



EnterpriseOne Xe Property Management PeopleBook

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Property Management Overview

The J.D. Edwards Property Management system is a sophisticated property information management system that enables you to manage your leases and financial information with up-to-the-minute processing and billing capabilities.

Property Management is lease-based. A lease is an agreement between a lessee (tenant) and a lessor (owner or property manager) that specifies a period of time and rent that is payable to the lessor. The lease is the basis for invoices or vouchers, and cash receipts or payments.

Using Property Management, you can produce everything from simple, one-time-only invoices to the most complex recurring billing required by any type of lease. Property Management gives you the ability to gather, process, and store information on occupancy patterns, property data, and market updates so that you can maintain your competitive advantage. You can access and work with property and tenant information at the level of detail that you need, which gives you the power to increase the return on your investment.

System Integration

The following J. D. Edwards systems integrate with Property Management:

General Accounting

Property Management writes debits and credits to several general ledger accounts when it processes invoices and vouchers. When you post batches, the system creates documents for the G/L Account Ledger table and either the A/R Ledger or A/P Ledger table.

Accounts Receivable

Property Management creates invoices in the A/R Ledger table when you post batches.

Accounts Payable

Property Management creates vouchers in the A/P Ledger table when you post batches.



Property Management Features

The features of the Property Management system include:

- Tenant and Lease Information
- Manual Billing
- Cash Receipts
- Security Deposits
- Tenant Work Orders
- Recurring Billing
- Sales Overage
- Expense Participation
- Escalations
- Holdovers
- Revenue Fees
- Fees and Interest
- FASB 13 Standards
- Projected Rent
- Reports
- Global Updates
- Purges
- Integrities

Tenant and Lease Information

You set up information about the companies and people with whom you do business in the Address Book system, where each entry is referred to as an address. Each entry includes the mailing address, telephone numbers, A/R and A/P control information, and so on. You must enter addresses before you can enter information related to business units, facilities, tenants, and leases.

You set up information about leases in Lease Information. When you set up leases for tenants, you enter who the tenant is, where the tenant is located, how much area the tenant occupies, rental terms, and so on.

Leases can be as simple or as complex as needed. The system can calculate annualized rent on a rentable or useable area basis. You can set up and maintain coterminous and holdover leases in addition to regular leases and subleases.

Manual Billing

You use Manual Billing to work with invoices that were created either manually or automatically. You can enter taxes and discounts for the entire invoice, or different taxes and discounts for different items (for example, materials and labor) on the same invoice.

Cash Receipts

You apply cash receipts and adjust invoices in Cash Receipts. The Property Management Cash Receipts program is similar to the Manual Receipts Processing program for Accounts Receivable with the following exceptions:

- Property Management uses lease numbers and bill codes to apply cash receipts.
- The bill codes can have different priorities, which affect how the system applies payments that do not exactly match invoices. You can apply payments automatically by bill code priority of application.
- Property Management uses its own processing options in addition to the A/R processing options.

Security Deposits

If you require security deposits to cover damages outside of normal wear and tear, enter the amounts required and received in Security Deposits. You can give full or partial refunds (by using a separate bill code), accept security deposits as monthly payments, and track any interest generated by security deposits. Interest can be simple or compound.

Tenant Work Orders

The Property Management Tenant Work Order program is similar to other work order programs, except that it also requires tenant-specific information such as buildings, units, tenants, and leases.

Recurring Billing

You set up and generate routine billings on a periodic basis using Recurring Billing. You can set up billings for weekly, monthly, quarterly, semiannual, or annual cycles. The system also allows numerous other cycles such as 13-period, quarter-days, and irregular month and period combinations. You can set up recurring billings as receivables, payables, or accruals (general ledger only).

You can also create prorated and catch-up billings. Prorated billings are recurring billings that either start or end partially within a billing period. To prorate a billing, the system compares the number of days that the billing was in effect for the period to the total number of days in the period. 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.

Sales Overage

In many leases with retail tenants, you establish rent that relates 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 called sales overage, because the sales usually must be over (exceed) a certain level (breakpoint) before rent is billed. You can change the percentage charged as sales increase. This procedure provides tenants with incentives to increase their sales.

Sales overage is attractive to tenants, especially start-up businesses or tenants moving to a new location, because the overhead for operation from a higher fixed rent is reduced. The landlord benefits from sales overage because the potential revenue related to the rent is higher, and establishing rent as a percentage of sales dollars results in an automatic hedge on inflation.

Expense Participation

You can bill tenants a proportion of operating expenses such as common area maintenance, utilities, taxes, and insurance using expense participation. Expense participation can be subject to limits, base exclusions, gross-ups, account exclusions, ceilings, fees, adjustment amounts and factors, and estimated billings. The Property Management system can automatically calculate estimated expense participation amounts. The estimates can be based on budget amounts, actual expense amounts, or a percentage increase of actual expense amounts.

Escalations

You can set up leases so that rent amounts or other charges increase (escalate) from year to year. 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. The calculations for rent increase can also include catch-up billings.

Holdovers

When a tenant wants to remain in a facility after the lease has expired, the lease becomes known as a holdover. You can extend the lease dates by a number of months or even a number of days for one or more holdover leases.

Revenue Fees

The flexibility of the revenue fee process lets you work with a variety of fees to produce an invoice, voucher, or intercompany journal entry. In the event that you bill one party and pay another, you can create a single journal entry to

offset the revenue and expense accounts associated with the invoice and voucher specifications. The revenue can be the amounts that have been either billed or collected (an accrual or cash basis, respectively).

Fees and Interest

The system can generate charges against late payments as a lump sum or as an amount per a number of days to a maximum number of days. If you charge interest (a percentage of the unpaid amount), you can charge simple interest, compound interest, and simple or compound interest on penalties.

FASB 13 Standards

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 Principals (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 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. The system uses an accrual entry to debit the account for accrued assets and to 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). 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.

Projected Rent

You can use rent projections to review rent increases, based on tenants' lease terms, to estimate future cash flows with different inflation and occupancy factors, or report five-year future rent when it is required on financial statements.

Reports

Some Property Management reports are produced during a specific activity, such as generating a billing edit/register. Some Property Management reports are the same as those produced by other OneWorld applications, such as Work Orders and Accounts Receivable, with the addition of information that is unique to the property management industry. When this is the case, to eliminate redundancy, links to samples of the similar reports are provided.

Global Updates

You apply changes across the board using Global Updates programs. For example, suppose one of your tenants wants to move from one of your properties to another, larger space. You can preserve the tenant's activity (lease

history, past payment history, sales overage, and so on) using Global Updates to migrate the information from one property to the other.

Purges

You use purge programs to delete old information from your tables. You can run purge programs in edit mode (to preview the effect of the purge) or update mode.

Integrities

You can use Integrities programs to verify and resolve problems with consistency across different tables.

Tables Used by Property Management

Property Management uses the following tables to process lease information and financial transactions:

Lease Master Header (F1501B)	Contains lease information, including the lease number, lessee, and tenant information.
Billings Generation Control Master (F15011B)	Contains billing-generation control information, including recurring billings (invoices or vouchers), escalation, and sales overage information.
Tenant E.P. Class Master (F15012B)	Contains expense-participation setup information, including the tenant participation period, occupancy period, gross-up factor, share factor, lease end dates, and billing frequency pattern.
Sales Overage Master (F15013B)	Contains the sales overage setup information that the system uses to calculate sales overage by lease, including billing and reporting frequency patterns.
Product Scales Master (F15014B)	Contains additional sales overage setup information, including product codes.
Min/Max Rents And Recoveries Master (F15015B)	Contains information related to the adjustments to sales overage, including lease end dates and billing frequency pattern.
Tenant Escalation Master (F15016B)	Contains escalation setup information, including indices, lease end dates, and billing frequency pattern.

Lease Master Detail (F15017)	Contains detailed information about leases, including buildings, move-in and move-out dates, rentable area, unit information, and so on.
Billing Frequency Master (F15019)	Contains billing frequency information, or cycles, for recurring and extraordinary billings such as regular rent, expense participation, escalations, and so on.
Recurring Billings Master (F1502B)	Contains recurring billing-setup information, including escalations, lease end dates, accrued and deferred rent, and billing frequency pattern.
Rent Increase Amounts (F1502WAB)	Contains information that the system uses to perform recurring billing global updates.
Estimated EP Recurring Billing (F1502WB)	Contains estimated expense participation billing information.
Extended Billings Master (F15020)	Contains the weekly recurring billing for periods 15 through 54.
Management Fee Master (F1505B)	Contains lease end date information and revenue fee tables.
Revenue Fee Generation History (F1505HB)	Contains revenue fee information, including batch numbers, billing periods, and fiscal year.
Floor Master (F1506)	Contains detailed information about floors, including log lines and related property or project, and category codes used for reports.
Property Management Constants (F1510B)	Contains the rules that control system-wide issues, including versioning, area validation information, and lease year information.
Expense Participation Class Account (F15110B)	Contains information about expense participation class accounts.
Tenant/Lease Billings Detail Master (F1511B)	Contains billing information, including posted and unposted invoices and vouchers, a tenant's transaction history, recurring billings, sales overage, expense participation, escalations, FASB 13 occupancy effect, purge records, and log line integrity.
Billings Detail Batch Summary (F1511B1)	Contains detailed information about billing batches.

Tenant/Lease Billings Detail History (F1511HB)	Contains a history of billing batch transactions.
Billing Code Extension (F1512)	Contains the control information that defines and limits the bill codes and adjustment reasons that the system uses to identify AAI's related to transactions.
FASB 13 Lease Control (F1513B)	Contains the current generation of FASB 13 actual and straight-line information.
Area Master (F1514)	Contains the square footage values by date for buildings, floors, and units.
Log Detail Master (F1521)	Contains log detail information.
Log Standard Master (F1523)	Contains log line information, including area, critical dates, number of units within a building, and tenant improvements.
A/R Fee & Interest (F1525B)	Contains fee and interest information, including charges, interest rates, and calculation patterns.
Expense Participation Class Master (F1530)	Contains expense class setup information, including date ranges and adjustment factors.
Expense Participation Class Adjustment (F1531)	Contains the adjustment amounts applied to expense classes.
Expense Participation Audit (F1532B)	Contains the calculations for expense participation billings and enables you to review and revise them online before generating expense participation billings.
Tenant Account Exclusions (F1533B)	Contains the tenant class account exclusion, which the system uses to calculate the total expense participation exposure.
EP Billing Register (F1538B)	Contains the transaction exclusions and estimated expense participation billings.
Sales Report Control (F1540B)	Contains information about product scale records, which the system uses when generating expected sales reports.

Tenant Weekly Sales (F15410)	Contains weekly sales reports by product code and lease, including posted batches.
Tenant Sales History (F1541B)	Contains posted sales reports.
Tenant Sales Analysis Reporting (F1543B)	Contains the results of the calculations that the system performs when generating sales figures.
Sales Analysis Control (F1544B)	Contains the sales analysis summary codes, which control the generation of the sales figures.
Escalation Billing Register (F1548B)	Contains the calculations from a batch of escalation billings.
Escalation Index Master (F1550)	Contains the escalation index tables for a calendar year, within which you can specify monthly index values. The system uses the values to escalate the amounts for recurring billings.
Security Deposit Master (F1565)	Contains tenant information that relates to security deposits.
Market/Potential/Renewal Rent Master (F159071)	Contains the annualized market, potential, and renewal rents that the system uses to make analysis and rent projections.

Property Management also uses the following tables:

Next Numbers (F0002)	Contains the next available numbers for all automatically assigned numbers in the system, such as batch numbers.
User Defined Codes (F0005)	Contains the user defined codes and their descriptions.
Building (Business Unit) Master (F0006)	Contains business unit definitions for buildings, including name and number, company, and category codes.
General Constants (F0009)	Contains the rules that control general system-wide issues, including batch control and batch approval.
Company Constants (F0010)	Contains company definitions, including number and name, fiscal date patterns, and current period.

Batch Control Records (F0011)	Contains identification header records for each batch.
Automatic Accounting Instructions Master (F0012)	Contains the rules that control how the system creates automatic balancing entries, interim totals for reports, and general information about the chart of accounts.
Generic Message/Rate Types (F0019)	Contains the generic message and rate types used by statement messages.
Generic Message/Rates (F00191)	Contains the generic message and rates used by statement messages.
Address Book Master (F0101)	Contains customer address information, customer name, status, and category codes.
Customer Master (F0301)	Contains customer numbers using the same address book information for multiple lines of business activity, including tax rates and area codes for tenants.
A/R Ledger (F03B11)	Contains one record for each pay item on an invoice.
Cash Receipts Header (F03B13)	Contains header information for cash receipts, including the total amount of the receipt and unapplied cash.
Cash Receipts Detail (F03B14)	Contains detailed information about how a receipt is applied to invoices.
A/R Deduction Management (F03B40)	Contains records for posted deduction receipts for future resolution.
Supplier Master (F0401)	Contains tax rate/area information.
A/P Ledger (F0411)	Contains one record for each item on a voucher.
G/L Account Balances (F0902)	Contains summary balance information for the general ledger, including posted cash receipts.
G/L Account Ledger (F0911)	Contains detailed information for the general ledger, including manual billing information for invoices or vouchers.
Tax Area (F4008)	Contains codes for tax or geographic areas that have common tax rates and tax distribution.

Menu Overview



Daily Processes

- Tenant and Lease Information (G1511)
 - Tenant and Lease Reporting (G1514)
- Manual Billing (G1512)
- Cash Receipts (G1513)
- Security Deposits (G1515)
- Tenant Work Orders (G1516)



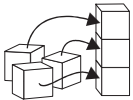
Periodic Operations

- Recurring Billing (G1521)
- Sales Overage (G1522)
 - Sales Report Processing (G15221)
 - Sales Analysis Processing (G15222)
- Expense Participation (G1523)
- Escalations (G1524)
- Holdover (G1525)
- Revenue Fees (G1526)
- Fees and Interest (G1527)
- FASB 13 (G1528)
- Projected Rent (G1529)



Advanced and Technical Operations

- Global Updates (G15311)
- Purges (G15312)
- Integrities (G15313)



System Setup

- Facility Setup (G15411)
- PM System Setup (G15412)
- PM User Defined Codes (G15413)
- Post Install Conversions (G15414)

Setup



System Setup

Before you can use the Property Management system, you need to define certain information that the system uses during processing. This information allows you to customize the system for your business needs.

If you are migrating from World to OneWorld and plan to use your existing Property Management World data in OneWorld, you must convert specific Property Management tables. To help you convert tables, numerous table conversion programs exist in the OneWorld version of Property Management. Before you can perform the table conversion, you must have World version A7.3 cumulative update 12 installed on your system.

System setup can consist of the following tasks:

- ☐ Converting Property Management World tables
- ☐ Setting up system constants
- ☐ Setting up automatic accounting instructions
- ☐ Setting up user defined codes
- ☐ Setting up bill codes and adjustment reasons
- ☐ Setting up billing frequency information
- ☐ Setting up tax rate and area information
- ☐ Setting up log standard information
- ☐ Setting up statement messages



Converting Property Management World Tables

If you are migrating from World version A7.3 to OneWorldXe and plan to use your existing Property Management World data in OneWorld, you must convert specific Property Management tables. To help you convert tables, numerous table conversion programs exist in the OneWorld version of Property Management.

You must have World version A7.3 cumulative update 12 installed on your system in order to convert World tables to OneWorld tables. Before you can perform the table conversion, you must perform the following crucial procedures.

Before You Install OneWorld

- ☐ Run all batches through the posting process in World.
- ☐ Add the order type LS (Lease Status) to the Tenant Work Order table (F4801) before you use it in Property Management for OneWorld. On the World G97U12 menu, choose option 10.
- ☐ Copy the history members from the Expense Participation Register table (F1538) and Escalation Billing Register table (F1548). In addition, you must manually convert the Tenant Sales Analysis Reporting table (F1543) to its OneWorld counterpart (F1543B). To copy the history members and manually convert the F1543 table, choose option 11 on the G97U12 menu in World.

Note: If you do not use Expense Participation, Escalation, or Sales Analysis in World, you will get a message that the F1538, F1548, or F1543 tables have no records. You can ignore this message.

Before You Convert World Tables

- ☐ Successfully install OneWorld.
- ☐ Manually enter the rentable and useable area types into the Property Management Constants table in OneWorld. See *Setting Up System Constants*.
- ☐ Manually enter the Billing Frequency Master table (F15019) in OneWorld. See *Setting Up Billing Frequency Information*.

- ❑ Set up a user defined code to include market, potential, and renewal rent information (RE). See *Setting Up User Defined Codes*.

Understanding Table Conversions

Make sure that you understand the ramifications of converting tables before converting your World tables. Following is a list of rules that apply to all J.D. Edwards table conversion programs:

- No processing options or data selection entries exist for conversion programs.
- No data structures are associated with conversion programs.
- The system creates the input environment for the World tables for you. The input and output environments use the <LOGIN ENV> by default.
- Tables, not business views, are used as the selected input tables.
- Where required, the input source is sequenced by lease number.
- The default table options for all programs are Run Currency Triggers and Clear Output Tables.

Note: The Log Standards Text Master table (F1504) and the Extended Invoice Text table (F1516) in World are converted to media objects in OneWorld. If you need to rerun the log conversions, you must first delete the GT1521 media objects from the Media Objects Storage table (F00165). If you need to rerun the Tenant/Lease Billings Detail conversion, you must first delete the GT1516 media objects from the Media Objects Storage table.

- All file mapping is done at the Row Fetched event.
- The system validates output tables that contain a lease number against the Lease Master Header table (F1501B). If the system does not find the lease number in the Lease Master Header table, the table record is dropped.
- The default value for logging options in all programs is Log All Errors.
- The system creates versions for all conversion programs using default values. At run time, you can change the version properties of the following:
 - Selected environments
 - Data selection
 - Table options (clearing output)
 - Logging options
 - Debug logging
- For each conversion program, the system generates a table as Input, based in the World format.

- Where applicable, the default value for the Transaction Originator (TORG) field was ONE WORLD and the default value for the Original Entry Date field (ENTJ) was the date of the file conversion.
- All lease versions used the default value 1.

The following graphic shows the tables converted from World to OneWorld:

Conversion Program	World Description	World Tables	OneWorld Description	OneWorld Tables
R891501B	Tenant/Lease Master	F1501	Lease Master Header Lease Master Detail	F1501B F15017
R8915011B	Billings Generation Control Master	F15011	Billings Generation Control Master	F15011B
R8915012B	Tenant Class Master	F15012	Tenant E.P. Class Master	F15012B
R8915013B	Sales Overage Master	F15013	Sales Overage Master	F15013B
R8915014B	Product Scales Master	F15014	Product Scales Master	F15014B
R8915015B	Minimum Rent and Recoveries Master	F15015	Min/Max Rents And Recoveries Master	F15015B
R8915016B	Tenant Escalation Master	F15016	Tenant Escalation Master	F15016B
R891502B	Recurring Billings Master	F1502	Recurring Billings Master	F1502B
R891521	Log Standards Master Log Standards Text Master	F1503 F1504	Log Standards Master Log Detail Master Log Standard Master Security Deposit Master Media Objects from F1504	F1514 F1521 F1523 F1565 Media Obj
R891505B	Management Fee Master	F1505	Management Fee Master	F1505B
R891505HB	Revenue Fee Generation History	F1505H	Revenue Fee Generation History	F1505HB
R89159071	Unit Master	F1507	Market/Potential/Renewal Rent Master	F159071
R891511B	Billings Detail	F1511	Tenant/Lease Billings Detail Master Billings Detail Batch Summary Media Objects from F1516	F1511B F1511B1 Media Obj
R891511HB	Billings Detail History	F1511H	Tenant/Lease Billings Detail History	F1511HB
R891513B	FASB 13 Lease Control	F1513	FASB 13 Lease Control	F1513B
R891525B	A/R Fee Interest	F1525	A/R Fee & Interest	F1525B

R891533B	Tenant Class Account Exclusions	F1533	Tenant Account Exclusions	F1533B
R891538B	Expense Participation Register	F1538	EP Billing Register	F1538B
R891540B	Sales Report Control	F1540	Sales Report Control	F1540B
R891541B	Tenant Sales History	F1541	Tenant Sales History	F1541B
R891544B	Sales Analysis Control	F1544	Sales Analysis Control	F1544B
R891548B	Escalation Billing Register	F1548	Escalation Billing Register	F1548B

The following graphic shows the tables that have not changed and do not require conversion from World to OneWorld:

Description	World and OneWorld Table
Floor Master	F1506
Billing Code Extension	F1512
E.P. Class Master	F1530
E.P. Class Adjustment	F1531
Escalation Index Master	F1550

The following graphic shows the tables that are new in OneWorld and do not require conversion from World:

Description	OneWorld Table	World Table (if any)
Property Management Constants	F1510B	F1510
Billing Frequency Master	F15019	
Rent Increase Amounts	F1502WAB	F1502WA
Estimated E.P. Recurring Billing	F1502WB	F1502W
Extended Billings Master	F15020	
Expense Participation Class Account	F15110B	F15110
Area Work File	F1514W	
GL Transaction AR Application Work File	F151991	
GL Transaction Summary	F15199W	
Expense Participation Audit	F1532B	F1532
Tenant Weekly Sales	F15410	

The following graphic shows the tables in World that are not used in OneWorld:

Description	World Tables
WF - Log Standards	F1504W

DBA Master	F15018
Unit Status/Activity	F15071
Collection Activity Rules	F1509
Tenant Receivable Cash Management	F1515
WF - Cash Management Statement	F1515W
Extended Invoice Text	F1516
WF - Extended Invoice Text	F1516W
Lease Financial Summary	F1520
WF - Collection Transaction Log	F1526W
Collection Transaction Log	F1526, F1527
Square Footage History	F1545
Square Footage Comparison Log	F1546
Project Interface	F1595, F15990

These conversion programs convert World A7.3 tables to OneWorldXe tables. You run each conversion program independently, not as a batch procedure.

Tables based on World specifications are generated with only the primary key, such as a lease number. For example, if the lease is the primary key, it cannot have the same number as another lease.

Note: If your World tables contain a lot of data, several hours might be needed to convert tables. Be sure to allow plenty of time to run the conversion programs before you must use OneWorld in a live production environment.

See Also

- *Table Conversion Guide* for more information about the table conversion process



To convert Property Management World tables

From the Post Install Conversions menu (G15414), choose the appropriate program.

1. You must first convert the World Lease Master table (F1501) to the OneWorld Lease Master Header table (F1501B) and the Lease Master Detail table (F15017) before converting any other tables.
2. Convert the other tables in any order.
3. After completing the table conversion process, to verify that all tables have converted successfully, run the Conversion Master Audit Report.

Setting Up System Constants

System constants are default settings that the Property Management system uses to process requests, generate billings, and perform other tasks. You set up system constants to define exactly how you want the system to process information. You must define certain constants before you enter information for tenants, facilities, and leases. The system then verifies the information against those constants.

When the system verifies information, it first looks for the property or building. If the property or building is not defined, the system looks for the company number. If the company number is not defined, the system looks for the default company value of 00000.

Caution: J.D. Edwards recommends that you do not change system constants after you set up the system. If you do make changes, be sure that you are thoroughly familiar with the information involved because it is central to the system processes. You should also ensure that only authorized personnel can access and maintain the constants.

To set up system constants

From the PM System Setup menu (G15412), choose PM System Constants.

1. On Work with Property Management Constants, click Add.

Note: The system verifies versions, area types, and area validations only for the default company value of 00000. When you use a company number other than 00000, you will see an abbreviated version of the Property Management Constants Revisions form.

PM System Constants - [Property Management Constants Revisions]

File Edit Preferences Window Help

OK Cancel Dis... Help Links Displ... OLE... Internet

Company 00000 Building

Revenue Business Unit Flag 0

Lease Year Beginning Month Report Year Begin Month

☐ Tax Suppress

☒ Activate Versioning ☒ Hard Versioning Error

Rentable Area Type ☐ Validate Rentable Area

Useable Area Type ☐ Validate Useable Area

Alt. Area Type 1 ☐ Validate Alt. Area 1

Alt. Area Type 2 ☐ Validate Alt. Area 2

Alt. Area Type 3 ☐ Validate Alt. Area 3

2. On Property Management Constants Revisions, complete the following required fields:
 - Revenue Business Unit Flag
 - Lease Year Beginning Month
 - Report Year Begin Month
 - Rentable Area Type
 - Useable Area Type
3. Complete the following optional fields:
 - Alt. Area Type 1
 - Alt. Area Type 2
 - Alt. Area Type 3
4. Click the following options and click OK:
 - Tax Suppress
 - Activate Versioning
 - Hard Versioning Error

The Hard Versioning Error option does not appear unless you have selected the Activate Versioning option.

- Validate Rentable Area
- Validate Useable Area
- Validate Alt. Area 1

- Validate Alt. Area 2
- Validate Alt. Area 3

A processing option for the building, unit, and floor information programs determines whether the system performs the validation. If the validation is enabled, the system validates the selected options (Validate Rentable Area, Validate Useable Area, and so on). If the validation is not enabled, the system will not validate the selected options.

Field	Explanation
Revenue Business Unit Flag	<p>A value used by the Property Management system to determine the method of retrieving the Business Unit that is used to determine the revenue account. If this flag contains a 1, the Bus. Unit defined in the PMxxxx (A/R) or RMxxxx (A/P) Automatic Accounting Instructions (AAIs) is used. If no Bus. Unit is defined in the AAIs, the Building number is used. If this flag contains a value other than 1, the Building number is used as the Revenue Bus. Unit, regardless of any Bus. Unit defined in the AAIs.</p> <p>In order to direct revenues to Bus. Units other than the Building, the value entered here must be 1.</p>
Lease Year Beginning Month	<p>This field is the month that defines the beginning of the standard Lease Year. Although various Leases may start on different dates during a year, they can all share the same annual schedule established by the Property Manager. These schedules are called "Lease Years".</p> <p>This is an informational field and is not functionally critical to the system. If in doubt, enter 01 (January).</p>
Report Year Begin Month	<p>This is the month that defines the beginning of the year for tenant sales analysis purposes. It is used in sales analysis processing to determine which months are included in QTD and YTD numbers.</p> <p>If in doubt, enter "01".</p>
Rentable Area Type	A user defined code that defines the rentable area.
Useable Area Type	A user defined code that defines the useable area.
Alt. Area Type 1	This field is the user defined Area Type 1.
Tax Suppress	<p>This value controls whether the Property Management system uses tax processing or not. A value of Y or 1 in this field causes the system to bypass processing of taxes and not display fields related to such processing. Any other value causes the system to process taxes. Individual screens and reports may have processing options that override the value entered here.</p>

Field	Explanation
Activate Versioning	This flag indicates whether the edits and options for Lease versioning should be active. If selected, versioning is active.
Hard Versioning Error	A value that controls whether the system issues a hard or soft error when you try to modify a version of the lease other than the last version created. If selected, the system allows changes only to the last version of a lease. If any other value is entered into the field, the system issues a warning message.
Validate Rentable Area	If the edit is enabled, a checkmark causes the system to validate Rentable Area when you enter buildings, floors, and units.
Validate Useable Area	If the edit is enabled, a checkmark causes the system to validate Useable Area when you enter buildings, floors, and units.
Validate Alt. Area 1	If the edit is enabled, a checkmark causes the system to validate Alternate Area 1 when you enter buildings, floors, and units.

Setting Up Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the relationships among your day-to-day functions, the chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that the system generates.

For financial systems, you can create AAIs for each unique combination of company, transaction, and G/L class that you plan to use. You can also set up AAIs for the default company 00000. Each AAI is associated with a specific G/L account that consists of a business unit, an object, and optionally, a subsidiary.

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, you designate the accounts that you want to debit and credit for an invoice tax amount.

See Also

- *Working with AAIs* in the *General Accounting Guide* for more detailed information about AAIs and more information about setting up AAIs

AAIs for the Property Management System

Most AAIs in the Property Management system are made up of the following prefixes and the appropriate bill code or adjustment reason:

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.
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.

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.

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 that 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.

In the Automatic Accounting table (F0012), the AAIs related to the Property Management system have sequence numbers between 15.000 and 15.999. The following table shows some of the AAIs that are already defined for the system:

Field	Explanation	Sample Items
15.010	Regular rent - office	PMRO, RCRO
15.020	Regular rent - retail	PMRRTL, RCRRTL
15.040	Rent expense - payable	PCRENT, RMRENT
15.050	Expense participation	PMEXPA, RCEXPA
15.060	Sales overage (A/R)	PMSLSO, RCSLSO
16.065	Sales overage (A/P)	PCSALE, RMSALE
15.070	Escalation	PMESCA, RCESCA
15.080	Management fees	PMMGMT, RCMGMT
15.090	Miscellaneous receivables FASB 13 - accruals FASB 13 - adjustments FASB 13 - catch-up adjustments FASB 13 - deferrals	PMMISC, RCMISC PMACCR, RCACCR PMAJST, RCAJST PMCACH, RCCACH PMDEFR, PCDEFR
15.100	Security deposit	PMSECD, RCSECD
15.110	Non-sufficient funds	PMNSF, RCNSF
15.700	Late fees	PMLATE, RCLATE
15.800	Sales tax - payable	PCTXTX, RMTXTX
15.900	Security deposit refunds - offset account Security deposit clearing account	PCREFD RARF

Setting Up User Defined Codes

Many fields throughout the Property Management system require user defined codes. You can customize fields in your system by setting up user defined codes to meet the needs of your organization. The system does not accept user defined codes that are not defined in a user defined codes table.

See Also

- *User Defined Codes* in the *OneWorld Foundation Guide* for detailed information about user defined codes

The Property Management system uses the following user defined codes:

Business Unit Type (00/MC)	Defines the types of business units with which you work, such as office building or warehouse. J.D. Edwards recommends that you use this code to differentiate the properties and buildings that you manage. In addition, you should use this code to keep the Property Management business unit types separate from the other types of business units used by OneWorld.
Unit Type (15/UT)	Defines the types of units that consist of rentable areas for which leases exist, such as office or retail store.
Unit Usage (15/UU)	Defines how a unit is used, such as storage or parking.
Unit Status (15/US)	Defines the status of a unit, such as occupied or vacant.
Lease Type (15/LT)	Defines the types of leases for billing and reporting purposes, such as operating agreement or sublease. An O in the first position of Description 2 indicates that the lease type is open-ended. An S in the first position of Description 2 indicates that the lease type is a sublease.
Lease Status (15/LS)	Defines the status of a lease for billing and reporting purposes, such as expired, holdover, or terminated. An X in the first position of Description 2 indicates that the lease status is inactive. An O in the first position of Description 2 indicates that the lease status is open-ended.

Log Class (15/LG)	Defines the types of information that a log line can contain, which can further describe a lease or facility. For leases, the log class can define terms and conditions such as insurance. For facilities, the log class can define building permits, features and amenities, and fire protection systems. The letter B in the first position of Description 2 indicates that the log class is a building. The letter L in the first position of Description 2 indicates that the log class is a lease. The letters BL in the first two positions in Description 2 indicates that the log class is a building and lease.
Log Amenity ID (15/AM)	Defines the facility amenities identified in a log line, such as number of rentable units and elevator banks, seating capacity, and so on.
Tenant Sales Product Code (15/PC)	Provides another level of detail for goods sold by tenants, such as jewelry or office furnishings for a retail store.
Tenant Sales Report Type (15/RT)	Defines the types of sales reports provided by tenants, such as estimated, actual, or verbal.
Tenant Sales Adjustment Type (15/AT)	Defines the adjustment reasons or causes for changes in originally reported sales, such as a correction or miscellaneous adjustment.
Revenue Fee Type (15/FE)	Defines the types of fees that the system uses to calculate revenue such as lease commissions or management fees. An LS in the first two positions of Description 2 indicates that the revenue fee type is lease based.
Fee & Interest Type (15/FY)	Defines the types of fees and interest that the system uses to generate charges against A/R invoices (for example, late fees).
Area Type (15/AR)	Defines the types of area that the system uses to calculate rent, such as rentable area or useable area.
Security Deposit Type (15/ED)	Defines the types of security deposits, such as utility, security, or key deposit.

Setting Up Bill Codes and Adjustment Reasons

You use bill codes and adjustment reasons to identify the automatic accounting instructions (AAIs) related to transactions. This information is stored in the Billing Code Extension table (F1512). The Property 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 table and as adjustment classifications, which are user defined codes (15/AD).

Caution: The Accounts Receivable system also has its own set of user defined codes (03/AR). Do not use the A/R adjustment codes until they have been set up in the Property Management system. To limit the possibility of errors, J.D. Edwards recommends that you set up identical codes for both systems.

You can define a bill code or adjustment reason for a specific property or building. Otherwise, all information is true for all properties. You can revise bill codes and adjustment reasons as your property management needs change. If you acquire new properties or sell properties, you need to revise the bill code and adjustment reason information in the system.

Before You Begin

- ☐ Because of the relationship among AAIs, bill codes, and adjustment reasons, you must first set up AAIs. For more information, see *Setting Up Automatic Accounting Instructions*.

See Also

- *Setting Up User Defined Codes*



To set up bill codes and adjustment reasons

From the PM System Setup menu (G15412), choose Bill Codes/Adjustment Reasons.

1. On Work With Bill Codes/Adj Reasons, click Add.
2. On Bill Codes/Adjustment Reasons Revisions, complete the following fields and click OK:
 - Bill Code
 - Building

- Bill Code or Adj
- Subject to GPR
- Bill to Tenant
- Priority Application
- Apply to Aging
- Security Group
- Subject to Late Fees
- Adj Classifications
- Commer/Resid/Both
- Used for Unit GPR
- Auto Suspend
- Special Processing Code
- Subject to Sales Tax
- Spread Code
- Subject to Management Fees
- Comment Required

Field	Explanation				
Bill Code	<p>A code that specifies billing information associated with the transaction. The system uses this code in accounts receivable and accounts payable to correspond to automatic accounting instructions to determine the account for automatic offsets.</p> <p>Examples:</p> <ul style="list-style-type: none"> • RO – Regular office rent • MISC – Miscellaneous • MGMT – Management fees 				
Building	A number that identifies the building or property. This number is a business unit.				
Bill Code or Adj	<p>This field designates whether the record that you are entering is a Bill Code or an Adjustment Reason. Valid values are:</p> <table> <tr> <td>B</td><td>Bill Code</td></tr> <tr> <td>A</td><td>Adjustment Reason</td></tr> </table>	B	Bill Code	A	Adjustment Reason
B	Bill Code				
A	Adjustment Reason				
Subject to GPR	<p>In a future release, the value in this field indicates whether the Bill Code is included in the calculation of Gross Potential Rent.</p> <table> <tr> <td>Y</td><td>Yes, include in Gross Potential Rent.</td></tr> <tr> <td>N</td><td>No, not include in Gross Potential Rent.</td></tr> </table>	Y	Yes, include in Gross Potential Rent.	N	No, not include in Gross Potential Rent.
Y	Yes, include in Gross Potential Rent.				
N	No, not include in Gross Potential Rent.				

Field	Explanation
Bill to Tenant	<p>The value in this field indicates whether the Bill Code is billed to the Tenant.</p> <p>Y Yes, bill to the Tenant.</p> <p>N No, do not bill to the Tenant.</p>
Priority Application	<p>The value in this field indicates the relative order in which the system will automatically apply Cash Receipts to outstanding Accounts Receivable items for a Tenant/Lease. The higher the number entered, the lower is the relative priority for application. Two priority codes have been reserved for special function:</p> <p>00 Only Bill Codes with a priority of 00 are eligible to have credit balances applied to open items during automatic application. (See Help instructions for Property Management Cash Receipts.)</p> <p>99 Bill Codes with a priority of 99 are not eligible to receive automatically applied amounts.</p>
Apply to Aging	<p>In a future release, this code will determine whether the associated Bill Code is to be included in the calculation of aged open amounts.</p>
Security Group	<p>The value in this field indicates whether the Bill Code is part of a Security Group. A Bill Code with a value in this field is part of a Security Group. Security Groups are defined in User Defined Codes (15/SG). Multiple Security Groups may be set up, and multiple Bill Codes may be assigned to one Security Group.</p>
Subject to Late Fees	<p>The value in this field indicates whether the Bill Code is subject to the calculation of A/R Fees and Interest.</p> <p>Y Yes, include items with this Bill Code in calculations.</p> <p>N No, not include them in calculations.</p>
Adj Classifications	<p>This code further classifies the Adjustment Code into several “generic” categories for reporting purposes.</p> <p>Note: This data item is defined in User Defined Codes but is fixed in meaning. Changing this field may cause unexpected results in Property Management processing.</p>
Commer/Resid/Both	<p>The code in this field indicates for which applications the Billing Receipt Code is valid:</p> <p>R Valid for Residential Only</p> <p>C Valid for Commercial Only</p> <p>B Valid for both Residential and Commercial</p>
Used for Unit GPR	<p>In a future release, the value in this field will designate that this Billing Receipt Code is subject to Unit Gross Potential Rent.</p>

Field	Explanation
Auto Suspend	<p>In a future release, the value in this field will indicate whether the Bill Code is classified for Automatic Suspension so that a billing record with this Bill Code designation will be Automatically Suspended. For example, office rent is entered for a Lease in the Recurring Billing system for documentation purposes, but it is never billed through to the Tenant/Lease. Valid values are:</p> <p>Y Yes, automatically suspend all charges related to this Bill Code.</p> <p>N No, do not automatically suspend all charges related to this Bill Code.</p>
Special Processing Code	<p>The Billing Receipt Code Extension table (F1512) is used to find valid Bill Codes for certain types of automatic billings, such as Late Fees. The Classification Code is used to create an access path for the system to find these Bill Codes. For example, to locate the Bill Code to use to bill Late Fees for a particular Property, the system would conduct a search using the Property number and a Classification code such as LTFE.</p> <p>The Classification Code of UNC has been hard coded into the Property Management Cash Receipts program to designate the default Bill Code for unapplied cash transactions.</p>
Subject to Sales Tax	<p>In a future release, the value in this field will indicate whether this Billing Receipt Code is subject to Sales Tax.</p>
Spread Code	<p>The Spread Code controls how an Accounts Receivable open item amount, with the Bill Code specified here, may be spread to other open items through the Cash Receipts system. For example, in certain areas, Security Deposits may not legally be written-off against other receivable items. Valid values are:</p> <p>Y Allow items with this Bill Code to be spread without restriction.</p> <p>N Do not allow items with this Bill Code to be spread.</p> <p>W Issue a warning error if spread of items with this Bill Code is attempted.</p>
Subject to Management Fees	<p>The value in this field indicates whether the Bill Code is subject to the calculation of Management Fees. Valid values are:</p> <p>Y Yes, include items with this Bill Code in Management Fee calculations.</p> <p>N No, do not include them in Management Fee calculations.</p>

Field	Explanation
Comment Required	This field specifies whether a comment is required when the Bill Code is used. Valid values are: Y Yes, a comment is required whenever this Bill Code is used. N No, a comment is not required when this Bill Code is used.

Processing Options for Bill Codes / Adjustments Reasons

Versions

- AAI Revisions (P0012) Version
Blank = ZJDE0015
-

Setting Up Billing Frequency Information

You set up billing frequency information, or 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. You can set up regular billing cycles, such as weekly, monthly, quarterly, semiannually, and annually, as well as irregular, custom billing cycles.

In order for the system to identify the correct fiscal dates, you must also assign a fiscal date pattern to each related frequency code. For example, the code R indicates a fiscal date pattern of regular calendar months. This procedure is necessary for catch-up and prorated billings.

Setting up billing frequency information consists of the following tasks:

- ☐ Setting up billing cycles for patterns other than weekly
- ☐ Setting up the 52 period pattern for weekly billings

Before You Begin

- ☐ Set up fiscal date patterns. See *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*.

Setting Up Billing Cycles for Patterns Other Than Weekly

For billings other than weekly, you can use periods 13 and 14 for adjustments.

To set up billing cycles for patterns other than weekly

From the PM System Setup menu (G15412), choose Billing Frequency Information.

1. On Work with Billing Frequency Codes, click Add.

Billing Frequency Information - [Billing Frequency Code Revisions]

File Edit Preferences Window Help

OK Cancel Dismiss Apply Links Display OLE Internet

Billing Frequency Code

Description

Fiscal Date Pattern

☒ Periodic
☐ Weekly

☐ Per 1 ☐ Per 2 ☐ Per 3 ☐ Per 4 ☐ Per 5 ☐ Per 6 ☐ Per 7
☐ Per 8 ☐ Per 9 ☐ Per 10 ☐ Per 11 ☐ Per 12 ☐ Per 13 ☐ Per 14

2. On Billing Frequency Code Revisions, complete the following fields:
 - Billing Frequency Code
 - Description
 - Fiscal Date Pattern
3. Click the following option:
 - Periodic
4. Click all of the following options that apply and click OK:
 - Per 1
 - Per 2
 - Per 3
 - Per 4
 - Per 5
 - Per 6
 - Per 7
 - Per 8
 - Per 9
 - Per 10
 - Per 11
 - Per 12
 - Per 13

- Per 14

Field	Explanation
Billing Frequency Code	A value defined by the user that determines the billing cycle.
Fiscal Date Pattern	A code that identifies date patterns. You can use one of 15 codes. You must set up special codes (letters A through N) for 4-4-5, 13-period accounting, or any other date pattern that is unique to your environment. An R, the default, identifies a regular calendar pattern.
Periodic	A billing cycle for billings other than weekly (monthly, quarterly, and so on).
Per 1	Corresponds to Calendar billing period 01. Typically January, or the first fiscal period of the billing year.
Per 2	Corresponds to Calendar billing period 02. Typically February, or the second fiscal period of the billing year.
Per 3	Corresponds to Calendar billing period 03. Typically March, or the third period of the billing year.
Per 4	Corresponds to Calendar billing period 04. Typically April, or the fourth fiscal period of the billing year.
Per 5	Corresponds to Calendar billing period 05. Typically May, or the fifth fiscal period of the billing year.
Per 6	Corresponds to Calendar billing period 06. Typically June, or the sixth fiscal period of the billing year.
Per 7	Corresponds to Calendar billing period 07. Typically July, or the seventh fiscal period of the billing year.
Per 8	Corresponds to Calendar billing period 08. Typically August, or the eighth fiscal period of the billing year.
Per 9	Corresponds to Calendar billing period 09. Typically September, or the ninth fiscal period of the billing year.
Per 10	Corresponds to Calendar billing period 10. Typically October, or the tenth fiscal period of the billing year.
Per 11	Corresponds to Calendar billing period 11. Typically November, or the eleventh fiscal period of the billing year.
Per 12	Corresponds to Calendar billing period 12. Typically December, or the twelfth fiscal period of the billing year.
Per 13	Corresponds to special billing period 13. If thirteen periods are used, it infers that a date pattern is used to control Property Management billing, or the fiscal period.
Per 14	Refers to period 14 of the billing cycle. Primarily used in Property Management to extend the periodic billing cycle for weekly billings.

Setting Up the 52 Period Pattern for Weekly Billings

When you set up a weekly billing frequency, you must provide the fiscal date pattern, the date when the fiscal year begins, and the end of the first period. Based on this information, the system calculates and displays the 52 period pattern for weekly billings. You can use periods 53 and 54 for adjustments.

To set up the 52 period pattern for weekly billings

From the PM System Setup menu (G15412), choose Billing Frequency Information.

1. On Work with Billing Frequency Codes, click Add.
2. On Billing Frequency Code Revisions, complete the following fields:
 - Billing Frequency Code
 - Description
 - Fiscal Date Pattern
3. Click the following option:
 - Weekly
4. When you click the Weekly option, the following option becomes available:
 - Set 52 Period Pattern
5. Click OK.
6. On Work with 52 Period Pattern, you can choose an existing fiscal date pattern or enter a new one. To limit the search, complete the following fields in the detail area and click Find:
 - Fiscal Date Pattern
 - Date - Fiscal Year Begins

Alternatively, you can complete the following fields in the header area:

- Fiscal Date Pattern
 - Date Fiscal Year Begins
7. To select an existing fiscal date pattern, choose the pattern and click Select.
 8. Confirm that the date pattern is correct for your billing cycle and click Cancel.
 9. To add a new fiscal date pattern, click Add.
 10. On 52 Period Setup - PM, complete the following fields:

- Fiscal Date Pattern
- Date Yr Beg
- End Of Per 01

11. Click OK.

Field	Explanation
Weekly	A billing cycle for weekly billings (7 day increments).
Set 52 Period Pattern	A checkmark indicates that a 52 period pattern will be created for the billing frequency code.
Date Yr Beg	The first day of the fiscal year.
End Of Per 01	The month end date in 12 period (monthly) accounting. The period end date in 13 period, or 4-4-5 period, or 52 period accounting.

Setting Up Tax Rate and Area Information

The Property Management system allows you to set up and work with the areas, rates, and effective dates for current and future taxes. Each tax area can have its taxes assessed by different tax authorities for different purposes and rates. This information is stored in the Tax Area table (F4008). The system uses the information to calculate the tax amounts for billings when tax processing is in effect.

You can use tax rate and area information to define tax information used with tax explanation codes other than Accounts Receivable. As current information changes, you can change the tax rate and area information.

The system does not check for duplicate tax rate and area information, which means that you can set up different tax rates and effective date ranges for the same tax rate and area. The system checks for overlapping effective date ranges. When an overlap exists, the system issues a hard error.

To process taxes in the Property Management system, note the following:

- The Tax Suppress field in the Property Management Constants table (F1510B) controls whether tax processing is in effect and whether the tax-related fields are displayed. Processing options for specific billing programs also control tax processing.
- When tax processing is in effect, you can assign the necessary tax information for a billing in the Tax Explanation Code, Tax Rate/Area, and Service/Tax Date fields. The service and tax date must occur within the effective date range defined for the tax rate and area.
- The system automatically supplies the Tax Rate/Area code for a tenant from either the Customer Master table (F03012) or Supplier Master table (F0401). You can also manually assign a different Tax Rate/Area code for a specific billing.

You set up tax rate and area information that is used exclusively in the Property Management system by using only the tax explanation code AR. 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 USD. Using 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 USD for the invoice, 20 USD for the county tax, and 30

USD for the city tax. If the tax explanation code AR is not used, the resulting invoice has only one pay item for 1,000 USD.

Before You Begin

- ☐ Set up tax authorities. See *Setting Up Tax Authorities for A/R* in the *Accounts Receivable Guide*.
- ☐ Set up AAIs. See *Setting Up Automatic Accounting Instructions*.
- ☐ Set up bill codes and adjustment reasons. See *Setting Up Bill Codes and Adjustment Reasons*.

See Also

- *Working with Manual Billing*

► To set up tax rate and area information

From the PM System Setup menu (G15412), choose Tax Rate/Area Information.

1. On Work With Tax Rate/Areas, click Add.

Tax Rate / Area Information - [Tax Rate/Area Revisions]			
File Edit Preferences Window Help			
OK Cancel Dismiss Abort Links Display OLE Internet			
Tax Rate/Area		Effective Date	
Description		Expiration Date	
Tax Authorities			
Address	Tax Authority	Bill Code	Tax Rate
TOTAL TAX			0.000

2. On Tax Rate/Area Revisions, complete the following fields:
 - Tax Rate/Area
 - Description

- Effective Date
- Expiration Date
- Address
- Bill Code
- Tax Rate

You can enter up to five addresses, bill codes, and tax rates for each tax rate or area.

3. Click OK.

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area.</p> <p>The system uses this code to properly calculate the tax amount.</p>
Description	Text that names or describes the tax rate/area. You can use this 30-character field, for example, to identify a ZIP code for a tax area or to partially describe the geographic area.
Effective Date	The date when a transaction, text message, contract, obligation, preference, or policy rule becomes effective.
Expiration Date	The date when this item ceases to be in effect.
Address	<p>The address book number of a tax authority that has jurisdiction in the tax area. This address is an authority to whom you pay and report sales, use, or VAT taxes. Examples include states, counties, cities, transportation districts, provinces, and so on.</p> <p>You can have up to five tax authorities for a single tax area.</p>

Field	Explanation
Bill Code	<p>A code that indicates how to locate the tax account for general ledger entries. This field points to automatic accounting instructions (AAIs) that, in turn, point to the tax account.</p> <p>Examples are:</p> <ul style="list-style-type: none">PM/RC — for A/RRM/PC — for A/P <p>For sales taxes, the Accounts Payable and Accounts Receivable systems ignore the values in this field. For sales taxes, the Sales Order Management and Purchase Order Management systems require values in this field. At this time, however, the system uses only the first G./L offset.</p>
Tax Rate	<p>A number that identifies the tax rate for a tax authority that has jurisdiction in the tax area. Tax rates must be expressed as a percentage and not as the decimal equivalent. For example, type 7 percent as 7. The value appears as 7.000.</p>

Setting Up Log Standard Information

Log information further describes a lease or facility. For leases, the log information defines the terms and conditions such as critical dates, lease options, text descriptions, and so on. For facilities, it defines area for expense participation, critical dates, the number of units within a building or on a floor, tenant improvements, inspection of the sprinkler system, and so on. The information entered as log lines is stored in the Log Standard Master table (F1523).

The Log Standard Level Selection form lets you set up and work with models, which are templates of standard log lines and extended text. You can then copy 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 the models indicated:

- Tenant Lease Type (15/LT) for leases
- Business Unit Types (00/MC) for properties and buildings
- Grouping Code (15/GC) for floors
- Unit Type (15/UT) for units

To update information as needed, you can change log lines, delete lines within logs, and add more lines to the log after creating the initial log standard. When you revise the log standard, you change the current information for that log standard from that point forward. Logs already attached to leases or facilities do not change.

Setting up log standards consists of the following tasks:

- ☐ Entering log standards
- ☐ Attaching media objects to log standards

Before You Begin

- ☐ Set up all related user defined codes. See *Setting Up User Defined Codes*.

Entering Log Standards

Before you enter log standards, you must set up log standard levels to determine the property level that you want to enter the log standards. The system allows you to choose from four types of standards. After you select a standard level, you then enter the actual log standards.

To enter log standards

From the PM System Setup menu (G15412), choose Log Standards Information.

1. On Log Standard Level Selection, click one of the following options:
 - Business Unit Log Standards
 - Floor Log Standards
 - Unit Type Log Standards
 - Lease Type Log Standards
2. Complete the field from the following list that corresponds to the selected option and click Select:
 - Type Business Unit
 - Area Grouping Code
 - Unit Type
 - Lease Type
3. From the Form menu, choose Revisions.
4. On Log Standards Revisions, complete the following fields and click OK:
 - L C
 - AM ID
 - Description
 - Explanation - Remark -

Entering Y in the R S (Required Standards) field specifies that the log line is a required standard for the lease. If the log line is a required standard, no one can delete it from the model or change the information in the L C, AM ID, or UM fields. When setting up a lease, property or building, floor, or unit, you can specify whether

you can change any of the other fields in a required standard log line with a processing option.

- UM
- E.P. Code
- RP1
- RP2

Field	Explanation
Business Unit Log Standards	An option that identifies a processing flag for an event.
Floor Log Standards	An option that identifies a processing flag for an event.
Unit Type Log Standards	An option that identifies a processing flag for an event.
Lease Type Log Standards	An option that identifies a processing flag for an event.
Type Business Unit	A code that identifies the classification of the business unit. This is a user defined code (00/MC).
Area Grouping Code	<p>The system uses this code to reconcile the total area of the group to the total area of the floor.</p> <p>If you leave this field blank, the system automatically uses FLOR. A processing option in this program controls what kind of floor that the screen displays, based on the grouping code.</p>
Unit Type	<p>A user defined code (15/UT) that identifies the type of unit for billing and reporting purposes. Examples:</p> <p>OFFCE: Office space RESTR: Restaurant CONDO: Condominium</p>
Lease Type	<p>A user defined code (15/LT) that identifies the type of lease for billing and reporting purposes. Examples:</p> <p>AP Apartment RT Retail SB Sublease</p>
L C	A user defined code (15/LG) that identifies the type of information the log contains, such as OP for option, IN for insurance, and so on.
AM ID	<p>A user defined code (15/AM) that provides more information about the log line. Examples:</p> <p>F01 Number of rentable units F02 Seating capacity SECD Security deposit refund INS Insurance renewal SEWR Sewer hookups</p>

Field	Explanation
Explanation –Remark–	A name or remark that describes an element in the J.D. Edwards systems.
R S	A code that specifies whether the log line is a required standard for the lease. Valid codes are: Y Yes, this log line is a required standard. blank No, this line is not a required standard.
UM	The unit of measure for the number in the Quantity field of the log line. Examples: DL Dollars MO Months SF Square feet
E.P. Code	A user defined code (15/EP) that identifies a log line used for the control square footage of a property or building. The system uses this control square footage to calculate expense participation.
RP1	A user defined code (15/L1-L10) that specifies a group for reporting purposes. You can set up the field names in vocabulary overrides.

Attaching Media Objects to Log Standards

You can attach a media object to a log standard (for example, a lease abstract). Every time you copy the log standard, the attached media object also is copied.

See Also

- *Working with Media Objects* in the *OneWorld Foundation Guide*



To attach media objects to log standards

From the PM System Setup menu (G15412), choose Log Standards Information.

1. On Log Standard Level Selection, click the log standard option.
2. From the Form menu, choose Revisions.
3. On Log Standards Revisions, choose the line to which you want to attach the media object.
4. From the Row menu, choose Attachments.
5. On Media Objects, choose the media object and click OK.

The system places a paperclip icon in the column on the left to indicate an attachment in the Log Standards Revisions form.

Setting Up Statement Messages

You use statement messages to set up and work with the user defined codes (15/MS) that identify specific messages that you can print on statements. For example, you could set up statement messages that include delinquent account information, holiday hours, and so on. You use processing options to determine whether rates or message text appears in your choice of a 60- or 80-column format.

Unlike most user defined codes, statement message information is not stored in the User Defined Codes table. Instead, this information is stored in the Generic Message/Rate Types table (F0019) and the Generic Message/Rates table (F00191). Therefore, when reviewing the Property Management User Defined Code table, you will not be able to review statement message information.

Setting up statement messages consists of the following tasks:

- ☐ Setting up statement-message user defined codes
- ☐ Entering message text

Before You Begin

- ☐ Set up user defined codes. See *Setting Up User Defined Codes*.

Setting Up Statement-Message User Defined Codes

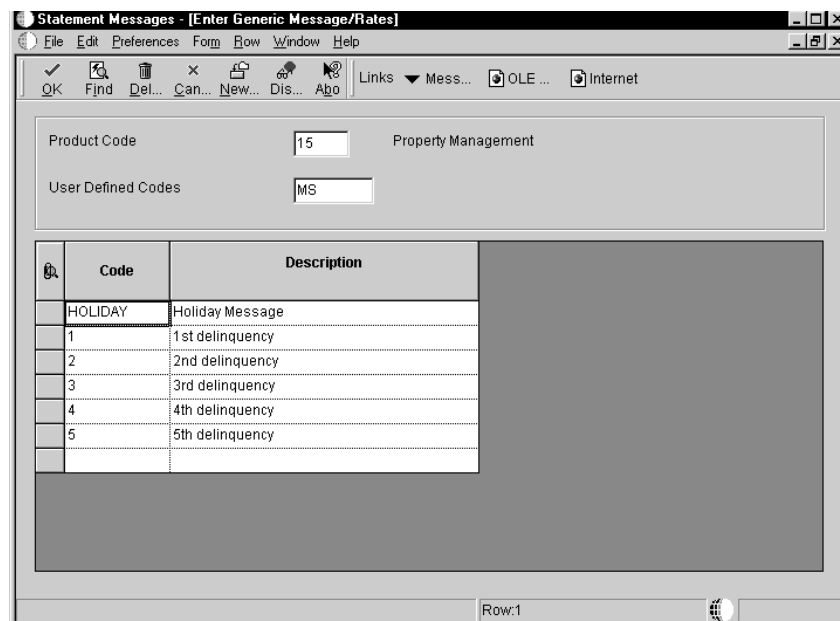
Although the Code and Description fields are required fields, the system uses only the Code field to differentiate between the statement message codes. Therefore, if you enter information in both fields on a blank line, the system adds the code as a new code. If you enter the information in either the Code field or both fields of an existing code, the system adds the code as a new code and retains the original code. However, if you enter information in only the Description field of an existing code, the system changes only the description for that code.



To set up statement-message user defined codes

From the PM System Setup menu (G15412), choose Statement Messages.

1. On Work With Generic Message/Rate Types, click Add.



2. On Enter Generic Message/Rates, complete the following fields:
 - Code
 - Description
3. To attach a rate to the message, complete the following optional field:
 - Rate
4. Click OK.

Entering Message Text

You can enter statement message text using up to 60 characters.

► To enter message text

From the PM System Setup menu (G15412), choose Statement Messages.

1. Select the row for which you want to enter the message text and from the Row menu, choose General Message.

Alternatively, choose the row and click Select.

2. On General Message, complete the following field and click OK:

- Description

Field	Explanation
Rate	A code used to define rate information in the General Rate/Message Records table (F00191).

Processing Options for Generic Message/Rates Records

Defaults

1. Enter the desired System Code.

System Code _____

2. Enter the desired Record Type.

Record Type _____

Display

1. Enter a '1' to display Rate Text or a '2' to display Message Text.

Text Type _____

2. Enter a '1' for 60 column display or a '2' for 80 column display.

Text Column Display _____



Facility Setup

Property Management facility information for commercial or other rentable property is organized by properties or buildings, floors, and units.

Facility setup consists of the following tasks:

- ☐ Setting up property or building information
- ☐ Setting up floor information
- ☐ Setting up unit information



Setting Up Property or Building Information

Property Management facility information for commercial or other rentable property is organized by properties or buildings, floors, and units. You set up and maintain information for properties or buildings in the Property/Building Information program.

Properties and buildings are business units. A building is the minimum required element for facility information and is the most specific level by which you can group accounts. To further define the information and allow for greater flexibility, you can associate one or more buildings with a common property, and separate a building into floors and units. If a property consists of just one building, it can have the same business unit as the building.

You can set up relationships between parent and subordinate business units using levels of detail. The level of detail indicates how a property or building is associated to a higher level of project or grouping. You can set up a hierarchy using up to nine levels, with level one being the least detailed and level nine being the most detailed. For example, you could set up a property (level one) that consists of a retail mall (level nine), office building (level eight), and parking structure within the office building (level nine). The default level of detail is nine.

Setting up property or building information consists of the following tasks:

- ☐ Entering property or building information
- ☐ Copying property or building log standards
- ☐ Setting up category codes
- ☐ Changing floor information

Understanding Business Units

You must assign a company to a business unit. When you create business units, remember that short numbers make data entry easier, and alphabetic characters make data entry more difficult.

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

You can use up to 30 category codes to build special meaning into business units. For example, you could use the category code for region to specify that a property is located in the Western region.

Before You Begin

- ☐ Enter address book information for the facility. See *Working with Address Book Records* in the *Address Book Guide*.
- ☐ Set up companies and their charts of accounts. See *Setting Up Companies* in the *General Accounting Guide*.
- ☐ Set up business unit types. See *Working with Business Units* in the *General Accounting Guide*.

Entering Property or Building Information

Enter the appropriate information for the property or building.

See Also

- *Working with Business Units* in the *General Accounting Guide*

► **To enter property or building information**

From the Facility Setup menu (G15411), choose Property/Building Information.

1. On Work with Property/Buildings, to associate the new facility with an existing building or property, complete any of the following fields:
 - Building
 - Company
 - Type Business Unit
2. Click Add.

3. On Building Revisions, complete the following required fields in the header area:
 - Building
 - Description
4. Click the Building Info tab.
5. Complete the following required fields:
 - Company
 - B.U. Type
 - Facility Address
6. Complete the following optional fields:
 - Level of Detail
 - Posting Edit
 - Remit to Address
 - Related Property
7. Click the Tax/Account Info tab.
8. Complete any of the following optional fields:
 - Tax Rate/Area
 - Tax Entity
 - Tax Area - Payroll
 - Labor Distri. Meth
 - Burden Account

- Labor Account
 - Premium Account
9. Click the Description tab.
 10. Complete any of the optional Additional Description fields.
 11. Complete the following fields in the detail area and click OK:
 - Area Type
 - Begin Date
 - End Date
 - Quantity
 - UM
 - Description

Field	Explanation
Company	The address book number of the company responsible for the property or building, or the company responsible for the original billing on the lease.
B.U. Type	A code that identifies the classification of the business unit. This value is a user defined code (00/MC).
Facility Address	The address book number of the property or building location.
Remit to Address	The number in the Address Book system that identifies the remit-to address for A/R invoices and statements.
Related Property	The number that identifies the associated property, building, or project. This number is a business unit. The business unit for a property can be different from the business unit for an associated building.
Tax Entity	The address number of the tax authority to which property taxes are paid.
Tax Area – Payroll	The code of a taxing authority. All time entries for this Cost Center default to the value entered in this field.
Labor Distri. Meth	Controls whether the labor costs include a flat burden for payroll taxes and benefits. Valid values are: <ul style="list-style-type: none"> 0 The flat burden factor is always 1.0000, so the resulting amount for the flat burden is zero. 1 The flat burden factor is always greater than or equal to 1.0000, so the labor costs include a flat burden.

Field	Explanation
Burden Account	<p>For a job (business unit) this field is the account to which payroll labor burdens will be distributed. This distribution occurs only if the user elects to split payroll burdens in the payroll company constants. Otherwise, burdens are included in the amount distributed to the base labor account (OBJ1). Burdens include all company-paid payroll expenses including: FICA, FUI, SUI, Workers Comp and General Liability Insurance Premiums, company paid benefits, fringes, and so on.</p> <p>At this time, the system cannot separate the burdens related to base labor and premium labor. They are lumped into one.</p>
Labor Account	For a job (business unit), this field contains the account to which payroll labor is distributed. This field may be overridden by an object account established (namely, non-blank) at the Union-Job Category level. Also, this field (for example, OBJ1) would override an object account set up at the Automatic Accounting Instruction Account level.
Premium Account	The object account portion of a general ledger account.
Area Type	Specifies the Area Type for a record. The system validates this to the user defined code 15/AR.
Begin Date	The date when the lease term begins, or when a log line begins, or when an item becomes effective.
End Date	The date when the lease term or an item ends.
Quantity	An amount that appears as part of a log line, for example, the potential rent for a unit, the square footage, or the amount of insurance coverage for a lease.
Description	A user defined name or remark.

Copying Property or Building Log Standards

To reduce typing and possible errors, you can copy a model of standard log information for a property or building either automatically or manually. The system uses the business unit to select standard log lines for properties or buildings. To copy the log standards:

- If the Copy Log Standards processing option is set to automatically copy the information, when you first add it, the system copies a model of standard lines into the business unit.
- If the Copy Log Standards processing option is set to 1, Bypass copy, then the model log standard set up for the property or building was not automatically copied into the business unit. However, you can copy the log standard manually.

- If the log line is designated as a required standards field (with a Y in the R S field), you cannot delete it from the model or change the information in the L C, AM ID, or UM fields. You can control whether you can change the log line by clearing the R S field and setting the Required Standards Protection processing option to blank, Do not protect.

See Also

- *Setting Up Log Standard Information*

To copy property or building log standards

From the Facility Setup menu (G15411), choose Property/Building Information.

1. On Work with Property/Buildings, to locate the facility for which you want to copy log standards, click Find. To limit the search, complete any of the following fields, or use the QBE line and click Find:
 - Building
 - Company
 - Type Business Unit

2. Choose the facility and from the Row menu, choose Revisions.

Alternatively, you can choose the facility and click Select.

3. On Building Revisions, from the Form menu, choose Log Details.

The system displays the log lines for the selected business unit. You can add, change, or delete log lines that do not have a Y in the R S field.

Note: If a line appears highlighted in blue, the log item was attached at the lease level. This information will carry through to the unit level.

4. On Log Details, from the Form menu, choose Copy Logs.
5. To return to the property or building, click OK.

Setting Up Category Codes

While setting up properties or buildings, you can set up category codes. While running reports, you can choose the category codes for selective reporting.

See Also

- *Assigning Category Codes to Business Units* in the *General Accounting Guide*

► To set up category codes

From the Facility Setup menu (G15411), choose Property/Building Information.

1. On Work with Property/Buildings, to locate the facility for which you want to set up category codes, click Find. To limit the search, complete any of the following fields, or use the QBE line and click Find:
 - Building
 - Company
 - Type Business Unit
2. Select the facility and from the Row menu, choose Revisions.

Alternatively, you can choose the facility and click Select.

3. On Building Revisions, from the Form menu, choose Category Codes.

4. On the Business Unit Category Codes tab, complete any of the following fields and click OK:
 - Division
 - Region
 - Property Type
 - Building Type
 - Ownership Code
 - Person Responsible

- Line of Business
 - Product Type
 - Category Code 09
- through
- Category Code 30

Field	Explanation
Division	Category code 1 associated with the Business Unit Master table (F0006). This is a user defined code (system 00, type 01) that the system uses in flex account mapping and in printing selected information on reports.

Changing Floor Information

While setting up properties or buildings, you can change floor information for floors attached to the facility.

See Also

- *Setting Up Floor Information*

To change floor information

From the Facility Setup menu (G15411), choose Property/Building Information.

1. On Work with Property/Buildings, to locate the facility for which you want to change floor information, click Find. To limit the search, complete any of the following fields, or use the QBE line and click Find:
 - Building
 - Company
 - Type Business Unit
2. Select the facility and from the Row menu, choose Revisions.

Alternatively, you can choose the facility and click Select.

3. On Building Revisions, from the Form menu, choose Floor Info.
4. On Work With Floor Information, to locate the building with floor information that you want to change, click Find. To limit the search, complete any of the following fields, or use the QBE line and click Find:

- Floor
 - Grouping Code
 - Grouping Value
5. After making changes, click OK.

Field	Explanation
Floor	The number that identifies the floor on which the unit exists. This field is an alphanumeric user defined code (15/FL), such as 1 for first floor, LL for lower level, and so on.
Grouping Code	The system uses this code to reconcile the total area of the group to the total area of the floor. If you leave this field blank, the system automatically uses FLOR. A processing option in this program controls what kind of floor that the screen displays, based on the grouping code.
Grouping Value	When you assign FLOR to the Grouping Code field, the system supplies the floor number from the Floor Number field to this field. For relationships other than the physical floor, you must type the information in this field.

Processing Options for Property / Building Information

Display

1. Required Standards Protection _____
 Blank = Do not protect
 1 = Protect required standards

Edits

1. Area Edit (Building to Floor) _____
 Blank = Bypass the edit
 1 = Perform the edit

Process

1. Copy Log Standards _____
 Blank = Automatically copy
 1 = Bypass copy

Versions

1. Floor Information (P1506) Version _____
 Blank = ZJDE0001
2. Address Book (P01012) Version _____
 Blank = ZJDE0001

Setting Up Floor Information

Facility information for commercial or other rentable property is organized by properties or buildings, floors, and units. You set up and maintain information for a group of units in the Floor Information program. This group can be the units on a physical floor, or units that are otherwise related and identified by the grouping code for the floor. For example, a group of units could be related by unit type, such as Retail. Setting up floor information in Property Management is optional.

You can set up the system to verify quantities for both the rentable and useable 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.

Setting up floor information consists of the following tasks:

- ☐ Entering floor information
- ☐ Copying floor log standards
- ☐ Changing property or building information
- ☐ Changing unit information

Understanding Unit Groups

Unit groups are based on floor numbers, their grouping codes, and their grouping values. The grouping code identifies the kind of group. If it is not a physical floor, the grouping code is the data item of a field for the related units in the Market/Potential/Renewal Rent Master table (F159071). The default grouping code is FLOR. 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.

Understanding Area Edits

The system compares the total area of a building with the total area of all the floors in that building, or it compares the total area of the floor with the total area of all the units on that floor for a common date range. If the area of the floor changes and the total area of the building is exceeded, you will get an error message. Similarly, if the total area of a floor is less than the total area of the units on the floor, you will get an error message. To find the error, review

the information for the floors and units on their respective forms. You must correct the error before you can add or make changes to the facility.

The system validates areas only for floors with a grouping code of FLOR. Before the system can perform an area edit, you must set up:

- Area types for the rentable, useable, and three alternate areas in the Property Management system constants. The system uses these constants to identify the area master records that define those areas for the buildings, floors, and units.
- Area master entries for the related building, floors, and units. The area types for these lines must be identical to the ones specified as the constants.

Examples: Area Edit Computations and Comparisons

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 enter the three floors, the system verifies their areas with the building's area. Because the subtotal of 70,000 square feet is equal to the total area of the building, the system accepts the area of the third floor.

Suppose you entered the wrong area when you added the second floor. Instead of 30,000, you entered 20,000. 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 still less than the total area of the building.

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

As in the second example, suppose you entered 40,000 square feet for the second floor. When you try to enter the third floor, the system will not accept it because the subtotal of 80,000 square feet is greater than the total area of the building. You will have to review the information for each floor to find the error.

Before You Begin

- ☐ Set up properties or buildings. See *Setting Up Property or Building Information*.
- ☐ Enter floor numbers if you require the system to verify them in the User Defined Codes table (F0005) before they can be used. See *Setting Up User Defined Codes*.
- ☐ Set up units. See *Setting Up Unit Information*.

Entering Floor Information

► To enter floor information

From the Facility Setup menu (G15411), choose Floor Information.

1. On Work With Floor Information, to associate the new floor information with an existing building or property, complete the following field:
 - Building
2. Click Add.

3. On Floor Revisions, click the Floor Info tab.
4. Complete the following required fields:
 - Building
 - Floor
 - Area Grouping Code
5. Complete the following optional field:
 - Area Grouping Value
6. Click the Report Codes tab.
7. Complete any of the following fields:
 - Report Code 01
 - Report Code 02

- Report Code 03
 - Report Code 04
 - Report Code 05
8. Complete the following fields in the detail area and click OK:
- Area Type
 - Begin Date
 - End Date
 - Quantity
 - UM
 - Description
9. Click Cancel.

Field	Explanation
Floor	The number that identifies the floor on which the unit exists. This number is an alphanumeric user defined code (system 15, type FL), such as 1 for first floor, LL for lower level, and so on.
Area Grouping Value	When you assign FLOR to the Grouping Code field, the system supplies the floor number from the Floor Number field to this field. For relationships other than the physical floor, you must type the information in this field.
Report Code 01	A user defined code (system 15, types U1-U5) that you can use for reporting purposes.

Copying Floor Log Standards

To reduce typing and possible errors, you can copy a model of standard log information for a floor either automatically or manually. The system uses the grouping code to select standard log lines for floors. To copy the log standards:

- If the Copy Log Standards processing option is set to automatically copy the information, when you first add the floor, the system copies a model of standard lines into it.
- If the Copy Log Standards processing option is set to 1, Bypass copy, then the model log standard set up for the floor was not automatically copied into the floor information. However, you can copy the log standard manually.
- If the log line is designated as a required standards field (with a Y in the R S field), you cannot delete it from the model or change the information in the L C, AM ID, or UM fields. You can control whether you can change the

log line by clearing the R S field and setting the Required Standards Protection processing option to blank, Do not protect.

See Also

- *Setting Up Log Standard Information*



To copy floor log standards

From the Facility Setup menu (G15411), choose Floor Information.

1. On Work With Floor Information, to locate the floor for which you want to copy log standards, click Find. To limit the search, complete any of the following fields or the QBE line, and click Find:
 - Building
 - Floor
 - Grouping Code
 - Grouping Value
2. Select the floor and from the Row menu, choose Revisions.

Alternatively, you can choose the floor and click Select.

3. On Floor Revisions, from the Form menu, choose Log Details.

The system displays the log lines for the selected floor. You can add, change, or delete log lines that do not have a Y in the R S field.

Note: If a line appears highlighted in blue, the log item was attached at the lease level. This information will carry through to the unit level.

4. On Log Details, from the Form menu, choose Copy Logs.
5. Click OK.

Changing Property or Building Information

When setting up floors, you can change the property or building information associated with the floor.

See Also

- *Setting Up Property or Building Information*

To change property or building information

From the Facility Setup menu (G15411), choose Floor Information.

1. On Work With Floor Information, to locate the floor for which you want to copy log standards, click Find. To limit the search, complete any of the following fields or the QBE line, and click Find:

- Building
- Floor
- Grouping Code
- Grouping Value

2. Select the floor and from the Row menu, choose Revisions.

Alternatively, you can choose the floor and click Select.

3. On Floor Revisions, from the Form menu, choose Property Info.
4. On Building Revisions, make the necessary changes.
5. Click OK.

Changing Unit Information

When setting up floors, you can change the unit information associated with the floor.

See Also

- *Setting Up Unit Information*

To change unit information

From the Facility Setup menu (G15411), choose Floor Information.

1. On Work With Floor Information, to locate the floor for which you want to copy log standards, click Find. To limit the search, complete any of the following fields or the QBE line, and click Find:

- Building
- Floor
- Grouping Code
- Grouping Value

2. Select the floor and from the Row menu, choose Revisions.
3. On Floor Revisions, from the Form menu, choose Unit Search.
4. On Work with Units, to locate the unit with information that you want to change for the floor, click Find. To limit the search, complete any of the following fields or the QBE line, and click Find:
 - Tenant
 - Building
 - Unit Type/No
 - Unit Size
 - Thru
 - Floor No
 - Thru
 - Starting Effective Date
 - Ending Effective Date
5. Click any of the following options:
 - Show Occupied Units
 - Show Vacant Units
 - Include Committed as Occupied
6. Select the unit and from the Row menu, choose Revisions.
7. On Unit Master Revisions, make changes, and then click OK.

Processing Options for Floor Information

Display

1. Required Standards Protection _____
Blank = Do not protect
1 = Protect required standards

Edits

1. Floor Number Edit _____
Blank = Bypass editing
1 = Edit the floor number
2. Grouping Code _____
3. Area Edit (Floor to Building) _____
Blank = Bypass the edit
1 = Perform the edit
4. Area Edit (Floor to Unit) _____
Blank = Bypass the edit
1 = Perform the edit

Process

1. Copy Log Standards _____
Blank = Automatically copy
1 = Bypass copy

Versions

1. Property/Building (P15062) Version _____
Blank = ZJDE0001
2. Unit Information (P15217) Version _____
Blank = ZJDE0001

Setting Up Unit Information

Property Management facility information for commercial or other rentable property is organized by properties or buildings, floors, and units. You use Unit Information to set up and maintain information for a specific unit, which is any rentable area for which a lease exists (for example, an office, retail store, or display area).

Because the amount of area assigned to units can expand or shrink over the life of a lease, consider entering starting and ending effective dates when setting up units. This process makes it easier to track tenant activity.

You can set up the system to verify quantities for both the rentable and useable area between units and their floors. These are called area edits, which are controlled by a processing option. For more information, see *Setting Up Floor Information*.

You use the Multi-Unit Information program to view all units set up for a specific building. The Multi-Unit Information program also provides an alternative way to let you make changes to individual units.

To save time and typing, you can copy units from an existing property or building into another building.

Setting up unit information can consist of the following tasks:

- ☐ Setting up individual units
- ☐ Creating new leases for tenants
- ☐ Copying unit log standards
- ☐ Confirming market, renewal, and potential rent information
- ☐ Changing floor information
- ☐ Changing leases at the unit level
- ☐ Creating new leases at the unit level
- ☐ Viewing unit activity history
- ☐ Viewing multiple units

- ☐ Setting up market, renewal, and potential rent information
- ☐ Replicating units

Before You Begin

- ☐ Set up properties or buildings. See *Setting Up Property or Building Information*.
- ☐ Enter floor numbers if you require the system to verify them in the User Defined Codes table (F0005) before they can be used. See *Setting Up User Defined Codes*.
- ☐ Set up grouping codes. See *Setting Up Floor Information*.

Setting Up Individual Units

When you set up units, you must enter:

- Building number
- Unit number
- Unit type (for example, retail, office, restaurant)

You can also enter subunits, such as a shoe department renting space in a retail store. For reporting purposes, enter the store as a master unit and the shoe department as the subunit.

See Also

- *Viewing Multiple Units*

To set up individual units

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, click Add.

2. On Unit Master Revisions, click the Unit Information tab.

3. Complete the following required fields:

- Building
- Unit

J.D. Edwards recommends that you enter a general description in the untitled field next to the Unit field so that you do not have to frequently update the description.

- Unit Type

4. Complete any of the following optional fields:

- Floor
- Unit Usage
- Unit Status
- Master/Sub Unit

If this unit is a sub-unit, you must complete the Master/Sub Unit fields as well. Enter S into the one-character field and type the number of the master unit to which it belongs in the field to the right.

5. Click the Report Codes tab.

6. Complete any of the following fields:

- Report Code 01
- Report Code 02

- Report Code 03
 - Report Code 04
 - Report Code 05
7. Click the Mailing Address tab.
 8. Complete the following optional fields:
 - Mailing Address/Comment:
 - State
 - Postal Code
 - Country
 9. Complete the following fields in the detail area and click OK:

If you have set the Area Edit processing option to compare the total area of the units to the total area set up for a floor, and the total unit area exceeds the total floor area, you will receive an error message. You will not be able to add the unit or save changes until you correct the error.

Field	Explanation				
Unit Usage	A code that specifies how a unit is used. This field is a user defined code (15/UU), such as M for Medical, O for Office, and so on.				
Unit Status	A user defined code (15/UX) that identifies the occupancy status of a unit.				
Master/Sub Unit	<p>A code that specifies whether the unit is a master or a sub-unit. A master unit is the main unit of a group of related units (sub-units). Valid values are:</p> <table> <tr> <td>M</td><td>Master unit</td></tr> <tr> <td>S</td><td>Sub-unit</td></tr> </table> <p>If you leave this field blank, the system automatically assigns M to it.</p> <p>If the unit is a sub-unit, use the next field to identify the master unit to which it relates.</p>	M	Master unit	S	Sub-unit
M	Master unit				
S	Sub-unit				
Mailing Address/Comment:	Additional text that further describes or clarifies a field in the J.D. Edwards systems.				
State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.				
Postal Code	The United States ZIP code or the postal code attached to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.				

Field	Explanation
Country	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.

Creating New Leases for Tenants

While setting up units, you can create new leases for individual tenants.

See Also

- *Setting Up Leases*



To create new leases for tenants

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, to locate the tenant for whom you want to create a new lease, click Find. To limit the search, complete the following fields or the QBE line, and click Find:
 - Tenant
 - Building
 - Unit Type/No
 - Unit Size
 - Thru
 - Floor No
 - Thru
 - Starting Effective Date
 - Ending Effective Date
2. Click any of the following options:
 - Show Occupied Units
 - Show Vacant Units
 - Include Committed as Occupied
3. From the Form menu, choose New Lease.

4. On Lease Master Revisions, enter the new lease information.
5. Click OK.

Copying Unit Log Standards

To reduce typing and possible errors, you can copy a model of standard log information for a unit either automatically or manually. The system uses the unit type to select standard log lines for units. To copy the log standards:

- If the Copy Log Standards processing option is set to automatically copy the information, when you first add the unit, the system copies a model of standard lines into it.
- If the Copy Log Standards processing option is set to 1, Bypass copy, then the model log standard set up for the unit was not automatically copied into the unit information. However, you can copy the log standards manually.
- If the log line is designated as a required standards field (with a Y in the R S field), you cannot delete it from the model or change the information in the L C, AM ID, or UM fields. You can control whether you can change the log line by clearing the R S field and setting the Required Standards Protection processing option to blank, Do not protect.

See Also

- *Setting Up Log Standard Information*

To copy unit log standards

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, to locate the unit for which you want to copy log standards, click Find.
2. Select the unit and from the Row menu, choose Revisions.

Alternatively, you can choose the unit and click Select.

3. On Unit Master Revisions, from the Form menu, choose Log Details.

The system displays the log lines for the selected unit. You can add, change, or delete log lines that do not have a Y in the R S field.

Note: If a line appears highlighted in blue, the log item was attached at the lease level. This information carries through to the unit level.

4. On Log Details, from the Form menu, choose Copy Logs.
5. Click OK.

Confirming Market, Renewal, and Potential Rent

While setting up units, you can confirm the market, renewal, and potential rent information for the units.

See Also

- *Setting Up Market, Renewal, and Potential Rent Information*



To confirm market, renewal, and potential rent

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, to locate the unit with market, renewal, and potential rent information that you want to confirm, click Find.
2. Select the unit and from the Row menu, choose Rent Info.

Alternatively, choose the unit and from the Row menu, choose Revisions, and from the Form menu, choose Rent Information.

3. On Work with Market/Renewal/Potential Rent, confirm the rent information.
4. Click OK.

Changing Floor Information

While setting up units, you can change the floor information associated with the units.

See Also

- *Setting Up Floor Information*

To change floor information

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, to locate the unit for which you want to change floor information, click Find.
2. Select the unit and from the Row menu, choose Revisions.
3. On Unit Master Revisions, from the Form menu, choose Floor Info.
4. On Floor Revisions, make the necessary changes.
5. Click OK.

Changing Leases at the Unit Level

While setting up units, you can change leases at the unit level.

See Also

- *Setting Up Leases*

To change leases at the unit level

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, to locate the unit for which you want to change the lease, click Find.
2. Select the unit and from the Row menu, choose Edit Lease.
3. On Lease Master Revisions, make the necessary changes.
4. Click OK.

Creating New Leases at the Unit Level

While setting up units, you can create new leases at the unit level.

See Also

- *Setting Up Leases*



To create a new lease at the unit level

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, to locate the unit for which you want to set up a new lease, click Find.
2. Select the unit and from the Row menu, choose New Lease/Unit.
3. On Lease Master Revisions, enter the new lease information.
4. Click OK.

Viewing Unit Activity History

While setting up units, you can view a history of activity for a unit.

See Also

- *Setting Up Leases*



To view unit activity history

From the Facility Setup menu (G15411), choose Unit Information.

Alternatively, from the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, to locate the unit with activity that you want to view, click Find.
2. Select the unit and from the Row menu, choose Unit History.

You cannot make changes to the unit information while reviewing its history.

3. Click OK.

Processing Options for Unit Search

Display

1. Required Standards Protection _____
Blank = Do not protect
1 = Protect required standards
2. Speculative Lease Occupancy Status _____
Blank = Display units as vacant
1 = Display units as occupied

Edits

1. Floor Number Edit _____
Blank = Bypass editing
1 = Edit the floor number
2. Area Edit (Floor to Unit) _____
Blank = Bypass the edit
1 = Perform the edit

Process

1. Copy Log Standards _____
Blank = Automatically copy
1 = Bypass copy
- Specify the Area Type that should be used to retrieve area values by selecting a value for Processing Option 2 or 3.
*RENTABLE will be used if both options are left blank.
2. Search Area Type _____
*RENTABLE = Rentable area type
*USEABLE = Useable area type
 3. Alternate Area Type _____
 4. Option Log Classes _____

Versions

1. Floor Information (P1506) Version _____
Blank = ZJDE0001
2. Lease Information (P1501) Version _____
Blank = ZJDE0001

Viewing Multiple Units

You use Multi-Unit Information to view all of the units that are set up for a specific building. Multi-Unit Information also provides an alternative way to let you make changes to individual unit information.

See Also

- *Setting Up Individual Units*

► To view multiple units

From the Facility Setup menu (G15411), choose Multi-Unit Information.

1. On Work with Buildings, to locate the building for which you want to view units, click Find.
2. Choose the building and click Select.
3. On Multi Unit Information, if you know the unit number, complete the following field and click Find:
 - Skip To Unit
4. To revise a unit's information, choose the unit and from the Row menu, choose Unit Revisions.
5. On Unit Master Revisions, make changes as necessary.
6. Click OK.

Field	Explanation
Skip To Unit	The number that identifies the actual space within a building that is or can be leased, such as an apartment, office, retail space, parking space, and so on.

Processing Options for Multi-Unit Information

Process

1. Copy Log Standards
 - Blank = Automatically copy
 - 1 = Bypass copy

Versions

1. Unit Revisions (P15217) Versions
 - Blank = ZJDE0001

Setting Up Market, Renewal, and Potential Rent Information

You analyze how much rent can be charged for one or more units using the Market/Renewal/Potential Rent program. Based on your input, the system can calculate the market rent (the highest rent that you could charge for the property), the potential rent (realistically, the rent that you could get for the property), and the renewal rent (actual rent less discounts and adjustments). This

program is useful for preparing budgets and examining cash flow. The system displays all rent amounts as annual amounts per square foot, and uses this information when calculating rent projections.

You can also:

- ☐ Search for units while setting up rent information
- ☐ Revise unit information while setting up rent information

Before You Begin

- ☐ If you plan to project rent, have your accounting department set up company fiscal patterns for all projection years. See *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*.
- ☐ Set up user defined codes for special ledgers (15/PG) and ledger types (09/LT). See *Setting Up User Defined Codes*.
- ☐ Set up bill codes and their AAIs. See *Setting Up Bill Codes and Adjustment Reasons*.

To set up market, renewal, and potential rent information

From the Tenant & Lease Information menu (G1511), choose Market/Renewal/Potential Rent.

1. On Work with Market/Renewal/Potential Rent, click one of the following options:
 - Market Rent
 - Renewal Rent
 - Potential Rent

2. To locate the property or building for which you want to analyze rent potential, click Find.
3. Choose the property or building and from the Row menu, choose Revisions.

Alternatively, you can choose the property or building and click Select.

4. On Market/Renewal/Potential Rent Revisions, to locate the units for which you want to analyze rent potential, click Find. To limit the search to specific units, complete any of the following fields or use the QBE line, and click Find:
 - Floor Number

- Unit Number
- Unit Type
- Unit Usage
- Unit Size
- Through

For example, you could limit the search to stores with areas between 1,500 and 2,000 square feet that sell men's clothing.

5. Complete the following optional fields:

- From Date
- Thru Date

The rent amount field available in the header area depends upon the rent amount option (Market, Renewal, or Potential) that you chose.

6. Complete the field that corresponds to the selected option:

- Market Rent
- Renewal Rent
- Potential Rent

7. Complete the appropriate fields in the detail area:

8. To enter the same market, renewal, or potential rent for multiple units, copy the amount into selected units. After entering the rent in the header area, select the rows in the detail area and click Copy.

Alternatively, from the Form menu, choose Copy from Header.

9. Click OK.

Searching for Units While Setting Up Rent Information

While setting up market, renewal, and potential rent information, you can search for units to add to the property or building.

See Also

- *Setting Up Unit Information*



To search for units

From the Tenant & Lease Information menu (G1511), choose Market/Renewal/Potential Rent.

1. On Work with Market/Renewal/Potential Rent Revisions, to locate the property or building for which you want to find units, click Find.
2. Select the facility and from the Row menu, choose Revisions.

Alternatively, you can choose the facility and click Select.

3. On Market/Renewal/Potential Rent Revisions, from the Form menu, choose Unit Search.
4. On Unit Search & Select, choose the unit and click Select.

The system enters the unit information.

5. To add the unit, click OK.

Revising Unit Information While Setting Up Rent Information

While working with market, renewal, and potential rent information, you can revise unit information.



To revise unit information while setting up rent information

From the Tenant & Lease Information menu (G1511), choose Market/Renewal/Potential Rent.

1. On Work with Market/Renewal/Potential Rent Revisions, to locate the property or building for which you want to find units, click Find.
2. Select the facility and from the Row menu, choose Revisions.

Alternatively, you can choose the facility and click Select.

3. On Market/Renewal/Potential Rent Revisions, to locate the unit with information that you want to revise, click Find.
4. Choose the unit and from the Row menu, choose Work with Units.
5. On Unit Master Revisions, make necessary changes.
6. Click OK.

Field	Explanation
Unit Size	An amount that appears as part of a log line, for example, the potential rent for a unit, the square footage, or the amount of insurance coverage for a lease.
Through	An amount that appears as part of a log line, for example, the potential rent for a unit, the square footage, or the amount of insurance coverage for a lease.

Field	Explanation
From Date	The date when the lease term begins, or a log line or an item becomes effective.
Thru Date	The date when the lease term or an item ends.
Market Rent	An amount that indicates the annual market rent per square foot for a unit.
Renewal Rent	An amount that indicates the current renewal rent per square foot for a specific unit.
Potential Rent	An amount that indicates the annual potential rent per square foot for a unit.
Square Feet	An amount that appears as part of a log line, for example, the potential rent for a unit, the square footage, or the amount of insurance coverage for a lease.

Processing Options for Market / Renewal / Potential Rent

1. Select Area Type

*RENTABLE
*USEABLE

If Processing Option 1 is blank, specify an Area Type to be used when retrieving area values.

2. Alternative Area Type

Versions

1. Unit Information (P15217) Version

Blank = ZJDE0001

Replicating Units

From the Facility Setup menu (G15411), choose Replicate Property/Units.

To save time and typing, you can use the Replicate Property/Units program to help you quickly set up units in a building (target) that are similar to existing units in another building (source). You can instruct the system to replicate (copy) only the general information for the units or additional information such as log lines. This information is stored in the following tables:

- Building (Business Unit) Master (F0006)
- Log Standard Master (F1523)
- Market/Potential/Renewal Rent Master (F159071)

You can copy units into a target building where other units exist without replacing the existing units. Processing options control what the system copies. For example:

- To copy just the general information for all units from the source, complete the Property From and Property To processing options (Process tab). To limit the replication to a range of units, also complete the Unit From and Unit To processing options (Process tab).
- 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 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.
- You can copy log lines, log text, and/or log quantities (Copy Logs tab).

After you copy the units, you can verify that the units that you copied exist in the target building. To make any necessary changes to the information, you can use the Unit Information form.

See Also

- *Setting Up Individual Units*

Processing Options for Replicate Property / Units

Process

1. Property From _____
2. Property To _____
3. Unit From _____
4. Unit To _____

Copy Logs

1. Copy Log Lines _____
 Blank = Do not copy
 1 = Copy log lines
2. Copy Log Text _____
 Blank = Do not copy
 1 = Copy log text
3. Copy Log Quantity _____
 Blank = Do not copy
 1 = Copy log quantity

Select

1. Copy Area Records _____
 Blank = Do not copy
 1 = Copy ALL records
 2 = Copy based on Effective Date
 If the above processing option = 2,
 enter the Effective Date below
2. Area Record Effective Date _____
 Blank = System Date
3. Copy Rent Amounts _____
 Blank = Do not copy
 1 = Copy ALL Records
 2 = Copy based on Effective Date

If the above processing option = 2,
 enter the Effective Date below

4. Rent Amount Effective Date _____
 Blank = System Date

Print

1. Print Edit Report _____
 Blank = Print edit report only
 1 = Perform update
2. Summary or Detail Report _____
 Blank = Detail report
 1 = Summary report

Daily



Tenant and Lease Information

Tenant leases can be as simple or as complex as needed. The system can calculate annualized rent on a rentable or useable area basis using the following information provided by Property Management programs:

- Built-in rate increases tied to your choice of indices
- Sales overage information
- Start and stop points for CAM (common area maintenance) fees
- Straight-line rent using FASB 13 standards

Setting up tenant and lease information consists of the following tasks:

- ☐ Working with tenant and lease information
- ☐ Working with manual billing
- ☐ Working with cash receipts
- ☐ Working with security deposits
- ☐ Working with tenant work orders



Working with Tenant and Lease Information

You set up information about the companies and people with whom you do business as tenants using the Tenant Information program. You set up information about leases associated with the tenants using the Lease Information program.

Working with tenant and lease information consists of the following tasks:

- ☐ Adding tenants
- ☐ Setting up leases
- ☐ Reviewing unit information
- ☐ Reviewing critical dates for leases

Adding Tenants

Tenant information is stored in the Address Book system, where each entry is referred to as an address. Each entry 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.



To add tenants

From Property Management, choose Daily Processing. From the Daily Processing menu (G1510), choose Tenant & Lease Information. From the Tenant & Lease Information menu (G1511), choose Tenant Information.

1. On Work with Addresses, click Add.
2. On Address Book Revision, click the Address Book tab.
3. Choose the search type T for Tenant in the following field:
 - Search Type
4. The Tenant Information form is identical to the Address Book Revision form. Follow the steps for adding an address book record. See *Creating and Updating Address Book Records* in the *Address Book Guide*.

Note: The system uses the entry in Address Line 1 as the mailing address for tenants' statements and invoices. If your tenants require you to send statements and invoices to a different payee (for example, to a parent company or regional office), you enter the Address Book number for the payee in the Parent Number field of the Related Address tab.

Setting Up Leases

You set up information about leases in the Lease Information program. A lease is an agreement between a lessee (tenant) and a lessor (owner or property manager) that specifies a period of time and rent payable to the lessor. The lease is the basis for invoices or vouchers, and cash receipts or payments. When you set up leases for tenants, you enter the name of the tenant, where the tenant is located, how much area that the tenant occupies, rental terms, and so on.

Leases can be as simple or as complex as needed. You can set up and maintain coterminous and holdover leases in addition to regular leases and subleases. Setting up leases consists of the following tasks:

- ☐ Setting up new leases
- ☐ Copy lease log standards
- ☐ Search for units to add to the lease
- ☐ Create new lease versions

Before You Begin

- ☐ Set up tenants and alternate payees, if applicable, in the Address Book system. See *Adding Tenants*.

Setting Up New Leases

The information that you enter for new leases updates the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017).



To set up a new lease

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

1. On Lease Information, click Add.

2. On Lease Master Revisions, complete the following field in the header area:

- Lease

If you leave the Lease field blank, Next Numbers assigns the next available number to the lease.

3. Click the Lease Info Page 1 tab.
4. Complete the following fields:

- Tenant
- Lease Manager
- Alt. Payee
- Payment Source
- Lease Type
- Lse Status
- Lessee

If a Y appears in the Lessee field, the system generates an A/P voucher. If the field is blank, the system generates an A/R invoice.

Note: You should never change the Lessee field during a lease. Instead, you should create one lease to generate A/R invoices and a separate lease for A/P vouchers.

- Payment Terms

- Term of Lease
 - Begins
 - Ends
5. Click the Lease Info Page 2 tab.
 6. Complete the following fields:
 - Print (I/S/N)
 - Subldgr Inact.
 - Dsp. Notice
 - Mgmt. Fee
 - Collector
 - Tenant SIC
 - Supplemental Date
 - Start Rent Date
 - Rent Year - Begin Month
 - Lease Year - Begin Month
 - Own/Lease
 7. Complete the following fields in the detail area and click OK:
 - Building
 - Co
 - Unit
 - Move-In Date
 - Plan-Out Date
 - Move-Out Date
 - Rentable Area
 - Useable Area
 - Unt Grp
 - Occupant Address
 - SIC
 - Salesman
 - Sublease Date
 - Unit Type
 - Unit Usage
 - DBA

- Alt. Area Type 1
- Alternate Area 1
- Alt. Area Type 2
- Alternate Area 2
- Alt. Area Type 3
- Alternate Area 3
- Commitment Begin Date
- Deal No

Field	Explanation						
Lease Manager	The address book number of the person responsible for managing the lease. This number may or may not be the same as the tenant's.						
Alt. Payee	The number in the Address Book system that identifies the person or company to be billed for the lease. This number may or may not be the same as the tenant or the party who actually pays the lease.						
Payment Source	The Address Book number of the person or company who actually pays the lease. This number may or may not be the same as the tenant or the party whom you bill.						
Lse Status	<p>A code that identifies the status of the lease for billing and reporting. This field is a user defined code (15/LS). Examples:</p> <table> <tr> <td>E</td><td>Expired</td></tr> <tr> <td>N</td><td>Negotiated</td></tr> <tr> <td>L</td><td>Litigation</td></tr> </table> <p>An X in the first position of the second line of description indicates that the lease is inactive. An O in this position indicates that the lease is open-ended.</p>	E	Expired	N	Negotiated	L	Litigation
E	Expired						
N	Negotiated						
L	Litigation						
Lessee	<p>A code that specifies whether the system generates A/R invoices or A/P vouchers for the lease. Valid values are:</p> <table> <tr> <td>blank</td><td>Generate A/R invoices.</td></tr> <tr> <td>Y</td><td>Generate A/P invoices.</td></tr> </table> <p>CAUTION: After the system generates invoices or vouchers for the lease, do not change this field.</p>	blank	Generate A/R invoices.	Y	Generate A/P invoices.		
blank	Generate A/R invoices.						
Y	Generate A/P invoices.						
Payment Terms	<p>A code that indicates the default payment terms for a customer. Payment terms determine due dates and discounts, and are used as a default value when you create invoices.</p> <p>You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently.</p>						

Field	Explanation
Term of Lease	The length of the lease in calendar months.
Org. End	The original lease end date. This field is populated when a lease is first set up.
Print (I/S/N)	A code that indicates whether to print invoices for this tenant. Valid codes are: Y Yes, print invoices. N No, do not print invoices.
Subldgr Inact.	An option that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees whose jobs have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.
Dsp. Notice	A code that specifies whether the tenant has received notice of dispossession. Valid codes are: Y Yes, the tenant has received notice. This code prevents you from entering cash receipts from the tenant. blank No, the tenant has not received notice.
Mgmt. Fee	A code that indicates whether the calculation for management fees includes the lease. Valid codes are: Y Yes, include the lease in the calculation. N No, do not include the lease in the calculation.
Collector	This field is the address book value assigned to collections for this tenant, lease, or comment transaction.
Tenant SIC	A code that classifies goods and services. This code can be in the format of any one of the following systems of classification: <ul style="list-style-type: none"> Standard Industrial Classification (SIC). A numerical system used in the United States to classify goods and services. This code is four digits. Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code, which can be up to 10 digits. Standard Industrial Trade Classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code, which can be up to six digits.
Supplemental Date	A supplemental date associated with the lease.

Field	Explanation
Start Rent Date	The date when rent actually begins.
Rent Year - Begin Month	The beginning month for the rent year.
Lease Year - Begin Month	The beginning month for the standard lease year. Although leases can start on different dates during the year, they can all share the same annual schedule (lease year) that you set up.
Own/Lease	A code that identifies the occupant of the space. Valid codes are: blank A tenant occupies the space. O The owner occupies the space.
Move-In Date	The date when the tenant moves into the managed facility.
Plan-Out Date	The date when the tenant plans to move out of the managed facility.
Move-Out Date	The date when the tenant physically moved out of the leased space.
Rentable Area	The tenant's gross occupied area of an entire floor in the building. This value includes structural elements of the building such as columns, but does not include elements that penetrate through the floor or ceiling, such as elevators. The rentable area relates to the economic potential of the building.
Useable Area	A number that represents the square footage of floor space that can actually be used or occupied. This area may or may not be the same as the rentable space.
Unt Grp	A code that identifies related units within a lease. Each group code is one alphanumeric character. Each unit can have up to three group codes. For example: Building 15002, Unit 10, Grouping 13 Building 15002, Unit 20, Grouping 13A Building 15002, Unit 30, Grouping 23A Building 15002, Unit 40, Grouping 2 Units 10 and 20 are in group 1. Units 30 and 40 are in group 2. Units 10, 20, and 30 are in group 3. Units 20 and 30 are in group A.
Occupant Address	The number in the Address Book system that identifies the occupant or occupants of a managed facility other than the legal tenant.
SIC	A user defined code (01/SC) that specifies Standard Industry Classification (SIC) codes that identify the industry classification of the occupant of a leased facility, such as construction, retail trade, finance, and so on. It is for information only and has no effect on billing and lease processing.

Field	Explanation
Salesman	The number in the Address Book system that identifies an additional person associated with the lease. This field is only informational.
Sublease Date	The date when the term of a sublease begins. If a sublease exists, the system supplies this date.
DBA	A number that identifies the name under which a tenant operates if it is different from the tenant name in the lease. This is the Doing Business As (DBA) number. You can use the DBA number to separate or combine sales information for reports.
Commitment Begin Date	A value that determines the beginning date for commitment of leased space.
Deal No	Brokerage or commission fees associated with leases may vary from lease to lease or, in some cases, even within leases. This field is used to associate a particular agreement indexed through a "Deal Number" and described in detail in the Deal Management Module with the record being processed.

Copying Lease Log Standards

To reduce typing and possible errors, you can copy a model of standard log information for a lease either automatically or manually. The system uses the lease type to select standard log lines for leases. To copy the log standard:

- If the Copy Log Standards processing option is set to automatically copy the information, when you first add the lease, the system copies a model of standard lines into it.
- If the Copy Log Standards processing option is set to 1, Bypass copy, then the model log standard set up for the lease was not automatically copied into the lease information. However, you can copy the log standard manually.
- If the log line is designated as a required standards field (with a Y in the R S field), you cannot delete it from the model or change the information in the L C, AM ID, or UM fields. You can control whether you can change the log line by clearing the R S field and setting the Required Standards Protection processing option to blank, Do not protect.

See Also

- *Setting Up Log Standard Information*
- *Copying Lease Log Standards While Setting Up Critical Date Inquiries*

► To copy lease log standards

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

1. On Work with Leases, to locate the lease for which you want to copy log standards, click Find. To limit the search, complete any of the following fields, or use the QBE line and click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project
 - Lease Type/Status
2. To display all versions of the lease, click the following option:
 - Display All Versions
3. Select the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.

4. On Lease Master Revisions, from the Form menu, choose Log Details.

The system displays the log lines for the selected lease. You can add, change, or delete log lines that do not have a Y in the R S field.

Note: If a line appears highlighted in blue, the log item was attached at the lease level. This information carries through to the unit level.

5. On Log Details, from the Form menu, choose Copy Logs.
6. Click OK.

Searching for Units to Add to the Lease

While setting up leases, you can search for units to add to the lease.

See Also

- *Setting Up Unit Information*
- *Searching for Units While Setting Up Critical Date Inquiries*
- *Searching for Units While Setting Up Rent Information*

To search for units to add to the lease

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

1. On Work with Leases, to locate the lease for which you want to find units, click Find.
2. Select the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.

3. On Lease Master Revisions, from the Form menu, choose Unit Search.
4. On Work with Units, choose the unit and click Select.

The system enters the unit information on the last detail row.

5. Click OK.

Creating New Lease Versions

You can easily accommodate your tenants' changing needs by creating different versions of their leases. Creating new versions saves you setup time and typing. For example, if a tenant wants to expand his rentable area by 2,000 square feet during his 36-month lease, you can create a subset of his existing lease, make the necessary changes, and save the lease as a new version. You can still track activity in all versions of leases.

Note: You must create a new version of the lease before you can create new versions in any other Property Management program (for example, recurring billing or sales overage information).

Before You Begin

- ☐ Set up versioning in the Property Management system constants. See *Setting Up System Constants*.

See Also

- *Copying Lease Log Standards*

To create a new version

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

1. On Work with Leases, to locate the lease for which you want to create a new version, click Find.

2. Select the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.

3. On Lease Master Revisions, from the Form menu, choose New Version.
4. On Version Confirmation, complete the following field or accept the default value of today's date:
 - Version Effective Date
5. Click any of the following options and click OK:
 - No Logs
 - Log Standards
 - Current Logs

If you choose not to copy the existing version's log, you can copy it later. However, you can copy only from one version to another when creating a new version.

6. Click OK.

You will see the Work with Leases form briefly, and then the system returns you to the new version of the lease with the new version number listed in the header area.

7. Complete the following field:
 - Description
8. On the Lease Info Page 1 tab, the Lease Info Page 2 tab, and in the detail area, make changes to any of the fields.

When entering dates, be sure to clear the value in the Term of Lease field. When you save changes, the system recalculates and displays the new lease term in the field.

9. Click OK.
10. To see all versions of leases, click the following option and click Find:
 - Display All Versions

The green check marks indicate the default lease version defined in the processing option. If the default is *CURRENT, the system displays the version of the lease that is effective as of the system date. If the default is *LAST, the system displays the version of the lease with the latest effective date.

When you create a new version of a lease, the system ends the original version's effective date using the date immediately prior to the new

version's effective date. The new end date appears in the original version's Version End Date field.

11. To jump to the most recent lease that you set up, worked in, or reviewed during this session, click the purple icon next to the Display All Versions option.

Field	Explanation
Version Effective Date	The date when the lease term begins, or a log line or an item becomes effective.
No Logs	No logs are created for the new version.
Log Standards	The log standards for this lease are copied for the new version.
Current Logs	The logs for the current version of the lease are copied to the new version.

Related Lease Setup Tasks

While setting up leases, you can also:

Revise recurring billing information	Choose the lease for which you want to revise recurring billing information. From the Row menu, choose Revisions. From the Form menu, choose Recurring Billing. See <i>Entering Recurring Billing Information</i> .
Revise expense participation information	Choose the lease for which you want to revise expense participation information. From the Row menu, choose Revisions. From the Form menu, choose Expense Part. See <i>Setting Up E.P. Information</i> .
Revise sales overage information	Choose the lease for which you want to revise sales overage information. From the Row menu, choose Revisions. From the Form menu, choose Sales Overage. See <i>Entering Sales Overage Information</i> .
Revise escalation information	Choose the lease for which you want to revise escalation information. From the Row menu, choose Revisions. From the Form menu, choose Escalations. See <i>Setting Up Escalation Information</i> .
Revise security deposit information	Choose the lease for which you want to revise security deposit information. From the Row menu, choose Revisions. From the Form menu, choose Sec Deposits. See <i>Entering Security Deposits</i> .

Review the Tenant A/R Ledger	Choose the lease for which you want to review the tenant A/R ledger. From the Row menu, choose Revisions. From the Form menu, choose A/R Ledger. See <i>Reviewing a Tenant's Transaction History</i> .
Review the Supplier A/P Ledger	Choose the lease for which you want to review the supplier's A/P ledger. From the Row menu, choose Revisions. From the Form menu, choose A/P Ledger. See: <ul style="list-style-type: none"> • <i>Working with Address Book Records</i> in the <i>Address Book Guide</i> • <i>Updating the A/P Ledger</i> in the <i>Accounts Payable Guide</i>
Review A/P transaction history by job	Choose the lease for which you want to review the A/P transaction history. From the Row menu, choose Revisions. From the Form menu, choose A/P BU. See: <ul style="list-style-type: none"> • <i>Working with Address Book Records</i> in the <i>Address Book Guide</i> • <i>Voucher Processing</i> in the <i>Accounts Payable Guide</i>
Revise address book records	Choose the lease with associated address book records that you want to revise. From the Row menu, choose Revisions. From the Form menu, choose Address Book. See <i>Working with Address Book Records</i> in the <i>Address Book Guide</i> .
Enter lease report codes	You can run various reports based on user defined codes. Choose the lease for which you want to enter report codes. From the Row menu, choose Revisions. Choose the log line. From the Row menu, choose Report Codes. See <i>Setting Up User Defined Codes</i> .
Revise unit information	Choose the lease for which you want to revise unit information. From the Row menu, choose Revisions. Choose the log line. From the Row menu, choose Unit Revisions. See <i>Setting Up Unit Information</i> .
Review unit activity history	Choose the lease for which you want to review unit activity history. From the Row menu, choose Revisions. Choose the log line. From the Row menu, choose Unit History. See <i>Setting Up Unit Information</i> .

Processing Options for Lease Information

Defaults

1. Move-In Date Default

Blank = Default the lease begin
date
1 = Bypass the default

2. Plan-Out Date Default
Blank = Default the lease end date
1 = Bypass the default

3. Search Default For Lease Version
*LAST = Latest Effective Date
*CURRENT = System Date

Display

1. Required Standards Protection
Blank = Do not protect
1 = Protect required standards
2. Warning Message Suppression
Blank = Display warning messages
1 = Suppress warning messages

Edits

1. Require Lease Manager
Blank = Optional
1 = Required
2. Unit Number Edit
Blank = Valid unit required
1 = Unit number optional
2 = Invalid unit number allowed
3. Activate FASB 13 Warning Window
Blank = Do not activate
1 = Activate
4. Require Collection Manager
Blank = Optional
1 = Required

Process

1. Copy Log Standards
Blank = Automatically copy
1 = Bypass copy
2. Speculative Lease Display and Entry
Blank = Both
1 = Nonspeculative leases only
2 = Speculative leases only

Versions

1. Unit Information (P15217) Version
Blank = ZJDE0001
2. Recurring Billing (P1502) Version
Blank = ZJDE001
3. Expense Participation (P15012)
Version
Blank = ZJDE0001
4. Escalation (P15016) Version

Blank = ZJDE0001	
5. Sales Overage (P15013) Version	_____
Blank = ZJDE0001	
6. Address Book (P01012) Version	_____
Blank = ZJDE0001	
7. Tenant A/R Ledger Inquiry (P15222)	_____
Version	
Blank = ZJDE0001	
8. A/P Ledger Inquiry (P0411) Version	_____
Blank = ZJDE0001	
9. A/P Inquiry By Business Unit (P04220)	_____
Version	
Blank = ZJDE0001	
10. Security Deposits (P1565) Version	_____
Blank = ZJDE0001	
Distribution	
Distribution list information for new	
Lease Version creation.	
1. Distribution Structure Type	_____
2. Distribution Parent Number	_____

Reviewing Unit Information

While working with tenant and lease information, you can work with unit information. While in Unit Information, you can:

- Set up individual units. See *Setting Up Individual Units*.
- Create a new lease for the tenant. See *Creating New Leases for Tenants*.
- Copy the unit log standard. See *Copying Unit Log Standards*.
- Confirm market, renewal, and potential rent information. See *Confirming Market, Renewal, and Potential Rent*.
- Change floor information attached to the unit. See *Changing Floor Information*.
- Change leases at the unit level. See *Changing Leases at the Unit Level*.
- Create a new lease at the unit level. See *Creating New Leases at the Unit Level*.
- View the history of activity at the unit level. See *Viewing Unit Activity History*.

Reviewing Critical Dates for Leases

A critical date is any date that requires action or a decision. When you need to review dates for required actions or decisions about leases or facilities, you request a critical date inquiry. For example, you can review when insurance needs to be renewed, renewal reminders need to be sent, or work needs to be done. You can search for critical dates by:

- Lease number
- Property or building
- Date range
- Log class
- Resolution status of a lease log line

You can tie critical dates to a lease, unit, or property or building.

You can also:

- ☐ Copy lease log standards while setting up critical date inquiries
- ☐ Search for units while setting up critical date inquiries

To review critical dates

From the Tenant & Lease Information menu (G1511), choose Critical Date Inquiry.

1. On Work with Critical Dates, enter any combination of criteria by which you want to search and click Find. If you do not enter a starting date, the system enters today's date by default.
2. Choose the item for which you want to review critical dates and click Select.

Copying Lease Log Standards While Setting Up Critical Date Inquiries

To reduce typing and possible errors, you can copy a model of standard log information for a lease either automatically or manually. The system uses the lease type to select standard log lines for leases. To copy the log standard:

- If the Copy Log Standards processing option is set to automatically copy the information, when you first add a lease, the system copies a model of standard lines into it.
- If the Copy Log Standards processing option is set to 1, Bypass copy, then the model log standard set up for the lease was not automatically copied

into the lease information. However, you can copy the log standard manually.

- If the log line is designated as a required standards field (with a Y in the R S field), you cannot delete it from the model or change the information in the L C, AM ID, or UM fields. You can control whether you can change the log line by clearing the R S field and setting the Required Standards Protection processing option to blank, Do not protect.

See Also

- *Setting Up Log Standard Information*
- *Copying Lease Log Standards*

To copy lease log standards while setting up critical date inquiries

From the Tenant & Lease Information menu (G1511), choose Critical Date Inquiry.

1. On Work with Critical Dates, to locate the lease for which you want to copy log standards, click Find.
2. Choose the lease and click Select.
3. On Lease Master Revisions, from the Form menu, choose Log Details.

The system displays the log lines for the selected lease. You can add, change, or delete log lines that do not have a Y in the R S field.

Note: If a line appears highlighted in blue, the log item was attached at the lease level. This information carries through to the unit level.

4. On Log Details, from the Form menu, choose Copy Logs.
5. Click OK.

Searching for Units While Setting Up Critical Date Inquiries

While setting up critical date inquiries, you can search for units to add to the lease.

See Also

- *Setting Up Unit Information*
- *Searching for Units While Setting Up Rent Information*

To search for units while setting up critical date inquiries

From the Tenant & Lease Information menu (G1511), choose Critical Date Inquiry.

1. On Work with Critical Dates, to locate the lease for which you want to find units, click Find.
2. Select the lease and choose Select.
3. On Lease Master Revisions, from the Form menu, choose Unit Search.
4. On Work with Units, choose the unit and click Select.

The system enters the unit information on the last detail row.

5. Click OK.

Related Critical Date Inquiry Tasks

While working with critical date inquiries, you can also:

Revise recurring billing information	Choose the lease for which you want to revise recurring billing information. From the Form menu, choose Recurring Billing. See <i>Entering Recurring Billing Information</i> .
Revise expense participation information	Choose the lease for which you want to revise expense participation information. From the Form menu, choose Expense Part. See <i>Setting Up E.P. Information</i> .
Revise sales overage information	Choose the lease for which you want to revise sales overage information. From the Form menu, choose Sales Overage. See <i>Entering Sales Overage Information</i> .
Revise escalation information	Choose the lease for which you want to revise escalation information. From the Form menu, choose Escalations. See <i>Setting Up Escalation Information</i> .
Review the Tenant A/R Ledger	Choose the lease for which you want to review the tenant A/R ledger. From the Form menu, choose A/R Ledger. See <i>Reviewing a Tenant's Transaction History</i> .

Review the Supplier A/P Ledger	<p>Choose the lease for which you want to review the supplier's A/P ledger. From the Form menu, choose A/P Ledger. See:</p> <ul style="list-style-type: none">• <i>Working with Address Book Records</i> in the <i>Address Book Guide</i>• Updating the A/P Ledger in the <i>Accounts Payable Guide</i>
Review A/P transaction history by job	<p>Choose the lease for which you want to review the A/P transaction history. From the Form menu, choose A/P BU. See:</p> <ul style="list-style-type: none">• <i>Working with Address Book Records</i> in the <i>Address Book Guide</i>• <i>Voucher Processing</i> in the <i>Accounts Payable Guide</i>
Revise address book records	<p>Choose the lease with associated address book records that you want to revise. From the Form menu, choose Address Book. See <i>Working with Address Book Records</i> in the <i>Address Book Guide</i>.</p>
Enter lease report codes	<p>You can run various reports based on user defined codes. Choose the lease for which you want to enter report codes. Choose the log line. From the Row menu, choose Report Codes. See <i>Setting Up User Defined Codes</i>.</p>
Revise unit information	<p>Choose the lease for which you want to revise unit information. Choose the log line. From the Row menu, choose Unit Revisions. See <i>Setting Up Unit Information</i>.</p>
Review unit activity history	<p>Choose the lease for which you want to review unit activity history. Choose the log line. From the Row menu, choose Unit History. See <i>Setting Up Unit Information</i>.</p>

Working with Manual Billing

You create a manual billing to bill tenants for one-time-only charges such as build-outs, supplies, or repairs. The system lets you enter A/R invoices manually instead of forcing you to bill these charges in a recurring billing cycle. You also can use Manual Billing to work with invoices that were created either manually or automatically.

You can enter taxes and discounts for the entire invoice or enter different taxes and discounts for different items (for example, materials and labor) on the same invoice. If you want to use Manual Billing to create A/P vouchers, you must set up A/P system constants.

For each batch of documents that you create, the process actually involves two batches. They have the same batch number, but different batch types. For all unposted documents kept in the Tenant/Lease Billings Detail Master table (F1511B), the batch type is 1. When you post the batch, the system first creates documents for the G/L Account Ledger table (F0911), and either the A/R Ledger table (F03B11) or the A/P Ledger table (F0411). At this point, the batch type is 2B for tenant A/R invoices and / (forward slash) for tenant A/P vouchers. You cannot create invoices and vouchers in the same batch because the system processes them separately.

Caution: In order for the system to process invoices for a lease, make sure that the Lessee field in the Lease Master Header table (F1501B) is blank. After the system has created billings for a lease, do not change this field.

Manual billing consists of the following tasks:

- ☐ Creating manual billings
- ☐ Generating the Billing Edit/Register
- ☐ Reviewing batches of manual billing transactions
- ☐ Posting invoices
- ☐ Posting vouchers
- ☐ Printing invoices
- ☐ Printing statements

Understanding Batch Control

You can use batch control, which is optional, to verify that the batch of invoices that you enter into the system balances to a manual record of a batch. You activate batch control in the Accounts Receivable constants. When you activate batch control for a company, the system uses batch control for all companies. For more information about activating batch control, see *Setting Up A/R Constants* in the *Accounts Receivable Guide*.

When you activate batch control, the Batch Entry and Status form appears every time that you access and exit Manual Billing Entry. This form, which updates the Batch Control Records table (F0011), lets you verify the number and total amount of the documents that you include within a batch.

An out-of-balance condition exists when a difference between the Total Expected and Total Entered fields exists. Because batch control is informational only, an out-of-balance condition does not prevent the batch from posting (except when the Post Out of Balance field in the General Accounting constants is set to N).

Creating Manual Billings

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

You can enter text to print on the invoice (for example, payment terms) by attaching a media object to it.

To create manual billings

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

1. On Manual Billing Entry, click Add.
2. On Manual Billing Revisions, complete the following fields in the header area:

- Invoice Number

You cannot assign the same invoice number to more than one invoice for the same company and document type. Duplicate numbers might exist for different companies. To differentiate between them, you can allow Next Numbers to provide the invoice number or specify the company number in the untitled field to the right of the Invoice Number field.

- Lease Number

- Invoice Amount
- Invoice Date
- G/L Date
- Tax Ex Code
- Tax Rate/Area

The system automatically supplies the tax explanation and tax rate/area codes for a tenant from either the Customer Master table (F03012) or the Supplier Master table (F0401). You can also manually assign a different tax rate/area code in this field. For more information about taxes, see *Setting Up Tax Rate and Area Information*.

- Payment Terms

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 Lease Master Header table.

- Company
- Serv/Tax Date
- Supplier Invoice
- Alternate Payee
- Gen Type

The system uses seven generation types to create billings. A manual billing is generation type 7. If you use the Manual Billing Entry form to add an invoice or voucher for any generation type, the system does not update the Billings Generation Control Master table (F15011B). For more information, see *Reviewing Billing Control Information*.

- Inv Prt Cd

3. Complete the following fields in the detail area:

- Pay Itm
- Gross Amount
- Bill Code
- Description
- Inv Grp
- Due Date
- P C

- Building
- Unit
- DBA
- Manual Rev Req'd

If a Y appears in the Manual Rev Req'd field, you must manually review the billing before it can be posted. Before the billing's status can change from Error to Posted, the value must first be changed from Y to blank.

- Account Number
- Sub Ledger
- Sub Type
- Billing ID Ref
- Tx Ex Code
- Taxable Amount
- Tax
- Tx Rate / Area
- Discount Available
- Override % Dscnt
- Lease Version

4. You can enter text to print on the invoice (for example, payment terms) by attaching a media object to it. From the Form menu, choose Attachments. From the File menu, choose New, and then choose Text. Enter the text that you want to appear on the invoice. From the File menu, choose Save & Exit. The system places a binder clip icon in the lower right corner of the form to indicate an attachment to the invoice.
5. Click OK.

Field	Explanation
Invoice Number	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none"> Automated/Manual Payment <ul style="list-style-type: none"> Original document - Voucher Matching document - Payment A/R Original Invoice <ul style="list-style-type: none"> Original document - Invoice Receipt Application <ul style="list-style-type: none"> Original document - Invoice Matching document - Receipt Credit Memo/Adjustment <ul style="list-style-type: none"> Original document - Invoice Matching document - Credit Memo Unapplied Receipt <ul style="list-style-type: none"> Original document - Receipt
Invoice Amount	Results in a calculation.
Invoice Date	This date can be either the date of the supplier's invoice to you or the date of your invoice to a customer.
G/L Date	<p>A date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.</p>
Tax Ex Code	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p>
Serv/Tax Date	A date that identifies when the service, sale, activity, or tax occurred or became effective. Generally, if you leave this field blank, the system supplies the general ledger date.

Field	Explanation														
Supplier Invoice	<p>The supplier's invoice number used for voucher entry.</p> <p>Note: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers, or combine them and enter them as one voucher.</p> <p>Depending on how you have your A/P constants set, a duplicate invoice number can either be accepted without warning or error, or will produce a Warning message, in which the duplicate can still be accepted, or an Error. Blank values are treated in the same manner as any other invoice number (a duplicate will produce the same results).</p>														
Gen Type	<p>A code that identifies the type of billing transaction. Examples:</p> <table> <tr><td>1</td><td>Recurring Billings</td></tr> <tr><td>2</td><td>Expense Participation</td></tr> <tr><td>3</td><td>Sales Overage</td></tr> <tr><td>4</td><td>Escalation</td></tr> <tr><td>5</td><td>A/R Fees and Interest</td></tr> <tr><td>6</td><td>Estimated Expense Participation</td></tr> <tr><td>7</td><td>Manual Invoice</td></tr> </table>	1	Recurring Billings	2	Expense Participation	3	Sales Overage	4	Escalation	5	A/R Fees and Interest	6	Estimated Expense Participation	7	Manual Invoice
1	Recurring Billings														
2	Expense Participation														
3	Sales Overage														
4	Escalation														
5	A/R Fees and Interest														
6	Estimated Expense Participation														
7	Manual Invoice														
Inv Prt Cd	<p>A code that indicates whether to print invoices for this tenant. Valid values are:</p> <table> <tr><td>Y</td><td>Yes, print invoices.</td></tr> <tr><td>N</td><td>No, do not print invoices.</td></tr> </table>	Y	Yes, print invoices.	N	No, do not print invoices.										
Y	Yes, print invoices.														
N	No, do not print invoices.														

Processing Options for Manual Billing Revisions

Display

- Display of Tax Fields _____
Blank = Default to PM Constants
0 = Display tax fields
1 = Suppress display of tax fields
- Display Service/Tax Date Field _____
Blank = Display the field
1 = Suppress the display

Edits

- Edit Business Unit Against Lease _____
Blank = Edit against the lease
1 = Bypass editing
- Generation Type Change Restrictions _____
Enter the Generation Type

Generating the Billing Edit/Register

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

When you generate the Billing Edit/Register, and no errors exist, the system changes the batch status in the Tenant/Lease Billings Detail Master table from Error to Approved or Pending. The status to which it changes depends upon how the Management Approval of Input field is set in the General Constants table (F0009). If the field is set to No, the system changes the status to Approved. If the field is set to Yes, the system changes the status to Pending. In this case, a manager must approve the batch.

If an error exists in the batch, the batch retains the Error status. After you correct all errors, you must generate the Billing Edit/Register again.

If a manual review is required for a document, the batch retains the Error status. After the document has been reviewed, you must clear the Manual Rev Req'd field for that document on the Manual Billing Entry form and generate the Billing Edit/Register again. When generating the Billing Edit/Register, you can set processing options to print:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Processing Options for Billing Edit Register

Process

1. Batch Selection _____
 Blank = Based on data selection
 Enter the batch number

Print

1. Batch Transaction Printing _____
 Blank = Print all transactions
 1 = Do not print a transaction listing
 2 = Print an error list only
2. Associated Text Printing _____
 Blank = Do not print
 1 = Print associated invoice text
3. Suppress Warning Messages _____
 Blank = Print all warning messages
 1 = Suppress printing

Reviewing Batches of Manual Billing Transactions

Property Management provides three levels of detail for reviewing and approving batches of manual billing transactions:

- General batch review
- General review of invoices or vouchers within a batch
- Detailed review of an invoice or voucher

You use Manual Billing Journal Review to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on. When using the Manual Billing Journal Review program, be sure to set the Generation Type processing option to 7 so that you can review manual billings.

Note: If you use batch control, the system shows the differences between what you expect to enter and what you actually enter for both the input total (Difference Amount) and the number of documents (Difference Documents). If you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.



To review batches of manual billing transactions

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

1. On Work With Batches, to locate the batch that you want to review, click Find. To limit the search, complete the following field and any of the following options, and click Find:
 - Batch Number
 - Unposted Batches
 - Posted Batches
 - All Batches

The system displays unposted batches and manual billings (generation type 7) by default. As a reminder, the system displays the last batch that you worked with in the Previous Batch Number field.

2. Select the document and from the Row menu, choose PM Billing Review to review an individual invoice or voucher or add to a batch.

Alternatively, choose the document and click Select.

3. On Invoice Batch Review, from the Row menu, choose Billing Revisions to review the invoice or voucher's detailed information.

Alternatively, choose the document and click Select.

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
Unposted Batches	This option displays all batches that are not posted or are in error.
Posted Batches	This option displays all batches that have been successfully posted.
All Batches	This option displays all batches.
Previous Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Related Manual Billing Tasks

While reviewing batches, you can also:

Post batches by version	From the Form menu, choose Post By Version. Choose the version of the batch that you want to post. See: <ul style="list-style-type: none"> • <i>Posting Invoices</i> • <i>Posting Vouchers</i>
Review jobs in the queue	From the Form menu, choose Submitted Jobs. Find the job queue that you want to review. See <i>Work with Servers</i> in the <i>System Administrator Guide</i> .
Create journal entries	From the Form menu, choose Transaction Apps, and then choose Journal Entry. See <i>Working with Basic Journal Entries</i> in the <i>General Accounting Guide</i> .
Create A/P entries	From the Form menu, choose Transaction Apps, and then choose Voucher Entry. See <i>Voucher Processing</i> in the <i>Accounts Payable Guide</i> .
Enter manual billing entries	From the Form menu, choose Transaction Apps, and then choose PM Billing Entry. See <i>Creating Manual Billings</i> .

Enter cash receipts	From the Form menu, choose Transaction Apps, and then choose PM Cash Entry. See <i>Working with Cash Receipts</i> .
Review the Tenant A/R Ledger	From the Form menu, choose Transaction Apps, and then choose Tenant Ledger. See <i>Reviewing a Tenant's Transaction History</i> .
Set up organization information	<p>From the Form menu, choose Organization, and then choose the appropriate menu command. See:</p> <ul style="list-style-type: none">• <i>Setting Up Companies</i> in the <i>General Accounting Guide</i>• <i>Setting Up Business Units</i> in the <i>General Accounting Guide</i>• <i>Setting Up Fiscal Date Patterns</i> in the <i>General Accounting Guide</i>• <i>Setting Up Ledger Type Rules</i> in the <i>General Accounting Guide</i>
Set up system constants	<p>From the Form menu, choose Organization, and then choose the appropriate menu command. See:</p> <ul style="list-style-type: none">• <i>Setting Up Constants for General Accounting</i> in the <i>General Accounting Guide</i>• <i>Setting Up Constants for A/P</i> in the <i>Accounts Payable Guide</i>• <i>Setting Up A/R Constants</i> in the <i>Accounts Receivable Guide</i>• <i>Setting Up Constants for Address Book</i> in the <i>Address Book Guide</i>
Set up AAIs	From the Form menu, choose Organization, and then choose AAIs. See <i>Setting Up Automatic Accounting Instructions</i> .
Set up user defined codes	From the Form menu, choose Organization, and then choose UDCs. See <i>Setting Up User Defined Codes</i> .
Approve a batch	Choose the batch that you want to approve. From the Row menu, choose Batch Approval. See <i>Approving Invoice Batches</i> in the <i>Accounts Receivable Guide</i> .
Generate a billing edit/register for a batch	Choose the batch for which you want to generate a billing edit/register. From the Row menu, choose Edit Register. See <i>Generating the Billing Edit/Register</i> .

Processing Options for Manual Billing Journal Review

Process

1. Generation Type _____

Versions

1. Manual Billing (P1511) Version _____
Blank = ZJDE0001

2. PM Cash Receipts (P15103) Version _____
Blank = ZJDE0001

3. Tenant Ledger (P15222) Version _____
Blank = ZJDE0001

4. Billing Edit Register (R15300) _____
Version
Blank = Corresponding Generation
Version

Posting Invoices

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

The Property Management system has its own version of the posting program. Before posting invoices, the system places all A/R invoices in the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/R entries. When you submit batches for posting, the system creates the A/R and G/L transactions and marks the batches as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the Batch Type processing option to 2B for invoices.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Invoices program again to continue the G/L posting process.

Processing Options for G/L Transaction Generation

Select

1. Batch Type

2B = Tenant A/R Invoices
/ = Tenant Vouchers

2. Posted Batches Data Selection

Blank = Bypass Posted Batches
1 = Include Posted Batches

Process

1. Apply Credit Amounts

Blank = Do not apply credit amounts
1 = Apply to invoices as posted

2. Type of Credits

Blank = Unapplied cash only (default)
1 = All open credits

3. Match Credit Date

Blank = Invoice Date (default)
1 = Due Date
2 = Service/Tax Date
3 = G/L Date
4 = Do not require matching date

4. Match Criteria

Blank = Building and unit match
1 = Building and unit match not required

5. FASB 13 Summarization

Blank = Do not summarize
1 = Summarize FASB 13 amount

Versions

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)
Blank = ZJDE0037 (Batch Type /)

2. Receipts Journal (R03B311)

Blank = No report

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

6. Escalation Update (R15152)

Blank = XJDE0001

Posting Vouchers

From the Manual Billing menu (G1512), choose Post Vouchers.

Before posting vouchers, the system places all A/P invoices in the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes without changing A/P. When you submit documents for posting, the system creates the A/P and G/L transactions and marks the documents as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the Batch Type processing option to / for vouchers.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Vouchers program again to continue the G/L posting process.

Printing Invoices

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

You print invoices that include information gathered during the manual billing entry process using Print Invoices.

Processing Options for Property Management Invoices

Select

1. Enter Invoice From Date _____
Blank = System Date

2. Enter Invoice Through Date _____
Blank = System Date

Print

1. Zero Balance or Credit Balances _____
Blank = Print w/ zero or credit
balance
1 = Omit print w/ zero or credit
balance

2. First Invoice Reference Number _____
Blank = Omit reference number
1 = Print on return portion

3. Invoice Text _____
Blank = Print invoice text
1 = Omit invoice text

4. Separate Tax Amounts _____
Blank = No "Tax Amount" column
1 = Add a "Tax Amount" column

5. Invoice From Address _____
Blank = Company address
1 = Facility address
2 = Remit To address

Printing Statements

Using Print Statements, you can print posted A/R information that is kept in the A/R Ledger table. You use Print Statements for the following kinds of statements:

- All receipts
- Open balances
- Open balances less security deposits
- Balances forward
- Credit balances
- Zero balances

Before You Begin

- ☐ Activate the Print Statement option in the A/R system constants and in the customer master record.

- ☐ To ensure that all information is current, J.D. Edwards recommends that you post all invoices and receipts before you print a statement.

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

Processing Options for Property Management Statements

Aging

1. Print Aging _____
Blank = Do not print aging
1 = Print aging
2. Retrieve Aging Specifications _____
Blank = Use the aging processing options
1 = Retrieve from A/R company constants
3. Statement Date to Age Open Balances _____
Blank = System date
4. Age Open Balances Date _____

D = Due Date
I = Invoice Date
G = General Ledger Date
S = Statement Date
5. Aging Category Method _____
1 = Aging Days
2 = Fiscal Periods
3 = Calendar Months
6. Apply Credits _____
Blank = Age credits
1 = Apply to current aging balance

Aging Days

1. Aging Day Ranges _____

Beginning _____
Thru _____
Thru _____
Thru _____
Thru _____
Thru _____

Print

1. Remit To Address _____
Blank = Print the address
1 = Suppress printing the address
2. Account Summary Information _____
Blank = Print the information
1 = Suppress printing the information
3. Future Dollars _____
Blank = Include future dollars

1 = Bypass future dollars

4. Date To Exclude Future Dollars

5. Begin Date For Detail Records

6. FROM Address Selection

Blank = Company address

1 = Facility address

2 = Remit to address

7. Exclude Paid Invoices

Blank = Include paid invoices with
current activity

1 = Exclude paid invoices

Message

1. Message Identifier - Top Of Statement

Blank = No message printed

2. Message Identifier Aging Buckets

Aging Bucket 1

Aging Bucket 2

Aging Bucket 3

Aging Bucket 4

Aging Bucket 5

Aging Bucket 6

3. Message Identifier - Total Line

Working with Cash Receipts

You apply cash receipts and adjust invoices in the Cash Receipts program. The Property Management Cash Receipts system is similar to the Manual Receipts Processing system for Accounts Receivable with the following exceptions:

- Property Management uses lease numbers and bill codes to apply cash receipts.
- The bill codes can have different priorities that affect how the system applies payments that do not exactly match invoices. You can apply payments automatically by bill code priority of application.
- Property Management uses its own processing options in addition to the A/R processing options.

Note: When you apply cash receipts and adjust invoices related to a tenant's account, J.D. Edwards recommends that you use only the Property Management system. Cash receipt information is stored in the following tables:

- A/R Ledger (F03B11)
- Cash Receipts Header (F03B13)
- Cash Receipts Detail (F03B14)

Working with cash receipts consists of the following tasks:

- ☐ Adding cash receipts
- ☐ Displaying open invoices
- ☐ Adding cash receipts with write-offs
- ☐ Creating stand-alone records
- ☐ Attaching media objects to cash receipts
- ☐ Voiding or deleting cash receipts
- ☐ Applying cash receipts
- ☐ Reviewing batches of cash receipt transactions
- ☐ Posting cash receipts

- ☐ Reviewing a tenant's transaction history

Before You Begin

- ☐ If you plan to write off invoice differences automatically or manually, be sure to enter appropriate amounts in the Auto Write-Off and Mnl Write-Off processing options. For more information about write-offs, see *Adding Cash Receipts with Write-Offs*.

Adding Cash Receipts

You enter cash receipts (for example, a security deposit) using the PM Cash Receipts Entry program. You can use batch control, which is optional, to verify that the batch of receipts that you enter into the system balances to a manual record of a batch.

You activate batch control in the Accounts Receivable constants by clicking the Batch Control Required option. When you activate batch control for a company, the system uses batch control for all companies. For more information about activating batch control, see *Setting Up A/R Constants* in the *Accounts Receivable Guide*.

When you activate batch control, the Batch Entry and Status form appears every time that you access and exit PM Cash Receipts Entry. This form, which updates the Batch Control Records table (F0011), lets you verify the number and total amount of the documents that you include within a batch.

An out-of-balance condition exists when there is a difference between the Total Expected and Total Entered fields. Because batch control is informational only, an out-of-balance condition does not prevent the batch from posting (except when the Post Out of Balance field in the General Accounting constants is set to N).

If you receive a small overpayment or a payment that does not pay the full amount of an invoice, you can automatically write off the difference. If a small balance remains on an invoice, you can write it off manually to close the invoice.

See Also

- *Entering Required Security Deposits*



To add cash receipts

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

1. On Customer Receipts Entry, click Add.

2. On PM Receipts Entry, click the Receipt Header tab.
3. Complete the following fields:
 - Company
 - Bank Account
 - Lease
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
4. Click the Unapplied Cash tab.
5. Complete the following fields and click OK:
 - Unapplied Bill Code
 - Lease

If you enter a tenant but do not enter a lease number, the system will use the first lease, building, and unit for the tenant as the default value. You will not get a warning.

- Building
- Unit

If this is a multi-unit lease and you do not enter a building or unit for the lease, you will get a warning indicating that the system will apply cash to the first building and unit on the lease.

- Receipt Reference
- Payment Instrument
- Cleared Date

Note: When you save the new cash receipt, the system automatically completes the appropriate fields on the Currency tab.

Field	Explanation						
Bank Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>						
Payor	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.						
Receipt Date	For manual payments, the payment date and the G/L date are the same.						
Receipt Number	This field is the check number as entered by the user in cash receipts. The entry can be alphanumeric.						
Receipt Amount	The actual amount of the payment.						
Receipt Reference	An alphanumeric value that you use as a cross-reference or secondary reference number when working with Drafts.						
Payment Instrument	<p>The user defined code (00/PY) that specifies how payments are made by the customer. For example:</p> <table> <tr> <td>C</td><td>Check</td></tr> <tr> <td>D</td><td>Draft</td></tr> <tr> <td>T</td><td>Electronic funds transfer</td></tr> </table>	C	Check	D	Draft	T	Electronic funds transfer
C	Check						
D	Draft						
T	Electronic funds transfer						

Field	Explanation
Cleared Date	<p>The date when the payment amount was debited or credited to the bank account.</p> <p>It is not the date when the bank reconciled the payment. Automatic payments automatically populate this field. If you are making manual payments and have directed a processing option to display the value date, you can manually enter the value date.</p>
Currency	A code that indicates the currency of the transactions of a customer or supplier.

Related Cash Receipt Tasks

While adding cash receipts, you can also:

Review the Tenant A/R Ledger	From the Form menu, choose Tenant Ledger. See <i>Reviewing a Tenant's Transaction History</i> .
Add General Ledger receipts	From the Form menu, choose General Ledger. See <i>Working with Speed Receipts</i> in the <i>Accounts Receivable Guide</i> .

Displaying Open Invoices

Before applying cash receipts, you need to display the open items in a customer's account. You can:

- Load all open invoices from the A/R Ledger
- Locate specific invoices using a simplified A/R view
- Quickly pay numerous open invoices



To load all open invoices from the A/R Ledger

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

1. On Customer Receipts Inquiry, to locate the customer from whom you received payment, click Find. To limit the search, complete the following fields and click the options, or use the QBE line and click Find:
 - From
 - Through

If you want to filter the From and Through dates using the receipt date, click the following option:

- Receipt

If you want to filter the From and Through dates using the G/L date, click the following option:

- G/L

If you want to display specific receipts, click one of the following options:

- All
- Unapplied
- Logged
- General Ledger

To further limit the search, complete the following optional fields:

- Payor
- Bank Account
- Lease

2. Choose the record and click Select.

3. On PM Receipts Entry, from the Form menu, choose Load.

PM Cash Receipts Entry - [Load Invoices]

File Edit Preferences Window Help

OK Cancel Dismiss Apply Links Displ... OLE ... Internet

Company 00150 Property Management Company

Payor 1538 Abernathy & Hitch

Lease

Currency USD U.S. Dollar

Base USD U.S. Dollar

☐ Priority Code Application

4. On Load Invoices, complete the following fields:
 - Payor
 - Lease
5. If you want the bill code for the selected record to have priority before any other bill code, click the following option and click OK:
 - Priority Code Application

When you click OK, the system loads all open items into the PM Receipts Entry detail area.

The amount applied appears in the Amount Pending column until you click OK. The system does not update files, pay invoices, delete invoices, or void invoices until you save changes.

Field	Explanation
Receipt	An option that allows you to select the receipt date for searches.
G/L	An option that allows you to select the general ledger date for searches.
All	Click one of the following options to determine which types of receipts the system shows: <ul style="list-style-type: none"> • All • Unapplied • Logged • General Ledger
Priority Code Application	When selected, the bill code for the selected record has priority for application before any other bill code. If it is not selected, the system applies cash to the oldest invoice first.



To locate specific invoices using a simplified A/R view

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

1. On Customer Receipts Inquiry, to locate the customer from whom you received payment, click Find. To limit the search, complete the following fields and click the options, or use the QBE line and click Find:
 - From
 - Through

If you want to filter the From and Through dates using the receipt date, click the following option:

- Receipt

If you want to filter the From and Through dates using the G/L date, click the following option:

- G/L

If you want to display specific receipts, click one of the following options:

- All
- Unapplied
- Logged
- General Ledger

To further limit the search, complete the following optional fields:

- Payor
- Bank Account
- Lease

2. Choose the record and click Select.
3. On PM Cash Receipts Entry, from the Form menu, choose Select.

PM Cash Receipts Entry - [Select Invoices]

File Edit Preferences Bow Window Help

Select Find Close Seq... New... Dis... Abo

Links ▼ Select... OLE ... Internet

Address Number: 1538

Type: ☒ Payor ☐ Tenant

Company: 00150

Lease:

Amount Unapplied:

Currency Code: USD

	Lease Number	Bill Code	Building	Unit	Document Number	Doc Ty	Doc Co	Pay Itm	Transaction Open Amount	Tra Di

Number Selected: Amount Selected:

4. On Select Invoices, complete the following optional field:
 - Address Number

5. Click the appropriate option:
 - Payor
 - Tenant
6. Complete any of the following fields:
 - Lease
 - Currency Code
7. Choose the invoice or group of invoices and click Select.

The system marks the invoices that you select. To remove the selection, choose the invoice and click Select again. You can select invoices from multiple customers. The system keeps track of the invoices that you select and the total amount of the selected invoices.

8. To load the selected invoices into the detail area, click Close.

This procedure still loads all of the A/R Ledger information, but it displays it at the invoice level (for example, gross amount or open amount).

To quickly pay numerous open invoices

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

1. On Customer Receipts Inquiry, to locate the customer from whom you received payment, click Find. To limit the search, complete the following fields and click the options, or use the QBE line and click Find:
 - From
 - Through

If you want to filter the From and Through dates using the receipt date, click the following option:

- Receipt

If you want to filter the From and Through dates using the G/L date, click the following option:

- G/L

If you want to display specific receipts, click one of the following options:

- All
- Unapplied

- Logged
- General Ledger

To further limit the search, complete the following optional fields:

- Payor
 - Bank Account
 - Lease
2. Choose the record and click Select.
 3. On PM Cash Receipts, from the Form menu, choose Remittance Entry.

PM Cash Receipts Entry - [Remittance Entry]

File Edit Preferences Form Window Help

OK Del... Can... New... Dis... Magnifying Glass

Links ▼ Tenan... OLE ... Internet

Payor: 1538 Abernathy & Hitch Company: 00150

Tenant: 1538 Abernathy & Hitch Currency: USD

Parent: * Base: USD

Lease:

Invoice Reference	Payment Amount	Discount Taken	Net Payment Amount	Items Found	Amount Open
				0	

Total Payment: Total Discount: G/L Date: 8/1/05

4. On Remittance Entry, complete the following optional fields:
 - Payor
 - Tenant
 - Parent
 - Lease
 - Currency
5. Complete the following field (for example, enter 10 for simple invoice match):
 - T I
6. To find invoices based on a certain point of reference, such as a lease number, invoice number, statement number, or customer reference, complete the following field:

- Invoice Reference

The order of the search is determined by the Match Priority processing option.

7. In the detail area, complete the following optional fields:

- Payment Amount
- Discount Taken
- Doc Type
- Doc Co
- Pay Item
- Override Type

8. Click OK.

Field	Explanation								
T I	A code that specifies how the system processes a transaction during receipts entry. The system will not process transactions with a blank or invalid type input.								
Invoice Reference	<p>A generic field used in the cash receipt process to match receipts against invoices. This field can contain the following values:</p> <table> <tr> <td>1</td><td>Invoice number</td></tr> <tr> <td>2</td><td>Statement number</td></tr> <tr> <td>3</td><td>Sales order number</td></tr> <tr> <td>4</td><td>Customer reference number</td></tr> </table> <p>The system uses this field in conjunction with the Match Priority processing options or the Override Type field to determine which of the four options that the value represents. The system searches the A/R Ledger table (F03B11) for an invoice based on the reference that you enter and matches it against the receipt.</p>	1	Invoice number	2	Statement number	3	Sales order number	4	Customer reference number
1	Invoice number								
2	Statement number								
3	Sales order number								
4	Customer reference number								
Payment Amount	In A/P, this field is the actual amount of the payment. In A/R, this field is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.								
Discount Taken	<p>In Accounts Receivable, this field is the amount that the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this field is the amount of discount that you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p>								

Field	Explanation
Doc Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>
Doc Co	<p>A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>
Pay Item	<p>A number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.</p>
Override Type	<p>A number that the system uses to identify which matching process to run. If you leave the field blank, the matching process runs matches as you specified in the processing options for Standard Receipts Entry. The number of the matches that are successful will be displayed.</p> <p>This field also allows you to change the definition of the invoice reference field at the time that you enter the receipt. For example, if the field is to use the invoice number, but you receive payment by the statement number, you can enter the statement number into the invoice reference field and enter 4 in the Override Type field. This action allows the Invoice Reference field to accept a statement number.</p>

Adding Cash Receipts with Write-Offs

When you add a cash receipt with a write-off, and you want to write off the difference between a payment and an invoice, the system closes the invoice. You establish the maximum amount for an automatic write-off for over and

under payments in the Auto Write-Off processing option. You determine the reason code and to which account the system posts the write-off.

Adding cash receipts with write-offs consists of the following tasks:

- ☐ Adding a receipt with an automatic write-off
- ☐ Adding a receipt with a manual write-off

Adding a Receipt with an Automatic Write-Off

The system creates a write-off when the difference between the receipt amount and the open amount on the invoice falls within the limit that you establish in the Auto Write-Off processing option. The system does not create an automatic write-off when you enter an amount in the Transaction Write-Off Amount field and use a type input code 10. In this example, the system ignores the automatic write-off feature and allows a manual write-off.

To add a receipt with an automatic write-off

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Load, Select, or Remittance Entry to display the appropriate open invoices.
4. On PM Receipts Entry, complete the following field next to the invoices that the receipt is paying:
 - T I

To automatically write off the difference, enter type input code 15.

5. Click OK.

Adding a Receipt with a Manual Write-Off

Instead of creating a chargeback invoice or leaving an invoice open when an underpayment leaves a small balance on an invoice, you can write off the difference manually.

You specify the amount for manual write-offs and write-off reason code in the Mnl Write-Off processing option.

To add a receipt with a manual write-off

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Load, Select, or Remittance Entry to display the appropriate open invoices.
4. On PM Receipts Entry, complete the following field next to the invoices that the receipt is paying:
 - T I

To manually write off the difference, enter type input code 10.

5. To override the default information, complete the following fields:
 - Transaction Payment Amount
 - Transaction Write Off Amount
 - WO Cd
6. Click OK.

Field	Explanation								
Transaction Payment Amount	This field specifies the payment amount in receipts currency.								
Transaction Write Off Amount	This field specifies the write-off amount in receipts currency.								
WO Cd	<p>A code that identifies the reason for a write-off applied to the invoice during receipts entry. Typical reason codes are:</p> <table> <tr> <td>BD</td><td>Bad debt</td></tr> <tr> <td>DC</td><td>Damaged goods</td></tr> <tr> <td>MW</td><td>Minor amount write-off</td></tr> <tr> <td>TF</td><td>Tax or freight dispute</td></tr> </table> <p>You also define these codes in the Automatic Accounting Instructions so that the system can make the adjusting entries in the general ledger.</p>	BD	Bad debt	DC	Damaged goods	MW	Minor amount write-off	TF	Tax or freight dispute
BD	Bad debt								
DC	Damaged goods								
MW	Minor amount write-off								
TF	Tax or freight dispute								

Creating Stand-Alone Records

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoices. You create stand-alone records when your customer sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. You should also create stand-alone records if you are spreading unapplied cash against several invoices and a small difference exists between the totals.

Creating Property Management stand-alone records is very similar to creating stand-alone records for Accounts Receivable. In Property Management, however, you associate these records with leases, buildings, and units.

Creating stand-alone records consists of the following tasks:

- ☐ Creating stand-alone write-offs
- ☐ Creating stand-alone chargebacks
- ☐ Creating stand-alone deductions

See Also

- For more information about user defined codes, see *Understanding User Defined Codes* in the *Accounts Receivable Guide*
- For more information about creating stand-alone records, see *Creating Stand-Alone Records* in the *Accounts Receivable Guide*
- For more information about deductions, see *Working with Deductions* in the *Accounts Receivable Guide*

Creating Stand-Alone Write-Offs

A stand-alone write-off is a write-off for an amount not associated with any known invoice. For example, when you receive cash for multiple invoices and the customer doesn't indicate which invoice should receive the short payment, you can write off this amount by creating a stand-alone record. A processing option controls whether you can create a write-off.

When you create a stand-alone write-off (type input code 25), the system reduces the customer's open balance by the amount of the write-off. When creating stand-alone write-off records, you can do the following:

- Create stand-alone write-offs with invoice match
- Create stand-alone write-offs without invoice match

To create a stand-alone write-off with invoice match

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Load, Select, or Remittance Entry to display the appropriate open invoices.
4. On PM Receipts Entry, complete the following field next to the invoices that the receipt is paying:
 - T I
5. From the Form menu, choose Standalone, and then choose Write-Off.

The screenshot shows a software window titled "PM Cash Receipts Entry - [Create Standalone Payment]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dis...", "Abo...", "Links", "Displ...", "OLE...", and "Internet". The main area of the window contains a form with the following fields:

- Type Input: 25
- Standalone Write-Off: (empty)
- Tenant: 1536 (highlighted with a mouse cursor)
- Tenant Reference: (empty)
- Lease: 15368
- Building: (empty)
- Unit: (empty)
- Write-Off Amount: (empty)
- Write-Off Reason Code: (empty)
- Currency Code: USD U.S. Dollar

6. On Create Standalone Payment, the system assigns the record a type input code of 25. Complete the following fields and click OK:

- Tenant
- Tenant Reference
- Lease
- Building
- Unit
- Write-Off Amount
- Write-Off Reason Code

You must enter a reason for the write-off, which determines which expense account that the system debits when you post the transaction.

On a new detail line, the system creates a negative payment amount for the amount of the stand-alone write-off in the Transaction Payment Amount field, enters a positive payment amount in the Transaction Write Off Amount field, and shows the associated write-off reason code in the WO Cd field.

7. Click OK.

► To create a stand-alone write-off without invoice match

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Standalone, and then choose Write-Off.
4. On Create Standalone Payment, the system assigns a type input code of 25 to the record. Complete the following fields and click OK:
 - Tenant
 - Tenant Reference
 - Lease
 - Building
 - Unit
 - Write-Off Amount
 - Write-Off Reason Code

You must enter a reason for the write-off, which determines which expense account that the system debits when you post the transaction.

On a new detail line, the system creates a negative payment amount for the amount of the stand-alone write-off in the Transaction Payment Amount field, enters a positive payment amount in the Transaction Write Off Amount field, and shows the associated write-off reason code in the WO Cd field.

5. Click OK.

Creating Stand-Alone Chargebacks

You can create a stand-alone chargeback for an amount that is in dispute (for example, repair charges or back-ordered parts). Because the cash receipt is most likely a partial payment, the system clears the unpaid portion of the invoice and

creates a new invoice in its place. You can then bill the tenant again for the unpaid amount.

When you create a stand-alone chargeback (type input code 26), the system creates an original document (RB) that contains the following amounts:

- The disputed amount to be charged back to the tenant
- A debit amount

When creating stand-alone chargebacks, you can do the following:

- Create a stand-alone chargeback with invoice match
- Create a stand-alone chargeback without invoice match



To create a stand-alone chargeback with invoice match

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Load or Select to display the appropriate open invoices.
4. On PM Receipts Entry, complete the following field:
 - T I

In the detail area, enter 10 in the T I field next to the invoices that the receipt is paying.

5. From the Form menu, choose Standalone, and then choose Chargeback.

6. On Create Standalone Payment, the system assigns a type input code of 26 to the record. Complete the following fields and click OK:

- Tenant
- Tenant Reference
- Chargeback G/L Offset
- Lease
- Building
- Unit
- Chargeback Amount
- Chargeback Reason Code

On a new detail line, the system creates a negative payment amount for the amount of the stand-alone chargeback in the Transaction Payment Amount field, enters a positive amount in the Transaction Charge Back Amount field, and shows the associated chargeback reason code in the CB Cd field.

7. Click OK.

The chargeback creates a posted RB invoice record in the A/R Ledger table and a matching RC document in the Cash Receipts Header and Cash Receipts Detail tables. You must post this receipt in order to update the bank account balance for the amount that the system applied.

Field	Explanation
Chargeback G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Receivable chargebacks.</p> <p>The G/L offset might be assigned as follows:</p> <ul style="list-style-type: none"> • blank or 1210 - Trade Accounts Receivable <p>If you leave this field blank during receipt entry, the system will use the default from the invoice that is being used for the chargeback.</p>
Chargeback Amount	An amount in which to apply a payment and create a new invoice (document type RB) in the A/R Ledger.
Chargeback Reason Code	<p>A code that identifies the reason for a chargeback applied to the invoice during receipt entry. Typical reason codes are:</p> <p>DA Disputed amounts</p> <p>DD Unearned (disallowed) discount amount</p> <p>You also define these codes in the Automatic Accounting Instructions so that the system can make the adjusting entries in the general ledger.</p>

► To create a stand-alone chargeback without invoice match

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Standalone, and then choose Chargeback.

On Create Standalone Payment, the system assigns a type input code of 26 to the record.

4. Complete the following fields and click OK:

- Tenant
- Tenant Reference
- Chargeback G/L Offset
- Lease
- Building
- Unit
- Chargeback Amount

Enter the amount as a credit.

- Chargeback Reason Code

On a new detail line, the system creates a positive payment amount for the amount of the stand-alone chargeback in the Transaction Payment Amount field, enters a negative amount in the Transaction Charge Back field, and shows the associated chargeback reason code in the CB Cd field.

5. On Receipt Header, complete the following field:

- Tenant

You manually override the tenant number with the appropriate value. Because the system has charged back the cash, an unapplied cash record (RU) is not generated for the payor.

The system creates credit (RB) records in the A/R Ledger table for the appropriate tenant, which you can locate and spread against invoices at a later time.

6. Click OK.

The chargeback creates a posted RB invoice record in the A/R Ledger table and a matching RC document in the Cash Receipts Header and Cash Receipts Detail tables. You must post this receipt in order to update the bank account balance for the amount that the system applied.

Creating Stand-Alone Deductions

You can create a stand-alone deduction for a disputed amount that is not associated with a specific invoice. You can enter the deduction into A/R to research and resolve later. When creating stand-alone deduction records, you can do the following:

- Create a stand-alone deduction with invoice match

- Create a stand-alone deduction without invoice match

When you create a stand-alone deduction (type input code 27), the system creates a deduction invoice record (R5) in the A/R Ledger table. This record is generated with a posted code of D. You still must post the matching RC receipt document. When you post the deduction receipt, the system creates a record in the A/R Deduction Management table (F03B40) for future resolution.

► **To create a stand-alone deduction with invoice match**

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Load, Select, or Remittance Entry to display the appropriate open invoices.
4. On PM Receipts Entry, complete the following field:

In the detail area, enter 10 in the T I field next to the invoices that the receipt is paying.
5. From the Form menu, choose Standalone, and then choose Deduction.

The screenshot shows a software window titled "PM Cash Receipts Entry - [Create Standalone Payment]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dis...", "Abo...", "Links", "Displ...", "OLE...", and "Internet". The main area of the window contains a form with the following fields:

- Type Input: 27
- Tenant: 1538
- Tenant Reference: (empty)
- Lease: 15368
- Building: (empty)
- Unit: (empty)
- Deduction Amount: (empty)
- Deduction Reason Code: (empty)
- Currency Code: USD

On Create Standalone Payment, the system assigns a type input code of 27 to the record.

6. Complete the following fields and click OK:

- Tenant
- Tenant Reference
- Lease
- Building
- Unit
- Deduction Amount
- Deduction Reason Code

On a new detail line, the system creates a negative payment amount for the amount of the stand-alone deduction in the Transaction Payment Amount field and a positive amount in the Transaction Deduction Amount field, and shows the associated deduction reason code in the DD Cd field.

7. Click OK.

Field	Explanation
Deduction Amount	The amount of the deduction. This amount should be associated with an invoice.

Field	Explanation
Deduction Reason Code	A code that identifies the reason for a deduction that the system applies to the invoice during receipts entry. The deduction reason code is associated with the UDC 03B/CR. Typical reason codes are: DG Damaged Goods SS Short Shipment UD Undefined Deduction

► To create a stand-alone deduction without invoice match

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

1. On Customer Receipts Inquiry, click Add.
2. On Receipt Header, complete the following fields:
 - Company
 - Bank Account
 - G/L Date
 - Payor
 - Receipt Date
 - Tenant
 - Receipt Number
 - Receipt Amount
 - Remark
3. From the Form menu, choose Standalone, and then choose Deduction.

On Create Standalone Payment, the system assigns a type input code of 27 to the record.

4. Complete the following fields and click OK:
 - Tenant
 - Tenant Reference
 - Lease
 - Building
 - Unit
 - Deduction Amount

Enter a credit amount.

- Deduction Reason Code

On a new detail line, the system creates a negative payment amount for the amount of the stand-alone deduction in the Transaction Payment Amount field and a positive amount in the Transaction Deduction Amount field, and shows the associated deduction reason code in the DD Cd field.

5. Click OK.

Attaching Media Objects to Cash Receipts

While adding cash receipts, you can attach media objects (for example, a document) to the receipt.

See Also

- For more information about attaching media objects, see *Working with Media Objects* in the *OneWorld Foundation Guide*

To attach media objects to cash receipts

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

1. On Customer Receipts Inquiry, click Add.
2. On PM Receipts Entry, display the open items in the customer's account.
3. Find the cash receipt to which you want to attach a media object.
4. Choose the cash receipt.
5. From the Row menu, choose Attachments.
6. On Media Objects, choose the media object.

The system places a paperclip icon in the column on the left to indicate an attachment in PM Receipts Entry.

Voiding or Deleting Cash Receipts

To automatically reverse a posted receipt and restore the open amount of the invoice or group of invoices, you can void the receipt. When you void a receipt, the system:

- Restores the original invoices or pay items

- Changes the pay status of the original invoices or pay items from paid to approved
- Displays the void date and reason code on the Customer Receipts Inquiry
- Marks all voided pay items with an X next to the type input code

When you void a receipt, the system creates an RO matching document type in the Receipts Application Details table (F03B14) and creates a new batch. The posting status of the original batch remains posted. You must post the new batch to create the reversing entries in the general ledger. A processing option controls whether you can void or delete a cash receipt.

Voiding or deleting cash receipts consists of the following tasks:

- Voiding or deleting associated pay items
- Voiding or deleting cash receipts
- Voiding or deleting cash receipts with insufficient funds

To void or delete associated pay items

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

1. On Customer Receipts Inquiry, to locate the cash receipt with associated pay items that you want to void or delete, click Find.
2. Choose the pay item and click Select.
3. On PM Cash Receipts Entry, from the Row menu, choose Void/Delete.
4. Click OK.

On PM Receipts Entry, the system enters VOD in the VR Cd field and the financial period to which the voided transaction is posted in the Void Date field.

To void or delete cash receipts

While applying cash receipts, you can void or delete a cash receipt. A processing option controls whether you can void or delete a cash receipt.

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

1. On Customer Receipts Inquiry, choose the cash receipt.
2. From the Row menu, choose Void/Delete.
3. Click OK.

On Customer Receipts Inquiry, the system enters V in the Rec N/V field; VOD in the VR Cd field; the financial period to which the voided transaction is posted in the Void Date field; and the batch in which the receipt was voided in the Void/NSF Bth Number field.

► To void or delete cash receipts with insufficient funds

While applying cash receipts, you can void or delete a cash receipt with insufficient funds. A processing option controls whether you can void or delete a cash receipt with insufficient funds.

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

1. On Customer Receipts Inquiry, choose the cash receipt that you want to void or delete.
2. From the Row menu, choose NSF.
3. Click OK.

The screenshot shows a software window titled "PM Cash Receipts Entry - [Void/NSF Receipt]". The window has a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Abort", "Links", "Display", "OLE", and "Internet". The main content area is divided into sections. The first section contains fields for "Batch" with values "RB", "472150", and "6/16/00". Below this is a "Company" field with the value "00150" and the text "Property Management Co.". The second section is titled "NSF Receipt" and contains fields for "G/L Date" (with a calendar icon) and "Reason Code".

4. On Void/NSF Receipt, complete the following fields:
 - G/L Date
 - Reason Code
5. Click OK.

On Customer Receipts Inquiry, the system enters N in the Rec N/V field; NSF in the VR Cd field; the financial period to which the voided

transaction is posted in the Void Date field; and the batch in which the receipt was voided in the Void/NSF Bth Number field.

Field	Explanation
G/L Date	A date that identifies the financial period in which the voided transaction is posted. The company constants for General Accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.

Applying Cash Receipts

When you receive payment from a tenant, you can quickly match the receipt to an invoice or group of invoices.

See Also

- For more information about loading invoices, see *Displaying Open Invoices*



To apply cash receipts

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

1. On Customer Receipts Inquiry, to locate the customer from whom you received payment, click Find. To limit the search, complete the following fields and click the options, or use the QBE line and click Find:

- From
- Through

If you want to filter the From and Through dates using the receipt date, click the following option:

- Receipt

If you want to filter the From and Through dates using the G/L date, click the following option:

- G/L

If you want to display specific receipts, click one of the following options:

- All

- Unapplied
- Logged
- General Ledger

To further limit the search, complete the following optional fields:

- Payor
- Bank Account
- Lease

2. Choose the record and click Select.
3. On PM Receipts Entry, display open invoices using Load, Select, or Remittance Entry. The system loads the invoices into the detail area.

Depending upon the selected processing option, the system spreads the receipt amount using bill code priority or over any open invoices, oldest invoice first. Even though the system loads all invoices that are posted into the workfile and waiting to be paid in the A/R Ledger table, cash is applied only until the amount of the receipt is satisfied.

4. Click OK.

The system creates an entry in the Cash Receipts Header table for the receipt and detail transaction entries in the Cash Receipts Detail table.

Reason Code	A code that explains why an invoice or receipt was voided.
-------------	--

Related Cash Receipt Tasks

While applying cash receipts, you can also:

Review the Tenant A/R Ledger	From the Form menu, choose Tenant Ledger. See <i>Reviewing a Tenant's Transaction History</i> .
Set up customers	From the Form menu, choose Customer Master. See <i>Entering Basic Information for Address Book</i> in the <i>Address Book Guide</i> .
Enter G/L receipts	From the Form menu, choose General Ledger. You can enter a G/L receipt for an amount that is not directly associated with a tenant or invoice. See <i>Working with G/L Receipts</i> in the <i>Accounts Receivable Guide</i> .

Revise a cash receipt

Choose the cash receipt that you want to revise. From the Row menu, choose Revise. See *Adding Cash Receipts*.

Attach a media object to a cash receipt

Choose the cash receipt to which you want to attach a media object. From the Row menu, choose Attachments. Choose the media object. See *Attaching Media Objects to Cash Receipts*.

Processing Options for PM Cash Receipts Entry

Display

Retain Values

Blank = Do not retain
1 = Retain value entered

1. Company _____
2. Bank Account _____
3. G/L Date _____
4. Receipt Date _____
5. Payor Number _____
6. Customer Number _____
7. Remark _____
8. Currency _____
9. Exchange Rate _____
10. Payment Instrument _____
11. Cleared/Value Date _____
12. Currency Mode _____
13. Lease Number _____

Defaults

1. Display Receipt Type _____
 - 1 = All
 - 2 = Unapplied
 - 3 = Logged
 - 4 = General Ledger
2. Date Type _____
 - 1 = Receipt date
 - 2 = G/L date
3. Type Input Code _____
 - Blank = No default
 - 10 = Simple invoice match
 - 11 = Match auto chargeback discount

15 = Match with write-off
16 = Match with chargeback
17 = Match with deduction

4. Remark _____
Blank = Use the receipt header
remark
1 = Use the invoice remark

5. Receipt Numbering _____
Blank = Manual entry
1 = Use next numbers

6. Deduction Reason Code _____
Blank = Manual entry

7. Override Company Number _____
Blank = Use company from receipt
entry
1 = Use '*'

Edits

1. Receipt Number _____
Blank = Not required
1 = Require receipt number

2. Write-Offs _____
Blank = Allow write-offs
1 = Do not allow write-offs

3. Delete/NSF Unposted Receipts _____
Blank = Allow delete and NSF
operations
1 = Do not allow delete and NSF
operations

4. Overpayment Edit _____
0 = No edit
1 = Warning
2 = Error

5. Duplicate Receipt Edit _____
0 = No edit
1 = Warning
2 = Error

Process

1. Apply Invoices _____
Blank = Apply up to receipt amount
1 = Apply all selected invoices

2. Journal Entry Creation Method _____
Blank = Summarize journal entries
1 = Detail journal entries

3. Display Invoices _____
Blank = Display all invoices
1 = Display only approved invoices

Currency

1. Edit Effective Date _____
Blank = Do not edit effective date

- 1 = Edit effective date
- 2. Alternate Currency Receipts _____
 - Blank = Do not allow
 - 1 = Allow
- Chargeback
- 1. Pay Status _____
 - Blank = Data Dictionary default
- 2. Date Option _____
 - Blank = Use the receipt G/L date
 - 1 = Use dates from the invoice
- 3. Reason Code _____
 - Blank = Manual Entry
- Auto Write-Off
- 1. Maximum Underpayment Amount _____
- 2. Underpayment Reason Code _____
- 3. Maximum Overpayment Amount _____
- 4. Overpayment Reason Code _____
- Mnl Write-Off
- 1. Maximum Underpayment Amount _____
- 2. Maximum Overpayment Amount _____
- 3. Write-Off Reason Code _____
- Discount
- 1. Discount Available _____
 - Blank = Do not allow taken > available
 - 1 = Allow taken > available
- 2. Discount Applied _____
 - Blank = Do not allow taken > applied
 - 1 = Allow taken > applied
- 3. Grace Period Days _____
- Match Priority
- 1. Invoice Match _____
- 2. Sales Order Match _____
- 3. Customer Reference Match _____
- 4. Statement Match _____
- 5. Lease Number Match _____
- PM Edits
- 1. Exclude Type Input Codes

- | | |
|---|-------|
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| 2. Automatic Application | _____ |
| Blank = Allow auto application | |
| 1 = Do not allow auto application | |
| 3. Credit Auto Application | _____ |
| Blank = Apply credit balances | |
| 1 = Exclude credit balances | |
| 4. Security Group Display | _____ |
| Blank = Display all records | |
| 1 = Do not display security group records | |
| 5. Batch Entry | _____ |
| Blank = Allow entry for all | |
| 1 = Limit entry by company | |

Versions

- | | |
|-------------------------------------|-------|
| 1. Tenant Ledger (P15222) Version | _____ |
| Blank = ZJDE0001 | |
| 2. Customer Master (P01012) Version | _____ |
| Blank = ZJDE0001 | |

Reviewing Batches of Cash Receipt Transactions

Property Management provides three levels of detail for reviewing and approving batches of cash receipt transactions:

- At the first level, you can review and approve batches of transactions. From the list of batches, you can select a specific batch and display the next level of detail.
- 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 select a specific document and display the next level of detail.
- At the third level, you can review or change the detail in a document.

You use Cash Receipts Journal Review to review batches of transactions at the first, or highest, level. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Note: If you use batch control, the system shows the difference between what you expect to enter and what you actually enter for both the number of documents (Difference Documents) and the input total (Difference Amount). If

you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.

Complete the following tasks:

- Reviewing batches of cash receipt transactions
- Revising documents in a batch
- Revising document details



To review batches of cash receipt transactions

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

1. On Work With Batches, to locate the batch that you want to review, click Find. To limit the search, complete the following field and click the options, or use the QBE line and click Find:
 - Batch Number
 - Unposted Batches
 - Posted Batches
 - All Batches

The system displays unposted batches and cash receipts (batch type RB) by default. As a reminder, the system displays the last batch that you worked with in the Previous Batch Number/Type field.

2. To review the documents in a batch, choose the batch and click Select.

The Receipts Journal Review form appears.

3. Continue with revising documents in a batch.



To revise documents in a batch

Perform this task after reviewing batches of cash receipt transactions.

1. On Receipts Journal Review, choose the document and from the Row menu, choose Revise.

Alternatively, choose the document and click Select.

2. On Receipt Entry, make changes as necessary.
3. Click OK.

The Receipts Journal Review form appears.

4. Continue with revising document details.

To revise document details

Perform this task after revising documents in a batch.

1. On Receipts Journal Review, choose the document and from the Row menu, choose Detail.
2. On Work with Receipt Detail, make changes as necessary.

Related Cash Receipt Tasks

While reviewing batches of cash receipt transactions, you can also:

Create a batch header	From the Form menu, choose Create. See <i>Working with Batch Headers</i> in the <i>General Accounting Guide</i> .
Post batches by version	From the Form menu, choose Post By Version. Choose the version of the batch that you want to post. See <i>Posting Cash Receipts</i> .
Review reports on the server	From the Form menu, choose Servers/Reports. Find the server queue that you want to review. See <i>Work with Servers</i> in the <i>System Administrator Guide</i> .
Create journal entries	From the Form menu, choose Transaction Apps, and then choose Journal Entry. See <i>Working with Basic Journal Entries</i> in the <i>General Accounting Guide</i> .
Create voucher entries	From the Form menu, choose Transaction Apps, and then choose Voucher Entry. See <i>Voucher Processing</i> in the <i>Accounts Payable Guide</i> .
Enter cash receipts	From the Form menu, choose Transaction Apps, and then choose Receipts Entry. See <i>Adding Cash Receipts</i> .
Enter manual billing entries	From the Form menu, choose Transaction Apps, and then choose Invoice Entry. See <i>Creating Manual Billings</i> .

Set up organization information

From the Form menu, choose Organization, and then choose the appropriate menu command. See:

- *Setting Up Companies* in the *General Accounting Guide*
- *Setting Up Business Units* in the *General Accounting Guide*
- *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*
- *Setting Up Ledger Type Rules* in the *General Accounting Guide*

Set up system constants

From the Form menu, choose Organization, and then choose the appropriate menu command. See:

- *Setting Up Constants for General Accounting* in the *General Accounting Guide*
- *Setting Up Constants for A/P* in the *Accounts Payable Guide*
- *Setting Up Constants for Address Book* in the *Address Book Guide*
- *Setting Up Fixed Asset Constants* in the *Fixed Assets Guide*
- *Setting Up System Constants* in the *Job Cost Guide*

Set up AAls

From the Form menu, choose Organization, and then choose AAls. See *Setting Up Automatic Accounting Instructions*.

Set up user defined codes

From the Form menu, choose Organization, and then choose UDCs. See *Setting Up User Defined Codes*.

Approve a batch

Choose the batch that you want to approve. From the Row menu, choose Batch Approval. See *Approving Invoice Batches* in the *Accounts Receivable Guide*.

Revise a batch header

Choose the batch with header information that you want to revise. From the Row menu, choose Revise. See *Working with Batch Headers* in the *General Accounting Guide*.

Review journal entries by batch type

Choose the batch type other than RB (cash receipts) that you want to review. From the Row menu, choose Batch Reviews, then choose the appropriate menu command. See *Working with Basic Journal Entries* in the *General Accounting Guide*.

Post batches using automated data selection, post to a subsystem table, or both.

Choose the batch that you want to post. From the Row menu, choose Post by Batch to post using automated data selection. To post to a G/L subsystem table, choose Subsystem G/L Post. See *Posting Journal Entry Batches* in the *General Accounting Guide*.

Posting Cash Receipts

From the Cash Receipts menu (G1513), choose Post Cash Receipts.

When you post cash receipts, the system:

- Selects unposted transactions from the A/R Ledger table
- Verifies the information in each transaction
- Posts the transactions to the G/L Account Balances table (F0902)
- Marks the transactions as posted in the following tables:
 - G/L Account Ledger (posted code is P)
 - A/R Ledger (posted code is D)
 - Batch Control Records (posted code is D)
- Creates and posts the automatic offsets to Accounts Receivable.

For detailed information about posting invoices, see *Posting Receipts* in the *Accounts Receivable Guide*. Be sure to set the Batch Type Selection processing option for cash receipts to RB.

Before You Begin

- ☐ Add cash receipts. See *Adding Cash Receipts*.
- ☐ Apply cash receipts. See *Applying Cash Receipts*.

Reviewing a Tenant's Transaction History

You display and print a tenant's transaction history for billing and cash receipts in Tenant A/R Ledger Inquiry. This information is kept in the A/R Ledger and the Tenant/Lease Billings Detail Master (F1511B) tables.

To review the A/R ledger

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

1. On Work with Tenant Ledger Inquiry, to locate the tenant whose transaction history you want to view, click Find. To limit the search, complete any of the following fields and click the options, or use the QBE line and click Find:

- Tenant
- Parent
- Lease
- Batch Number
- Include Security Deposit
- Invoice No From
- Thru
- All
- Paid
- Open
- Include Partial

The Include Partial option appears only when you click the Paid option, so you can include or exclude partially paid invoices.

- Date From
- Thru
- Invoice Date
- G/L Date
- Due Date
- Statement Date
- As Of Date
- Recurring Invoice

When you click the Recurring Invoice option, the system automatically updates the display to show only recurring invoices (RD document type).

- Summarize

When you click the Summarize option, the system automatically updates the form to show a summary of activity based on the bill codes.

2. To review the receipt action taken against an invoice, choose the invoice and from the Row menu, choose PM Rec/Draft Dtls.

3. To review a high-level summary of cash received, from the Form menu, choose PM Receipt Summary.
4. On Receipt Summary, complete any of the following fields and click Find:
 - Tenant
 - Lease
 - G/L Date
 - Check Amount
 - Receipt Number
5. To review the detail associated with a receipt, choose the receipt and from the Row menu, choose Receipt Detail.

Field	Explanation
Include Security Deposit	Includes transactions related to security deposits.
All	Displays all invoices.
Paid	Displays only paid invoices.
Open	Displays only open invoices.
Include Partial	Includes partially paid invoices when displaying paid invoices.
Date From	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.
Thru	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.
Invoice Date	Indicates the type of date used when entering a From/Thru date selection.
Due Date	Indicates the type of date used when entering a From/Thru date selection.
Statement Date	Indicates the type of date used when entering a From/Thru date selection.
As Of Date	A date that identifies the financial period to which the transaction is posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.

Field	Explanation
Recurring Invoice	An option to specify whether to display recurring invoices. If you activate this option, the system displays only invoices created by Recurring Billing.
Summarize	An option that indicates whether the system shows invoices in summary or detail mode. <ul style="list-style-type: none"> When selected, displays activity summarized by bill code. If not selected, the system shows all records. For example, the system shows all pay items, line numbers, and so on.

Related Tenant A/R Ledger Inquiry Tasks

When reviewing a tenant's transaction history, you can also:

Create an invoice	From the Form menu, choose PM Invoice. See <i>Creating Manual Billings</i> .
Enter cash receipts	From the Form menu, choose PM Cash Receipts. See <i>Adding Cash Receipts</i> .
Enter a recurring billing for a lease	From the Form menu, choose PM Recur Billing, See <i>Entering Recurring Billing Information</i> .
Review lease information	From the Form menu, choose Lease Master. See <i>Setting Up New Leases</i> .
Set up customers	From the Form menu, choose Customer Master. See <i>Entering Basic Information for Address Book</i> in the <i>Address Book Guide</i> .
Review manual billing entries	Choose the invoice for which you want to review a manual billing. From the Row menu, choose PM Invoice Entry. See <i>Reviewing Batches of Manual Billing Transactions</i> .
Review journal entries by batch type	Choose the invoice with journal entry batch information that you want to review. From the Row menu, choose Batch Review. See <i>Working with Basic Journal Entries</i> in the <i>General Accounting Guide</i> .
Review ledger details	Choose the invoice with tenant ledger detail that you want to review. From the Row menu, choose Tenant Ledger Dtl.

Change an invoice's payment information	Choose the invoice with payment information that you want to change. From the Row menu, choose Speed Status Change and choose the appropriate user defined code. See <i>Setting Up User Defined Codes</i> .
Work with credit and collections information	Choose the invoice with credit and collections information with which you want to work. From the Row menu, choose Credit/Collections, and then choose the appropriate menu command.
Work with deductions	Choose the invoice with deductions that you want to work with. From the Row menu, choose Deductions, and then choose the appropriate menu command.
Review an invoice's G/L distribution	Choose the invoice whose G/L distribution you want to review. From the Row menu, choose G/L Distribution.
Review invoice revisions	Choose the invoice with revisions that you want to review. From the Row menu, choose Revisions Audit.
Attach a media object to a cash receipt	Choose the cash receipt to which you want to attach a media object. From the Row menu, choose Attachments. Choose the media object. See <i>Attaching Media Objects to Cash Receipts</i> .

Processing Options for Tenant A/R Ledger Inquiry

Versions

1. A/R Invoice Entry (P03B11) Version
Blank = ZJDE0001
2. Manual Billing (P1511) Version
Blank = ZJDE0001
3. Lease Information (P1501) Version
Blank = ZJDE0001
4. Recurring Billing (P1502) Version
Blank = ZJDE0001
5. PM Cash Receipts Version
Blank = ZJDE0001

Currency

1. Currency Code for As If Display
Blank = As-if columns not
displayed
1 = Amount displayed in As-if
currency
2. As Of Date for Exchange Rate

Process

1. Customer Self-Service in Java/HTML
Blank = Bypass customer
self-service
1 = Activate customer self-service

Working with Security Deposits

If you require security deposits to cover damages outside of normal wear and tear, enter the amounts required and received in Security Deposits. You can give full or partial refunds (by using a separate bill code), accept security deposits as monthly payments, and track any interest generated by security deposits.

Working with security deposits consists of the following tasks:

- ☐ Entering required security deposits
- ☐ Changing security deposit status while entering deposits
- ☐ Creating a new version of a lease
- ☐ Applying security deposits
- ☐ Changing security deposit status while applying deposits
- ☐ Refunding security deposits
- ☐ Reviewing batches of security deposit transactions
- ☐ Posting vouchers
- ☐ Reviewing security deposit adjustments
- ☐ Posting adjustments
- ☐ Printing invoices

Entering Required Security Deposits

You enter required security deposits for tenants using the Security Deposit Maintenance program.

Note: Before entering a security deposit, you must first set up a supplier master and customer master record. You must enter the security deposit that you received as unapplied cash in Cash Receipts. For more information about entering cash receipts, see *Adding Cash Receipts*.

See Also

- *Creating and Updating Address Book Records* in the *Address Book Guide*

► **To enter security deposits**

From the Security Deposits menu (G1515), choose Security Deposit Maintenance.

1. On Work with Security Deposits, to locate the tenant for whom you want to enter the required security deposit, click Find. To limit the search to specific records, complete any of the following fields in the header area, or click the appropriate options and click Find:
 - Tenant
 - Lease
 - Critical Date-From
 - To
 - Display All Versions
 - No Deposit
 - Deposit Attached
 - All

The system displays all leases for which deposits have not been refunded by default. If you want to see leases where security deposits have been refunded, click the following option:

- Deposit Not Refunded
2. Choose the record and click Select.
 3. On Security Deposit Revisions, to see just the default versions of leases, click the following option:
 - Show Default Version Only
 4. Complete the following fields in the detail area and click OK:
 - Building
 - Unit
 - Bill Code
 - Deposit Type
 - Deposit Description
 - Amount
 - Critical Date

- D S

When the security deposit is billed or refunded, the system changes the deposit status for you. If you try to change the value in the Deposit Status field to B (Billed) or R (Refunded), or the value from R to another value, you get an error message.

- Explanation -Remark-
- Manually Bill
- Begin Date
- End Date
- Susp Date
- S C
- Lease Version
- V S
- Tenant
- Alternate Payee

When the system generates a security deposit voucher, it uses only one alternate payee for all related security deposits. The system uses the alternate payee value from the Security Deposit Master table (F1565), which stored the value from the tenant information. You can change the alternate payee here, but you must ensure that the value is the same for all related security deposits. If supplier information has not been entered for the tenant's alternate payee, you get an error message and cannot continue.

If you entered Y in the Manually Bill field and did not select Manual Billing from the Form menu, you get a warning that tells you that an invoice for the manual billing was not created when you click OK. You continue to get this warning until you bill the amount.

5. From the Form menu, choose Manual Billing.

The system creates a manual billing for the selected rows, assigns a batch number, and immediately posts the batch to the Tenant/Lease Billings Detail Master table (F1511B).

Note: These batches are created as records so that you can print invoices. They do not have to be posted, nor are entries created for these batches in the A/R Ledger table (F03B11) or the G/L Account Ledger table (F0911).

6. From the Form menu, choose Address Book, and make corrections.

After the manual billing is created, you can print an invoice. The value in the Deposit Status field changes to B to indicate that the deposit has been billed.

Field	Explanation
Display All Versions	All Lease versions are displayed with a check mark denoting the Version defined in the Processing Options (*CURRENT or *LAST). If left blank (default), only the Lease Version defined in the Processing Options is displayed.
No Deposit	When No Deposit is selected, the system displays only Leases that do not have a Security Deposit attached. When Deposit Attached is selected, the system displays only Leases that have a Security Deposit attached. When All is selected, the system displays all Leases.
Deposit Attached	When No Deposit is selected, the system displays only Leases that do not have a Security Deposit attached. When Deposit Attached is selected, the system displays only Leases that have a Security Deposit attached. When All is selected, the system displays all Leases.
All	When No Deposit is selected, the system displays only Leases that do not have a Security Deposit attached. When Deposit Attached is selected, the system displays only Leases that have a Security Deposit attached. When All is selected, the system displays all Leases.
Deposit Not Refunded	Leases with a Security Deposit that has been refunded are excluded. If left blank, Leases with a Security Deposit that has been refunded are included.

Changing Security Deposit Status While Entering Deposits

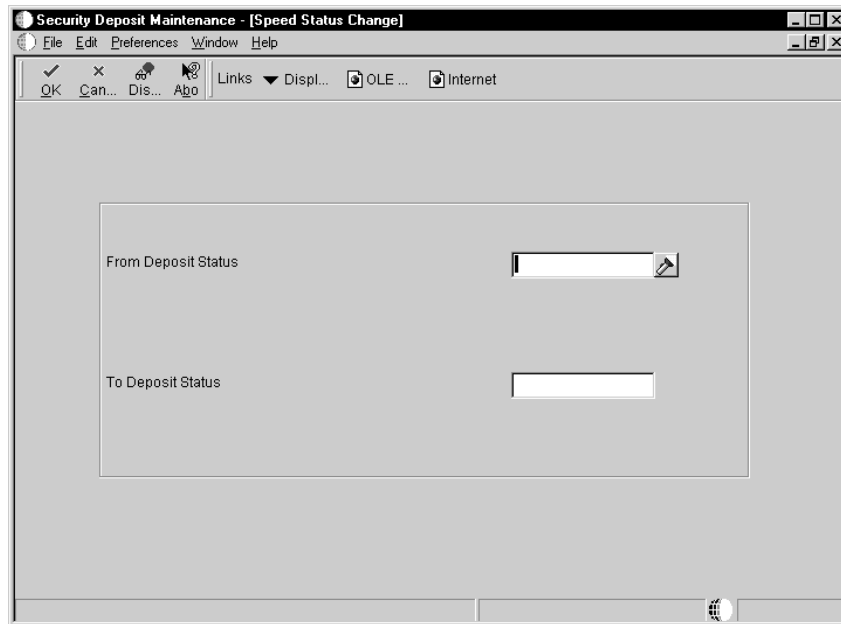
While entering security deposits, you can quickly change the status of security deposits if you have set up specific user defined codes (for example, if you have set up a user defined code for partial refunds to Partially Refunded).

To change the security deposit status while entering deposits

From the Security Deposits menu (G1515), choose Security Deposit Maintenance.

1. On Work with Security Deposits, to locate the security deposits with a status that you want to change, click Find. To limit the search, complete any of the following fields and click Find:
 - Tenant

- Lease
 - Critical Date-From
 - To
2. Choose the leases and from the Row menu, choose Speed Status.



3. On Speed Status Change, complete the following fields and click OK:
- From Deposit Status
 - To Deposit Status

Creating a New Version of a Lease

While entering security deposits, you can create a new version of a lease with different security deposit information. The system suspends the lease and copies all information to a new lease. Creating new versions saves setup time and typing. You can still track activity in all leases.

Note: You can enter new security deposit information only after you have created a new version of a lease.

Before You Begin

- ☐ Set up versioning in the Property Management system constants.
- ☐ Set up a new version of the lease using the Lease Information program.
See *Creating New Lease Versions*.

To create a new version of a lease

From the Security Deposits menu (G1515), choose Security Deposit Maintenance.

1. On Work with Security Deposits, to locate the lease for which you want to create a new version, click Find.
2. Select the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.

3. On Security Deposit Revisions, choose the bill code line that you want to copy into the new version.
4. From the Row menu, choose Version.

The system displays a version confirmation message.

5. To suspend the selected line and create a new version, click OK.

The system copies all relevant information to a new line. The system assigns a new billing ID to the new version and enters the original billing ID in the Base Billing ID field.

Related Security Deposit Tasks

While entering security deposits, you can also:

Set up bill codes related to security deposits	From the Form menu, choose Bill Codes. Add a new bill code or revise a bill code. See <i>Setting Up Bill Codes and Adjustment Reasons</i> .
Enter manual billing entries	From the Form menu, choose Manual Billing. See <i>Creating Manual Billings</i> .
Enter cash receipts	From the Form menu, choose Cash Receipts. See <i>Working with Cash Receipts</i> .
Review lease information	Choose the lease that you want to review. From the Row menu, choose Lease Master. See <i>Setting Up New Leases</i> .

Processing Options for Security Deposit Maintenance

Defaults

1. Display Selection _____
Blank = All
1 = No deposit attached
2 = Deposit attached
2. Search Default For Lease Version _____
*LAST = Latest effective date
*CURRENT = System date

Versions

1. Manual Billing (P1511) _____
Blank = ZJDE0001
2. Lease Information (P1501) _____
Blank = ZJDE0001
3. Bill Codes/Adj Reasons (P1512) _____
Blank = ZJDE0001
4. PM Cash Receipts (P15103) _____
Blank = ZJDE0001

Applying Security Deposits

You use the Security Deposit Refund Application program to spread an open amount from a security deposit across any open A/R entries. You can select the amount to apply to the open receivables and the receivables to which you want to apply the amount using Cash Receipts. Then you generate the voucher to refund the difference.

Applying security deposits consists of the following tasks:

- Applying security deposits to open A/R amounts
- Review required versus received security deposit details
- Change the status of the security deposit



To apply security deposits to open A/R amounts

From the Security Deposits menu (G1515), choose Security Deposit Refund Application.

1. On Work With Security Deposits, to locate the tenant with a security deposit that you want to apply to open receivables, click Find. To limit the search, complete any of the following fields and click the options, or use the QBE line and click Find:
 - Tenant

- Lease
 - Building
 - Unit
 - Lease Start Date
 - Lease End Date
 - Lease Status
 - Include Speculative Leases
 - Deposit Not Refunded
 - Display All Versions
2. Choose the tenant with a security deposit that you want to apply to open receivables and click Select.
 3. To limit the search to bill codes assigned to a specific security group, complete the following field:
 - Security Group
 4. To see all of the records for which bill codes are defined as part of a security group, click the following option:
 - Select All Security Groups

The system displays all cash receipts per security group selection that are associated with this lease.

5. Choose the row containing the security deposit cash receipt that you want to use to pay open invoices.
 6. From the Row menu, choose Apply Deposit.
- Note:** On Customer Receipts Inquiry, you can search for other receipts, or just choose the receipt and apply the deposit.
7. Apply the deposit to the receipt using Cash Receipts. See *Working with Cash Receipts*.

Field	Explanation
Security Group	Indicates whether the Bill Code is part of a Security Group. A Bill Code with a value in this field is part of a Security Group. Security Groups are defined in User Defined Codes (15/SG). You can set up multiple Security Groups, and multiple Bill Codes can be assigned to one Security Group.

Field	Explanation
Select All Security Groups	All records where the Bill Code is defined as part of a Security Group are displayed. If not selected, only records where the Security Group of the Bill Code is equal to the selected Security Group are displayed.

Reviewing Required versus Received Security Deposit Details

While applying security deposits, you can review details of required versus received security deposits in an online report. This report gives you a running tabulation of deposit history (amounts, dates received, and so on). You can enter security deposits (for example, a deposit against just the first unit in a building) and review a tenant's A/R ledger in addition to reviewing security deposit details.

To review required vs. received security deposit details

From the Security Deposits menu (G1515), choose Security Deposit Refund Application.

1. On Work With Security Deposits, to locate the tenant whose security deposit details you want to review, click Find.
2. From the Form menu, choose Required vs Recv'd.

The Required vs Received Detail form appears. The system provides the tenant number by default.

3. On Required vs Received Detail, to locate the lease for which you want to review security deposit information, click Find. To limit the search, complete any of the following fields, click the options, and then click Find:
 - Lease
 - Security Group
 - Select All Security Groups
4. To enter security deposits, choose the lease and from the Row menu, choose Security Deposit.
5. Enter the security deposit information and click OK.
6. To review a tenant's A/R ledger, choose the lease and from the Row menu, choose Tenant Ledger.
7. Click Close.
8. After reviewing the security deposit information, click Close.

Changing Security Deposit Status While Applying Deposits

While applying security deposits, you can quickly change the status of security deposits if you have set up specific user defined codes (for example, if you have set up a user defined code for partial refunds to Partially Refunded).

To change security deposit status while applying deposits

From the Security Deposits menu (G1515), choose Security Deposit Refund Application.

1. On Work With Security Deposits, to locate the security deposits for which you want to change the security deposit status, click Find.
2. Select the leases and from the Row menu, choose Speed Status.
3. Follow the steps for changing security deposit status while entering security deposits. See *Changing Security Deposit Status While Entering Deposits*.

Related Security Deposit Task

While applying security deposits, you can also:

- | | |
|-------------------------------------|--|
| Review the Tenant A/R Ledger | Choose the tenant whose transaction history you want to review. From the Row menu, choose Tenant Ledger. See <i>Reviewing a Tenant's Transaction History</i> . |
|-------------------------------------|--|

Processing Options for Security Deposit Refund Application

Defaults

1. Search Default for Lease Version _____
 *LAST = Latest Effective Date
 *CURRENT = System Date
2. Include Speculative Leases _____
 Blank = Do not include
 1 = Include
3. Security Group Code _____
 Blank = All

Versions

1. Tenant Ledger (P15222) Version _____
 Blank = ZJDE0001
2. PM Cash Receipts (P15103) Version _____
 Blank = ZJDE0001
3. Security Dep Refund (R15655) Version _____
 Blank = XJDE0001
4. Security Dep Master (P1565) Version _____
 Blank = ZJDE0001

Refunding Security Deposits

From the Security Deposits menu (G1515), choose Security Deposit Refund Generation.

You generate a voucher to refund a security deposit for a tenant using the Security Deposit Refund Generation program.

A processing option controls whether the voucher is a full refund or a net refund after any open receivables are subtracted from the unapplied cash related to the security deposit.

You can choose up to five bill codes to include in or exclude from the refund. For example, if you plan to refund a partial security deposit after 30 days, you assign a bill code to the partial amount and choose it during the refund generation process.

Another processing option controls whether the system creates the actual A/P, A/R, and G/L transactions, or prints a report so that you can preview the information to be processed. The actual transactions are contained in two batches, as explained below:

- 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 (for example, RCSECD).
- Credits the clearing account for security deposits. The related AAI is the adjustment reason for the refund plus the prefix RA (for example, RARF).
- The other batch is for the A/P voucher. With it, the system does the following:
 - 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 (for example, PCREFD).

For interest earned on security deposits, you must first set up the revenue bill code (for example, INTR) in a security group. After the system uses Fees and Interest to calculate the interest, you can then generate the A/P voucher to refund the security deposit, the interest, or both.

See Also

- *Generating Fees and Interest*

Processing Options for Security Deposit Refund Generation

Defaults

1. Accounts Payable G/L Offset _____
2. Adjustment Reason _____
3. Voucher Pay Status Code _____

Select

1. G/L Date _____
Blank = System date
2. Generation As Of Date _____
Blank = System date
3. Voucher Due Date _____
Blank = Calculated due date
4. Lease End Date Range _____
From date _____
To date _____

<OR>

Days prior to As Of date. _____
Days after As Of date. _____

<OR>

1 = Use all from Data Selection

5. Lease Actual Out Date Range

From date

To date

<OR>

Days prior to As Of date

Days after As Of date

<OR>

1 = Use all from Data Selection.

Process

1. Refund Generation

Blank = Disregard unpaid debts

1 = Refund only if debts paid

2. Refund Amounts

Blank = Full refund

1 = Deposit less unpaid debts

Bill Codes

1. Select or Omit Bill Codes

Blank = Select All

S = Select

O = Omit

Print

1. Create Refund Batches

Blank = Edit report only

1 = Create and update batch

Versions

1. Journal Entry MBF (P0900049)

Blank = ZJDE0001

2. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Reviewing Batches of Security Deposit Transactions

Property Management provides three levels of detail for reviewing and approving batches of security deposit transactions:

- At the first level, you can review and approve batches of transactions. From the list of batches, you can select a specific batch and display the next level of detail.
- 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 select a specific document and display the next level of detail.
- At the third level, you can review or change voucher payment information or review the distribution of the voucher amount to G/L accounts.

You use the Voucher Journal Review program to review batches of transactions at the first, or highest, level. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Note: If you use batch control, the system shows the difference between what you expect to enter and what you actually enter for both the number of documents (Difference Documents) and the input total (Difference Amount). If you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.

Complete the following tasks:

- Reviewing batches of security deposit transactions
- Revising voucher payment information
- Reviewing the distribution of the voucher amount to G/L accounts



To review batches of security deposit transactions

From the Security Deposits menu (G1515), choose Voucher Journal Review.

1. On Work With Batches, to locate the batch that you want to review, click Find. To limit the search, complete the following fields and click an option, or use the QBE line and click Find:

- Batch Number

For vouchers, enter batch type V.

- Unposted Batches
- Posted Batches
- All Batches

The system displays unposted batches and all batch types by default. As a reminder, the system displays the last batch that you worked with in the Previous Batch Number/Type field.

2. On Voucher Entry Journal Review, to review the documents in a batch, choose the batch and click Select.

The Enter Voucher-Payment Information form appears.

3. After reviewing the batch, click OK.
4. Continue with entering voucher payment information or reviewing the distribution of the voucher amount to G/L accounts.

To revise voucher payment information

Perform this task after reviewing batches of security deposit transactions.

1. On Voucher Entry Journal Review, choose the batch with payment information that you want to revise and from the Row menu, choose Voucher.

Alternatively, choose the document and click Select.

2. On Enter Voucher-Payment Information, make changes as necessary.
3. Click OK.

To review the distribution of the voucher amount to G/L accounts

Perform this task after reviewing batches of security deposit transactions.

1. On Voucher Entry Journal Review, choose the batch with voucher amount distribution that you want to review and from the Row menu, choose G/L Distr.
2. On Enter Voucher-G/L Distribution, to review document information, choose the document and from the Row menu, choose Detail.
3. To attach a media object to the document, choose the document and from the Row menu, choose Attachments. For more information about attaching media objects, see *Working with Media Objects* in the *OneWorld Foundation Guide*.

Related Security Deposit Tasks

While reviewing batches of transactions, you can also:

Create a batch header

From the Form menu, choose Create. See *Working with Batch Headers* in the *General Accounting Guide*.

Post batches by version	From the Form menu, choose Post By Version. Choose the version of the batch that you want to post. See <i>Posting Vouchers</i> .
Review reports on the server	From the Form menu, choose Servers/Reports. Find the server queue that you want to review. See <i>Work with Servers</i> in the <i>System Administrator Guide</i> .
Create journal entries	From the Form menu, choose Transaction Apps, and then choose Journal Entry. See <i>Working with Basic Journal Entries</i> in the <i>General Accounting Guide</i> .
Create voucher entries	From the Form menu, choose Transaction Apps, and then choose Voucher Entry. See <i>Voucher Processing</i> in the <i>Accounts Payable Guide</i> .
Enter cash receipts	From the Form menu, choose Transaction Apps, and then choose Receipts Entry. See <i>Adding Cash Receipts</i> .
Enter manual billing entries	From the Form menu, choose Transaction Apps, and then choose Invoice Entry. See <i>Creating Manual Billings</i> .
Set up organization information	<p>From the Form menu, choose Organization, and then choose the appropriate menu command. See:</p> <ul style="list-style-type: none">• <i>Setting Up Companies</i> in the <i>General Accounting Guide</i>• <i>Setting Up Business Units</i> in the <i>General Accounting Guide</i>• <i>Adding Accounts</i> in the <i>General Accounting Guide</i>• <i>Setting Up Fiscal Date Patterns</i> in the <i>General Accounting Guide</i>• <i>Setting Up Ledger Type Rules</i> in the <i>General Accounting Guide</i>
Set up system constants	<p>From the Form menu, choose Organization, and then choose the appropriate menu command. See:</p> <ul style="list-style-type: none">• <i>Setting Up Constants for General Accounting</i> in the <i>General Accounting Guide</i>• <i>Setting Up Constants for A/P</i> in the <i>Accounts Payable Guide</i>• <i>Setting Up A/R Constants</i> in the <i>Accounts Receivable Guide</i>• <i>Setting Up Constants for Address Book</i> in the <i>Address Book Guide</i>• <i>Setting Up Fixed Asset Constants</i> in the <i>Fixed Assets Guide</i>• <i>Setting Up System Constants</i> in the <i>Job Cost Guide</i>

Set up AAI's	From the Form menu, choose Organization, and then choose AAI's. See <i>Setting Up Automatic Accounting Instructions</i> .
Set up user defined codes	From the Form menu, choose Organization, and then choose UDCs. See <i>Setting Up User Defined Codes</i> .
Approve a batch	Choose the batch that you want to approve. From the Row menu, choose Batch Approval. See <i>Approving Invoice Batches</i> in the <i>Accounts Receivable Guide</i> .
Revise a batch header	Choose the batch for which you want to review header information. From the Row menu, choose Revise. See <i>Working with Batch Headers</i> in the <i>General Accounting Guide</i> .
Review journal entries by batch type	Choose the batch type for which you want to review journal entries. From the Row menu, choose Batch Reviews, and then choose the appropriate menu command. See <i>Working with Basic Journal Entries</i> in the <i>General Accounting Guide</i> .
Post batches using automated data selection, or post to a subsystem table, or both.	Choose the batch that you want to post. From the Row menu, choose Post by Batch to post using automated data selection. To post to a G/L subsystem table, choose Subsystem G/L Post. See <i>Posting Journal Entry Batches</i> in the <i>General Accounting Guide</i> .

Posting Vouchers

From the Security Deposits menu (G1515), choose Post Vouchers.

When you post vouchers, the system:

- Selects unposted A/P transactions from the G/L Account Ledger table
- Verifies the information in each transaction
- Posts the accepted transactions to the G/L Account Balances table (F0902)
- Marks the transactions as posted in the following tables:
 - G/L Account Ledger (posted code is P)
 - A/P Ledger (posted code is D)
 - Batch Control Records (posted code is D)
- Creates and posts the automatic offsets to Accounts Payable

Be sure to set the Batch Type Selection processing option for A/P vouchers to batch type V.

Reviewing Security Deposit Adjustments

You review and approve adjustments using the Adjustments Journal Review program. This form is identical to the Cash Receipts Journal Review form except for the title. All forms associated with 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 table (F0011) and the A/R Ledger table. The batch type is RB, which indicates cash receipts.

To review security deposit adjustments

From the Security Deposits menu (G1515), choose Adjustments Journal Review.

On Work with Batches, follow the steps for reviewing and approving batches of cash receipt adjustments. See *Reviewing Batches of Cash Receipt Transactions*.

Posting Adjustments

From the Security Deposits menu (G1515), choose Post Adjustments.

You post adjustments using the Post Adjustments program, which is identical to the Posting Cash Receipts program used to post cash receipts. Be sure to set the Batch Type Selection processing option for Cash Receipts to batch type RB. For detailed information about posting adjustments, see *Posting Cash Receipts*.

Printing Invoices

From the Security Deposits menu (G1515), choose Print Invoices.

Working with Tenant Work Orders

You use the Property Management Tenant Work Orders programs to enter work orders to manage leasehold improvements as requested by tenants. These tenant work orders identify lease, building, and unit information necessary for tracking the completion of tasks. Billable costs in the General Ledger, which reference the tenant work order as the subledger, can be processed to Accounts Receivable through the Service Billing system.

Working with tenant work orders consists of the following tasks:

- ☐ Entering tenant work orders
- ☐ Reviewing costs charged to tenant work orders
- ☐ Reviewing tenant work order status
- ☐ Printing tenant work orders

See Also

- For more information about working with work orders, see the *Work Orders Guide*

Entering Tenant Work Orders

You enter tenant work orders, compare completion to a projected schedule, and track task completion using the Tenant Work Order Entry program.



To enter tenant work orders

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Entry.

1. On Work With Work Orders, click Add.

Tenant Work Order Entry - [Work Order Revisions]

File Edit Preferences Form Window Help

OK Can... Dis... Ab... Links Recor... Previo... Next OLE ... Internet

Order Number

Description

General Dates/Assignments Classification

Lease Building

Status Comment Unit

Search X-Ref Parent Number

W.O. Status ☐ Charge to BU

Type ☐ Cost Code

Priority ☐ Est Hours

Std Desc Est Amount

Flash Message ☐ Tax Expl Code

Subledger Inact ☐ Tax Rate/Area

2. On Work Order Revisions, complete the following fields in the header area:
 - Order Number
 - Description
3. Click the General tab.
4. Complete the following fields:
 - Lease
 - Status Comment
 - Search X-Ref
 - W.O. Status
 - Type
 - Priority
 - Std Desc
 - Flash Message
 - Subledger Inact
 - Building
 - Unit
 - Parent Number
 - Charge to BU
 - Cost Code

- Est Hours
 - Est Amount
 - Tax Expl Code
 - Tax Rate/Area
5. Click the Dates/Assignments tab.
 6. Complete the following fields:
 - Planned Comp
 - Date Assigned
 - Start Date
 - Transaction
 - Originator
 - Supervisor
 - Customer
 - Manager
 7. Click the Classification tab.
 8. Complete the following fields:
 - Phase
 - Category 02
 - Category 03
 - Category 04
 - Category 05
 - Status
 - Service Type
 - Skill Type
 - Experience Level
 - Category 10
 9. Click OK.

Field	Explanation
Order Number	<p>A number that identifies the lease contract.</p> <p>..... <i>Form-specific information</i></p> <p>A unique number that identifies a work order. If you leave this field blank during work order entry, the system assigns the work order number. The work order is stored in the Work Order Master table (F4801).</p>
Status Comment	A brief description to explain the status of the work order.
Search X-Ref	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this value is the customer number, supplier number, or job number.
W.O. Status	A user defined code (00/SS) that describes the status of a work order, rate schedule, or engineering change order. Any status change from 90 through 99 triggers the system to automatically update the date completed.
Type	<p>A user defined code (00/TY) that indicates the classification of a work order or engineering change order.</p> <p>You can use work order type as a selection criterion for work order approvals.</p>
Priority	<p>A user defined code (00/PR) that indicates the relative priority of a work order or engineering change order in relation to other orders.</p> <p>A processing option for some forms lets you enter a default value for this field. The value then displays automatically in the appropriate fields on any work order that you create on those forms and on the Project Setup form. You can either accept or override the default value.</p>
Std Desc	A generic rates and message code (48/SN) that is assigned to a standard note, message, or general narrative explanation. You can use this code to add instructional information to a work order. You set up codes for this field on the Generic Message/Rate Types table (F00191).
Flash Message	A user defined code (00/WM) that indicates a change in the status of a work order. The system indicates a changed work order with an asterisk in the appropriate report or inquiry form field. The system highlights the flash message in the Description field of the work order.
Parent Number	<p>A number that identifies the parent work order. You can use this number to do the following:</p> <ul style="list-style-type: none"> • Enter default values for new work orders, such as Type, Priority, Status, and Manager. • Group work orders for project setup and reporting.
Charge to BU	A number that identifies the building or property. This number is a business unit.

Field	Explanation
Cost Code	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Est Hours	The estimated hours that are budgeted for this work order.
Est Amount	The estimated monetary amount that is budgeted for this work order.
Planned Comp	The date when the work order or engineering change order is to be complete.
Date Assigned	The date when the person responsible for the work order receives the work order.
Start Date	The start date for the order. You can enter this date manually or have the system calculate it using a backsheduling routine. The routine starts with the required date and offsets the total leadtime to calculate the appropriate start date.
Transaction	The date when an order was entered into the system. This date determines which effective level that the system uses for inventory pricing.
Originator	The address book number of the person who originated the change request. The system verifies this number against the Address Book.
Supervisor	<p>The address book number of the supervisor.</p> <p>Note: A processing option for some forms allows you to enter a default value for this field based on values for category codes 1 (Phase), 2, and 3. Set up the default values on the default Managers and Supervisor form. The system will automatically display the information that you specified on all work orders that you create if the category code criterion is met. You can override the default value.</p>
Customer	The address book number of the company or person named as the tenant in the lease contract.
Manager	The address book number of the person responsible for managing the lease. This number may or may not be the same as the tenant.
Phase	<p>A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.</p> <p>Note: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.</p>

Field	Explanation
Category 02	<p>A user defined code (00/W2) that indicates the type or category of a work order.</p> <p>Note: A processing option for some forms lets you enter a default value for this field. The system enters the default value automatically in the appropriate fields on any work orders that you create on those forms and on the Project Setup form. You can either accept or override the default value.</p>

Processing Options for Work With Work Orders

Defaults 1

Enter the Default Category Codes to be used to Search for Work Orders

1. Phase _____
2. Category Code 02 _____
3. Category Code 03 _____
4. Category Code 04 _____
5. Category Code 05 _____
6. Category Code 06 _____
7. Category Code 07 _____
8. Category Code 08 _____
9. Category Code 09 _____
10. Category Code 10 _____

Defaults 2

Enter the Default Values to be used to Search for Work Orders.

1. From Status Code W.O. _____
2. Thru Status Code W.O. _____
3. Type - W.O. _____
4. Document Type _____
5. Models _____
 - Blank = Do not include models
 - 1 = Include models

Defaults 3

Enter the default address book numbers to be used to search for work orders.

1. Job or Business Unit _____
2. Originator _____
3. Customer _____
4. Planner _____
5. Supervisor _____

Versions

Enter the version of the following applications to call. Leave blank to use the default version defined in parentheses.

1. Work Order Print - R48425 (XJDE0001) _____
2. Completed PM - P12071 (ZJDE0001) _____
3. Parts List - P3111 (ZJDE0001) _____
4. Routing Instructions - P3112 (ZJDE0001) _____
5. Inventory Issues - P31113 (ZJDE0002) _____
6. Time Entry - P311221 (ZJDE0001) (CSMS Only) _____
7. Work With Returned Material Authorization
P40051 (ZJDE0001) (CSMS Only) _____
8. Open Purchase Order - P4310 (ZJDE0011) _____
9. Returned Material Authorization
Revisions Version - P400511 (CSMS Only) _____
10. On Line Service Order Quote - P17717 (ZJDE0001) (CSMS Only) _____
11. Time Entry By Employee - P051121 (ZJDE0001) _____

WO Entry

1. Choose the work order entry program to call when adding or selecting a work order. This entry program will also decide which UBE will be called for printing. _____
 - '1' - Equipment Work Orders (P48011)
 - '2' - Service Work Orders (P17714)
 - '3' - Project Task Details (P48014)
 - '4' - Tenant Work Orders (P15248)

2. Enter the version of the selected work order entry to call. Leave blank to use default version defined in parentheses.
Work Order Entry (ZJDE0001)

Process

1. Enter a '1' to highlight the priority field within the grid. Leave blank to not highlight.
2. Customer Self-Service Functionality
Blank = Bypass Customer Self-Service functionality.
1 = Activate Customer Self-Service functionality for use in Java/HTML.
2 = Activate Customer Self-Service functionality for use in Windows.

Reviewing Costs Charged to Tenant Work Orders

You review accumulated costs charged to a work order using the Tenant Work Order Cost Inquiry program. You can also use this program to review detailed cost transactions and totals for both actual and estimated amounts for the selected work orders.



To review costs charged to tenant work orders

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Cost Inquiry.

1. On Work With Order Cost, to locate the tenant whose work orders you want to review, click Find. To limit the search, complete any of the following fields and click the option, or use the QBE line and click Find:
 - Tenant Number
 - Lease Number
 - Property/Building
 - Business Unit
 - Unit
 - Phase
 - Ledger Type
 - From Date
 - Through Date

You can use the date range fields to limit to a specific range the display of actual costs from the posted and unposted transactions in the G/L Account Ledger table (F0911). The G/L Account Ledger table provides the hour and amount totals for actual costs for both posted and unposted transactions.

- Include Inactive Work Orders

The system displays details about each work order transaction.

2. Select the work order and from the Row menu, choose Order Cost.

Alternatively, choose the work order and click Select.

Field	Explanation
Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Include Inactive Work Orders	A code that specifies whether inactive work order information appears on the display. Active/Inactive refers to the status of the work order. A work order is inactive if an x appears in the first character of the Description 2 field of the status code.

Processing Options for Tenant Work Order Cost Inquiry

Versions

1. Tenant WO Entry (P15248) Version
Blank = ZJDE0001
2. Work Order Cost (P48211) Version
Blank = ZJDE0001

Reviewing Tenant Work Order Status

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Status Summary.

You use the Tenant Work Order Status Summary program to review work orders and associated information, such as:

- Phase
- Status
- Type

- Priority
- Planned completion date
- Planned number of hours
- Actual hours
- Hours remaining
- Hours over budgeted hours

Printing Tenant Work Orders

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Print.

You can print work orders when you need a hard copy of a work order or a group of work orders.

Periodic



Recording Periodic Billing

You use periodic billing programs to record and revise Property Management billings. Recording periodic billing consists of the following tasks:

- ☐ Working with recurring billing
- ☐ Working with sales overage and sales analysis
- ☐ Working with expense participation
- ☐ Working with escalations
- ☐ Updating holdover dates
- ☐ Working with revenue fees
- ☐ Working with fees and interest
- ☐ Working with FASB 13 Standards
- ☐ Projecting rent



Working with Recurring Billing

You set up and generate routine billings on a periodic basis using Recurring Billing. You can set up billings for weekly, monthly, quarterly, semiannual, or annual cycles. The system also allows numerous other cycles such as 13-period, quarter-days, and irregular month and period combinations. You can set up recurring billings as receivables, payables, or accruals (general ledger only).

You can also create prorated and catch-up billings. Prorated billings are recurring billings that either start or end partially within a billing period. To prorate a billing, the system compares the number of days that the billing was in effect for the period to the total number of days in the period. 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.

Note: You cannot set up invoices and vouchers for the same lease.

Recurring billing can consist of the following tasks:

- ☐ Entering recurring billing information
- ☐ Reviewing billing frequency information
- ☐ Creating a new version
- ☐ Changing FASB 13 information
- ☐ Generating recurring billings
- ☐ Reviewing the Billing Edit/Register
- ☐ Reviewing batches of recurring billing transactions
- ☐ Posting invoices
- ☐ Posting vouchers
- ☐ Printing invoices
- ☐ Printing statements

Before You Begin

- ☐ If you plan to use batch control, activate it in A/R constants. See *Setting Up A/R Constants* in the *Accounts Receivable Guide*.
- ☐ If you plan to set up recurring A/P vouchers, you must set up A/P constants and set the Lessee field in the Lease Information program (P1501) to Y. For more information about A/P constants, see *Setting Up Constants for A/P* in the *Accounts Payable Guide*.

Entering Recurring Billing Information

You set up and work with the information that the system uses to create the recurring billings for a lease by creating bill code lines. This setup information is stored in the Recurring Billings Master table (F1502B).

A processing option specifies whether the system retains the gross amount, annual square foot rate, or taxable amount when you create a new version of the recurring billing. If you calculate taxes on recurring billings, you can use a processing option to specify whether to use the gross billing amount as the taxable amount.

To save time and reduce the possibility of errors, you can copy and save recurring billing information for a different version of the lease.

Combining Bill Code Lines

You can combine recurring billing information (bill code lines). For example, to group different tenants and leases into one combined billing or to group bill code lines into a single item on an invoice or statement:

- Use the Billing Group field to group tenants and leases into one combined billing. The system enters the number of the first building that is identified with the lease unit details part of the lease in the Billing Group field. If you want, you can assign a different billing group ID.

If you have a common group of tenants that occupy several buildings and units, you can create a billing group for the tenants. For example, a tenant selling party supplies has ten leases. Each lease is for a separate shopping center and a different building number in each center. You could create a billing group named Party Grp and generate recurring billings for the group.

- Use the Item Grouping field to group bill code lines into a single item on an invoice or statement. The description of the item grouping comes from the Remark field of the first line in the group. For example, suppose grouping code A1 identifies the original base rent and several billing escalations that follow in the setup. When you enter A1 in the Item

Grouping field, the system combines them as one line item that uses the description for the base rent.

Note: Grouping bill code lines does not affect the A/R Ledger table (F03B11), A/P Ledger table (F0411), or G/L Account Ledger table (F0911).

Separating Bill Code Lines

If a tenant requires separate invoices or statements, you can separate bill code lines by:

- Creating a separate lease for each bill code line that needs a separate invoice or statement.
- Assigning a different code in the SI Code field for each bill code that needs a separate invoice or statement. That way, the system combines only those bill code lines with the same code in the SI Code field.
- Assigning a different address book number in the Alternate Payee field for each bill code line that needs a separate invoice or statement.

Suspending Bill Code Lines

If you want to temporarily suspend a recurring billing without having to change the starting and ending dates, you can enter I for Inactivate in the S C field for a bill code line. When you want to bill again, clear the S C field.

The Effect of FASB 13 Standards on Recurring Billing

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 Principals (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 a tenant's recurring billing each month for a three-year lease is 1000 USD 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.

To satisfy the FASB 13 standard, you must include GAAP bill code lines for accrual (positive) and deferral (negative) adjustments. An accrual is a revenue (or an expense) that gradually increases over time. A deferral postpones the recognition of a revenue that has been received (or an expense already paid) until a later date. The final setup for the rent each month for the example is the following:

- 1000 with a 500 accrual entry the first year
- 1500 the second year
- 2000 with a -500 deferral entry the third year

If you use FASB 13 processing, you have to manually add only the three bill code lines that relate to the unadjusted monthly billings (1000, 1500, and 2000). The TY (Bill Type) field for these lines is blank. The system creates the two 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. The Display of FASB 13 Entries processing option (Display tab) controls whether the system displays the GAAP lines for the accrual and deferral adjustments.

To create FASB 13 information, you must run the FASB 13 Generation program (R15130). For more information about recurring billing and FASB 13 information, see *Changing FASB 13 Information*.

See Also

- *Working with FASB 13 Standards*



To enter recurring billing information

From the Recurring Billing menu (G1521), choose Recurring Billing Information.

1. On Work with Leases, to locate the lease for which you want to enter bill code lines, click Find. To limit the search, complete any of the following fields and click the option, or use the QBE line and click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project Number
 - Lease Type/Status
 - Display All Versions
2. Choose the line with which you want to work and from the Row menu, choose Revisions.

Alternatively, you can choose the line and click Select.

Bill Code	Bill Type	Building	Unit	Starting Date	Ending Date	Gross Amount	B F	Pay Trm	S C
RRTL		15020	202	10/1/03	3/31/04	6,250.00	M	004	
RRTL		15020	202	4/1/04	9/30/05	7,000.00	M	004	
RRTL		15020	202	10/1/06	3/31/07	8,200.00	M	004	
UTIL		15020	202	10/1/03	3/31/07	100.00	M	004	
TXIN		15020	202	10/1/03	3/31/07	200.00	M	004	
MGAD		15020	202	10/1/03	3/31/07	100.00	M	004	
CAMS		15020	202	10/1/03	3/31/07	800.00	M	004	

3. On Recurring Billing Revisions, click the Recurring Billing tab.
4. To see only the entries created with data from the default version of this lease, click the following option:

- Show Default Version Only

The system provides default information from the lease from the first unit of a multi-unit lease. The value in the Start Rent field (Lease Defaults tab) determines the starting date of the billing.

5. Complete the following required fields:

- Bill Code

If you set up recurring billings as payables, you must use bill codes specific to Accounts Payable for each pay item line.

- Gross Amount
- B F
- Taxable Amount

You can enter either a gross amount or a taxable amount, depending upon how the processing option is set.

6. Complete the following optional fields:

- Bill Type
- Building
- Unit

If the lease is for more than one building or unit, the system displays the first building and unit and gives you a warning.

- Starting Date

J.D. Edwards recommends that you assign a starting date to a bill code line before you generate a billing for that line. You can, however, set up bill code lines for rent amounts that you know will happen in the future. FASB 13 processing can use this information.

- Ending Date

Unless the lease is open-ended, month-to-month, or occurs in the future, you must enter an ending date for the bill code line.

- Pay Trm
- S C

If you enter Y in the S C field, the system suspends the bill code line without changing the original starting and ending dates, in order to maintain an audit trail.

- Suspend Date
- Billing Group
- Remark
- Alternate Payee
- Rentable Area
- Annual Sq Ft
- Tax Expl Code
- Tax Rate /Area
- U G

If you use the Unit Group field instead of the Unit field, the system does not automatically provide the dates from the lease.

- Deal No
- S I Code
- Item Grouping
- Billing ID

When a billing is generated, the system writes the billing ID to the Billings Generation Control Master table (F15011B) so that you cannot bill a tenant twice for the same period.

- Base Billing ID

Since you cannot use the same billing ID when creating a new version, the system enters the original billing ID into the Base Billing ID field to help you keep track of recurring billing versions.

- Lease Version
- From Year
- To Year
- Year Type
- V S

Field	Explanation
Show Default Version Only	Only the default Lease Version records are displayed. If left blank (default), all Lease Version records are displayed.
Gross Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items.
Bill Type	A code that identifies accrual entries. Valid values are: A Accrual entry blank Billing entry
S C	A code that controls whether the bill code line is suspended, inactivated, or active. Valid codes are: blank The bill code line is active. Y Yes, suspend the bill code line. This code lets you suspend the bill code line without changing the original starting and ending dates. The line will remain suspended until the "Y" is removed. If used in conjunction with the suspend date field, the bill code line will be suspended (not be billed) as of the the suspend date. I Inactivate the bill code line. Beginning and ending dates are not allowed for the bill code line, and a suspend date is not required.
Suspend Date	The date that the record was suspended.
Billing Group	A code that groups different tenants and leases into one combined billing. The system automatically supplies this field with the number of the first building listed on the Lease Information screen. You can also manually assign a different code.
Remark	A generic field that you use for a remark, description, name, or address.

Field	Explanation
Annual Sq Ft	<p>The system uses this amount to automatically calculate the Annual per Square Foot (PSF) Amount field by dividing the annual Recurring Billing amount by the square footage. For example:</p> <p>IF:</p> <p style="padding-left: 40px;">Recurring Billing Amount — 1,000.00 Billing Frequency Method — M (Monthly) Square Footage — 6,000 Sq. Ft.</p> <p>THEN:</p> <p style="padding-left: 40px;">Annual PSF Amount $((1,000 * 12) / 6,000) = 2.00$</p> <p>Conversely, the system can automatically calculate Recurring Billing Amount field by multiplying the Annual PSF Amount by the square footage and dividing by the Billing Frequency. For example:</p> <p>IF:</p> <p style="padding-left: 40px;">Annual PSF Amount — 2.00 Billing Frequency Method — M (Monthly) Square Footage — 6,000 Sq. Ft.</p> <p>THEN:</p> <p style="padding-left: 40px;">Recurring Billing Amount $((2.00 * 6,000) / 12) = 1,000.00$</p>
Annual Gross	Results in a calculation.
Taxable Amount	The amount on which taxes are assessed.
U G	<p>A code that associates the bill code line with a group of units identified within a lease. The unit group code is a one-character reference to the three-character Unit Group field on the Lease Information screen. For example, if a unit has a grouping code of 13A, then you could type 1 or 3 or A in this field for the bill code line.</p> <p>NOTE: If you use the Unit Group field for a bill code line, you cannot use the Unit field for that bill code line.</p>
S I Code	A code that helps group items into invoices. The system generates a separate invoice containing all the items that have the same lease number, separate invoice code, and alternate payee.

Field	Explanation				
Item Grouping	<p>A code that lets you group pay items together within an invoice. The system prints grouped pay items as a single line item on the invoice and in reports. For example:</p> <p>Bill Code – Amount</p> <ul style="list-style-type: none"> • RENT – 100; BF – M; Grouping – 001 • RENT – 100; BF – M; Grouping – 001 • ESCL – 50; BF – Q; Grouping – 002 • MISC – 50; BF – M <p>The system will print RENT as a single line item and ESCL and MISC as separate line items.</p>				
Billing ID	A unique number assigned to all records that is used for billing of tenant information. The ID number is assigned automatically to the billing records through the Next Number facility.				
Base Billing ID	This number is a second Control ID number. Billing Control IDs are used to uniquely identify a billing record in the Property Management System.				
Lease Version	The Version number of the lease.				
From Year	The number of the beginning lease year in a range. This number is a year number, not a date. For example, 03 indicates the third year of the lease.				
To Year	The number of the ending lease year in a range. This number is a year number, not a date. For example, 10 indicates the tenth year of the lease.				
Year Type	<p>A code that identifies years as either rent years or lease years. Valid codes are:</p> <table> <tr> <td>R</td><td>Rent Years</td></tr> <tr> <td>L</td><td>Lease Years</td></tr> </table>	R	Rent Years	L	Lease Years
R	Rent Years				
L	Lease Years				
V S	<p>A code that indicates whether a record has been suspended by the versioning process. Valid values are:</p> <table> <tr> <td>Y, 1</td><td>The record is suspended automatically by the versioning process.</td></tr> </table>	Y, 1	The record is suspended automatically by the versioning process.		
Y, 1	The record is suspended automatically by the versioning process.				

Reviewing Billing Frequency Information

While entering recurring billing information, you can review, add, or change billing frequency information assigned to a recurring billing.

See Also

- *Setting Up Billing Frequency Information*

To review billing frequency information

From the Recurring Billing menu (G1521), choose Recurring Billing Information.

1. On Work with Leases, to locate the lease for which you want to revise billing frequency information, click Find.
2. Choose the lease and from the Row menu, choose Revisions.

Alternatively, choose the lease and click Select.

3. On Recurring Billing Revisions, from the Form menu, choose Billing Frequency.
4. On Work with Billing Frequency Codes, find the code that you want to review.
5. Make changes as necessary and click OK.

Creating a New Version

While entering recurring billing information, you can enter recurring billing information for a new version of a lease. The system suspends the lease and copies all information to a new lease. Creating new versions saves setup time and typing. You can still track activity in all versions of leases.

Note: You can enter new recurring billing information only after you have created a new version of the lease.

Before You Begin

- ☐ Set up a new version of the lease using the Lease Information program. See *Creating New Lease Versions*.

To create a new version

From the Recurring Billing menu (G1521), choose Recurring Billing Information.

1. On Work with Leases, to locate the version of the lease for which you want to enter new recurring billing information, click Find.
2. Choose the lease and from the Row menu, choose Revisions.

Alternatively, choose the lease and click Select.
3. On Recurring Billing Revisions, choose the bill code lines that you want to duplicate in the new version.

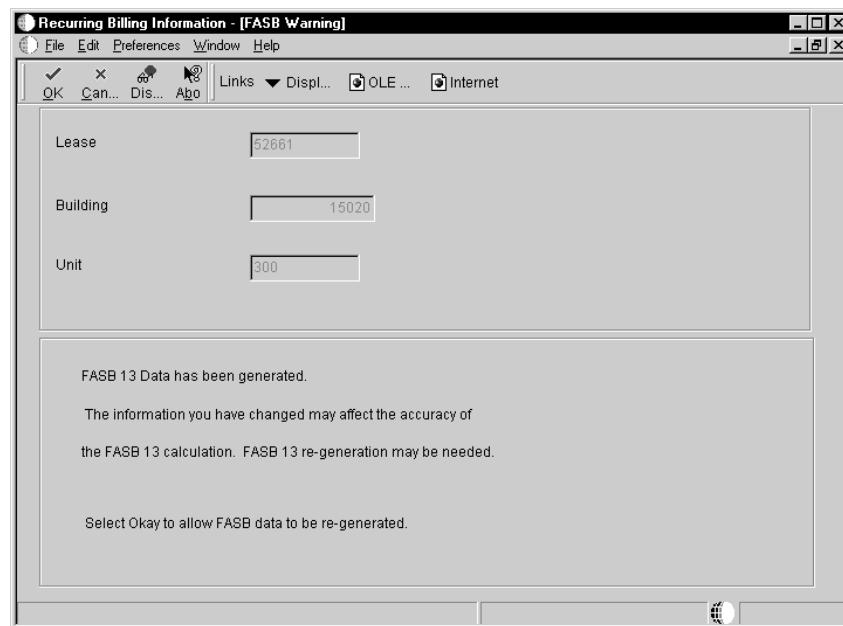
4. From the Row menu, choose Versions.
5. The system displays a version confirmation message. To suspend the selected lines and create a new version, click OK.

The system copies all relevant information to a new line and enters the date one day prior to the date of the new effective date for the version in the Suspend Date field for the original bill code lines. The system assigns a new billing ID to the new version and enters the original billing ID into the Base Billing ID field.

Changing FASB 13 Information

Use caution when you change the FASB 13 information for a bill code line such as a starting date, ending date, and billable amount. For the new information to take effect, you must run the FASB 13 Generation program again.

The Activate FASB 13 Warning Window processing option (Edits tab) controls whether the system displays a warning when you change FASB 13 information.



If you choose to regenerate the FASB 13 information, remember that the system will not automatically run the FASB 13 Generation program. Instead, you must run the program. If you choose not to regenerate the FASB 13 information, the system will not let you run the FASB 13 Generation program.

Processing Options for Recurring Billing Information

Defaults

1. Retrieve Bill Code Description _____
 Blank = Do not retrieve description
 1 = Retrieve description
2. Search Default For Lease Version _____
 *LAST = Latest Effective Date
 *CURRENT = System Date
3. Version Copy Retain Amount _____
 Blank = Retain Gross Amount
 1 = Retain Annual Square Foot Rate
 2 = Retain Taxable Amount
4. Default Gross Amt to Taxable Amt _____
 Blank = Do not default
 1 = Default total gross amount

Display

1. Display of FASB 13 Entries _____
 Blank = Display entries
 1 = Suppress the display
2. Display of Tax Fields _____
 Blank = Default to PM Constants
 0 = Display tax fields
 1 = Suppress display of tax fields

Edits

1. Date Edits Against the Lease Master _____
 Blank = Bypass date edits
 1 = Perform date edits
2. Activate FASB 13 Warning Window _____
 Blank = Do not activate
 1 = Activate

Process

1. Designate Per Square Foot Rate _____
 Blank = Based on gross billing amount
 1 = Based on taxable billing amount

Generating Recurring Billings

From the Recurring Billing menu (G1521), choose Recurring Billing Generation.

When you generate recurring billings, the system creates recurring billings for leases and places them in the Tenant/Lease Billings Detail Master table (F1511B). To generate the billings, the system opens a new batch, assigns the batch

number to the billings, and assigns a batch type of 1 for unposted billings. The system assigns a generation type of 1 for recurring billings.

Enter the recurring billing period to be generated in the appropriate processing options. If you are working with prorated and catch-up billings, be sure to enter the appropriate values in the Proration processing options. The Billing Edit/Register processing option controls whether the system displays the results in the Billing Edit/Register after you generate the recurring billings.

Processing Options for Recurring Billing Generation

Process

IMPORTANT: Carefully examine the selections for this version to ensure that the Billing Period to be processed contains a selection value equal to "X".

1. Recurring Billing Date _____
2. Billing Control Period Number _____
3. Billing Control Year _____
4. Weekly Billing Date _____
5. General Ledger Date for Billings _____
6. Receivables or Payables _____
 - Blank = Create receivable invoices
 - 1 = Create payable vouchers

Proration

1. Proration and Catch-Up _____
 - Blank = Bill current period
 - 1 = Prorate and bill current period
 - 2 = Prorate and do catch-up billing
 - 3 = Do catch-up billing / no proration
2. Method of Proration _____
 - Blank = Use actual number of days
 - 1 = Base proration on a 30 day month
 - 2 = Use the Quarter Day method

Override Dates

1. Due Date _____
2. Period Begin Date _____
3. Period End Date _____
4. Service Tax Date _____

Print

1. Print Edit Report _____
 - Blank = Generate recurring billings
 - 1 = Print edit report (facsimile)

Versions

1. Billing/Edit Register (R15300) _____
 - Blank = No report

Reviewing the Billing Edit/Register

From the Recurring Billing menu (G1521), choose Billing Edit/Register.

The Billing Edit/Register report lists all errors and warnings that occurred during the billing, such as missing AAI's or account information. Some errors in the batches prevent the billing from posting while warnings allow posting. You can run this report any time that you want to review errors in batches. Also, this report appears when a processing option for Recurring Billing Generation is set to display the billing edit/register after you generate the recurring billings.

This report is identical to the report generated by the Manual Billing program. For more information, see *Generating the Billing Edit/Register*.

Reviewing Batches of Recurring Billing Transactions

Property Management provides three levels of detail for reviewing and approving batches of recurring billing transactions:

- General batch review
- General review of invoices or vouchers within a batch
- Detailed review of an invoice or voucher

You use Recurring Billing Journal Review to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Except for the title and the generation type specified in a processing option, the Recurring Billing Journal Review is identical to the Manual Billing Journal Review. You can use the same instructions to review and approve batches of transactions while using Recurring Billing Journal Review as you do while using Manual Billing Journal Review. When using Recurring Billing Journal Review, be sure to set the Generation Type processing option to 1 so that you can review recurring billings.



To review batches of recurring billing transactions

From the Recurring Billing menu (G1521), choose Recurring Billing Journal Review.

Follow the steps for reviewing and approving batches of transactions. See *Reviewing Batches of Manual Billing Transactions*.

Posting Invoices

From the Recurring Billing menu (G1521), choose Post Invoices.

The Property Management system has its own version of the posting program. Before posting invoices, the system places all A/R invoices into the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/R entries. When you submit batches for posting, the system creates the A/R and G/L transactions, and marks the documents as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the Batch Type processing option to 2B for invoices.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Invoices program again to continue the G/L posting process.

Posting Vouchers

From the Recurring Billing menu (G1521), choose Post Vouchers.

Before posting vouchers, the system places all A/P vouchers into the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/P entries. When you submit batches for posting, the system creates the A/P and G/L transactions and marks the documents as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the Batch Type processing option to / for vouchers.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Vouchers program again to continue the G/L posting process.

Printing Invoices

From the Recurring Billing menu (G1521), choose Print Invoices.

You print invoices that include information gathered during the billing process using the Print Invoices program. The time that is needed to process and print invoices depends on the amount of information in the Tenant/Lease Billings Detail Master table.

Printing Statements

From the Recurring Billing menu (G1521), choose Print Statements.

Using Print Statements, you can print posted A/R information that is kept in the A/R Ledger table. You use Print Statements for the following kinds of statements:

- All receipts
- Open balances
- Open balances less security deposits
- Balances forward
- Credit balances
- Zero balances

Processing options control how the system processes and prints the statements. To ensure that all information is current, J.D. Edwards recommends that you post all invoices and receipts before you print statements.

Working with Sales Overage and Sales Analysis

In many leases with retail tenants, you establish rent that relates 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 called percentage sales or sales overage because the sales usually must be over (exceed) a certain level (breakpoint) before rent is billed. You can change the percentage charged as sales increase to provide tenants incentives to increase their sales.

Sales overage is attractive to tenants, especially start-up businesses or tenants moving to a new location, because generally:

- The overhead for operation from a higher fixed rent is reduced.
- A major portion of the landlord's revenue is tied directly to the success of the tenants' business. To promote the tenants' success, the landlord, in turn, invests in maintaining the property's attractiveness and general appeal, and leases space to a variety of business types.

The landlord benefits from sales overage because:

- The potential revenue related to the rent is higher.
- Establishing rent as a percentage of sales dollars results in an automatic hedge on inflation.

Working with sales overage and sales analysis consists of the following tasks:

- ☐ Working with sales overage information
- ☐ Working with sales analysis

Understanding Billing Calculations for Sales Overage

Before the system performs the billing calculations for sales overage, it checks the following tables:

- Billings Generation Control Master (F15011B)
- Sales Overage Master (F15013B)
- Min/Max Rents And Recoveries Master (F15015B)
- Sales Report Control (F1540B)
- Tenant Sales History (F1541B)

- Tenant Weekly Sales (F15410)

Checking these tables ensures that a billing generation includes only those 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 exists:

- 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 table has not been updated with that information.
- The sales information is only estimated or verbal, and the billings cannot be based on estimated sales. The sales information is controlled by the Sales Report Type field in the Sales Report Control table, and the Invoice Estimates field in the Sales Overage Master table.
- The YTD sales do not exceed the breakpoint for the lease. In this case, the Billing Period field in the Billings Generation Control Master table is updated to G (Generated) for the related control record. Therefore, the system does not consider the lease for that period.

Understanding Sales Overage Computation Methods

To calculate sales overage, you can choose from six methods of computation. The methods control how the system handles the sales information, breakpoints, and percentages.

Method 0-Weekly Sales

The sales amount for the week is used directly to calculate the gross overage billing.

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 deannualized to calculate the current gross overage billing.

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.

Method 3-Cumulative Pro Rata

The YTD sales amount is annualized and the YTD gross overage billing is calculated. This amount is then deannualized before the prior YTD gross overage billing is deducted.

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.

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 year that is specified in the system constants.

Examples: Sample Calculations

The sample calculations for the first five methods are based on the following information for a product scale record. The gross sales-overage rent is calculated for the second period (except for the weekly billing, which just accounts for sales for period 1).

The following table shows the comparative calculations involved in the first five methods of computation:

Field	Explanation				
	Method 0	Method 1	Method 2	Method 3	Method 4
Sales information					
Period 1	125,000		125,000	125,000	125,000
Period 2		100,000	+ <u>100,000</u>	+ <u>100,000</u>	+ <u>100,000</u>
YTD sales			225,000	225,000	225,000
Annualized		× <u>12</u>		× <u>6</u>	
Calculated sales	125,000	1,200,000	225,000	1,350,000	225,000
Breakpoints					
First breakpoint	50,000	50,000	50,000	50,000	50,000
Zero	- <u>0</u>	- <u>0</u>	- <u>0</u>	- <u>0</u>	- <u>0</u>
Percent due	50,000	50,000	50,000	50,000	50,000
(implied)	× <u>.00</u>	× <u>.00</u>	× <u>.00</u>	× <u>.00</u>	× <u>.00</u>
First amount due	0	0	0	0	0

Field	Method 0	Method 1	Method 2	Method 3	Method 4
Second breakpoint	75,000	75,000	75,000	75,000	75,000
First breakpoint	— 50,000	— 50,000	— 50,000	— 50,000	— 50,000
	25,000	25,000	25,000	25,000	25,000
Percent due	× .04	× .04	× .04	× .04	× .03
Second amount due	1,000	1,000	1,000	1,000	750
Calculated sales	125,000	1,200,000	225,000	1,350,000	225,000
Second breakpoint	— 75,000	— 75,000	— 75,000	— 75,000	— 75,000
	50,000	1,125,000	150,000	1,275,000	150,000
Percent due	× .03	× .03	× .03	× .03	× .03
Third amount due	1,500	33,750	4,500	38,250	4,500
Total of amounts due					
YTD current period			5,500		5,250
Year	2,500	34,750		39,250	
Gross overage billing					
Deannualized ¹		34,750 ÷ 12 2,896	5,500	39,250 ÷ 6 6,542	5,250
Prior YTD gross overage billing ²					
Current gross overage billing	2,500	2,896	— 2,500 3,000	— 3,646 2,896	— 2,250 3,000
Current period adjustment					
Minimum rent ³	— 2,000	— 2,000	— 2,000	— 2,000	— 2,000
Gross sales overage rent	500	896	1,000	896	1,000
(billable amount)					

¹ A gross overage billing that is based on one month is deannualized to 1/12, a billing based on two months is deannualized to 2/12 or 1/6, a billing based on three months is deannualized to 3/12 or 1/4, and so on.

² 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.

Method 5

An owner or property manager can set up the system constants in the Property Management system constants 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 who moves in or out within the lease year can be charged a prorated share of the sales for the partial year. The calculation includes the tenant's sales for either the ensuing 12 months if it is a move-in or the preceding year if it is a

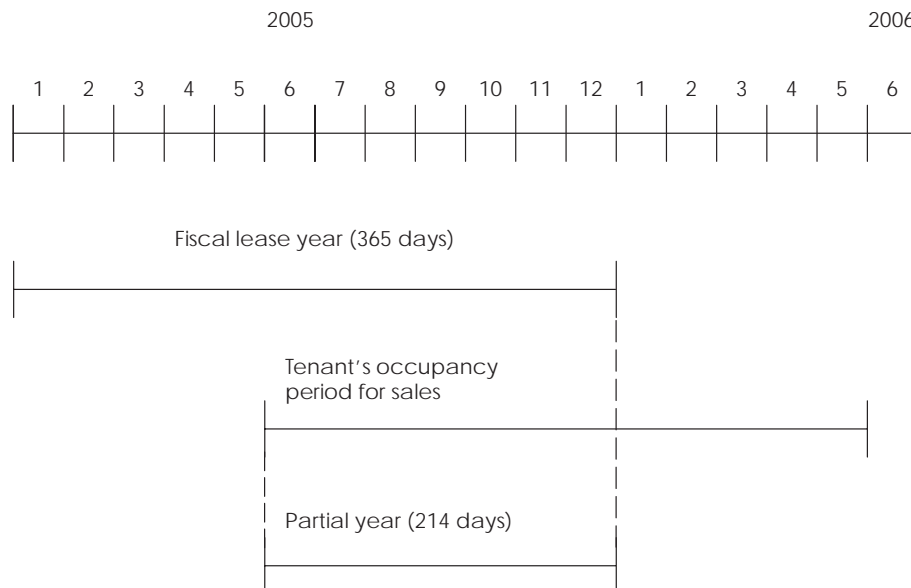
move-out. A daily proration is calculated from the sales and applied to the partial year.

Note: You can also specify a period of sales either greater than or less than 12 months if necessary. This value is controlled by the Beg Period (Beginning Period), Beg Year, and Override Year fields in the Sales Overage Master table.

For example, suppose a tenant's lease begins on June 1, 2005, 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:

- Sales from 06/01/05 to 12/31/05: USD 85,000
- Sales from 01/01/06 to 05/31/06: 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:



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 ($110,000 - 50,000 = 60,000$).

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 USD 3518 for the partial year from June 1 to December 31, 2005.

Understanding Sales Overage Processing Methods

You can create two records for the same lease: one with sales information (normal processing) and one with year-end override information. The value in the Year End Override Code field in the Sales Overage Master and Min/Max Rents And Recoveries Master tables determines whether the system performs year-end override processing. Normal processing occurs when the Year End Override Code field is blank. In this case, the sales information used to calculate the overage is determined by the gross overage billing amounts for each product scale record.

Year-end override processing occurs when the Year End Override Code field contains a user defined, one-character code (for example, Y). This value 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 move-in or move-out results in a partial occupancy for a lease year

Understanding Minimum and Maximum Rent and Recovery Adjustments

Sales overage adjustments can include minimum rent, maximum rent, and recoveries.

Minimum rent, or fixed rent, is the amount deducted from the gross overage billing for a billing period. If the gross overage is less than this amount, the billing for the period does not include sales overage. Typically, a minimum rent is involved with a lease that is set up both for regular rent as a recurring billing and for sales overage. In this case, the bill code line for recurring billing has the same amount and bill code as the minimum rent for sales overage.

Maximum rent is the upper limit of the gross overage billing for a billing period. If the gross overage is greater than this amount, the system uses the maximum amount in the calculation.

Recovery is normally an amount that a tenant has paid or has been billed that can be deducted from the gross overage billing for the billing period. For

example, suppose a tenant paid a contractor to improve the appearance of a storefront. Depending on the terms of the lease, the tenant can recover this expense over a period of time against the sales overage.

Working with Sales Overage Information

Working with sales overage information consists of the following tasks:

- ☐ Entering sales overage information
- ☐ Entering minimum and maximum rent and recovery information
- ☐ Creating a new version
- ☐ Adding year-end override information
- ☐ Entering expected sales reports
- ☐ Reviewing expected sales
- ☐ Reviewing sales report batches
- ☐ Posting expected sales batches
- ☐ Entering unexpected sales
- ☐ Reviewing unexpected sales
- ☐ Posting unexpected sales batches
- ☐ Adjusting posted sales
- ☐ Generating sales overage billings
- ☐ Reviewing batches of sales overage transactions
- ☐ Reviewing the Billing Edit/Register
- ☐ Posting invoices
- ☐ Posting vouchers
- ☐ Printing invoices

Entering Sales Overage Information

Using the Sales Overage Information program, you set up and work with the information that the system uses to calculate sales overage for a lease. This information is stored in the Sales Overage Master, Product Scales Master (F15014B), and Min/Max Rents And Recoveries Master tables.

To enter sales overage information

From the Sales Overage menu (G1522), choose Sales Overage Information.

1. On Work With Sales Information, to locate the lease for which you want to enter sales overage information, click Find. To limit the search, complete either of the following fields, or use the QBE line and click Find:
 - Lease
 - Year End Override Code
2. Select the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.

3. Click the Lease Info tab.
4. Complete the following fields:
 - ULI Code
 - Store Number
 - Tenant Sales Category
 - Alternate Payee
5. Click the Sales Reporting tab.
6. Complete the following fields:
 - Report Frequency Code
 - Report Due Days
 - Annual Report Due Days
 - Review Sales from Month/Year
 - Report Year End (Mo)
 - Year End Override Year
 - Audit Date
7. Click the Billing Functions tab.
8. Complete the following fields:
 - Billing Frequency

- Computation Method
 - Lease Breakpoint
 - Invoice Estimates
 - Suspend Code
 - Suspend Date
 - Billing Group
 - Billing Control ID
 - Bill Code
 - Payment Terms
 - Manual Review Req'd
9. Click the Tax tab.
 10. Complete the following fields:
 - Tax Expl Code
 - Tax Rate/Area
 11. Click the Reporting Codes tab.
 12. Complete any of the following optional fields:
 - Property Code 1
 - Property Code 2
 - Property Code 3
 - Property Code 4
 - Property Code 5
 13. Complete the following fields in the detail area and click OK:
 - Lease Version
 - DBA
 - Prod Code

The system verifies a tenant's sales against product codes.

- Begin Date
- End Date
- Dollar Breakpoint

You can enter multiple breakpoints for the same product code.

- % Due
- Yr Fm

- Yr To
- Y T
- P R
- P C
- ULI Code
- Building
- Unit
- Area
- Store Number
- RC 1
- RC 2
- RC 3
- RC 4
- RC 5
- Bill Code
- Sales Lease
- Susp Code
- Susp Date
- V S
- Deal No
- Tenant Sales Cat

Field	Explanation
Year End Override Code	<p>You can use this field to differentiate between “normal” Sales Overage processing and Year-End Override processing which handles partial Lease Year occupancies. A non-blank value in this field indicates that specifications for a user-defined Sales Overage period may differ from the normal Lease specifications. You can specify a time period for which the override will process, or you can leave the date range fields blank which will result in an annually based Report Year-End Month.</p> <p>A Lease’s Sales Overage specifications, including Minimum/Maximum Rents and Recoveries, may be duplicated and overridden.</p>

Field	Explanation
Tenant Sales Category	An additional ULI (Urban Land Institute) Code for Tenant Sales categorization. The ULI Code is an industry-standard code used to identify the nature of a business or enterprise. The ULI is a real estate trade organization that publishes sales, expenses, and other statistical information by types of Buildings, Developments, and Tenants.
Report Frequency Code	You use this field to indicate how frequently that a Tenant's Sales Reports are due. These Codes must be set up in User Defined Codes, System 15, Code BC. You can establish Codes for all possible combinations of reporting frequencies, including twelve- and thirteen-period accounting years.
Report Due Days	You can use this field to enter the number of days after the end of a reporting period in which the Tenant's Sales Report(s) must be submitted.
Annual Report Due Days	You use this field to enter the number of days after the end of the Tenant's Fiscal Year in which the Tenant's annual (year total) Sales Report must be submitted.
Review Sales from Month/Year	You can use this field to enter the first period or month to be included in the processing of a Sales for a series of periods or months.
Report Year End (Mo)	This field is the period in which the Tenant's fiscal year ends. For example, if the Tenant's Fiscal Year ends on December 31st, enter 12 in this field.
Year End Override Year	The applicable year, including the century.
Audit Date	This field is a user-defined date. Its intended purpose is to record a date for the finalization of Sales Overage recording and calculation for a Tenant for a given year.

Field	Explanation
Computation Method	<p>The Computation Method dictates the method for calculating Sales Overage Rent (Percentage Rent) in terms of how breakpoints and percentages are processed against Tenant Sales. Valid values are:</p> <ul style="list-style-type: none"> 0 Weekly Sales: The sales amount for the week is used directly to calculate the gross overage billing. Sales are calculated for each period, the amounts are not annualized, and the breakpoints are period amounts. 1 Each Period: Current period sales are annualized and processed. The resulting amount is deannualized to arrive at current gross overage rent. 2 Cumulative: YTD sales are processed directly to arrive at YTD gross overage rent. YTD billings are deducted to arrive at current gross overage rent. 3 Cumulative Pro Rata: Like Method 2, except that YTD sales are annualized and processed, and the result is deannualized. 4 Modified Cumulative: Like Method 2, except that when a higher breakpoint is reached, the rate associated with the higher breakpoint is applied to all sales over the first breakpoint. 5 Partial Year Pro Rata: Billings are based on the nearest 12 months of sales and then prorated daily for the tenant's partial lease year occupancy.
Lease Breakpoint	<p>You can use this field to enter the dollar amount of the lower limit, or breakpoint, for levels of a Tenant's Sales. The Tenant's Sales amount that exceeds a given breakpoint is used in the calculation of Sales Overage Rent. This amount must be expressed as an annual breakpoint. The system then converts the annual breakpoint amount to the appropriate billing frequency (monthly, quarterly, etc.) amount when calculation methods dictate that it be used as other than an annual breakpoint.</p> <p>BACKGROUND: Sales Overage, or Percentage Rent, is calculated on a Product line basis across a scale with various breakpoints. Each breakpoint has a percentage associated with it. This percentage represents the rate at which a Tenant will be charged Sales Overage Rent for Sales that are greater than one breakpoint and less than the next one.</p>

Field	Explanation
Invoice Estimates	<p>You can use this field to indicate whether Sales Overage Billing will be generated based on estimated Sales. Estimated Sales are indicated by a non-blank Sales Report Type.</p> <p>N DO NOT calculate Sales Overage Billing based on estimated Sales.</p> <p>Y Calculate Sales Overage Billing based on estimated Sales.</p>
Manual Review Req'd	<p>A code that specifies whether an invoice must be reviewed before it can be approved for posting. Valid values are:</p> <p>Y Yes, a review is required.</p> <p>blank No, a review is not required.</p> <p>If a billing in a batch requires a review, the batch retains a status of Error until the Manual Rev Req'd field for that billing is changed from Y to blank.</p>
Property Code 1	<p>One of 20 user-defined Reporting Codes that exist within the Property Management system. These Codes, which are three characters in length, can be used to further define and categorize records such as Property/Buildings, Floors, Units, Leases, and Billing Records.</p>
% Due	<p>Enter the percentage that the system uses to calculate Sales Overage Rent for the associated breakpoint. For example, 5 1/2% would be entered as 5.5.</p> <p>BACKGROUND: Sales Overage, or Percentage Rent, is calculated on a Product Code line basis across a Scale with various breakpoints. Each breakpoint must have a percentage associated with it. This percentage represents the rate at which a Tenant is billed Sales Overage Rent for Sales that are greater than one breakpoint and less than the next one.</p>
P R	<p>You can use this field to prorate Sales Overage Billing based on percentages specified at detail (Product Scale) levels with a total Lease-level breakpoint. When this field is used, the system will bill Overage for all of the Lease's Sales in excess of the Lease-level breakpoint using the following logic:</p> <ul style="list-style-type: none"> For each detail (Product Code) record, the system determines the amount of Sales applicable to that record by dividing specific Product Sales by total Sales for the Lease, and then applying that proportion to total Sales in excess of the Lease-level breakpoint. The system then bills Overage Rent for the specified percentage of the Sales calculated above. <p>Valid values are:</p> <p>N Do not prorate Overage</p> <p>Y Prorate Overage</p>

Field	Explanation
P C	<p>You can use this field to define the purpose of each Product Scale record. Usually the Product Scale (Building/Unit/DBA/Product Code) identifies both the level at which Sales must be reported and the level at which billing specifications should be applied. However, billing requirements may be specified at a different level than Sales reporting requirements. This field allows you to distinguish between the two levels.</p> <p>blank Use Product Scale for Sales Report Control AND Billing Calculations.</p> <p>B Use Product Scale for only Billing Calculations (Product Scale fields are used to identify Sales subject to said breakpoint and percent).</p> <p>R Use Product Scale only for Sales Report Control (Product Scale fields are used to identify how Sales are expected to be reported).</p>
Sales Lease	<p>You can use this field to enter a Lease number that the system uses to retrieve sales amounts. The same Sales Reporting Lease number should be entered on each line of a group of Product Scales records. A “group” of Product Scale records has the same values in DBA, Product Code, Building and Unit. This field is intended to be used in situations involving Subleases, where billings for more than one Lease are based on the same sales amounts.</p>
V S	<p>A code that indicates whether a record has been suspended by the versioning process. Valid values are:</p> <p>Y, 1 The record is suspended automatically by the versioning process.</p>

Entering Minimum and Maximum Rent and Recovery Information

While entering sales overage information, you can enter minimum rent, maximum rent, or both, and recovery information for the lease.



To enter minimum and maximum rent and recovery information

From the Sales Overage menu (G1522), choose Sales Overage Information.

1. On Work With Sales Information, to locate the lease for which you want to enter minimum and maximum rent and recovery information, click Find. To limit the search, complete either of the following fields, or use the QBE line and click Find:
 - Lease
 - Year End Override Code

2. Choose the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.

3. From the Form menu, choose Min/Max Rent.

4. On Min/Max Rent & Recoveries Revisions, to display all versions, click the following option:
 - Display All Versions
5. Complete all of the fields that are appropriate and click OK:
 - S.O. Type
 - Begin Date
 - End Date
 - Amount
 - Limit Period
 - Rfrc B/C
 - Recovery Rate%
 - Recovery Limit%
 - C F
 - Bill Code
 - YearEnd Override
 - Priority Sequence

- Building
- Unit
- Limit Amount
- Billing Frequency
- Description
- Suspend Code
- Susp Date

Field	Explanation
S.O. Type	<p>A code that relates the pay item to sales overage rent. Valid values are:</p> <ul style="list-style-type: none"> RC Recovery that is generally exempt from the calculation of sales overage. A lease may have more than one recovery active for a given billing period. MN Minimum rent that is fixed and generally credited against sales overage in a given billing period. MX Maximum rent that specifies the ceiling for a tenant's sales overage in a given billing period.
Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items.
Limit Period	<p>You can use this field to specify the period associated with the Maximum Rent amount for Sales Overage Rent. Valid values are:</p> <ul style="list-style-type: none"> A The Maximum Rent amount is an annual maximum. P The Maximum Rent amount is a maximum for the current billing period. L The Maximum Rent amount is a maximum for the entire Lease term.

Field	Explanation
Rfrc B/C	<p>FOR MINIMUM RENT: You can enter the Bill Code associated with amounts already invoiced to a Tenant in this field. The system will compare these amounts to the Sales Overage calculation amounts to determine whether the Minimum Rent amount has been reached. For example, a Tenant is billed estimated Minimum Rent of 500 per month through the Recurring Billing system (P1502) and a Minimum Rent of 500 has been set up on the Min/Max Rents & Recoveries screen. The Bill Code for the estimated Minimum Rent should be entered in the Reference Bill Code field. The system will then calculate Sales Overage Rent, compare the amount with what has already been billed, and calculate the net charge or credit.</p> <p>FOR RECOVERIES: Enter the Bill Code associated with the general ledger account, which contains the amount to be recovered. The system will automatically calculate the gross amount of recovery based on this Code and the percentage entered in the Recovery Rate field.</p>
Recovery Rate%	You can use this field to specify the rate at which Recoveries are deducted from Gross Overage Rent. After the system calculates the Recovery amount, identified through the use of a Reference Bill Code applicable to the given period, it modifies the Recovery amount by this rate. The modified Recovery amount is then deducted, subject to other limits and rates, from Gross Overage Rent.
Recovery Limit%	A number that specifies the maximum increase in percentage of dollars that is allowed for an annual escalation. For example, the value 6.000 represents a 6% maximum in the increase between a recurring charge being escalated and the new recurring charge.
C F	<p>You can use this field to cause Maximum Rent adjustments made to Gross Overage Rent or Recovery adjustments based on Recovery Limits to be carried forward to the following billing period.</p> <p>For a Recovery, if Carry Forward is in effect, the Recovery amount calculated in excess of the Gross Overage Billing will be added to the following period's Recoveries. For a Maximum Rent, if Carry Forward is in effect, the Maximum Rent amount (Gross Billing – Maximum Rent) will be added to the following period's Gross Overage Billing.</p> <p>Carry Forwards can be financially advantageous to the Property Manager/Owner when processing a Maximum Rent adjustment and disadvantageous when processing a Recovery. Valid values are:</p> <p>Y Allow Carry Forward. N Do not allow Carry Forward.</p>

Field	Explanation
Priority Sequence	<p>You can resequence the order in which the system calculates Minimum Rent, Maximum Rent, and/or Recovery adjustments with the Priority Sequence Code fields.</p> <p>The system processes the adjustments in the order in which they appear on the Min/Max Rents & Recoveries screen. You can change this order by entering an alpha/numeric sequence value or a series of values in the Priority Sequence field(s). This will resort the entries according to the value(s) entered in the Priority Sequence Code field.</p>
Limit Amount	<p>You can use this field to define the limit amount (or maximum amount) of a Recovery. The Recovery Limit amount is the maximum amount that is allowed over the term of the Lease.</p> <p>After the system calculates the Recovery amount deductible from Gross Overage Rent for the given billing period, it adjusts the Recovery amount so the Recovery Limit for the life of the Lease is not exceeded.</p>

Creating a New Version

While entering sales overage information, you can create a new version of the lease with different sales overage information. For example, you could create a new version with a different breakpoint or a lower minimum rent. The system suspends the lease and copies all of the information to a new lease (including minimum rent, maximum rent, or both, and recovery information, if any). Creating new versions saves setup time and typing. You can still track activity in all versions of leases.

Note: You can enter new sales overage information only after you have created a new version of the lease.

Before You Begin

- ☐ Set up a new version of the lease using the Lease Information program. See *Creating New Lease Versions*.



To create a new version

From the Sales Overage menu (G1522), choose Sales Overage Information.

1. On Work With Sales Information, to locate the version of the lease for which you want to enter new sales overage information, click Find. To

limit the search, complete either of the following fields, or use the QBE line and click Find:

- Lease
 - Year End Override Code
2. Select the lease and from the Row menu, choose Version.

The system displays a version confirmation message.

3. To suspend the selected sales overage information line, click OK.

The system copies all of the relevant information to a new line and enters the date one day prior to the date of the new effective date for the version in the Suspend Date field for the original bill code lines. If you entered minimum or maximum rent and recovery information for the original sales overage information, the system copies this information as well.

4. Make changes as necessary and click OK.

Adding Year-End Override Information

You can also add a year-end override information record to a lease.

Before You Begin

- ☐ Enter sales overage information for the lease. See *Entering Sales Overage Information*.

To add year-end override information

From the Sales Overage menu (G1522), choose Sales Overage Information.

1. On Work With Sales Information, to locate the lease to which you want to add year-end override information, click Find. To limit the search, complete the following field and click Find:
 - Lease
2. Click Add.
3. Click the Lease Info tab.
4. Complete the following fields:
 - ULI Code
 - Store Number
 - Tenant Sales Category

- Year End Override Code
 - Alternate Payee
5. Click the Sales Reporting tab.
 6. Complete the following fields:
 - Report Frequency Code
 - Report Due Days
 - Annual Report Due Days
 - Review Sales from Month/Year
 - Report Year End (Mo)
 - Year End Override Year
 - Audit Date
 7. Click the Billing Functions tab.
 8. Complete the following fields:
 - Billing Frequency
 - Computation Method
 - Lease Breakpoint
 - Invoice Estimates
 - Suspend Code
 - Suspend Date
 - Billing Group
 - Billing Control ID
 - Bill Code
 - Payment Terms
 - Manual Review Req'd
 9. Click the Tax tab.
 10. Complete the following fields:
 - Tax Expl Code
 - Tax Rate/Area
 11. Click the Reporting Codes tab.
 12. Complete any of the following optional fields:
 - Property Code 1
 - Property Code 2
 - Property Code 3

- Property Code 4
- Property Code 5

13. Complete the following fields in the detail area and click OK:

- Lease Version
- DBA
- Prod Code

The system verifies a tenant's sales against product codes.

- Begin Date
- End Date
- Dollar Breakpoint

You can enter multiple breakpoints for the same product code.

- % Due
- Yr Fm
- Yr To
- Y T
- P R
- P C
- ULI Code
- Building
- Unit
- Area
- Store Number
- RC 1
- RC 2
- RC 3
- RC 4
- RC 5
- Bill Code
- Sales Lease
- RC 4
- Susp Date
- V S

- Deal No
- Tenant Sales Cat

Processing Options for Sales Overage Information

Process

1. Display of Tax Fields _____
Blank = Default to PM Constants
0 = Display tax fields
1 = Suppress display of tax fields
2. Date Edits Against the Lease Master _____
Blank = Bypass date edits
1 = Perform date edits

Defaults

1. Version Effective Date _____
2. Search Default for Lease Version _____
*LAST = Latest Effective Date
*CURRENT = System Date

Versions

1. Min/Max Rents (P15015) Version _____
Blank = ZJDE0001

Entering Expected Sales Reports

Entering expected sales reports is a two-step process that consists of:

- Generating the expected sales report
- Entering expected sales reports

Generating the Expected Sales Report

You prepare the system to accept sales information that you expect to receive for a specific lease by first creating records without monetary amounts (records with empty buckets). Typically, you run the generation program on a monthly basis.

Note: If you are entering weekly sales reports, be sure to enter the weekly sales date in the appropriate processing option.

To generate the expected sales report

From the Sales Report Processing menu (G15221), choose Expected Sales Report Generation.

Entering Expected Sales Reports

You enter the sales that you expect tenants to report in the Expected Sales Report Entry program.

To enter expected sales reports

From the Sales Report Processing menu (G15221), choose Expected Sales Report Entry.

1. On Work With Sales Entry, to locate the record for which you want to enter expected sales reports, click Find. To limit the search, complete any of the following fields on the Reporting tab and the fields on the Lease Information tab, click the appropriate option, and click Find:

- Report Per/Yr
- Weekly Sales Date
- Report Type
- Sales Rpt Status
- Expected Sales

The Unexpected Sales option is unavailable when you enter expected sales reports.

- All Sales Reports
- Posted
- Unposted
- All
- Tenant
- Lease
- DBA
- Product Code
- Building
- Unit
- Store Number

2. To enter multiple sales amounts for the same lease, choose the lease and from the Row menu, choose Multiple Revisions. To enter sales amounts for multiple leases, from the Form menu, choose Multiple Revisions.

The system displays all records without sales amounts. To further restrict the records (for example, to find a month's worth of sales or sales for a certain product code), complete any of the following fields and click Find:

- Sales Per/Yr
- Weekly Sales Date
- Batch Number

To enter sales amounts for one lease, choose the lease and from the Row menu, choose Expected Sales.

Alternatively, choose the lease and click Select. The system displays all records for the lease without sales amounts.

3. Complete the following field in the detail area:
 - Sales Amount
4. Click OK.

The system enters the batch number for each sales amount entry.

Field	Explanation
Report Per/Yr	This field is used to record the Tenant's Sales reporting period. These periods usually correspond to calendar months or quarters.
Weekly Sales Date	The last calendar date that a tenant's sales report represents.
Report Type	<p>You use this field to record the types of Sales Reports, which are user-defined. Some examples of Sales Report Types are Actual Sales, Estimated Sales, and Verbal Sales (reported verbally).</p> <p>"Actual Sales" are Sales Reports that require no follow-up and are eligible for purging from the Sales Report Control table. The default value of "blank" in the Sales Report Type field is Actual Sales.</p> <p>Any non-blank value in the Sales Report Type field indicates that some follow-up is required. The system retains non-blank Sales Report Type records in the control file for reporting and follow-up purposes. You can use the Sales Report Type codes to differentiate between Sales Report conditions that require unique types of follow-up.</p>

Field	Explanation
Sales Rpt Status	<p>Sales Report Status Codes are assigned by the system; you cannot add, change, or delete them. Valid values are:</p> <ul style="list-style-type: none"> Blank Most recent, unposted Sales Report for a given Product Scale and billing period. P Posted Sales Report that has not been replaced by any Adjusting Sales Reports for a given Product Scale and billing period. X Posted Sales Report that has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.
Expected Sales	<p>This code is used by the Property Management Sales Overage system to determine whether a sales report record is “invited” or “expected” or not. This code is intended for internal use and is not accessible to the user. The sales invited code values have the following meanings:</p> <ul style="list-style-type: none"> X Invited. This record was generated previous to sales report entry. blank Uninvited. This record is an unexpected sales report.
All Sales Reports	<p>This code is used by the Property Management Sales Overage system to determine whether a sales report record is “invited” or “expected” or not. This code is intended for internal use and is not accessible to the user. The sales invited code values have the following meanings:</p> <ul style="list-style-type: none"> X Invited. This record was generated previous to sales report entry. blank Uninvited. This record is an unexpected sales report.
Posted	<p>Sales Report Status Codes are assigned by the system; you cannot add, change, or delete them. Valid values are:</p> <ul style="list-style-type: none"> Blank Most recent, unposted Sales Report for a given Product Scale and billing period. P Posted Sales Report that has not been replaced by any Adjusting Sales Reports for a given Product Scale and billing period. X Posted Sales Report that has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.

Field	Explanation
Unposted	Sales Report Status Codes are assigned by the system; you cannot add, change, or delete them. Valid values are: Blank Most recent, unposted Sales Report for a given Product Scale and billing period. P Posted Sales Report that has not been replaced by any Adjusting Sales Reports for a given Product Scale and billing period. X Posted Sales Report that has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.
All	Sales Report Status Codes are assigned by the system; you cannot add, change, or delete them. Valid values are: Blank Most recent, unposted Sales Report for a given Product Scale and billing period. P Posted Sales Report that has not been replaced by any Adjusting Sales Reports for a given Product Scale and billing period. X Posted Sales Report that has been replaced by an Adjusting Sales Report for a given Product Scale and billing period.
Sales Amount	This figure represents the total sales amount for the associated product and sales period.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Processing Options for Sales Report Entry

Process

1. Unexpected Sales Entry _____

Blank = Not allowed

1 = Allow entry of unexpected sales

2. Adjusted Sales Entry _____

Blank = Not allowed

1 = Entry of adjusted (duplicate) sales

Defaults

1. Batch Control _____

Blank = Use A/R Constant setting

1 = Batch Control On

0 = No Batch Control

Reviewing Expected Sales

When you enter expected sales, all sales batches are automatically approved. You might want to review the sales for data entry errors before posting.

To review expected sales

From the Sales Report Processing menu (G15221), choose Expected Sales Report Entry.

1. On Work With Sales Entry, to locate the tenant whose sales you want to review, click Find. To limit the search, complete any of the following fields on the Reporting tab, the fields on the Lease Information tab, click the appropriate option, and click Find:
 - Report Per/Yr
 - Weekly Sales Date
 - Report Type
 - Sales Rpt Status
 - Expected Sales
 - All Sales Reports
 - Unposted
 - Tenant
 - Lease
 - DBA
 - Product Code
 - Building
 - Unit
 - Store Number
2. Click Close.

Reviewing Sales Report Batches

Before generating sales overage billings, you can review batches of sales information for posting using the Sales Report Batch Review program. For example, you could run this program after posting and adjusting sales. The sales information is stored in the Batch Control Records (F0011) and the Sales Report Control tables.

Property Management provides three levels of detail for reviewing and approving batches of sales report batches:

- General batch review
- General review of the information in a batch
- Detailed review of a batch

You use Sales Report Batch Review to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

While reviewing batches of transactions, you can review sales report batch details for posted batches (for example, to check batch totals) and batches in Error status.

Note: If you use batch control, the system shows the differences between what you expect to enter and what you actually enter for both the input total (Difference Amount) and the number of documents (Difference Documents). If you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.

Complete the following tasks:

- Reviewing sales report batches
- Reviewing sales report batch details



To review sales report batches

From the Sales Report Processing menu (G15221), choose Sales Report Batch Review.

1. On Work With Batches, to locate the sales report batch that you want to review, complete the following field and click the appropriate option, and then click Find:

- Batch Number / Type

The system enters a value of 3 for Sales Report Entry into the Type field.

- Unposted Batches
- Posted Batches
- All Batches

2. Continue with reviewing sales report batch details.

► To review sales report batch details

Perform this step after reviewing sales report batches.

1. On Work With Batches, choose the batch whose details you want to review and from the Row menu, choose Sales Report Review.

Alternatively, you can choose the batch and click Select.

On Sales Report Batch Detail, you can revise sales.

2. Select the row and from the Row menu, choose Sales Revisions.
3. Make changes as necessary and click OK.

Related Sales Report Tasks

While reviewing batches of sales report transactions, you can also:

Approve a batch

Choose the batch that you want to approve. From the Row menu, choose Batch Approval. See *Approving Invoice Batches* in the *Accounts Receivable Guide*.

Revise a batch header

Choose the batch with header information that you want to revise. From the Row menu, choose Revise. See *Working with Batch Headers* in the *General Accounting Guide*.

Processing Options for Sales Report Batch Review

Process

1. Batch Type

Posting Expected Sales Batches

From the Sales Report Processing menu (G15221), choose Post Sales Reports to History.

You post expected sales batches using the Post Sales Reports to History program. When you post sales batches, the system updates the Tenant Sales History table and, for weekly sales, the Tenant Weekly Sales table (F15410). Be sure to set the Print Edit Report processing option to 1 to post the sales records.

Note: You can specify whether the system generates sales analysis information when you post sales batches. For more information, see *Setting Up Levels of Sales Analysis Detail*.

Processing Options for Post Sales Reports to History

Print

1. Print Edit Report

Blank = Edit report only
1 = Post the sales records

Entering Unexpected Sales

You enter sales information using the Unexpected Sales Report Entry program when you do not run Expected Sales Report Generation. This program lets you enter sales as you receive them. You also use this program to enter sales for product codes that did not exist when you ran the Expected Sales Report Generation program.

To enter unexpected sales

From the Sales Report Processing menu (G15221), choose Unexpected Sales Report Entry.

1. On Work With Sales Entry, click Add.

Alternatively, to review existing sales entries, you can locate a record before adding unexpected sales.

2. On Unexpected Sales Revisions, complete the following fields in the header area:
 - Lease
 - DBA
 - Product Code
 - Store Number
 - Building
 - Unit
 - Report Type
 - Rpt Per/Yr
 - Weekly Sales Date

Note: To save time and typing when you are entering sales for the same lease, product code, or report month and year, consider completing just those fields in the header so that the system enters the default information into the detail area when you enter sales amounts.

3. If you entered default values in the header area, complete the following field in the detail area and click OK:
 - Sales Amount
4. If you did not enter default values in the header area, complete the following fields in the detail area:
 - Lease
 - DBA
 - Store Number
 - Prod Code
 - Sales Amount
 - R T
 - Building
 - Unit
 - Weekly Sales Date

If you are entering weekly sales, enter the weekly sales date and the system calculates the report month and report year for you.

- R S
5. To clear all of the sales amounts that you entered and start over, from the Form menu, choose Delete All.
 6. Click OK.

Field	Explanation
Product Code	<p>Product Codes are four-character, user-defined codes that categorize Tenants' Sales. The Codes are used for Sales Reporting in the Sales Overage module of the Property Management system. You can set up allowed code values and short descriptions in User Defined Codes, System 15, Code PC.</p> <p>Example Product Codes are:</p> <ul style="list-style-type: none"> FOOD — Food GIFT — Gift Merchandise TOYS — Toys OFCF — Office Furniture BOOK — Books

Reviewing Unexpected Sales

When you enter unexpected sales, all sales batches are automatically approved. You might want to review the sales for data entry errors before posting.

To review unexpected sales

From the Sales Report Processing menu (G15221), choose Unexpected Sales Report Entry.

1. On Work With Sales Entry, to locate the tenant whose sales you want to review, click Find. To limit the search, complete any of the following fields on the Reporting tab, the fields on the Lease Information tab, click the appropriate options, and click Find:
 - Report Per/Yr
 - Weekly Sales Date
 - Report Type
 - Sales Rpt Status
 - Expected Sales
 - All Sales Reports
 - Unposted
 - Tenant
 - Lease
 - DBA
 - Product Code
 - Building
 - Unit
 - Store Number
2. Click Close.

Posting Unexpected Sales Batches

From the Sales Report Processing menu (G15221), choose Post Sales Reports to History.

You post unexpected sales batches using the Post Sales Reports to History program. When you post sales batches, the system updates the Tenant Sales

History table and, for weekly sales, the Tenant Weekly Sales table. Be sure to set the Print Edit Report processing option to 1 to post the sales records.

Adjusting Posted Sales

After you post sales, you might need to change the sales figures (for example, when a tenant's actual sales have changed since the posting). You use the Adjust Sales Reports program to change the sales figures, and then run the Post Sales Reports to History program again.

To adjust posted sales

From the Sales Report Processing menu (G15221), choose Adjust Sales Reports.

1. On Work with Sales Entry, to locate the tenant whose sales figures you want to change, click Find. To limit the search, complete any of the following fields, the fields on the Reporting tab, the Lease Information tab, the appropriate options, and click Find:

- Report Per/Yr
- Weekly Sales Date
- Report Type
- Sales Rpt Status
- All Sales Reports
- Posted

When you choose the Posted option, the Rpt Sts field in the detail area can display P (posted) or X (replaced).

- Unposted
- All
- Tenant
- Lease
- DBA
- Product Code
- Building
- Unit
- Store Number

2. Choose the record and click Select.
3. On Adjusted Sales Revisions, complete the following field and click OK:

- Sales Amount
4. On Work with Sales Entry, choose the record that you changed and click Select.

On Adjusted Sales Revisions, the Rpt Sts field for the original sales amount now displays an X to indicate that the record has changed. The system has added another line with the new sales amount. The Rpt Sts field for the new sales amount is blank because this record has not yet been posted.

Generating Sales Overage Billings

From the Sales Overage menu (G1522), choose Sales Overage Generation.

The system creates sales overage billings and places them in the Tenant/Lease Billings Detail Master table.

After the system generates the billings, the results appear in the Billing Edit/Register. When batches are approved, you can post invoices or vouchers.

Processing Options for Sales Overage Generation

Process

1. Process Tenant Sales Through Date

Month

Year

2. G/L Date Used For Booking A/R

3. Invoice date

4. Service date

Blank = First date of last period

5. Lease Version to Process

*LAST = Latest Effective Date

*CURRENT = System Date

6. Weekly Sales Date

Blank = System Date

Options

1. Receivables or Payables

Blank = Process only receivable leases

1 = Process only payable leases

2. Amount to Retrieve From A/R or A/P

Blank = Billed amounts

1 = Billed less adjustments

2 = Payment amounts

3. AR/AP Retrieval Date

Blank = invoice Date

1 = Due Date

2 = Service/tax Date

3 = G/L Date

Print

1. Print Billing Report

Blank = No report

1 = Print summarized report

2 = Print detailed report

Versions

1. Billing/Edit Register (R15300)

Version

Blank = XJDE0001

Reviewing Batches of Sales Overage Transactions

Property Management provides three levels of detail for reviewing and approving batches of sales overage transactions:

- General batch review
- General review of invoices or vouchers within a batch
- Detailed review of an invoice or voucher

You use the Sales Overage Journal Review program to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Note: If you use batch control, the system shows the differences between what you expect to enter and what you actually enter for both the input total (Difference Amount) and the number of documents (Difference Documents). If you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.

Except for the title and the generation type specified in a processing option, the Sales Overage Journal Review is identical to the Manual Billing Journal Review. You can use the same instructions to review and approve batches of transactions while using Sales Overage Journal Review as you do while using Manual Billing Journal Review. Be sure to set the Generation Type processing option to 3 to review sales overage transactions.



To review batches of recurring billing transactions

From the Sales Overage menu (G1522), choose Sales Overage Journal Review.

Follow the steps for reviewing and approving batches of transactions. See *Reviewing Batches of Manual Billing Transactions*.

Reviewing the Billing Edit/Register

From the Sales Overage menu (G1522), choose Billing Edit/Register.

The Billing Edit/Register lists all errors and warnings that occurred during the billing, such as missing AAIs or account information. Some errors in the batches prevent the billing from posting while warnings allow posting. You can run this report any time that you want to review errors and warnings in batches. Also, this report appears when a processing option for Recurring Billing Generation is set to display the Billing Edit/Register after you generate recurring billings.

This report is identical to the report generated by the Manual Billing program. For more information, see *Generating the Billing Edit/Register*.

Posting Invoices

From the Sales Overage menu (G1522), choose Post Invoices.

The Property Management system has its own version of the posting program. Before posting invoices, the system places all A/R invoices into the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/R entries. When you submit batches for posting, the system creates the A/R and G/L transactions and marks the documents as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the Batch Type processing option to 2B for invoices.

Note: When you post a batch that was in G/L Error Status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Invoices program again to continue the G/L posting process.

Posting Vouchers

From the Sales Overage menu (G1522), choose Post Vouchers.

The Property Management system has its own version of the posting program. Before posting vouchers, the system places all A/P vouchers into the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/P entries. When you submit batches for posting, the system creates the A/P and G/L transactions and marks the documents as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the Batch Type processing option to / for vouchers.

Note: When you post a batch that was in G/L Error Status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Vouchers program again to continue the G/L posting process.

Printing Invoices

From the Sales Overage menu (G1522), choose Print Invoices.

You print invoices that include information gathered during the billing process using the Print Invoices program. The time needed to process and print invoices depends on the amount of information in the Tenant/Lease Billings Detail Master table.

Working with Sales Analysis

For Sales Analysis, Property Management gives you a wide range of reports that can be used to analyze and compare similar projects.

See Also

- *Sales Analysis as an Analytical and Reporting Tool*
- *Controlling Invalid Comparisons*
- *Understanding Sales Analysis Summary Codes*

Sales Analysis as an Analytical and Reporting Tool

Typically used by property owners and marketing experts, Sales Analysis is strictly an analytical and reporting tool. It does not generate invoices. You can set up analysis periods for weekly, monthly, quarterly, and YTD sales. You can make projections based on the YTD amounts.

You can request the sales analysis information to be shown in a specific sequence in which the detail lines are sorted with the best performers appearing first. These reports are called ranking reports, and they display the lines that are sorted according to one of 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

The level of detail that you can see in a Sales Analysis report can be one line at the project level or numerous lines according to units, tenants, product codes, and so on. For example, you could call a report that ranks the best performing tenants in a shopping mall, the best performing malls in a region, or the best performing products on each floor in a mall. You can rank the information according to different sales figures and print the same level of detail on separate reports.

A line of summarized information can include the number of items included in the summary. For example, a line summarized for a shopping mall might also show how many tenants are represented by that mall or how many different products are sold in it.

Controlling Invalid Comparisons

Invalid comparisons for sales information can 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 rented area related to the sales information changed during the analysis period. Depending on the report, the system might handle such a change differently.

However, the lack of reported sales or the change in rented area at one level does not necessarily cause a higher level of comparison to be invalid. For example, a comparison of the sales performance between two shopping malls might not be invalid because of the lack of sales for a given tenant. But this comparison could be invalid when the overall performance of the malls is being analyzed without regard to attrition and vacant space.

Understanding Sales Analysis Summary Codes

The sales figures that the system uses for analysis, comparison, and ranking are calculated at the levels of detail that you require. These requirements, called key structures, are stored in the Sales Analysis Control table (F1544B). The system performs the calculations when the sales figures are generated and places the results in the Tenant Sales Analysis Reporting table (F1543B). This logic makes the process more efficient because the system has to create the records only once. You can then view the same records online or sort them in numerous ways in reports. The Sales Analysis summary code identifies the definition and key structure that controls the generation of the sales figures.

Before You Begin

- ☐ Enter and post sales reports that you received from tenants. See *Posting Expected Sales Batches* and *Posting Unexpected Sales Batches*.

Setting Up Levels of Sales Analysis Detail

Setting up levels of detail that are required to support the analysis of sales information can include the following:

- Any combination of the following key fields (flags) as the key structure:
 - Building (business unit)
 - Tenant (address book number)
 - Unit number
 - DBA
 - Floor number
 - Product code
 - Project number
 - Company
 - Lease number (order number)
 - ULI codes

- Reporting codes
- One or more of the key fields as an item count
- Whether sales analysis is automatically generated when you post expected or unexpected sales batches (automatic update when you run Post Sales Reports to History)
- Whether the system excludes invalid comparisons
- The basis for the square footage (building total, unit total, rentable, or useable)

The information that the system generates and stores in the Tenant Sales Analysis Reporting table relates to the following:

- 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 Property Management system constants to determine the quarterly and YTD time periods.

- User controlled

You identify this information by setting up the key fields for the key structure.

- Sales analysis

The system calculates the sales figures as they relate to the analysis period and sequence such as YTD gross sales, changes 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.

Note: After you have generated the sales analysis for a summary code, you cannot change or delete the definition for the code. To be able to change or delete a code definition, you must first purge the related information from the Tenant Sales Analysis Reporting table.



To set up levels of Sales Analysis detail

From the Sales Analysis Processing menu (G15222), choose Sales Analysis Control Revisions.

1. On Work With Sales Analysis Summary Codes, click Add.

2. On Sales Analysis Control Revisions, complete any of the following fields that are appropriate:

- Sales Analysis Summary Code

Enter a two-character code of your choice in the Sales Analysis Summary Code field, and then enter a description.

- Automatic Update
- Excl Invalid Comparison

3. To request a summary of at least one of the key fields to identify the summary level, type S in each of the following fields that is appropriate. To request an item count, type C in each of the following fields that is appropriate. If you choose more than one field for an item 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) selling three similar products (1, 2, and 3). If you set up the sales analysis to summarize by building and you count both tenant and product code, the count is nine (A1, B1, C1, A2, B2, C2, A3, B3, C3).

- Lease
- Building
- Unit
- Floor
- Project
- Tenant
- DBA

- Company
- Product Code
- ULI Code
- ULI 2 Code
- RC 11
- RC 12
- RC 13
- RC 14
- RC 15
- RC 21
- RC 22
- RC 23
- RC 24
- RC 25

The system prompts you for additional information at the bottom of the form, depending on the key fields that you choose to summarize.

4. If available, complete the following fields:

- Area Type
- Sq Ft Basis

When you choose a key field for an item count, the system prompts you to specify the related column heading at the bottom of the form.

5. Complete the following field:

- Column Heading

This heading, which can be two lines of text, appears on the sales analysis reports.

6. Click OK.

Field	Explanation
Sales Analysis Summary Code	This field is used to identify the manner in which Sales History information is grouped together and summarized when Sales Analysis records are generated. Each Summary Code defines a group of key fields in the Sales Analysis Summary Control file. For a given Summary Code, every Sales History record with identical information in each of the key fields that make up the Summary Code are combined into one Sales Analysis record.
Automatic Update	<p>This field is used by the Sales Analysis system to determine which method shall be used to generate or update records. In the Sales Analysis Summary Control file it determines whether sales analysis for a summary code will be created through the Sales Analysis Generation program or by the Post To Sales History program. The following are valid values:</p> <ul style="list-style-type: none"> 0 Sales analysis information should not be generated for this summary code (to maintain square footage history without the sales analysis). 1 Sales analysis information should be updated only by the Sales Analysis Generation program (relieves processing burden from the post, but requires the user to submit the generation program). 2 Sales analysis information should be maintained automatically whenever sales are posted to history. <p>Note: Even if 1 is chosen, system will automatically update sales analysis when posting sales to periods that have already been generated.</p>
Excl Invalid Comparison	<p>This flag determines whether invalid comparisons will be excluded or included in sales analysis. An invalid comparison is defined as a period with sales compared to a period with no sales.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Y Exclude sales history records that are invalid comparisons. N Include sales history records that are invalid comparisons.

Field	Explanation
Lease	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Lease Number in the key field structure. S Include Lease Number in the key field structure on which sales analysis record generation is based. C Designate the Lease Number as the key field to be counted when generating sales analysis records. For example, if Lease Number is selected as the count field, the total number of leases included in each sales analysis record is counted.
Building	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Building in the key field structure. S Include Building in the key field structure on which sales analysis record generation is based. C Designate Building as the key field to be counted when generating sales analysis records. For example, if Building is selected as the count field, the total number of buildings included in each sales analysis record is counted.
Unit	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Unit Number in the key field structure. S Include Unit Number in the key field structure on which sales analysis record generation is based. C Designate Unit Number as the key field to be counted when generating sales analysis records. For example, if Unit Number is selected as the count field, the total number of units included in each sales analysis record is counted.

Field	Explanation
Floor	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Floor Number in the key field structure. S Include Floor Number in the key field structure on which sales analysis record generation is based. C Designate Floor Number as the key field to be counted when generating sales analysis records. For example, if Floor Number is selected as the count field, the total number of floors included in each sales analysis record is counted.
Project	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Project Number in the key field structure. S Include Project Number in the key field structure on which sales analysis record generation is based. C Designate Project Number as the key field to be counted when generating sales analysis records. For example, if Project Number is selected as the count field, the total number of projects included in each sales analysis record is counted.
Tenant	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Address Number in the key field structure. S Include Address Number in the key field structure on which sales analysis record generation is based. C Designate Address Number as the key field to be counted when generating sales analysis records. For example, if Address Number is selected as the count field, the total number of tenants included in each sales analysis record is counted.

Field	Explanation
DBA	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include DBA (Doing Business As) in the key field structure. S Include DBA in the key field structure on which sales analysis record generation is based. C Designate DBA as the key field to be counted when generating sales analysis records. For example, if DBA is selected as the count field, the total number of DBA codes included in each sales analysis record is counted.
Company	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Company Number in the key field structure. S Include Company Number in the key field structure on which sales analysis record generation is based. C Designate Company Number as the key field to be counted when generating sales analysis records. For example, if Company Number is selected as the count field, the total number of companies included in each sales analysis record is counted.
Product Code	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Product Code in the key field structure. S Include Product Code in the key field structure on which sales analysis record generation is based. C Designate Product Code as the key field to be counted when generating sales analysis records. For example, if Product Code is selected as the count field, the total number of product codes included in each sales analysis record is counted.

Field	Explanation
ULI Code	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include the ULI Code in the key field structure. S Include the ULI Code in the key field structure on which sales analysis record generation is based. C Designate the ULI Code as the key field to be counted when generating sales analysis records. For example, if the ULI Code is selected as the count field, the total number of ULI codes included in each sales analysis record is counted.
ULI 2 Code	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include the ULI2 Code in the key field structure. S Include the ULI2 Code in the key field structure on which sales analysis record generation is based. C Designate the ULI2 Code as the key field to be counted when generating sales analysis records. For example, if the ULI2 Code is selected as the count field, the total number of ULI2 codes included in each sales analysis record is counted.
RC 11	<p>More than one key field can be selected as count fields. In this case, for each sales analysis record, the count total is the total of all of the unique combinations of values that these selected fields could have. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not include Reporting Code 11 (RC 11) in the key field structure. S Include RC 11 in the key field structure on which sales analysis record generation is based. C Designate the RC 11 as the key field to be counted when generating sales analysis records. For example, if the RC 11 is selected as the count field, the total number of RC 11 codes included in each sales analysis record is counted.
Area Type	Specifies the Area Type for a record. The system validates this field to the UDC 15/AR.

Field	Explanation
Sq Ft Basis	<p>This field provides the Sales Analysis system with the necessary information to calculate the Square Footage amount. Depending on the key fields selected, the system prompts for different information.</p> <p>If the prompt is “Use Rentable/Useable Sq Ft?”, the expected answer is whether the Rentable area amount or the Useable area amount should be used in the Square Footage calculation.</p>
Column Heading	Column heading text is used for field description primarily on reports. It should not be longer than the size of the data item. The text is centered when it appears on a report, so it should be entered left justified.

Generating Sales Analysis Information

From the Sales Analysis Processing menu (G15222), choose Sales Analysis Generation.

You use the Sales Analysis Generation program to summarize the information for sales analysis. Based on the Sales Analysis Control table, Sales Analysis Generation also uses information from the following tables:

- Tenant/Lease Billings Detail Master (F1511B)
- Tenant Sales History (F1541B)

The generated information is stored in the Tenant Sales Analysis Reporting table. If you have set up sales analysis to be generated automatically when you post expected or unexpected sales batches, the system generates the sales analysis information when you run the Post Sales Reports to History report (R15820). If sales analysis is not generated automatically:

- You must run Sales Analysis Generation directly from the Sales Analysis Processing menu.
- When you post sales reports to history, the system still updates sales for periods in the Tenant Sales Analysis Reporting File for which sales analysis has already been generated.
- Processing options control whether a report prints for review.

If you set the Sales Analysis Dynamic Update processing option to 1, Update through post, you no longer have to manually change the value in the Automatic Update field in Sales Analysis Control Revisions for each summary code being processed.

If you specify a number of months in the Number Of Months To Keep processing option (Purge tab), the system retains only that number of months

worth of sales analysis records beginning with the most current record and counting back the number that you specify. The system deletes records older than the specified number of months. If you specify a number of months and also complete the Purge Through Period processing option, the system uses the earlier cutoff date.

Processing Options for Sales Analysis Generation

Process

1. Generation Date Month _____
2. Generation Date Century and Year _____
3. Sales Analysis Dynamic Update _____
 Blank = No change
 1 = Update through post

Print

1. Sales Analysis Report _____
 Blank = No report
 1 = Print report

Purge

1. Number Of Months To Keep _____
- < And/Or >
2. Purge Through Period
 Month _____
 Century and Year _____
3. Sales Analysis Purge _____
 Blank = Selective purge
 1 = Purge all except current month

Reviewing Sales Analysis Information

You can review and revise the information in the Tenant Sales Analysis Reporting table using the Sales Analysis Revisions program. For example, you can review how the sales calculations are derived and the differences between the rolling sales and YTD sales. You can change or delete lines with information that is invalid or incomplete. A processing option controls whether the system recalculates the related information interactively. If the processing option is set to 1, Recalculate related amounts, the system recalculates the related information according to the changes that you make. Note the following:

- The automatic update involves only the record with which you are working. Changes have no effect across records. For example, if you change a QTD sales amount for the reporting period 3/05, the system does not change the same QTD amounts in the records for 1/05 and 2/05.

Similarly, if you change a sales amount in the MTD Last Year field for 3/05, the system does not change the sales amount in the MTD This Year field for 3/04.

- The system recognizes only one change at a time. After all of the related fields have been recalculated for a change, you must click OK to trigger the recalculation process again.

You can use the Report Year Beginning Month field in the Property Management system constants to organize the fiscal periods for the sales information displayed in Sales Analysis Revisions. If the field contains 5, for example, the form displays all sales for all tenants on a May through April fiscal year. The first quarter of sales is then reported for May, June, and July.

You can reset any records that have been changed, recalculated, or deleted by rerunning Sales Analysis Generation.

Understanding the Recalculation Process

If a change triggers the recalculation process, the related fields are recalculated in a specific sequence to obtain the correct results. The following table shows this sequence for each field that can trigger the process.

Field	Explanation
MTD-Gross Sales Amounts-This Year	1 MTD-Gross Sales Amounts-Change 2 MTD-Per Square Foot (PSF) Amounts-This Year 3 MTD-PSF Amounts-Change 4 MTD-Percent Change 5 QTD-Gross Sales Amounts-This Year 6 QTD-Gross Sales Amounts-Change 7 QTD-PSF Amounts-This Year 8 QTD-PSF Amounts-Change 9 QTD-Percent Change 10 YTD-Gross Sales Amounts-This Year 11 YTD-Gross Sales Amounts-Change 12 YTD-PSF Amounts-This Year 13 YTD-PSF Amounts-Change 14 YTD-Percent Change 15 CYP (Current Year Projection)-Gross Sales Amounts-This Year 16 CYP-Gross Sales Amounts-Change 17 CYP-PSF Amounts-This Year 18 CYP-PSF Amounts-Change 19 CYP-Percent Change
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

Field	Explanation
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

Field	Explanation
QTD-Gross Sales Amounts-This Year	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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
QTD-PSF Amounts-This Year	<ol style="list-style-type: none"> 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

Field	Explanation
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
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

Field	Explanation
YTD-PSF Amounts Last Year	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1 MTD-PSF Amounts-This Year 2 MTD-PSF Amounts-Change 3 QTD-PSF Amounts-This Year 4 QTD-PSF Amounts-Change 5 YTD-PSF Amounts-This Year 6 YTD-PSF Amounts-Change 7 CYP-PSF Amounts-This Year 8 CYP-PSF Amounts-Change
Square Footage Last Year	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1 QTD-Empty Months 2 YTD-Empty Months
QTD-Empty Months	<ol style="list-style-type: none"> 1 YTD-Empty Months
MTD-Abs Chg SF (Absolute Change in Square Footage)	<ol style="list-style-type: none"> 1 QTD-Abs Chg SF 2 YTD-Abs Chg SF
QTD-Abs Chg SF	<ol style="list-style-type: none"> 1 YTD-Abs Chg SF

The following fields are not affected by the recalculation process, nor does a change to them trigger the process:

- Rolling 12 Months Sales
- MTD-Net Change SF

- Count Field
- QTD-Net Change SF
- PY Empty Mos (Prior Year Empty Months)
- YTD-Empty Months
- YTD-Net Change SF
- YTD-Abs Chg SF

To review sales analysis information

From the Sales Analysis Processing menu (G15222), choose Sales Analysis Revisions.

1. On Work With Sales Analysis, to locate the sales analysis information that you want to review, click Find. To limit the information displayed, complete any of the following fields in the header area, or use the QBE line and click Find:
 - Summary Code
 - Period
 - Yr/Ctry
 - Company
 - Building
 - Project
 - Unit
 - Floor
 - Lease
 - Tenant
 - DBA
 - Prod Code
 - ULI
 - Tnt Sls
 - RM11
 - RM12
 - RM13
 - RM14
 - RM15

- RM21
 - RM22
 - RM23
 - RM24
 - RM25
2. Select the summary code and from the Row menu, choose Revisions.

Alternatively, choose the summary code and click Select.
 3. To change the information and trigger the recalculation process (if active), type the appropriate information and move the cursor out of the field.
 4. To save changes, click OK.

Processing Options for Tenant Sales Analysis Revisions

Process

1. Recalculate Amounts
-

1 = Recalculate related amounts
Blank = Do not recalculate

Working with Expense Participation

In the property management industry, the process of billing tenants a pro rata share of operating expenses related to a property or building is known by many terms, such as expense participation (E.P.), common area maintenance (CAM), expense pass-through, rebills, escalations, triple net (NNN), and building operating costs (BOCs). These expenses can include utilities, taxes, insurance, maintenance, cleaning, advertising, and promotions. The tenant's level of expense participation is detailed in the actual lease.

Within the Property Management system, J.D. Edwards uses the term *expense participation*, which means that the system can calculate invoices for almost any form of expense sharing.

Expense participation consists of the following tasks:

- ☐ Setting up E.P. classes
- ☐ Setting up E.P. information
- ☐ Setting up adjustment levels
- ☐ Generating E.P. calculations
- ☐ Revising E.P. calculations
- ☐ Generating E.P. billings
- ☐ Reviewing E.P. billings
- ☐ Reviewing the Billing Edit/Register
- ☐ Posting invoices
- ☐ Posting vouchers
- ☐ Generating estimated E.P. billings
- ☐ Updating estimated E.P. billings
- ☐ Generating estimated E.P. PSF billings

Expense Participation Computation Methods

The following table explains the computation methods that the system uses when calculating expense participation:

A, M, S	Special codes used during expense participation generation to designate Already Billed, Manual Billing, and Suspended Billing records, respectively.
L	The group limit record, which does not have to be suspended. It is not processed through the E.P. Billing Register.
B	Uses the building's rentable area as the denominator (E.P. Code).
P	Uses the property's rentable area as the denominator (E.P. Code).
X	Determines the average occupied space for the building (gross-up factor) to be used as the share denominator. To determine the average occupied space, the system: <ul style="list-style-type: none">• Adds the total rentable area for all units in the building• Calculates the number of days that each unit's lease overlaps the billing period• Multiplies that number of days by the rentable area• Divides the total by the number of days in the billing period.
Y	Determines the average occupied space for the property (gross-up factor) to be used as the share denominator. The system uses the same calculation as for computation method X, except that it uses the total rentable area for all buildings in the property to calculate the average occupied space.
N	Compares the gross-up percentage with the percentage of occupied space for the building. If the gross-up percentage that you entered in E.P. Information Revisions is greater than the gross-up factor calculated by the system using computation method X, the system grosses up the calculation to reach the gross-up percentage that you entered. For example, if you entered .80 as the gross-up percentage, and the gross-up factor is .645465, the system uses the following calculation:

$$.80 / .645465 = 1.239418 \text{ as the new gross-up factor}$$

If the gross-up percentage that you entered is less than the gross-up factor calculated by the system using computation method X, the system grosses up the calculation to reflect 100% occupancy. For example, if you entered .50 as the gross-up percentage, and the gross-up factor is .645465, the system uses the following calculation:

$$1 / .645465 = 1.549272 \text{ as the new gross-up factor}$$

- U** Like computation method N. If the gross-up percentage that you entered is greater than the gross-up factor calculated by the system using computation method X, the system grosses up the calculation to reach the gross-up percentage that you entered. However, if the gross-up percentage that you entered is less than the gross-up factor calculated by the system using computation method X, the system enters 0 (zero) as the gross-up factor so that no gross-up factor is applied.
- O** Like computation method N, except that the system compares the gross-up percentage with the percentage of occupied space for the property.
- V** Like computation method U, except that the system compares the gross-up percentage with the percentage of occupied space for the property.

Understanding Expense Participation Calculations

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:

Field	Explanation	SAMPLE CALCULATION
1	Expense class	+ 40,000
	Class exposure	40,000 USD
2	Adjustment factor	x 0.50
	Gross-up factor	x 1.25
	Transaction exclusion	N/A
	Account exclusion	- 1,000
	Adjustment amount	+ 5,000
	Administration fee	+ 1,450
	Adjustment amount	- 2,000
	Total exposure	28,450 USD
3	Class limit (class ceiling) Min or Max	> 25,000
	Adjusted exposure	25,000 USD
4	Base exclusion (expense stop)	- 5,000
	Net exposure	20,000 USD

Field	Explanation	SAMPLE CALCULATION
5	Share factor	x 0.50
	Gross share	10,000 USD
6	Share (lease) limit Min or Max	15,000
	Subgroup limit	> 9,000
	Group limit	12,000
	Adjusted share	9,000 USD
7	Occupancy adjustment factor	x 0.75
	Net share	6,750 USD
8	Administration fee	N/A
	Estimated billings	- 5,000
	Billable amount	1,750 USD

Note: Unless otherwise stated, the setup information used in the following steps is supplied from the Tenant E.P. Class Master table (F15012B) and updated from the E.P. Information program.

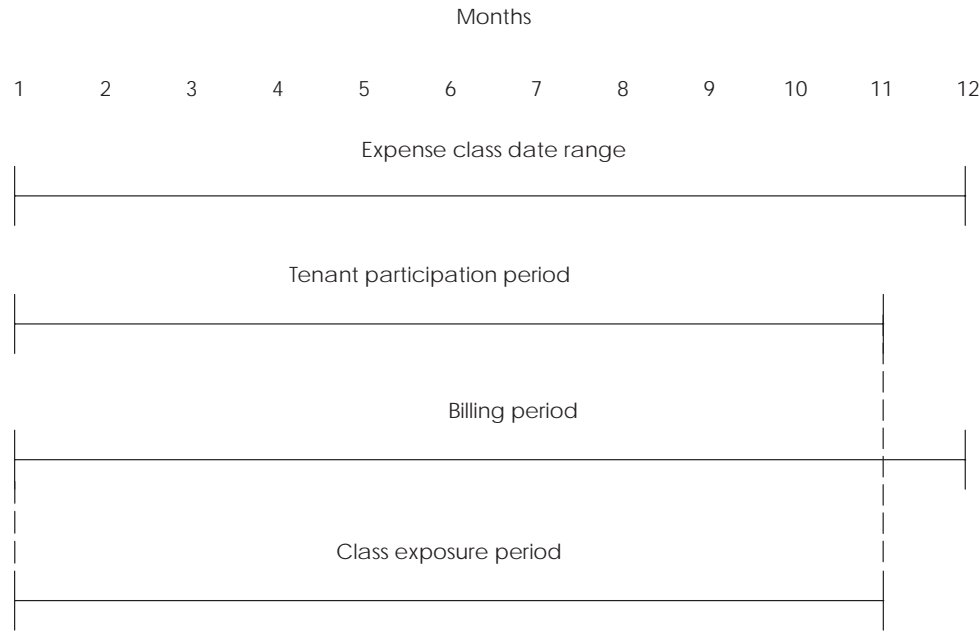
Step 1

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 table (F1530) and updated from the E.P. Class Information program.

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:

- Expense class date range, which is controlled by the effective dates in the Expense Participation Class Master table. The Expense Participation Class Master table is updated by the information that you enter into the E.P. Information Revisions form.
- Tenant participation period, which is controlled by dates in the Tenant E.P. Class Master table. The Tenant E.P. Class Master table is updated by the information that you enter into the E.P. Information Revisions form.
- Billing period, which includes the period from the E.P. generation program and all previous periods not marked with an X in the definition of the billing frequency.

The following illustration shows the relationship between these date ranges and the time period for the class exposure:



In the sample calculation, the class exposure is 40,000 USD.

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:

- *Adjustment factor*, which is supplied from the Expense Participation Class Master table and updated from the E.P. Class Information program. In the sample calculation, the 40,000 USD class exposure is multiplied by a 0.50 adjustment factor for a new exposure of 20,000.
- *Gross-up factor*, which is controlled by the Percentage Gross-Up and Computation Method fields in the Tenant E.P. Class Master table (which is updated by the information that you enter into the E.P. Information Revisions form).

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.

- *Transaction exclusion*, which is supplied from the Expense Participation Billing Register Work File table (F1538B) and updated from the E.P. Calculation Revisions program. 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.

- *Account exclusion*, which is supplied from the Tenant Account Exclusions table (F1533B) and updated from the Specific Account Factors form. You actually enter it as the percentage of the amount that 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 calculation 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.

- *Adjustment amount*, which is supplied from the Expense Participation Class Adjustment table (F1531) and is updated from the E.P. Class Adjustments form. 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.

- *Administration fee*, which is controlled by the Fee Rate and Fee Basis fields in the Tenant E.P. Class Master table. 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.

Step 3

Compare the total exposure to the *class limit*, which is either the upper limit or ceiling or lower limit for the class expenses, and select the appropriate 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.

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:

$$\text{Base exclusion} \times \text{compound factor}^N$$

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 (when 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 2005, and the billing year is 2008. 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.

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 E.P. Class Master table. 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.

Step 6

Compare the gross share to the following three limits: *share (lease)* - either minimum or maximum, *subgroup*, and *group*. Select the 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.

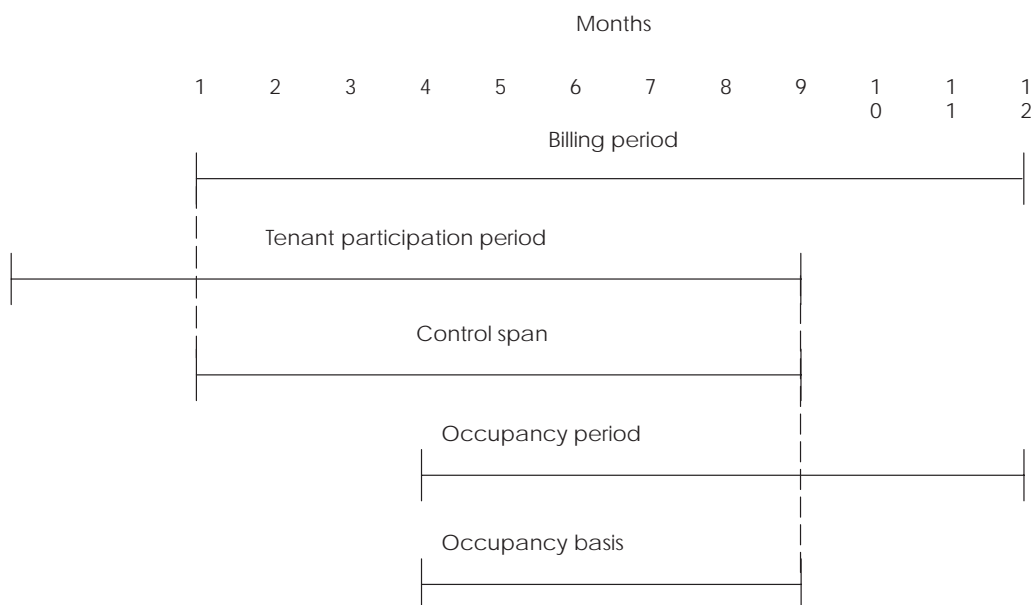
In the sample calculation, the share limit for the class is 15,000. The class is also a part of a subgroup within a group, and the respective limits have been prorated to 9,000 and 12,000 for the class. The least amount for this step in the calculation is the subgroup limit, so the adjusted share is 9,000.

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, which includes the period from the E.P. generation program and all previous periods not marked with an X in the definition for the billing frequency
- Tenant participation period, which is controlled by the effective dates in the Tenant E.P. Class Master table
- Control span, which is the overlap of the billing period and the tenant expense participation period
- Occupancy period, which is controlled by the occupancy dates in the Tenant E.P. Class Master table
- Occupancy basis, which is the overlap of the control span and the occupancy period

The following illustration shows the relationship between the five 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.

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 E.P. Class Master table. 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 selected from the A/R Ledger table (F03B11) and are identified by the related estimated billing/receipt code that is specified in the E.P. information setup, lease (order number), building (business unit), and unit in the Tenant E.P. Class Master table. 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.

Setting Up E.P. Classes

To make it easier to process and maintain operating expenses shared by tenants, first identify the expenses by property or building, account number, and time period. Then group these expenses into expense classes. For example, you can set up expense classes such as CAMs, utilities, taxes, advertising, and administration.



To set up expense participation classes

From the Expense Participation menu (G1523), choose E.P. Class Information.

1. On Work with E.P. Class Information, click Add.
2. Complete the following fields and click OK:
 - E.P. Class
 - Adjustment Factor
 - Building

You can use * as a wildcard character in the Building field.

- From Object
- From Subsid
- To Object
- To Subsid

You cannot use * as a wildcard character in the From Object, From Subsid, To Object, and To Subsid fields. You can, however, leave a field blank.

- Begin Date
- End Date

Field	Explanation
E.P. Class	Identifies a category of expense participation. It is a user defined code (system 15, code EC).
Adjustment Factor	The class exposure is multiplied by this factor to adjust the amount in which all tenants participate.
From Object	<p>The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden.</p> <p>Note: If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system enters three blank spaces to fill a 6-digit object.</p>
From Subsid	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
To Object	The object account portion of a general ledger account.
To Subsid	A subdivision of an object account. Subsidiary accounts keep more detailed records of the accounting activity for an object account.

Setting Up E.P. Information

You set up expense participation information for each tenant in E.P. Information.

Some tenants might not participate in expenses. For example, an anchor store in a shopping mall might be exempt because it draws in traffic that increases sales for all mall tenants. Some tenants pay a lesser share of expenses than others because of their locations.

► **To set up expense participation information**

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, to locate the tenant for whom you want to enter E.P. information, click Find. To limit the search, complete any of the following fields and click the option, or use the QBE line and click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project
 - Lease Type/Status
 - Display All Versions
2. Choose the lease and click Select.
3. On E.P. Information Revisions, click the Expense Participation tab.
4. Complete the following field:
 - Comment
5. Click the following options:
 - Bill Manually
 - Show Default Version Only
6. Complete the following fields in the detail area and click OK:
 - E.P. Grp
 - Sub Grp
 - E.P. Cls
 - Act B/R
 - Est B/R
 - Adm B/R
 - % Fee
 - F B

- Tenant Sq Ft
- E.P. Code
- C M
- Group Limit
- Percent Override
- B F
- M R
- Begin Date
- End Date
- Base Exclusion
- Base St Yr
- Compound Factor
- Building
- Unit
- U G
- Alternate Payee
- Gross Up
- Occup From
- Occup To
- Billing Group
- O R
- Remark
- Pay Terms
- S I
- Susp Code
- Susp Date
- Tax Rate / Area
- Tax Expl Code
- Deal No
- Item Grp
- Billing ID
- Lease Version
- V S

- Base Billing ID

Field	Explanation
Comment	A user defined name or remark.
Bill Manually	<p>This option controls whether the system automatically calculates and posts the billing.</p> <p>If checked, you must manually enter and post the billing. Use this code if the complexity of the calculation warrants a manual calculation or if you want to use the Manual Billing Entry program (P1511). If left unchecked, the system automatically calculates and posts the billing.</p>
Sub Grp	Identifies a subgroup of expense participation classes that are subject to a common limit. It is used for some complex leases in which a second level of limits exist. In this case, a group code is used to identify the related subgroups. The codes are user defined and the actual limits are defined in header records for the group and subgroups.
Act B/R	<p>A code that specifies billing information associated with the transaction. The system uses this code in accounts receivable and accounts payable to correspond to automatic accounting instructions to determine the account for automatic offsets.</p> <p>Examples:</p> <ul style="list-style-type: none"> • RO – Regular office rent • MISC – Miscellaneous • MGMT – Management fees
Est B/R	The G/L offset (billing/receipt) code that the system uses to retrieve estimated charges. For example, suppose you enter a control record for billing the expense participation class related to common area maintenance. If the tenant has been billed a recurring estimated charge for this class through the recurring billing process, the estimated charges must be subtracted from the calculated actual charge and only the difference billed to the tenant.
Adm B/R	<p>A billing/receipt code that determines the accounts used in the calculation of an administration fee that is based on a tenant's net share. If you leave this field blank, the system automatically posts the fee to the same accounts as the tenant's billable amount.</p> <p>NOTE: When the administration fee is calculated on the adjusted class exposure, the fee becomes an inherent part of the expense amount and a separate bill code does not apply.</p>
% Fee	A rate for an administration fee. It is expressed as a decimal. For example, you would enter .05 for a 5% rate.

Field	Explanation
F B	Identifies the dollar amounts from which various fees are calculated.
Tenant Sq Ft	The tenant occupancy factor is expressed in square footage. It is the numerator in the equation used to calculate the tenant's share of the class expense. The system automatically supplies the rentable area of the tenant's leased unit to this field. However, you can manually type a different number.
C M	<p>This code controls portions of Expense Participation charge calculations.</p> <p>B Use the square footage from the EP code for the building.</p> <p>P Use the square footage from the Property EP code.</p> <p>X Calculate average occupied SF in Building during period.</p> <p>Y Calculate average occupied SF in Property during period.</p> <p>N, U Use the Building square footage to calculate the share factor, but use the percentage of occupied Building square feet to "gross up" expenses.</p> <p>O, V Use the Property square footage to calculate the share factor, but use the percentage of occupied Property square feet to "gross up" expenses. (See glossary for item GPCT for definition of "gross up".)</p> <p>L Group or Subgroup Limit record. Must be "Suspended".</p> <p>S, A, M Special codes used during E.P. generation to designate Suspended, Already Billed, and Manual Bill records, respectively</p>
Group Limit	This value is the maximum monetary amount for which the tenant can be billed in a group of expense classes.
Percent Override	<p>A number that specifies the percentage the system uses instead of the area factor to calculate the tenant's share of expenses.</p> <p>NOTE: The area factor is based on the tenant's square footage as a percent of the building square footage.</p>
Base Exclusion	Enter the base expense amount for this class. This amount is used to calculate the Compounded Base Exclusion, which will be subtracted from the Adjusted Exposure before calculating a tenant's share.
Base St Yr	The value entered in this field defines the year for the base year expense exclusion.

Field	Explanation
Gross Up	<p>If a value is entered in this field in conjunction with the use of Computation Method N, O, U or V, the Expense Participation Generation program will calculate the percentage of the building or property that is occupied. If the occupancy percentage is less than the Gross Up Percentage, it will then divide the Gross Up Percentage by the occupancy percentage to derive the Gross Up factor. If the Computation Method is N or O and the occupancy percentage is greater than the Gross Up percentage, then the Gross Up factor will be calculated by dividing 100% by the occupancy percentage. The tenant's Class Exposure will be multiplied by the Gross Up factor before subtracting account or transaction exclusions.</p> <p>If a value is entered in this field in conjunction with any other Computation Method, the Expense Participation Generation program will simply multiply the Class Exposure by the Gross Up Percentage prior to transaction and account exclusions.</p>
Occup From	The date upon which occupancy begins.
Occup To	The date upon which occupancy terminates.
O R	<p>The Occupancy Rule determines how to calculate the Tenant's actual occupancy during the billing period:</p> <p>H HALF MONTH CONVENTION: Any half month during the "occupancy basis" period is counted as a full month.</p> <p>P PARTIAL MONTH CONVENTION: Any partial month occupancy during the "occupancy basis" period is counted as a full month.</p> <p>D DAILY PRO-RATION CONVENTION: The occupancy factor is calculated by dividing the number of days of occupancy during the "occupancy basis" period by the total number of days in the "control span".</p> <p>blank No occupancy factor will be calculated into the Expense Participation billing.</p>

Processing Options for Expense Participation Information

Display

1. Display of Tax Fields

Blank = Default to PM Constants
 0 = Display tax fields
 1 = Suppress display of tax fields

Edits

1. Edit Dates Against Lease Master

Blank = Bypass editing
1 = Edit dates

Defaults

1. Search Default For Lease
Version

*LAST = Latest Effective Date
*CURRENT = System Date

Setting Up Adjustment Levels

You can set up class, lease, or account level adjustments to be applied as either monetary amounts or as percentages.

To set up adjustment levels

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, to locate the tenant for whom you want to enter adjustment levels, click Find.
2. Choose the record and click Select.
3. On E.P. Information Revisions, choose the E.P. group record and from the Row menu, choose EP Adjustments.
4. On Expense Participation Adjustments, complete the following fields and click OK:
 - Adj Lvl
 - Adjustment Amount
 - Min/ Max
 - Adj Calc
 - Adjustment Base
 - Adj StYr
 - Property/ Building
 - Obj Acct
 - Sub
 - Account Description

On E.P. Information Revisions, the system places an informational icon on the far left to indicate that an adjustment level has been set up for the row.

Field	Explanation
Adj Lvl	This value determines at which level the EP (expense participation) adjustments are applied. Valid values are: C Class level Adjustment L Lease level Adjustment A Account level Adjustment
Adjustment Amount	The adjustment amount for an EP (expense participation) calculation. This amount along with the adjustment type will determine whether the amount is a dollar or percentage amount.
Min/ Max	A value that determines whether the EP (expense participation) adjustment level is a maximum or minimum limit. Valid values are: Blank Maximum level (account level). M Maximum level. N Minimum level.
Adj Calc	A value that determines whether the EP (expense participation) adjustment is applied to the base amount or is a cumulative value based on the base amount, base month, and base year.
Adjustment Base	The system uses the base dollar amount to calculate adjustment amounts. The system calculates adjustments either directly from the base (Calculation type - B) or with an annual increase using the base amount, base month, and base year (Calculation type - C).
Adj StYr	A value that determines the start (base) year for the adjustment amount calculation.
Obj Acct	The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden. Note: If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system enters three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

Generating E.P. Calculations

From the Expense Participation menu (G1523), choose E.P. Calculation Generation.

You generate calculations for E.P. billings so that you can review and revise them online before generating the actual billing. The system brings in information from the Tenant E.P. Class Master table and places the calculations in the E.P. Billing Register table (F1538B).

The generation type processing option determines whether the system generates calculations for actual billings (type 2) or estimated billings (type 6).

Processing Options for Expense Participation Calculation Generation

Process

1. Billing Period Number _____
2. Fiscal Year _____
3. Generation Type _____

Select

1. Area Log Class _____
2. Area Amenity ID _____
3. Prorate Base Exclusion Amount _____
Blank = Do not prorate
1 = Prorate using occupancy factor
4. Receivables or Payables _____
Blank = Create receivable invoices
1 = Create payable vouchers

Expenses

1. Override Ledger Type _____
2. Extract Account Transactions _____
1 = Extract Account Balances
(F0902)
2 = Extract Detailed Transactions
(F0911)
3. Adjustment Ledger Type _____

Billings

1. Amount to Reconcile _____
Blank = Estimated billings
1 = Estimated less adjustments
2 = Payments to estimated billings
2. A/R or A/P Retrieval Date _____
Blank = Invoice Date
1 = Due Date
2 = Service/Tax Date
3 = G/L Date
3. Override Begin Date _____
4. Override End Date _____

Print

1. Summary or Detail Report
Blank = Summary report
1 = Detail report

Versions

1. EP Extraction Register (R1532)
Blank = XJDE0001
2. EP Billing Register (R1538S/R1538)
Blank = XJDE0001
3. Class Adjustment Listing (R1535)
Blank = No report

Revising E.P. Calculations

You use the E.P. Calculation Revisions program to review and revise the calculations generated by the E.P. Calculation Generation program before generating the E.P. billings.

Note: This task is optional. If you choose not to revise calculations, you can generate E.P. billings at this point.



To revise expense participation calculations

From the Expense Participation menu (G1523), choose E.P. Calculation Revisions.

1. On Work With EP Calculation Batches, to locate the batch for which you want to revise calculations, click Find. To limit the search, complete the following fields or use the QBE line and click Find:
 - Batch Number
 - Lease
 - Tenant
 - Building
2. Choose the record and click Select.

Note: If billing has already been generated for the selected record, you get a warning. If you make changes to the record, the changes are not reflected for this billing. You have to delete the entire expense participation calculation batch and generate it again. If only one record within the batch is incorrect, you need to delete it from E.P. Calculation Revisions. In addition, you use the E.P. Journal Review program to delete the invoice that was created for the incorrect record (using the E.P. Billing Generation program).

On EP Calculation Revisions, the system enters the lease number and version number, E.P. class, billing control ID, and the batch number into the header.

3. Click the Page 1 tab.
4. Revise any of the following fields:
 - Building
 - Tenant
 - Unit
 - Alt Payee
 - Bill Code
 - Sep Invoice
 - Generation Type
 - Manual Rev
 - Tax Rate
 - Tax Expl Code
 - Class Exp
 - From (MM/YYYY)
 - To Ending Date
 - Adj Factor
 - Gross Up Fct
 - Trans Excl
 - Acct Excl
 - Adj Amount (1)
 - Admin Fee
 - Fee Rate
 - Adj Amount (2)
 - Max Limit (C)
 - Adj Amt
 - Calc
 - Base
 - Yr
 - Min Limit (C)
 - Adj Amt

- Calc
 - Base
 - Yr
 - Adj Exp
5. Click the Page 2 tab.
6. Revise any of the following fields:
- Cmpd Excl
 - Base
 - Cmpnd
 - Yr
 - Net Exposure
 - Share Factor
 - Numr
 - Denom
 - Comp
 - E.P. Code
 - Gross Share
 - Max Limit (L)
 - Adj Amt
 - Calc
 - Base
 - Yr
 - Min Limit (L)
 - Adj Amt
 - Calc
 - Base
 - Yr
 - Subgroup Limit
 - Subgroup
 - Subgroup Adjustment
 - Group Limit
 - Group
 - Group Adjustment

- Occup Adj
- From
- To
- Occup Rule
- Net Share
- Admin Fee
- Fee Rate
- Admin B/R Code
- Total Billable

Note: You can force the system to recalculate the E.P. amount using your changes at any time. From the Form menu, choose Recalculate.

7. Click OK.

Field	Explanation
Sep Invoice	A code that helps group items into invoices. The system generates a separate invoice containing all the items that have the same lease number, separate invoice code, and alternate payee.
Generation Type	This code is used to record the Generation Type for an Expense Participation billing line.
Class Exp	The gross expense amount from General Ledger for the Expense Class for a specified period of time.
From (MM/YYYY)	The beginning date of the term in which expenses are extracted.
To Ending Date	The last date of the term for which expenses are extracted.
Adj Factor	The class exposure is multiplied by this factor to adjust the amount in which all tenants participate.
Trans Excl	Particular transaction amounts which are to be excluded from an Expense Class in calculating a tenant's Expense Participation amount.
Acct Excl	The Account Exclusions amount is the total of amounts excluded from the tenant's Expense Participation Class based on the Specific Account Factors defined in the tenant Expense Participation billing information.
Adj Amount (1)	An amount that is added to the class exposure either immediately before or immediately after the administrative fee is added. This depends on the calculation placement control.

Field	Explanation
Admin Fee	The amount of Administration Fees associated with a tenant's expense participation. This fee is calculated by multiplying the tenant's Billable Amount by the Fee Rate. See also "Fee Basis" (FEBS).
Fee Rate	A rate for an administration fee. It is expressed as a decimal. For example, you would enter .05 for a 5% rate.
Adj Amount (2)	This amount will be added to the class exposure immediately after the Administrative Fee is added.
Max Limit (C)	Enter the limit amount for the Expense Class for the tenant. This amount will serve as the upper limit for expenses before calculating the tenant's share.
Adj Amt	A value that the system uses to determine the maximum adjustment value for the EP (expense participation) class.
Calc	A value that the system uses to determine the maximum EP (expense participation) class adjustment amount.
Base	The base amount that the system uses to calculate the class maximum adjustment value.
Yr	A value that defines the base year for the maximum amount to be charged for the class.
Min Limit (C)	A value that the system uses as the minimum limit for the EP (expense participation) class for the tenant. The system calculates the tenant's share of expenses using this amount as the lower limit.
Adj Amt	A value that the system uses to determine the minimum adjustment value for the EP (expense participation) class.
Calc	A value that the system uses to determine the minimum EP (expense participation) class adjustment amount.
Base	The amount that the system uses to calculate the minimum adjustment value for the class.
Yr	A value that the system uses to define the base year for the class minimum base amount.
Adj Exp	The Adjusted Class Exposure is equal to the Total Expense Class Amount after adjusting for the Class Ceiling limitation.

Field	Explanation
Cmpd Excl	<p>This amount is calculated by compounding the base exclusion amount over a number of years. The Compounded Base Exclusion is calculated by the following formula:</p> $C = F \times B^Y$ <p>Where:</p> <ul style="list-style-type: none"> C the amount of Compounded Base Exclusions B the Base Exclusion amount F the Compound Factor Y the difference in years between the Base Year and the year for which expenses are extracted. However, if Y is zero, then the amount of total exclusions is also zero.
Base	Enter the base expense amount for this class. This amount is used to calculate the Compounded Base Exclusion, which will be subtracted from the Adjusted Exposure before calculating a tenant's share.
Cmpnd	For some leases the base year exclusion may be escalated on a compound basis for future year exclusions. The figure entered into this field in decimal fraction format is the escalation factor to be used for calculating the exclusion for years following the base year.
Yr	The applicable year, including the century.
Net Exposure	Total Exposure adjusted by Expense Class Ceiling and Compounded Base Exclusions.
Share Factor	This factor is used to determine the tenant's portion of the expenses of a class. This factor may be entered explicitly or it may be calculated based on the tenant's occupied space relative to the total area to which the expenses are applicable.
Numr	The tenant occupancy factor is expressed in square footage. It is the numerator in the equation used to calculate the tenant's share of the class expense. The system automatically supplies the rentable area of the tenant's leased unit to this field. However, you can manually type a different number.
Denom	The total area in square feet which applies to the expenses in which the tenant is participating. This value can be the total square footage of a building or property or the occupied square footage or the gross leasable area.
Gross Share	The tenant's share of Expense Class amounts as derived by multiplying the Net Exposure by the Share Factor.
Max Limit (L)	A number that specifies an absolute limit for a tenant's share of expense participation for the expense class.

Field	Explanation
Adj Amt	A value that the system uses to determine the maximum adjustment for the EP (expense participation) lease.
Calc	A value that the system uses to determine the maximum EP (expense participation) lease adjustment amount.
Base	The amount that the system uses to calculate the maximum adjustment value for the lease.
Yr	A value that the system uses to define the base year for the lease maximum amount calculation.
Min Limit (L)	A value that specifies the minimum limit for the tenant's share of the EP (expense participation) class.
Adj Amt	A value that the system uses to determine the minimum adjustment for the EP (expense participation) lease.
Calc	A value that the system uses to determine the minimum EP (expense participation) lease adjustment amount.
Base	The amount that the system uses to calculate the lease minimum adjustment value.
Yr	A value that defines the start (base) year for the minimum amount to be charged for the lease.
Subgroup Limit	The maximum amount of expenses from a Subgroup of Expense Classes for which the tenant will participate.
Subgroup	Identifies a subgroup of expense participation classes that are subject to a common limit. It is used for some complex leases in which a second level of limits exist. In this case, a group code is used to identify the related subgroups. The codes are user defined and the actual limits are defined in header records for the group and subgroups.
Subgroup Adjustment	The amount of adjustment to the tenant's share as dictated by the Subgroup limit.
Group Limit	This value is the maximum monetary amount for which the tenant can be billed in a group of expense classes.

Field	Explanation
Group	<p>Identifies a group of expense participation classes that are subject to a common limit. For example, suppose there are two classes, one for the expenses related to the parking structure and another for the maintenance of the external grounds. You can either define a separate limit for each class or group the two classes and define a limit to the tenant share of the combined expenses. The code is user defined and the actual limit is defined in a header record for the group.</p> <p>In some complex leases, a second level of limits may exist. In this case, subgroups are used to identify the classes that are subject to the common limits. The group code is then used to identify the related subgroups.</p>
Group Adjustment	The amount of adjustment to the tenant's share as dictated by the Group Limit.
Occup Adj	The amount used to prorate the tenant's share of expenses based on the period of time the tenant occupied a unit during the expense term.
Net Share	The portion of expenses, after being adjusted for occupancy period, lease, group, and subgroup limits, for which a tenant may be billed.
Admin B/R Code	<p>A billing/receipt code that determines the accounts used in the calculation of an administration fee that is based on a tenant's net share. If you leave this field blank, the system automatically posts the fee to the same accounts as the tenant's billable amount.</p> <p>NOTE: When the administration fee is calculated on the adjusted class exposure, the fee becomes an inherent part of the expense amount and a separate bill code does not apply.</p>
Total Billable	The amount billable to the tenant for participation in a given Expense Class.

Processing Options for EP Calculation Revisions

Process

1. Display of Tax Fields ---

Blank = Default to PM Constants

0 = Display tax fields

1= Suppress display of tax fields

Versions

1. EP Information (P15012) Version ---

Blank = ZJDE0001

Generating E.P. Billings

From the Expense Participation menu (G1523), choose E.P. Billing Generation.

When you run the E.P. Billing Generation program, the system creates a batch of E.P. billings from a batch of calculations that include the actual amounts from the previous year. The system places the batch of billings into the Tenant/Lease Billings Detail Master table (F1511B). Processing options control whether the system uses the same calculations to estimate the recurring billings for the coming year, and whether the system automatically runs the Billing Edit/Register program at the time of the billing generation.

Processing Options for EP Billings Work File Generation

Process

- | | |
|--|-------|
| 1. Batch Number to Process | _____ |
| 2. G/L Date | _____ |
| 3. Inflation Rate For Recurring Billings | _____ |

Versions

- | | |
|---|-------|
| 1. Billing/Edit Register
(R15300) Version
Blank = Omit Report | _____ |
| 2. Estimated EP Edit Report
(R15113)
Blank = Omit report | _____ |

Reviewing E.P. Billings

You review batches of transactions using the E.P. Journal Review program. You can display a list of batches based on batch number, user ID, posting status, and so on. The system displays unposted batches by default.

When you do not use batch control, the Difference Amount and Difference Documents fields usually contain negative numbers.

Except for the title, and the generation type specified in a processing option, the E.P. Journal Review is identical to the Manual Billing Journal Review. You can use the same instructions to review and approve batches of transactions while using E.P. Journal Review as you do while using Manual Billing Journal Review. Be sure to set the Generation Type processing option to 2 to review expense participation billings.

To review batches of recurring billing transactions

From the Expense Participation menu (G1523), choose E.P. Journal Review.

Follow the steps for reviewing and approving batches of transactions. See *Reviewing Batches of Manual Billing Transactions*.

Reviewing the Billing Edit/Register

From the Expense Participation menu (G1523), choose Billing Edit/Register.

The Billing Edit/Register lists all errors and warnings that occurred during the billing, such as missing AAIs or account information. Some errors in the batches prevent the billing from posting while warnings allow posting. You can run this report any time that you want to review errors and warnings in batches. Also, this report appears when a processing option for Recurring Billing Generation is set to display the Billing Edit/Register after you generate recurring billings.

The system prints a report that can include a list of transactions, total amounts, errors, and warnings. If an error exists in the batch or if a manual review is required, the batch retains the Error status. After you correct all errors, run the Billing Edit/Register program again.

This report is identical to the report generated by the Manual Billing program. For more information, see *Generating the Billing Edit/Register*.

Posting Invoices

From the Expense Participation menu (G1523), choose Post Invoices.

The Property Management system has its own version of the posting program. Before posting invoices, the system places all A/R invoices in the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/R entries. When you submit a batch for posting, the system creates the A/R and G/L transactions, and marks the document as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the batch type processing option to 2B for invoices.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Invoices program again to continue the G/L posting process.

Posting Vouchers

From the Expense Participation menu (G1523), choose Post Vouchers.

Before posting vouchers, the system places all A/P vouchers in the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/P entries. When you submit a batch for posting, the system creates the A/P and G/L transactions, and marks the document as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the batch type processing option to / for vouchers.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Vouchers program again to continue the G/L posting process.

Generating Estimated E.P. Billings

From the Expense Participation menu (G1523), choose Estimated E.P. Generation.

You generate calculations for estimated E.P. billings so that you can review and revise them online before generating E.P. billings during the normal recurring billing cycle. The system brings in information from the E.P. Billing Register table and creates the Estimated EP Recurring Billing work file table (F1502WB).

After generating the billings, be sure to run Estimated E.P. Edit/Update to update the Recurring Billings Master table (F1502B).

Note: You generate estimated E.P. billings using Estimated E.P. Generation or you generate estimated E.P. billings per square foot using Estimated E.P. PSF Generation, but not both.

Processing Options for Estimated EP Work File Generation

Process

- | | |
|----------------------------|-------|
| 1. Batch Number to Process | _____ |
| 2. Inflation Rate | _____ |

Versions

- | | |
|---|-------|
| 1. Estimated EP Edit Report
(R15113) | _____ |
|---|-------|

Blank = Omit Report

Updating Estimated E.P. Billings

From the Expense Participation menu (G1523), choose Estimated E.P. Edit/Update.

When you run the Estimated E.P. Edit/Update program, the system brings in information from the Estimated E.P. Recurring Billings table and updates the Recurring Billings Master table.

Processing Options for Estimated EP Edit/Update

Process

1. Batch Number to Process _____
2. Copy Area From Work Table _____
Blank = Do not populate area value
1 = Copy area from work table
3. Override Description _____
Blank = Use default remark
1 = Use bill code extension description

Defaults

1. Display of Tax Fields _____
Blank = Default to PM Constants
0 = Display tax fields
1 = Suppress display of tax fields
2. Billing Frequency Code _____

Print

1. Print Edit Report _____
Blank = Report only
1 = Update recurring billing table

Select

1. Effective Date Selection _____
1 = Start date of the expense span
2 = Month after end date of expense span
2. Months To Billing Term _____
3. Override Beginning Effective Date _____
4. Catch-Up Billings _____
Blank = Create catch-up billings
1 = Suppress catch-up billing creation
5. Catch-Up Billing Calculation Method _____
Blank = Estimated billings
1 = Estimated billings less adjustments
2 = Payments to estimated billings

6. Receivables/Payables Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Thresholds

1. Threshold For Change Amount

2. Threshold for Change Percent

3. Threshold Calculation

Blank = Must exceed amount and percent

1 = Must exceed amount or percent

Generating Estimated E.P. PSF Billings

From the Expense Participation menu (G1523), choose Estimated E.P. PSF Generation.

When you run the Estimated E.P. PSF Billings program, the system generates estimated billings for the upcoming year based on the E.P. setup information; square footage from the log; and per-square-foot-rental information for the lease, building, or property. It updates the Estimated E.P. Recurring Billings work file table and automatically prints a report for your review. The system computes an annual billing amount by multiplying each square footage amount by the square footage in the lease. The computations are a generation type 6 estimated billing batch.

After generating the billings, be sure to run Estimated E.P. Edit/Update to update the Recurring Billings Master table.

Note: You generate estimated E.P. billings per square foot using the Estimated E.P. PSF Generation program, or you generate estimated E.P. billings using the Estimated E.P. Generation program, but not both.

Processing Options for Estimated EP PSF Generation

Process

1. Generation Date _____
Blank = System date
2. Recurring Billing Start Month _____
3. Recurring Billing Start Year _____
4. Log Class for PSF Amounts _____
5. Lease Version to Process _____
*LAST = Latest Effective Date
*CURRENT = System Date

Update

1. Update Recurring Billing Work File _____
Blank = No update
1 = Update table

Working with Escalations

In the property management industry, the word *escalation* generally refers to the terms in a lease that cause a tenant's rent or other charges to increase (escalate) from year to year. 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.

Information about the CPI or a user defined index 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 2005 is 169.24 and the index for January 2006 is 178.38. Inflation for 2005 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 can be expressed as a rate per square foot, determines the increase in rent. Note the following:

- You must use a method outside the Property 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 might relate to a unique combination, more than one Porters' Wage index might have to be maintained.
- Though this index is becoming obsolete, many older leases still include this term.

Regardless of the index that is used, escalation is the term that J.D. Edwards uses to describe the process that automatically generates the related increase in rent. This chapter describes the escalation process.

Working with escalations consists of the following tasks:

- ☐ Setting up escalation indices
- ☐ Setting up escalation information
- ☐ Creating a new version of a lease
- ☐ Generating escalation billings
- ☐ Reviewing batches of escalation billing transactions
- ☐ Reviewing the Billing Edit/Register
- ☐ Reviewing and updating escalation information without posting
- ☐ Posting invoices
- ☐ Posting vouchers
- ☐ Printing invoices

Understanding Escalation 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.

Field	Explanation	SAMPLE	CALCULATION
1	Current index		472.810
2	Base index		462.200
	Gross percent escalation		0.023
3	Lease factor	x	0.900
	Factored percent escalation		0.021
4	Minimum percent	>	0.015
	Maximum percent	>	0.020
	Adjusted percent escalation		0.020

Field	Explanation	SAMPLE CALCULATION
5	Base rent	USD 2,000.00
	Gross escalated rent	2,040.00
	Maximum rent	< 2,100.00
	Net escalated rent	2,040.00
	Net annual rent adjustment	40.00
	Periodic adjustment amount	3.33

Note: Unless otherwise stated, the setup information used in the following steps is supplied from the Tenant Escalation Master table (F15016B) and updated from the Escalation Information form.

Step 1

The *current index* is the value associated with one or more index periods defined for an escalation index. This information is kept in the Escalation Index Master table (F1550) and updated from the Escalation Indices form. In the sample calculation, the current index is 472.810.

The system uses one of the following methods to determine this value: direct, calculation, or 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.

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 figure is controlled by the Original or Last field. The value is supplied from either the Base Index or Last Index field.

Note: You must manually enter the base index value when setting up escalation information. When the generation has been run, the system automatically enters the last index value in the Last Index field.

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.

Step 4

Compare the factored percent with minimum and maximum limits to calculate the *adjusted percent escalation*. This adjusted percent escalation is the percentage by which 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.

Step 5

Use the adjusted percent to calculate the *periodic adjustment amount*. This step involves the following intermediate calculations:

- To calculate the *gross escalated rent*, the system uses the following formula:

$$\text{Base rent amount} \times (1 + \text{adjusted percent})$$

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.

- 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:

$$\text{Base rent amount} \times \text{maximum percent}$$

In the sample calculation, the gross rent is less than the maximum rent, so 2,040.00 becomes the net escalated rent.

- 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.
- To calculate the *periodic adjustment amount*, 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 (billing in arrears).

Understanding the 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:

- Determine the current index.

- 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, the calculation is:

$\text{Current index} - \text{base index}$

- If the field contains 2, the calculation is:

$(\text{Current index} - \text{base index}) / \text{base index}$

- Calculate the factored escalation. This is also controlled by the PW Computation field.

- If the field contains 1, the calculation is:

$\text{Gross escalation} \times \text{Porter Wage factor}$

- If the field contains 2, the calculation is:

$\text{Gross percent escalation} \times \text{Porter Wage factor} \times 100$

The result of this step is the amount of escalation per square foot.

- Multiply the quantity from the Porter Wage Square Feet field in the Tenant Escalation Master table by the factored percent escalation, and then add the base rent. The result is the gross escalated rent.
- Compare the gross escalated rent with the maximum rent, and the smaller amount becomes the net escalated rent.
- Subtract the base rent amount from the net escalated rent to calculate the net annual rent adjustment.
- 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 table 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.
- The Porter Wage Computation field controls whether the system uses the actual gross change or percent of change in the Porters' Wage rates.

Updating the Recurring Billings Master Table

The system uses the periodic adjustment amount to update the Recurring Billings Master table (F1502B) 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. (Billing Receipt) Code field of the Tenant Escalation Master table.

Understanding Catch-Up Billings

A catch-up billing for escalation is normally the remainder of 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.

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 Ledger table (F03B11).
- 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 table 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 Master table (F1511B). 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 Ledger and G/L Account Ledger (F0911) tables.

Sample Calculation

This sample calculation is based on the following escalation information:

- Next month and year: January 2005
- Period length: 12
- Net annual rent adjustment: USD 1,800
- Billing frequency: monthly
- Periodic adjustment: 150
- Estimated billing for escalation: 100 per month

April 1, 2005, is both the G/L date and the start date for recurring billing. The first three months of 2005 were billed at 100 USD per month, so the calculation for the catch-up amount is as follows:

$$(3 \times 150) - (3 \times 100) = 150$$

Setting Up Escalation Indices

You set up and work with tables for an escalation index by calendar year. With such a table, you can specify the monthly values for the index. The system uses periodic changes in these values to escalate the amounts for recurring billing. This information is stored in the Escalation Index Master table. The specific indices are user defined and are stored in the User Defined Codes table.

To set up escalation indices

From the Escalations menu (G1524), choose Escalation Indices.

1. On Work With Escalation Indices, click Add.

The screenshot shows a software window titled "Escalation Indices - [Escalation Index Revision]". It features a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu is a toolbar with icons for "OK", "Cancel", "Dismiss", "Abort", "Links", "Display", "OLE", and "Internet". The main content area is divided into several sections. At the top, there are two input fields: "Escalation Index" and "Calendar Year". Below these, there are two columns of input fields for monthly indices. The left column contains "January Index", "February Index", "March Index", "April Index", "May Index", and "June Index". The right column contains "July Index", "August Index", "September Index", "October Index", "November Index", and "December Index". At the bottom of the window, there is a single input field labeled "PRO-JECT CPI Name".

2. On Escalation Index Revision, complete the following fields and click OK:
- Escalation Index
 - Calendar Year
 - January Index
 - through
 - December Index

Field	Explanation
Escalation Index	Escalation is calculated by comparing a Base Year computation index with a current period computation index. Various commercially available indexes, such as the Consumer Price Index (CPI), may be used to perform the calculation. The system stores the various indexes used for escalation calculations in a table with each index being assigned a five-position identification code. Enter into this field the appropriate identification code for the index you wish to use for the escalation computation.
January Index	Index value for January.

Setting Up Escalation Information

You set up and work with information that the system uses to calculate escalation for a lease using Escalation Information. This information is stored

primarily in the Tenant/Lease Billings Detail Master and Tenant Escalation Master tables.

Perform the following tasks:

- Set up escalation information
- Review and revise escalation indices
- Create a new version of a lease

To set up escalation information

From the Escalations menu (G1524), choose Escalation Information.

1. On Work with Leases, to locate the lease with escalation information that you want to work with, click Find. To limit the search, complete any of the following fields, or use the QBE line and click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project
 - Lease Type/Status
2. Select the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.

Escalation Information - [Escalation Revisions]

File Edit Preferences Form Row Window Help

OK Find Del... Can... New... Dis... Abo Links Escal... OLE ... Internet

Lease Number: 15368 Abernathy & Hitch Lease Start Date: 10/1/03 Version: 1
 Tenant: 1538 Abernathy & Hitch Lease End Date: 3/31/07 Version: 1
☐ Show Default Version Only

Lease Version	Index Code	Bill Code	Estimated BRCD	B F	Rent BRCD	Period Length	Next Month	Next Year	Begin Date	End Date
1	CPIDN	ESCL	ESCE	M	RRTL	12	1	4	10/1/03	3/31

3. On Escalation Revisions, click the following option:
 - Show Default Version Only
4. Complete the following fields in the detail area and click OK:
 - Lease Version
 - Index Code
 - Bill Code
 - Estimated BRCD
 - B F
 - Rent BRCD
 - Period Length
 - Next Month
 - Next Year
 - Begin Date
 - End Date
 - Suspend Date
 - S C
 - O L

If the O L (Original or Last) field is set to L for 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.

- C M

If the computation method is C for 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 2005: 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.

- Min.% Per Year
- Max.% Per Year
- Max.% Per Lease
- M R
- B O
- Lease Factor
- Base Start Month
- Base Start Year
- Base End Month
- Base End Year
- Base Index
- Original Basis
- Last Start Month
- Last Start Year
- Last End Month
- Last End Year
- Last Index
- Last Basis
- Building
- Unit
- Alternate Payee
- Billing Group
- Unit Group

If both the B O (Escalation Basis Override Code) and Unit Group fields are used to set up calculation, the related bill code lines for the recurring billings must have matching unit group codes. Otherwise, the system does not generate the escalation billings.

- Maximum Amount
- Porter Wage Factor
- Porter Wage Computation
- Porter Wage Square Feet
- Remark
- Deal No
- P T
- S I
- Tax Exp
- Tax Rt/ Area
- Billing ID

The system uses the billing control ID in the Billing ID field to keep track of all of the periods that have been billed. This information is stored in the Billings Generation Control Master table (F15011B). You cannot bill a tenant twice for the same period unless you clear the Billing ID field for that period.

- Base Billing ID
- V S
- Transaction Originator
- Date Entered

Field	Explanation
Index Code	Escalation is calculated by comparing a Base Year computation index with a current period computation index. Various commercially available indexes, such as the Consumer Price Index (CPI), may be used to perform the calculation. The system stores the various indexes used for escalation calculations in a table with each index being assigned a five-position identification code. Enter into this field the appropriate identification code for the index you wish to use for the escalation computation.

Field	Explanation
Bill Code	<p>A code that specifies billing information associated with the transaction. The system uses this code in accounts receivable and accounts payable to correspond to automatic accounting instructions to determine the account for automatic offsets.</p> <p>Examples:</p> <ul style="list-style-type: none"> • RO – Regular office rent • MISC – Miscellaneous • MGMT – Management fees
Estimated BRCD	<p>The G/L offset (billing/receipt) code that the system uses to retrieve estimated charges. For example, suppose you enter a control record for billing the expense participation class related to common area maintenance. If the tenant has been billed a recurring estimated charge for this class through the recurring billing process, the estimated charges must be subtracted from the calculated actual charge and only the difference billed to the tenant.</p>
B F	<p>A user defined code (system 15, type BC) that indicates the billing cycle.</p>
Rent BRCD	<p>This code is used by the Tenant Escalation Information program to determine the Original Basis amount. If the Original Basis field is blank, but the Rent BRCD and the Next Period and Year have been entered, the program will automatically add together and annualize all recurring billing amounts which are in effect for the Next Period and Year and which match the Rent BRCD, and then it will move that amount into the Original Basis field.</p>
Period Length	<p>The length of the period over which escalation is to be calculated.</p>
Next Month	<p>The month, in numeric form, which will begin the next escalation period.</p>
Next Year	<p>The year, in numeric form, which will begin the next escalation period.</p>

Field	Explanation
S C	<p>A code that controls whether the bill code line is suspended, inactivated, or active.</p> <p>Valid codes are:</p> <p>blank The bill code line is active.</p> <p>Y Yes, suspend the bill code line. This code lets you suspend the bill code line without changing the original starting and ending dates. The line will remain suspended until the “Y” is removed. If used in conjunction with the suspend date field, the bill code line will be suspended (not be billed) as of the the suspend date.</p> <p>I Inactivate the bill code line. Beginning and ending dates are not allowed for the bill code line, and a suspend date is not required.</p>
O L	This field designates whether the information contained in this record applies to the initial calculation of escalation or the most recent calculation.
C M	<p>This code controls the derivation of the “current” escalation index value.</p> <p>D</p> <p>DIRECT METHOD: The escalation index is found directly from the index table. For example, if escalation is being calculated for the year ending 12/99, the index is found in the table for month 12 of year 99. Missing or zero entries result in no escalation being calculated.</p> <p>C</p> <p>AVERAGE METHOD: The escalation index value is calculated as the average value for the term being billed. For example, if escalation is being calculated for the third (3rd) quarter of year 99 then the average for the index entries for 7/99, 8/99 and 9/99 is used. Missing or zero index values are not included in the average calculation.</p> <p>S,A, and M</p> <p>Special codes used during escalation generation to designate “Suspended”, “Already Billed” and “Manual Bill” records.</p>
Min.% Per Year	The minimum amount of escalation which may be added during one year. Enter a percentage expressed as a decimal fraction. For example, a 5% rate would be entered as “.05”.
Max.% Per Year	The maximum amount of escalation which should be added during one year. Enter a percentage expressed as a decimal fraction. For example, a 75% rate would be entered as “.75”.

Field	Explanation
Max.% Per Lease	The maximum amount of escalation which may be added per lease. Enter a percentage expressed as a decimal fraction. For example, a 100% rate would be entered as "1.00".
M R	<p>A code that specifies whether an invoice must be reviewed before it can be approved for posting. Valid codes are:</p> <p>Y Yes, a review is required</p> <p>blank No, a review is not required</p> <p>If a billing in a batch requires a review, the batch will retain a status of Error until the Manual Rev Req'd field for that billing is changed from Y to blank.</p>
B O	<p>This code will cause the tenant's escalation calculations to be based on an amount retrieved from Recurring Billing information rather than the Original Basis or Last Basis.</p> <p>The following values are allowed in this field:</p> <p>Blank No override will be performed.</p> <p>1 or R The Base Rent is used instead of the Original or Last Basis. The Base Rent is the sum of the annual amounts of all tenant Recurring Billing records which match the Rent Bill Code and which are in effect on the day prior to the Next Month/Year.</p> <p>2 or E The Escalated Base Rent is used as the basis amount. The Escalated Base Rent is the Base Rent plus the annual amounts of any records which match the Estimated Bill Code and which are in effect on the day prior to the Next Month/Year.</p>
Lease Factor	Occasionally the escalation percentage which is based on a published cost of living index is factored up or down before calculation of the tenant's bill. This field contains the adjustment factor. For example, a lease might base tenant escalation charges on 90% of the standard Consumer Price Index (CPI). For this example the adjustment factor would be "0.900".
Base Start Month	Escalation is calculated by comparing a Base Year computation index with a current period computation index. To make this computation, the Base Year must be defined. Enter into this field the value for the month of the Base Year start.
Base Start Year	The value entered in this field defines the year for the base year expense exclusion.

Field	Explanation
Base End Month	Escalation is calculated by comparing a Base Year computation index with a current period computation index. To make this computation the Base Year must be defined. Enter into this field the value for the month of the Base Year end.
Base End Year	Escalation is calculated by comparing a Base Year computation index with a current period computation index. To make this computation the Base Year must be defined. Enter into this field the value for the Base Year end.
Base Index	The base rate at which escalation is to be calculated. The system compares the Base Index to the Current Index to calculate the rate of escalation.
Original Basis	The value entered into this field is the basis upon which escalation is calculated. You can manually enter a value into this field directly or, if left blank, it may default in, depending on the value entered in the Basis Override field. If the Escalation Basis Override Code is equal to "1" or "R", the program will retrieve the annual rent amount from the tenant's recurring billing information based on the Rent BRCD bill code. If the Basis Override is equal to "2" or "E", the program will retrieve the annual rent amount from the tenant's recurring billing information based on the Rent BRCD and the Estimated BRCD bill codes.
Last Start Month	This is the first month included in the billing period.
Last Start Year	This is the first year included in the billing period.
Last End Month	This is the last month included in the billing period.
Last End Year	This is the last year included in the billing period.
Last Index	This is the index that was last used to calculate the annual escalated amount from the previous escalation generation. This field is updated when the Escalation Database Update is performed.
Last Basis	This amount is the annual escalated amount from the previous escalation generation. This field is updated when the Escalation Database Update is performed.
Billing Group	A code that groups different tenants and leases into one combined billing. The system automatically supplies this field with the number of the first building listed on the Lease Information screen. You can also manually assign a different code.

Field	Explanation
Unit Group	<p>A code that associates the bill code line with a group of units identified within a lease. The unit group code is a one-character reference to the three-character Unit Group field on the Lease Information screen. For example, if a unit has a grouping code of 13A, then you could type 1 or 3 or A in this field for the bill code line.</p> <p>NOTE: If you use the Unit Group field for a bill code line, you cannot use the Unit field for that bill code line.</p>
Maximum Amount	<p>The number entered here will represent an upper limit on the amount of escalated rent which can be calculated from a particular billing line during any individual generation of escalation billings.</p> <p>If this amount is entered, it will override the Maximum Percent Per Lease calculation.</p>
Porter Wage Factor	<p>This factor will be multiplied by the increase in Porter Wage rates since the base year or by the percentage increase in Porter Wage rates since the base year. The result of such calculation will be the amount of escalation per square foot.</p> <p>If either this field or the Porter Wage Computation is left blank, then Porter Wage calculations will not be performed. If Porter Wage calculations are to be performed, then the Base Escalation Reduction Factor (Lease Factor), the Minimum Percent Per Year and the Maximum Percent Per Year will all be bypassed, since the amount being processed is not a percent increase but is an amount of increase per square foot.</p>
Porter Wage Computation	<p>The value in this field determines whether the system uses the amount of difference in Porter Wage rates since the base year or the percentage of difference in Porter Wage rates since the base year when calculating the amount of escalation per square foot. Valid values are:</p> <ol style="list-style-type: none"> 1 Uses the amount of difference in Porter Wage rates. 2 Uses the percentage of difference in Porter Wage rates. <p>If this field or the Porter Wage Factor field is left blank, then Porter Wage calculations are not performed.</p>

Field	Explanation
Porter Wage Computation	<p>This field will determine whether the program will use the amount of difference in Porter Wage rates since the base year or the percentage of difference in Porter Wage rates since the base year when calculating the amount of escalation per square foot.</p> <p>1 or ¢ – will use the amount of difference in Porter Wage rates. 2 or % – will use the percentage of difference in Porter Wage rates.</p> <p>If this field or the Porter Wage Factor is left blank, then Porter Wage calculations will not be performed.</p>
Porter Wage Square Feet	The number of square feet to be used when calculating Porter Wage escalation. If this field is left blank, then the rentable square footage for the lease will be used.
P T	<p>A code that indicates the default payment terms for a customer. Payment terms determine due dates and discounts, and are used as a default value when you create invoices.</p> <p>You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently. For WorldSoftware use the following:</p> <p>blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th</p>
S I	A code that helps group items into invoices. The system generates a separate invoice containing all the items that have the same lease number, separate invoice code, and alternate payee.
Billing ID	The Billing Control ID is a unique number assigned to all records that is used for billing of tenant information. The ID number is assigned automatically to the billing records through the Next Number facility.
Base Billing ID	This number is a third Billing Control ID number. Billing Control ID's are used to uniquely identify a billing record in the Property Management System.
Transaction Originator	The person who originally entered the transaction.
Date Entered	The date the item was keyed into the system.

Reviewing and Revising Escalation Indices

While setting up escalation information, you can also review and revise the escalation index information.

See Also

- *Setting Up Escalation Indices* for information about setting up escalation indices

► To review and revise escalation indices

From the Escalations menu (G1524), choose Escalation Information.

1. On Work with Leases, to locate the lease with escalation information that you want to work with, click Find.
2. Select the lease and from the Row menu, choose Revisions.

Alternatively, choose the lease and click Select.

3. On Escalation Revisions, from the Form menu, choose Escalation Indexes.
4. On Work With Escalation Indices, choose the escalation index.
5. Make changes as necessary.
6. Click OK and then Close.

Creating a New Version of a Lease

While setting up escalation information, you can create a new version of a lease with different escalation information. The system suspends the lease and copies all of the information to a new lease. Creating new versions saves setup time and typing. You can still track activity in all versions of leases.

Note: You can enter new escalation information only after you have created a new version of the lease.

Before You Begin

- ☐ Set up a new version of the lease using the Lease Information program. See *Creating New Lease Versions*.

► To create a new version

From the Escalations menu (G1524), choose Escalation Information.

1. On Work with Leases, to locate the version of the lease for which you want to enter new escalation information, click Find.
2. Select the lease and from the Row menu, choose Revisions.

3. On Escalation Revisions, choose the escalation information that you want to duplicate in the new version.
4. From the Row menu, choose Versions.

The system displays a version confirmation message.

5. To copy the line and create a new version, click OK.

The system copies all relevant information to a new line. The system assigns a new billing ID to the new version and enters the original billing ID into the Base Billing ID field.

Caution: Even though the system suspends the original lease on the date prior to the date that you create a new version, it still enters the same beginning and end dates from the original version in the new version. That pattern is because the system uses the same dates for the escalation calculation. J.D. Edwards recommends that you do not change the beginning and end dates for the new version because unexpected results may occur.

Processing Options for Escalation Information

Process

1. Display of Tax Fields _____
 Blank = Default to PM Constants
 0 = Display tax fields
 1 = Suppress display of tax fields
2. Protect Fields from Manual Updates _____
 Blank = No manual updates
 1 = Allow updates
3. Date Edits Against the Lease Master _____
 Blank = Bypass date edits
 1 = Perform date edits

Defaults

1. Search Default for Lease Version _____
 *LAST = Latest Effective Date
 *CURRENT = System Date

Generating Escalation Billings

From the Escalations menu (G1524), choose Escalation Billing Generation.

When you generate a batch of escalation billings, the system uses the setup information from the Tenant Escalation Master table, places the calculations in the Escalation Billing Register table (F1548B), and uses the calculations to create both estimated recurring billings and catch-up billings.

When you run either Post Invoices or Escalation Update Without Post, the system updates the Recurring Billings Master table with the estimated information for recurring billings. As a control against duplicate updates, the system marks a batch when the update is first performed for it. This action prevents the system from running the program more than once for a specific batch.

Escalation Billing Generation processing options (Catch-Up tab) let you create catch-up billings for past billing periods, which are placed in the Tenant/Lease Billings Detail Master table. To determine the catch-up portion, the system uses information in the A/R Ledger table, which includes posted A/R records that are related to a specific combination of bill code, building, unit, and start and end dates.

The system assigns a generation type of 4 for escalation billings. For the billing records in the Billings Generation Control Master table, the system updates the related Billing Period fields to G for generated. When you successfully run the Update or Post, the system changes the related Billing Period fields to B for billed.

A processing option (Versions tab) controls whether the system prints the Escalation Calculation Register, which lists the calculation details for a batch of escalation billings. You should review this information for accuracy before posting the batch. J.D. Edwards recommends that you print this report and keep it as a record because it is the only report of the calculations for escalation. You can also set a processing option to control whether the system displays the results in the Billing Edit/Register after you generate the escalation billings.

Processing Options for Escalation Billing Generation

Process

1. Escalation Generation Date _____
2. Date for Retrieving AR/AP Information _____
Blank = Invoice Date
1 = Due Date
2 = Service/Tax Date
3 = G/L Date
3. Adjust Periodic Billing Amount _____
Blank = Do not adjust
1 = Adjust periodic billing amount

Select

Override the Effective Beginning Date of
the Recurring Billing Records
Resulting from Rent Escalation

1. Enter the Desired Start Date _____
OR
2. Enter the Number of Months to be _____
Added to the G/L Date

Indexes

Override the Year and Month when
Deriving the Current Index Amount

1. Enter the Desired Month _____
AND
2. Enter the Desired Year _____
OR
3. Enter the Number of Months to be _____
Added to the Next Month and Year

Catch-Up

1. Amount Used for Catch-Up Billings _____
Blank = Estimated billings
1 = Estimated billings less
adjustments
2 = Payments to estimated billings
2. Bypass Calculation of Catch-Ups _____
Blank = Issue catch-up billings
1 = Bypass calculation
3. Unbilled and Estimated Escalations _____
Blank = Do not exclude
1 = Exclude unbilled and estimated
4. G/L Date for Catch-Up Billings _____
Blank = Generation Date

Versions

1. Calculation Register (R1548) Version _____
Blank = XJDE0001
2. Billing/Edit Register (R15300) _____
Blank = XJDE0004

Reviewing Batches of Escalation Billing Transactions

Property Management provides three levels of detail for reviewing and approving batches of escalation billing transactions:

- General batch review
- General review of invoices or vouchers within a batch
- Detailed review of an invoice or voucher

You use the Escalation Journal Review program to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Except for the title, the Escalation Journal Review is identical to the Manual Billing Journal Review. You can use the same instructions to review and approve batches of transactions that you use with Manual Billing Journal Review

program. When using the Escalation Journal Review program, be sure to set the Generation Type processing option to 4 so that you can review escalation billings.

To review batches of escalation billing transactions

From the Escalations menu (G1524), choose Escalation Journal Review.

Perform the steps for reviewing and approving batches of transactions. See *Reviewing Batches of Manual Billing Transactions*.

Reviewing the Billing Edit/Register

From the Escalations menu (G1524), choose Billing Edit/Register.

The Billing Edit/Register report lists all errors and warnings that occurred during the billing, such as missing AAIs or account information. Some errors in the batches prevent the billing from posting while warnings allow posting. You can run this report at any time that you want to review errors in batches. This report also appears when a processing option for Escalation Billing Generation is set to display the Billing Edit/Register after you generate the escalation billings.

This report is identical to the report generated by Manual Billing. For more information, see *Generating the Billing Edit/Register*.

Reviewing and Updating Escalation Information without Posting

In order to bill tenants for escalations in recurring billings, you must run the Escalation Update Without Post program. This program writes the annual, estimated escalation amount to the Recurring Billings Master table, which lets you bill tenants for escalations using the same billing frequency that you bill for rent. When you run this program, you also can choose to update the Tenant Escalation Master table, where the system updates escalation information in the following sequence:

1. Provides 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. Provides 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. Provides the Last Index field with the current index from the respective calculation

5. Provides the Last Escalation Amount (Last Basis) field with the net escalated rent from the calculation

Note: If you want to bill tenants a one-time-only charge for escalation, do not run this program.

You must post invoices or vouchers after running this program. Escalation Update Without Post processing options on the Update tab control whether you run a report, update information, or both as follows:

If you set processing option 1, Update Recurring Billing Table, to:	and if you set processing option 2, Print Edit Report, to:	Then the system:
Blank	Blank	Prints an edit report without writing records to the Recurring Billing table or updating records. No recurring billing dates print.
Blank	1	Updates the Escalation Information table only.
1	Blank	Writes records to the Recurring Billing table but does not update the Escalation Information table. Recurring billing dates and amounts print.
1	1	Writes records to and updates the Recurring Billing table and updates the Escalation Information table.

Posting Invoices

From the Escalations menu (G1524), choose Post Invoices.

The Property Management system has its own version of the posting program. Before posting invoices, the system places all A/R invoices into the Tenant/Lease Billing Details Master table. This intermediate step allows you to run reports and make changes before creating A/R entries. When you submit batches for posting, the system creates the A/R and G/L transactions, and marks the documents as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the batch type processing option to 2B for invoices.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Invoices program again to continue the G/L posting process.

Posting Vouchers

From the Escalations menu (G1524), choose Post Vouchers.

Before posting vouchers, the system places all A/P vouchers into the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/P entries. When you submit batches for posting, the system creates the A/P and G/L transactions, and marks the documents as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the batch type processing option to / for vouchers.

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Vouchers program again to continue the G/L posting process.

Printing Invoices

From the Escalations menu (G1524), choose Print Invoices.

Using the Print Invoices program, you can print invoices that include information gathered during the billing process. The time needed to process and print invoices depends on the amount of information in the Tenant/Lease Billings Detail Master table.

Updating Holdover Dates

From the Holdover menu (G1525), choose Update Holdover Dates.

When a tenant wants to remain in a facility after the lease has expired, the lease becomes known as a holdover. You can extend the lease dates by a number of months or even a number of days for one or more holdover leases using the Update Holdover Dates program. Based on the processing options that you select, the program also updates the end dates of records for the selected leases in the following related tables:

- Tenant E.P. Class Master (F15012B)
- Min/Max Rents And Recoveries Master (F15015B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Management Fee Master (F1505B)
- A/R Fee & Interest (F1525B)

Using the Update Holdover Dates processing options, you can:

- Set the new end dates for the lease as a specific date, an increment of days from the old lease date, or an increment of months from the old lease date
- Specify a bill code for new recurring billing records created by the holdover update process
- Request an audit trail that suspends current recurring billing records and creates new recurring billing records
- Select or omit records based on a bill code

Note: To easily update records for all leases in holdover status using Update Holdover Dates, J.D. Edwards recommends that you:

- Change each lease's status to holdover status on the Lease Master Revisions form. See *Setting Up New Leases*.
- Define the holdover code during data selection.

Before You Begin

- ☐ Set up user defined codes to include a holdover lease status (15/LS). See *Setting Up User Defined Codes*.

Processing Options for Update Holdover Dates

Select

1. From Date for Lease Selection _____
2. To Date for Lease Selection _____
3. Date Selection Criteria _____
 - 1 = Use Increment Date
 - 2 = Extend by number of days
 - 3 = Extend by number of months
 - 4 = Same as 3.
End date set to last day of month
4. New Lease End Date _____
5. Increment Days/Months _____
6. Last Day of Month _____

Options

1. New Bill Code _____
Blank = Uses existing bill code
2. Create an Audit Trail _____
Blank = Update existing records
1 = Create an audit trail

Update

1. Table Update Selection
Blank = Do not update
1 = Update

Expense Participation Information _____
Minimum Rent / Recoveries _____
Information _____
Escalation Master Information _____
Recurring Billing Master _____
Information _____
Management Fee Master Information _____
A/R Fee Interest Information _____

Bill Codes

1. Select / Omit Bill Codes _____
Blank = Select all
S = Select specific bill codes
O = Omit specific bill codes
Bill Code _____
Bill Code _____
Bill Code _____
Bill Code _____
Bill Code _____
Bill Code _____

Print

1. Print Edit Report

Blank = Edit report only
1 = Update holdover dates

2. FASB 13 Regeneration

Blank = No FASB 13 update
1 = Regenerate FASB 13 records

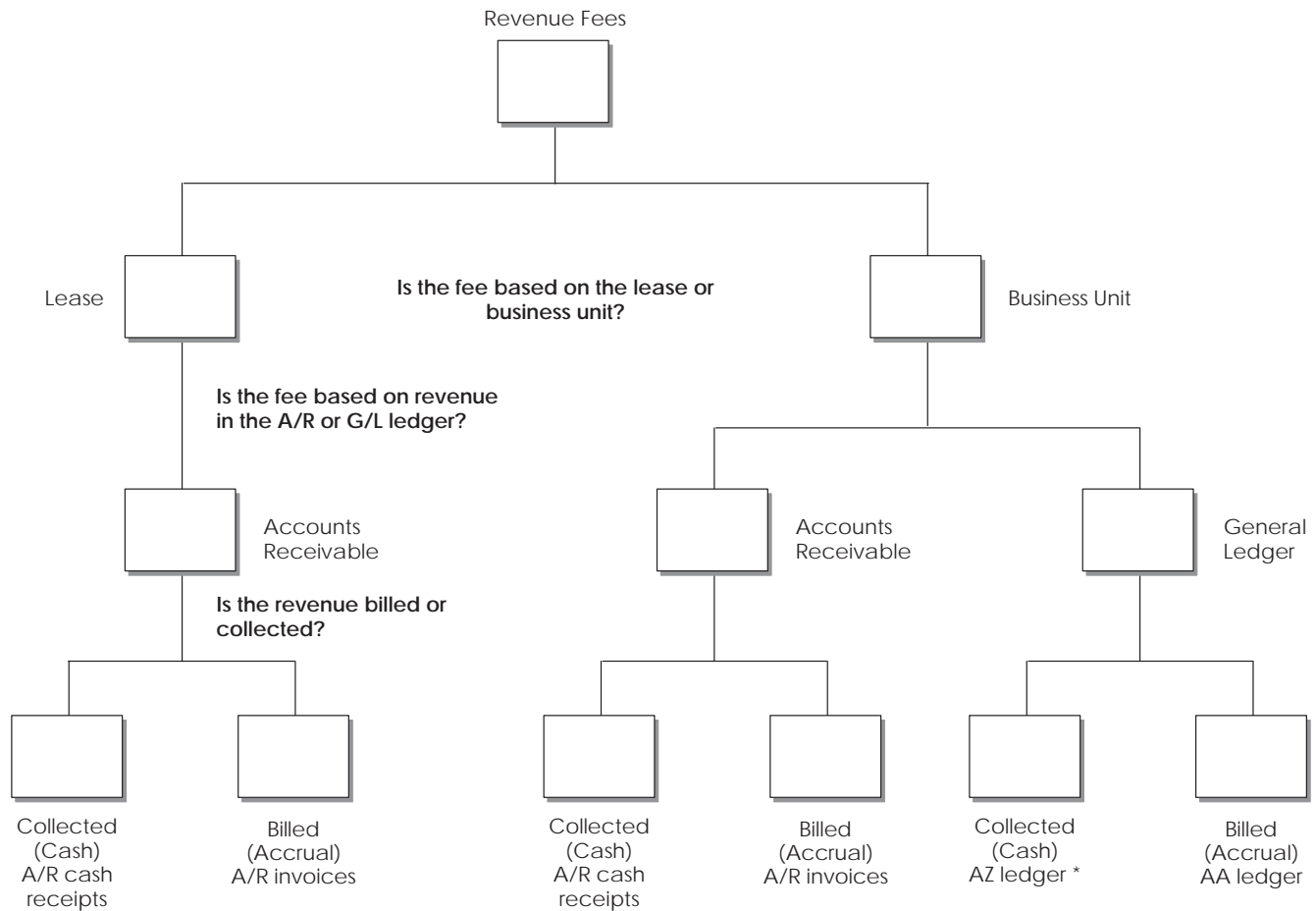
Working with Revenue Fees

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 you bill one party and pay another, you can create a single journal entry 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 Ledger table (F03B11), or one or more accounts in the G/L Account Ledger table (F0911). For a lease, which relates to commissions, the revenue is based on the A/R Ledger table only because the lease number is a part of the F03B11 record but not the F0911 record. This action is controlled by the fee type, which is a user defined code (15/FE). Depending upon the agreement that you make with your leasing agent, you can choose to pay the commission upfront or step the commission. Commissions are based on rent only.

The revenue can be the amounts that have been either billed or collected (an accrual or cash basis, respectively). This action is controlled by the fee table.

The following chart shows the primary decisions that affect the setup and calculation of revenue fees.



* You must have the Cash Basis Accounting module in order to use the AZ ledger for revenue fees.

Working with revenue fees consists of the following tasks:

- ☐ Setting up fee tables
- ☐ Generating revenue fees
- ☐ Reviewing batches of revenue fee transactions
- ☐ Posting the general journal
- ☐ Reviewing batches of invoices
- ☐ Posting invoices
- ☐ Reviewing batches of vouchers

- ☐ Posting vouchers
- ☐ Deleting revenue fee batches

Setting Up Fee Tables

When you set up fee tables, the information is stored in the Management Fee Master table (F1505B). This information controls the generation of the revenue fees. A fee can be based on revenue from either an entire business unit or an individual lease. This choice is controlled by the fee type.

Setting up fee tables consists of two tasks:

- Setting up business unit fee information
- Setting up lease fee information

Guidelines for Setting Up Business Unit Fee Tables

When setting up business unit fee tables, make sure that you follow these guidelines:

- For each bill code that is subject to revenue fees, enter Y (Yes) in the Subject to Management Fees field on the Bill Codes/Adjustment Reasons Revisions form, which you access from the Bill Codes/Adjustment Reasons program (G15412).
- When you set up the user defined code for Revenue Fee Type, you must specify the appropriate type in the Description 2 field, which is 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 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). You can define up to 999 different ranges (for example, PM999B and PM999E).

- You can define a detail line for an A/R invoice, A/P voucher, or G/L transactions. The system always creates journal entries in the general ledger. This action is controlled by the GM (Generation Mode) field and the accounting fields.
 - For an 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, the system creates journal entries to debit the expense account and credit the revenue account associated with the invoice and voucher specifications.
- The formula used to calculate the fee amount is the following:

$$\text{Revenue amount} \times \text{fee rate}$$

- The fee limits that are specified in the Minimum Amount and Maximum Amount fields are based on monthly amounts.
- The Billing Control ID, assigned by Next Numbers, relates to the last time that a record was generated based on the batch number, billing period, and fiscal year for that record. This information is stored in the Revenue Fee Generation History table (F1505HB).
- Set the processing option to blank for business unit fee tables.

Note: You cannot bill a tenant twice for the same period unless you clear the Billing ID field for that period. See *Deleting Revenue Fee Batches* for instructions about clearing the field.

► To set up business unit fee information

From the Revenue Fees menu (G1526), choose Business Unit Fee Information.

1. On Work With Revenue Fee Master, click Add.

The screenshot shows a software window titled "Business Unit Fee Information - [Revenue Fee Master Revisions]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Display...", "OLE...", and "Internet". The main area of the window contains several input fields and a table. The "Fee Type" field is at the top left. Below it is the "Rev BU" field. The "Rev B CD" field is next to the "Description" field. The "Description" field contains the text "Property Management AAls". The "Dates" section has "From" and "Thru" fields. The "Fee Rate" field is next to the "C A" and "G M" fields. The "Billing Control ID" field is at the bottom right. The "Minimum Amount" and "Maximum Amount" fields are below the "Description" field. The "A/P Pay To" field is below the "Minimum Amount" field. The "G/L Offset" field is next to the "Account" field. The "Sub Ledger" field is next to the "Payment Terms" field. The "A/R Bill To" field is at the bottom left. The "Company" field is next to the "Payment Terms" field.

2. On Revenue Fee Master Revisions, complete the following required fields:

- Fee Type
- Rev B CD
- Fee Rate
- C A

3. Complete the following optional fields:

- Rev BU
- From
- Thru
- G M
- Minimum Amount
- Maximum Amount
- Pay To
- G/L Offset
- Account
- Sub Ledger
- Company
- Payment Terms

If you leave Payment Terms blank, the system enters the default payment term, such as Net 30.

- Bill To
- G/L Offset
- Account
- Sub Ledger
- Company
- Payment Terms

4. Click OK.

Guidelines for Setting Up Lease Fee Tables

When setting up lease fee tables, use the same guidelines as you did for business unit fee tables with the following differences:

- The revenue is based only on one or more leases, and their revenue bill codes.

- The Lease Number field replaces the Revenue BU field in the Revenue Fee Master Revisions form.
- The Building and Unit fields are added to the Revenue Fee Master Revisions form.
- You must include the fee type, bill code, and lease number associated with the revenue.
- When you set up the user defined code for Revenue Fee Type, you must enter LS (lease) in the Description 2 field.
- Set the processing option to 1 for lease fee tables.

To set up lease fee information

From the Revenue Fees menu (G1526), choose Lease Fee Information.

1. On Work With Revenue Fee Master, click Add.
2. On Revenue Fee Master Revisions, complete the following required fields:
 - Fee Type
 - Lease
 - Rev B CD
 - Fee Rate
 - C A
3. Complete the following optional fields:
 - From
 - Thru
 - G M
 - Minimum Amount
 - Maximum Amount
 - Building
 - Unit
 - Pay To
 - G/L Offset
 - Account
 - Sub Ledger
 - Company
 - Payment Terms

If you leave Payment Terms blank, the system enters the default payment term, such as Net 30.

- Bill To
- G/L Offset
- Account
- Sub Ledger
- Company
- Payment Terms

4. Click OK.

Field	Explanation
Fee Type	In situations where property is managed on a fee basis, different types of fees may be distinguished. For example, simple management fees associated with rent roll billings may be distinguished from fees associated with the billing and collection of special tenant assessments.
Rev B CD	<p>A code that specifies billing information associated with the transaction. The system uses this code in accounts receivable and accounts payable to correspond to automatic accounting instructions to determine the account for automatic offsets.</p> <p>Examples:</p> <ul style="list-style-type: none"> • RO – Regular office rent • MISC – Miscellaneous • MGMT – Management fees
Fee Rate	A rate for an administration fee. It is expressed as a decimal. For example, you would enter .05 for a 5% rate.
C A	Identifies the dollar amounts from which various fees are calculated.
G M	<p>Use this field to determine whether invoices/vouchers should be created while generating revenue fees.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Bypass generating invoices and/or vouchers. In this case, journal entries will be performed to debit the Pay To account and credit the Bill To account in the fold area. blank Revenue fee invoices and/or vouchers will be created using the account numbers entered in the fold area as the revenue or expense accounts and the corresponding bill codes as the offsets.

Field	Explanation
Minimum Amount	This field can be used to define a minimum dollar amount for revenue fees. If the fees calculated are less than the minimum amount, the minimum amount will be invoiced or vouchered. If the fees calculated are greater than the minimum amount, the calculated fees will be invoiced or vouchered.
Maximum Amount	This field can be used to define a maximum or ceiling amount for revenue fees. If the fees calculated are greater than the maximum amount, the maximum amount will be invoiced or vouchered. If the fees calculated are less than the maximum amount, the calculated amount will be invoiced or vouchered.
G/L Offset	This field contains the G/L offset, or Billing/Receipt code, for A/P vouchers that are automatically generated for Revenue Fees.
Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none">• Standard account number (business unit.object.subsidiary or flexible format)• Third G/L number (maximum of 25 digits)• 8-digit short account ID number• Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Sub Ledger	<p>The subledger provides for detailed subsidiary accounting within any General Ledger account. This provides an audit trail of the transactions posted to a General Ledger account by other related numbers. These related numbers can be defined by Address Book, Business Unit Master, Equipment Master, Order Header, Work Order Master or Lease Master files. See Subledger Type (SBLT) for how to define these different subledgers. User defined subledgers are also available.</p> <p>For example, the balance of two different Notes Receivable could be tracked by two different accounts or by two different subledgers within one account.</p> <p>Use discretion in using the subledger concept. An extra record is added to the General Ledger Account Balances File – F0902 for each subledger, subledger type, ledger type, fiscal year, and account.</p>

Processing Options for Revenue Fee Master Revisions

Display

1. Fee Type Screen Format

Blank = Business Unit based
1 = Lease based

Generating Revenue Fees

From the Revenue Fees menu (G1526), choose Revenue Fee Generation.

You use Revenue Fee Generation to 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 table, and can update one or more of the following tables:

- A/R Ledger
- A/P Ledger (F0411)
- G/L Account Ledger
- Revenue Fee Generation History

You set a processing option to control whether the system creates a batch or just prints a report so that you can preview the information to be processed.

Processing Options for Revenue Fee Generation

Select

1. Fiscal Period To Process _____
2. Fiscal Year To Process _____
3. Number Of Retroactive Periods _____
4. G/L Date _____
5. Invoice Date _____
6. Voucher Date _____

Process

1. Fee Type _____
Blank = Business unit based fees
1 = Lease based fees
2. Business Unit Fees Option _____
Blank = A/R based fee types
1 = G/L based fee types
3. Leases With Management Fees _____
Blank = Process based on lease
master
1 = Process all leases
4. Adjustments From Revenue _____
Blank = Apply adjustments
1 = Ignore adjustments
5. Spread Transactions _____
Blank = Include spread
transactions
1 = Ignore spread transactions

Print

1. Print Report Detail _____
Blank = Print detail
1 = Do not print detail
2. Print Edit Report _____
Blank = Edit report only
1 = Generate G/L, A/R, and A/P
batches

Versions

1. Journal Entry MBF (P0900049) _____
Blank = ZJDE0001
2. Invoice Entry MBF (P03B0011) _____
Blank = ZJDE0001
3. Voucher Entry MBF (P0400047) _____
Blank = ZJDE0001

Reviewing Batches of Revenue Fee Transactions

Property Management provides three levels of detail for reviewing and approving batches of revenue fee transactions:

- At the first level, you can review and approve batches of transactions. From the list of batches, you can select a specific batch and display the next level of detail.
- 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 select a specific document and display the next level of detail.
- At the third level, you can revise the journal entry information or void a journal entry for a document.

You use General Journal Review to review batches of transactions at the first, or highest, level. You can display a list of batches based on your user ID, batch number, batch date, and so on. The system displays and updates information in the Batch Control Records (F0011) and G/L Account Ledger tables.

Note: If you use batch control, the system shows the difference between what you expect to enter and what you actually enter for both the number of documents (Difference Documents) and the input total (Difference Amount). If you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.

Complete the following tasks:

- Reviewing batches of revenue fee transactions
- Revising journal entry information
- Voiding journal entries



To review batches of revenue fee transactions

From the Revenue Fees menu (G1526), choose General Journal Review.

1. On Work With Batches, to locate the batch that you want to review, click Find. To limit the search, complete the following field, click any of the following options, or use the QBE line and click Find:
 - Batch Number / Type
 - Unposted Batches
 - Posted Batches
 - All Batches

The system displays unposted batches and general accounting batches (batch type G) by default. As a reminder, the system displays the last batch that you worked with in the Previous Batch Number/Type field.

2. To review the documents in a batch, choose the batch and click Select.

The General Journal Review form appears.

3. Continue with revising journal entry information or voiding a journal entry.

► **To revise journal entry information**

Perform this task after reviewing batches of revenue fee transactions.

1. On General Journal Review, choose the document with journal entry information that you want to revise.
2. From the Row menu, choose Journal Entries.
3. On Journal Entry, make changes as necessary.
4. Click OK.

► **To void a journal entry**

Perform this task after reviewing batches of revenue fee transactions.

1. On General Journal Review, choose the document with journal entry information that you want to void.
2. From the Row menu, choose Void JE.
3. On Void Journal Entry, complete the following field:
 - G/L Date
4. Click OK.

Note: To keep the periods in balance when voiding a reversing journal entry, use the same date in the voiding entry as shown for the corresponding journal entry that you are voiding.

Related Revenue Fee Tasks

While reviewing batches of revenue fee transactions, you can also:

Create a batch header	From the Form menu, choose Create. See <i>Working with Batch Headers</i> in the <i>General Accounting Guide</i> .
Post batches by version	From the Form menu, choose Post By Version. Choose the version of the batch that you want to post. See <i>Posting Invoices</i> .
Review reports on the server	From the Form menu, choose Servers/Reports. Find the server queue that you want to review. See <i>Work with Servers</i> in the <i>System Administrator Guide</i> .
Create journal entries	From the Form menu, choose Transaction Apps, and then choose Journal Entry. See <i>Working with Basic Journal Entries</i> in the <i>General Accounting Guide</i> .
Create voucher entries	From the Form menu, choose Transaction Apps, and then choose Voucher Entry. See <i>Voucher Processing</i> in the <i>Accounts Payable Guide</i> .
Enter cash receipts	From the Form menu, choose Transaction Apps, and then choose Receipts Entry. See <i>Adding Cash Receipts</i> .
Enter manual billing entries	From the Form menu, choose Transaction Apps, and then choose Invoice Entry. See <i>Creating Manual Billings</i> .
Set up organization information	<p>From the Form menu, choose Organization, and then choose the appropriate menu command. See:</p> <ul style="list-style-type: none"> • <i>Setting Up Companies</i> in the <i>General Accounting Guide</i> • <i>Setting Up Business Units</i> in the <i>General Accounting Guide</i> • <i>Adding Accounts</i> in the <i>General Accounting Guide</i> • <i>Setting Up Fiscal Date Patterns</i> in the <i>General Accounting Guide</i> • <i>Setting Up Ledger Type Rules</i> in the <i>General Accounting Guide</i>

Set up system constants	<p>From the Form menu, choose Organization, and then choose the appropriate menu command. See:</p> <ul style="list-style-type: none">• <i>Setting Up Constants for General Accounting</i> in the <i>General Accounting Guide</i>• <i>Setting Up Constants for A/P</i> in the <i>Accounts Payable Guide</i>• <i>Setting Up A/R Constants</i> in the <i>Accounts Receivable Guide</i>• <i>Setting Up Constants for Address Book</i> in the <i>Address Book Guide</i>• <i>Setting Up Fixed Asset Constants</i> in the <i>Fixed Assets Guide</i>• <i>Setting Up System Constants</i> in the <i>Job Cost Guide</i>
Set up AAIs	<p>From the Form menu, choose Organization, and then choose AAIs. See <i>Setting Up Automatic Accounting Instructions</i>.</p>
Set up user defined codes	<p>From the Form menu, choose Organization, and then choose UDCs. See <i>Setting Up User Defined Codes</i>.</p>
Approve a batch	<p>Choose the batch that you want to approve. From the Row menu, choose Batch Approval. See <i>Approving Invoice Batches</i> in the <i>Accounts Receivable Guide</i>.</p>
Revise a batch header	<p>Choose the batch with header information that you want to revise. From the Row menu, choose Revise. See <i>Working with Batch Headers</i> in the <i>General Accounting Guide</i>.</p>
Review journal entries by batch type	<p>Choose the batch type other than G that you want to review. From the Row menu, choose Batch Reviews, and then choose the appropriate menu command. See <i>Working with Basic Journal Entries</i> in the <i>General Accounting Guide</i>.</p>
Post batches using automated data selection, post batches to a subsystem table, or both	<p>Choose the batch that you want to post. From the Row menu, choose Post by Batch to post using automated data selection. To post to a G/L subsystem table, choose Subsystem G/L Post. See <i>Posting Journal Entry Batches</i> in the <i>General Accounting Guide</i>.</p>

Posting the General Journal

From the Revenue Fees menu (G1526), choose Post General Journal.

When you run the Post General Journal program, the system:

- Selects unposted G/L transactions from the G/L Account Ledger table.
- Verifies the information in each transaction.
- Posts the accepted transactions to the G/L Account Balances table (F0902).
- Marks the transactions as posted in the G/L Account Ledger and Batch Control Records tables. The posted codes in the two files are P and D respectively.

Be sure to set the Batch Type in the data selection to G for G/L transactions.

Reviewing Batches of Invoices

Property Management provides three levels of detail for reviewing and approving invoices. The system displays unposted invoices (batch type IB) by default.

- At the first level, you can review and approve batches of invoices. From the list of batches, you can select a specific batch and display the next level of detail.
- 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 select a specific document and display the next level of detail.
- At the third level, you can revise the invoice information or review the G/L distribution information associated with the invoice.

You use the Invoice Journal Review program to review batches of invoices at the first, or highest, level. You can display a list of invoices based on your user ID, batch number, batch date, and so on. The system displays and updates information in the Batch Control Records and A/R Ledger tables.

Note: If you use batch control, the system shows the difference between what you expect to enter and what you actually enter for both the number of documents (Difference Documents) and the input total (Difference Amount). If you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.

Complete the following tasks:

- Reviewing batches of invoices
- Revising invoice information
- Reviewing associated G/L distribution information

See Also

- *Entering Standard Invoices* in the *Accounts Receivable Guide* for information about entering invoices

To review batches of invoices

From the Revenue Fees menu (G1526), choose Invoice Journal Review.

1. On Work With Batches, to locate the batch that you want to review, click Find. To limit the search, complete the following field, click any of the following options, or use the QBE line and click Find:
 - Batch Number / Type
 - Unposted Batches
 - Posted Batches
 - All Batches

The system displays unposted batches and invoice batches (batch type IB) by default. As a reminder, the system displays the last batch that you worked with in the Previous Batch Number/Type field.

2. To review the documents in a batch, choose the batch and click Select.

The Invoice Journal Review form appears.

3. Continue with revising invoice information or reviewing the associated G/L distribution information.

To revise invoice information

Perform this task after reviewing batches of invoices.

1. On Invoice Journal Review, choose the invoice that you want to revise.
2. From the Row menu, choose Invoice Entry.
3. On Standard Invoice Entry, make changes as necessary.
4. Click OK.

To review the associated G/L distribution information

Perform this task after reviewing batches of invoices.

1. On Invoice Journal Review, choose the invoice for which the G/L distribution information is associated.
2. From the Row menu, choose G/L Distribution.
3. Click Cancel.

Posting Invoices

From the Revenue Fees menu (G1526), choose Post Invoices.

When you run the Post Invoices program, the system:

- Selects unposted A/R invoices from the G/L Account Ledger table.
- Verifies the information in each transaction.
- Posts the accepted transactions to the G/L Account Balances table.
- Marks the transactions as posted in the G/L Account Ledger, A/R Ledger, and Batch Control Records tables. The posted codes in the three files are P, D, and D respectively.
- Creates and posts the automatic offsets to Accounts Receivable.

Be sure to set the Batch Type in the data selection to IB for A/R invoices.

See Also

- *Invoice Processing* in the *Accounts Receivable Guide* for more information about processing invoices

Reviewing Batches of Vouchers

You use Voucher Journal Review to review batches of vouchers at the first, or highest, level. This form is identical to the Cash Receipts Journal Review form except for the title. All forms associated with the voucher journal review process for revenue fee vouchers are identical to the ones for Cash Receipts. The system displays and updates information in the Batch Control and A/P Ledger tables.

See Also

- *Voucher Processing* in the *Accounts Payable Guide* for more information about processing vouchers



To review batches of vouchers

From the Revenue Fees menu (G1526), choose Voucher Journal Review.

Perform the steps for reviewing and approving batches of cash receipt adjustments. See *Reviewing Batches of Cash Receipt Transactions*.

Posting Vouchers

From the Revenue Fees menu (G1526), choose Post Vouchers.

When you run the Post Vouchers program, the system:

- Selects unposted A/P invoices from the G/L Account Ledger table.
- Verifies the information in each transaction.
- Posts the accepted transactions to the G/L Account Balances table.
- Marks the transactions as posted in the G/L Account Ledger, A/P Ledger, and Batch Control Records tables. The posted codes in the three files are P, D, and D respectively.
- Creates and posts the automatic offsets to Accounts Payable.

Be sure to set the Batch Type in the data selection to V for A/P vouchers.

See Also

- *Posting Vouchers* in the *Accounts Payable Guide* for more information about posting vouchers to the general ledger

Deleting Revenue Fee Batches

From the Revenue Fees menu (G1526), choose Revenue Fee Batch Deletion.

You can delete unposted batches that are created when you run the Revenue Fee Generation program. This program enables you to bill a tenant again for the same period because Revenue Fee Batch Deletion clears the Billing Control ID field and deletes the batch header, transactions in the batch, and corresponding records in the Revenue Fee Generation History table.

The program can update one or more of the following tables:

- A/R Ledger
- A/P Ledger
- G/L Account Ledger

You set a processing option to control whether the system updates the tables or just prints a report so that you can preview the information to be deleted. The system displays the number of the last batch that was deleted in processing option 1 (Select tab), if any. You cannot delete posted batches.

Caution: You cannot recover deleted batches, so use caution when running this program.

Processing Options for Revenue Fee Batch Deletion

Select

NOTE: Once deleted, a batch cannot be recovered. Please exercise this option with care.

1. Batch Number

2. Delete Batch

Blank = Do not delete

1 = Delete the batch

Print

1. Print Audit Report

Blank = No report

1 = Print audit report

Working with Fees and Interest

You set up the fees and interest that you charge for late payments using Fees & Interest programs. If you charge a late fee (penalty), you can set it up as a dollar amount charged as a lump sum, or as an amount per a certain number of days to a maximum number of days. If you charge interest (a percentage of the unpaid amount), you can charge:

- Simple interest (per month or per year on outstanding balances)
- Compounding interest
- Interest on penalties (simple or compounding)

The bill code and automatic accounting instructions (AAIs) that you set up determine whether you charge a late fee or interest. This distinction is important because revenue collected from fees and interest is taxed differently from revenue received from rent. In some cases, you must differentiate the interest that you charge from the interest that you must pay on security deposits, and so on.

Fees & Interest programs also control 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
- Grace periods

For example, charges can be very general, such as all tenants are subject to a 25.00 late fee, or they can be very specific, such as .5% per month after a five-day grace period for a specific lease. You set up and work with fees and interest in tables of charges, interest rates, and calculation patterns.

Working with fees and interest consists of the following tasks:

- ☐ Setting up fee and interest tables
- ☐ Generating fees and interest
- ☐ Reviewing batches of fee and interest invoices
- ☐ Reviewing the fee and interest Billing Edit/Register

- ☐ Posting invoices
- ☐ Reviewing batches of adjustments
- ☐ Posting adjustments
- ☐ Printing invoices
- ☐ Printing statements

Understanding Fee and Interest Tables

Fee and interest information is stored in the A/R Fee & Interest table (F1525B), which controls the generation of the fees. The fee type is a user defined code (15/FY) that is stored in the User Defined Codes table.

Understanding Search Levels

The search level identifies the level of detail with which a fee and interest table is associated. It is determined by the four key fields that you set up in the Fee and Interest table:

- Lease
- Tenant
- Building
- Bill Code

The following chart shows the different combinations of these fields that make up the 12 valid search levels:

Field	Explanation											
KEY FIELDS	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.

Using up to 12 levels, you do not need 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 is associated with 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)

Example: Late Fees (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.

The bill code plus the prefixes RC and PM make up the related AAIs RCLATE and PMLATE.

Example: Simple Interest on a Security Deposit

For the security deposit, a tenant is entitled to earn annual interest on a monthly basis. The interest is simple (noncompounding), and the rate varies according to the prime rate. Though the lease begins on June 1, 2006, 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.

You use the processing options for Fee and Interest Generation to specify the interest rate because it is variable. The Rate Indc field identifies this. The Retr 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 RCINTR and PMINTR.

Example: Compounding Interest

Only one detail line associated with 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 no grace period exists.
- The BCd/AdjR field must contain a bill code for an adjustment. During the generation, therefore, the system updates the A/R Account Ledger table as an adjustment.
- The Cmp Flg field must be set to 1.

The adjustment reason plus the prefix RA make up the related AAI RAIN.

Setting Up Fee and Interest Tables

You set up and work with fees and interest in tables of charges, interest rates, and calculation patterns in the Fee & Interest Information program.

▶ To set up fee and interest tables

From the Fees & Interest menu (G1527), choose Fee & Interest Information.

1. On Work With Fee and Interest Table, click Add.

The screenshot shows the 'Fee & Interest Information - [Fee and Interest Table]' window. It features a menu bar with 'File', 'Edit', 'Preferences', 'Window', and 'Help'. Below the menu is a toolbar with buttons for 'OK', 'Can...', 'Dis...', 'Appo', 'Links', 'Displ...', 'OLE...', and 'Internet'. The main content area is divided into several sections. The top section is labeled 'Fee Type' and contains a list box with 'Lease', 'Tenant', 'Building', 'Bill Code', and 'Search Level'. Below this is a table with the following columns: 'Freq Code', 'Start Date', 'Retro Code', 'Partial Period', 'BCd/AdjR', 'Amount', 'Rate', 'Rate Scope', 'Rate Indc', 'Open Amnt', 'Comp Flag', and 'Seq'. The bottom section contains various input fields: 'Begin Date', 'Ending Date', 'Grace Periods', 'Grace Period Type', 'Maximum Periods', 'Maximum Period Type', 'Billing Control ID', 'Payment Terms', 'Tax Rate/Area', and 'Tax Exp'.

2. On Fee and Interest Table, for rate tables, complete the following required fields:

- Fee Type
 - Freq Code
 - BCd/ AdjR
 - Rate Scope
 - Rate Indc
3. For fixed amount tables, complete the following required fields:
 - Fee Type
 - Freq Code
 - BCd/ AdjR
 - Amount
 4. To set up the search levels, complete any of the following fields that are appropriate:
 - Lease
 - Tenant
 - Building
 - Bill Code
 5. For all types of tables, complete any of the following fields that are appropriate:
 - Start Date
 - Retro Code
 - Partial Period
 - Amount
 - Rate
 - Rate Scope
 - Open Amnt
 - Comp Flag
 - Seq
 - Begin Date
 - Ending Date
 - Grace Periods
 - Grace Period Type
 - Maximum Periods
 - Maximum Period Type
 - Payment Terms

- Tax Rate/Area
- Tax Exp

Note: The system supplies the Billing Control ID, which the system uses 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 Tenant/Lease Billings Detail History table (F1511HB) rather than in the Billings Generation Control Master table (F15011B).

6. Click OK.

Field	Explanation						
Fee Type	Fee type codes are used to group fee tables together for items such as late or interest charges. Fee types are defined within User Defined Codes, system 15 type "FY".						
Rate	A rate for an administration fee. It is expressed as a decimal. For example, you would enter .05 for a 5% rate.						
Seq	The sequence number is used to control the order in which A/R Fee and Interest entries are processed and displayed.						
Grace Periods	This value, along with the Grace Period Type, determines the amount of time that the grace period, if any, will be in effect. The grace period is measured from the Start Date (see FISD). For example, if the start date for an invoice is 09/01/06, the Number of Grace Periods is 10, and the Grace Period Type is 1 (days), then no fee or interest would be generated for the invoice until the generation date was past 09/11/06.						
Grace Period Type	<p>This value determines the amount of time the grace period covers. For example, if the number of grace periods is eight, then the total grace period could be eight days, eight months, or eight years.</p> <table> <tr> <td>D or 1</td><td>Days</td></tr> <tr> <td>M or 2</td><td>Months</td></tr> <tr> <td>Y or 3</td><td>Years</td></tr> </table>	D or 1	Days	M or 2	Months	Y or 3	Years
D or 1	Days						
M or 2	Months						
Y or 3	Years						

Field	Explanation														
Maximum Periods	<p>This value, along with the Maximum Period Type, will be used to determine the amount of time that an individual entry can be applied to an invoice. For example, if the entry is a one-time flat fee, then the Maximum Periods would be "1" and the Maximum Period Type would match whatever the Fee Frequency indicated. If the entry is a monthly rate which is not to be applied more than 12 times, then the Maximum Periods could be 12 and the Maximum Period Type "2" (months) or the Maximum Periods could be 1 and the Maximum Period Type "3" (years). The Maximum Periods are measured from the Start Date. If there is a Grace Period of 10 days, but a Maximum of 1 day, the fee will never be billed.</p> <p>The Grace Period must be less than the Maximum Period. Any Generation Period (see AAPF) which starts before the Maximum Periods are up will be processed. For example, if the entry is a monthly fee and if the Maximum Periods are 90 and the Maximum Period Type is "1" (days), then the first three months will be processed, even if the end of the third month falls outside of the 90 days.</p>														
Maximum Period Type	<p>This value, along with the maximum periods, is used to determine the amount of time that an individual entry can be applied to an invoice. Valid values are:</p> <table> <tr> <td>D or 1</td><td>Days</td></tr> <tr> <td>M or 2</td><td>Months</td></tr> <tr> <td>Y or 3</td><td>Years</td></tr> </table>	D or 1	Days	M or 2	Months	Y or 3	Years								
D or 1	Days														
M or 2	Months														
Y or 3	Years														
Payment Terms	<p>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form.</p> <p>This code prints on customer invoices. Valid values are:</p> <table> <tr> <td>blank</td><td>Net 30 days (default)</td></tr> <tr> <td>001</td><td>1/10 net 30</td></tr> <tr> <td>002</td><td>Net 30 days (override)</td></tr> <tr> <td>003</td><td>Prox days 1/10</td></tr> <tr> <td>004</td><td>Due at first of month</td></tr> <tr> <td>005</td><td>50/50 split payments</td></tr> <tr> <td>006</td><td>Due upon receipt</td></tr> </table>	blank	Net 30 days (default)	001	1/10 net 30	002	Net 30 days (override)	003	Prox days 1/10	004	Due at first of month	005	50/50 split payments	006	Due upon receipt
blank	Net 30 days (default)														
001	1/10 net 30														
002	Net 30 days (override)														
003	Prox days 1/10														
004	Due at first of month														
005	50/50 split payments														
006	Due upon receipt														

Generating Fees and Interest

From the Fee & Interest menu (G1527), choose Fee & Interest Generation.

You use the Fee & Interest Generation program to generate a batch of invoices for fees and interest against A/R invoices and adjustments for interest on security

deposits. The program is based on the A/R Ledger table and controlled by the fee tables in the A/R Fee & Interest table (F1525B). You set a processing option to control whether the system creates a batch or just prints a report so that you can preview the information to be processed.

You can calculate interest earned on security deposits. You must first set up the revenue bill code such as INTR (interest) in a security group. After you calculate the interest earned, you can then generate the A/P voucher using the Security Deposit Refund Generation program to refund the interest, the security deposit, or both. For more information about security deposits, see *Refunding Security Deposits*.

Caution: You can generate fees and interest for a tenant more than once in the same period until a batch is posted. If you inadvertently generate a batch of fees and interest, and have not yet posted it, you can delete the batch. The system deletes the batch header, the batch transactions, and the corresponding records in the Tenant/Lease Billings Detail History table. After you post a batch, you cannot delete it.

Processing Options for Fee and Interest Generation

Select

1. Fee Type _____
2. Generation Date _____
3. G/L Date For Invoices _____
4. Invoice Date _____

Process

1. File Update _____
 Blank = Report only
 1= Create invoice and/or check records
2. Late Fee Processing _____
 Blank = Check the Late Fee value
 1 = Bypass checking the value
3. Security Deposit Write-Off Reason Code _____
4. Variable Fee Or Interest Rates
 Variable Rate 1 _____
 Variable Rate 2 _____
 Variable Rate 3 _____
 Variable Rate 4 _____

Print

1. Report Summarization _____
 Blank = Summarize by bill code
 1 = Summarize by lease number

Reviewing Batches of Fee and Interest Invoices

Property Management provides three levels of detail for reviewing and approving batches of fee and interest invoices:

- General batch review
- General review of invoices within a batch
- Detailed review of an invoice

You use the Invoice Journal Review program to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Except for the title, Invoice Journal Review is identical to Manual Billing Journal Review. You can use the same instructions to review and approve batches of invoices that you use with Manual Billing Journal Review. To review fee and interest invoices, be sure to set the processing option to 5 for A/R Fees and Interest.



To review batches of fee and interest invoices

From the Fee & Interest menu (G1527), choose Invoice Journal Review.

Perform the steps for reviewing and approving batches of invoices. See *Reviewing Batches of Manual Billing Transactions*.

Reviewing the Fee and Interest Billing Edit/Register

From the Fee & Interest menu (G1527), choose Billing Edit/Register.

When you generate the Billing Edit/Register and no errors exist, the system changes the batch status in the Tenant/Lease Billings Detail Master table (F1511B) from Error to Approved or Pending. The status to which it changes depends upon how the Management Approval of Input field is set in the General Constants table. If the field is set to No, the system changes the status to Approved. If the field is set to Yes, the system changes the status to Pending. In this case, a manager must approve the batch.

If an error exists in the batch, the batch retains the Error status. After you correct all errors, you must generate the Billing Edit/Register again.

If a manual review is required for a document, the batch retains the Error status. After the document has been reviewed, you must clear the Manual Rev Req'd field for that document on the Manual Billing Revisions form and generate the Billing Edit/Register again.

Note: Unlike other Property Management billing generation programs, the Fee and Interest Generation program cannot automatically run the Billing Edit/Register program. You must run Billing Edit/Register manually before you can proceed with posting invoices or adjustments.

This report is identical to the report generated by Manual Billing. For more information, see *Generating the Billing Edit/Register*.

Posting Invoices

From the Fee & Interest menu (G1527), choose Post Invoices.

The Property Management system has its own version of the posting program. Before posting invoices, the system places all A/R invoices in the Tenant/Lease Billings Detail Master table. This intermediate step allows you to run reports and make changes before creating A/R entries. When you submit batches for posting, the system creates the A/R and G/L transactions and marks the batches as posted in the Tenant/Lease Billings Detail Master table. Be sure to set the Batch Type processing option to 2B for invoices. With Fees & Interest, you *cannot* process tenant A/P vouchers, which are Batch Type / (forward slash).

Note: When you post a batch that was in G/L Error status, be sure to set the Posted Batches Data Selection processing option to 1. After you make corrections and the batch is moved to G/L Approved status, you can run the Post Invoices program again to continue the G/L posting process.

Reviewing Batches of Adjustments

You review and approve adjustments using the Adjustments Journal Review program. This form is identical to the Cash Receipts Journal Review form except for the title. All forms associated with the adjustment journal review process for fee and interest adjustments are identical to the ones for Cash Receipts. They display and update information in the Batch Control Records table and the A/R Account Ledger table. The batch type is RB (receipts and adjustments).



To review batches of adjustments

From the Fee & Interest menu (G1527), choose Adjustment Journal Review.

Perform the steps for reviewing and approving batches of cash receipt adjustments. See *Reviewing Batches of Cash Receipt Transactions*.

Posting Adjustments

From the Fee & Interest menu (G1527), choose Post Adjustments.

You post adjustments using the Post Adjustments program, which is identical to the Posting Cash Receipts program.

Perform the steps for posting cash receipts. See *Posting Cash Receipts*.

Printing Invoices

From the Fee & Interest menu (G1527), choose Print Invoices.

Using the Print Invoices program, you print invoices that include information created during the fee and interest process.

Printing Statements

From the Fee & Interest menu (G1527), choose Print Statements.

Using the Print Statements program, you can print posted A/R information, such as account summaries, current balance due, and aging amounts, that is kept in the A/R Ledger table.

Before You Begin

- ☐ Activate the Print Statement option in the A/R system constants and in the customer master record.
- ☐ To ensure that all information is current, J.D. Edwards recommends that you post all invoices before you print a statement.

Working with FASB 13 Standards

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States in order 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, 2005, to December 31, 2007, and the actual base rent is the following:

Time Period	Actual Rent
1/1/05 – 12/31/05	15,000
1/1/06 – 12/31/06	20,000
1/1/07 – 12/31/07	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*
1/1/05 – 12/31/05	15,000	20,000	5,000
1/1/06 – 12/31/06	20,000	20,000	0
1/1/07 – 12/31/07	25,000	20,000	(5,000)

*Difference = straight-line rent minus 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.

Working with FASB 13 standards can consist of the following tasks:

- ☐ Generating FASB 13 information
- ☐ Reviewing FASB 13 information
- ☐ Updating recurring billings with FASB 13 information

Understanding FASB 13 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.

Example: 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 Billings Master table (F1502B), 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.

Example: 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 that 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.

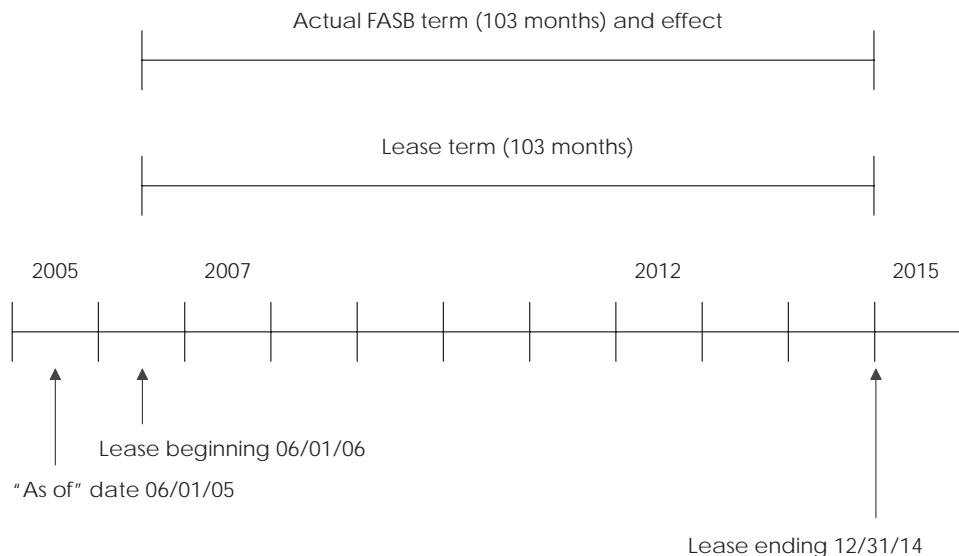
The maximum number of months is 1183 because the first five months of the year are not included ($1188 - 5 = 1183$). In a similar way, an ending date that is not in December reduces the number of months.

- The century change year (CENTCHG) defined for the system also controls the length of the term. This data item controls the cutoff year for the century that the system uses. In the following examples, suppose the year of the starting date for the FASB term is 2005.
 - If the CENTCHG value is 20, the cutoff year is 2020 and the range of years for the century is 1921 - 2020. The maximum term from January 2005 through December 2020 is 16 years.
 - If the value is 71, the cutoff year is 2071 and the range of years is 1972 - 2071. The maximum term from January 2005 through December 2071 is 67 years.

Example

Suppose a lease begins on June 1, 2005, and ends December 31, 2014. The term of the lease is 103 months. If you specify June 1, 2005, for the “as of” date, the starting date for the initial generation is June 1, 2006. 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.

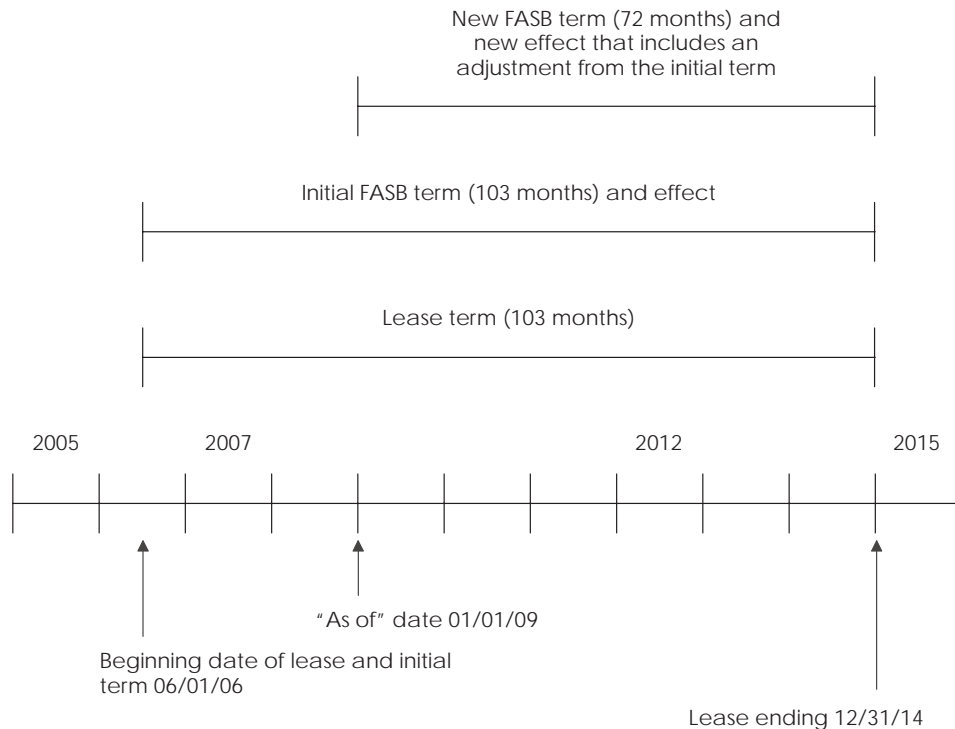
The following timeline illustrates this example:



In this example, suppose you initially ran the FASB 13 Generation program before January 1, 2009, and you increased the rent on January 1, 2009. 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 using January 1, 2009, 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 timeline illustrates the relationship between the term of the lease, FASB terms, effects, and adjustment:



Understanding Generation Control

When the system generates the FASB 13 information for a lease, it clears the Generation Control field for the lease in the FASB 13 Lease Control table (F1513B). This action 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 Revisions form and that change affects FASB 13 information (for example, the lease ending date changes), you should generate the information again.

A processing option for both the Lease Information and Recurring Billing Revisions forms controls whether the system displays a warning when you change FASB 13 information. With this warning processing option activated, you can decide whether you want to generate the FASB 13 information again. If you choose to rerun the FASB 13 information again, the system automatically repopulates the Generation Control field. For more information, see *Changing FASB 13 Information*.

Caution: After the system generates FASB 13 information, be careful when you change the lease and recurring billing information that is associated with it. For the changes to be included in the FASB 13 information, you must run the FASB 13 Generation program again.

Generating FASB 13 Information

From the FASB 13 menu (G1528), choose FASB 13 Generation.

When you run the FASB 13 Generation program, the system calculates the effect that FASB 13 has on a lease with recurring billings. The system:

- Creates a batch for processing and gathers the information necessary for the generation.
 - Using the Tenant/Lease Billings Detail Master table (F1511B), the system identifies the time periods during which each unit is occupied.
 - From the Recurring Billings Master table, the system selects the base rent amounts for the occupied units. It selects only the current and future setup information associated with the starting date for the FASB term. It does not consider information before that date. You can control this process with processing options.
- Calculates the straight-line rent for the time periods.
- Compares the straight-line rent to the actual rent and calculates the difference by month for the duration of the lease.

Depending upon how the processing options are set, during the generation the system does one of the following:

- Places the information into the FASB 13 Lease Control table 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. The system assigns a new batch number to the current generation and clears the old batch from the table.

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.

Note: The FASB 13 Lease Control table can keep batches from only the previous two generations. You cannot roll back a specific batch more than once.

- Prints a report but does not update the FASB 13 Lease Control File table. This process lets you preview the information before you generate it.

Processing Options for FASB 13 Generation

Process

1. FASB 13 As Of Date _____
Blank = System Date
2. Catch-Up Adjustment Date _____
3. Prorate Partial Month Rents _____
Blank = Do not prorate
1 = Prorate partial month rents
4. Lease Term Date Selection _____
Blank = Use dates at lease level
1 = Use dates at building/unit level
5. FASB 13 Rounding Option _____
Blank = Do not round amounts
1 = Round the FASB 13 amounts

Bill Codes

1. Bill Codes to Retrieve Rent Amounts

Bill Code 1
 Bill Code 2
 Bill Code 3
 Bill Code 4
 Bill Code 5
 Bill Code 6
 Bill Code 7
 Bill Code 8
 Bill Code 9
 Bill Code 10

Conversion

1. Perform Manual FASB 13 conversion

Blank = No conversion
 1 = Manual conversion

2. Suspend Pre-Conversion Entries

Blank = Suspend entries
 1 = Keep pre-conversion entries

Defaults

1. Version Effective Date

2. Search Default for Lease Version

*LAST = Latest Effective Date
 *CURRENT = System Date

Print

1. Print Edit Report

Blank = Edit report only
 1 = Update FASB 13 control table
 2 = Roll back to previous generation

2. Batch Number for Roll Back Process

Reviewing FASB 13 Information

You can review and revise the information created by the FASB 13 Generation program using FASB 13 Revisions. You must revise the FASB 13 information if you find an error, or change the FASB 13 information in a lease and its recurring billings before regenerating the FASB 13 information.



To review FASB 13 information

From the FASB 13 menu (G1528), choose FASB 13 Revisions.

1. On Work with FASB 13, to locate the lease for which you want to review FASB 13 information, complete the following field and click Find:

- Lease

2. If a lease is tied to more than one building and unit, you can limit the search by completing the following fields, or using the QBE line and click Find:

- Building
- Unit

3. To revise the information, choose the row and from the Row menu, choose Revisions.

Alternatively, choose the row and click Select. The system scrolls to the last month and year of the lease.

4. On FASB 13 Revisions, make changes as necessary. If you change an amount, note the following requirements for the ending year of the lease:
 - The total of the amounts in the Actual Rent column must equal the total of the amounts in the Straight Rent column.
 - The total FASB effect must be zero.
5. Click OK.

If these requirements are met, when you click OK, the system processes the new information interactively. It summarizes the annual amounts and recalculates the balance forward. If these requirements are not met, you will get an error.

Related FASB 13 Task

While reviewing FASB 13 information you can also:

Revise the lease header or detail information From the Form menu, choose Lease Master. See *Setting Up New Leases*.

Field	Explanation
Actual Rent	Amount billed for Property Management period 01.
Straight Rent	<p>The Straight Line Rent for period 1, which is calculated during the FASB 13 Lease Control Generation. The Straight Line Rent is the average monthly rent amount through the lease effective period. For example:</p> <p>If the lease starts on 01/01/05, and ends on 12/31/06, then the lease term = 24. The Actual rent is 100 per month in 2005 and 200 in 2006. The Straight Line Rent per month = $(100 \times 12 + 200 \times 12) / 24 = 150$ per month.</p>

Field	Explanation
Accr/Defer	A number that represents the net amount posted during the accounting period. The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits beginning with the first day of the period through the last day of the period.
Adjustment	The adjustment amount for period 1. In the FASB 13 Leases, this adjustment amount is created during the re-generating of the FASB 13 Lease Control data. It is used to reconcile the FASB 13 effect from previous FASB 13 generation.
Actual Rent	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items.

Processing Options for FASB 13 Revisions

Process

1. Display FASB Generation
 - Blank = From current generation
 - 1 = From previous generation

Versions

1. Lease Information (P1501) Version
 - Blank = ZJDE0001

Updating Recurring Billings with FASB 13 Information

From the FASB 13 menu (G1528), choose FASB 13 R.B. Update.

You run the FASB 13 R.B. Update program to automatically create the bill code lines for accrued rent, deferred rent, and adjustments in the Recurring Billings Master table. The system uses this information to update the normal recurring billing cycle, thus creating the appropriate billings.

The Batch Selection processing option (Process tab) controls whether the system updates the Recurring Billings Master table with all FASB 13 information in a batch or just the information identified during the data selection process. To preview the billing information without updating the recurring billing, set the Print Edit Report processing option (Print tab) to blank.

Processing Options for FASB 13 Recurring Billing Update

Process

1. Batch Selection
Blank = Based on data selection
Enter the batch number

2. FASB 13 Record Selection
Blank = Records not in R.B.
Generation
1 = Process all records

3. Generation From Date

4. Generation Through Date

Bill Codes

1. Bill Codes for Entries Generated in
the Recurring Billing Table

Accrued Entry
Deferred Entry
Adjusted Entry
Catch Up Adjustment

Print

1. Print Edit Report
Blank = Print edit report
1 = Perform update

Projecting Rent

Property managers often use rent projections to review rent increases based on tenants' lease terms, estimate future cash flow with different inflation and occupancy factors, or report five-year future rent when it is required on financial statements. Projecting rent consists of the following tasks:

- ☐ Generating projected rent
- ☐ Reapplying projection adjustments

Before You Begin

- ☐ Set up ledger type user defined codes (15/PG and 09/LT). See *Setting Up User Defined Codes* and *About General Accounting User Defined Codes* in the *General Accounting Guide*.

See Also

- *Working with Recurring Billing*

Generating Projected Rent

From the Projected Rent menu (G1529), choose Projected Rent Generation.

You use the Projected Rent Generation program to automatically project rent into the future. During the generation, the system:

- Gathers the information necessary for the generation, which includes reviewing the following tables:
 - Lease Master Header table (F1501B) for the time periods which each unit is occupied
 - Recurring Billings Master table (F1502B) for the rent amounts related to occupied units
 - Area Master (F1514) and Market/Potential/Renewal Rent Master (F159071) tables for units and their related areas
- Calculates the projected rent, which depends 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, you can set the Bill Code for Vacant Units processing option (on the Process tab) to control whether the system projects rent for that unit. If it does, the system uses the market rent.
- If the lease of an occupied unit expires before the ending date of the projection, an occupancy gap exists. You can set the Renewal processing option (on the Process tab) to control whether the system projects rent for a unit during this time of vacancy. If it does, the system uses the information for the recurring billings from the expired lease.
- If the system projects rent for a unit during an occupancy gap and a calendar year changes before a new lease resumes, the system increases the rent by the inflation rate specified in the Annual Inflation Rate processing option (on the Process tab).
- Updates the G/L Account Balances table (F0902). The system saves the rent amounts within specific ledgers, with each amount going into the account associated with the business unit of the building, and the object and subsidiary of the AAI linked to the bill code.

Each generation that updates the table clears the ledgers of all the information associated with rent projection and replaces it with the newly generated information. The system does not keep track of prior rent projections.

- Prints a report that lists the information involved in the rent projection. The Update Account Balances processing option (on the Print tab) controls whether the system updates the G/L Account Balances table or just prints a report so that you can preview the projection.

Processing Options for Projected Rent Generation

Select

- | | |
|--|-------|
| 1. Report Begin Date | _____ |
| 2. Report End Date | _____ |
| 3. Bill Code for Vacant Units
Blank = Bypass vacant units | _____ |
| 4. Billing Frequency Code
Blank = Monthly billing frequency | _____ |
| 5. Square Footage Selection
Blank = Rentable Square Footage
1 = Useable Square Footage
(F15017) | _____ |

6. Select Area Type

*RENTABLE

*USEABLE

If Processing Option 6 is blank, specify an Area Type to be used when retrieving area values.

7. Alternative Area Type

Process

1. Annual Inflation Rate

2. Renewal

Blank = Do Not Assume Renewal of Lease

1= Assume Renewal of Lease

3. Ledger Type Codes

Actual Lease Amounts

Speculative Lease Amounts

Unit Square Footage Amounts

4. Amounts As Credits Or Debits

Blank = Enter amounts as debit entries

1= Enter amounts as credit entries

Print

1. Update Account Balances

Blank = Report only

1 = Update account balances

2. Total Line Print Option

Blank = Unit's average square footage

1 = Last square footage amount

3. Description Field on Report

Blank = Print the lease description

1 = Print the tenant name as description

4. Totals Print Option

Blank = Do not print totals

1 = Print totals for each building and unit

Bill Codes

1. Bill Code for Unit Square Footage

2. Select or Omit Bill Codes

Blank = Select All

S = Select

O = Omit

Bill Code

Bill Code

Bill Code

Bill Code

Bill Code

Bill Code

Bill Code	_____
Bill Code	_____
Options	
1. Prorate Amounts From Partial Billings	_____
Blank = Do not prorate	
1 = Prorate amounts	
2. Include Non-Billable Leases	_____
Blank = Do not include	
1 = Include in calculations	
3. Exclude Tax Amount From Calculation	_____
Blank = Include tax amount	
1 = Exclude tax amount	
4. Deriving the Square Footage	_____
Blank = Use business unit from	
rent account	
1 = Use Company from the Unit	
Master	

Reapplying Projection Adjustments

From the Projected Rent menu (G1529), choose Reapply Projection Adjustment.

When you run the Projected Rent Generation program and update the G/L Account Balances table, the system clears the table of all the information associated with rent projection and replaces it with the newly generated information. Therefore, you must reapply the adjustments to the projected rent that you made prior to the generation. You can do this automatically by running the Reapply Projection Adjustment program, which updates the G/L Account Balances table from the G/L Account Ledger table (F0911).

This program applies only to the adjustments that you have already entered, reviewed, and posted in the General Accounting system before a generation. Therefore, you do not need to run this program 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. But as soon as you generate projected rent again, you lose the adjustment that you made. To restore it, run Reapply Projection Adjustment.

You can print a report that lists the information involved in the rent projection. The Update Account Balances processing option (on the Print tab) controls whether the system just prints a report so that you can preview the projection, or prints the report and updates the G/L Account Balances table.

Processing Options for Reapply Projection Adjustments

Print

1. Update Account Balances
Blank = Print report only
1 = Update account balances
-

Reports



Reports

The Property Management system provides you with numerous tools to analyze information in the system. You can review information while you are using the system, or you can create hard-copy reports.

The reports section consists of the following task:

- ☐ Reviewing reports



Reviewing Reports

This chapter describes the reports that you can produce with Property Management. For samples of the reports, see the *Reports Guide*.

Some Property Management reports are produced during a specific activity, such as generating a Billing Edit/Register. Those reports are not repeated in this chapter. Instead, references to the reports are included in their respective sections.

Some Property Management reports are the same as those produced by other OneWorld applications, such as Work Orders and Accounts Receivable, with the addition of information unique to the property management industry. When this is the case, to eliminate redundancy, links to samples of the similar reports are provided.

With the exception of the post-install conversion and setup reports, the reports are described in the order in which they appear on Property Management menus.

Reviewing reports consists of the following tasks:

- ☐ Reviewing the post-install conversion reports
- ☐ Reviewing the setup reports
- ☐ Reviewing the tenant and lease reports
- ☐ Reviewing the cash receipts reports
- ☐ Reviewing the security deposit reports
- ☐ Reviewing the tenant work orders reports
- ☐ Reviewing the recurring billings reports
- ☐ Reviewing the sales overage information listing report
- ☐ Reviewing the sales report processing report
- ☐ Reviewing the sales analysis processing report
- ☐ Reviewing the expense participation reports

- ☐ Reviewing the escalation reports
- ☐ Reviewing the holdover tenant report
- ☐ Reviewing the revenue fee listing report
- ☐ Reviewing the fees and interest report
- ☐ Reviewing the FASB 13 reports

Reviewing the Post-Install Conversion Reports

If you are migrating from World to OneWorld and have converted specific Property Management tables, you should run these reports to verify that the tables were converted properly.

Reviewing the post-install conversion reports consists of the following tasks:

- ☐ Reviewing the Conversion Master Audit Report
- ☐ Reviewing the Conversion Audit Detail Report
- ☐ Reviewing the Property Management Metrics Report

Reviewing the Conversion Master Audit Report

From the Post Install Conversions menu (G15414), choose Conversion Master Audit Report.

You use this report to review the total records in the master files, the number of records read from the master files, the number of records written, the number of leases missing from the Lease Master Header table (F1501B), and other errors.

See Also

- R8915CV1, *Conversion Master Audit Report*, in the *Reports Guide* for a report sample

Reviewing the Conversion Audit Detail Report

From the Post Install Conversions menu (G15414), choose Conversion Audit Detail Report.

You use this report to review all of the keys that were not converted so that you can check for records with bad keys.

See Also

- R8915CV2, *Conversion Audit Detail Report*, in the *Reports Guide* for a report sample

Reviewing the Property Management Metrics Report

From the Post Install Conversions menu (G15414), choose Property Management Metrics Report.

You use this report to review the total records processed, the number of records read, the number of records processed per minute, and so on.

See Also

- R8915CV3, *Property Management Metrics Report*, in the *Reports Guide* for a report sample

Reviewing the Setup Reports

Reviewing the setup reports consists of the following tasks:

- ☐ Reviewing the Bill Code/Adjustment Reason Listing report
- ☐ Reviewing the Property/Building Listing report
- ☐ Reviewing the Building/Unit Statistics report
- ☐ Reviewing the Unit Listing report

Reviewing the Bill Code/Adjustment Reason Listing Report

From the PM System Setup menu (G15412), choose Bill Code/Adjustment Reason Listing.

You use this report to review a list of the billing and adjustment (receipt) codes and their respective control fields. This report can also include the AAIs that relate to the bill and reason codes.

See Also

- R15450, *Bill Code/Adjustment Reason Listing*, in the *Reports Guide* for a report sample

Processing Options for Bill Code/Adjustment Reason Listing

Print

1. Print Corresponding AAI's
Blank = Do not print AAI's
1 = Print AAI's
-

Reviewing the Property/Building Listing Report

From the Facility Setup menu (G15411), choose Property/Building Listing.

You use this report to review facility information about properties and buildings. It is based on the Building (Business Unit) Master table (F0006) and can include information from the Log Detail Master table (F1521). When you run this report, you can choose to print category codes, log details, or both.

See Also

- R15006P, *Property/Building Listing*, in the *Reports Guide* for a report sample

Processing Options for Property/Building Listing

Print

1. Print Category Codes
Blank = Print Category Codes 1-10
1 = Print Category Codes 1-20
2 = Print Category Codes 1-30
 2. Print Log Details
Blank = Do not print log details
1 = Print log details
-

Reviewing the Building/Unit Statistics Report

From the Facility Setup menu (G15411), choose Building/Unit Statistics.

You use this report to review measurable information about properties, buildings, and units in the Property Management system. You can define up to five columns according to specific amenity ID codes, such as rentable square feet, useable square feet, potential rent, and so on. The report is based on the Market/Potential/Renewal Rent Master table (F159071) and also includes information from the Lease Master Header (F1501B), Lease Master Detail (F15017), and Log Standard Master tables.

See Also

- R15410, *Building/Unit Statistics*, in the *Reports Guide* for a report sample

Processing Options for Building/Unit Statistics

Select

1. Report As Of Date
Blank = System Date
2. 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.

Column Heading 1
Area Type 1
Column Heading 2
Area Type 2
Column Heading 3
Area Type 3
Column Heading 4
Area Type 4
Column Heading 5
Area Type 5

Reviewing the Unit Listing Report

From the Facility Setup menu (G15411), choose Unit Listing.

You use this report to review facility information about units (for example, rentable areas).

See Also

- R1507P, *Unit Listing*, in the *Reports Guide* for a report sample

Processing Options for Unit Listing

Process

1. Report As Of Date

Print

1. Page Break on Building Number
Blank = No page break
1 = Page break

Reviewing the Tenant and Lease Reports

Reviewing tenant and lease reports consists of the following tasks:

- ☐ Reviewing the Tenant Alpha Listing report
- ☐ Reviewing the Tenant Master Listing report

- ☐ Reviewing the Tenant Rent Roll report
- ☐ Reviewing the Tenant Log Information report
- ☐ Reviewing the Lease Master Listing report
- ☐ Reviewing the Lease Log Information report
- ☐ Reviewing the Lease Log Summary Analysis report
- ☐ Reviewing the Lease Expiration Listing report
- ☐ Reviewing the Lease Date Edit Worksheet
- ☐ Reviewing the Lease Follow-Up Worksheet
- ☐ Reviewing the Log Detail Listing report
- ☐ Reviewing the Log Standards Listing report
- ☐ Reviewing the Critical Date Report
- ☐ Reviewing the Critical Date Review Report

Reviewing the Tenant Alpha Listing Report

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

You use this report to review information about tenants and leases. It is based on the Lease Master Header and Lease Master Detail tables. The sequence of the information is either the alpha name (in alphabetical order) or the address number (in numerical order) of the tenant.

See Also

- R15301, *Tenant Alpha Listing*, in the *Reports Guide* for a report sample

Processing Options for Tenant Alpha Listing

Process

1. Version Effective Date _____
2. Search Default for Lease Version _____
 - *LAST = Latest Effective Date
 - *CURRENT = System Date

Reviewing the Tenant Master Listing Report

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

You use this report to review a master list of the names and addresses associated with leases. It is based on the Lease Master Header and Lease Master Detail tables and also includes information from the Building (Business Unit) Master table and Address Book Master table (F0101). The sequence of the information is alphabetical by the name of the tenant.

See Also

- R15415, *Tenant Master Listing*, in the *Reports Guide* for a report sample

Processing Options for Tenant Master Listing

Process

1. Version Effective Date _____
2. Search Default for Lease Version _____
 *LAST = Latest Effective Date
 *CURRENT = System Date

Columns

1. Select Address for Columns 2-4
 1 = Party to Bill
 2 = Occupant
 3 = Salesman
 4 = Lease Manager
 5 = Payment Source
 * = Building / Unit / Lease

 Column 2 > _____
 Column 3 > _____
 Column 4 > _____

Print

1. Print Alpha Name and Mailing Name _____
 Blank = Print mailing name only
 1 = Print both
2. Repeating Address Entries _____
 Blank = Print repeating entries
 1 = Suppress printing

Reviewing the Tenant Rent Roll Report

From the Tenant & Lease Reporting menu (G1514), choose Tenant Rent Roll.

You use this report to review rent amounts in effect on the date that you specify in the processing options. The quantities are associated with recurring billings and can include the following:

- Base rent
- Expense participation
- Escalation
- Sales overage or rent steps
- Miscellaneous recurring billings
- Market, renewal, or potential rent
- Vacant and occupied units
- Speculative leases, pre-leases, and subleases
- Monthly and annual amounts
- Gross amounts and amounts per square foot

The Tenant Rent Roll report is based on the Market/Potential/Renewal Rent Master table and can also include information from the following tables:

- Building (Business Unit) Master
- Address Book Master
- Tenant/Lease Billings Detail Master (F1511B)
- Sales Overage Master (F15013B)
- Product Scales Master (F15014B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)

See Also

- R15421, *Tenant Rent Roll*, in the *Reports Guide* for a report sample

Processing Options for Tenant Rent Roll

Process

1. Report As Of Date _____
Blank = System Date
2. Billing Amount Frequency _____
Blank = Based on annual amounts
1 = Based on monthly amounts
3. Expression of Billing Amounts _____
Blank = Based on square footage
1 = Based on gross figures
Specify the display format of Line 2 by selecting values for Options 4 and 5. Line 2 will not be displayed if both are left blank.
4. Line 2 Display Format _____
1 = Annual rent amounts

2 = Monthly rent amounts

5. Line 2 Display Format _____
 1 = Amount per square foot
 2 = Gross amounts

6. Second Detail Line Description _____
 Blank = Omit the description
 1 = Print Area Type description

7. Select Area Type _____
 *RENTABLE
 *USEABLE

If Processing Option 7 is blank, specify
 an Area Type to be used when
 retrieving area values.

8. Alternative Area Type _____

9. Rent Selection _____
 M = Market Rent
 R = Renewal Rent
 P = Potential Rent

Bill Codes

1. Bill Codes for Base Rent Amounts _____

2. Bill Codes for EP Billing Amounts _____

3. Bill Codes for Escalation Billing
 Amt's. _____

Print

1. Print Rent Steps _____
 Blank = Print sales overage data
 1 = Print rent steps

2. Print Rent Amounts _____
 Blank = Print annual rent amounts
 1 = Print monthly rent amounts

3. Print Rent Amounts _____
 Blank = Print the rent per square
 foot
 1 = Print the gross rent

4. Rent Steps _____

Blank = Begin with As Of date
1 = Print all rent steps

5. Vacancies and Future Leases

Blank = Print only occupied units
1 = Print vacancies
2 = Print vacancies and future leases

6. Print Leased or Vacant Totals

Blank = Do not print separate totals
1 = Print the leased/vacant totals

7. Print Building Address

Blank = Do not print
1 = Print the building address

8. Speculative Leases

Blank = Do not include
1 = Include speculative leases

9. Non-billable Lease Status

Blank = Do not include
1 = Include non-billable lease status

10. Subleases

Blank = Omit subleases
1 = Include subleases
2 = Include subleases and rent amounts

Reviewing the Tenant Log Information Report

From the Tenant & Lease Reporting menu (G1514), choose Tenant Log Information.

You use this report to review a list of 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 Lease Master Header and Lease Master Detail tables and can also include information from the following tables:

- Building (Business Unit) Master
- Log Standard Master

See Also

- R15610, *Tenant Log Information*, in the *Reports Guide* for a report sample

Processing Options for Tenant Log Information

Select

1. Report As Of Date _____
Blank = System Date
2. Report Heading _____
Enter Project Category Code
Blank = Standard Heading
3. Omit Log Records Without Text _____
Blank = Do not omit log records
1 = Only print log lines that have
text

Log Class

1. Select Specific Log Classes:
Blank = Select all.
- | | |
|--------------|-------|
| Log Class 1 | _____ |
| Log Class 2 | _____ |
| Log Class 3 | _____ |
| Log Class 4 | _____ |
| Log Class 5 | _____ |
| Log Class 6 | _____ |
| Log Class 7 | _____ |
| Log Class 8 | _____ |
| Log Class 9 | _____ |
| Log Class 10 | _____ |

Reviewing the Lease Master Listing Report

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

You use this report to review a profile for specific leases that includes the setup information associated with the tenant, lease, recurring billings, and extraordinary billings. You can print the entire profile or limit the report to one or more of the following sections (as specific changes occur to the respective setup information):

- Lease unit details
- Lease log details
- Recurring billings
- Expense participation
- Sales overages
- Escalation

This report is based on the Lease Master Header and Lease Master Detail tables. The processing options control the sections that the report includes.

See Also

- R15401, *Lease Master Listing*, in the *Reports Guide* for a report sample

Processing Options for Lease Master Listing

Select

1. Report As Of Date
Blank = Select all

Process

1. Unit Detail Information
Blank = Do not print
1 = Print detailed information
2 = Print summarized information

2. Lease Log Information
Blank = Do not print
1 = Print detailed information
2 = Print summarized information

3. Log Class Selection
Blank = Select all

Log Class
Log Class
Log Class
Log Class
Log Class

4. Recurring Billing Information
Blank = Do not print
1 = Print detailed information
2 = Print summarized information

5. Select or Omit Bill Codes
Blank = Select all
S = Select
O = Omit

Bill Code
Bill Code
Bill Code
Bill Code
Bill Code

6. Expense Participation Information
Blank = Do not print
1 = Print detailed information
2 = Print summarized information

7. Sales Overage Information
Blank = Do not print
1 = Print detailed information
2 = Print summarized information

8. Escalation Information
Blank = Do not print
1 = Print detailed information
2 = Print summarized information

Print

1. Tax Information
Blank = Print tax information
1 = Do not print tax information
2. Page Break On Lease Number
Blank = No page break
1 = Page break

Reviewing the Lease Log Information Report

From the Tenant & Lease Reporting menu (G1514), choose Lease Log Information.

You use this report to review the information for log classes that is set up for the leases. It is based on the Log Standard Master table.

See Also

- R154012, *Lease Log Information*, in the *Reports Guide* for a report sample

Processing Options for Lease Log Information

Select

1. Report As Of Date
Blank = Select all

Print

1. Detail or Summary
Blank = Print detailed information
1 = Print summarized information
2. Page Break on Lease Number
Blank = No page break
1 = Page break

Reviewing the Lease Log Summary Analysis Report

From the Tenant & Lease Reporting menu (G1514), choose Lease Log Summary Analysis.

You use this report to review the lease dates and critical dates of the log classes associated with the lease. It is based on the Lease Master Header and Lease Master Detail tables and also includes information from the Log Standard Master table.

See Also

- R15690, *Lease Log Summary Analysis*, in the *Reports Guide* for a report sample

Processing Options for Lease Log Summary Analysis

Print

1. Search Default for Lease Version
 *LAST = Latest Effective Date
 *CURRENT = System Date

2. Report Heading
 Enter project category code
 Blank = Standard heading

3. Print Lease Dates on Report
 Blank = Do not print
 1 = Print lease dates

Logs

1. Log Classes for Summary Analysis

Reviewing the Lease Expiration Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Lease Expiration Listing.

You use this report to review the expiration dates, property statistics, and annual rent information for leases that exist during a time period that you specify. It is based on the Lease Master Header and Lease Master Detail tables and can also include information from the following tables:

- Building (Business Unit) Master
- Tenant Escalation Master
- Recurring Billings Master
- Log Standard Master

See Also

- R15403, *Lease Expiration Listing*, in the *Reports Guide* for a report sample

Processing Options for Lease Expiration Listing

Select

1. Report As Of Date
Blank = System Date _____
2. Number of Future Months to Print _____
3. Override Option Log Class _____

Bill Codes

1. Bill Codes for Base Rent Amounts

Print

1. Print Report in Condensed Format
Blank = Detail report
1 = Condensed format _____
2. Page Break on Building Number
Blank = No page break
1 = Page break _____
3. Print Building Address on Report
Blank = Print first line of
description
1 = Print building address on
heading _____

Reviewing the Lease Date Edit Worksheet

From the Tenant & Lease Reporting menu (G1514), choose Lease Date Edit Worksheet.

You use this worksheet to review a list of all the important dates associated with leases, such as move-in, move-out, and expiration dates. It is based on the Lease Master Header and Lease Master Detail tables and can also include information from the Building (Business Unit) Master table.

See Also

- R15400, *Lease Date Edit Worksheet*, in the *Reports Guide* for a report sample

Processing Options for Lease Date Edit Worksheet

Print

1. Report Heading
Blank = Standard heading
Enter project category code
-

Reviewing the Lease Follow-Up Worksheet

From the Tenant & Lease Reporting menu (G1514), choose Lease Follow-Up Worksheet.

You use this worksheet to review a variety of information associated with leases and properties such as the log classes, critical dates, effective dates, extended text, and billing addresses. For each log entry, the report includes a set of blank lines on which you can manually record any changes and actions associated with the log. A signature line exists for the person who reviewed and corrected the report.

The report is based on the Lease Master Header and Lease Master Detail tables and also includes information from the following tables:

- Building (Business Unit) Master
- Address Book Master
- Log Standard Master

See Also

- R15430, *Lease Follow-Up Worksheet*, in the *Reports Guide* for a report sample

Processing Options for Lease Follow-Up Worksheet

Defaults

1. Report As Of Date
Blank = System date
 2. Report Heading
Blank = Standard heading
Enter project category code
-

Reviewing the Log Detail Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Log Detail Listing.

You use this report to review a comprehensive list of information associated with log lines for leases, buildings, floors, and units. You can limit the report to one or more log classes, buildings, units, and so on.

See Also

- R15402, *Log Detail Listing*, in the *Reports Guide* for a report sample

Processing Options for Log Detail Listing

Print

1. Print Associated Log Text
Blank = Print associated log text
1 = Suppress the printing
-

Reviewing the Log Standards Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Log Standards Listing.

You use this report to review the information entered as log standards (templates of standard log lines and attached media objects). It is based on the Log Standard Master table and can also include information from the following tables:

- Lease Master Header
- Lease Master Detail
- Building (Business Unit) Master

See Also

- R154021, *Log Standards Listing*, in the *Reports Guide* for a report sample

Processing Options for Log Standards Listing

Print

1. Print Associated Log Text
Blank = Print associated log text
1 = Suppress the printing
-

Reviewing the Critical Date Report

From the Tenant & Lease Reporting menu (G1514), choose Critical Date Report.

You use this report to review information associated with log lines for leases, buildings, floors, and units. The sequence of information is by critical date. The report is based on the Log Standard Master table and can also include information from the following tables:

- Lease Master Header
- Lease Master Detail

- Building (Business Unit) Master

See Also

- R15611, *Critical Date Report*, in the *Reports Guide* for a report sample

Processing Options for Critical Date Report

Defaults

1. Omit Log Records Without Text
Blank = Do not omit log records
1 = Only print log lines that have text

2. Select Area Type
*RENTABLE
*USEABLE

If Processing Option 2 is blank, specify an Area Type to be used when retrieving area values.

3. Alternative Area Type

Print

1. Print Building's Address on Report
Blank = Print first line of description
1 = Print building's address on heading
2. Print Area Type Value
Blank = Value from the log line
1 = Value from the lease unit details

Reviewing the Critical Date Review Report

From the Tenant & Lease Reporting menu (G1514), choose Critical Date Review Report.

You use this report to review the critical dates associated with log lines for leases, buildings, floors, and units. Along with the critical dates, the report includes the detail information and extended text for each log, if any. Unlike the Critical Date Report, the Critical Date Review Report does not show quantities for the log lines. It is based on the Log Standard Master table and can also include information from the Lease Master Header and Lease Master Detail tables.

See Also

- R15605, *Critical Date Review Report*, in the *Reports Guide* for a report sample

Processing Options for Critical Date Review Report

Print

1. Print Associated Log Text
Blank = Do not print
1 = Print the associated log text
-

Reviewing the Cash Receipts Reports

Reviewing the cash receipts reports consists of the following tasks:

- ☐ Reviewing the Receipts Journal Report
- ☐ Reviewing the Cash Receipts Variance Report
- ☐ Reviewing the Tenant A/R Daily Balance

Reviewing the Receipts Journal Report

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

This report is identical to the report generated from Accounts Receivable.

See Also

- R03B311, *Receipt Journal*, in the *Reports Guide* for a report sample

Reviewing the Cash Receipts Variance Report

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

You use this report to review the cash receipts amounts that have been billed and received, and those amounts still outstanding for the month and year-to-date. Each detail line for a bill code is a summary of all the transactions for that bill code. This report is based on the A/R Ledger table and also includes information from the following tables:

- Building (Business Unit) Master
- Tenant/Lease Billings Detail Master

See Also

- R15440, *Cash Receipts Variance Report*, in the *Reports Guide* for a report sample

Processing Options for Cash Receipts Variance Report

Select

1. Reporting Period _____

2. Reporting Year _____

3. Year-To-Date Amounts _____

Blank = Based on calendar year

1 = Based on fiscal year

Print

1. Print Option _____

Blank = Print by tenant

1 = Print by building

Reviewing the Tenant A/R Daily Balance Report

From the Cash Receipts menu (G1513), choose Tenant A/R Daily Balance.

You use this report to review tenants' accounts receivable transactions and their effect on the total outstanding amounts. It is based on the A/R Ledger table.

See Also

- R15733, *Tenant A/R Daily Balance*, in the *Reports Guide* for a report sample

Processing Options for Tenant A/R Daily Balance

Select

1. Report Start Date _____

Blank = Print all

Print

1. Cumulative Balances _____

Blank = Print by tenant

1 = Print by lease

Reviewing the Security Deposit Reports

Reviewing security deposit reports consists of the following tasks:

- ☐ Reviewing the Security Deposit Req'd vs Rec'd Report
- ☐ Reviewing the Security Deposit Critical Date Report

Reviewing the Security Deposit Req'd vs Rec'd Report

From the Security Deposits menu (G1515), choose Security Deposit Req'd vs Rec'd Report.

You use this report to determine which tenants have not complied with the security deposit requirement. The report shows the following:

- The security deposits that are required
- The security deposits that have been received
- The difference between the two

This report is based on the Lease Master Detail table and can also include information from the following tables:

- A/R Ledger
- Cash Receipts Detail (F03B14)
- Market/Potential/Renewal Rent Master (F159071)
- Security Deposit Master (F1565)

See Also

- R15615, *Security Deposit Req'd vs Rec'd Report*, in the *Reports Guide* for a report sample

Processing Options for Security Deposits Required vs. Received

Print

1. Print the Building Address on Report
Blank = Do not print
1 = Print the building address
2. Print Totals if Only One Req. or Rec.
Blank = Do not print totals
1 = Print totals

Select

1. Include Leases with no Deposit Info.
Blank = Do not include
1 = Include leases
2. Security Group Code
Blank = All

Process

1. Select / Omit Deposit Status
Blank = Select All
S = Select
O = Omit
Security Deposit Status
Security Deposit Status
Security Deposit Status
Security Deposit Status
Security Deposit Status

Reviewing the Security Deposit Critical Date Report

From the Security Deposits menu (G1515), choose Security Deposit Critical Date Report.

You use this report to review critical dates for security deposits, such as due dates for security deposits by lease, lease version, unit, bill code, tenant, gross amount, and so on. It is based on the Security Deposit Master table and can also include information from the Building (Business Unit) Master table.

See Also

- R15614, *Security Deposit Critical Date Report*, in the *Reports Guide* for a report sample

Processing Options for Security Deposit Critical Date Report

Print

1. Print the Building Address on Report
Blank = Do not print
1 = Print the building address

Reviewing the Tenant Work Orders Reports

Reviewing the tenant work orders reports consists of the following tasks:

- ☐ Reviewing the Tenant Work Order Status Summary Report
- ☐ Reviewing the Tenant Work Order Print Report

Reviewing the Tenant Work Order Status Summary Report

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Status Summary.

This report is identical to the Work Order Summary report generated from Work Orders, with the addition of tenant-specific information such as leases, buildings, and units.

See Also

- R48496, *Print Work Order Summary*, in the *Reports Guide* for a report sample

Reviewing the Tenant Work Order Print Report

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Print.

This report is identical to the Work Order Print report generated from Work Orders, with the addition of tenant-specific information such as leases, buildings, and units.

See Also

- R48415, *Work Order Print*, in the *Reports Guide* for a report sample

Reviewing the Recurring Billings Reports

Reviewing the recurring billings reports consists of the following tasks:

- ☐ Reviewing the Tenant Billing Listing Report
- ☐ Reviewing the Recurring Billing Information Listing Report
- ☐ Reviewing the Recurring Billing Comparison Report
- ☐ Reviewing the Rent Change Report

Reviewing the Tenant Billing Listing Report

From the Recurring Billings menu (G1521), choose Tenant Billing Listing.

You use this report to review the setup information for recurring billings. It includes information from the following tables:

- Tenant/Lease Billings Detail Master
- Recurring Billings Master

See Also

- R15420, *Tenant Billing Listing*, in the *Reports Guide* for a report sample

Processing Options for Tenant Billing Listing

Process

1. Report As Of Date _____
Blank = System date

2. Select Area Type _____
*RENTABLE
*USEABLE

If Processing Option 2 is blank, specify
an Area Type to be used when
retrieving area values.

3. Alternative Area Type _____

Print

If a summary report is selected, the
Area Type processing options on the
Process tab must be populated in
order for both columns to print.

1. Detail or Summary _____
Blank = Summary report
1 = Detailed report

Select

1. Tenant Move Out Information _____
Blank = Include moved-out tenants
1 = Omit moved-out tenants

Reviewing the Recurring Billing Information Listing Report

From the Recurring Billings menu (G1521), choose Recurring Billing Information Listing.

You use this report to review setup information for recurring billing information that is stored in the recurring billing section of the Lease Master Listing report. It

is based on the Recurring Billings Master table. If you run and review this report before you generate invoices, you can save time and billing errors.

See Also

- R154011, *Recurring Billing Information Listing*, in the *Reports Guide* for a report sample

Processing Options for Recurring Billing Information Listing

Select

1. Report As Of Date _____
Blank = Select all

Print

1. Detail or Summary _____
Blank = Print detailed information
1 = Print summarized information
2. Tax Information _____
Blank = Print tax information
1 = Do not print tax information
3. Page Break On Lease Number _____
Blank = No page break
1 = Page break

Reviewing the Recurring Billing Comparison Report

From the Recurring Billings menu (G1521), choose Recurring Billing Comparison Report.

You use this report to compare the amounts for recurring billings from two periods. The system compares a billing period that you select, which is the current period, with the period prior to that period. This 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. By running this report, you can see 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, the system 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.

The report is based on the Recurring Billings Master table, and also includes information from the following tables:

- Address Book Master
- Tenant/Lease Billings Detail Master

See Also

- R15305, *Recurring Billing Comparison Report*, in the *Reports Guide* for a report sample

Processing Options for Recurring Billing Comparison Report

Process

1. Billing Period Number _____
2. Billing Year _____
3. Print Lines Without Differences _____
Blank = Do not print
1 = Print lines
4. Weekly Billing Date _____

Proration

1. Prorate Amounts For Partial Periods _____
Blank = Do not prorate
1 = Prorate amounts
2. Base Proration on a 30-day Month _____
Blank = Days in billing period
1 = Base proration on a 30-day month

Override

1. Begin Date of Current Period _____
2. End Date of Current Period _____
3. Begin Date of Prior Period _____
4. End Date of Prior Period _____

Lessee

1. Receivables or Payables _____
Blank = Process receivable leases
1 = Process payable leases

Print

1. Print Sequence _____
Blank = Print by bill code
1 = Print by lease number

Reviewing the Rent Change Report

From the Recurring Billings menu (G1521), choose Rent Change Report.

You use this report to review the transactions associated with leases and their changes in rent. Except for the percent increase, the system does not perform any calculations for the report. It provides just a history of changes in rent. The report is based on the Tenant/Lease Billings Detail Master table and also includes information from the following tables:

- Building (Business Unit) Master
- Address Book Master
- Recurring Billings Master

See Also

- R15550, *Rent Change Report*, in the *Reports Guide* for a report sample

Processing Options for Rent Change Report

Select

1. Begin Date Of Analysis Period
Blank = Default from lease
2. End Date Of Analysis Period
Blank = Default from lease
3. Number Of Years Back or Forward
4. Amount Selection
Blank = Base figures on annual amounts
1 = Base figures on monthly amounts

Default

1. Search Default For Lease Version
*LAST = Latest Effective Date
*CURRENT = System Date

Bill Codes

1. Select or Omit Bill Codes
Blank = Select all
S=Select
O=Omit
Bill Code
Bill Code
Bill Code
Bill Code
Bill Code
Bill Code

Print

1. Lease Commencement Rent Increases
Blank = Print rent increases
1 = Omit printing rent increases
2. Lease Expiration Rent Decreases
Blank = Print rent decreases
1 = Omit printing rent decreases
3. Print Building Address on Report
Blank = Print first line of description
1 = Print building address on heading
4. Blank Line For New Lease or Unit
Blank = Do not print a blank line
1 = Print a blank line
5. Active, Non-Escalated Rent Amounts
Blank = Do not print amounts
1 = Print all amounts

Reviewing the Sales Overage Information Listing Report

From the Sales Overage menu (G1522), choose Sales Overage Information Listing.

You use this report to review the billing setup for leases that use sales overage. The report comprises information stored in the Sales Overages, Product Scales, and Minimum/Maximum Rent and Recoveries sections of the Lease Master Listing. If you run and review this report before you generate invoices, you can save time and billing errors. The report is based on the Sales Overage Master table.

See Also

- R154014, *Sales Overage Information Listing*, in the *Reports Guide* for a report sample

Processing Options for Sales Overage Information Listing

Select

1. Report As Of Date _____
Blank = Select all

Print

1. Detail or Summary _____
Blank = Print detailed information
1 = Print summarized information

2. Tax Information _____
Blank = Print tax information
1 = Do not print tax information

3. Page Break on Lease Number _____
Blank = No page break
1 = Page break

Reviewing the Sales Report Processing Reports

Reviewing sales report processing reports consists of the following tasks:

- ☐ Reviewing the Sales Report Listing Report
- ☐ Reviewing the Sales History Report

Reviewing the Sales Report Listing Report

From the Sales Report Processing menu (G15221), choose Sales Report Listing.

You use this report to review expected, unexpected, or estimated sales information at the appropriate time in the sales entry process. You can limit the data selection to a specific batch, building, or lease. The report is based on the Sales Report Control table (F1540B) and does not have processing options.

See Also

- R15321, *Sales Report Listing*, in the *Reports Guide* for a report sample

Reviewing the Sales History Report

From the Sales Report Processing menu (G15221), choose Sales History Report.

You use this report to compare the sales history between the current year and the prior year. It is based on the Tenant Sales History table (F1541B) and can also include information from the following tables:

- Tenant/Lease Billings Detail Master
- Sales Overage Master
- Product Scales Master

See Also

- R15250, *Sales History Report*, in the *Reports Guide* for a report sample

Processing Options for Sales History Report

Processing

1. Calendar Reporting Month _____
2. Calendar Reporting Year _____

Select

1. Sales Amount Selection _____
 Blank = Gross sales amount
 1 = Sales amount per square foot
2. Select Area Type _____
 Blank = *RENTABLE
 *RENTABLE
 *USEABLE

If Processing Option 2 is blank, specify an Override Area Type to be used when retrieving area values.

3. Alternative Area Type _____

Print

1. Suppress Print Option _____
 Blank = Print product code, DBA, and store number
 1= Suppress printing product code, DBA, and store number
2. Totals Print Option _____
 Blank = Based on year-to-date sales
 1 = 12 months prior to the current month

Reviewing the Sales Analysis Report

From the Sales Analysis Processing menu (G15222), choose Sales Analysis Report.

You use this report to sort sales analysis information into rankings by building, tenant, and product code. It is based on the Tenant Sales Analysis Reporting table (F1543B).

See Also

- R15675, *Sales Analysis Report*, in the *Reports Guide* for a report sample

Processing Options for Sales Analysis Report

Select

1. Value To Print _____
 - '1' = Key field count
 - '2' = Number of empty months
 - '3' = Absolute change in square feet
 - '4' = Net change in square feet
 - '5' = Rolling 12 months
 - '6' = Last year's square footage
2. First Column Display _____
 - '1' = Current monthly sales
 - '2' = Quarterly sales
 - '3' = Year-to-date sales
 - '4' = Current year projections
3. Second Column Display _____
 - '1' = Current monthly sales
 - '2' = Quarterly sales
 - '3' = Year-to-date sales
 - '4' = Current year projections
4. Threshold Values for Invalid Comparisons:
 - a. Allowable net change in sq. ft. _____
 - b. Allowable total change in sq. ft. _____
 - c. Number of empty months _____

Print

1. Second Total Line _____
 - '1' = Print invalid totals
 - '2' = Print valid and invalid totals
 - '3' = Do not print totals
2. Print Sequence _____
 - '1' = Building within company
 - '2' = Product within building
 - '3' = Tenant within building
 - '4' = Product within tenant within building
 - '5' = Tenant within product within building
 - '6' = Product within building within tenant

Reviewing the Expense Participation Reports

Reviewing expense participation reports consists of the following tasks:

- ☐ Reviewing the E.P. Calculation Register - Detail Report
- ☐ Reviewing the E.P. Calculation Register - Summary Report

- ☐ Reviewing the E.P. Extraction Register Report
- ☐ Reviewing the E.P. Class Adjustment Listing Report
- ☐ Reviewing the E.P. Class Listing Report
- ☐ Reviewing the E.P. Information Listing Report

Reviewing the E.P. Calculation Register - Detail Report

From the Expense Participation menu (G1523), choose E.P. Calculation Register - Detail.

You use this report to review a list of the calculation details for a batch of expense participation billings before generating the billing. You can also use it as a reference to locate information more quickly on the E.P. Calculation Revisions form. The report is based on the EP Billing Register table (F1538B) and includes both calculated amounts and their related limits for comparison.

J.D. Edwards recommends that you print this report after you make the final changes from the E.P. Calculation Revisions form because it is the only record of the calculations for expense participation.

See Also

- R1538, *E.P. Calculation Register - Detail*, in the *Reports Guide* for a report sample

Processing Options for Expense Participation Calculation Register-Detail

Select

1. Batch Number to Process

Reviewing the E.P. Calculation Register - Summary Report

From the Expense Participation menu (G1523), choose E.P. Calculation Register - Summary.

You use this report to review a summary of the expense participation calculation before generating the billing. It is similar to the E.P. Calculation Register - Detail report, except that it summarizes the information and presents the billable amount, class totals, and grand totals.

See Also

- R1538S, *E.P. Calculation Register - Summary*, in the *Reports Guide* for a report sample

Processing Options for Expense Participation Calculation Register-Summary

Select

1. Batch Number to Process

Reviewing the E.P. Extraction Register Report

From the Expense Participation menu (G1523), choose E.P. Extraction Register.

You use this report to review 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 table (F1532B). 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.

See Also

- R1532, *E.P. Extraction Register*, in the *Reports Guide* for a report sample

Processing Options for E.P. Extraction Register

Select

1. Batch Number to Process

Reviewing the E.P. Class Adjustment Listing Report

From the Expense Participation menu (G1523), choose E.P. Class Adjustment Listing.

You use this report to review the adjustment amounts that are applied to the expense participation classes in a specific billing generation. It is based on the Expense Participation Audit table and includes information from the Expense Participation Class Adjustment table (F1531). A processing option for the E.P. Calculation Generation program controls whether the system prints the E.P. Class Adjustment Listing when you generate the calculations.

See Also

- R1535, *E.P. Class Adjustment Listing*, in the *Reports Guide* for a report sample

Processing Options for E.P. Class Adjustment Listing

Select

1. Batch Number to Process

Reviewing the E.P. Class Listing Report

From the Expense Participation menu (G1523), choose E.P. Class Listing.

You use this report to review a list of the G/L accounts included in an expense participation class. You can review the information that you set up for an E.P. class and specify whether the report includes adjustments to the class and expense amounts for each account. The report is based on the Expense Participation Class Master table (F1530) and can also include information from the following tables:

- G/L Account Balances
- G/L Account Ledger (F0911)
- Expense Participation Class Adjustment

See Also

- R1530P, *E.P. Class Listing*, in the *Reports Guide* for a report sample

Processing Options for E.P. Class Listing

Select

1. Print Transaction Totals _____
 Blank = List accounts without totals
 1 = Print transaction totals
2. Begin Date for Transaction Amounts _____
 Blank = System date
3. End Date for Transaction Amounts _____
 Blank = System date

Process

1. Extract Account Balances _____
 Blank = Account Balances (F0902)
 1 = Account Ledger (F0911)
2. Override for Account Transactions _____
3. Offset Ledger Type _____
 Blank = No offsets extracted

Options

1. Global Business Unit Substitution _____
2. Class Adjustment Totals _____
 1 = Print totals for each class

Reviewing the E.P. Information Listing Report

From the Expense Participation menu (G1523), choose E.P. Information Listing.

You use this report to review the billing setup for leases that use expense participation. If you run and review this report before you generate invoices, you can save time and billing errors. The report is based on the Tenant E.P. Class Master table (F15012B) and also includes information from the Tenant Account Exclusions table (F1533B).

See Also

- R154013, *E.P. Information Listing*, in the *Reports Guide* for a report sample

Processing Options for E.P. Information Listing

Select

1. Report As Of Date _____
Blank = Select all

Print

1. Detail or Summary _____
Blank = Print detailed information
1 = Print summarized information

2. Tax Information _____
Blank = Print tax information
1 = Do not print tax information

3. Page Break on Lease Number _____
Blank = No page break
1 = Page break

Reviewing the Escalation Reports

Reviewing escalation reports consists of the following tasks:

- ☐ Reviewing the Escalation Indices Listing Report
- ☐ Reviewing the Escalation Information Listing Report
- ☐ Reviewing the Escalation Calculation Register Report
- ☐ Reviewing the Next Increase Listing Report

Reviewing the Escalation Indices Listing Report

From the Escalations menu (G1524), choose Escalation Indices Listing.

You use this report to review a list of the calendar years and related monthly values set up for an escalation index such as the Consumer Price Index, Porters' Wage, or a user defined index. It is based on the Escalation Index Master table (F1550) and has no processing options.

See Also

- R1550P, *Escalation Indices Listing*, in the *Reports Guide* for a report sample

Reviewing the Escalation Information Listing Report

From the Escalations menu (G1524), choose Escalation Information Listing.

You use this report to review the billing setup for leases that use escalation. If you run and review this report before you generate invoices, you can save time and billing errors. The report is based on the Tenant Escalation Master table.

See Also

- R154015, *Escalation Information Listing*, in the *Reports Guide* for a report sample

Processing Options for Escalation Information Listing

Select

1. Report As Of Date _____
Blank = Select all

Print

1. Detail or Summary _____
Blank = Print detailed information
1 = Print summarized information

2. Tax Information _____
Blank = Print tax information
1 = Do not print tax information

3. Page Break on Lease Number _____
Blank = No page break
1 = Page break

Reviewing the Escalation Calculation Register Report

From the Escalations menu (G1524), choose Escalation Calculation Register.

You use this report to review a list of the calculation details for a batch of escalation billings, which lets you review the information for accuracy before posting the batch. The report is based on the Escalation Billing Register table (F1548B) and has no processing options. A processing option for the Escalation Billing Generation program controls whether the system prints the Escalation Calculation Register when you generate the calculations.

J.D. Edwards recommends that you print this report when you run Escalation Billing Generation because it is the only record of the calculations for escalation.

See Also

- R1548, *Escalation Calculation Register*, in the *Reports Guide* for a report sample

Reviewing the Next Increase Listing Report

From the Escalations menu (G1524), choose Next Increase Listing.

You use this report as a management tool to help you schedule the generation of escalation billings. The report is based on the Tenant Escalation Master table and is associated with the Next Period Start - Month and Year fields. The report has no processing options. Note the following:

- If the O L field for a lease contains O for Original, the system prints the original information for escalation from the following fields:
 - Base Period Start - Month
 - Base Period Start - Year
 - Base Period End - Month
 - Base Period End - Year
 - Base Index
 - Base Escalation Amount (Original Basis)
- If the O L field for a lease contains L for Last, the system prints the most recent information for escalation from the following fields:
 - Last Period Start - Month
 - Last Period Start - Year
 - Last Period End - Month
 - Last Period End - Year
 - Last Index
 - 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.

See Also

- R15408, *Next Increase Listing*, in the *Reports Guide* for a report sample

Reviewing the Holdover Tenant Report

From the Holdover menu (G1525), choose Holdover Tenant Report.

You use this report to review the lease information associated with leases in a holdover status, rent amounts, and receivable balances. The system calculates the days in holdover as the number of days from the original lease end date to the current system date. The report is based on the Tenant/Lease Billings Detail Master table.

See Also

- R15490, *Holdover Tenant Report*, in the *Reports Guide* for a report sample

Processing Options for Holdover Tenant Report

Bill Codes

1. Bill Codes for Base Rent Amounts

Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____
Bill Code	_____

Defaults

- Search Default for Lease Version
 - *LAST = Latest Effective Date
 - *CURRENT = System Date

Select

1. Excluded Document Types

Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____
Document Type	_____

Print

- Summary or Detail Report
 - Blank = Detail report
 - 1 = Summary report

Reviewing the Revenue Fee Listing Report

From the Revenue Fees menu (G1526), choose Revenue Fee Listing.

You use this report to review a list of the lease and business unit fees set up in the Management Fee Master table (F1505B).

See Also

- R15405, *Revenue Fee Listing*, in the *Reports Guide* for a report sample

Processing Options for Revenue Fee Listing

Print

1. Detail or Summary
Blank = Print summary information
1 = Print detailed information
2. Lease or Business Unit Based Fees
Blank = Print business unit based fees
1 = Print lease based fees

Reviewing the Fee & Interest Listing Report

From the Fees & Interest menu (G1527), choose Fee & Interest Listing.

You use this report to review a list of the tables set up for the fee and interest process. The report is based on the A/R Fee & Interest table (F1525B) and has no processing options. You can base the data selection on one or more of the following:

- Fee type
- Search level
- Key information for the search level (lease, tenant, building, and bill code)

See Also

- R15625, *Fee & Interest Listing*, in the *Reports Guide* for a report sample

Reviewing the FASB 13 Reports

Reviewing FASB 13 reports consists of the following tasks:

- ☐ Reviewing the FASB 13 Register - Month Report

☐ Reviewing the FASB 13 Register - Year Report

☐ Reviewing the FASB 13 Listing Report

Reviewing the FASB 13 Register - Month Report

From the FASB 13 menu (G1528), choose FASB 13 Register - Month.

You use this report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table (F1513B). The report shows the current information by month for a specific year in detail or summary format. The detail report shows actual and straight-line rent, whereas the summary report shows just the total FASB effect for the lease.

See Also

- R15407, *FASB 13 Register - Month*, in the *Reports Guide* for a report sample

Processing Options for FASB 13 Register – Month

Process

1. Report Year Selection _____

Print

1. Print Format _____

Blank = Detailed only
1 = Summarized only

Reviewing the FASB 13 Register - Year Report

From the FASB 13 menu (G1528), choose FASB 13 Register - Year.

You use this report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table. The report shows the information by year for a specific time period that begins with the current year. It can include either the current (active) or previous (inactive) generation.

See Also

- R15409, *FASB 13 Register - Year*, in the *Reports Guide* for a report sample

Processing Options for FASB 13 Register – Year

Process

1. Report From Date
Blank = System Date

2. Select FASB Generation
Blank = From current generation
1 = From previous generation

Reviewing the FASB 13 Listing Report

From the FASB 13 menu (G1528), choose FASB 13 Listing.

You use this report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table. The report shows the information for a specific time period in detail or summary format. It can include either the current (active) or previous (inactive) generation.

See Also

- R15406, *FASB 13 Listing*, in the *Reports Guide* for a report sample

Processing Options for FASB 13 Listing

Process

1. Report Through Date
Blank = End of FASB 13 lease term

2. Select FASB Generation
Blank = From current generation
1 = From previous generation

Print

1. Print Format
Blank = Detailed only
1 = Summarized only

Advanced & Technical



Updating Billing Records Overview

You apply changes globally using Global Updates programs. You use Purge programs to delete old information from your tables. You use Integrities programs to verify and resolve problems with consistency across different tables.

Updating billing records consists of the following tasks:

- ☐ Working with global updates
- ☐ Working with purges
- ☐ Working with integrities



Working with Global Updates

You apply changes globally using Global Updates programs. For example, suppose one of your tenants subleases her space to another business. The rent hasn't changed, the lease is the same, and so on. In this case, you can replace the original tenant's address book number with the sublet tenant's address book number, and Global Updates enters the change throughout the Property Management system for you. In a different scenario, perhaps one of your tenants wants to move from one of your properties to another, larger space. You can preserve the tenant's activity (lease history, past payment history, sales overage, and so on) using Global Updates to migrate the information from one property to the other.

Working with global updates consists of the following tasks:

- ☐ Updating property and building relations
- ☐ Updating priority codes
- ☐ Updating address book information for A/R records
- ☐ Updating billing frequency patterns
- ☐ Selecting recurring billing bill code lines and updating billing amounts
- ☐ Updating recurring billing records

Updating Property and Building Relations

From the Global Updates menu (G15311), choose Property/Building Relations.

You can automatically update the project (property) number associated with a building from the Building (Business Unit) Master table (F0006) to the Lease Master Header (F1501B), Lease Master Detail (F15017), and Market/Potential/Renewal Rent Master (F159071) tables. This update is necessary because the system's ability to find a lease or unit is affected when the related property number changes. Using the Property/Building Relations report, you can update the lease and unit at the same time.

See Also

- *Setting Up Property or Building Information*

- *Setting Up Unit Information*
- *Setting Up New Leases*

Updating Priority Codes

From the Global Updates menu (G15311), choose Priority Code Reapplication.

You can automatically update the priority code from the Billing Code Extension table (F1512) to the Line Number field in the A/R Ledger table (F03B11). The priority code determines the order in which a cash receipt is applied to open invoices. This program lets you quickly change priority codes for one or more bill codes at the same time.

See Also

- *Displaying Open Invoices* for more information about cash receipts

Updating Address Book Information for A/R Records

From the Global Updates menu (G15311), choose Update A/R from Address Book.

You can automatically update the alpha name, address book number, alternate payee, parent number, and category codes for the related A/R records in the A/R Ledger table. You should run this program whenever any of this information changes to make sure that it is reflected in the A/R records.

Note: This program does not update the Tenant/Lease Billings Detail Master table.

See Also

- *Creating and Updating Address Book Records* in the *Address Book Guide*

Updating Billing Frequency Patterns

From the Global Updates menu (G15311), choose Frequency Pattern Update.

You can globally update the billing frequency patterns from the User Defined Codes table (F0005) to the following tables:

- Tenant E.P. Class Master (F15012B)
- Sales Overage Master (F15013B)
- Min/Max Rents And Recoveries Master (F15015B)

- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)

If you change a billing frequency pattern, which is a user defined code, you can run Frequency Pattern Update to update the code to the existing records in the tables above.

See Also

- *Setting Up User Defined Codes*

Selecting Recurring Billing Bill Code Lines and Updating Billing Amounts

From the Global Updates menu (G15311), choose Recurring Billing Global Selection.

This program lets you select the bill code lines for which you want to globally update the billing amounts at the same time. You can run the Recurring Billing Global Update report for the batch to actually update the bill code lines and suspend the lines being replaced.

When you run the selection program, the system automatically runs the update program in edit mode so that you can preview the new information on the edit/update report. A processing option controls which version runs.

The selection program takes into account both the anniversary date of a lease and the effective dates for the recurring billings. The update program takes into account the calculations. This processing method 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 action 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 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, J.D. Edwards recommends that you set up the different versions per billing frequency for the following reasons:

- In the calculation, a flat amount is applied to the selected records, regardless of the billing frequency.
- The billing frequency controls how the calculated amounts are expressed. Monthly billings are expressed as monthly amounts, annual billings as

annual amounts, and so on. However, the totals on the report do not 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 be associated with a non-billable lease unless the processing options are set to allow it.
- The original (current) end date cannot be blank if the new begin date is not specified in the processing options.
- The original begin and end dates cannot be blank if the new begin and end dates are not specified in the processing options, and non-billable leases are not allowed.

Note: The exception report is printed only if the processing options are set appropriately and selected records have actually been omitted.

See Also

- *Entering Recurring Billing Information*

Processing Options for Recurring Billing Global Selection

Dates

1. New Beginning Effective Date _____
Blank = Day after original end date
2. New Ending Effective Date _____
Blank = Lease expiration date
End Date: _____

Select

1. Select Leases with Specific Start Date Anniversaries
From Anniversary Date _____
Through Anniversary Date _____
2. Limit Selection Based on Fields in Associated Unit Master
Floor Number _____
Unit Type _____
Unit Usage _____
Report Code 01 _____
Report Code 02 _____
3. Include Non-Billable Leases _____
Blank = Do not include
1= Include billing records

Print

1. Report of Bypassed Records _____
Blank = No report
1 = Print report

Versions

1. R.B. Global Update (R15116) Version _____
Blank = XJDE0001

Updating Recurring Billing Records

From the Global Updates menu (G15311), choose Recurring Billing Global Update.

You can change many recurring billing records at the same time for increases or decreases in the billing amounts using this program. This program is most commonly used to increase rents. When you run the Recurring Billing Global Update program 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 Billings Master table, and suspends the lines being replaced.

This program is based on the Rent Increase Amounts table (F1502WAB), which contains the batch of selected information that is created when you run the

Recurring Billing Global Selection report. You must run the Recurring Billing Global Selection program before the update program, and you must 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 just prints a report so that 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 edit mode so that you can preview the new information.

The processing options control how the new billing amount is calculated. For the calculation, the system performs the following steps:

- Determines whether the type of square footage to be used is rentable or useable.
- Retrieves the original (current) billing amount. If the method of increase involves the amount per square foot, the system divides the original amount by the appropriate square footage from the Lease Master tables.
- Applies the method of increase to the original amount, which results in the new gross billing amount. For example:
 - For percent, the original amount is multiplied by the specified percent.
 - For amount or amount per square foot, the specified amount is added to the original amount.
 - For new amount or new amount per square foot, the original amount is replaced by the specified amount.
- Applies the rounding controls to the new amount.
- Processes the new rounded amount against the original amount to determine the calculated change. For example:
 - If the threshold is a percent, the original amount is divided by the rounded amount.
 - If the threshold is an amount, the original amount is subtracted from the rounded amount.
- Compares the calculated change with the threshold. If the change is greater than or equal to the threshold, the rounded amount is accepted for the new billing amount. This step prevents updates with insignificant amounts.

Note: A processing option controls whether the system updates the Recurring Billings Master table with the new amount.

- Runs the update version. At this time, the system deletes the new records from the Recurring Billings Master table 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.

See Also

- *Entering Recurring Billing Information*

Processing Options for Recurring Billing Global Update

Process

1. Batch Number (required) _____
2. Method of Increase _____
 - 1 = Percent Increase
 - 2 = Amount Increase
 - 3 = Annual Amt per Sq. Ft. Increase
 - 4 = New Amount
 - 5 = New Annual Amount per Sq. Ft.
3. Calculation Amount or Percentage _____
4. Rentable or Useable Square Footage _____
 - *RENTABLE
 - *USEABLE

Options

1. Method of Rounding _____
 - U = Up to nearest increment
 - D = Down to nearest increment
 - H = Nearest increment (up or down)
2. Rounding Increment _____
3. Threshold for Change Percent _____
4. Threshold for Change Amount _____

Print

1. Update Recurring Billings _____
 - Blank = Edit report only
 - 1 = Update recurring billing records
 - 2 = Reset recurring billing records

Working with Purges

You use Purge programs to delete old information from your tables. You can run purge programs in edit mode (to preview the effect of the purge) without purging any information or in update mode.

Caution: *After the information is purged, you cannot recover it.* Before you run a purge program in update mode, J.D. Edwards recommends that you run the program in edit mode and review its report.

Working with purges consists of the following tasks:

- ☐ Purging billing batches
- ☐ Purging Sales Analysis information
- ☐ Purging Sales Report information
- ☐ Purging tenant and lease billing details

Purging Billing Batches

From the Purges menu (G15312), choose Batch Delete.

When you use the Batch Delete program to delete unposted billing batches (invoices or vouchers), the system updates the following tables:

- Batch Control Records (F0011)
- A/R Ledger (F03B11)
- A/P Ledger (F0411)
- G/L Account Ledger (F0911)
- Billings Generation Control Master (F15011B)
- Estimated EP Recurring Billing (F1502WB)
- Tenant/Lease Billings Detail Master (F1511B)
- Expense Participation Audit (F1532B)
- EP Billing Register (F1538B)
- Sales Report Control (F1540B)
- Escalation Billing Register (F1548B)

Note the following:

- The entire batch of transactions and the information for the batch header are both deleted at the same time.
- The system resets the billing control ID for the related period from G (Generated) to blank in the Billings Generation Control Master table so that you can generate billings again for that period.
- You cannot delete a posted batch. However, you can selectively delete unposted records in a batch that has been previously posted. These unposted records include any transaction that posts from the Tenant/Lease Billings Detail Master table to the A/R Ledger or A/P Ledger but fails to post to the G/L Account Ledger table. In this case, all the associated records (F1511B, F03B11, F0411, and F0911) are considered unposted.
- Processing options control whether the system updates the files or prints a report so that you can preview the information to be deleted. The report also shows any posted information that cannot be deleted.
- You cannot use the Batch Delete program to delete batches of cash receipts, revenue fees, or security deposits because the Batch Delete program deletes batches in the Tenant/Lease Billings Detail Master table.

Processing Options for Billings Batch Deletion

Select

WARNING: This program will delete the Property 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.

1. Batch Number _____
2. File Deletion Selection _____
Blank = Accounts Receivable
1 = Accounts Payable

Process

1. Posted Tenant Invoice Delete _____
Blank = Do not delete posted invoices
1 = Delete posted invoices

Print

1. Audit Trail Report _____
Blank = No report
1 = Print a report
2. Edit Or Update _____
Blank = Edit mode only
1 = Delete the records

Purging Sales Analysis Information

From the Purges menu (G15312), choose Sales Analysis Purge.

You can delete the information in the Tenant Sales Analysis Reporting table (F1543B) and the corresponding records in the Sales Analysis Control table (F1544B). 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 you specify both the number of months and a date, the system uses the earlier of the two as the cutoff. To be eligible for purging, a record must have a date before the cutoff. You can specify one or more sales analysis summary codes during data selection.

See Also

- *Working with Sales Analysis*

Processing Options for Sales Analysis Purge

Process

1. Number Of Months To Keep _____

<And / Or>

2. Purge Through Period

Month _____

Century and Year _____

Print

1. Print Edit Report _____

Blank = Print edit report only

1 = Purge sales analysis records

Purging Sales Report Information

From the Purges menu (G15312), choose Sales Report Purge.

You can delete the information in the Sales Report Control table. The Sales Report Purge program also updates the Batch Control Records table. The system purges only the sales information that is posted (status code X or P). The most recent sales record, which has a blank status, cannot be purged.

Use the processing options to specify the maximum age in months for the records that you want to keep. The system uses the most recent sales record in a

specific product scale group as the base from which to count back. To be eligible for purging, a record must be older than the specified number of months. You can specify one or more buildings or other related criteria during data selection.

Note: You can still review the sales history for a lease even though the sales information has been purged because the Tenant Sales History table (F1541B) is not affected by this program.

See Also

- *Working with Sales Analysis*

Processing Options for Sales Report Purge

Process

1. Number of Months To Keep _____

2. Number of Weeks To Keep _____

Print

1. Print Edit Report _____

Blank = Print edit report only

1 = Purge sales reports records

Purging Tenant and Lease Billing Details

From the Purges menu (G15312), choose Tenant Billing Detail Purge.

You can purge the information in the Tenant/Lease Billings Detail Master table. Use the processing options to specify a cutoff date as the basis for selection. To be eligible for purging, a record must have a date prior to the cutoff date. If you specify more than one cutoff date, the system uses only the first date. You can specify one or more buildings to further narrow the selection during data selection.

See Also

- *Working with Tenant and Lease Information*

Processing Options for Tenant Billing Detail Purge

Process

1. Purge Billing Information _____
Blank = Print an edit report
1 = Purge billing information

Select

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.

1. G/L Date _____
2. Invoice Date _____
3. Due Date _____
4. Service/Tax Date _____

Working with Integrities

You can use Integrities programs to verify and resolve problems with consistency across different tables.

Working with integrities consists of the following tasks:

- ☐ Reviewing billing control information
- ☐ Reviewing billing control integrity
- ☐ Reviewing batch control integrity
- ☐ Reviewing log line integrity

Reviewing Billing Control Information

You can review the information stored in the Billings Generation Control Master table (F15011B) for a specific lease using the Billing Control Information program. The information for the billings associated with the lease include:

- Generation type
- Billing control ID
- Status of each billing period

Using the Billing Control Information program, the system can review the following generation types:

- 1** Recurring billing
- 2** Expense participation
- 3** Sales overage
- 4** Escalation
- 6** Estimated expense participation

When one of these billings was set up or added, the system automatically assigned it a unique number through Next Numbers. This 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:

- 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.

See Also

- *Generating Recurring Billings*
- *Generating E.P. Calculations*
- *Generating Sales Overage Billings*
- *Generating Escalation Billings*
- *Generating Estimated E.P. PSF Billings*

To review billing control information

From the Integrities menu (G15313), choose Billing Control Information.

1. On Work with Billings Generation Control, to locate the billing records that you want to review, complete the following field and click Find:
 - Lease Number
2. To limit the search further, complete any of the following fields in the QBE line and click Find:
 - Billing ID
 - Generation Type
 - Century
 - Yr
 - Billing Period 01

through

- Billing Period 54
3. Choose the billing record that you want to review and click Select.
 4. Click OK.

Reviewing Billing Control Integrity

From the Integrities menu (G15313), choose Billing Control Integrity.

You use the Billing Control Integrity program to track generated billings in up to 54 billing periods. This program ensures that each record in the Billings Generation Control Master table has a corresponding record in one of the following tables:

- Tenant E.P. Class Master (F15012B)
- Sales Overage Master (F15013B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)

The system processes one billing control record at a time. The generation type of the billing determines the appropriate table. For example, if the generation type is 1, the system searches the Recurring Billings Master table for a record with the same lease and billing control number. If the system does not find a corresponding record, the system deletes the billing control record.

Reviewing Batch Control Integrity

From the Integrities menu (G15313), choose Batch Control Integrity.

When you run the Batch Control Integrity program, the system ensures that each batch header in the Batch Control Records table (F0011) has a corresponding record in the Tenant/Lease Billings Detail Master table (F1511B). Processing options control whether the system performs one or both of the following:

- Deletes the batch headers that do not correspond to Tenant/Lease Billings Detail Master records
- Prints a report that lists the Tenant/Lease Billings Detail Master records that do not correspond to batch headers

See Also

- *Working with Tenant and Lease Information*

Processing Options for Batch Control Integrity

Process

1. Delete Batch Headers
Blank = Do not delete
1 = Perform delete
2. Print Detail Report
Blank = Do not print report
1 = Print report

Reviewing Log Line Integrity

From the Integrities menu (G15313), choose Log Line Integrity.

When you run the Log Line Integrity program, the system ensures that the building and unit for a lease in the Lease Master Header (F1501B) and Lease Master Detail (F15017) tables correspond to the building and unit for the related log lines in the Log Standard Master table (F1523). Processing options control whether the system performs the update or just prints a report so that you can preview the effect of the update. You can also specify whether the update is associated with leases tied to one or more units.

See Also

- *Setting Up Log Standard Information*
- *Working with Tenant and Lease Information*

Processing Options for Log Line Integrity Report

Process

1. Log Line Edit/Update
Blank = Print edit report
1 = Update single unit leases
2 = Update multi and single unit leases
2. Lease Version Default
Blank = Process all versions
*LAST = Latest Effective Date
*CURRENT = System Date

Print

1. Print All Log Lines for Multit-Unit Leases
Blank = Do not print all log lines
1 = Print all log lines

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