

PeopleSoft®

EnterpriseOne JDE5
Real Estate Management
PeopleBook

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Real Estate Management Overview

The J.D. Edwards Real Estate 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.

Real Estate 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 Real Estate Management, you can produce everything from simple, one-time-only invoices to the most complex recurring billing that is required by any type of lease. Real Estate 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 Real Estate Management:

General Accounting	Real Estate 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	Real Estate Management creates invoices in the A/R Ledger table when you post batches.
Accounts Payable	Real Estate Management creates vouchers in the A/P Ledger table when you post batches.

Real Estate Management Features

The features of the Real Estate 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 Real Estate Management Cash Receipts program is similar to the Manual Receipts Processing program for Accounts Receivable with the following exceptions:

- Real Estate 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.
- Real Estate 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 that is generated by security deposits. Interest can be simple or compound.

Tenant Work Orders

The Real Estate 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 Real Estate 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 that are 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.

Tables Used by Real Estate Management

Real Estate 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.

(F15016B)

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.
Unit Master (F1507))	Contains unit information, including floor, unit type, unit usage, unit status, and a unit description.

Real Estate 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 AAIs 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.

Real Estate 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

Instructions Master (F0012)	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.

(F0902)

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.

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 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 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 Real Estate Management reports are produced during a specific activity, such as generating a billing edit/register. Some Real Estate 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 Real Estate 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.

Menu Overview



Daily Processes

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



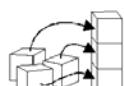
Periodic Operations

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



Advanced and Technical Operations

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



System Setup

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

Setup

System Setup

Before you can use the Real Estate 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 Real Estate Management World data in OneWorld, you must convert specific Real Estate Management tables. To help you convert tables, numerous table conversion programs exist in the OneWorld version of Real Estate Management. Before you can perform the table conversion, you must have World version A7.3 cumulative update 12 installed on your system.

Converting Real Estate Management World Tables

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

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

Before You Begin

Before you install OneWorld, ensure that you:

1. Run all batches through the posting process in World.
2. Add the order type LS (Lease Status) to the Work Order Master File table (F4801) before you use it in Real Estate Management for OneWorld. On the World G97U12 menu, choose option 10.
3. 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 (F1543B) 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 get a message that the F1538, F1548, or F1543 tables have no records. You can ignore this message.

Before you convert World tables, ensure that you:

- Successfully install OneWorld.
- Manually enter the rentable and useable area types into the Real Estate 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

Verify that you understand the ramifications of converting tables before converting your World tables. The following list of rules 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	Area 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 chart 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 chart shows the tables that are new in OneWorld and do not require conversion from World:

Description	OneWorld Table	World Table (if any)
-------------	----------------	----------------------

Real Estate Management Constants	F1510B	F1510
----------------------------------	--------	-------

Billing Frequency Master	F15019	
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Rent Increase Amounts	F1502WAB	F1502WA
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Estimated E.P. Recurring Billing	F1502WB	F1502W
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Extended Billings Master	F15020	
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Expense Participation Class Account	F15110B	F15110
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Area Work File	F1514W	
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GL Transaction AR Application Work File	F151991	
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GL Transaction Summary	F15199W	
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Expense Participation Audit	F1532B	F1532
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Tenant Weekly Sales F15410

The following chart 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
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Collection Activity Rules	F1509
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Tenant Receivable Cash Management	F1515
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WF - Cash Management Statement	F1515W
--------------------------------	--------

Extended Invoice Text	F1516
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WF - Extended Invoice Text	F1516W
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Lease Financial Summary	F1520
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WF - Collection Transaction Log	F1526W
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Collection Transaction Log	F1526, F1527
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Square Footage History	F1545
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Square Footage Comparison Log F1546

Project Interface F1595, F15990

These conversion programs convert World A7.3 tables to OneWorld Xe 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. Ensure that you have allowed 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 Real Estate 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. To do this, run the Tenant/Lease Master program (R891501).
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 (R8915CV1).

Setting Up System Constants

System constants are default settings that the Real Estate 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.

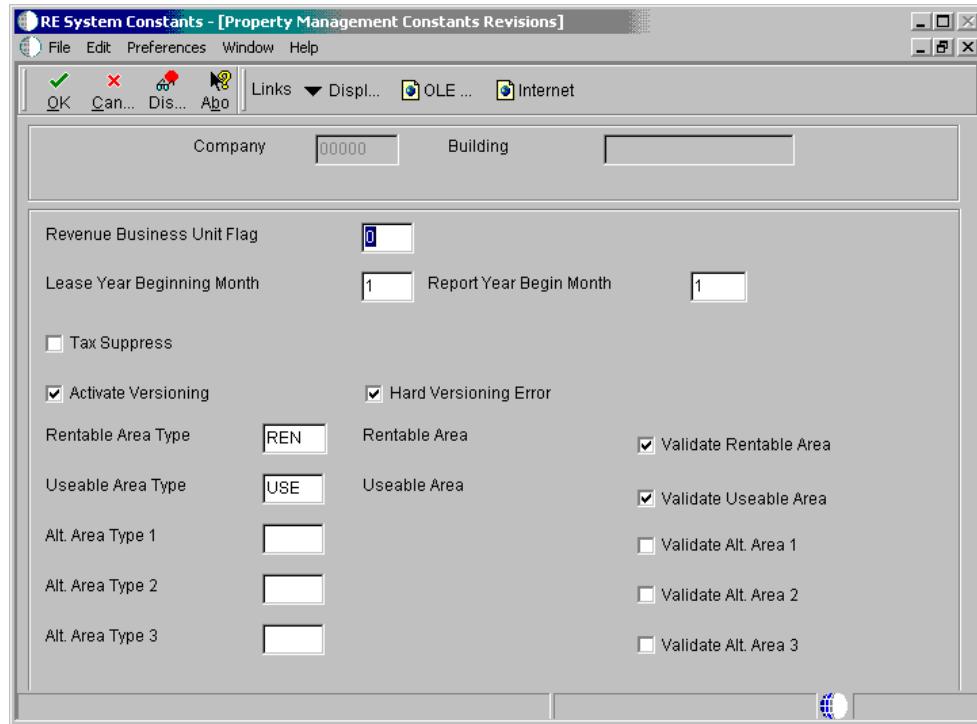
Caution

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

► To set up system constants

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

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



Note

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

2. On Property Management Constants Revisions, complete the following fields:

- Company

- Building
- 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. Choose 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 validations. If a validation is enabled (for example, Validate Rentable Area), the system validates the related information. If a validation is not enabled, the system does not validate the related information.

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 Real Estate Management System

Most AAIs in the Real Estate Management system have 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 Real Estate 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

15.065	Sales overage (A/P)	PCSALE, RMSALE
15.070	Escalation	PMESCA, RCESCA
15.080	Management fees	PMMGMT, RCMGMT
15.090	Miscellaneous receivables FASB 13 - accruals FAS B 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	PMCTXTX, RMTXTX
15.900	Security deposit refunds - offset account Security deposit clearing account	PCREFD RARF

Setting Up User Defined Codes

Many fields throughout the Real Estate 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

User Defined Codes for Real Estate Management

The Real Estate 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 Real Estate 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 Defines how a unit is used, such as storage or parking.

(15/UU)

Unit Status (15/US)	Defines the status of a unit, such as occupied or vacant.
Tenant 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.
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.
Product Code (15/PC)	Provides another level of detail for goods that are sold by tenants, such as jewelry or office furnishings for a retail store.
Sales Report(15/RT)	Defines the types of sales reports that are provided by tenants, such as estimated, actual, or verbal.
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 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 Codes (15/AR) Defines the types of area that the system uses to calculate rent, such as rentable area or useable area.

Escrow 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 (AAs) that are related to transactions. This information is stored in the Billing Code Extension table (F1512). The Real Estate Management system has adjustment reasons that are specific to the system. They must be defined both as adjustment reason codes in the Billing Code Extension 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 Real Estate 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 Real Estate 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 AAs, bill codes, and adjustment reasons, you must first set up AAs. See [Setting Up Automatic Accounting Instructions](#) for more information.

See Also

- [Setting Up User Defined Codes](#)

► [To set up bill codes and adjustment reasons](#)

From the RE 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

Processing Options for Bill Codes / Adjustments Reasons (P1512)

Versions Tab

1. AAI Revisions (P0012) Version

Blank = ZJDE0015

Use this processing option to override the default version of the AAI Revisions program (P0012) when you select the Work with Bill Codes/Adjustment Reasons program (P1512) form exit. If you leave this processing option blank,

the system uses the default version 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.

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.

Before You Begin

- Set up fiscal date patterns. See [*Setting Up Fiscal Date Patterns*](#) in the *General Accounting Guide*.

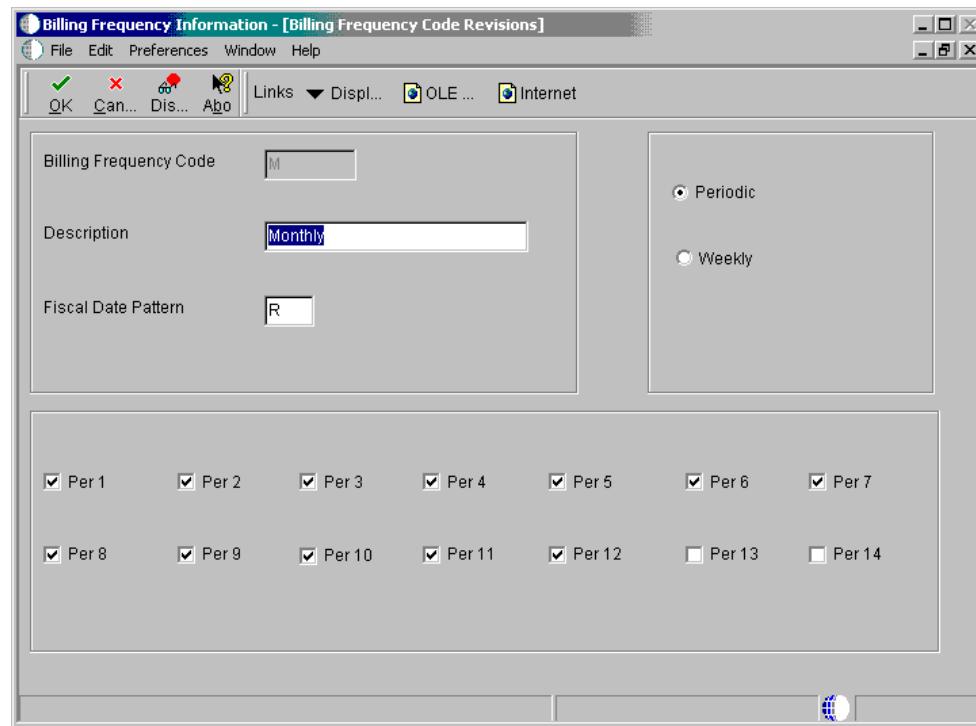
Setting Up Billing Cycles for Patterns Other Than Weekly

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 RE 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. Choose the following option:

- Periodic

4. Choose 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

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 RE 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. Choose the following option:

- Weekly

When you choose the Weekly option, the following option becomes available:

- Set 52 Period Pattern

4. Click OK.

The Work with 52 Period Pattern form appears so you can review and add weekly date patterns.

5. On Work with 52 Period Pattern, complete the following fields and click Find:

- Fiscal Date Pattern
- Date Fiscal Year Begins

6. To add a new fiscal date pattern, click Add.

7. On 52 Period Setup - PM, complete the following fields:

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

8. Click OK.

Setting Up Tax Rate and Area Information

The Real Estate 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 that is 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 Real Estate Management system, note the following:

- The Tax Suppress field in the Real Estate 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 Real Estate 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
- 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 RE System Setup menu (G15412), choose Tax Rate/Area Information.

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

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

- Tax Rate/Area
 - Description
 - Effective Date

- Expiration Date
- Address
- Bill Code
- Tax Rate 1

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

3. Click OK.

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.

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 RE System Setup menu (G15412), choose Log Standards Information.

1. On Log Standard Level Selection, choose 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:
 - 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-
 - R S

Entering Y in the R S (Required Standards) field specifies that the log line is a required standard. 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

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 RE 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 then choose Save & Exit from the File menu.

On Log Standards Revisions, a paperclip icon appears in the column on the left to indicate an attachment.

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 Real Estate Management User Defined Code table, you cannot review statement message information.

Before You Begin

- Set up user defined codes. See [Setting Up User Defined Codes](#).

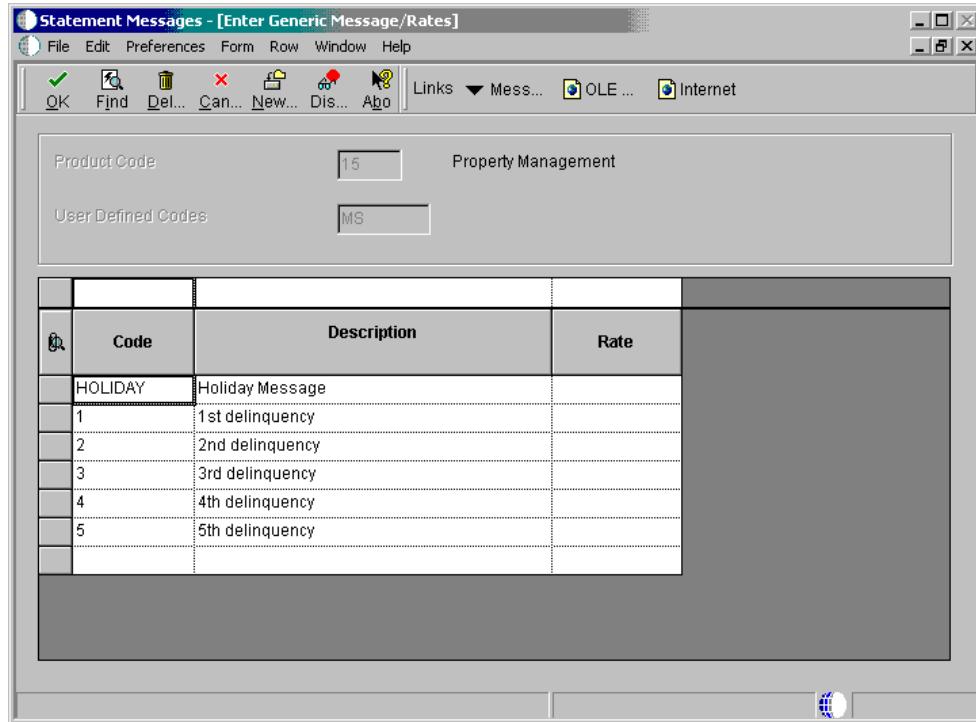
Setting Up Statement-Message User Defined Codes

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 RE 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

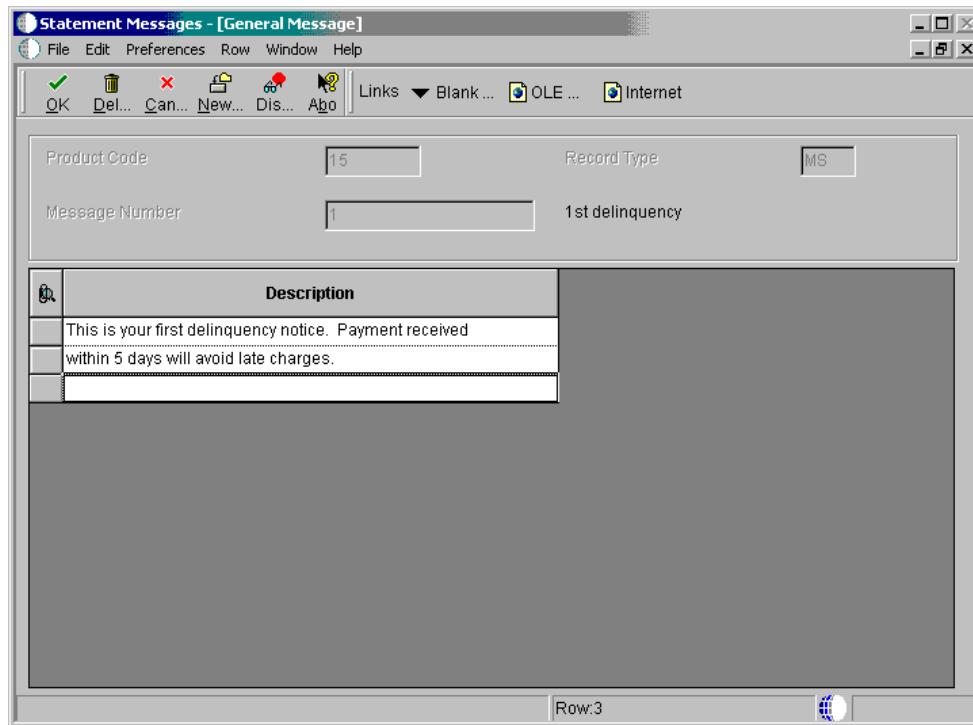
You can enter statement message text by using up to 60 characters.

► To enter message text

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

1. On Work With Generic Message/Rate Types, click Add.
2. 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.



3. On General Message, type the message in the following field and click OK:

- Description6

Processing Options for Generic Message/Rates Records (P00191)

Defaults

1. Enter the desired System Code.

System Code

2. Enter the desired Record Type.

Tax Authority 5

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

Setting Up Lease Option Type Information

You can set up and maintain information about option types for retail and commercial leases. Option types include lease details such as mortgage information, options to renew, lease terms, first right of refusal, and insurance information. You can define these options as standard for a tenant or a lease type.

Lease option type information is stored in the following tables:

- Lease Option Type Header (F157011)
- Lease Option Type Detail (F157012)

See Also

- *Working with Legal Clause Information* for information about further defining option types with corresponding legal clause details

► **To set up lease option type information**

From the RE System Setup menu (G15412), choose Lease Option Type Information.

1. On Work With Option Types, click Add.
2. On Option Type Revisions, complete the following fields:
 - Option Type
 - Description
3. Complete the following fields in the detail area:
 - Detail Type
 - Detail Description
4. Complete the following optional fields and click OK:
 - Std Opt
 - Std Lvl
 - Tenant
 - Lse Type
 - Recurring Option

Facility Setup

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

Setting Up Property or Building Information

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.

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 that are 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

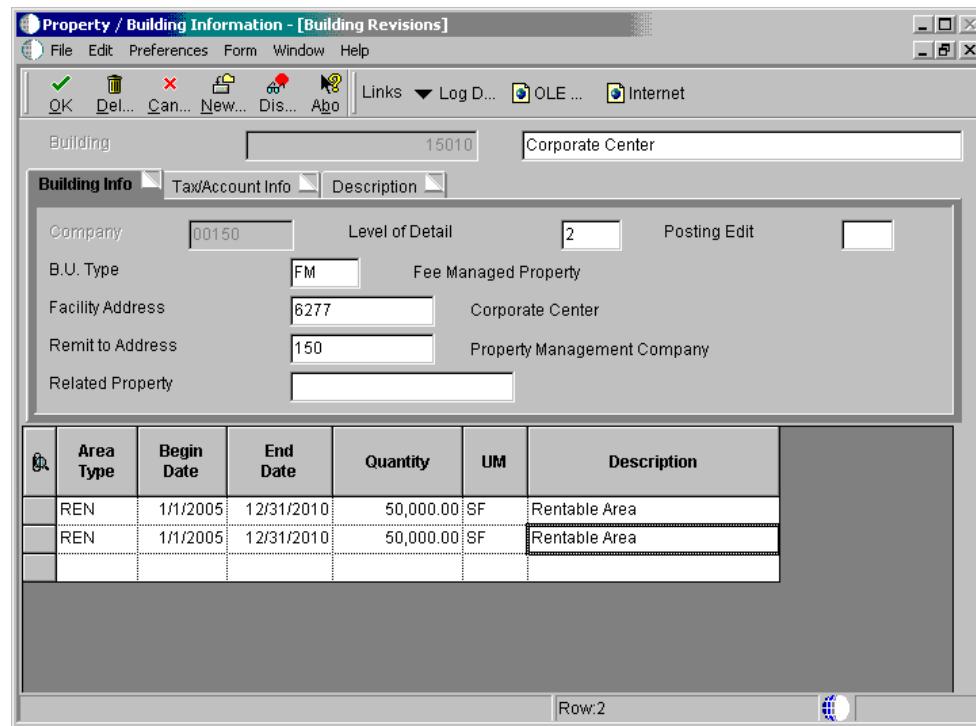
Enter the appropriate information for the property or building.

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, click Add.



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

7. Complete any of the following optional fields:

- Tax Rate/Area
- Tax Entity
- Tax Area - Payroll
- Burden Account
- Labor Account
- Premium Account

8. Click the Description tab.

9. Complete any of the optional Additional Description fields.

10. Complete the following fields in the detail area and click OK:

- Area Type
- Begin Date
- End Date
- Quantity
- UM
- Description

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 manually

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.
2. To limit the search, complete any of the following fields or use the QBE line, and then click Find:
 - Building
 - Company
 - Type Business Unit
3. Choose the facility and from the Row menu, choose Revisions.
Alternatively, you can choose the facility and click Select.
4. On Building Revisions, from the Form menu, choose Log Details.
5. On Log Details, from the Form menu, choose Copy Logs.
The model of standard lines for the business unit type appears in the detail area.
6. To assign the log information to the property or building, click OK.

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.

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.

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.
2. To limit the search, complete any of the following fields or use the QBE line, and then click Find:
 - Building
 - Company
 - Type Business Unit

3. Choose the facility and from the Row menu, choose Revisions.
Alternatively, you can choose the facility and click Select.
4. On Building Revisions, from the Form menu, choose Category Codes.

Category Code	Value
Category Code 15	
Category Code 16	
Category Code 17	
Category Code 18	
Category Code 19	
Category Code 20	
Category Code 21	
Category Code 22	
Category Code 23	
Category Code 24	
Category Code 25	
Category Code 26	
Category Code 27	
Category Code 28	
Category Code 29	
Category Code 30	

5. On Business Unit Category Codes, 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

6. On Building Revisions, click OK.

Changing Floor Information

While setting up properties or buildings, you can change floor information for floors that are 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.
2. To limit the search, complete any of the following fields or use the QBE line, and then click Find:
 - Building
 - Company
 - Type Business Unit
3. Choose the facility and from the Row menu, choose Revisions.
Alternatively, you can choose the facility and click Select.
4. On Building Revisions, from the Form menu, choose Floor Info.
5. On Work With Floor Information, to locate the floor information that you want to change, complete any of the following fields or use the QBE line, and then click Find:
 - Floor
 - Grouping Code
 - Grouping Value
6. After making changes, click OK.

Processing Options for Property / Building Information (P15062)

Display Tab

1. Required Standards Protection

Blank = Do not protect

1 = Protect required standards

Use this processing option to specify whether the system allows changes to the following required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Valid values are:

Blank Allow changes to required standards fields once the required standards field has been cleared.

1 Do not allow changes to required standards fields.

If this option is set to 1, you will not be able to delete the associated logs with required standards.

Edits Tab

1. Area Edit (Building to Floor)

Blank = Bypass the edit

1 = Perform the edit

Use this processing option to perform square footage edits between the building and the floors set up for the building. You will receive an error message if the total of the building square footage is less than the total square footage of the floors. Valid values are:

Blank Do not validate the square footage.

1 Validate the square footage.

Process Tab

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to copy log standards to the building logs. Valid values are:

Blank Copy the log standards to the building logs.

1 Do not copy the log standards to the building logs.

Versions Tab

1. Floor Information (P1506) Version

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Floor Information program (P1506) when the Floor Information form exit is chosen from the Work with Property/Buildings form.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Address Book (P01012) Version

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Address Book program (P01012) when the Address Book form exit is chosen from the Work with Property/Buildings form.

If you leave this processing option blank, the system uses version 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 Real Estate 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 associations are called area edits, which are controlled by processing options.

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 that is 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 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 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 Real Estate 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
- 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) shows 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 does not accept it because the subtotal of 80,000 square feet is greater than the total area of the building. You must 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](#).

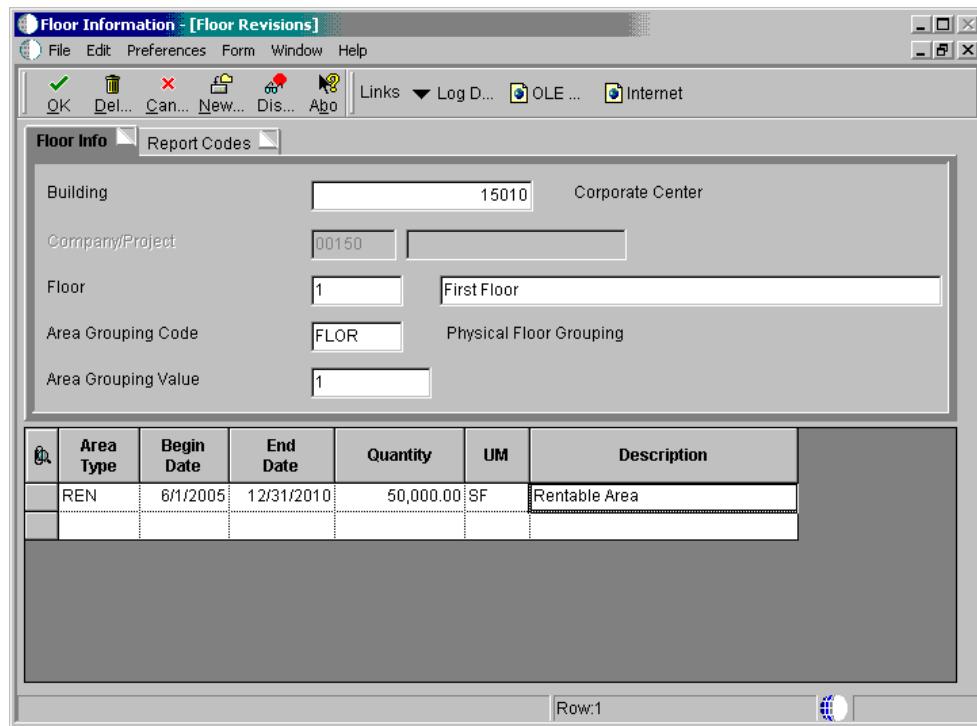
Entering Floor Information

You set up and maintain information for a group of units in the Floor Information program. You enter floor information to associate the new floor with an existing building or property.

► To enter floor information

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

1. On Work With Floor Information, click Add.



2. On Floor Revisions, click the Floor Info tab.
3. Complete the following required fields:
 - Building
 - Floor
 - Area Grouping Code
4. Complete the following optional field:
 - Area Grouping Value
5. Click the Report Codes tab.
6. Complete any of the following optional fields:
 - Report Code 01
 - Report Code 02
 - Report Code 03
 - Report Code 04
 - Report Code 05
7. Complete the following fields in the detail area and click OK:

- Area Type
- Begin Date
- End Date
- Quantity
- UM
- Description

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 manually

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.
2. To limit the search, complete any of the following fields or the QBE line, and then click Find:
 - Building
 - Floor
 - Grouping Code
 - Grouping Value
3. Choose the floor and from the Row menu, choose Revisions.
Alternatively, you can choose the floor and click Select.

4. On Floor Revisions, from the Form menu, choose Log Details.
5. On Log Details, from the Form menu, choose Copy Logs.

The model of standard lines for the grouping code appears in the detail area.
6. Click OK.

Changing Property or Building Information

When setting up floors, you can change the property or building information that is 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 change property or building information, click Find.
2. To limit the search, complete any of the following fields or the QBE line, and then click Find:
 - Building
 - Floor
 - Grouping Code
 - Grouping Value
3. Choose the floor and from the Row menu, choose Revisions.

Alternatively, you can choose the floor and click Select.
4. On Floor Revisions, from the Form menu, choose Property Info.
5. On Building Revisions, make the necessary changes.
6. Click OK.

Changing Unit Information

When setting up floors, you can change the unit information that is 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 change unit information, click Find.

2. To limit the search, complete any of the following fields or the QBE line, and then click Find:
 - Building
 - Floor
 - Grouping Code
 - Grouping Value
3. Choose the floor and from the Row menu, choose Revisions.
Alternatively, you can choose the floor and click Select.
4. On Floor Revisions, from the Form menu, choose Unit Search.
5. On Work with Units, to locate the unit with information that you want to change for the floor, click Find.
6. To limit the search, complete any of the following fields or the QBE line, and then click Find:
 - Linked Information Not Found
 - Building
 - Unit Type/No
 - Unit Size
 - Thru
 - Floor No
 - Thru
 - Starting Effective Date
 - Ending Effective Date
7. Choose any of the following options:
 - Show Occupied Units
 - Show Vacant Units
 - Include Committed as Occupied
8. Choose the unit and from the Row menu, choose Revisions.
9. On Unit Master Revisions, make the necessary changes, and then click OK.

Processing Options for Floor Information (P1506)

Display

1. Required Standards Protection

Blank = Do not protect

1 = Protect required standards

Use this processing option to specify whether to allow changes to the following required standards fields: Log Class, Amenity ID, Description and Unit of Measure. Valid values are:

Blank Allow changes to required standards fields once the required standards field has been cleared.

1 Do not allow changes to required standards fields.

If this option is set to 1, you will not be able to delete the associated logs with required standards.

Edits

1. Floor Number Edit

Blank = Bypass editing

1 = Edit the floor number

Use this processing option to specify whether the system validates the floor number against the 15/FL UDC table. Valid values are:

Blank Do not validate the floor number.

1 Validate the floor number.

2. Grouping Code

Use this processing option to specify whether to limit entry to one grouping code. The code that you enter here will allow the system to use only one Area Grouping Code. The code entered will default into the Area Grouping Value for all transactions.

If this processing option is left blank, you can enter the Area Grouping Code for each floor referenced by the Floor Information Application (P1506).

3. Area Edit (Floor to Building)

Blank = Bypass the edit

1 = Perform the edit

Use this processing option to perform square footage edits between the building and the floors set up for the building. An error will occur if the total of the floor square footage exceeds the square footage of the building.

Valid values are:

Blank Do not validate the square footage.

1 Validate the square footage

4. Area Edit (Floor to Unit)

Blank = Bypass the edit

1 = Perform the edit

Use this processing option to perform square footage edits between the floor and the units set up for the floor. An error will occur if the total square footage of the units exceeds the square footage of the floor.

Blank Do not validate the square footage.

1 Validate the square footage.

Process

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether the system copies log standards to the floor logs. Valid values are:

Blank Copy log standards to the floor logs.

1 Do not copy log standards to the floor logs.

Versions

1. Property/Building (P15062) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Property/Building Information program (P15062) when the Property/Building form exit is chosen. If you leave this processing option blank, the system uses version ZJDE0001.

2. Unit Information (P15217) Version

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Unit Information program (P15217) when the Unit Information form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

About Setting Up Unit Information

Real Estate 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 that is 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 areas 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 of the 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.

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.

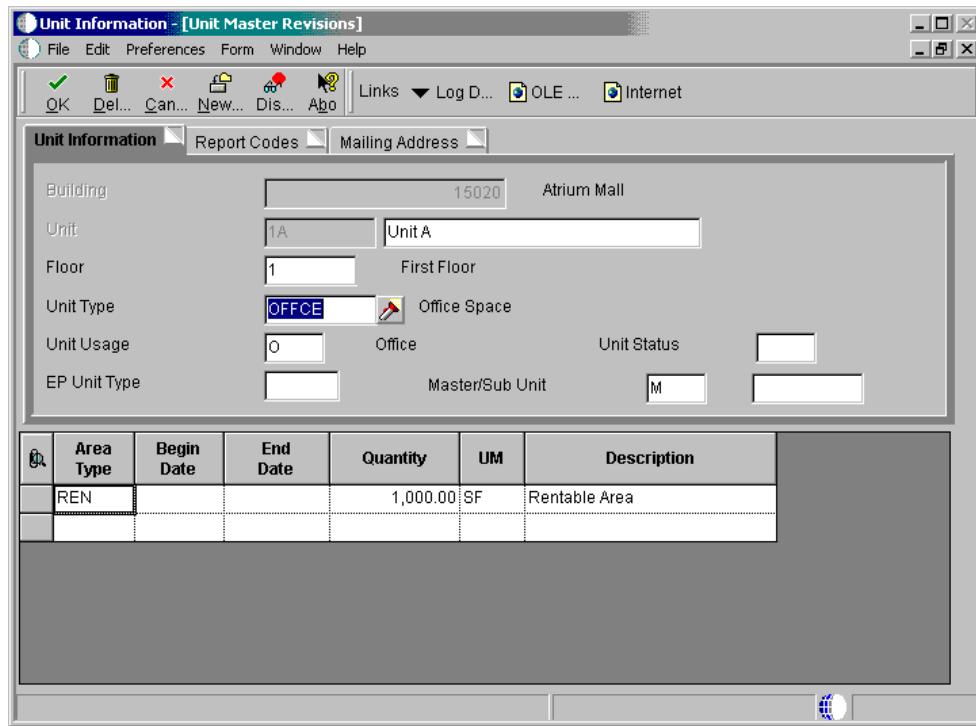
See Also

- [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.

- EP Unit Type
5. Click the Report Codes tab.
 6. Complete any of the following optional 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:
 - Begin Date
 - End Date
 - Quantity
 - UM
 - Description

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.

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.
2. To limit the search, complete the following fields or the QBE line, and then click Find:
 - **Linked Information Not Found**
 - Building
 - Unit Type/No
 - Unit Size
 - Thru
 - Floor No
 - Thru
 - Starting Effective Date
 - Ending Effective Date
3. Click any of the following options:
 - Show Occupied Units
 - Show Vacant Units
 - Include Committed as Occupied
4. From the Form menu, choose New Lease.
5. On Lease Master Revisions, enter the new lease information. See *Setting Up New Leases* for more information.
6. 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 manually**

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. Choose 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.
4. On Log Details, from the Form menu, choose Copy Logs.
The model of standard lines for the unit type appears in the detail area.

5. Click OK.

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.

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

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. Choose the unit and from the Row menu, choose Rent Info.
Alternatively, choose the unit and from the Row menu, choose Revisions, and then from the Form menu on Unit Master Revisions, choose Rent Information.
3. On Rent Information, confirm the market, renewal, and potential rent information.

Changing Floor Information

While setting up units, you can change the floor information that is 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.

Note

You can edit occupied units only. Ensure that you activate the Show Occupied Units option when locating units.

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.

Processing Options for Unit Search (P15217)

Display Tab

1. Required Standards Protection

Blank = Do not protect

1 = Protect required standards

Use this processing option to protect the required standards fields. Valid values are:

Blank Perform deletions and make changes to logs that have required standards once the required standard field is cleared.

- 1 Do not make changes to log lines with required standards (Log Class, Amenity ID, Description, and Unit of Measure fields) and do not delete logs.

2. Speculative Lease Occupancy Status

Blank = Display units as vacant

1 = Display units as occupied

Use this processing option to display units attached to speculative leases as vacant or occupied. Valid values are:

Blank Display units as vacant.

1 Display units as occupied.

Edits Tab

1. Floor Number Edit

Blank = Bypass editing

1 = Edit the floor number

Use this processing option to edit the Floor Number against the 15/FL user defined codes (UDC) table. Valid values are:

Blank Do not edit the Floor Number.

1 Edit the Floor Number against the UDC table.

2. Area Edit (Floor to Unit)

Blank = Bypass the edit

1 = Perform the edit

Use this processing option to perform square footage edits between the floor and the units set up for the floor. An error will occur if the total of the unit square footage exceeds the square footage of the floor. Valid values are:

Blank Do not perform the square footage edit.

1 Perform the square footage edit.

Process Tab

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to copy log standards to the unit logs. Valid values are:

Blank Copy log standards to the unit logs.

1 Do not copy the log standards to the unit logs.

2. Search Area Type

***RENTABLE = Rentable area type**

***USEABLE = Useable area type**

Use this processing option to specify the square footage type that the system uses to search from the Unit Information program (P15217). Valid values are:

Blank

Use the area type that is specified in the Alternate Area type processing option.

***RENTABLE**

Use the rentable area that is defined in the RE System Constants program (P1510).

***USEABLE**

Use the useable area that is defined in the RE System Constants program (P1510).

If you leave this option blank and have already defined the area type, the system displays the area type next to the square footage search fields. Also, the detail area contains a column for the defined area type. If both options are left blank, rentable will be used.

3. Alternate Area Type

Use this processing option if the Search Area type processing option is blank and you want the ability to search by an alternate area type. Valid values are defined in Area Type Codes UDC table (15/AR).

When you select an alternate area type, the system searches for the specified area type in the Unit Information program (P15217). The selected area type displays next to the unit size range. In addition, the grid displays an alternate area type column.

4. Option Log Classes

Use this processing option to override processing options defined in the Log Class User Defined Code table (15/LG). Valid values are defined in the 15/LG UDC table.

If you enter a value in this processing option, the system ignores the second line description in the 15/LG table for options.

Versions Tab

1. Floor Information (P1506) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Floor Information program (P1506) when you choose the Floor form exit.

If you leave this option blank, the system uses the default version ZJDE0001.

2. Lease Information (P1501) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Lease Information program (P1501) when you select the Lease form exit. If you leave this option blank, the system uses the default version ZJDE0001.

See Also

- Setting Up Individual Units*

Revising 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.

► To revise 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.

Processing Options for Multi-Unit Information (P15071)

Process Tab

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to copy log standards to the unit logs. Valid values are:

Blank Copy the log standards to the unit logs.

1 Do not copy the log standards to the unit logs.

Versions Tab

1. Unit Revisions (P15217) Versions

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Unit Revisions program (P15217) when the Unit Revisions form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

Setting Up Market, Renewal, and Potential Rent Information

You can analyze how much rent to charge 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 of the rent amounts as annual amounts per square foot and uses this information when calculating rent projections.

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 Facility Setup menu (G15411), choose Market/Renewal/Potential Rent.

1. On Work with Market/Renewal/Potential Rent, choose 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, locate the units for which you want to analyze rent potential.
5. 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.

6. Complete the following optional fields and click Find:

- From Date
- Thru Date

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

- Market Rent
- Renewal Rent
- Potential Rent

The rent amount field available in the header area depends upon the rent amount option that you chose on Work with Market/Renewal/Potential Rent.

8. Complete the appropriate fields in the detail area:

9. To enter the same market, renewal, or potential rent for multiple units, type the rent in the header field, select the rows in the detail area, and then click Copy.

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

10. 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 Facility Setup menu (G14511), choose Market/Renewal/Potential Rent.

1. On Work with Market/Renewal/Potential Rent, to locate the property or building for which you want to find units, click Find.
2. Choose 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 Market/Renewal/Potential Rent Revisions form appears with the Unit Number field in the header area displaying the unit you chose.
5. On Market/Renewal/Potential Rent Revisions, to locate the unit, click Find.

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 Facility Setup menu (G15411), choose Market/Renewal/Potential Rent.

1. On Work with Market/Renewal/Potential Rent, to locate the property or building for which you want to find units, click Find.
2. Choose 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, locate the unit with information that you want to revise.
4. Choose the unit and from the Row menu, choose Work with Units.
5. On Unit Master Revisions, make the necessary changes.
6. Click OK.

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

Process Tab

1. Select Area Type

***RENTABLE**

***USEABLE**

Use this processing option to determine which area type the system should use from the Property Management Constants table (F1510B) for the application.

Valid values are:

*RENTABLE Retrieve the area type defined as rentable in the PM

Constants table.

*USEABLE Retrieve the area type defined as useable in the PM

Constants table.

2. Alternative Area Type

Use this processing option to determine which area type the system uses if the

Select Area Type processing option is left blank. Valid area types are set up

in the User Defined Table (15/AR).

Versions Tab

1. Unit Information (P15217) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Unit

Information program (P15217) when you select the Market/Renewal/Potential Rent

program (P159071) form exit.

If you leave this processing option blank, the system uses the default version

of 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 (R15115)

Process Tab

1. Property From

Use this processing option to define the property or building from which you want to copy units. The property or building must be previously defined using the Property/Building Information program (P15062) and have units associated with it. This property or building is the source.

2. Property To

Use this processing option to define the property or building to which you want to copy units. The property or building must be previously defined using the Property/Building Information program (P15062) and have units associated with it. This property or building is the target.

3. Unit From

Use this processing option to identify the starting unit for the range of units to be copied. If you leave the Unit To processing option blank, the system copies the starting unit and all units greater than the starting unit. If you leave this option blank, the system copies the ending unit and all units less than the ending unit. If you leave both processing options blank, the system copies all units for the specified property or building. If you are copying a range of units with alpha and numeric characters, the alpha/numeric units will be copied along with numeric units included in the range without the alpha characters.

4. Unit To

Use this processing option to identify the ending unit for the range of units to be copied. If you leave the Unit From processing option blank, the system copies the ending unit and all units less than the ending unit. If you leave this option blank, the system copies the starting unit and all units greater than the starting unit. If you leave both processing options blank, the system copies all units for the specified property or building. If you are copying a range of units with alpha and numeric characters, the alpha/numeric units will be copied along with numeric units included in the range without the alpha characters.

Copy Logs Tab

1. Copy Log Lines

Blank = Do not copy

1 = Copy log lines

Use this processing option to copy the log lines for each unit. Valid values are:

Blank Do not copy the log lines.

1 Copy the log lines.

2. Copy Log Text

Blank = Do not copy

1 = Copy log text

Use this processing option to copy the log text for each unit. The system copies log text only if log lines are copied. Valid values are:

Blank Do not copy the log text.

1 Copy the log text.

3. Copy Log Quantity

Blank = Do not copy

1 = Copy log quantity

Use this processing option to copy the quantity for each log line. The system copies the log line quantity only if log lines are copied. Valid values are:

Blank Do not copy the quantity for each log line.

1 Copy the quantity for each log line.

Select Tab

1. Copy Area Records

Blank = Do not copy

1 = Copy ALL records

2 = Copy based on Effective Date

Use this processing option to copy the area records associated with the criteria defined for replication. Valid values are:

Blank Do not copy the area records.

1 Copy all area records.

2 Copy area records based on an effective date.

2. Area Record Effective Date

Blank = System Date

Use this processing option to enter the area record effective date. The system only uses this option if area records are selected to be copied. Valid values are:

Blank Copy area records using the system date.

Enter the effective date.

3. Copy Rent Amounts

Blank = Do not copy

1 = Copy ALL Records

2 = Copy based on Effective Date

Use this processing option to copy the rent amounts associated with the

criteria defined for replication. Valid values are:

- Blank Do not copy the rent amounts.
- 1 Copy all rent amounts.
- 2 Copy the rent amounts based on an effective date.

4. Rent Amount Effective Date

Blank = System Date

Use this processing option to enter the rent amount affective date. The system only uses this option if rent amount records are selected to be copied. Valid values are:

- Blank Copy rent amount records using the system date.

Enter the rent amount effective date.

Print Tab

1. Print Edit Report

Blank = Print edit report only

1 = Perform update

Use this processing option to create new units and associated records or print a report without creating any records. Valid values are:

- Blank Print a report without creating any new records.
- 1 Create new units and associated records.

2. Summary or Detail Report

Blank = Detail report

1 = Summary report

Use this processing option to specify whether the system generates detailed or summary reports. Valid values are:

Blank Print a detail report.

1 Print a summary report.

Daily

Tenant and Lease Information

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

- Built-in rate increases that are 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

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 that are associated with the tenants by using the Lease Information program.

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 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. 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.

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 Work with Leases, click Add.

Lease Information - [Lease Master Revisions]

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Abo Links Log D... OLE... Internet

Lease 15368 2 Abernathy & Hitch Version Beg/End 8/1/2000

Lease Info Page 1 **Lease Info Page 2** **Currency**

Tenant	1538	Abernathy & Hitch	Lease Type	RT	Retail
Lease Manager			Lease Status		Default
Alt. Payee	1538	Abernathy & Hitch	Payment Terms	004	
Payment Source			Lessee		
Term of Lease	42	MO Begins 10/1/2003	Ends 3/31/2007	Org. End 3/31/2009	

#	Building	Co	Unit	Move-In Date	Plan-Out Date	Actual-Out Date	Rentable Area	Usable Area
	15020	00150	202	10/1/2003	3/31/2007		3,000.00	2,500.

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
 - Lease 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

- 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

8. If you are using multi-currency, click the Currency tab.

9. Complete the following field:

- Lease Currency Code

10. Complete the following optional field:

- Lease Override Exchange Rate

11. Complete the following field in the detail area:

- Trans Curr

If necessary, you can override the default value in this field. Use the processing options on the Currency tab to specify default values for currency.

12. Complete the following optional field and click OK:

- Override Exch Rate

Note

A Lease may only have one base currency. The base currency on all detail records and all versions of a Lease must be the same, even though the transaction currency may be changed on a new version.

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, click Find, choose the unit, and then 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 of the versions of leases.

Note

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

Before You Begin

- Set up versioning in the Real Estate 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 one of the following options:
 - 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.

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 Address Book Guide• <i>Updating the A/P Ledger</i> in the Accounts Payable Guide
Review A/P	Choose the lease for which you want to review the A/P transaction history. From the

transaction history by job	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 Address Book Guide • <i>Voucher Processing</i> in the Accounts Payable Guide
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 (P1501)

Defaults Tab

1. Move-In Date Default

Blank = Default the lease begin date

1 = Bypass the default

Use this processing option to specify whether the lease begin date is the default move-in date for the unit. Valid values are:

Blank Default the lease begin date into the move-in date.

1 Do not default the lease begin date.

If the move-in date field is left blank, accurate searches on occupied or vacant space will be compromised.

2. Plan-Out Date Default

Blank = Default the lease end date

1 = Bypass the default

Use this processing option to specify whether the lease end date is the default plan-out date for the unit. Valid values are:

Blank Default the lease end date into the plan-out date.

1 Do not default the lease end date.

If the plan-out date field is left blank, accurate searches on occupied or vacant space will be compromised.

3. Search Default For Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to specify the default search value on the Work With Lease form.

*LAST The system will display the version of the lease with latest effective date.

*CURRENT The system will display the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants file (F1510B), the system ignores this processing option.

Display Tab

1. Required Standards Protection

Blank = Do not protect

1 = Protect required standards

Use this processing option to specify whether to allow changes to the following required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Valid values are:

Blank Allow changes to required standards fields once the required standards field has been cleared.

1 Do not allow changes to required standards fields.

2. Warning Message Suppression

Blank = Display warning messages

1 = Suppress warning messages

Use this processing option to specify whether warning messages are displayed when the Unit Number field is invalid or blank. Valid values are:

Blank Display warning messages for invalid or blank units.

1 Do not display warning messages for invalid or blank units.

The system will display error messages regardless of how you set this processing option.

Edits Tab

1. Require Lease Manager

Blank = Optional

1 = Required

Use this processing option to specify whether the Lease Manager field is required. Valid values are:

Blank Lease Manager field is optional.

1 Lease Manager field is required.

2. Unit Number Edit

Blank = Valid unit required

1 = Unit number optional

2 = Invalid unit number allowed

Use this processing option to specify whether a valid unit number is required.

Valid Values are:

Blank Valid unit number is required.

1 Unit number is optional (blanks allowed).

2 Invalid unit number is allowed.

3. Activate FASB 13 Warning Window

Blank = Do not activate

1 = Activate

Use this processing option to specify whether the system will display the FASB 13 warning window. If the FASB 13 has already been generated for the lease, the warning window will activate when any related data is changed. Valid values are:

Blank Do not display the FASB 13 warning window.

1 Display the FASB 13 warning window.

If this processing option is left blank and the user does not enter Y to allow for FASB 13 regeneration, you will need to generate the FASB 13 manually.

4. Require Collection Manager

Blank = Optional

1 = Required

Use this processing option to specify whether the Collection Manager field is required. Valid values are:

Blank Collection Manager field is optional.

1 Collection Manager field is required.

Process Tab

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to copy log standards to the lease logs. Valid values are:

Blank Copy the log standards to the lease logs.

1 Do not copy the log standards to the lease logs.

2. Speculative Lease Display and Entry

Blank = Both

1 = Nonspeculative leases only

2 = Speculative leases only

Use this processing option to specify whether to allow the display and entry of speculative and nonspeculative leases. Valid values are:

Blank Allow the display and entry of speculative and nonspeculative

leases.

- 1 Allow the display and entry of nonspeculative leases only.
- 2 Allow the display and entry of speculative leases only.

3. Copy Clause Option Standards

Blank = Do not copy automatically

1 = Copy Tenant level standards

2 = Copy Lease level standards

3 = Copy both Tenant and Lease levels

Use this processing option to specify the option type standards to automatically copy to the Legal Clause table (F1570) when you create a lease. Valid values are:

Blank

Do not copy automatically.

1

Copy tenant level standards. This copies any option type that is defined as standard for the tenant.

2

Copy lease level standards. This copies any option type that is defined as standard for the lease type.

3

Copy both tenant and lease level standards. This copies any option type that meets the defined tenant or lease type criteria

Versions Tab

1. Unit Information (P15217) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Unit Information program (P15217) when the Unit Revisions row exit or the Unit Search form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Recurring Billing (P1502) Version**Blank = ZJDE0001**

Use this processing option to override the default version of the Recurring Billing Information program (P1502) when the Recurring Billing form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

3. Expense Participation (P15012) Version**Blank = ZJDE0001**

Use this processing option to override the default version of the Expense Participation Information program (P15012) when the Expense Participation form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

4. Escalation (P15016) Version**Blank = ZJDE0001**

Use this processing option to override the default version of the Escalation Information program (P15016) when the Escalations form exit is chosen. If you leave this processing option blank, the system uses version ZJDE0001.

5. Sales Overage (P15013) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Sales Overage Information program (P15013) when the Sales Overage form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

6. Address Book (P01012) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Address Book Revisions program (P01012) when the Address Book form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

7. Tenant A/R Ledger Inquiry (P15222) Version

Blank = ZJDE0001

Use this processing option to specify the version of Tenant A/R Ledger Inquiry program (P15222) when the A/R Ledger form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

8. A/P Ledger Inquiry (P0411) Version

Blank = ZJDE0001

Use this processing option to override the default version of the A/P Ledger

Inquiry program (P0411) when the A/P Ledger form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

9. A/P Inquiry By Business Unit (P04220) Version**Blank = ZJDE0001**

Use this processing option to override the default version of the A/P Inquiry

By Business Unit program (P04220) when the A/P BU form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

10. Security Deposits (P1565) Version**Blank = ZJDE0001**

Use this processing option to override the default version of the Security

Deposit Maintenance program (P1565) when the Sec Deposits form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

11. Legal Clause Information (P1570) Version**Blank = ZJDE0001**

Use this processing option to override the default version of the Legal Clause Information

program (P1570). If you leave this processing option blank, the system uses version

Distribution Tab

1. Distribution Structure Type

Use this processing option to specify the structure type of the workflow distribution list to be used when a new lease version is created. The structure type and the parent number together determine which distribution list will be used for message routing.

You can access initial setup from the Workflow Management menu (G02).

2. Distribution Parent Number

Use this processing option to specify the parent address book number that will be assigned to a new lease version. The parent number and structure type together determine the workflow distribution list. A message will be sent to all members under the parent number of the distribution list when a new lease version is created.

If this option is left blank, no message will be sent when a new lease version is created.

If the Structure Type/Parent Number combination is not found in the Address Organization Structure Master File (F0150), only the Address Number specified in the option will receive a message.

You can access initial setup from the Workflow Management menu (G02).

Currency Tab

1. Default Currency From

Blank = Default currency from tenant

1 = Default currency from alternate payee

2 = Default currency from building

3 = No default

Use this processing option to specify the default transaction currency code. Valid values are:

Blank

Use the currency code from the tenant as the default transaction currency code.

1

Use the currency code from the alternate payee as the default transaction currency code.

2

Use the currency code from the building as the default transaction currency code.

3

No default transaction currency code

2. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether you can override the transaction currency code that defaults from the lease. If an override is allowed, you can change the transaction currency when a line is entered or before it is billed. This value locks after the line is billed. If an override is not allowed, the transaction currency code value displays but is disabled. Valid values are:

Blank

Allow transaction currency override.

1

Use the transaction currency code that defaults from the lease

3. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether you can override the exchange rate that either defaults from the lease or is retrieved from the Exchange Rate table (F0015) at billing generation. If you allow an override, you can change the exchange rate at any time. If you do not allow an override, the system displays the exchange rate value that was entered for the lease. However, the exchange rate value on the form is disabled for changes. Valid values are:

Blank

Allow the exchange rate to be overridden.

1

Use the exchange rate that defaults from the lease, or leave blank to retrieve exchange rate at billing generation

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 that is 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.

► 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, click Find, choose the unit, and then 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 *Entering Recurring Billing Information*.

**Revise expense
participation** Choose the lease for which you want to revise expense participation information. From the Form menu, choose Expense Part. See *Setting Up E P Information*.

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	Choose the lease for which you want to review the supplier's A/P ledger. 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 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 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. 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. 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. Choose the log line. From the Row menu, choose Unit History. See <i>Setting Up Unit Information</i> .

Working with Legal Clause Information

You use legal clause information to access and track option types and related lease information for retail and commercial leases, and to store this information in one location without having to refer to the actual lease. For example, after you establish an option type, such as early termination or first right of refusal, you can further define the option types with corresponding details such as beginning dates, end dates, notice dates, space details, and associated option amounts.

The system uses the Legal Clause Table (F1570) to track this information at the source section or paragraph level of the original lease, and associates all of the related information by using a legal clause number key that is assigned through Next Numbers. Additionally, the system maintains legal clause information in the following tables:

- Legal Clause Options Audit (F15701)
- Legal Clause Space Detail (F15702)

- Legal Clause Space Detail Audit (F157021)
- Legal Clause Amounts (F15703)

You use the following reports to review critical dates and information from selected tables. This information allows you to determine necessary courses of action for each lease option.

- Legal Clause Report (R15710)
- Legal Clause Options Audit Report (R157101)
- Space Detail Audit Report (R157102)

See Also

- *Setting Up Lease Option Type Information* for information about entering and maintaining lease option types

Entering Legal Clause Information

You can enter legal clause information to further define various options contained within a lease document. For example, you can track lease options and add corresponding details such as contact names, document source information, and beginning date, end date, notice date, and other critical dates.

► To enter legal clause information

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

1. On Work With Legal Clauses, complete the following fields and click Find.
 - Lease
 - Tenant

If this legal clause is lease-based, the Tenant field is blank. If the legal clause is tenant-based, the Lease field is blank.

 - Clause Number
 - Option Type
2. To display all versions, click the following option:
 - Display All Versions
3. Choose the lease and click Select.
4. On Legal Clause Revisions, complete the following fields:
 - Option Type
 - Detail Type
5. Complete the following optional field:
 - Option Status
6. To establish critical lease and option dates, complete the following fields:

- Begin Date
- End Date

At the lease level, the system uses the lease Begin Date and End Date as default values.

- Notice Date
- Critical Date

7. To specify the individual who is responsible for the notice option, complete the following field:
 - Notice Responsibility
8. To specify the source section or paragraph of the lease document, complete the following field:
 - Lease Doc Reference
9. Click OK.

Note

The Additional group contains check boxes that indicate whether additional information exists for space details, option audit, or clause amounts. Use Form exits to access this information.

Copying Option Standards

To reduce manual data entry, you can copy the option standards of a lease. To do this task, determine whether to copy from the tenant or lease level, or both. In addition, determine the type of clause (lease or tenant) to which you are copying, and the standards copied per option type definition.

Note

Nonstandard options must be entered manually.

See Also

- ❑ Process tab, in the *Processing Options for Lease Information (P1501)*, for information about selecting leases or tenants for copying the option standards of a lease

► **To copy option standards**

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

1. On Work With Legal Clauses, choose Copy Standards from the Form menu.
2. On Copy Option Standards, complete the following fields:

- From Standard Level
- To Clause Type
- Lease
- Lease Version

If the From Standard Level or To Clause Type involves a lease, then you must enter the Lease, Lease Version, and Lease Type.

3. If the From Standard Level or To Clause Type option is standard for tenants, complete the following field:

- Tenant

4. If the option is standard for leases, complete the following field:

- Lease Type

5. To copy option type standards for leases and tenant, click the following option:

- Copy From All

6. Click OK.

Entering Space Detail Information

You can enter multiple space detail records for legal clauses. Space details include information such as other units that can be leased, the floors occupied, square footage amounts, and so on. You can specify which rights should take precedence between clauses within the same lease, or clauses that are addressed in leases of different tenants.

The system sequences space detail records using Next Numbers, and maintains space detail information in the following tables:

- Legal Clause Space Detail (F15702)
- Legal Clause Space Detail Audit (F157021)

► To enter space detail information

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

1. On Work With Legal Clauses, locate the record and choose Space Detail from the Row menu.
2. On Space Detail Revisions, complete any of the following fields:

- Building
- Unit
- Project
- Floor

- Description
 - Square Footage
 - Hierarchy
 - Lease Version
3. Click OK to add the record.
 4. To enter or review auditing information about space details, locate the record on Space Detail Revisions and choose Space Detail Audit from the Row menu.
 5. On Space Detail Audit Revisions, complete any of the following fields and click OK:
 - Date Offered
 - Decision Required
 - A/ D
 - Status Change
 - Lease Version

Entering Clause Amounts

You can enter amounts for legal clauses. These amounts can be dollars, fees, percentages, number of days, miles, and so on. You can enter effective dates that specify the beginning or end of the term. The system maintains clause amounts information in the Legal Clause Amounts table (F15703).

► To enter clause amounts

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

1. On Work With Legal Clauses, locate the record and choose Clause Amounts from the Row menu.
2. On Clause Amounts Revisions, complete any of the following fields and click OK:
 - Amount
 - Amount Type
 - U/ M
 - Begin Date
 - End Date
 - Lease Version
 - Cur Cod

Auditing Clauses

Auditing clauses allows you to review and track the options taken on the lease, along with the corresponding dates that relate to clause offers, decisions, and statuses. The system maintains this information in the Legal Clause Options Audit table (F15701).

► To audit clauses

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

1. On Work With Legal Clauses, locate the record and choose Option Audit from the Row menu.
2. On Clause Options Audit Revisions, complete any of the following fields and click OK:
 - Date Offered
 - Decision Required
 - A/D
 - Status Change
 - Hierarchy
 - Lease Version

Reviewing Gross Lease Occupancy Information

You use the Gross Lease Occupancy Information program to review information in the Gross Lease Occupied Area table (F15141). You can review information such as:

- Gross leased occupied area (GLOA)
- Gross leaseable area (GLA)
- Occupied percentage
- Building, property, or final totals

You can view this information for all of the units within a building, either by month or for a specified date range. The system retrieves the GLOA values from the Lease Master Detail File table (F15017) and retrieves the GLA values from the Area Master table (F1514).

Before You Begin

- Run the Gross Lease Occupancy Refresh program (R15141) to update the Gross Lease Occupied Area table.

Note

You do not need to use Expense Participation to use the Gross Lease Occupancy Refresh or the Gross Lease Occupancy Information program. However, if you use the Share Factor Denominator program and the Tenant Exclusion Revisions program (P150122 and P15012, respectively), you should run the Gross Lease Occupancy Refresh program to populate the Gross Lease Occupied Area table. The E.P. Calculation Generation program (R15110) uses the information from the Gross Lease Occupied Area table to establish the denominator for

each lease and to deduct any applicable exclusions. You assign the share factor and tenant exclusion rules in the Expense Participation Information application for each lease.

► **To review Gross Lease Occupancy information**

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

1. On Work with GLOA, complete the following fields to locate GLOA records:
 - Start Date
 - Area Type
2. Complete the following optional field to narrow your search:
 - EP Unit Type
3. To summarize the displayed records by property, building, or unit, choose one of the following options in the Summarize By portion of the form:
 - Property
 - Building
 - Unit
4. To specify which GLOA fields to display, complete the following options in the Display Fields portion of the form:
 - Display GLOA
 - Display GLA
 - Display Occ Pcnt
5. To display specific totals, complete the following options in the Display Totals portion of the form:
 - Building Totals
 - Property Totals
 - Final Totals
6. To narrow your search using category codes 1 - 10, click the appropriate Cat Codes 1 – 10 tab.
7. On the Cat Codes 1 – 10 tab, complete the following fields, as needed:
 - Division

- Region
- Group
- Branch Office
- Department Type
- Person Responsible
- Line of Business
- Product Type
- Category Code 09
- Category Code 10

To further narrow your search, click the Cat Codes 11 – 20 tab, or the Cat Codes 21 – 30 tab, and complete the appropriate category code fields.

To narrow your search using unit reporting codes 1 - 5, click the Unit Reporting Codes tab and complete the appropriate reporting code fields.

8. Click Find.
9. To update GLOA values for a record, or to protect certain values from being updated when running the Gross Lease Occupancy Refresh, choose the record and click Select.
10. On GLOA Revisions, complete the following fields:
 - Gross Lease Occupied Area
 - Gross Leaseable Area
 - L F

Protecting Values from the Refresh Update

After you change the GLOA and GLA area values, you can protect them from being overwritten when you run the Gross Lease Occupancy Refresh program (R15141). To do so, you must specify that the system summarize by unit on Work With GLOA, and then select the record. On GLOA Revisions, set the LF (Gross Leaseable Change flag) to 1. If this flag is set to 0, the system overwrites these values.

Running the Gross Lease Occupancy Refresh Program (R15141)

From the Tenant & Lease Information menu (G1511), choose Gross Lease Occupancy Refresh

To review gross lease occupancy information, you must first run the Gross Lease Occupancy Refresh program (R15141). In doing so, the system populates the Gross Lease Occupied Area table (F15141). This table contains the gross leased occupied area (GLOA) and gross leaseable area (GLA) records for all units within a property or building, by month for a

specified date range. The Gross Lease Information program (P151410) displays the information from this table.

The system retrieves the GLOA values from the Lease Master Detail File table (F15017) and retrieves the GLA values from the Area Master table (F1514).

Note

You do not need to use expense participation to use the Gross Lease Occupancy Refresh or the Gross Lease Information programs. However, if you use the Share Factor Denominator Revisions (P150122) and the Tenant Exclusion Revisions (P150120) programs, you should run the Gross Lease Occupancy Refresh program to populate the F15141 table. The Expense Participation Calculation Generation program (R15110) uses the information from the F15141 table to establish the denominator for each lease and to deduct any applicable exclusions. You assign the share factor and tenant exclusion rules in the Expense Participation Information (P15012) program for each lease.

Specifying that the report apply to all buildings can significantly increase processing time. To speed processing time, limit your data by limiting your data selection to specific buildings.

Processing Options for Gross Lease Occupancy Refresh (R15141)

Options Tab

1. Start Date For Generation

Use this processing option to specify the date to begin gross lease occupancy generation

2. End Date For Generation

Use this processing option to enter the date to quit gross lease occupancy generatio

3. Gross Lease Area Method

Blank = Select Area values as of 1st of Month

'1' = Select Area values as of Last Day of Month

'2' = Select Area values as of 15th day of Month

'3' = Use Average Area for month

'4' = Clear Table using Data Selection

'5' = Clear all Records from Table

Use this processing option to specify one of the following:

- o the calculation method for the occupied area for a unit
- o the records to delete from the Gross Lease Occupied Area table (F15141)

Valid values are:

Blank

Choose area values as of the first day of the month.

1

Choose area values as of the last day of the month.

2

Choose area values as of the 15th day of the month.

3

Choose an average area for the month. (Average = Total occupied area / Days in the month.)

4

Delete records based on data selection, and the date range and area type values in the processing options.

5

Delete all records in the Gross Lease Occupied Area table

4. Area Type

***RENTABLE = Rentable Area Type**

***USEABLE = Useable Area Type**

Use this processing option to specify the area type for the Gross Lease Occupancy Information program (P151410). Valid values are:

Blank

Use the area type specified in the Alternate Area Type processing option.

***RENTABLE**

Use the area type that is defined as rentable in the Property Management Constants table (F1510). If the Area Type and the Alternate Area Type processing options are blank, *RENTABLE is the default value.

***USEABLE**

Use the area type that is defined as useable in the Property Management Constants table (F1510)

5. Alternate Area Type

6. Include Committed as Occupied

Blank = Consider committed space as vacant

'1' = Consider committed space as occupied

Use this processing option to specify whether a unit is occupied or vacant for the period from the commitment date to the lease begin date. Valid values are:

Blank

A unit is vacant for the period from the commitment date to the lease begin date.

1

A unit is occupied for the period from the commitment date to the lease begin date

Lease Status Tab

1. Select/Omit Flag

Blank = Select all Lease Statuses

'S' = Select only the following Lease Statuses

'O' = Omit the following Lease Statuses

Use this processing option to specify which lease statuses to select or omit from the generation process. Valid values are:

Blank

Select all lease statuses.

S

Select only leases with the following lease statuses.

O

Omit leases with the following lease statuses

2. Lease Status 1

3. Lease Status 2

4. Lease Status 3

5. Lease Status 4

6. Lease Status 5

7. Lease Status 6

8. Lease Status 7

9. Lease Status 8

10. Lease Status 9

11. Lease Status 10

12. Include Blank Lease Statuses in Select/Omit List

Blank = Exclude Blank Lease Statuses in List

'1' = Include Blank Lease Statuses in List

Use this processing option to specify whether to include leases with a blank lease status in the select/omit list. Valid values are:

Blank

Do not include leases with a blank lease status.

1

Include leases with a blank lease status

Lease Type Tab

1. Select/Omit Flag

Blank = Select all Lease Types

'S' = Select only the following Lease Types

'O' = Omit the following Lease Types

Use this processing option to specify which lease types to select or omit from the generation process. Valid values are:

Blank

Select all lease types.

S

Select only leases with the following lease types.

O

Omit leases with the following lease types

-
- 2. Lease Type 1**
 - 3. Lease Type 2**
 - 4. Lease Type 3**
 - 5. Lease Type 4**
 - 6. Lease Type 5**
 - 7. Lease Type 6**
 - 8. Lease Type 7**
 - 9. Lease Type 8**
 - 10. Lease Type 9**
 - 11. Lease Type 10**
 - 12. Include Blank Lease Types in Select/Omit list**

Blank = Exclude Blank Lease Types in List

'1' = Include Blank Lease Types in List

Use this processing option to specify whether to include leases with a blank lease type in the select/omit list. Valid values are:

Blank

Do not include leases with a blank lease type.

1

Include leases with a blank lease type

Print Tab

- 1. Print Edit Report**

Blank = No Messages printed

'1' = Full Report

'2' = Print Warning Messages Only

Use this processing option to specify the messages that appear on the Gross Lease Occupancy Refresh report (R15141). Valid values are:

Blank

Do not print any messages.

1

Print all messages.

2

Print warning messages only

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

For the system to process invoices for a lease, verify 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.

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 Work with Manual Billings, 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. To specify multi-currency information, complete the following fields:

- Trans Curr

The system uses the base and transaction currency as default values from the lease, but you can override the transaction currency. Only one transaction currency per invoice or voucher may be used.

- Exchange Rate

If an exchange rate exists in the lease, this value is the default value. If no default value exists, or if you do not enter an exchange rate, the system retrieves the exchange rate from the Exchange Rate Retrieval Date processing option on the Currency tab.

4. To display foreign amounts, complete the following option:

- Foreign

In change mode, you can toggle between domestic and foreign amounts. However, the system issues an error if you make changes using a currency different from the original currency when the transaction was entered or processed.

5. 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

6. 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.
7. Click OK.

Processing Options for Manual Billing Revisions (P1511)

Display Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to define the display of the tax fields. This processing option overrides the setup in the Property Management Constants table (F1510B). Valid values are:

- Blank Use the value in the Property Management Constants table to control tax processing.
- 0 Display the tax fields.
- 1 Do not display the tax fields.

2. Display Service/Tax Date Field

Blank = Display the field

1 = Suppress the display

Use this processing option to define whether the system displays the Service/Tax Date field. Valid values are:

- Blank Display the Service/Tax Date field.
- 1 Do not display the Service/Tax Date field.

Edits Tab

1. Edit Business Unit Against Lease

Blank = Edit against the lease

1 = Bypass editing

Use this processing option to edit the business unit as a valid building on the lease. Valid values are:

Blank Edit the business unit against the lease.

1 Do not edit the business unit against the lease.

2. Generation Type Change Restrictions

Enter the Generation Type

Use this processing option to restrict changes and entries to a specific generation type. If you enter a value into this field, users can view invoices of other generation types, but cannot make changes to the invoices unless the generation type is the same. This value also affects a user's ability to add invoices of generation types other than the allowed values. Valid values are:

- 1 Recurring Billing
- 2 Expense Participation
- 3 Sales Overage
- 4 Escalations
- 5 A/R Fees and Interest
- 6 Estimated Expense Participation
- 7 Manual Invoice

Currency Tab

1. Exchange Rate Retrieval Date

Blank = G/L Date

1 = Invoice Date

Use this processing option to specify which date to use when the system retrieves the exchange rate for currency conversions. The system retrieves an exchange rate from the Currency Exchange Rate table (F0015) when an override exchange rate does not default from the lease, or when you do not enter an exchange rate and Multi-Currency Conversion is set to Y or Z in General Accounting Constants. Valid values are:

Blank

Use the G/L date to retrieve the exchange rate.

1

Use the invoice date to retrieve the exchange rate

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 Reqd field for that document on the Manual Billing Revisions 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

Use the Report Currency processing option on the Currency tab to determine whether the report is printed with base or transaction currency. If you select base currency, the amounts printed represent the domestic (AG) related amounts from the Tenant/Lease Billings Detail Master table (F1511B).

When you select transaction currency:

- If base currency is the same as the transaction currency, the system prints the domestic (AG) related amounts.
- If base currency is not the same as the transaction currency, the system prints foreign (ACR) related amounts.
- If the report contains multiple currencies, the system prints totals with the highest number of decimals found.

Processing Options for Billing Edit Register (R15300)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

Use this processing option to define the batch number to print. If you leave this processing option blank, the system includes batches based on data selection, and does not update the batch headers.

Note: Normally, batches called from other applications [for example, the Recurring Billing Generation report (R15100)] get populated into this processing option even though the processing option is not visible in the selected version. The system updates batch headers based on values that appear in the G/L, A/R or A/P Constants.

Print Tab

1. Batch Transaction Printing

- Blank = Print all transactions**
1 = Do not print a transaction listing
2 = Print an error list only

Use this processing option to determine what transactions print on the selected batch. The batch headers are updated based on values in the G/L, A/R, or A/P Constants despite the selection chosen in this processing option. Valid values are:

- Blank Print all transactions.
1 Print no transaction listing.
2 Print an error list only. This value prints hard errors only if processing option #3 suppresses warnings. If warnings are not suppressed, the system prints both types of messages.

2. Associated Text Printing

- Blank = Do not print**
1 = Print associated invoice text

Use this processing option to define whether the system prints associated invoice text on the report. Invoice text is included only for transactions selected in conjunction with the value entered in the batch transaction printing processing option. Valid values are:

- Blank Do not print associated invoice text.
1 Print associated invoice text.

3. Suppress Warning Messages

- Blank = Print all warning messages**
1 = Suppress printing

Use this processing option to suppress the printing of warning messages. The system still prints error messages. Valid values are:

Blank Print all warning messages.

1 Suppress the printing of warning messages.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency code to use when the General Accounting Constant field for Currency Conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record.

1

Print the amounts associated with the transaction currency of the record

Reviewing Billing Transactions

You can review the details of a tenant's particular billing transaction. For example, you can review generation type, batch number, invoice number, and gross amounts for each transaction. You can also view the total gross amount of all the records that the system displays.

► To review billing transactions

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

1. On Work With Billing Transactions, complete any of the following fields to locate a transaction that you want to review and click Find:

- Lease
- Generation Type

- Bill Code
- Invoice Number
- Supplier Invoice
- From G/L Date

2. To review records by posted status, choose one of the following options:

- Posted
- Unposted
- All

3. To review details about a transaction, choose a record and click Select.

Note

On Transaction Detail, the fields are informational only and cannot be edited.

4. Click OK.

Related Tasks

When you review billing transactions, you can also perform the following tasks using the Form and Row menus:

Work with Billings Transaction History	From the Form menu, choose Billings History. You can review the information contained in the Tenant/Lease Billings Detail History table (F1511HB). These are records from sales overage (generation type 3) or late fee invoices (generation type 5), so you can review prior gross billings, or determine whether late fees have already been billed.
Work with Manual Billings	From the From menu, choose Manual Billing. You can work with unposted invoices that were created either manually or automatically. You can enter taxes and discounts for the entire invoice, or you can enter different taxes and discounts for different items (for example, materials and labor) on the same invoice. See <i>Working with Manual Billing</i> .
Review the A/R Ledger	From the Form menu, choose A/R Ledger. You can review a tenant's transaction history for billing and cash receipts. See <i>Reviewing a Tenant's Transaction History</i> .
Review the A/P Ledger	From the Form menu, choose A/P Ledger. You can review A/P vouchers and related information about a tenant.
Review Batches	On Work With Billing Transactions, choose a record and choose Batch Review from the Row menu.
Work with the Account Ledger	On Work With Billing Transactions, choose a record and choose G/L Ledger from the Row menu.

Processing Options for Billings Transaction Inquiry (P15211)

Versions Tab

1. Manual Billing Entry (P1511)

Blank = ZJDE0001

Use this processing option to specify the version to use for Manual Billing Entry (P1511). If you leave this processing option blank, the system uses the default version ZJDE0001

2. Tenant Ledger Inquiry (P15222)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Tenant A/R Ledger Inquiry program (P15222). If you leave this processing option blank, the system uses the default version ZJDE0001.

3. Supplier Ledger Inquiry (P0411)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Supplier Ledger Inquiry program (P0411). If you leave this processing option blank, the system uses the default version ZJDE0001

4. Account Ledger Inquiry (P09200)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Account Ledger Inquiry program (P09200). If you leave this processing option blank, the system uses the default version ZJDE0001

5. Batch Journal Review (P150011)

Blank = Use version for generation type

Use this processing option to specify the version to use for the Batch Journal Review program (P150011). If you leave this processing option blank, the system uses the version that corresponds with the generation type

Reviewing Batches of Manual Billing Transactions

Real Estate 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, verify that you 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 BatchesThe 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.

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 Administration 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 Receipts. 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 (P150011)

Process Tab

1. Generation Type

Use this processing option to specify the appropriate generation type for batch review. Valid values are:

- 1 Recurring Billing
- 2 Expense Participation
- 3 Sales Overage
- 4 Escalation
- 5 Late Fee
- 7 Manual Billing

If a generation type is not specified, the batch review program will not perform valid searches on Property Management batches.

Versions Tab

1. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions program (P1511) when Property Management Billing Review is chosen. The specified version will pass the processing option values to Property Management billings.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen.

The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

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

Use this processing option to override the default version of the PM Tenant Ledger program (P15222) when Property Management Tenant Ledger is chosen. The specified version will pass the processing option values to Property Management Tenant Ledger.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

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

Use this processing option to override the default version of the PM Billing Edit Register program (P15300) when Property Management Billing Edit Register is chosen. The specified version will pass the processing option values to Property Management Billing Edit Register.

If you leave this processing option blank, default version ZJDE0001 will be

used for Recurring Billing; ZJDE0002 will be used for Expense Participation; ZJDE0003 will be used for Sales Overage; ZJDE004 will be used for Escalation; ZJDE0005 will be used for A/R Fees and Interest; ZJDE0006 will be used for Estimated Expense Participation; and ZJDE0007 will be used for Manual Invoice.

5. Post A/R Type Batch (R15199) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses the version ZJDE0001

6. Post A/P Type Batch (R15199) Version

Blank = ZJDE0002

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses version ZJDE0002

Posting Invoices

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

The Real Estate 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 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 Invoices program again to continue the G/L posting process.

Multicurrency

The system creates all the financial records with multicurrency information and amounts populated with foreign and domestic amounts from the Tenant/Lease Billings Detail Master table (F1511B). When the Apply Credit Amounts processing option on the Process tab is set to apply credits to invoices, the system processes only receipts with a transaction currency that matches the invoice being posted.

Unapplied cash receipts	<ul style="list-style-type: none">Customer Ledger (F03B11). Foreign and domestic amounts are adjusted on the Unapplied Cash Payment ID and on the invoice being posted.Receipts Header File (F03B13). Foreign and domestic amounts are adjusted on the UC receipt Payment ID.A/R Check Detail (F03B14). Records are created for the Payment ID to balance adjustments for foreign and domestic amounts
Credit amount invoices	<ul style="list-style-type: none">Customer Ledger (F03B11). Foreign and domestic open amounts are reduced on the credit amount and on the invoice being posted.Receipts Header File (F03B13). Receipt Payment ID header records are created for zero amount.A/R Check Detail (F03B14). Detail lines are created to adjust foreign and domestic amounts for the spreading that occurs between the credit amount and the invoice that is being posted.

Processing Options for G/L Transaction Generation (R15199)

Select Tab

1. Batch Type

2B = Tenant A/R Invoices

/ = Tenant Vouchers

Use this processing option to enter the batch type for processing. Valid

values are:

2B Tenant A/R Invoices

/ Tenant Vouchers

2. Posted Batches Data Selection

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to include or exclude batches that have been posted. Valid values are:

Blank Omit posted batches.

1 Include posted batches. This option should be set to a '1' when the batch is in G/L error status. This will allow the user to re-submit the post after the G/L errors have been corrected in order to complete the post process.

Process Tab

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to determine whether the system applies credit amounts to new invoices as they are posted. Valid values are:

Blank Do not apply credit amounts.

1 Apply credit amounts. If this option is selected, an

Accounts Receivable batch is created for the transactions.

This batch must be processed separately.

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option to choose the type of credits that the system should apply. Valid values are:

Blank Credit only unapplied cash.

1 Apply all open credits.

Credits will be selected by matching the lease number and the bill code and by any additional criteria as defined in the following processing options.

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

Use this processing option to choose the type of date that the system uses to match credits to invoices. Valid values are:

Blank Invoice Date

-
- 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

Use this processing option to choose whether the system matches credit to invoices using building and unit. Valid values are:

Blank Match credit by building and unit.

- 1 Do not require matching building and unit.

5. FASB 13 Summarization

Blank = Do not summarize

1 = Summarize FASB 13 amount

Use this processing option to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger. Valid values are:

Blank Do not summarize the FASB 13 amounts.

- 1 Summarize the FASB 13 amounts.

6. Populate Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value with which to populate the subledger in the General Account Ledger table (F0911). All records that are posted in the batch use the value that you enter. The value overrides any subledger value that populates the Billings Detail table (F1511B). Valid values are:

Blank

Use the subledger value from the Billings Detail table (F1511B).

1

Use the tenant number.

2

Use the lease number.

3

Use the unit number

Versions Tab

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)

Blank = ZJDE0037 (Batch Type /)

Use this processing option to override the default version of the General Ledger Post Report (R09801) when the system processes G/L transactions.

If you leave this field blank, the system uses the default version ZJDE0026 (Batch Type 2B) or ZJDE0037 (Batch Type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to override the default version of the Cash Receipts Adjustment Journal report (R03B11) when the system processes G/L transactions.

If you leave this processing option blank, the system will not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry MBF program (P03B0011) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to override the default version of the Escalation Update W/O Post report (R15152) that is executed when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version XJDE0001.

Note: The Escalation Update W/O Post report is executed for only those batches with a generation type equal to 4 and that have not been run through this process in update mode prior to posting.

Posting Vouchers

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

Before posting vouchers, the system places all of the A/P invoices 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 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. Verify that you set the Batch Type processing option to / for vouchers.

Note

When you post a batch that was in G/L Error status, verify that you 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 that is gathered during the manual billing entry process by using Print Invoices.

Processing Options for Real Estate Management Invoices (R15500)

Select Tab

1. Enter Invoice From Date

Blank = System Date

Use this processing option to specify the From Date for selecting invoices.

Valid values are:

- Blank Use the system date.
- Date Use the specified from date.

2. Enter Invoice Through Date

Blank = System Date

Use this processing option to specify the Through Date for selecting invoices.

Valid values are:

- Blank Use the system date.
- Date Use the specified through date.

Print Tab

1. Zero Balance or Credit Balances

Blank = Print w/ zero or credit balance

1= Omit print w/ zero or credit balance

Use this processing option to specify whether to print invoices with zero balances or with credit balances. Valid values are:

Blank Print invoices with zero or credit balances.

1 Do not print invoices with zero or credit balances.

2. First Invoice Reference Number

Blank = Omit reference number

1 = Print on return portion

Use this processing option to specify whether to print the first invoice reference number on the return portion. Valid values are:

Blank Do not print the reference number.

1 Print the first invoice reference number.

3. Invoice Text

Blank = Print invoice text

1 = Omit invoice text

Use this processing option to specify whether to print invoice text. Valid values are:

Blank Print the invoice text.

1 Do not print the invoice text.

4. Separate Tax Amounts

Blank = No "Tax Amount" column

1 = Add a "Tax Amount" column

Use this processing option to specify whether to add a tax amount column and print tax amounts, if any, separately on the invoices. Valid values are:

- Blank Do not include tax amounts in a separate column.
- 1 Add a tax amount column and print the tax amounts separately.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which From Address that the system prints on the invoice. Valid values are:

- Blank Print the Company Address on the invoice.
- 1 Print the Facility Address on the invoice.
- 2 Print the Remit To Address on the invoice.

6. Additional Invoice Text

Use this processing option to add text to invoices. This text appears on all invoices that the Invoice Print program (R48506) generates

Printing Statements

From the Manual Billing menu (G1512), 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

Before You Begin

- Activate the Print Statement option in the A/R system constants and in the customer master record.
- To ensure that all of the information is current, J.D. Edwards recommends that you post all invoices and receipts before you print a statement.

Processing Options for Real Estate Management Statements (R155001)

Aging Tab

1. Print Aging

Blank = Do not print aging

1 = Print aging

Use this processing option to determine whether the system includes aging information on the statement. The fields for aging always appear in the lower part of the statement; this option controls whether they contain amounts.

Valid values are:

Blank Do not print aging on the statements.

1 Print aging on the statements.

2. Retrieve Aging Specifications

Blank = Use the aging processing options

1 = Retrieve from A/R company constants

Use this processing option to determine from where the system retrieves the aging specifications and statement date. Valid values are:

Blank Use the processing options on the Statement report for aging.

1 Retrieve the aging specifications from the A/R Constants.

3. Statement Date to Age Open Balances

Blank = System date

Use this processing option to enter the statement date to age open balances.

If you leave this processing option blank, the system uses the system date.

4. Age Open Balances Date

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

Use this processing option to specify the date from which to age open balances. Valid values are:

D Due Date (Default)

I Invoice Date

G General Ledger Date

S Statement Date

5. Aging Category Method

1 = Aging Days

2 = Fiscal Periods

3 = Calendar Months

Use this processing option to specify the method for defining aging categories. Valid values are:

1 Aging Days

-
- 2 Fiscal Periods
 - 3 Calendar Months

6. Apply Credits

Blank = Age credits

1 = Apply to current aging balance

Use this processing option to determine whether the system ages credits or applies credits to the current aging balance. Valid values are:

Blank Age credits.

1 Apply credits to the current aging balance.

Aging Days Tab

1. Aging Day Ranges

Range 1 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 2 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 3 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 4 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 5 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 6 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Print Tab

1. Remit To Address

Blank = Print the address

1 = Suppress printing the address

Use this processing option to print the Remit To address at the top of each statement. Valid values are:

Blank Print the Remit To address.

1 Do not print the Remit To address.

2. Account Summary Information

Blank = Print the information

1 = Suppress printing the information

Use this processing option to determine whether the system prints account summary information on statements. Valid values are:

Blank Print account summary information.

1 Do not print account summary information.

3. Future Dollars

Blank = Include future dollars

1 = Bypass future dollars

Use this processing option to determine whether the system includes future dollars. Valid values are:

Blank Include future dollars.

1 Do not include future dollars.

4. Date To Exclude Future Dollars

Use this processing option to enter a future date to exclude future dollars.

5. Begin Date For Detail Records

Use this processing option to specify the beginning date of detail records to print on the report

6. FROM Address Selection

Blank = Company address

1 = Facility address

2 = Remit to address

Use this processing option to select which address should print as the statement "From" address. Valid values are:

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

Use this processing option to exclude paid invoices from the statement print.

Valid values are:

Blank Include paid invoices with current activity.

1 Exclude paid invoices.

Message Tab

1. Message Identifier - Top Of Statement

Blank = No message printed

Use this processing option to enter a message identifier to print at the top of the statement. For the message identifier, use the code related to the user defined message set up in the General Message Detail Table (F00192).

2. Message Identifier Aging Buckets

Aging Bucket 1

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail Table (F00192).

Aging Bucket 2

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail Table (F00192).

Aging Bucket 3

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail Table (F00192).

Aging Bucket 4

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail Table (F00192).

Aging Bucket 5

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail Table (F00192).

Aging Bucket 6

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail Table (F00192).

3. Message Identifier - Total Line

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify which currency to use when you print statements.

Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency

Working with Cash Receipts

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

- Real Estate 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.
- Real Estate Management uses its own processing options in addition to the A/R processing options.

See *Manual Receipts Processing* in the *Accounts Receivable Guide* for detailed information about working with cash receipts.

See *Understanding Multicurrency Receipts* in the *Accounts Receivable Guide* for detailed information about working with domestic and foreign currencies.

Note

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

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

Before You Begin

- If you plan to write off invoice differences automatically or manually, verify that you enter appropriate amounts in the Auto Write-Off and Mnl Write-Off processing options. See [Adding Cash Receipts with Write-Offs](#) for more information about 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 a difference exists 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.

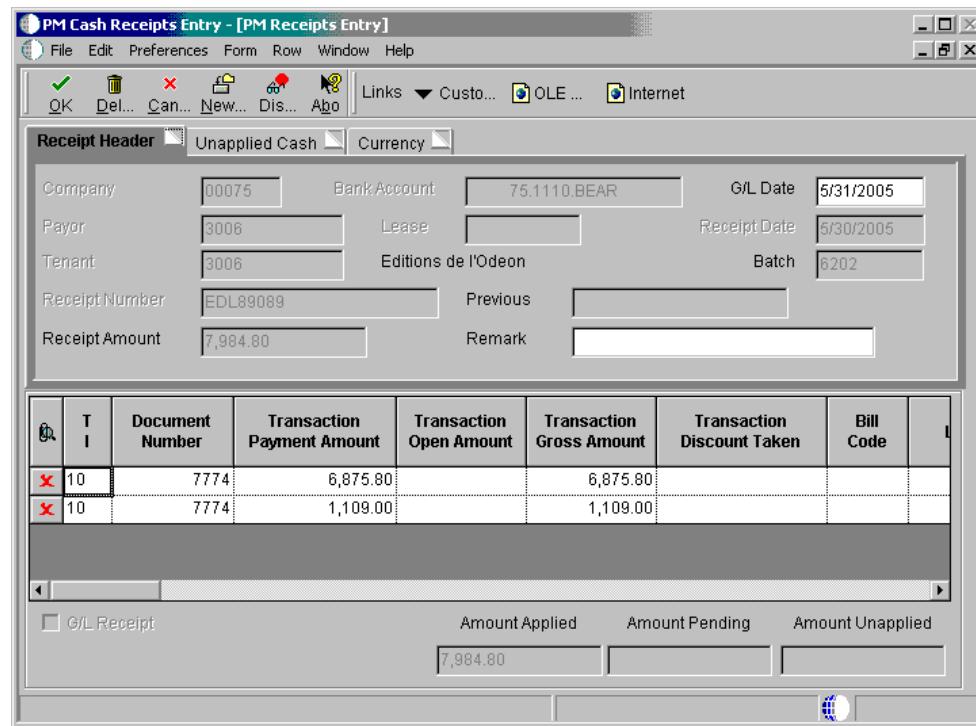
See Also

- [Entering Required Security Deposits](#)

► To add cash receipts

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

1. On Work With Customer Receipts Inquiry, 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.

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 *Reviewing a Tenant's Transaction History*.

Add General Ledger receipts From the Form menu, choose General Ledger. See *Working with Speed Receipts* in the *Accounts Receivable Guide*.

Displaying Open Invoices

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

► To load all open invoices from the A/R Ledger

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

1. On Work With 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

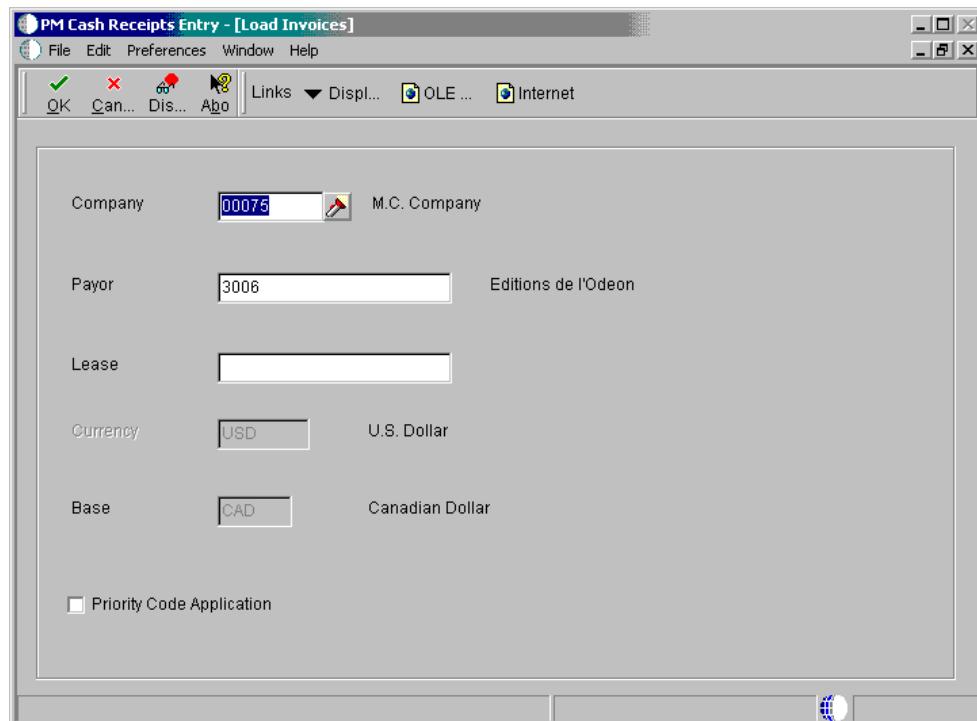
If you want to display specific receipts, click one of the following options:

- 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.



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.

► To locate specific invoices using a simplified A/R view

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

1. On Work With 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 Select.

PM Cash Receipts Entry - [Select Invoices]

Address Number										
Address Number		Type	Company							
3006		<input checked="" type="radio"/> Payor <input type="radio"/> Tenant	00075							
		Lease								
		Amount Unapplied								
		Currency Code	USD							
	Lease Number	Bill Code	Building	Unit	Document Number	Doc Ty	Doc Co	Pay Itm	Trans Curr	Transaction Open Amount
✓					7773	RI	00075	001	USD	1,730
<input type="button" value="Number Selected"/> 1 <input type="button" value="Amount Selected"/> 1,730.04										
<input type="button" value="Row:1"/>										

PM Cash Receipts Entry - [Select Invoices]

Address Number										
Address Number		Type	Company							
3006		<input checked="" type="radio"/> Payor <input type="radio"/> Tenant	00075							
		Lease								
		Amount Unapplied								
		Currency Code	USD							
	Lease Number	Bill Code	Building	Unit	Document Number	Doc Ty	Doc Co	Pay Itm	Trans Curr	Transaction Open Amount
✓					7773	RI	00075	001	USD	1,730
<input type="button" value="Number Selected"/> 1 <input type="button" value="Amount Selected"/> 1,730.04										
<input type="button" value="Row:1"/>										

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 and click Find:

- 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 Work With 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 Remittance Entry.

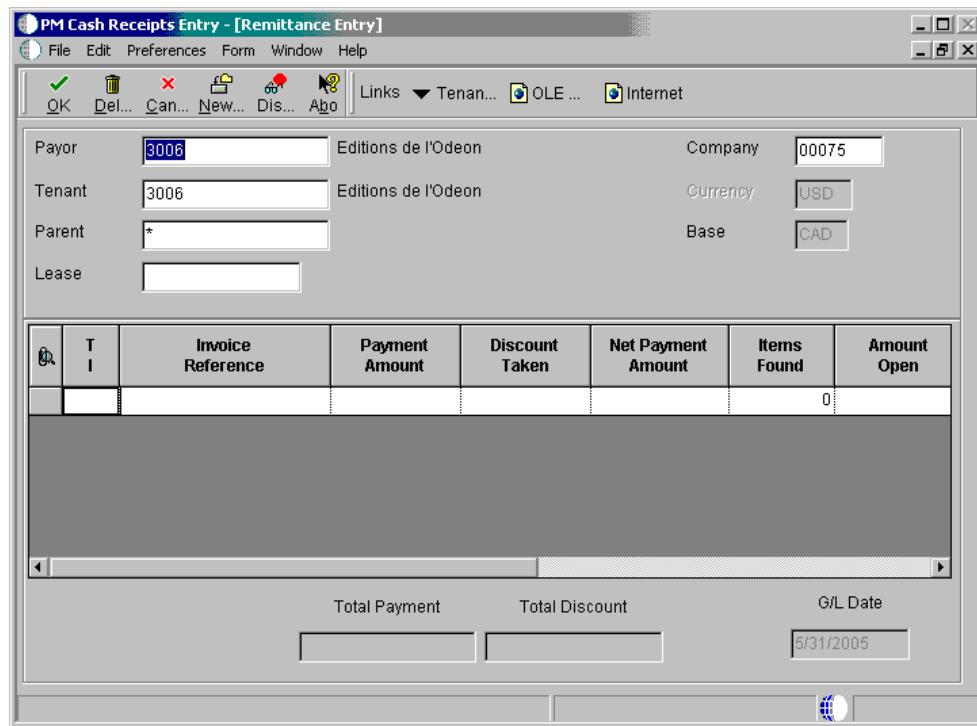
The screenshot shows the 'PM Cash Receipts Entry - [Remittance Entry]' window. At the top, there's a toolbar with icons for OK, Del., Can..., New..., Dis..., and Help. Below the toolbar, the menu bar includes File, Edit, Preferences, Form, Window, and Help. The main area contains several input fields and a large grid for data entry.

Payor	3006	Editions de l'Odeon	Company	00075
Tenant	3006	Editions de l'Odeon	Currency	USD
Parent	*		Base	CAD
Lease				

Below these fields is a large grid table with columns labeled:

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

At the bottom of the window, there are three text boxes: 'Total Payment' (empty), 'Total Discount' (empty), and 'G/L Date' (containing '5/31/2005').



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.

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 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. You must enter the underpayment amount as a positive number and the overpayment amount as a negative number. 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 Work With Customer Receipts Inquiry, click Add.
2. On the Receipt Header tab, 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 ITo 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. You must enter the underpayment amount as a positive number and the overpayment amount as a negative number.

► To add a receipt with a manual write-off

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

1. On Work With Customer Receipts Inquiry, click Add.
 2. On the Receipt Header tab, 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 ITo 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

This value is defined by the RA AAI so the system can make the adjusting entries to the General Ledger.

6. Click OK.

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

See Also

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

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 does not 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.

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

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

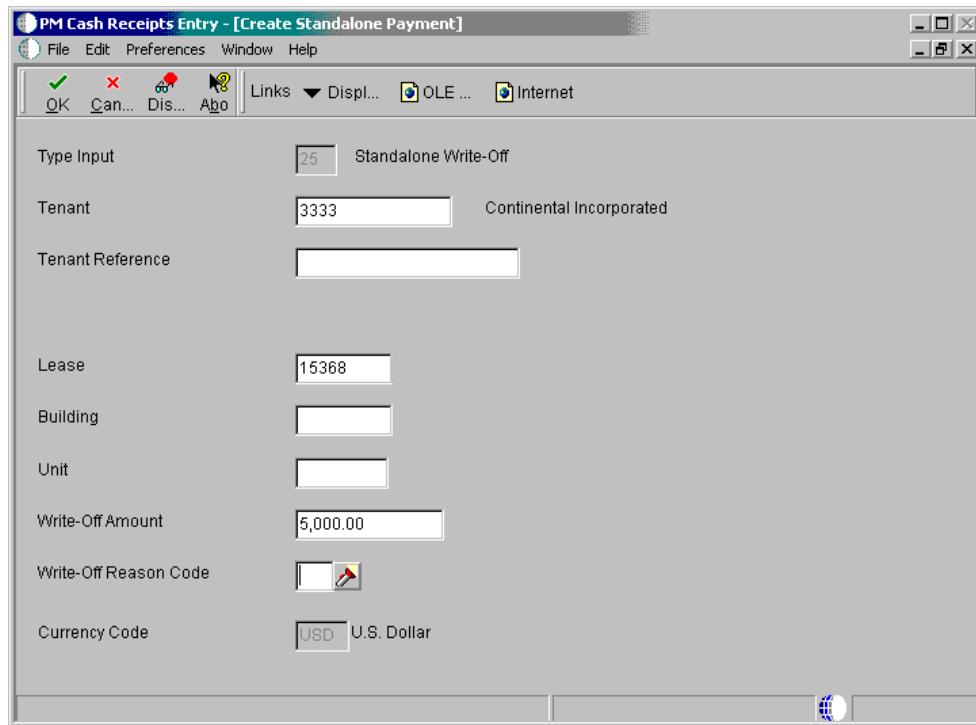
1. On Work With Customer Receipts Inquiry, click Add.
2. On the Receipt Header tab, complete the following fields:
 - Company
 - Bank Account
 - G/L Date

- 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:

- TI

In the detail area, enter 10 in the Type Input Code field next to the invoices that the receipt is paying.

5. From the Form menu, choose Standalone, and then choose Write-Off.



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. The RA AAI defines this account so that the system can make the adjusting entries to the General Ledger.

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.

Note

A standalone transaction does not create an entry to the bank account.

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 Work With Customer Receipts Inquiry, click Add.
2. On the Receipt Header tab, 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:

- 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

► To create a stand-alone chargeback with invoice match

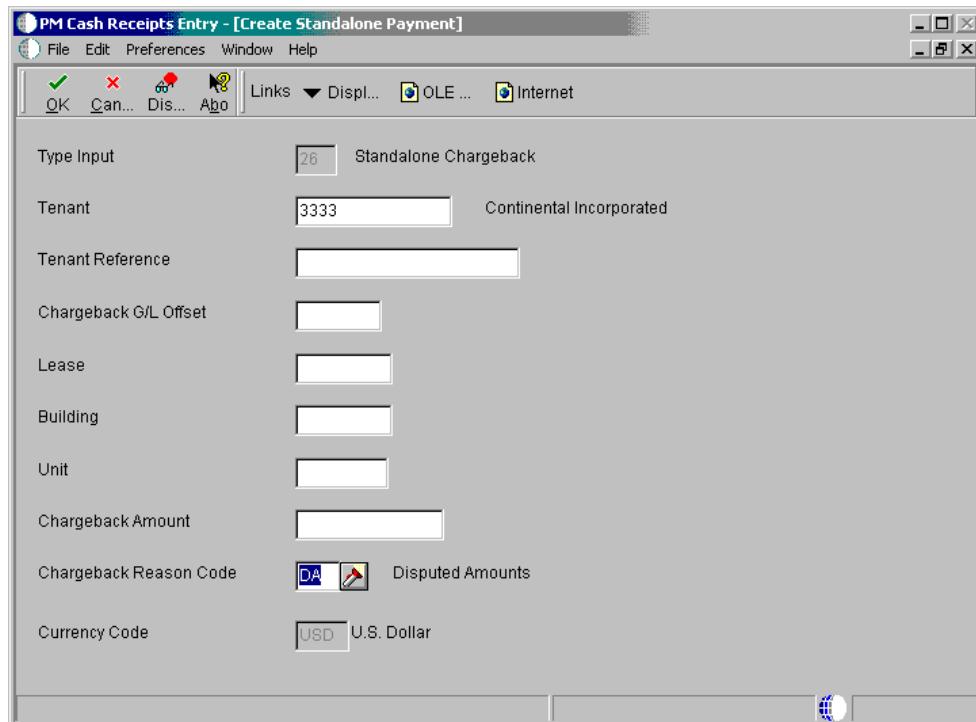
From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. On Work With Customer Receipts Inquiry, click Add.
2. On the Receipt Header tab, 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:
 - TI

In the detail area, enter 10 in the TI 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.

► To create a stand-alone chargeback without invoice match

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

1. On Work With Customer Receipts Inquiry, click Add.
2. On the Receipt Header tab, 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 the Receipt Header tab, 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

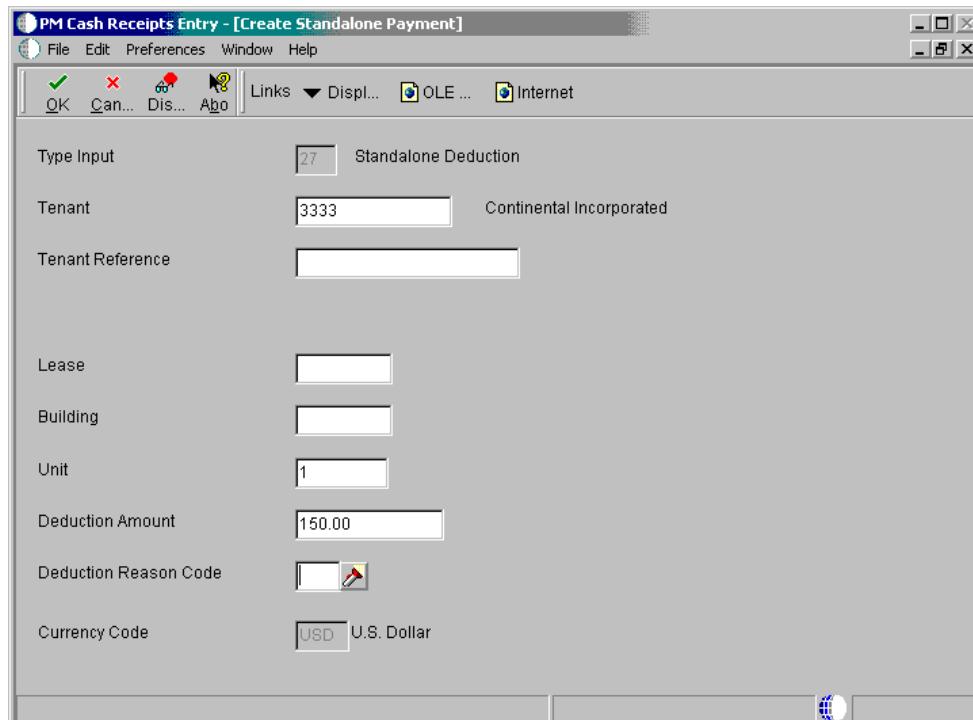
You can create a stand-alone deduction for a disputed amount that is not associated with a specific invoice. You can enter the deduction into A/R to research and resolve later.

When 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 Work With Customer Receipts Inquiry, click Add.
2. On the Receipt Header tab, 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.



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.

The AAI RN defines the Deduction Reason Code so that the system can make the adjusting entries to the General Ledger.

7. Click OK.

► **To create a stand-alone deduction without invoice match**

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

1. On Work With Customer Receipts Inquiry, click Add.
2. On the Receipt Header tab, 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

- See [Working with Media Objects](#) in the *OneWorld Foundation Guide* for more information about attaching media objects

► To attach media objects to cash receipts

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

1. On Work With 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.

► To void or delete associated pay items

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

1. On Work With 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 Receipts Entry, choose a row, and then from the Row menu, choose Void/Delete.
4. On Confirm Delete, 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 Work With Customer Receipts Inquiry, locate and choose the cash receipt.
2. From the Row menu, choose Void/Delete.
3. Click OK.

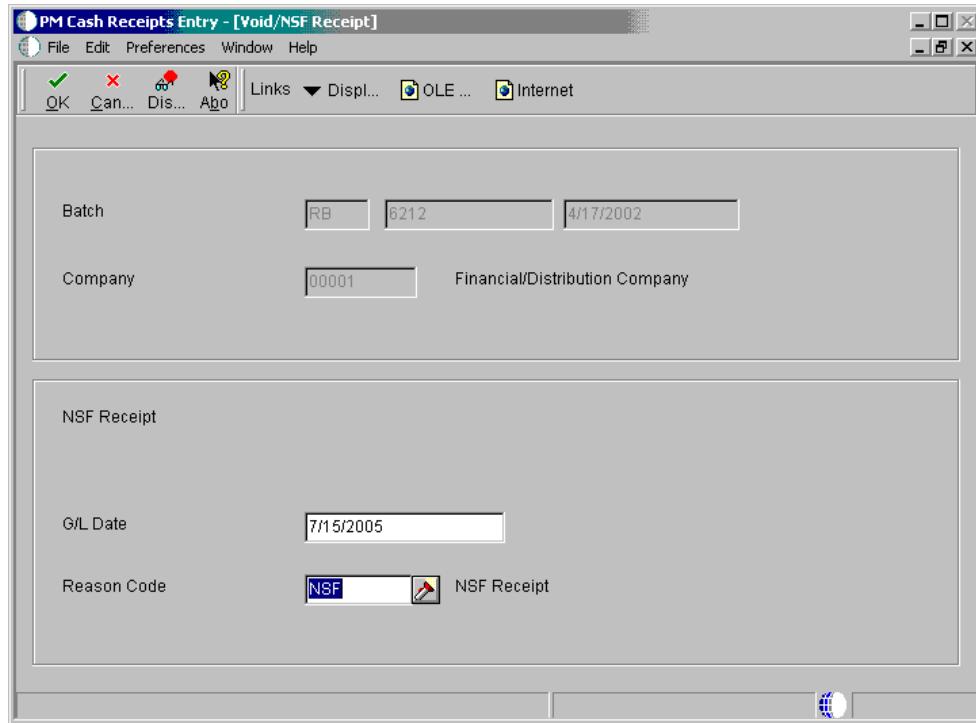
On Work With Customer Receipts Inquiry, the system enters V in the Rec N/V field; VOD in the VR Cd field; the financial period to which the voided transaction is posted in the Void Date field; and the batch in which the receipt was voided in the Void/NSF Bth Number field.

► 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 Work With Customer Receipts Inquiry, locate and choose the cash receipt that you want to void or delete.
2. From the Row menu, choose NSF.
3. On Confirm Delete, Click OK.



4. On Void/NSF Receipt, complete the following fields:

- G/L Date
- Reason Code

5. Click OK.

On Work With 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.

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

- See [Displaying Open Invoices](#) for more information about loading invoices

► To apply cash receipts

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

1. On Work With 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.

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 Address Book and Mailing Information</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 <i>Adding Cash Receipts</i> .
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 PM Cash Receipts Entry (P15103)

Display Tab

1. Company

Use this processing option to specify whether to retain the company number entered on the form after you enter the receipt. Valid values are:

- Blank Do not retain the company number.
- 1 Retain the company number.

2. Bank Account

Use this processing option to specify whether to retain the bank account entered on the form after you enter the receipt. Valid values are:

- Blank Do not retain the bank account.
- 1 Retain the bank account.

3. G/L Date

Use this processing option to specify whether to retain the G/L date entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the G/L date.

1 Retain the G/L date.

4. Receipt Date

Use this processing option to specify whether to retain the receipt date entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the receipt date.

1 Retain the receipt date.

5. Payor Number

Use this processing option to specify whether to retain the payor number entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the payor number.

1 Retain the payor number.

6. Customer Number

Use this processing option to specify whether to retain the customer number entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the customer number.

1 Retain the customer number.

7. Remark

Use this processing option to specify whether to retain the remark entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the remark.

-
- 1 Retain the remark.

8. Currency

Use this processing option to retain the currency entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the currency.

- 1 Retain the currency.

9. Exchange Rate

Use this processing option to retain the exchange rate entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the exchange rate.

- 1 Retain the exchange rate.

10. Payment Instrument

Use this processing option to specify whether to retain the payment instrument on the form after you enter the receipt. Valid values are:

Blank Do not retain the payment instrument.

- 1 Retain the payment instrument.

11. Cleared/Value Date

Use this processing option to specify whether to retain the cleared/value date on the form after you enter the receipt. Valid values are:

Blank Do not retain the cleared/value date.

- 1 Retain the cleared/value date.
-

Defaults Tab

1. Display Receipt Type

1 = All

2 = Unapplied

3 = Logged

4 = General Ledger

Use this processing option to control the type of receipts displayed on the Customer Receipts Inquiry form. Valid values are:

- 1 All
- 2 Unapplied
- 3 Logged
- 4 General Ledger

2. Date Type

1 = Receipt date

2 = G/L date

Use this processing option to specify to which dates the Date Selection From and Thru fields apply. Valid values are:

- 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

Use this processing option to specify the default Type Input Code for receipt application. Valid values are:

Blank User must update the TI (Type Input) field manually.

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

Use this processing option to specify the default remark to use for receipt detail records. Valid values are:

Blank Use the receipt header remark.

1 Use the invoice remark.

5. Receipt Numbering

Blank = Manual entry

1 = Use next numbers

Use this processing option to specify whether to have Next Numbers supply the default receipt number. Valid values are:

Blank Do not use Next Numbers.

1 Use Next Numbers.

6. Deduction Reason Code

Blank = Manual entry

Use this processing option to specify a default deduction reason code to use when you enter a deduction amount. If you leave this field blank, you must enter the deduction reason code manually when entering a deduction amount.

7. Override Company Number

Blank = Use company from receipt entry

1 = Use '*'

Use this processing option to specify the default company number on the Load, Select, and Remittance forms. Valid values are:

Blank Use the company number from Receipt Entry.

1 Use * for all companies.

Edits Tab

1. Receipt Number

Blank = Not required

1 = Require receipt number

Use this processing option to specify whether to require a receipt number.

Valid values are:

Blank Do not require a receipt number.

1 Require a receipt number.

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

Use this processing option to specify whether to allow write-offs on receipts.

Valid values are:

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**

Use this processing option to specify whether to allow deleting and NSF operations on unposted receipts. Valid values are:

Blank Allow deleting and NSF operations.

1 Do not allow deleting and NSF operations.

4. Overpayment Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the error message issued when the system detects an overpaid invoice. Valid values are:

0 No Edit

1 Warning

2 Error

5. Duplicate Receipt Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the error message issued when the system detects a duplicate receipt number. Valid values are:

0 No Edit

1 Warning

2 Error

Process Tab

1. Apply Invoices

Blank = Apply up to receipt amount

1 = Apply all selected invoices

Use this processing option to specify how to apply receipts to invoices that are loaded into the grid. Valid values are:

Blank Apply invoices up to the receipt amount.

1 Apply all invoices.

If you leave this field blank, the system automatically applies invoices up to the receipt amount. The remaining invoices will not be automatically applied.

If you enter 1 in this field, the system applies all invoices regardless of the receipt amount. If the Type Input Code processing option is blank, the system ignores this processing option.

2. Journal Entry Creation Method

Blank = Summarize journal entries

1 = Detail journal entries

Use this processing option to create summarized or detailed journal entries.

When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by whether the ISTR (A/R Post Status) field in the Receipts Header (F03B13) is set to a value of blank or 1. Valid values are:

Blank Summarized journal entries

1 Detail journal entries

Do not enter detail and summary records in the same batch. Each batch must be processed with the corresponding version (detail or summary) of the Apply Receipts to Invoices program (R03B50).

Depending on how you set processing options for receipts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

In Standard Receipts Entry, when you specify Summary method (value of 0) in the journal entry processing option, the system generates one journal entry per receipt batch in the Account Ledger table. The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- o Set the offset method in the A/R Constants to a value of B (batch mode).
- o Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2.
- o Ensure that there are no foreign transactions in the batch.

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each cash receipt. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipt Application Detail table (F03B14).

3. Display Invoices

Blank = Display all invoices

1 = Display only approved invoices

Use this processing option to specify whether to display all invoices or only invoices with an approved pay status. Valid values are:

Blank Display all invoices.

1 Display only approved invoices.

Currency Tab

1. Edit Effective Date

Blank = Do not edit effective date

1 = Edit effective date

Use this processing option to specify whether to validate the effective date for the exchange rate against the G/L period of the receipt. Valid values are:

Blank Do not validate the effective date.

1 Validate the effective date.

2. Alternate Currency Receipts

Blank = Do not allow

1 = Allow

Use this processing option to specify whether to allow the payment of an invoice in an alternate currency. An alternate currency receipt is one in which the currency of the receipt does not match the currency of the invoice or the currency of the company on the invoice. Valid values are:

Blank Do not allow payment in alternate currency.

1 Allow payment in alternate currency.

Chargeback Tab

1. Pay Status

Blank = Data Dictionary default

Use this processing option to specify the default pay status to use when creating chargebacks. If you leave this field blank, the system uses the Data Dictionary default value for PST.

2. Date Option**Blank = Use the receipt G/L date****1 = Use dates from the invoice**

Use this processing option to specify which invoice date and net due date the system uses when creating chargebacks. Valid values are:

Blank Use the receipt G/L date.

1 Use the corresponding dates from the invoice.

3. Reason Code**Blank = Manual Entry**

Use this processing option to specify a default reason code the system uses when a chargeback amount is entered. If you leave this field blank, you must enter the chargeback reason code manually when entering a chargeback amount.

Auto Write-Off Tab**1. Maximum Underpayment Amount**

Use this processing option to specify the limit for automatic underpayment

write-off amounts. When a payment is applied to an invoice, and the remaining open amount is less than or equal to this limit, the system automatically writes off the remaining amount when you enter the receipt.

2. Underpayment Reason Code

Use this processing option to specify the write-off reason code for the system to use when performing automatic write-offs for underpayment amounts. If automatic underpayment write-offs are allowed, this processing option is required.

3. Maximum Overpayment Amount

Use this processing option to specify the amount for the automatic overpayment write-off. When you apply a payment to an invoice, and the overpayment amount is less than or equal to this limit, the system automatically writes off the overpayment amount. You must enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to specify the write-off reason code to use when the system performs automatic write-offs for overpayment amounts. If automatic overpayment write-offs are allowed, this processing option is required.

Mnl Write-Off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for entering underpayment write-off amounts manually. The system does not allow write-off amounts

greater than this limit.

2. Maximum Overpayment Amount

Use this processing option to specify the amount limit for entering overpayment write-off amounts manually. The system does not allow write-off amounts greater than this limit. You must enter the value as a negative amount.

3. Write-Off Reason Code

Use this processing option to specify the default write-off reason code. When you enter a write-off amount manually, the system automatically supplies the default write-off reason code.

Discount Tab

1. Discount Available

Blank = Do not allow taken > available

1 = Allow taken > available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. Valid values are:

Blank Do not allow discounts taken to be greater than the discounts available.

1 Allow discounts taken to be greater than the discounts available.

2. Discount Applied

Blank = Do not allow taken > applied

1 = Allow taken > applied

Use this processing option to specify whether to allow the discount taken to be greater than the amount applied. Valid values are:

Blank Do not allow the discount to be greater than the amount applied.

1 Allow the discount to be greater than the amount applied.

3. Grace Period Days

Use this processing option to specify the number of grace period days that you can use with the discount due date. This option is used only when calculating the default discount taken. You can also enter the discount manually.

Match Priority Tab

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference Number
- o Statement Number
- o Lease Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses the other methods you

specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

2. Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference Number
- o Statement Number
- o Lease Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

3. Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference Number
- o Statement Number
- o Lease Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all

methods in the order listed above.

4. Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference Number
- o Statement Number
- o Lease Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

5. Lease Number Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference Number
- o Statement Number
- o Lease Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

PM Edits Tab

1. Exclude Type Input Codes

2. Automatic Application

Blank = Allow auto application

1 = Do not allow auto application

Use this processing option to determine whether the system applies cash receipts automatically. Valid values are:

Blank Apply cash receipts automatically.

1 Do not apply cash receipts automatically.

If you apply cash receipts manually, you must enter input type codes manually.

3. Credit Auto Application

Blank = Apply credit balances

1 = Exclude credit balances

Use this processing option to specify whether to include invoices with credit balances when applying checks automatically. Valid values are:

Blank Include invoices with credit balances.

1 Exclude invoices with credit balances.

4. Security Group Display

Blank = Display all records

1 = Do not display security group records

Use this processing option to determine whether the system displays security group records. The system checks the security group field in the Bill Code/Adjust Revisions table (F1512B). If the security group field value is S, the system does not display transactions with that bill code in the cash receipts form. Valid values are:

- Blank Display all records.
- 1 Do not display security group records.

5. Batch Entry**Blank = Allow entry for all****1 = Limit entry by company**

Use this processing option to limit batch entry by company number. Valid values are:

- Blank Allow entry for all companies.
- 1 Limit entry by company number.

Versions Tab

1. Tenant Ledger (P15222) Version**Blank = ZJDE0001**

Use this processing option to override the default version of the Tenant A/R Ledger Inquiry program (P15222) when selecting the Cash Receipts Entry program (P15103) form exit.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Customer Master (P01012) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Customer Master program (P0301I) when selecting the Cash Receipts Entry program (P15103) form exit.

If you leave this processing option blank, the system uses version ZJDE0001.

Reviewing Batches of Cash Receipt Transactions

Real Estate 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 of 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.

► 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.

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

1. On Work With Batches, review the batches of cash receipt transactions.
2. Choose the batch and click Select.
3. On Receipts Journal Review, choose the document and from the Row menu, choose Revise.
Alternatively, choose the document and click Select.
4. On Receipt Entry, make changes as necessary.
5. Click OK.
The Receipts Journal Review form appears.
6. 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 *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 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 Administration 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: <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	From the Form menu, choose Organization, and then choose the appropriate menu command. See: <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 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	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> .
Revise a batch header	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> .
Review journal entries by	Choose the batch type other than RB (cash receipts) that you want to

batch type	review. From the Row menu, choose Batch Reviews, 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, 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 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.

See *Posting Receipts* in the *Accounts Receivable Guide* for detailed information about posting invoices. Ensure that you 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.

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 with G/L distribution that 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 *Attaching Media Objects to Cash Receipts*.

Processing Options for Tenant A/R Ledger Inquiry (P15222)

Versions Tab

1. A/R Invoice Entry (P03B11) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry program (P03B0011) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions (P1511) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

3. Lease Information (P1501) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Lease

Information application (P1501) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Recurring Billing (P1502) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Recurring Billing application (P1502) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. PM Cash Receipts Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

Currency Tab

1. Currency Code for As If Display

Use this processing option to specify the currency code for As If currency display on the Tenant A/R Ledger Inquiry program (P15222). This option enables the system to translate and display amounts in a currency other than the stored currency. If you leave this processing option blank, the As If currency grid columns do not display

2. As Of Date for Exchange Rate

Use this processing option to enter the As Of date for processing the current exchange rate for the as-if currency. If you leave this processing option blank, the system uses the Thru date. Note: A valid exchange rate must exist in the exchange rate table for the two currencies based on the As Of date.

Note: This is a future enhancement for the Property Management module.

Process Tab

1. Customer Self-Service in Java/HTML

Blank = Bypass customer self-service

1 = Activate customer self-service

Use this processing option to activate Customer Self-Service functionality for use in Java/HTML. To bypass Customer Self-Service functionality, leave this processing option blank.

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, accept security deposits as monthly payments, and track any interest that is generated by security deposits.

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. See *Adding Cash Receipts* for more information about entering 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.

Note: The system does not update the security deposit status when using partial refund processing.

- Explanation -Remark-
- Create Invoice
- 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 Create Invoice field and did not select Create SD Invoice from the Form menu, you get a warning that tells you that a billing invoice was

not created when you click OK. You continue to get this warning until you bill the amount.

5. From the Form menu, choose Create SD Invoice.

The system creates a 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 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.

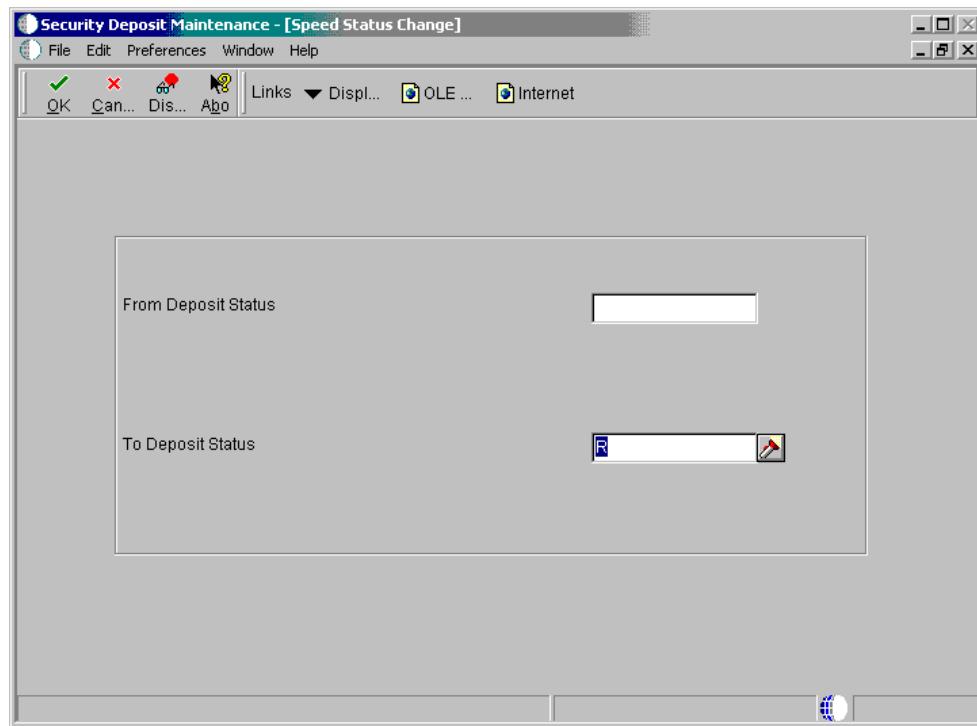
Changing Security Deposit Status While Entering Deposits

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

While entering security deposits, you can enter security deposit information for 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.

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.

Note

When using multi-currency, the system accumulates and displays open amounts using one total per transaction currency in the detail area. For example, if you have three deposits and two are BEF and one is FRF, the system displays two detail rows, one for the total of the BEF receipts and one for the FRF receipt.

Before You Begin

- Set up versioning in the Real Estate 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

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 enter new security deposit information, click Display All Versions and then 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 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 (P1565)

Defaults Tab

1. Display Selection

Blank = All

1 = No deposit attached

2 = Deposit attached

Use this processing option to determine how the system displays security deposit information. Valid values are:

Blank Display all records.

1 Display records without attached security deposits.

2 Display records with attached security deposits.

2. Search Default For Lease Version

***LAST = Latest effective date**

***CURRENT = System date**

Use this processing option to define the default search value for the lease version in the Security Deposit Maintenance program (P1565). Valid values are:

*LAST Display only the lease version that has the latest lease version effective date.

*CURRENT Display only the lease version that is effective as of the system date.

Versions Tab

1. Manual Billing (P1511)

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing application (P1511) that will be executed when the user selects the form exit to Create Manual Billing. If you leave this processing option blank, the system uses the default version of ZJDE0001.

One invoice will be created for all selected lines where Manual Bill is set to 'Y' and the deposit status is equal to blank. The batch will be defined as a posted batch. A warning message will be issued if a security deposit record is defined as a manual bill but the exit to create the invoice is not selected. An invoice may be created at a later date.

2. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to override the default version of the Lease Information program (P1501) when you select the Security Deposit Maintenance program (P1565) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

3. Bill Codes/Adj Reasons (P1512)

Blank = ZJDE0001

Use this processing option to override the default version of the Bill Codes / Adjustment Reasons program (P1512) when you select the Security Deposit

Maintenance program (P1565) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

4. PM Cash Receipts (P15103)

Blank = ZJDE0001

Use this processing option to override the default version of the Property Management Cash Receipts program (P15103) when you select the Security Deposit Maintenance program (P1516) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

Currency Tab

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether you can override the transaction currency code that defaults from the lease. If the system allows an override, you can change the transaction currency when a line is entered or before it is billed. The value is locked after the line is billed. If the system does not allow an override, the transaction currency code value displays, but it is disabled for changes. Valid values are:

Blank

Allow overrides for the transaction currency.

Use the transaction currency code that defaults from the lease

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether you can override the exchange rate that either defaults from the lease or opens from the Exchange Rate table (F0015) at billing generation. If the system allows overrides, the exchange rate can change at any time. If the system does not allow overrides and an exchange rate value is entered for the lease, that value displays, but the exchange rate value on the form is disabled for changes. Valid values are:

Blank

Allow overrides to the exchange rate.

1

Use the exchange rate that defaults from the lease or opens at billing generation

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.

► **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. On Deposit Refund Application, 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 GroupsThe 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 Work With 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](#).

► 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 Rec'd.
The Required vs Received Detail form appears.
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 Tasks

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 *Reviewing a Tenant's Transaction History*.

Processing Options for Security Deposit Refund Application (P15654)

Defaults Tab

1. Search Default for Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to define the default search value of the lease

version on the Security Deposit Refund Application program (P15654). Valid values are:

*LAST Display the version of the lease with the latest lease version effective date.

*CURRENT Display the version of the lease that is effective as of the system date.

2. Include Speculative Leases

Blank = Do not include

1 = Include

Use this processing option to determine if speculative leases should be included on the report. Valid values are:

Blank Do not include speculative leases.

1 Include speculative leases.

NOTE: Speculative leases are designated by an "NA" in the second description of the Tenant Lease Type User Defined Code Table (15/LT).

3. Security Group Code

Blank = All

Use this processing option to enter the Security Group Code that should be used to retrieve security deposits received that have no corresponding security deposit required information. Valid values are:

Blank All security groups.

Code Enter the security group code.

Versions Tab

1. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Tenant A/R Ledger Inquiry program (P15222) when you select the Security Deposit Refund Application program (P15654) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Property Management Cash Receipts program (P15103) when you select the Security Deposit Refund Application program (P15654) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

3. Security Dep Refund (R15655) Version

Blank = XJDE0001

Use this processing option to override the default version of the Security Deposits Refund Generation report (R15655) when you select the Security Deposit Refund Application program (P15654) form exit.

If you leave this processing option blank, the system uses the default version of XJDE0001.

4. Security Dep Master (P1565) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Security Deposit Master Application program (P1565) when you select the Security Deposit Refund Application program (P15654) form exit.

If you leave this processing option blank, the system uses the default version of 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.

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. Using 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. Using 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).

Use the processing options on the Process tab to control whether refunds are full or partial. When you select partial refunds, you can use a dollar or percentage amount. When selecting a percentage amount, the system calculates the refund amount based on the total amount received.

When you specify full refund, the system ignores the value set in the Refund Generation processing option. Partial refunds must be generated separately from normal security deposit refund processes.

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.

When using multicurrency, the system displays the transaction currency of the Security Deposit receipt on the report, and creates vouchers in the receipt's transaction currency. A separate voucher is created for each receipt transaction currency that is being refunded. When working with partial refunds, enter the transaction currency in the Partial Refund Transaction Currency processing option on the Process tab. The system processes only the receipt amounts with the same transaction currency.

See Also

- [Generating Fees and Interest](#)

Processing Options for Security Deposit Refund Generation (R15655)

Defaults Tab

1. Accounts Payable G/L Offset

Use this processing option to enter the G/L offset for Accounts Payable. The system uses this option to identify the G/L account to be used for the credit entry created in Accounts Payable.

2. Adjustment Reason

Use this processing option to enter the adjustment reason. The system uses this option to designate the adjustment reason bill code that will be used to credit Accounts Receivable entries and debit Accounts Payable entries.

3. Voucher Pay Status Code

Use this processing option to enter a voucher pay status code. If this option is left blank, the pay status will default to 'A'.

Select Tab

1. G/L Date

Blank = System date

Use this processing option to specify the G/L date that the system uses for transactions. If this option is left blank, the system date will be used.

2. Generation As Of Date

Blank = System date

Use this processing option to enter the as of date for the security deposit refund generation. The system uses this date to determine the transactions to be included in the refund process in conjunction with the lease end date range and lease actual out date range processing options.

If you leave this processing option blank, the system date will be used.

3. Voucher Due Date

Blank = Calculated due date

Use this processing option to enter an override due date for the voucher. If left blank, the due date will be calculated.

4. Lease End Date Range

From date

Use this processing option to determine the range of lease effective dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted

from the generation as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing is selected in the processing option, the refund generation will not be processed.

Days prior to As Of date.

Use this processing option to determine the range of lease effective dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted from the generation as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing is selected in the processing option, the refund generation will not be processed.

5. Lease Actual Out Date Range

From date

Use this processing option to determine the range of lease actual out dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted from the generation as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing is selected in the processing option, the refund generation will not be processed.

Days prior to As Of date

Use this processing option to determine the range of lease actual out dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted from the generation as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing

is selected in the processing option, the refund generation will not be processed.

Process Tab

2. Refund Amounts

Blank = Full refund

1 = Deposit less unpaid debts

Use this processing option to specify how refund amounts should be determined.

Valid values are:

Blank Give a full refund.

1 Refund the deposit less any unpaid debts.

3. Refund Generation Processing

Blank = Standard refund

1 = Partial refund

Use this processing option to specify whether to calculate standard or partial refund generation processing. You cannot run both standard and partial refund processing for the same refund generation. Valid values are:

Blank

Use standard refund processing to calculate the available refund.

1

Use partial refund processing to calculate the available refund, which is based on the dollar or percentage amount that you specify in the Partial Refund Adjustment option

4. Partial Adjustment Indicator

Blank = Percentage Amount

1 = Dollar Amount

Use this processing option to specify the calculation method for the partial refund process.
Valid values are:

Blank

Use a percentage value as the corresponding amount.

1

Use a dollar value as the corresponding amount

5. Partial Refund Adjustment

Use this processing option to specify the base value to calculate the partial refund amount.
If the Partial Adjustment Indicator option is set to 1, the value that you specify for this
processing option is a dollar amount. If the Partial Adjustment Indicator is set to blank, the
value that you specify for this processing option is a percentage amount.

Note: Enter percentage amounts as decimals; for example, enter 5 1/4% as 5.25

6. Partial Refund Transaction Currency

Use this processing option to specify the transaction currency of the receipts to include in
the partial refund adjustment amount. Refunds are issued when the General Accounting
Constant field for Currency Conversion is not set to N. If Currency Conversion is not
activated, the system uses selection criteria from all other processing options associated
with this program to determine which receipts to include in the refunded amount

7. Select or Omit Bill Codes for Partial Refund

Blank = Select All

S = Select

O = Omit

Use this processing option to select or omit bill codes from the security deposit refund generation. You can select up to five (5) bill codes. Valid values are:

- Blank Include all bill codes.
- O Omit the selected bill codes.
- S Include only the selected bill codes.

Bill Codes Tab**1. Select or Omit Bill Codes****Blank = Select All****S = Select****O = Omit**

Use this processing option to select or omit bill codes from the security deposit refund generation. You can select up to five (5) bill codes. Valid values are:

- Blank Include all bill codes.
- O Omit the selected bill codes.
- S Include only the selected bill codes.

Print Tab**1. Create Refund Batches**

Blank = Edit report only

1 = Create and update batch

Use this processing option to create and update the refund batches. This option will allow you to print the report only or create the security deposit refund batches and print the report. Valid values are:

Blank Print an edit report with no update to the files

1 Create and update batches

Versions Tab

1. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that will be executed when the F0911 general ledger journal entries are created.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

2. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher

Entry MBF program (P0400047) that will be executed when the F0411 A/P entries are created.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

Reviewing Batches of Security Deposit Transactions

Real Estate 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.

► 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 field 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

From the Security Deposits menu (G1515), choose Voucher Journal Review.

1. Perform this task after reviewing batches of security deposit transactions.
2. 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.
3. On Enter Voucher - Payment Information, make changes as necessary.
4. Click OK.

► To review the distribution of the voucher amount to G/L accounts

From the Security Deposits menu (G1515), choose Voucher Journal Review.

1. Perform this task after reviewing batches of security deposit transactions.
2. 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.
3. On Enter Voucher-G/L Distribution, to review document information, choose the document and from the Row menu, choose Detail.
4. 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 <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 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</i>

	<i>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 General Accounting Guide.
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> .
Set up organization information	From the Form menu, choose Organization, and then choose the appropriate menu command. See: <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	From the Form menu, choose Organization, and then choose the appropriate menu command. See: <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	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> .
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 by batch to post using automated data selection. To post to a GL	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 GL

post to a subsystem table, or 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 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

Verify that you 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. Verify that you set the Batch Type Selection processing option for Cash Receipts to batch type RB. See [*Posting Cash Receipts*](#) for detailed information about posting adjustments.

Printing Invoices

From the Security Deposits menu (G1515), choose Print Invoices.

Working with Tenant Work Orders

You use the Real Estate 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 that is necessary for tracking the completion of tasks. Billable costs in the General Ledger, which reference the tenant work order as the subledger, can be processed to Accounts Receivable through the Service Billing system.

See Also

- *Work Orders Guide* for more information about working with work orders

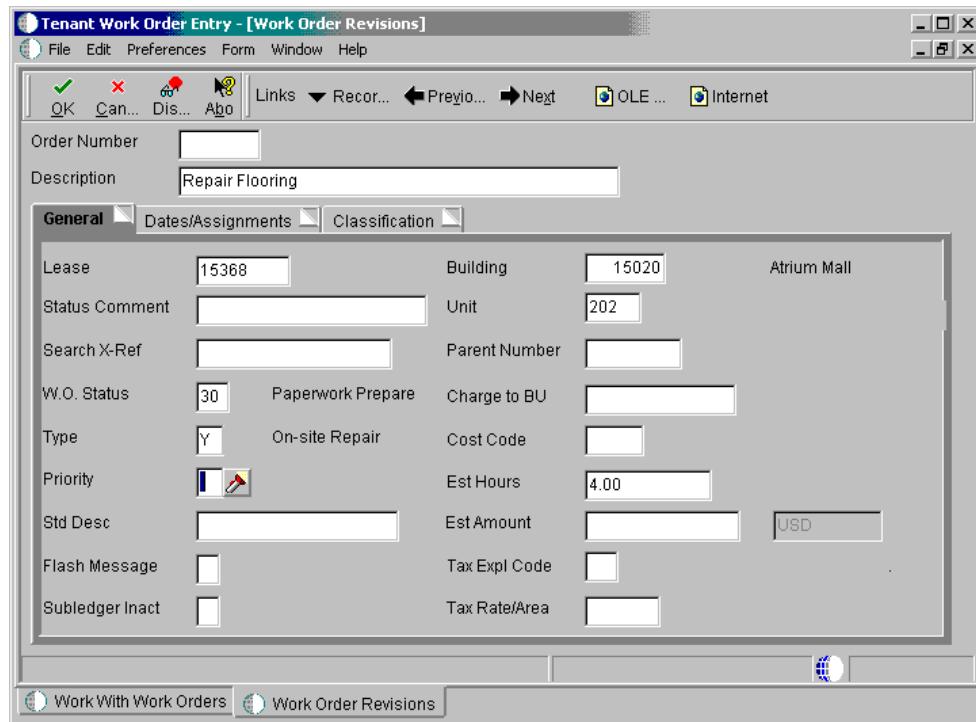
Entering Tenant Work Orders

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.



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.

Processing Options for Work With Work Orders (P48201)

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 (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 by 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.

Processing Options for Tenant Work Order Cost Inquiry (P15249)

Versions Tab

1. Tenant WO Entry (P15248) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Tenant Work Order Entry program (P15248) when you select the row exit from the Work with Work Orders program (P48201).

If you leave this processing option blank, the system uses version ZJDE0001.

2. Work Order Cost (P48211) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Work Order Cost program (P48211) when you select the row exit from the Work with Work Order Cost form.

If you leave this processing option blank, the system uses version 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 hardcopy of a work order or a group of work orders.

Periodic

Recording Periodic Billing

You use periodic billing programs to record and revise Real Estate Management billings.

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.

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. See *Setting Up Constants for A/P* in the *Accounts Payable Guide* for more information about A/P constants.

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 need to do so, 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. In this 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 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 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). See *Changing FASB 13 Information* for more information about recurring billing and 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.

Recurring Billing Information - [Recurring Billing Revisions]

File Edit Preferences Form Row Window Help

OK Find Del... Can... New... Dis... Abo Links Billing... OLE... Internet

Recurring Billing **Lease Defaults**

Lease Number	15368	Abernathy & Hitch
Tenant	1538	Abernathy & Hitch
Default Version	2	8/1/2000
<input type="checkbox"/> Show Default Version Only		

	Bill Code	Bill Type	Building	Unit	Starting Date	Ending Date	Gross Amount	B F	Pay Trm	S C
	RRTL		15020	202	10/1/2003	3/31/2004	6,250.00	M	004	
	RRTL		15020	202	4/1/2004	9/30/2005	7,000.00	M	004	
	RRTL		15020	202	10/1/2006	3/31/2007	8,200.00	M	004	
	UTIL		15020	202	10/1/2003	3/31/2007	100.00	M	004	
	TXIN		15020	202	10/1/2003	3/31/2007	200.00	M	004	
	MGAD		15020	202	10/1/2003	3/31/2007	100.00	M	004	
	CAMS		15020	202	10/1/2003	3/31/2007	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 and click OK:
 - 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

Reviewing Billing Frequency Information

While entering recurring billing information, you can review, add, or change billing frequency information that is 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, choose the code that you want to review and click Select.
5. On Billing Frequency Code Revisions, 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.

Notes

You can enter new recurring billing information only after you have created a new version of the lease.

You cannot create a new version if the transaction currency has changed from the version that you are copying.

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 does 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 does not let you run the FASB 13 Generation program.

Processing Options for Recurring Billing Information (P1502)

Defaults Tab

1. Retrieve Bill Code Description

Blank = Do not retrieve description

1 = Retrieve description

Use this processing option to specify whether to locate a code description other than the code description that is set up for the bill code. Valid values are:

Blank

Do not locate a bill code description.

1

Locate a bill code description from the Billing Code Extension file (F1512).

Note: If you leave this processing option blank, and then change it to 1 at a later date, inquiry into that recurring billing record will bring in the bill code description

2. Search Default For Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to specify the default search value on the Work with Lease form.

*LAST The system will display the version of the lease with latest effective date.

*CURRENT The system will display the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants file (F1510B), the system ignores this processing option.

3. Version Copy Retain Amount

Blank = Retain Gross Amount

1 = Retain Annual Square Foot Rate

2 = Retain Taxable Amount

Use this processing option to determine which amount should be retained when a new version of the recurring billing information is created. Valid values are:

Blank Retain the gross amount.

1 Retain the annual square footage rate.

2 Retain the taxable amount.

4. Default Gross Amt to Taxable Amt

Blank = Do not default

1 = Default total gross amount

Use this processing option to specify whether the system will default the gross recurring billing amount into the taxable amount. Valid values are:

Blank Do not default the gross amount into the taxable amount.

1 Default the gross amount to the taxable amount..

If all your gross recurring billing amounts are taxable, you should set this processing option to 1 to have the same amount entered in the taxable amount.

You can manually change taxable amounts when there are exceptions. If you do not calculate taxes on recurring billings, or if the taxable amounts differ from the gross, leave this processing option blank.

1. Display of FASB 13 Entries

Blank = Display entries

1 = Suppress the display

Use this processing option to specify whether the system will display accrual and deferral bill type entries created from the FASB 13 Generation (R15130).

Valid values are:

Blank Display both accrual and deferral FASB entries.

1 Do not display accrual and deferral FASB entries.

This processing option allows you to view recurring billing entries with a bill type of A that were created through the FASB 13 program.

2. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to control the display of the tax fields. Valid values are:

Blank Display of tax fields is controlled by Property Management Constants.

0 Display tax fields

1 Do not display tax fields.

This processing option overrides the tax suppress option set up in Property Management Constants file (F1510B).

Edits Tab

1. Date Edits Against the Lease Master

Blank = Bypass date edits

1 = Perform date edits

Use this processing option to specify whether the system validates recurring billing entries against the beginning and ending dates in the Lease Master.

Valid values are:

Blank Do not validate recurring billing entries.

1 Validate recurring billing entries.

If you set this processing option to 1, the system allows you to enter only recurring billing entries with dates that occur within the beginning and ending dates of the lease. If this option is left blank, the system accepts all entries.

2. Activate FASB 13 Warning Window

Blank = Do not activate

1 = Activate

Use this processing option to specify whether the system will display the FASB 13 warning window. If the FASB 13 has already been generated for the lease, the warning window will appear when any FASB 13 related data is changed. Valid values are:

Blank Do not display the FASB 13 warning window.

1 Display the FASB 13 warning window.

If this processing option is left blank and the user does not enter Y to allow for FASB 13 regeneration, you will need to generate the FASB 13 manually.

Process Tab

1. Designate Per Square Foot Rate

Blank = Based on gross billing amount

1 = Based on taxable billing amount

Use this processing option to specify whether the system calculates the annual per square foot rate on the gross billing amount or on the taxable billing amount. Valid values are:

Blank Calculate the rate per square foot with the gross billing amount.

1 Calculate the rate per square foot with the taxable billing amount.

Currency Tab

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether to override the transaction currency code that defaults from the lease. If the system allows overrides, you can change the transaction currency when a line is entered or before the line is billed. This value locks after the line is billed. If the system does not allow an override, the transaction currency code value displays, but it is disabled for changes. Valid values are:

Blank

Allow overrides of the transaction currency.

1

Use the transaction currency code that defaults from the lease

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether to override the transaction currency code that defaults from the lease. If the system allows an override, the transaction currency can change when a line is entered or before the line is billed. This value locks after the line is billed. If the system does not allow an override, the transaction currency code value displays but it is disabled for changes. Valid values are:

Blank

Allows overrides to the transaction currency.

1

Use the transaction currency code that defaults from the lease

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, verify that you 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.

If you are working with multiple currencies, the system creates a separate invoice for each transaction currency on a lease. If an override exchange rate exists for a billing line, the system uses the override rate in the currency conversion process. Otherwise, the system retrieves the exchange rate from the General Ledger Date for Billings processing option on the Process tab.

Processing Options for Recurring Billing Generation (R15100)

Process Tab

1. Recurring Billing Date

Use this processing option to define the billing period the system uses when selecting records for recurring billing generation. Carefully examine this processing option to ensure that the billing period to be processed contains a selection value equal to 'X'. You must enter a billing date.

The purpose of this processing option is to define the billing date the system will use to select recurring billing records to be processed. Only records that have a selection value equal to 'X' will be selected. This value is determined from the X's in the Recurring Billing file (F1502B) which were populated from the Billing Frequency file (F15019). For example, if you enter 01/01/05, 01/15/05, or 01/31/05, the system selects all records in effect for January 1, 2005 through January 31, 2005.

2. Billing Control Period Number

Use this processing option to specify the billing period number for which the system assigns a G (generated) in the OW Billing Generation Control Master table (F15011B). The system also uses this processing option when calculating catch-up billings and prorations. For example, if period 9 is not yet billed and the Proration and Catchup processing option is set to 2 or 3, the system includes period 9 when you bill period 10.

Note: Review this processing option carefully to verify that the billing period to be processed contains a selection value equal to X. For example, if period 01 of 2005 specifies G rather than X in the billing control information for a given lease, the system does not choose that lease for the generation. The system determines that recurring billings have already been generated.

If weekly billings are included in the generation, you should complete the Weekly Billing Date processing option to ensure that weekly billings are generated correctly.

3. Billing Control Year

Use this processing option to define the fiscal year that will be flagged in the Billing Control Information table (F15011B). This also assists the system when calculating catch-up billings and prorations. Carefully examine this processing option to ensure that the billing period to be processed contains a selection value equal to 'X'. You must enter the fiscal year.

The purpose of this processing option is to define the fiscal year in conjunction with the billing period that will be flagged as generated (G) when the recurring billings are run and what leases are selected. For example, if period 01 of 2005 is flagged with a 'G' in the billing control information for a given lease, that lease will not be selected in the generation as the program has determined that recurring billings have already been generated.

4. Weekly Billing Date

Use this processing option to specify the weekly billing date if the period specified in the Billing Control Period Number processing option does not define the weekly billing period. For example, if period 01 is specified in the Billing Control Period Number processing option, but period 04 for weekly billings must be run, you can enter 01/31/04. The system determines the week in which the date falls based on information stored in the Date Fiscal Patterns - 52 Period Accounting table (F0008B) and the Billing Frequency Master table (F15019). This processing option allows weekly billings to be run in conjunction with the regular monthly billings.

Caution: Since effective compare dates are located based on the processing option for the billing period, the systme might generate incorrect billings if you do not enter a weekly.

5. General Ledger Date for Billings

Use this processing option to define the general ledger (G/L) date to which the system posts billings. Enter the G/L date for booking Accounts Receivable or Accounts Payable. The purpose of this processing option is to define the period, based on the date, that the system posts billings in the General Ledger table (F0911). The system determines the period to post in the general ledger by reviewing the fiscal pattern for the company that each lease is

attached to and then posting to that period. Thus, leases attached to companies with different fiscal patterns can still be run in the same generation.

Note: Even if leases are attached to companies with irregular fiscal patterns, billings can still be run on a calendar year. In this case, this processing option allows the system to post to the correct G/L period. This also allows for consistency and less confusion when running monthly billings. For example. a fiscal pattern on a company is July to June, so period 01 would be July. If period 01 of year 2005 is entered in processing options 2 and 3 respectively, and the G/L date entered in processing option #5 is 01/31/05, the system posts the billings for this company to period 07 in the G/L.

6. Receivables or Payables

Blank = Create receivable invoices

1 = Create payable vouchers

Use this processing option to define whether invoices (receivables) or vouchers (payables) will be processed in the generation. Valid values are:

Blank Process leases with a blank Lessee flag. This will create receivable invoices.

1 or Y Process leases with a non-blank Lessee flag. This will create payable vouchers.

Note: The Lessee flag is located on the Lease Master screen (P1501) and only one type of lease can be processed per single generation.

Proration Tab

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

Use this processing option to determine whether the system generates prorations and catch-up billings. Valid values are:

Blank Bill the current period with no proration.

1 Prorate and bill the current period.

2 Prorate and perform catch-up billing.

3 Perform catch-up billing with no proration.

Note: Prorations and catch-ups are based on the fiscal date pattern defined in the Billing Frequency table (F15019).

2. Method of Proration

Blank = Use actual number of days

1 = Base proration on a 30 day month

2 = Use the Quarter Day method

Use this processing option to define the method for calculating prorations.

Valid values are:

Blank Base proration on the actual number of days in the billing period.

1 Base proration on a 30-day month. This is effective only for a calendar year monthly billing frequency.

2 Base proration on the quarter-day method. This is calculated by taking the number of days occupied in the period, multiplied by the number of billing periods in the year, then divided by the number of days in the year. Additionally, an adjustment will be calculated in the last period of the recurring billing. It

will be prorated as described and an adjustment will be added to it, which will result in the total amount paid or payable equalling the number of days tenancy.

Override Dates Tab

1. Due Date

Use this processing option to specify an override due date for the invoices and vouchers. If left blank, the system calculates the due date based on the payment terms.

2. Period Begin Date

Use this processing option to override the period begin date. If left blank, the system uses the period specified in the billing period number processing option. The purpose of this option, along with the period end date override option, is to override the billing period begin date associated with the period specified in the billing period number processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

3. Period End Date

Use this processing option to override the period end date. If left blank, the system uses the period specified in the fiscal year for billing control processing option. The purpose of this option, along with the period begin date override option, is to override the billing period end date associated with the period specified in the fiscal year for billing control processing option. This redefines the number of days in the billing period, which in

turn affects the proration calculation.

4. Service Tax Date

Use this processing option to define the service/tax date that the billings will post to in the general ledger. If this option is blank, the system will use the fiscal end date of the billing period selected.

Print Tab

1. Print Edit Report

Blank = Generate recurring billings

1 = Print edit report (facsimile)

Use this processing option to generate recurring billings or print an edit report. Valid values are:

Blank Generate recurring billings. If this is selected, the system prints only the Billing Edit Register report (R15300) and marks each billing control ID in the Billing Control Information table (F15011B) with a 'G'.

1 Print an edit report (facsimile) without generating recurring billings. The system does not check for errors or warnings.

Versions Tab

1. Billing/Edit Register (R15300)

Blank = No report

Use this processing option to specify the version of the Billing/Edit Register report (R15300) to print when the system generates recurring billings. If you are using XJDE0001, you must specify the default report name in this processing option or the system will not print reports while still marking the billing control ID's in the Billing Control table (F15011B) with a 'G'.

Currency Tab**1. Edit Report Currency****Blank = Base Currency****1 = Transaction Currency**

Use this processing option to specify the record currency type in which to print the edit report amounts when the General Accounting Constant field for currency conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record (default).

1

Print the amounts associated with the transaction currency of the record

Reviewing the Billing Edit/Register

From the Recurring Billing menu (G1521), choose Billing Edit / Register.

The Billing Edit/Register report lists all of the 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 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. See *Generating the Billing Edit/Register* for more information.

Reviewing Batches of Recurring Billing Transactions

Real Estate 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 that are 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, verify that you 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 Real Estate 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. Ensure that you set the Batch Type processing option to 2B for invoices.

Note

When you post a batch that was in G/L Error status, ensure that you 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. Ensure that you set the Batch Type processing option to / for vouchers.

Note

When you post a batch that was in G/L Error status, ensure that you 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 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.

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.

Working with Sales Overage Information

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.

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 estimate or actual 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. If sales estimates exist in the Project Sales table (F1542), the system includes those leases.
- 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 as shown in the following table. 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.
Method 6 – Lease Pro Rata	This method calculates like Method 3, except the lease breakpoint is used to determine a maximum billable amount for the lease. The billable amount is then prorated by the product code, based on the product code sales being a percentage of total sales.

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 that are involved in the first five methods of computation:

	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 (implied)	50,000	50,000	50,000	50,000	50,000
x <u>.00</u>	x <u>.00</u>	x <u>.00</u>	x <u>.00</u>	x <u>.00</u>	x <u>.00</u>
First amount due	0	0	0	0	0
Second breakpoint	75,000	75,000	75,000	75,000	75,000
First breakpoint	<u>-50,000</u>	<u>-50,000</u>	<u>-50,000</u>	<u>-50,000</u>	<u>-50,000</u>
	25,000	<u>25,000</u>	<u>25,000</u>	25,000	25,000
Percent due	x <u>.04</u>	x <u>.04</u>	x <u>.04</u>	x <u>.04</u>	x <u>.03</u>
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	<u>-75,000</u>	<u>-75,000</u>	<u>-75,000</u>	<u>-75,000</u>	<u>-75,000</u>
	50,000	1,125,000	150,000	1,275,000	150,000
Percent due	x <u>.03</u>	x <u>.03</u>	x <u>.03</u>	x <u>.03</u>	x <u>.03</u>
Third amount due	1,500	33,750	4,500	38,250	4,500
Total of amounts due					
YTD current period					
Year	2,500	34,750	5,500	39,250	5,250
Gross overage billing					
Deannualized ¹		34,750 ÷ <u>12</u> 2,896	5,500	39,250 ÷ <u>6</u> 6,542	5,250
Prior YTD gross overage billing ²					
Current gross overage billing	2,500	2,896	<u>-2,500</u> 3,000	<u>-3,646</u> 2,896	<u>-2,250</u> <u>3,000</u>
Current period adjustment					
Minimum rent ³	- <u>2,000</u> 500	- <u>2,000</u> 896	- <u>2,000</u> 1,000	- <u>2,000</u> 896	- <u>2,000</u> 1,000
Gross sales overage rent (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

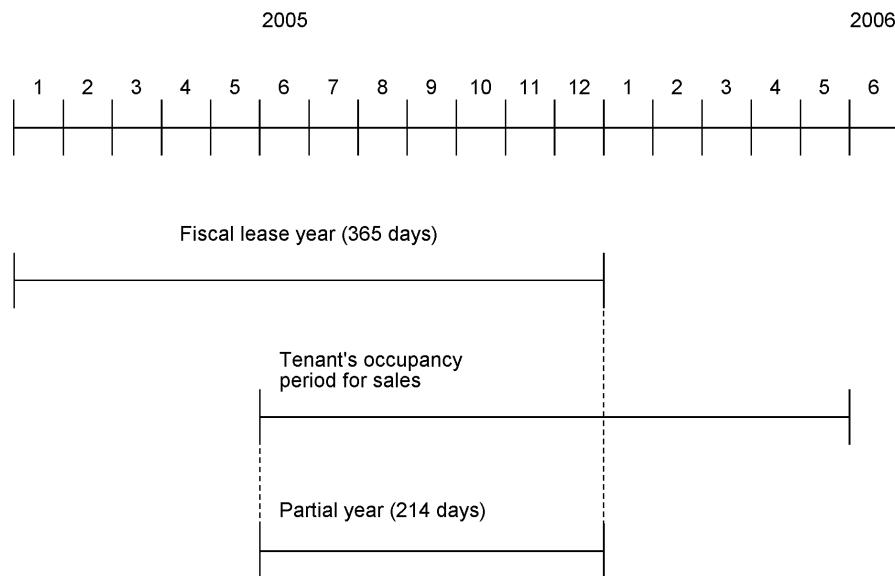
An owner or property manager can set up the system constants in the Real Estate Management system constants to organize the billing operations for all the tenants for a fiscal lease year. A specialized billing reconciliation, such as sales overage, uses this lease year as the cutoff date. Therefore, any tenant who moves in or out within the lease year can be charged a prorated share of the sales for the partial year. The calculation includes the tenant's sales for either the ensuing 12 months if 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.

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 performs the following steps to calculate the sales overage for the partial year:

4. Gather the reported sales for a full year to determine the gross sales ($85,000 + 25,000 = 110,000$).
5. Subtract the dollar breakpoint from the gross sales ($110,000 - 50,000 = 60,000$).
6. Multiply the difference from step 2 by the percentage due to determine the gross overage billing ($60,000 \times .10 = 6,000$).
7. 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 3518 USD for the partial year from June 1 to December 31, 2005.

Method 6 – Lease Pro Rata

The following example shows a lease through the first four months of the sales year to demonstrate the calculations that the system performs using the Lease Pro Rata method. In this example, lease 333 has a percentage due of 5 percent, with a total breakpoint of \$2,700,000.00 that was set up in the Product Scales Information (F15014B) with the following product code breakdown:

Product Code	Dollar Breakpoint	Percent Due
CLTH	600,000.00	5.00
ELEC	900,000.00	5.00
SPRT	1,200,000.00	5.00

Sales for January through April 2005 are as follows:

Product Code	January	February	March	April
CLTH	40,000.00	60,000.00	90,000.00	95,000.00
ELEC	50,000.00	65,000.00	70,000.00	125,000.00
SPRT	150,000.00	160,000.00	175,000.00	180,000.00

When the Sales Overage Generation is run for January 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 240,000.00 ($40,000 + 50,000 + 150,000$).
- Annualized sales are 2,880,000.00 ($240,000 * 12$).

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period,Annualize)	40,000.00	480,000.00 ($40000 * 12$)			
ELEC	Sales (Period,Annualize)	50,000.00	600,000.00 ($50000 * 12$)			
SPRT	Sales (Period,Annualize)	150,000.00	1,800,000.00 ($150000 * 12$)			
SPRT	Overage Calculation (Bkpt)	1,200,000.00	600,000.00 ($1800000 - 1200000$)	5.00		
SPRT	PR%(Prod/Lease Billable)	30,000.00 ($600000 * 5\%$)	30,000.00	100.00	750.00	9,000.00
	Total Gross Billing				750.00	

Note

SPRT is the only product code that went over its breakpoint, so that product code owes the entire 5 percent. The total gross billing is calculated as follows:

- $2,880,000.00 - 2,700,000.00 = 180,000 * 5\% = 9,000 / 12 = 750.00$
-

When the Sales Overage Generation is run for February 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 525,000.00 ($240,000 + 60,000 + 65,000 + 160,000$).

- Annualized sales are 3,150,000.00 ($525,000 * 12 / 2$).

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period,Annualize)	60,000.00	600,000.00 ($100000 * 12 / 2$)			
ELEC	Sales (Period,Annualize)	65,000.00	690,000.00 ($115000 * 12 / 2$)			
SPRT	Sales (Period,Annualize)	160,000.00	1,860,000.00 ($310000 * 12 / 2$)			
SPRT	Overage Calculation (Bkpt)	1,200,000.00	660,000.00 ($1860000 - 1200000$)	5.00		
SPRT	PR%(Prod/Lease Billable)	33,000.00 ($660000 * 5\%$)	33,000.00	100.00	3,750.00	22,500.00
	Total Gross Billing				3,750.00	
	Prior Gross Billing				(750.00)	
	Current Gross Billing				3,000.00	
	Net Invoice Amount				3,000.00	

Note

Again, SPRT is the only product code that went over its breakpoint, so that product code owes the entire 5 percent. The total gross billing is calculated as follows:

- $3,150,000.00 - 2,700,000.00 = 450,000 * 5\% = 22,500 / 12 * 2 = 3,750.00$
-

When the Sales Overage Generation is run for March 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 860,000.00 ($525,000 + 90,000 + 70,000 + 175,000$).
- Annualized sales are 3,440,000.00 ($860,000 * 12 / 3$).

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period,Annualize)	90,000.00	760,000.00 (190000*12/3)			
CLTH	Overage Calculation (Bkpt)	600,000.00	160,000.00 (760000 – 600000)	5.00		
CLTH	PR%(Prod/Lease Billable)	8,000.00 (160000*5%)	45,000.00 (8000 + 37000)	17.78 (8000/45000)	1,644.65	6,578.60
ELEC	Sales (Period,Annualize)	70,000.00	740,000.00 (185000*12/3)			
SPRT	Sales (Period,Annualize)	175,000.00	1,940,000.00 (485000*12/3)			
SPRT	Overage Calculation (Bkpt)	1,200,000.00	740,000.00 (1940000-1200000.)	5.00		
SPRT	PR%(Prod/Lease Billable)	37,000.00 (740000*5%)	45,000.00 (37000 + 8000)	82.22 (37000/45000)	7,605.35	30,421.40
	Total Gross Billing				9,250.00	
	Prior Gross Billing				(3,750.00)	
	Current Gross Billing				5,500.00	
	Net Invoice Amount				5,500.00	

Note

Both CLTH and SPRT are over their respective breakpoints, and both product codes must share a percentage of the total billable. The total gross billing is calculated as follows:

- $3,440,000.00 - 2,700,000.00 = 740,000 * 5\% = 37,000 / 12 * 3 = 9,250.00$

The billing amount for product code CLTH is: $9,250.00 * 17.78\% = 1,644.65$

The billing amount for product code SPRT is: $9,250.00 * 82.22\% = 7,605.35$

When the Sales Overage Generation is run for April 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 1,260,000.00 ($860,000 + 95,000 + 125,000 + 180,000$).
- Annualized sales are 3,780,000.00 ($1,260,000 * 12 / 4$).

Product Code	Description	Amount One	Amount Two	Percent	Billing Amount	Annualized Amount
CLTH	Sales (Period,Annualize)	95,000.00	855,000.00 (285000*12/4)			
CLTH	Overage Calculation (Bkpt)	600,000.00	255,000.00 (855000 – 600000)	5.00		
CLTH	PR%(Prod/Lease Billable)	12,750.00 (255000*5%)	54,000.00	100.00	4,250.00 (12750/12*4)	12,750.00
ELEC	Sales (Period,Annualize)	125,000.00	930,000.00 (310000*12/4)			
ELEC	Overage Calculation (Bkpt)	900,000.00	30,000.00 (930000 – 900000)	5.00		
ELEC	PR%(Prod/Lease Billable)	1,500.00 (30000*5%)	54,000.00	100.00	500.00 (1500/12*4)	1,500.00
SPRT	Sales (Period,Annualize)	180,000.00	1,995,000.00 (665000*12/4)			
SPRT	Overage Calculaton (Bkpt)	1,200,000.00	795,000.00 (1995000 – 1200000)	5.00		
SPRT	PR%(Prod/Lease Billable)	39,750.00 (795000*5%)	54,000.00	100.00	13,250.00 (39750/12*4)	39,750.00
	Total Gross Billing				18,000.00	
	Prior Gross Billing				(9,250.00)	
	Current Gross Billing				8,750.00	
	Net Invoice Amount				8,750.00	

Now that all of the product codes are over their respective breakpoints, each owes the entire 5 percent. The total gross billing is calculated as follows:

- $3,780,000.00 - 2,700,000.00 = 1,080,000 * 5\% = 54,000 / 12 * 4 = 18,000.00$

Understanding Sales Overage Processing Methods

You can create two records for the same lease:

- One record with sales information (normal processing)
- One record 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 that is 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 Sales Overage Accruals

For leases that are based on sales overages, you can create accrual entries (F0911 account ledger records only). You create accrual entries based on the Accrual Method field on Sales Information Revisions in the sales overage information for the lease. You also set the Generate Accruals processing option on the Process tab in the Sales Overage Generation program.

The following methods exist for generating sales overage accruals:

Method	Description
1	When you choose accrual method one, the system generates the record as a reversing accrual each month, except the report year-end month.
2	When you choose accrual method two, the system generates the record as a reversing accrual, regardless of the report year-end month. For the report year-end month, the accrual entry is not reversed.
3	When you choose accrual method three, the system generates the record as a reversing accrual each month, except for the report year-end month. If actual or estimated sales exceed the actual breakpoint, generate an invoice or voucher, regardless of the reporting month.

When the system creates accrual entries, it:

- Writes the records in the Tenant/Lease Billings Detail Master table (F1511B).
- Updates the billing control information.
- Populates the transaction type with an A for accruals in the Tenant/Lease Billings Detail Master table (F1511B).
- Uses the bill code in the Product Scales Master table (F15014B). If this field is blank, the system uses the bill code in the Sales Overage Master File table (F15013B).

Be aware that the system does not write records to the Tenant/Lease Billings Detail History table (F1511HB). Consequently, no prior gross billings exist.

When the system creates billings, it:

- Writes records to the Tenant/Lease Billings Detail Master table (F1511B).
- Updates the billing control information.
- Writes records to the Tenant/Lease Billings Detail History table (F1511HB). Consequently, prior gross billings are created.
- Sets the transaction type to blank in the F1511B.
- Uses the bill code in the Sales Overage Master File table (F15013B).

You can create accrual entries that are based on actual tenant sales from the Tenant Sales History table (F1541B) or projected sales, which are stored in the Projected Sales File table (F1542).

See Also

- See *Entering Sales Overage Information* for more information

Understanding Minimum Rent, Maximum Rent, and Recovery Adjustments

Sales overage adjustments can include minimum rent, maximum rent, and recoveries.

Minimum rent, or fixed rent, is the amount that is deducted from the gross overage billing for a billing period. If the gross overage is less than this amount, the billing for the period does not include sales overage. Typically, a minimum rent is involved with a lease that is set up both for regular rent as a recurring billing and for sales overage. In this case, the bill code line for recurring billing has the same amount and bill code as the minimum rent for sales overage.

Maximum rent is the upper limit of the gross overage billing for a billing period. If the gross overage is greater than this amount, the system uses the maximum amount in the calculation.

Recovery is normally an amount that a tenant has paid or has been billed that can be deducted from the gross overage billing for the billing period. For example, suppose a tenant paid a contractor to improve the appearance of a storefront. Depending on the terms of the lease, the tenant can recover this expense over a period of time against the sales overage.

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. On Sales Information Revisions, 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 Reqd

9. Click the Lease Defaults 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. The product code must be set up in UDC table 15/PC.

- Begin Date

- End Date
- Dollar Breakpoint

You can enter multiple breakpoints for the same product code.

- % Due
- Yr Fm
- Yr To
- YT
- PR
- PC
- ULI Code
- Building
- Unit
- Accrual Method
- Area
- Store Number
- RC 1
- RC 2
- RC 3
- RC 4
- RC 5
- Bill Code
- Sales Lease
- Susp Code
- Susp Date
- VS
- Deal No
- Tenant Sales Cat

Entering Minimum Rent, Maximum Rent, and Recovery Information

While entering sales coverage 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:
 - Show Default Version Only
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

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 of the lease versions.

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 Reqd
 9. Click the Lease Defaults 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
- YT
- PR
- PC
- 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
- VS
- Deal No
- Tenant Sales Cat

Generating the Expected Sales Report

From the Sales Report Processing menu (G15221), choose Expected Sales Report Generation.

Before entering the expected sales report, you generate 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, ensure that you enter the weekly sales date in the appropriate processing option.

Entering Expected Sales Reports

You enter the sales that you expect tenants to report in the Expected Sales Report Entry program (P1540).

► 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.

Processing Options for Sales Report Entry (P1540)

Process Tab

1. Unexpected Sales Entry

Blank = Not allowed

1 = Allow entry of unexpected sales

Use this processing option to allow or prohibit the entry of unexpected sales

reports. Valid values are:

Blank Prohibit the entry of any sales reports for which an Expected Sales

Report (R15780) has not been generated.

1 Allow the entry of unexpected sales reports.

2. Adjusted Sales Entry

Blank = Not allowed

1 = Entry of adjusted (duplicate) sales

Use this processing option to allow or prohibit the entry of adjustment sales reports. Valid values are:

Blank Prohibit the entry of adjustment sales reports.

1 Allow the entry of adjustment sales reports to periods for which sales have already been reported.

Defaults Tab

1. Batch Control

Blank = Use A/R Constant setting

1 = Batch Control On

0 = No Batch Control

Use this processing option to establish batch control for sales entry. Valid values are:

Blank Use the value entered in the Batch Control Required field of the A/R Constants file.

1 Implement batch control, which lets you compare the total amount

and number of sales reports that you expect to enter with the total amount and number of sales reports you actually enter in a batch.

- 0 Do not implement 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 (P15206). 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.

Real Estate 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.

► 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

From the Sales Report Processing menu (G15221), choose Sales Report Batch Review.

1. Perform this step after reviewing sales report batches.

2. 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.

3. Select the row and from the Row menu, choose Sales Revisions.
4. 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 (P15206)

Process Tab

1. Batch Type

Use this processing option to specify a default batch type for Sales Report Batch Review program (P15206). Valid values are:

3 Property Management Sales batch

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 (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410). Ensure that you 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. See *Setting Up Levels of Sales Analysis Detail* for more information.

Processing Options for Post Sales Reports to History (R15820)

Print Tab

1. Print Edit Report

Blank = Edit report only

1 = Post the sales records

Use this processing option to post the sales records to the Sales History table (F1541B). Valid values are:

Blank Print a report showing the sales report entries to be posted. To post the sales reports, run this report again and enter 1 in this processing option.

- 1 Post all sales report entries that meet your data selection criteria to the Sales History file. A report prints showing the sales report entries that were posted.

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. Click OK.

Reviewing Unexpected Sales

When you enter unexpected sales, all of the 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 (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410). Ensure that you 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 Revision, 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.

Note

The billing period that you specify in the data selection must be the same as the billing period that you specify in the first processing option on the Process tab. The Billing Period Data field must contain an X to match the code for the billing frequency.

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 (R15120)

Process Tab

1. Process Tenant Sales Through Date

Month

Use this processing option to process tenant sales through either the month or the year (MM/YY). Enter the calendar month and the calendar year through which you want to process sales.

The system processes all sales that are posted to history from the beginning of the tenant's reporting year up to the date that you enter in this option.

2. G/L Date Used For Booking A/R

Use this processing option to enter the G/L date to be used for booking

accounts receivables. The system uses this date when posting transactions to G/L files. Enter the date in your system's default format.

3. Invoice date

Use this processing option to enter the invoice date. If you leave this field blank, the system date will print on the invoices.

4. Service date

Blank = First date of last period

Use this processing option to enter the service date for sales overage billings. The service date should correspond to the period in which sales amounts are being retrieved. This date is used in subsequent periods to retrieve prior billings. If you leave this option blank, the system will use the first day of the last period of sales reviewed as the service date.

5. Lease Version to Process

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to specify the default lease version to process for Sales Overage.

If you enter *LAST, the system will process the version of the lease with the latest effective date. If you enter *CURRENT, the system will process the version of the lease that is effective as of the system date. If the default version of the lease does not have any associated Sales Overage information,

version 1 will be used.

6. Weekly Sales Date

Blank = System Date

Use this processing option to determine the period to be used to process weekly sales. This date will be converted to a period number based on the billing frequency.

Note: If a record is determined to have a weekly billing frequency, the generation will override the computation method with a 0.

Options Tab

1. Receivables or Payables

Blank = Process only receivable leases

1 = Process only payable leases

Use this processing option to define whether invoices (receivables) or vouchers (payables) will be processed in the generation. Valid values are:

Blank Process leases with a blank Lessee flag. This will create receivable invoices.

1 or Y Process leases with a non-blank Lessee flag. This will create payable vouchers.

Note: The Lessee flag is located on the Lease Master screen (P1501) and only one type of lease can be processed per single generation.

2. Amount to Retrieve From A/R or A/P

Blank = Billed amounts

1 = Billed less adjustments

2 = Payment amounts

Use this processing option to select an amount to retrieve from the Accounts Receivable table (F03B11) when processing minimum/maximum rents and recoveries

using the Min/Max Rents & Recoveries program (P15015). Valid values are:

Blank Use the original amount of the invoice in the A/R table.

- 1 Use the account total less adjustments (such as write-offs) that have been made to the invoice, if any.
- 2 Use the amounts that have been paid against the invoice.

3. AR/AP Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/tax Date

3 = G/L Date

Use this processing option to choose a date for retrieving Accounts Receivable information. You can use this option to specify a date other than the invoice date for retrieving Accounts Receivable information. The system includes open amounts from unapplied cash invoices as payments. Valid values are:

Blank Invoice Date

- 1 Due Date
- 2 Service/Tax Date
- 3 G/L Date

Print Tab

1. Print Billing Report

Blank = No report

1 = Print summarized report

2 = Print detailed report

Use this processing option to print a summarized or detailed billing generation report. Valid values are:

Blank Do not print a generation report.

- 1 Print a summarized generation report, which prints only the billing totals.
- 2 Print a detailed generation report, which prints all prior, current, and year-to-date billing totals, and how these amounts were calculated.

Versions Tab

1. Billing/Edit Register (R15300) Version

Blank = XJDE0003

Use this processing option to specify the version of the Billing/Edit Register (R15300) that the system prints when generating the sales overage billings. If you leave this processing option blank, the system uses XJDE0001

Reviewing Batches of Sales Overage Transactions

Real Estate 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 this is 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. Ensure that you 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 of the 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. See [Generating the Billing Edit/Register](#) for more information.

Posting Invoices

From the Sales Overage menu (G1522), choose Post Invoices.

The Real Estate Management system has its own version of the posting program. Before posting invoices, the system places all of the 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. Ensure that you set the Batch Type processing option to 2B for invoices.

Note

When you post a batch that was in G/L Error Status, ensure that you 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 Real Estate 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. Ensure that you set the Batch Type processing option to / for vouchers.

Note

When you post a batch that was in G/L Error Status, ensure that you 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 that is 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.

Working with Sales Forecasting

Percentage Rent, or Sales Overage, is a significant component of revenue for all retail real estate companies and a significant expense for retail tenants. The sales forecasting tools are designed to enable users to forecast sales amounts for future periods. These estimated amounts can then be used to generate billings for the tenants. More importantly, they can be used to analyze historical trends and to predict future revenue and expenses.

Sales forecasting uses the following applications:

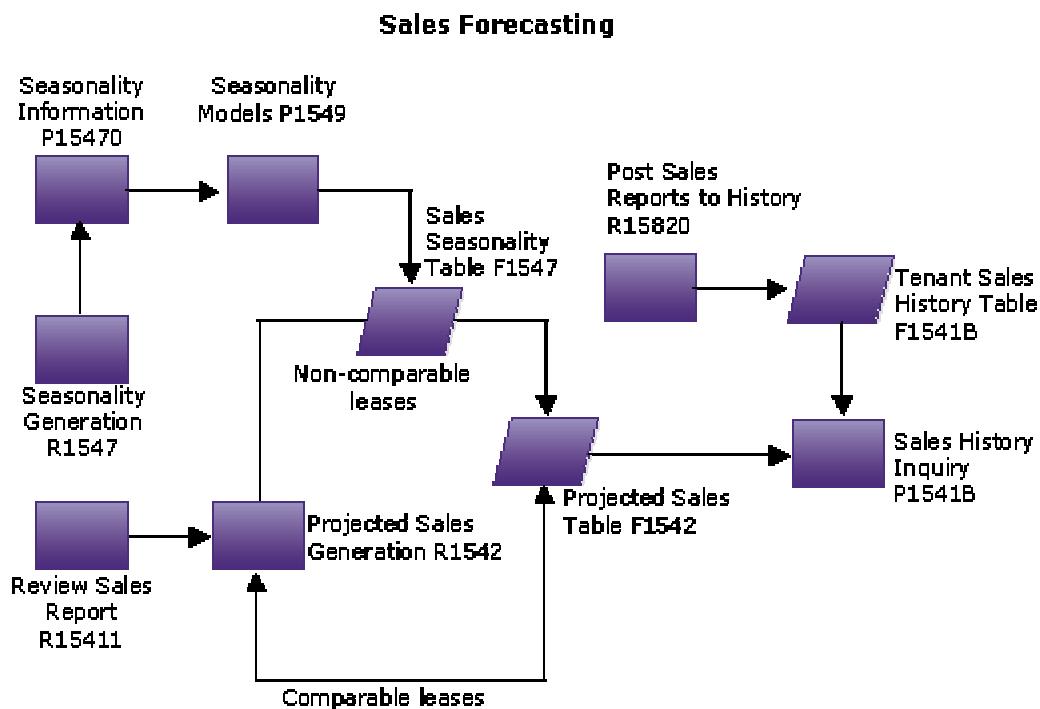
- Seasonality Generation (R1547)
- Seasonality Information (P15470)
- Seasonality Models (P1549)
- Projected Sales Generation (R1542)
- Sales History Inquiry (P1541B)

The Seasonality Generation program creates the values that populate the Sales Seasonality table (F1547) and are used to calculate estimates for noncomparable leases. The Seasonality Information program is used to revise generated seasonality values. The Seasonality Models program displays the order in which the seasonality model for estimating sales is determined.

The Projected Sales Generation program projects monthly and annual sales. You use processing options to specify whether the system projects annual sales. For noncomparable leases, sales are projected based on the seasonality values. For comparable leases, sales are projected based on comparisons with prior actual sales amounts.

The Sales History Inquiry displays a rolling 24-month cycle for both actual and estimated sales amounts. Actual sales amounts are retrieved from the Tenant Sales History File table (F1541B). Estimated sales amounts are retrieved from the Projected Sales File table (F1542).

The following graphic provides a high-level overview of the programs and tables required for sales forecasting:



Generating Seasonality Values

If a lease does not meet the conditions for comparable leases or if insufficient sales data are available to generate future sales estimates, you can define seasonality values to enable the system to create a sales forecast. Seasonality values and a default seasonality model can be generated by running the Seasonality Generation program (R1547), or created manually.

You can use the Seasonality Information program (P15470) to review or revise seasonality values generated by the Seasonality Generation program. You can also manually enter new seasonality values, as an alternative to using the Seasonality Generation program.

You can retrieve seasonality values for estimating sales, based on a seasonality model. You can set up seasonality models in the Seasonality Models program (P1549) by defining the number of tenants. This information is stored in the Sales Seasonality table (F1547) and used by the Projected Sales Generation program (R1542) to determine which seasonality values to use. When the system forecasts sales, it uses the model with the lowest line number whose minimum number of tenants is less than the number of tenants for whom the sales forecast is run. If none of the models generated or entered manually meet the criteria, the system uses the default model that includes sales for the entire project or building.

Before You Begin

- Complete the appropriate processing option to specify whether the system creates seasonality values at the building or the project level.
- Complete the appropriate processing option to specify whether the system creates the default seasonality model.

Running the Seasonality Generation program (R1547)

On the Sales Forecasting menu (G152211), choose Seasonality Generation.

You use the Seasonality Generation program to generate the seasonality values that the system uses to estimate sales for noncomparable leases. Seasonality values are stored in the Sales Seasonality table (F1547). A lease is considered noncomparable if any of the following items for the lease within the comparable period has changed:

- Urban Land Industry (ULI) Code
- Building
- Unit
- Area
- DBA

If the lease was comparable and any of the items above change, the lease then becomes noncomparable. The seasonality values are calculated by building and ULI or project and ULI.

The system uses the following formula to calculate seasonality values:

$$\text{Seasonality (month X)} = (\text{Sales (month X this year)} \times 100) / \text{total sales for current year}$$

Seasonality Generation can be run in either edit or update mode. You use processing options to determine whether the values are created at the building or project level and whether the default seasonality model should be created. If the seasonality values are generated by building (MCU), the default seasonality model includes all sales for that particular building. If

the seasonality values are generated by project (MCUS), the default seasonality model includes all sales for that particular project.

Processing Options for Seasonality Generation (R1547)

Process Tab

These processing options specify parameters for generating seasonality values, for example the year, time period, leases and area type to be included when running the program.

1. Process Year

Blank = System year

Use this processing option to specify the year used to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system uses the current year

2. From Period

Use this processing option to specify the beginning date used to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system processes the report beginning from the current year

3. Thru Period

Use this processing option to specify the date through which to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system sets the through date to the end of the current year

4. Process by Building or Project

Blank = Process seasonality by building

1 = Process seasonality by project number

Use this processing option to specify whether to generate seasonality values by building or project number. Valid values are:

Blank

Generate seasonality values by building (MCU).

1

Generate seasonality values by project number (MCUS)

5. Generate Default Seasonality Model

Blank = Do not generate default seasonality model

1 = Generate default seasonality model

Use this processing option to specify whether to generate seasonality values for the default seasonality model. If you generate seasonality values by building (MCU), the default seasonality model does not take all sales for that particular building into consideration. If you generate seasonality values by project (MCUS), the default seasonality model takes all sales for that particular project into consideration. Valid values are:

Blank

Do not generate the default seasonality model.

1

Generate the default seasonality model

6. Leases to Consider for Generation

Blank = Consider only comparable leases

1 = Consider both comparable and non-comparable leases

Use this processing option to specify whether to calculate seasonality using only comparable leases or both comparable and non-comparable leases. Comparable leases are leases for which the ULI code, building, unit, square footage, doing business as, and tenant have remained unchanged over the year. Furthermore, sales must exist for every period in the year. Valid values are:

Blank

Consider only comparable leases.

1

Consider both comparable and non-comparable leases

7. Process Estimated Sales

Blank = Process actual sales only

1 = Process both actual and estimated sales

Use this processing option to specify whether to consider actual sales only, or both actual and estimated sales, when you run the Seasonality Generation program (R1547). Valid values are:

Blank

Process only actual sales.

1

Process actual and estimated sales

8. Area Type

***RENTABLE**

***USEABLE**

Use this processing option to specify the area type for the Projected Sales Generation program (R1542). Valid values are:

Blank

Use the alternate area type specified in Option 5.

***RENTABLE**

Use the rentable area type specified in the Company Constants. If you leave Options 4 and 5 blank, the system uses *RENTABLE.

***USEABLE**

Use the useable area type specified in the Company Constants

9. Alternate Area Type

Use this processing option to specify the area type. The system validates this value against the user defined code list (15/AR)

Print Tab

These processing options specify whether the system only prints an edit report and how the report is displayed.

1. Print Edit Report

Blank = Print edit report

1 = Update seasonality values

Use this processing option to specify whether to generate seasonality values in the Sales Seasonality table (F1547) or to print an edit report. Valid values are:

Blank

Print an edit report. The system does not update the Sales Seasonality table.

1

Generate seasonality values and print an edit report. The system populates the Sales Seasonality table with the appropriate values

2. Page Break By Building/Project

Blank = Do not page break by building or project

1 = Page break by building or project

I Use this processing option to specify whether to insert a page break between each

building, if you print the report by building, or between each project, if you print the report by project number. Valid values are:

Blank

Do not insert a page break between building (MCU) or project number (MCUS).

1

Insert a page break between building or project number

Exclusions Tab

These processing options specify which ULI Codes, unit types, lease types and lease status should be excluded when running the Seasonality Generation program.

1. ULI Codes to Exclude

Use this processing option to specify which Urban Land Industry (ULI) codes to exclude when the system generates seasonality values

2. Unit Types to Exclude

Use this processing option to specify which unit types to exclude when the system generates seasonality values

3. Lease Types to Exclude

Use this processing option to specify which lease types to exclude when the system generates seasonality values

4. Lease Status' to Exclude

Use this processing option to specify which lease statuses to exclude when the system generates seasonality values

► To revise seasonality information

From the Sales Forecasting menu (G152211), choose Seasonality Information.

1. On Work With Seasonality Information, complete the following fields and click Find:

- Building
- ULI Code
- Year

If seasonality values have been generated for the selected building, they appear in the detail area.

2. Click the following option to display the default seasonality model:
 - Show Default Model
3. To revise existing seasonality values, choose a record, and then choose Revisions from the Row menu.

The screenshot shows the PeopleSoft Seasonality Revisions window. At the top, there are fields for 'Building' (1028), 'ULI Code' (empty), and 'Year' (2005). A checkbox labeled 'Default Model' is unchecked. Below these are fields for 'Actual # of Tenants' (2) and a grid of monthly seasonality values:

	January	February
January	4,200	5,288
March	6,345	10,285
May	7,420	8,216
July	3,119	12,485
September	9,877	4,299
November	7,526	5,284

At the bottom, there is a field for 'Total Seasonality %' (empty).

4. On Seasonality Revisions, revise any of the information in the following fields as necessary:
 - Actual # of Tenants
 - January
 - February
 - March
 - April

- May
- June
- July
- August
- September
- October
- November
- December

The following field displays the total for the seasonality values:

- Total Seasonality %

The program ensures that the seasonality values for a particular year total 100%.

5. Click OK.

Note

Even though seasonality values are calculated to four decimal places when values are manually entered, the program rounds only to the nearest hundredth. For example, even though the values might actually total 100.0001%, the program rounds the value to 100.00%.

Processing Options for Seasonality Information (P15470)

Process Tab

This processing option specifies whether seasonality information should be created by building or by project.

1. Seasonality by Building or Project

Blank = Process seasonality by building

1 = Process seasonality by project number

Use this processing option to specify whether to process seasonality information by building or project number. Valid values are:

Blank

Process seasonality values by building (MCU).

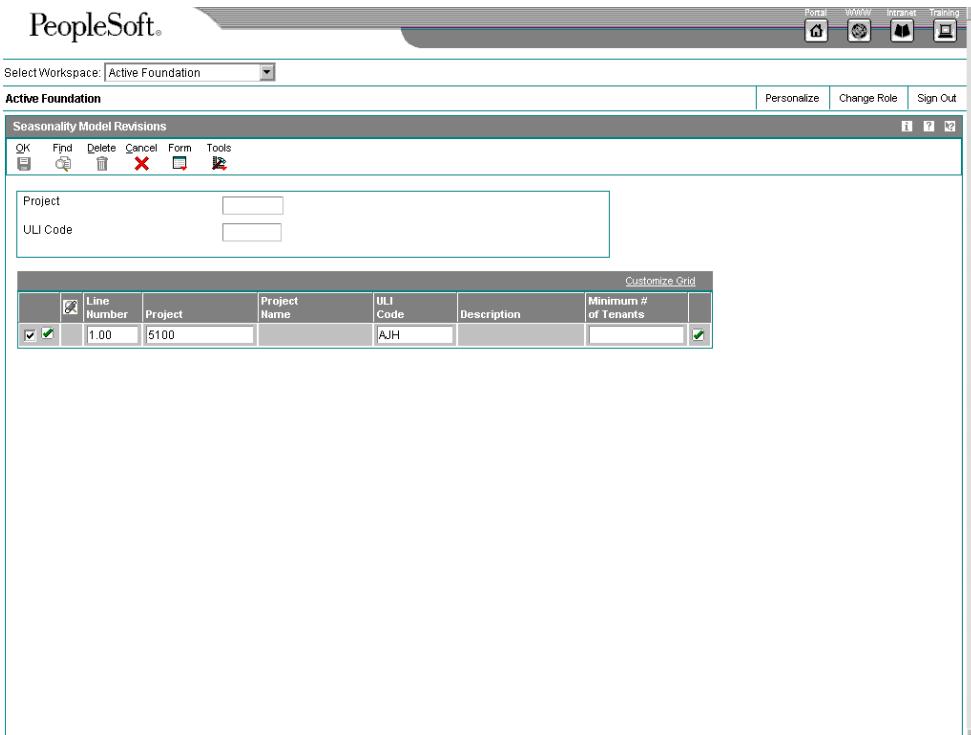
1

Process seasonality values by project number (MCUS)

► To create seasonality models manually

From the Sales Forecasting menu (G152211), choose Seasonality Models.

1. On Work With Seasonality Models, click Find.
2. Choose a record, and then choose Revisions from the Row menu.



	Line Number	Project	Project Name	ULI Code	Description	Minimum # of Tenants	
<input checked="" type="checkbox"/>	1.00	5100	AJH			<input checked="" type="checkbox"/>	

3. On Seasonality Model Revisions, complete the following fields in the detail area:
 - Building
 - ULI Code
4. Click OK.

Processing Options for Seasonality Models (P1549)

Process Tab

This processing option specifies whether seasonality model should be generated by building or by project.

1. Process by Building or Project

Blank = Process by building

1 = Process by project number

Use this processing option to specify whether to process seasonality by building or project number. Valid values are:

Blank

Process seasonality values by building (MCU).

1

Process seasonality values by project number (MCUS)

Generating Projected Sales

From the Sales Forecasting menu (G152211), choose Projected Sales Generation.

To provide reliable data that support sales forecasting for overage rents, you run the Projected Sales Generation program (R1542). This program estimates future sales based on a variety of calculation methods. You use processing options to determine which calculation is used.

J.D. Edwards provides seven forecasting methods for comparable and non-comparable leases. Regardless of the method you use, certain conditions have to be met. Typically, sales data has to be available for a certain number of months.

Leases must meet the following conditions to be considered comparable:

- The ULI Code (for example, the Major Merchandise code) has not changed
- The building has not changed
- The area (square footage) has not changed
- The unit has not changed
- The DBA has not changed

If any of these conditions change or if insufficient sales data are available to use any of the forecasting methods, you need to run the Seasonality Generation program (R1547) to generate the values required by the forecasting methods.

You can generate either a month-by-month detail report or a summary report. The detail report includes the calculations for each month of the year; and indicates estimates with an asterisk (*). The summary report includes the rolling sales, year-to-date sales, and annualized sales. The summary report also includes sales per square foot and percent changes. Estimates are identified with an asterisk. The annual projection for a lease is the same as the amount for 12 months if the lease has a full set of rolling 12 months of actual sales. If the lease does not, it is considered noncomparable, in which case the system uses seasonality values to calculate the annual projection. The system calculates seasonality values, as follows:

$$(\text{Monthly Sales} / \text{Seasonality}) / \text{Number of Months}$$

Before You Begin

- Run the Seasonality Generation program (R1547) before you run the Projected Sales Generation program to ensure that all included leases meet the conditions for comparable leases. For information about running the Seasonality Generation program, see *Generating Seasonality Values*.

Forecasting Method 1: Percent Increase of Rolling 12 Months Over Prior Rolling Months

The percentage increase is calculated by comparing the rolling 12 months up to 2 months prior to the month for which sales are estimated, to the prior rolling 12 months. For example, if you want to estimate sales for November 2006, you compare the time period from October 2005 through September 2006 with the time period from October 2004 through September 2005. The same percentage is applied to the remaining months if you are estimating sales to the end of the reporting period.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = (\text{Previous Year's Sales for Same Month} \times \text{Current Rolling 12 months}) / \text{Prior Rolling 12 Months}$$

Example

The following table illustrates the results of the forecast calculation based on reported sales from October 2004 to September 2005.

	2004-2005	2005-2006	2006	Value Type	Forecast Calculation
OCTOBER	88048	97420	84821	Reported (RPT)	
NOVEMBER	88636	97355		RPT	
DECEMBER	90520	101217		RPT	
JANUARY	121928	104431		RPT	
FEBRUARY	98552	115141		RPT	
MARCH	98155	122095		RPT	
APRIL	94741	120730		RPT	
MAY	98765	107837		RPT	
JUNE	106026	102469		RPT	
JULY	105369	96900		RPT	
AUGUST	106312	103977		RPT	
SEPTEMBER	97083	89204		RPT	
TOTAL	1194135	1258776			
% INCREASE		5.41%			
NOVEMBER			102622	Estimated (EST) =	97355*1.0541
DECEMBER			106693	EST =	101217*1.0541

By applying the forecast calculation above, you arrive at the sales estimate for November and December based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

Note

For a lease to be comparable, 24 rolling months of sales must exist.

Forecasting Method 2: Lease Year-To-Date Increase Over Prior Year

The percentage for all months is calculated based on a year-to-date increase over the previous year. The same percentage is applied to the remaining months. Leases must have at least 13 months of actual sales for the system to estimate sales. For example, if you want to estimate sales for November 2006, you compare the time period from January through October 2005 with the time period from January through October 2006. The same percentage is then applied to the remaining months if you are estimating sales to the end of the reporting period.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = (\text{Last Year's Sales for Same Month} \times \text{Year-To-Date Sales for Current Year}) / \text{Year-To-Date Sales Last Year}$$

Example:

The following table illustrates the results of the forecast calculation based on reported sales for 2005 and 2006.

	2005	2006 Reported	2006 Estimated	Forecast Calculation
JANUARY	121928	104431		
FEBRUARY	98552	115141		
MARCH	98155	122095		
APRIL	94741	120730		
MAY	98765	107837		
JUNE	106026	102469		
JULY	105369	96900		
AUGUST	106312	103977		
SEPTEMBER	97083	89204		
OCTOBER	97420	84821		
NOVEMBER	97355		99564.96	1.0227*97355
DECEMBER	101217		103514.63	1.0227*101217
TOTAL	1026350	1049605		
% INCREASE		2.27%		

By applying the forecast calculation above, you arrive at the sales estimate for November and December 2006 based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

Note

For a lease to be comparable, 13 months of sales must exist. In addition, you cannot use this method to forecast January sales.

Forecasting Method 3: Fixed Percent Increase

Sales are estimated using a fixed flat percentage increase entered in the appropriate processing option.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales This Month Last Year} * \text{Fixed Flat Percent Increase}$$

Example:

This table illustrates calculating a sales estimate by using a flat percentage:

	2005 Reported	Estimated	Forecast Calculation
NOVEMBER	88500	97350	$88500 * 1.1$

You arrive at the sales estimate for November 2006 by multiplying the sales figure for November 2005 with the flat percentage entered into the processing option.

Note

For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

Forecasting Method 4: Specific Percent Increase for Each Month

Sales are estimated using a percentage increase for the particular month as entered in the appropriate processing option.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales This Month Last Year} * \text{This Month's Percent Increase}$$

Example:

To calculate sales estimates for January, February and March of 2006, you enter the following percentage values in the appropriate processing options:

- January: 10%
- February: 20%
- March: 30%

	2005 Reported	2006 Estimated	Forecast Calculation
JANUARY	10000	11000	$10000 * 1.1$
FEBRUARY	12500	15000	$12500 * 1.2$
MARCH	15000	19500	$15000 * 1.3$

You arrive at the sales estimates for January, February and March 2006 by multiplying the sales figures for the corresponding months of 2005 with the percentage you entered in the processing options.

Note

For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

Forecasting Method 5: Specific Percent Increase over Prior Month's Sales

Sales are estimated using a percentage increase over the prior month's sales in the prior year. This percentage increase is entered in the appropriate processing options.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales Last Month Last Year} * \text{This Month's Percent Increase}$$

Example:

To calculate sales estimates for July, August and September 2006, you enter the following percentage values in the appropriate processing option:

- July: 25%
- August: 30%
- September: -15%

	2005 Reported	2006 Estimated	Forecast Calculation
JUNE	20000		
JULY	22500	25000	20000*1.25
AUGUST	25000	29250	22500*1.3
SEPTEMBER	27500	21250	25000*.85

You arrive at the sales estimates for July, August and September 2006 by multiplying each previous month's sales in 2005 with the percentage you entered in the processing option.

Note

For a lease to comparable, sales must exist for the month prior to the estimated month in the prior year.

Forecasting Method 6: Flat Percent Derived From Comparing the 13th to the 1st Month

Sales are estimated by comparing sales for the 13th to the 1st month when 13 months of sales figures are available. To calculate this month's estimated sales, you use the percentage increase or decrease multiplied by this month's sales for the year.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales This Month Last Year} * \text{Sales for 13th month/ Sales for 1st month}$$

Example:

The following table shows the reported sales figures for 13 months and illustrates how the sales estimates for February through December 2006 are calculated:

	2005 Reported	2006 Reported	2006 Estimated	Forecast Calculation
JANUARY	30000	40000		
FEBRUARY	25000		33,333	25000*1.3333
MARCH	20000		26,667	20000*1.3333
APRIL	28000		37,333	28000*1.3333
MAY	30000		40,000	30000*1.3333
JUNE	35000		46,667	35000*1.3333
JULY	32000		42,667	32000*1.3333
AUGUST	30000		40,000	30000*1.3333
SEPTEMBER	27000		36,000	27000*1.3333
OCTOBER	33000		44,000	33000*1.3333
NOVEMBER	45000		60,000	45000*1.3333
DECEMBER	60000		80,000	60000*1.3333

You derive the percentage used to calculate the sales estimates from the following calculation:

$$\begin{aligned} \text{Increase in 13}^{\text{th}} \text{ month over 1}^{\text{st}} \text{ month} &= \text{Sales (January 2006) / Sales (January 2005)} \\ &= 40000 / 30000 \\ &= 1.3333 \\ \text{Percentage increase} &= 33.33\% \end{aligned}$$

Note

For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

Forecasting Method 7: Project/Building Year-To-Date Increase Over Prior Year

Sales are estimated based on a year-to-date increase for the mall (either building or project number as defined in the processing options) over the prior year. Because this method includes more than just the lease for which sales are being estimated, the reporting months

sales for all comparable leases within the building or project are included in the calculation of year-to-date sales. For example, if estimating sales for December 2006, you compare year-to-date sales for January to December 2006 with the year-to-date sales for January to December 2005 for all comparable leases with the same building or project number. When forecasting the first three months of the year, (January, February, and March), year-to-date sales include the prior 4 months through the reporting month.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \frac{\text{Lease Sales This Month Last Year}^* \text{ Mall Year To Date Sales}}{\text{This Year/ Mall Year To Date Sales Last Year}}$$

Where *Month* is the current reporting period.

Example:

In this example, leases 1, 2, and 3 are all in Building "ULSTER". The following table lists the reported sales for leases 1, 2 and three for 2005 and 2006:

	Lease 1		Lease 2		Lease 3	
	2005	2006	2005	2006	2005	2006
JANUARY	30000	40000	25000	28000	21500	30000
FEBRUARY	25000	35000	20000	30000	25000	25000
MARCH	20000	25000	28000	35000	22000	20000
APRIL	28000	33000	30000	35000	25000	20730
MAY	30000	34200	35000	25000	23000	27837
JUNE	35000	23800	25000	20000	24200	32469
JULY	32000	35000	20000	29000	23000	26900
AUGUST	30000	24000	28000	32000	33200	33977
SEPTEMBER	27000	29000	30000	30000	20000	29204
OCTOBER	33000	22000	35000	39000	25000	24821
NOVEMBER	45000	41000	28000	42000	29000	25000
DECEMBER	30000	50000	30000	49000	22000	
YTD (NOVEMBER)	365000	392000	334000	394000	292900	295938

Lease 3 is not used for calculating the building growth rate because it does not have sales for December. Without a full set of year-to-date sales, the growth rate calculation would be skewed and, therefore, incorrect. In this example, only leases 1 and 2 are used to calculate the building growth rate.

This calculation yields the following result:

Building Growth Rate	= Year-To-Date Sales 2006 / Year-To-Date Sales 2005
	= $392000+394000 / 365000+334000$
	= $786000 / 699000$
	= 1.1245
Percentage increase	= 12.45%

You arrive at the sales estimate for December 2006 for Lease 3 by multiplying the sales figure for November 2005 with the percentage increase calculated for the building growth rate:

$$\text{Estimated Sales (Lease 3, December 2006)} = 22000 * 1.1245 = 24739.00$$

Note

For a lease to be comparable, sales must exist for at least a whole calendar year, from January to December.

Sales Forecasting for Noncomparable Leases

For noncomparable leases, you use seasonality values to calculate monthly estimates: Running the Seasonality Generation program provides you with the values necessary for generating monthly estimates.

Example: Sales Forecasting for Building "Quincy" and ULI Code B05 for the year 2005

This table lists the actual sales for 2000 as well as the seasonality values for each month.

	Sales	Seasonality (%)	Seasonality Calculation
	2005	2005	
JANUARY	30000	8.2192	=30000/365000
FEBRUARY	25000	6.8493	=25000/365000
MARCH	20000	5.4795	=20000/365000
APRIL	28000	7.6712	=28000/365000
MAY	30000	8.2192	=30000/365000
JUNE	35000	9.5890	=35000/365000
JULY	32000	8.7671	=32000/365000
AUGUST	30000	8.2192	=30000/365000
SEPTEMBER	27000	7.3973	=27000/365000
OCTOBER	33000	9.0411	=33000/365000

NOVEMBER	45000	12.3288	=45000/365000
DECEMBER	30000	8.2192	=30000/365000
TOTAL	365000	100.00	

In order to generate a monthly estimate, you need to retrieve the previous 3 months of actual sales. The program requires at least one month of sales to generate the monthly estimate. If there are no sales over the previous 3-month period, the program cannot calculate a monthly estimate.

For the months following the first month for which estimates are generated, the Projected Sales Generation (R1542) program uses the estimated sales to generate subsequent estimated amounts.

The monthly estimate is calculated using the following formula:

$$\text{Monthly Estimate} = \frac{((\text{Sales}_{n-3, x}/\text{Seasonality}_{n-3, x-1} + \text{Sales}_{n-2, x}/\text{Seasonality}_{n-2, x-1} + \text{Sales}_{n-1, x}/\text{Seasonality}_{n-1, x-1}) / \text{Number of months}) * \text{Seasonality}_{n, x-1}}{(n, x)}$$

Where n is the current period/month and x is the current year.

In the processing options for Projected Sales Generation, you can determine whether the program is run for the reporting period only or for a period of time through the end of the reporting period:

Forecast Through the Reporting Period

You want to generate estimates for the months of April, May and June.

	Seasonality	Sales 2005	Sales 2006	Sales Estimate
JANUARY	8.2192	30000	40000	
FEBRUARY	6.8493	25000	35000	
MARCH	5.4795	20000	25000	
APRIL	7.6712	28000		37177.51
MAY	8.2192	30000		39777.77
JUNE	9.5890	35000		45542.80

The projected sales for April, May and June are calculated as follows:

$$\begin{aligned}
 \text{Sales Estimate (April)} &= 0.076712 * (40000/082192 + 35000/.068493 + 25000/.054795) / 3 \\
 &= 0.076712 * (486665.37 + 511001.12 + 456246.01) / 3 \\
 &= 37177.51 \\
 \text{Sales Estimate (May)} &= 0.082192 * (35000/.068493 + 25000/.054795 + 37177.51/.076712) / 3 \\
 &= 0.082192 * (511001.12 + 456246.01 + 484637.48) / 3 \\
 &= 39777.77 \\
 \text{Sales Estimate (June)} &= 0.095890 * (25000/.054795 + 37177.51/.076712 + 39777.77/.082192) / 3 \\
 &= 0.095890 * (456246.01 + 484637.48 + 483961.58) / 3 \\
 &= 45542.80
 \end{aligned}$$

Forecast for the Reporting Period Only

You want to generate an estimate only for the month of June.

	Seasonality	Sales 2005	Sales 2006	Sales Estimate
JANUARY	8.2192	30000	40000	
FEBRURARY	6.8493	25000	35000	
MARCH	5.4795	20000	25000	
APRIL	7.6712	28000		
MAY	8.2192	30000		
JUNE	9.5890	35000		43749.43

The projected sales for June are calculated as follows:

$$\begin{aligned}
 \text{Sales Estimate (June)} &= (0.095890 * 25000 / .054795 + 0 + 0) / 1 \\
 &= 0.095890 * 456246.01 \\
 &= 43749.43
 \end{aligned}$$

What You Should Know About Processing Options

The following processing options are only valid for the summary report:

- Select Area Type
- Alternate Area
- Gross Leasable Area (GLA) Retrieval.

The following processing option is only valid for the month-by-month detail report:

- Print Tenant Name

Processing Options for Projected Sales Generation (R1542)

Process Tab

These processing options specify parameters for generating projected sales, for example which reporting period the forecast is generated for, what area type is used, and whether the forecast is only for comparable or for all leases.

1. Reporting Period

Use this processing option to specify the month through which to forecast sales. If you leave this processing option blank, the system uses the system date

2. Year

Use this processing option to specify the year to forecast sales. If you leave this

processing option blank, the system uses the system date

3. Select Area Type

***RENTABLE**

***USEABLE**

Use this processing option to choose the area type for the Projected Sales Generation program (R1542). If you leave the Alternate Area Type and the Process By Building or Project processing options blank, the system uses *RENTABLE. Valid values are:

Blank

Use the alternate area type that you specified in the Process By Building or Project processing option.

***RENTABLE**

Use the rentable area type specified in the company constants.

***USEABLE**

Use the useable area type specified in the company constants.

4. Alternate Area Type

Use this processing option to specify the alternative area type the system should use if you leave the Select Area Type processing option blank. You can set valid values in the User Defined table (15/AR)

5. Process By Building or Project.

Blank = Process by building

1 = Process by project

Use this processing option to specify whether to process the Projected Sales Generation program (P1542) by building or project number. Valid values are:

Blank

Process the program by building (MCU).

1

Process the program by project number (MCUS)

6. Sales For Partial Months

Blank = Calculate sales as for whole months

1 = Calculate sales partially

Use this processing option to specify whether to consider sales for partial months as whole months or as partial months.

For partial months, if there is partial first or last month, the Projected Sales Generation program (P1542) adjusts monthly sales to only consider sales for the number of days in the period that fall within the move in and move out dates. Valid values are:

Blank

Calculate sales for partial months as whole months.

1

Calculate sales for partial months partially

7. Gross Leasable Area (GLA) Retrieval

Blank = Retrieve area as of the first of the month

1 = Retrieve area as of the last day of the month

Use this processing option to specify whether to locate gross leasable area (GLA) as of the first day or last day of the month. Valid values are:

Blank

Locate gross leasable area as of the first day of the month.

1

Locate gross leasable area as of the last day of the month

8. Forecast Through Reporting Period

Blank = Forecast for reporting period only

1 = Forecast through reporting period

Use this processing option to specify whether to forecast sales for the specified reporting period only, or to forecast sales for all periods with no sales reported. Valid values are:

Blank

Forecast sales for the reporting period only.

1

Forecast sales through the reporting period

9. Forecast Comparable

Blank = Only forecast sales for comparable leases

1 = Forecast sales for all leases

Use this processing option to specify whether to forecast sales for only comparable leases, or for both comparable and non-comparable leases. Valid values are:

Blank

Forecast sales for comparable leases only.

1

Forecast sales for all leases

These processing options specify what forecast method is used for generating projected sales. You can also use them to enter specific monthly percentages for forecast methods that require specific percentages.

1. Forecasting Method

Blank = Do not forecast sales

1 = Percent increase of rolling 12 months over prior rolling 12 months

2 = Lease YTD increase over prior year

3 = Fixed percent increase

4 = Specific percent increase for each month

5 = Specific percent increase over prior month's sales

6 = Flat percent derived from comparing the 13th to the 1st month

7 = Project/Building YTD increase over prior year

Use this processing option to specify the forecasting method that the system uses to forecast sales for comparable leases. If a lease is noncomparable, the system uses the appropriate seasonality values to forecast sales. Valid values are:

Blank

Do not forecast sales.

1

Use the percentage increase of the current rolling 12 months over the prior rolling 12 months.

2

Use the lease year-to-date increase over the prior year.

3

Use the fixed percentage that you enter for the Flat Percentage Increase (Method 3) processing option.

4

Use a specific percentage increase for each month.

5

Use a specific percentage increase over prior month's sales.

6

Use the flat percentage that is derived from comparing the thirteenth month to the first month.

7

Use the year-to-date increase of the project or building over the prior year.

2. Flat Percentage Increase (Method 3)

Use this processing option to enter a percentage increase by which to forecast sales, if you indicate the fixed percent increase method in the Forecasting Method processing option. Enter fractional percentages as decimals. For example, to indicate five and a half percent, enter 5.5

3. If Method 4 or 5 is selected, enter the specific percentage for each month.

Percentage - January

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for January if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - February

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for February if you indicated either of the following methods in the

Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - March

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for March if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - April

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for April if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - May

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for May if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - June

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for June if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - July

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for July if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - August

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for August if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - September

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for September if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - October

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for October if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - November

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for November if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - December

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for December if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Print Tab

These processing options specify whether the system prints only an edit report and how the report is displayed.

1. Print Edit Report

Blank = Print edit report

1 = Update sales forecast

Use this processing option to specify whether to print an edit report or generate estimated sales to populate the Projected Sales file (F1542). Valid values are:

Blank

Print an edit report only.

1

Print an edit report and forecast the sales

2. Page Break

Blank = Do not page break

1 = Page break on building/project

Use this processing option to specify whether to insert a page break between each building, if you print the report by building, or between each project, if you print the report by project number. Valid values are:

Blank

Do not insert page break between building (MCU) or project number (MCUS).

1

Insert page break between building or project number

3. Print Select

Blank = Print month by month detail

1 = Print summary

Use this processing option to specify whether to print the Projected Sales Generation report (R1542) as a month-by-month detail report or a summary report. Valid values are:

Blank

Print the detail report.

1

Print the summary report

4. Print Tenant Name

Blank = Do not print tenant name

1 = Print tenant name

Use this processing option to specify whether the Projected Sales Generation month-by-month detail report (R1542) prints the tenant name. Valid values are:

Blank

Do not print tenant name.

1

Print tenant name

Reviewing Sales History

Sales History Inquiry is an online, date sensitive program that is used to display actual sales from the Tenant Sales History File table (F1541B) and estimated sales from the Projected Sales File table (F1542).

The program displays the start date and the end date for the first 12-month cycle, as well as the start date and end date of the subsequent 12-month cycle. The following totals are displayed:

- Total sales for the first 12-month cycle
- Total sales for the second 12-month cycle
- Total sales for the 24-month cycle
- Sales per square foot for the first 12-month cycle
- Sales per square foot for the second 12-month cycle
- Sales per square foot for the 24-month cycle

The system uses the following tables in the sales inquiry:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- Tenant Sales History File (F1541B)

- Projected Sales File (F1542)
- Sales History Work File (F1541BW)
- Real Estate Management Constants (F1510B)
- Unit Master File (F1507)
- Area Master (F1514)

Total sales are calculated using the following formulas:

- Sales per square foot amounts for the first and second 12-month cycles:

Total Sales (12-month)	= Sales 1 + Sales 2 + ... + Sales 11 + Sales 12
Total Square Foot (12-month)	= Sq Ft 1 + Sq Ft 2 + ... + Sq Ft 11 + Sq Ft 12
Total Sales / Sq Ft (12-month)	= Total Sales (12-month) / Total Sq Ft (12-month)

- Sales per square foot amounts for the overall 24-month period:

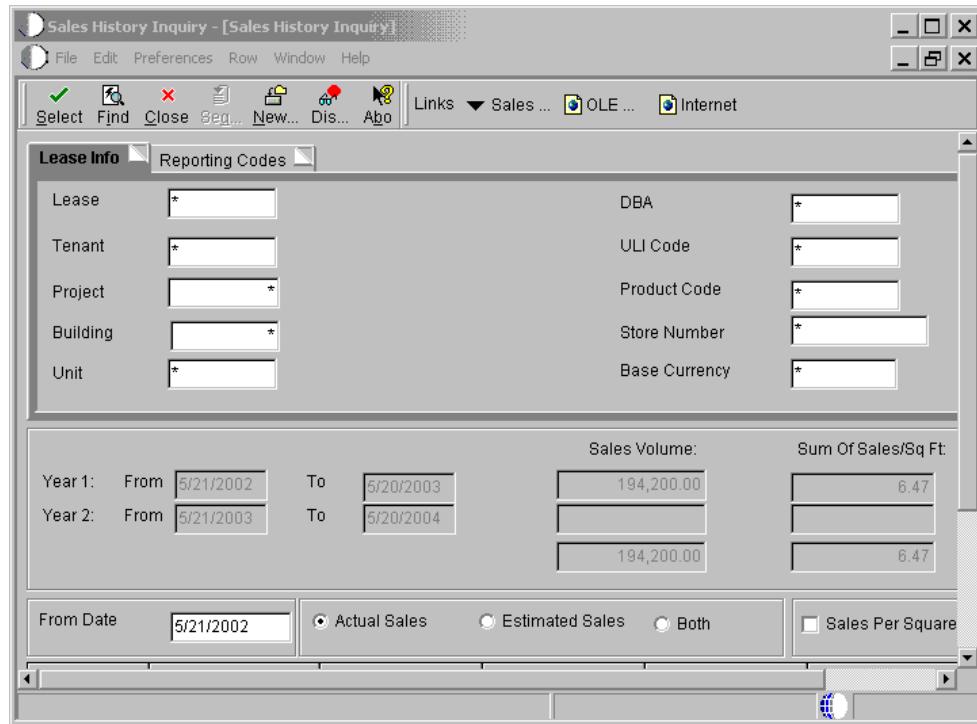
Total Sales (24-month)	= Sales 1 + Sales 2 + ... + Sales 23 + Sales 24
Total Square Foot (24-month)	= Sq Ft 1 + Sq Ft 2 + ... Sq Ft 23 + Sq Ft 24
Total Sales / Square Foot (24-month)	= Total Sales (24-month) / Total Sq Ft (24-month)

Note

Since total sales and sales per square foot can be weighted differently, they cannot simply be added for the first and second 12-month cycles.

► **To review actual and projected sales**

From the Sales Report Processing menu (G15221), choose Sales History Inquiry.



1. On Sales History Inquiry, click the Lease Info tab and complete any of the following fields to narrow your search for specific sales data:
 - Lease
 - Tenant
 - Project
 - Building
 - DBA
 - ULI Code
 - Product Code
 - Store Number
 - Base Currency
2. Click the Reporting Codes tab and complete any of the remaining Property Code fields.
3. Complete the following field:
 - From Date
4. Choose one the following options to specify the data that the system displays:

- Actual Sales
- Estimated Sales
- Both

5. Choose the following option:

- Sales Per Square Foot

6. Click Find.

The system displays sales or sales per square feet amounts for the 24-month cycle in the detail area. Columns for periods that do not fall in the date range that you specified are either not displayed or are grayed out. For sales that exist in the Tenant Sales History File table (F1541B) or the Projected Sales File table (F1542), if only part of the year falls within the 24-month rolling date range, the months that are outside of the range are grayed out.

7. To view sales data in more detail, choose a record, and then choose Sales by Unit from the Row menu.

Lease	Building	Unit	DBA	Store Number	ULI	Prod Code	Base Curr	May
1732	1228	101		12345	010	FOOD	USD	71
1844	AREF1	103			B05	FOOD	USD	51
1852	AREF1	300			B05	FOOD	USD	51
1679	AREF1	309			B05	FOOD	USD	21

Note

The filter fields on Sales By Unit Detail are populated automatically from the header fields that you completed on Sales History Inquiry. Sales or sales per square foot amounts for the units appear for the months of the year that you specified. Since sales per square foot amounts are summarized on the Sales History Inquiry form, the

Sales By Unit Detail form displays the units which make up the total, since different units might have contributed to sales for the different months.

8. On Sales By Unit Detail, choose a record, and then choose Monthly Area from the Row menu.

The screenshot shows a software application window titled "Sales History Inquiry - [Monthly Sales Area]". The window has a menu bar with File, Edit, Preferences, Window, and Help. A toolbar below the menu bar includes OK, Cancel, Dis..., and Abo buttons, along with Links, Disp..., OLE..., and Internet icons. The main area contains search fields for Lease (1732), Building (1228), Unit (101), DBA, ULI (010), and Product Code (FOOD). Below these are four tables showing monthly sales data:

Months	Sales	Square Feet	Sales/Square Foot
January	2,000.00	2,000.00	1.00
February	3,000.00	2,000.00	1.50
March	4,000.00	2,000.00	2.00
April	5,000.00	2,000.00	2.50
May	6,000.00	2,000.00	3.00
June	1,000.00	2,000.00	.50
July	2,000.00	2,000.00	1.00
August	8,000.00	2,000.00	4.00
September	6,000.00	2,000.00	3.00

9. On Monthly Sales Area, review the monthly square footage for each unit selected.
10. Click Cancel, and then click Close to return to Sales History Inquiry.
11. On Sales History Inquiry, click Close.

Processing Options for Sales History Inquiry (P1541B)

Process Tab

These processing options specify parameters for retrieving sales history data, for example unit area type and gross leasable area retrieval.

1. Unit Area Type

***RENTABLE = Rentable area type**

***USEABLE = Useable area type**

Use this processing option to specify which area type the system should use from the Property Management Constants table (F1510B) for units. Valid values are:

***RENTABLE**

Use the area type defined as rentable in the PM Constants table.

***USEABLE**

Use the area type defined as useable in the PM Constants table

2. Alternate Area Type

Use this processing option to specify which area type the system should use for units, if you leave the Unit Area Type processing option blank. You must enter a valid area type from user defined table 15/AR

3. Gross Leasable Area (GLA) Retrieval

Blank = Retrieve area as of the first of the month

1 = Retrieve area as of the last day of the month

Use this processing option to specify whether to retrieve Gross Leasable Area (GLA) as of the first day or last day of the month. Valid values are:

Blank

Retrieve Gross Leasable Area as of the first day of the month.

1

Retrieve Gross Leasable Area as of the last day of the month

4. Default Display

Blank = Display actual sales

1 = Display estimated sales

2 = Display both actual and estimated sales

Use this processing option to specify the default display upon entry into the Sales History Inquiry application. This checks the radio button to display either actual, estimated, or both actual and estimated sales. Valid values are:

Blank

Display actual sales.

1

Display estimated sales.

2

Display actual and estimated sales

Working with Sales Analysis

For Sales Analysis, Real Estate 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 Real Estate 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.

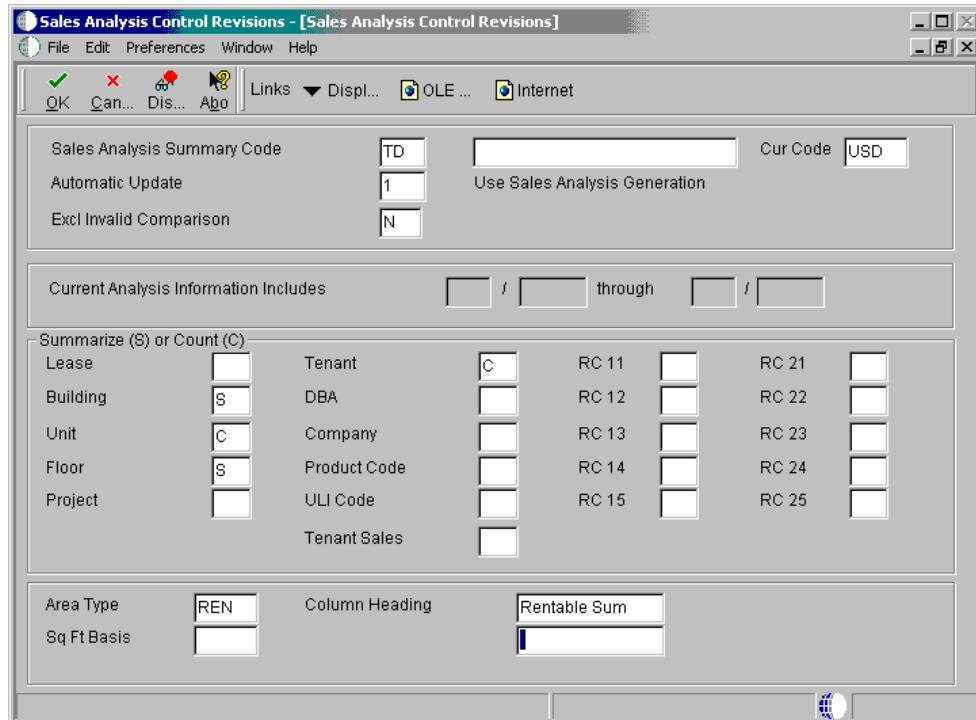
Note

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 (F1543B) 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
- 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.

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 (R15143)

Process Tab

1. Generation Date Month

Use this processing option to enter the generation date month. This is the month for which records in the Sales Reporting table (F1543B) are generated.

2. Generation Date Century and Year

Use this processing option to enter the generation date century and year.

This is the year for which records in the Sales Reporting table (F1543B) are generated.

3. Sales Analysis Dynamic Update

Blank = No change

1 = Update through post

Use this processing option to change selected summary codes from batch generation to dynamic update through the post program. Valid values are:

Blank Do not change the current process.

1 Update through the post program.

This option eliminates your having to manually change the value in the Sales Analysis field in the Sales Analysis Control program (P1544) for each summary code being processed. You would have to manually change the value in the Sales Analysis field if the code is not set up for automatic update and you want Sales Analysis to be generated automatically when you run the Post Sales to History report (R15820).

Print Tab

1. Sales Analysis Report

Blank = No report

1 = Print report

Use this processing option to print a report that will show the sales analysis reporting records that were created by running the Sales Analysis Generation report (R15143). Valid values are:

Blank Do not print the report.

1 Print the report showing sales analysis generated.

Purge Tab

1. Number Of Months To Keep

Use this processing option to specify which sales analysis records will be purged. The system retains only that number of months of sales analysis records beginning with the most current record and counting back that number of months. The system deletes records older than the specified number of months.

If you enter a value in this option and the purge through period option, the system will use the earlier cutoff date.

2. Purge Through Period

Month

Use this processing option to specify which sales analysis records will be purged. If you enter a month and year, the system deletes all records prior to that month and year.

If you enter a value in this option and the number of months to keep option, the system will use the earlier cutoff date.

3. Sales Analysis Purge

Blank = Selective purge

1 = Purge all except current month

Use this processing option to determine whether the system purges records in the Sales Analysis Reporting table (F1543B). Valid values are:

Blank Do not purge records in the Sales Analysis Reporting table.

Enter a 1 if you only want to keep current month analysis data and you are selecting all summary codes.

1 Purge all records in the Sales Analysis Reporting table.

Reviewing Sales Analysis Information

You can review and revise the information in the Tenant Sales Analysis Reporting (F1543B) table by 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 Real Estate Management system constants to organize the fiscal periods for the sales information that is displayed in Sales Analysis Revisions. If the field contains 5, for example, the form displays all of the sales for all tenants on a May through April fiscal year. The first quarter of sales is then reported for May, June, and July.

You can reset any records that have been changed, recalculated, or deleted by rerunning 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
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
QTD-Gross Sales Amounts-This Year	1	QTD-Gross Sales Amounts-Change
	2	QTD-PSF Amounts-This Year
	3	QTD-PSF Amounts-Change
	4	QTD-Percent Change
	5	YTD-Gross Sales Amounts-This Year
	6	YTD-Gross Sales Amounts-Change
	7	YTD-PSF Amounts-This Year
	8	YTD-PSF Amounts-Change
	9	YTD-Percent Change

	10 CYP-Gross Sales Amounts-This Year 11 CYP-Gross Sales Amounts-Change 12 CYP-PSF Amounts-This Year 13 CYP-PSF Amounts-Change 14 CYP-Percent Change
QTD-Gross Sales Amounts-Last Year	1 QTD-Gross Sales Amounts-Change 2 QTD-PSF Amounts-Last Year 3 QTD-PSF Amounts-Change 4 QTD-Percent Change 5 YTD-Gross Sales Amounts-Last Year 6 YTD-Gross Sales Amounts-Change 7 YTD-PSF Amounts-Last Year 8 YTD-PSF Amounts-Change 9 YTD-Percent Change 10 CYP-Gross Sales Amounts-This Year 11 CYP-Gross Sales Amounts-Last Year 12 CYP-Gross Sales Amounts-Change 13 CYP-PSF Amounts-Last Year 14 CYP-PSF Amounts-Change 15 CYP-Percent Change
QTD-PSF Amounts-This Year	1 QTD-Gross Sales Amounts-This Year 2 QTD-Gross Sales Amounts-Change 3 QTD-PSF Amounts-Change 4 QTD-Percent Change 5 YTD-Gross Sales Amounts-This Year 6 YTD-Gross Sales Amounts-Change 7 YTD-PSF Amounts-This Year 8 YTD-PSF Amounts-Change 9 YTD-Percent Change 10 CYP-Gross Sales Amounts-This Year 11 CYP-Gross Sales Amounts-Change

	12 CYP-PSF Amounts-This Year
	13 CYP-PSF Amounts-Change
	14 CYP-Percent Change
QTD-PSF Amounts-Last Year	1 QTD-Gross Sales Amounts-Last Year 2 QTD-Gross Sales Amounts-Change 3 QTD-PSF Amounts-Change 4 QTD-Percent Change 5 YTD-Gross Sales Amounts-Last Year 6 YTD-Gross Sales Amounts-Change 7 YTD-PSF Amounts-Last Year 8 YTD-PSF Amounts-Change 9 YTD-Percent Change 10 CYP-Gross Sales Amounts-This Year 11 CYP-Gross Sales Amounts-Last Year 12 CYP-Gross Sales Amounts-Change 13 CYP-PSF Amounts-Last Year 14 CYP-PSF Amounts-Change 15 CYP-Percent Change
YTD-Gross Sales Amounts-This Year	1 YTD-Gross Sales Amounts-Change 2 YTD-PSF Amounts-This Year 3 YTD-PSF Amounts-Change 4 YTD-Percent Change 5 CYP-Gross Sales Amounts-This Year 6 CYP-Gross Sales Amounts-Change 7 CYP-PSF Amounts-This Year 8 CYP-PSF Amounts-Change 9 CYP-Percent Change
YTD-Gross Sales Amounts-Last Year	1 YTD-Gross Sales Amounts-Change 2 YTD-PSF Amounts-Last Year 3 YTD-PSF Amounts-Change 4 YTD-Percent Change

	5	CYP-Gross Sales Amounts-This Year
	6	CYP-Gross Sales Amounts-Last Year
	7	CYP-Gross Sales Amounts-Change
	8	CYP-PSF Amounts-This Year
	9	CYP-PSF Amounts-Change
	10	CYP-Percent Change
YTD-PSF Amounts-This Year	1	YTD-Gross Sales Amounts-This Year
	2	YTD-Gross Sales Amounts-Change
	3	YTD-PSF Amounts-Change
	4	YTD-Percent Change
	5	CYP-Gross Sales Amounts-This Year
	6	CYP-Gross Sales Amounts-Change
	7	CYP-PSF Amounts-This Year
	8	CYP-PSF Amounts-Change
	9	CYP-Percent Change
YTD-PSF Amounts-Last Year	1	YTD-Gross Sales Amounts-Last Year
	2	YTD-Gross Sales Amounts-Change
	3	YTD-PSF Amounts-Change
	4	YTD-Percent Change
	5	CYP-Gross Sales Amounts-This Year
	6	CYP-Gross Sales Amounts-Last Year
	7	CYP-Gross Sales Amounts-Change
	8	CYP-PSF Amounts-Last Year
	9	CYP-PSF Amounts-Change
	10	CYP-Percent Change
CYP-Gross Sales Amounts-Last Year	1	CYP-Gross Sales Amounts-This Year
	2	CYP-Gross Sales Amounts-Change
	3	CYP-PSF Amounts-Last Year
	4	CYP-PSF Amounts-Change
	5	CYP-Percent Change
Square Footage This Year	1	MTD-PSF Amounts-This Year

	2	MTD-PSF Amounts-Change
	3	QTD-PSF Amounts-This Year
	4	QTD-PSF Amounts-Change
	5	YTD-PSF Amounts-This Year
	6	YTD-PSF Amounts-Change
	7	CYP-PSF Amounts-This Year
	8	CYP-PSF Amounts-Change
Square Footage Last Year	1	MTD-PSF Amounts-Last Year
	2	MTD-PSF Amounts-Change
	3	QTD-PSF Amounts-Last Year
	4	QTD-PSF Amounts-Change
	5	YTD-PSF Amounts-Last Year
	6	YTD-PSF Amounts-Change
	7	CYP-PSF Amounts-Last Year
	8	CYP-PSF Amounts-Change
MTD-Empty Months	1	QTD-Empty Months
	2	YTD-Empty Months
QTD-Empty Months	1	YTD-Empty Months
MTD-Abs Chg SF (Absolute Change in Square Footage)	1	QTD-Abs Chg SF
	2	YTD-Abs Chg SF
QTD-Abs Chg SF	1	YTD-Abs Chg SF

The following fields are not affected by the recalculation process, nor does a change to them trigger the process:

- 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 (P15043)

Process Tab

1. Recalculate Amounts

1 = Recalculate related amounts

Blank = Do not recalculate

Use this processing option to determine which method of calculation to use.

Valid values are:

Blank Allow the amount fields to be changed without the automatic
recalculation of related amount fields.

1 Automatically recalculate the related amount fields based on the
changed amount fields.

Working with Expense Participation

In the Real Estate Management industry, the process of billing tenants a pro rata share of operating expenses that are 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 Real Estate 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 Computation Methods

The following table explains the computation methods that the system uses when calculating expense participation:

- A**, Special codes used during expense participation generation to designate Already Billed, Manual Billing, and Suspended Billing records, respectively.
- S**
- 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 use as the share denominator. To determine the average occupied space, the system:
- 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:
- $.80 / .645465 = 1.239418$
as the new gross-up factor.

If the gross-up percentage that you entered is less than the gross-up factor that is calculated by the system using computation method X, the system grosses up the calculation to reflect 100 percent 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:

- $1 / .645465 = 1.549272$
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 that is 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 that is 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 that are involved in the calculation for expense participation. A detailed explanation of this information follows the table:

Step	Explanation	Sample Calculation
1	Class Exposure	500,000.00 USD
1	Fee Rate (on total class exposure)	(x) .055
1	Administration Fee	27,500.00
2	Tenant Exclusion Value	(-) 36,000.00
2	Class Adj. Factor	(x) N/A
2	Gross Up Factor	(x) N/A
2	Transaction Exclusion	(-) N/A
2	Account Exclusion	(-) 12,000.00
2	Adj. Amount 1 (before admin fee)	(+) N/A
2	Fee Rate (on expense class exposure)	(x) N/A
2	Administration Fee	.00
2	Adj. Amount 2 (after admin fee)	(+) 15,750.10
2	Total Exposure	519,250.10
3	Limit – Max (on class)	375,000.00
3	Adj. Exposure	375,000.00
4	Compound Exclusion	(-) N/A
4	Net Exposure	375,000.00
5	Share Factor	(x) .019469
5	Gross Share	7,300.88
6	Limit – Min (on lease)	8,000.00
6	Subgroup Limit	N/A
6	Group Limit	N/A
6	Adj. Share	8,000.00
7	Occupancy Adj. (based on Occupancy Rule)	.838356

7	Net Share	6,706.85
8	Fee Rate (on tenant's net share)	N/A
8	Administration Fee	.00
8	Estimated Billings	(-) 1,825.00
8	Billable	4,881.85

Note

Unless otherwise stated, the setup information that is used in the following steps is supplied from the Tenant E.P. Class Master table (F15012B) and updated from the E.P. Information program (P15012).

Step 1

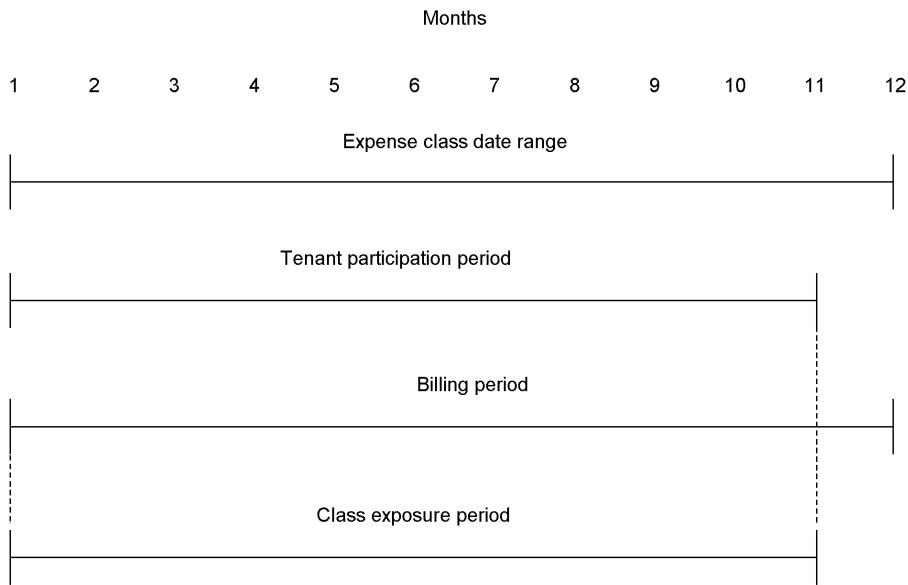
- Identify the operating expenses by business unit (property or building number), account number, and time period.
- Then group these expenses into *expense classes* to make it easier to process and maintain them.

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 that are posted to the accounts which are 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 (F1530).
- Tenant participation period, which is controlled by dates in the Tenant E.P. Class Master table. This 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. Calculation Generation program (R15110) and all previous periods not marked with an X for the billing control ID in the Billing Control Information program (P150111).

The following illustration shows the relationship between these date ranges and the time period for the class exposure. Assume the lease in this example begins on 1/01/2004 and ends on 11/30/2005. The E.P. generation is run for the billing period of 1/01/2005 through 12/31/2005:



In the sample calculation, the class exposure is 500,000 USD.

The administration fee is controlled by the Fee Rate and the Fee Basis fields in the Tenant E.P. Class Master table. The fee basis designates whether the fee is applied to the tenant's net share, the expense class exposure, or the total class exposure. To calculate the fee, the system multiplies the designated amount by the fee rate. In the sample calculation, the total class exposure of 500,000 is multiplied by the fee rate of .055 for a result of 27,500.

Note

Only one (1) administration fee can be charged per E.P. class.

Step 2

8. 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, no adjustment factor exists.
 - 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, no gross-up factor exists.
 - 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 through the E.P. Calculation Revisions program (P15382). In the sample calculation, there is no transaction exclusion.

- Tenant exclusion value, which is supplied by the Exclusion Rule setup in the Tenant Exclusion Header (F150120) and the Tenant Exclusion Detail (F150121) tables. The system stores this exclusion rule or an override value in the Tenant E.P. Class Master table. In the sample calculation, the exclusion value of 36,000 is deducted from the total exposure.
- Account exclusion, which is supplied from the Tenant E.P. Class Master table and the Tenant Account Exclusions table (F1533B). You can enter amounts as dollar or percentage adjustments, at the class, lease, or account level. The system uses this amount to increase or decrease the exposure amount.

For example, the following chart shows the E.P. Adjustments. Remember that the adjustment amount is the amount to include. Also, percent and dollar adjustments are not calculated in the same way.

Adj Lvl	Adj Amount	Adj Calc	Business Unit	Obj Acct
A	100.00	5	15020	6430
A	75.00	6	15020	6440

The account exclusion would be calculated as follows:

Balance for E.P Class	1,400.00	(plus)
Dollar Adj. to account	100.00	(minus)
<u>Percent Adj. to account</u>	<u>75.00</u>	<u>(minus)</u>
Account Exclusion	1,425.00	

Because 100.00 was entered as a positive in the adjustment amount, the program assumes the amount should be added to the class exposure. On the generation, the account exclusion is always subtracted so the 100.00 is written as a -100.00 in order to add it. If you enter the 100.00 as a negative in the adjustment amount, the system subtracts the amount from the class.

Because 75 percent was entered as the percent adjustment to account, the program assumes that 75 percent is included and the balance will be deducted.

In the sample calculation, a dollar account level exclusion of 12,000 is made to further increase the exposure amount.

- 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 that amount is applied before or after the administration fee. In the sample calculation, a 15,750.10 adjustment is added after the administration fee for a new exposure of 519,250.10.
- 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 tenant's net share, the expense class exposure, or the total class exposure. In the sample calculation, no fee is added to the expense class exposure. The fee of 27,500 was added at the total class exposure in step 1.

Note

Only one (1) administration fee can be charged per E.P. class.

Step 3

9. 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 519,250.10 is greater than the class limit of 375,000. Therefore, the adjusted exposure is 375,000.

Step 4

10. 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, no compound exclusion is applied.

Step 5

11. 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. Or it can be based on a Share Factor Denominator. The Share Factor Denominator is setup in the Share Factor Denominator Header (F150122) and the Share Factor Detail (F150123) tables, and is entered in the Tenant E.P. Class Master table.

This information is controlled by the 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 375,000 net exposure is multiplied by a .019469 factor for a gross share of 7,300.88.

Note

When a calculation within the expense participation process involves division as a 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

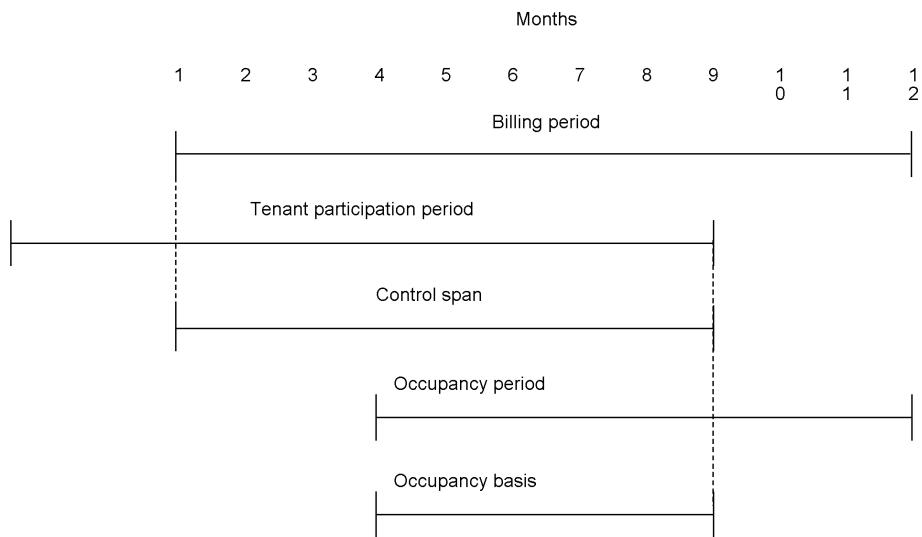
12. Compare the gross share to the following three limits:
 - *Share* – either minimum or maximum
 - *Subgroup*
 - *Group*.
13. Select the amount to become the *adjusted share*.
If the total of the related classes with a group or subgroup exceeds the common limit, the limit amount is prorated to determine the adjusted share for each class. The prorating is based on the gross share for each class. In the sample calculation, the share limit for the lease is 8,000 and is a minimum limit. Therefore, the adjusted share is 8,000.

Step 7

14. 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. Calculation Generation program and all previous periods not marked with an X for the billing control ID in the Billing Control Information program (P150111).
- *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. Assume the lease in this example begins 10/01/2004 and ends on 09/30/05, but occupancy is through 12/31/2005:



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, half month, and daily). In the sample calculation, the 8,000 adjusted share is multiplied by a .838356 occupancy adjustment factor for a net share of 6,706.85.

Step 8

The final step in the E.P. calculation can include the following tasks:

15. Increase the net share by an administration fee.

The Fee Rate and Fee Basis field in the Tenant E.P. Class Master table control this fee. The fee basis designates whether the fee is applied to the tenant's net share, the expense class exposure, or the total class exposure. 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 total class amount in Step 1. Therefore, in this case, the fee is Step 8 is not applicable since only one (1) administration fee can be charged per E.P. class.

16. Reduce it by the estimated billings.

These billings are selected from the A/R Ledger table (F03B11) or the A/P Ledger table (F0411), and are identified by the related billing/receipt code that is specified in the E.P. Information setup, lease (document 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 program 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 1,825 are subtracted from the net share for a billable amount of 4,881.85.

Setting Up E.P. Classes

To process and maintain operating expenses shared by tenants more easily, 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

Setting Up Tenant Exclusion Rules

Tenant exclusion rules allow you to exclude certain tenant contributions from the total class exposure. These exclusions can be based on an expense participation (EP) unit type or an area type value, or both. When you set up an exclusion rule, you can also specify up to ten bill codes. The Expense Participation Calculation Generation program (R15110) calculates the contributions for the input types that have an area value that is greater than the area value specified, for any of the bill codes specified. The EP class exposure is reduced by this amount.

When you use tenant exclusions, the system uses the information in the Gross Lease Occupied Area Table (F15141) to determine which units match the criteria. It then deducts the contribution amounts from the EP class exposure. The exclusion method (or area

method) determines which value to retrieve from the Gross Lease Occupied Area Table when it calculates the exclusion amount.

You add the tenant exclusion rule to the Expense Participation Information program (P15012) for each lease. You can set up the tenant exclusion rule to apply only to specific lines. You can also add an exclusion override to EP information, which allows you to override the calculated exclusion amount for each applicable line.

► **To create tenant exclusion rules**

From the Expense Participation menu (G1523), choose Tenant Exclusion Revisions.

1. On Work with Tenant Exclusions, click Add.
2. On Tenant Exclusion Revisions, complete the following fields:
 - Tenant Exclusion Rule
 - Description
 - Area Method
 - Area Type
3. Complete the following optional fields in the detail area and click OK:
 - EP Unit Type
 - Tenant Exclusion Area Value
 - Bill Code 1

You can use Bill Codes 1 – 10.

► **To add tenant exclusion rules to EP information**

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, locate a lease and click Select.
2. On E.P. Information Revisions, complete the following fields:
 - Tenant Exclusion Rule
 - Exclusion Override
 - Share Factor Denominator

You can use these fields only in conjunction with computation methods B and P (building square footage and property square footage, respectively).

See Expense Participation Computation Methods for more information.

3. Click OK.

Working with the Share Factor Denominator

The share factor denominator allows you to exclude certain units from the denominator portion of the expense participation (EP) calculation. You base these exclusions on an EP unit type or area value, or both. The Expense Participation Calculation Generation program (R15110) calculates the denominator by totaling all of the units for the building or property, based on the computation method that is used in the E.P. Class Information program (P1530), excluding all units that are equal to the EP unit type and that have an area value greater than the corresponding area value.

After creating a share factor denominator, you then add it to the EP information for all applicable leases and tenant exclusions. This value can be different for each line of EP information.

When you revise the denominator, you can also set up a cap value. The cap value is a percentage of the gross leaseable area (GLA) for the building or property. The system compares the calculated denominator to the cap value and uses the greater of the two values as the denominator for the EP calculation.

As you revise the share factor denominator, the system uses information in the Gross Lease Occupied Area Table (F15141) to determine which unit area values match the criteria to be excluded from the denominator.

► To create a share factor denominator

From the Expense Participation menu (G1523), choose Share Factor Denominator Revisions.

1. On Work with Share Factor Denominator, click Add.
2. On Share Factor Denominator Revisions, complete the following fields:
 - Share Factor Denominator
 - Share Factor Description
 - Area Method
 - Area Type
3. Complete the following optional field:
 - Cap Value
4. In the detail area, complete the following fields:
 - EP Unit Type
 - Share Factor Area Value
5. Click OK.

► To add the share factor denominator to leases and tenant exclusions

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, locate the lease and click Select.

2. On E.P. Information Revisions, complete the following field:
 - Share Factor Denominator
3. Click OK.

Setting Up Expense Participation 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
- Tenant Exclusion Rule
- Exclusion Override
- Share Factor Denominator
- 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

Processing Options for Expense Participation Information (P15012)

Display Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify how the system displays the tax fields.

Valid values are:

Blank Display of tax fields is controlled by Property Management

Constants.

- 0 Display tax fields
 - 1 Do not display tax fields. If this option is set to 1, it overrides the Tax Suppress field in the Property Management System
- Constants.

Edits Tab

1. Edit Dates Against Lease Master

Blank = Bypass editing

1 = Edit dates

Use this processing option to specify whether the system validates expense participation entries against the beginning and ending dates in the Lease Master. Valid values are:

Blank Do not validate expense participation entries.

1 Validate expense participation entries.

If you set this processing option to 1, the system will allow you to enter only expense participation entries with dates that occur within the beginning and ending dates of the lease. If this processing option is left blank, the system will accept all entries.

Defaults Tab

1. Search Default For Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to specify the default search value of the lease version on the Work with E.P. Information form.

*LAST Displays the version of the lease with the latest lease version effective date.

*CURRENT Displays the version of the lease that is effective as of the system date.

Currency Tab

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether to override the transaction currency code that defaults from the lease. If the system allows an override, you can change the transaction currency when a line is entered or before a line is billed. This value locks after the line is billed. If the system does not allow an override, the transaction currency code value displays, but it is disabled for changes. Valid values are:

Blank

The system allows overrides of the transaction currency.

1

Use the transaction currency code that defaults from the lease

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

IUse this processing option to specify whether to override the exchange rate that either

defaults from the lease or opens from the Exchange Rate table (F0015) at billing generation. If the system allows an override, the exchange rate can change at any time. If the system does not allow an override and an exchange rate value has been entered for the lease, that value displays, but the exchange rate value on the form is disabled for changes. Valid values are:

Blank

The system allows overrides for the exchange rate.

1

Use the exchange rate that defaults from the lease or leave blank to open at billing generation

Creating a New Version of a Lease

While setting up expense participation information, you can create a new version of a lease with different expense 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 expense participation 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 of a lease

From the Expense Participation menu (G1523), choose E.P Information.

1. On Work with Leases, to locate the version of the lease for which you want to enter new expense participation information, click Find.
2. Select the lease and from the Row menu, choose Revisions.
3. On E.P. Information Revisions, choose the expense information that you want to duplicate in the new version.
4. From the Row menu, choose Version.

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.

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.

Generating Expense Participation 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).

Note

If the total of the class exposure is a negative amount, the program stops further calculations and does not generate a billing for that record.

The generation type processing option determines whether the system generates calculations for actual billings (type 2) or estimated billings (type 6).

Note

The billing period that you specify in the data selection must be the same as the billing period that you specify in the processing option for Billing Period Number. The Billing Period Data field must contain an X to match the code for the billing frequency.

Also, if you are working with tenant exclusions, you should first run the E.P. Calculation Generation program over leases with the specified EP unit types, area values, or both, to deduct those amounts from subsequent generations of leases that have specific tenant exclusions set up.

Processing Options for Expense Participation Calculation Generation (R15110)

Process Tab

1. Billing Period Number

Use this processing option to enter the billing period number for which the system generates invoices.

2. Fiscal Year

Use this processing option to enter the fiscal year you wish to process. This is the fiscal year of the billing period number entered in the previous processing option.

For example, if you are generating expense participation for a lease on a regular calendar year (January through December) and you want to generate expenses for June 2002, you would enter '06' as the period number and '02' as the fiscal year. If you are generating expense participation for a lease on an irregular fiscal pattern (for example, July through June), and you want to

generate expenses for June 2002, you would enter '12' as the period number and '01' as the fiscal year. (Fiscal Year 2001 encompasses July 1, 2001, through June 30, 2002, in this example. The ending date of the first period determines the fiscal year).

WARNING: Do not process leases with different fiscal patterns within one generation. Set up different versions by company, building/property or lease for each different fiscal pattern.

3. Generation Type

Use this processing option to select the Generation Type for the calculated records. Valid values are:

- 2 E.P. Billings. A value of 2 will create a batch of billing records with a generation type of 2. The system will then recognize these billings being generated as E.P. Billing records.
 - 6 Estimated E.P./Recurring Billings. A value of 6 will create a batch of billing records with a generation type of 6. The system will then recognize these billings being generated as Estimated E.P./Recurring Billing records.
-

Select Tab

1. Area Log Class

Use this processing option to limit retrieval of building or property square footage to a single log class. Use this option to select the proper square footage amount if you have multiple building or property log lines set up with the same Expense Participation Code (EPCD). The system uses this square footage amount in the share factor calculation when using the building or property as the denominator.

2. Area Amenity ID

Use this processing option to limit retrieval of building or property square footage to a single combination of log class and amenity ID. Use this option to select the proper square footage amount if you have multiple building or property log lines set up with the same Expense Participation Code (EPCD) and the same log class. The system uses this square footage amount in the share factor calculation when using the building or property as the denominator.

3. Prorate Base Exclusion Amount

Blank = Do not prorate

1 = Prorate using occupancy factor

Use this processing option to instruct the system to prorate the base exclusion amount using the occupancy factor. Valid values are:

Blank Do not prorate.

1 Prorate the base exclusion amount using the occupancy factor.

4. Receivables or Payables

Blank = Create receivable invoices

1 = Create payable vouchers

Use this processing option to define whether invoices (receivables) or

vouchers (payables) will be processed in the generation. Valid values are:

Blank Process leases with a blank Lessee flag. This will create receivable invoices.

1 or Y Process leases with a non-blank Lessee flag. This will create payable vouchers.

Note: The Lessee flag is located on the Lease Master screen (P1501) and only one type of lease can be processed per single generation.

Expenses Tab

1. Override Ledger Type

Use this processing option to enter an override ledger type for extracting account transactions. The system uses this ledger type to identify the account transactions used to accumulate expenses. The cash/accrual marker in the E.P. Class Information program (P1530) determines the default ledger type. AA is the accrual ledger type (a blank cash/accrual flag) and AZ is the cash ledger type (an A cash/accrual flag). This option allows you to specify a different ledger type to extract budgeted expenses for estimated expense participation.

2. Extract Account Transactions

1 = Extract Account Balances (F0902)

2 = Extract Detailed Transactions (F0911)

Use this processing option to determine whether the account transactions should be extracted from the Account Balances table (F0902) or from the Detailed Account Ledger table (F0911). Valid values are:

- 1 Use the Account Balances table (F0911) to extract expense amounts (default).
-

-
- 2 Use the detailed Account Ledger table (F0911) to extract expense amounts.

3. Adjustment Ledger Type

Use this processing option to enter the ledger type for extracting expense adjustments. If you leave this field blank, the system does not extract expense adjustments.

4. Account Range Inclusion

Blank = Combine Object and Subsidiary Accounts

1 = Separate Object and Subsidiary Accounts

Use this processing option to specify which accounts to include in the expense class. Valid values are:

Blan

Combine object and subsidiary accounts. Includes all accounts greater than or equal to the From object account and subsidiary, and less than or equal to the To account and subsidiary. For example, if the From values equal 5000.010, and the To values equal 59999.020, all accounts between these values are included (account 5555.040 is included).

1

Use separate comparison for object and subsidiary accounts. Includes all accounts with object accounts between the From and To object accounts as well as subsidiary accounts between the From and To subsidiary accounts. For example, if the From values equal 5000.010, and the To values equal 59999.020, all accounts with objects between 5000 and 59999 as well as subsidiary accounts between 010 and 020 are included (account 5555.040 is not included)

Billings Tab

1. Amount to Reconcile

Blank = Estimated billings

1 = Estimated less adjustments

2 = Payments to estimated billings

Use this processing choose an amount to reconcile with current billings. Valid values are:

Blank Reconcile estimated billings. The amount retrieved is the total of all amounts billed.

1 Reconcile estimated billings less adjustments. The amount retrieved is the total of all billed amounts less any adjustments. This is calculated as the total of all gross amounts, as adjustments that reduce the amount of the invoice are already recorded as negative amounts.

2 Reconcile payments to estimated billings. The amount retrieved is the amount of recorded payments. Payments are the difference between the net billings (billings less adjustments) and the amount still open. The system also includes open amounts from unapplied cash invoices as payments.

2. A/R or A/P Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Use this processing to choose a date for retrieving Accounts Receivable or

Accounts Payable information. You can use this option to specify a date other than the invoice date for retrieving account information. The system includes open amounts from unapplied cash invoices as payments. Valid values are:

Blank Invoice Date

- 1 Due Date
- 2 Service/Tax Date
- 3 G/L Date

3. Override Begin Date

Use this processing to override the begin date to locate Accounts Receivable or Accounts Payable information. This processing option is only valid if versioning is not active

4. Override End Date

Use this processing to override the end date to locate Accounts Receivable or Accounts Payable information. This processing option is only valid if versioning is not active

Print Tab

1. Summary or Detail Report

Blank = Summary report

1 = Detail report

Use this processing option to specify whether the system generates a detailed or summary report. Valid values are:

Blank

Print a detail report (R1538).

1

Print a summary report (R1538S).

Note: The system runs only one report through the EP Billing Generation program (R15101). If you need to run both detailed and summary reports, you must run the additional report from the Expense Participation menu (G1523)

Versions Tab

1. EP Extraction Register (R1532)

Blank = XJDE0001

Use this processing option to define the version of the EP Extraction Register report (R1532) to print when generating the expense participation billings.

If you leave this processing option blank, the system uses the default version XJDE0001.

2. EP Billing Register (R1538S/R1538)

Blank = XJDE0001

Use this processing option to define the version of the EP Billing Register report (R1538/R1538S) to print when generating the expense participation billings.

If you leave this processing option blank, the system uses the default version XJDE0001.

3. Class Adjustment Listing (R1535)

Blank = No report

Use this processing option to define the version of the Class Adjustment

Listing report (R1535) to print when generating the expense participation billings.

If you leave this option blank, the system does not execute the Class Adjustment Listing report.

Deleting Unposted Expense Participation Batches

From the Expense Participation menu (G1523), choose E.P. Batch Delete.

You can delete unposted E.P. batches. You cannot delete other types of unposted batches with this program. The system updates the information in the OW Billings Generation Control Master table (F15011B) and deletes information from the following tables:

- Batch Control Records (F0011)
- Tenant/Lease Billings Detail Master (F1511B)
- Billings Detail Batch Summary (F1511B1)
- EP Billing Register Work File (F1538B)
- Estimated E.P. Recurring Billing Work File (F1502WB)

Processing Options for E.P. Batch Delete (R158061)

Process Tab

1. Batch Number

Use this processing option to specify the batch number for the records that you want to delete

2. Edit or Update

Blank = Edit mode

'1' = Delete records

Use this processing option to specify whether to update the files or run the batch delete in edit mode only. Valid values are:

Blank

Do not perform an update against the files. This value runs the batch delete program in an edit mode.

1

Perform an update against the files. The records that the system identifies with the specified batch number are deleted from the files outlined in the processing option selections for this program

Revising Expense Participation Calculations

You use the E.P. Calculation Revisions program to review and revise the calculations that are 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, option, or use the QBE line and click Find:
 - Batch Number
 - Lease
 - Tenant
 - Building
 - Display History Records
 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
 - Admin Fee
 - Fee Rate
 - Exclusion Rule
 - Excl. Value
 - Adj Factor
 - Gross Up Fct
 - Trans Excl
 - Acct Excl/Adj
 - 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
- Share Factor Denominator
- Cap %
- Cap Amount
- 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. The total billable amount is not affected when you change the following fields:

- Exclusion Rule
 - Share Factor Denominator
 - Cap %
 - Occup Rule
 - Comp (Dates Computation Method)
 - E.P. Code.
-

7. Click OK.

Processing Options for EP Calculation Revisions (P15382)

Process Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1= Suppress display of tax fields

Use this processing option to specify how the system displays the tax fields.

Valid values are:

Blank Display of tax fields is controlled by Property Management

Constants.

0 Display tax fields

1 Do not display tax fields. If this option is set to 1, it
overrides the Tax Suppress field in the Property Management System
Constants.

Versions Tab

1. EP Information (P15012) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Expense Participation Information program (P15012) when you select the Expense Participation form exit.

If you leave this processing option blank, the system uses version ZJDE0001.

Generating Expense Participation 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 (R15101)

Process Tab

1. Batch Number to Process

Use this processing option to specify which batch number the system will use to process the Expense Participation Billings Work File Generation.

2. G/L Date

Use this processing option to specify the date the system uses as the G/L date when posting transactions to the Accounts Receivable, Accounts Payable and General Ledger tables.

3. Inflation Rate For Recurring Billings

Use this processing option to specify the inflation rate which the system will apply to recurring billing amounts. Enter the percentage as a decimal, for example 5% is entered as 0.05.

The inflation rate you enter will be applied to the recurring billing records.

This processing option is recognized by the E.P. Generation process if a version number was entered for the Estimated E.P. Recurring Billing

Edit/Update Report (R15113).

Versions Tab

1. Billing/Edit Register (R15300) Version

Blank = Omit report

Use this processing option to specify the version of the Billing/Edit Register (R15300) that the system will print when generating the expense participation billings.

If you leave this processing option blank, no report will print.

2. Estimated EP Edit Report (R15113)

Blank = Omit report

Use this processing option to define the version of the Estimated EP Edit/Update report (R15113) that the system will print when generating the expense participation billings. This report will run in edit mode only.

If you leave this processing option blank, no report will print.

Reviewing Batches of Expense Participation 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 that is 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. Ensure that you 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 of the 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 that is generated by the Manual Billing program. See *Generating the Billing Edit/Register* for more information.

Posting Invoices

From the Expense Participation menu (G1523), choose Post Invoices.

The Real Estate Management system has its own version of the posting program. Before posting invoices, the system places all of the 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. Ensure that you set the batch type processing option to 2B for invoices.

Note

When you post a batch that was in G/L Error status, ensure that you 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 of the 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. Ensure that you set the batch type processing option to / for vouchers.

Note

When you post a batch that was in G/L Error status, ensure that you 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 Expense Participation 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, ensure that you 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 (R15102)

Process Tab

1. Batch Number to Process

Use this processing option to enter the batch number to process for the Estimated Expense Participation Billings Work File Generation.

2. Inflation Rate

Use this processing option to enter an inflation rate that the system applies to recurring billing amounts. Valid values are:

% Percent applied to the recurring billing records. Enter values as follows: for example, enter '.05' for 5%.

When a version number is entered for the Estimated E.P. Recurring Billing Edit/Update report (R15113), the expense participation process recognizes this

processing option.

Versions Tab

1. Estimated EP Edit Report (R15113)

Blank = Omit Report

Use this processing option to define the version of the Estimated EP Edit/Update report (R15113) to print when the system generates expense participation billings. This report runs in edit mode only.

If you leave this processing option blank, no report will print.

Updating Estimated Expense Participation 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 (R15113)

Process Tab

1. Batch Number to Process

Use this processing option to enter the batch number you wish to process. The system assigns the batch number when you run the Estimated E.P. Generation report (R15111).

2. Copy Area From Work Table

Blank = Do not populate area value

1 = Copy area from work table

Use this processing option to copy the area value (for example, square footage amount) from the work file into recurring billings. This option lets you control whether the system copies the area values during the billing generation into the newly created recurring billing record.

3. Override Description**Blank = Use default remark****1 = Use bill code extension description**

Use this processing option to use the description from the bill code extension table (F1512) as the remark for the entries in the recurring billing table.

Valid values are:

- Blank Use the default remark of "Estimated Expense Participation".
- 1 Use the bill code extension description.

4. Copy Area from Work Table**Blank = Do not populate Area value****1 = Copy Area from Work Table****5. Override Description****Blank = Use Default Remark****1 = Use Bill Code Extension Description**

Defaults Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify how the system displays the tax fields.

Valid values are:

Blank Display of tax fields is controlled by Property Management
Constants.

0 Display tax fields

1 Do not display tax fields. If this option is set to 1, it
overrides the Tax Suppress field in the Property Management System
Constants.

2. Billing Frequency Code

Use this processing option to enter the default billing frequency code that
the system uses in the recurring billing records.

If an existing recurring billing record is suspended and a new record is
created, the system uses the billing frequency of the existing recurring
billing record for the newly created record.

Print Tab

1. Print Edit Report

Blank = Report only

1 = Update recurring billing table

Use this processing option to specify whether the system writes records to the
recurring billing table or prints an edit report. Valid values are:

Blank Run the program in edit mode. The Estimated E.P./Recurring Billing Edit/Update report (R15113) prints, but recurring billing records are not generated.

- 1 Print the Estimated E.P./Recurring Billing Edit/Update report and update recurring billing records.

2. Months in billing term

3. Override Begin Date

4. Suppress Catch-Up Billings

Blank = Create Catch-Up Billings

1 = Suppress Catch-Up Billing Creation

5. Catch-Up Billing Option

Blank = Estimated Billings

1 = Estimated Billings Less Adjustments

2 = Payments to Estimated Billings

Select Tab

1. Effective Date Selection

1 = Start date of the expense span

2 = Month after end date of expense span

Use this processing option to select the beginning effective date of the recurring billing records. Valid values are:

- 1 Use the start date of the expense span as the beginning effective date of the recurring billing records. The expense span, also known as the

Control Span, is defined as the time period where the billing period and the occupancy period overlap. (Default)

- 2 Use the month after the end of the billing period as the beginning effective date for the recurring billing records.

2. Months To Billing Term

Use this processing option to enter the number of months to be added to the beginning effective date to define the billing term. The system adds the number of months that you specify to the beginning effective date, which defines the billing term of the recurring billing records.

3. Override Beginning Effective Date

Use this processing option to enter the date that the system uses as the beginning effective date, which overrides the previously selected beginning effective date. If you enter a date, the system ignores any previous processing option entries that specify a beginning effective date, and uses this date as the beginning effective date for the recurring billing records.

4. Catch-Up Billings

Blank = Create catch-up billings

1 = Suppress catch-up billing creation

Use this processing option to determine whether the system creates catch-up billing records within this billing generation. Valid values are:

Blank Create catch-up billing records.

1 Do not create catch-up billing records.

5. Catch-Up Billing Calculation Method

Blank = Estimated billings

1 = Estimated billings less adjustments

2 = Payments to estimated billings

Use this processing option to select the method that the system uses to calculate catch-up billings. Valid values are:

Blank Retrieve the total of all amounts billed.

- 1 Retrieve the total of all billed amounts less any adjustments. This is calculated as the total of all gross amounts, because adjustments that reduce the amount of the invoice are already recorded as negative amounts.
- 2 Retrieve the amount of recorded payments. Payments are the difference between the net billings (billings less adjustments) and amount still open. The system also includes open amounts from unapplied cash receipts as payments.

6. Receivables/Payables Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Use this processing option to select the date that the system uses to retrieve Accounts Receivable or Accounts Payable information. You can use this option to specify a date other than the invoice date for retrieving Accounts Receivable or Accounts Payable information. Valid values are:

Blank Invoice Date

- 1 Due Date
 - 2 Service/Tax Date
 - 3 G/L Date
-

Thresholds Tab

1. Threshold For Change Amount

Use this processing option to enter a threshold for the change amount. This processing option lets you keep insignificant billing amounts from updating recurring billings by specifying a minimum change amount that must be exceeded prior to any updating.

2. Threshold for Change Percent

Use this processing option to enter a threshold for the change percent. This processing option lets you keep insignificant billing amounts from updating recurring billings by specifying a minimum change percent that must be exceeded prior to any updating.

3. Threshold Calculation

Blank = Must exceed amount and percent

1 = Must exceed amount or percent

Use this processing option to determine whether the system uses the calculated threshold change to update recurring billings. Valid values are:

Blank Update recurring billings when the change exceeds the amount and

-
- the percent threshold.
- 1 Update recurring billings when the change exceeds the amount or the percent threshold.
-

Generating Estimated Expense Participation 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, ensure that you 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 (R15114)

Process Tab

1. Generation Date

Blank = System date

Use this processing option to enter the generation date of the billing records. The system uses this date to qualify records for the billing generation. This generation date must fall within the following dates:

Lease Beginning and Ending Dates

Lease Log Line Effective Dates
Building Beginning and Ending Dates
Building Log Line Effective Dates
E.P. Information Effective Dates

Note: Set up the Building Log Lines with an E.P code to connect them with the proper E.P. Information records (F15012B).

2. Recurring Billing Start Month

Use this processing option to enter the month in which the recurring billing should begin. This number represents the month that is the beginning effective date for the newly created recurring billing record.

3. Recurring Billing Start Year

Use this processing option to enter the year in which recurring billing should begin. This number represents the year that is the beginning effective date for the newly created recurring billing record.

4. Log Class for PSF Amounts

Use this processing option to enter the log class to be used to retrieve per square foot (PSF) amounts. This value identifies the log line that contains the Lease or Building square footage amounts to use.

5. Lease Version to Process

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to determine which lease version that the system will use when processing records. Valid values are:

Blank Process all versions.

*LAST Process only the lease version that has the latest effective date.

*CURRENT Process only the lease version that is active as of the system date.

Update Tab

1. Update Recurring Billing Work File

Blank = No update

1 = Update table

Use this processing option to update the Recurring Billing workfile (F1502WB).

Valid values are:

Blank This value will instruct the program to run in Edit mode. The Recurring Billing PSF Generation report will print, but the workfile records will not be generated.

1 This value will instruct the program to print the Recurring Billing PSF Generation report and workfile billing records will be generated.

Working with Escalations

In the Real Estate 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.

Useful information about the indices:

- 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 percent. 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.
- 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 Real Estate Management system to calculate the sum of the base and fringe rates, and to establish an index that reflects this amount for each year.
 - Because each building 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.
 - 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. .

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 section describes the escalation process.

Understanding Escalation Terms and Calculation

The following table identifies and illustrates the steps and terms that are involved in the calculation for standard percent escalation. A detailed explanation of this information follows the table.

Field	Explanation	CALCULATION SAMPLE
1	Current index	472.810
2	Base index	462.200
2	Gross percent escalation	0.023
3	Lease factor	x 0.900
3	Factored percent escalation	0.021
4	Minimum percent	> 0.015
4	Maximum percent	> 0.020
	Adjusted percent escalation	0.020

Field	Explanation	CALCULATION SAMPLE
5	Base rent	USD 2,000.00
5	Gross escalated rent	2,040.00
5	Maximum rent	< 2,100.00
5	Net escalated rent	2,040.00
5	Net annual rent adjustment	40.00
5	Periodic adjustment amount	3.33

Note

Unless otherwise stated, the setup information that is 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 that is 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
- Override

Direct Method

- The system selects the value that is defined for the period that is just prior to the next escalation period to be generated.

This selection 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 that are 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 that is 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 percent. 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 percent 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 escalation 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:
Base rent amount x (1 + adjusted percent)
- In a similar way to Step 2 in the calculation, you can use either the original rent or last rent as the base. This amount is supplied from either the Base (Original) Escalation Amount or Last Escalation Amount field. In the sample calculation, the base rent is multiplied by 1.020 for a result of 2,040.00.
- The gross escalated rent is compared with the *maximum rent*, and the smaller amount becomes the *net escalated rent*. The system can use either of the following fields to determine the maximum rent:
 - Maximum Escalated Rent
 - Maximum Per Lease. The system uses the percentage from this field in the following formula to calculate the maximum rent:
Base rent amount x maximum percent
- In the sample calculation, the gross rent is less than the maximum rent, so 2,040.00 becomes the net escalated rent.
- 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:

Current index - base index

- If the field contains 2, the calculation is:

(Current index - base index) / base index

- Calculate the factored escalation. This is also controlled by the PW Computation field.
 - If the field contains 1, the calculation is:

Gross escalation x Porter Wage factor

- If the field contains 2, the calculation is:

Gross percent escalation x Porter Wage factor x 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 that are related to the estimated rent for escalation are suspended as of the day which is 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:

$$(3 \times 150) - (3 \times 100) = 150$$

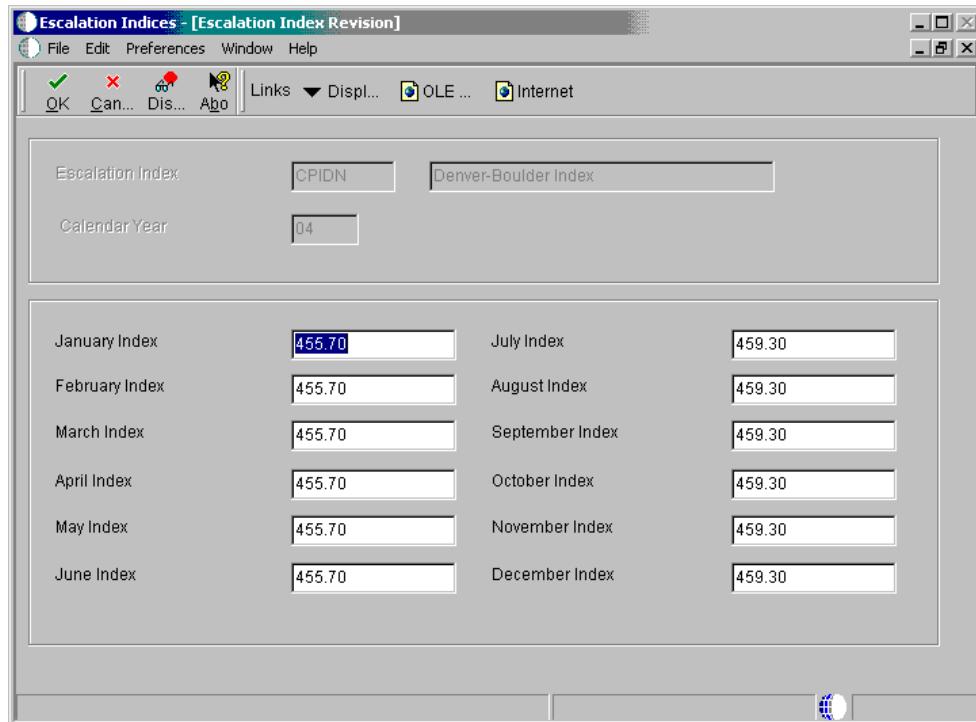
Setting Up Escalation Indices

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.



2. On Escalation Index Revision, complete the following fields and click OK:

- Escalation Index
- Calendar Year
- January Index
through
- December Index

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 (F1511B) and Tenant Escalation Master (F15016B) tables.

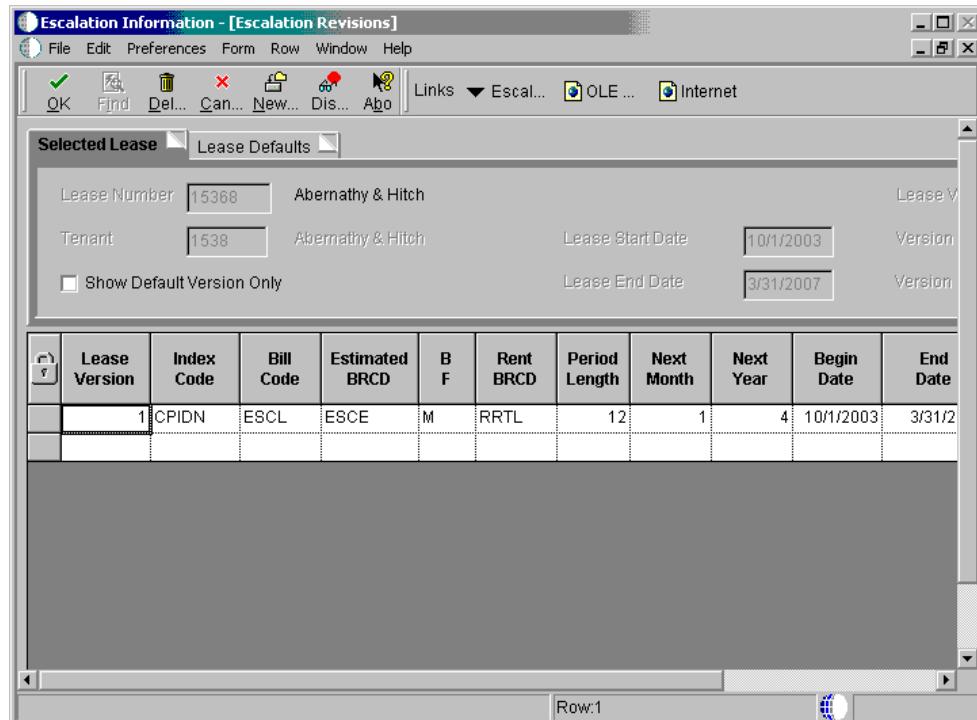
► To set up escalation information

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. Choose the lease and from the Row menu, choose Revisions.

Alternatively, you can choose the lease and click Select.



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

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 and click Select.
5. Make changes as necessary.
6. Click OK and then Close.

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 (R15150)

Process Tab

1. Escalation Generation Date

Use this processing option to enter the generation date for processing escalations. The system uses this date when posting the transactions to the Accounts Receivable table (F03B11) and the General Ledger tables (F0911 and F0902).

2. Date for Retrieving AR/AP Information

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Use this processing option to select a date that the system uses to retrieve Accounts Receivable or Accounts Payable information. You can specify a date

other than the invoice date. Valid values are:

- 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

Use this processing option to prorate the annual escalation billing during this generation. This insures that a lease set up for a partial year is properly billed. Valid values are:

Blank Do not prorate.

- 1 If a recurring billing record that results from this generation is effective for less than a year, the periodic billing amount is adjusted so that the system bills the entire amount of annual escalation.

Select Tab

1. Enter the Desired Start Date

OR

Use this processing option to override the effective beginning date of the recurring billing records resulting from rent escalation. The usual start date is one month after the General Ledger date. The program will use the first non-blank option. Valid values are:

Enter the desired start month date.

Enter a number of months which, when added to the G/L date, will give the desired start date.

Indexes Tab**1. Enter the Desired Month**

AND

Use this processing option to override the year and month when deriving the current index amount. The program will use the month immediately prior to the Next Month and Year in the Escalation billing record. Valid values are:

Enter the desired month.

Enter the desired year.

Enter the number of months which, when added to the Next Month and Year, gives the desired month.

Catch-Up Tab**1. Amount Used for Catch-Up Billings**

Blank = Estimated billings

1 = Estimated billings less adjustments

2 = Payments to estimated billings

Use this processing option to choose an amount to be used for calculating catch-up billings. Valid values are:

Blank Retrieve the total of all amounts billed.

- 1 Retrieve estimated billings less adjustments. The amount retrieved is the total of all billed amounts less any adjustments. The amount calculated is the total of all gross amounts, because adjustments that reduce the amount of the invoice are already recorded as negative amounts.
- 2 Retrieve the amount of recorded payments. Payments are the difference between the net billings (billings less adjustments) and open amounts. The system also includes open amounts from unapplied cash invoices as payments.

2. Bypass Calculation of Catch-Ups

Blank = Issue catch-up billings

1 = Bypass calculation

Use this processing option to bypass the calculation of catch-up billings or issue catch-up billings but not credits. Valid values are:

- Blank Control the generation of catch-up billing records to include only positive amounts.
- 1 Suppress the calculation of catch-up billings.

3. Unbilled and Estimated Escalations

Blank = Do not exclude

1 = Exclude unbilled and estimated

Use this processing option to control whether the system should exclude the unbilled, estimated escalations from the calculation of catch-up billings.

Valid values are:

- Blank Include unbilled, estimated escalations from the calculation of catch-up billings.
- 1 Exclude unbilled, estimated escalations from the calculation of catch-up billings.

4. G/L Date for Catch-Up Billings

Blank = Generation Date

Use this processing option to specify a different General Ledger date for the catch-up billing records. If you leave this option blank, the G/L date will be the same as the generation date.

Versions Tab

1. Calculation Register (R1548) Version

Blank = XJDE0001

Use this processing option to define the version of the Escalation Calculation

Register report (R1548) to print when generating the escalation billings.

If you leave this processing option blank, the system uses the default version XJDE0001.

2. Billing/Edit Register (R15300)

Blank = XJDE0004

Use this processing option to define the version of the Billing/Edit Register report (R15300) to print when generating the escalation billings.

If you leave this processing option blank, the system uses the default version ZJDE0001.

Reviewing Batches of Escalation Billing Transactions

Real Estate 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, ensure that you 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. See *Generating the Billing Edit / Register* for more information.

Reviewing and Updating Escalation Information without Posting

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:

17. Provides the Last Period Start-Month and Year fields with the date from the Next Period Start-Month and Year fields
18. 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
19. 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
20. Provides the Last Index field with the current index from the respective calculation
21. 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 Real Estate 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. Ensure that you set the batch type processing option to 2B for invoices.

Note

When you post a batch that was in G/L Error status, ensure that you 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. Ensure that you set the batch type processing option to / for vouchers.

Note

When you post a batch that was in G/L Error status, ensure that you 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)
- Product Scales Master (F15014B)
- 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.
- Increase the rent amounts in the Recurring Billings Master table (F1502B) by a dollar or percent adjustment. When you select this option, the system creates an audit trail regardless of the value specified in the Create an Audit Trail processing option on the Options tab.

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 (R15090)

Select Tab

1. From Date for Lease Selection

Use this processing option to specify the From date that the system uses for selecting leases. For a specific date, leave the to date for lease selection processing option blank or enter the same date in both options.

2. To Date for Lease Selection

Use this processing option to specify the To date that the system uses for selecting leases. For a specific date, leave this option blank or enter the same date in the From and To date processing options.

3. Date Selection Criteria

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

Use this processing option to specify which lease dates the system uses when selecting leases. Valid values are:

- 1 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and change all end dates to the date entered in the New Lease End Date processing

option.

- 2 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of days entered in the Increment Days/Month processing option.
- 3 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option.
- 4 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option and set the end date to the last day of the month.

4. New Lease End Date

Use this processing option to enter the new end date for the selected leases, which is based on the Date Selection Criteria option. If you have set the Date Selection Criteria option to 1, the system uses the date you enter here as the new end date for all leases in the specified range.

5. Increment Days/Months

Use this processing option to specify the number of days or months the system uses to increment the lease end date, which is based on the Date Selection Criteria option.

If you have set the Date Selection Criteria option to 2, the number you enter here is the number of days the system adds to the lease end date. If you set the Date Selection Criteria option to 3 or 4, the number you enter here indicates the number of months the system adds to the lease end date. (Maximum

increment = 999).

6. Last Day of Month

Use this processing option to extend the new lease end date to the last day of the new month, if the current end date is the last day of the month. For example, assume that the current lease end date is February 28th and you are extending the lease for six months. If you activate this processing option, the new lease end date changes to August 31st. In this example, if you had not activated this processing option, the system would have assigned a new lease end date of August 28th. Valid values are:

Blank

Extend the new end date of the lease to the same day in the new lease end month as the current lease end day.

1

Extend the new lease end date to the last day of the new lease end month

Options Tab

1. New Bill Code

Blank = Uses existing bill code

Use this processing option to enter the new bill code for recurring billing records created by holdover. If you leave this field blank, the system uses the bill code of the existing record.

2. Create an Audit Trail

Blank = Update existing records

1 = Create an audit trail

Use this processing option to create an audit trail for recurring billing records. Valid values are:

Blank Update existing records.

- 1 Create an audit trail of recurring billing records by suspending current records and creating new billing records.

3. Adjustment Indicator

Blank = Adjustment entered as percentage

1 = Adjustment entered as dollar value

Use this processing option to specify whether to enter the corresponding Adjustment Amount as a percentage or a dollar value. Valid values are:

Blank

Use the corresponding amount as a percentage value (default).

Use the corresponding amount as a dollar value

4. Enter Adjustment Amount

Use this processing option to specify the amount by which to increase the gross amount for recurring billing records. If the adjustment indicator is equal to 1, the system adds the increase to the gross amount. If the adjustment indicator is blank, the system multiplies the increase by the gross amount.

Note: Enter a percentage value as a whole number, for example, enter 5 1/4% as 5.25

5. Adjustment Currency Code

Use this processing option to specify the currency code of recurring billing records. If the Adjustment Indicator processing option is blank, or if Currency Processing in G/L Accounting Constants is set to N, the system ignores this processing option

6. Taxable Amount Adjustment

Blank = No Change to Taxable Amount

1 = Increase Taxable by Dollar Amount

2 = Increase Taxable by Percentage

Use this processing option to specify how to modify the Taxable Amount. The system uses this processing option when the Gross Amount is not equal to the Taxable Amount and both amounts are greater than zero. The system adjusts the Gross Amount based on the Adjustment Indicator and Adjustment Amount. Valid values are:

Blank

Do not adjust the Taxable Amount.

1

Adjust the Taxable Amount by the DOLLAR change to the Gross Amount.

2

Adjust the Taxable Amount by the PERCENTAGE change to the Gross Amount.

Note: If the original Gross Amount and Taxable Amount are equal, this option is ignored and both values are increased by the adjustment amount

Update Tab

Expense Participation Information

Use this processing option to specify which records the system updates with new end dates for the specified leases in the following 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)

Product Scales Master (F15014B)

When you update these tables, the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017) are updated as well.

Note: You must update the Product Scales Master table (F15014B) manually

Bill Codes Tab

1. Select / Omit Bill Codes

Blank = Select all

S = Select specific bill codes

O = Omit specific bill codes

Use this processing option to select or omit bill codes from the Update Holdover process. You can select up to six bill codes. Valid values are:

- Blank Include all bill codes.
 - S Include only the selected bill codes.
 - O Omit the selected bill codes.
-

Print Tab

1. Print Edit Report

Blank = Edit report only

1 = Update holdover dates

Use this processing option to update the holdover dates or print an edit report. Valid values are:

- Blank Print an edit report only without allowing updates.
- 1 Update the holdover dates and update the tables.

2. FASB 13 Regeneration

Blank = No FASB 13 update

1 = Regenerate FASB 13 records

Use this processing option to allow the regeneration of FASB 13 records that were updated by the holdover process. Valid values are:

- Blank Do not update FASB 13 tables.
 - 1 Regenerate FASB 13 records.
-

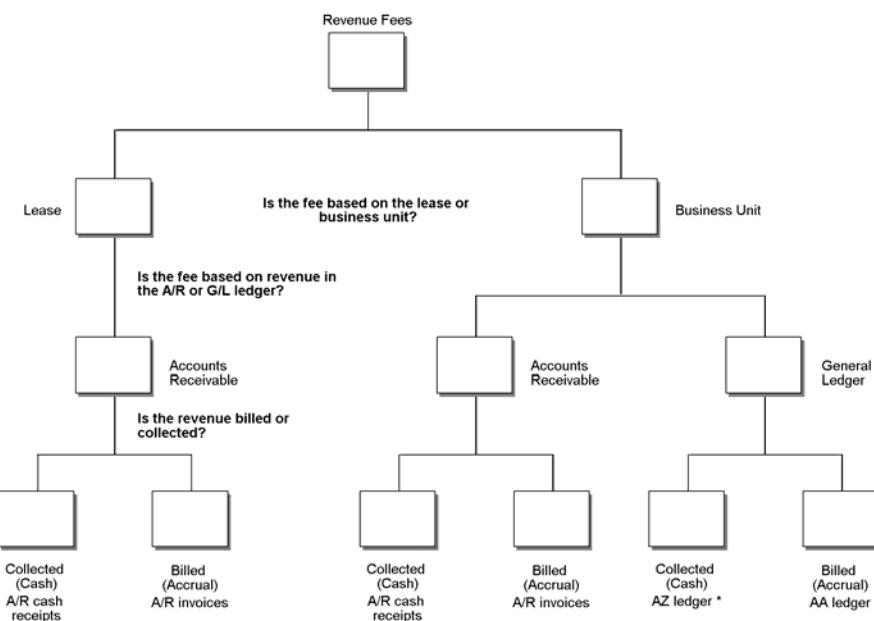
Working with Revenue Fees

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. If you bill one party and pay another, you can create a single journal entry to offset the revenue and expense accounts that are associated with the invoice and voucher specifications. 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 immediately or pay the commission in increments. Commissions are based on rent only.

The revenue can be the amounts that have been either billed or collected (an accrual or cash basis, respectively). This action is controlled by the fee table.

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.

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 Business Unit Fee Information

When setting up business unit fee tables, ensure that you follow these guidelines:

- 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 related revenue, you specify a bill code for a single account such as RRTL. For an account range, you specify the AAI that is related to the beginning account, such as 001B. The system automatically identifies the AAI for the end of the range.

The AAIs for an account range are PM001B (beginning account) and PM001E (ending account). You can define up to 999 different ranges (for example, PM999B and PM999E).

- You can define a detail line for an 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 following formula is used to calculate the fee amount:
Revenue amount x 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.
2. On Revenue Fee Master Revisions, complete the following required fields:

- Fee Type
- Rev B CD
- Fee Rate
- C A
- Rev BU

3. Complete the following optional fields:

- 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.

Setting Up Lease Fee Information

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 that is 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.

Processing Options for Revenue Fee Master Revisions (P1505)

Display Tab

1. Fee Type Screen Format

Blank = Business Unit based

1 = Lease based

Use this processing option to specify which fee type the system uses. Valid

values are:

Blank Use business unit-based fee types

1 Use lease-based fee types

If you set this processing option to 1, the lease field will be included on the form. If you leave this processing option blank, the business unit will be included on the form.

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 that are 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.

Reviewing Batches of Revenue Fee Transactions

Real Estate 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.

► 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**

From the Revenue Fees menu (G1526), choose General Journal Review.

1. Perform this task after reviewing batches of revenue fee transactions.
2. On General Journal Review, choose the document with journal entry information that you want to revise.
3. From the Row menu, choose Journal Entries.
4. On Journal Entry, make changes as necessary.
5. Click OK.

► **To void a journal entry**

From the Revenue Fees menu (G1526), choose General Journal Review.

1. Perform this task after reviewing batches of revenue fee transactions.
2. On General Journal Review, choose the document with journal entry information that you want to void.
3. From the Row menu, choose Void JE.
4. On Void Journal Entry, complete the following field:
 - G/L Date
5. 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	From the Form menu, choose Organization, and then choose the appropriate menu command. See: <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	From the Form menu, choose Organization, and then choose the appropriate menu command. See: <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	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> .
Revise a batch header	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> .
Review journal entries by batch type	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> .
Post batches using automated data selection, post batches 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 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.

Ensure that you set the Batch Type in the data selection to G for G/L transactions.

Reviewing Batches of Invoices

Real Estate 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.

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

From the Revenue Fees menu (G1526), choose Invoice Journal Review.

1. Perform this task after reviewing batches of invoices.
2. On Invoice Journal Review, choose the invoice that you want to revise.
3. From the Row menu, choose Invoice Entry.
4. On Standard Invoice Entry, make changes as necessary.
5. Click OK.

► To review the associated G/L distribution information

From the Revenue Fees menu (G1526), choose Invoice Journal Review.

1. Perform this task after reviewing batches of invoices.
2. On Invoice Journal Review, choose the invoice for which the G/L distribution information is associated.
3. From the Row menu, choose G/L Distribution.
4. On G/L Distribution, review the information and then 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.

Ensure that you 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.

Ensure that you 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 (R15807)

Select Tab

1. Batch Number

Use this processing option to define the revenue fee batch number you want to

delete. The system will default the last revenue fee batch that was deleted.

2. Delete Batch

Blank = Do not delete

1 = Delete the batch

Use this processing option to delete the batch. Valid values are:

Blank Do not delete the batch.

1 Delete the batch.

Print Tab

1. Print Audit Report

Blank = No report

1 = Print audit report

Use this processing option to print an audit report. Valid values are:

Blank Do not print an audit report.

1 Print an 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 percent 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.

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 KEY FIELDS	Explanation											
	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. Then during the generation, 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 of 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 percent is charged on the last open unpaid rent balance. The interest is retroactive to the first day of the month, and it accrues daily. All the charges are based on the due date of the invoice, and the bill code LATE is used to record the income from such charges.

The bill code plus the prefixes RC and PM make up the related AAs 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 rate. The Retr Code field is blank. This code is optional because no grace period exists. The bill code, plus the prefixes RC and PM, make up the related AAs 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.

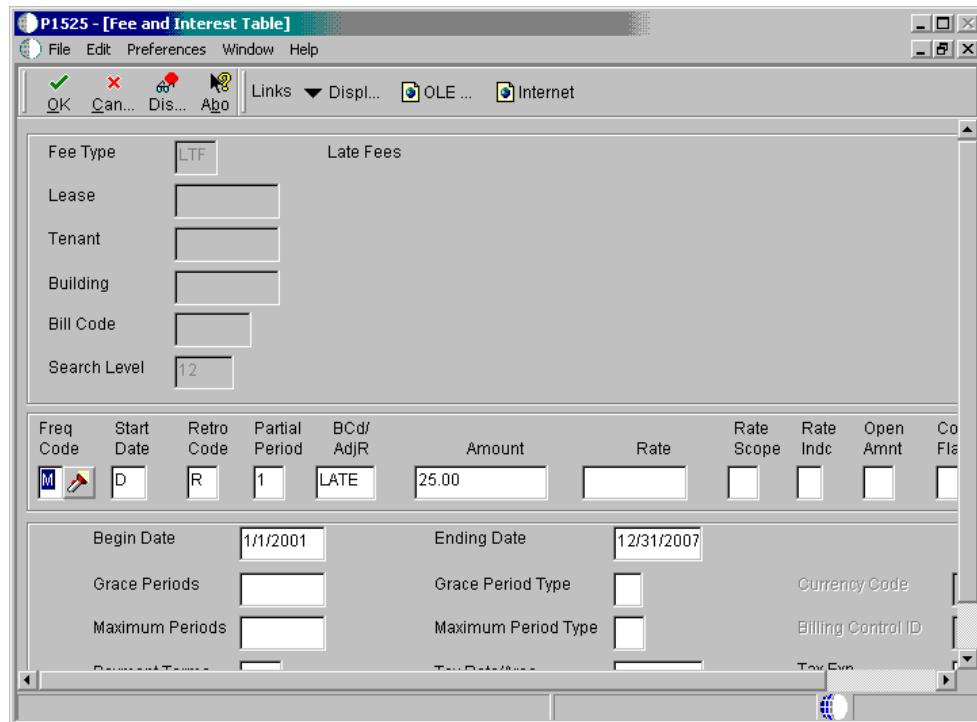
Setting Up Fee and Interest Tables

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.



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.

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 only 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. See *Refunding Security Deposits* for more information about 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 (R15160)

Select Tab

1. Fee Type

Use this processing option to enter the fee type for generation. This option lets you limit the generation of fees and interest to one fee type at a time.

2. Generation Date

Use this processing option to enter the generation date. The system uses this date for generating fees.

3. G/L Date For Invoices

Use this processing option to enter the G/L date for creating invoices. The system uses the G/L date to apply transactions to the desired accounting period.

4. Invoice Date

Use this processing option to enter the invoice date that appears on generated invoices.

Process Tab

1. File Update

Blank = Report only

1= Create invoice and/or check records

Use this processing option to create an invoice and check records. You can use this option to run the report so you can verify the information before the system updates any files. Valid values are:

Blank Generate report without updating records.

1 Create an invoice and update records.

2. File Update Method

Blank = Do not accumulate late fee amounts

1 = Accumulate late fee amounts by invoice

Use this processing option to specify how many invoice pay items that the system generates for a late fee. If you enter 1, late fees are accumulated for each invoice and one late fee pay item is generated in the Billings Detail table (F1511B) for the total late fee amount.

If you leave this processing option blank, a late fee pay item is generated for each bill code in the Billings Detail table. The report prints a line for the late fee amount for each bill code regardless of the selection made on this option. Valid values are:

Blank

Update the Billings Detail table with one late fee pay item for each bill code.

1

Accumulate the total late fee amount for each invoice and update the Billings Detail table with one pay item for the total amount

3. Late Fee Processing

Blank = Check the Late Fee value

1 = Bypass checking the value

Use this processing option to determine whether the Subject to Late Fees value

associated with the bill code on the invoice should be checked. Valid values are:

Blank Do not check the value.

1 Perform the check.

This option causes the system to select invoices based on the security group value associated with the bill code on the invoice. The generation program can select security group bill codes, non-security bill codes, or both.

4. Security Deposit Write-Off Reason Code

Use this processing option to create a balancing A/R entry that the system uses to post the fee and interest adjustment batch.

5. Variable Fee Or Interest Rates

Currency Tab

1. Exchange Rate Retrieval Date

Blank = G/L Date

1 = Invoice Date

Use this processing option to specify the date to locate the exchange rate for currency conversions. An exchange rate is opened from the Currency Exchange Rate table (F0015) when the field for Multi-Currency Conversion is set to Y or Z in the General Accounting Constants. Valid values are:

Blank

Use the G/L date to locate the exchange rate.

1

Use the invoice date to locate the exchange rate

Reviewing Batches of Fee and Interest Invoices

Real Estate 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, ensure that you 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 Reqd field for that document on the Manual Billing Revisions form and generate the Billing Edit/Register again.

Note

Unlike other Real Estate 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 that is generated by Manual Billing. See *Generating the Billing Edit / Register* for more information.

Posting Invoices

From the Fee & Interest menu (G1527), choose Post Invoices.

The Real Estate 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. Ensure that you 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, ensure that you 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 of the forms that are 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

You post adjustments using the Post Adjustments program, which is identical to the Posting Cash Receipts program.

► To post adjustments

From the Fee & Interest menu (G1527), choose Post Adjustments.

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 so that financial statements are 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. A positive difference 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.

A negative difference 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.

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 action is controlled by the following restrictions:

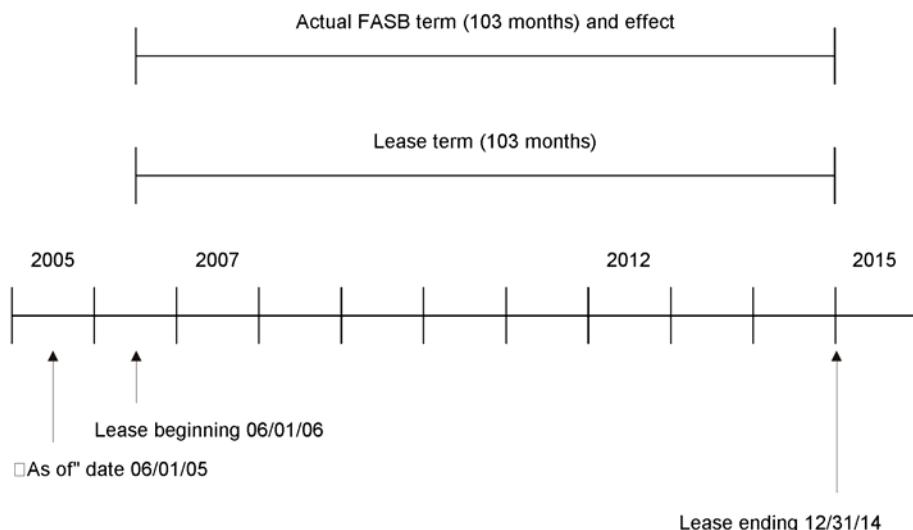
- The maximum number of months that the FASB 13 Generation program can process is 1188 (99 calendar years beginning with January). Therefore, the system can calculate a lease for only 99 years.
- If the starting date is not in January, the number of months is less than 1188. For example, suppose the 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) that is 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

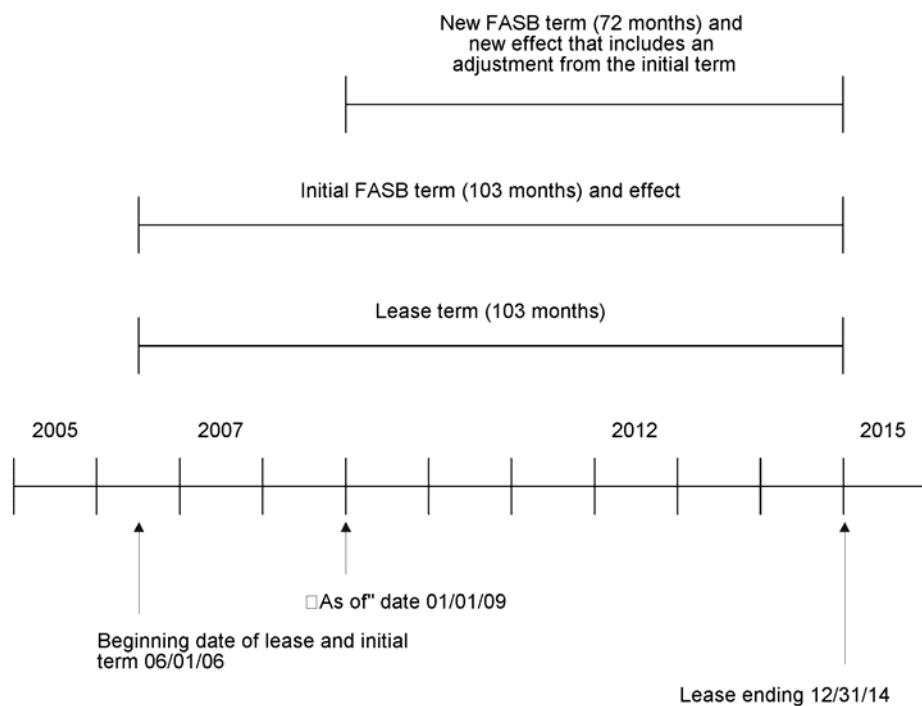
Suppose a lease begins on June 1, 2005, and ends December 31, 2014. The term of the lease is 103 months. If you specify June 1, 2005, for the "as of" date, the starting date for the initial generation is June 1, 2006. The ending date of the lease limits the term to 103 months. In this case, the term 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. See *Changing FASB 13 Information* for more 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, the system takes one of the following actions during the generation:

- 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 (R15130)

Process Tab

1. FASB 13 As Of Date

Blank = System Date

Use this processing option to enter the as of date for the FASB 13. The system uses this date for calculating the FASB 13 effect from this date forward. If you leave the As Of date blank, the system uses the system date.

Note: If you enter a date prior to the lease begin date, the lease begin date value overrides the entered date.

2. Catch-Up Adjustment Date

Use this processing option to enter an adjustment date if you want the system to perform catch-up adjustments in one period.

3. Prorate Partial Month Rents

Blank = Do not prorate

1 = Prorate partial month rents

Use this processing option to prorate partial month rents. Valid values are:

Blank Do not perform proration calculations.

1 Prorate on a daily basis the recurring billings beginning on other than the first day of the month and ending on other than the last day of the month.

4. Lease Term Date Selection

Blank = Use dates at lease level

1 = Use dates at building/unit level

Use this processing option to determine whether the system uses the move-in and plan-out dates at the building or unit level of the lease or the beginning and ending dates of the lease to calculate the FASB lease term. Valid values

are:

Blank Calculate the FASB lease term using the lease beginning and ending dates.

1 Calculate the FASB lease term using the move-in and plan-out dates of the lease at the building or unit level.

5. FASB 13 Rounding Option

Blank = Do not round amounts

1 = Round the FASB 13 amounts

Use this processing option to determine whether the system rounds the FASB amounts on the report to the nearest whole denomination and suppress data dictionary formatting. Valid values are:

Blank Do not round the FASB amounts.

1 Round the FASB amounts.

Bill Codes Tab

1. Bill Codes to Retrieve Rent Amounts

Use this processing option to select the bill codes that the system uses to retrieve the rent amounts from the Recurring Billings table (F1502B), which are used to calculate the FASB 13 effect. You can select up to 10 bill codes.

2. Bill Codes for Conversion

Use this processing option to select the bill codes that the system uses to retrieve the manual FASB 13 recurring billings entries for conversion. You can select up to 10 bill codes.

Conversion Tab

1. Perform Manual FASB 13 conversion

Blank = No conversion

1 = Manual conversion

Use this processing option to perform manual FASB 13 recurring billing conversion. Valid values are:

Blank Do not perform the manual conversion.

1 Perform the manual conversion.

2. Suspend Pre-Conversion Entries

Blank = Suspend entries

1 = Keep pre-conversion entries

Use this processing option to keep pre-conversion FASB 13 recurring billing entries or to suspend the recurring billing entries. Valid values are:

- Blank Suspend entries.
 - 1 Keep pre-conversion entries.
-

Defaults Tab

1. Version Effective Date

Use this processing option to determine the lease version effective date.

If you leave this processing option blank, the system uses the value entered in the Search Default field for the Lease Version processing option.

2. Search Default for Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to determine which lease version the system will display. If you have not set up the Property Management constants (F1510B) to use versioning, the system does not use this processing option. Valid values are:

*LAST Display the version of the lease that has the latest version effective date.

*CURRENT Display the version of the lease that is active as of the system date.

Print Tab

1. Print Edit Report

Blank = Edit report only

1 = Update FASB 13 control table

2 = Roll back to previous generation

Use this processing option to update the FASB 13 Lease Control table (F1513B), roll back the FASB 13 information as of the previous generation, or print an edit report. Valid values are:

Blank Print an edit report without updating the FASB 13 table.

1 Update the FASB 13 Lease Control table.

2 Roll back the FASB 13 information as of the previous generation.

2. Batch Number for Roll Back Process

Use this processing option to enter the batch number to process if you are rolling back FASB 13 information as of the previous generation.

Reviewing FASB 13 Information

You can review and revise the information that is created by the FASB 13 Generation program by 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 <i>Setting Up New Leases</i> .
--	---

Processing Options for FASB 13 Revisions (P1513)

Process Tab

1. Display FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to display the information from the previous or from the current FASB 13 generation. Valid values are:

Blank Display the information from the current generation.

1 Display the information from the previous generation.

Versions Tab

1. Lease Information (P1501) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Lease Information program (P1501) when you select the FASB 13 Revisions program (P1513) form exit.

If you leave this processing option blank, the system uses the default version of 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 (R15132)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

Use this processing option to control whether the system updates the Recurring

Billing Master table (F1502B) with the FASB 13 information in a batch or only the information identified on the data selection screen.

Blank All FASB information using data selection is updated.

Enter the batch number.

2. FASB 13 Record Selection

Blank = Records not in R.B. Generation

1 = Process all records

Use this processing option to process all FASB 13 records selected for recurring billing generation or to process only those records that have not been included in a recurring billing generation. Valid values are:

Blank Process only records that have not been included in a recurring billing generation.

1 Process all FASB records selected for a recurring billing generation.

3. Generation From Date

Use this processing option to enter the From Date for which the system calculates the FASB 13 effect and generates recurring billings.

If you do not enter a date range, the system uses the From and Through date range from the FASB 13 Lease Control table (F1513B).

4. Generation Through Date

Use this processing option to enter the Through Date for which the system calculates the FASB 13 effect and generates recurring billings.

If you do not enter a date range, the system uses the lease control generation

date and the lease term ending date as the From and Through date range.

Bill Codes Tab

Accrued Entry

Use this processing option to enter the bill codes for the entries generated in the Recurring Billing table (F1502B). Valid values are:

- Accrued Entry
- Deferred Entry
- Adjusted Entry
- Catch-Up Adjustment Entry

Catch Up Adjustment

Use this processing option to enter the bill codes for the entries generated in the Recurring Billing table (F1502B). Valid values are:

- Accrued Entry
- Deferred Entry
- Adjusted Entry
- Catch-Up Adjustment Entry

Print Tab

1. Print Edit Report

Blank = Print edit report

1 = Perform update

Use this processing option to update the recurring billings entries and the FASB 13 Lease Control table (F1513B) or print an edit report. Valid values are:

- Blank Print an edit report without updating the recurring billing or FASB 13 information.
- 1 Update the recurring billing and FASB 13 information.
-

Projecting Rent

Property managers often use rent projections to review rent increases that are based on tenants' lease terms, estimate future cash flow with different inflation and occupancy factors, or report five-year future rent when it is required on financial statements.

Before You Begin

- Set up ledger type user defined codes (15/PG and 09/LT). See *Understanding 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 that is 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 that are 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 that is 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 that is associated with the business unit of the building, and the object and subsidiary of the AAI linked to the bill code.

Each generation that updates the table clears the ledgers of all the information that is associated with rent projection and replaces it with the newly generated information. The system does not keep track of prior rent projections.

- Populates the G/L Account Balances table (F0902) using the appropriate AAI, depending on whether the lease is receivable (RM AAI) or payable (PM AAI).
- Prints a report that lists the information that is 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.

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 that is 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 that is 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 (R15665)

Print Tab

1. Update Account Balances

Blank = Print report only

1 = Update account balances

Use this processing option to run this program in proof or final mode. Valid

values are:

Blank Print an edit report without updating any files in the Account

Balances table (F0902).

1 Update the Account Balances table.

Reports

Reports

The Real Estate 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.

Reviewing Reports

This section describes the reports that you can produce with Real Estate Management. For samples of the reports, see the *Reports Guide*.

Some Real Estate 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 Real Estate 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 Real Estate Management industry. When this situation occurs, links to samples of the similar reports are provided to eliminate redundancy.

With the exception of the post-install conversion and setup reports, the reports are described in the order in which they appear on Real Estate Management menus.

Reviewing the Post-Install Conversion Reports

If you are migrating from World to OneWorld and have converted specific Real Estate Management tables, you should run these reports to verify that the tables were converted properly.

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 Real Estate 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, *Real Estate Management Metrics Report*, in the *Reports Guide* for a report sample

Reviewing the Setup Reports

Setup reports for Real Estate Management allow you to review information such as billing and adjustment codes, and facility information about properties and buildings.

Reviewing the Bill Code/Adjustment Reason Listing Report

From the RE 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 (R15450)

Print Tab

1. Print Corresponding AAIs

Blank = Do not print AAIs

1 = Print AAIs

Use this processing option to allow the printing of the corresponding Automatic Accounting Instructions (AAIs) that have been set up for the bill codes and adjustment reasons. Valid values are:

Blank Do not print the corresponding AAIs.

1 Print the corresponding AAIs.

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 (R15006P)

Print Tab

1. Print Category Codes

Blank = Print Category Codes 1-10

1 = Print Category Codes 1-20

2 = Print Category Codes 1-30

Use this processing option to specify which category codes will print on the report. Valid values are:

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

Use this processing option to specify whether log detail information for each property or building is included on the report. Valid values are:

Blank Do not include log details.

1 Include 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 Real Estate 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 (R15410)

Select Tab

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report.

This processing option controls the date that the system uses to retrieve square footage (area) information.

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

Use this processing option to display up to five columns of statistical information on the report. The column heading field allows up to 11 user defined characters. If you leave the column heading for any column blank, that column will not be printed.

Area Type 1

Use this processing option to display up to five columns of statistical information on the report. In addition to the column heading text, you must enter a valid area type value. Valid area types appear in the Area Type User Defined Table (15/AR).

If you leave the column heading for any column blank, that column will not be printed.

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 (R1507P)

Process Tab

1. Report As Of Date

Use this processing option to specify the as of date the system uses to identify occupied units on the Unit Master Listing report.

The system recognizes a unit as occupied if the move-in date of the tenant occurs on or before the as of date. If the planned-out and actual-out dates

of the most recent tenant occur on or before the as of date, the unit has a status other than occupied.

If you leave this option blank, the system date will be used.

Print Tab

1. Page Break on Building Number

Blank = No page break

1 = Page break

Use this processing option to specify whether the system creates page breaks in the report based on changes to the building number. Valid values are:

Blank Do not create page breaks for each building number.

1 Create page breaks for each building number.

Reviewing the Tenant and Lease Reports

You use the tenant and lease reports in the Real Estate Management system to review information such as tenant master information and all of the information that is associated with leases.

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 (R15301)

Process Tab

1. Version Effective Date

Use this processing option to determine the lease version effective date.

If you leave this processing option blank, the system uses the value entered in the Search Default field for the Lease Version processing option.

2. Search Default for Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to determine which lease version the system will display. If you have not set up the Property Management constants (F1510B) to use versioning, the system does not use this processing option. Valid values are:

*LAST Display the version of the lease that has the latest version effective date.

*CURRENT Display the version of the lease that is active as of the 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 (R15415)

Process Tab

1. Version Effective Date

Use this processing option to determine the lease version effective date.

If you leave this processing option blank, the system uses the value entered in the Search Default for Lease Version processing option.

2. Search Default for Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to determine the display of the lease versions on the search form. Valid values are:

*LAST Display the version of the lease with the latest version effective date.

*CURRENT Display the version of the lease that is active as of the system date.

Note: If the Property Management Constants (F1510B) are not set up to use versioning, the system ignores this processing option.

Columns Tab

Column 2 >

Use this processing option to specify the information to be printed to the right of the tenant name and address (Column 1) by selecting three of the following in the order that you wish them to appear on the report:

- 1 Party to Bill
- 2 Occupant
- 3 Salesman
- 4 Lease Manager
- 5 Payment Source
- * Building/Unit/Lease

There are actually two columns for each column that you specify; one for the address book number and one for the mailing address. In the case of the Building/Unit/Lease, the two columns are for the facility numbers and the mailing address of the property or building.

Print Tab

1. Print Alpha Name and Mailing Name

Blank = Print mailing name only

1 = Print both

Use this processing option to determine whether the system should print the mailing name and the alpha name from the Address Book or only the mailing name. Valid values are:

- Blank Print the mailing name only from the Address Book,
1 Print both the alpha name and the mailing name.

2. Repeating Address Entries

Blank = Print repeating entries**1 = Suppress printing**

Use this processing option to suppress the printing of repeating address entries. If a tenant is leasing multiple units and all selected addresses are identical, you can use this option to prevent duplicate printing of the same set of addresses. Valid values are:

Blank Print all addresses.

1 Suppress the printing of repeating address entries.

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 (R15421)

Process Tab

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report.

Specifying an as of date for the report will determine the version of the lease that will be processed. Only the version of the lease that is active on the as of date will be processed resulting in a point in time view of the rent roll. If you leave the as of date blank, then the system date will be used.

2. Billing Amount Frequency

Blank = Based on annual amounts

1 = Based on monthly amounts

Use this processing option to specify whether to base billing amounts on a monthly or annual basis. Valid values are:

Blank Base billing figures on annual amounts.

1 Base billing figures on monthly amounts.

3. Expression of Billing Amounts

Blank = Based on square footage

1 = Based on gross figures

Use this processing option to specify whether to express the billing amounts on a per square footage basis or a gross amount basis. Valid values are:

Blank Calculate billing amounts per square foot.

1 Calculate billing amounts on gross figures.

4. Line 2 Display Format

1 = Annual rent amounts

2 = Monthly rent amounts

Use this processing option to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Valid values are:

- 1 Display annual rent amounts.
- 2 Display monthly rent amounts.

Note: If processing options 4 and 5 are blank, Line 2 does not display.

5. Line 2 Display Format

1 = Amount per square foot

2 = Gross amounts

Use this processing option to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Valid values are:

- 1 Display amount per square foot.
- 2 Display gross amounts.

Note: If you leave processing options 4 and 5 blank, Line 2 does not display.

6. Second Detail Line Description

Blank = Omit the description

1 = Print Area Type description

Use this processing option to determine whether the system retrieves the area type description for the second detail line description. Valid values are:

Blank Omit the description.

1 Print the description.

7. Select Area Type

***RENTABLE**

***USEABLE**

Use this processing option to determine which area type the system should use from the Property Management Constants table (F1510B) for the report. Valid values are:

*RENTABLE Retrieves the area type defined as rentable in the PM Constants table. (Default)

*USEABLE Retrieves the area type defined as useable in the PM Constants table.

8. Alternative Area Type

Use this processing option to determine which area type the system should use if the Select Area Type Processing Option is left blank. Valid area types are set up in the User Defined Table (15/AR).

9. Rent Selection

M = Market Rent

R = Renewal Rent

P = Potential Rent

Use this processing option to select one of the following rent types for units if the Sales Overage format is being used. Valid values are:

- M Comparison to market rent.
- P Comparison to potential rent.
- R Comparison to renewal rent.

Bill Codes Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to select the bill codes that the system uses to identify base rent amounts. Up to 12 bill codes can be used.

2. Bill Codes for EP Billing Amounts

Use this processing option to select the bill codes that the system uses to identify Expense Participation billing amounts. Up to 3 bill codes can be used.

3. Bill Codes for Escalation Billing Amts.

Use this processing option to select the bill codes that the system uses to

identify Escalation billing amounts. Up to 3 bill codes can be used.

Print Tab

1. Print Rent Steps

Blank = Print sales overage data

1 = Print rent steps

Use this processing option to determine whether the system displays rent step information or sales overage information on the Tenant Rent Roll report. Valid values are:

Blank Print sales overage data.

1 Print rent steps.

2. Print Rent Amounts

Blank = Print annual rent amounts

1 = Print monthly rent amounts

Use this processing option to determine whether the system prints the monthly or annual rent amount on the report when using the rent step format. Valid values are:

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

Use this processing option to determine whether the system prints the gross rent or the rent per square foot on the report when using the rent step format. Valid values are:

Blank Print per square foot rent amounts.

1 Print gross rent amounts.

4. Rent Steps

Blank = Begin with As Of date

1 = Print all rent steps

Use this processing option to specify whether the system prints all rent steps or rent steps beginning with the as of date. Valid values are:

Blank Print rent steps beginning with the 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

Use this processing option to determine whether the system includes vacancies and future leases on the report. Valid values are:

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

Use this processing option to determine whether the system prints vacant and/or lease totals on the report. This option is only valid when vacancies are to be printed. Valid values are:

Blank Do not display separate totals.

- 1 Print the leased/vacant totals.

7. Print Building Address

Blank = Do not print

1 = Print the building address

Use this processing option to determine whether the system prints building addresses on the report. Valid values are:

Blank Do not print the building address on the report.

- 1 Print the building address on the report.

8. Speculative Leases

Blank = Do not include

1 = Include speculative leases

Use this processing option to determine whether the system includes speculative leases on the report. Speculative leases are designated by an 'NA' in the second description of the Tenant Lease Type user defined code table (15/LT). Valid values are:

- Blank Do not include speculative leases.
- 1 Include speculative leases.

9. Non-billable Lease Status

Blank = Do not include

1 = Include non-billable lease status

Use this processing option to determine whether the system includes leases with a non-billable status ('X' in the description field on UDC 15/LS) on the report. Valid values are:

- Blank Do not include leases with a non-billable status.
- 1 Include leases with a non-billable status. This will include pre-leases.

10. Subleases

Blank = Omit subleases

1 = Include subleases

2 = Include subleases and rent amounts

Use this processing option to determine whether the system includes subleases and corresponding rent amounts on the report. Valid values are:

- Blank Omit subleases.
- 1 Include subleases.
- 2 Include subleases and corresponding rent amounts in totals.

Currency Tab

1. As If Currency Code

Use this processing option to enter the currency code for As If currency processing on the Tenant Rent Roll report. This processing option enables the system to translate and print amounts in a currency other than the stored currency. If you leave this processing option blank, the report amounts print in the stored currency

2. As If Exchange Rate Date

When a default exchange rate does not exist for the lease billing record, use this processing option to specify the date that the system should use to locate an exchange rate when the system uses As If currency processing. If you leave this processing option blank, the system uses Report As Of Date to locate an exchange rate

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 (R15610)

Select Tab

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report.

This processing option controls the date that the system uses to select records for this report.

NOTE: Records with critical dates prior to this date will not be selected.

2. Report Heading

Enter Project Category Code

Blank = Standard Heading

Use this processing option to print an additional line in the report heading.

Valid values are:

Category Code This will print the description of the category (reporting) code. Enter one of the 30 user defined codes (such as 01, 02, 03, and so on) for the associated project number. (MCUS)

Blank Leaving the processing option blank will print the standard report heading.

3. Omit Log Records Without Text

Blank = Do not omit log records

1 = Only print log lines that have text

Use this processing option to determine if log records that do not contain log text information should be omitted from the report. Valid values are:

Blank Do not omit log records.

1 Include only those log lines with associated text.

Log Class Tab

Log Class 1

Use this processing option to select specific log classes for processing.

Up to ten (10) log classes can be used.

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 (R15401)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave this processing option blank, the system includes all records.

Process Tab

1. Unit Detail Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the unit detail information on the report. Valid values are:

Blank Do not include unit information on the report.

1 Include detailed unit information on the report.

2 Include summarized unit information on the report.

2. Lease Log Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the lease log information on the report. Valid values are:

Blank Do not include log line information on the report.

1 Include detailed log information on the report.

2 Include summarized log information on the report.

3. Log Class Selection

Blank = Select all

4. Recurring Billing Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the recurring billing information on the report. Valid values are:

Blank Do not include recurring billing information on the report.

-
- 1 Include detailed recurring billing information on the report.
 - 2 Include summarized recurring billing information on the report.

5. Select or Omit Bill Codes

Blank = Select all

S = Select

O = Omit

Use this processing option to select or omit bill codes from the Lease Master Listing. If you leave this processing option blank, the system processes all bill codes. You can select up to 5 bill codes. Valid values are:

- Blank Include all bill codes.
- S Include only the selected bill codes.
- O Omit the selected bill codes.

6. Expense Participation Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the expense participation information on the report. Valid values are:

- Blank Do not include expense participation information on the report.
- 1 Include detailed expense participation information on the report.
- 2 Include summarized expense participation information on the report.

7. Sales Overage Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the sales overage information on the report. Valid values are:

Blank Do not include sales overage information on the report.

1 Include detailed sales overage information on the report.

2 Include summarized sales overage information on the report.

8. Escalation Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the escalation information on the report. Valid values are:

Blank Do not include escalation information on the report.

1 Include detailed escalation information on the report.

2 Include summarized escalation information on the report.

Print Tab

1. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should be printed on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

- Blank Print tax information.
- 1 Suppress the printing of tax information.

2. Page Break On Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

- Blank Do not enter page break for each lease number change.
- 1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

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 (R154012)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system excludes log lines with ending dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary**Blank = Print detailed information****1 = Print summarized information**

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Page Break on Lease Number**Blank = No page break****1 = Page break**

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

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 (R15690)

Print Tab

1. Search Default for Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to determine which lease versions the system displays on the report. Valid values are:

*LAST Display the version of the lease with the latest version effective date.

*CURRENT Display the version of the lease that is active as of the system date.

Note: If the Property Management Constants (F1510B) are not set up to use versioning, the system ignores this processing option.

2. Report Heading

Enter project category code

Blank = Standard heading

Use this processing option to print an additional line on the report heading.

Valid values are:

Blank Print the standard report heading.

Category Code Print the description of the category (reporting) code.

Enter one of the 30 user defined codes (such as 01, 02, 03) for the associated project number.

3. Print Lease Dates on Report

Blank = Do not print

1 = Print lease dates

Use this processing option to control whether the system prints the beginning and ending dates of the lease on the report. Valid values are:

Blank Do not print the lease dates.

1 Print the lease dates.

Logs Tab

1. Log Classes for Summary Analysis

Use this processing option to select the log classes that the system uses for summary analysis. You can use up to 10 log classes.

The key to the headings for columns A-J, which is printed at the top of each page, contains the descriptions of the related log classes.

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 (R15403)

Select Tab

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system includes information for only those leases that begin on or begin after the as of date.

If you leave the as of date blank, the system uses the system date.

2. Number of Future Months to Print

Use this processing option to control the number of months into the future that the report covers. The starting date for this period should be specified in the report as of date processing option.

3. Override Option Log Class

Use this processing option to control what log classes the system uses to determine whether options exist for a lease. The report displays a date of the log type in the Option Date column of the report.

If you leave this processing option blank, the system reviews the second description of the User Defined Codes for Log Type to determine which log types are lease options.

Note: The begin date of the unit option log must be within the date range selected for the report.

Bill Codes Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to select the bill codes that the system uses to identify base rate amounts. You can use up to 12 bill codes.

To calculate the base rent, the system adds the rent amounts for all the bill codes you specify. The other rent on the report then includes those billings that are in addition to the base rent. Finally, the effective rent is the base and other rents combined, and indicates the total amount of the bill codes related to recurring billing for the tenant and unit.

Print Tab

1. Print Report in Condensed Format

Blank = Detail report

1 = Condensed format

Use this processing option to print the Lease Expiration Listing in a condensed format (without rent amounts) or as a detail listing. Valid values are:

Blank Print a detailed report.

1 Print the report in a condensed format. The system excludes the columns related to rent.

2. Page Break on Building Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the building number changes. Valid values are:

Blank Do not enter a page break for each building number change.

1 Enter a page break for each building number change.

Note: You must set up Building as the first sequence in order to specify page breaks and addresses by building.

3. Print Building Address on Report

Blank = Print first line of description

1 = Print building address on heading

Use this processing option to determine which information should be printed on the report heading. Valid values are:

Blank Print only the first line of the description from the

Property/Building Information table (F0006).

- 1 Print the first line of the description from the Property/Building Information table and the address from the address book record for the Facility Address field.

Note: You must set up Building as the first sequence in order to specify page breaks and addresses by building.

Currency Tab

1. As If Currency Code

Use this processing option to specify the currency code for As If currency processing when the G/L constant for currency conversion is not set to N. The system translates and prints amounts for the bill codes that you choose in a currency other than the stored currency. If you leave this processing option blank, the system converts and accumulates the billing amounts in the base currency of the building that is being processed

2. As If Exchange Rate Date

Use this processing option to specify the date on which to retrieve an exchange rate when a default exchange rate does not exist for the lease billing record, and the G/L constant for currency conversion is not set to N. If you leave this processing option blank, the system uses the as of date for the report

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 (R15400)

Print Tab

1. Report Heading

Blank = Standard heading

Enter project category code

Use this processing option to print an additional line on the report heading.

Valid values are:

Blank Print the standard report heading.

Category Code This will print the description of the category
(reporting) code. Enter one of the 30 user defined
codes for the associated project number. (MCUS)

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 (R15430)

Defaults Tab

1. Report As Of Date

Blank = System date

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system includes information for only those leases that begin on or begin after the as of date. If this option is left blank, the system date will be used.

2. Report Heading

Blank = Standard heading

Enter project category code

Use this processing option to print an additional line on the report heading.

Valid values are:

Blank Print the standard report heading.

Category Code This will print the description of the category (reporting) code. Enter one of the 30 user defined codes for the associated project number. (MCUS)

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 (R15402)

Print Tab

1. Print Associated Log Text

Blank = Print associated log text

1 = Suppress the printing

Use this processing option to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Valid values are:

Blank Print the associated log text.

1 Suppress the printing of the associated log text.

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 (R154021)

Print Tab

1. Print Associated Log Text

Blank = Print associated log text

1 = Suppress the printing

Use this processing option to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Valid values are:

- Blank Print the associated log text.
 - 1 Suppress the printing of the associated log text.
-

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 (R15611)

Defaults Tab

1. Omit Log Records Without Text

Blank = Do not omit log records

1 = Only print log lines that have text

Use this processing option to determine whether the system omits log records that do not contain log text information from the report. Valid values are:

- Blank Do not omit log records.
 - 1 Include only those log lines with associated text on the report.
-

2. Select Area Type

***RENTABLE**

***USEABLE**

Use this processing option to determine which area type from the Property Management Constants table (F1510B) the system uses for the report. Valid values are:

*RENTABLE Retrieve the area type defined as rentable in the PM Constants table. (Default)

*USEABLE Retrieve the area type defined as useable in the PM Constants table.

3. Alternative Area Type

Use this processing option to determine which area type the system uses if the Select Area Type processing option is left blank. Valid area types are set up in the User Defined Table (15/AR).

Print Tab

1. Print Building's Address on Report

Blank = Print first line of description

1 = Print building's address on heading

Use this processing option to determine which information the system prints on the report heading. Valid values are:

Blank Print only the first line of the description on the report heading.

1 Print the first line of description from the Property/Building Information table (F0006) and the address from the Facility Address field in the address book record.

2. Print Area Type Value

Blank = Value from the log line

1 = Value from the lease unit details

Use this processing option to determine the area type that the system prints on the report. Valid values are:

Blank Print the area type from the log line.

1 Print the area type 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 (R15605)

Print Tab

1. Print Associated Log Text

Blank = Do not print

1 = Print the associated log text

Use this processing option to specify whether to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Valid values are:

Blank Do not print the associated log text.

1 Print the associated log text.

Reviewing the Occupancy/Vacancy Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Occupancy/Vacancy Listing.

The Occupancy/Vacancy Listing report provides a list of vacant units on a date that you specify in the Report As of Date processing option on the Process tab. You can use this report to view the following information:

- Square footage
- Rental rate per square foot
- Undefined square footage
- Monthly rent
- Annual rent

The Annual Rent, Monthly Rent, and Rental Lost To Date columns are based on the Rate Per Sq Foot value and Square Feet values for a unit.

To calculate the annual rent, the system multiplies the quantity in the Rate Per Sq Foot field by the quantity in the Square Feet field.

To calculate the monthly rent, the system divides the annual rent by 12.

To calculate the lost rent, the system divides the monthly rent by 30 and then multiplies that quantity by the quantity in the Days Vacant field.

Note

The system does not calculate lost rent for interim periods of vacancy. For example, suppose that during the course of a month, a unit was occupied from days 1 - 10, vacant from days 11 – 15, and then occupied from days 16 – 31. If the Report As Of Date is the 31st of the month, the system does not calculate the rent lost for days 11 – 15.

- Date when the unit became vacant or occupied

The Date Since column contains the date the unit became vacant and is based on when the most recent tenant moved out. To calculate this date, the system adds one day to the tenant's move-out date.

The Days Vacant column indicates the number of days that the unit has been vacant. This value is the number of calendar days between the dates in the Date Since column and the As of Date.

This report is based on the Unit Master File table (F1507) and can include information from the Business Unit Master table (F0006). Based on processing option selections, the report displays all of the occupied units, as well as square footage summaries.

Note about Processing Options

On the Process tab, the Report Heading field controls whether the heading on the report includes the company names that are set up in the Accounts Receivable Constants, or an additional description of a category (reporting) code. To specify a category code, enter one of the 30 user defined codes (such as 01, 02, and so on) for the property or building.

The system determines the amount in the Rental Lost To Date column based on the rent type that you specify in the Rent Selection field in the processing options. Your choices are Market, Renewal, or Potential. This selection appears on the column headings for Rate Per Sq Ft, Monthly Rent, and Annual Rent.

See Also

- *Processing Options for the Occupancy/Vacancy Listing Report (R15600)*

Processing Options for the Occupancy/Vacancy Listing Report (R15600)**Process Tab**

1. Report As Of Date**Blank = System Date**

Use this processing option to specify the beginning date that a unit is either vacated or occupied on the occupancy listing report. If you leave this processing option blank, the

system uses the system date

2. Report Heading

Enter Project Category Code

Blank = Standard Heading

Use this processing option to specify whether the system displays an additional line on the report heading. Valid values are:

Blank

Display the standard report heading.

Project Category Code

Display the description of the category (reporting) code. Enter one of the 30 user defined codes for the associated project number (MCUS)

3. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to specify which area type the system uses from the Property Management Constants table (F1510B). Valid values are:

*RENTABLE

Use the area type defined as rentable in the PM Constants table.

*USEABLE

Use the area type defined as useable in the PM Constants table

4. Alternate Area Type

Use this processing option to specify which area type the system uses if you leave the ~~Select Area Type processing option blank. Set valid area types in the user defined table~~

(15/AR)

5. Speculative Leases

Blank = Do not include speculative leases

1 = Include speculative leases

Use this processing option to specify whether the system includes speculative leases on the report. Speculative leases are designated by NA in the second description of the Tenant Lease Type user defined code (15/LT). Valid values are:

Blank

Do not include speculative leases.

1

Include speculative leases

6. Rent Selection

M = Market Rent (default)

R = Renewal Rent

P = Potential Rent

Use this processing option to specify the rent type of a unit. Valid values are:

M

Market rent.

P

Potential rent.

R

Renewal rent

7. Committed As Occupied

Blank = Committed dates considered vacant

1 = Committed dates considered occupied

Use this processing option to specify whether to display units that are attached to commitment leases as vacant or occupied. Valid values are:

Blank

Display units as vacant.

1

Display units as occupied

Totals Tab

1. Print Floor Totals

Blank = Do not print floor totals

1 = Print floor totals

Use this processing option to specify whether to print floor totals. Valid values are:

Blank

Do not print floor totals.

1

Print floor totals

2. Print Building Totals

Blank = Do not print building totals

1 = Print building totals

Use this processing option to specify whether to print building totals on the report. Valid values are:

Blank

Do not print building totals.

1

Print building totals

3. Print Property Totals

Blank = Do not print property totals

1 = Print property totals

Use this processing option to specify whether to print property totals on the report. Valid values are:

Blank

Do not print property totals.

1

Print property totals

Reviewing the Cash Receipts Reports

The cash receipts reports in Real Estate Management allow you to review information such as cash receipt amounts and amounts outstanding.

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 (R15440)

Select Tab

1. Reporting Period

Use this processing option to enter the reporting period (month) for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

2. Reporting Year

Use this processing option to enter the reporting year for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

3. Year-To-Date Amounts

Blank = Based on calendar year

1 = Based on fiscal year

Use this processing option to determine whether the system bases all year-to-date amounts on the company's fiscal year pattern or on a calendar year. Valid values are:

Blank Base amounts on a calendar year.

1 Base amounts on the company's fiscal year.

Print Tab

1. Print Option

Blank = Print by tenant

1 = Print by building

Use this processing option to determine whether the system prints the Cash Receipts Variance report (R15440) by tenant or building. Valid values are:

Blank Print the report by tenant.

1 Print the report by building.

Note: If running this report by building, Business Unit 2 should be used in data selection for the building.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

I Use this processing option to specify the currency code in which to print amounts on the

Cash Receipts Variance Report report when the General Accounting Constant flag is not set to N. Valid values are:

Blank

Print amounts associated with the base currency of the record.

1

Print amounts associated with the transaction currency of the record

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 (R15733)

Select Tab

1. Report Start Date

Blank = Print all

Use this processing option to select the report start date. Any A/R transactions that have a G/L date prior to the report start date do not print on the report, but will affect the initial cumulative balances. Any A/R transactions that have a G/L date after the report start date print on the report.

Print Tab

1. Cumulative Balances

Blank = Print by tenant

1 = Print by lease

Use this processing option to determine whether the system calculates a cumulative balance for an individual tenant or for each individual lease.

Valid values are:

Blank Print the cumulative balances by tenant.

1 Print the cumulative balances by lease.

Note: Sequencing for the report version must be set accordingly.

Reviewing the Security Deposit Reports

The security deposit reports allow you to review information such as which tenants have not complied with security deposit requirements, or to review the critical dates for deposits.

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 (R15615)

Print Tab

1. Print the Building Address on Report

Blank = Do not print

1 = Print the building address

Use this processing option to determine whether the system prints the building address on the Security Deposit Req'd vs Rec'd report (R15615). Valid values are:

Blank Do not print the building address on the report.

1 Print the building address on the report.

2. Print Totals if Only One Req. or Rec.

Blank = Do not print totals

1 = Print totals

Use this processing option to specify whether to print totals for those leases and/or units that have only one requirement and/or receipt. Valid values are:

Blank Do not print the totals.

1 Print the totals.

Select Tab

1. Include Leases with no Deposit Info.

Blank = Do not include

1 = Include leases

Use this processing option to specify whether to include leases that have no deposit master information. Valid values are:

Blank Do not include leases with no deposit master information.

1 Include leases with no deposit master information.

2. Security Group Code

Blank = All

Use this processing option to enter the security group code that the system uses to retrieve security deposits received that have no corresponding security deposit required information. Valid values are:

Blank All security groups.

Code Enter the security group code.

Process Tab

1. Select / Omit Deposit Status

Blank = Select All

S = Select

O = Omit

Use this processing option to specify whether to select or omit security deposit statuses from the Security Deposit Req'd vs Rec'd report (R15615). You can select up to five statuses. The status must be a valid value in the Security Deposit Applied Status User Defined Code table (15/SD). Valid values

are:

- Blank Include all security deposit statuses.
 - Omit the selected statuses from the report.
 - S Include only the selected statuses on the report.
-

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 (R15614)

Print Tab

1. Print the Building Address on Report

Blank = Do not print

1 = Print the building address

Use this processing option to determine whether the system prints the building address on the Security Deposit Critical Date report (R15614). Valid values are:

- Blank Do not print the building address on the report.
 - 1 Print the building address on the 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 system, 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 the Work Orders system, 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 Tenant Billing Listing Report

From the Recurring Billing 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 (R15420)

Process Tab

1. Report As Of Date

Blank = System date

Use this processing option to enter the as of date for processing the tenant billing detail. This option lets you select the date for which you want to include tenant billing information. The system does not include recurring

billings that are not in effect on this date. If this option is left blank, the system date will be used.

2. Select Area Type

***RENTABLE**

***USEABLE**

Use this processing option to determine which area type from the Property Management Constants table (F1510B) the system uses for the report. Valid values are:

*RENTABLE Retrieve the area type defined as rentable in the PM Constants table. (Default)

*USEABLE Retrieve the area type defined as useable in the PM Constants table.

3. Alternative Area Type

Use this processing option to determine which area type the system uses if the Select Area Type processing option is left blank. Valid area types are set up in the User Defined Table (15/AR).

Print Tab

1. Detail or Summary

Blank = Summary report

1 = Detailed report

Use this processing option to determine whether the system prints detailed or summarized billing amount information. If you leave this option blank, the report displays the lease terms, move-out date, and useable square footage. If you enter a 1, the report displays the bill codes and the starting and ending dates of the recurring billing records. Valid values are:

Blank Print summarized information on the report.

1 Print detailed information on the report.

Select Tab

1. Tenant Move Out Information

Blank = Include moved-out tenants

1 = Omit moved-out tenants

Use this processing option to specify whether to identify the tenants that have moved out or to exclude those tenants from the report altogether. Valid values are:

Blank Print the tenant information with a message that the tenant has moved out.

1 Omit the tenant information if the tenant has moved out prior to the as of date.

Reviewing the Recurring Billing Information Listing Report

From the Recurring Billing 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 (R154011)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

-
- 1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

Blank Print tax information.

- 1 Suppress the printing of tax information.

3. Page Break On Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

- 1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Reviewing the Recurring Billing Comparison Report

From the Recurring Billing 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 displays the transaction currency code on this report.

The system recalculates the billing amounts for the prior period based on the recurring billing information for that period. It does not use the 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
- Building (BU) Master
- Billing Frequency Master

See Also

- R15305, *Recurring Billing Comparison Report*, in the *Reports Guide* for a report sample

Processing Options for Recurring Billing Comparison Report (R15305)

Process Tab

1. Billing Period Number

Use this processing option to enter the billing period number for the current period. The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table (F15019).

2. Billing Year

Use this processing option to enter the billing year for the current period. The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table

(F15019).

3. Print Lines Without Differences

Blank = Do not print

1 = Print lines

Use this processing option to print lines without differences between Current and Prior period amounts. Valid values are:

Blank Do not print lines without differences.

1 Print lines without differences.

4. Weekly Billing Date

Use this processing option to define the weekly billing date.

If you leave this processing option blank, the system uses the period from processing option #1. If the period in processing option #1 does not define the weekly billing period, the system uses this processing option to enter the weekly billing date.

Proration Tab

1. Prorate Amounts For Partial Periods

Blank = Do not prorate

1 = Prorate amounts

Use this processing option to prorate the amounts that are in effect for partial periods. Valid values are:

Blank Do not prorate amounts.

1 Prorate amounts.

2. Base Proration on a 30-day Month

Blank = Days in billing period

1 = Base proration on a 30-day month

Use this processing option to base proration on a 30-day month (if monthly).

Valid values are:

Blank Use the number of days in the billing period.

1 Base proration on a 30-day month.

Override Tab

1. Begin Date of Current Period

Use this processing option to override the period begin date. If left blank, the system uses the period specified in the billing period number processing option. The purpose of this option, along with the period end date override option, is to override the billing period begin date associated with the period specified in the billing period number processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

2. End Date of Current Period

Use this processing option to override the period end date. If left blank, the system uses the period specified in the fiscal year for billing control processing option. The purpose of this option, along with the period begin date override option, is to override the billing period end date associated with the period specified in the fiscal year for billing control processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

3. Begin Date of Prior Period

Use this processing option to enter the beginning date of the prior period that the system uses for prorated billings. The system uses the beginning and ending dates to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period will be based on the month prior to the current period if using a monthly frequency.

4. End Date of Prior Period

Use this processing option to enter the ending date of the prior period that the system uses for prorated billings. The system uses the beginning and ending date to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period will be based on the month prior to the current period if using a monthly frequency.

Lessee Tab

1. Receivables or Payables

Blank = Process receivable leases

1 = Process payable leases

Use this processing option to determine whether the report processes A/R or A/P leases. This option works in conjunction with the Lessee field in the Tenant/Lease Master table (F1501B). You cannot run reports for both types of leases at the same time. Valid values are:

Blank Process leases with a blank Lessee field. (A/R)

Y, 1 Process leases with a non-blank Lessee field. (A/P)

Print Tab

1. Print Sequence

Blank = Print by bill code

1 = Print by lease number

Use this processing option to select one of the following print sequences for the R.B. Comparison Report:

Blank Print by bill code.

1 Print by lease number.

Reviewing the Rent Change Report

From the Recurring Billing 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
-

Note

To ensure that the system makes valid comparisons, you must enter a transaction currency in the Billing Transaction Currency processing option on the Currency tab.

See Also

- R15550, *Rent Change Report*, in the *Reports Guide* for a report sample

Processing Options for Rent Change Report (R15550)

Select Tab

1. Begin Date Of Analysis Period

Blank = Default from lease

Use this processing option to enter the beginning date of the analysis period.

If you leave this processing option blank, the system uses the beginning date from the lease.

2. End Date Of Analysis Period

Blank = Default from lease

Use this processing option to enter the ending date of the analysis period.

If you leave this processing option blank, the system uses the ending date from the lease.

3. Number Of Years Back or Forward

Use this processing option to enter the number of years to go back from the end date or to go forward from the beginning date, if not working with explicit dates.

If you use this option, you must specify either a beginning or ending date.

4. Amount Selection**Blank = Base figures on annual amounts****1 = Base figures on monthly amounts**

Use this processing option to determine whether the system bases all figures on monthly or annual amounts. Valid values are:

Blank Base figures on annual amounts.

1 Base figures on monthly amounts.

Default Tab**1. Select or Omit Bill Codes**

Blank = Select all

S=Select

O=Omit

Use this processing option to select or omit bill codes from the Rent Change report (R15550). You can select up to six bill codes. If you leave this processing option blank, the system processes all bill codes. Valid values are:

- Blank Include all bill codes.
- S Include only the selected bill codes.
- O Omit the selected bill codes.

Print Tab

1. Lease Commencement Rent Increases

Blank = Print rent increases

1 = Omit printing rent increases

Use this processing option to determine whether the system prints rent increases caused by lease commencements on the Rent Change report (R15550).

Valid values are:

- Blank Print rent increases caused by lease commencements on the report.
- 1 Do not print rent increases caused by lease commencements.

2. Lease Expiration Rent Decreases

Blank = Print rent decreases

1 = Omit printing rent decreases

Use this processing option to determine whether the system prints rent

decreases caused by lease expirations on the Rent Change report (R15550).

Valid values are:

Blank Print the rent decreases caused by lease expirations on the report.

1 Do not print rent decreases caused by lease expirations.

3. Print Building Address on Report

Blank = Print first line of description

1 = Print building address on heading

Use this processing option to determine which information should be printed on the report heading. Valid values are:

Blank Print only the first line of description.

1 Print the first line of description from the Property/Building Information table (F0006) and the address in the Facility Address field from the address book record on the report.

Note: You must set up Building as the first sequence in order for the system to create page breaks and addresses by building.

4. Blank Line For New Lease or Unit

Blank = Do not print a blank line

1 = Print a blank line

Use this processing option to determine whether the system prints a blank line before every new lease or unit on the report. Valid values are:

Blank Do not print a blank line.

1 Print a blank line before every new lease or unit.

5. Active, Non-Escalated Rent Amounts

Blank = Do not print amounts

1 = Print all amounts

Use this processing option to control whether the system includes active, non-escalated rent amounts (rent amounts that have not changed) on the report.

Valid values are:

Blank Do not print active, non-escalated rent amounts.

1 Print all active, non-escalated rent amounts.

Currency Tab

1. Billing Transaction Currency

Use this processing option to specify the recurring billing transaction currency code to use for reporting when the G/L Constant field for Currency Conversion is not set to N. The report includes billing amounts for all selected bill codes where the transaction currency is equal to the selected value

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 (R154014)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information

will print regardless of the value entered in this option. Valid values are:

- Blank Print tax information.
- 1 Suppress the printing of tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

- Blank Do not enter a page break for each lease number change.
- 1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Reviewing the Sales Report Processing Reports

The Sales Report Processing reports allow you to review information such as expected, unexpected, and estimated sales, as well as sales history and analysis.

Reviewing the Review Sales Report

From the Sales Report Processing menu (G15221), choose Review Sales Report.

You can use this report to determine which leases have no actual sales for the periods that you select. You can determine whether you need estimates or other information from tenants in order to obtain sales amounts. This report retrieves actual sales from the Tenant Sales History table (F1541B).

You can print all records from the Product Scale table (F15014B) that fall in the date range that you select in the processing options, regardless of whether any associated sales records exist in the Tenant Sales History File table (F1541B). The system inserts page breaks in the report based on the building, and it does not include weekly sales.

Processing Options for the Review Sales Report (R15411)

Process Tab

1. Process Year

Blank = System year

Use this processing option to specify the year for processing the Review Sales report (R15411). If you leave this processing option blank, the system prints the report based on the system date

2. From Period

Use this processing option to specify the date from which to process the Review Sales Report. If you leave this processing option blank, the system prints a report with data from the beginning of the process year

3. Thru Period

Use this processing option to specify the date through which to process the Review Sales report. If you leave this processing option blank, the system prints a report with data through the end of the process year

Print Tab

1. Display Decimals

Blank = Do not display decimals

1 = Display decimals

Use this processing option to specify whether to print the monthly sales amounts as decimals. Valid values are:

Blank

Do not print monthly sales amounts as decimals.

1

Print monthly sales amounts as decimals

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
- Processing Options for the Sales History Report (R15250)*

Reviewing the Sales History Report

From the Sales Report Processing menu (G15221), choose Sales History Report.

You can compare the sales history between the current year and prior year. The Sales History report provides information for 12 periods beginning with the Report Month and Report Year that you specify. You can also review the sales history for the year prior to the month and year periods that you specify. The system calculates monthly and yearly percent changes when you select the prior year. The report can also provide sales history information on a year-to-date or rolling 12-month basis.

See Also

- R15250, *Sales History Report*, in the *Reports Guide* for a report sample

Processing Options for the Sales History Report (R15250)

Processing Tab

1. Calendar Reporting Month

Use this processing option to enter the calendar reporting month. The system analyzes sales history for the 24 months prior to the date that you specify in this option on the Sales History Report. For example, if you enter '06' in the Month field and '02' in the Year field, the system analyzes sales history from June 2000 to June 2002.

2. Calendar Reporting Year

Use this processing option to enter the calendar reporting year. The system analyzes sales history for the 24 months prior to the date that you specify in this option on the Sales History Report. For example, if you enter '06' in the Month field and '02' in the Year field, the system analyzes Sales History from June 2000 to June 2002.

Select Tab

1. Sales Amount Selection

Blank = Gross sales amount

1 = Sales amount per square foot

Use this processing option to print sales amounts per square feet or to print gross sales amounts. Valid values are:

Blank Print the gross sales amounts on the report.

1 Divide the gross sales amount by the lease's square footage and print these per square foot amounts on the Sales History Report.

2. Select Area Type

Blank = *RENTABLE

***RENTABLE**

***USEABLE**

Use this processing option to determine which area type from the Property Management Constants table (F1510B) that the system should use for the report.

Valid values are:

*RENTABLE Retrieves the area type defined as rentable in the PM Constants table.

*USEABLE Retrieves the area type defined as useable in the PM Constants table.

3. Alternative Area Type

Use this processing option to determine which area type that the system should use if the Select Area Type Processing Option is left blank. Valid area types are found in the User Defined table (15/AR).

1. Suppress Print Option

Blank = Print product code, DBA, and

store number

1= Suppress printing product code,

DBA, and store number

Use this processing option to determine whether to print the product code, the DBA number, and the store number on the Sales History report. Valid values are:

Blank Print the product code, DBA number, and the store number on the Sales History report.

1 Suppress printing product code, DBA number, and store number.

2. Totals Option

Blank = Based on year-to-date sales

1 = Rolling 12 month sales

Use this processing option to specify whether the system should base the report on a rolling 12 month yearly total or year-to-date totals. Valid values are:

Blank Base totals on year-to-date sales.

1 Print totals based on the 12 months prior to the current month.

3. Prior Year Sales

Blank = Do not print prior year sales

1 = Print Prior Year Sales

Use this processing option to specify whether to include prior year sales in addition to current year sales on the report. If you do choose to include prior year sales, the system calculates the monthly and yearly change percentages. Valid values are:

Blank

Do not print prior year sales on the report.

1

Print prior year sales on the report

Reviewing the Occupancy Costs / Rents Report

From the Sales Report Processing menu (G15221), choose Occupancy Cost/Rents Report.

The Occupancy Cost/Rents report (R15412) allows you to review the total occupancy costs versus the total tenant sales. For this report, the system uses information stored in the Unit Master File table (F1507) and displays the following information:

- Building
- Unit
- Lease begin
- Lease end
- Square footage
- Tenant
- Base rent
- Percent sales rent
- Recoveries
- Effective rent

The system provides the building and report totals. The system inserts page breaks in the report whenever the building changes.

Use the Report As Of date processing option on the Process tab to determine the active leases that the system processes. The system also uses this date as the base date from which amounts are included. The report includes accounts receivable records from the Customer Ledger table (F03B11) and records from the Accounts Payable Ledger table (F0411) per bill code selection if the G/L date is greater than or equal to the Report As Of date.

The system accumulates tenant sales for the combination of lease, building, and unit, using the Report As Of date as the start date for the accumulations from the Tenant Sales History File table (F1541B) and the Tenant Weekly Sales File table (F15410). Use the Report

Through Date processing option on the Process tab as the ending date for records that are included in the gross accumulations.

See Also

- Processing Options for Occupancy Costs / Rents Report (R15412)*

Processing Options for Occupancy Costs / Rents Report (R15412)

Process Tab

1. Report As Of Date

Blank = System Date

Use this processing option to specify the start date of the report. The system only processes the version of the lease that is active on the start date of the report, which results in a point-in-time view of the data.

If you leave this processing option blank, the system uses the system date. Accounts receivable or accounts payable and sales information is processed if the corresponding date (general ledger for A/R and A/P or the report period and year for sales) is greater than or equal to the from date and less than or equal to the through date.

2. Report Through Date

Use this processing option to specify the date through which the system processes the Occupancy Cost/Rents Report program (R15412). The system processes accounts receivable or accounts payable and sales information if the corresponding date (General Ledger for A/R and A/P or the Report Period and Year for Sales) is less than or equal to the through date and greater than or equal to the from date.

3. Select Area Type

***RENTABLE**

***USEABLE**

Use this processing option to specify which area type the system should use from the Property Management Constants table (F1510B) for the report. Valid values are:

***RENTABLE**

Locates the area type defined as rentable in the Property Management Constants table.

***USEABLE**

Locates the area type defined as useable in the Property Management Constants table

4. Alternative Area Type

Use this processing option to specify which area type the system should use if you leave the Select Area Type processing option blank. You can set valid values in the User Defined Code table 15/AR.

5. Receivables or Payables

Blank = Receivable Leases

1 = Payable Leases

Use this processing option to choose either receivable or payable leases for report processing. Valid values are:

Blank

Report only on receivable type leases (a lease in which the lessee is not specified).

1

Report only on payable type leases (a lease in which the lessee is specified).

Note: You can process only one type of lease at a time

Base Rent Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- Base Rent
 - Sales Rent
 - Recoveries
 - Other Bill Code
-

Sales Rent Tab

1. Bill Codes For Sales Rent Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- Base Rent
 - Sales Rent
 - Recoveries
 - Other Bill Code
-

Recoveries Tab

1. Bill Codes for Recovery Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- Base Rent
 - Sales Rent
 - Recoveries
 - Other Bill Code
-

Other Bill Codes Tab

1. Bill Codes for Other Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- o Base Rent
- o Sales Rent
- o Recoveries
- o Other Bill Code

Reviewing the Weekly Sales History Report (R15251)

From the Sales Report Processing menu (G15221), choose Weekly Sales History Report.

You can review the weekly sales information stored in the Tenant Weekly Sales File table (F15410). You can review sales based on the gross amounts or per square foot, as well as the prior year sales history.

See Also

- Processing Options for Weekly Sales History Report (R15251)*

Processing Options for Weekly Sales History Report (R15251)

Process Tab

1. Weekly Date

Blank = System date

Use this processing option to specify the weekly date, which is the beginning of the current 52 period cycle. The system uses the date to determine weekly sales history amounts. These amounts are retrieved from subsequent processing options for printing prior year history and for reporting YTD totals or totals based on a rolling 52 period cycle. The system process dates based on a calendar year.

If you leave this processing option blank, the system uses the system date

2. Sales Amount Selection

Blank = Gross sales amount

1 = Sales amount per square foot

Use this processing option to print gross sales amounts or to print sales amounts per square foot. Valid values are:

Blank

Print the gross sales amounts on the report.

1

Divide the gross sales amounts by the square footage to print the amounts per square foot. If square footage does not exist in the Product Scales Master table (F15014B), the system uses square footage from the lease. If square footage is not found in the lease, the system uses square footage from the Area Master table (F1514)

3. Select Area Type

***RENTABLE**

***USEABLE**

Use this processing option to specify which area type the system should use from the Property Management Constants table (F1510B) for the report. Valid values are:

***RENTABLE**

Uses the area type defined as rentable in the PM Constants table.

***USEABLE**

Uses the area type defined as useable in the PM Constants table

4. Alternative Area Type

Use this processing option to specify an area type, other than rentable or useable, that the system can use to retrieve square footage from the lease. If no square footage is found in the lease, the system uses the Area Master table (F1514). You must enter a valid value from the user defined table 15/AR

Print Tab

1. Prior Year Sales

Blank = Do not print prior year sales

1 = Print prior year sales

Use this processing option to print prior year sales in addition to current year sales. If you choose to print prior year sales, the system calculates a yearly percent change. Valid values are:

Blank

Do not print prior year sales on the report.

1

Print prior year sales on the report

2. Totals Option

Blank = Year to date sales

1 = Rolling 52 periods

Use this processing option to specify whether to base the report totals on a year-to-date cycle or a rolling 52 period cycle. The processing option for Weekly Date on the Process tab is the beginning period to retrieve sales amounts. Valid values are:

Blank

Base totals on year-to-date sales beginning with Weekly Date through the end of the specified year.

1

Base totals on the rolling 52 month sales beginning with Weekly Date through the next 52 months

Reviewing the New Leases Report (R15471)

From the Tenant & Lease Reporting menu (G1514), choose New Leases Report.

You can review the information on new leases that were entered during a particular period, based on date ranges that you specify in the processing options. For example, to determine the efficiency with which you receive and enter new leases into the system, you can compare the date that a lease was entered with its beginning and end dates.

The report displays the following information:

- Lease number
- Building
- Unit
- Tenant
- Square footage
- Date entered
- Base rent
- Base rent per square foot
- Total rent
- Total rent per square foot
- Start date
- End date
- Rent start date
- Transaction originator

This report is based on the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- Recurring Billings Master (F1502B)

Processing Options for the New Leases Report (R15471)

Process Tab

1. From Date

Blank = System date

Use this processing option to specify the beginning date of the reporting period. The report prints leases entered on or after this date

2. Through Date

Use this processing option to specify the ending date of the reporting period. The report prints leases entered on or before this date

3. Billing Amount Frequency

Blank = Based on annual amounts

1 = Based on monthly amounts

Use this processing option to specify whether to base billing amounts on a monthly or annual basis. Valid values are:

Blank

Base billing figures on annual amounts.

1

Base billing figures on monthly amounts

Bill Codes Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to specify the bill codes that the system uses to identify base rent amounts. You can use as many as 12 bill codes. Other bill codes listed in the Recurring Billings table (F1502B) for the lease will be displayed in the Total Rent column. The Base Rent column summarizes the first occurrence of the bill codes you enter in this processing option

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 (R15675)

Select Tab

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

Use this processing option to select one of the following to print on the sales analysis report:

- 1 Print key field count
- 2 Print number of empty months
- 3 Print absolute change in square feet
- 4 Print net change in square feet
- 5 Print rolling 12 months
- 6 Print last year's square footage

2. First Column Display

'1' = Current monthly sales

'2' = Quarterly sales

'3' = Year-to-date sales

'4' = Current year projections

Use this processing option to select one of the following to determine which values the system displays in the first set of columns:

- 1 Display current monthly sales.
- 2 Display quarterly sales.
- 3 Display YTD sales.
- 4 Display current year projection.

Enter one of the allowed values to print the corresponding amount on the Sales Analysis Report (R15675). You can then compare these amounts in the first set of columns to the amounts in the second set of columns.

3. Second Column Display

'1' = Current monthly sales

'2' = Quarterly sales

'3' = Year-to-date sales

'4' = Current year projections

Use this processing option to select one of the following to determine which values the system displays in the second set of columns:

- 1 Display current monthly sales.
- 2 Display quarterly sales.
- 3 Display YTD sales.
- 4 Display current year projection.

Enter one of the allowed values to print the corresponding amount on the Sales Analysis Report (R15675). You can then compare these amounts in the second set of columns to the amounts in the first set of columns.

4. Threshold Values for Invalid Comparisons:

a. Allowable net change in sq. ft.

Use this processing option to enter the threshold values, if applicable, to control how the system determines invalid comparisons. An invalid comparison appears on the report by an asterisk in the Invalid Comparison column (IC).

Valid values are:

- A Determine allowable net change in square footage.

-
- B Determine allowable total change in square footage.
 - C Determine the number of empty months, which has different meanings depending on the summarization.

b. Allowable total change in sq. ft.

Use this processing option to enter the threshold values, if applicable, to control how the system determines invalid comparisons. An invalid comparison appears on the report by an asterisk in the Invalid Comparison column (IC).

Valid values are:

- A Determine allowable net change in square footage.
- B Determine allowable total change in square footage.
- C Determine the number of empty months, which has different meanings depending on the summarization.

c. Number of empty months

Use this processing option to enter the threshold values, if applicable, to control how the system determines invalid comparisons. An invalid comparison appears on the report by an asterisk in the Invalid Comparison column (IC).

Valid values are:

- A Determine allowable net change in square footage.
- B Determine allowable total change in square footage.
- C Determine the number of empty months, which has different meanings depending on the summarization.

Print Tab

1. Second Total Line

'1' = Print invalid totals

'2' = Print valid and invalid totals

'3' = Do not print totals

Use this processing option to control how the system prints the second total line on the report. Valid values are:

- 1 Print the total of all invalid comparisons.
- 2 Print the total of both valid and invalid comparisons.
- 3 Do not print the second total line.

2. Print Sequence

'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

Use this processing option to select one of the following print sequences for the Sales Analysis Report (R15675):

- 1 Print by building within company. The report totals on company.
- 2 Print by product within building. The report totals on building.
- 3 Print by tenant within building. The report totals on building.
- 4 Print by product within tenant within building. The report totals on tenant and building.
- 5 Print by tenant within product within building. The report totals on product and building.
- 6 Print by product within building within tenant. The report totals on

building and tenant.

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 (R1538)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number of the E.P. billing calculation records to print.

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 (R1538S)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number of the E.P. billing calculation records to print.

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).

See Also

- R1532, *E.P. Extraction Register*, in the *Reports Guide* for a report sample

Processing Options for E.P. Extraction Register (R1532)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number for the E.P. Extraction Register report (R1532).

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 (R1535)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number when running the Class Adjustments Listing report (R1535).

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 (R1530P)

Select Tab

1. Print Transaction Totals

Blank = List accounts without totals

1 = Print transaction totals

Use this processing option to include transaction totals for each account

listed. The system prints amounts only if the transaction date is between the beginning and ending dates for the accounts specified in the E.P. Class Master table (F1530). Valid values are:

Blank List the accounts included in each class without corresponding total amounts.

1 Print transaction totals for each account listed.

2. Begin Date for Transaction Amounts

Blank = System date

Use this processing option to enter the date to begin accumulating transaction amounts. You can include more than one year within the specified date range.

If this option is left blank, the system date will be used.

3. End Date for Transaction Amounts

Blank = System date

Use this processing option to enter the date to stop accumulating transaction amounts. You can include more than one year within the specified date range.

If this option is left blank, the system date will be used.

Process Tab

1. Extract Account Balances

Blank = Account Balances (F0902)

1 = Account Ledger (F0911)

Use this processing option to determine whether the system should extract the account balances from the Detailed Transaction table (F0911) or from the Account Balances table (F0902). Valid values are:

Blank Extract account balances from the Account Balances table (F0902).

Selecting balances from this table pulls an amount for each month in the range selected in the begin and end date processing options.

- 1 Extract account balances from the Detailed Transaction table (F0911). Selecting balances from this table pulls accounts for the range selected in the begin and end date processing options by the G/L date.

2. Override for Account Transactions

Use this processing option to enter an override ledger type for extracting the expense account transactions. This option is helpful if you have posted transactions to a ledger type other than actual amounts (AA). The report prints transactions only from the ledger type that you enter here. Otherwise, no actual amount transactions print.

3. Offset Ledger Type

Blank = No offsets extracted

Use this processing option to enter a ledger type for extracting offset amounts. You can enter an offset ledger type for extracting the expense account transactions. This option is helpful if you have posted adjusting transactions to a ledger type other than actual amount (AA). The amounts for the ledger type entered will be added to the AA amounts with the same G/L

account. If this option is left blank, the system will not extract offset amounts.

4. Account Range Inclusion

Blank = Combine Object and Subsidiary Accounts

1 = Separate Object and Subsidiary Accounts

Use this processing option to specify which accounts to include in the expense class. Valid values are:

Blank

Combine object and subsidiary accounts. Includes all accounts greater than or equal to the From object account and subsidiary, and less than or equal to the To account and subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts between these values are included (account 5555.040 would be included).

1

Use separate comparison for object and subsidiary accounts. Includes all accounts with object accounts between the From and To object accounts as well as subsidiary accounts between the From and To subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts with object accounts between 5000 and 59999 as well as subsidiary accounts between 010 and 020 are included (account 5555.040 would not be included)

Options Tab

1. Global Business Unit Substitution

Use this processing option to enter the business unit to substitute for global business units when deriving accounts. The E.P. Class must have a wildcard entered in the Business Unit field for this program to recognize this business unit substitution.

Note: A field wildcard entered in the Business Unit field during the set up of the E.P. Classes (P1530) will cause the Expense Participation Generation program (R15110) to substitute a tenant's building as the business unit for

deriving expense accounts.

2. Class Adjustment Totals

1 = Print totals for each class

Use this processing option to specify whether to include class adjustment totals for each class. Valid values are:

- Blank Do not include class adjustment totals.
- 1 Print class adjustment totals for each class. These adjustments can be the result of identifying an adjustment factor for a class or setting up a specific adjustment amount to apply to an expense.

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 (R154013)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system excludes records

with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

Blank Print tax information.

1 Suppress the printing of tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Reviewing the Escalation Reports

Escalation reports include information about monthly values setup for an escalation index, and allow you to review the billing setup for leases that use escalation and calculation details.

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 (R154014)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

- Blank Print tax information.
- 1 Suppress the printing of tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

- Blank Do not enter a page break for each lease number change.
- 1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

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 which version of the Escalation Calculation Register runs when you generate the calculations.

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 (R15490)

Bill Codes Tab

Bill Code

Use this processing option to select the bill codes that the system uses to identify base rent amounts. You can use up to twelve bill codes.

To calculate the base rent, the system adds the rent amounts for the selected bill codes. The system includes the other rents on the report in addition to the base rent. The effective rent is the base and other rents combined, and indicates the total amount of the bill codes related to recurring billing for the tenant and unit.

Defaults Tab

1. Search Default for Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to specify the default search value on the Work with Lease form.

*LAST The system will display the version of the lease with latest effective date.

*CURRENT The system will display the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants file (F1510B), the system ignores this processing option.

Select Tab

Document Type

Use this processing option to specify which document types the system excludes from the receivables balance. You can use up to twelve document types.

Print Tab

1. Summary or Detail Report

Blank = Detail report

1 = Summary report

Use this processing option to specify whether the system generates detailed or summary reports. Valid values are:

Blank Print a detail report.

1 Print a summary report.

Currency Tab

1. Currency Code

Use this processing option to specify the currency code in which to locate rent amounts and open amounts for the report. If currency processing is set to N in the General Accounting Constants, the system ignores this processing option

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 (R15405)

Print Tab

1. Detail or Summary

Blank = Print detail information

1 = Print summary information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Lease or Business Unit Based Fees

Blank = Print business unit based fees

1 = Print lease based fees

Use this processing option to select either lease-based fees or business-unit based fees for reporting. Valid values are:

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

Use the FASB 13 reports to view month, year, and listing FASB 13 information.

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 (R15407)

Process Tab

1. Report Year Selection

Use this processing option to enter the year in which FASB 13 data is to be reported.

Print Tab

1. Print Format

Blank = Detailed only

1 = Summarized only

Use this processing option to select the format of the report to print. Valid values are:

Blank Print the detailed FASB 13 effect.

1 Print the summarized FASB 13 effect.

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 (R15409)

Process Tab

1. Report From Date

Blank = System Date

Use this processing option to enter the date from which the system reports and summarizes the FASB 13 information. If this option is left blank, the system date will be used. The report always runs through the end of the FASB lease term.

2. Select FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to specify whether to select the information from the previous or current FASB 13 generation. Valid values are:

Blank Select the information from the current generation.

1 Select the information from the 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 (R15406)

Process Tab

1. Report Through Date

Blank = End of FASB 13 lease term

Use this processing option to enter the date from which the system reports and summarizes the FASB 13 information. If this option is left blank, the system date will be used. The report always runs through the end of the FASB lease term.

2. Select FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to specify whether to select the information from the previous or current FASB 13 generation. Valid values are:

Blank Select the information from the current generation.

1 Select the information from the previous generation.

Print Tab

1. Print Format

Blank = Detailed only

1 = Summarized only

Use this processing option to select the format of the report to print. Valid values are:

Blank Print the detailed FASB 13 effect.

1 Print the summarized FASB 13 effect.

Updating Billing Records

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.

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 has not 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 Real Estate 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.

Updating Property and Building Relations

From the Global Updates menu (G15311), choose Property/Building Relations.

You can automatically update the project (property) number that is associated with a building from the Building (Business Unit) Master table (F0006) to the Lease Master Detail (F15017) and the Unit Master (F1507) 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 (RPLNID) in the Customer 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 ensure that the updated information 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 that are listed 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 (R15021)

Dates Tab

1. New Beginning Effective Date

Blank = Day after original end date

Use this processing option to enter the new beginning effective date. The system uses the date you enter as the beginning date of the new recurring billing records created by the Update program.

If you leave this option blank, the system uses the day after the existing

recurring billing is scheduled to end as the beginning date of the new records. In either case, existing recurring billing records will be suspended as of the day prior to the begin date of the corresponding new recurring billing records during the update process.

2. New Ending Effective Date

Blank = Lease expiration date

Use this processing option to specify the new ending effective date. The system uses the date you enter as the effective end date of the new recurring billing records. If this option is blank, the new recurring billing record will be scheduled to end on the day the lease ends.

Select Tab

From Anniversary Date

Use this processing option to specify an anniversary date or anniversary date range which will be compared to the lease start dates. If a lease begins within the range you specify, the recurring billings for that lease will be eligible for selection. If both dates are left blank, all records will be eligible for selection. If just one date is entered, it will be used for both the dates.

Note: The term "Lease Anniversary" refers to the day and month a lease starts.

Floor Number

Use this processing option to specify which fields the system uses to select recurring billing records from the Unit Master records. Valid fields are:

Floor Number

Unit Type

Unit Useage

Report Code 01

Report Code 02

This option allows you to select recurring billing records based on certain fields of the unit to which they are attached. You can select any combination of the above fields by entering a 1 in the corresponding processing option.

3. Include Non-Billable Leases

Blank = Do not include

1 = Include billing records

Use this processing option to specify whether to include recurring billing records for non-billable leases (pre-lease and speculative lease types). Valid values are:

Blank Do not include non-billable leases.

1 Include non-billable leases.

Print Tab

1. Report of Bypassed Records

Blank = No report

1 = Print report

Use this processing option to print a report showing recurring billing records included in data selection but bypassed by the program. The report shows which records were not selected for update and explains why they were not selected for update. Valid values are:

Blank Do not print the bypassed record report.

1 Print the bypassed record report.

Versions Tab

1. R.B. Global Update (R15116) Version

Blank = XJDE0001

Use this processing option to override the default version of the Recurring Billing Global Update program (R15116). If you leave this processing option blank, the system uses version 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 that are involved in an update. The report also includes the records that cannot be updated, based on the thresholds that are 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:

22. Determines whether the type of square footage to be used is rentable or useable.
23. 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.
24. 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.
25. Applies the rounding controls to the new amount.
26. 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.
27. 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.

-
28. 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 (R15116)

Process Tab

1. Batch Number (required)

Use this processing option to enter the batch number to process. The batch number is assigned by the Recurring Billing Record Selection program (R15021).

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.

Use this processing option to select the method by which to increase the existing recurring billing records. Valid values are:

- 1 Percent increase
- 2 Amount increase
- 3 Annual Amount Per Square Foot increase
- 4 New Amount
- 5 New Annual Amount Per Square Foot

Note: If you are updating recurring billing records by amount increase or new

amounts, you should set up versions per billing frequency. The system applies the amount that you enter here to the recurring billing amount regardless of the billing frequency of the recurring billing.

3. Calculation Amount or Percentage

Use this processing option to enter the amount or percent to use in the calculations. The increase method in the previous processing option determines whether the number entered here is an amount or a percent.

Note: Enter 5.25% as 5.25.

4. Recurring Billing Transaction Currency

Use this processing option to specify the transaction currency of the recurring billing records that the system locates and updates when the G/L Constant for Currency Conversion is not set to N. If the Method of Increase is set to 2, 3, 4, or 5, or the Threshold for Change Amount is not equal to zero, you must enter the transaction currency. If the G/L Constant for Currency Conversion is set to N, the transaction currency is not needed.

5. Rentable or Useable Square Footage

***RENTABLE**

***USEABLE**

Use this processing option to determine which square footage the system uses to base rentable or useable square footage calculations. Valid values are:

***RENTABLE**

***USEABLE**

Options Tab

1. Method of Rounding

U = Up to nearest increment

D = Down to nearest increment

H = Nearest increment (up or down)

Use this processing option to determine how the system rounds the new recurring billing amounts. Valid values are:

- U** Round up to the nearest increment.
- D** Round down to the nearest increment.
- H** Round to the nearest increment (up or down).

2. Rounding Increment

Use this processing option to determine the amount the system uses for rounding the new recurring billing amounts. The new records are rounded based on this selection and by the method you choose in the method of rounding processing option. When you enter the rounding increment, the result of the rounding will be exactly divisible by this entry. For example, if you enter '10.00,' the system rounds to the nearest 10.00. If you enter '5.00,' the system rounds to the nearest 5.00.

3. Threshold for Change Percent

Use this processing option to enter the threshold percentage that the system uses to determine whether the recurring billing records should be updated. If the amount calculated results in changes less than the percentage entered, the system does not create a new recurring billing line for that record.

Note: The two threshold processing options may be used separately or as a combination of the two. If you choose to use a combination, the recurring billing records would have to meet both thresholds in order for new recurring billings amounts to be created.

4. Threshold for Change Amount

Use this processing option to enter a threshold amount that the system uses to determine whether the recurring billing records should be updated. If the amount calculated results in changes less than the amount entered, then the system does not create a new recurring billing line for that record.

Note: The two threshold processing options may be used separately or as a combination of the two. If you choose to use a combination, the recurring billing records would have to meet both thresholds in order for new recurring billing amounts to be created.

Print Tab

1. Update Recurring Billings

Blank = Edit report only

1 = Update recurring billing records

2 = Reset recurring billing records

Use this processing option to determine whether to update or reset the Recurring Billing table (F1502B) for the specified batch number. If you leave the option blank, the system prints an edit report only. If you have specified this particular version number to run as part of the Recurring Billing Selection program (R15021), the report runs only in edit mode.

Running the Lease Global Update

From the Global Updates menu (G15311), choose Lease Global Update.

The Lease Global Update program allows you to change specific lease-related fields for the records in selected tables. For example, you can maintain the history for leases that have been moved to different units, such as if an appraisal causes the units to be renumbered. Or this update is useful if you need to change the number of a tenant or the name of an alternate payee, or if an internal building number or company changes.

Use the processing options to specify which fields and tables to update. This program uses information stored in the Lease Master Header table (F1501B).

You can update the following fields:

- Building number

When you update the building number (Business Unit), the system does not change the Company Number in the tables. You cannot use the same Business Unit for more than one company.

You can use the Old Building Number and Old Unit Number processing options on the Options tab to limit the update to a single building and unit, if more than one building and unit are tied to the lease. If these options are blank, the system selects all of the buildings and units in the lease for processing.

- Unit
- Tenant

When the system updates tenant numbers, the alternate payee does not change to the alternate payee for the new tenant. To do so, you must also update the alternate payee in the Alternate Payee processing option on the Field Updates tab.

- Alternate Payee
- Alternate Payment Source
- Manager
- Occupant
- Salesman
- DBA (Doing Business As)
- Lease Status
- Payment Terms

You can update the following tables:

- Lease Master Header (F1501B)

When you select this table, the system also updates all the applicable fields in the Lease Master Detail table (F15017). You cannot select these tables separately for the update.

- Recurring Billings Master (F1502B)
- Management Fee Master (F1505B)
- Tenant/Lease Billing Detail (F1511B)
- Tenant/Lease Billings Detail History (F1511HB)
- Tenant E.P. Class Master (F15012B)
- Sales Overage Master (F15013B)

- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries (F15015B)
- Tenant Escalation Master (F15016B)
- A/R Fee & Interest (F1525B)
- Sales Report Control (F1540B)
- Tenant Sales History (F1541B)
- Tenant Weekly Sales (F15410)
- Log Detail Master (F1521)
- Security Deposit Master (F1565)
- Accounts Payable Ledger (F0411)
- Customer Ledger (F03B11)

Use the processing options to determine whether the system runs the update in edit mode or final mode. J.D. Edwards recommends that you first run this report in edit mode.

See Also

- Processing Options for Lease Global Update (R15117)*

Processing Options for Lease Global Update (R15117)

Options Tab

1. Edit/Update Selection

Blank = Edit

1 = Update selected tables

Use this processing option to specify whether to run the report in edit mode with no updates to the selected tables, or in update mode. Valid values are:

Blank

Run the report in edit mode with no updates to records for selected tables.

1

Run the report and update records for selected tables

2. Page Break Selection

Blank = No page break

1 = Page break for each new lease.

Use this processing option to specify whether the system should insert a page break when a new lease is processed. Valid values are:

Blank

Do not insert a page break between leases.

1

Insert a page break for each new lease

3. Old Building Number

Use this processing option to choose a specific building for update. Only records with the building number that you enter are selected for update

4. Old Unit Number

Use this processing option to choose a specific unit for update. Only records with the unit number that you specify are selected for update

Table Selection Tab

1. F1501B - Lease Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

2. F15012B - Expense Participation Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

3. F15013B - Sales Overage Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

4. F15014B - Product Scales Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

5. F15015B - Min/Max Rents and Recoveries

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

6. F15016B - Tenant Escalation Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

7. F1502B - Recurring Billing Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

8. F1505B - Management Fee Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

9. F1511B - Tenant/Lease Billing Detail

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

10. F1511HB - Tenant Billing Detail History

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

11. F1521 - Log Detail Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

12. F1525B - Fees and Interest

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

13. F1540B - Sales Report Control

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

14. F1541B - Tenant Sales History

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

15. F15410 - Tenant Weekly Sales

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

16. F1565 - Security Deposit Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

17. F03B11 - Account Receivable Ledger

Use this processing option to specify whether to process the corresponding table for this

report. Valid values are:

Blank

Do not process this table.

1

Process this table

18. F0411 - Accounts Payable Ledger

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table

Field Updates Tab

1. Building

Use this processing option to specify the new value for the building. The new value replaces the old value in any record that you accept for update

2. Unit

Use this processing option to specify the new value for the unit. The new value replaces the old value in any record that you accept for update.

3. Tenant

Use this processing option to specify the new value for the tenant. The new value replaces

the old value in any record that you accept for update

4. Alternate Payee

Use this processing option to specify the new value for the alternate payee. The new value replaces the old value in any record that you accept for update

5. Manager

Use this processing option to specify the new value for the manager. The new value replaces the old value in any record that you accept for update

6. Alternate Payment Src.

Use this processing option to specify the new value for the alternate payment source. The new value replaces the old value in any record that you accept for update

7. Occupant

Use this processing option to specify the new value for the occupant. The new value replaces the old value in any record that you accept for update

8. Salesman

Use this processing option to specify the new value for the salesman. The new value replaces the old value in any record that you accept for update

9. Doing Business As

Use this processing option to specify the new value for Doing Business As (DBA). The new value replaces the old value in any record that you accept for update

10. Lease Status

Use this processing option to specify the current, user defined standing of the lease, for example, Active, Expired, Negotiation, or Terminated

11. Payment Terms

Use this processing option to specify the new value for the payment terms. The new value replaces the old value in any record that you accept for update

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.

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)
- Customer 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)

Notes

- 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 of 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 (R15806)

Select Tab

1. Batch Number

Use this processing option to enter the batch number for the records you want to delete.

2. File Deletion Selection

Blank = Accounts Receivable

1 = Accounts Payable

Use this processing option to control whether the system deletes information from the Accounts Payable table (F0411) or the Accounts Receivable table (F03B11). Valid values are:

Blank Delete information from the Accounts Receivable table.

1 Delete information from the Accounts Payable table.

Process Tab

1. Posted Tenant Invoice Delete

Blank = Do not delete posted invoices

1 = Delete posted invoices

Use this processing option to specify whether to delete Tenant Invoice records (F1511B) that have a posted code value of D and do not normally create corresponding A/R (F03B11) or G/L (F0911) records. Examples of such records are a zero amount invoice pay item or a Sales Overage "carry forward pending" or "carry forward taken" record. Valid values are:

Blank Do not delete tenant invoice records.

1 Delete tenant invoice records.

Print Tab

1. Audit Trail Report

Blank = No report

1 = Print a report

Use this processing option to control whether the system prints an audit report of all the records deleted by this program. Valid values are:

Blank Do not print an audit trail report.

1 Print an audit trail report.

If this option and the Edit or Update processing option are left blank, the batch deletion process will not complete.

2. Edit Or Update

Blank = Edit mode only

1 = Delete the records

Use this processing option to specify whether to update the files or run the batch delete in edit mode only. Valid values are:

Blank Do not perform an update against the files. This value lets you run this batch delete program in an edit mode.

- 1 Perform an update against the files. The records identified by the selected batch number are deleted from the files outlined in the processing option selections for this program.
-

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 (R1543)

Process Tab

Process

1. Number Of Months To Keep

Use this processing option to specify which Sales Analysis records will be purged. The system retains only that number of months of Sales Analysis records beginning with the most current record and counting back that number of months. The system deletes records older than that number of months.

If you enter values in this option and the purge through period option, the system will use the earlier cutoff date.

Month

Use this processing option to specify which Sales Analysis records will be purged. If you enter a month and year, the system deletes all records prior to that month and year.

If you enter values in this option and the months to keep option, the system will use the earlier cutoff date.

Print Tab

1. Print Edit Report

Blank = Print edit report only

1 = Purge sales analysis records

Use this processing option to specify whether the system purges Sales Analysis records or prints an edit report. Valid values are:

Blank Print a report of the records to be purged.

1 Purge the 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 (R1541)

Process Tab

1. Number of Months To Keep

For monthly Sales Reports, use this processing option to specify which Sales Report records will be purged. The system retains only that number of months of monthly Sales Report records beginning with the most current record and counting back that number of months. Records older than that number of months are deleted.

Only those monthly reports that have posting status codes of P or X, and that are older than the number of months specified here, are eligible for deletion.

If you leave this processing option blank, the system deletes all monthly Sales Report records with posted status codes of P and X.

2. Number of Weeks To Keep

For weekly Sales Reports, use this processing option to specify which weekly Sales Report records are to be purged. The system retains only that number of weeks of weekly Sales Report records beginning with the most current record and counting back that number of weeks. Records older than that number of weeks

are deleted.

Only the weekly Sales Reports that have posting status codes of P or X, and that are older than the number of weeks specified here, are eligible for deletion.

If you leave this processing option blank, the system deletes all weekly Sales Report records with posted status codes of P and X.

Print Tab

1. Print Edit Report

Blank = Print edit report only

1 = Purge sales reports records

Use this processing option to specify whether to purge Sales Reports records or print an edit report only. Valid values are:

Blank Print a report of the records to be purged.

1 Purge the 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 (R15119)

Process Tab

1. Purge Billing Information

Blank = Print an edit report

1 = Purge billing information

Use this processing option to control the purging of the tenant/lease billing information. Valid values are:

Blank Print an edit report only.

1 Purge the tenant/lease billing information and print a report.

Select Tab

1. G/L Date

Use this processing option to enter the critical date that the system uses as the purge criteria for the tenant/lease billing information. If you enter more than one date, the system uses only the first date that was entered. Valid dates include:

G/L Date

Invoice Date

Due Date

Service/Tax Date

Purging Lease Information

On the Purges menu (G15312), choose Lease Information Purge.

The Lease Information Purge program allows you to delete obsolete information that is related to one or more leases.

Caution

Use the processing options carefully to establish the critical dates that the system uses to determine what to purge, and to narrow the wide range of information that you can select from the various tables for the purge, such as buildings and units.

The Lease Information Purge is based on the Lease Master Header File table (F1501B) and can purge information from the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- Tenant E.P. Class Master (F15012B)
- Sales Overage Master File (F15013B)
- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries Master (F15015B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Management Fee Master (F1505B)
- Tenant/Lease Billings Detail Master (F1511B)
- Tenant/Lease Billings Detail History (F1511HB)
- Log Detail Master (F1521)
- Tenant Account Exclusions (F1533B)
- EP Billing Register Work File (F1538B)
- Escalation Billing Register (F1548B)
- Security Deposit Master (F1565)
- OW Billings Generation Control Master (F15011B)

Critical Dates and Record Selection

In the processing options, you can select from three critical dates that the system uses to determine whether a record is eligible for purging. Because a critical date might not be part of a table that is selected for the purge, the system uses the following criteria for record selection:

- If all of the records for the lease in the Lease Master Header File table (F1501B) are eligible for purging, all of the related records in the selected tables are eligible. The system bypasses the remaining items in the date selection process.
- If one of the critical dates applies to a selected table, the date for a record must be prior to the critical date.
- If more than one critical date applies to a selected table, each critical date for the record must be before the critical date of the respective table.
- If none of the critical dates applies to a table that you selected, the system determines the records to be purged, based on the relationship between the tables. All of the records for a specific lease in the parent table must be eligible for the related records in the dependent table to be eligible.

For example, in terms of sales overage, the Product Scales Master table (F15014B) and the Min/Max Rents And Recoveries Master table (F15015B) are dependent on the Sales Overage Master File table (F15013B), which is the parent.

- If a record is eligible in the Recurring Billings Master table (F1502B), the Tenant E.P. Class Master table (F15012B), the Tenant Escalation Master table (F15016B), the Sales Overage Master table (F15013B), or the Management Fee Master table (F1505B), then the related record with the same billing control ID number in the OW Billings Generation Control Master table (F15011B) will be deleted.
- If you choose to purge all of the Tenant E.P. Class Master (F15012B) records for a lease, the corresponding records in the Tenant Account Exclusion table (F1533B) records will also be deleted.

Note

If you use data selection, and if the item that you are selecting is in both the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017), use the Lease Master Header item for selection.

See Also

- Processing Options for Lease Information Purge (R15118)*

Processing Options for Lease Information Purge (R15118)

Dates Tab

1. Ending Effective Date

Use this processing option to specify the cutoff date for purging records. The system compares the cutoff date to the Ending Effective Date in the real estate management tables that you choose to purge

2. Move-Out Date

Use this processing option to specify the cutoff date for purging records. The system compares the date to the Move-Out Date in the real estate management tables that you choose to purge

3. Date Last Updated

Use this processing option to specify the cutoff date for purging records. The system compares the date to the Date Last Updated in the real estate management tables that you choose to purge.

Options Tab

1. Edit/Purge Selection

Blank = Edit

1 = Purge Lease and related tables.

Use this processing option to specify whether to run the report in edit mode or in update mode. Valid values:

Blank

Run report in edit mode with no updates to the selected tables.

1

Run report in update mode and purge records from the selected tables

2. Page Break Selection

Blank = No page break

1 = Page break for each new lease.

Use this processing option to specify whether the system should insert a page break when you process a new lease. Valid values are:

Blank

Do not insert page break between leases.

1

Insert a page break between leases

3. Building Number

Use this processing option to choose a specific building to process. The system chooses only records with the unit that you specify for this report. If you enter a unit, you must also enter a matching building

4. Unit Number

Use this processing option to choose a specific unit to process. The system chooses only records with the unit that you specify for this report. If you enter a unit, you must also enter a matching building

Table Selection Tab

1. F1501B - Lease Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

2. F15012B - Expense Participation Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

3. F15013B - Sales Overage Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

4. F15014B - Product Scales Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

5. F15015B - Minimum Rent/Recoveries

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

6. F15016B - Tenant Escalation Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

7. F1502B - Recurring Billing Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

8. F1505B - Management Fee Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

9. F1511B - Tenant/Lease Billing Detail

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

10. F1511HB - Invoice History

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

11. F1521 - Log Detail Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

12. F1533B - E.P. Account Exclusions

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

13. F1538B - E.P. Calculation History

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

14. F1548B - Escalation Calculation History

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

15. F1565 - Security Deposit Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table

Building Information Purge

From the Purges menu (G15312), choose Building Information Purge.

You can delete one property or building record (business unit) at a time, including all of its related information, in the Real Estate Management system. You use the processing options to select the property or building to delete.

This program is based on the Business Unit Master table (F0006). The system can delete a building number from that table if no related information exists in the Account Master table (F0901), Account Balances table (F0902), or the Account Ledger table (F0911). However, regardless of the account records and balances, the system deletes related information from the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- OW Billings Generation Control Master (F15011B)
- Extended Billings Master File (F15020)
- Tenant E.P. Class Master (F15012B)
- Sales Overage Master File (F15013B)
- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries Master (F15015B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Log Detail Master (F1521)
- Unit Master File (F1507)
- Billing Code Extension (F1512)
- Floor Master File (F1506)
- Area Master (F1514)
- Security Deposit Master (F1565)
- Market/Potential/Renewal Rent Master (F159071)
- Business Unit Master (F0006)

See Also

- Processing Options for Building Information Purge (R15808)*

Processing Options for Billing Information Purge (R15808)

Process Tab

1. Building To Delete

Use this Processing Option to select the Building that you want to delete.

This program will only remove the Building from the Business Unit File (F0006) if records do not exist in the Account Master File (F0901), Account Balance File (F0902), or the Account Detail File (F0911).

2. Update Option

Blank = Delete records

1 = Print an edit report

Use this Processing Option to determine whether the selected Building and the corresponding Property Management records should be deleted or only an edit report should be printed prior to deletion.

Blank Delete the records. The Building record in the Business Unit

File (F0006) will not be deleted if Account information exists, but the related Property Management information will be deleted.

1 Do not delete records. Print an edit report only.

Working with Integrities

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

Reviewing Billing Control Information

You can review the information that is stored in the Billings Generation Control Master table (F15011B) for a specific lease using the Billing Control Information program. The information for the billings that are 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 of 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 Expense Participation Calculations](#)
- [Generating Sales Overage Billings](#)
- [Generating Escalation Billings](#)
- [Generating Estimated Expense Participation 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
 - Bill Period 01 through
 - Bill 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 (R15703)

Process Tab

1. Delete Batch Headers

Blank = Do not delete

1 = Perform delete

Use this processing option to verify that each batch header in the Batch Control Records table (F0011) has a corresponding record in the Tenant/Lease Billings Detail table (F1511B). Valid values are:

Blank

Do not delete batch headers.

1

Delete batch headers that have no corresponding detail records.

Note: You can use this program to pinpoint database problems

2. Print Detail Report

Blank = Do not print report

1 = Print report

Use this processing option to print a report that shows all the Tenant/Lease Billings Detail records (F1511B) that do not have a corresponding batch header record in the Batch Control Records table (F0011). Valid values are:

Blank Do not print a report.

1 Print a report.

Note: You can use this program to pinpoint database problems.

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 that are 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 (R15431)

Process Tab

1. Log Line Edit/Update

Blank = Print edit report

1 = Update single unit leases

2 = Update multi and single unit leases

Use this processing option to determine whether the system performs an update or prints a report so that you can preview the effect of the update. Valid values are:

Blank Print an edit report listing all log lines with buildings and units that do not correspond to the lease's buildings or units.

The system does not perform an update.

- 1 For single-unit leases only, replace the log line's building or unit with the lease's building or unit.
- 2 For multi-unit leases, replace the log line's building or unit with the lease's first building or unit.

2. Lease Version Default

Blank = Process all versions

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to determine the lease version that the system uses

to process records. Valid values are:

Blank Process all versions.

*LAST Process only the lease version that has the latest version
effective date.

*CURRENT Process only the lease version that is active as of the system
date.

Print Tab

1. Print All Log Lines for Multi-Unit Leases

Blank = Do not print all log lines

1 = Print all log lines

Use this processing option to print all log lines for multiple-unit leases.

Valid values are:

Blank Do not print all log lines for multi-unit leases. This option
will only print log lines that have errors.

1 Print all log lines for multi-unit leases.

Reviewing the Invoice Posted Status Update

From the Integrities menu (G15313), choose Invoice Posted Status Update.

You can update the G/L posted status to posted (D) on records in the Tenant/Lease Billings Detail Master table (F1511B) when the record is marked as unposted, but corresponding posted records exist in the Account Ledger table (F0911) and the Batch Control Records table (F0011).

Note

The program does not update the unposted F1511B record if the F0911 record is posted, but the F0011 record for batch type 1 is not found or not posted.

The program does not update the unposted F1511B record if the F0011 record for batch type 1 is posted, but the F0911 record is not found or not posted.

The program does not update the unposted F1511B record if a corresponding lease is not found in the Lease Master Header table (F1501B).
