

# Structured Data Load

## User Guide

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## Structured Data Load User Manual

This manual describes the operation of the software module *Structured Data Load* ("SDL"), part of **Property Management & Accounting** ("PM&A"), an integrated property management and accounting application, developed by Trace Solutions Limited. All information contained within this manual and accompanying software programs is copyright of Trace Solutions Limited. All rights are reserved. It is a breach of copyright if this manual is copied or reproduced, in whole or in part, using any means whatsoever, without prior written approval from Trace Solutions Limited, and civil and criminal sanctions may result.

This manual describes SDL functionality up to and including release 3.30.20 of the software.

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**Telephone 020 7825 1234 or email [help@tracesolutions.co.uk](mailto:help@tracesolutions.co.uk)**

## Structured Data Load

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## 1. How to use this manual

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### Introduction

This manual is designed to be the first level of help for a new user after receiving training and consultancy, with Trace Solutions.

If a feature does not appear within this manual or is slightly different then it may be that the version of Structured Data Load (SDL) or Property Management & Accounting (PM&A) being run is not the same as that documented in the manual (the compatible version numbers are shown in the footer on each page). If this is different from that of the software being run it is likely the software has been upgraded.

#### Where to find help

If clarification is needed contact the Trace Help Desk on:

**020 7825 1234**

The team of experienced support personnel is available from **09:00** to **17:30** to answer queries and provide assistance as required. They will also help provide a work-around for any known problem waiting to be fixed.

Alternatively, email the Trace Help Desk at: [help@tracesolutions.co.uk](mailto:help@tracesolutions.co.uk)

## Contents and structure

This manual covers the main functionality of Structured Data Load (SDL). It is split into various main sections. Entities have been split into three main sections (**PM&A Static Entities; PM&A Batch Entities** and **FM Entities**). Each entity will have a sub section to itself detailing all relevant information. There are also separate sections on the different ways of using SDL (**Bulk Entry; Text File Upload; Data Maintenance; Client Extract**).

<b>Contents</b>	The Contents list is comprehensive and should help users find what they are looking for even though no Index exists.
<b>Overviews</b>	At the beginning of each section there is an overview, explaining the general background and any important information.
<b>Sub Sections and Step by Step Guides</b>	Some of the sections have sub sections and may include a detailed 'step by step' guide on how to use SDL and also contain warnings and tips. Note the 'step by step' guides are meant as a refresher to a user who has had Trace specialist assistance and not for a novice.
<b>Cross References</b>	Where the author wishes to guide the reader to text in a cross referenced section, then this will appear in the following format: "see <b>Current PM&amp;A Entities</b> ", the cross reference is denoted by being in bold and italics and will always refer to either a main Section heading or a Sub section which should be easily found on the <b>Contents</b> menu.

## Short Cut Icons

The menu tool bar has a number of short cut icons that can make using SDL quicker.



<u>Icon</u>	<u>What is it for?</u>	<u>Notes</u>
	<b>Mappings</b>	Short cut for <b>File\ Open\ Mappings</b> This will open the Mappings window.
	<b>Text File</b>	Short cut for <b>File\ Open\ Text File (Tab delimited)</b> . This will open the Text File browse window, so that the user can select which text file they wish to import into SDL.
	<b>Data Maintenance</b>	Short cut for <b>File\ Open\ Data Maintenance</b> This will open the Data Maintenance routine window; users may select an entity and view and amend all data within that entity.
	<b>Bulk Entry</b>	Short cut for <b>File\ Open\ Bulk Entry</b> This will open the Bulk routine select window; users may select an entity and then enter new data for that entity.
	<b>Database Connection</b>	Short cut for <b>File\ Open\ Connection Cash List</b> This will open the Connection Cash select window; users may select a different database to connect to.
	<b>Save</b>	Press save to attempt an upload of new or modified data into the database.
	<b>Print</b>	The print functionality isn't available in every window.
	<b>Insert Row</b>	Within a data window, press the insert row to add a new row.
	<b>Delete Row</b>	Within a data window, select rows you wish to delete and then press the Delete Row button. Note that you can select multiple rows by using the 'Shift' or 'Ctrl' keys.
	<b>Find Column</b>	Allows the user to find a particular column in the data window.
	<b>Minimise, Maximise &amp; Close</b>	Controls windows.

Other icons in the module include:



**Select All**  
**Deselect All**

(De)-selects all of the data in a window.

---

## Terminology

<b>Data Maintenance</b>	This was formerly known as "Load". The functionality has not altered. Some data within the PM&A database may be viewed and amended. The functionality in this area is limited. It is recommended that where possible database maintenance is performed using the PM&A application.
<b>Datetime</b>	Date and time data from January 1, 1753, to December 31 9999, with an accuracy of three-hundredths of a second, or 3.33 milliseconds. PM&A example: Use the standard format of DD/MM/YYYY where D is day, M is Month and Y is Year, i.e. 01/01/2002.
<b>Integer</b>	A whole number range from -2147483647 to 2147483647.
<b>Numeric</b>	A synonym for decimal. A fixed precision and scale numeric data from -10 ^ 38 -1 through 10 ^ 38 -1. Example 1: (Numeric 6,0) means that you may input six numeric characters in total and zero characters after the decimal place. Example 2: (Numeric 7,4) means that you may input seven characters in total, with three before the decimal place and four after.
<b>SDL</b>	This is an abbreviation for the Structured Data Load module.
<b>PM&amp;A</b>	This is an abbreviation for the Property Management & Accounting software.
<b>PM&amp;A Batch Entity</b>	Batch Entities is a phrase that is used to describe the entities that are found within the PM&A batch posting routine. These include both journal and non journal batches, see <i>Current PM&amp;A Entities</i> .
<b>PM&amp;A Static Entity</b>	This is a phrase that is used to describe all entities that are not batch related. In general this will be all property related entities, i.e. Client, Creditor, Manager, Lease etc. For a complete list of which PM&A static entities may be used with SDL, see <i>Current PM&amp;A Entities</i> . SDL may be used in different ways. PM&A Static entities may be used in all the following routines: <b>Bulk Entry</b> ; <b>Text File Upload</b> ; <b>Client Extract</b> and <b>Data Maintenance</b> .
<b>Varchar</b>	Variable-length non-Unicode data with a maximum of 8,000 characters PM&A example: alphanumeric characters, i.e. "a", "1". For example: Varchar(1) will only accept one alphanumeric character.

## 2. About the System

---

### Overview

Structured Data Load (SDL) may be used in a number of ways to either upload new data or modify existing data in a PM&A database. Further it is now also possible to use SDL to upload data into the module Facilities Management (FM).

- **Bulk Entry:** Mappings are not required. Bulk Entry can be used in two different ways, either (1) Data can be entered manually into an entity before uploading into PM&A. This is a quick and easy process best suited for small amounts of data; or (2) Template files can be created for an entity that may be used in the future. This gives the user the advantage of loading larger files on a regular basis but without the inconvenience of setting up mappings as for Text File Upload. Note that only **PM&A Static Entities** may be used with Bulk Entry. See *Current PM&A Entities*.
- **Text File upload:** Mappings must be set up. This is used for Importing data from Excel Spreadsheets or Text files directly into PM&A (or the FM module). This is best for saving time when users want to upload large amounts of information on a regular basis. Both PM&A Static Data and PM&A Batch Entities may be used with Text File upload. See *Current PM&A Entities*.

Text files can be used to:

- create new data
- update existing data (only available on limited entities)

- **Client Extract:** Mappings are not required. This enables the user to extract data (i.e. Properties, Units, Leases and related records) for a particular client on the PM&A database, then in effect copy that data by uploading it again with different reference numbers back into the database.
- **Data Maintenance:** Mappings are not required. Some data within the database may be viewed and amended. The functionality in this area is limited. Database maintenance is best performed using the PM&A application.

This section will detail:

- *Current PM&A Entities* that can be imported into PM&A
- *Disclaimer*
- *Important General Recommendations*



*Trace recommends that SDL is run in either single user mode or during low activity times due to the possibility of record locking resulting in detrimentally impacting PM&A and other Trace module functionality.*

## System Configuration

### Overview

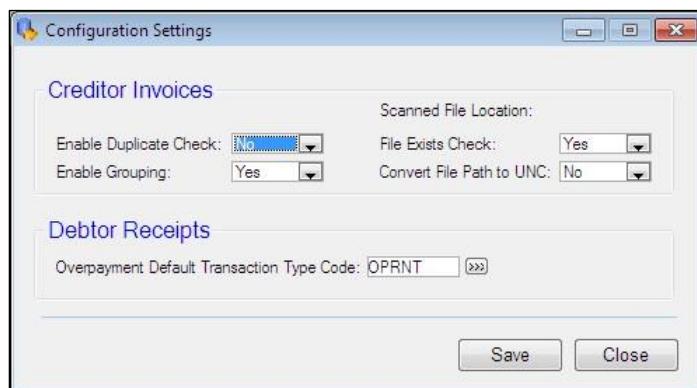
Similar to PM&A Structured Data Load has a System Configuration record where system wide defaults can be set. This record can be modified by the user, but cannot be deleted.

- **Path**

The System Configuration record is found under:

File > Open > System Configuration

- **Contents**

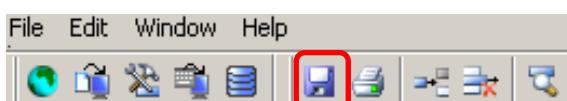


The fields have the following functions:

- **Enable Duplicate Check** – Stops the uploading of duplicate creditor invoices if set to 'Yes'.
- **Enable Grouping** – When set to 'No' this will upload creditor invoices in the exact order as shown in the DLD file window. Lines will only be grouped together if they are below each other in the file and have the same document type, invoice ref, creditor ref, invoice date and office code. When set to 'Yes' this will upload all creditor invoices in groups, based on the above criteria, regardless of where they are in the DLD file window. (Defaults to 'Yes').
- **File Exists Check** – Checks that any entered path is valid. (Defaults to 'Yes').
- **Convert File Path to UNC** – converts any entered non UNC paths to a UNC format. (Universal Naming Convention). (Defaults to 'No').
- **Overpayment Default Transaction Type Code** – The default transaction type code for use with overpayments when using the Debtor Receipt functionality.

- **Further Information**

The user must tab out of the field before saving, using the Save button in the toolbar or the save button on the record itself.



## Current Entities

### Overview

PM&A static and batch entities can be imported into PM&A, and FM entities can be imported into the FM module using Structured Data Load (SDL). Each entity is uploaded individually, subject to certain entities which can:

- Only be imported, by uploading associated entities – a record will then be automatically generated (these have been marked with '(a)');
- Either be uploaded in their own right or generated automatically by uploading an associated entity (these have been marked with '(b)').

More entity records can be written as bespoke.

### PM&A Static Entities

- Banking Rules
- Client/ Company
- Creditor (b) also generated when Head Lease imported
- Debtor (c) only basic fields generated when Lease imported.  
- data can also be amended via text file.
- Debtor Bank
- Head Lease
- Head Lease Charge (a) only generated when Head Lease imported
- Head Lease Charge History
- Head Lease Custom Data
- Head Lease Diary (b) also generated when Head Lease imported
- Head Lease Expiry (a) only generated when Head Lease imported
- Head Lease Note
- Head Lease Option (b) also generated when Head Lease imported
- Head Lease Review (b) also generated when Head Lease imported
- Landlord
- Lease - data can also be amended via text file.
- Lease Charge (b) also generated when Lease imported
- Lease Custom Data
- Lease Diary (b) also generated when Lease imported
- Lease Expiry (a) only generated when Head Lease imported
- Lease Note
- Lease Option (b) also generated when Lease imported
- Lease Review (b) also generated when Lease imported
- Manager
- Period Date
- Property - data can also be amended via text file.
- Property Accounting (b) also generated when Property imported, if a Client Account record exists.
- Property Budget
- Property Capital Valuation
- Property Custom Data
- Property Diary
- Property Document
- Property Measurement (Total)

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- Property Note
- Property Purchase & Sale
- Property Rating Information
- Property To Fund Ownership
- Property to Manager
- Property Type
- Property Valuation
- Supplier Record
- Tenancy Note
- Tenant
- Tenancy Record (a) only generated when Lease imported
- Unit
- Unit Apportionment
- Unit Custom Data
- Unit Diary
- Unit Document
- Unit Measurement (Total)
- Unit Note
- Unit Occupancy (a) only generated when Unit or Lease imported
- Unit Purchase & Sale
- Unit Rating Information
- Unit Valuation

### PM&A Non Journal Batch Entities

- Ad hoc charges
- Cashbook Receipt
- Cashbook Payment
- Creditor Invoice
- Debtor Opening Balances
- Debtor Receipts
- Document Logging
- Opening Cashbook Receipt
- Opening Cashbook Payment
- Receipt Processing

### PM&A Journal Batches

- Accruals and Prepayments
- Journal Transfers and Adjustments
- Opening Balances Journal
- Opening Property Expense Journal Posting
- Property Expense Journal Posting

### FM Entities

- FM - Asset Register

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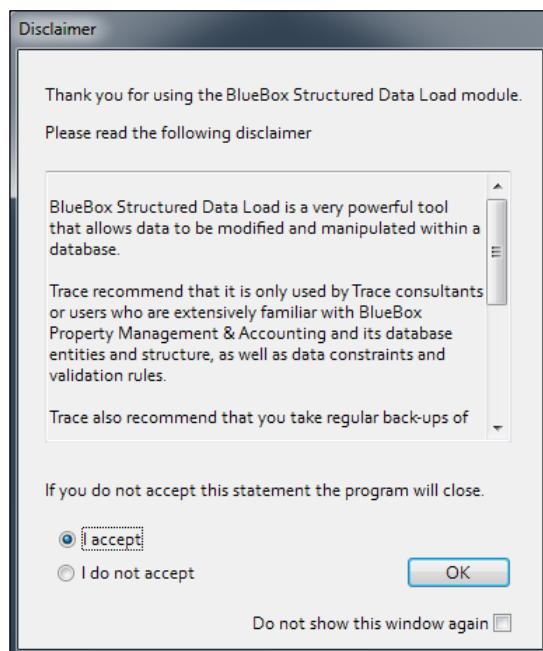
- FM - Asset Picture (a) only generated when FM Asset Register is imported
- FM - Lease
- FM - Maintenance
- FM - Warranty

## Disclaimer

Disclaimer messages are displayed when a user logs in. The aim is to simply warn a user that they are using a powerful tool that can manipulate and alter the data in their database.

The disclaimer message may be switched off by checking the Do not show this window again check box.

To enter the module, the user must read and accept the disclaimer message before being able to use the module.



Click on the '**I accept**' radio button and press **OK**.

The standard log in window will then be displayed. Log in as normal.

## Important General Recommendations



These recommendations are intended for all users of SDL. It is important that they are followed.

- *Single User Mode*
- *PM&A Database Codes*
- *Back ups*
- *One file text file per Entity*
- *Volume of Data*
- *Formatting*
- *Upper and Lower Cases*

It is crucial to spend time at this stage to ensure the source data is compatible with Data Load and PM&A. This will ensure a more efficient and smooth transfer of data. Preliminaries may be seen as the most important stages, as they contain the foundations for the whole import process.

### Single User Mode

Trace recommends that SDL is run in either single user mode or during low activity times due to the possibility of record locking resulting in detrimentally impacting PM&A and other Trace module functionality.

### PM&A Database Codes

Check that the PM&A database has been set up with all the correct codes and accounts set up.

### Back ups

Ensure that a back up exists. This may be used for both the trial and live uploads as appropriate.

### One File text file per Entity

Check that the source data has been set up correctly so that a file - Text (Tab delimited) \*.txt - exists for each entity to be uploaded. Trace specialist help should be sought for the most efficient method. Trace may provide you with template spreadsheets per entity.

### Volume of Data

Consider the volume of data within the source file. Splitting the data into various files may make the upload process faster.

### Formatting

Check that the correct column formatting has been used so that it is compatible with PM&A. For detail on each entity see **PM&A Static Entities** or **PM&A Batch Entities**. A general rule do not include non-numeric symbols in numeric fields, i.e. '£', '%' etc.

### Upper and Lower Cases

Check that source data contains Upper and Lower cases that are consistent with PM&A.

### 3. Entities that Generate Related Records

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#### Overview

When certain entities are imported successfully into PM&A, SDL will automatically generate both the entity uploaded and may also generate *associated* records.

Please check the detailed notes below to ensure that your requirements are met prior to upload.

Only entities that automatically generate associated records will be listed below. You may assume that entities that are not listed will not generate any record other than their own.

See below for details on uploading:

- *Property*
- *Unit*
- *Lease*
- *Head Lease*
- *Creditor*

#### Bespoke

Further records may be generated as part of bespoke work.

## Property

### Overview

The following records will be generated by the Property entity when a successful import of Property data into PM&A has been completed.

- **Property Accounting Record**

This will *only* be generated if a client accounting record already exists within the PM&A database for an uploaded property's linked client.

For details of what information will be populated into which fields contact a Trace consultant.

## Units

### Overview

The following records will be generated by the Unit entity when a successful import of Unit data into PM&A has been completed.

- **Unit Maintenance record**
- **Unit Occupancy Maintenance record**

A Unit Occupancy record with an 'Occupational Status' of Vacant will be created on the Unit upload. The From and To Dates will default to Blank.

## Lease

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### Overview

When a lease is uploaded successfully, various additional records other than the lease itself are also either generated or existing records are updated

- **Lease Charge maintenance record**  
New record(s) generated. A maximum of 2 charge records may be generated if the required fields have been entered on the Lease. *Note that the Charge Type code and the Due Date code must be supplied for charge records to be generated. The Debtor Account No will be populated from the generated Debtor record; it is also possible to populate the Transaction Type Code and Charged To Date fields.*
- **Lease maintenance record**  
New record generated. Note that the Debtor for S/C Balancing Charge field will be populated from the generated Debtor record.
- **Lease Expiry maintenance & linked Diary maintenance records**  
New record(s) generated. This will be generated from the Term end date. This mimics PM&A.
- **Lease Review maintenance & linked Diary maintenance records**  
New record(s) generated. Note that these records will only be generated if the Next Review Date and Pattern fields are entered on the Lease Entity. This mimics PM&A.
- **Lease Option maintenance & linked Diary records**  
New record(s) generated. Note that these records will only be generated if all associated Option fields have been entered. This mimics PM&A.
- **Tenancy Maintenance Record**  
New record(s) generated.
- **Unit Occupancy Record**  
One record is created with an 'Occupational Status' of Occupied, the 'Date From' is taken from the 'Occupation Start Date' fields on the Lease and 'Date To' is left as oo/oo/oooo.  
  
The existing Unit Occupancy record with an 'Occupational Status' of Vacant created on the Unit upload will be amended so that the End Date is set to the day before the Occupied record Start Date.
- **Unit Table**  
The existing Tenant table on the database is updated with the current tenant ref URI (amongst other things, this enables the tenant name to appear under Enquiry Data Trees).
- **Debtor Maintenance**  
New record generated (optional – user is prompted when creating leases). The PM&A Debtor Maintenance record will be populated with the following fields:

<b>PM&amp;A Tab</b>	<b>PM&amp;A Field</b>	<b>Upload Notes:</b>
<b>Main</b>	Account No  <i>The Account No field is the same as the debtor reference number</i>	<p>Generated from the uploaded Current Tenant reference. Duplicate debtor reference numbers cannot exist in PM&amp;A.</p> <p>SDL will upload using the following pattern to create unique debtor account numbers for the same Current Tenant ref. For example if data file is uploaded with 5 leases all using the same current tenant ref of "100", then the module will create a debtor reference of:</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> T000100</li> <li>2<sup>nd</sup> T100/1</li> <li>3<sup>rd</sup> T100/2</li> <li>4<sup>th</sup> T100/3 etc</li> </ul> <p>Note: the user is prompted as to whether they require any debtor account numbers to be automatically generated or not. Any system generated debtor Account No. will also be automatically entered on the Lease record ('Debtor for Service Charge Balancing Charge' on the Service Charge Tab) and the Lease Charge records.</p>
	Lease Ref	Populated from the 'Lease Ref' on the uploaded Lease entity.
	Tenant Ref	Populated from 'Tenant Ref' on the uploaded Lease reference.
	Billing Name	Populated from 'Tenant Name' on the Tenant Maintenance record.
	Search Name	Populated from 'Search Name' on the Tenant Maintenance record.
	Building	Populated from 'Building' on the Tenant Maintenance record.
	Road Number	Populated from 'Road Number' on the Tenant Maintenance record.
	Road Name_1	Populated from 'Road Name' _1 on the Tenant Maintenance record.
	Road Name_2	Populated from 'Road Name' _2 on the Tenant Maintenance record.
	Town	Populated from 'Town' on the Tenant Maintenance record.
<b>More</b>	County	Populated from 'County' on the Tenant Maintenance record.
	Postcode	Populated from 'Postcode' on the Tenant Maintenance record.
	Invoice Required	These will be left blank.
	Debtor category	
	Stop Flag	
	Billing Currency	
	Arrears Letter	
	Days to Overdue	
	Credit Rating	
<b>Contact</b>	Use for Auto charges	
	Usual Payment method	
<b>Contact</b>	All fields	The upload will leave all fields blank

**Limitations for Debtor maintenance on Lease upload:**

The generated Debtor record will need to be manually modified by users through the PM&A front end to add accounting data, i.e. entering Debtor contact information.

## Head Lease

### Overview

The following records will be generated by the Head Lease entity when a successful import of the Head Lease data into PM&A has been completed.

- **Head Lease Charge maintenance record**  
A maximum of 2 charge records may be generated if the required fields have been entered on the Head Lease.
- **Head Lease maintenance record**
- **Head Lease Expiry maintenance & linked Diary maintenance records**  
This will be generated from the Term end date. This mimics PM&A.
- **Head Lease Review maintenance & linked Diary maintenance records**  
Note that these records will only be generated if the Next Review Date and Pattern fields are entered on the Lease Entity. This mimics PM&A.
- **Head Lease Option maintenance & linked Diary records**  
Note that these records will only be generated if all associated Option fields have been entered. This mimics PM&A.
- **Creditor maintenance record**  
This is optional – the user will be prompted when saving head lease records.

This will be generated using the Landlord ref entered on the Head Lease upload. The Landlord ref will be taken and prefixed with an "L".

**NOTE:** Only one creditor ref will be created per Landlord ref. For example: If 2 head leases are uploaded with the same landlord ref, i.e. 100. Only one creditor ref of "L100" will be generated.

If the creditor ref of "L100" already exists in the PM&A database, then SDL will not generate an alternative creditor ref.

---

## Creditor

### Overview

The following records *may* be generated by the Creditor entity when a successful import of creditor data into PM&A has been completed.

- **Creditor maintenance Record** See *Creditor*
- **Supplier maintenance record** See *Creditor/ What record(s) are generated/ Account No*
- **Landlord maintenance record** See *Creditor/ What record(s) are generated/ Account No*
- **Client maintenance record** See *Creditor/ What record(s) are generated/ Account No*

## 4. Bulk Entry

---

### Overview

Only **PM&A Static Entities** and **FM Entities** may be used with Bulk Entry.

Bulk Entry can be used in two different ways, neither of which require mappings to be set up:

- **One Off Uploads:** Data can be entered manually into an entity before uploading into PM&A. This is a quick and easy process best suited for small amounts of data uploaded infrequently; or
- **Templates for Regular Uploads:** Template files can be created for an entity that may be used in the future. This gives the user the advantage of loading larger files on a regular basis but without the inconvenience of setting up mappings as for Text File Upload.

Both are detailed in the sub sections below, follow the steps listed.

Mappings are not required.

Accounts data may not be uploaded.

### Short cut icon



---

## One Off Uploads

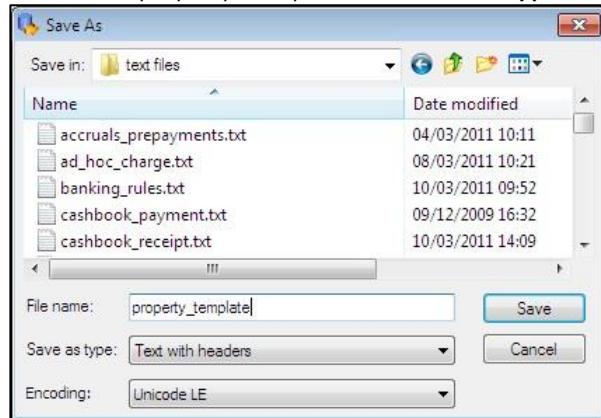
- |              |                         |
|--------------|-------------------------|
| <b>Steps</b> | Follow the steps below: |
|--------------|-------------------------|
1. From the menu tool bar select **File/Open/Bulk Entry**.
  2. From the select window select an entity.
  3. From the menu tool bar select **Edit/ Insert**, to insert a new row.
  4. Enter data into the mandatory columns and any optional columns and from the menu tool bar select **File/ Save**.
  5. If the data entered is valid then a message will state that the entity has been uploaded successfully. The new data may now be viewed using PM&A or SDL's Data Maintenance routine.

Where the data is invalid, validation error messages will be displayed, these must be addressed before resaving.

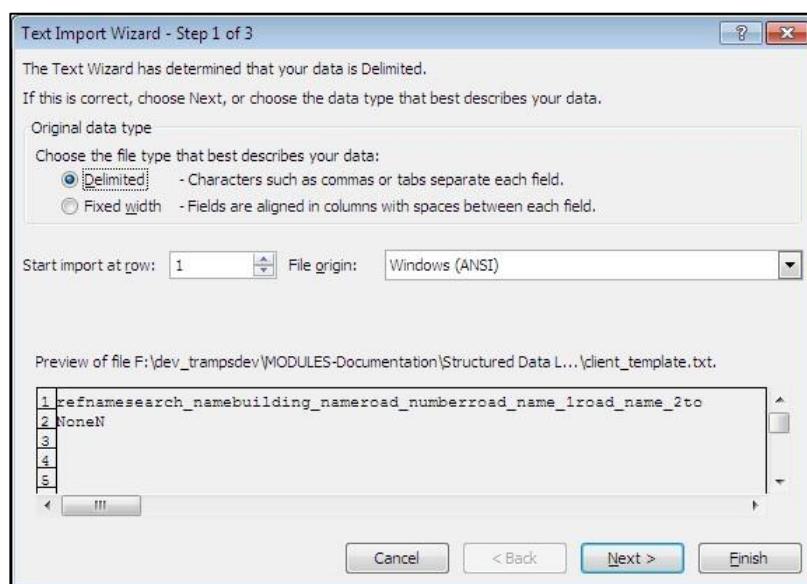
## Templates for Regular Uploads

### Creating a Template

- |              |                         |
|--------------|-------------------------|
| <b>Steps</b> | Follow the steps below: |
|--------------|-------------------------|
1. From the menu tool bar select **File/Open/Bulk Entry**.
  2. From the select window select an entity.
  3. From the menu tool bar select **Edit/ Insert**, to insert a new row.
  4. Without entering any data from the menu tool bar select **File/ Save As**.
  5. Select No to the message: "Do you wish to save all tabs".
  6. A Save As window appears. Select an appropriate directory under **Save in**, enter a **File Name**, i.e. "property\_template" and **Save as Type** Text with Headers.



7. **File/Open** the saved file within Microsoft Excel. As the file is a text file, you may be prompted to use the Text Import Wizard, at Step 1 simply press **Finish**.



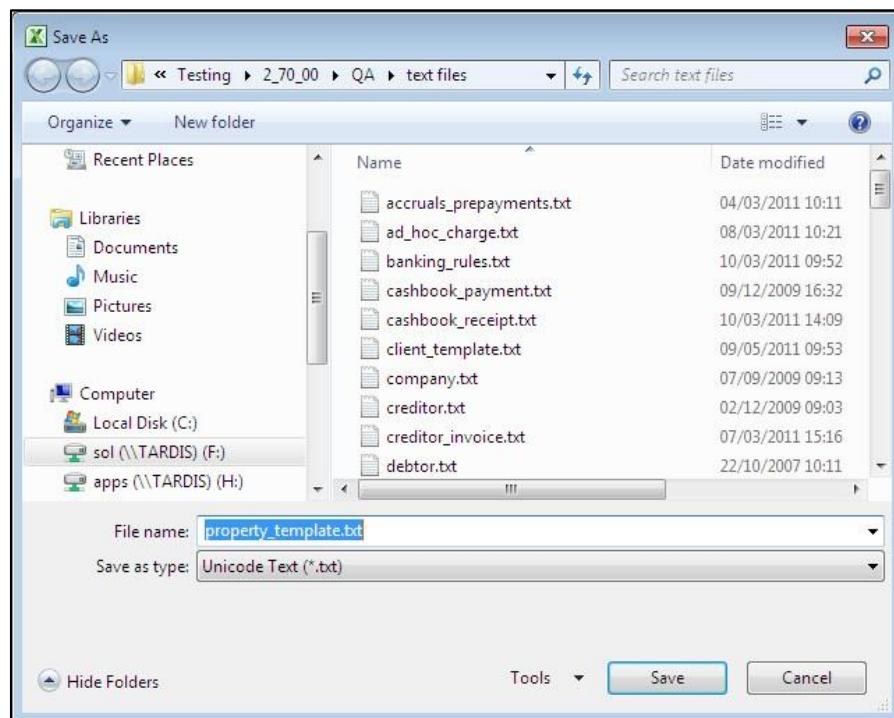
8. The text file will then be displayed in Microsoft Excel. Delete any column(s) that either:

## Structured Data Load User Manual

- You do not require; or
- Are not handled by the SDL upload. To check these please look within SDL, at the columns provided in the entity in question.

The upload may not work otherwise.

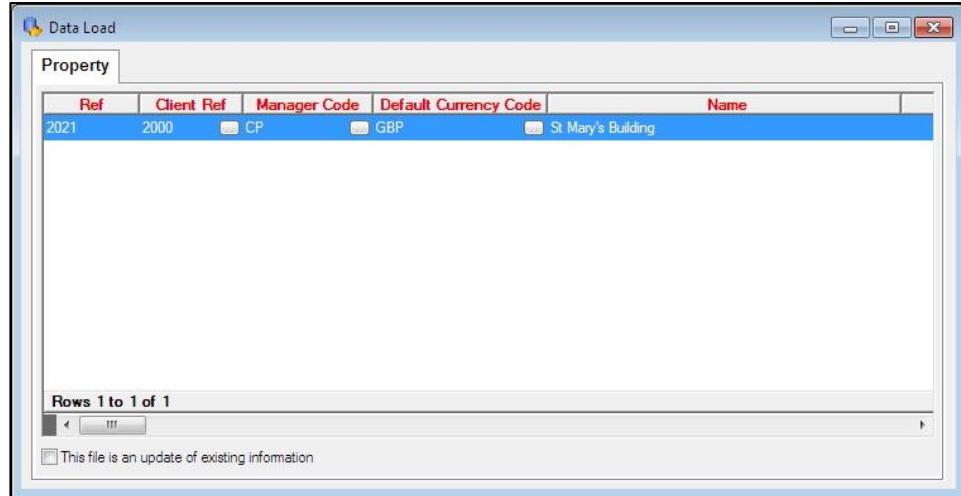
9. Save the template.



*Note: that you can either use the same name as before, i.e. "property\_template" or you can enter a new name as there are no mappings that you need to match to for the Bulk Entry routine templates.*

## Using a Template

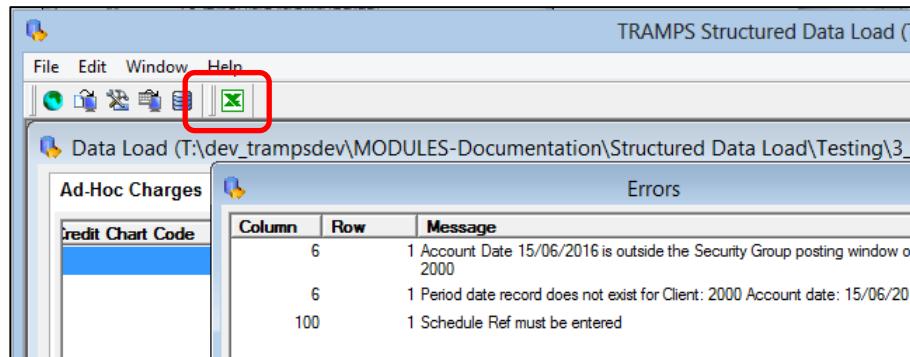
- | Steps | Follow the steps below:   |
|-------|---|
| 1.    | In Microsoft Excel, <b>File/Open</b> the template text file you wish to enter data into in (as before for Text Import Wizard). Enter data and <b>Save</b> . Again you may use any name that you wish.                                     |
| 2.    | In SDL, from the menu tool bar select <b>File/Open/Bulk Entry</b> .   |
| 3.    | From the select window select an entity.  |
| 4.    | From the menu tool bar select <b>Edit/ Import</b> , from the Open Import File window find and <b>Open</b> the appropriate text file (ensure that you don't have the text file open elsewhere). The data will now be displayed within SDL. |



5. Ensure that data has been entered into the mandatory columns and from the menu tool bar select **File/ Save**.
6. If the data entered is valid then a message will state that the entity has been uploaded successfully. The new data should now be viewed using PM&A or SDL's Data Maintenance routine.

Where the data is invalid, validation error messages will be displayed, these must be addressed before resaving.

Validation error messages can be exported to Excel by clicking the 'Excel' button on the main toolbar when the error window pops up.



## 5. Text File Upload

---

### Overview

Structured Data Load (SDL) may be used in a number of ways to either upload new data or modify existing data in a PM&A database.

Text File upload is predominantly used for Importing data from Excel Spreadsheets or Text files directly into PM&A. This is useful for saving time when users want to upload large amounts of information on a regular basis. Both PM&A Static Data and PM&A Batch Entities may be used with Text File upload. See *Current PM&A Entities*.

Text File upload can also be used to amend data on a limited number of entities.

Accounts data may not be uploaded.

Mappings must be set up. Batch entity mappings will be provided by Trace (but may need occasional manual modification). PM&A Static entity mapping will have to be set up by the user.

This section has been split into the following chronological stages:

- Creating a Template Text File to be used with Mappings;
- Mappings;
- Adding data to the Template Text File;
- Importing Text File into SDL;
- Uploading Imported Text File into PM&A.

Short cut icon for Text File Upload



Short cut icon for Mappings



## Creating a Template Text File to be used with Mappings

### Overview

The first stage in preparing to use SDL to upload data from a source text file into PM&A, is to create a template text file which you can set up matching mappings for.

This is easily done and needs to be done only once per entity.

Use the appropriate section of the manual to check what the valid column names are for each entity. Note that it isn't critical that the exact same name is used on the template. As long as the mandatory columns are included, users do not need to include every column in an entity.

Once the template text file is complete, proceed to the ***Text File Upload/Mappings*** sub section.

### Steps

Follow the steps below to create a template text file to be used with mappings:

1. Open a Microsoft Excel file. Delete tab sheets that we will not use, i.e. Sheet 2 and Sheet 3. Note that only one tab, sheet 1 should remain.
2. Save the Excel document as file type of Text (Tab delimited \*.txt). Note that the total file name must not exceed 20 characters, inclusive of the ".txt", i.e. creditors.txt. Otherwise SDL will not save the file mappings set up later and will not warn you of this fact.

Sheet 1 will be automatically renamed to the file name that you selected when saving.

3. Close the \*.txt file, an Excel dialogue box will display a message, "\*txt is not in Microsoft Excel format. Do you want to save your changes? You may say 'NO' at this stage.

It is important that you close the \*.txt file before you attempt to open it within SDL – as otherwise it will not work.

4. Proceed to the next sub section, ***Text File Upload/Mappings***.

## Mappings

### Overview

Once you have set up a template text file you may set up mappings.

This is easily done and needs to be done only once per entity. It can be time consuming especially for larger entities. But remember that you only need to create the mappings once.

Once the mappings are complete, you are ready to start using the Text File Upload routine, proceed to the Adding data to the Template Text File sub section.

### Steps

Follow the steps below to create mappings:

1. Open SDL. From the menu tool bar select: **File/ Open / Mappings**.
2. The File Mappings window is displayed (users should see all the Trace journal and batch entity mappings already set up within the database – as below. Do not amend these mappings unless advised by Trace).

The screenshot shows a Windows application window titled 'File Mappings'. The window contains a grid of data with the following columns: 'File Type', 'File Name', 'Table', 'File Column Name', 'Column Name', and 'Load Name'. The data consists of 15 rows, each mapping a specific file name to a PM&A table and its corresponding columns. For example, 'fm\_asset\_lease.txt' is mapped to 'fm\_asset\_lease' with columns like 'end\_date', 'period\_years', 'rental', etc. Other mappings include 'fm\_asset\_maintenance.txt' to 'fm\_asset\_maintenance' and 'creditor\_invoice.txt' to 'transaction\_type'.

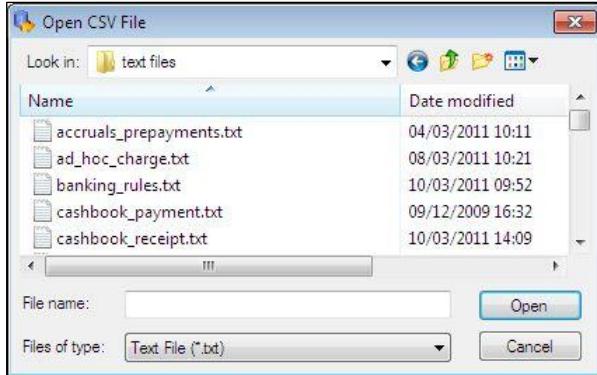
File Type	File Name	Table	File Column Name	Column Name	Load Name
CSV	fm_asset_lease.txt	fm_asset_lease	End Date	end_date	
CSV	fm_asset_lease.txt	fm_asset_lease	Period	period_years	
CSV	fm_asset_lease.txt	fm_asset_lease	Rental	rental	
CSV	fm_asset_lease.txt	fm_asset_lease	Payment Frequency	payment_frequency_code	
CSV	fm_asset_lease.txt	fm_asset_lease	Note	note	
CSV	fm_asset_maintenance.txt	fm_asset	FM Asset Ref	ref	fm_asset_maintenance
CSV	fm_asset_maintenance.txt	supplier	Maintenance Supplier Ref	ref	fm_asset_maintenance
CSV	fm_asset_maintenance.txt	fm_asset_maintenance	Maintenance Contract Number	contract_number	
CSV	fm_asset_maintenance.txt	fm_asset_maintenance	Start Date	start_date	
CSV	fm_asset_maintenance.txt	fm_asset_maintenance	End Date	end_date	
CSV	fm_asset_maintenance.txt	fm_asset_maintenance	Period	period_years	
CSV	fm_asset_maintenance.txt	fm_asset_maintenance	Note	note	
CSV	creditor_invoice.txt	transaction_type	Chart Code	default_chart_code	creditor_invoice
CSV	creditor_invoice.txt	transaction_type	Credit Chart Code	default_control_account_code	creditor_invoice
CSV	property.txt	property	Percentage Rent VATable	split_vat_percent	

*Explanation of Headers from the File Mappings window above:*

<b>File Type</b>	This will always be "CSV"
<b>File Name</b>	The Uploaded Client's source file name
<b>Table</b>	Table names within PM&A
<b>File Column Name</b>	The headers within the uploaded Client's source file
<b>Column Name</b>	Column names within PM&A
<b>Load Name</b>	Only applicable to Batch Entities.
<b>Posting Routine</b>	Only applicable to Batch Entities.

3. From the menu tool bar select: **File/ Open/ Headers**. This will open a CSV file window. Locate the \*.txt file saved earlier and Open.

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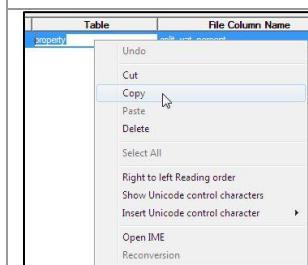
4. The File Mappings window now displays the new source \*.txt file information. Under the **File Name** column, the \*.txt file name has been entered. Under **File Column Name**, the column headers from the source data have been entered.

File Type	File Name	Table	File Column Name	Column Name	Load Name
CSV	property_Template.txt		split_vat_percent	>>>	
CSV	property_Template.txt		e_c_exp_vat_recov_percent	>>>	
CSV	property_Template.txt		asbestos_present	>>>	
CSV	property_Template.txt		property_status	>>>	
CSV	property_Template.txt		upm	>>>	
CSV	property_Template.txt		os_point_addr_ref	>>>	
CSV	property_Template.txt		easting_nothing	>>>	
CSV	property_Template.txt		property_status_date	>>>	
CSV	property_Template.txt		property_status_code	>>>	
CSV	property_Template.txt		number_workstations	>>>	
CSV	property_Template.txt		head_count	>>>	
CSV	property_Template.txt		phone	>>>	
CSV	property_Template.txt		other_exp_vat_recov_percent	>>>	
CSV	property_Template.txt		no_of_buildings	>>>	
CSV	property_Template.txt		new_site_ref	>>>	

5. Click on a row to select (it will highlight in blue). For every row, you need to map the correct PM&A Table and Column Name. The Table names tend to be intuitive (with an underscore between multiple words), for example in the illustration above – to upload a file with new creditors enter the table name of Creditor. Exceptions include:

Records	Table Name:
• Company	Client
• Unit Measurement	unit_measurement_total
• Property Measurement	property_measurement_total

If you don't know what table name to enter, just place the cursor inside the empty Table field and press the F1 key. This will display a list of all Table and Column Names, select as appropriate. Then...



To speed up entering the Table name, i.e. here "creditor" in all appropriate rows.

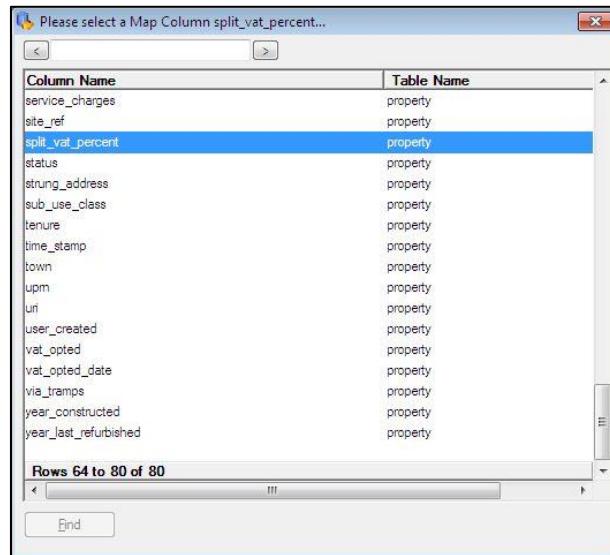
SDL uses the same Microsoft Windows short cuts for copying and pasting. After selecting "creditor" text, either Right click with the mouse and select copy/ paste as appropriate, or use Ctrl + C, then Ctrl + V

6. For **Column Name** do not manually type in to this field.

Instead, once a row has been selected, press the **F1** key. This opens a dialogue box with PM&A fields within the Table that has already been entered.

SDL automatically searches for suitable (PM&A) Column Names using the first 3 characters of the source data File Column Name displayed on the File Mappings window.

Results are highlighted in blue on the dialogue box. See illustration:



*NOTE: If you had entered a Table name of i.e. "creditor" in the previous step, the dialogue box will only show you PM&A fields within that table; Otherwise it will list all fields available in PM&A .*

Under Column Name, click on the appropriate row (so that it is the only row selected and highlighted in blue) and press the **Return Key**.

7. The screen shot below, illustrates one row that has been correctly mapped:

File Mappings					
File Type	File Name	Table	File Column Name	Column Name	
CSV	property_template.txt	property	split_vat_percent	split_vat_percent	
CSV	property_template.txt	property	a_c_vat_refund_percent	a_c_vat_refund_percent	

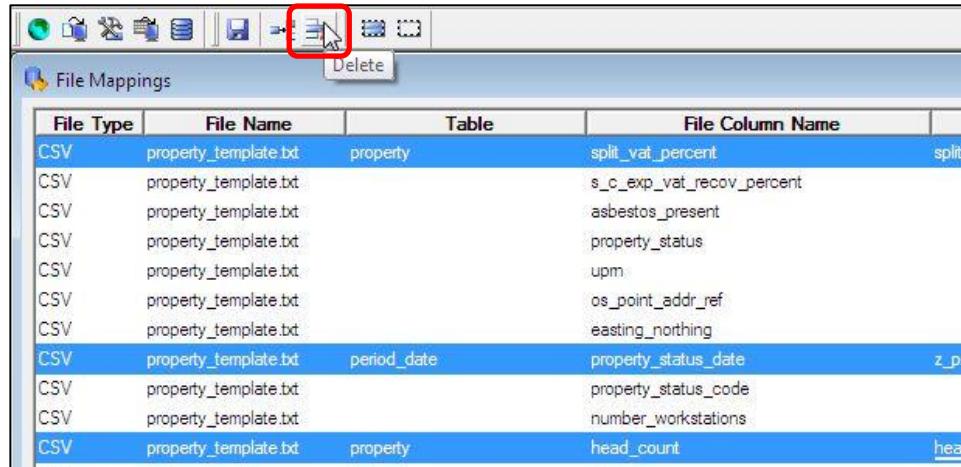
**All rows for the source data file needs to be mapped.** Go through and map the source data File Column Name to the PM&A Tables and Column Names.

8. When you have finished mapping all the Column Names, press the **Tab key** then click on **File** on the menu tool bar and then **Save**.
9. Proceed to the next sub section, **Text File Upload/Adding Data to the Template Text File**.

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### Deleting Mappings

Users can now delete multiple mappings from within the module. Hold the Ctrl Key down whilst you select which mappings you wish to delete and then press the 'Delete' icon.



File Type	File Name	Table	File Column Name	
CSV	property_template.txt	property	split_vat_percent	split
CSV	property_template.txt		s_c_exp_vat_recov_percent	
CSV	property_template.txt		asbestos_present	
CSV	property_template.txt		property_status	
CSV	property_template.txt		upm	
CSV	property_template.txt		os_point_addr_ref	
CSV	property_template.txt		easting_northing	
CSV	property_template.txt	period_date	property_status_date	z_pr
CSV	property_template.txt		property_status_code	
CSV	property_template.txt		number_workstations	
CSV	property_template.txt	property	head_count	head

A message will appear, asking the user if they are sure they wish to delete the selected rows, press 'Yes' to continue the deletion.

The select all and de-select all icons   may also be used to select the rows for deletion.

## Adding data to the Template Text File

### Overview

Once you have set up a template text file with matching mappings, you may use that template time and again to import data into SDL and the ultimately upload into PM&A.

This sub section will detail how to open the template text file in Microsoft Excel, input data, save as a text file again. To ensure valid data is entered refer to the **PM&A Static Entities or PM&A Batch Entities** sections. Invalid data will slow down the upload process.

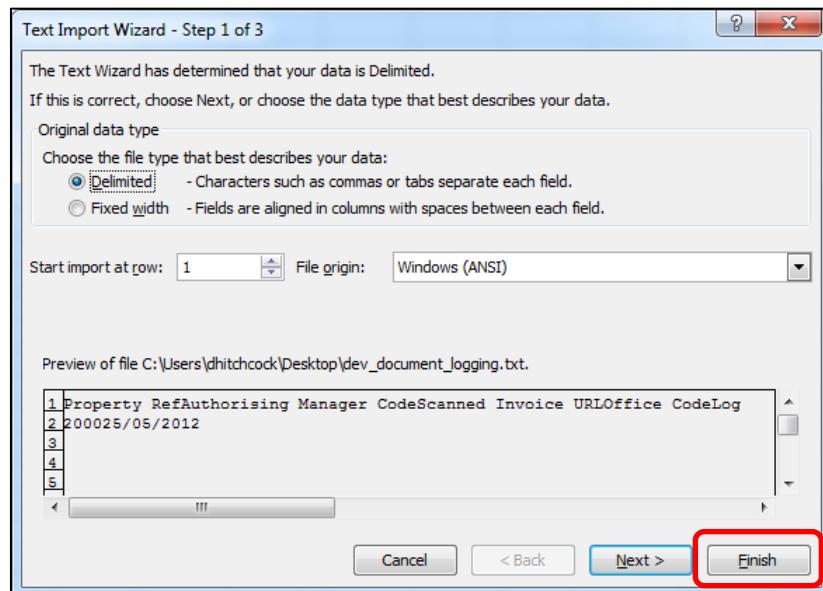
It is vital that you resave the file as a text file and continue using the same name as used for the mappings.

Once you have a source text file with data, proceed to the Importing Text File into SDL sub section.

### Steps

Follow the steps below to add data to the template text file:

1. Open the \*.txt using Microsoft Excel. As the file is a text file, you may be prompted to use the Text Import Wizard, at Step 1 simply press **Finish**.



This will open the \*.txt file as an Excel document. This makes it easier for data input than merely opening it as a text file.

2. Enter valid data, referring to **PM&A Static Entities** or **PM&A Batch Entities**.
3. It is important that you resave the file as a text file and with the same \*.txt name for which mappings have been set up.
4. Proceed to the next sub section, **Text File Upload/ Importing Text File into SDL**.

## Importing Text File into SDL

### Overview

Once you have set up a source text file with data, you may import that data into SDL, using the **File/ Open/ Text File (tab delimited)** routine.

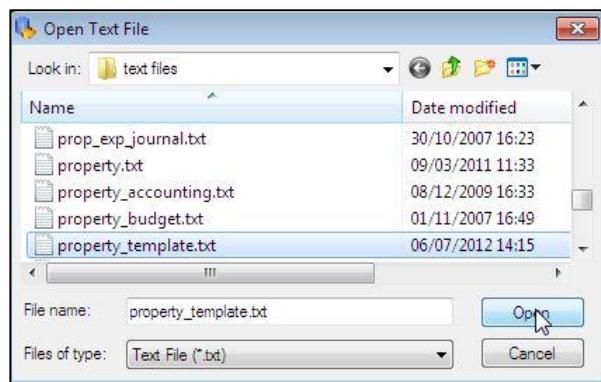
Once you have imported the source text file with data into SDL, proceed to the Uploading Text File into PM&A sub section.

### Steps

Follow the steps below to import a text file into SDL:

*(The examples below illustrate the Creditor entity, but the steps are the same for all entities.)*

1. From the menu tool bar select: **File/ Open / Text File (tab delimited)** and **Open** the source data file (\*.txt) mapped previously.



2. If successful, a dialogue box with the message "Imported X rows" should appear specifying that X amount of rows were successfully uploaded in to SDL.



Click on the **OK** button and proceed.

### \* Warning:

*If the column mappings are not correctly set up, rows will not be imported and the user will be warned of that fact and prevented from proceeding. Check your file and mappings, and then try again. Alternatively seek help from Trace.*

3. The imported rows will then be displayed within the SDL window.

Users may manually edit the data from within this SDL window. The illustration below is for the Creditor entity.



## Mandatory Columns

In most cases will be displayed in red. Users MUST enter data in to every row within that column; otherwise SDL validations will prevent all rows of data from being uploaded into the PM&A data base (even those that are correctly formatted and would otherwise pass validation).

## Recommended Columns

In most cases will be displayed in green.

## Other Columns

Optional columns are displayed in black.

4. Proceed to the next sub section, *Text File Upload/ Uploading Imported Text File into SDL.*

## Uploading Imported Text File into PM&A

### Overview

Once you have imported the source text file with data, you are ready to upload it into PM&A. The process is simple. Pressing the Save button will either:

- Upload the entity successfully; or
- An Error window will be displayed where invalid data has been entered. For a data file to pass validations and be uploaded successfully, all rows and columns of data must be valid. Otherwise none of the rows will be uploaded. To check what is valid data see **PM&A Static Entities** or **PM&A Batch Entities**.

Once you have uploaded the data file successfully, you should be able to view the data with the PM&A database.

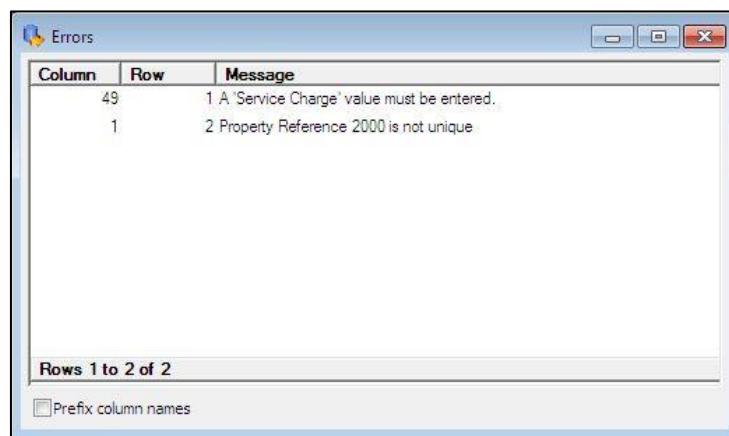
### Steps

Follow the steps below to upload a imported text file into PM&A:

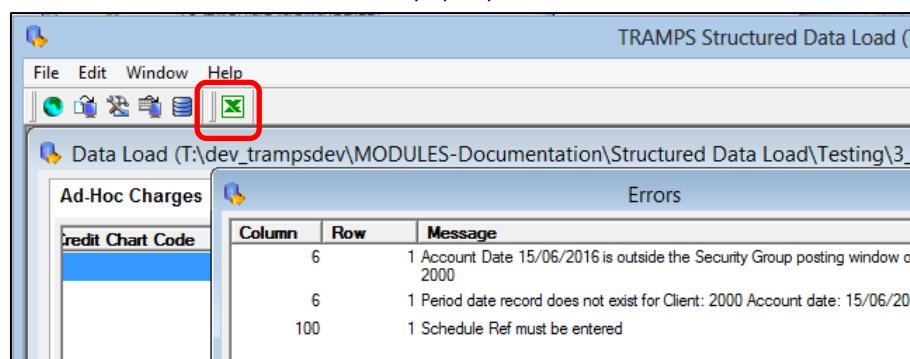
1. Following on from the sub section above, **Text File Upload/ Importing Text File into SDL**, there should be data visible within the entity window. Click on the **Save** button. A progress bar will display which row of the data file is being validated.  
SDL will start applying validation to the\*.txt data file. The validation will be made in various stages and not all the errors will be returned at the same time, instead only the errors that apply to that particular stage in the validation process will be returned.
2. If all validations have been passed a message will appear stating the entity Tab has been loaded successfully. The source data will now be in the PM&A database.

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- Errors** However, it is more likely at this early stage that an Errors window is displayed instead where the data has not passed validation. You must amend each set of errors that are returned to proceed. On the Errors window, each row will have a message detailing why that row of data hasn't passed a validation. Also to check what is valid data see **PM&A Static Entities** or **PM&A Batch Entities**.



Validation error messages can be exported to Excel by clicking the 'Excel' button on the main toolbar when the error window pops up.



3. By double clicking on a particular error row, you are taken to the correct cell on the SDL window:



4. Correct the errors and proceed by pressing the Save button again, until you have successfully uploaded the entity.

## Uploading Imported Text File into PM&A to Amend Existing Data

### Overview

Text Files can also be used to amend existing PM&A data.

Create the text file as normal, and import the source text file to SDL. At the bottom left hand corner of the load window will be a checkbox labelled 'This file is an update of existing information'. When this option is checked, pressing the Save button will either:

- Upload the amendments to the entity successfully; or
- An Error window will be displayed where invalid data has been entered.

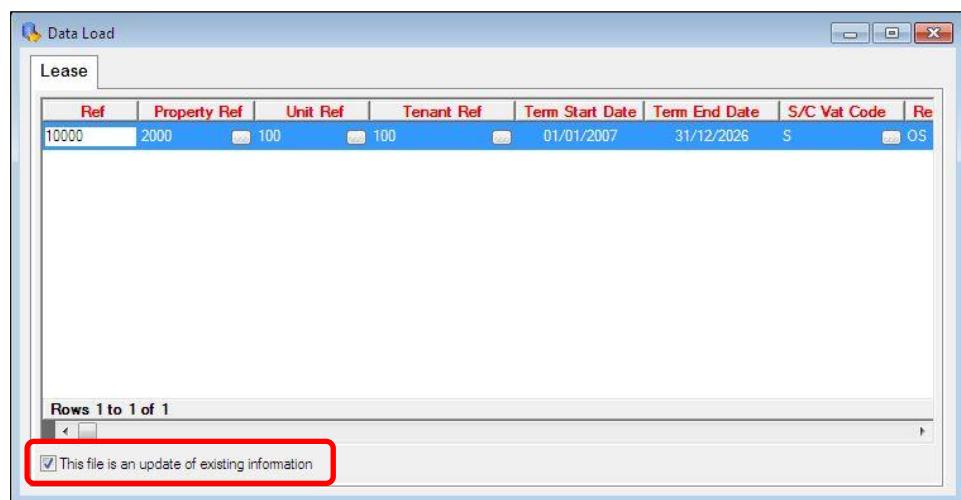
Once you have uploaded the data file successfully, you should be able to view the amended data with the PM&A database.

### Steps

Follow the steps below to upload amended data from an imported text file into PM&A:

1. Following on from the sub sections above, *Text File Upload/ Importing Text File into SDL*, there should be data visible within the entity window.

Check the 'This file is an update of existing information' option, found in the bottom left corner of the upload window.

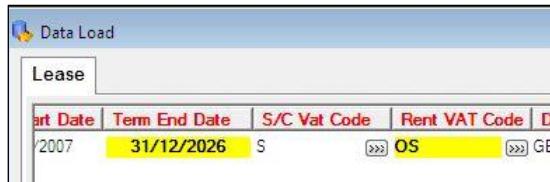


Click on the **Save** button. A progress bar will display which row of the data file is being validated.

SDL will start applying validation to the\*.txt data file. The validation will be made in various stages and not all the errors will be returned at the same time, instead only the errors that apply to that particular stage in the validation process will be returned.

2. If all validations have been passed a message will appear stating the entity Tab has been loaded successfully. The amended data will now be in the PM&A database.
3. Columns highlighted yellow are the columns that have been amended in PM&A.

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<b>Entities Covered</b>	Only a limited number of entities have the 'amend data' feature. These are: <ul style="list-style-type: none"><li>• Debtor</li><li>• Lease</li><li>• Property</li><li>• Property budgets</li></ul>
<b>Please note</b>	<b>Changes will only be made where the data has been supplied as part of the .txt file. No changes will be made (and no warning will be given) if the user makes changes manually within the window after the text file has been uploaded.</b>
<b>For Leases</b>	<ul style="list-style-type: none"><li>• The functionality is only intended to work with debtor type of tenant.</li><li>• Options are only created when a new Lease is uploaded, you cannot add option records to an existing lease using the update functionality.</li><li>• Review records (and their associated diary records) may be created when uploading a new Lease and also when updating an existing Lease - but only where no review records already exist.</li></ul>

## 6. Client Extract

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### Overview

Client Extract enables the user to extract some property related data for a particular client on the PM&A database, then in effect copy that data by uploading it again with different reference numbers back into the database.

Refer to the lists below for detail on which PM&A maintenance records (PM&A Static Entities) are currently extracted and those that are not.

PM&A Accounts data will not be extracted. FM data will not be extracted.

Mappings are not required.

See the Steps sub section on how to use the Client Extract routine.

### PM&A Maintenance records that may be extracted

- Banking Rules
- Client
- Debtor
- Head Lease
- Head Lease Review
- Lease
- Lease Charge
- Lease Review
- Period Date
- Property
- Tenancy
- Unit
- Unit Apportionment

### PM&A Maintenance records that cannot be extracted

- Client Account
- Head Lease Charge
- Head Lease Diary
- Head Lease Expiry
- Head Lease Option
- Lease Diary
- Lease Expiry
- Lease Option
- Lease Tenancy Note
- Lease Tenancy Related Contact
- Property Amenity
- Property Capital Valuation
- Property Measurement
- Property Occupancy
- Property Rating Information
- Property to Participant
- Property Valuation
- Sub lease – all records
- Unit Amenity
- Unit Capital valuation
- Unit Diary
- Unit Document
- Unit Measurement
- Unit Meter
- Unit Meter Reading Login
- Unit Occupancy
- Unit Purchase & Sale
- Unit Rating Information

### Bespoke

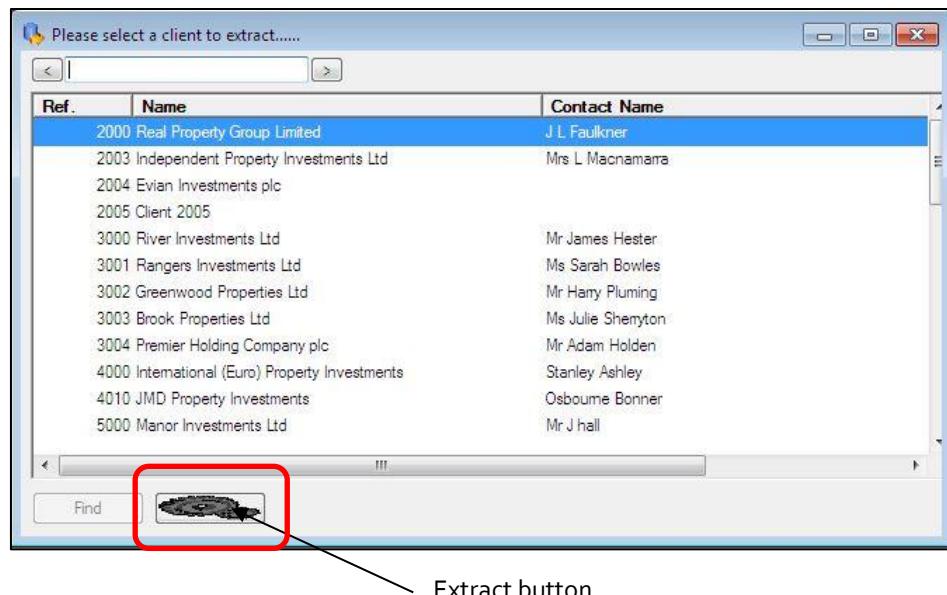
Client Extract may be expanded to include any entities not currently available for extract. Contact Trace for bespoke work.

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## Steps

Follow the steps below:

1. From the menu tool bar select **File/ Open/ Client Extract**. This will open a select client to extract window, click on a client so that it is highlighted and press the extract button.



2. The client's property related records will be displayed in tab sheets on the screen. Note no accounts information will be displayed.



3. Select a tab at a time for uploading. It is recommended that users follow the standard order for uploading records. See **Appendix B Order of Entities**.

Change the reference numbers and any other data as appropriate (note that users may delete unwanted rows) and **Save**.

4. If the data entered is

- Valid: then a message will state that the entity has been uploaded successfully;
- Invalid: validation error messages will be displayed, these must be addressed before resaving. Then a message will state that the entity has been uploaded successfully.

Valid data that has been successfully uploaded may now be viewed using PM&A or SDL's **Data Maintenance** routine.

## 7. Data Maintenance

---

### Overview

Structured Data Load (SDL) may be used in a number of ways to either upload new data or modify existing data in a PM&A database.

Data Maintenance (originally known as Load) enables the user to view and amend some data within the database. Only PM&A Static Entities (see *Current PM&A Entities*) and FM Entities may be used with Data Maintenance. The functionality in this area is limited. Database maintenance is best performed using the PM&A application. Mappings are not required. Accounts data may not be viewed.

See the Steps sub section below on the basics of how to use the Data Maintenance routine. There's also a section on how to filter for specific data and how to locate a particular column.



***Users are warned to use this routine with care.***

***Advanced use of Data Maintenance: If users save data from the Data Maintenance window with a view to import it back in again to upload into PM&A, then they MUST REMOVE ANY URIS, otherwise records on the database will be incorrect. Users should seek Trace technical assistance.***

### Steps to View Data

Follow the steps below:

1. From the menu tool bar select **File/ Open/ Data Maintenance**. This will open a select a Table window, select an entity.
2. Data from the PM&A database for the selected entity will be displayed.
3. Make sure that if you make any amendments to the data that you then tab into the next field and press the **Save** button.

### Basic Data Filtering

A **Filter** button enables the user to query on any column displayed.

Ref	Property Ref	Unit Ref	Current Tenant Ref	Term Start Date
1	2000	1	6	09/09
2	2000	2	2	31/12
3	2000	3	3	01/01
20001	2000	45	1	01/01
4	2001	4	4	29/02
5	2002	5	5	01/03
6	2003	6	5	29/09
7	2004	7	6	01/03
30011	3001	1	13	01/01
30012	3001	2	14	01/01
30021	3002	1	13	01/01
30022	3002	2	13	01/01
30031	3003	1	13	01/01
30032	3003	2	14	01/01
30041	3004	1	13	01/01

Rows 1 to 15 of 173

Filter    Reset

Pressing the Filter button opens the 'Filter for [XXXXX] Entity' window.

#### Lease entity Example:

Filter for Lease entity

Display Column Name

- Act 2002 Applies
- Alterations Permitted
- Alterations Terms
- Alternate Currency Days
- Alternate Currency On Lease
- Annual Rent Alternate Ccy
- Annual S C
- Annual S C Adjustable
- Apportion First Uplift
- Assignment Permitted
- Assignment Terms
- Breach Status
- Change Of Use Permitted
- Change Of Use Terms

Filtered by:  
Act 2002 Applies

Starting From      Equal To  
Up to and Including      Contains

The value to filter on has to be made up of 1 or less Alpha and Numeric characters.  
The Alpha Characters are case sensitive.

Y

Blank value      Not Blank value

Filter on existing results

Act 2002 Applies Equal To : Y

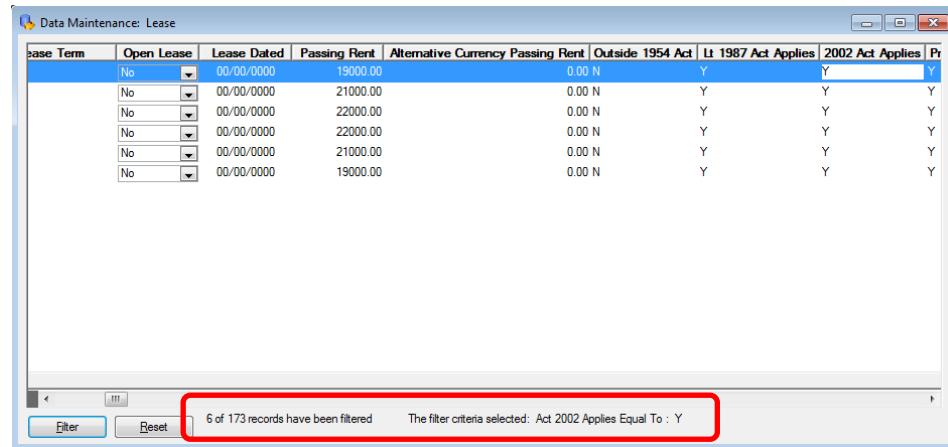
OK    Cancel

The user may filter by: 'Starting From'; 'Equal to'; 'Up to and including' and 'Contains'. The list of columns are in alphabetical order and consist of the name of the column as set in the data window. Only one column can be filtered at a time, but if a second filter is used (see Advanced Filtering below), then a different column can also be selected. Enter your selection criteria and press the **OK** button.

The entity window will be refreshed with the new filter results.

Example:

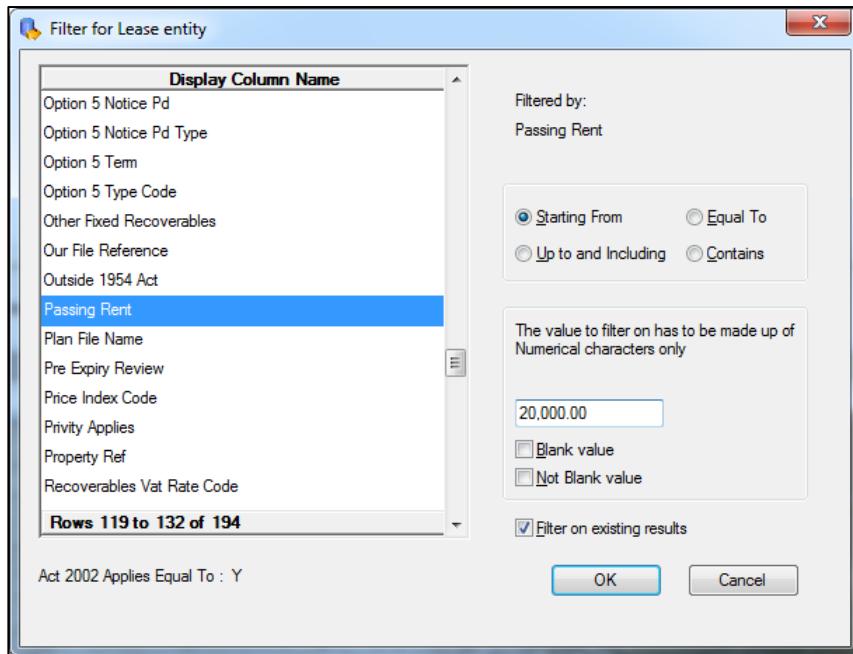
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Text at the bottom of the refreshed window will inform (i) how many records are currently displayed out of how many on the database, i.e "6 of 173 records have been filtered" means of the 173 records that exist only 6 have met the filter criteria and are displayed; and (ii) what the filter criteria was, i.e. "The filter criteria selected: Act 2002 Applies Equal To: Y".

### Advanced Data Filtering

If a filter has already been made on the window, a second filter can be applied to the existing filtered results to further reduce the number of records. To do this, press the **Filter** button again and from the Filter window check the 'Filter on Existing Results' check box; Enter filter selections and **OK**.

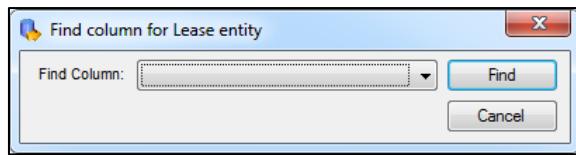


The entity window will be refreshed again with the new filter results.

### Column Finder

Using this feature is most useful in entities with large amounts of columns, i.e. Lease. Within an entity the user can now select from the menu tool bar, **Edit/ Find Column** to open the Find function.

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The user may select any column on the window from a drop down list. The list of columns is in alphabetical order and will be the name of the column as set in the data window. Pressing the **Find** button sets the focus on the column selected and the row is highlighted.

## 8. Updating existing PM&A records

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### Overview

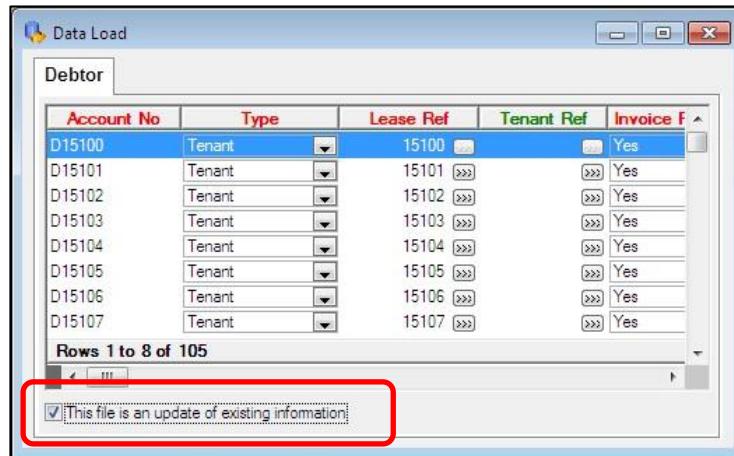
Certain existing PM&A records can be updated using SDL.

Currently this is available for:

- Debtor records
- Leases
- Property records
- Property budgets

### How to use the functionality

Import the .txt file as usual, and prior to pressing the SAVE button click on the 'This file is an update of existing information' check box. Changes will then be made as appropriate to the database; altered columns will appear highlighted in yellow.



**Changes will only be made where the data has been supplied as part of the .txt file. No changes will be made (and no warning will be given) if the user makes changes manually within the window after the text file has been uploaded.**

### Comments on updating Lease information

Please note the following for the Lease entity:

- The functionality is only intended to work with debtor type of tenant.
- Options are only created when a new Lease is uploaded, you cannot add option records to an existing lease using the update functionality.
- Review records (and their associated diary records) may be created when up-loading a new Lease and also when updating an existing Lease - but only where no review records already exist.

## 9. Static PM&A Entities

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### Overview

PM&A Static Entities is a phrase that is used to describe all PM&A entities that are not batch related. In general this will be all property related entities, i.e. Client, Creditor, Manager, Lease etc. For a complete list of which PM&A static entities may be used with SDL, see *Current PM&A Entities*.

SDL may be used in different ways. Static entities may be used in all the following routines: **Bulk Entry**; **Text File Upload**; **Client Extract** and **Data Maintenance**.

This section will detail each PM&A static entity on its own with:

- A Format Table that includes: Column names; Mandatory/ Recommended Columns; whether a PM&A Code (i.e. system code or maintenance record) needs to pre-exist, i.e.; Column format and any miscellaneous Column data entry notes.
- Whether standard mappings are provided by Trace.
- Whether any other records are generated.
- Advice on appropriate manual amendments in PM&A.
- Other useful notes.

## Banking Rules

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Client Ref</b>	✓		✓	Numeric(6,0)	Must already exist in PMA db.
<b>Payment or Receipt</b>	✓			Varchar(10)	Must be either 'Payment' or 'Receipt'.
<b>Bank Account</b>	✓		✓	Varchar(12)	Must already exist in PMA db.
<b>Property Ref</b>			✓	Numeric(6,0)	Must already exist in PMA db and be attached to the client.
<b>Sub Ledger Code</b>			✓	Varchar(1)	
<b>Use This Account For Payments</b>				Varchar(1)	Yes / No drop down box.
<b>Use Inter-Company Bank Account</b>				Varchar(1)	Yes / No drop down box.
<b>Inter-Company Parent Ref</b>			✓	Numeric(6,0)	
<b>Use Common Account</b>				Varchar(1)	Yes / No drop down box.
<b>Common Bank Account</b>			✓	Varchar(12)	
<b>Allow Override</b>				Varchar(1)	Yes / No drop down box.
<b>Use Actual Bank On Demands</b>				Varchar(1)	Yes / No drop down box.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_banking\_rules.txt*.

**What record(s) are generated?**

- Banking Rules record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**
Yes / No Fields  
 Can also be entered as Y / N in text files

**Add-on**  
 Only available via an Add-on facility. Contact your Account Manager for further details.

**Client****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Ref</b>	✓		✓	Numeric(6,0)	
<b>Name</b>	✓			Varchar(45)	Client/ Company
<b>Default Currency Code</b>	✓		✓	Varchar(5)	The following codes may exist in an empty database. Add more if necessary to PM&A prior to upload: • GBP • EUR
<b>Search Name</b>				Varchar(20)	Do not enter data into this field, as it will be overridden by the first 20 characters entered into the Name field (stripped of any spaces).
<b>VAT Prefix</b>				Varchar(2)	
<b>VAT Reg No</b>				Varchar(9)	
<b>Registered Company No</b>				Varchar(12)	
<b>Company Parent Ref</b>			✓	Numeric(6,0)	
<b>Building Name</b>	✓			Varchar(40)	
<b>Road Number</b>	✓			Varchar(40)	
<b>Road Name 1</b>	✓			Varchar(40)	
<b>Road Name 2</b>	✓			Varchar(40)	
<b>Town</b>	✓			Varchar(40)	
<b>County</b>	✓			Varchar(40)	
<b>Postcode</b>	✓			Varchar(10)	
<b>Country Code</b>			✓	Alpha(2)	
<b>Allow Multiple Countries at Property Level</b>				Varchar(3)	Yes/No field. (Defaults to No if left blank, text file allows for Y or N too).
<b>FICO Reg No</b>				Varchar(20)	<i>Note: Format the cell in Excel as a Text field.</i>
<b>FICO Status</b>				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"><li>• <b>None</b> (Default when blank)</li><li>• <b>Approved</b></li><li>• <b>Deduct Tax</b></li></ul> See <i>Other Useful Notes/FICO</i> below.
<b>FICO Approval Date</b>				Datetime DD/MM/YYYY	Users should only enter data in this field if they have selected a FICO Status of 'Approved'.  See <i>Other Useful Notes/FICO</i> below.
<b>Contact Name</b>				Varchar(45)	
<b>Phone</b>				Varchar(20)	
<b>Direct Phone</b>				Varchar(20)	
<b>Mobile Phone</b>				Varchar(20)	
<b>Email</b>				Varchar(50)	
<b>Fax</b>				Varchar(20)	
<b>Remittance Contact Name</b>				Varchar(45)	
<b>Remittance Email</b>				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.

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Column	M	R	CODE	FORMAT	Other Column Notes:
Remittance Fax				Varchar(19)	
Remittance Preferred Method of Contact				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Print (Default when blank)</li> <li>• EMail</li> <li>• Fax</li> </ul>
Demands Contact Name				Varchar(45)	
Demands Email				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
Demands Fax				Varchar(50)	
Demands Preferred Method of Contact				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Print (Default when blank)</li> <li>• EMail</li> <li>• Fax</li> </ul>
Client Statement Contact Name				Varchar(45)	
Client Statement Email				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
Client Statement Fax				Varchar(50)	
Client Statement Preferred Method of Contact				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Print (Default when blank)</li> <li>• EMail</li> <li>• Fax</li> </ul>
Default Property Status Category		✓		Varchar(5)	
Default As At				Datetime DD/MM/YYYY	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_client.txt***. Note that mappings for this entity need to be for the 'client' Table.

**What record(s) are generated?**

- Client Maintenance record

**Are manual amendments needed to PM&A?** Yes.

### Client Account Maintenance

The Client Account Maintenance window will not be automatically generated when the Client entity is uploaded. It is therefore recommended that this be done prior to the Property entity being uploaded, see ***Property Entity***.

**Other useful notes & Limitations**

### FICO

Users are warned that they must enter the correct FICO related information, the same rules as in PM&A apply.

### Preferred Method of Contact Types

'Print' is the DLD equivalent of 'Post' in PMA, and will displayed in PM&A as such.

### Yes / No Field

Can also be entered as Y / N in text files.

## Client Accounting

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Client Ref</b>	✓		✓	Numeric(6,0)	
<b>Current Year End Date</b>	✓			Datetime DD/MM/YYYY	
<b>Tenant Invoice Style</b>	✓			Varchar(12)	Enter (these are hard coded in PM&A): • Application • Invoice
<b>Default System Logo Used</b>	✓			Varchar(1)	Yes / No
<b>Print Using Layout Template</b>	✓		✓	Varchar(60)	Must be already set up in PM&A.
<b>Client Logo For Demands</b>		✓		Varchar(32000)	Only in use if the 'Default System Logo Used' column is set to 'No'.
<b>Retained Profit Chart Code</b>		✓	✓	Varchar(12)	Lookup returns only chart codes where the usage is set to 'Balance Sheet'. If blank defaults to system entry (if entered in PM&A), or NULL if not.
<b>Stop All Postings</b>				Varchar(1)	Yes / No
<b>Stop Charge Raising</b>				Varchar(1)	Yes / No
<b>Stop Demand Production</b>				Varchar(1)	Yes / No
<b>Stop Head Lease Payment Production</b>				Varchar(1)	Yes / No
<b>Valid From Date</b>				Datetime DD/MM/YYYY	
<b>Valid To Date</b>				Datetime DD/MM/YYYY	
<b>Banking Rules</b>				Varchar(8)	Enter (these are hard coded in PM&A): • Client (Default when blank) • Property
<b>Inter Client Cash Transfers</b>				Varchar(1)	Yes / No
<b>Summary Balance Report Set Code</b>			✓	Varchar(5)	
<b>Accounts Must Use Sub-Ledger</b>				Varchar(1)	Yes / No / (?)
<b>Automated Management Fees</b>				Varchar(1)	Yes / No
<b>Management Fee Level</b>				Varchar(10)	Enter (these are hard coded in PM&A): • Client (Default when blank) • Property • Unit
<b>RICS Applies</b>				Varchar(1)	Yes / No / (?)
<b>Funds Test Level</b>				Varchar(20)	Enter (these are hard coded in PM&A): • Client • Property • None (Default when blank)
<b>Combine Bank Balances</b>				Varchar(1)	Yes / No / (?)
<b>Combine Sub Ledgers</b>				Varchar(1)	Yes / No / (?)
<b>Check Overall Client Balances</b>				Varchar(1)	Yes / No

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Column	M	R	CODE	FORMAT	Other Column Notes:
Funds Test at Client Parent				Varchar(1)	Yes / No
Accrual Method				Varchar(20)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Period Days</li> <li>• Annualized (Default when blank)</li> </ul>
Split Invoice Allocation				Varchar(1)	Yes / No
Base Currency Code		✓		Varchar(5)	
Suspense Bank Account ID		✓		Varchar(12)	
Common Receipts Cash Control		✓		Varchar(12)	Lookup returns records only where the control account is 'Cash' and the Include in RICS Funds Test flag is set to No. Defaults to NULL if left blank.
Common Payments Cash Control		✓		Varchar(12)	Lookup returns records only where the control account is 'Cash' and the Include in RICS Funds Test flag is set to No. Defaults to NULL if left blank.
Inter Company Cash Control Code		✓		Varchar(1)	Lookup returns records only where the control account is 'Cash' and the Include in RICS Funds Test flag is set to No. Defaults to N if left blank.
S/C Liability Chart Code		✓		Varchar(12)	Lookup returns records only where the Control Account is set to 'N/A'. Defaults to NULL if left blank.
Loss on S/C Chart Code		✓		Varchar(12)	Lookup returns records only where the Control Account is set to 'N/A'. Defaults to NULL if left blank.
S/C Journal Transaction Type		✓		Varchar(5)	Lookup returns records only where the Sub-Ledger Code is 'S', Posting Type is 'Property', Category is 'Journal' and the VAT Category is blank. Defaults to NULL if left blank.
Service Charge Journal Usage				Varchar(15)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Profit &amp; Loss (Default when blank)</li> <li>• Balance Sheet</li> </ul>
Currency Difference Chart Code		✓		Varchar(12)	Lookup returns records only where the Control Account is set to 'N/A'. Defaults to NULL if left blank.
Float Retained Chart Code		✓		Varchar(12)	Defaults to NULL if left blank.
Direct to Client Chart Code		✓		Varchar(12)	Defaults to NULL if left blank.
Ini Settings				Text	
Demand Format		✓		Varchar(10)	Lookup only returns formats which are available to all, or that the client has the plugin code for.
Demand Language		✓		Varchar(3)	
Document Title				Varchar(30)	Defaults to 'INVOICE' if left blank.
Separate Title on Negative Docs				Varchar(1)	Yes / No / (?) (defaults to 'No').
Credit Document Title				Varchar(30)	Defaults to 'Credit Document' if left blank.
Interest Text				Varchar(50)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Void Funding Demands By</b>				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"><li>• <b>Debtor</b> (Default when blank)</li><li>• <b>Property</b></li><li>• <b>Unit</b></li></ul>
<b>Next Invoice Ref</b>		✓		Numeric(9,0)	Defaults to '1' if left blank.
<b>Next Demand Ref</b>		✓		Numeric(9,0)	Defaults to '1' if left blank.
<b>Print Name</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Print Address</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Only if Residential</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Print VAT No.</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Print Notice Address</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Print Acting As</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Suppress Unchanged Lease Charges</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Print Without Prejudice</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Print Payments To</b>				Varchar(1)	Yes / No / Details (defaults to 'Yes').
<b>Print Bank Account Number</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Print Interest Text</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Print Due Date</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Use Contact on Demands</b>				Varchar(1)	Yes / No / (?) (defaults to 'No').
<b>Print Reason for Change</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Print Optional Text</b>				Varchar(1)	Yes / No (defaults to 'Yes').
<b>Property Level Permitted</b>				Varchar(1)	Yes / No / (?) (defaults to 'No').
<b>Date Type</b>				Varchar(13)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"><li>• <b>Effective</b> (Default when blank)</li><li>• <b>Account</b></li><li>• <b>S/L Effective</b></li></ul>
<b>Include All Sub-Ledger Codes</b>				Varchar(1)	Yes / No / (?) (defaults to 'Yes').
<b>Sub-Ledger Code List</b>		✓		Varchar(100)	
<b>Include Blank Sub-Ledger Code</b>				Varchar(1)	Yes / No / (?) (defaults to 'No').
<b>Format Override Permitted</b>				Varchar(1)	Yes / No (defaults to 'Yes').
<b>Print Client Totals</b>				Varchar(1)	Yes / No (defaults to 'Yes').
<b>Client Statement Extract For Client</b>				Varchar(1)	Yes / No  If the PM&A config control setting = 'Client' and the field in the file is blank then DLD defaults to 'No', otherwise it can only be set to 'Yes' or 'No'. If the config control setting = 'Yes' or 'No' and the field in file is blank then DLD defaults to the config control value, otherwise it can only be set to 'Yes' if config control is 'Yes' or 'No' if config control is 'No'.
<b>Print Demand No</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Show True VAT</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Suppress Expenditure Transaction Report</b>				Varchar(1)	Yes / No (defaults to 'No').

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Column	M	R	CODE	FORMAT	Other Column Notes:
CIS Applies				Varchar(1)	Yes / No (defaults to 'No').
Agent Acts as Contractor				Varchar(1)	Yes / No (defaults to 'No').
CIS Registration Number				Numeric(13,0)	
Registration From Date	✓			Datetime DD/MM/YYYY	Becomes mandatory if 'CIS Applies' is 'Yes' and 'Agent Acts as Contractor' is 'No'.
Registration Expiry Date	✓			Datetime DD/MM/YYYY	Becomes mandatory if 'CIS Applies' is 'Yes' and 'Agent Acts as Contractor' is 'No'.
EDI Identification				Varchar(4)	
Default Revenue Creditor Account No	✓	✓		Varchar(10)	Becomes mandatory if 'CIS Applies' is 'Yes' and 'Agent Acts as Contractor' is 'No'.
Default Tax Deduction Trans Type Code	✓	✓		Varchar(10)	Lookup only returns codes where the category is 'Expense' and the Expense Type is either 'S/C Recoverable' or 'Non-Recoverable'.  Becomes mandatory if 'CIS Applies' is 'Yes' and 'Agent Acts as Contractor' is 'No'.
CIS Concession Limit				Numeric(13,2)	
Employers Tax Reference				Varchar(10)	
Unique Taxpayer Reference	✓			Numeric(10,0)	Becomes mandatory if 'CIS Applies' is 'Yes' and 'Agent Acts as Contractor' is 'No'.
Accounts Office Reference Number				Varchar(13)	
Generate R&C VAT Payable				Varchar(20)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"><li>• <b>No (N)</b> (Default when blank)</li><li>• <b>Journal Only</b></li><li>• <b>Journal &amp; Invoice</b></li></ul>
R&C Client Liability Chart Code	✓	✓		Varchar(12)	Lookup only returns codes where the 'Control Account' is 'N/A' and the 'Usage' is set to 'Balance Sheet'.
R&C Creditor Control Chart Code	✓	✓		Varchar(12)	Lookup only returns codes where the 'Control Account' is 'Creditor'.
R&C Creditor Account No	✓	✓		Varchar(10)	Lookup only returns those where the 'Type' is 'Supplier' or 'Client'.
R&C VAT Rate Code	✓	✓		Varchar(5)	Lookup only returns codes where the 'Include in VAT Return' is set to 'N'.
Automated Payments to Client				Varchar(1)	Yes / No (defaults to 'No').
Property Use Client Flag				Varchar(1)	Yes / No
Transaction Type Code	✓	✓		Varchar(5)	Lookup only returns codes where the 'Category' is set to 'Cash Payment', 'Payment to Client' is set to 'Yes', 'VAT Category' is blank or 'Non-VAT' and the 'Posting Type' is 'Financial'.

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Transaction Type Code</b>			✓	Varchar(5)	Lookup only returns codes where the 'Category' is set to 'Cash Payment', 'Payment to Client' is set to 'Yes', 'VAT Category' is blank or 'Non-VAT' and the 'Posting Type' is 'Property'.
<b>Pay To Client Creditor Account No</b>		✓	✓	Varchar(10)	Lookup only returns creditors where the 'Creditor Type' is 'Client' and the Creditor is already linked to the Client Ref.
<b>Retained VAT</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Use Actual Bank</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Include Unapplied Cash</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Include Released Payables</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Released Payables Days After</b>				Numeric(3,0)	Defaults to '0'.
<b>Include Approved Payables</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Approved Payables Days After</b>				Numeric(3,0)	Defaults to '0'.
<b>Include Logged Payables</b>				Varchar(1)	Yes / No
<b>Logged Payables Days After</b>				Numeric(3,0)	Defaults to '0'.
<b>Include Credit Notes</b>				Varchar(1)	Yes / No
<b>Include Overall Credit Balances</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Include Approved POM Invoices</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>POM Invoices Days After</b>				Numeric(3,0)	Defaults to '0'.
<b>Include POM Orders</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Include NRL Tax Liability</b>				Varchar(1)	Yes / No (defaults to 'No').
<b>Payment to Participants</b>				Varchar(1)	Yes / No (defaults to 'No').

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_client\_accounting.txt*.

**What record(s) are generated?**

- **Client Accounting** Maintenance records on every successful upload

**Other useful notes** **Yes/No fields**  
Can also be entered as Y / N in text files.

**Creditor****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Account No</b>	✓			Varchar(10) Creditor Numeric(6) Supplier	When creating the Supplier record only the first six numeric digits will be accepted.
<b>Type</b>	✓			Varchar(12)	User may enter: <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Landlord</li> <li>• Tenant</li> <li>• Client</li> <li>• Other</li> <li>• Participant</li> </ul>
<b>Linked Creditor</b>		✓	✓	Varchar(6)	Enter only if there is an existing Creditor type (must be same as type) to be attached to the Creditor.
<b>Lease Ref (Tenants Only)</b>		✓	✓		Note that the look up for Linked Creditor where a Tenant Type has been entered will allow the user to select both the Tenant and the Lease Ref at the same time.
<b>Bank Country Code</b>	✓		✓	Varchar(2)	
<b>Name</b>	✓			Varchar(45)	This may be left blank where the user has entered Linked Creditor Ref data. In that case the Linked Creditors Name will be use.
<b>Account Name</b>	✓			Varchar(45)	Though limited to 18 characters if the 'Usual Payment Method' is set to 'BACS'.
<b>Default Currency Code</b>	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. Note: Users may leave this field blank only if a Creditor URI is selected on the upload. Then the upload will use the currency code on that Creditor URI.
<b>Direct to Client</b>				Varchar(1)	Only applicable if using a client creditor.  User may enter either: <ul style="list-style-type: none"> <li>• Y</li> <li>• N (Default if left blank)</li> </ul>
<b>Alternative Address</b>					Currently data is best entered manually through the SDL window using the look up. This field should only be used for Types of: Supplier; Landlord; Tenant or Company. If importing from a text field, then you must enter the appropriate Related Contact URI (this is the db name for Alternative Address).

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Column	M	R	CODE	FORMAT	Other Column Notes:
Search Name				Varchar(20)	Note that if left blank the 'Search Name' field will be created from the first 20 characters of the Name field.
VAT Prefix		✓		Varchar(2)	
VAT Reg No		✓		Varchar(9)	
Registered Company No		✓		Varchar(12)	
Building Name				Varchar(40)	
Road Number				Varchar(40)	
Road Name 1				Varchar(40)	
Road Name 2				Varchar(40)	
Town				Varchar(40)	
County				Varchar(40)	
Postcode				Varchar(10)	
Country Code			✓	Alpha(2)	Enter a code that has already been set up within PM&A.
Address Category Code			✓	Varchar(5)	Enter a code that has already been set up within PM&A.
Usual Payment Method		✓		Varchar(15)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Cheque (Default if left blank)</li> <li>• Credit Transfer</li> <li>• Direct Debit</li> <li>• Standing Order</li> <li>• Cash</li> <li>• Bankers Draft</li> <li>• CHAPS</li> <li>• BACS</li> <li>• Transfer</li> <li>• Refer to Drawer</li> <li>• Represented</li> <li>• Written Back</li> <li>• DirectToClient</li> </ul>
Bank Identifier				Numeric(10,0)	Length is limited depending on bank country code.
Bank Name				Varchar(35)	
Bank Town				Varchar(35)	
Sort Code/Branch ID				Numeric(10,0)	Enter pure numbers, i.e. "123456", and not "12-34-56".
BIC Code				Varchar(11)	
Account Number				Varchar(20)	User must also enter Account Number if the Usual Payment Method field has been set to either: <ul style="list-style-type: none"> <li>• Credit Transfer</li> <li>• BACS</li> </ul>
IBAN Number				Varchar(35)	
Roll number				Varchar(20)	
RIB Code				Varchar(23)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
Short Account Name				Varchar(18)	This is an optional field. If left blank the module will populate the Short account name within PM&A with the entered SDL 'Account Name' field.
Priority		✓		Numeric(2,0)	
Stop Flag				Varchar(1)	User may enter either: • Y • N (Default if left blank)
Payment Terms Days				Numeric(2,0)	Only one 'payment terms' column can be populated per creditor.
Payment Terms Day Of Month				Numeric(2,0)	Only one 'payment terms' column can be populated per creditor.
Payment Terms days After End Of Month				Numeric(3,0)	Only one 'payment terms' column can be populated per creditor.
Creditor Category Code			✓	Varchar(5)	Enter a code that has already been set up within PM&A.
Payment Sel Service Type code			✓	Varchar(5)	Must select a code already set up on PM&A database.
Supplier Service Type Code			✓	Varchar(5)	Must select a code already set up on PM&A database.
BACS Payment Ref				Varchar(20)	This is the BACS Payment Ref on the PM&A Creditor Maintenance window. <i>Usual PM&amp;A CIS validation rules apply.</i>
DUNS Number				Numeric(7,0)	Format of: 12-345-6789
POM Export of Approved Orders				Varchar(1)	User may enter either: • Y • N (Default if left blank)
Suppress In Enquiries and Lookups				Varchar(1)	User may enter either: • Y • N (Default if left blank)
Contact Name				Varchar(45)	
Phone				Varchar(20)	
Direct Phone				Varchar(20)	
Mobile Phone				Varchar(20)	
Fax				Varchar(20)	
E-Mail				Varchar(45)	
Remittance Contact Name				Varchar(45)	Name to whom remittances should be addressed to.
Remittance Email				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
Remittance Fax				Varchar(19)	Fax number to where remittances should be sent to.
Remittance Preferred Method of Contact				Varchar(10)	Enter (these are hard coded in PM&A): • Print (Default if blank) • EMail • Fax
Ad-hoc Contact Name				Varchar(45)	

Column	M	R	CODE	FORMAT	Other Column Notes:
Ad-hoc Email				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
Ad-hoc Fax				Varchar(19)	
Ad-hoc Preferred Method of Contact				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Print (Default if blank)</li> <li>• EMail</li> <li>• Fax</li> </ul>
CIS Applies				Varchar(1)	User may enter either: <ul style="list-style-type: none"> <li>• Y</li> <li>• N (Default if left blank)</li> </ul> <i>Usual PM&amp;A CIS validation rules apply.</i>
Subcontractor Type				Varchar(11)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Company</li> <li>• Partner</li> <li>• Sole-trader</li> </ul> <i>Or use the drop down list.</i>
Deduction Type				Varchar(13)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• None (default)</li> <li>• Standard</li> <li>• Higher</li> </ul> <i>Or use the drop down list.</i>
Unique Taxpayer Reference				Numeric(10)	Format of: 123/4567890 The first character is a check digit
Company Registration Number				Varchar(8)	Can be either 8 numeric, or 2 alpha and 6 numeric.
National Insurance No				Varchar(9)	Simply enter alphanumeric characters. Do not use any character separators i.e. '/' etc
Approved Creditor				Varchar(1)	User may enter either: <ul style="list-style-type: none"> <li>• Y</li> <li>• N (Default if left blank)</li> </ul>
Commission Applies					User may enter either: <ul style="list-style-type: none"> <li>• Y</li> <li>• N (Default if left blank)</li> </ul>
Percentage				Numeric(9,6)	

**Are Standard Mappings provided?**

Yes, all relevant mappings are provided under the file name of **dev\_creditor.txt**.

**What record(s) are generated?**

- **Creditor** Maintenance records on every successful upload
- **Supplier, Client, Participant** and **Landlord** Maintenance records may also be generated, see below. Note that a Tenant Maintenance record is not generated to comply with PM&A functionality.

The notes below detail the relationship in PM&A between Creditor records and their linked Supplier, Client and Maintenance.

#### **PM&A structure**

Within PM&A there is a relationship between Creditor and its linked Supplier, Client, Landlord and Tenant records. It is possible to have multiple creditor records linked to the same Supplier, Client, Landlord or Tenant record.

## SDL import

In determining whether to create just one Creditor Maintenance record or also a linked Supplier, Client or Landlord Maintenance record, depends on whether the user has entered data into the Account No column. See **Linked Creditor** and **Account No** below.

### Linked Creditor

- **Valid Linked Creditor**

Users can use the look up provided to enter any linked creditor.

Before using the Look up, the Type must be entered, i.e. Supplier, Landlord, Tenant, Client and Other.

If a valid 'Linked Creditor' is used, then the linked Creditor maintenance record in PM&A will remain intact; the data will not be overridden. Instead, SDL will generate only one record – the Creditor Maintenance record. The fields within the Creditor record (i.e. Name, address information etc) will default to the Linked Creditor Maintenance it has been linked to. However these may be overridden by uploading alternative data.

- **Invalid Linked Creditor**

This will be validated and the user will be prevented from importing the entire Creditor source data.

- **If no Linked Creditor is entered**

See **Account No** below

## Account No

For most of the creditor Types, it is possible to create two records from each row of source creditor data, i.e. **one Creditor record and one new linked Supplier, Landlord or Client record** (as appropriate). This is done by not entering a Linked Creditor Ref.

The Account No is used to create both (a) the PM&A Creditor maintenance Account No field and (b) the PM&A Ref fields for any generated linked Supplier, Landlord or Client maintenance records. The user needs to enter alphanumeric characters that are capable of generating unique Account No and Ref fields that also comply with the formatting rules for each type of record.

*Unique creditor Account No/ Ref validation:* If both (a) and (b) as detailed above are unique, both records are imported for each row of Creditor source data, otherwise validation will prevent the entire Creditor source file from being uploaded into the database.

Formatting Requirements for creditor Account No/ Ref validation:

Creditor	Varchar (10)
Supplier	Numeric (6,0)
Client	Numeric (6,0)
Landlord	Numeric (6,0)

*Example: Where a Type of Supplier has been selected, if the Account No is entered with 'ABoooo123Z', the upload would produce the following result (presuming that the Account No and Ref numbers are unique): One PM&A Creditor maintenance record, with the Account No of 'ABoooo123Z'; and One PM&A Supplier maintenance record with a Ref of '123'.*

**Are manual amendments needed to PM&A?**

No.

## **Other Useful Notes**

### Different ways of uploading Creditor records

Creditors can be imported from SDL into PM&A in two ways:

(a) Creditor maintenance records can be uploaded within its own entity; or

(b) Creditor maintenance records will be automatically generated when a Head Lease entity is successfully uploaded. See **Head Lease/What record(s) are generated?**

### Error Messages

Error messages are displayed where the user attempts to upload with duplicate reference numbers.

Error message: "Account Number x is not unique", means that the user is attempting to create a supplier and creditor, but the 'account no.' entered is not unique within either/both the Creditor/ Supplier tables in the PM&A database.

Error message: "There was an error creating the supplier record – Supplier X is

not unique”, means that the user is attempting to create a supplier and creditor, but although the creditor reference would be unique – the supplier ref is not unique. Thus the file cannot be uploaded.

Error message: “Column x, row x, Primary key is not unique...” means that the user is attempting to upload a source file, which has duplicates within the same source.txt file being uploaded.

Validation for duplicate creditors of type ‘Other’ will check the entire creditor reference, and not just the numeric part (unlike all other types of creditors where just the numeric part of the reference is checked for duplicates).

### **Preferred Method of Contact Types**

‘Print’ is the DLD equivalent of ‘Post’ in PMA, and will displayed in PM&A as such.

### **Y/N Flag Fields**

This entity only allows for ‘Y’ / ‘N’ to be entered in these fields and not ‘Yes’ / ‘No’.

**Debtor**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Account No</b>	✓			Varchar(10)	
<b>Type</b>	✓			Varchar(12)	User may enter: • Tenant • Other  (Only 'Tenant' & 'Other' type debtors can currently be created via DLD)
<b>Lease Ref</b>	✓		✓	Numeric(6,0)	Lease ref must already exist in db.
<b>Tenant Ref</b>		✓	✓	Numeric(6,0)	Tenant ref must already exist in db.
<b>Billing Name</b>	✓			Varchar(45)	
<b>Invoice Required</b>	✓			Varchar(1)	User may enter either: • Y • N • (?) (Default if left blank)
<b>Alternative Address</b>					Can only be selected by look up.
<b>Search Name</b>				Varchar(20)	Note that if left blank the 'Search Name' field will be created from the first 20 characters of the Name field.
<b>VAT Prefix</b>				Varchar(2)	
<b>VAT Reg No</b>				Varchar(12)	
<b>Registered Company No</b>				Varchar(12)	
<b>Building</b>				Varchar(40)	
<b>Road Number</b>				Varchar(40)	
<b>Road Name</b>				Varchar(40)	
<b>Road Name 2</b>				Varchar(40)	
<b>Town</b>				Varchar(40)	
<b>County</b>				Varchar(40)	
<b>Postcode</b>				Varchar(10)	
<b>Country Code</b>		✓		Alpha(2)	Enter a code that has already been set up within PM&A.
<b>Address Category Code</b>		✓		Varchar(5)	Enter a code that has already been set up within PM&A.
<b>Demand Language</b>		✓		Varchar(3)	Enter a code that has already been set up within PM&A.
<b>Debtor Category Code</b>		✓		Varchar(5)	Enter a code that has already been set up within PM&A.
<b>Stop Flag</b>				Varchar(1)	User may enter either: • Y • N (Default if left blank)
<b>Billing Currency Code</b>		✓		Varchar(5)	Enter a code that has already been set up within PM&A.
<b>Arrears Letter</b>				Varchar(1)	User may enter either: • Y • N • (?) (Default if left blank)
<b>Days to Overdue</b>				Numeric(3,0)	
<b>Credit Rating</b>		✓		Varchar(2)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Use for Auto Charges</b>				Varchar(22)	<p>Can only be set to 'Rent', 'Rent &amp; S/Chg', 'Rent, S/Chg &amp; sundries', 'Rent &amp; sundries', 'S/Chg', 'S/Chg &amp; sundries', 'Sundries'.</p> <p>Disallow if there is another debtor for this lease and tenant that also has one of the auto charge settings. For example, if the user specifies 'Rent &amp; S/Chg', there must be not another debtor for this lease/tenant that has 'Rent' or 'S/Chg' in this column, so disallow if there any set to 'Rent', 'Rent &amp; S/Chg', 'Rent, S/Chg &amp; sundries', 'Rent &amp; sundries', 'S/Chg' or 'S/Chg &amp; sundries'.</p>
<b>Usual Payment Method</b>				Varchar(15)	
<b>Print Final Demands</b>				Varchar(1)	<p>User may enter either:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> (Default if left blank)</li> <li>• <b>N</b></li> </ul>
<b>SUPPRESS in Enquiries</b>				Varchar(1)	<p>User may enter either:</p> <ul style="list-style-type: none"> <li>• <b>Y</b></li> <li>• <b>N</b> (Default if left blank)</li> </ul>
<b>Contact Name</b>				Varchar(45)	
<b>Phone</b>				Varchar(20)	
<b>Direct Phone</b>				Varchar(20)	
<b>Mobile Phone</b>				Varchar(20)	
<b>Email</b>				Varchar(45)	
<b>Fax</b>				Varchar(20)	
<b>Turnover Contact Name</b>				Varchar(45)	
<b>Send Text Alert With Arrears</b>				Varchar(1)	<p>User may enter either:</p> <ul style="list-style-type: none"> <li>• <b>Y</b></li> <li>• <b>N</b> (Default if left blank)</li> </ul>
<b>Remittance Contact Name</b>				Varchar(45)	Name to whom remittances should be addressed to.
<b>Remittance Email</b>				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
<b>Remittance Fax</b>				Varchar(19)	Fax number to where remittances should be sent to.
<b>Remittance Preferred Method of Contact</b>				Varchar(10)	Enter (these are hard coded in PM&A):
					<ul style="list-style-type: none"> <li>• <b>Print</b> (Default if blank)</li> <li>• <b>Email</b></li> <li>• <b>Fax</b></li> </ul>
<b>Demand Contact Name</b>				Varchar(45)	Name to whom demands should be addressed to.
<b>Demand Email</b>				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
<b>Demand Fax</b>				Varchar(19)	Fax number to where demands should be sent to.

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Demands Preferred Method of Contact</b>				Varchar(10)	<p>Enter (these are hard coded in PM&amp;A):</p> <ul style="list-style-type: none"> <li>• Print (Default if blank)</li> <li>• EMail</li> <li>• Fax</li> </ul>
<b>Debtor For</b>				Varchar(1)	<p>Attaches the debtor created to the lease charge record.</p> <p>User may enter either:</p> <ul style="list-style-type: none"> <li>• R (Rent lease charge record only)</li> <li>• S (S/C lease charge record only)</li> <li>• B (Both)</li> <li>• (None) - default</li> </ul>
<b>S/C Bal. Debtor</b>				Varchar(1)	<p>Updates the 'Debtor For S/C Balancing Chge:' field on the lease record (S/Chg tab) with the created debtor number.</p> <p>User may enter either:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> <li>• (None) – only allowed for 'Other' type debtors.</li> </ul>

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<b>Are Standard Mappings provided?</b>	Yes, all relevant mappings are provided under the file name of <b><i>dev_debtor.txt</i></b> .
<b>What record(s) are generated?</b>	<ul style="list-style-type: none"><li>• <b>Debtor record</b></li></ul>
<b>Are manual amendments needed to PM&amp;A?</b>	Yes they may be necessary. Where a Debtor Maintenance record has been generated by SDL. It will be created with basic debtor information see <b>Generated Records/Lease</b> . Users may wish to manually amend accounting data on the PM&A More tab; and any contact information.
<b>Other useful notes</b>	<p>Only 'Tenant' &amp; 'Other' type debtors can currently be created from data load.</p> <p>Can either be created from the lease entity (basic debtor information only), or via bulk entry.</p> <p>If created via bulk entry the debtor reference will be entered in to the lease charge record if the lease charge debtor reference is blank.</p>
<b><u>'Other' Type Debtors</u></b>	Must have the 'Debtor For' and 'S/C Bal. Debtor' columns set to '(None)'.
<b><u>Preferred Method of Contact Types</u></b>	'Print' is the DLD equivalent of 'Post' in PMA, and will displayed in PM&A as such.
<b><u>Y/N Fields</u></b>	Can also be entered as Yes / No in text files, for this entity.
<b><u>Add-on</u></b>	Upload is only available via ad Add-on facility. Contact your Account Manager for further details.

**Debtor Bank****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Debtor Account No</b>	✓		✓	Varchar(10)	Use the look up to select an appropriate debtor. The look up will display a list of debtor account numbers, Type and Billing Name.
<b>Bank Country Code</b>	✓		✓	Varchar(2)	Must be ISO standard country code.
<b>Bank Identifier</b>				Numeric(10,0)	Length is dependent on the bank country code.
<b>Sort Code/Branch ID</b>	✓		✓	Numeric(6)	Simply enter the numbers, i.e. "123456", do not enter as "12-34-56"  This field is currently displayed through the PM&A front end.
<b>Account Number</b>	✓			Varchar(20)	This field is currently displayed through the PM&A front end as the Bank Account Number field.
<b>Account Name</b>	✓			Varchar(45)	This field is currently displayed through the PM&A front end as the Account Holder Name in the Debtor Bank maintenance record.
<b>Short Account Name</b>	✓			Varchar(18)	If left blank, by default the first 18 characters from the Account Name field will be used to populate the Debtor Bank PM&A record.  Data entered into this field will overwrite the default.
<b>DD Collection Start Date</b>	✓			Datetime DD/MM/YYYY	
<b>BIC Code</b>				Varchar(11)	
<b>IBAN Number</b>				Varchar(35)	
<b>Roll Number</b>				Varchar(20)	
<b>DD Reference</b>				Varchar(20)	This field is currently displayed through the PM&A front end as the DD Payment Ref field in the Debtor Bank maintenance record.
<b>Main DD Bank</b>				Varchar(1)	User should enter either: <ul style="list-style-type: none"><li>• Y (the default if left blank)</li><li>• N</li></ul> This field is currently displayed through the PM&A 'front end' in the Debtor Bank maintenance record.

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_debtor\_bank.txt*.

**What record(s) are generated?**

- Debtor bank Maintenance

**Are manual amendments needed to PM&A?** No.

**Other Useful Notes**

**Y/N Field**  
This can only be entered as Y/N and not Yes/No in text files, for this entity.

## Head Lease

### Format Table

Due to the large number of columns that comprise the Head Lease Table, they have been sorted primarily by mandatory columns, then by PM&A Tab sheet order. This reflects the column order in the SDL Head Lease entity window.

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Head lease can be uploaded.
<b>Ref</b>	✓			Numeric(6,0)	The Head lease ref must be a unique reference within the Property.
<b>Landlord Ref</b>	✓		✓	Numeric(6,0)	The Landlord Ref has to exist before a Head lease can be uploaded. <i>NOTE: See section on Generated Records/ Head lease.</i>
<b>Bank Country Code</b>	✓		✓	Varchar(2)	Must be an ISO standard country code.
<b>Term Start Date</b>	✓			Datetime DD/MM/YYYY	
<b>Term End Date</b>	✓			Datetime DD/MM/YYYY	
<b>Rent VAT Rate Code</b>	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Default Currency</b>	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>MAIN TAB</b>	-	-	-	-	-
<b>Landlord Related Contact Name</b>			✓	Varchar(45)	Before entering data, ensure that a Landlord Related Contact Maintenance record exists in PM&A first; The record must be set up in PM&A using the same Landlord Ref as entered on the Head Lease entity.  To enter data into this column, users can use the Look up in the data load entity window, or manually type/ export data into the column (note that the characters entered must be <i>exactly</i> the same as the Landlord Related Contact Name in the database).
<b>Lease Type Code</b>			✓	Varchar(5)	Ensure that the codes exist in PM&A first, i.e. • LONG (Long Leasehold)
<b>Lease Term</b>				Varchar(20)	
<b>Lease Dated</b>				Datetime DD/MM/YYYY	
<b>Passing Rent</b>				Numeric(13,2)	
<b>Outside 1954 Act</b>				Varchar(1)	Y or N
<b>Lt 1987 Act Applies</b>				Varchar(1)	Y or N
<b>Privity Applies</b>				Varchar(1)	Y or N

## Structured Data Load User Manual

Column	M	R	CODE	FORMAT	Other Column Notes:
Termination Status				Varchar(11)	<p>Leave blank as PM&amp;A will default to 'current' or enter:</p> <ul style="list-style-type: none"> <li>• <b>Surrendered</b></li> <li>• <b>Current</b></li> <li>• <b>Break</b></li> <li>• <b>Merger</b></li> <li>• <b>Notice</b></li> <li>• <b>Disclaimer</b></li> <li>• <b>Forfeiture</b></li> <li>• <b>Other</b></li> <li>• <b>Sold</b></li> </ul> <p>Note: if the status is not equal to current, then a Termination Date will have to be entered.</p>
Terminated Date				Datetime DD/MM/YYYY	This should only be filled in if the Termination Status is other than 'Current'.
Review Basis				Varchar(15)	<p>Leave blank or enter:</p> <ul style="list-style-type: none"> <li>• <b>N/A</b></li> <li>• <b>Unspecified</b></li> <li>• <b>Fixed review</b></li> <li>• <b>Market review</b></li> <li>• <b>Geared review</b></li> <li>• <b>Restricted</b></li> <li>• <b>Turnover</b></li> <li>• <b>Indexed</b></li> <li>• <b>Other</b></li> <li>• <b>(None) (default)</b></li> </ul>
Review Pattern				Numeric(2,0)	
Next Review Date				Datetime DD/MM/YYYY	
First Review Date				Datetime DD/MM/YYYY	
Review Notice Period				Numeric(3,0)	Where this column is left blank, the upload will auto populate the Review Notice Pd field on the PM&A Head Lease Maintenance record with the Head Lease Review default notice period (as set in the PM&A System Configuration Maintenance record). The default may be overridden by entering data into this column.
Review Notice Period Type				Varchar(6)	<p>Leave blank or enter:</p> <ul style="list-style-type: none"> <li>• <b>Days</b></li> <li>• <b>Months (default)</b></li> </ul>
Guarantor				Varchar(1)	Y or N
Breach Status				Varchar(10)	<p>Leave blank or enter:</p> <ul style="list-style-type: none"> <li>• <b>None</b></li> <li>• <b>Full</b></li> <li>• <b>Stop</b></li> <li>• <b>Override</b></li> </ul>
<b>□ RENT TAB</b>	-	-	-	-	-

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Column	M	R	CODE	FORMAT	Other Column Notes:
Rent Type Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first, i.e. <ul style="list-style-type: none"><li>• GRDR (Ground Rent)</li><li>• HDRNT (Head Rent)</li></ul>
Rent Due Date Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
Rent in Advance				Varchar(1)	Y or N
Rent Commence Date				Datetime DD/MM/YYYY	
Turnover Rent				Varchar(1)	Y or N (N is default)  'Passing Rent' will be set to zero if 'Turnover Rent' is set to 'Yes', as this will be defaulted from 'Annual Base Rent' + 'Annual On-Account Rent'.
Turnover Percentage				Numeric(5,2)	
Over Threshold				Numeric(12,2)	
Annual Base Rent				Numeric(12,2)	
Annual On-Account Rent				Numeric(12,2)	
On-Account Type				Varchar(5)	Must be one of: <ul style="list-style-type: none"><li>• Fixed</li><li>• Capped</li><li>• Variable</li><li>• None</li><li>• &lt;blank&gt; (default)</li></ul>
VAT on Rent Applies				Varchar(5)	Y or N
Rent Terms				Text	Text box
Interest On Late Rent				Varchar(1)	Y or N
Late Rent Interest From Due Date				Varchar(1)	Y or N If this field is entered then you must set the Interest on Late Rent to Y.
Late Rent Interest Bank Code			✓	Varchar(15)	Ensure that the codes exist in PM&A first and; If this field is entered then you must set the Interest on Late Rent to Y.
Late Rent Interest Rate				Numeric(7,4)	If the field is entered then you must set the Interest on Late Rent to Y.
Late Rent Interest Basis				Varchar(10)	Leave blank or enter: <ul style="list-style-type: none"><li>• Above base</li><li>• Fixed rate</li><li>• Below base</li><li>• (None)</li></ul> If this field is entered then you must set the Interest on Late Rent to Y.
Days Grace On Late Rent				Numeric(3,0)	If this field is entered then you must set the Interest on Late Rent to Y.
Late Rent Min Interest Rate				Numeric(7,4)	
Late Rent Max Interest Rate				Numeric(7,4)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
Residential Use				Varchar(15)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Part</li> <li>• Not Applicable</li> <li>• (None)</li> </ul>
Registered Rent Pa				Numeric(11,2)	
Regulated Tenancy				Varchar(1)	Y or N
Reg Rent Effective Date				Datetime DD/MM/YYYY	This relates to the Registered Rent Effective Date field in PM&A.
Transaction Type Code			✓	Varchar(5)	Must already exist in the PMA db.
Schedule Reference			✓	Numeric(3,0)	
Expense Code			✓	Varchar(12)	Must already exist in the PMA db against the schedule.
Creditor Account Number			✓	Varchar(10)	Must already exist in the PMA db.
Charged to Date				Datetime DD/MM/YYYY	
Landlord Invoice Reference				Varchar(35)	
<b><span style="color: red;">□ REVIEW TAB</span></b>	-	-	-	-	-
Review Notice Required				Varchar(1)	Y or N
Time Of Essence Clause				Varchar(1)	Y or N
Pre Expiry Review				Varchar(1)	Y or N
Upwards Only Review				Varchar(1)	Y or N
Continue After Review				Varchar(1)	Y or N
Interest on Late Review				Varchar(1)	Y or N
Late Review Interest Bank Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first and if this field is entered then you must set the Interest on Late Review to Y.
Late Rent Interest Rate				Numeric(7,4)	If the field is entered then you must set the Interest on Late Rent to Y.
Late Rent Interest Basis				Varchar(10)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Above base</li> <li>• Fixed rate</li> <li>• Below base</li> <li>• (None)</li> </ul> If this field is entered then you must set the Interest on Late Rent to Y.
Late Review Min Interest Rate				Numeric(7,4)	
Late Review Max Interest Rate				Numeric(7,4)	
<b><span style="color: red;">□ SERVICE CHARGE TAB</span></b>	-	-	-	-	-
SC Type Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first, i.e. <ul style="list-style-type: none"> <li>• HSC (Head lease- Service Charge)</li> </ul>
S C Due Date Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
S C In Advance				Varchar(1)	Y or N

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>S C Commence Date</b>				Datetime DD/MM/YYYY	
<b>Annual S C</b>				Numeric(13,2)	
<b>SC VAT Rate Code</b>			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>VAT on S C Applies</b>				Varchar(5)	<b>N; All; Part; (None)</b>
<b>S C Terms</b>				Text	Text box
<b>Interest on Late S C</b>				Varchar(1)	<b>Y or N</b>
<b>Late S C Interest Bank Code</b>			✓	Varchar(5)	Ensure that the codes exist in PM&A first and if this field is entered then you must set the Interest on Late S C to Y.
<b>Days Grace On Late S C</b>				Numeric(3,0)	If this field is entered then you must set the Interest on Late S C to Y.
<b>Late Sc Min Interest Rate</b>				Numeric(7,4)	
<b>Late Sc Max Interest Rate</b>				Numeric(7,4)	
<b>Late S C Interest Rate</b>				Numeric(7,4)	If this field is entered then you must set the Interest on Late S C to Y.
<b>Late S C Interest Basis</b>				Varchar(10)	Enter: <ul style="list-style-type: none"> <li>• <b>Above base</b></li> <li>• <b>Fixed rate</b></li> <li>• <b>Below base</b></li> <li>• <b>(None)</b></li> </ul> If this field is entered then you must set the Interest on Late S C to Y.
<b>Late S C Int From Due Date</b>				Varchar(1)	<b>Y or N</b> If this field is entered then you must set the Interest on Late S C to Y.
<b>Annual S C Adjustable</b>				Varchar(1)	<b>Y or N</b>
<b>S C Apportionment Start Date</b>				Datetime DD/MM/YYYY	
<b>Other Fixed Recoverables</b>				Varchar(1)	<b>Y or N</b>
<b>Transaction Type Code</b>			✓	Varchar(5)	Must already exist in the PMA db.
<b>Schedule Reference</b>			✓	Numeric(3,0)	
<b>Expense Code</b>			✓	Varchar(12)	Must already exist in the PMA db against the schedule.
<b>Creditor Account Number</b>			✓	Varchar(10)	Must already exist in the PMA db.
<b>Charged to Date</b>				Datetime DD/MM/YYYY	
<b>Landlord Invoice Reference</b>				Varchar(35)	
<b>OTHERS TAB</b>	-	-	-	-	-
<b>Interest On Late Others</b>				Varchar(1)	<b>Y or N</b>
<b>Days Grace On Late Others</b>				Numeric(3,0)	
<b>Late Others Interest Rate</b>				Numeric(7,4)	

## Structured Data Load User Manual

Column	M	R	CODE	FORMAT	Other Column Notes:
Late Others Interest Basis				Varchar(10)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Above base</li> <li>• Fixed rate</li> <li>• Below base</li> <li>• (None)</li> </ul>
Late Others Int From Due Date				Varchar(1)	Y or N
Late Others Int Bank Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
Late Others Min Interest Rate				Numeric(7,4)	
Late Others Max Interest Rate				Numeric(7,4)	
<input type="checkbox"/> TERMS (1) TAB	-	-	-	-	-
Assignment Permitted				Varchar(120)	Y or N
Assignment Terms				Text	Text box
Subletting Permitted				Varchar(1)	Y or N
Subletting Terms				Text	Text box
Alterations Permitted				Varchar(1)	Y or N
Alterations Terms				Text	Text box
Restrictive Covenants				Varchar(1)	Y or N
Restrictive Covenants Terms				Text	Text box
Change Of Use Permitted				Varchar(1)	Y or N
Change Of Use Terms				Text	Text box
User Clause				Text	Text box
Stay Open Clause				Varchar(3)	Y or N
Our File Reference				Varchar(20)	
Ext File Reference				Varchar(20)	
<input type="checkbox"/> TERMS (2) TAB	-	-	-	-	-
Resp For Int Repairs				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Resp For Ext Repairs				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Resp for Building Insurance				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>

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Column	M	R	CODE	FORMAT	Other Column Notes:
Resp for Lor Insurance				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Resp for PI Insurance				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Resp For Plate Glass Ins				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Resp For Rates				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Resp For Int Decs				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Int Decs First Year				Numeric(4,0)	
Int Decs Frequency				Numeric(2,0)	
Resp For Ext Decs				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Ext Decs First Year				Numeric(2,0)	
Ext Decs Frequency				Numeric(2,0)	
Demise				Varchar(254)	Text
Original Landlord Party To Lease				Varchar(120)	Text
Original Tenant Party To Lease				Varchar(120)	Text
Plan File Name				Text	
Plan Date				Datetime DD/MM/YYYY	
 <b>OPTIONS TAB</b>	-	-	-	-	-
Option 1 Type Code			✓	Varchar(5)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.

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Column	M	R	CODE	FORMAT	Other Column Notes:
Option 1 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 1 By				Varchar(10)	If associated fields have been entered, then MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Landlord</li> <li>• Mutual</li> <li>• (None) Default</li> </ul>
Option 1 Notice Period				Numeric(3,0)	
Option 1 Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 1 Min Notice Period				Numeric(3,0)	
Option 1 Min Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 1 Term				Numeric(2,0)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 1 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 2 Type Code		✓		Varchar(5)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 2 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 2 By				Varchar(10)	If associated fields have been entered, then MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Landlord</li> <li>• Mutual</li> <li>• (None) Default</li> </ul>
Option 2 Notice Period				Numeric(3,0)	
Option 2 Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 2 Min Notice Period				Numeric(3,0)	
Option 2 Min Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 2 Term				Numeric(2,0)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 2 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 3 Type Code		✓		Varchar(5)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 3 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 3 By				Varchar(10)	If associated fields have been entered, then MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Landlord</li> <li>• Mutual</li> <li>• (None) Default</li> </ul>

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Column	M	R	CODE	FORMAT	Other Column Notes:
Option 3 Notice Period				Numeric(3,0)	
Option 3 Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 3 Min Notice Period				Numeric(3,0)	
Option 3 Min Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 3 Term				Numeric(2,0)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 3 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 4 Type Code			✓	Varchar(5)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 4 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 4 By				Varchar(10)	If associated fields have been entered, then MUST Enter: • Tenant • Landlord • Mutual • (None) Default
Option 4 Notice Period				Numeric(3,0)	
Option 4 Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 4 Min Notice Period				Numeric(3,0)	
Option 4 Min Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 4 Term				Numeric(2,0)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 4 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 5 Type Code			✓	Varchar(5)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 5 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 5 By				Numeric(2,0)	If associated fields have been entered, then MUST Enter: • Tenant • Landlord • Mutual • (None) Default.
Option 5 Notice Period				Numeric(3,0)	
Option 5 Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 5 Min Notice Period				Numeric(3,0)	

Column	M	R	CODE	FORMAT	Other Column Notes:
Option 5 Min Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 5 Term				Numeric(2,0)	Only enter with associated fields. See <b>Other Useful Notes</b> section below.
Option 5 Last Date				Datetime DD/MM/YYYY	Enter with associated fields. See <b>Other Useful Notes</b> section below.
Scottish Lease				Varchar(1)	Y or N

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_head\_lease.txt*.

- What record(s) are generated?**
- Head Lease Maintenance record
  - Head Lease Option records & linked Diary records
  - Head Lease Review records & linked Diary records
  - Head Lease Charge records & linked Diary records
  - Head Lease Expiry record & linked Diary records
  - Head Lease Charge History records
  - Creditor Maintenance record may be generated

See *Entities that Generate Related Records/Head Lease*

**Are manual amendments needed to PM&A?** Not in general. However, users may wish to add additional information to the generated Debtor, Head Lease Charges, Head Lease Reviews, or Head Lease Options that are generated.

**Other Useful Notes**

**Historic Reviews**  
SDL mimics PM&A. Historic reviews will be generated irrespective of whether the Next Review Date is the same as or prior to Today's date (i.e. being the System date on which the Head Lease Entity is uploaded). Note that the 1<sup>st</sup> Review Date will be ignored.

#### **Dated Options**

Where users want to enter option type information, they should ensure that they enter all the appropriate fields, otherwise option records will not be generated. Ensure that any codes entered already exist in the PM&A database.  
Enter:

- Option Type Code
- Option 1st Date
- Option By
- Option Term

Users do not need enter the **Option Last Date**, as this is automatically determined from the Lease End date, Option Date and Option Pattern. Users can however override this by entering a more appropriate Option Last Date.

Note that users will not be warned if they enter an invalid Option Pattern/Option Last date. Users will be validated if they attempt to upload where an option last date is greater than the term end date.

## Structured Data Load User Manual

### Other Useful Notes

Option Last Date Examples: Where a lease end date is 31/12/2020, 1st option date is 01/01/2010, and pattern is 2:

- the user doesn't enter an option last date then it will automatically be calculated to be 01/01/2020;
- the user enters an option last date that is earlier than the standard calculated date of 01/01/2020, i.e. they enter 01/01/2015 thus overriding the calculated date. The actual last date will now be 01/01/2014.
- the user enters an option last date greater than the term end date. The file will not be uploaded, a validation error message will be displayed.

### Text File Upload/ Bulk Entry templates

It is strongly recommended that file sizes are kept small, in particular where high numbers of option and review records need to be automatically generated. The upload process will be quicker.

### Automatic Creation of Creditors

When uploading Head Leases to PM&A, the user is prompted on whether they wish to automatically create Creditors (and link these to any head lease charges or not. Click 'Yes' / 'No' / 'Cancel' when prompted to continue.

### Y/N Fields

These can only be entered as Y/N and not Yes/No in text files, for this entity.

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## Head Lease Charge

<b>Format Table</b>	NA. Currently Head Lease Charges can only be imported by successfully uploading the Head Lease Entity. For more detail see <b><i>Generated Records/ Head Lease.</i></b>
<b>Are Standard Mappings provided?</b>	No.
<b>What record(s) are generated?</b>	NA.
<b>Are manual amendments needed to PM&amp;A?</b>	<p>Yes.</p> <p><b><u>Accounts data</u></b></p> <p>Even where users have uploaded a Head Lease with the required fields to generate Head Lease Charge records in PM&amp;A. Currently, prior to users being able to run the Head Lease Payments routine in PM&amp;A, they will have to manually add information on the Accounts Tab on the generated Head Lease Charge Maintenance records, i.e. Rent/SC Transaction Type, Rent/ SC Charged To Date.</p>
<b>Other Useful Notes</b>	<p>It is recommended that the following required fields are entered for either/both Rent and Service Charges when the Head Lease is uploaded in order for Head Lease Charge records to be generated:</p> <ul style="list-style-type: none"> <li>• <b>Charge Type Code, i.e. Rent</b></li> <li>• <b>Due Date Code</b></li> <li>• <b>Annual Amount</b></li> <li>• <b>VAT Rate Code</b></li> <li>• <b>Commence Date</b></li> </ul> <p>Note a maximum of two charge records may be generated if the required fields have been entered on the Head Lease.</p>

## Head Lease Charge History

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Head Lease Charge History record can be uploaded.
<b>Head Lease Ref</b>	✓		✓	Numeric(6,0)	The Head Lease Ref has to exist before a Head Lease Charge History record can be uploaded.
<b>Charge Type Code</b>	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
<b>New Amount</b>	✓			Numeric(12,2)	
<b>Change Reason</b>	✓			Varchar(45)	
<b>Change Date</b>	✓			Datetime DD/MM/YYYY	
<b>Change Type</b>	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
<b>Charge Description</b>				Varchar(35)	
<b>Old Amount</b>				Numeric(12,2)	

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of **dev\_head\_lease\_charge\_history.txt**.

**What record(s) are generated?**

- Head Lease Charge History record

**Are manual amendments needed to PM&A?** No.

**Other Useful Notes** **Different ways of uploading Head Lease Charge History records**  
Head Lease Charge History can be imported from SDL into PM&A in two ways:

- (i) Head Lease Charge History records will be automatically generated when a Head Lease entity has been successfully uploaded which has charge data; or
- (ii) Head Lease Charge History records can be uploaded within its own entity.

**Head Lease Custom Data****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before Head Lease Custom Data can be uploaded.
<b>Head Lease Ref</b>	✓		✓	Numeric(6,0)	The Head Lease Ref has to exist before Head Lease Custom Data can be uploaded.
<b>Text o1</b>				Varchar(35)	
<b>Text o2</b>				Varchar(35)	
<b>Text o3</b>				Varchar(35)	
<b>Text o4 Etc until 2o</b>				Varchar(35)	
<b>Date o1</b>				Datetime DD/MM/YYYY	
<b>Date o2</b>				Datetime DD/MM/YYYY	
<b>Date o3</b>				Datetime DD/MM/YYYY	
<b>Date o4 Etc until 2o</b>				Datetime DD/MM/YYYY	
<b>Count o1</b>				Numeric(5,0)	
<b>Count o2</b>				Numeric(5,0)	
<b>Count o3</b>				Numeric(5,0)	
<b>Count o4 Etc until 2o</b>				Numeric(5,0)	
<b>Value o1</b>				Numeric(13,2)	
<b>Value o2</b>				Numeric(13,2)	
<b>Value o3</b>				Numeric(13,2)	
<b>Value o4 Etc until 2o</b>				Numeric(13,2)	
<b>Flags o1</b>				Varchar(1)	<b>Y or N</b>
<b>Flags o2</b>				Varchar(1)	<b>Y or N</b>
<b>Flags o3</b>				Varchar(1)	<b>Y or N</b>
<b>Flags o4 Etc until 2o</b>				Varchar(1)	<b>Y or N</b>

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of **dev\_head\_lease\_custom\_data.txt**.

**What record(s) are generated?**

- **Head Lease Custom Maintenance record**

**Are manual amendments needed to PM&A?** No. Though there is a prerequisite – see below.

**Useful Information** **Custom Data Label Maintenance Record**  
DLD will only populate the pre-existing custom data label maintenance tables and will not create these if they do not exist at the time of upload.

## Structured Data Load User Manual

### Y/N Fields

These can only be entered as Y/N and not Yes/No for this entity.

## Head Lease Diary

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,o)	The Property Ref has to exist before a Head Lease Diary record can be uploaded.
Head lease Ref	✓		✓	Numeric(6,o)	The Head lease Ref has to exist before a Head Lease Diary record can be uploaded.
Event Type Code	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
Event Date	✓			Datetime DD/MM/YYYY	
Notice Date		✓		Datetime DD/MM/YYYY	
Bring Forward Date				Datetime DD/MM/YYYY	
Completed Date				Datetime DD/MM/YYYY	
Note				Text	Text box

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of ***dev\_head\_lease\_diary.txt***.

**What record(s) are generated?**

- Head Lease Diary Maintenance record

**Are manual amendments needed to PM&A?** Yes. If the user wishes to enter either the Date Completed or a Diary Note.

### Other Useful Notes

#### Different ways of uploading Head Lease Diary records

Head Lease Diary can be imported from SDL into PM&A in two ways:

- (i) Head Lease Diary records will be automatically generated when a Head Lease entity has been successfully uploaded which has charge, review or option data; or
- (ii) Head Lease Diary records can be uploaded within its own entity. Note any Diary records uploaded in this way will not have any associated option or review records.

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## Head Lease Expiry

<b>Format Table</b>	NA. Head Lease Expiry records can only be created using SDL where a Head Lease Entity has been successfully uploaded.
<b>Are Standard Mappings provided?</b>	No.
<b>What record(s) are generated?</b>	NA.
<b>Are manual amendments needed to PM&amp;A??</b>	Only if the user wishes to add data into the expiry fields, i.e. Bring Forward Date, Legal Expiry Date etc or wishes to amend the Raise Charges To Date.

**Head Lease Note****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Head Lease Note can be uploaded.
<b>Head lease Ref</b>	✓		✓	Numeric(6,0)	The Head lease Ref has to exist before a Head Lease Note can be uploaded.
<b>Note Subject Code</b>	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.  A Particular Note Subject Code can only be used against a Head Lease Ref once. No duplications are allowed by the database.
<b>Note Text</b>	✓			Text	Text box.

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_head\_lease\_note.txt*.

**What record(s) are generated?**

- Head Lease Note Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## Head Lease Options

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist.
<b>Head Lease Ref</b>	✓		✓	Numeric(6,0)	The Head Lease Ref has to exist.
<b>Option Type Code</b>	✓		✓	Varchar(5)	This is the Event Type Maintenance Code set up in PM&A.
<b>Option By</b>	✓				MUST Enter: • Tenant • Mutual • Landlord • None (Default)
<b>UDO Start Date</b>				Datetime DD/MM/YYYY	Only mandatory for undated options.
<b>UDO End Date</b>				Datetime DD/MM/YYYY	Only mandatory for undated options.
<b>Max Notice Period</b>				Numeric(3,0)	
<b>Max Notice Period Type</b>				Varchar(6)	Must Enter: • Days • Months
<b>Min Notice Period</b>				Numeric(3,0)	
<b>Min Notice Period Type</b>				Varchar(6)	Must Enter: • Days • Months
<b>Notice Served Date</b>				Datetime DD/MM/YYYY	
<b>Option Date</b>				Datetime DD/MM/YYYY	Option Date should only be mandatory if the Option Type Code used has been set up in PM&A as an Event Type Maintenance record with the Undated Option flag set to No.
<b>Notice By Date</b>				Datetime DD/MM/YYYY	
<b>Bring Forward Date</b>				Datetime DD/MM/YYYY	
<b>Fee Job Reference</b>				Varchar(20)	
<b>Note</b>				Text	Text box.

## Structured Data Load User Manual

<b>Are Standard Mappings provided?</b>	Yes, all relevant mappings are provided under the file name of <i>dev_head_lease_option.txt</i> .
<b>What record(s) are generated?</b>	<ul style="list-style-type: none"><li>• <b>Head Lease Option Maintenance record</b></li><li>• <b>Head Lease Diary Maintenance record</b> (linked to the Head Lease Option).</li></ul>
<b>Are manual amendments needed to PM&amp;A?</b>	Yes  <b><u>Additional information when Option generated via Head Lease</u></b> If Head Lease Option records are generated via the Head Lease upload, this will only enter the basic mandatory data. Manually add: Notice By Date, Fee Job Ref, Note, and Bring Forward Date.
<b>Other Useful Notes</b>	<b><u>Different ways of uploading Head Lease Option records</u></b> Head Lease Option can be imported from SDL into PM&A in two ways: (i) Head Lease Option records will be automatically generated when a Head Lease entity has been successfully uploaded which has option data; or (ii) Head Lease Option records can be uploaded within its own entity. Note: <b>any Option records uploaded in this way will not be included on the Option tab sheet of the Head Lease maintenance record.</b>

## Head Lease Review

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓		The Property Ref has to exist.
<b>Head Lease Ref</b>	✓		✓	Numeric(6,0)	The Head Lease Ref has to exist.
<b>Type Of Review</b>	✓		✓	Varchar(10)	<ul style="list-style-type: none"> <li>• Open (default)</li> <li>• Fixed</li> <li>• Stepped</li> <li>• Phased</li> <li>• Agreed</li> </ul>
<b>Review Date</b>	✓			Datetime DD/MM/YYYY	
<b>Stop Raising Charges</b>				Varchar(1)	<ul style="list-style-type: none"> <li>• Y</li> <li>• N (default if left blank)</li> </ul>
<b>Bring Forward Date</b>				Datetime DD/MM/YYYY	
<b>Time Of The Essence</b>				Varchar(1)	<ul style="list-style-type: none"> <li>• Y (default if left blank)</li> <li>• N</li> </ul>
<b>Notice Required</b>				Varchar(1)	<ul style="list-style-type: none"> <li>• Y (default if left blank)</li> <li>• N</li> </ul>
<b>Notice By Date</b>				Datetime DD/MM/YYYY	
<b>Notice Served Date</b>				Datetime DD/MM/YYYY	
<b>Counter Notice By Date</b>				Datetime DD/MM/YYYY	
<b>Counter Notice Served Date</b>				Datetime DD/MM/YYYY	
<b>RICS Application By Date</b>				Datetime DD/MM/YYYY	
<b>RICS Application Made Date</b>				Datetime DD/MM/YYYY	
<b>Solicitors Confirmed Date</b>				Datetime DD/MM/YYYY	
<b>Fee Job Reference</b>				Varchar(20)	
<b>New Rent</b>				Numeric(12,2)	
<b>Forecast Rent</b>				Numeric(12,2)	
<b>Note</b>				Text	Text box

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**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_head\_lease\_review.txt*.

**What record(s) are generated?**

- Head Lease Review record
- Head Lease Diary record

**Are manual amendments needed to PM&A?** Only after the Head lease entity is uploaded. The Notice By Date on the generated Head Lease Review records may need to be amended manually through PM&A.

**Other useful notes** It is recommended that the following required fields are entered when the Head Lease is uploaded in order for Head Lease Review records to be generated:

- **Review Basis**
- **Review Pattern**
- **First Review Date**
- **Next Review Date**
- **Commence Date**

Note a maximum of two charge records may be generated if the required fields have been entered on the Head Lease.

### **Y/N Fields**

The Y/N fields cannot be populated with Yes / No in text files, for this entity.

### **Add-on**

Only available via an Add-on facility. Contact your Account Manager for details.

**Landlord****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Ref</b>	✓			Numeric(6,0)	This must be unique within the Landlord Table in the PM&A database.
<b>Name</b>	✓			Varchar(45)	
<b>Search Name</b>				Varchar(20)	
<b>Contact Name</b>				Varchar(45)	
<b>Landlord Parent Ref</b>			✓	Varchar(6)	
<b>Building Name</b>				Varchar(45)	
<b>Road Number</b>				Varchar(40)	
<b>Road Name 1</b>				Varchar(40)	
<b>Road Name 2</b>				Varchar(40)	
<b>Town</b>				Varchar(40)	
<b>County</b>				Varchar(40)	
<b>Postcode</b>				Varchar(10)	
<b>Country Code</b>			✓	Alpha(2)	
<b>VAT Prefix</b>				Varchar(2)	i.e. GB
<b>VAT Reg No</b>				Varchar(9)	
<b>Reg. Company No</b>				Varchar(12)	
<b>Phone</b>				Varchar(20)	
<b>Direct Phone</b>				Varchar(20)	
<b>Mobile Phone</b>				Varchar(20)	
<b>Fax</b>				Varchar(20)	
<b>E-mail Address</b>				Varchar(50)	
<b>Remittance Contact Name</b>				Varchar(45)	
<b>Remittance Fax</b>				Varchar(19)	
<b>Remittance Email</b>				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
<b>Remittance Preferred Method of Contact</b>				Varchar(10)	Must be either of: <ul style="list-style-type: none"><li>• Email</li><li>• Fax</li><li>• PRINT (default)</li></ul> (PRINT uploads to PM&A as Post)
<b>Demands Contact Name</b>				Varchar(45)	
<b>Demands Email</b>				Varchar(384)	
<b>Demands Fax</b>				Varchar(20)	
<b>Demands Preferred Method of Contact</b>				Varchar(10)	Must be either of: <ul style="list-style-type: none"><li>• Email</li><li>• Fax</li><li>• PRINT (default)</li></ul> (PRINT uploads to PM&A as Post)

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**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of ***dev\_landlord.txt***.

**What record(s) are generated?**

- **Landlord Maintenance record**

**Are manual amendments needed to PM&A?**

No.

**Other useful notes** Landlord records can be imported from SDL into PM&A in two ways:

- (i) Landlord records may be automatically generated when a Head Lease entity has been successfully uploaded. See ***Head Lease entity***; or
- (ii) Landlord records can be uploaded within its own entity.

**Preferred Method of Contact**

'Print' is the DLD equivalent of 'Post', and will display in PM&A as such.

**Lease****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Ref</b>	✓			Numeric(6,0)	This must be unique within the PM&A database.
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref must exist before a Lease can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref must exist before a Lease can be uploaded.
<b>Tenant Ref</b>	✓		✓	Numeric(6,0)	The Tenant Ref must exist before a Lease can be uploaded.
<b>Term Start Date</b>	✓			Datetime DD/MM/YYYY	
<b>Term End Date</b>	✓			Datetime DD/MM/YYYY	
<b>S/C VAT Code</b>	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Rent VAT Code</b>	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Default Currency Code</b>	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Use Alternative Currency for Rent</b>	✓			Varchar(1)	Enter either 'Y' or 'N'. Defaults to 'No' if left blank.
<b>Recoverables VAT Code</b>	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>MAIN TAB</b>	-	-	-	-	-
<b>Tenant Related Contact Name</b>			✓	Varchar(45)	Before entering data, ensure that a Tenant Related Contact Maintenance record exists in PM&A first; The record must be set up in PM&A using the same Tenant Ref as entered on the Lease entity.  To enter data into this column, users can use the Look up in the data load entity window, or manually type/export data into the column (note that the characters entered must be <i>exactly</i> the same as the Tenant Related Contact Name in the database).
<b>Lease Type Code</b>		✓	✓	Varchar(5)	Ensure that the codes exist in PM&A first, i.e. • <b>FRI</b> (Full Repairing and Insuring) • <b>LONG</b> (Long Leasehold)
<b>Lease Term</b>				Varchar(20)	
<b>Open Lease</b>				Varchar(1)	Enter either 'Y' or 'N'. Defaults to 'No' if left blank.
<b>Lease Dated</b>				Datetime DD/MM/YYYY	
<b>Passing Rent</b>				Numeric (13,2)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
Alternative Currency Passing Rent				Numeric (13,2)	Only enter an amount where the Use Alternative Currency for Rent column has been set to 'Y'.
Outside 1954 Act				Varchar(1)	Y or N
Lt 1987 Act Applies				Varchar(1)	Y or N
2002 Act Applies				Varchar(1)	Y or N
Privity Applies				Varchar(1)	Y or N
Termination Status				Varchar(11)	<p>Users should only enter one of the following:</p> <ul style="list-style-type: none"> <li>• Surrendered</li> <li>• Current</li> <li>• Break</li> <li>• Merger</li> <li>• Notice</li> <li>• Disclaimer</li> <li>• Forfeiture</li> <li>• Others</li> <li>• Sold</li> </ul> <p>If field is left blank or has unacceptable entries, PM&amp;A will default to 'current'.</p> <p>If the status is not equal to current, then a 'Termination Date' will have to be entered.</p>
Terminated Date				Datetime DD/MM/YYYY	This field need not be entered until the lease 'Termination Status' field is set to anything other than 'Current'
Review Basis		✓		Varchar(15)	Leave blank or enter: <ul style="list-style-type: none"> <li>• N/A</li> <li>• Unspecified</li> <li>• Fixed review</li> <li>• Market review</li> <li>• Geared review</li> <li>• Restricted</li> <li>• Turnover</li> <li>• Indexed</li> <li>• Other</li> <li>• (None) (default)</li> </ul>
Review Pattern		✓		Numeric(2,0)	IMPORTANT: To generate rent reviews and linked diary records all the following fields must be entered: <ul style="list-style-type: none"> <li>• Next Review date</li> <li>• Term Start Date</li> <li>• Term End Date</li> <li>• Review Pattern</li> </ul>

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Column	M	R	CODE	FORMAT	Other Column Notes:
Next Review Date		✓		Datetime DD/MM/YYYY	To generate rent reviews and linked diary records all the following fields must be entered: <ul style="list-style-type: none"><li>• Next Review date</li><li>• Term Start Date</li><li>• Term End Date</li><li>• Review Pattern</li></ul> Historic reviews can be generated using the Next Review Date
First Review Date				Datetime DD/MM/YYYY	Historic Rent Review records will not be generated. This follows PM&A functionality.
Review Notice Period				Numeric(3,0)	Where this column is left blank, the upload will auto populate the Review Notice Pd field on the PM&A Lease Maintenance record with the Lease Review default notice period (as set in the PM&A System Configuration Maintenance record). The default may be overridden by entering data into this column.
Review Notice Period Type				Varchar(6)	Leave blank or enter: <ul style="list-style-type: none"><li>• Days</li><li>• Months (<i>default</i>)</li></ul>
Breach Status				Varchar(10)	Leave blank or enter: <ul style="list-style-type: none"><li>• None</li><li>• Full</li><li>• Stop</li><li>• Override</li></ul>
Alternate Rent Currency Code				Varchar(5)	Only enter an amount where the Use Alternative Currency for Rent column has been set to 'Y' and an ISO standard <b>Currency Code</b> exists in PM&A.
Conversion Lead Time				Numeric(3,0)	
<input checked="" type="checkbox"/> RENT TAB	-	-	-	-	-
Rent Charge Type		✓	✓	Varchar(5)	This relates to the Type Code field on the PM&A Lease Maintenance record. Ensure that the codes exist in PM&A first, i.e. <ul style="list-style-type: none"><li>• RENT (Rent)</li></ul>
Rent Due Date Code		✓		Varchar(5)	The rent due date code is mandatory if the rent charge type has been entered. <i>Note that both these fields need to be entered to generate a Rent Lease Charge record.</i>  Ensure that the codes exist in PM&A first i.e. <ul style="list-style-type: none"><li>• EQD (Equal Quarter Days)</li></ul>
Working Day of the Period				Numeric(3,0)	
Region Code			✓	Varchar(5)	Needs to be a region code which is attached to any country code on the unit or property.

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Column	M	R	CODE	FORMAT	Other Column Notes:
Rent in Advance				Varchar(1)	Y or N
Rent Commence Date				Datetime DD/MM/YYYY	DD/MM/YYYY
Turnover Rent				Varchar(1)	Y or N
Turnover Percentage				Numeric(5,2)	
Threshold				Numeric(11,2)	
VAT on Rent Applies				Varchar(5)	N; All; Part; (None)
Rent Terms				Text	Text box
Interest On Late Rent				Varchar(1)	Y or N
Late Rent Interest From Due date				Varchar(1)	Y or N If this field is entered then you must set the Interest on Late Rent to Y.
Late Rent Interest Bank Code		✓		Varchar(5)	Ensure that the codes exist in PM&A first. If this field is entered then you must set the Interest on Late Rent column to Y.
Late Rent Interest Rate		✓		Numeric(7,4)	Ensure that the codes exist in PM&A first.
Late Rent Interest Basis				Varchar(10)	Enter: <ul style="list-style-type: none"> <li>• Above base</li> <li>• Fixed rate</li> <li>• Below base</li> <li>• (None)</li> </ul> If this field is entered then you must set the Interest on Late Rent to Y.
Days Grace On Late Rent				Numeric(3,0)	Y or N
Late Rent Min Interest Rate				Numeric(7,4)	
Late Rent Max Interest Rate				Numeric(7,4)	
Residential Use				Varchar(15)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Yes or Y</li> <li>• No or N</li> <li>• Part</li> <li>• Not Applicable</li> <li>• (None)</li> </ul> <i>NOTE: the system will not default to anything if this field is left blank.</i>
Registered Rent Pa				Numeric(13,2)	
Regulated Tenancy				Varchar(1)	Y or N
Registered Rent Effective Date				Datetime DD/MM/YYYY	
<input type="checkbox"/> REVIEW TAB	-	-	-	-	-
Review Notice Required				Varchar(1)	Y or N
Time Of Essence Clause				Varchar(1)	Y or N
Pre Expiry Review				Varchar(1)	Y or N
Upwards Only Review				Varchar(1)	Y or N
Continue After Review				Varchar(1)	Y or N
Interest on Late Review				Varchar(1)	Y or N
Late Review Min Interest Rate				Numeric(7,4)	
Late Review Max Interest Rate				Numeric(7,4)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
Late Review Interest Bank Code			✓	Varchar(15)	Ensure that the codes exist in PM&A first, and; If this field is entered then you must set the Interest on Late Rent to Y.
Late Review Interest Rate				Numeric(7,4)	If this field is entered then you must set the Interest on Late Review to Y.
Late Review Interest Basis				Varchar(10)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Above base</li> <li>• Fixed rate</li> <li>• Below base</li> <li>• (None)</li> </ul> If this field is entered then you must set the Interest on Late Review to Y.
Price Index Code			✓	Varchar(5)	
Index Start Date				Datetime DD/MM/YYYY	Only supply data if a valid Price Index Code has been supplied.
Index Period				-	Do not enter data into this field. It will always upload into PM&A as 'Annual' if a valid Price Index Code has been supplied.
Index Month				Numeric(2,0)	Only supply data if a valid Price Index Code has been supplied. The Index Month can only be between 1 and 12.
Index Due Date				Date DD/MM	Only supply data if a valid Price Index Code has been supplied.
Apportion First Uplift					If a valid Price Index Code has been supplied, then enter: <ul style="list-style-type: none"> <li>• Y</li> <li>• N (Default if left blank).</li> </ul>
Index Charge To Date				Datetime DD/MM/YYYY	Recommended to leave this field blank, as it will be automatically populated by PM&A when an Actual Charge Raise routine is run.
<b>□ SERVICE CHARGE TAB</b>	-	-	-	-	-
S C Charge Type			✓	Varchar(5)	Ensure that the codes exist in PM&A first i.e. <ul style="list-style-type: none"> <li>• SCO (Service Charge on Account)</li> <li>• SCF (Fixed Service Charge)</li> </ul>
S C Due Date Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
S C In Advance				Varchar(1)	Y or N
S C Commence Date				Datetime DD/MM/YYYY	
Annual S C				Numeric(13,2)	
S C Terms				Text	Text box
VAT on S C Applies				Varchar(5)	N; All; Part; (None)
Annual S C Adjustable				Varchar(1)	Y or N
Interest on Late S C				Varchar(1)	Y or N
Other Fixed Recoverables				Varchar(13)	Y or N

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Column	M	R	CODE	FORMAT	Other Column Notes:
Late S C Interest Bank Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first and if this field is entered then you must set the Interest on Late S/C to Y.
Days Grace On Late S C				Numeric(3,0)	If this field is entered then you must set the Interest on Late S/C to Y.
S C Apportionment Cap Amount					View only
Late S C Interest Rate			✓	Numeric(7,4)	If this field is entered then you must set the Interest on Late S/C to Y.
Late S C Interest Basis				Varchar(10)	Enter: • Above base • Fixed rate • Below base • (None)  If this field is entered then you must set the Interest on Late S/C to Y.
Late S C Int From Due Date				Varchar(1)	Enter Y or N. If this field is entered then you must set the Interest on Late S/C to Y.
Late S C Min Interest Rate				Numeric(7,4)	
Late S C Max Interest Rate				Numeric(7,4)	
S C Apportionment Start Date				Datetime DD/MM/YYYY	
S C Apportionment Transaction Type Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
Inclusive Rent				Varchar(1)	Enter Y or N.
<input type="checkbox"/> OTHERS TAB	-	-	-	-	-
Interest On Late Others				Varchar(1)	Enter Y or N.
Days Grace On Late Others				Numeric(3,0)	
Late Others Interest Rate				Numeric(7,4)	
Late Others Interest Basis				Varchar(10)	Leave blank or enter: • Above base • Fixed rate • Below base • (None)
Late Others Int From Due Date				Varchar(1)	Enter Y or N.
Late Others Int Bank Code			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
Late Others Max Interest Rate				Numeric(7,4)	
Late Others Min Interest Rate				Numeric(7,4)	
<input type="checkbox"/> TERMS (1) TAB	-	-	-	-	-
Assignment Permitted				Varchar(1)	Enter Y or N.
Assignment Terms				Text	Text box
Subletting Permitted				Varchar(1)	Enter Y or N.
Subletting Terms				Text	Text box
Alterations Permitted				Varchar(1)	Enter Y or N.
Alterations Terms				Text	Text box

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Column	M	R	CODE	FORMAT	Other Column Notes:
Restrictive Covenants				Varchar(1)	Enter Y or N.
Restrictive Covenants Terms				Text	Text box
Change Of Use Permitted				Varchar(1)	Enter Y or N.
Change Of Use Terms				Text	Text box
User Clause				Text	Text box
Stay Open Clause				Varchar(13)	Enter Y or N.
Our File Reference				Varchar(20)	
Ext File Reference				Varchar(20)	
Plan File Name				Text	
<input checked="" type="checkbox"/> TERMS (2) TAB	-	-	-	-	-
Resp For Int Repairs				Varchar(8)	Leave blank or enter: • Landlord • Tenant • N/A • Shared • (None)
Resp For Ext Repairs				Varchar(8)	Leave blank or enter: • Landlord • Tenant • N/A • Shared • (None)
Resp for Building Insurance				Varchar(8)	Leave blank or enter: • Landlord • Tenant • N/A • Shared • (None)
Resp for Lor Insurance				Varchar(8)	Leave blank or enter: • Landlord • Tenant • N/A • Shared • (None)
Resp for PI Insurance				Varchar(8)	Leave blank or enter: • Landlord • Tenant • N/A • Shared • (None)
Resp For Plate Glass Ins				Varchar(8)	Leave blank or enter: • Landlord • Tenant • N/A • Shared • (None)

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Column	M	R	CODE	FORMAT	Other Column Notes:
Resp For Rates				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Resp For Int Decs				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Int Decs First Year				Numeric(4,0)	
Int Decs Frequency				Numeric(2,0)	
Resp For Ext Decs				Varchar(8)	Leave blank or enter: <ul style="list-style-type: none"> <li>• Landlord</li> <li>• Tenant</li> <li>• N/A</li> <li>• Shared</li> <li>• (None)</li> </ul>
Ext Decs First Year				Numeric(4,0)	
Ext Decs Frequency				Numeric(2,0)	
Demise				Text	Text box
Original Landlord Party To Lease				Varchar(120)	Text
Original Tenant Party To Lease				Varchar(120)	Text
<input checked="" type="checkbox"/> <b>OPTIONS TAB</b>	-	-	-	-	-
Option 1 Type Code			✓	Varchar(5)	Only enter with associated fields. See Other Useful Notes section below.
Option 1 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 1 By				Varchar(10)	If associated fields have been entered, then MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Landlord</li> <li>• Mutual</li> <li>• (None) Default</li> </ul>
Option 1 Notice Period				Numeric(3,0)	
Option 1 Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 1 Min Notice Period				Numeric(3,0)	
Option 1 Min Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 1 Term				Numeric(2,0)	Only enter with associated fields. See Other Useful Notes section below.
Option 1 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 2 Type Code			✓	Varchar(5)	Only enter with associated fields. See Other Useful Notes section below.

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Column	M	R	CODE	FORMAT	Other Column Notes:
Option 2 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 2 By				Varchar(10)	If associated fields have been entered, then MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Landlord</li> <li>• Mutual</li> <li>• (None) Default</li> </ul>
Option 2 Notice Period				Numeric(3,0)	
Option 2 Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 2 Min Notice Period				Numeric(3,0)	
Option 2 Min Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 2 Term				Numeric(2,0)	Only enter with associated fields. See Other Useful Notes section below.
Option 2 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 3 Type Code		✓		Varchar(5)	Only enter with associated fields. See Other Useful Notes section below.
Option 3 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 3 By				Varchar(10)	If associated fields have been entered, then MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Landlord</li> <li>• Mutual</li> <li>• (None) Default</li> </ul>
Option 3 Notice Period				Numeric(3,0)	
Option 3 Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 3 Min Notice Period				Numeric(3,0)	
Option 3 Min Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Option 3 Term				Numeric(2,0)	Only enter with associated fields. See Other Useful Notes section below.
Option 3 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 4 Type Code		✓		Varchar(5)	Only enter with associated fields. See Other Useful Notes section below.
Option 4 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 4 By				Varchar(10)	If associated fields have been entered, then MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Landlord</li> <li>• Mutual</li> <li>• (None) Default</li> </ul>

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Column	M	R	CODE	FORMAT	Other Column Notes:
Option 4 Notice Period				Numeric(3,0)	
Option 4 Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 4 Min Notice Period				Numeric(3,0)	
Option 4 Min Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 4 Term				Numeric(2,0)	Only enter with associated fields. See Other Useful Notes section below.
Option 4 Last Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 5 Type Code		✓		Varchar(5)	Only enter with associated fields. See Other Useful Notes section below.
Option 5 First Date				Datetime DD/MM/YYYY	Only enter with associated fields. See Other Useful Notes section below.
Option 5 By				Numeric(2,0)	If associated fields have been entered, then MUST Enter: • Tenant • Landlord • Mutual • (None) Default
Option 5 Notice Period				Numeric(3,0)	
Option 5 Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 5 Min Notice Period				Numeric(3,0)	
Option 5 Min Notice Period Type				Varchar(6)	Must Enter: • Days • Months
Option 5 Term				Numeric(2,0)	Only enter with associated fields. See Other Useful Notes section below.
Option 5 Last Date				Datetime DD/MM/YYYY	Enter with associated fields. See Other Useful Notes section below.
Scottish Lease				Varchar(1)	Enter Y or N.
Rent Charged To Date	✓			Datetime DD/MM/YYYY	Enter a date if Rent Transaction Type Code is also entered. This will populate the Lease Charge Maintenance record.
S/C Charged To Date	✓			Datetime DD/MM/YYYY	Enter a date if S/C Transaction Type Code is also entered. This will populate the Lease Charge Maintenance record.
Rent Transaction Type Code	✓	✓		Varchar(5)	Enter a transaction type code that already exists if Rent Charged To Date is also entered, i.e.: • RENT This will populate the Lease Charge Maintenance record.
S/C Transaction Type Code	✓	✓		Varchar(5)	Enter if S/C Charged To Date is also entered: • SCO This will populate the Lease Charge Maintenance record.

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>TENANCY TAB</b>	-	-	-	-	-
<b>Guarantor</b>				Varchar(1)	Enter Y or N.
<b>First Guarantee Type</b>				Varchar(1)	Choose from a drop-down list of: 'Statutory Deposit' or 'Guarantee'.
<b>First Guarantor Amount</b>				Numeric(12,2)	
<b>First Guarantor Start Date</b>				Datetime DD/MM/YYYY	
<b>First Guarantor End Date</b>				Datetime DD/MM/YYYY	
<b>First Guarantor Cash Document</b>				Varchar(1)	Choose from a drop-down list of: 'Document' or 'Cash'.
<b>Second Guarantee Type</b>				Varchar(1)	Choose from a drop-down list of: 'Statutory Deposit' or 'Guarantee'.
<b>Second Guarantor Amount</b>				Numeric(12,2)	
<b>Second Guarantor Start Date</b>				Datetime DD/MM/YYYY	
<b>Second Guarantor End Date</b>				Datetime DD/MM/YYYY	
<b>Second Guarantor Cash Document</b>				Varchar(1)	Choose from a drop-down list of: 'Document' or 'Cash'.

## Structured Data Load User Manual

### Are Standard Mappings provided?

Yes, all relevant mappings are provided under the file name of ***dev\_lease.txt***.

Extra columns are included and are used to populate lease charge information on the generated Lease Charge records:

- Rent Transaction Type Code
- Rent Charged To Date
- SC Transaction Type Code
- SC Charged To Date

### What record(s) are generated?

- Lease Maintenance record
- Lease Option records & linked Diary records
- Lease Review records & linked Diary records
- Lease Charge records & linked Diary records
- Lease Charge History record
- Lease Expiry record & linked Diary records
- Tenancy Maintenance record
- Unit Occupancy record
- Unit Table updated
- Debtor Maintenance (optional – see below; Other Useful Notes – Automatic Creation of Debtors)

See ***Entities that Generate Related Records/Lease***

### Are manual amendments needed to PM&A?

#### Other useful notes

Not in general. However, users may wish to add additional information to the generated Debtor, Lease Charges, Lease Reviews, or Lease Options that are generated.

#### Historic Reviews

SDL mimics PM&A. Historic reviews will be generated irrespective of whether the Next Review Date is the same as or prior to Today's date\_(i.e. being the System date on which the Lease Entity is uploaded). Note that the 1<sup>st</sup> Review Date will be ignored.

#### Dated Options

Where users want to enter option type information, they should ensure that they enter *all the appropriate fields*, otherwise option records will not be generated. Ensure that any codes entered already exist in the PM&A database.

Enter:

- Option Type Code
- Option 1<sup>st</sup> Date
- Option By
- Option Term

Users do not need to enter the ***Option Last Date***, as this is automatically determined from the Lease End date, Option Date and Option Pattern. Users can however override this by entering a more appropriate Option Last Date. Note that users will not be warned if they enter an invalid Option Pattern/ Option Last date. Users will be validated if they attempt to upload where an option last date is greater than the term end date.

Option Last Date Examples: Where a lease end date is 31/12/2020, 1<sup>st</sup> option date is 01/01/2010, and pattern is 2

- the user doesn't enter an option last date then it will automatically be calculated to be 01/01/2020;
- the user enters an option last date that is earlier than the standard calculated date of 01/01/2020, i.e. they enter 01/01/2015 thus overriding the calculated date. The actual last date will now be 01/01/2014.
- the user enters an option last date greater than the term end date. The file will not be uploaded, a validation error message will be displayed.

### **Text File Upload/ Bulk Entry templates**

It is strongly recommended that file sizes are kept small, in particular where high numbers of option and review records need to be automatically generated. The upload process will be quicker.

### **Automatic Creation of Debtors**

When uploading Leases to PM&A, the user is prompted on whether they wish to automatically create debtors (and link these to any lease charges and 'Debtor For S/C Balancing Charge' field in the lease record) or not. Click 'Yes' / 'No' / 'Cancel' when prompted to continue.

Debtors created will use the tenant ref to form the new debtor ref, prefixing the reference with a 'T' and leading zeroes to form seven characters. i.e. tenant 1234 will become debtor T001234.

If debtor T001234 had already existed the debtor ref would take the 'T' prefix and append an '\1' on the end of the ref to then be T1234\1 in the above example.

Tenant contact details, including electronic contact details, will be copied to the debtor record.

### **Unit Occupancy History Correction**

After leases have been loaded, please run the above tool to ensure the Unit Occupancy History Report is correct. (Magic number required).

Found under: Tools\Tools>Data Fixing\Unit Occupancy History Correction.

### **Y/N Fields**

These can only be entered as Y/N and not as Yes/No in text files, for this entity.

## Lease Charge

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Lease Ref</b>	✓			Numeric(6,0)	Mandatory column. The reference must already exist in PM&A.
<b>Charge Type Code</b>	✓		✓	Varchar(5)	Mandatory column. Ensure that the code exists in PM&A first i.e. • INS (Insurance).
<b>Apportionment Method</b>	✓			Varchar(10)	Mandatory Column. Enter exactly (Note: the system is case sensitive): • Annual • Ch. Comm. • Lse Anniv. • Period These will be converted in the upload to Annualised; Church Commissioners'; Lease Anniversary and Period days respectively).
<b>Start Date</b>		✓		Datetime DD/MM/YYYY	Optional Column. If left blank will be uploaded as oo/oo/oooo.
<b>End Date</b>		✓		Datetime DD/MM/YYYY	Optional Column. If left blank will be uploaded as oo/oo/oooo.
<b>Due Date Code</b>		✓	✓	Varchar(5)	Optional Column. Ensure that the code exists in PM&A first i.e. • EQD (English Quarter Days).
<b>Annual Amount</b>		✓		Numeric(13,2)	Optional Column. Do not enter the currency symbol, i.e. £.
<b>Period Amount</b>					Do not enter data into this column. The system will automatically calculate the correct Period Amount where the Annual Amount and Due Date Code columns have been entered. Note that any amount entered into the Period Amount will be overridden by the system calculation.
<b>Alternative Currency Annual Amount</b>				Numeric(13,2)	
<b>Alternative Currency Period Amount</b>				Numeric(13,2)	
<b>VAT Rate Code</b>		✓	✓	Varchar(5)	Optional Column. Ensure that the codes exist in PM&A first.
<b>Transaction Type Code</b>		✓	✓	Varchar(5)	This is optional unless a Debtor Account No. has been entered, in which case you must enter a Transaction type.  Ensure codes exist in PM&A first.

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Debtor Account No</b>		✓		Varchar(10)	<p>This is optional unless a Transaction type has been entered, in which case you must enter the debtor associated with the Lease ref.</p> <p>Note that the debtor account must already exist in PM&amp;A. Note that if you have uploaded Leases using SDL, you can find the appropriate debtor by enquiring in PM&amp;A (On Lease Maintenance, look at the Debtor for SC balancing charge on the S/Chg Tab sheet).</p>
<b>Charged To Date</b>		✓		Datetime DD/MM/YYYY	Optional Column. If left blank will be uploaded as oo/oo/oooo.
<b>Main Charge Link</b>				Varchar(1)	<p>Optional Column. You may enter:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p>These will be converted in the upload to Yes or No).</p>
<b>In Advance</b>				Varchar(1)	<p>Optional Column. You may enter:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p>These will be converted in the upload to Yes or No).</p>
<b>Interest On Late Payment</b>				Varchar(1)	<p>Optional Column*. You may enter:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p>*Note: This must be set to Y if any one of the following columns has data supplied:</p> <ul style="list-style-type: none"> <li>• Interest From Due Date</li> <li>• Interest Days Grace</li> <li>• Interest Bank Code</li> <li>• Interest Basis when set to other than (None)</li> <li>• Interest Rate.</li> </ul>
<b>Interest Days Grace</b>				Varchar(1)	<p>Optional Column. You may enter:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p>These will be converted in the upload to Yes or No).</p> <p>Note If data is supplied for this field then you must set the Interest On Late Payment to Y.</p>

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Interest From Due Date</b>				Varchar(1)	<p>Optional Column. You may enter:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p>These will be converted in the upload to Yes or No).</p> <p>Note If data is supplied for this field then you must set the Interest On Late Payment to Y.</p>
<b>Interest Bank Code</b>			✓	Varchar(5)	<p>Optional Column. Ensure codes exist in PM&amp;A first. Note If data is supplied for this field then you must set the Interest On Late Payment to Y.</p>
<b>Capped Amount</b>				Numeric(13,2)	Optional Column.
<b>Interest Basis</b>				Varchar(10)	<p>Optional Column. Enter exactly (Note: the system is case sensitive):</p> <ul style="list-style-type: none"> <li>• Above base</li> <li>• Below base</li> <li>• Fixed rate</li> <li>• (None) Default</li> </ul> <p>Note If the data entered for this field is other than (None) then you must set the Interest On Late Payment to Y.</p>
<b>Interest Rate</b>				Numeric(7,4)	<p>Optional Column. Do not enter % sign. Note If data is supplied for this field then you must set the Interest On Late Payment to Y.</p>
<b>Min. Interest Rate</b>				Numeric(7,4)	Optional Column. Do not enter % sign.
<b>Max. Interest Rate</b>				Numeric(7,4)	Optional Column. Do not enter % sign.
<b>Schedule Ref</b>			✓	Numeric(3,0)	Must be valid with the Transaction Type Code
<b>Expense Code</b>			✓	Varchar(12)	Must be valid with the Transaction Type Code

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**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of **dev\_lease\_charge.txt**.

There are two ways of uploading data (see **Lease Charge/Other Useful Notes/Different ways of uploading Lease Charge records** below). If creating lease charges from:

(i) Lease Entity: Yes standard mappings are provided by Trace. Mappings have been provided under the File Name of 'dav\_lease.txt' to upload rent or service charge transaction types and charged to date information directly from the Lease entity. Note that mappings for the other lease columns are not provided;

(ii) Lease Charge Entity: Yes standard mappings are provided by Trace. All relevant mappings are provided under the file name of 'dev\_lease\_charge.txt' for users that wish to upload lease charge data. Users may seek Trace assistance to obtain the corresponding text file. Additional. Note that users should only use the Lease Charge entity to upload charges that are in addition to the Rent and Service Charges, such charges are best done via the Lease entity upload, otherwise the charges will not appear on the Lease Maintenance record.

**What record(s) are generated?**

- **Lease Charge Maintenance records.**

**Are manual amendments needed to PM&A?**

No.

**Other Useful Notes**

### Different ways of uploading Lease Charge records

Lease Charges can be imported from SDL into PM&A in two ways:

(i) Lease Charge maintenance records will be automatically generated when a Lease entity has been successfully uploaded which has charge data; or

(ii) Lease Charge maintenance records can be uploaded within its own entity. Corresponding diary records will also be automatically generated. Note any Lease Charge records uploaded in this way will not appear on the Lease maintenance record. Thus this is best reserved for uploading charges additional to Rent and Service Charge which should be uploaded by entering the required data on the Lease entity. See **Generated lease Charge Records** below.

### Generated Lease Charge records

It is recommended that the following required fields are entered for either/both Rent and Service Charges when the *Lease* is uploaded in order for Lease Charge records for Rent or Service Charges to be generated:

Must be supplied for charge records to be generated:

- Charge Type Code, i.e. Rent
- Due Date Code

Recommended that the following also be supplied:

- Annual Amount
- VAT Rate Code
- Commence Date
- S/C or Rent Charged To Date
- S/C or Rent Transaction Type Code

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- S/C Apportionment Capped Amount
- S/C Apport Trans Type Code

Note a maximum of two charge records may be generated if the required fields have been entered on the Head Lease.

### **Y/N Fields**

These can only be entered as Y/N and not as Yes/No in text files, for this entity.

## Lease Charge History

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Lease Ref	✓		✓	Numeric(6,0)	The Lease Ref has to exist before a Lease Charge History record can be uploaded.
Charge Type Code	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
New Amount	✓			Numeric(12,2)	
Change Reason	✓			Varchar(45)	
Change Date	✓			Datetime DD/MM/YYYY	
Change Type	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
Charge Description				Varchar(35)	
Old Amount				Numeric(12,2)	

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_lease\_charge\_history.txt*.

**What record(s) are generated?**

- Lease Charge History record

**Are manual amendments needed to PM&A?** No.

**Other Useful Notes**
Different ways of uploading Lease Charge History records  
 Lease Charge History can be imported from SDL into PM&A in two ways:

- (i) Lease Charge History records will be automatically generated when a Lease entity has been successfully uploaded which has charge data; or
- (ii) Lease Charge History records can be uploaded within its own entity.

## Lease Custom Data

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Lease Ref	✓			Numeric(6,0)	The Lease Ref has to exist before a Lease Custom Data record can be uploaded.
Text o1				Varchar(35)	
Text o2				Varchar(35)	
Text o3				Varchar(35)	
Text o4 Etc until 2o				Varchar(35)	
Date o1				Datetime DD/MM/YYYY	
Date o2				Datetime DD/MM/YYYY	
Date o3				Datetime DD/MM/YYYY	
Date o4 Etc until 2o				Datetime DD/MM/YYYY	
Count o1				Numeric(5,0)	
Count o2				Numeric(5,0)	
Count o3				Numeric(5,0)	
Count o4 Etc until 2o				Numeric(5,0)	
Value o1				Numeric(13,2)	
Value o2				Numeric(13,2)	
Value o3				Numeric(13,2)	
Value o4 Etc until 2o				Numeric(13,2)	
Flags o1				Varchar(1)	Y or N
Flags o2				Varchar(1)	Y or N
Flags o3				Varchar(1)	Y or N
Flags o4 Etc until 2o				Varchar(1)	Y or N

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of ***dev\_lease\_custom\_data.txt***.

**What record(s) are generated?**

- Lease Custom Maintenance record

**Are manual amendments needed to PM&A?** No. Though there is a prerequisite – see below.

**Other useful notes**
Custom Data Label Maintenance Record  
DLD will only populate the pre-existing custom data label maintenance tables and will not create these if they do not exist at the time of upload.

### Y/N Fields

These can only be entered as Y/N and not Yes/No for this entity.

## Lease Diary

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Lease Ref	✓			Numeric(6,0)	The Lease Ref has to exist before a Lease Diary can be uploaded.
Event Type Code	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
Event Date	✓			Datetime DD/MM/YYYY	
Notice Date		✓		Datetime DD/MM/YYYY	
Bring Fwd Date				Datetime DD/MM/YYYY	
Date Completed				Datetime DD/MM/YYYY	
Note				Text	Text box.

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_lease\_diary.txt*.

**What record(s) are generated?**

- Lease Diary Maintenance record

**Are manual amendments needed to PM&A?** Yes. If the user wishes to enter either the Date Completed or a Diary Note.

### Other Useful Notes

#### Different ways of uploading Lease Diary records

Lease Diary can be imported from SDL into PM&A in two ways:

(i) Lease Diary records will be automatically generated when a Lease entity has been successfully uploaded which has charge, review or option data; or

(ii) Lease Diary records can be uploaded within its own entity. Note any Diary records uploaded in this way will not have any associated option or review records.

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## Lease Expiry

<b>Are Standard Mappings provided?</b>	No.
<b>Format Table</b>	NA. Lease Expiry records are only created using SDL where a Lease Entity has been successfully uploaded.
<b>What record(s) are generated?</b>	NA.
<b>Are manual amendments needed to PM&amp;A??</b>	Only if the user wishes to add data into the expiry fields, i.e. Bring Forward Date, Legal Expiry Date etc or wishes to amend the Raise Charges To Date.
<b>Other Useful Notes</b>	

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## Lease Note

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Lease Ref	✓		✓	Numeric(6,0)	The Lease Ref has to exist before a Lease Note can be uploaded.
Note Subject Code	✓		✓	Varchar (5)	Ensure Codes exist in PM&A first.  NOTE: A Particular Note subject code can only be used against a Lease Ref once. No duplications are allowed by the database.
Note Text	✓			Text	Text box.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_lease\_note.txt***.

**What record(s) are generated?**

- Lease Note Maintenance record

**Are manual amendments needed to PM&A?**

**Other useful notes**

## Lease Option

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### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Lease Ref	✓		✓	Numeric(6,0)	The Lease Ref has to exist.
Option Type Code	✓		✓	Varchar(5)	
Option By	✓				MUST Enter: <ul style="list-style-type: none"> <li>• Tenant</li> <li>• Mutual</li> <li>• Landlord</li> <li>• None (Default)</li> </ul>
UDO Start Date				Datetime DD/MM/YYYY	
UDO End Date				Datetime DD/MM/YYYY	
Max Notice Period				Numeric(3,0)	
Max Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> <li>• Periods (if Open Lease)</li> </ul>
Min Notice Period				Numeric(3,0)	
Min Notice Period Type				Varchar(6)	Must Enter: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> </ul>
Notice Served Date				Datetime DD/MM/YYYY	
Option Date				Datetime DD/MM/YYYY	
Notice By Date				Datetime DD/MM/YYYY	
Bring Forward Date				Datetime DD/MM/YYYY	
Fee Job Reference				Varchar(20)	
Note				Text	Text box

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_lease\_option.txt*.

**What record(s) are generated?**

- **Lease Option Maintenance record**
- **Lease Diary Maintenance record** (linked to the Lease Option)

**Are manual amendments needed to PM&A?** Yes.

**Additional information when Option generated via Lease**

If Head Lease Option records are generated via the Head Lease upload, this will only enter the basic mandatory data. Users may wish to manually add Notice By Date, Fee Job Ref, Note, and Bring Forward Date.

**Other Useful Notes**

**Different ways of uploading Dated Lease Option records**

Lease Option can be imported from SDL into PM&A in two ways: (i) Lease Option records will be automatically generated when a Lease entity has been successfully uploaded which has dated option data; or (ii) Dated Lease Option records can be uploaded within its own entity. Note any Option records uploaded in this way will not be included on the Option tab sheet of the Lease maintenance record.

## Lease Review

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Lease Ref	✓		✓	Numeric(6,0)	The Lease Ref has to exist.
Type Of Review	✓		✓	Varchar(10)	<ul style="list-style-type: none"> <li>• Open (default)</li> <li>• Fixed</li> <li>• Stepped</li> <li>• Phased</li> <li>• Agreed</li> <li>• Indexed</li> </ul>
Review Date	✓			Datetime DD/MM/YYYY	
Stop Raising Charges				Varchar(1)	<ul style="list-style-type: none"> <li>• Y</li> <li>• N (default if left blank)</li> </ul>
Bring Forward Date				Datetime DD/MM/YYYY	
Time Of The Essence				Varchar(1)	<ul style="list-style-type: none"> <li>• Y (default if left blank)</li> <li>• N</li> </ul>
Notice Required				Varchar(1)	<ul style="list-style-type: none"> <li>• Y (default if left blank)</li> <li>• N</li> </ul>
Notice By Date				Datetime DD/MM/YYYY	
Notice Served Date				Datetime DD/MM/YYYY	
Counter Notice By date				Datetime DD/MM/YYYY	
Counter Notice Served Date				Datetime DD/MM/YYYY	
RICS Application By Date				Datetime DD/MM/YYYY	
RICS Application Made Date				Datetime DD/MM/YYYY	
Solicitors Confirmed Date				Datetime DD/MM/YYYY	
Fee Job Reference				Varchar(20)	
New Rent				Numeric(12,2)	
Forecast Rent				Numeric(12,2)	
New rent in the Alternative Currency				Numeric(12,2)	If applicable
Forecast Rent in the Alternative Currency				Numeric(12,2)	If applicable
Note				Text	Text box

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_lease\_review.txt*.

**What record(s) are generated?**

- Lease Review record
- Lease Diary record

**Are manual amendments needed to PM&A?** The Notice By Date may need to be amended manually through PM&A if created off the back of a lease.

No amendments if created via bulk upload.

**Other useful notes** It is recommended that the following required fields are entered when the Lease is uploaded in order for Lease Review records to be generated:

- Review Basis
- Review Pattern
- First Review Date
- Next Review Date
- Commence Date

### Y/N Fields

These can only be entered as Y/N and not as Yes/No in text files, for this entity.

### Add-on

This entity is only available via an Add-on facility. Contact your Account Manager for details.

## Manager

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### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Code</b>	✓			Varchar(5)	This must be unique within the Manager Table in the PM&A database.
<b>Name</b>	✓			Varchar(45)	
Office Code			✓	Varchar(2)	
Phone				Varchar(20)	
Fax				Varchar(20)	
E-mail				Varchar(50)	
Direct Phone				Varchar(20)	
Mobile Phone				Varchar(20)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_manager.txt***.

**What record(s) are generated?**

- Manager Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## Period Date

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Client Ref</b>	✓		✓	Numeric(6,0)	This must already exist in the PM&A database.
<b>Financial Year</b>	✓			Numeric(4,0)	
<b>Financial Period</b>	✓			Numeric(3,0)	
<b>Period Start Date</b>	✓			Datetime DD/MM/YYYY	
<b>Period End Date</b>	✓			Datetime DD/MM/YYYY	
<b>Open Period</b>	✓		✓	Varchar(10)	Choose from: • Closed • Open • Current
<b>Accounting Period Type</b>	✓		✓	Varchar(8)	Choose from: • Accounts • VAT
<b>Period Label</b>		✓		Varchar(12)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_period\_date.txt***.

**What record(s) are generated?** One of:  

- Period – account
- Period - VAT

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Add-on  
Only available via an Add-on facility. Contact your Account Manager for details.

## Property

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Ref	✓			Numeric(6,0)	The Property Reference you are entering must be unique within the Property Table in the database.
Client Ref	✓		✓	Numeric(6,0)	The Client Ref has to exist before a property can be uploaded.
Manager Code	✓		✓	Varchar(5)	Manager Codes have to be set up prior to using the Manager Code in Property.
Default Currency Code	✓		✓	Varchar(5)	<p>The following codes will exist in an empty database. Add more if necessary to PM&amp;A prior to upload:</p> <ul style="list-style-type: none"> <li>• GBP</li> <li>• EUR</li> </ul> <p>The code should be the same as that on the PM&amp;A Client Account record, otherwise it will be validated. This is because the generated PM&amp;A Property Account record must have the same Code as on the Client Account.</p>
Name	✓			Varchar(45)	
Search Name				Varchar(20)	
Service Charges	✓			Varchar(10)	<p>Enter one of the following:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Payable</li> <li>• Receivable</li> <li>• Paid&amp;Recv'd (i.e. Paid &amp; Received)</li> </ul>
Tenure				Varchar(10)	<p>Enter one of four hard coded PM&amp;A options:</p> <ul style="list-style-type: none"> <li>• Freehold</li> <li>• Leasehold</li> <li>• Mixed</li> <li>• Unknown (default)</li> <li>• Flying Freehold</li> <li>• Memorandum Of Terms of Occupation</li> </ul>
Building Name		✓		Varchar(40)	
Road Number		✓		Varchar(40)	
Road Name 1		✓		Varchar(40)	
Road Name 2		✓		Varchar(40)	
Town		✓		Varchar(40)	
County		✓		Varchar(40)	
Postcode		✓		Varchar(10)	
Country Code			✓	Alpha(2)	
Phone				Varchar(20)	
Estate Ref			✓	Numeric(6,0)	
Property Type Code			✓	Varchar(5)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
Location Code			✓	Varchar(5)	
Property Group Code			✓	Varchar(5)	
Property Analysis Code			✓	Varchar(5)	
Site Ref			✓	Numeric(6,0)	
Rating Authority Ref			✓	Numeric(6,0)	Codes set up for Rating Authority Ref can also be used for Planning Authority Ref
Planning Authority Ref			✓	Numeric(6,0)	Codes set up for Planning Authority Ref can also be used for Rating Authority Ref
Main Use Class				Varchar(2)	17 hard coded PM&A options: A1, A2, A3, B1, B2, B3, B4, B5, B6, B7, B8, C1, C2, C3, D1, D2 & SG
Sub Use Class				Varchar(35)	Free form text
Listed Building				Varchar(1)	Y or N
Management Start Date				Datetime DD/MM/YYYY	
Management End Date				Datetime DD/MM/YYYY	
Year Constructed				Numeric(4,0)	
Year Last Refurbished				Numeric(4,0)	
Our File Reference				Varchar(20)	
Ext File Reference				Varchar(20)	<i>External File Reference</i>
No of Buildings				Numeric(4,0)	
No of Floors				Numeric(4,0)	
Asbestos Present				Varchar(12)	Enter: <ul style="list-style-type: none"><li>• Undetermined (Default if left blank)</li><li>• Y (uploaded as 'Yes')</li><li>• N (uploaded as 'No')</li></ul>
Energy Efficiency Rating				Varchar(10)	
Description				Varchar(254)	Free form text
S.C. Period End Date					<b><i>Users must not enter any data into this field.</i></b> This field will be automatically populated post upload by PM&A when the Service Charge routine is run.
Management Company for S/C				Varchar(1)	Enter: <ul style="list-style-type: none"><li>• Y (uploaded as 'Yes')</li><li>• N (Default - uploaded as 'No')</li></ul>
Management Company Client Ref			✓	Numeric(6,0)	Cannot be the same as the 'Client ref'.
Main Client Interest				Numeric(7,4)	Defaults to zero if left blank.
VAT Opted				Varchar(1)	Enter: <ul style="list-style-type: none"><li>• Y (uploaded as 'Yes')</li><li>• N (uploaded as 'No')</li></ul>
VAT Opted Date				Datetime DD/MM/YYYY	

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Percentage Rent Vatable</b>					This relates to the PM&A Percentage Rent Vatable field on the Property Maintenance window – Third Tab.  Note: This column was renamed in v01.75.00 from Split VAT Percent to match the PM&A front end. Users may need to check their mapping settings for this column and ensure that the mapping for 'File Column Name', matches the .txt file header. Note that the mapping Column Name has not changed and will remain as split_vat_percent as this is the database name.
<b>UPRN</b>				Numeric(12,0)	
<b>OS Ref</b>				Varchar(10)	<i>Ordnance Survey Grid Reference</i>
<b>OS Point Address Ref</b>				Varchar(20)	
<b>Easting/ Northing</b>				Numeric(12,0)	Simply enter numeric characters. Do not enter any character separators i.e. ','. For example data entered as '123456789112' will automatically be uploaded into PM&A as '123456,789112'.
<b>Number of Workstations</b>				Numeric(4,0)	
<b>Head Count</b>				Numeric(4,0)	
<b>New Site Ref</b>				Numeric(3,0)	
<b>Property Status Code</b>		✓		Varchar(10)	This relates to the PM&A Property Status Category field on the Property Maintenance record.
<b>Property Status As at</b>				Datetime DD/MM/YYYY	This relates to the PM&A Property Status Category field on the Property Maintenance record.
<b>Linked File Name</b>					This relates to the Linked File Name field on the Property Maintenance record, Photo Tab sheet. Enter the full server path plus the photo file name and extension.
<b>S/C Expend VAT Recov %</b>				Numeric(7,4)	
<b>Other Expend VAT Recov %</b>				Numeric(7,4)	

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property.txt*.

**What record(s) are generated?**

- **Property Maintenance record**
- **Property Account Maintenance record** (only where a Client Account Maintenance record exists – note that the Client Account record is not automatically generated on a client entity upload, it must be manually created). See *Property Account*.

**Are manual amendments needed to PM&A?**

Yes.

### Property Maintenance

There are various fields that have been introduced to the PM&A product that haven't yet been added to SDL. These are:

- Alert Priority
- Alert Message

### Property Account Maintenance

Even when the Property Account record is generated, it will only be created with basic hard coded data which the user may wish to amend (see *Property Accounting*).

**Other useful notes**

### Y/N Fields

These can only be entered as Y/N and not as Yes/No in text files, for this entity.

## Property Accounting

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Account record can be uploaded.
Base Currency Code	✓		✓	Varchar(5)	<p>The following codes will exist in an empty database. Add more if necessary to PM&amp;A prior to upload:</p> <ul style="list-style-type: none"> <li>• GBP</li> <li>• EUR</li> </ul> <p>Defaults to the Client Account Default Currency Code. Validation will prevent user uploading a different currency code to the client.</p>
Print Using Layout Template		✓		Varchar(6o)	<p>Must be set up in PM&amp;A.</p> <p>Client accounting record must allow property level Client Statements.</p>
S C Apportionment				Varchar(1)	<p>This relates to the Service Charges field in PM&amp;A, Property Accounting record, S/Chg tab.</p> <p>Y (Default) or N</p>
S/C Frequency				Varchar(15)	<p>Enter:</p> <ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Monthly</li> <li>• Half-yearly</li> <li>• Annual (Default)</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Four-weekly</li> <li>• Periodic</li> <li>• Every (n) days</li> </ul>
SC Expenditure VAT Recovery %				Numeric(3,2)	
S/C Income Period Control				Varchar(4)	<p>Enter:</p> <ul style="list-style-type: none"> <li>• From (Default)</li> <li>• To</li> </ul>
Stop All Postings				Varchar(1)	Y or N (Default)
Stop Charge Raising				Varchar(1)	Y or N (Default)
Stop Demand Production				Varchar(1)	Y or N (Default)
Irish VAT Concession Applies				Varchar(1)	Y or N (Default)
Apportionment Basis				Varchar(20)	<p>Enter:</p> <ul style="list-style-type: none"> <li>• Gross Area</li> <li>• Nett Area</li> <li>• Rateable Value</li> <li>• Percentage</li> <li>• Lease Specific</li> <li>• N/A</li> <li>• (None) Default</li> </ul>

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Column	M	R	CODE	FORMAT	Other Column Notes:
Other Expenditure VAT Recovery %				Numeric(3,2)	
Safety Margin				Numeric(10,2)	
Suspense Bank Account URI					If field is left blank then the Suspense Bank Account from the Client Account will be used. <i>Currently it is not possible to select a Bank Account from the look up and upload, import the URI via a .txt file instead.</i>
Summary Balance Report Set Code			✓	Varchar(5)	
Separate Management Company Account				Varchar(1)	Y, N or ? (Default)
Independent Statement at Property Level				Varchar(1)	Y or N (Default)
Date Type				Varchar(9)	Enter: • Effective (Default) • Account
Include All S/L Codes				Varchar(1)	Y (Default) or N
S/L Code List			✓		Enter sub ledger codes that have been set up on the database with a comma separator, e.g: O,R,S
Include Blank S/L				Varchar(1)	Y or N (Default)
Format Override Permitted				Varchar(1)	Y (Default) or N
Automated Payments to Client				Varchar(1)	Y or N (default)
Pay to Client Transaction Type Code			✓	Varchar(5)	
Automated Management Fees				Varchar(1)	Y or N (default)
Fees Settled Externally				Varchar(1)	Y, N or ? (Default) Note that the database column name for this in the background is Separate Fee Account.
Fee Start Date				DD/MM/YYYY	
Fee Last Run To Date				DD/MM/YYYY	
Demand Format Code			✓	Varchar(10)	
Demand Language Code			✓	Varchar(3)	
S/C Apportionment Level				Alpha(15)	Enter one of the following: Via Schedule, s, S; By Expense Code, e, E. Defaults to 'Via Schedule' unless country code is 'DE'.
VAT Recovery Calculation Basis				Alpha(12)	Enter one of the following: Manual, m, M; Area, a, A; Rental Value, r, R.
Debtor for Residual Liability				Varchar(10)	Must be of type 'Client'.
Residual Liability Trans Type Code			✓	Varchar(5)	
Residual Liability VAT Code			✓	Varchar(5)	

Column	M	R	CODE	FORMAT	Other Column Notes:
Service Charge Journal Usage				Varchar(13)	Must be either of: <ul style="list-style-type: none"><li>• Profit &amp; Loss</li><li>• Balance Sheet</li></ul>
Commission Applies				Alpha(1)	Y or N. Add-on enabled.
Agent				Varchar(10)	Add-on enabled.
Handling Account				Numeric(6,0)	Add-on enabled.
Transaction Type			✓	Varchar(5)	Add-on enabled.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_accounting.txt*.

**What record(s) are generated?** • Property Account Maintenance record

**Are manual amendments needed to PM&A?**

**Other useful notes**

#### Different ways of uploading Property Accounting records

Property Accounting records can be imported from SDL into PM&A in two ways:

(i) Property Accounting records will be automatically generated when a Property entity has been successfully uploaded, but only if a Client Account record exists for the client ref that has been entered on the Property entity. Note that users will not be warned if no Client Account exists, this must be checked prior to the property upload. Basic information will be automatically defaulted in most columns:

- Property Account Default Currency Code will be populated from the Client Account Base Currency Code;
- Property Account Suspense Bank Account will be populated from the Client Account Suspense Bank Account;
- See the Format table for default settings.

For more detail seek Trace assistance.

or

(ii) Property Accounting records can be uploaded within its own entity.

#### Y/N Fields

These can only be entered as Y/N and not as Yes/No in text files, for this entity.

#### Add-on enabled fields

Certain fields are only available via an Add-on code. Please contact your Account Manager for details.

## Property Budget

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Reference you are entering must be unique within the Property Table in the database.
<b>S/C from Date</b>	✓			Datetime DD/MM/YYYY	Service charge period dates – must already exist in the database.
<b>S/C To Date</b>	✓			Datetime DD/MM/YYYY	Service charge period dates – must already exist in the database.
<b>Sub Ledger Code</b>	✓		✓	Varchar(1)	Must already exist in the database.
<b>Budget Period Number</b>	✓			Numeric(3,0)	Must already exist in the database.
<b>Budget Category</b>	✓			Varchar(20)	Must already exist in the database.
<b>Expense Code</b>	✓		✓	Varchar(12)	Must already exist in the database.
<b>Schedule Ref</b>	✓			Numeric(3,0)	Must already exist in the database.
<b>Budget Amount 1</b>		✓		Numeric(13,2)	
<b>Budget Amount 2</b>				Numeric(13,2)	
<b>Budget Amount 3</b>				Numeric(13,2)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_budget.txt*.

**What record(s) are generated?**

- Property Budget record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

- Service charge periods \ schedules \ budget codes etc must already exist in PMA.
- If budget amounts are blank in the database then DLD will overwrite them.
- Zero amounts will not be uploaded.
- If the  This file is an update of existing information flag is ticked then all budget figures are uploaded even if a figure already exists in the database for the expense code\schedule ref\budget category\budget period number\sub ledger code\S/C from and to dates\property ref combination. In this mode, zeroes can be updated, but blanks will not result in an update.

### Add-on

This entity is governed by an add-on; please contact your Account Manager for further details.

## Property Capital Valuation

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Capital Valuation record can be uploaded.
Valuation Effective Date	✓			Datetime DD/MM/YYYY	
Valuation Reason Code	✓		✓	Varchar(5)	Ensure that codes exist in PM&A first.
Valuation Amount	✓			Numeric(10,0)	
Default Currency Code	✓		✓	Varchar(5)	The following codes will exist in an empty database. Add more if necessary to PM&A prior to upload: <ul style="list-style-type: none"> <li>• GBP</li> <li>• EUR</li> </ul>
Date Valued				Datetime DD/MM/YYYY	
Valuation Method Code			✓	Varchar(5)	Ensure that codes exist in PM&A first.
Valuer Adviser Ref			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of property advisor first.
Source				Varchar(20)	
Initial Yield				Numeric(7,4)	
Reversionary Yield				Numeric(7,4)	
Equivalent Yield				Numeric(7,4)	
Note				Text	
Linked File Name				Text	Ensure that this is the exact path that may be accessed by all relevant users.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_property\_capital\_valuation.txt***.

**What record(s) are generated?**

- **Property Capital Valuation Maintenance record**

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## Property Custom Data

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Custom Data record can be uploaded.
<b>Text o1</b>				Varchar(35)	
<b>Text o2</b>				Varchar(35)	
<b>Text o3</b>				Varchar(35)	
<b>Text o4 Etc until 2o</b>				Varchar(35)	
<b>Date o1</b>				Datetime DD/MM/YYYY	
<b>Date o2</b>				Datetime DD/MM/YYYY	
<b>Date o3</b>				Datetime DD/MM/YYYY	
<b>Date o4 Etc until 2o</b>				Datetime DD/MM/YYYY	
<b>Count o1</b>				Numeric(5,0)	
<b>Count o2</b>				Numeric(5,0)	
<b>Count o3</b>				Numeric(5,0)	
<b>Count o4 Etc until 2o</b>				Numeric(5,0)	
<b>Value o1</b>				Numeric(13,2)	
<b>Value o2</b>				Numeric(13,2)	
<b>Value o3</b>				Numeric(13,2)	
<b>Value o4 Etc until 2o</b>				Numeric(13,2)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of **dev\_property\_custom\_data.txt**.

**What record(s) are generated?**

- **Property Custom Maintenance record**

**Are manual amendments needed to PM&A?** No. Though there is a prerequisite – see below.

#### Other useful notes

##### Custom Data Label Maintenance Record

DLD will only populate the pre-existing custom data label maintenance tables and will not create these if they do not exist at the time of upload.

##### Y/N Fields

These can only be entered as Y/N and not Yes/No for this entity.

## Property Diary

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Diary record can be uploaded.
Event Date	✓			Datetime DD/MM/YYYY	
Event Type Code	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
Notice Date		✓		Datetime DD/MM/YYYY	
Bring Fwd Date				Datetime DD/MM/YYYY	
Date Completed				Datetime DD/MM/YYYY	
Note				Text	Text box.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_diary.txt*.

**What record(s) are generated?**

- Property Diary Maintenance record

**Are manual amendments needed to PM&A?** No.

### Other Useful Notes

## Property Document

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Document can be uploaded.
Document Type Code	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
From Date	✓			Datetime DD/MM/YYYY	
Document Date				Datetime DD/MM/YYYY	
Expiry Date				Datetime DD/MM/YYYY	
Deeds Packet Number				Varchar(20)	
Location Note				Text	Text box.
Description Note				Text	Text box.
Linked File Name					Enter the full path (including the server) and the file name with the appropriate file extension.
Curr Deeds Loc Adviser Ref			✓	Numeric(6,0)	This relates to the PM&A Current Deeds Location field on the Property Document maintenance record. Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
Last Deeds Loc Adviser Ref			✓	Numeric(6,0)	This relates to the PM&A Last Deeds Location field on the Property Document maintenance record. Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
Date Deeds Moved			✓	Datetime DD/MM/YYYY	Ensure that the 'Adviser' codes exist in PM&A first.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_document.txt*.

**What record(s) are generated?**

- Property Document Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## Property Measurement Total

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Measurement record can be uploaded.
Measurement Reason Code	✓		✓	Varchar(5)	Ensure that the codes have been set up in PM&A first.
Measurement Date	✓			Datetime DD/MM/YYYY	
Measurement Basis	✓			Varchar(10)	<p>Enter (these are hard coded in PM&amp;A):</p> <ul style="list-style-type: none"> <li>• Gr.Ext (for Gross External)</li> <li>• Gr.Int (for Gross Internal)</li> <li>• Net.Int (for Net Internal)</li> <li>• ITZA (for ITZA)</li> <li>• Other (for Other)</li> </ul> <p><i>NOTE: despite not being a true PM&amp;A mandatory field, this must be entered otherwise the Measurement Totals will not work.</i></p>
Prime Record				Varchar(1)	This has to be set to Y or N. Only one Property Measurement Code can be set to Y for a property.
Measured in		✓		Varchar(5)	<p>Enter (these are hard coded in PM&amp;A):</p> <ul style="list-style-type: none"> <li>• M. (for Metres)</li> <li>• Ft. (for Feet)</li> <li>• Sq.ft (for Square feet)</li> <li>• Sq.m (for Square metres) (default)</li> <li>• Cu.m (for Cubic metres)</li> <li>• Cu.ft (for Cubic feet)</li> <li>• Ha. (for Hectares)</li> <li>• Acres</li> </ul>
Measurement Imperial Total				Numeric(13,2)	This field should only be used if the 'Measured in' field has been set to: <ul style="list-style-type: none"> <li>• Feet</li> <li>• Square Feet</li> <li>• Cubic Feet</li> <li>• Acres</li> </ul>
Measurement Metric Total				Numeric(13,2)	This field should only be used if the 'Measured in' field has been set to: <ul style="list-style-type: none"> <li>• Metres</li> <li>• Square Metres</li> <li>• Cubic Metres</li> <li>• Hectares</li> </ul>
Measured By Adviser Ref			✓	Numeric(6,0)	This relates to the PM&A Measured By field on the Property Measurement maintenance record. Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>property advisor</i> first.

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Column	M	R	CODE	FORMAT	Other Column Notes:
Note				Text	Text box

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_measurement.txt*.

**What record(s) are generated?**

- Property Measurement Total Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Y/N Fields**  
These can only be entered as Y/N and not as Yes/No in text files, for this entity.

## Property Note

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Note record can be uploaded.
Note Subject Code	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first. NOTE: A Particular Note subject code can only be used against a Property Ref once. No duplications are allowed by the database.
Note Text	✓			Text	Text box.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_note.txt*.

**What record(s) are generated?**

- Property Note Maintenance record

**Are manual amendments needed to PM&A?**

**Other useful notes**

## Property Purchase & Sale

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Purchase and Sale record can be uploaded.
<b>Purchase or Sale</b>	✓			Varchar(10)	Select as appropriate from the drop down list: <ul style="list-style-type: none"><li>• Purchase</li><li>• Sale</li></ul>
<b>Prime Record</b>	✓			Varchar(1)	There can only be one prime record per property. Select as appropriate from the Look up. <ul style="list-style-type: none"><li>• Y (uploads as Yes = default)</li><li>• N (uploads as No)</li></ul>
<b>Default Currency Code</b>		✓	✓	Varchar(5)	The following codes will exist in an empty database. Add more if necessary to PM&A prior to upload: <ul style="list-style-type: none"><li>• GBP</li><li>• EUR</li></ul>
<b>Partial Sale</b>				Varchar(1)	Select as appropriate from the Look up. <ul style="list-style-type: none"><li>• Y (uploads as Yes)</li><li>• N (uploads as No = default)</li></ul>
<b>Disposal Type</b>				Varchar(10)	Select as appropriate from the drop down list: <ul style="list-style-type: none"><li>• Freehold</li><li>• Leasehold (default)</li></ul>
<b>Council Approved Date</b>				Datetime DD/MM/YYYY	
<b>Exchange Date</b>				Datetime DD/MM/YYYY	
<b>Completion Date</b>				Datetime DD/MM/YYYY	
<b>Possession Date</b>				Datetime DD/MM/YYYY	
<b>Consideration</b>				Numeric(11,0)	
<b>VAT</b>				Numeric(11,0)	
<b>Other Costs</b>				Numeric(11,0)	
<b>Total Cost</b>				Numeric(11,0)	Do not enter this field. The upload will ignore any sum entered into this field, as PM&A auto calculates the 'Total Cost' by adding together the entered sums for 'Consideration', 'VAT' and 'Other Costs' fields.
<b>Other Party</b>				Varchar(45)	
<b>Stage</b>				Varchar(35)	
<b>Transaction Reference</b>				Varchar(20)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
Privity Applies				Varchar(1)	Select as appropriate from the drop down list: • Y (default) • N
Vendor Agent Ref			✓	Numeric(6,o)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>property advisor</i> first.
Vendor Solicitor Ref			✓	Numeric(6,o)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
Purchaser Agent Ref			✓	Numeric(6,o)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>property advisor</i> first.
Purchaser Solicitor Ref			✓	Numeric(6,o)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
Note				Text	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_property\_purchase\_sale.txt***.

**What record(s) are generated?** • **Property Purchase & Sale Maintenance record**

**Are manual amendments needed to PM&A?** No.

**Other useful notes** **Y/N Fields**  
These can only be entered as Y/N and not as Yes/No in text files, for this entity.

## Property Rating Information

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Rating Information record can be uploaded.
Rating Period	✓		✓	Varchar(10)	Enter (these are hard coded in PM&A): • 2011/2012 • 2012/2013 • 2013/2014 <i>and so on until 2019/2020</i>
Business Rate Code	✓		✓	Varchar(5)	Ensure that the codes have been set up for the appropriate Rating period and exist in PM&A first.
Default Currency Code	✓		✓	Varchar(5)	Ensure Default Currency Codes exist in PM&A first.
Rating List				Numeric(4,0)	
Rateable Value				Numeric(11,0)	
Rating Status				Varchar(10)	Enter (these are hard coded in PM&A ): • Exempt • Agreed • Assessed •Appealed
Rates Payable P/A				Numeric(11,2)	
Empty Property Rate				Varchar(1)	• Y • N (default)
Generate Payments				Varchar(1)	• Y • N (default)
Note				Text	
Advisor Ref			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>property advisor</i> first.
Valuation Office Code			✓	Varchar(5)	Ensure that the 'valuation Office' codes have been set up period and exist in PM&A first.
Appeal Lodged Date				Datetime DD/MM/YYYY	
Appeal Note				Text	Text box
Instalment Frequency		✓		Varchar(10)	Enter (these are hard coded): • Annually • Bi-annually • Periodic (default)
Periods	✓			Numeric(2)	Enter 2-12. Defaults to 10.
Amount Payable				Numeric(11,2)	Defaults from Rates Payable P/A if left blank.
Payment Day	✓			Numeric(2,0)	Enter 1-28. Defaults to 1.
Transaction Type Code		✓	✓	Varchar(5)	Transaction Types must be: Category = Expense Posting Type = Property Expense Type = Non-Recoverable

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Column	M	R	CODE	FORMAT	Other Column Notes:
Schedule Ref		✓	✓	Numeric(3,0)	
Property Expense Code		✓	✓	Varchar(12)	
VAT Rate Code		✓	✓	Varchar(5)	Only allows codes which have a zero percentage.
Creditor Account No.				Varchar(10)	Allows Creditor Type of Supplier or Other only.
Charge Start date		✓		Datetime DD/MM/YYYY	Cannot be before 1 <sup>st</sup> April of the Rating Period.
Stop Charge At				Datetime DD/MM/YYYY	Cannot be before Charged To Date.
Rating Authority Reference		✓		nvarchar(26)	
Project Element ID				Varchar(35)	The 'Force Project Analysis' flag must be set to 'Yes' on the Transaction Type to enable this field.
Payment Date 1-12				Datetime 'DD/MM'	Up to 12 fields populated.  Must have the format 'DD/MM'. i.e. '01/04'
Instalment Amount 1-12				Numeric(11,2)	Up to 12 fields populated.  Amounts can be varied as long as the entered value is never nil and the total values entered equals the Rates Payable.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_rating.txt*.

**What record(s) are generated?**

- Property Rating Information Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Y/N Fields**  
These can be entered either as Y/N or as Yes/No in text files, for this entity.

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## Property to Fund Ownership

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>SEDOL Code</b>	✓		✓	Varchar(7)	Must match a 'Ext File reference' field in PM&A.
<b>Fund ID</b>	✓			Varchar(10)	
<b>Fund Name</b>	✓			Varchar(50)	
<b>Analysis Date</b>	✓			Datetime DD/MM/YYYY	
<b>Balance Holding</b>	✓			Numeric(10,2)	i) Maximum single line holding is 10,000,000 ii) Maximum total holding for same SEDOL Code is 10,000,000

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_to\_fund\_ownership.txt*.

**What record(s) are generated?**

- Property to Fund Ownership data (see your account manager for further details)

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Add-on  
 This entity is governed by an add-on; please contact your Account Manager for further details.

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## Property to Manager

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	Ensure Codes exist in PM&A first.
Manager Code	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
Management Type Code	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_to\_manager.txt*.

**What record(s) are generated?**

- Property to Manager Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

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## Property Type

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Code	✓		✓	Varchar(5)	
Description	✓			Varchar(35)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_type.txt*.

**What record(s) are generated?**

- Property Type Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## Property Valuation

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Property Valuation record can be uploaded.
Valuation Date	✓			Datetime DD/MM/YYYY	This relates to the Date Valued field on the PM&A Property Valuation maintenance record.
Default Currency Code	✓			Varchar(5)	Ensure Codes exist in PM&A first.
Valuation Effective Date				Datetime DD/MM/YYYY	
Valuation Reason Code			✓	Varchar(5)	Ensure Codes exist in PM&A first.
Valuation Method Code			✓	Varchar(5)	Ensure Codes exist in PM&A first.
Valuer Adviser Ref			✓	Numeric(6,0)	This relates to the Valuer Ref field on the PM&A Property Valuation maintenance record. Ensure 'Adviser' codes with 'advisory capacity' of <i>property advisor</i> exist in PM&A.
Source				Varchar(20)	Text box
Measured In				Varchar(5)	Enter (these are hard coded in PM&A): <i>(case sensitive)</i> <ul style="list-style-type: none"> <li>• M. (for Metres)</li> <li>• Ft. (for Feet)</li> <li>• Sq.ft (for Square feet)</li> <li>• Sq.m (for Square metres)</li> <li>• Cu.m (for Cubic metres)</li> <li>• Cu.ft (for Cubic feet)</li> <li>• Ha (for Hectares)</li> <li>• Acres</li> </ul>
Measurement Basis				Varchar(7)	Enter ( <i>hard coded in PM&amp;A</i> ): <ul style="list-style-type: none"> <li>• Gr.Ext (for Gross External)</li> <li>• Gr.Int (for Gross Internal)</li> <li>• Net.Int (for Net Internal)</li> <li>• ITZA</li> <li>• Other</li> </ul> Blank will be defaulted to (None) in PM&A
Value Per Measurement Unit				Numeric(13,2)	
Valuation Amount				Numeric(10,0)	
Linked File Name					This relates to the Linked File Name field on the Property Valuation Maintenance record. Enter the full server path plus the file name and extension.
Note				Text	

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**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_property\_valuation.txt*.

**What record(s) are generated?**

- **Property Valuation Maintenance record**

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## Supplier Entity

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Ref	✓		✓	Numeric(6,0)	Must be unique
Name	✓			Varchar(45)	
Search Name				Varchar(20)	Where no data is entered, the first twenty characters from the Name are used (with spaces stripped).
Contact Name				Varchar(45)	
Supplier Parent Ref			✓	Numeric(6,0)	Enter a Supplier Parent ref that already exists on the database.
Building				Varchar(40)	
Road Number				Varchar(40)	
Road Name 1				Varchar(40)	
Road Name 2				Varchar(40)	
Town				Varchar(40)	
County				Varchar(40)	
Postcode				Varchar(10)	
Country Code			✓	Alpha(2)	Must already exist in database.
VAT Prefix				Varchar(2)	Only needed if VAT Reg No. data is going to be entered.
VAT Reg No				Numeric(9,0)	
Registered Company No				Varchar(12)	
Phone				Varchar(20)	
Direct Phone				Varchar(20)	
Mobile Phone				Varchar(20)	
Fax				Varchar(20)	
Email Address				Varchar(50)	
CIS Applies				Alpha(1)	Enter 'Y' or 'N'
Subcontractor Type				Varchar(11)	Mandatory if 'CIS Applies' has been set to 'Y', otherwise leave blank. Allowed values: <ul style="list-style-type: none"><li>• Company</li><li>• Partner</li><li>• Sole Trader</li></ul>
Deduction Type				Varchar(13)	Mandatory if 'CIS Applies' has been set to 'Y', otherwise leave blank. Allowed values: <ul style="list-style-type: none"><li>• Higher Rate</li><li>• None</li><li>• Standard Rate</li></ul>
Unique Taxpayer Reference				Numeric(10,0)	Enter data in a continuous string. Do not enter '/' in between the characters. Data must be entered into this column where CIS Applies has been set to 'Y'.
Company Registration Number				Numeric(8,0)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>National Insurance No</b>				Alpha(2) & Numeric(7,0)	Only enter data where the Subcontract or Type column has been set to either 'Partner' or 'Sole-trader'. Enter data in a continuous string. Do not enter '/' in between the characters. A valid number should be entered.
<b>Approved Supplier</b>				Alpha(1)	Enter 'Y' or 'N'
<b>Payment Selection Service Type Code</b>		✓		Varchar(5)	Must exist on database.
<b>Supplier Service Type Code</b>		✓		Varchar(5)	Must exist on database.
<b>DUNS Number</b>				Numeric(9,0)	Enter data in a continuous string. Do not enter '-' in between the numbers. A valid number should be entered.
<b>Pom Export Of Approved Orders</b>				Alpha(1)	Enter 'Y' or 'N'. If 'Y' is entered than data must also be entered in the DUNS Number column.
<b>Remittance Contact Name</b>				Varchar(45)	
<b>Remittance Fax</b>				Varchar(20)	
<b>Remittance Email</b>				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
<b>Remittance Preferred Method of Contact</b>				Varchar(10)	Must be either of: <ul style="list-style-type: none"><li>• Email</li><li>• Fax</li><li>• PRINT (default)</li></ul> (PRINT uploads to PM&A as Post)
<b>Demands Contact Name</b>				Varchar(45)	
<b>Demands Email</b>				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
<b>Demands Fax</b>				Varchar(20)	
<b>Demands Preferred Method of Contact</b>				Varchar(10)	Must be either of: <ul style="list-style-type: none"><li>• Email</li><li>• Fax</li><li>• PRINT (default)</li></ul> (PRINT uploads to PM&A as Post)
<b>Commission Applies</b>				Alpha(1)	Enter 'Y' or 'N'
<b>Percentage</b>				Numeric(3,6)	

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<b>Are Standard Mappings provided?</b>	Yes all relevant mappings are provided under the file name of <b><i>dev_supplier.txt</i></b> .
<b>What record(s) are generated?</b>	<ul style="list-style-type: none"><li>• Supplier record</li></ul>
<b>Are manual amendments needed to PM&amp;A?</b>	No.
<b>Other useful notes</b>	<b><u>Y/N Fields</u></b> These can be entered either as Y/N or as Yes/No in text files, for this entity.

**Tenancy Entity****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Lease Ref</b>	✓		✓	Numeric(6,0)	Must already exist in the PMA db.
<b>Date of Assignment</b>				Datetime DD/MM/YYYY	
<b>Assignee Name</b>				Varchar(45)	
<b>Assignor Name</b>				Varchar(45)	
<b>Deposit Amount</b>				Numeric(11,2)	
<b>Deposit Location</b>				Varchar(250)	
<b>Deposit Special Terms</b>				Varchar(250)	
<b>Usage Type Code</b>			✓	Varchar(5)	Must already exist in the PMA db.
<b>Consideration</b>				Numeric(9,0)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_tenancy.txt*.

**What record(s) are generated?** Links to Lease record.

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Add-On  
Only available via an Add-on facility. Contact your Account Manager for details.

Different to Tenancy Record (see below).

**Tenancy Note****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Lease Ref</b>	✓		✓	Numeric(6,0)	Must already exist in the PMA db.
<b>Tenant Ref</b>	✓		✓	Numeric(6,0)	Must already exist in the PMA db.
<b>Note Subject Code</b>	✓		✓	Varchar(5)	Must already exist in the PMA db.
<b>Note Text</b>	✓			Free Text Field	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_tenancy\_note.txt***.

**What record(s) are generated?**

- **Tenancy Note record**

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

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## Tenancy Record

**Are Standard Mappings provided?** No.

**Format Table** NA. Tenancy records are automatically generated by successfully uploading the Lease and Head Lease entities.

**What record(s) are generated?** NA.

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Tenant****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Ref</b>	✓		✓	Numeric(6,0)	The Tenant Ref must be unique within the Tenant Table in the PM&A database.
<b>Name</b>	✓			Varchar(45)	
Search Name				Varchar(20)	If left blank the default will be the first 20 characters from the Name column stripped of any spaces.
VAT Prefix				Varchar(2)	i.e. GB
VAT Reg No				Varchar(9)	
Reg. Company No				Varchar(12)	Maximum 12 numerical characters.
Tenant Parent Ref		✓		Numeric(6,0)	
Building Name				Varchar(40)	
Road Number				Varchar(40)	
Road Name 1				Varchar(40)	
Road Name 2				Varchar(40)	
Town				Varchar(40)	
County				Varchar(40)	
Postcode				Varchar(10)	
Country Code		✓		Alpha(2)	
Credit Rating				Varchar(5)	Maximum 5 alphanumeric characters.
Covenant Strength				Varchar(5)	Maximum 5 alphanumeric characters.
Contact Name				Varchar(45)	
Phone				Varchar(20)	
Direct Phone				Varchar(20)	
Mobile Phone				Varchar(20)	
E-mail				Varchar(50)	
Fax				Varchar(20)	
Remittance Contact Name				Varchar(45)	
Remittance Email				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
Remittance Fax				Varchar(19)	
Remittance Preferred Method of Contact				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Print (Default if blank)</li> <li>• EMail</li> <li>• Fax</li> </ul>
Demands Contact Name				Varchar(45)	Name to whom demands should be addressed to.
Demands Email				Varchar(384)	Use an ';' separator with no space to enter multiple email addresses.
Demands Fax				Varchar(19)	Fax number to where demands should be sent to.
Demands Preferred Method of Contact				Varchar(10)	Enter (these are hard coded in PM&A): <ul style="list-style-type: none"> <li>• Print (Default if blank)</li> <li>• EMail</li> <li>• Fax</li> </ul>

<b>Are Standard Mappings provided?</b>	Yes all relevant mappings are provided under the file name of <b><i>dev_tenant.txt</i></b> .
<b>What record(s) are generated?</b>	<ul style="list-style-type: none"><li>• <b>Tenant Maintenance record</b></li></ul>
<b>Are manual amendments needed to PM&amp;A?</b>	No.
<b>Other useful notes</b>	<p><b><u>Preferred Method of Contact Types</u></b></p> <p>'Print' is the DLD equivalent of 'Post' in PMA, and will displayed in PM&amp;A as such.</p>

**Unit****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit can be uploaded.
<b>Ref</b>	✓			Numeric(6,0)	
<b>Name</b>	✓			Varchar(45)	
<b>Manager Code</b>	✓		✓	Varchar(5)	The Manager Code has to exist before a Unit can be uploaded.
<b>Address Line 1</b>				Varchar(40)	
<b>Building Name</b>				Varchar(40)	
<b>Road Number</b>				Varchar(40)	
<b>Road Name 1</b>				Varchar(40)	
<b>Road Name 2</b>				Varchar(40)	
<b>Town</b>				Varchar(40)	
<b>County</b>				Varchar(40)	
<b>Postcode</b>				Varchar(10)	
<b>Country Code</b>			✓	Alpha(2)	
<b>Search Name</b>				Varchar(20)	
<b>Tenure</b>				Varchar(10)	<ul style="list-style-type: none"> <li>• Freehold</li> <li>• Leasehold</li> <li>• Mixed</li> <li>• Unknown (default)</li> <li>• N/A</li> <li>• Flying Freehold</li> <li>• Memorandum Of Terms of Occupation</li> </ul>
<b>Whole of Property</b>				Varchar(1)	Y or N
<b>Property Type Code</b>			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Location Code</b>			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Unit Group Code</b>			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Property Analysis Code</b>			✓	Varchar(5)	Ensure that the codes exist in PM&A first.
<b>Rating Authority Ref</b>			✓	Numeric(6,0)	Ensure that the codes exist in PM&A first.  Codes set up for Rating Authority Ref can also be used for Planning Authority Ref. Codes set up can be used for both Property and Unit data.
<b>Planning Authority Ref</b>			✓	Numeric(6,0)	Ensure that the codes exist in PM&A. Codes set up for Rating Authority Ref can also be used for Planning Authority Ref. Codes set up can be used for both Property and Unit data.
<b>Main Use Class</b>				Varchar(2)	17 hard coded PM&A options: <b>A1, A2, A3, B1, B2, B3, B4, B5, B6, B7, B8, C1, C2, C3, D1, D2 &amp; SG</b>
<b>Sub Use Class</b>				Varchar(35)	Free form text.

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Listed Building</b>				Varchar(1)	Enter Y or N.
<b>Management Start Date</b>				Datetime DD/MM/YYYY	
<b>Management End Date</b>				Datetime DD/MM/YYYY	
<b>Year Constructed</b>				Numeric(4,0)	
<b>Year Last Refurbished</b>				Numeric(4,0)	
<b>Obsolete Unit</b>				Varchar(1)	Enter Y or N (Default).
<b>UPRN</b>				Numeric (12,0)	
<b>OS Ref</b>				Varchar(10)	<i>Ordnance Survey Grid Reference</i>
<b>OS Point Address Ref</b>				Varchar(20)	
<b>Easting/ Northing</b>				Numeric(12,0)	Simply enter numeric characters. Do not enter any character separators i.e. ','. For example data entered as '123456789112' will automatically be uploaded into PM&A as '123456,789112'.
<b>VAT Opted</b>				Varchar(1)	Enter Y or N.
<b>VAT Opted Date</b>				Datetime DD/MM/YYYY	
<b>Our File Reference</b>				Varchar(20)	
<b>Ext File Reference</b>				Varchar(20)	
<b>No. of Floors</b>				Numeric(4,0)	
<b>Number of Workstations</b>				Numeric(4,0)	
<b>Head Count</b>				Numeric(4,0)	
<b>Description</b>				Varchar(254)	Text box
<b>Head Lease Ref</b>		✓		Numeric(6,0)	Defaults to blank.  Can only be set to a head lease ref that is attached to the property ref supplied.
<b>Photo File Name</b>					This relates to the Linked File Name field on the Unit Maintenance record, Photo Tab sheet. Enter the full server path plus the photo file name and extension.

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_unit.txt***.

**What record(s) are generated?**

- **Unit Maintenance record**

**Are manual amendments needed to PM&A?**

**Other useful notes**

**Unit Occupancy History Correction**  
After Units have been loaded, please run the above tool to ensure the Unit Occupancy History Report is correct. (Magic number required).

Found under: Tools\Tools>Data Fixing\Unit Occupancy History Correction.

**Y/N Fields**

These can only be entered as Y/N and not as Yes/No in text files, for this entity.

## Unit Apportionment

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Apportionment record can be uploaded.
<b>Schedule Ref</b>	✓		✓	Numeric(3,0)	The Schedule Ref must exist before a Unit Apportionment record can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Apportionment record can be uploaded.
<b>From Date</b>	✓			Datetime DD/MM/YYYY	See Other Useful Notes for information on data rules.
<b>To Date</b>				Datetime DD/MM/YYYY	See Other Useful Notes for information on data rules.
<b>Apportionment Percentage</b>				Numeric(7,4)	Must be a positive.
<b>Apportion Partial Occupation</b>				Varchar(1)	<p>Y (Default only if a new row is entered via the Bulk Entry mode). If importing from a txt file users must enter either Y or N.</p> <p>Note that data uploaded in this field will not amend an existing Unit Apportionment record.</p>

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_unit\_apportionment.txt***.

**What record(s) are generated?**

- **Unit Apportionment Maintenance record**

**Are manual amendments needed to PM&A?** To amend the Apportion Partial Occupation column, users need to do this manually through PM&A.

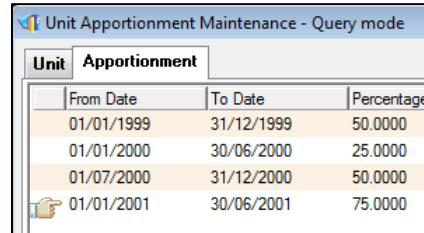
**Other useful notes** **From and To Dates**

From & To dates have been added to the Unit Apportionment Entity to accommodate units that have been split or merged within the service charge period and therefore have a change of percentage.

The From Date is mandatory in all cases except on a new record (e.g. where no unit apportionment record exists on the database for that Property/ Schedule/ Unit combination). In this instance where the user leaves it blank, the From date will default to the Lease Term Start date where there is a current lease for that Property and Unit; and if no current lease exists, the Valid From Date from the System Accounting Parameters will be used.

The To Date is only required if the data row entered isn't going to be the most current row. For example in the scenario below, the last date row (From Date 01/01/2001 To Date 30/06/2001) is known as the "current row". It happens to have a To Date entered, but it doesn't have to have. Whereas all the preceding From/To Date rows must have a To date.

Example: (Note that the PM&A Unit Apportionment window has been used to best illustrate the Current Row)



From Date	To Date	Percentage
01/01/1999	31/12/1999	50.0000
01/01/2000	30/06/2000	25.0000
01/07/2000	31/12/2000	50.0000
01/01/2001	30/06/2001	75.0000

When entering data, ensure that there are no overlaps between the From/ To Date periods, nor should there be any gaps.

### Percentage

The percentage can have a value of zero, but may not be a negative. Users may enter two number characters before the decimal place and four after.

### Multiple rows of data

It is possible to upload multiple rows of data for the same Property/ Schedule/ Unit combination. Validation will be displayed if the data doesn't conform to the data base rules as specified under 'From and To Dates' above. The system will group data by Property/ Schedule/ Unit in the background to determine if there are any data issues.

### Uploading Data where the previous percentage does not have an end date

It is possible to upload date where the existing prior percentage record does not have an end date within PM&A. In these circumstances the previous records end date will be set to the day before the start date of the new record.

### Y/N Fields

These can only be entered as Y/N and not as Yes/No in text files, for this entity.

### Warning



*Before you attempt to run the Unit Apportionment Entity in Structured Data Load you must run the Unit Apportionment Initialisation tool in PM&A (Tools>Data Fixing\Unit Apportionment Initialisation). This tool should only be run once against each database.*

## Unit Capital Valuation

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Capital Valuation record can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Capital Valuation record can be uploaded.
<b>Default Currency Code</b>	✓		✓	Varchar(5)	
<b>Date Valued</b>				Datetime DD/MM/YYYY	Must be between 01/01/1753 & 31/12/3000.
<b>Valuation Effective Date</b>				Datetime DD/MM/YYYY	Must be between 01/01/1753 & 31/12/3000.
<b>Valuation Reason Code</b>				Varchar(5)	
<b>Valuation Method Code</b>				Varchar(5)	
<b>Valuer Ref</b>				Numeric(6,0)	
<b>Source</b>				Varchar(20)	
<b>Valuation Amount</b>				Numeric(11,0)	
<b>Initial Yield</b>				Numeric(7,4)	
<b>Reversionary Yield</b>				Numeric(7,4)	
<b>Equivalent Yield</b>				Numeric(7,4)	
<b>Note</b>				Text	Free text field.
<b>Linked File Name</b>				Text	Free text field (SDL does not validate that the file exists).

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_unit\_capital\_valuation.txt*.

**What record(s) are generated?**

- Unit Capital Valuation record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## Unit Custom Data

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Custom Data record can be uploaded.
Unit Ref	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Custom data record can be uploaded.
Text o1				Varchar(35)	
Text o2				Varchar(35)	
Text o3				Varchar(35)	
Text o4 Etc until 2o				Varchar(35)	
Date o1				Datetime DD/MM/YYYY	
Date o2				Datetime DD/MM/YYYY	
Date o3				Datetime DD/MM/YYYY	
Date o4 Etc until 2o				Datetime DD/MM/YYYY	
Count o1				Numeric(5,0)	
Count o2				Numeric(5,0)	
Count o3				Numeric(5,0)	
Count o4 Etc until 2o				Numeric(5,0)	
Value o1				Numeric(13,2)	
Value o2				Numeric(13,2)	
Value o3				Numeric(13,2)	
Value o4 Etc until 2o				Numeric(13,2)	
Flags o1				Varchar(1)	Y or N
Flags o2				Varchar(1)	Y or N
Flags o3				Varchar(1)	Y or N
Flags o4 Etc until 2o				Varchar(1)	Y or N

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of **dev\_unit\_custom\_data.txt**.

**What record(s) are generated?**

- **Unit Custom Maintenance record**

**Are manual amendments needed to PM&A?** No. Though there is a prerequisite – see below.

**Other useful notes**
**Custom Data Label Maintenance Record**  
DLD will only populate the pre-existing custom data label maintenance tables and will not create these if they do not exist at the time of upload.

### **Y/N Fields**

These can only be entered as Y/N and not Yes/No for this entity.

## Unit Diary

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Diary record can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Diary can be uploaded.
<b>Event Date</b>	✓			Datetime DD/MM/YYYY	
<b>Event Type Code</b>	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
<b>Notice Date</b>		✓		Datetime DD/MM/YYYY	
<b>Bring Fwd Date</b>				Datetime DD/MM/YYYY	
<b>Date Completed</b>				Datetime DD/MM/YYYY	
<b>Note</b>				Text	Text box

**Are Standard Mappings provided?**

Yes all relevant mappings are provided under the file name of ***dev\_unit\_diary.txt***.

**What record(s) are generated?**

- Unit Diary Maintenance record

**Are manual amendments needed to PM&A?**

No.

**Other useful notes**

## Unit Document

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Property Ref	✓		✓	Numeric(6,o)	The Property Ref has to exist before a Unit Document can be uploaded.
Unit Ref	✓		✓	Numeric(6,o)	The Unit Ref has to exist before a Unit Document can be uploaded.
Document Type Code	✓		✓	Varchar(5)	Ensure that the codes exist in PM&A first.
From Date	✓			Datetime DD/MM/YYYY	
Document Date				Datetime DD/MM/YYYY	
Expiry Date				Datetime DD/MM/YYYY	
Deeds Packet Number				Varchar(20)	
Current Deeds Location			✓	Numeric(6,o)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
Last Deeds Location			✓	Numeric(6,o)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
Date Deeds Moved			✓	Datetime DD/MM/YYYY	Ensure that the 'Adviser' codes exist in PM&A first.
Location Note				Text	Text box.
Description Note				Text	Text box.
Linked File Name					Enter the full path (including the server) and the file name with the appropriate file extension.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_unit\_document.txt*.

**What record(s) are generated?**

- Unit Document Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Unit Measurement (Total)****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Measurement can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Note can be uploaded.
<b>Measurement Reason Code</b>	✓		✓	Varchar(5)	Ensure that the codes have been set up in PM&A first.
<b>Measurement Date</b>	✓			Datetime DD/MM/YYYY	
<b>Prime Record</b>				Varchar(1)	<p>This has to be set to Y or N. Only one Property Measurement Code can be set to Y for a property. Thus, users may subsequently need to check their Unit Measurement records within PM&amp;A, to ensure the correct record is set to Prime Record = Yes.</p> <p><i>Note: Prime Record set to Yes controls whether a unit measurement record appears under the Unit Enquiry.</i></p>
<b>Measurement Basis</b>				Varchar(7)	<p>Enter (hard coded in PM&amp;A):</p> <ul style="list-style-type: none"> <li>• Gr.Ext (Gross External)</li> <li>• Gr.Int (Gross Internal)</li> <li>• Net.Int (Net Internal)</li> <li>• ITZA</li> <li>• Other</li> </ul> <p>Blank will be defaulted to (None) in PM&amp;A.</p>
<b>Measured in</b>		✓		Varchar(5)	<p>Enter (these are hard coded in PM&amp;A):</p> <ul style="list-style-type: none"> <li>• M. (for Metres)</li> <li>• Ft. (for Feet)</li> <li>• Sq.ft (for Square feet)</li> <li>• Sq.m (for Square metres)</li> <li>• Cu.m (for Cubic metres)</li> <li>• Cu.ft (for Cubic feet)</li> <li>• Ha. (for Hectares)</li> <li>• Acres</li> </ul> <p><i>NOTE: If this field is left empty, PM&amp;A will enter Sq.m as the default.</i></p> <p><b><i>Warning: if users enter a 'Measured In' field that is incompatible with the 'Measurement Imperial Total' field, validation will prevent the source file from being uploaded.</i></b></p>

Column	M	R	CODE	FORMAT	Other Column Notes:
Imperial Total				Numeric(13,2)	This will only be active if the 'Measured in' field has been set to: <ul style="list-style-type: none"> <li>• Feet</li> <li>• Square Feet</li> <li>• Cubic Feet</li> <li>• Acres</li> </ul>
Metric Total				Numeric(13,2)	This will only be active if the 'Measured in' field has been set to: <ul style="list-style-type: none"> <li>• Metres</li> <li>• Square Metres</li> <li>• Cubic Metres</li> <li>• Hectares</li> </ul>
Measured By Adviser Ref			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>property advisor</i> first.
Note				Text	Text box

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_unit\_measurement.txt***.

**What record(s) are generated?**

- Unit Measurement Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes** **Y/N Fields**  
These can only be entered as Y/N and not as Yes/No in text files, for this entity.

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## Unit Note

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Note can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Note can be uploaded.
<b>Note Subject Code</b>	✓		✓	Varchar(5)	Ensure Codes exist in PM&A first.
<b>Note Text</b>	✓			Text	Text box

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_unit\_note.txt*.

**What record(s) are generated?**

- Unit Note Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

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## Unit Occupancy

<b>Are Standard Mappings provided?</b>	No.
<b>Format Table</b>	NA.
<b>What record(s) are generated?</b>	NA.
<b>Are manual amendments needed to PM&amp;A?</b>	No.
<b>Other useful notes</b>	Unit Occupancy records cannot be uploaded within their own entity. They are automatically created or updated on the upload of the Unit and Lease entities.

### Unit upload

A Unit Occupancy record with an 'Occupational Status' of Vacant will be created on a successful Unit upload, the From and To Dates will default to oo/oo/oooo.

### Lease upload

When a Lease is successfully uploaded, two things occur: (i) a new Unit Occupancy record is generated with an 'Occupational Status' of Occupied, the 'Date From' is taken from the 'Occupation Start Date' fields on the Lease and 'Date To' is left as oo/oo/oooo; (ii) The existing Unit Occupancy record with an 'Occupational Status' of Vacant created on the Unit upload will be amended so that the End Date is set to the day before the Occupied record Start Date.

### Unit Occupancy History Correction

After leases have been loaded, please run the above tool to ensure the Unit Occupancy History Report is correct. (Magic number required).

Found under: Tools\Tools>Data Fixing\Unit Occupancy History Correction.

## Unit Purchase & Sale

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Purchase & Sale can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Purchase & Sale can be uploaded.
<b>Purchase or sale</b>	✓			Varchar(10)	Select as appropriate from the drop down list: <ul style="list-style-type: none"><li>• Purchase</li><li>• Sale</li></ul>
<b>Prime Record</b>				Varchar(1)	There can only be one prime record per property. <ul style="list-style-type: none"><li>• Yes (default)</li><li>• No</li></ul>
<b>Council Approved Date</b>				Datetime DD/MM/YYYY	
<b>Exchange Date</b>				Datetime DD/MM/YYYY	
<b>Completion Date</b>				Datetime DD/MM/YYYY	
<b>Possession Date</b>				Datetime DD/MM/YYYY	
<b>Consideration</b>				Numeric(11,0)	
<b>VAT</b>				Numeric(11,0)	
<b>Other Costs</b>				Numeric(11,0)	
<b>Total Cost</b>				Numeric(11,0)	Do not enter this field. The upload will ignore any sum entered into this field, as PM&A auto calculates the 'Total Cost' by adding together the entered sums for 'Consideration', 'VAT' and 'Other Costs' fields.
<b>Other Party</b>				Varchar(45)	
<b>Stage</b>				Varchar(35)	
<b>Transaction Ref</b>				Varchar(20)	
<b>Privity Applies</b>				Varchar(1)	Select as appropriate from the drop down list: <ul style="list-style-type: none"><li>• Y (default)</li><li>• N</li></ul>
<b>Vendor Agent Ref</b>			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>property advisor</i> first.
<b>Vendor Solicitor Ref</b>			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
<b>Purchaser Agent Ref</b>			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>property advisor</i> first.

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Column	M	R	CODE	FORMAT	Other Column Notes:
Purchaser Solicitor Ref			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of <i>legal advisor</i> first.
Currency Code			✓	Varchar(5)	The following codes will exist in an empty database. Add more if necessary to PM&A prior to upload: <ul style="list-style-type: none"> <li>• GBP</li> <li>• EUR</li> </ul>
Text					This relates to the PM&A Note field on the Unit Purchase & Sale maintenance record.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_unit\_purchase\_sale.txt*.

**What record(s) are generated?**

- Unit Purchase & Sale Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes** **Y/N Fields**  
 These can only be entered as Y/N and not as Yes/No in text files, except for the Yes/No 'Prime Record' field, which will take both conventions, for this entity.

## Unit Rating Information

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓	Numeric(6,0)	The Property Ref has to exist before a Unit Rating Information record can be uploaded.
<b>Unit Ref</b>	✓		✓	Numeric(6,0)	The Unit Ref has to exist before a Unit Rating Information record can be uploaded.
<b>Rating Period</b>	✓		✓	Varchar(10)	Enter (these are hard coded in PM&A): • 2011/2012 • 2012/2013 • 2013/2014 and so on until 2017/2018
<b>Business Rate Code</b>	✓		✓	Varchar(5)	Ensure that the codes have been set up for the appropriate Rating period and exist in PM&A first.
<b>Default Currency Code</b>	✓		✓	Varchar(5)	Ensure Default Currency Codes exist in PM&A first.
<b>Rating List</b>				Numeric(4,0)	
<b>Rateable Value</b>				Numeric(11,0)	
<b>Rating Status</b>				Varchar(10)	Enter (these are hard coded in PM&A): • Exempt • Agreed • Assessed • Appealed
<b>Rates Payable P/A</b>				Numeric(11,2)	
<b>Empty Property Rate</b>				Varchar(1)	• Y • N (default)
<b>Generate Payments</b>				Varchar(1)	• Y • N (default)
<b>Note</b>				Text	
<b>Advisor Ref</b>			✓	Numeric(6,0)	Ensure that the 'Adviser' codes exist in PM&A and have been set up as 'advisory capacity' of property advisor first.
<b>Valuation Office Code</b>			✓	Varchar(5)	Ensure that the 'valuation Office' codes have been set up period and exist in PM&A first.
<b>Appeal Lodged Date</b>				Datetime DD/MM/YYYY	
<b>Appeal Note</b>				Text	Text box
<b>Instalment Frequency</b>		✓		Varchar(10)	Enter (these are hard coded): • Annually • Bi-annually • Periodic (default)
<b>Periods</b>		✓		Numeric(2)	Enter 2-12. Defaults to 10.
<b>Amount Payable</b>				Numeric(11,2)	Defaults from Rates Payable P/A if left blank.
<b>Payment day</b>		✓		Numeric(2)	Enter 1-28. Defaults to 1.

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Transaction Type Code</b>		✓	✓	Varchar(5)	Transaction Types must be: Category = Expense Posting Type = Property Expense Type = Non-Recoverable
<b>Schedule Ref</b>		✓	✓	Numeric(3,0)	
<b>Property Expense Code</b>		✓	✓	Varchar(12)	
<b>VAT Rate Code</b>		✓	✓	Varchar(5)	Only allows codes which have a zero percentage
<b>Creditor Account No.</b>		✓		Varchar(10)	Allows Creditor Type of Supplier or Other only
<b>Charge Start date</b>		✓		Datetime DD/MM/YYYY	Cannot be before 1 <sup>st</sup> April of the Rating Period
<b>Stop Charge At</b>				Datetime DD/MM/YYYY	Cannot be before Charged To Date
<b>Rating Authority Reference</b>		✓		nvarchar(26)	
<b>Project Element ID</b>				Varchar(35)	The 'Force Project Analysis' flag must be set to 'Yes' on the Transaction Type to enable this field.
<b>Payment Date 1-12</b>				Datetime 'DD/MM'	Up to 12 fields populated.  Must have the format 'DD/MM'. i.e. '01/04'
<b>Instalment Amount 1-12</b>				Numeric(11,2)	Up to 12 fields populated.  Amounts can be varied as long as the entered value is never nil and the total values entered equals the Rates Payable.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_unit\_rating.txt*.

**What record(s) are generated?**

- Unit Rating Information Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Y/N Fields  
These can be entered either as Y/N or as Yes/No in text files, for this entity.

## Unit Valuation

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Ref</b>	✓		✓		The Property Ref must exist.
<b>Unit Ref</b>	✓		✓	Numeric(6,o)	The Unit Ref must exist.
<b>Valuation Date</b>	✓			Datetime DD/MM/YYYY	This relates to the Date Valued field on the PM&A Unit Valuation maintenance record.
<b>Default Currency Code</b>	✓			Varchar(5)	Ensure Codes exist in PM&A first.
<b>Valuation Effective Date</b>				Datetime DD/MM/YYYY	
<b>Valuation Reason Code</b>			✓	Varchar(5)	Ensure Codes exist in PM&A first.
<b>Valuation Method Code</b>			✓	Varchar(5)	Ensure Codes exist in PM&A first.
<b>Valuer Adviser Ref</b>			✓	Numeric(6,o)	This relates to the Valuer Ref field on the PM&A Unit Valuation maintenance record. Ensure 'Adviser' codes with 'advisory capacity' of property advisor exist in PM&A.
<b>Source</b>				Varchar(20)	Text box
<b>Measured In</b>				Varchar(5)	Enter (these are hard coded in PM&A): ( case sensitive) <ul style="list-style-type: none"> <li>• <b>M.</b> (for Metres)</li> <li>• <b>Ft.</b> (for Feet)</li> <li>• <b>Sq.ft</b> (for Square feet)</li> <li>• <b>Sq.m</b> (for Square metres)</li> <li>• <b>Cu.m</b> (for Cubic metres)</li> <li>• <b>Cu.ft</b> (for Cubic feet)</li> <li>• <b>Ha</b> (for Hectares)</li> <li>• <b>Acres</b></li> </ul>
<b>Measurement Basis</b>				Varchar(7)	Enter (hard coded in PM&A): <ul style="list-style-type: none"> <li>• <b>Gr.Ext</b> (for Gross External)</li> <li>• <b>Gr.Int</b> (for Gross Internal)</li> <li>• <b>Net.Int</b> (for Net Internal)</li> <li>• <b>ITZA</b></li> <li>• <b>Other</b></li> </ul> Blank will be defaulted to (None) in PM&A
<b>Value Per Measurement Unit</b>				Numeric(13,2)	
<b>Valuation Amount</b>				Numeric(10,0)	
<b>Linked File Name</b>					This relates to the Linked File Name field on the Unit Valuation Maintenance record. Enter the full server path plus the file name and extension.
<b>Note</b>				Text	

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_unit\_valuation.txt*.

**What record(s) are generated?**

- Unit Valuation Maintenance record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

## 10. PM&A Batch Entities

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### Overview

Batch Entities is a phrase that is used to describe the entities that are found within the PM&A batch posting routine:

#### Non Journal Batches

- Ad Hoc Charges
- Cashbook Receipt
- Creditor Invoices
- Debtor Opening Balances
- Debtor Receipts
- Document Logging
- Opening Cashbook Receipt
- Receipt Processing

#### Journal Batches

- Accruals and Prepayments
- Journal Transfers and Adjustments
- Opening Balances Journal
- Opening Property Expense Journal Posting
- Property Expense Journal Posting

SDL may be used in different ways. However, Batch Entities may only be used with the ***Text File Upload routine***. Trace will provide mappings.

When a batch entity has been uploaded successfully into PM&A, one or more balanced batches will be generated. The batch header will be created with:

- A total count equal to the total rows in the source data file.
- The default date will be Today's date.
- The status of the batch will be 'Balanced'.

If *any* row in the source data file fails to pass *all* validation tests then the batch will not be imported in to PM&A. Thus none of the source data file's data will be imported. Instead, information relating to the errors will be returned for each row. Users will then have to amend all errors before proceeding and importing a successful batch.

It is strongly recommended that file sizes are kept small, this aids correcting any validation issues that can occur during an upload. Users who load larger files are warned that this may cause locking issues.

This section will detail each batch entity on its own with:

- A Format Table that includes: Column names; Mandatory/ Recommended Columns; whether a PM&A code needs to pre-exist; Column format and any miscellaneous Column data entry notes.
- Whether any standard mappings are provided by Trace.
- Whether any other records are generated.
- Advice on appropriate manual amendments in PM&A.
- Other useful notes.

## Accruals and Prepayments

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Transaction Type Code	✓		✓	Varchar(5)	<p>Must select a code already set up on PM&amp;A database. The code must be of Posting type Property or Financial Accounts and is of Category</p> <ul style="list-style-type: none"> <li>• Prepayment Income</li> <li>• Prepayment Expense</li> <li>• Accrual Income</li> <li>• Accrual Expense</li> </ul> <p>Can use Look up on SDL window.</p>
Property Ref	✓		✓	Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database <b>only if Transaction Posting type of 'Property Accounts'</b></p> <p>Can use Look up on SDL window.</p>
Schedule Ref	✓		✓	Numeric(3,0)	<p>Must enter a ref already set up on PM&amp;A database <b>only if Transaction Posting type of 'Property Accounts'</b> <b>AND</b> Transaction used has an expense type of 'S/C Recoverable' or 'Direct via Schedule'.</p> <p>Can use Look up on SDL window.</p>
Property Expense Code	✓		✓	Varchar(5)	<p>Must select a code already set up on PM&amp;A database <b>Only if Transaction Posting type of 'Property Accounts'</b> Transaction used has an expense type of 'S/C Recoverable' or 'Direct via Schedule' or 'Direct from Debtor'.</p> <p>Can use Look up on SDL window.</p>
Client Ref	✓		✓	Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database <b>only if Transaction Posting type of 'Financial Accounts'</b>.</p> <p>Can use Look up on SDL window.</p>
Division Ref	✓		✓	Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database <b>only if Transaction Posting type of 'Financial Accounts'</b> and a Department Ref has been entered.</p> <p>Can use Look up on SDL window.</p>
Department Ref			✓	Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database.</p> <p>Can use Look up on SDL window.</p>

## Structured Data Load User Manual

Column	M	R	CODE	FORMAT	Other Column Notes:
Chart Code	✓		✓	Varchar(12)	Must select a code already set up on PM&A database <b>only if Transaction type doesn't have a Debit Chart code for Transaction type set up for Category: Accrual Expense or Prepayment Income.</b> Can use Look up on SDL window.
Accrual/Prepayment Chart Code	✓		✓	Varchar(12)	Must select a code already set up on PM&A database <b>only if Transaction type doesn't have a Credit Chart code for Transaction type set up for Category: Accrual Income or Prepayment Expense; AND control account of N/A.</b> Can use Look up on SDL window.
S/L				Varchar(1) Must be in range A - Z	If left blank will default to the Sub Ledger set up on the Transaction type used. User can upload in to this field but cannot manually type into this field within SDL. Can override default but must select a code already set up on PM&A database.
Account Date		✓		Datetime DD/MM/YYYY	If left blank will default to Today's date when imported in to PM&A.
Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Account Date when imported in to PM&A.
S/L Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
VAT Tax Point Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
Amount	✓			Numeric(10,2)	For a Transaction type with a Category of: <ul style="list-style-type: none"><li>• Accrual Expense or Prepayment Income - enter Debit amount.</li><li>• Accrual Income or Prepayment Expense – enter Credit amount.</li></ul> Warning: <b><u>Enter neutral sign</u></b> as SDL will determine which accounts should be credited/ debited for the current and next periods using the transaction type.
Narrative				Varchar (40)	

Column	M	R	CODE	FORMAT	Other Column Notes:
GL Analysis Code		✓	Varchar(5)		If left blank, will default to the GL Analysis code (if already set up) on the Transaction Type selected. Can override default but must select a code already set up on the PM&A database. Can use Look up on SDL window.
GL Transaction Note				Note	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_accruals\_prepayments.txt*.

**What record(s) are generated?**

- Accruals and Prepayments Batch record

**Are manual amendments needed to PM&A?** No.

#### **Other useful notes**

#### **No. of Transactions Generated**

For each row entered on the source data file, 4 transactions will be created (as it auto-generates reverse transactions for the next period like the PM&A functionality).

#### **Transaction Type Codes**

- Transaction type codes with the following categories may be entered: 'Accrual - Expense'; 'Accrual – Income'; 'Prepayment – Income'; 'Prepayment – Expense'.
- The transaction Posting can be at 'Property' or 'Financial' level.

#### **Property Expense Analysis Code**

- The Property Expense Analysis code must be entered for transaction types with an expense type 'Direct via Schedule', 'Direct from Debtor', 'S/C Recoverable'.
- For transactions with expense type of 'Asset' and 'Liability', the system will validate it if one exists, but if it does not exist, it will save the record and treat it as if a property expense analysis code is not supplied for that line.
- For transactions with expense type 'N/A', a property expense analysis code is not required.

## Ad Hoc Charges

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Transaction Type Code</b>	✓		✓	Varchar(5)	Depending on whether a <b>Property Accounts</b> or <b>Financial Accounts</b> transaction type is entered will determine which other fields may or may not be entered. Same rules as in PM&A apply.
<b>Debtor Account No</b>	✓		✓	Varchar(10)	<p><b>Property Accounts:</b> This is a mandatory field.</p> <p><b>Financial Accounts:</b> Do not enter debtor account no.</p>
<b>Client Ref</b>	✓		✓	Numeric(6,0)	<p><b>Property Accounts:</b> User does not need to enter the client ref. The batch will be populated with the client ref linked to the entered debtor account no.</p> <p><b>Financial Accounts:</b> This is a mandatory field. Must enter a ref already set up on PM&amp;A database. Can use Look up on SDL window.</p>
<b>Property Ref</b>			✓	Numeric(6,0)	<p><b>Property Accounts:</b> This is a mandatory field.</p> <p><b>Financial Accounts:</b> Do not enter a property ref.</p>
<b>Division Ref</b>			✓	Numeric(6,0)	<p><b>Property Accounts:</b> Do not enter any data.</p> <p><b>Financial Accounts:</b> Entering a code is optional. However, note that if a Department code is entered, then a Division Code is mandatory.</p>
<b>Department Ref</b>			✓	Numeric(6,0)	<p><b>Property Accounts:</b> Do not enter any data.</p> <p><b>Financial Accounts:</b> Entering a code is optional.</p>
<b>Schedule Ref</b>			✓	Numeric(3,0)	
<b>Expense Code</b>			✓	Varchar(12)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
Credit Chart Code			✓	Varchar(12)	<p>Users don't need to enter a credit chart code if the credit chart code has been set up on their selected transaction type.</p> <p>Where their selected transaction type has a <i>credit</i> chart code with Override = No, an error message will be returned; Where the override is set to Yes, the uploaded chart code will be used.</p>
Sub Ledger Code				DO NOT ENTER	<p><b>Property/Financial Accounts:</b></p> <p>Users must not enter any data into this field. The upload will use the sub ledger linked to the selected Transaction type.</p>
Debit Chart Code			✓	Varchar(12)	<p>Users don't need to enter a debit chart code if the debit chart code has been set up on their selected transaction type.</p> <p>Where their selected transaction type has a <i>debit</i> chart code with Override = No, an error message will be returned; Where the override is set to Yes, the uploaded chart code will be used.</p>
Account Date		✓		Datetime DD/MM/YYYY	<p><b>Property/Financial Accounts:</b></p> <p>The period that you are posting to must be 'Current', 'Open' or 'Closed'. If left blank will default to Today's date when imported into PM&amp;A.</p>
Effective Date				Datetime DD/MM/YYYY	<p><b>Property/Financial Accounts:</b></p> <p>If left blank will default to Account date when imported into PM&amp;A.</p>
SL Effective Date				Datetime DD/MM/YYYY	<p><b>Property/Financial Accounts:</b></p> <p>If left blank will default to Effective date when imported into PM&amp;A.</p>
Net Amount	✓			Numeric(10,2)	<p><b>Property/Financial Accounts:</b></p> <p>This must be entered.</p>
VAT Rate Code	✓		✓	Varchar(5)	<p><b>Property/Financial Accounts:</b></p> <p>This must be entered.</p>
VAT Amount				Numeric(10,2)	<p>If left blank will default to a calculated amount from the VAT Rate Code and the Net Amount.</p>
Narrative				Varchar(40)	<p><b>Property/Financial Accounts:</b></p> <p>This is uploaded into the item level narrative.</p>

Column	M	R	CODE	FORMAT	Other Column Notes:
GL Analysis Code			✓	Varchar(12)	Must exist in PM&A.
Project Element ID			✓	Varchar(35)	Must exist in PM&A.
From Date		✓		Datetime DD/MM/YYYY	<b>Property/Financial Accounts:</b> If left blank will upload as 00/00/0000.
To Date		✓		Datetime DD/MM/YYYY	<b>Property/Financial Accounts:</b> If left blank will uploaded as 00/00/0000.
Demand Narrative				Text	Maximum of 700 characters.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of **dev\_ad\_hoc\_charge.txt**.

**What record(s) are generated?**

- Ad Hoc Charge Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**No. of Transactions Generated**  
For each row entered on the source data file, 4 transactions will be created (as it auto-generates reverse transactions for the next period like the PM&A functionality).

#### Transaction Type

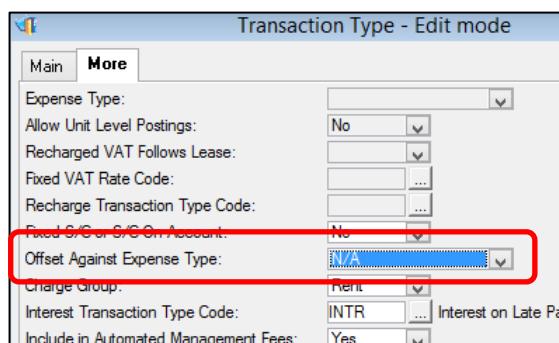
Note that where the selected transaction type has a credit/debit chart code with Override = No, the uploaded chart code will be ignored; Where the override is set to Yes, the uploaded chart code will be used.

#### Stop flags

Validation will prevent a text file from being uploaded where the Lease has a Breach Status of 'Stop' or the Debtor stop flag is set to 'Yes'.

#### Offset Transactions

Offset transactions are allowed (an offset transaction is one where the transaction type has an 'Offset Against Expense Type' set to anything other than 'N/A', in PM&A).



## Cash Book Payments

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Creditor Account No</b>	✓		✓	Varchar(10)	Must already exist in PMA db.
<b>Payee Name</b>	✓			Varchar(45)	If not specified will default to the Creditor's name.
<b>Bank Account Id</b>	✓			Varchar(12)	Must already exist in PMA db, and must have a 'cash control' chart code specified.
<b>Cash Type</b>	✓		✓	Varchar(18)	Can be set to: Cheque [default if left blank], Credit Transfer, Direct Debit, Standing Order, Cash, Bankers Draft, CHAPS, BACS, Direct To Company, Faster Payments, Transfer, refer to Drawer, Represented or Written Back.
<b>Effective Date</b>	✓			Datetime DD/MM/YYYY	Defaults to today's date if left blank.
<b>Transaction Type</b>	✓		✓	Varchar(5)	Must already exist in PMA db.
<b>Client Ref</b>	✓		✓	Numeric(6,0)	Must already exist in PMA db.
<b>Account Date</b>	✓			Datetime DD/MM/YYYY	Defaults to today's date when left blank.
<b>S/L Eff Date</b>	✓			Datetime DD/MM/YYYY	Defaults to today's date when left blank.
<b>Debit Chart Code</b>	✓		✓	Varchar(12)	Must already exist in PMA db as a valid chart code.
<b>Amount</b>	✓			Numeric(13,2)	
<b>Computer Cheque</b>				Varchar(3)	Enter either 'Yes' or 'No', or 'Y' or 'N'. Defaults to 'No' if left blank.
<b>Cheque Reference</b>				Varchar(45)	Mandatory for cash types of 'Cheque', otherwise can be left blank.
<b>Property Ref</b>			✓	Numeric(6,0)	Must already exist in PMA db.
<b>Schedule Ref</b>			✓	Numeric(3,0)	Must already exist in PMA db as a valid property expense schedule.
<b>Expense Code</b>				Varchar(12)	Must already exist in PMA db as a valid property expense.
<b>Division Ref</b>			✓	Numeric(6,0)	Must already exist in PMA db as a valid division reference against the client.
<b>Department Ref</b>			✓	Numeric(6,0)	Must already exist in PMA db as a valid department reference against the Division Reference above.
<b>Vat Tax Point Date</b>				Datetime DD/MM/YYYY	
<b>Vat Rate Code</b>			✓	Varchar(5)	Must already exist in PMA db.
<b>Recovery Vat Amount</b>				Numeric(13,2)	
<b>Original Vat Amount</b>				Numeric(13,2)	
<b>GL Analysis Code</b>			✓	Varchar(12)	
<b>Narrative</b>				Varchar(40)	Free text field.

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**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_cashbook\_payment.txt*.

**What record(s) are generated?**

- Cashbook Payment Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Generated batches**  
Valid data uploaded from Structured Data Load will:

- Generate a 'Balanced' **Cash Book Payments Posting** batch. The batch may then be released within PM&A.
- One batch will be created for each valid text file.
- One document-level cash book record will be created for each group of rows with the same Creditor, Payee Name, Bank Account, Effective Date, Computer Cheque Flag, Cash Type and Reference (except where the reference is not specified, in which case a separate cash book record will be created).

Note that there is no provision for specifying a **Project Id** for project accounting.

### **Yes/No Field**

The Yes/No 'Computer Cheque' field can be entered either as Y/N or Yes/No, , for this entity.

### **Add-on**

Only available via an Add-on facility. Contact your Account Manager for details.

## Cash Book Receipts

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Debtor Account Number	✓		✓	Varchar(10)	Must already exist in PMA db.
Bank Account ID	✓		✓	Varchar(12)	Must already exist in PMA db.
Effective Date	✓			Datetime DD/MM/YYYY	Defaults to today's date if left blank.
Paying in Reference	✓			Varchar(18)	
Cash Type	✓			Varchar(15)	Must already exist in PMA db.
Cheque Reference	✓			Numeric(6,0)	
Transaction Type	✓		✓	Varchar(5)	Must already exist in PMA db.
Recoverable Amount	✓			Numeric(12,2)	Can be negative.
Account Date	✓			Datetime DD/MM/YYYY	Defaults to today's date if left blank.
S/L Eff Date	✓			Datetime DD/MM/YYYY	Defaults to today's date if left blank.
Narrative				Varchar(40)	
Client Ref				Numeric(6,0)	Must already exist in PMA db.
Schedule Ref				Numeric(3,0)	Must already exist in PMA db.
Expense Code			✓	Varchar(12)	Must already exist in PMA db.
VAT Rate Code			✓	Varchar(5)	Must already exist in PMA db.
Recoverable VAT Amount				Numeric(12,2)	
Original VAT Amount				Numeric(12,2)	
Property ref				Numeric(6,0)	Must already exist in PMA db and be linked to the Client ref (if populated).
Division Ref				Numeric(6,0)	Must already exist in PMA db and be linked to the client ref which is attached to the property ref.
Department Ref				Numeric(6,0)	Must already exist in PMA db and be linked to the department ref.
Credit Chart Code			✓	Numeric(12,0)	
VAT Tax Point Date				Datetime DD/MM/YYYY	
GL Analysis Code			✓	Varchar(12)	

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**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_cashbook\_receipt.txt*.

**What record(s) are generated?**

- Cashbook Receipt Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Draft bank statements are created for bank accounts if they don't already exist when saving the Cashbook Receipt batch entity record.

### **Generated batches**

One batch will be generated per \*.txt file that is uploaded. Each uploaded batch can hold a maximum of 500 Documents.

Where there are two or more rows with the same Debtor Account Number, Effective Date, Bank Account Id, Cash Type, Paying-in Reference and Cash Reference, only one Cash Book record will be created for these rows.

### **Add-on**

Only available via an Add-on facility. Contact your Account Manager for details.

## Creditor Invoices

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Supplier Account Code	✓		✓	Varchar(10)	This is the PM&A creditor reference code. The column within the module's Creditor Invoice window is displayed as "Account No".
Document Type	✓		✓	Varchar(5)	Enter a PM&A transaction type, set up with a Category of 'Narrative Only' and a 'Posting Type' of Property (i.e. PIN).
Office Code			✓	Varchar(2)	This may be mandatory depending on your organisation's configuration of PM&A. Mappings Note: Trace standard mappings ought to be mapped to File Column Name of "Office" (to match the source data file), and the Column Name ought to be mapped to "office_code". Seek Trace assistance if you're not sure. See <i>Creditor Invoices/Other Useful Notes/Office Codes</i> below.
Invoice Date	✓			Datetime DD/MM/YYYY	
Start Date		✓		Datetime DD/MM/YYYY	This is the From Date field in PM&A.
End Date		✓		Datetime DD/MM/YYYY	This is the To Date field in PM&A.
Invoice Reference				Varchar(35)	No warnings are given for duplicate reference keys.
Document Narrative				Varchar(40)	Uploaded data will populate the document narrative. However, if this field is left blank, the upload will automatically generate the following narrative: "Gen'd Dataloader (DD/MM/YY-HH:MM:SS)".
Transaction Type	✓		✓	Varchar(5)	The transaction type selected must be one set up as a 'Category' of Expense; 'Posting Type' of Property OR Financial and an Expense Type of either 'Blank', 'Non Recoverable', 'S/C Recoverable' or 'Direct from Debtor' i.e. APS, DVD. The same rules as in PM&A apply.
Property Ref	✓		✓	Numeric(6,0)	User must enter the property ref if posting type is Property. Users can not enter a Property Ref if posting type is Financial.
Unit Ref			✓	Numeric(6,0)	

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Property Schedule Code</b>			✓	Numeric(6,o)	User must enter if a transaction type code is entered with a 'Category' of Expense and 'Expense Type' S/C Recoverable, i.e. APS.
<b>Property Expense Code</b>			✓		User must enter if a transaction type code is entered with a 'Category' of Expense, irrespective of 'Expense Type', i.e. APS, DVD. Displayed as "Expense Code" in SDL window.
<b>Client Ref</b>			✓	Numeric(6,o)	Must exist as a valid <b>Client</b> in PM&A.
<b>Division Ref</b>			✓	Numeric(6,o)	Must exist as a valid <b>Division</b> in PM&A and be attached to the above <b>Client</b> .
<b>Department Ref</b>			✓	Numeric(6,o)	Must exist as a valid <b>Department</b> in PM&A and be attached to the above <b>Division</b> .
<b>Chart Code</b>			✓		This relates to the debit chart code on the PM&A Creditor Invoice batch posting window named 'Debit Chart/ S-Ledger'. Users may enter a valid chart code (i.e. period accounts have been set up for the property).
<b>Credit Chart Code</b>			✓		This relates to the credit chart code on the PM&A Creditor Invoice batch posting window named 'Credit Chart Code'. Users may enter a valid chart code (i.e. period accounts have been set up for the property).
<b>S/L</b>					Note that this is not a mapped column, thus users cannot use a text file to import data into SDL. However this is not necessary as the system will automatically use the Sub Ledger information from the supplied Transaction Type Code.
<b>Analysis Code</b>			✓		Currently automatically populates with the GL analysis code entered on the Transaction type, and will ignore any different code uploaded in the source txt. <b>WARNING: this means that where no GL analysis code has been entered on the transaction type, importing a txt file with a GL analysis code will be ignored.</b>
<b>Project Element ID</b>			✓	Varchar(35)	
<b>Account Date</b>				Datetime DD/MM/YYYY	If left blank will default to the System Date, i.e. the actual date the upload is performed.
<b>Effective Date</b>				Datetime DD/MM/YYYY	If left blank will default to the invoice date.

Column	M	R	CODE	FORMAT	Other Column Notes:
Payment Due Date				Datetime DD/MM/YYYY	If left blank, the system will automatically calculate the appropriate due date using the uploaded invoice date and the Payment Terms Days field on the PM&A Creditor maintenance record.
Tax Date				Datetime DD/MM/YYYY	Note that within the module's Creditor Invoice tab this is displayed as "VAT Tax Point".
S/L Effective Date				Datetime DD/MM/YYYY	If left blank, the system will populate the sl effective date field within PM&A from the uploaded effective_date.
Net Line Amount	✓			Numeric(12,2)	Note that within the module's Creditor Invoice tab this is displayed as "Net Amount".
VAT Rate Code	✓		✓	Varchar(5)	Note that within the module's Creditor Invoice tab this is displayed as "VAT Rate".
VAT Amount				Numeric(12,2)	Calculated amount taken if left blank
Item From Date				Datetime DD/MM/YYYY	Item level From Date. Defaults to Document Level From Date. (Start Date above).
Item To Date				Datetime DD/MM/YYYY	Item level To Date. Defaults to Document Level To Date. (End Date above).
S/C Split				Varchar(3)	Enter either 'Yes' or 'No', or 'Y' or 'N'. Defaults to 'No' if left blank. Uses the item from and to dates, and if they are blank then the document from and to dates. Dates must cross s/c periods, there must be an open period for the 'to' date. From date must be within a current period.
Item Narrative				Varchar (40)	Note that within the module's Creditor Invoice tab this is displayed as "Item Narrative", and will populate the PM&A batch, Item level narrative.
CIS Applies				Varchar(3)	Enter either 'Yes' or 'No', or 'Y' or 'N'. Only enabled if the 'Allow CIS Item Override' flag in the PM&A security group is set to 'Yes'.
Debtor Account No.			✓	Varchar(10)	Mandatory on 'Direct Via Debtor' types. Debtor account number must exist in PM&A.
GL Transaction Note				Note	
FICO Allowable Expense Amount				Numeric(12,2)	Must be less than or equal to the Net line amount. Only allowed on FICO enabled clients.
Scanned File Location				Note	Also use of a browser button to select the file. Field can be left blank regardless of any system configuration settings.
Scanned Invoice URL				Varchar(255)	Defaults to blank.

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of ***dev\_creditor\_invoice.txt***.

**What record(s) are generated?**

- **Creditor Invoice Batch record**
- **Ad Hoc Charge** (recharge batch when a transaction type with an Expense Type of 'Direct Via Debtor' is used)

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Generated batches**

One or more batches will be generated per \*.txt file that is uploaded. Data within the source.txt file will be uploaded into appropriate documents and items according to the upload rules.

These rules are:

- Document Grouping: Data that is for the same Creditor, Document Type, Invoice date, Invoice ref and Office will be grouped together and uploaded into the same document level, and then split out into various item levels beneath it. Such data will be grouped together under the same document level irrespective of which rows they have been input into in the \*.txt file. SDL will automatically organise it for you. (This only applies if the 'Enable Grouping' flag, found in the Configuration Settings, is set to 'Yes'. (See **System Configuration** above). If the 'Enable Grouping' flag is set to 'No' then the file is uploaded as is, only grouping rows which are next to each other and where the key data is the same.
- Any deviations from the rule above will result in data being entered into a separate document/ item.
- The From date, To date and Property ref will be ignored for the purpose of the document grouping.
- The From and To date at document level will be the same as the From and To date on the first item created within it.

**Stop Flags in PM&A**

Creditor: In PM&A if the Stop flag is set to Yes on the Creditor Maintenance record, validation will prevent the data file from being uploaded.

Property: In PM&A if the Stop Postings flag is set to Yes on the Property Accounting Maintenance record, validation will prevent the data file from being uploaded.

**Missing Service Charge Periods**

The source file will be uploaded successfully even where there are missing Service Charge Periods. The transactions will still appear on the appropriate Service Charge reports when the Service Charge periods are subsequently created.

## Office Codes

The PM&A software is the system in which you need to set up your organisation's requirements regarding logging invoices by office code. Where 'Log Invoices by Office' is set to Yes (PM&A system, Maintain/ Accounts/ System Accounts/ Main Tab); and depending on whether the 'Office Code' is populated under the User maintenance record (PM&A system, Maintain/ System Control/ User details) – uploads from SDL will vary. The SDL rules are as follows:

- Where both the source file and the log in User Id do not have an office code set up in PM&A, the entire file will be validated that the system has been set up to log invoices by office and the entire file will not be uploaded. Please check every row on the source file and enter appropriate office codes;
- Where the user Id does have an office code set up in PM&A but the source file does not, the entire file will be validated that the system has been set up to log invoices by office and the entire file will not be uploaded. Please check every row on the source file and enter appropriate office codes;
- Where the user Id doesn't have an office code but the source file does, the entire file will be uploaded. URN's will be allocated by the office code entered on the source file;
- Where both the source file and the log in User Id have an office code, the entire file will be uploaded. URN's will be allocated by the office code entered on the source file – note that the office code on the User will be ignored in favour of the source file\*;

## S/C Split

If the S/C Split column is set to 'Yes' then the creditor invoice batch will upload as normal and upon being released in PM&A will create a S/C Period Transfers batch (normal PM&A validation criteria must be met for the split s/c period invoice to be uploaded).

## Yes/No Fields

The Yes/No fields can either be uploaded as Yes/No or Y/N in text files, for this entity.

### **General Limitations**

#### CIS

Currently on basic CIS information can be uploaded into the PM&A database. (Creditor deduction type of 'None'). The DLD 'CIS Applies' flag is only enabled if the 'Allow CIS Item Override' flag in the PM&A security group is set to 'Yes'.

Creditor Invoices that require a CIS tax deduction will still not be handled through Data Load and must be entered manually.

### **Performance Recommendations**

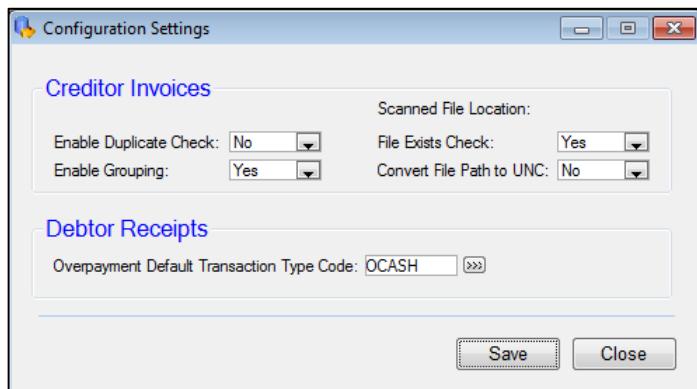
Users are recommended to keep file sizes (i.e. number of rows of data) as small as possible. Trace recommends for transaction types with an Expense type of:

- S/C Recoverable: 300 rows
- Direct from Debtor: 50 rows
- Where posting type is Financial, users cannot save data into the Property Ref, Unit Ref, Property Schedule and Expense Code columns.
- Where posting type is Property, users cannot save data into the Division Ref and Department Ref columns.

### **Other Validation**

### System Configuration Settings and Duplicate Invoices

Duplicate creditor invoices can be flagged as such when uploading creditor invoices batch files if the 'Enable Duplicate Check' flag is set to 'Yes' in the DLD System Configuration record.



The default setting is 'No'.

A suitable error message is displayed if a creditor invoice record is uploaded to PMA with duplicate data that already exists in the database.

Errors		
Column	Row	Message
11	1	Duplicate invoice for creditor 4, invoice reference '4' and invoice date 19/10/2012

### Batches of over 1000 rows

When loading batches where there are 1000+ rows a system message prompts the user whether they want to load the data in batches of 500.

If the user selects 'Yes' when prompted and if the first batch loaded ok but the second batch fell over with an error, the system removes the first set of 500 rows from the screen, allowing the user to correct the information in the second set of data before uploading that batch again.

**Debtor Opening Balances Journal****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
Debtor Account No	✓		✓	Varchar(10)	Must already exist on PMA db.
Document Transaction Type	✓			Varchar(5)	Must already exist on PMA db.
Bank Account ID	✓			Varchar(12)	Must already exist on PMA db.
Invoice Style	✓			Varchar(16)	<p>Choose from:</p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Invoice</li> </ul> <p>If the debtor is linked to a client (i.e. a 'Tenant', 'Client' or 'Landlord' debtor) then the invoice style that they've chosen must be the same as that in the Client Account record.</p>
Invoice Ref	✓			Numeric(10,0)	
Invoice Date	✓			Datetime DD/MM/YYYY	
Document Net Amount	✓			Numeric(12,2)	
Document VAT Rate Code	✓		✓	Varchar(5)	
Item Transaction Type	✓		✓	Varchar(5)	
Credit Chart Code	✓		✓	Varchar(12)	
Debit Chart Code	✓		✓	Varchar(12)	
Account Date	✓			Datetime DD/MM/YYYY	
Effective Date	✓			Datetime DD/MM/YYYY	
S L Effective Date	✓			Datetime DD/MM/YYYY	
Client Ref			✓	Numeric(6,0)	Must already exist on PMA db.
Property Ref			✓	Numeric(6,0)	Must already exist on PMA db.
Document From Date				Datetime DD/MM/YYYY	
Document To Date				Datetime DD/MM/YYYY	
Document VAT Amount				Numeric(12,2)	
Document Narrative				Varchar(40)	
Division Ref			✓	Numeric(6,0)	Must already exist on PMA db.
Department Ref			✓	Numeric(6,0)	Must already exist on PMA db.
Item From Date				Datetime DD/MM/YYYY	
Item To Date				Datetime DD/MM/YYYY	
Item Net Amount				Numeric(12,2)	
Item VAT Rate Code	✓		✓	Varchar(5)	
Item VAT Amount				Numeric(12,2)	
Item Narrative				Varchar(40)	
G L Analysis Code			✓	Numeric(12,0)	Must already exist on PMA db.

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of ***dev\_debtor\_ob.txt***.

**What record(s) are generated?**

- **Debtor Opening Balances Batch record**

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Data uploaded into PM&A will be grouped into one document where they share the same data for all the following fields:

- Bank Account Id
- Debtor
- Invoice Ref
- Invoice Style
- Transaction Type
- VAT Rate Code

**Add-on**

Only available via an Add-on facility. Contact your Account Manager for details.

The item level fields allow the batch to have a mixture of VAT codes on the same invoice.

## Debtor Receipt Batch

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Debtor Account No	✓		✓	Varchar(10)	Must already exist on PMA db.
Paying-In Reference					
Cash Type	✓			Varchar(15)	Can be set to: Cheque, Credit Transfer, Direct Debit, Faster Payments, Standing Order, Cash, Bankers Draft, CHAPS, BACS, Direct To Client.
Reference	✓			Numeric(6,0)	
Receipt Date	✓			Datetime DD/MM/YYYY	
Amount	✓			Numeric(12,2)	
Charge Batch Ref				Numeric(8,0)	See 'Other useful notes' below.
Charge Item Ref				Numeric(8,0)	See 'Other useful notes' below.
Charge URI				Numeric(11,0)	See 'Other useful notes' below.
Invoice Ref				Numeric(8,0)	See 'Other useful notes' below.
Invoice Style				Varchar(11)	See 'Other useful notes' below.  Can either be 'Invoice' or 'Application'.
Effective Date				Datetime DD/MM/YYYY	If not specified, will default to today's date. The date will not be allowed if it does not fall within a valid PM&A accounting period or is a future date.
Currency Code			✓	Varchar(5)	Must already exist within the PMA database.  Currency Codes cannot be mixed within batches.
Office Code			✓	Alpha(2)	
Name on Cheque				Varchar(45)	
Narrative				Varchar(40)	

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of ***dev\_debtor\_receipt.txt***.

**What record(s) are generated?**

- Debtor Receipt Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

### Add-on

Only available via an Add-on facility. Contact your Account Manager for details.

### Mandatory Field

One of the following must be present:

- 1) charge uri
- 2) Invoice ref and invoice style (of the charge(s))
- 3) Charge batch ref and item number

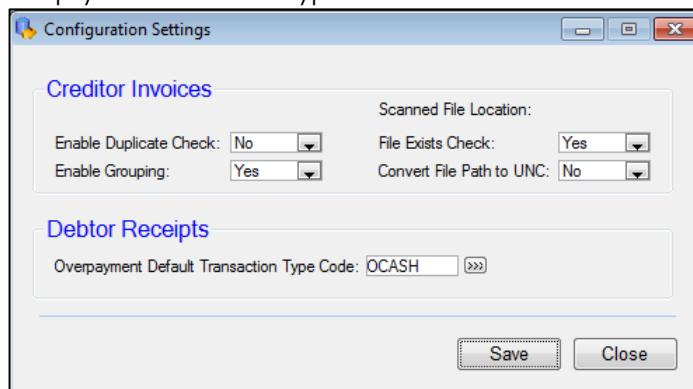
### Overpayments

If the amount received is greater than the charge that it is being allocated against, then an overpayment will be created. The Transaction Type code of the overpayment is defined in the new System Configuration record – see below.

Please note that overpayments cannot be created when allocating receipts by Invoice Ref & Invoice Type, as the amount received must match the amount of the invoice, otherwise it will be rejected.

### System Configuration

A System Configuration record has been added to Data Load under File ➤ Open ➤ System Configuration. Initially it will only hold data regarding the default overpayment transaction type code.



The user must tab out of the field before using the Save button in the toolbar after entering the Transaction Type in order to ensure it is saved.

### Additional Information

Important things to note :-

- Only those charges that have been released and invoiced can be selected for allocation.
- Whether or not the receipt amount is positive or negative, the receipt will be allocated against the charge; a positive amount will reduce the arrears, a negative one will increase the arrears.

## Document Logging

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Office Code		✓	✓	Varchar(2)	Mandatory if 'Log Invoices by Office' is set to 'Yes' in System Accounting Parameters. Must be a valid office code.
Property Reference		✓		Numeric(10,0)	Must already exist on PMA db.
Authorising Manager Code		✓	✓	Varchar(5)	Mandatory if 'Batch Approved Invoices Only' is set to 'Yes', unless a property reference has been specified: <ul style="list-style-type: none"> <li>If a property reference has been specified, and no authorising manager code, the authorising manager code will be set to the property's manager code.</li> <li>If a property reference and an authorising manager code have been specified, the manager code must be the same as that on the property.</li> </ul>
Creditor Account No	✓			Varchar(10)	Must be a valid creditor and not on 'Stop'. Displays as 'Account Number' in SDL window.
Document Type Code	✓		✓	Varchar(5)	Must have transaction type of category 'Narrative'.
Invoice Date	✓			Datetime DD/MM/YYYY	
Invoice Reference	✓			Varchar(35)	
Net Amount	✓			Numeric(12,2)	
VAT Code	✓		✓	Varchar(5)	
Logged Status	✓			Varchar(8)	Must be either: <ul style="list-style-type: none"> <li>Logged</li> <li>Returned</li> </ul> Must be set to 'Logged' if 'Batch Approved Invoices Only' is set to 'Yes' in System Accounting Parameters (within PMA).
Document Passed To				Varchar(5)	Must use valid manager code, where entered.
Payment Due Date				Datetime DD/MM/YYYY	
From Date				Datetime DD/MM/YYYY	
To Date				Datetime DD/MM/YYYY	
VAT Amount				Numeric(12,2)	
Narrative				Varchar(40)	
Scanned File Location				Text	Path must exist on the machine where the EAServer is running, so network paths are recommended.

## Structured Data Load User Manual

Column	M	R	CODE	FORMAT	Other Column Notes:
Scanned Invoice URL				Text	Enter a web address. No validation is done on this entry.

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_documnet\_logging.txt*.

**What record(s) are generated?**

- Document Logging Batch entity

**Are manual amendments needed to PM&A?** Yes. Only creates document level data. Item level data will need to be manually created.

**Estate Creditor Invoice****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
Office Code			✓	Varchar(2)	
Estate Ref	✓		✓	Numeric(6,0)	
Estate Inventory Ref	✓		✓	Numeric(3,0)	
Estate Expense Code	✓		✓	Varchar(12)	
Creditor Account No	✓		✓	Varchar(10)	
Document Type	✓		✓	Varchar(5)	Enter a PM&A transaction type, set up with a Category of 'Narrative Only' and a 'Posting Type' of Property (i.e. PIN).
Invoice Date	✓			Datetime DD/MM/YYYY	
Invoice Reference	✓			Varchar(35)	
Payment Due Date				Datetime DD/MM/YYYY	
From Date				Datetime DD/MM/YYYY	
To Date				Datetime DD/MM/YYYY	
Net Amount	✓			Numeric(12,2)	
VAT Rate Code	✓		✓	Varchar(5)	
VAT Amount				Numeric(12,2)	
S/C Split				Varchar(1)	Y / N
Narrative				Varchar(40)	Uploaded data will populate the document narrative. However, if this field is left blank, the upload will automatically generate the following narrative: "Gen'd Dataloader (DD/MM/YY-HH:MM:SS)".
Scanned File Location				Note	
Scanned Invoice URL				Varchar(255)	
GL Transaction Note				Text	

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_estate\_creditor\_invoice.txt*.

**What record(s) are generated?**

- Creditor Invoice Batch entity

**Are manual amendments needed to PM&A?** Yes. Item level entries will be automatically generated in DLD. DLD will also generate default CIS and NRL tax records. These can be modified in PM&A before being released.

**Other** If the 'Force Project Analysis' flag is set to Yes on the Transaction Type used for the Estate Inventory or Analysis records then DLD will display a validation error and not allow the importation of that Estate entry.

### **Y/N Field**

The Y/N field 'S/C Split' can be entered as either Y/N or Yes/No in text files, for this entity.

## Journal Transfers and Adjustments

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Transaction type	✓			Varchar(5)	<p>Must select a code already set up on PM&amp;A database. The code must be of Posting type Property or Financial Accounts and is of Category</p> <ul style="list-style-type: none"> <li>• Prepayment Income</li> <li>• Prepayment Expense</li> <li>• Accrual Income</li> <li>• Accrual Expense</li> </ul> <p>Can use Look up on SDL window.</p>
Client Ref	✓			Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database <b>only if Transaction Posting type of 'Financial Accounts'</b>. Can use Look up on SDL window.</p>
Property Ref	✓			Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database <b>only if Transaction Posting type of 'Property Accounts'</b>. Can use Look up on SDL window.</p>
Division Ref	✓			Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database <b>only if Transaction Posting type of 'Financial Accounts' and a Department Ref has been entered.</b>. Can use Look up on SDL window.</p>
Department Ref				Numeric(6,0)	<p>Must enter a ref already set up on PM&amp;A database. Can use Look up on SDL window.</p>
Chart Code	✓			Varchar(12)	<p>Must select a code already set up on PM&amp;A database <b>only if Transaction type doesn't have a Debit Chart code for Transaction type set up for Category: Accrual Expense or Prepayment Income</b>. Can use Look up on SDL window.</p>
S/L					<p>Leave blank and SDL will default to the Sub Ledger set up on the Transaction type used. User cannot upload in to this field and cannot manually type into this field within SDL.</p>
Account Date		✓		Datetime DD/MM/YYYY	If left blank will default to Today's date when imported in to PM&A.
Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Account Date when imported in to PM&A.
S/L Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
VAT Tax Point Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.

## Structured Data Load User Manual

Column	M	R	CODE	FORMAT	Other Column Notes:
VAT Rate Code			✓	Varchar(5)	Must select a code already set up on PM&A database.
Original VAT Amount				Numeric(12,2)	Takes a calculated amount if left blank.
Amount	✓			Numeric(12,2)	<p>For a Transaction type with a Category of:</p> <ul style="list-style-type: none"> <li>• Accrual Expense or Prepayment Income - enter Debit amount.</li> <li>• Accrual Income or Prepayment Expense – enter Credit amount.</li> </ul> <p>Warning: <b><u>Enter neutral sign</u></b> as SDL will determine which accounts should be credited/ debited for the current and next periods using the transaction type.</p>
Narrative				Varchar (40)	
GL Analysis Code				Varchar(5)	If left blank, will default to the GL Analysis code (if already set up) on the Transaction Type selected. Can override default but must select a code already set up on the PM&A database. Can use Look up on SDL window.

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of ***dev\_journal\_xfer.txt***.

**What record(s) are generated?**

- Journal Transfers and Adjustments Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

### Transaction Type Codes

- Users must select a transaction type with a Category of Journal and a VAT Category of Non-VAT.
- Users will *not* be able to enter a transaction type with a VAT Category of either Input or Output.
- The transaction Posting can be at 'Property' or 'Financial' level.

## Opening Balances Journal

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Transaction Type Code	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. The code must be of Posting type Property or Financial Accounts and is of Category Journal and VAT Category of Non-VAT.  Can use Look up on SDL window.
Client Ref	✓			Numeric(6,0)	Must enter a ref already set up on PM&A database <b>only if Transaction Posting type of 'Financial Accounts'</b> Can use Look up on SDL window.
Property Ref	✓			Numeric(6,0)	Must enter a ref already set up on PM&A database <b>only if Transaction Posting type of 'Property Accounts'</b> Can use Look up on SDL window.
Division Ref	✓			Numeric(6,0)	Must enter a ref already set up on PM&A database <b>only if Transaction Posting type of 'Financial Accounts' and a Department Ref has been entered.</b> Can use Look up on SDL window.
Department Ref				Numeric(6,0)	Must enter a ref already set up on PM&A database. Can use Look up on SDL window.
Chart Code	✓		✓	Varchar(5)	Must select a code already set up on PM&A database <b>only if Transaction type doesn't have a Debit Chart code.</b> Can use Look up on SDL window.
S/L					Leave blank and SDL will default to the Sub Ledger set up on the Transaction type used. User cannot upload in to this field and cannot manually type into this field within SDL.
Account Date		✓		Datetime DD/MM/YYYY	If left blank will default to Today's date when imported in to PM&A.
Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Account Date when imported in to PM&A.
S/L Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
VAT Tax Point Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
VAT Rate Code			✓	Varchar(5)	Must select a code already set up on PM&A database.
Original VAT Amount				Numeric(12,2)	
Amount	✓			Numeric(12,2)	If credit enter a negative sign.
Narrative				Varchar (40)	

## Structured Data Load User Manual

Column	M	R	CODE	FORMAT	Other Column Notes:
GL Analysis Code			✓	Varchar(5)	If left blank, will default to the GL Analysis code (if already set up) on the Transaction Type selected. Can override default but must select a code already set up on the PM&A database. Can use Look up on SDL window.

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_ob\_journal\_xfer.txt*.

**What record(s) are generated?**

- Opening Balances Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Transaction Type Codes

- Users must select a transaction type with a Category of Journal and a VAT Category of Non-VAT.
- Users will *not* be able to enter a transaction type with a VAT Category of either Input or Output.
- The transaction Posting can be at 'Property' or 'Financial' level.

## Opening Cash Book Payments

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Creditor Account No	✓		✓	Varchar(10)	Must already exist in PMA db.
Payee Name	✓			Varchar(45)	If not specified will default to the Creditor's name.
Bank Account Id	✓			Varchar(12)	Must already exist in PMA db, and must have a 'cash control' chart code specified.
Cash Type	✓		✓	Varchar(18)	Can be set to: Cheque [default if left blank], Credit Transfer, Direct Debit, Standing Order, Cash, Bankers Draft, CHAPS, BACS, Direct To Client, Faster Payments, Transfer, Refer to Drawer, Represented or Written Back.
Effective Date	✓			Datetime DD/MM/YYYY	Defaults to today's date if left blank.
Transaction Type	✓		✓	Varchar(5)	Must already exist in PMA db.
Client Ref	✓		✓	Numeric(6,0)	Must already exist in PMA db.
Account Date	✓			Datetime DD/MM/YYYY	Defaults to today's date when left blank.
S/L Eff Date	✓			Datetime DD/MM/YYYY	Defaults to today's date when left blank.
Debit Chart Code	✓		✓	Varchar(12)	Must already exist in PMA db as a valid chart code.
Amount	✓			Numeric(13,2)	
Computer Cheque				Varchar(3)	Enter either 'Yes' or 'No', or 'Y' or 'N'. Defaults to 'No' if left blank.
Cheque Reference				Varchar(45)	Mandatory for cash types of 'Cheque', otherwise can be left blank.
Property Ref			✓	Numeric(6,0)	Must already exist in PMA db.
Schedule Ref			✓	Numeric(3,0)	Must already exist in PMA db as a valid property expense schedule.
Expense Code				Varchar(12)	Must already exist in PMA db as a valid property expense.
Division Ref			✓	Numeric(6,0)	Must already exist in PMA db as a valid division reference against the client.
Department Ref			✓	Numeric(6,0)	Must already exist in PMA db as a valid department reference against the Division Reference above.
Vat Tax Point Date				Datetime DD/MM/YYYY	
Vat Rate Code			✓	Varchar(5)	Must already exist in PMA db.
Recovery Vat Amount				Numeric(13,2)	
Original Vat Amount				Numeric(13,2)	
GL Analysis Code			✓	Varchar(12)	
Narrative				Varchar(40)	Free text field.

## Structured Data Load User Manual

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_opening\_cashbook\_payment.txt*.

**What record(s) are generated?**

- Opening Cashbook Payment Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Generated batches**  
Valid data uploaded from Structured Data Load will:

- Generate a 'Balanced' **Opening Cash Book Payments Posting** batch. The batch may then be released within PM&A.
- One batch will be created for each valid text file.
- One document-level cash book record will be created for each group of rows with the same Creditor, Payee Name, Bank Account, Effective Date, Computer Cheque Flag, Cash Type and Reference (except where the reference is not specified, in which case a separate cash book record will be created).

Note that there is no provision for specifying a **Project Id** for project accounting.

### **Yes/No Fields**

Yes/No fields can either be entered as Yes/No or as Y/N in text files, for this entity.

### **Add-on**

Only available via an Add-on facility. Contact your Account Manager for details.

## Opening Cash Book Receipts

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Debtor Account Number	✓		✓	Varchar(10)	Must already exist in PMA db.
Bank Account ID	✓		✓	Varchar(12)	Must already exist in PMA db.
Effective Date	✓			Datetime DD/MM/YYYY	
Paying in Reference	✓			Varchar(18)	
Cash Type	✓			Varchar(15)	Must already exist in PMA db.
Cheque Reference	✓			Numeric(6,0)	
Transaction Type	✓		✓	Varchar(5)	Must already exist in PMA db.
Recoverable Amount	✓			Numeric(12,2)	
Account Date	✓			Datetime DD/MM/YYYY	
S/L Eff Date	✓			Datetime DD/MM/YYYY	
Narrative				Varchar(40)	
Client Ref				Numeric(6,0)	Must already exist in PMA db.
Schedule Ref				Numeric(3,0)	Must already exist in PMA db.
Expense Code			✓	Varchar(12)	Must already exist in PMA db.
VAT Rate Code			✓	Varchar(5)	Must already exist in PMA db.
Recoverable VAT Amount				Numeric(12,2)	
Original VAT Amount				Numeric(12,2)	
Property Ref				Numeric(6,0)	Must already exist in PMA db and be linked to the Client ref (if populated).
Division Ref				Numeric(6,0)	Must already exist in PMA db and be linked to the property ref.
Department Ref				Numeric(6,0)	Must already exist in PMA db and be linked to the department ref.
Credit Chart Code			✓	Numeric(12,0)	
VAT Tax Point Date				Datetime DD/MM/YYYY	
GL Analysis Code			✓	Varchar(12)	

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**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_opening\_cashbook\_receipt.txt*.

**What record(s) are generated?**

- Opening Cashbook Receipt Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Draft bank statements are created for bank accounts if they don't already exist when saving the Opening Cashbook Receipt batch entity record.

### Generated batches

One batch will be generated per \*.txt file that is uploaded. Each uploaded batch can hold a maximum of 500 Documents.

Where there are two or more rows with the same Debtor Account Number, Effective Date, Bank Account Id, Cash Type, Paying-in Reference and Cash Reference, only one Cash Book record will be created for these rows.

### Add-on

Only available via an Add-on facility. Contact your Account Manager for details.

## Opening Property Expense Journal Posting

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Transaction Type	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. The code must be of Posting type Property Accounts and is of Category Expense. Can use Look up on SDL window.
Property Ref	✓		✓	Numeric(6,0)	Must enter a ref already set up on PM&A database. Can use Look up on SDL window.
Unit Ref			✓	Numeric(6,0)	Must enter a ref already set up on PM&A database. Can use Look up on SDL window.
Property Schedule Ref			✓	Numeric(6,0)	Must enter a ref already set up on PM&A database. Can use Look up on SDL window.
Property Expense Code	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. Can use Look up on SDL window.
Chart Code			✓	Varchar(5)	Must select a code already set up on PM&A database <b>only if Transaction type doesn't have a Debit Chart code</b> Can use Look up on SDL window.
S/L					Leave blank and SDL will default to the Sub Ledger set up on the Transaction type used. User cannot upload in to this field and cannot manually type into this field within SDL.
VAT Rate Code	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. Can use Look up on SDL window.
Account Date		✓		Datetime DD/MM/YYYY	If left blank will default to Today's date when imported in to PM&A.
Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Account Date when imported in to PM&A.
S/L Effective Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
VAT Tax Point Date		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
Net Amount	✓			Numeric(10,2)	If credit enter a negative sign.
VAT Amount				Numeric(10,2)	If left blank, SDL will automatically calculate from the VAT Rate Code entered. User can override default.
VAT Recover				Numeric(9,2)	If left blank, SDL will automatically calculate the correct Recoverable VAT sum from the set up in PM&A for recoverable VAT. User can override default.

Column	M	R	CODE	FORMAT	Other Column Notes:
GL Analysis Code			✓	Varchar(5)	If left blank, will default to the GL Analysis code (if already set up) on the Transaction Type selected. Can override default but must select a code already set up on the PM&A database. Can use Look up on SDL window.
Narrative				Varchar (40)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_ob\_prop\_exp\_journal.txt*.

**What record(s) are generated?**

- Opening Property Expense Journal Batch record

**Are manual amendments needed to PM&A?** No.

**Other useful notes**

**Direct Charges**  
Direct charges will not be created for transaction of expense type Direct via Schedule or Direct from Debtor. They must be manually entered through the PM&A front end using Process\ Batch posting\ Ad hoc charges. A VAT transaction will also be created to the VAT Control account defined on the VAT rate code.

#### **Transaction Type Codes**

- Transaction type codes with a category of 'Expense' must be at 'Property' posting level.

#### **Property Expense Analysis Code**

- A Property Expense Analysis code must be entered for a transaction type with an expense type of: 'Direct via Schedule'; 'Direct from Debtor'; 'S/C Recoverable'.
- For transactions with expense type of 'Asset' and 'Liability', the system will validate it if one exists, but if it does not exist, it will save the record and treat it as if the property expense analysis code is not supplied for that line.
- For transactions with expense type 'N/A', a property expense analysis code is not required.

**Recoverable amount**

- For each line, the system will calculate the recoverable VAT amount depending on the recoverable percentage assigned on each schedule or on property accounting record.
- Note that if the VAT amount or the recoverable VAT amount is entered as zero on the text file, the system will not calculate VAT or recoverable VAT amount in this instance. It will only calculate VAT if this field is left blank.

## Property Expense Journal Posting

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Transaction Type Code</b>	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. The code must be of Posting type Property Accounts and is of Category Expense. Can use Look up on SDL window.
<b>Property Ref</b>	✓		✓	Numeric(6,0)	Must enter a ref already set up on PM&A database. Can use Look up on SDL window.
<b>Unit Ref</b>			✓	Numeric(6,0)	Must enter a ref already set up on PM&A database. Can use Look up on SDL window.
<b>Property Schedule Ref</b>	✓		✓	Numeric(3,0)	Must enter a ref already set up on PM&A database. Can use Look up on SDL window.
<b>Property Expense Code</b>	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. Can use Look up on SDL window.
<b>Chart Code</b>	✓		✓	Varchar(5)	Must select a code already set up on PM&A database <b>only if Transaction type doesn't have a Debit Chart code.</b> Can use Look up on SDL window.
<b>S/L</b>					Leave blank and SDL will default to the Sub Ledger set up on the Transaction type used. User cannot upload in to this field and cannot manually type into this field within SDL.
<b>VAT Rate Code</b>	✓		✓	Varchar(5)	Must select a code already set up on PM&A database. Can use Look up on SDL window.
<b>Account Date</b>		✓		Datetime DD/MM/YYYY	If left blank will default to Today's date when imported in to PM&A.
<b>Effective Date</b>		✓		Datetime DD/MM/YYYY	If left blank will default to the Account Date when imported in to PM&A.
<b>S/L Effective Date</b>		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
<b>VAT Tax Point Date</b>		✓		Datetime DD/MM/YYYY	If left blank will default to the Effective Date when imported in to PM&A.
<b>Net Amount</b>	✓			Numeric(10,2)	If credit enter a negative sign.
<b>VAT Amount</b>				Numeric(10,2)	If left blank, SDL will automatically calculate from the VAT Rate Code entered. User can override default.

Column	M	R	CODE	FORMAT	Other Column Notes:
VAT Recover				Numeric(9,2)	If left blank, SDL will automatically calculate the correct Recoverable VAT sum from the set up in PM&A for recoverable VAT (seek help from Trace staff if necessary). User can override default.
GL Analysis Code		✓		Varchar(5)	If left blank, will default to the GL Analysis code (if already set up) on the Transaction Type selected. Can override default but must select a code already set up on the PM&A database. Can use Look up on SDL window.
Narrative				Varchar(40)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_prop\_exp\_journal.txt*.

**What record(s) are generated?**

- **Property Expense Journal Batch record**

**Are manual amendments needed to PM&A?** No.

#### Other useful notes

##### Direct Charges

Direct charges will not be created for transaction of expense type Direct via Schedule or Direct from Debtor. They must be manually entered through the PM&A front end using Process\ Batch posting\ Ad hoc charges.

##### VAT

A VAT transaction will also be created to the VAT Control account defined on the VAT rate code.

##### Transaction Type Codes

- Transaction type codes with a category of 'Expense' must be at 'Property' posting level.

##### Property Expense Analysis Code

- A Property Expense Analysis code must be entered for a transaction type with an expense type of: 'Direct via Schedule'; 'Direct from Debtor'; 'S/C Recoverable'.
- For transactions with expense type of 'Asset' and 'Liability', the system will validate it if one exists, but if it does not exist, it will save the record and treat it as if the property expense analysis code is not supplied for that line.
- For transactions with expense type 'N/A', a property expense analysis code is not required.

**Recoverable amount**

- For each line, the system will calculate the recoverable VAT amount depending on the recoverable percentage assigned on each schedule or on property accounting record.
- Note that if the VAT amount or the recoverable VAT amount is entered as zero on the text file, the system will not calculate VAT or recoverable VAT amount in this instance. It will only calculate VAT if this field is left blank.

## Receipt Processing Posting

This batch entity is not suitable for all users and was created for one particular client and heavily modified to suit their particular needs. Users may be better advised to use the Debtor Receipt functionality.

### Format Table

Column	M	R	CODE	FORMAT	Other Column Notes:
Debtor Account No	✓		✓	Varchar(10)	Debtor must already exist on PM&A database.
Receipt Date	✓			Datetime DD/MM/YYYY	
Batch Number	✓			Varchar(10)	RCG reference only (will be written into the receipt's paying in reference and narrative fields).
Narrative	✓			Varchar(40)	The name on the cheque.
Amount	✓			Numerical(12,2)	
Nominal Ledger				Varchar(5)	The transaction type (not needed as the receipt transaction will use the transaction type on the charge).

**Are Standard Mappings provided?** Yes, all relevant mappings are provided under the file name of *dev\_rcg\_cheques.txt*.

**What record(s) are generated?**

- Receipt Processing batch

**Are manual amendments needed to PM&A?** No.

**Other useful notes** Only cheque receipts can be allocated.

There needs to be a valid common account banking rule set up for the client\property\sub-ledgers and the receipt banking rules need to have the same bank account as those on the charges. Override flag needs to be set to 'Yes'.

The receipt sub-ledger allocation order is driven by a setting in the INI tab on Accounting Parameters; ReceiptAllocnOrder=R,S,<blank>;

### Add-on

This feature is available via an Add-on facility. Please contact your Account Manager for details.

## 11. Facilities Management (FM) Entities

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### Overview

FM Entities is a phrase that is used to describe all entities within SDL that enable the user to upload data into the FM module. The entities are:

- ***FM – Asset Register & Picture***
- ***FM – Lease***
- ***FM – Maintenance***
- ***FM - Warranty***

SDL may be used in different ways. FM entities may be used in all the following routines:

- ***Bulk Entry***: users will be able to manually enter data directly into the SDL module and upload it into the FM module;
- ***Text File Upload***: users will be able to use the template MS Excel files that Trace provides to create data entry templates. Once ready to import the data into the FM module. The MS Excel files have to be saved off as .txt files (that must match the mappings file name that have automatically been included in the users' database). The .txt file can then be imported into SDL and in turn if meets database validation will be uploaded into FM;
- ***Data Maintenance***: users will be able to view and amend existing data within FM entities.

This section will detail each entity on its own with:

- A Format Table that includes: Column names; Mandatory/ Recommended Columns; whether an FM code needs to pre-exist; Column format and any miscellaneous Column data entry notes.
- Notes on whether any other records are generated.
- Advice on appropriate manual amendments in FM.
- Other useful notes.

**FM - Asset Register & Asset Picture****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
FM Asset Ref				---	Leave this blank. The system will automatically generate a ref in ascending order
Asset Linked to	✓			Varchar(16)	Must enter/ select one of the following: <ul style="list-style-type: none"><li>• Client (<i>Default</i>)</li><li>• Property</li><li>• Property Amenity</li><li>• Unit</li><li>• Unit Amenity</li></ul>
Client Ref	✓			Numeric(6,0)	A Client ref that already exists on the database must be entered irrespective of what the column 'Asset Linked To' is set to.
Property Ref				Numeric(6,0)	A Property ref that already exists on the database must be entered only if the column 'Asset Linked To' is set to one of the following: <ul style="list-style-type: none"><li>• Property</li><li>• Property Amenity</li><li>• Unit</li><li>• Unit Amenity</li></ul> Otherwise leave blank.
Unit Ref				Numeric(6,0)	A Unit ref that already exists on the database must be entered only if the Asset Linked To is set to one of the following: <ul style="list-style-type: none"><li>• Unit</li><li>• Unit Amenity</li></ul> Otherwise leave blank.
Property Amenity Code				Varchar(5)	A Property Amenity Code that already exists on the database must be entered only if the column 'Asset Linked To' is set to Property Amenity. Otherwise leave blank.
Unit Amenity Code				Varchar(5)	A Unit Amenity Code that already exists on the database must be entered only if the column 'Asset Linked To' is set to Unit Amenity. Otherwise leave blank.
Asset Type		✓		Varchar(5)	Enter/ select a code that has already been set up on the database.
Asset Condition	✓	✓		Varchar(5)	Enter/ select a code that has already been set up on the database.
Short Name	✓			Varchar(45)	
Description	✓			Text	

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Manager Code</b>			✓	Varchar(5)	This relates to the Asset Manager field in FM. Only enter a Manager that already exists on the database.
<b>Asset Sub Type</b>			✓	Varchar(5)	Only enter a code that already exists on the database.
<b>Asset Status</b>	✓			Varchar(9)	Must enter/ select one of the following: <ul style="list-style-type: none"><li>• Current (<i>Default</i>)</li><li>• Redundant</li><li>• Removed</li></ul>
<b>Asset Location</b>			✓	Varchar(5)	Enter/ select a code that has already been set up on the database.
<b>Serial Number</b>				Varchar(17)	
<b>Acquisition Date</b>				Datetime DD/MM/YYYY	
<b>Disposal Date</b>				Datetime DD/MM/YYYY	
<b>Responsible Party</b>				Varchar(8)	Enter/ select one of the following: <ul style="list-style-type: none"><li>• Landlord (<i>Default</i>)</li><li>• Client</li><li>• Tenant</li><li>• Other</li></ul>
<b>Supplier Ref</b>				Numeric(6,0)	Only enter a 'ref' (which has been set up as a Supplier via PM&A) if the 'Responsible Party' column is set to Other. NB: Data entered into this column where a Responsible party of Other is not entered will be ignored.
<b>Image Path</b>				Text	This relates to the 'Asset Picture' that can be accessed via the linked Asset record in FM. The full path including the Server etc should be entered, i.e.\Server\Folder\image.bmp NB: No browse button is available within the data window and no validation exists where the image path is not valid.
<b>Acquisition Cost</b>				Numeric(9,2)	
<b>Current Value</b>				Numeric(9,2)	
<b>Replacement Value</b>				Numeric(9,2)	
<b>Life in Years</b>				Numeric(3,0)	
<b>Late Inspection Date</b>				Datetime DD/MM/YYYY	
<b>Next Inspection Date</b>				Datetime DD/MM/YYYY	
<b>Frequency Value</b>				Numeric(3,0)	Relates to the 'Inspection Frequency: Every' field in FM. Enter a value that will go together with the Frequency Unit column.

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Column	M	R	CODE	FORMAT	Other Column Notes:
<b>Frequency Unit</b>				Varchar(6)	Relates to the 'Inspection Frequency' field in FM May enter/ select one of the following: <ul style="list-style-type: none"><li>• Days</li><li>• Months</li><li>• Years</li></ul>
<b>Manufacturer Ref</b>		✓		Numeric(6,0)	Relates to the Supplier Maintenance records in the database. May enter/ select an existing code.
<b>Year of Manufacture</b>				Numeric(4,0)	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_fm\_asset.txt***.

**What record(s) are generated?**

- **Asset Register** Record in the Facilities Management (FM) module.
- **Asset Picture** Record in the FM module (if 'Image Path' column data has been entered).

**Are manual amendments needed to FM?** No

**Other Useful Notes**

**FM - Asset Lease****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>FM Asset Ref</b>	✓			Numeric(6,0)	Must enter a ref which exists on the database.
<b>Lease Supplier Ref</b>				Numeric(6,0)	Relates to the 'Lessor' field on the Asset Maintenance window in FM. This calls the Supplier Maintenance table on the database. Enter a ref that already exists on the database.
<b>Lease Contract Number</b>				Varchar(26)	Relates to the 'Lease Reference' field on the Asset Maintenance window in FM.
<b>Start Date</b>				Datetime DD/MM/YYYY	
<b>End Date</b>				Datetime DD/MM/YYYY	
<b>Period</b>				Numeric(3,0)	Relates to the 'Years' field on the Asset Maintenance window in FM.
<b>Rental</b>				Numeric(9,2)	Relates to the 'Amount Per Year' field on the Asset Maintenance window in FM.
<b>Payment Frequency</b>		✓		Varchar(5)	May enter/ select a 'Due Date' code that has already been set up on the database (via PM&A).
<b>Note</b>				Text	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of ***dev\_fm\_asset\_lease.txt***.

**What record(s) are generated?** • **Asset Lease** Record in the Facilities Management (FM) module.

**Are manual amendments needed to FM?** No.

**Other Useful Notes**

**FM - Asset Maintenance****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>FM Asset Ref</b>	✓			Numeric(6,0)	Must enter a ref which exists on the database.
<b>Maintenance Supplier Ref</b>				Numeric(6,0)	Must enter/ select a Supplier ref that has already been set up on the database (via PM&A).
<b>Maintenance Contract Number</b>				Varchar(26)	Relates to 'Contract Number' on the Asset Maintenance window in FM.
<b>Start Date</b>				Datetime DD/MM/YYYY	
<b>End Date</b>				Datetime DD/MM/YYYY	
<b>Period</b>				Numeric(3,0)	Relates to 'Years' field on the Asset Maintenance window in FM.
<b>Note</b>				Text	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of *dev\_fm\_asset\_maintenance.txt*.

**What record(s) are generated?**

- **Asset Maintenance** Record in the Facilities Management (FM) module.

**Are manual amendments needed to FM?** No.

**Other Useful Notes**

**FM - Asset Warranty****Format Table**

Column	M	R	CODE	FORMAT	Other Column Notes:
<b>FM Asset Ref</b>	✓			Numeric	Must enter a ref which exists on the database.
<b>Warranty Supplier Ref</b>				Numeric(6,0)	Relates to the 'Warrantor' field on the Asset Warranty Maintenance window in FM. May enter/ select a Supplier ref that has already been set up on the database (via PM&A).
<b>Warranty Contract Number</b>				Varchar(26)	Relates to the 'Warranty Number' field on the Asset Warranty Maintenance window in FM. May enter/ select a Supplier ref that has already been set up on the database (via PM&A).
<b>Start Date</b>				Datetime DD/MM/YYYY	
<b>End Date</b>				Datetime DD/MM/YYYY	
<b>Period</b>				Numeric(3,0)	Relates to the 'Years' field on the Asset Warranty Maintenance window in FM.
<b>Note</b>				Text	

**Are Standard Mappings provided?** Yes all relevant mappings are provided under the file name of **dev\_fm\_asset\_warranty.txt**.

**What record(s) are generated?** • Asset Warranty Record in the Facilities Management (FM) module.

**Are manual amendments needed to FM?** No

**Other Useful Notes**

## 12. Appendixes

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### Overview

There are 2 appendixes:

- Appendix A: [Editing tools for Data Load](#)
- Appendix B: [Order of entities](#)

## A. Editing tools for SDL

### List of Tools

There are a number of Tools that help you amend the data within the SDL entity window. Note that tools will only work for certain column data types.

**Editing Data Tools** Within a SDL entity window, right clicking on the mouse in any of the columns opens the list of tools. It is envisioned that the tools listed below may be used with Bulk Entry and Text File upload functionality.

- **Create Sequence / From Current Value**
- **Create Sequence / From One to X**
- **Repeat Value (ALL)**
- **Repeat Value (Empty)**
- **Duplicate Last Change**
- **Trim Data/ Remove Trailing Spaces**
- **Trim Data/ Size to Fit**
- **Remove non numeric**
- **Convert Y/N**
- **Set Data to Null**
- **Pad with goo...**

**Other Tools** From an open SDL entity window (that displays data), select Edit/ Find Column from the menu tool bar. It is envisioned that this tool listed below may be used with Data Maintenance, Bulk Entry and Text File upload functionality.

- **Find Column**

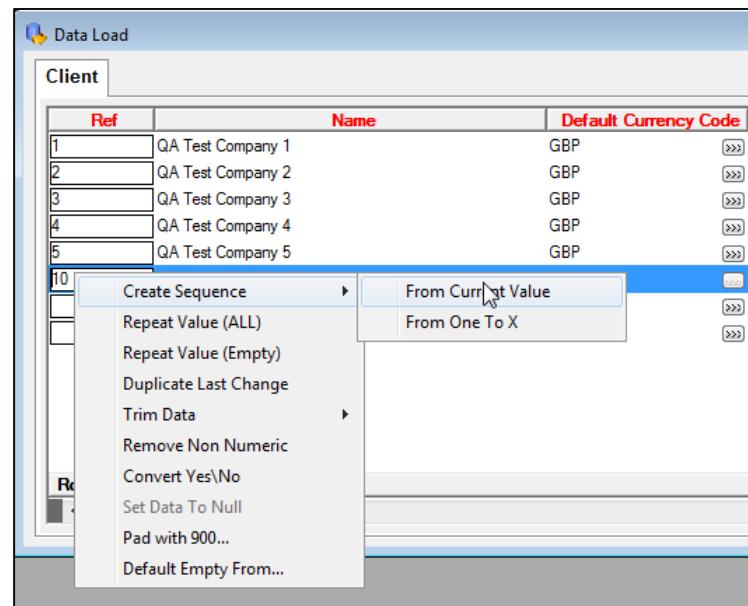
All tools are illustrated with screen shots examples below.

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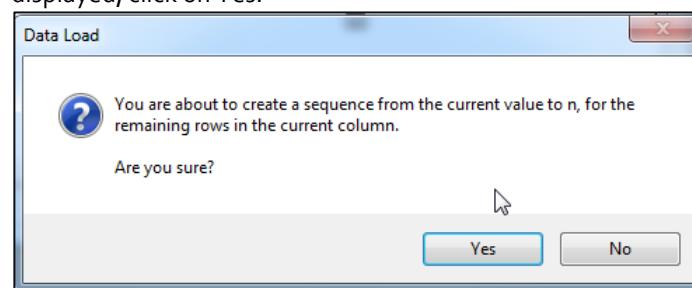
### Create Sequence / From Current Value

This is only suitable to create **numeric sequences**. If you have already entered numeric data in a cell and you use this tool, Data Load will automatically **insert a numeric sequence below the cell that you have highlighted**.

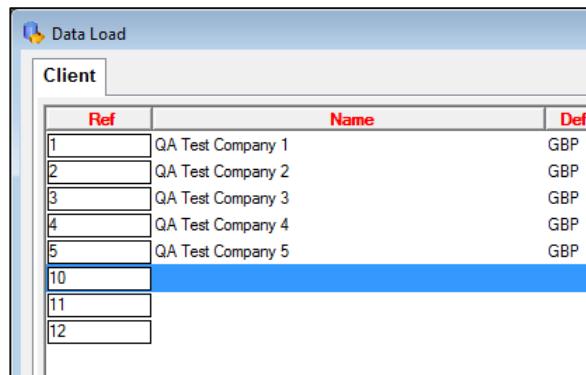
For example: Here there are 8 rows in total. The first five rows have references 1 through to 5. Row 6 has reference 10 and is highlighted to use a tool. The remaining two rows are blank.



Right Click and select Create Sequence/ From Current Value. The following dialogue is displayed, click on Yes.



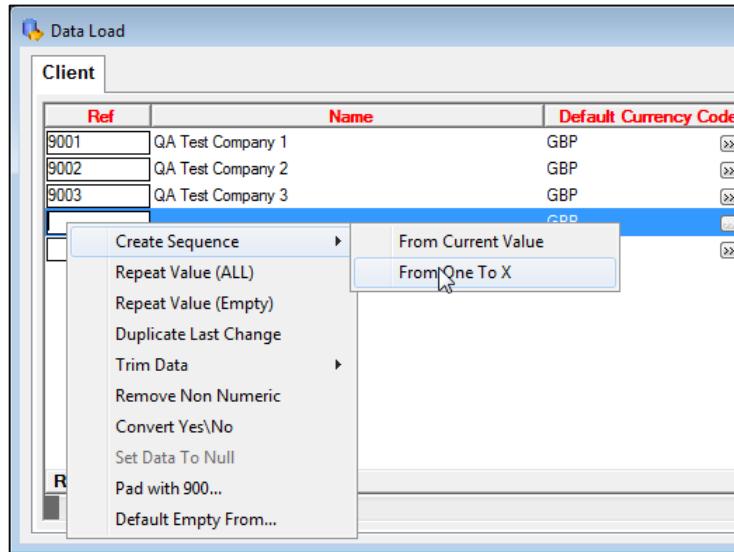
The last two rows will have the reference numbers of 11 and 12 inserted automatically.



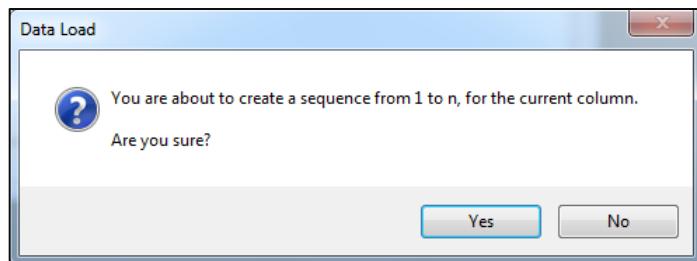
## Structured Data Load User Manual

**Create Sequence / From One to X** This is only suitable to create **numeric sequences**. If you have already entered numeric data in a cell and you use this tool, Data Load will automatically **insert a numeric sequence to the entire column irrespective of whether you have any cells with data or not**.

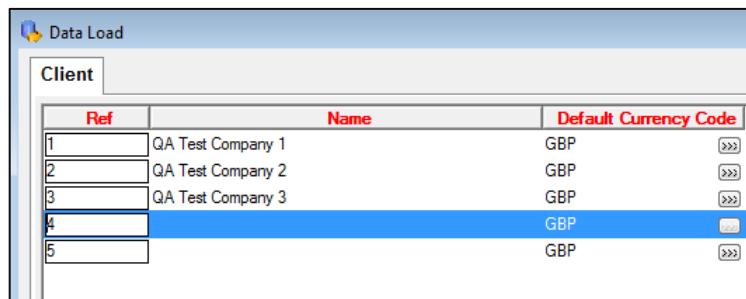
For example: Here there are 5 rows in total. The first three rows have references entered already (9001,9002 and 9003). Rows 4 and 5 are blank. *Row 4 has been selected to use the tool*. The remaining two rows are blank.



Right Click and select Create Sequence/ From One To X. The following dialogue is displayed, click on Yes.



As the entire column will be affected here, Rows 1-3 despite having data will be overridden with the new number sequence starting from 1 in row 1. Thus we see Reference numbers from 1 to 5.



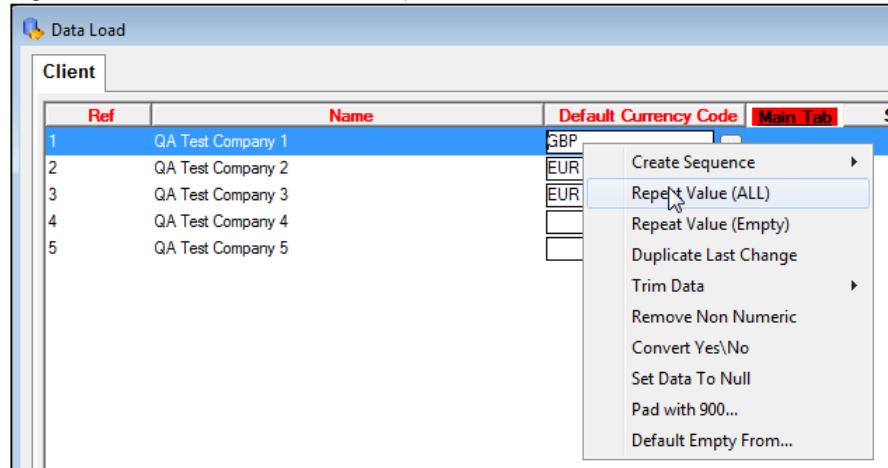
## Structured Data Load User Manual

### Repeat Value (ALL)

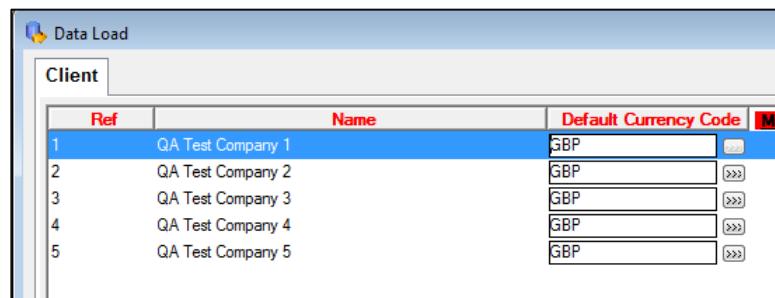
This tool is suitable for ***all column headers***. If you already have data in the cell in which you Right Click to select the tool, Data Load will automatically copy that data *to the entire column irrespective of whether you have any cells with data or not*.

For Example: Here there are 5 rows in total. The first row contains a default currency code entered already (GBP). Rows 2-3 contain a different currency code (EUR) and the other rows are blank. *Row 1 has been selected to use the tool*.

Right Click on row 1 and selected Repeat Value (ALL).



As the entire column will be affected here, Rows 2-5 would be overridden with whatever data is being repeated from the selected row (including the already populated rows). Thus GBP has been replaced in all the 5 rows:

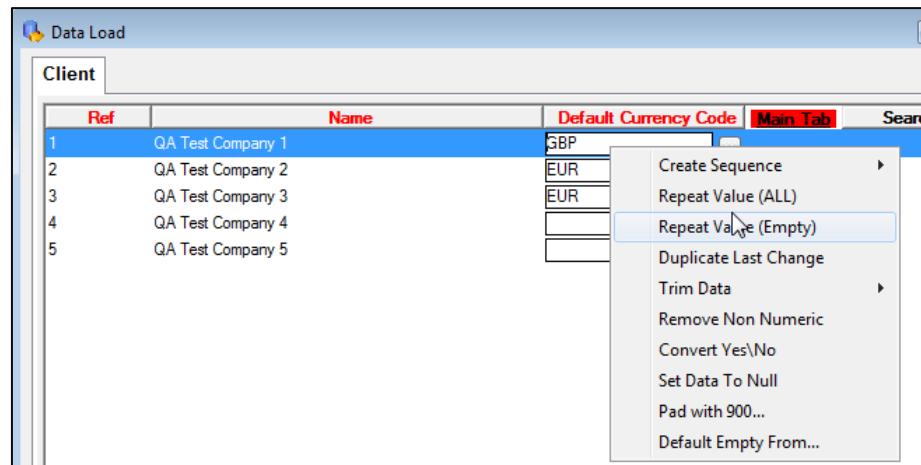


Note that no warning is given in this instance.

#### Repeat Value (Empty)

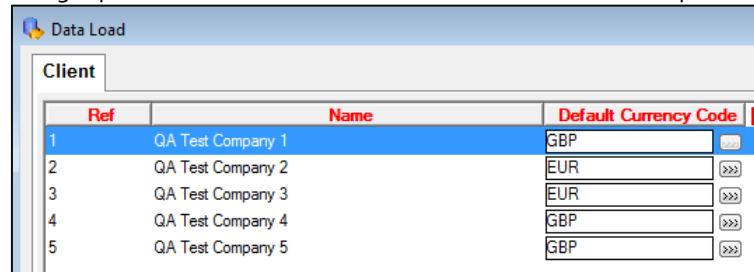
This tool is suitable for ***all column headers***. If you already have data in the cell in which you Right Click to select the tool, Data Load will automatically copy that data *to the entire column wherever there is an empty row in that column*.

For Example: Here there are 5 rows in total. The first three rows have references entered already (1, 2 and 3). Rows 4 and 5 are blank. *Row 1 has been selected to use the tool*. The remaining two rows are blank.



Right Click on row 1 and select 'Repeat Value (Empty)'.

Only empty columns are affected, Rows 4-5 will be defaulted with whatever data is being repeated from the selected row. Thus GBP has been replaced in rows 4-5:



## Duplicate Last Change

This tool is suitable for ***all column headers***. It works like Find and Replace does in Microsoft Word and **affects the entire column**.

For example: Here there are 5 rows in total. The first two rows have a default currency code of GBP. The last three have the code of EUR.

Ref	Name	Default Currency Code	Main Tab
1	QA Test Company 1	GBP	
2	QA Test Company 2	GBP	
3	QA Test Company 3	EUR	
4	QA Test Company 4	EUR	
5	QA Test Company 5	EUR	

If default currency code is changed manually from EUR to USD in row 4.

Rows 1 to 5 of 5

Then **Right click** and select the tool. All other cells in that column that also shared the same old text/ code, i.e. EUR will also be updated to the new text/ code, i.e. of USD.

Ref	Name	Default Currency Code	Main Tab
1	QA Test Company 1	GBP	
2	QA Test Company 2	GBP	
3	QA Test Company 3	USD	
4	QA Test Company 4	USD	
5	QA Test Company 5	USD	

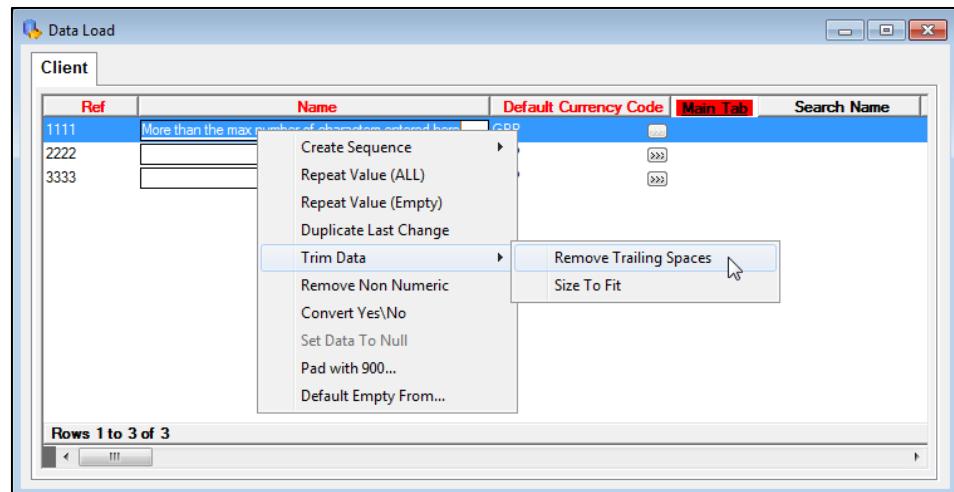
## Structured Data Load User Manual

### Trim Data/ Remove Trailing Spaces

This tool is suitable for **most column headers** (*users may find that it may not work with Ref/ Code type columns*). Every column will have a validation for field length to correspond with PM&A. Thus the Name column for the Company entity can only take a maximum of 35 characters. Any more than this and a validation error message will be returned to say that the field length is too long.

Remove Trailing Spaces can be useful where there are too many characters although you cannot visually see a problem. This can happen with client data. For example if they send an Excel spreadsheet that has a cell with deleted information, although you cannot visually see there is any data, Data Load and PM&A will recognise that there are characters - remember a space is deemed a character.

For example: Here there are 3 rows in total. Row one is selected. Right click within a cell and select the tool.



Note that the tool will **affect the entire column**.

### Trim Data/ Size to Fit

This tool is suitable for **most column headers** (*users may find that it may not work with Ref/ Code type columns*). Every column will have a validation for field length to correspond with PM&A. Thus the Name column for the Company entity can only take a maximum of 35 characters. Any more than this and a validation error message will be returned to say that the field length is too long.

Size to Fit will arbitrarily remove all data (and trailing spaces) after the max field length has been reached.

Right click within a cell and select the tool.

Note that the tool will **affect the entire column**.

## Structured Data Load User Manual

### Remove non numeric

This tool is for **numeric columns**. Numeric columns will have a validation to accept only numeric numbers. Thus the following characters are not numeric and will not pass validation:

- £
- %
- (space)

Non-numeric characters will be deleted; any empty spaces will be set to zero.

Example: £1,000,000.00 entered for the Passing Rent field in Lease Entity. The £ sign is not numeric and will not pass the validation. The Remove non-numeric tool would strip the £ sign out and leave only 1,000,000.00 in the numeric cell.

Right click within a cell and select the tool.

Note that the tool will **affect the entire column**.

### Convert Y/N

This tool is suitable for all columns associated with **PM&A Yes/ No flag fields**. All these columns will have a validation to only accept a:

- "Y" character to mean Yes
- "N" character to mean No

In most cases, source data that includes "Yes" and "No" will not pass validation.

Example: The Interest on Late Rent field on Lease Entity will only accept "Y" or "N" or "?".

The tool Convert Yes/No operates by finding and replacing all "Yes" data with a "Y" and all "No" data with a N.

Right click within a cell and select the tool.

Note that the tool will **affect the entire column**.

### Set Data to Null

This tool is suitable for only **numeric column headers**. It should not be used for non-numeric or date columns (an application error may occur).

Set Data to Null will delete out numeric data within a cell. This can be useful if Data Load will not let you use the Delete or Backspace key.

Right click within a cell and select the tool.

Note that the tool will **affect only the cell in which you have selected** to use the tool (and NOT the entire column).

## Structured Data Load User Manual

### Pad with 900...

This tool is suitable for only **numeric column headers** that already have been entered with data. A blank cell and this tool cannot be used together. ***It is designed to be used with Entity reference numbers.***

Pad with 900... may be useful if the client has sent data that they wish to be prefixed with a 9 (perhaps to differentiate from other sets of data). The tool will look to see how many characters are allowed for that column and how many characters have already been used, to work out the padding.

For Example: Here is the Ref column in the Client Entity. There are 5 rows in total. Rows 3 through to 5 are empty. Row three is selected.

The Client Ref field can take a maximum of seven characters. Only one character has been used in each of rows 1 and 2.

Ref	Name	Default
1	Client 1	GBP
2	Client 2	GBP
	Client 3	GBP
	Client 4	GBP
	Client 5	GBP

Right click within a cell and select the tool.

Ref	Name	Default
1	Client 1	GBP
2	Client 2	GBP
	Client 3	GBP
	Client 4	GBP
	Client 5	GBP

Right-clicked cell: Client 3

- Create Sequence
- Repeat Value (ALL)
- Repeat Value (Empty)
- Duplicate Last Change
- Trim Data
- Remove Non Numeric
- Convert Yes\No
- Set Data To Null
- Pad with 900...**
- Default Empty From...

In the example below you can see that rows 1 and 2 have been padded with 900... up to the maximum of seven characters allowed for the Ref field in Client Entity. Rows 3 through to 5 have not been touched. Only rows 1 and 2 that already had numeric data have been amended.

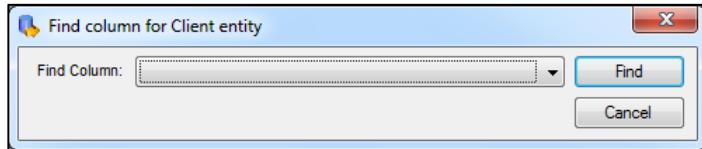
Ref	Name	Default
900001	Client 1	GBP
900002	Client 2	GBP
	Client 3	GBP
	Client 4	GBP
	Client 5	GBP

Note that the tool will **affect the entire column**.

## Structured Data Load User Manual

### Find Column

From an open SDL entity window (that displays data), select **Edit/ Find Column** from the menu tool bar. This tool listed below may be used with Data Maintenance, Bulk Entry and Text File upload functionality.



The user may select from the drop down list any column on the entity window. The list of columns are in alphabetical order and will be the name of the column as set in the data window. When the selection is made, the focus is set on the column selected and the row is highlighted.

## B. Order of Entities

### Overview

Entities need to be uploaded in the same order as would be necessary to satisfy PM&A system validations.

For example a Property needs to be entered before a Unit.

The table below illustrates examples of what order entities should be uploaded into PM&A using SDL. The table is split numerically into 5 columns, which represent the import order.

The table is not an exhaustive list, and is intended merely as a guide. For more information, seek Trace specialist assistance.

1	2	3	4	5
Manager	Property	Property Document Property Rating		
Client		Unit	Lease	Lease Diary Lease Note
Tenant Parent	Tenant			

Examples using the Table above

Example 1: Before importing a Property, the Manager and Client must exist within the PM&A database. The tenant does not have to exist.

Example 2: Before importing a Unit, the Manager, Client, Property, (Tenant Parent optional) and Tenant must exist within the database.

Example 3: Before importing a Lease, the Manager, Client, Property, (Tenant Parent optional), Tenant and Unit must exist within the PM&A databases.

Example 4: To enter a Tenant, only Tenant Parent needs to exist, if it is going to be linked to the Tenant. Otherwise as the Tenant Parent is not a mandatory field, the Tenant can be imported without considering any other codes.