

PeopleSoft Lease Administration



Oracle's PeopleSoft Lease Administration streamlines and automates site selection and acquisition, lease administration and space management. Whether your organization is a corporation, a public service provider, an educational institution, or a retail/franchise operation, PeopleSoft Lease Administration offers a comprehensive solution for reducing costs and minimizing contractual and financial risk.

KEY FEATURES

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

PeopleSoft Lease Administration is a fully integrated solution for the management of leases and the underlying assets. It integrates with Oracle's PeopleSoft Financial Management and Supply Chain Management solutions to ensure that leases are managed according to the terms of the agreements; cost and space utilization are captured for performance management; and divisions comply with regulatory requirements. PeopleSoft Lease Administration also leverages Oracle's PeopleSoft Enterprise Human Capital Management solutions for employee and organizational information used in space management. To further streamline processes and reduce workplace costs, PeopleSoft Lease Administration can be combined with PeopleSoft Maintenance Management for facilities maintenance.

Site Selection & Acquisition

PeopleSoft Lease Administration Site Acquisition allows users to manage the identification, comparison, and negotiation of candidate properties to add to an organization's real estate portfolio. Site acquisition is primarily centered on transaction management, which uses a centralized site repository to identify and create site-specific data. Once the site repository portal is established with sufficient sites for selection, site acquisition requests can be submitted to document each property site under consideration for acquisition.

PeopleSoft Lease Administration Site Acquisition enables:

KEY BENEFITS

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

- Full document management (file attachments) functionality to store documents, notes and conversations
- Contacts management with a contacts address book for quick access to all relevant contacts
- Comparison of sites (with weighted scorings and rankings) based upon defined attributes to facilitate the selection of the most appropriate site for the business requirement(s)
- Approval workflow to review and isolate the best matching site for acquisition, including ranked preferences for which sites are the most appropriate
- Optional automatic creation of a property-type asset (in PeopleSoft Asset Management), a project (in PeopleSoft Project Costing) to

manage construction/buildout, or a lease (in PeopleSoft Lease Administration) once the site is acquired

RELATED PRODUCTS

The following Products support Oracle PeopleSoft Lease Administration

- PeopleSoft General Ledger
- PeopleSoft Asset Management
- PeopleSoft Accounts Payable
- PeopleSoft Transaction Billing Processor
- PeopleSoft Billing
- PeopleSoft Maintenance Management

Employee Self Service 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: 0000000000000001 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 00000000000000015 Site-11	Rating	Site 00000000000000016 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 00000000000000015 Site-11	Rating	Site 00000000000000016 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 00000000000000015 Site-11	Rating	Site 00000000000000016 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

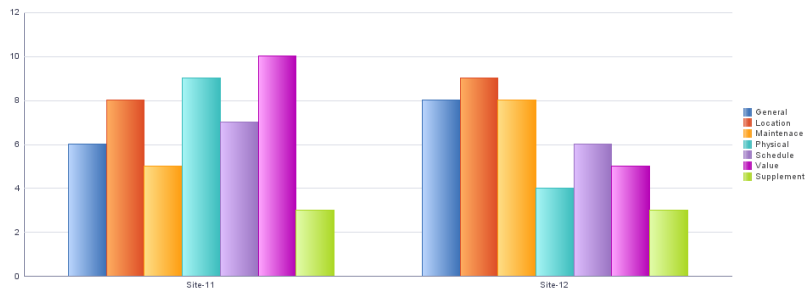


Figure 1. Lease Administration’s Site Acquisition allows you to plan, evaluate and select the best site for your organization’s needs

Lease Administration

PeopleSoft Lease Administration ensures that organizations pay only what is due by automating generation, review, and approval for recurring rents, including percent rent, operating expenses, security deposits, taxes, and maintenance fees. Industry standard practices like straight-lining, proration, and escalation are also automated.

- Effectively manage lease information like duration, property and area details, and administrators of the lease. Track additional lease information like clauses, notes, and contacts concerned with a particular lease.

The screenshot shows the 'Maintain Lease' page in Oracle PeopleSoft. The top navigation bar includes 'Employee Self Service' and 'Maintain Lease'. The main content area is divided into several sections:

- General Information:** Includes fields for Lease Name (000000127), Lease Type (Corporate Payables), Lessor (Riper Services), Location (Main), and Region (Southern Sales Reg).
- Lease Timetable:** Includes fields for Commencement (05/15/2017), Lease Term (5 years 11 months 28 days), Remaining Term (5 years 2 months 5 days), and Lease Signed (04/25/2017).
- Lease Administration:** Includes fields for Lease Administrator (Marilyn Drake) and Portfolio Manager (Smith, Jane).
- Asset Information:** Includes a 'Lease Payment Allocation' section and an 'Asset List' table. The 'Asset List' table has columns for Asset ID, Asset Description, Classification, and Capitalized Cost. Below the table are summary statistics: Combined Total Area (7,600,000), Combined Usable Area (7,100,000), and Combined Rentable Area (7,300,000).

Figure 2. Lease Administration setup pages provide effective management of all lease terms

- Details of financial terms like type of charge, start and end dates, currency, schedule, payee/payor are also recorded. Straight-lining, proration, and escalations can be set up and taken into account when transactions are generated, and dynamic ChartField overrides ensures any financial term can be accounted for appropriately
- Robust lease amendments functionality retains a detailed approval and audit trail to ensure history over the lifecycle of a lease are not lost.
- Critical dates can be set up to manage options that are triggered by date and notify the stakeholders so that decisions are taken on time.
- Track lease terms compliance via Configurable Lease Monitoring functionality, leveraging the PeopleSoft Approval Workflow Framework
- The Transaction Queue Manager facilitates efficient financial transactions, with auto-approval capability for streamlined transaction management.
- Extensive percent rent calculation methodologies to accurately calculate appropriate variable rent amounts, including the ability to load and process sales reports en masse for true “lights out” processing.
- Operating Expenses audit/reconciliation provides a comprehensive solution to fully automate the process of Common Area Maintenance (CAM) expenses, with pro-rata share and occupancy adjustments, anchor tenant contributions, applying caps, and improved catch-up payment functionality.

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, while the software's flexible use of templates helps to ensure that the organization correctly accounts for the cost of maintenance.

Reports

A key value of PeopleSoft Lease Administration is the provision of timely and relevant financial information on lease-centric operations. Accurately reporting financial results that are related to lease payments and obligations is required to effectively manage businesses. Pending lease transactions, future lease obligation, property information, rent, and sales information are some of the reports that are available besides statutory reports. Manage your information with:

- Lease Abstract—provides a printable summary of lease terms.
- Minimum Lease Obligation—provides a statutory report that shows the future minimum lease payments.
- Pending Lease Payables/Receivables—verifies recurring transactions before approval.
- Rent Variance Report—shows and explains the variance in recurring charges.
- Leased Property Report—lists the leases associated with a property in a horizontal grid.
- Property Information—displays the property details extracted from the asset repository.
- Reported Sales—reports sales by sales period.
- Property Occupants—lists all occupants assigned to a space (such as an office or cubicle) for space assignment tracking.
- Critical Dates Inquiry—enables the user to search critical dates.

Analytics

PeopleSoft Lease Administration helps control property costs with roles-based dashboards, including space utilization, property statistics, lease statistics, lease optimization, and lease costs, with the ability to drill down into transaction details.

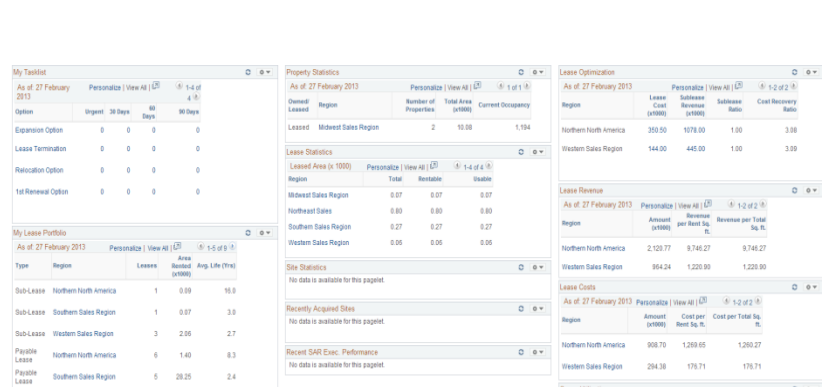


Figure 3. The Lease Administration portlet provides visibility into all aspects of lease administration

Delivered Lease Administration portlets include:

- **My Lease Portfolio:** Displays a summarization of the leases for which an internal user has added to their personal view. Enables drill-down directly to the user's personal lease list and further to the specific lease.
- **My Tasklist:** Ages and displays summarized view of all lease-related critical dates for a specific user. Details the critical date assignments for all internal users, summarized into incremental timelines.
- **Property Statistics:** Displays property information such as number of properties, total area, and occupancy summarized by business unit, region, and property type.
- **Space Utilization:** Displays a summary of the ratio of used and unused property space for owned and leased properties by business unit and region.
- **Lease Statistics:** Displays a summary of the lease area information such as total area, rentable area, and usable area summarized by business unit and region.
- **Lease Costs:** Displays a summary of payables lease costs, the amount of recurring and nonrecurring costs of providing the lease.
- **Lease Revenue:** Displays a summary of the returns generated by receivable leases leased to tenants for owned properties or as a sublease of underutilized leased property.
- **Lease Optimization:** Displays a summary of the cost of maintaining payables leases and the revenue from subleasing activity.

Ensure Compliance

PeopleSoft Lease Administration delivers functionality with which to account for finance and operating payables leases (lessee agreements), and operating receivables leases (lessor agreements). Organizations can recognize lease liabilities and right-of-use assets in accordance with ASC 840 or IAS 17 until they are ready to adopt ASC 842 or IFRS 16. An activity guide steps you through the necessary tasks to prepare for, and transition to, the new leasing guidance.

For payables leases, PeopleSoft Lease Administration provides accounting of multi-asset leases with classification determined at the asset level. Financial terms are configured to track lease-related payments, as well as non-lease components. Additionally, lease options can be tracked, whether reasonably certain to be exercised or not.

Organizations are under pressure to document controls and provide audit trails for all financial aspects of their business. PeopleSoft Lease Administration automatically generates lease payments and other related expenses from a lease directly into PeopleSoft Payables with the appropriate tax and accounting information. PeopleSoft Lease Administration delivers a seamless integration with PeopleSoft Payables enabling users to:

- Generate recurring payments based on a predefined (configurable) lead-time.
- Review and approve payment requests or have the system automatically approve transactions.

PeopleSoft Lease Administration also delivers seamless integration of operating lease receivables to PeopleSoft Billing.





Oracle's PeopleSoft Enterprise Financial Management Solutions

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.

**CONTACT US**

For more information about PeopleSoft Lease Administration, visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

CONNECT WITH US

-  blogs.oracle.com/oracle
-  facebook.com/oracle
-  twitter.com/oracle
-  oracle.com

Hardware and Software, Engineered to Work Together

Copyright © 2018, Oracle and/or its affiliates. All rights reserved. This document is provided for information purposes only, and the contents hereof are subject to change without notice. This document is not warranted to be error-free, nor subject to any other warranties or conditions, whether expressed orally or implied in law, including implied warranties and conditions of merchantability or fitness for a particular purpose. We specifically disclaim any liability with respect to this document, and no contractual obligations are formed either directly or indirectly by this document. This document may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without our prior written permission.

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

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group. 0418

