

Oracle PeopleSoft Lease Administration

Oracle's PeopleSoft Lease Administration is a fully integrated, comprehensive solution designed to streamline and automate the entire lifecycle of your leasing operation. Whether your organization is a corporation, a public service provider, an educational institution, or a retail/franchise operation, our system expertly manages site selection and acquisition, lease administration, and space management. This robust platform minimizes contractual and financial risk, reduces costs, and enhances efficiency when managing leases and their underlying assets. Transform your leasing operations with the power and precision of PeopleSoft Lease Administration.

Integrated Solution

PeopleSoft Lease Administration integrates with Oracle's PeopleSoft Financial Management and Supply Chain Management solutions to ensure that leases are managed according to agreement terms. Cost and space utilization is captured for performance management.

PeopleSoft Lease Administration also leverages Oracle's PeopleSoft Enterprise Human Capital Management for employee and organization information used in space management. To streamline processes and reduce workplace costs, PeopleSoft Lease Administration can be combined with PeopleSoft Maintenance Management to maintain facilities.

Site Selection and Acquisition

PeopleSoft Lease Administration Site Acquisition allows you to manage the identification, comparison, and negotiation of candidate properties to add to your real estate portfolio. Administrators can create and document property site information in a centralized repository.

You can submit site acquisition requests by specifying property types and adding multiple sites for consideration. A user-defined scoring system provides a ranked list based on location, maintenance, schedule, value, and more. The system offers a built-in workflow to approve acquisitions and manage critical date notifications.

Upon approval and finalization of a site request, you can automatically create an asset in Asset Management and a lease in Lease Administration, using data from the site record or acquisition request.

Key Business Benefits

- Automate site acquisition
- Streamline lease administration
- Optimize facility usage
- Accurately report and analyze lease-centric operations
- Ensure compliance

Key Features

- Site selection and acquisition
- Payables lease administration and accounting (Lessee)
- Integration with PeopleSoft Accounts Payable for lease payments
- Receivables lease administration and accounting (Lessor)
- Integration with PeopleSoft Billing for lease receivables
- Integration with PeopleSoft Asset Management for asset administration
- Integration with PeopleSoft Maintenance Management for asset maintenance

The benefits of Lease Administration Site Selection and Acquisition are to:

- Improve decision-making with comprehensive site details, weighted scoring, and comparison analytics.
- Use approval workflows to accelerate site acquisition.
- Minimize missed deadlines with critical date alerts.

Site Acquisition Request(s)

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

Unit: US001 | Status: Evaluating Finalists

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

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

General Attributes					
Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Site Name	1.00	Site-11	2	Site-12	4
Offered By	1.00	SMITH	3	SMITH	3
Property Owner	1.00	SCHUMACHER	1	SCHUMACHER	1
Total Score for General Attributes:		15.00 (Possible)	6.00	8.00	8.00

Location Attributes					
Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Address Line 1	1.00	Whitefield	3	Whitefield	3
Location Rating	1.00	Good	4	Good	1
Location Type	1.00	R3	1	R3	5
Total Score for Location Attributes:		15.00 (Possible)	8.00	9.00	9.00

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

Figure 1. Lease Administration's Site Acquisition Comparison Matrix



Figure 2. Lease Administration Site Acquisition Analytic Chart

Lease Administration

PeopleSoft Lease Administration enables you to effectively manage the entire lifecycle of equipment and real estate leases. You can process everything from single invoices or payments to complex recurring ones. You can perform cost allocations, rent escalations, and capacity planning. The system ensures that you always stay ahead of your lease commitments, which reduces risks and optimizes operations.

Maintain Payables and Receivables leases by:

- Managing general lease information, which includes description, lease type, location, duration, administrators, and property-specific asset details for easy reference and improved decision-making.

Maintain Lease

General Information | Financial Terms | Clauses | Options and Critical Dates | Notes and Attachments | Contacts | Supplemental Data

Action: ...Choose Action... [Go] Unit: US001 Status: Active

Payables Lease: 000000147 Lease Name: Office Property Lease Lease Type: Office Lease Lessor: Riger Services Location: Main Region: Northeast Sales

Lease Timetable

Commencement	01/01/2022	Termination	12/31/2031
Lease Term	10 years 0 months 0 days		
Remaining Term	8 years 5 months 14 days		
Lease Signed	12/15/2021	Additional Data details	

Lease Administration

Lease Administrator: Kenneth Schumacher
Portfolio Manager: Smith, Jane
Lease ID: []
[Related Leases](#)

Asset Information

> Lease Payment Allocation

Asset List

Asset ID	Asset Description	Classification	Capitalized Cost
00000000235	Operating Lease Building	Operating	2008775.89

Figure 3. Lease Administration setup pages provide effective management of all lease terms.

- Recording the details of financial terms such as the type of charge, start and end dates, currency, schedule, and payee/payor information.
- Industry-standard practices such as straight-lining, proration, and escalation are also automated and considered when generating transactions.
- Capturing and tracking compliance of lease clauses with clause-specific user-defined fields, notes, attachments, and supplemental data.
- Defining lease options with critical date alerts to prevent missed deadlines.
- Documenting lease conversations and correspondence using notes and file attachments for easy reference.
- Maintaining supplier, customer, and supplemental contacts for each lease to quickly access critical information for efficient communication.

- Preserving a detailed approval and audit trail using robust lease amendment functionality, which secures transaction history over the lifecycle of the lease.

Ensure Compliance

PeopleSoft Lease Administration delivers functionality to account for finance and operating payables leases (lessee agreements) and operating receivables leases (lessor agreements). Your organization can recognize lease liabilities and right-of-use assets in accordance with ASC 842 or IFRS 16.

For payables leases, PeopleSoft Lease Administration accounts for multi-asset leases with the financial or operating classification determined at the asset level. Financial terms are configured to track lease-related payments, as well as non-lease components to one or multiple payees. Additionally, all lease options can be tracked, including those that aren't reasonably certain to be exercised.

PeopleSoft Lease Administration delivers seamless integration with PeopleSoft Payables enabling users to generate recurring payments based on a predefined lead time. You have the option to review and approve payment requests or have the system automatically approve transactions.

PeopleSoft Lease Administration also integrates operating lease receivables to PeopleSoft Billing. You can review and approve billable items or have the system automatically approve billable transactions.

Online Reporting Analytics

PeopleSoft Lease Administration offers powerful online analytics designed to provide actionable data across leasing operations. Using comprehensive payable and receivable lease reports and in-depth property reports, you can easily monitor critical dates, understand future obligations, track pending payments, and manage lease creation and maintenance. Additionally, a 360-degree view of leased properties includes associated leases, basic property details, and occupant information. With these interactive and easily accessible online tools, you can effectively streamline your operation, make informed decisions, and achieve optimized lease management.

My Lease Portfolio

PeopleSoft Lease Administration provides a personalized page to view all payable and receivable leases assigned to you as a lease administrator or portfolio manager. You can also add leases that are not assigned to you.

The screenshot shows a web browser window with the title "My Lease Portfolio". Below the title bar, there are navigation links: "New Window", "Help", and "Personalize Page". The main content area is titled "My Lease Portfolio" and contains a table with 11 columns: Bus Unit, Lease Number, Lease Type, Lease Name, Region, Lease Status, Lease Administrator, Property Name, Portfolio Manager, and Lease End Date. There are four rows of data, each with a checkbox in the first column.

	Bus Unit	Lease Number	Lease Type	Lease Name	Region	Lease Status	Lease Administrator	Property Name	Portfolio Manager	Lease End Date
<input type="checkbox"/>	US001	0000000146	Corporate Payables	MRI Equipment Lease	Northeast Sales	Active	Kenneth Schumacher		Smith, Jane	12/31/2028
<input type="checkbox"/>	US001	0000000147	Office Lease	Office Property Lease	Northeast Sales	Active	Kenneth Schumacher	Devonshire at the Enclave	Smith, Jane	12/31/2031
<input type="checkbox"/>	US001	0000000148	Corporate Payables	Lease - Variable Payments	Southern Sales Region	Active	Kenneth Schumacher	Vision at the Enclave	Smith, Jane	12/31/2029
<input type="checkbox"/>	US001	0000000149	Corporate Payables	Office Lease	Southern Sales Region	Active	Jean-Patrick Martin	Berkenshire Plaza	Kenneth Schumacher	12/31/2023

Figure 4. The My Lease Portfolio provides visibility into all aspects of Lease Administration

Payable Lease Reports

Gain insights and streamline operations with a comprehensive set of payable lease reports. These online inquiry reports offer critical information that helps you manage important tasks, maintain leases, understand future obligations, and track pending payments.

Delivered payable lease reports are:

- **Critical Dates Inquiry** – An interactive online tool that monitors critical dates and associated options, which reminds you of important tasks that require action by a specific date.
- **Payables Lease Inquiry** – An online summary of general terms and a financial summary for payable leases, which supports lease creation and maintenance.
- **Minimum Future Lease Obligation** – A comprehensive view of future rent obligations, which provides essential data for financial reporting.
- **Pending Lease Payables** – An interactive report that tracks pending payable lease payments and their schedules, which aids in timely payment processing.

Receivable Lease Reports

Receivables lease reports provide essential tools to effectively manage receivable leases. They offer a comprehensive view of general terms, financial summaries, and pending lease receivables, which supports processing invoices and overall lease management.

Delivered receivable lease reports are:

- **Receivables Lease Inquiry** – An online overview of general terms and a financial summary of receivable leases, which supports creating leases and lease maintenance.
- **Pending Lease Receivables** – An interactive report that tracks pending receivable lease invoices and schedules, which supports timely invoice processing.

Property Reports

Enhance your property management with robust property reports. Gain a holistic view of property details, including lease associations, basic property information, and occupant details.

Delivered property reports are:

- Leased Property Report – An interactive report that includes all payable and receivable leases that are associated with selected properties.
- Property Information – An online tool that includes basic property information such as business unit, site, location, building, country, floor, state/province, area, city, space, and property class.
- Property Occupants Report – A comprehensive list of all occupants for a property that includes basic information such as move-in and move-out dates.

Facilities Management

PeopleSoft Lease Administration leverages PeopleSoft Maintenance Management self-service to streamline the request for work and the execution of maintenance tasks. Maintenance staff can focus on keeping facilities operating and safe. The software's flexible use of templates helps to ensure that your organization correctly accounts for the cost of maintenance associated with leased property and equipment.

Lease Features

PeopleSoft Asset Management delivers functionality to account for leased assets and the ability to measure and recognize lease liabilities and the associated right-of-use assets for payables leases. Ensure compliance with the latest lease accounting standards, ASC 842 and IFRS 16, by leveraging the shared product functionality with PeopleSoft Lease Administration. Shared product functionality for customers licensed only for PeopleSoft Asset Management addresses the core accounting requirements for lessees. Shared product functionality does not require a full license to Lease Administration.

The following table indicates what lease functionality is available in Asset Management versus Lease Administration:

LEASE FEATURE	ASSET MANAGEMENT	LEASE ADMINISTRATION
Single-Asset Leases (Finance & Operating)	✓	✓
Multiple Financial Terms	✓	✓
Straight-Line Accounting	✓	✓
Amendment Processing	✓	✓
Manual Fees	✓	✓
Integration with PeopleSoft Accounts Payable	✓	✓

Integration with PeopleSoft General Ledger	✓	✓
Multiple-Asset Leases (Finance & Operating)		✓
Lease Clauses		✓
Options and Critical Dates		✓
Operating Expenses (CAM)		✓
Percent Rent		✓
Security Deposits		✓
Receivables Leases (Operating only)		✓
Site Selection and Acquisition		✓
My Lease Portfolio		✓
Lease Administration Reports		✓
Integration with PeopleSoft Contracts		✓
Integration with PeopleSoft Billing		✓

Oracle's PeopleSoft Enterprise Financial Management Solution

Oracle's PeopleSoft Lease Administration is part of an integrated family of financial accounting and analytic applications. These solutions provide flexible, best-practice business processes and greater insight into performance, helping organizations worldwide to transform finance into a strategic advantage.

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