisions screen appears. After you review the processing options and make any necessary changes, press Enter to submit the report.

Note: The setup information varies with each report and version. This appendix uses the Tenant Rent Roll report as an example.

B.1 Version List

Figure B-1 Tenant Rent Roll screen



The version list contains all the versions that exist for a report. From the list, you can perform the following tasks on a version:

Task	Task
View the DREAM Writer information	Change
Run	Delete
Copy (Add)	View and change the printer information

B.1.1 View the DREAM Writer Information

To view the DREAM Writer information for a version, type 5 (Cover) in the O (Option) field to the left of the version and press Enter. The DREAM Writer Version Inquiry screen appears.

Figure B-2 DREAM Writer Version Inquiry screen



The information on this screen makes up the cover page for the version and shows how the report is set up. You can use the roll keys to scroll to additional pages of information.

B.1.2 Run

To submit a version for processing:

1. Type 1 in the O (Option) field to the left of the version you want to run.
2. Press Enter.

The Processing Options Revisions screen appears.

Note: In some cases such as the DBA Master Listing, the system automatically submits the version for processing at this point.

3. Review the processing options and make any necessary changes.
4. Press Enter.

The message Submitted appears to the right of the version.

Caution: Do not change a version while it is being processed.

B.1.3 Copy (Add)

To create a new version of a report from an existing one, type 3 in the O (Option) field to the left of the version you want to copy and press Enter.

The system lets you access five setup screens so you can review and change the selections for the new version. These screens relate to the following functions, which are described later in this appendix:

- Version identification
- Additional parameters

- Processing options
- Data selection
- Data sequence

You use the following keys to move from screen to screen:

Key	Description
F3 or click the X in the tool bar	Returns you to the version list.
Note: The list includes the new version even though you may not have finished the setup process.	
F12 or choose the "Return to" exit	Returns you to the previous setup screen.
Enter or click the check mark in the tool bar	Accepts the information you specify and proceeds to the next setup screen. When you press Enter on the final setup screen, you return to the version list. The list includes the new version.
Roll (Page up/down) keys	Scroll to additional pages of processing options.

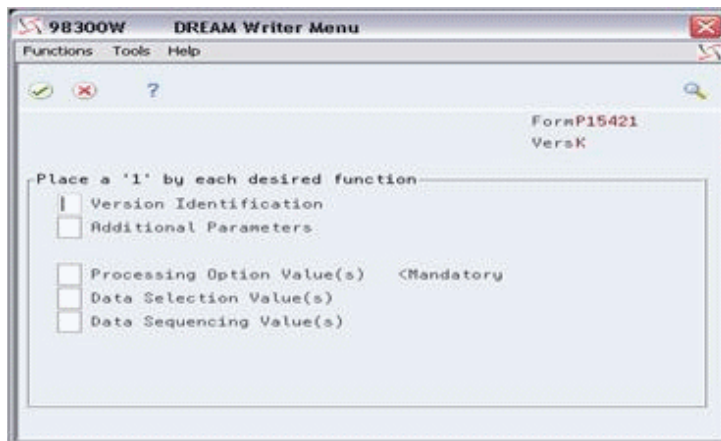
B.1.4 Change

To change the DREAM Writer information for a version:

1. Type 2 in the O (Option) field to the left of that version.
2. Press Enter.

The DREAM Writer Menu window appears, displaying a list of the same setup screens you use when you copy (add) a version.

Figure B-3 DREAM Writer Menu screen



3. Type 1 (Select) in the field to the left of each screen you want to access.
4. Press Enter.

The system displays the setup screens you specified so that you can review and change the information.

You use the following keys to move from screen to screen:

Key	Description
F3 or click the X in the tool bar	Returns you to the version list.
Note: The version includes the changes you made before you pressed F3.	
F12 or choose the "Return to" exit	Returns you to the previous setup screen.
Enter or click the check mark in the tool bar	Accepts the information that you specify and proceeds to the next setup screen. When you press Enter on the last setup screen you specified, you return to the version list. The version includes all the changes you made.
Roll (Page up/down) keys	Scroll to additional pages of processing options.

Note: You cannot change a version that has DEMO in the User field.

B.1.5 Delete

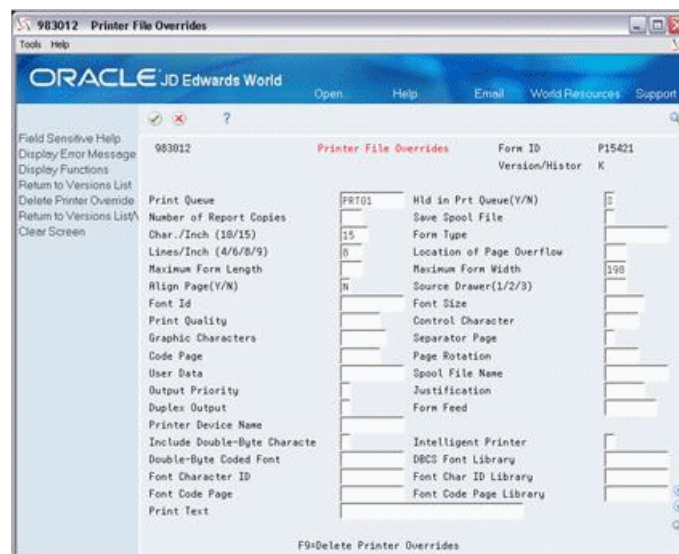
To delete a version, type 9 in the O (Option) field to the left of that version and press Enter.

Note: You cannot delete a version that has DEMO in the User field.

B.1.6 Printer Information

To view and change the printer information for a version, type 6 in the O (Option) field to the left of the version and press Enter. The Printer File Overrides screen appears.

Figure B-4 Printer File Overrides screen

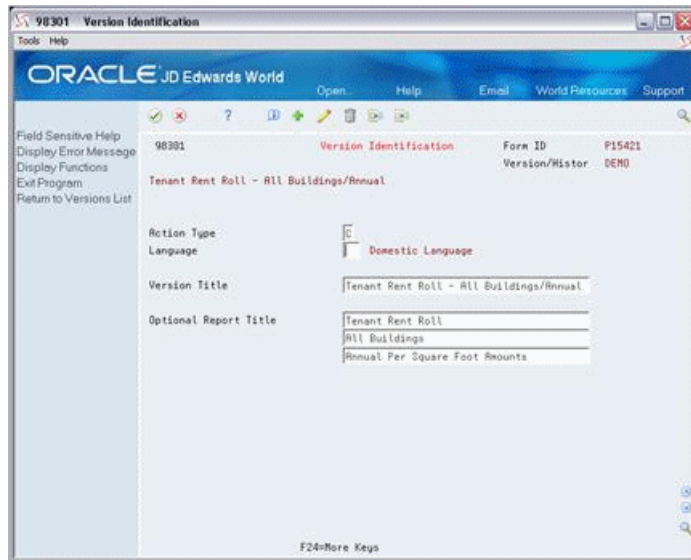


You can also access this screen if you press F5 or exit to Printer Overrides from the Processing Options Revisions screen.

Caution: JD Edwards World recommends that you consult your system administrator before you make any changes on this screen. If you change some fields incorrectly, the version may not print.

B.2 Version Identification

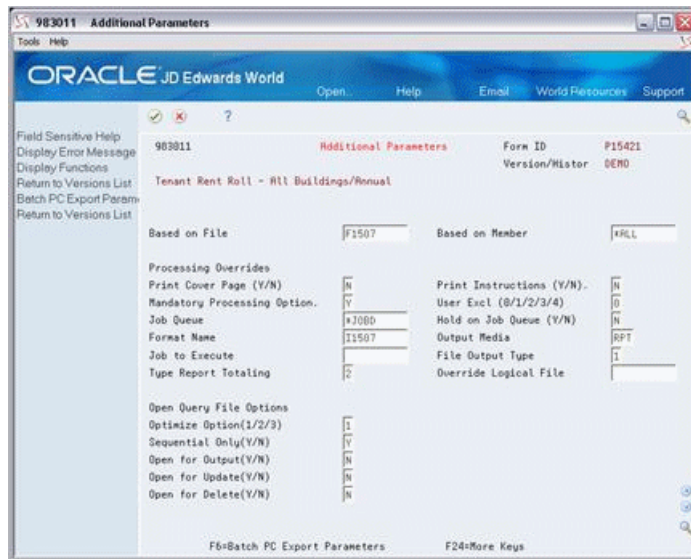
Figure B-5 Version Identification screen



The title of the version appears as the description in the version list. If the Optional Report Title fields are blank, the system uses the version title for the report.

B.3 Additional Parameters

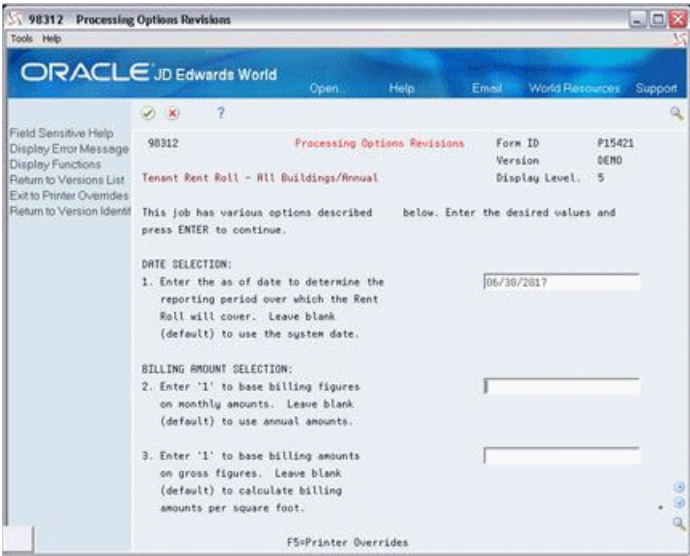
Figure B-6 Additional Parameters screen



Caution: JD Edwards World recommends that you consult your system administrator before you make any changes on this screen. If you change some fields incorrectly, the version may not run.

B.4 Processing Options

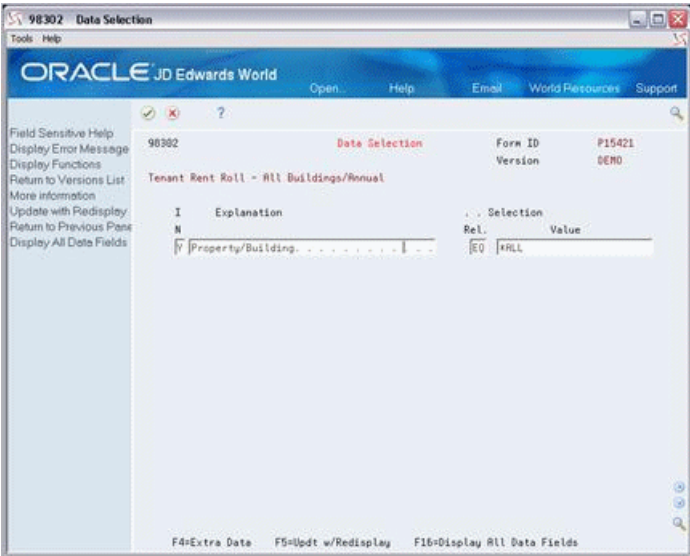
Figure B-7 Processing Options Revisions screen



Processing options let you specify information that controls the reporting date, format, selection values, and so on. If there is more than one page of options, use the roll keys to access the others. Processing options do not exist for some reports.

B.5 Data Selection

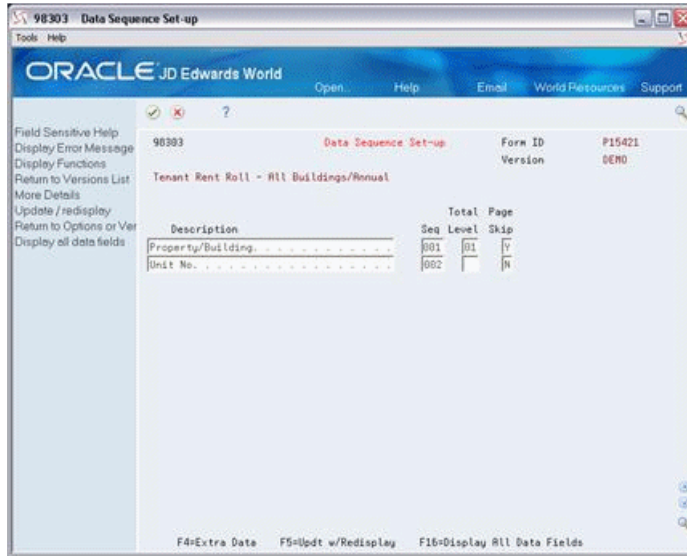
Figure B-8 Data Selection screen



Along with the processing options, this screen lets you specify what information the system selects for a report. Every field in the file on which the report is based is available for selection.

B.6 Data Sequence

Figure B–9 Data Sequence Setup screen



This screen lets you specify the sequence in which the information appears on a report.

The sequence can also control the following:

- The levels of information where totals occur
- Where the report begins a new page based on changes in the information

Caution: Use care when you change the sequence. Some reports contain logic for totals and page skips that is based on a specific sequence. If your changes affect the sequence in such cases, unexpected results may occur.

FASB 13 Graphical

This appendix provides flowchart overviews of the FASB 13 process. For more information about the process, screens, and reports used for FASB 13, see [Part XVIII, "FASB 13"](#) in this guide. Also see [Chapter 163, "FASB 13 Generation/Conversion."](#)

Figure C-1 Flowchart Overview of the FASB 13 Process (1 of 6)

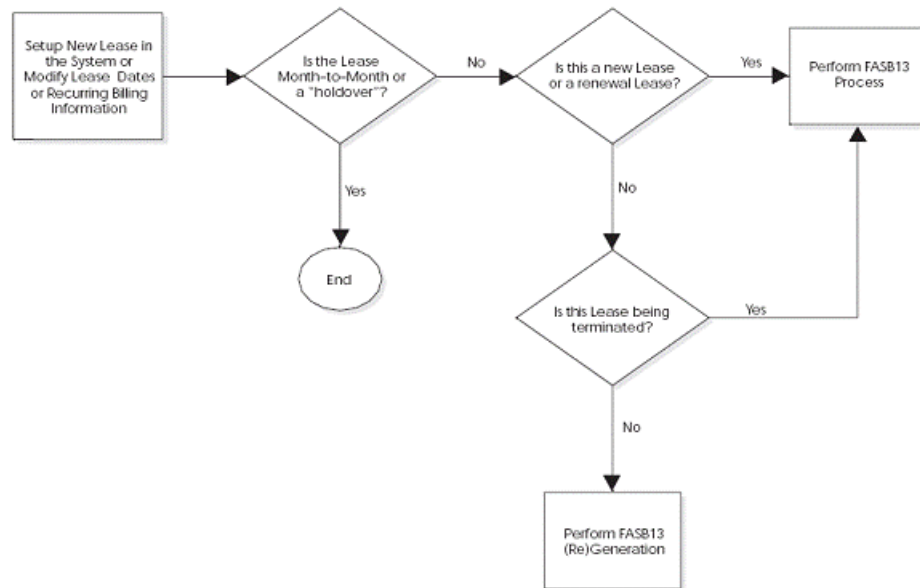


Figure C-2 Flowchart Overview of the FASB 13 Process (2 of 6)

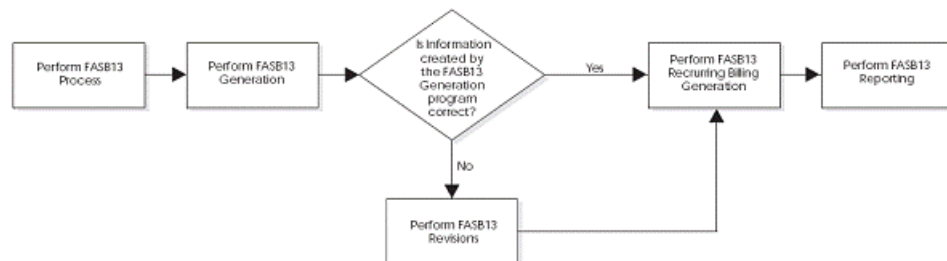


Figure C-3 Flowchart Overview of the FASB 13 Process (3 of 6)

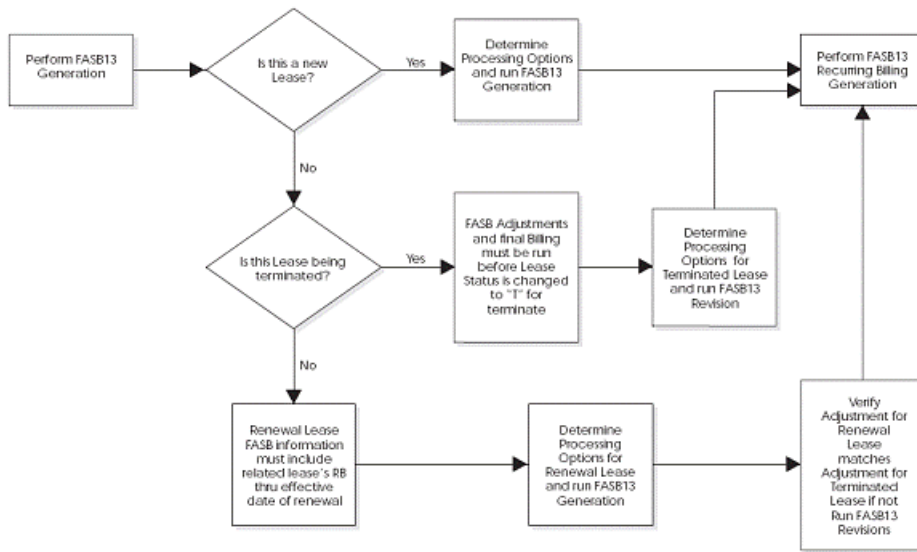


Figure C-4 Flowchart Overview of the FASB 13 Process (4 of 6)

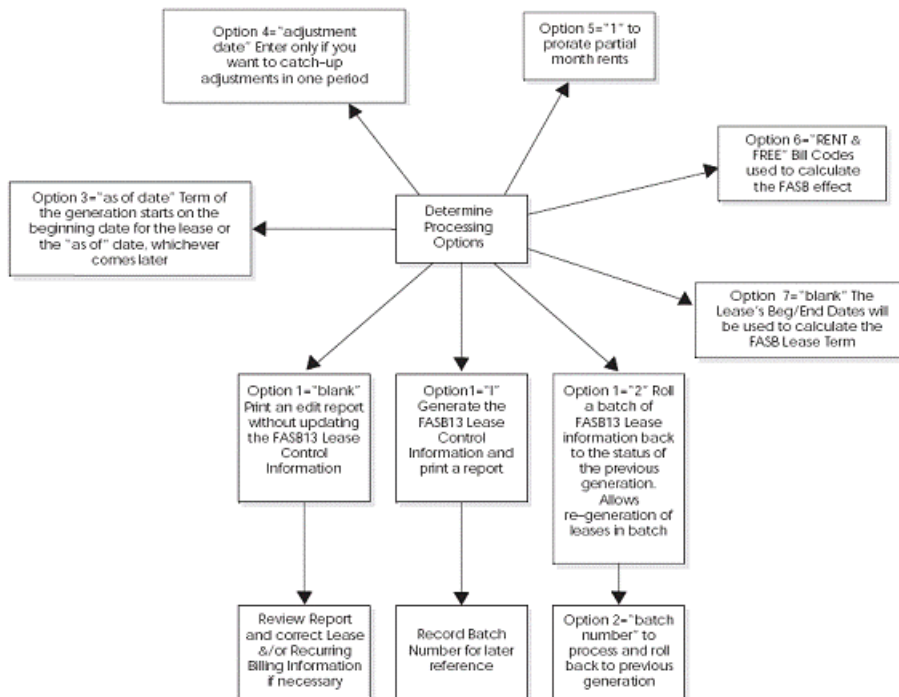


Figure C-5 Flowchart Overview of the FASB 13 Process (5 of 6)

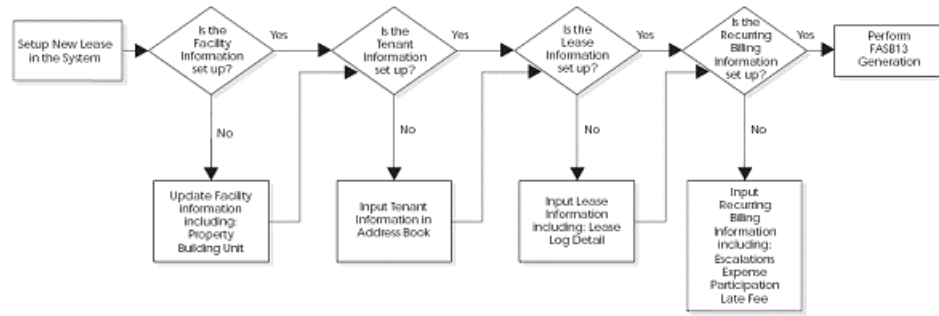
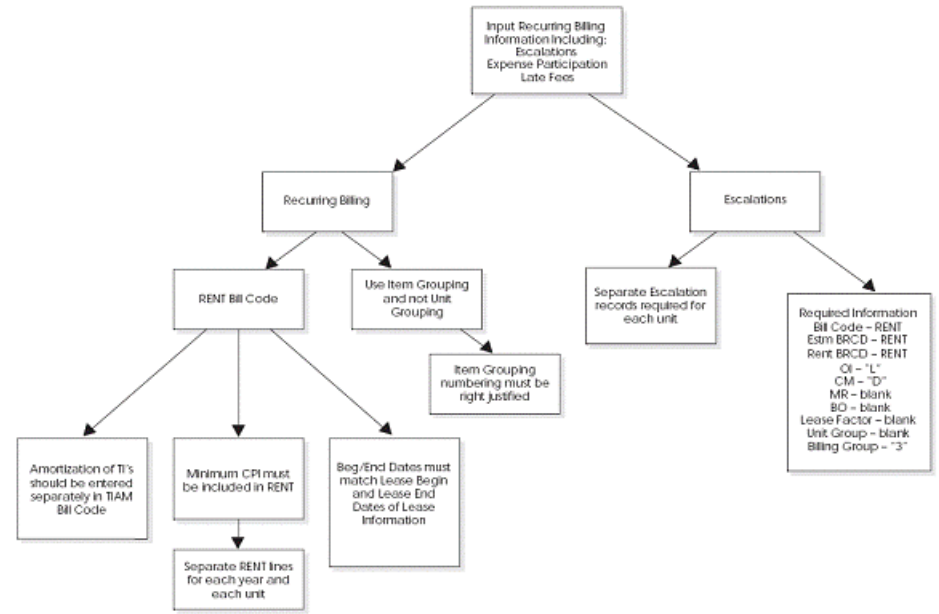


Figure C-6 Flowchart Overview of the FASB 13 Process (6 of 6)





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