

# **CAM Recovery in EBS Property Manager**

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# Agenda

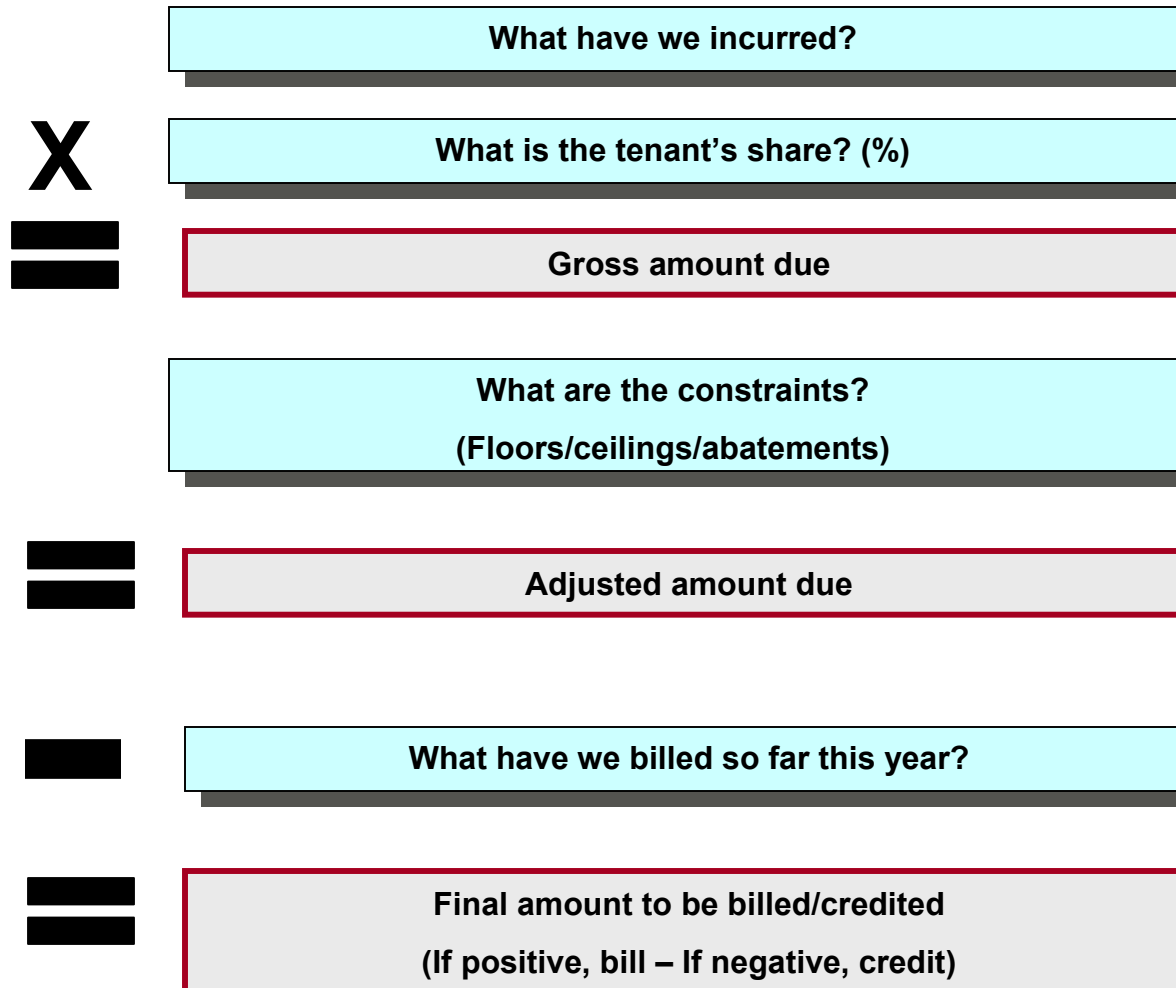
- Definition and Overview
- New Module Setups
- Additional Setups for Properties and Leases
- Expense Map, Expense Class, Area Class
- Recovery Agreement Types
- Recovery Agreement Create
- Running the Process

# Definition and Overview

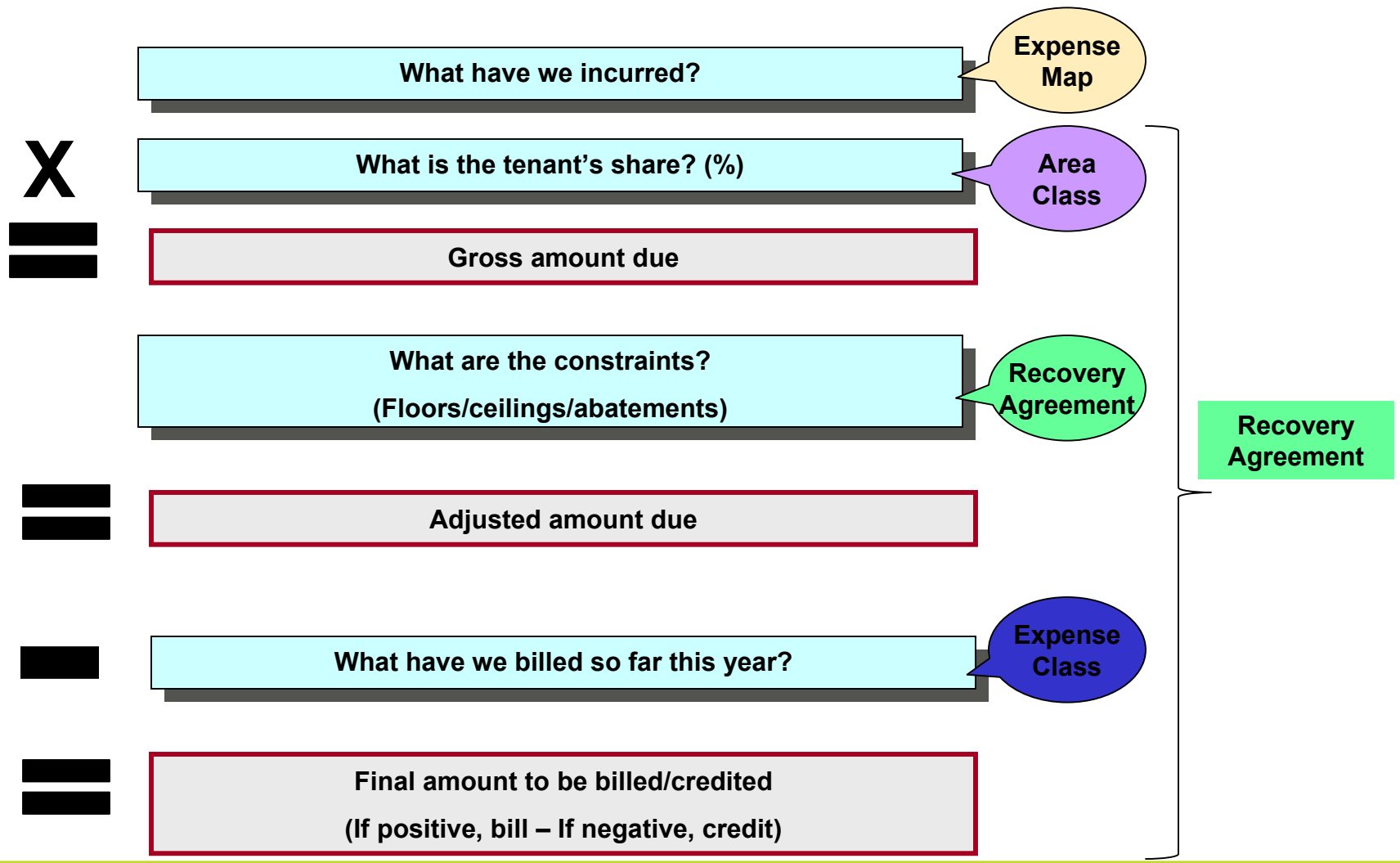
# CAM Recovery

- Ability to reconcile CAM expenses paid vs. CAM expenses billed
  - CAM
  - Insurance
  - Taxes
  - (Any other type)
- Compares expenses billed in Property to GL account totals (from all sources) and creates payment term to bill/credit for the variance

# Generic CAM Calculation



# Generic CAM Calculation



# Some Definitions

- Recovery Type – usability of a particular space by type of tenant
  - Ex. Food Court, Kiosk, General
- Space Standard – classification of location used in recovery process
  - Ex. Internal, External, Office, General



# Some Definitions

- Constraint – defined boundary of Amount Due
  - Used in Recovery Agreement
  - Minimum/Maximum Prorata Share amount
  - Minimum/Maximum Rate (cost per area)
  - Floor and Ceiling
  - % Over Prior Year Amount (Cap)
  - % Over Prior Year Cap
    - Also known as
      - Compound increase over first actual amount
      - Cumulative cap
  - To/from date for each constraint

# Some Definitions

- Constraint (continued)
  - Within same to/from date
    - Minimum and Maximum for both amount and rate
  - Requires different to/from date
    - Percentage Over Prior Year Actual and Percentage Over Prior Year Cap
    - Either Percentage Over Prior Year Actual or Percentage Over Prior Year Cap with Minimum/Maximum Amount/Rate

# Some Definitions

- Abatement
  - Reduction in Amount Due usually due to extraordinary event
  - Per Billing Type/Purpose
  - Enter Calculation Method, Abatement Type, Amount, Effective Dates

# Some Definitions

- Multiple %
  - Allows increase/reduction for specific line
  - Typically used in Food Courts
  - If unknown or not desired, enter 100

# Some Definitions

- Contributor
  - Tenant whose area or prorata share of expenses, or both, is excluded from the calculation of total gross leasable area or total expenses for all other tenants in an area class
  - Combination of Recovery Space Standard and Recovery Type

# New Module Setups

# System (ex-Profile) Options

System Options >  
Update Setup Options: Vision Operations

Cancel Apply

General Information		Automatic Number Generation	
Ledger	Vision Operations (USA)	Company	Yes
Accounting Option	All Terms	Lease	Yes
Currency Conversion Type	User	Rent Increase	Yes
Use SYSDATE to record space assignment	Yes	Variable Rent	Yes
Multiple Tenancy Lease	Yes	Recovery Agreement	Yes
Automatic Space Distribution	No	Recovery Expense	Yes
<b>Consolidate Recovery Terms</b>	<b>No</b>	Recovery Area Class	Yes
Default Landlord/Tenant View	Tenant	Recovery Expense Class	Yes
Default Location Area For Leases	No		
Extend Index Rent Terms Upon Lease Extension	Yes		
Location Code Separator	-		
Invoice Grouping Name			
Legacy Cutoff Date			
Calculate Annualized Basis for Index Rent	Terms active in the basis period		
Allow Tenancy Overlap Within Lease	No		
Recalculate Index Rent On Account Change	Yes		
Smallest Term Amount			

=No – Term created for each recovery line

=Yes – Term created for all lines for a period; all must successfully calculate to see results

# Lookup Codes

- Recovery Agreement Abatement Types
  - PN\_REC\_ABAT\_TYPE
    - Seeded values: Re-Location
    - Added: Service Interruption
- Recovery Type
  - PN\_RECOVERY\_TYPE
    - Seeded values: Food Court, Freestanding, Kiosk, Major, Pad, Specialty, General
- Recovery Space Standard Type
  - PN\_RECOVERY\_SPACE\_STD\_TYPE
    - Seeded values: Exterior, Interior, General
    - Added: Tower, Office, Factory, Roof



# Additional Setups For Properties and Leases

# Location Setup Applicable Fields

- Building / Land
  - Property
  - Other required Fields are defaulted with required or acceptable values
    - UOM
    - Gross
      - Blank is OK
    - Status - Occupiable
    - Customer Assignable

The screenshot shows the 'Building - SB Offices' window with the following details:

- Operating Unit: Vision Operations
- Details:
  - Name: SB Offices
  - Alias: SBO
  - Location Code: SBO
  - Property: SB Properties
  - Tenure: Owned
  - Class: [ ]
  - From: 01-JAN-2000
  - To: [ ]
- Occupancy Tab:
  - Status: Occupiable
  - Employee Assignable
  - Cost Center Assignable
  - Customer Assignable
  - Disposition: [ ]
  - Accounting Treatment: [ ]
- Area Tab:
 

UOM	SFT	Vacant	200
Gross	[ ]	% Vacant	25.00
Rentable	800	Levels	2
Usable	800	Units	4
Assignable	800	Load Factor	0

# Location Setup Applicable Fields

Floor	Alias	Location Code	From	To	Occupancy Status	Customer Assignable
Floor 1	F1	SBO-F1	01-JAN-2000		Occupiable	<input checked="" type="checkbox"/>
Floor 2	F2	SBO-F2	01-JAN-2000	...	Occupiable	<input checked="" type="checkbox"/>

- Floor / Parcel
  - Occupancy Status and Customer Assignable automatically default with required values

# Location Setup Applicable Fields

- Office / Section
  - Occupiable and Customer Assignable default in
  - Rentable, Usable, Assignable cannot be zero
    - Set to amount to be used in CAM calculation

The screenshot shows the Oracle Location Setup form for 'Office - Vision Operations, SB Offices, Floor 1'. The form is divided into four main sections: Details, Usage, Area, and Occupancy.

**Details:**

- Name: Office 100
- Suite:
- Alias: O100
- Location Code: SBO-F1-0100
- From: 01-JAN-2000
- To:

**Usage:**

- Space Type:
- Function Type:
- Standard Type:
- Bookable Flag:

**Area:**

- Rentable: 100
- Usable: 100
- Common Flag:
- Common:
- Assignable: 100
- Secondary Circulation:
- Vacant:

**Occupancy:**

- Occupancy Status: Occupiable
- Employee Assignable:
- Cost Center Assignable:
- Customer Assignable:
- Disposition:
- Accounting Treatment:
- Maximum:
- Optimum:
- Utilized:
- Vacancy:



# Lease Setup Applicable Fields

Lease (SB100) - 1351, Vision Operations

Operating Unit: Vision Operations  
 Name: SB100  
 Type: Net Lease  
 Master Lease:   
 Approval Status: Draft  
 Primary Location:   
 Number: 1351  
 Class: Revenue  
 Abstracted By: OPERATIONS  
 Lease Status: Active  
 Customer: AT&T Universal Card

Details | Contacts | **Locations** | Insurance | Rights and Obligations | Options | Billings | Notes

CAM

Type	Code	Primary	Recovery Type	Recovery Space Standard	Usage	Customer Name	Bill To Site	Share
Office	SBO-F1-O10	<input checked="" type="checkbox"/>	General	Office	Office Space	AT&T Universal Card	Jacksonville (OP)	100
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						

Region:   
 Building/Land: SB Offices  
 Address: 14419 Greenwood Ave. N, #332, Seattle, WA, 98133, United States  
 Office Park:   
 Floor/Parcel: Floor 1  
 Property:   
 Office/Section: Office 100

- Clicking Primary makes these fields required
- Enter Appropriate Type and Standard, Customer Name, Bill To Site



# Billing Term Setup Applicable Fields

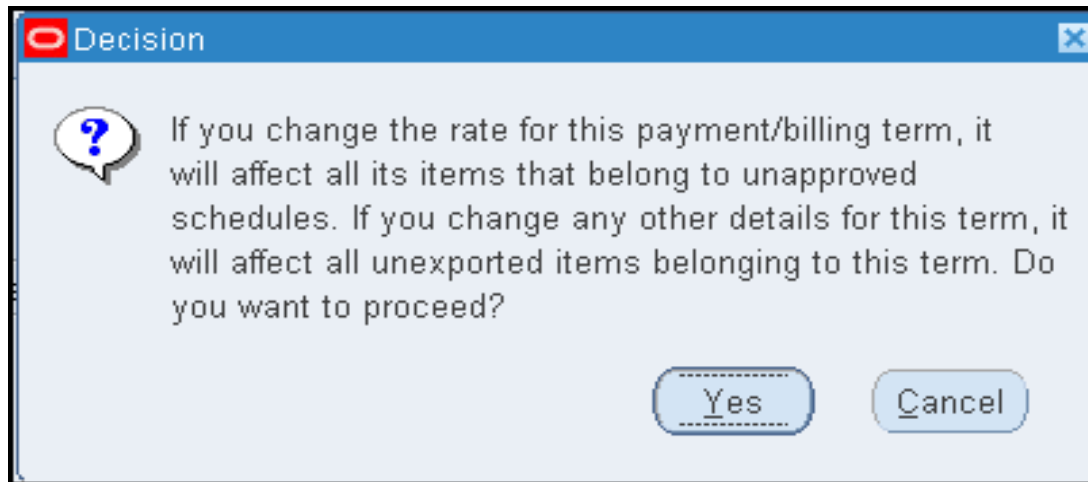
Details   Contacts   Locations   Insurance   Rights and Obligations   Options   <b>Billings</b>   Notes											
Date From		22-FEB-2008		Date To		22-FEB-2008		Find			
CAM											
TT	Location	Area	Purpose	Type	Recoverable	Frequency	Schedule Day	Normalize	Start Date	End Date	Actual Amount
	SBO-F1-O100	100	Rent	Base Rent	<input type="checkbox"/>	Monthly	1	<input type="checkbox"/>	01-JAN-2000	31-DEC-2009	1,000.00
	SBO-F1-O100	100	Operating	Common A	<input checked="" type="checkbox"/>	Monthly	1	<input type="checkbox"/>	01-JAN-2000	31-DEC-2009	100.00

Details   Contacts   Locations   Insurance   Rights and Obligations   Options   <b>Billings</b>   Notes									
Date From		22-FEB-2008		Date To		22-FEB-2008		Find	
CAM									
Customer Name	Bill To Site	Payment Term	Transaction Type	Currency	Annual Amount	Annual/Area	[ ]	Invoice Grouping N:	
AT&T Universal Card	Jacksonville (OPS)	IMMEDIATE	Invoice	USD	12,000.00	120.00			
AT&T Universal Card	Jacksonville (OPS)	IMMEDIATE	Invoice	USD	1,200.00	12.00			

- Purpose matches to Expense Type (Expense Map)
- If Area = 0, cannot use any method requiring Area Class
- MUST specify Location
- Recoverable Flag must be checked to be included
  - Not an available field on the Term Details page



# Billing Term Setup Applicable Fields



- Message appears if click 'Recoverable' on Finalized lease when saving record
- Despite this message, clicking this flag makes recovery available for any period covered by the term dates

# Billing Term Setup Applicable Fields

- Amount Billed to “Revenue” GL Account will be compared to Balance in GL Account in Expense Map

Term Details - Vision Operations, 01-JAN-2000, 31-DEC-2009

**Rent**

Purpose: Operating Expense  
 Type: Common Area Maintenance  
 Frequency: Monthly  
 Estimated:   
 Actual:   
 Currency: USD  
 Rate:   
 Normalize

**Dates and Metrics**

Start Date: 01-JAN-2000  
 End Date: 31-DEC-2009  
 Target Date:   
 Schedule Day:   
 Area Type: Location Rentable Area  
 Annual:   
 Area:   
 Annual/Area:   
 Location Code: SBO-F1-0100

Bill Accounts Distribution

Num	Class	GL Account	%	Amount [ ]
1	Revenue	01-110-4528-0000-000	100	
2	Receivable	01-000-1210-0000-000	100	
3	Accrued Asset	01-000-1230-0000-000	100	

Account Name:

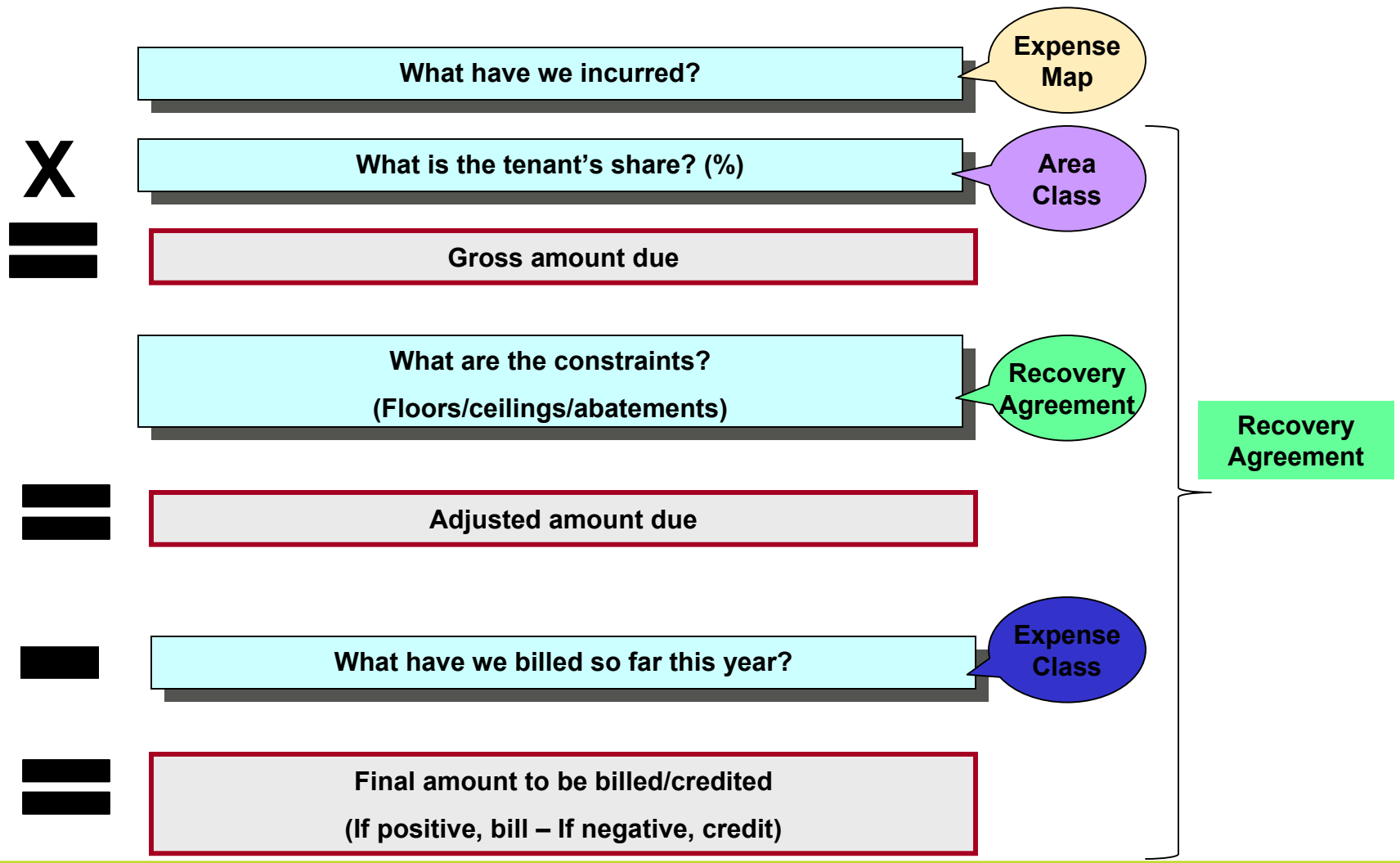


# Expense Map Expense Class Area Class

# Purpose of Each Entity

- Expense Map
  - Maps GL balances to a billing purpose, for each Property or Property/Location
- Expense Class
  - Which tenants pay which types of expenses?
  - Marries the billing term with the reimbursement type
- Area Class
  - Determines which tenants at the Property will be participating in CAM
    - How many entities are splitting the cost?
    - Prorates if tenant wasn't active during the entire CAM period

# Generic CAM Calculation



# Expense Map

Expense Account Mapping

Mapping Name:  [ ]

— Details —

Karen

Property Name	Location Type	Location Code	GL Account From	GL Account To	Expense Type	Effective From	Effective To	Recoverable	[ ]
SB Properties	Building	SBO	01-110-7410-0000-000	01-110-7410-0000-000	Operating Expense	01-JAN-2000	31-DEC-4712	<input checked="" type="checkbox"/>	
Acme Utica St	Building		01--7420-0000-000	01--7420-0000-000	Insurance	01-JAN-2000	31-DEC-4712	<input checked="" type="checkbox"/>	

- Release 11i - may not be on menu
  - Function: Expense Accounts Mapping
- Release 12 – part of Setup Menu

# Expense Map

Expense Account Mapping

Mapping Name:  [ ]

— Details —

Karen

Property Name	Location Type	Location Code	GL Account From	GL Account To	Expense Type	Effective From	Effective To	Recoverable	[ ]
SB Properties	Building	SBO	01-110-7410-0000-000	01-110-7410-0000-000	Operating Expense	01-JAN-2000	31-DEC-4712	<input checked="" type="checkbox"/>	
Acme Utica Str	Building		01--7420-0000-000	01--7420-0000-000	Insurance	01-JAN-2000	31-DEC-4712	<input checked="" type="checkbox"/>	

- Determines Actual Expenses to compare to
- Required Parameter for 'Extract Expenses from GL'
  - Mapping can be comprehensive covering all or multiple expense classes or specific to expense class
- Expense Type equates to Billing Purpose
- Use 31-Dec-4712 to make map effective-to date “forever”

# Expense Map

Expense Account Mapping

Mapping Name:  [ ]

— Details —

Karen

Property Name	Location Type	Location Code	GL Account From	GL Account To	Expense Type	Effective From	Effective To	Recoverable	[ ]
SB Properties	Building	SBO	01-110-7410-0000-000	01-110-7410-0000-000	Operating Expense	01-JAN-2000	31-DEC-4712	<input checked="" type="checkbox"/>	
Acme Utica St	Building		01--7420-0000-000	01--7420-0000-000	Insurance	01-JAN-2000	31-DEC-4712	<input checked="" type="checkbox"/>	

- Do not have to specify both Property and Location, but must specify at least one (or when Populate Expense Map is run, it errors)
- Specify level of detail that matches accounting
  - Example: If Property contains multiple locations and accounting only applies to one, specify location also

# Expense Class

- Determines Billed Expenses to compare to
- Level of Detail for Expense Type and Property and Location Code should match Expense Map
- Space Standard and Recovery Type determine which Billings included (can use this when multiple area classes exist for a property)

# Expense Class

ORACLE Property Manager Recoveries [Close Window](#) [Preferences](#) [Help](#) [Personalize Page](#)

Recovery Agreements | Expenses | Area | **Setup**

Area Classes | Expense Classes

### Expense Class

**Search**

Expense Class Name  Expense Class Number   
 Property Name  Location Code   
 Expense Type  Space Standard   
 Recovery Type

---

Select Expense Class Name	Expense Class Number	Property Name	Location Code	Portion %
No search conducted.				

[Recovery Agreements](#) | [Expenses](#) | [Area](#) | [Setup](#) | [Close Window](#) | [Preferences](#) | [Help](#) | [Personalize Page](#)

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- Leases and Documents | Recovery | Recovery Agreement Landlord
  - Setup tab
    - Expense Classes sub-tab
- Enter criteria to search for existing, or click ‘Create Class’



# Expense Class

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area **Setup**

Area Classes | Expense Classes

Setup: Expense Classes >

### Create Expense Class

You need to enter the Property Name or the Location Code (or you can also enter both). Cancel Apply

\* Indicates required field

Expense Class Number	10125	* Currency	USD
* Expense Class Name	SB Offices	Portion Percentage	100
Expense Class Description		Fee Percentage Before Contributors	
Property Name	SB Properties	Fee Percentage After Contributors	
Location Code	SBO	Area Class Default	

**Expense Class Types**

*Expense Type	Inclusions	Delete
No results found.		

[Add Another Row](#)

- Enter Name and Description
- Enter Property Name and Building to match Lease Terms
  - Right now requires Property
- Click 'Add Another Row' to add Expense Class Types
- DON'T click Apply – will have to re-query record

# Expense Class

**ORACLE** Property Manager Recoveries

Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area **Setup**

Area Classes | Expense Classes

Setup: Expense Classes >

**Update Expense Class: 10125**

\* Indicates required field

Expense Class Number **10125** \* Currency **USD**

\* Expense Class Name **SB Offices** Portion Percentage **100**

Expense Class Description  Fee Percentage Before Contributors

Property Name **SB Properties** Fee Percentage After Contributors

Location Code **SBO** Area Class Default

Cancel Apply

**Expense Class Types**

*Expense Type	Inclusions	Delete
Operating Expense		

Add Another Row

- Enter desired Expense Types
  - Remember Expense Type must match Billing Purpose
- Click the Inclusions icon

# Expense Class

**ORACLE** Property Manager Recoveries [Close Window](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)

Recovery Agreements Expenses Area **Setup**

Area Classes | Expense Classes

Setup: Expense Classes > Update Expense Class: 10125 >

**Update Expense Inclusions: Operating Expense** Cancel Apply

Expense Class Name <b>SB Offices</b>	Property Name <b>SB Properties</b>
Expense Class Number <b>10125</b>	Location Code <b>SBO</b>
Expense Class Description	Portion Percentage <b>100</b>

---

Select	*Space Standard	*Recovery Type	Share %	Fee % Before Contributors
No results found.				

- Click 'Add Another Row' to select specific combinations
- Click 'Display All Inclusions' to select all combinations

# Expense Class

ORACLE Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area **Setup**

Area Classes | Expense Classes

Setup: Expense Classes > Update Expense Class: 10125 >

**Update Expense Inclusions: Operating Expense** Cancel Apply


Expense Class Name	SB Offices	Property Name	SB Properties
Expense Class Number	10125	Location Code	SBO
Expense Class Description		Portion Percentage	100

---

Display All Inclusions

Select	Space Standard	Recovery Type	Share %	Fee % Before Contributors
No results found.				

Add Another Row

- Clicking  next to 'Space Standard' or 'Recovery Type' will yield LOV of combinations that exist for billings that match location and expense type


**Search and Select: Space Standard** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Space Standard % Go

**Results**

Select	Quick Select	Space Standard	Recovery Type
○		Office	General

[About this Page](#)

# Expense Class

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area **Setup**

Area Classes | Expense Classes

Setup: Expense Classes > Update Expense Class: 10125 >

**Update Expense Inclusions: Operating Expense** Cancel Apply

Expense Class Name SB Offices	Property Name SB Properties
Expense Class Number 10125	Location Code SBO
Expense Class Description	Portion Percentage 100

---

Select Expense Class Inclusions: Delete | Display All Inclusions

Select All | Select None

Select *Space Standard	*Recovery Type	Share %	Fee % Before Contributors
<input type="checkbox"/> Office	General	100	

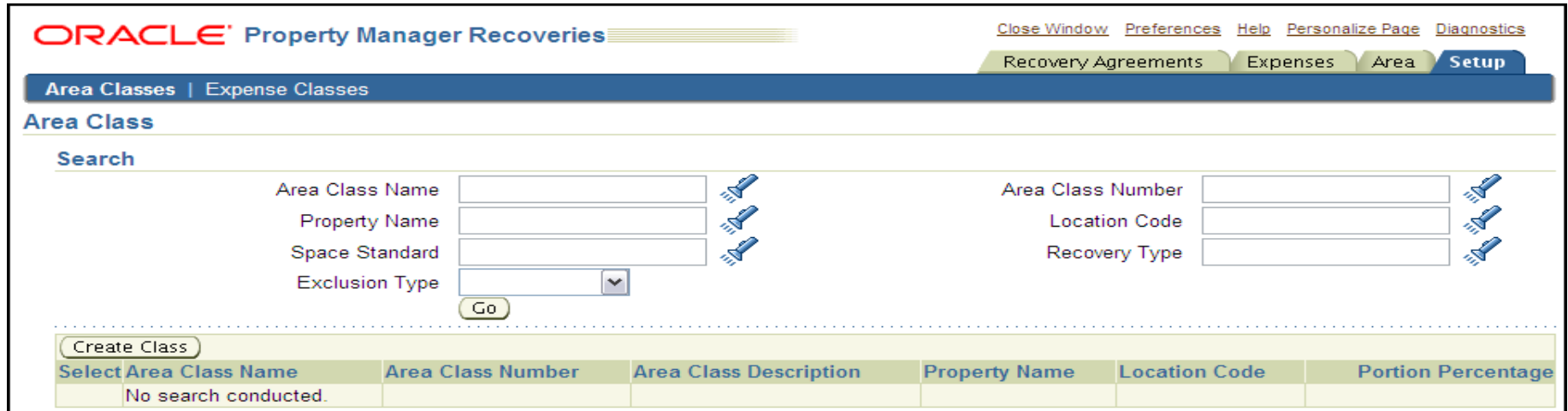
Add Another Row

- Can adjust share depending on terms of lease
- Click Apply to save

# Area Class

- Determines which tenants at the Property will be participating in CAM
- Level of Detail for Property and Location Code should match Expense Map
- Space Standard and Recovery Type determine which Tenants area and/or expenses are excluded

# Area Class





**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics



Recovery Agreements Expenses Area **Setup**



Area Classes | Expense Classes


**Area Class**

**Search**

Area Class Name   Area Class Number  

Property Name   Location Code  

Space Standard   Recovery Type  

Exclusion Type  

Select Area Class Name	Area Class Number	Area Class Description	Property Name	Location Code	Portion Percentage
No search conducted.					

- Leases and Documents | Recovery | Recovery Agreement Landlord
  - Setup tab
    - Area Classes sub-tab
- Enter criteria to search for existing, or click ‘Create Class’

# Area Class

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area **Setup**

Area Classes | Expense Classes

Setup: Area Classes >


### Create Area Class


You need to enter either the property name or the location code, or you can enter both. Cancel Apply

\* Indicates required field

Area Class Number **10124**

Area Class Description

Location Code  

\* Area Class Name  

Property Name

Portion Percentage

#### Area Class Exclusions

*Space Standard	*Recovery Type	Relation	Area Exclusion Type	Delete
No results found.				

- Enter Name and Description
- Enter Property Name and Building to match Lease Terms
  - Right now requires Property
- Click 'Add Another Row' to add Area Class Exclusions
- DON'T click Apply – will have to re-query record



# Area Class

**ORACLE** Property Manager Recoveries

Area Classes | Expense Classes

Setup: Area Classes >

**Create Area Class**

You need to enter either the property name or the location code, or you can enter both.

\* Indicates required field

Area Class Number: 10124

Area Class Description: [Text Field]

Location Code: SBO

\* Area Class Name: SB Offices

Property Name: SB Properties

Portion Percentage: 100

Area Class Exclusions

Display All Exclusions

*Space Standard	*Recovery Type	Relation	Area	Exclusion Type	Delete
[Text Field]	[Text Field]	[Dropdown]	[Text Field]	[Dropdown]	[Delete Icon]

Add Another Row

Exclusion Type Dropdown: Area, Both, Prorata Share

- Combinations entered here will either
  - exclude the area from “total area” –
  - Exclude the expenses from the “total expenses”
  - Exclude both
- Tenants thus excluded are Contributors



# Recovery Agreement Methods

# Methods – Prorata Share

- Based On
  - Total Expenses (Expense Classes)
  - Total Area (From Location)
  - (Optional) Multiple %
  - Tenant’s Recoverable Area (Area Classes)
    - (Optional) Constraints and Abatements
  - Occupancy % (Occupancy Dates)
- Formula
  - $((\text{Tenant's Recoverable Area} * \text{Occupancy \%}) / \text{Total Area}) * (\text{Total Expenses}) * (\text{Multiple \%})$

# Methods – Prorata Share

- Special Requirements
  - Offices (only place to enter assignable)
  - Assignable space per Office
- Data Required (not already entered)
  - Area Classes
    - (Optional) Constraints and Abatements
  - Expense Classes
  - Offices (including assignable space)
  - (Optional) Multiple %
  - Agreements

# Methods – Fixed Rate

- Based On
  - Fixed \$ per area amount
  - Tenant Recoverable Area
    - (Optional) Constraints and Abatements
  - Occupancy % (Occupancy Dates)
  - (Optional) Multiple %
- Formula
  - Fixed Rate \* Tenant's Recoverable Area \* Occupancy %  
\* Multiple %

## Methods – Fixed Rate

- Note: Does not pull actual expenses paid
- Special Requirements
  - Tenant Recoverable Area is manually entered as are Constraints and Abatements
- Data Required (not already entered)
  - Tenant Recoverable Area
    - (Optional) Constraints and Abatements
  - (Optional) Multiple %
  - Agreements

# Methods – Fixed Amount

- Based On
  - Fixed Amount
  - (Optional) Constraints and Abatements
- Formula
  - Fixed Amount
- Special Requirements
  - None
- Note: No different than entering and keeping current the CAM billing terms

# Methods – Fixed Amount

- Data Required (not already entered)
  - Agreements
  - Fixed Amount (each agreement)
  - (Optional) Constraints and Abatements



# Methods – Fixed Percentage

- Based On
  - Expense Classes
  - Manually entered %
- Formula
  - Total Expense \* Fixed %
- Restrictions
  - No constraints or abatements allowed

# Methods – Fixed Percentage

- Data Required (not already entered)
  - Agreements
  - Expense Classes
  - Fixed % (each tenant on each agreement)

# **Recovery Agreement Example Leases, Locations, Billings**

# Sample Leases - Lease

Edit Lease (SB100) - SB100, Vision Operations

Name	<input type="text" value="SB100"/>	Number	<input type="text" value="SB100"/>
Type	<input type="text" value="Net Lease"/>	Class	<input type="text" value="Third Party"/>
Master Lease	<input type="text"/>	Abstracted By	<input type="text" value="OPERATIONS"/>
Approval Status	<input type="text" value="Final"/>	Lease Status	<input type="text" value="Active"/>
Primary Location	<input type="text" value="SBO_F1_0100"/>	Customer	<input type="text" value="AT&amp;T Universal Card"/>

<b>Key Lease Dates</b>		<b>Account Defaults</b>	
Execution	<input type="text" value="01-JAN-2000"/>	Revenue	<input type="text" value="01-110-4504-0000-000"/>
Commencement	<input type="text" value="01-JAN-2000"/>	Receivable	<input type="text" value="01-000-1210-0000-000"/>
Termination	<input type="text" value="31-DEC-2009"/>	Accrued Asset	<input type="text" value="01-000-1230-0000-000"/>
Extension End Date	<input type="text"/>	Invoice Grouping Name	<input type="text"/>
<b>Lease Term</b>		Term Template	<input type="text"/>
Years	<input type="text" value="10"/>	User Responsible	<input type="text" value="OPERATIONS"/>
Months	<input type="text" value="0"/>	Proration Rule	<input type="text" value="365 Days/Year"/>
Days	<input type="text" value="0"/>	Functional Currency	<input type="text" value="USD"/> [ <input type="text"/> ]

# Sample Leases – Location

Details	Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes		
<b>Recovery Location</b>									
Type	Code	Primary	Usage	Share	Actual Occ Date	Expiration Date	Recovery Type	Recov Space Std	Loc Asgn Area
Office	SBO_F1_0100	<input checked="" type="checkbox"/>	Office Sp	100	01-JAN-2000	31-DEC-2009	General	Office	100

Details	Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes
<b>Recovery Location</b>							
ce Std	Loc Asgn Area	Customer Name	Estimated Occupancy Date	Financial Obligation End	Bill To Site	[ ]	
	100	AT&T Universal Card	01-JAN-2000	31-DEC-2009	Jacksonville (OPS)		

# Sample Leases – Billings

Details   Contacts   Locations   Insurance   Rights and Obligations   Options   <b>Billings</b>   Notes											
Date From		01-JAN-2000		Date To		31-DEC-2009		Find			
<b>Billing</b>											
TT	Location	Purpose	Type	Frequency	Sched	Start Date	End Date	Customer Name	Bill To Site	Actual Amount	Recoverable
<input checked="" type="checkbox"/>	SBO_F1_01	Rent	Base Ren	Monthly	1	01-JAN-2000	31-DEC-2009	AT&T Universal Ca	Jacksonville	1,000.00	<input type="checkbox"/>
<input type="checkbox"/>	SBO_F1_01	Operating	Common	Monthly	1	01-JAN-2000	31-DEC-2009	AT&T Universal Ca	Jacksonville	100.00	<input checked="" type="checkbox"/>

Details   Contacts   Locations   Insurance   Rights and Obligations   Options   <b>Billings</b>   Notes									
Date From		01-JAN-2000		Date To		31-DEC-2009		Find	
<b>Billing</b>									
Annual Amount	Annual/Area	Area	Payment Term	Transaction Type	Currency	Rate	Normalize	[ ]	
<input checked="" type="checkbox"/>	12,000.00	120.00	100	PN CONSOL IMMD	PN CONBIL USD	USD	1	<input type="checkbox"/>	
<input type="checkbox"/>	1,200.00	12.00	100	PN CONSOL IMMD	PN CONBIL USD	USD	1	<input type="checkbox"/>	



# Sample Leases – Billing Accounting

Term Details - Term Details, Vision Operations

**Rent**

Purpose: **Operating Expense**

Type: **Common Area Maintenance**

Frequency: **Monthly**

Estimated:

Actual: **100.00**

Currency: **USD**

Rate: **1**

Normalize

**Dates and Metrics**

Start Date: **01-JAN-2000**

End Date: **31-DEC-2009**

Target Date:

Schedule Day: **1**

Area Type: **Location Rentable Area**

Annual: **1,200.00**

Area: **100**

Annual/Area: **12.00**

Location Code: **SBO\_F1\_0100**

**Bill** Accounts Distribution

Num	Class	GL Account	%	Amount [ ]
<b>1</b>	<b>Revenue</b>	<b>01-110-4530-0000-000</b>	<b>100</b>	<input type="text"/>
2	Receivable	01-000-1210-0000-000	100	<input type="text"/>
3	Accrued Asset	01-000-1230-0000-000	100	<input type="text"/>
				<input type="text"/>

Account Name: **Operations-Facilities Resources-Lease Utilities-No Sub Account-No Product**



# Sample Leases - Lease

Edit Lease (SB110) - SB110, Vision Operations

Name	<input type="text" value="SB110"/>	Number	<input type="text" value="SB110"/>
Type	<input type="text" value="Net Lease"/>	Class	<input type="text" value="Third Party"/>
Master Lease	<input type="text"/>	Abstracted By	<input type="text" value="OPERATIONS"/>
Approval Status	<input type="text" value="Final"/>	Lease Status	<input type="text" value="Active"/>
Primary Location	<input type="text" value="SBO_F1_0110"/>	Customer	<input type="text" value="Total Internet"/>

[Details](#) | [Contacts](#) | [Locations](#) | [Insurance](#) | [Rights and Obligations](#) | [Options](#) | [Billings](#) | [Notes](#)

<b>Key Lease Dates</b>		<b>Account Defaults</b>	
Execution	<input type="text" value="01-JAN-2000"/>	Revenue	<input type="text" value="01-110-4504-0000-000"/>
Commencement	<input type="text" value="01-JAN-2000"/>	Receivable	<input type="text" value="01-000-1210-0000-000"/>
Termination	<input type="text" value="31-DEC-2009"/>	Accrued Asset	<input type="text" value="01-000-1230-0000-000"/>
Extension End Date	<input type="text"/>	Invoice Grouping Name	<input type="text"/>
<b>Lease Term</b>		Term Template	<input type="text"/>
Years	<input type="text" value="10"/>	User Responsible	<input type="text" value="OPERATIONS"/>
Months	<input type="text" value="0"/>	Proration Rule	<input type="text" value="365 Days/Year"/>
Days	<input type="text" value="0"/>	Functional Currency	<input type="text" value="USD"/> [ <input type="text"/> ]



# Sample Leases – Location

Details										Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes			
										<b>Recovery Location</b>									
Type	Code	Primary	Usage	Share	Actual Occ Date	Expiration Date	Recovery Type	Recov Space Std	Loc Asgn Area										
Office	SBO_F1_0110	<input checked="" type="checkbox"/>	Office Sp	100	01-JAN-2000	31-DEC-2009	General	Office	300										

Details										Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes			
										<b>Recovery Location</b>									
Rec Space Std	Loc Asgn Area	Customer Name	Estimated Occupancy Date	Financial Obligation End	Bill To Site	[ ]													
	300	Total Internet	01-JAN-2000	31-DEC-2009	Foster City (OPS)														

# Sample Leases – Billings

Details												Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes
Date From		01-JAN-2000		Date To		31-DEC-2009		Find										
<b>Billing</b>																		
TT	Location	Purpose	Type	Frequency	Sched	Start Date	End Date	Customer Name	Bill To Site	Actual Amount	Recoverable							
<input checked="" type="checkbox"/>	SBO_F1_01	Rent	Base Ren	Monthly	1	01-JAN-2000	31-DEC-2009	Total Internet	Foster City (	1,500.00	<input type="checkbox"/>							
<input type="checkbox"/>	SBO_F1_01	Operating	Common	Monthly	1	01-JAN-2000	31-DEC-2009	Total Internet	Foster City (	200.00	<input checked="" type="checkbox"/>							

Details												Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes
Date From		01-JAN-2000		Date To		31-DEC-2009		Find										
<b>Billing</b>																		
Annual Amount	Annual/Area	Area	Payment Term	Transaction Type	Currency	Rate	Normalize	[ ]										
<input checked="" type="checkbox"/>	18,000.00	60.00	300	PN CONSOL IMM	PN CONBIL USD	USD	1	<input type="checkbox"/>										
<input type="checkbox"/>	2,400.00	8.00	300	PN CONSOL IMM	PN CONBIL USD	USD	1	<input type="checkbox"/>										

# Sample Leases – Billing Accounting

Term Details - Term Details, Vision Operations

**Rent**

Purpose: **Operating Expense**

Type: **Common Area Maintenance**

Frequency: **Monthly**

Estimated:

Actual:

Currency: **USD**

Rate:

Normalize

**Dates and Metrics**

Start Date: **01-JAN-2000**

End Date: **31-DEC-2009**

Target Date:

Schedule Day:

Area Type: **Location Rentable Area**

Annual:

Area:

Annual/Area:

Location Code: **SBO\_F1\_0110**

**Bill** Accounts Distribution

Num	Class	GL Account	%	Amount [ ]
<b>1</b>	<b>Revenue</b>	<b>01-110-4530-0000-000</b>	<b>100</b>	
2	Receivable	01-000-1210-0000-000	100	
3	Accrued Asset	01-000-1230-0000-000	100	

Account Name: **Operations-Facilities Resources-Lease Utilities-No Sub Account-No Product**



# Sample Leases - Lease

Edit Lease (SB200) - SB200, Vision Operations

Name	<input type="text" value="SB200"/>	Number	<input type="text" value="SB200"/>
Type	<input type="text" value="Net Lease"/>	Class	<input type="text" value="Third Party"/>
Master Lease	<input type="text"/>	Abstracted By	<input type="text" value="OPERATIONS"/>
Approval Status	<input type="text" value="Final"/>	Lease Status	<input type="text" value="Active"/>
Primary Location	<input type="text" value="SBO_F2_0200"/>	Customer	<input type="text" value="Vision"/>

Details | Contacts | Locations | Insurance | Rights and Obligations | Options | Billings | Notes

<b>Key Lease Dates</b>		<b>Account Defaults</b>	
Execution	<input type="text" value="01-JAN-2000"/>	Revenue	<input type="text" value="01-110-4504-0000-000"/>
Commencement	<input type="text" value="01-JAN-2000"/>	Receivable	<input type="text" value="01-000-1210-0000-000"/>
Termination	<input type="text" value="30-SEP-2007"/>	Accrued Asset	<input type="text" value="01-000-1230-0000-000"/>
Extension End Date	<input type="text"/>	Invoice Grouping Name	<input type="text"/>
<b>Lease Term</b>		Term Template	<input type="text"/>
Years	<input type="text" value="7"/>	User Responsible	<input type="text" value="OPERATIONS"/>
Months	<input type="text" value="9"/>	Proration Rule	<input type="text" value="365 Days/Year"/>
Days	<input type="text" value="0"/>	Functional Currency	<input type="text" value="USD"/> [ ]

# Sample Leases – Location

Details	Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes		
<b>Recovery Location</b>									
Type	Code	Primary	Usage	Share	Actual Occ Date	Expiration Date	Recovery Type	Recov Space Std	Loc Asgn Area
Office	SBO_F2_0200	<input checked="" type="checkbox"/>	Office Sp:	100	01-JAN-2000	30-SEP-2007	General	Office	200

Details	Contacts	Locations	Insurance	Rights and Obligations	Options	Billings	Notes
<b>Recovery Location</b>							
ce Std	Loc Asgn Area	Customer Name	Estimated Occupancy Date	Financial Obligation End	Bill To Site	[ ]	
	200	Vision	01-JAN-2000	30-SEP-2007	Seattle (OPS)		

# Sample Leases – Billings

Details   Contacts   Locations   Insurance   Rights and Obligations   Options   <b>Billings</b>   Notes											
Date From		01-JAN-2000		Date To		30-SEP-2007		Find			
<b>Billing</b>											
TT	Location	Purpose	Type	Frequency	Sched	Start Date	End Date	Customer Name	Bill To Site	Actual Amount	Recoverable
<input checked="" type="checkbox"/>	SBO_F2_02	Rent	Base Ren	Monthly	1	01-JAN-2000	30-SEP-2007	Vision	Seattle (OP	1,500.00	<input type="checkbox"/>
<input type="checkbox"/>	SBO_F2_02	Operating	Common	Monthly	1	01-JAN-2000	30-SEP-2007	Vision	Seattle (OP	120.00	<input checked="" type="checkbox"/>

Details   Contacts   Locations   Insurance   Rights and Obligations   Options   <b>Billings</b>   Notes									
Date From		01-JAN-2000		Date To		30-SEP-2007		Find	
<b>Billing</b>									
Annual Amount	Annual/Area	Area	Payment Term	Transaction Type	Currency	Rate	Normalize	[ ]	
<input checked="" type="checkbox"/>	18,000.00	90.00	200	PN CONSOL IMMDD	PN CONBIL USD	USD	1	<input type="checkbox"/>	
<input type="checkbox"/>	1,440.00	7.20	200	PN CONSOL IMMDD	PN CONBIL USD	USD	1	<input type="checkbox"/>	



# Sample Leases – Billing Accounting

Term Details - Term Details, Vision Operations

**Rent**

Purpose: **Operating Expense**

Type: **Common Area Maintenance**

Frequency: **Monthly**

Estimated:

Actual: **120.00**

Currency: **USD**

Rate: **1**

Normalize

**Dates and Metrics**

Start Date: **01-JAN-2000**

End Date: **30-SEP-2007**

Target Date:

Schedule Day: **1**

Area Type: **Location Rentable Area**

Annual: **1,440.00**

Area: **200**

Annual/Area: **7.20**

Location Code: **SBO\_F2\_0200**

**Bill** Accounts Distribution

Num	Class	GL Account	%	Amount [ ]
<b>1</b>	<b>Revenue</b>	<b>01-110-4530-0000-000</b>	<b>100</b>	
2	Receivable	<del>01-000-1210-0000-000</del>	100	
3	Accrued Asset	01-000-1230-0000-000	100	

Account Name: **Operations-Facilities Resources-Lease Utilities-No Sub Account-No Product**



# Recovery Agreement Create



# Enter Agreement

ORACLE Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

**Recovery Agreements** Expenses Area Setup

Existing Agreements | Tenants Without Agreements

**Recovery Agreements**

Search

Property Name

Location Code

Lease Name

Lease Number

Customer Name

Recovery Agreement Name

Recovery Agreement Number

Agreement Start Date    
(example: 24-Feb-2008)

Agreement End Date

Select	Property Name	Location Code	Customer Name	Lease Name	Recovery Agreement Name	Recovery Agreement Number	Agreement Start Date	Agreement End Date	Update	Duplicate
	No search conducted.									

[Recovery Agreements](#) | [Expenses](#) | [Area](#) | [Setup](#) | [Close Window](#) | [Preferences](#) | [Help](#) | [Personalize Page](#) | [Diagnostics](#)

- Leases and Documents | Recovery | Recovery Agreement Landlord
- Query Existing or click 'Create Agreement'

# Enter Agreement

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

**Recovery Agreements** Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Recovery Agreements: Existing Agreements >

### Create Recovery Agreement

\* Indicates required field

* Lease Number	<input type="text" value="SB100"/>		* Lease Name	<input type="text" value="SB100"/>	
Status	Final		Lease Status	Active	
Location Code	SBO_F1_O100		Customer Name	AT&T Universal Card	
Property Name	SB Properties		* Currency	USD	
Recovery Agreement Name	<input type="text" value="SB100"/>		* Agreement Start Date	01-Jan-2000	
Recovery Agreement Number	10160		(example: 23-Feb-2008)		
Negative Recovery	Credit <input type="button" value="v"/>		* Agreement End Date	31-Dec-2009	
			Term Template	<input type="text"/>	

### Recovery Lines

*Billing Type	*Billing Purpose	*Recovery Start Date	*Recovery End Date	Calculation Method	Fixed Amount	Fixed Rate	Fixed %	*Multiple %	Delete
No results found.									

- Lease Name/Number required
- Fills in all fields except Recovery Agreement Name

# Enter Agreement

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

**Recovery Agreements** Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Recovery Agreements: Existing Agreements >

### Create Recovery Agreement

\* Indicates required field

<p>* Lease Number <input type="text" value="SB100"/></p> <p>Status <b>Final</b></p> <p>Location Code <b>SBO_F1_O100</b></p> <p>Property Name <b>SB Properties</b></p> <p>Recovery Agreement Name <input type="text" value="SB100"/></p> <p>Recovery Agreement Number <b>10180</b></p> <p>Negative Recovery <input type="text" value="Credit"/></p>	<p><input type="button" value="Cancel"/> <input type="button" value="Complete Line Details"/> <input type="button" value="Apply"/></p> <p>* Lease Name <input type="text" value="SB100"/></p> <p>Lease Status <b>Active</b></p> <p>Customer Name <b>AT&amp;T Universal Card</b></p> <p>* Currency <input type="text" value="USD"/></p> <p>* Agreement Start Date <input type="text" value="01-Jan-2000"/> <small>(example: 26-Feb-2008)</small></p> <p>* Agreement End Date <input type="text" value="31-Dec-2009"/></p> <p>Term Template <input type="text"/></p>
--	--

### Recovery Lines

*Billing Type	*Billing Purpose	*Recovery Start Date	*Recovery End Date	Calculation Method	Fixed Amount	Fixed Rate	Fixed %	*Multiple %	Delete
Common Are: <input type="text"/>	Operating Expense <input type="text"/>	01-Jan-2000 <input type="text"/>	31-Dec-2009 <input type="text"/>	Prorata Share <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	<input type="button" value="Delete"/>

- Click 'Include All Lines' to pull all lines w/ Recovery Flag checked
- Calculation Method defaults to Prorata Share
- Click 'Complete Line Details' to continue

# Enter Agreement

**ORACLE** Property Manager Recoveries [Close Window](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)

**Recovery Agreements** | Expenses | Area | Setup

Existing Agreements | Tenants Without Agreements

Expense   Area   Constraints   Abatements

**Create Line Details: Expense** Cancel   Step 1 of 4   Next   Finish

*Billing Type	*Billing Purpose	Calculation Method	*Expense Class Name	*Expense Class Number	Expense Class Description	*Recovery Start Date	*Recovery End Date	Delete
No search conducted.								
<input type="button" value="Add Another Row"/>								

- Click 'Include All Lines'

# Enter Agreement

ORACLE Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Create Line Details: Expense Cancel Step 1 of 4 Next Finish

Include All Lines

*Billing Type	*Billing Purpose	Calculation Method	*Expense Class Name	*Expense Class Number	Expense Class Description	*Recovery Start Date	*Recovery End Date	Delete
Common A	Operating Exp	Prorata Share	SB Offices	10125		01-Jan-2000	31-Dec-2009	

Add Another Row

- Select Expense Class (by Name or Number)
- Click Next

# Enter Agreement

ORACLE Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Expense Area Constraints Abatements

Create Line Details: Area Cancel Back Step 2 of 4 Next Finish

Include All Lines

*Billing Type	*Billing Purpose	Calculation Method	*Area Class Name	*Area Class Number	Area Class Description	*Recovery Start Date	*Recovery End Date	Area Type
Common A	Operating Exj	Prorata Share	SB Offices	10127		01-Jan-2000	31-Dec-2009	Total Assignable

Add Another Row

- Select Area Class (if type supports it) (by Name or Number)
- Click Next

# Enter Agreement

ORACLE Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Expense Area **Constraints** Abatements

Create Line Details: Constraints

Cancel Back Step 3 of 4 Next Finish

*Billing Type	*Billing Purpose	Calculation Method	Scope	Relation	Value	*Recovery Start Date	*Recovery End Date	Delete
Common A	Operating Exp	Prorata Share				01-Jan-2000	31-Dec-2009	

Add Another Row

Cancel Back Step 3 of 4 Next Finish

- If want to enter constraints, click either 'Include All Lines' or 'Add Another Row' (and then select type)
- Select Scope & Relation, Enter Value



# Enter Agreement

## Search and Select: Scope

Cancel







Select

### Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

### Results

Select	Quick Select	Scope	Relation
<input type="radio"/>		% Over Prior Year Amount	Maximum
<input type="radio"/>		% Over Prior Year Cap	Maximum
<input type="radio"/>		Prorata Share	Maximum
<input type="radio"/>		Prorata Share	Minimum
<input type="radio"/>		Rate	Maximum
<input type="radio"/>		Rate	Minimum

[About this Page](#)

Cancel

Select



# Enter Agreement

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Expense Area Constraints **Abatements**

Create Line Details: Abatements Cancel Back Step 4 of 4 Finish

Include All Lines

*Billing Type	*Billing Purpose	Calculation Method	Abatement Type	Abatement Amount	Abatement Description	*Recovery Start Date	*Recovery End Date	Delete
Common A	Operating Exp	Prorata Share				01-Jan-2000	31-Dec-2009	

Add Another Row

- If want to enter Abatements, click either 'Include All Lines' or 'Add Another Row' (and then select type)
- Select Abatement Type, Enter Abatement Amount and (optional) Abatement Description



# Enter Agreement

**Search and Select: Abatement Type** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By  %

**Results**

Select	Quick Select	Abatement Type
<input type="radio"/>		Re-Location
<input type="radio"/>		Service Interruption

[About this Page](#)

- Choices from the Lookup Type

# Tenants w/o Agreements





ORACLE Property Manager Recoveries [Close Window](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)



**Recovery Agreements** | Expenses | Area | Setup



Existing Agreements | **Tenants Without Agreements**

**Tenants Without Agreement**

**Search**  
\* Indicates required field

Property Name    
 Location Code    
 Customer Name    
 Lease Name  

Lease Number   
 \* Period Start Date    
(example: 23-Feb-2008)  
 \* Period End Date  

Property Name	Location Code	Customer Name	Lease Name	Lease Number	Create Agreement
SB Properties	SBO_F1_O110	Total Internet	SB110	SB110	
SB Properties	SBO_F2_O200	Vision	SB200	SB200	

- Enter Start/End Dates and other desired criteria
- Tenants w/o an agreement are listed
- Click 'Create Agreement' to add agreement
- Easier than starting from scratch
- Remember to fill in Agreement Name

# Running the Process

# Timings and Limitations

- Assumes expenses posted in GL
- Assumes billings approved and exported (does not have to be invoiced)
- Creates reconciliation term
- Does not adjust existing terms or create additional periodic terms
- Does not produce a reconciliation report
  - Details available via screen

# Extract Expenses from GL

- Concurrent Program
- Can extract actual or budget
- Populate Recoveries
  - If say No, have to run this process separately
  - If say Yes, must specify
    - Location Code or Property Name
    - 3 parameters below 'Period End Date'

Parameters

Mapping Name **SB-7410**

Location Code

Property Name

Set Of Books **Vision Operations (USA)**

Period Name Start **Jan-07**

Period Name End **Dec-07**

Balance Type **Actual**

Budget Name

Populate Recoveries **No**

As Of Date **01-JAN-2007**

Period Start Date **01-JAN-2007**

Period End Date **31-DEC-2007**

Populate Expense Class Details

Populate Area Class Details

Use Overrides

Recovery Expense Number

OK Cancel Clear Help



# Extract Expenses from GL

- As Of Date
  - All leases effective that date will be included
    - Same as Period Start Date – leases ending before Period End Date are prorated
    - Same as Period End Date – leases ending before Period End Date are excluded

Parameters

Mapping Name **SB-7410**

Location Code

Property Name

Set Of Books **Vision Operations (USA)**

Period Name Start **Jan-07**

Period Name End **Dec-07**

Balance Type **Actual**

Budget Name

Populate Recoveries **No**

As Of Date **01-JAN-2007**

Period Start Date **01-JAN-2007**

Period End Date **31-DEC-2007**

Populate Expense Class Details

Populate Area Class Details

Use Overrides

Recovery Expense Number

OK Cancel Clear Help

# Extract Expenses from GL - Log

```

Number of rows in CCID pl/sql table: 1
PN_REC_EXP_EXTR_FROM_GL_PKG.get_ccids (-)
PN_REC_EXP_EXTR_FROM_GL_PKG.get_amount (+)
loop: 1  CCID: 13083  SOB: 1  CURRENCY: USD  FROM DT: 01-JAN-07  TO DT: 31-DEC-07
Amount1: 46000
PN_REC_EXP_EXTR_FROM_GL_PKG.get_amount (-)
PN_REC_EXP_EXTR_FROM_GL_PKG.populate_rec_exp_itf (+)
SOB: 1  FRM DT: 01-JAN-07 TO DT: 31-DEC-07
Number of records processed: 1
Number of records inserted: 1
    
```

- Log lists total combinations and total \$ for each combination
- Results stored in PN\_REC\_EXP\_ITF

EXPENSE_LINE_DTL_ID	PROPERTY_ID	LOCATION_ID	EXPENSE_TYPE_CODE	EXPENSE_ACCOUNT_ID	ACCOUNT_DESCRIPTION	ACTUAL_AMOUNT
	304	3009	OPEX	13083		46000

FROM_DATE	TO_DATE	TRANSFER_FLAG	MODE_FLAG	LAST_UPDATE_DATE	LAST_UPDATED_BY	CREATION_DATE	CREATED_BY
1/1/2007	12/31/2007	N		2/23/2008 8:56:18 PM	1318	2/23/2008 8:56:18 PM	1318



# Populate Recovery Expenses/Area

- Must Specify Location or Property (or both)
- As of Date – used to calculate total area for area class
  - Must match date used in 'Extract Expenses From GL'
- Period Start Date, Period End Date
  - Must match dates used in 'Extract Expenses From GL'

Copy...

Name **Recovery Module Expense Lines Extraction**

Parameters

Parameters

Location Code **SBO**

Property Code

As of Date **01-JAN-2007**

Period Start Date **01-JAN-2007**

Period End Date **31-DEC-2007**

Currency Code

Populate Expense Class Details **Yes**

Populate Area Class Details **Yes**

Use Override Values **Yes**

Recovery Expense Number

OK Cancel Clear Help



# Populate Recovery Expenses/Area

- Currency Code – used to match to non-SOB currencies
- Populate Expense / Area Class Details
  - Say Yes unless wish to further allocate expenses before populating classes

Copy...

Name **Recovery Module Expense Lines Extraction**

Parameters

Parameters

Location Code **SBO**

Property Code

As of Date **01-JAN-2007**

Period Start Date **01-JAN-2007**

Period End Date **31-DEC-2007**

Currency Code

Populate Expense Class Details **Yes**

Populate Area Class Details **Yes**

Use Override Values **Yes**

Recovery Expense Number

OK Cancel Clear Help



# Populate Recovery Expenses/Area

- Use Override – determines whether overrides made are kept or removed if re-extraction or whether overrides utilized from previous period
  - If no prior periods, value is ignored

Copy...

Name **Recovery Module Expense Lines Extraction**

Parameters

Parameters

Location Code **SBO**

Property Code

As of Date **01-JAN-2007**

Period Start Date **01-JAN-2007**

Period End Date **31-DEC-2007**

Currency Code

Populate Expense Class Details **Yes**

Populate Area Class Details **Yes**

Use Override Values **Yes**

Recovery Expense Number

OK Cancel Clear Help



# Populate Recovery Expenses/Area

- Recovery Expense Number – if System Option “Recovery Expense” = No, mandatory, else number entered when saved

Copy...

Name **Recovery Module Expense Lines Extraction**

Parameters

Parameters

Location Code **SBO**

Property Code

As of Date **01-JAN-2007**

Period Start Date **01-JAN-2007**

Period End Date **31-DEC-2007**

Currency Code

Populate Expense Class Details **Yes**

Populate Area Class Details **Yes**

Use Override Values **Yes**

Recovery Expense Number

OK Cancel Clear Help



# Populate Recovery Expenses/Area

- Resulting Report shows extract was successful
- Recovery Expense Line ID can be used to query results

```
Running Expense Lines extraction.
Location ID           : 3009
Property ID          : 304
Period Start Date    : 01-JAN-07
Period End Date      : 31-DEC-07
As of Date           : 01-JAN-07
Currency Code        : USD
Recovery Expense Number :
Keep Override        : Y
```

```
Recovery Expense Lines
Total records processed : 1
Number of records successful : 1
Number of records failed : 0
```

```
Running Expense Class Detail extraction.
Expense Class ID      : 10125
Recovery Expense Line ID: 10182
Period Start Date     : 2007/01/01 00:00:00
Period End Date       : 2007/12/31 00:00:00
As of Date            : 2007/01/01 00:00:00
Keep Override         : Y
```

```
Expense Class Details
Total records processed : 1
Number of records successful : 1
Number of records failed : 0
```

# Populate Recover Expenses/Area

- Resulting Report shows extract was successful
- Area Class ID can be used to query results (= Area Class Number)

```
Running Expense Lines extraction.
Location ID           : 3009
Property ID          : 304
Period Start Date    : 01-JAN-07
Period End Date      : 31-DEC-07
As of Date           : 01-JAN-07
Currency Code        : USD
Recovery Expense Number :
Keep Override        : Y
```

```
Recovery Expense Lines
Total records processed : 1
Number of records successful : 1
Number of records failed : 0
```

```
Running Area Class Detail extraction.
Area Class ID           : 10127
Period Start Date      : 2007/01/01 00:00:00
Period End Date        : 2007/12/31 00:00:00
As of Date             : 2007/01/01 00:00:00
Keep Override          : Y
```

```
Area Class Details
Total records processed : 1
Number of records successful : 1
Number of records failed : 0
```

# View Results - Expenses




**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics




Recovery Agreements **Expenses** Area Setup

Recovery Expenses | Expense Class Details

**Recovery Expenses**

**Search**

Property Name: SB Properties   
 Location Code: SBO   
 Recovery Expense Number: 10182 

As Of Date: 01-Jan-2007   
 Period Start Date: 01-Jan-2007   
 Period End Date: 31-Dec-2007   
(example: 24-Feb-2008)

Select Recovery Expense:    |

Select	Recovery Expense Number	Property Name	Location Code	As Of Date	Period Start Date	Period End Date	Budget Expense	Actual Expense
<input type="radio"/>	10182	SB Properties	SBO	01-Jan-2007	01-Jan-2007	31-Dec-2007	0.00	46,000.00

- Leases and Documents | Recovery | Recovery Agreement Landlord
  - Expenses Tab
    - Query any field, click Go
    - If query by Location/Property, tries to show all for that property so dates and Recovery Expense Number not displayed

# View Results - Expenses

**ORACLE** Property Manager Recoveries [Close Window](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)

Recovery Agreements **Expenses** Area Setup

Recovery Expenses | Expense Class Details

Expenses: [Recovery Expenses](#) >

**Recovery Expense: 10182**

Recovery Expense Number <b>10182</b> Property Name <b>SB Properties</b> Location Code <b>SBO</b> Currency Code <b>USD</b>	As Of Date <b>01-Jan-2007</b> Period Start Date <b>01-Jan-2007</b> Period End Date <b>31-Dec-2007</b> Budget Expense <b>0.00</b> Actual Expense <b>46,000.00</b>
--	--

**Recovery Expense Lines**

Select Recovery Expense Line:

Select	Property Name	Location Code	Operations Accounting Flex	Description	Expense Type	Budget Expense	Actual Expense	Actual % Allocated	Allocated Amount	Recoverabl
<input type="radio"/>	SB Properties	SBO	01-110-7410-0000-000 <small>Company-Department-Account-Sub-Account-Product</small>		Operating Expense	0.00	46,000.00	0	0.00	✓

- Clicking link in column Recovery Expense Number shows accounting combinations and Expense Types
  - Make sure Recoverable Flag checked
- Can click Update button and change any/all fields and add additional rows



# View Results - Area

ORACLE® Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses **Area** Setup

**Area Class Details**

**Search**

Area Class Name   Area Class Number

Property Name   As Of Date    
(example: 24-Feb-2008)

Location Code

---

Select Area Class Detail:    |

Select	Area Class Name	Area Class Number	Description	Property Name	Location Code	Start Date	End Date	As Of Date	Total Assignable Area	Total Occupied Area Override	Total Weighted Average Override	Total Vacant Area Override	Status
<input type="radio"/>	<a href="#">SB Offices</a>	10127		SB Properties	SBO	01-Jan-2007	31-Dec-2007	01-Jan-2007	800	600	549.58	200	Open

- Leases and Documents | Recovery | Recovery Agreement Landlord
  - Area Tab
    - Query any field, click Go

# View Results - Area

**Area Class Detail: 10127** Update

**Overview**

Area Class Name: SB Offices  
 Area Class Number: 10127  
 Area Class Description:  
 Property Name: SB Properties  
 Location Code: SBO  
 As Of Date: 01-Jan-2007  
 Start Date: 01-Jan-2007  
 End Date: 31-Dec-2007  
 Status: Open

**Totals**

Total Assignable Area: 800  
 Total Occupied Area: 600  
 Total Occupied Area Override: 600  
 Total Excluded Occupied Area: 0  
 Total Weighted Average: 549.58  
 Total Weighted Average Override: 549.58  
 Total Excluded Weighted Average: 0  
 Total Vacant Area: 200  
 Total Vacant Area Override: 200  
 Total Excluded Vacant Area: 0

**Occupancy and Vacancy Details**

Refine Results

Details	Lease Name	Location Code	Start Date	End Date	Assignable Area	Assigned Area	Assigned Area Override	Vacant Area	Occupied Area	Occupied Area Override	Weighted Average	Weighted Average Override	Exclude Prorata Share	Exclude Area	Included in Total
Hide	SB100	SBO_F1_O100	01-Jan-2007	31-Dec-2007	100	100		0	100		100				✓
Customer Name			AT&T Universal Card		Occupancy Percentage		100	Space Standard		General	Recovery Type		Office		
Show	SB110	SBO_F1_O110	01-Jan-2007	31-Dec-2007	300	300		0	300		300				✓
Show	SB200	SBO_F2_O200	01-Jan-2007	30-Sep-2007	200	200		0	200		149.58				✓
Show		SBO_F2_O200	01-Oct-2007	31-Dec-2007	200	0		200	0		0				✓
Show		SBO_F2_O210	01-Jan-2007	31-Dec-2007	200	0		200	0		0				✓

[Return to Area Class Details](#) Update

- Clicking 'Select' beside a row, then 'Update' button (or clicking the link under 'Area Class Name' shows Leases and area
  - Note SB200 is prorated based on days after Jan 1
    - If 'As Of' date had been 31-DEC-2007, this row would be missing
- Click 'Show' button to see Location Assignment Details

# View Results - Area

**Update Area Class Detail: 10127** Cancel Apply

**Overview**

Area Class Name: SB Offices  
 Area Class Number: 10127  
 Area Class Description:  
 Property Name: SB Properties  
 Location Code: SBO  
 As Of Date: 01-Jan-2007  
 Start Date: 01-Jan-2007  
 End Date: 31-Dec-2007  
 Status: Open

**Totals**

Total Assignable Area: 800  
 Total Occupied Area: 600  
 Total Occupied Area Override: 600  
 Total Excluded Occupied Area: 0  
 Total Weighted Average: 549.58  
 Total Weighted Average Override: 549.58  
 Total Excluded Weighted Average: 0  
 Total Vacant Area: 200  
 Total Vacant Area Override: 200  
 Total Excluded Vacant Area: 0

**Occupancy and Vacancy Details**

Refine Results

Details	Lease Name	Location Code	Start Date	End Date	Assignable Area	Assigned Area	Assigned Area Override	Vacant Area	Occupied Area	Occupied Area Override	Weighted Average	Weighted Average Override	Exclude Prorata Share	Exclude Area	Included in Total				
Hide	SB100	SBO_F1_O100	01-Jan-2007	31-Dec-2007	100	100		0	100		100		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Customer Name			AT&T Universal Card			Occupancy Percentage			100			Space Standard		General		Recovery Type		Office	
Show	SB110	SBO_F1_O110	01-Jan-2007	31-Dec-2007	300	300		0	300		300		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Show	SB200	SBO_F2_O200	01-Jan-2007	30-Sep-2007	200	200		0	200		149.58		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Show		SBO_F2_O200	01-Oct-2007	31-Dec-2007	200	0		200	0		0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Show		SBO_F2_O210	01-Jan-2007	31-Dec-2007	200	0		200	0		0		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Cancel Apply

- Exclude Area - removes Denominator Total
- Exclude Prorata Share - removes Location from Nominator






# Calculate Recovery – Single Agreement





**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Existing Agreements | Tenants Without Agreements Recovery Agreements Expenses Area Setup



**Recovery Agreements**

Search

Property Name    
 Location Code    
 Lease Name    
 Lease Number    
 Customer Name  

Recovery Agreement Name    
 Recovery Agreement Number    
 Agreement Start Date    
(example: 24-Feb-2008)  
 Agreement End Date  

Select Agreement:     |

Select	Property Name	Location Code	Customer Name	Lease Name	Recovery Agreement Name	Recovery Agreement Number	Agreement Start Date	Agreement End Date	Update	Duplicate
<input type="radio"/>	SB Properties	SBO_F1_O100	AT&T Universal Card	SB100	SB100	10160	01-Jan-2000	31-Dec-2009		

- Leases and Documents | Recovery | Recovery Agreement Landlord  
– Recovery Agreement tab
- Query Agreement
- Click the Select Button
- Click Calculate Button


# Calculate Recovery – Single Agreement


Calculate Recovery Agreement: 10160


Location Code	SBO_F1_O100	Property Name	SB Properties
Customer Name	AT&T Universal Card	Lease Number	SB100

---

**Calculation Period**

\* Period Start Date    
(example: 24-Feb-2008)

\* Period End Date  

\* As Of Date  

- Calculation is date sensitive
  - Period can be one year or less
  - Expense Class Date must match all three dates
  - Area Class Date must match all three dates
- Enter Dates and Click Go

# Calculate Recovery – Single Agreement

**Calculate Recovery Agreement: 10160** Calculate All

Location Code **SBO\_F1\_O100** Property Name **SB Properties**  
 Customer Name **AT&T Universal Card** Lease Number **SB100**

---

**Calculation Period**

\* Period Start Date    
(example: 24-Feb-2008)

\* Period End Date

\* As Of Date

**Recovery Lines**

Select Line:  |

Select	Billing Type	Billing Purpose	Calculation Method	Recoverable Area	Fixed Amount	Fixed Rate	Fixed %	Multiple %	Status
<input type="radio"/>	Common Area Maintenance	Operating Expense	Prorata Share	<input type="text"/>				100	Complete

- Recoverable Area is ignored except for Fixed Rate
- Status indicates Expense Class matching dates was found
- Click 'Select' then 'Calculate', or click 'Go'

# Calculate Recovery – Single Agreement

- Status Codes
  - Open – cannot find area and/or expense class details matching dates – recovery cannot be calculated
  - Complete – all required details to do calculation are present
  - Processing – system is calculating the recovery
  - Error – failure occurred during calculation

# Calculate Recovery – Single Agreement

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

**Recovery Agreements** Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Recovery Agreements Existing Agreements > Calculate Recovery Agreement: 10160 >

**Confirmation**  
Calculate Recovery Agreement Request 30886005 Submitted successfully

**Re-Calculate Recovery Agreement: 10160**

[Calculate All](#)

Location Code **SBO\_F1\_O100** Property Name **SB Properties**  
Customer Name **AT&T Universal Card** Lease Number **SB100**

**Calculation Period**  
Calculation Period **01-JAN-2007 - 31-DEC-2007 - 01-JAN-2007** [Go](#)

**Recovery Lines**  
Select Line: [Calculate](#) | [Review Line Details](#)

Select	Billing Type	Billing Purpose	Calculation Method	Recoverable Area	Fixed Amount	Fixed Rate	Fixed %	Multiple %	Status
<input type="radio"/>	Common Area Maintenance	Operating Expense	Prorata Share					100	Complete

[Return To Recovery Agreements](#) [Calculate All](#)

- Initiated Concurrent Process
- Confirmation shows process successful
  - Status Complete
  - Now states 'Re-Calculate' and dates are fixed
- To approve resulting term, click 'Return to Recovery Agreements'



# Approve Term






**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics





Recovery Agreements Expenses Area Setup

Existing Agreements | Tenants Without Agreements



### Recovery Agreements

**Search**

Property Name    
 Location Code    
 Lease Name    
 Lease Number    
 Customer Name  

Recovery Agreement Name    
 Recovery Agreement Number    
 Agreement Start Date    
(example: 24-Feb-2008)  
 Agreement End Date  

Select Agreement:     |

Select	Property Name	Location Code	Customer Name	Lease Name	Recovery Agreement Name	Recovery Agreement Number	Agreement Start Date	Agreement End Date	Update	Duplicate
<input checked="" type="radio"/>	SB Properties	SBO_F1_O100	AT&T Universal Card	SB100	SB100	<u>10160</u>	01-Jan-2000	31-Dec-2009		

- Click 'Select' button, then 'Review Terms' button

# Approve Term

**ORACLE** Property Manager Recoveries Close Window Preferences Help Personalize Page Diagnostics

Recovery Agreements Expenses Area Setup

Existing Agreements | Tenants Without Agreements

Recovery Agreements: Existing Agreements >

**Review Terms: Recovery Calculation**

Recovery Agreement Name <b>SB100</b> Recovery Agreement Number <b>10160</b> Location Code <b>SBO_F1_0100</b>	Property Name <b>SB Properties</b> Customer Name <b>AT&amp;T Universal Card</b> Lease Number <b>SB100</b>	<input type="button" value="Cancel"/> <input type="button" value="Continue"/>
--	---	---

---

**Recovery Period**

Calculation Period

**Recovery Period Summary**

Currency = US Dollars

Details	Billing Type	Billing Purpose	Status	Budget Cost Per Area	Budget Prorata Share	Actual Cost Per Area	Actual Prorata Share	Billed Cost Per Area	Billed Recovery	Reconciled Amount
<input type="checkbox"/> Hide	Common Area Maintenance	Operating Expense	COMPLETE	0.00	0.00	57.50	5,750.00	12.00	1,200.00	4,550.00
Total Area		800	Actual Recovery		5,750.00		Total Budget Expense		0.00	
Total Actual Expense		46,000.00	Constrained Actual		5,750.00		Budget Prorata Share		0.00	
Recoverable Area		100	Abatements		0.00		Budget Cost Per Area		0.00	
Multiple Percentage		100	Actual Prorata Share		5,750.00		Tenancy Start Date		01-Jan-2000	
Occupancy Percentage		100	Billed Recovery		1,200.00		Tenancy End Date		31-Dec-2009	
Fixed Percentage			Reconciled Amount		4,550.00					
<b>Total</b>				0.00		5,750.00		1,200.00		4,550.00

- Shows calculation results
- Click 'Show' for more details, or 'Continue' to get to approval page

# Approve Term

Billing Terms

Select Billing Term:  |

Select Billing Type	Billing Purpose	Frequency	*Schedule Day	*Start Date	*End Date	Customer Name	*Bill To Site	*Payment Terms	*Transaction Type
<input type="radio"/> Common Area Maintenance	Operating Expense	One Time	31	31-Dec-2007 <small>(example: 24-Feb-2008)</small>	31-Dec-2007	AT&T Universal Card	Jacksonville (OPS)	PN CONSOL IMMD	PN CONBIL USD

*Reconciled Amount	Status	Term Template
4,550.00	Draft	

- Ensure Schedule Day < 29 (1-28)
- Change status to Approved
- Update other fields as appropriate
  - Click 'Details' to change accounting or other term details
- Click Finish – starts 'Schedules and Items'



# Schedule Added, Ready to Authorize

Karen							
Lease Name	Lease Number	Schedule Date	Billing Status	Approved By	Transferred By	Total	Period Name
SB100	SB100	01-DEC-2007	Approved	OPERATIONS	OPERATIONS	1,100.00	Dec-07
SB100	SB100	31-DEC-2007	Draft			4,550.00	

Term Details - 31-DEC-2007, 31-DEC-2007

**Rent**

Purpose: Operating Expense

Type: Common Area Maintenance

Frequency: One Time

Estimated:

Actual: 4,550.00

Currency: USD

Rate: 1.00

Normalize

**Dates and Metrics**

Start Date: 31-DEC-2007

End Date: 31-DEC-2007

Target Date:

Schedule Day: 31

Area Type:

Annual: 4,550.00

Area:

Annual/Area: 0.00

Location: SBO\_F1\_0100

**Bill** Accounts Distribution

Customer Name: AT&T Universal Card

Customer Number: 1005

Bill To: Jacksonville (OPS)

Ship To:

Payment Term: PN CONSOL IMMDD

Payment Method:

PO Number:

Tax Inclusive

Tax Code:

Transaction Type: PN CONBIL USD

Invoice Rule:

Accounting Rule:

Salesperson:

# Partial Year Results

Recovery Period Summary										
Currency = US Dollars										
Details	Billing Type	Billing Purpose	Status	Budget Cost Per Area	Budget Prorata Share	Actual Cost Per Area	Actual Prorata Share	Billed Cost Per Area	Billed Recovery	Reconciled Amount
<a href="#">Hide</a>	Common Area Maintenance	Operating Expense	COMPLETE	0.00	0.00	57.50	8,600.85	7.22	1,080.00	7,520.85
Total Area		800	Actual Recovery		8,600.85	Total Budget Expense		0.00		
Total Actual Expense		46,000.00	Constrained Actual		8,600.85	Budget Prorata Share		0.00		
Recoverable Area		200	Abatements		0.00	Budget Cost Per Area		0.00		
Multiple Percentage		100	Actual Prorata Share		8,600.85	Tenancy Start Date		01-Jan-2000		
Occupancy Percentage		74.79	Billed Recovery		1,080.00	Tenancy End Date		30-Sep-2007		
Fixed Percentage			Reconciled Amount		7,520.85					
				<b>Total</b>	0.00		8,600.85		1,080.00	7,520.85

- Occupancy Percentage based on Tenancy End Date
- Actual Prorata Share =  $46000 * (200/800) * .7479$

# Program – Calculate Recovery

- s/b 'Re-calculate'
  - Only works if record exists in pn\_rec\_calc\_periods\_all
- 'Calculation period ending' must match 'Period End Date'

Parameters

Lease number from  SB110

Lease number to  SB200

Location code from

Location code to

Recovery agreement number from

Recovery agreement number to

Property code

Customer name

Customer site

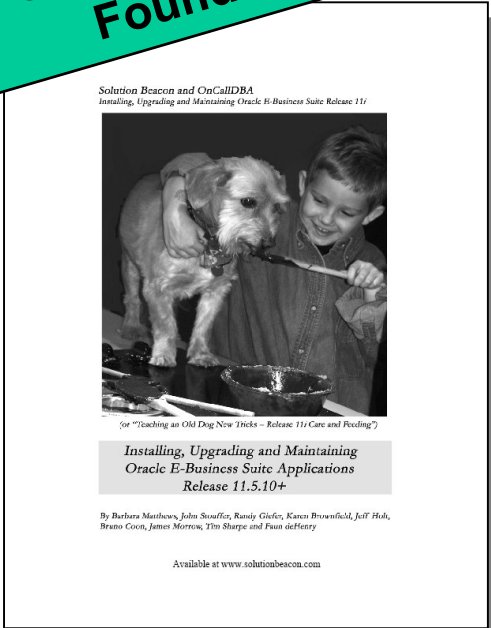
Calculation period ending

OK Cancel Clear Help



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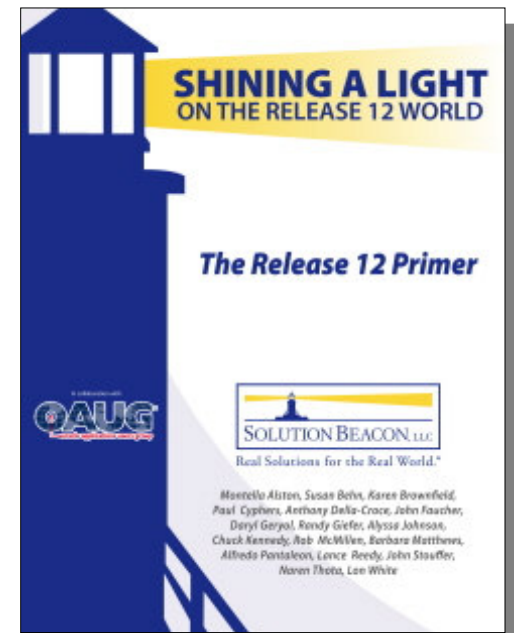


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# Questions and Answers

Thank you!

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