CAM Recovery in EBS Property Manager

Karen Brownfield

COLLABORATE08 – April 2008

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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

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Definition and Overview

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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

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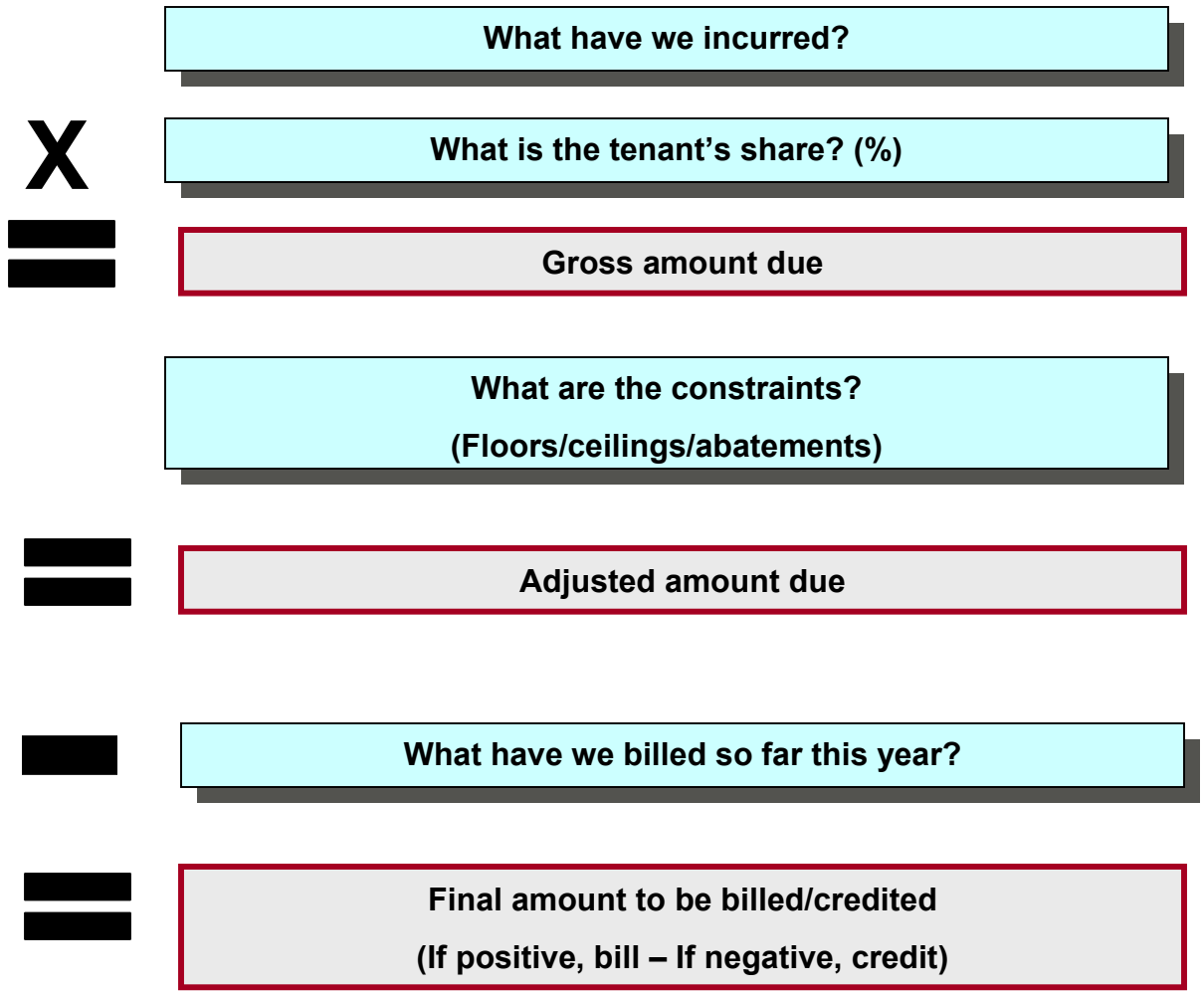
Generic CAM Calculation



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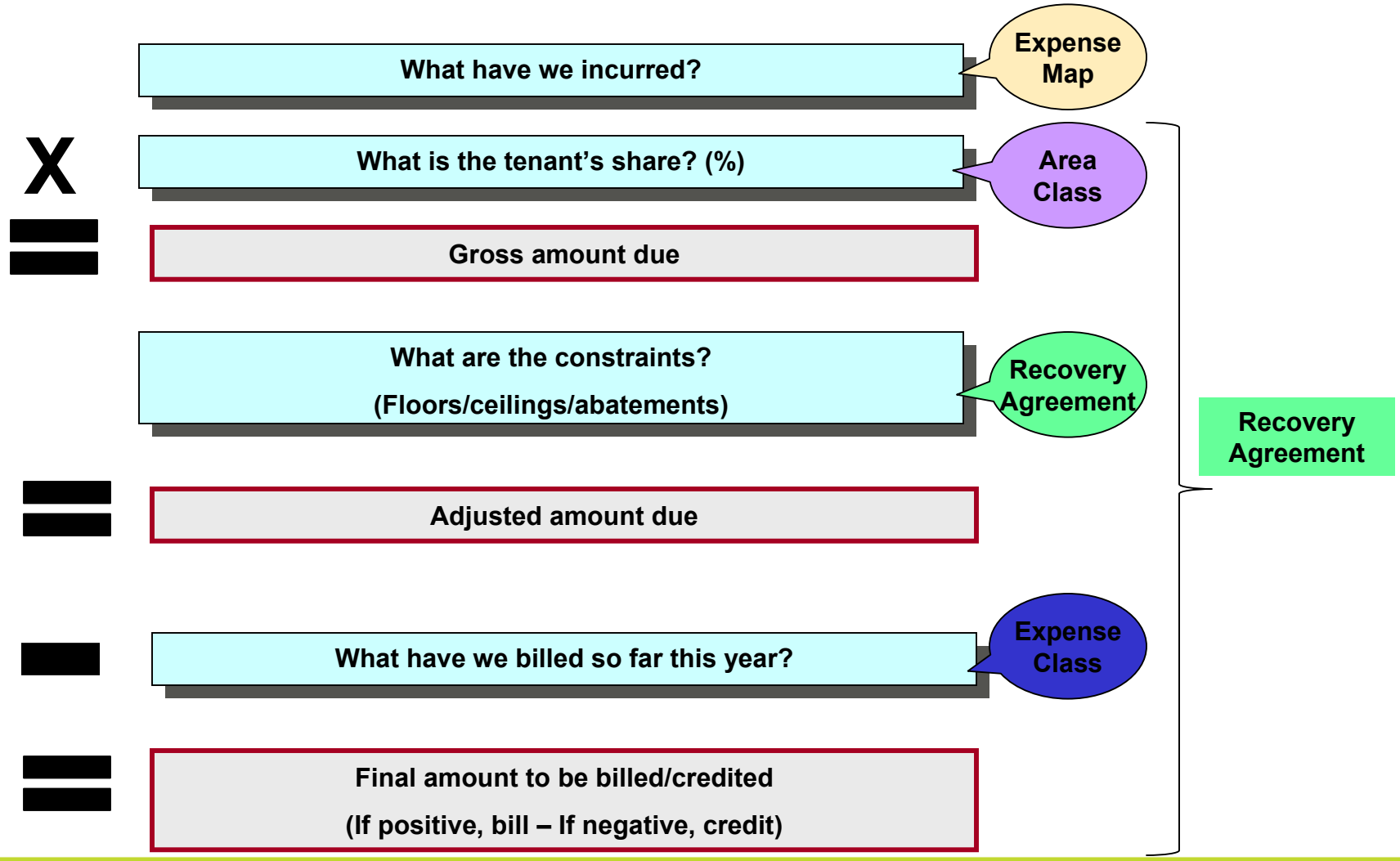
Generic CAM Calculation



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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

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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

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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

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Some Definitions

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

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Some Definitions

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

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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

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New Module Setups

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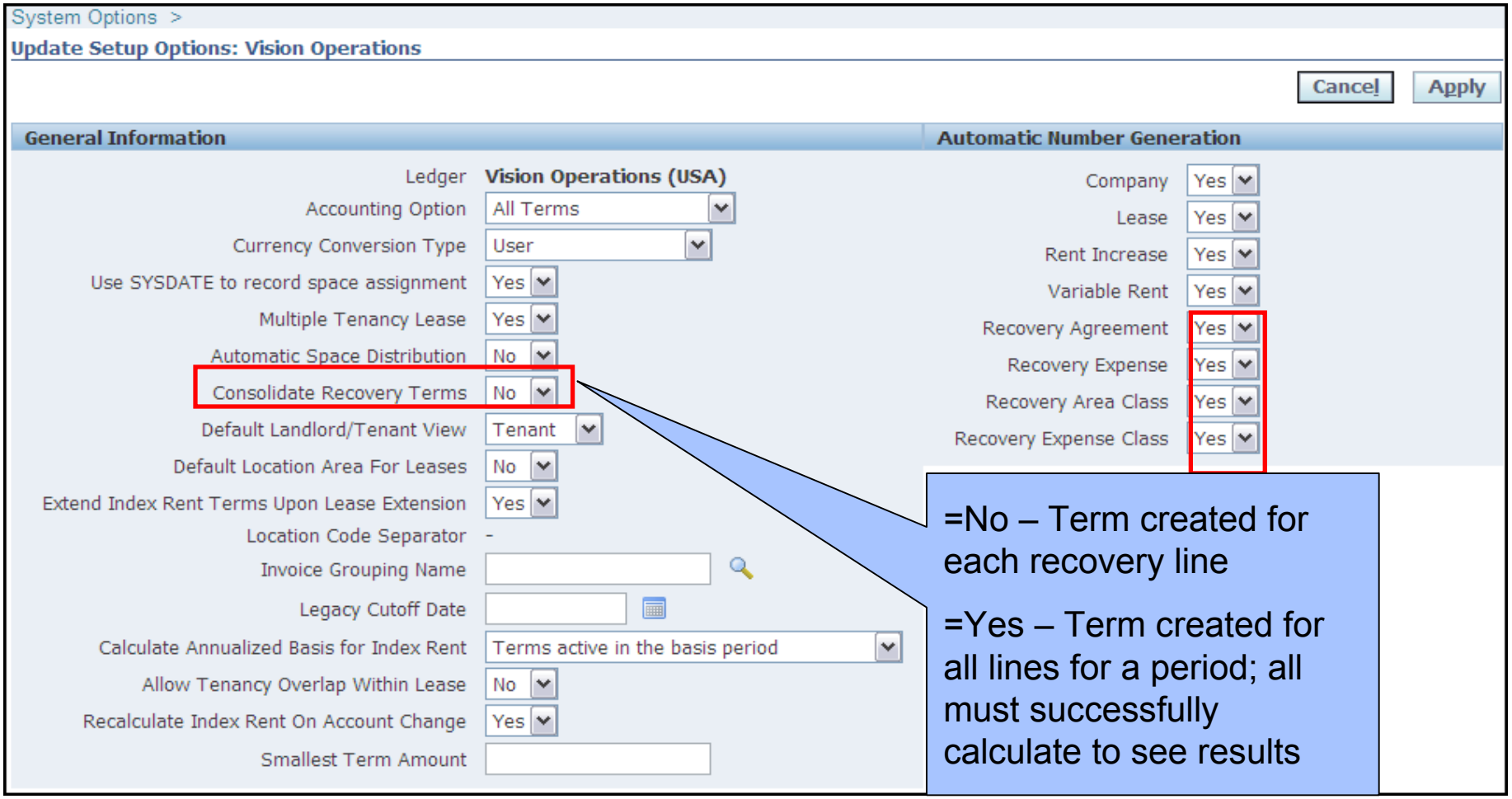
System (ex-Profile) Options



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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

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Additional Setups For Properties and Leases

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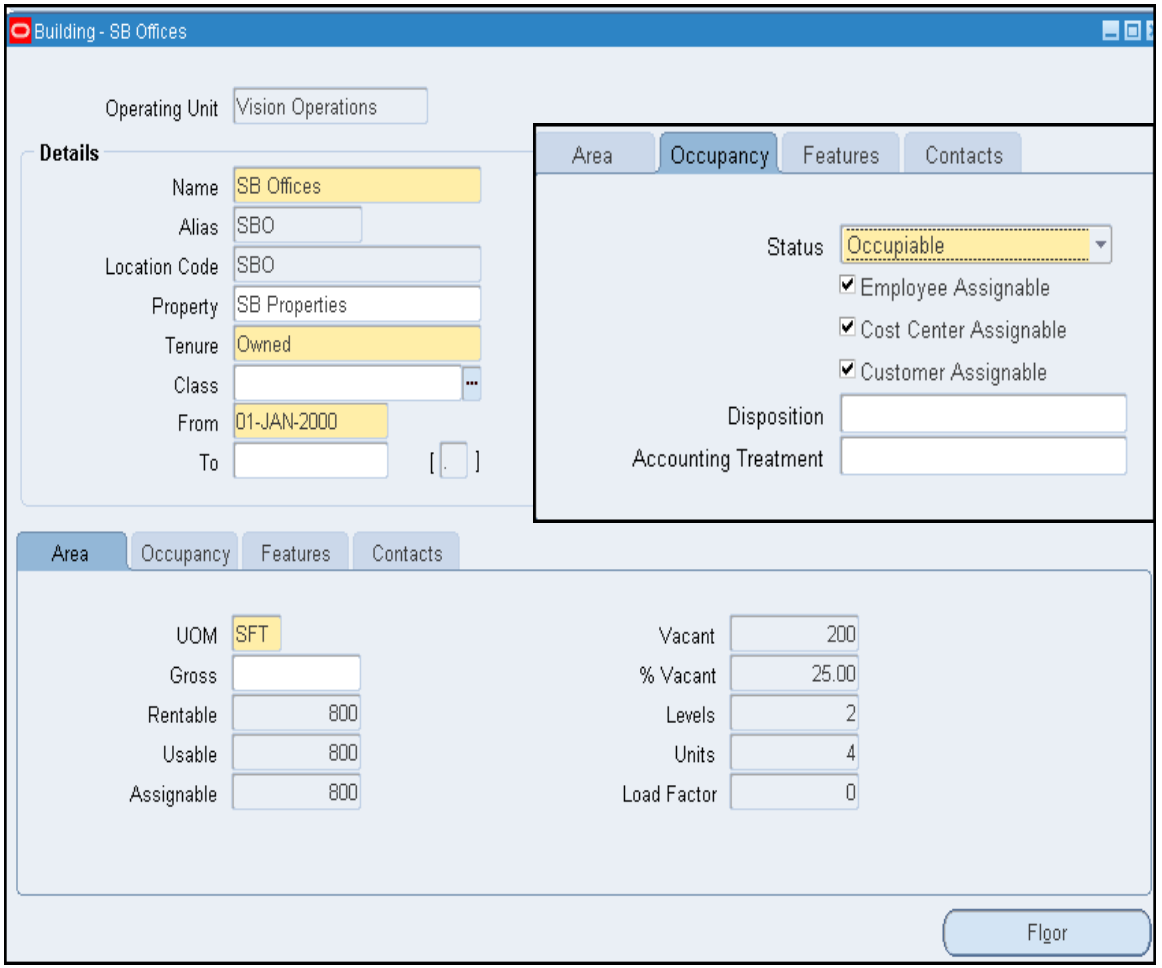
Location Setup Applicable Fields

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



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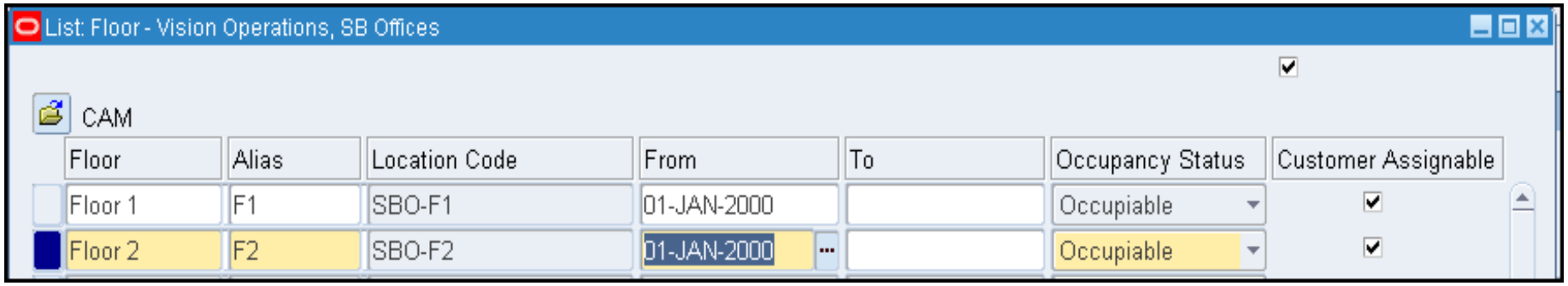
Location Setup Applicable Fields



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

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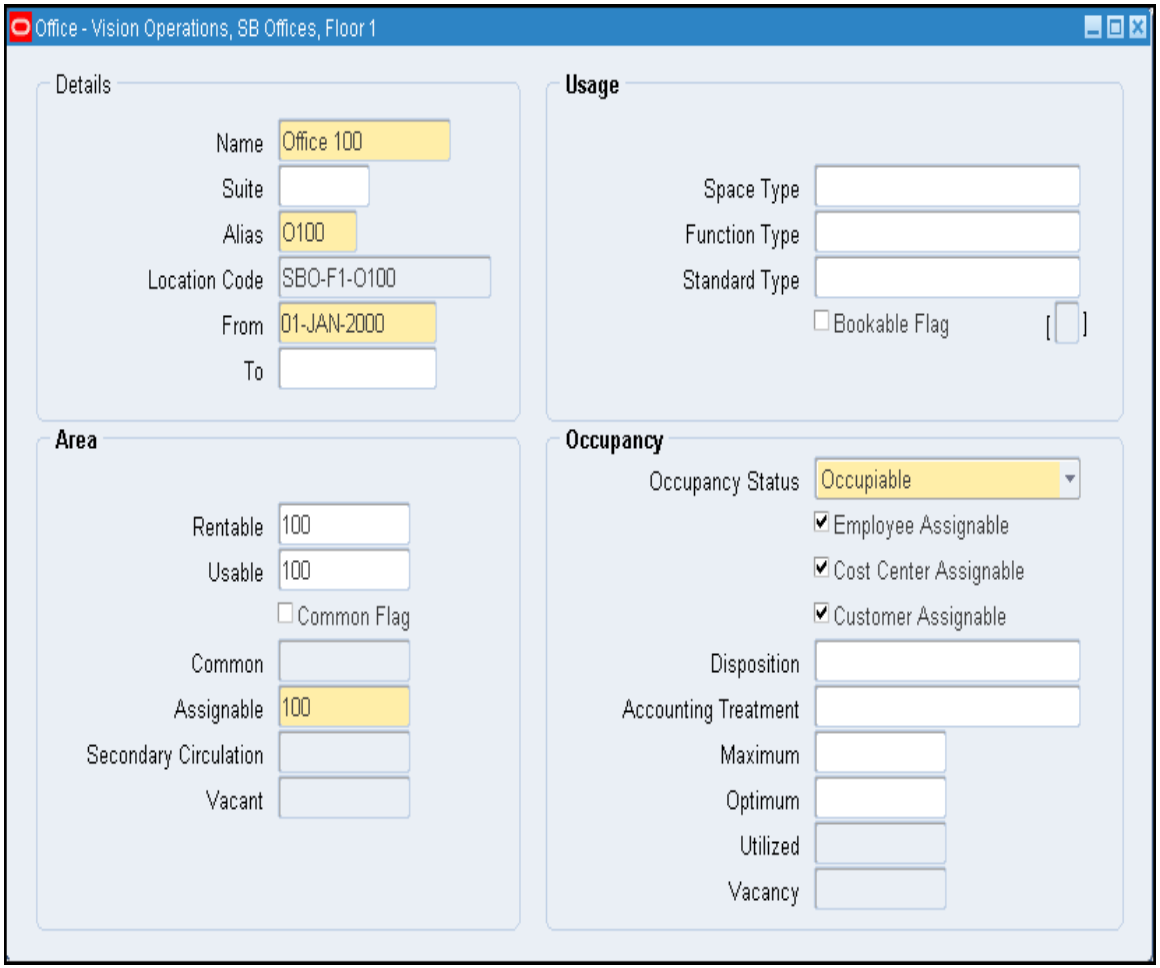
Location Setup Applicable Fields

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



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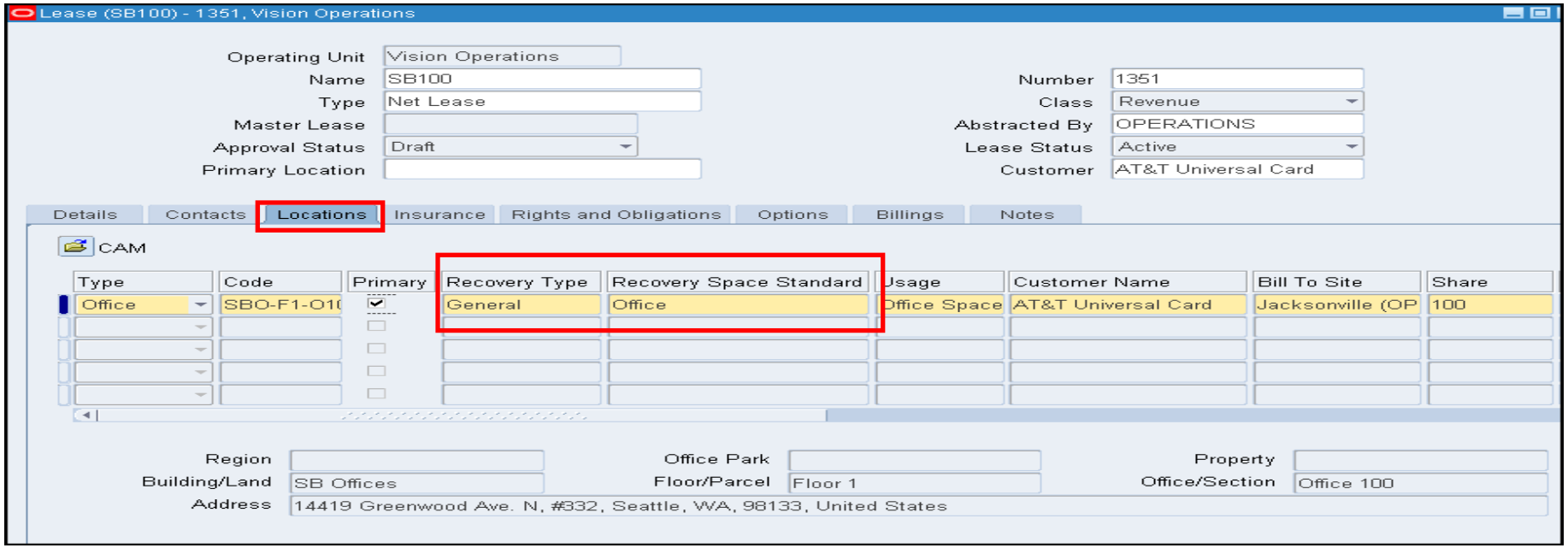
Lease Setup Applicable Fields



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

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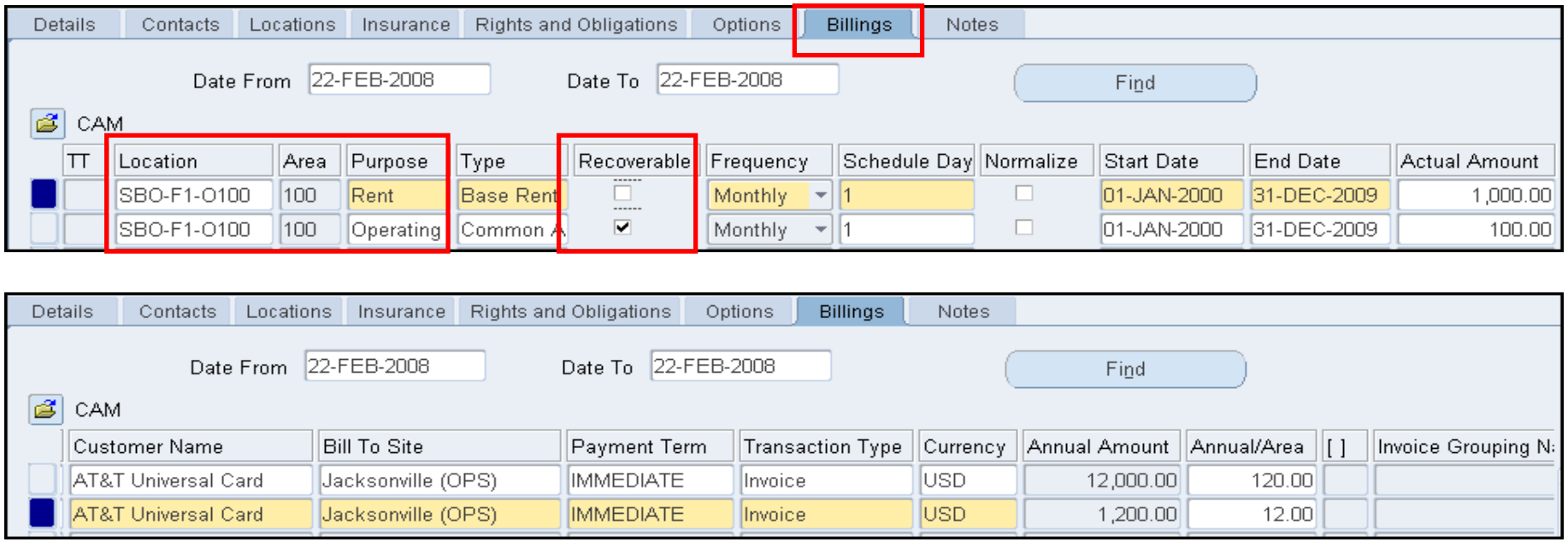
Billing Term Setup Applicable Fields



- 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

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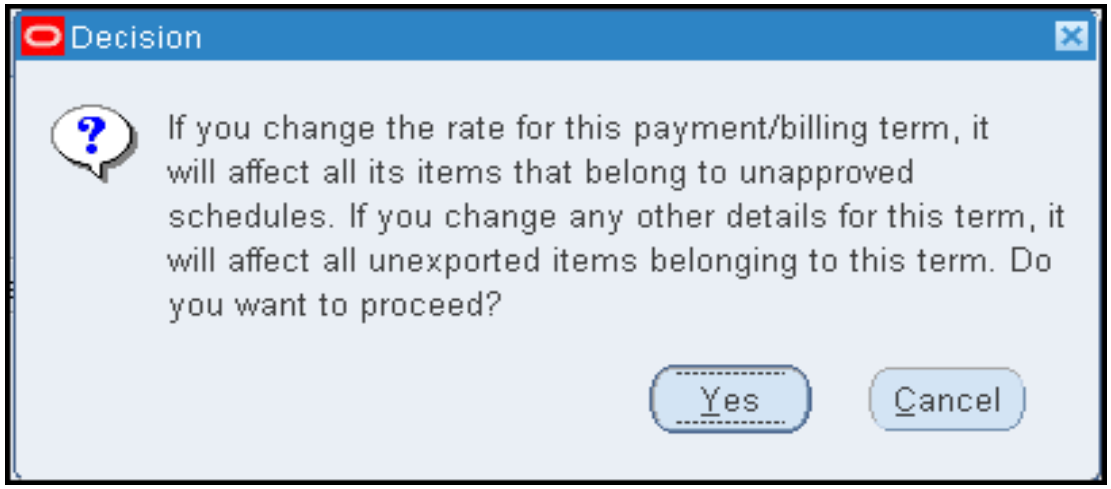
Billing Term Setup Applicable Fields



- 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

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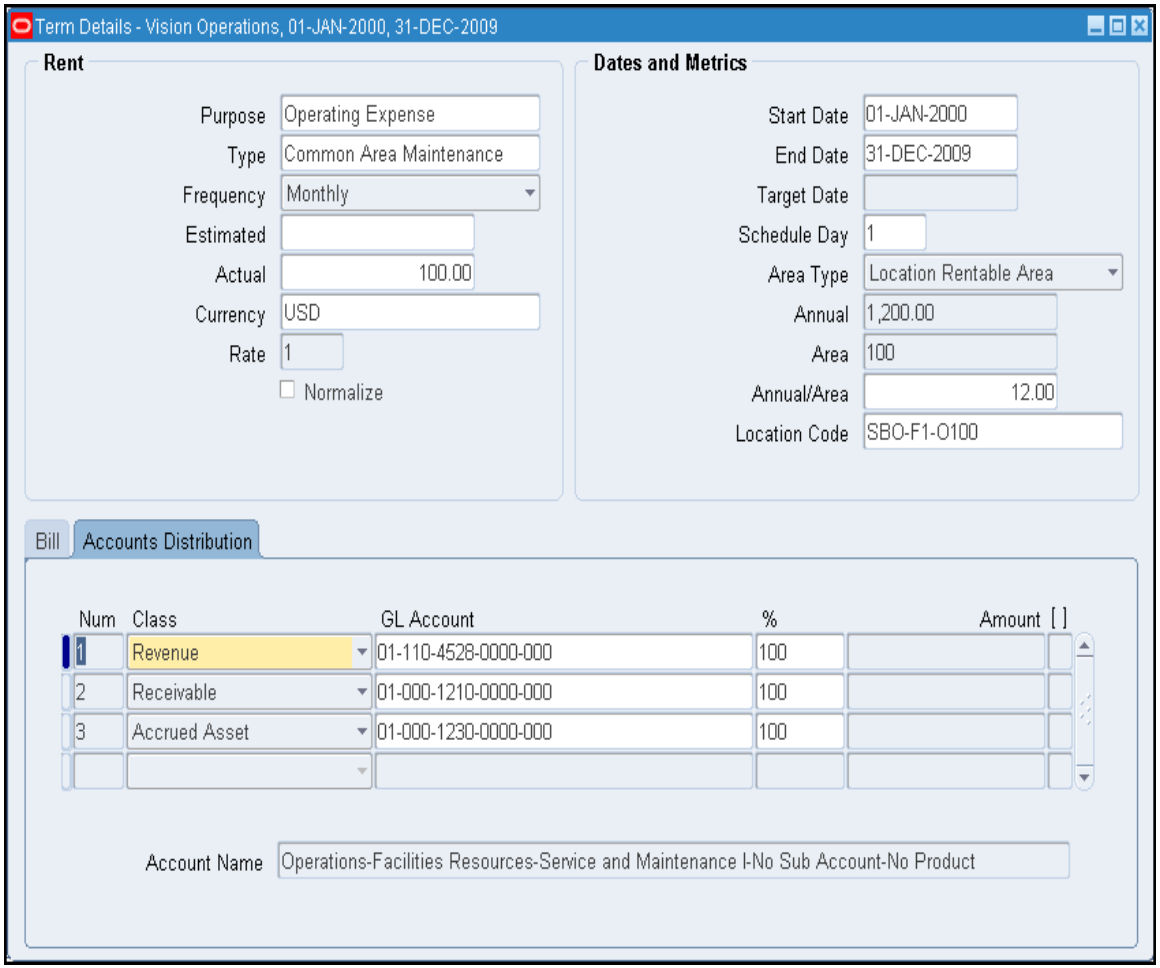
Billing Term Setup Applicable Fields

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



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Expense Map
Expense Class
Area Class

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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

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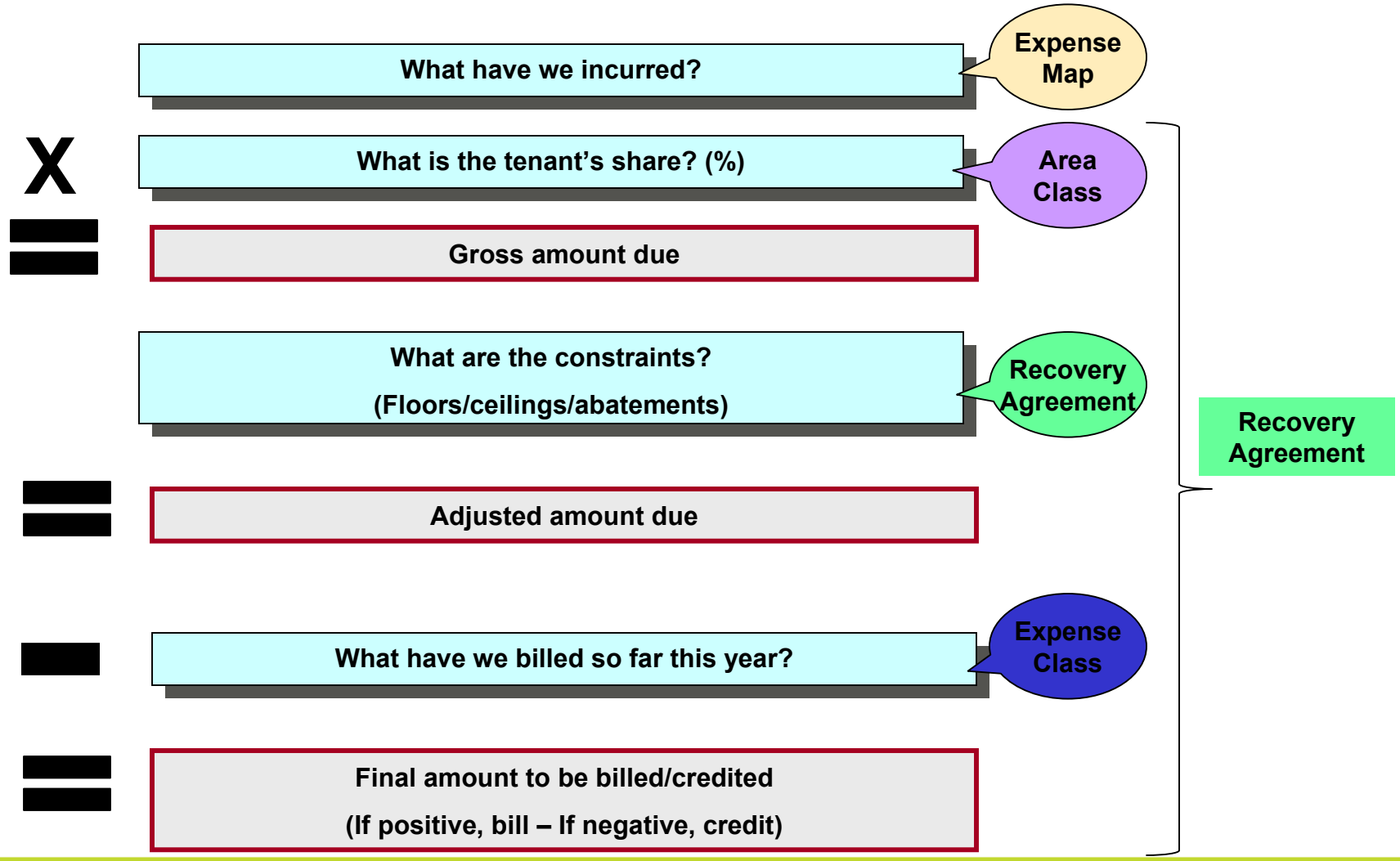

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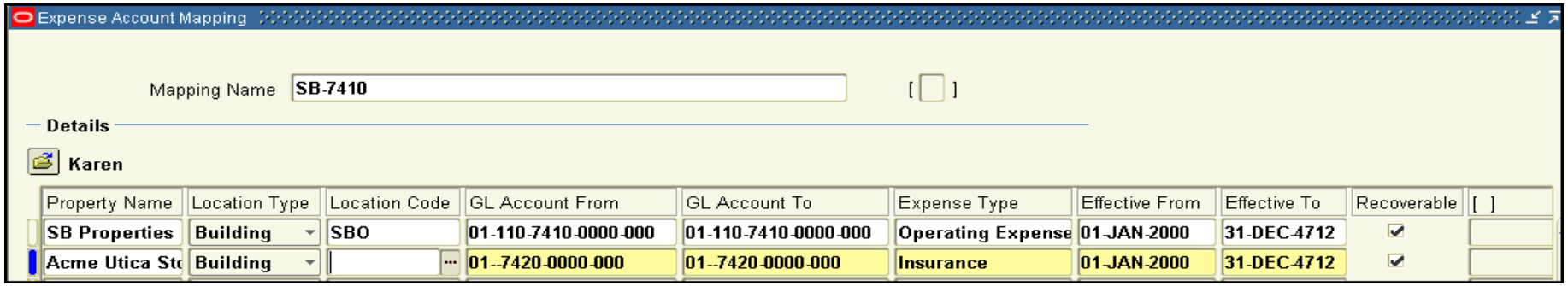
Expense Map



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

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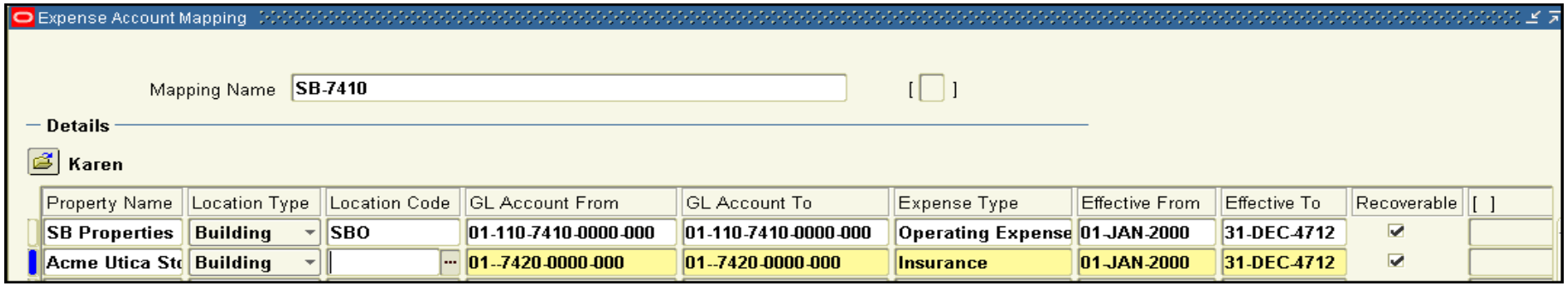
Expense Map



- 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"

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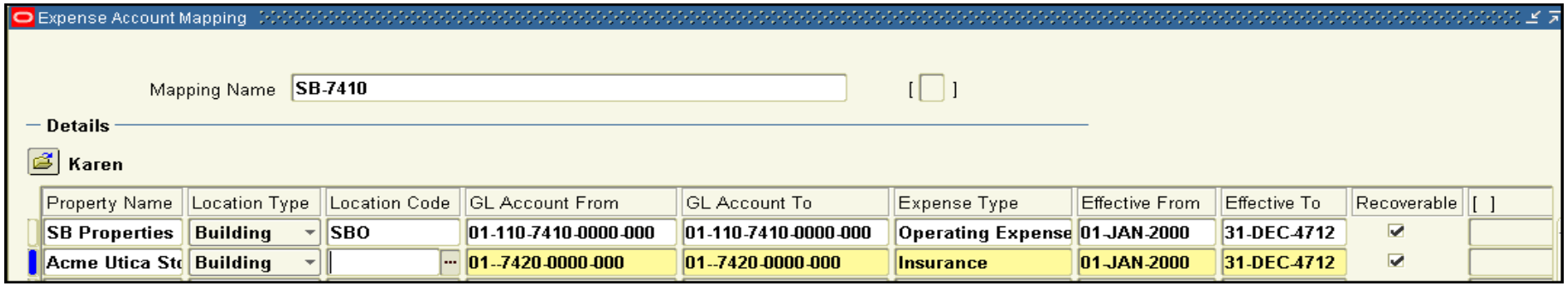
Expense Map



- 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

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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)

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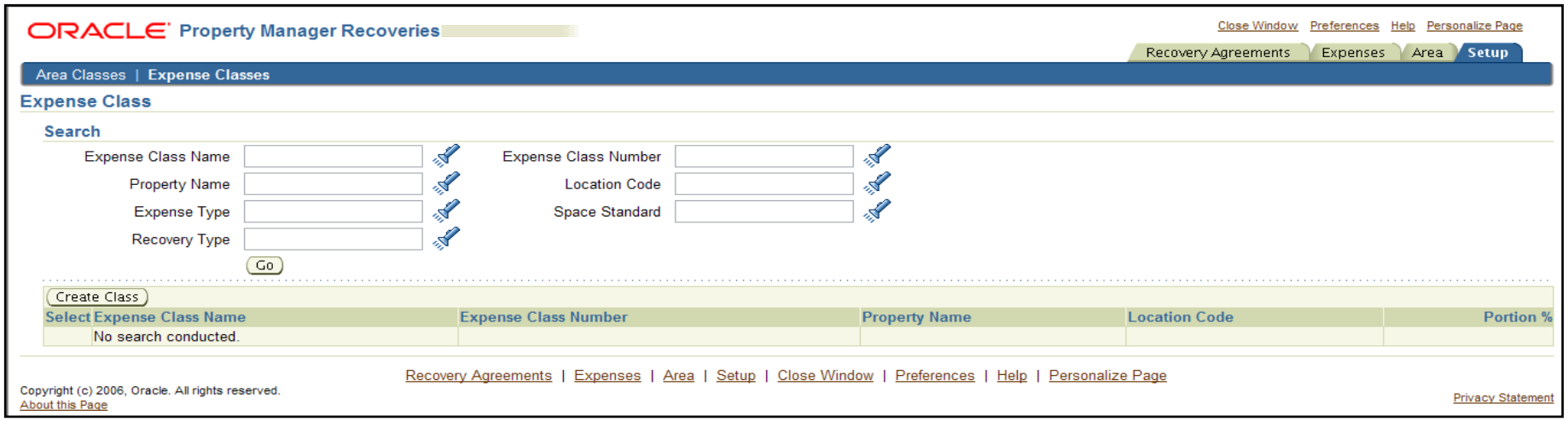
Expense Class



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

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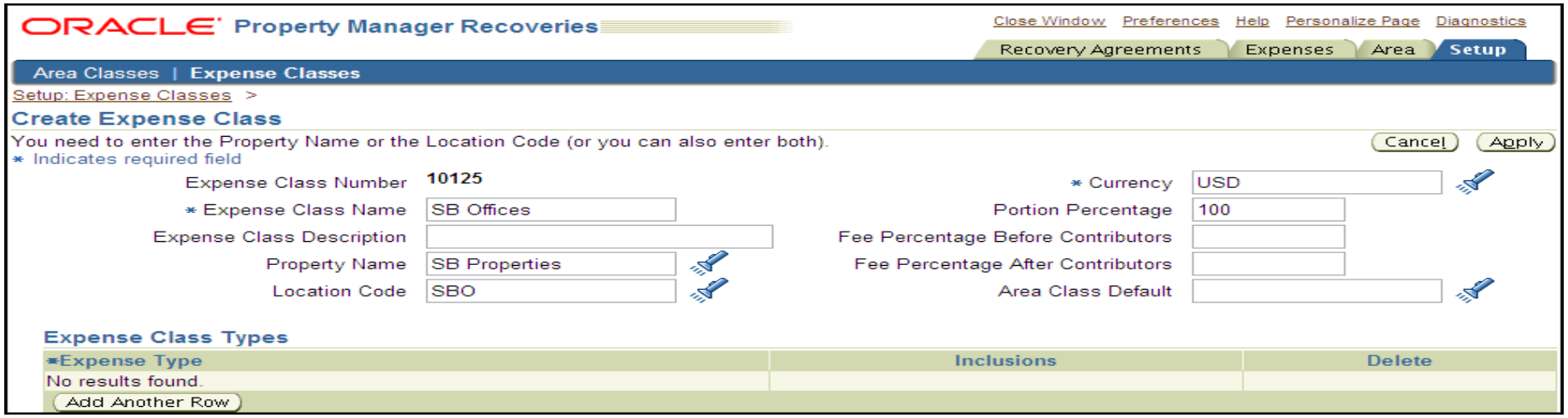
Expense Class



- 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

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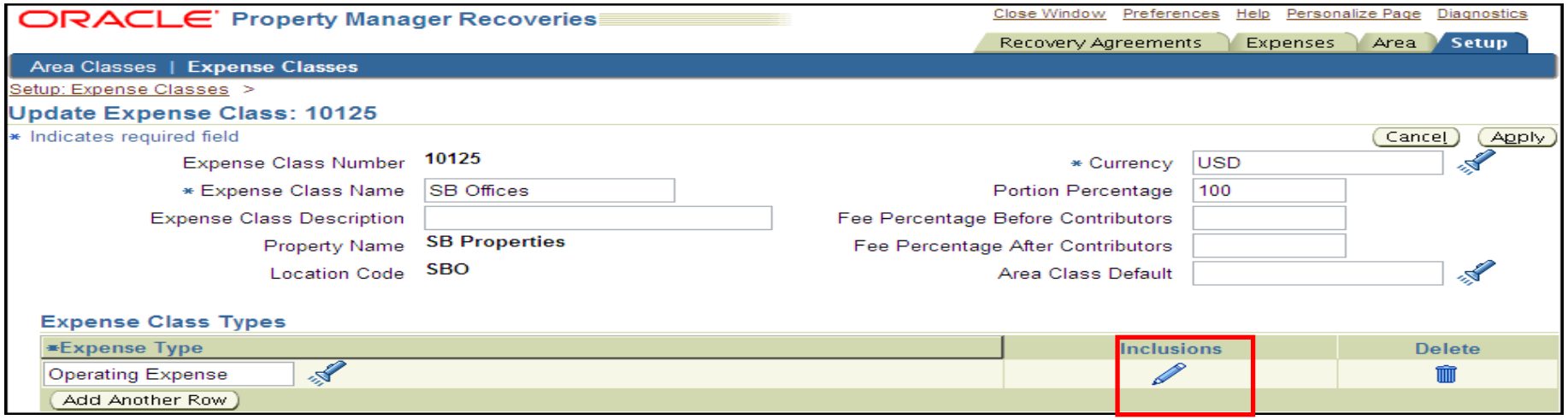
Expense Class



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

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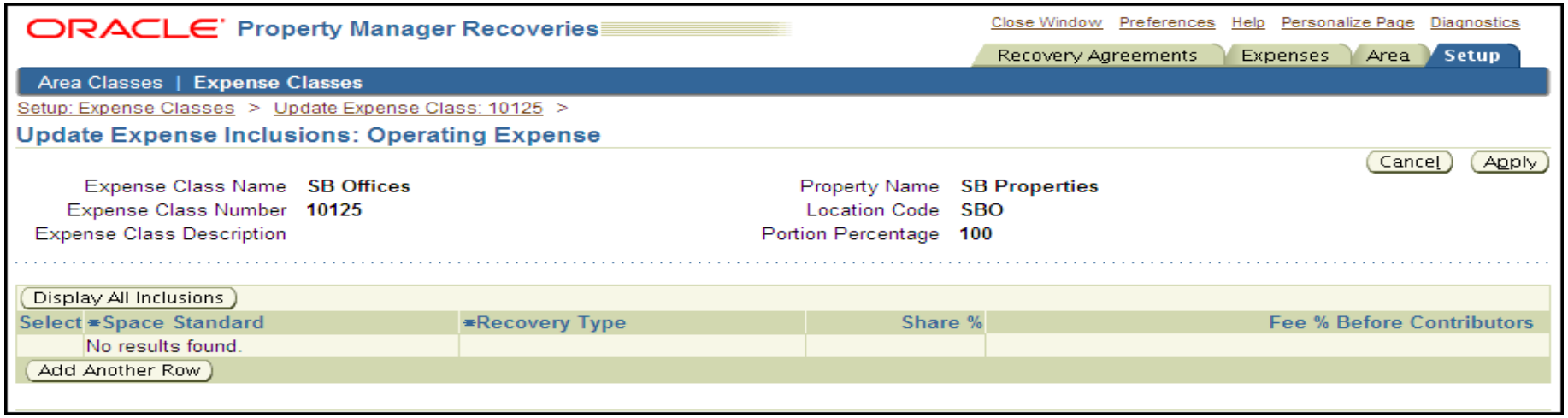
Expense Class



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

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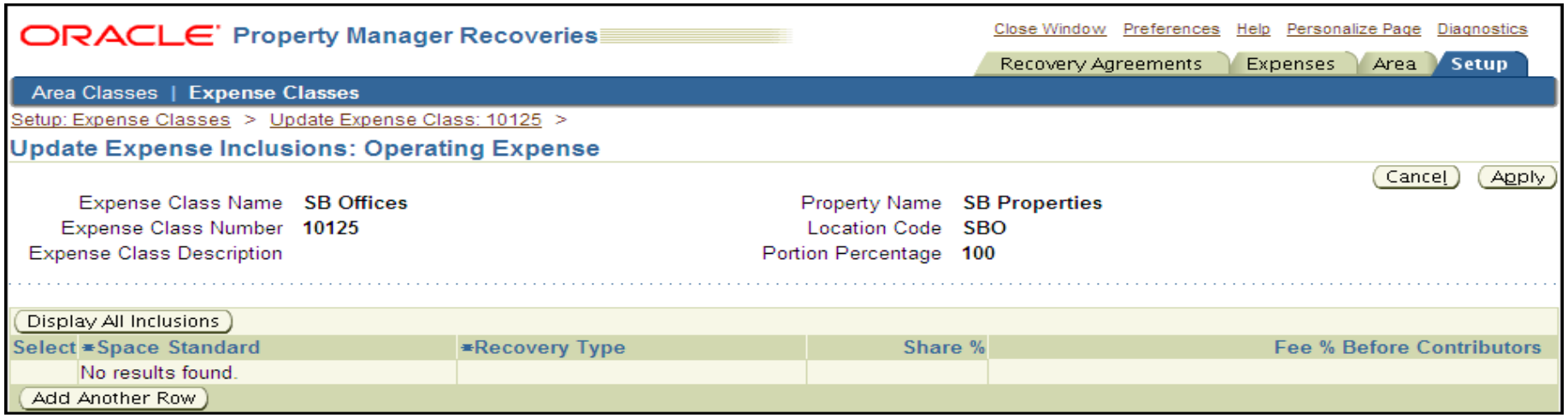
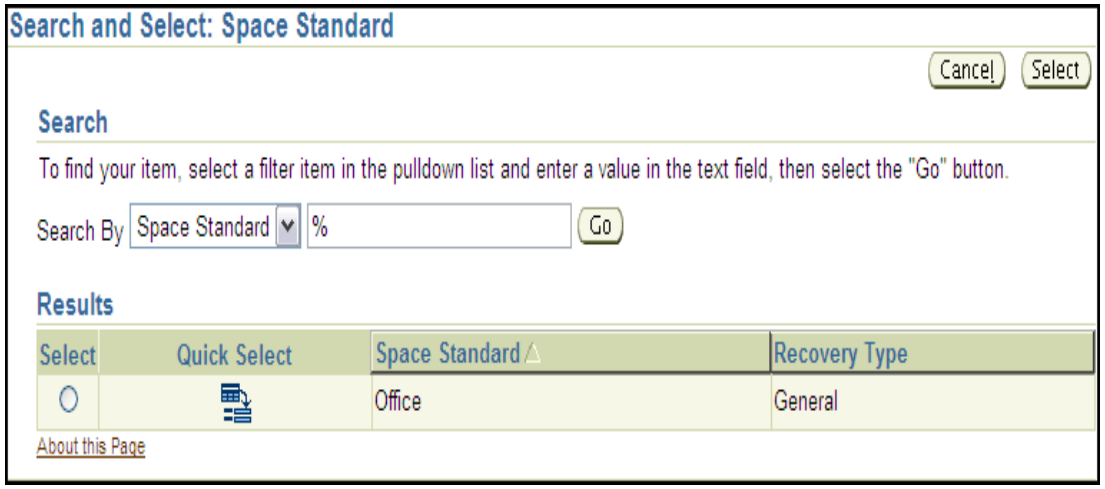
Expense Class



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



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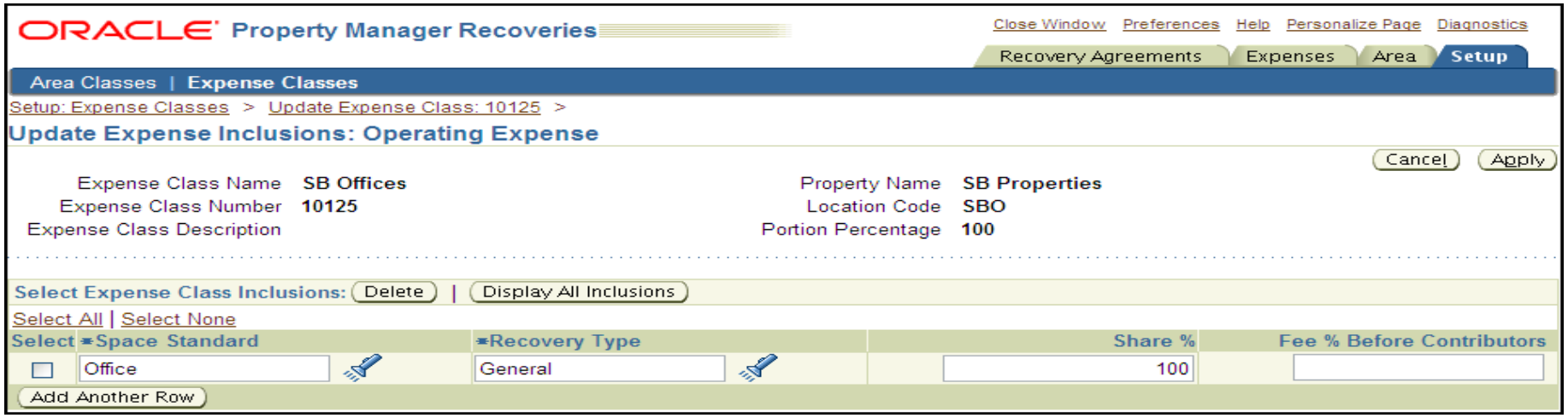
Expense Class



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

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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

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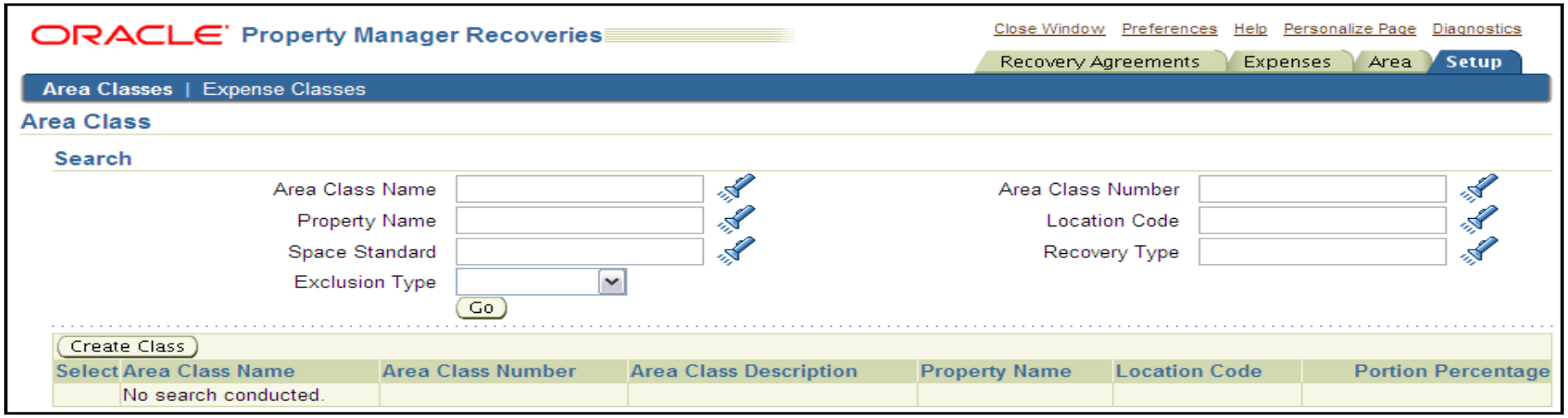
Area Class



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

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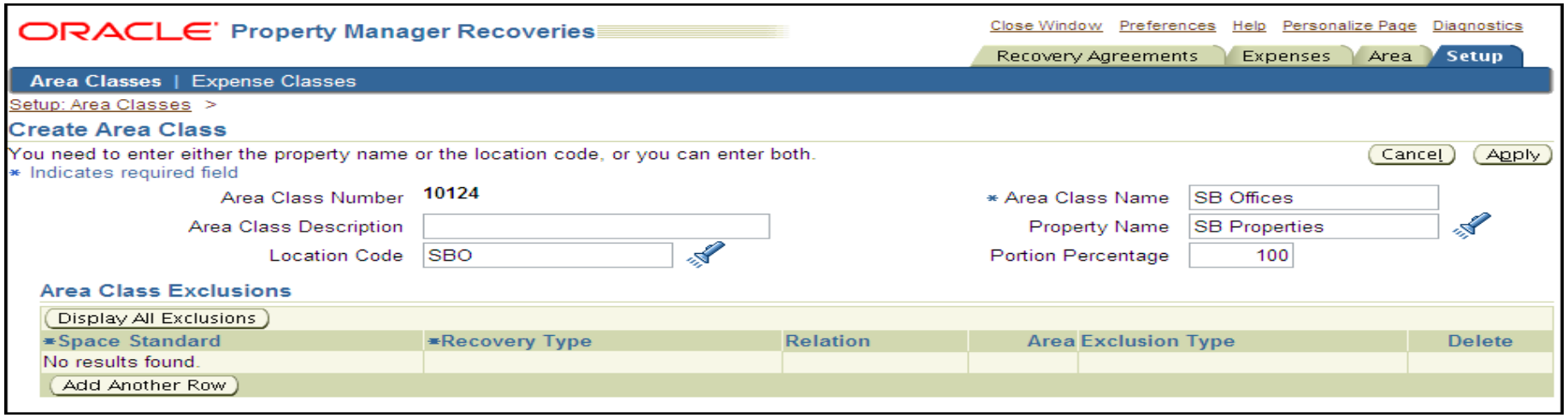
Area Class



- 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

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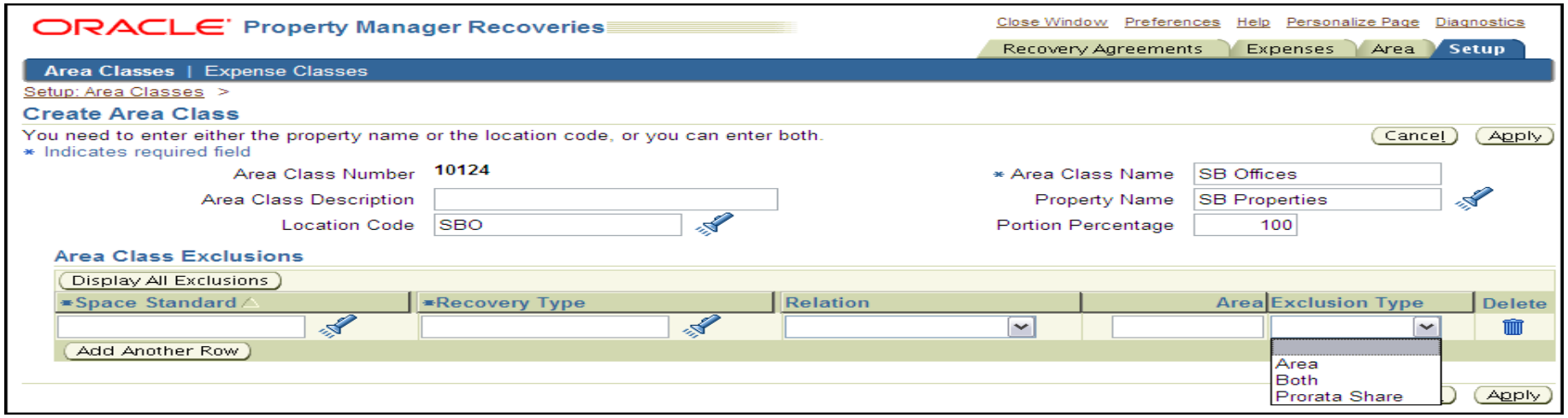
Area Class



- 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

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Recovery Agreement Methods

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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
  - ((Tenant's Recoverable Area * Occupancy %) / Total Area) * (Total Expenses) * (Multiple %)

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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

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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 %

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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

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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

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Methods – Fixed Amount

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

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Methods – Fixed Percentage

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

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Methods – Fixed Percentage

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

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Recovery Agreement Example Leases, Locations, Billings

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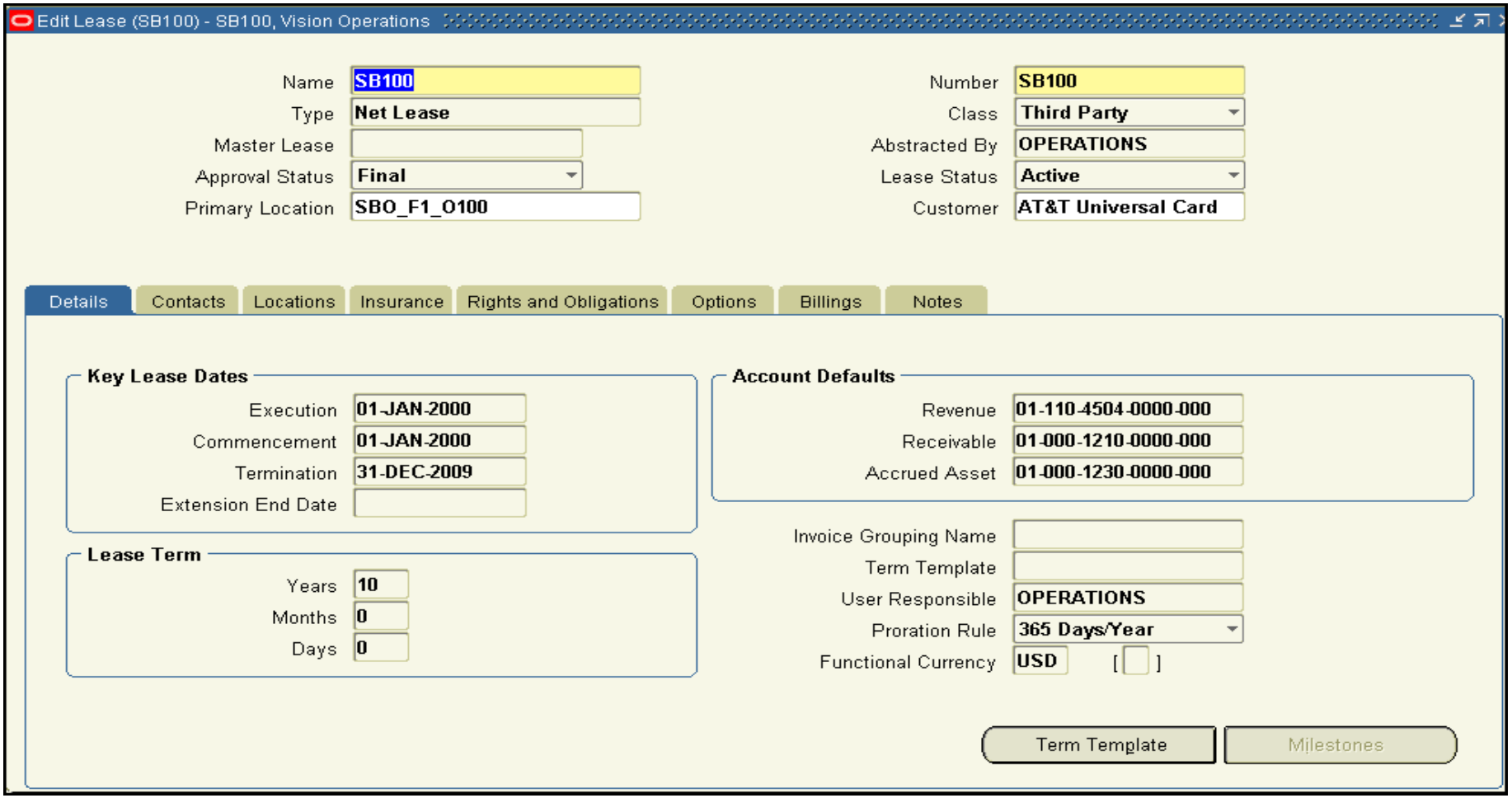
Sample Leases - Lease



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Sample Leases – Location

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

Recovery Location

Type	Code	Primary	Usage	Share	Actual Occ Date	Expiration Date	Recovery Type	Recov Space Std	Loc Asgn Area
Office	SBO_F1_O100	☑	Office Sp	100	01-JAN-2000	31-DEC-2009	General	Office	100

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

Recovery Location

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)	

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Sample Leases – Billings

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

Date From 01-JAN-2000 Date To 31-DEC-2009 Find

Billing

TT	Location	Purpose	Type	Frequency	Sched	Start Date	End Date	Customer Name	Bill To Site	Actual Amount	Recoverable
	SBO_F1_O1	Rent	Base Ren	Monthly	1	01-JAN-2000	31-DEC-2009	AT&T Universal Ca	Jacksonville	1,000.00	☐
	SBO_F1_O1	Operating	Common	Monthly	1	01-JAN-2000	31-DEC-2009	AT&T Universal Ca	Jacksonville	100.00	☑

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

Date From 01-JAN-2000 Date To 31-DEC-2009 Find

Billing

Annual Amount	Annual/Area	Area	Payment Term	Transaction Type	Currency	Rate	Normalize	[ ]
12,000.00	120.00	100	PN CONSOL IMMD	PN CONBIL USD	USD	1	☐	
1,200.00	12.00	100	PN CONSOL IMMD	PN CONBIL USD	USD	1	☐	

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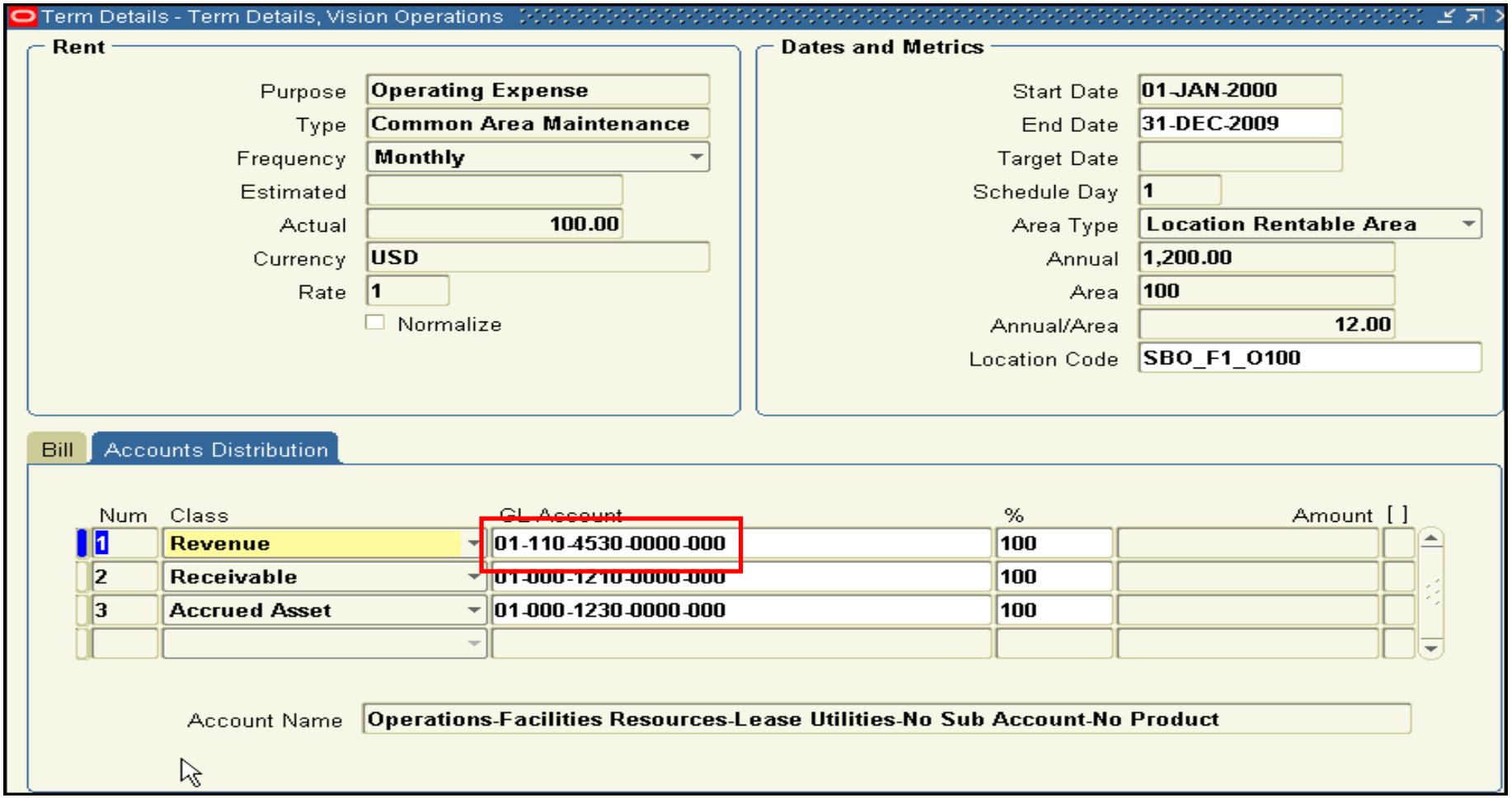
Sample Leases – Billing Accounting



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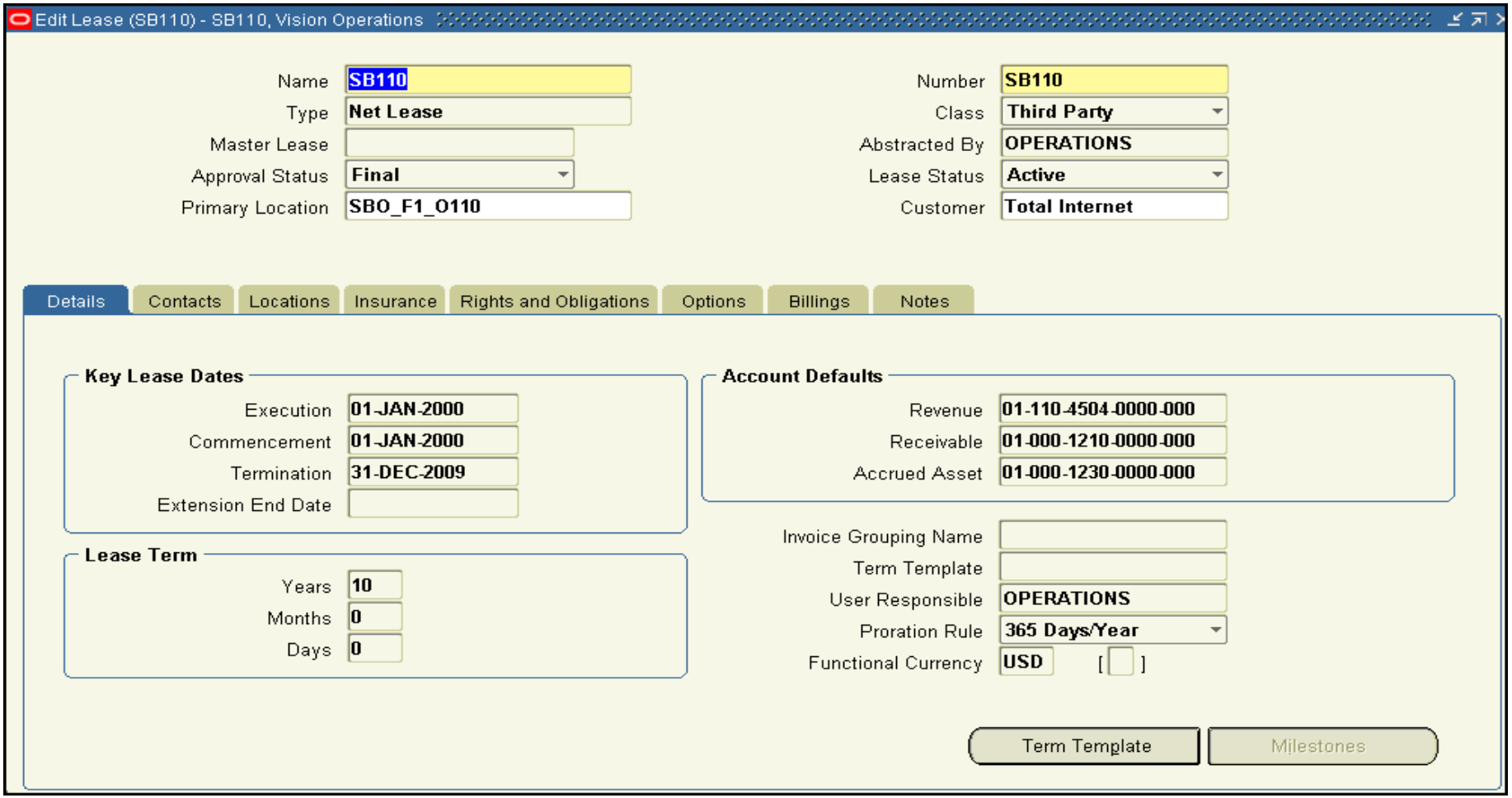
Sample Leases - Lease



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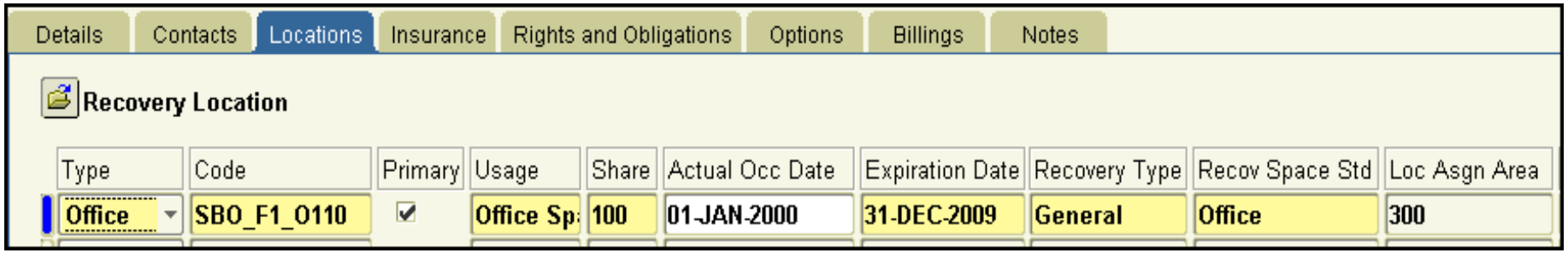
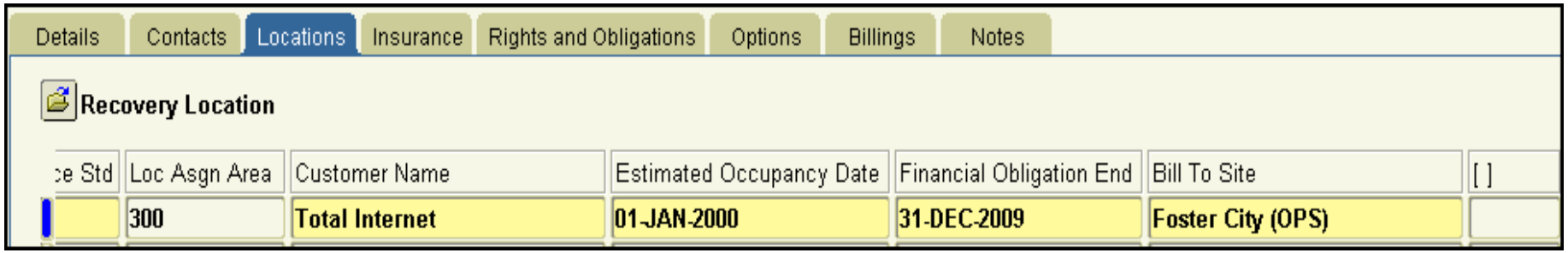
Sample Leases – Location





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Sample Leases – Billings

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

Date From 01-JAN-2000 Date To 31-DEC-2009 Find

Billing

TT	Location	Purpose	Type	Frequency	Sched	Start Date	End Date	Customer Name	Bill To Site	Actual Amount	Recoverable
	SBO_F1_O1	Rent	Base Ren	Monthly	1	01-JAN-2000	31-DEC-2009	Total Internet	Foster City (	1,500.00	☐
	SBO_F1_O1	Operating	Common	Monthly	1	01-JAN-2000	31-DEC-2009	Total Internet	Foster City (	200.00	☑

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

Date From 01-JAN-2000 Date To 31-DEC-2009 Find

Billing

Annual Amount	Annual/Area	Area	Payment Term	Transaction Type	Currency	Rate	Normalize	[ ]
18,000.00	60.00	300	PN CONSOL IMMD	PN CONBIL USD	USD	1	☐	
2,400.00	8.00	300	PN CONSOL IMMD	PN CONBIL USD	USD	1	☐	

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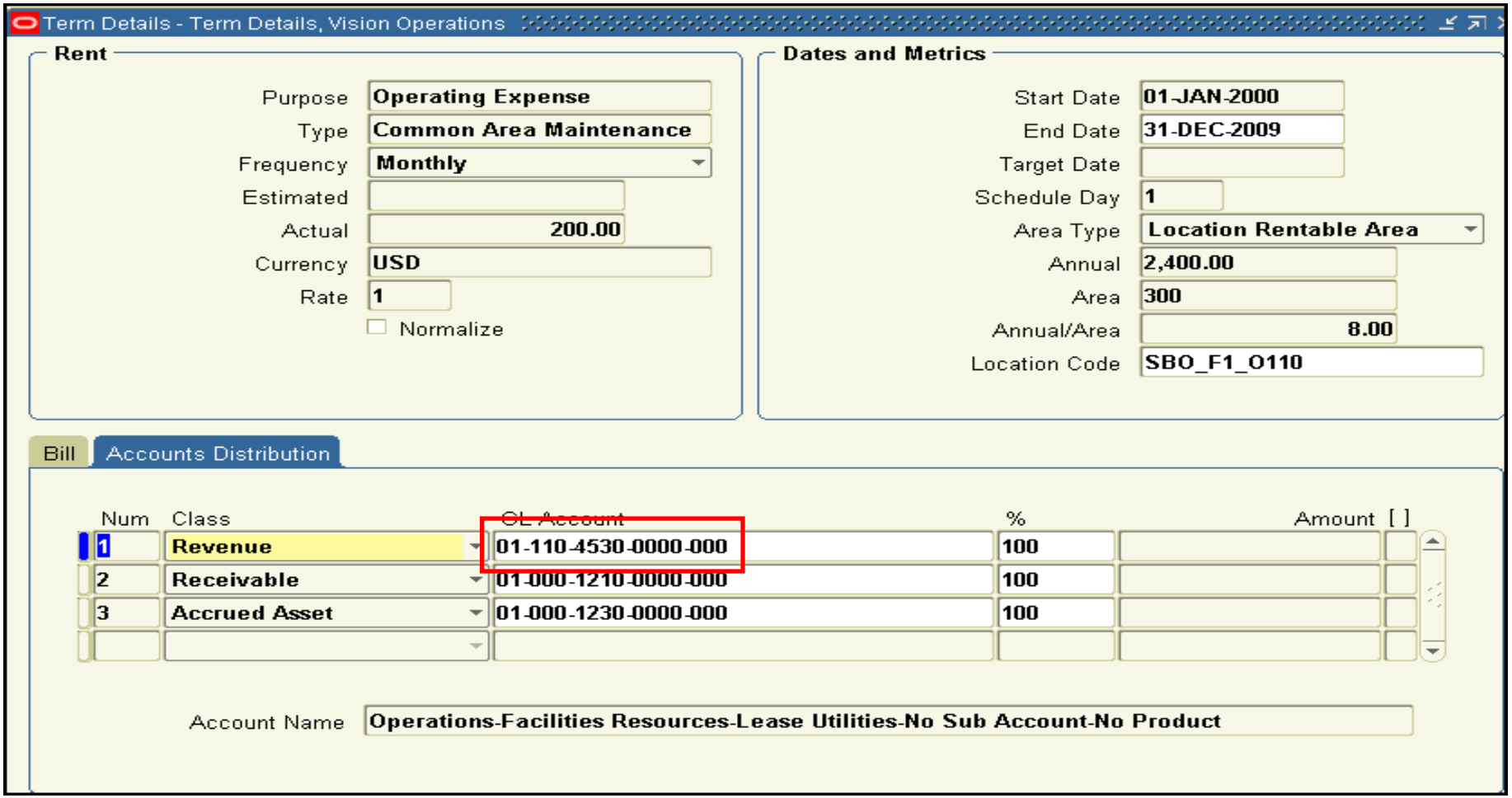
Sample Leases – Billing Accounting



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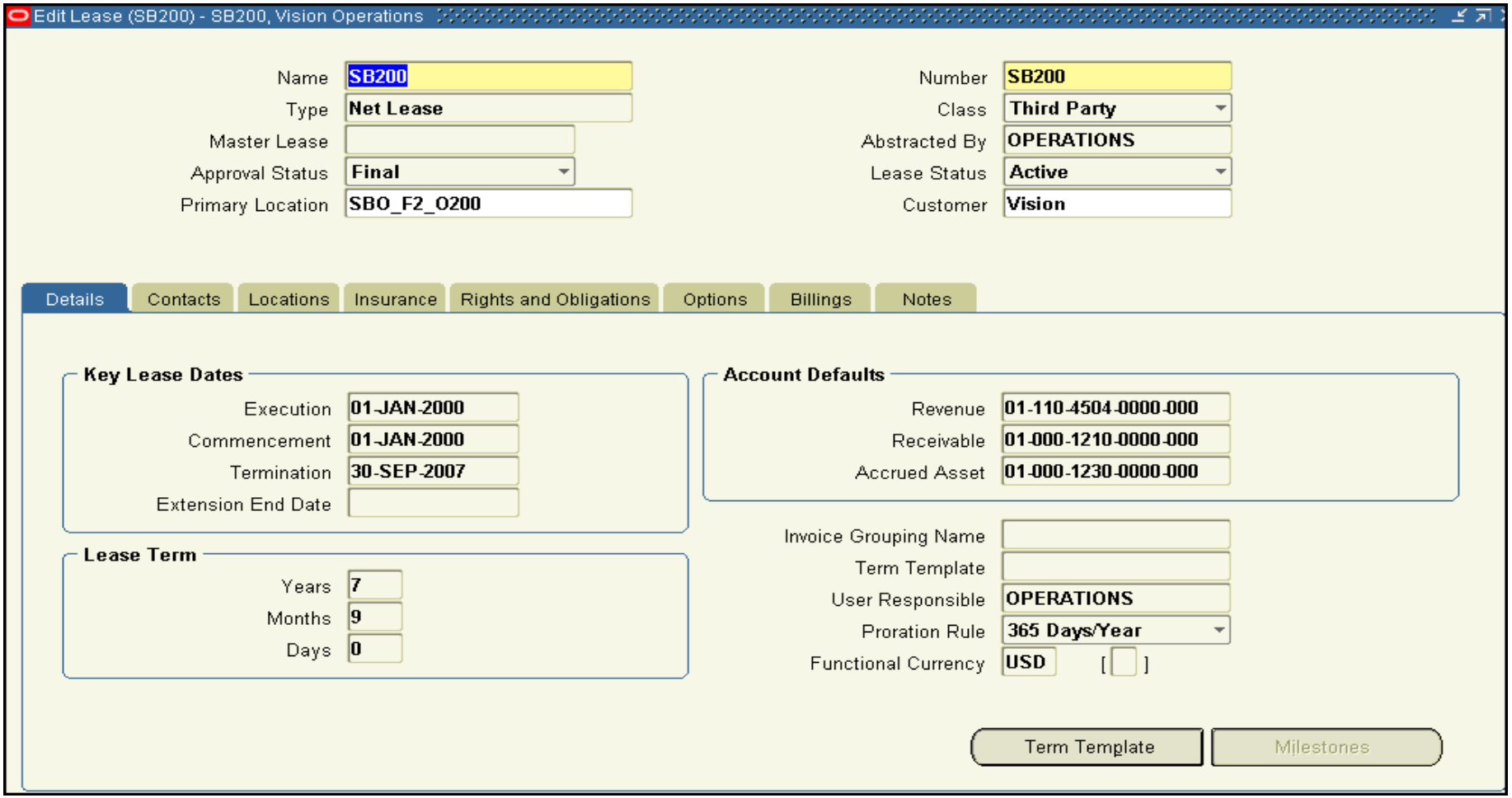
Sample Leases - Lease



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Sample Leases – Location

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

Recovery Location

Type	Code	Primary	Usage	Share	Actual Occ Date	Expiration Date	Recovery Type	Recov Space Std	Loc Asgn Area
Office	SBO_F2_O200	☑	Office Sp	100	01-JAN-2000	30-SEP-2007	General	Office	200

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

Recovery Location

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)	

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Sample Leases – Billings

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

Date From 01-JAN-2000 Date To 30-SEP-2007 Find

Billing

TT	Location	Purpose	Type	Frequency	Sched	Start Date	End Date	Customer Name	Bill To Site	Actual Amount	Recoverable
	SBO_F2_O2	Rent	Base Ren	Monthly	1	01-JAN-2000	30-SEP-2007	Vision	Seattle (OPS	1,500.00	☐
	SBO_F2_O2	Operating	Common	Monthly	1	01-JAN-2000	30-SEP-2007	Vision	Seattle (OPS	120.00	☑

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

Date From 01-JAN-2000 Date To 30-SEP-2007 Find

Billing

Annual Amount	Annual/Area	Area	Payment Term	Transaction Type	Currency	Rate	Normalize	[ ]
18,000.00	90.00	200	PN CONSOL IMMD	PN CONBIL USD	USD	1	☐	
1,440.00	7.20	200	PN CONSOL IMMD	PN CONBIL USD	USD	1	☐	

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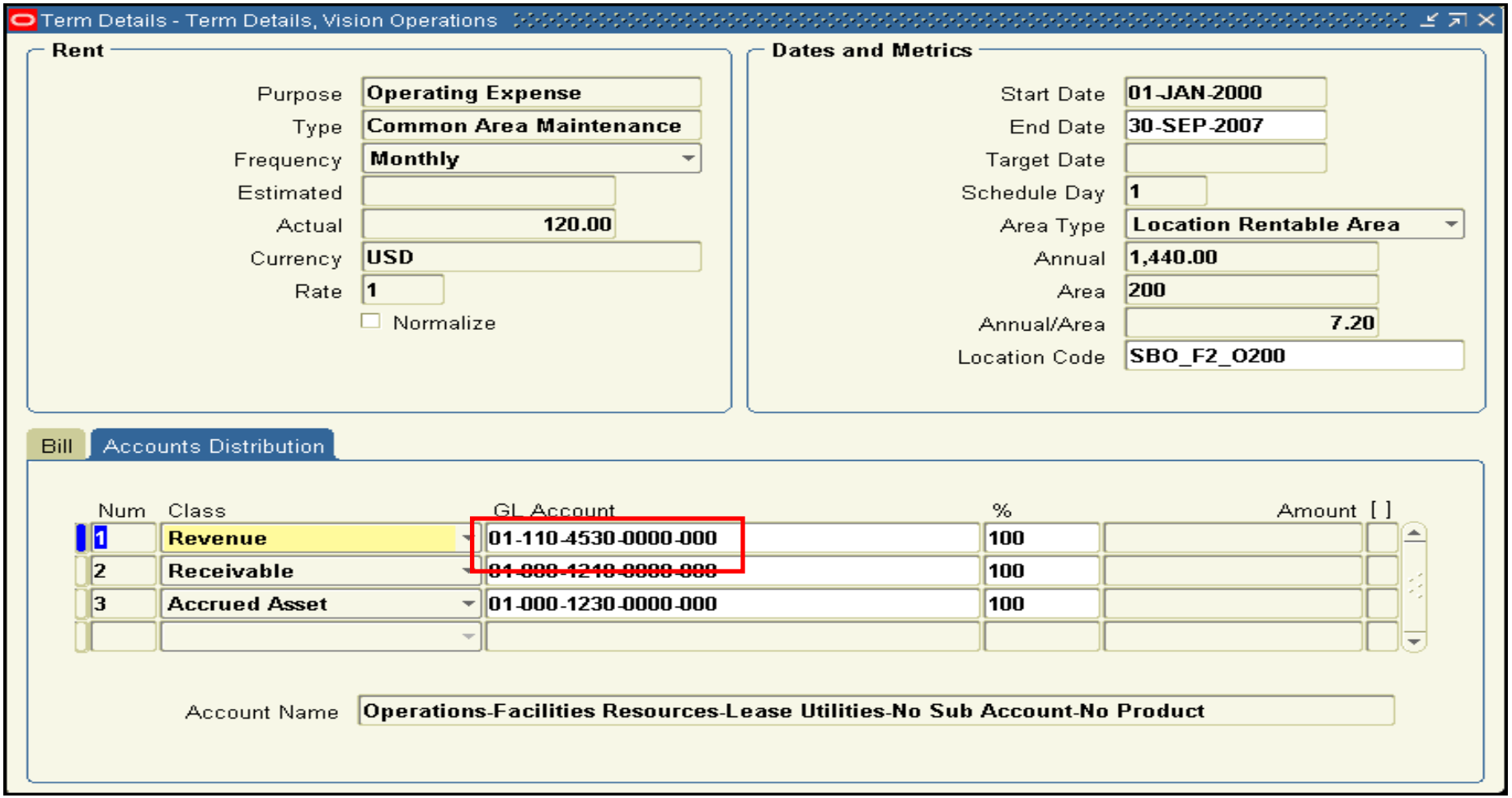
Sample Leases – Billing Accounting



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Recovery Agreement Create

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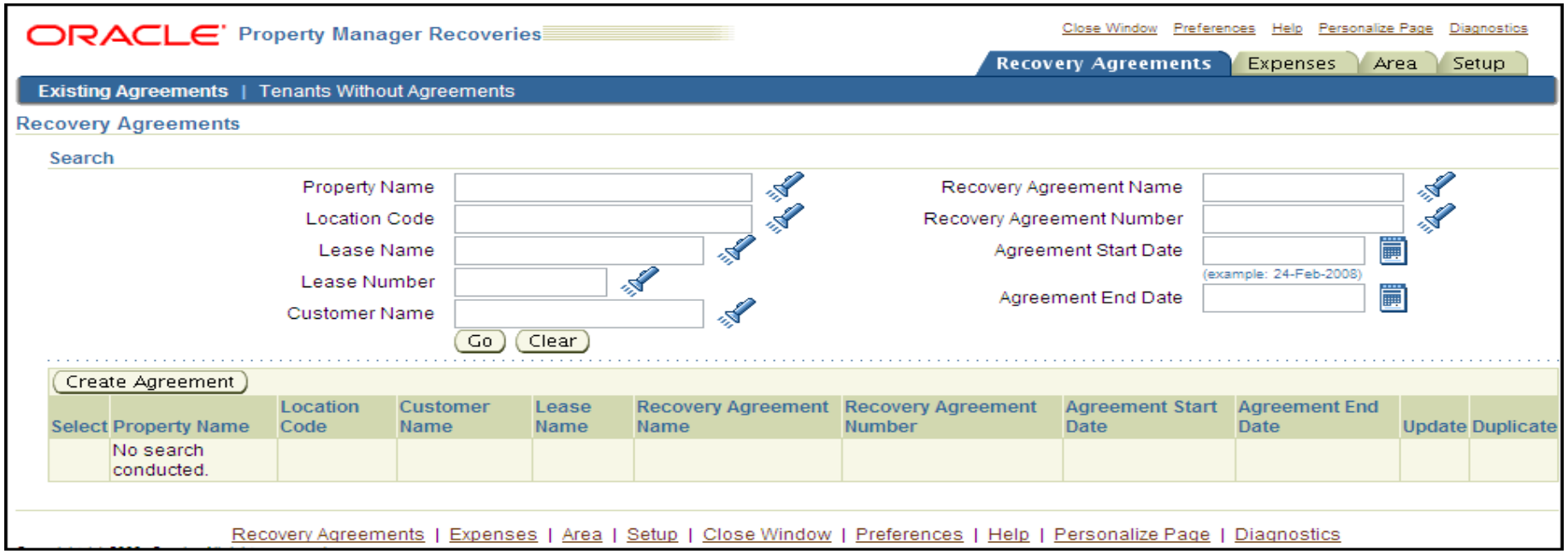
Enter Agreement



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

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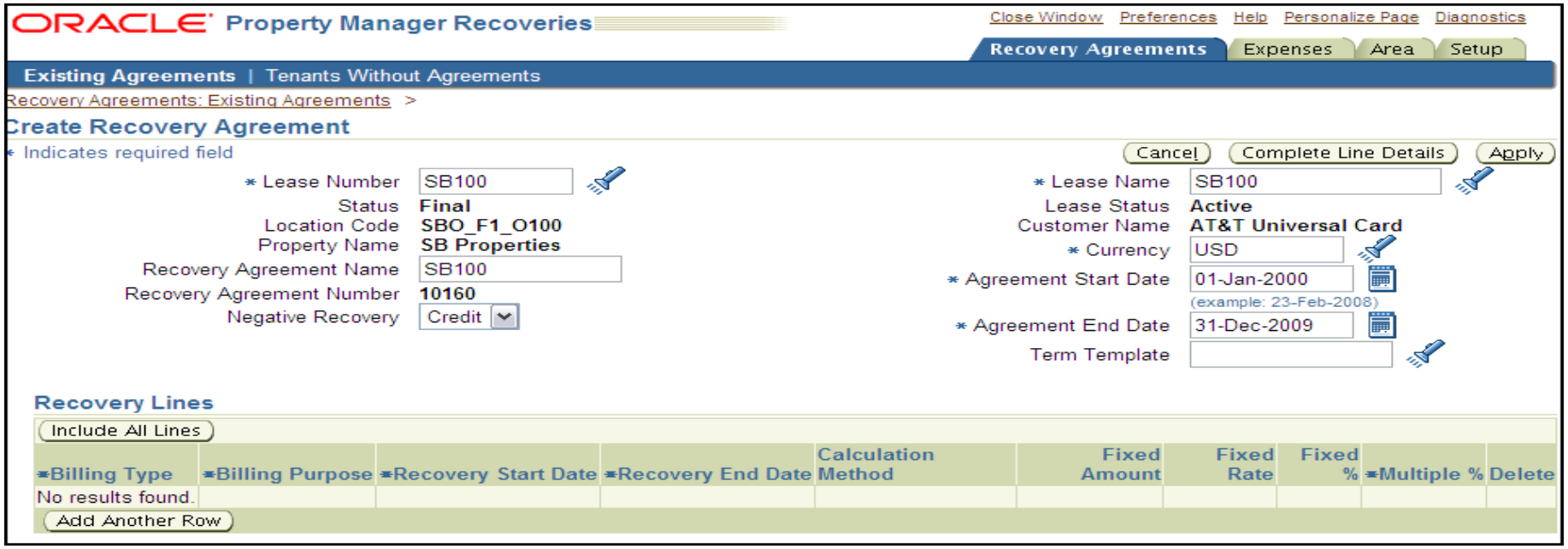
Enter Agreement



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

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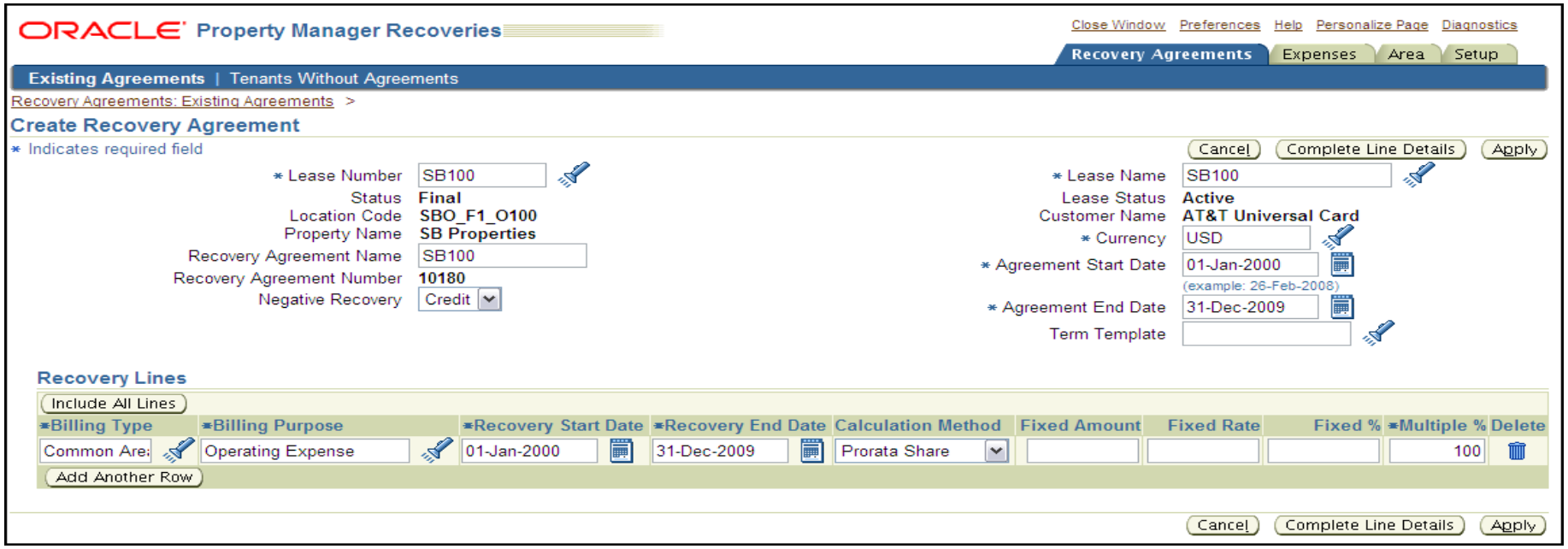
Enter Agreement



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

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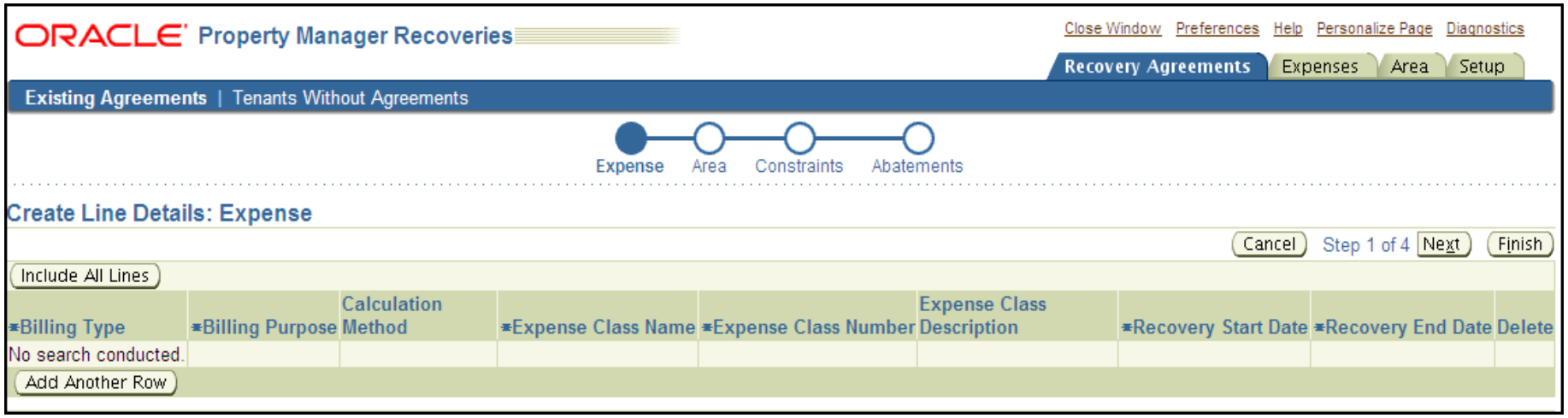
Enter Agreement



- Click ‘Include All Lines’

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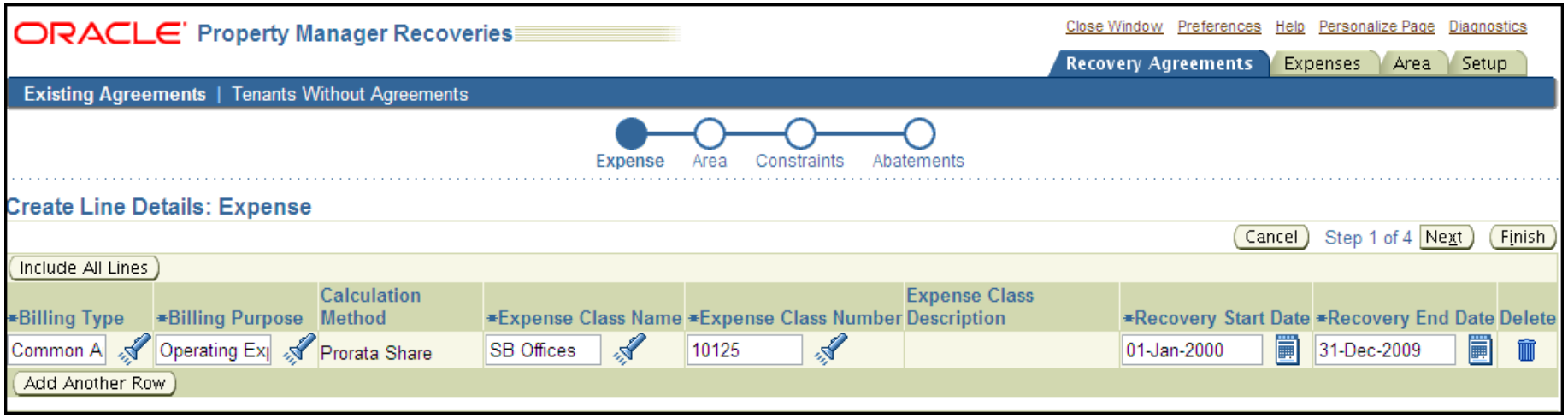
Enter Agreement



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

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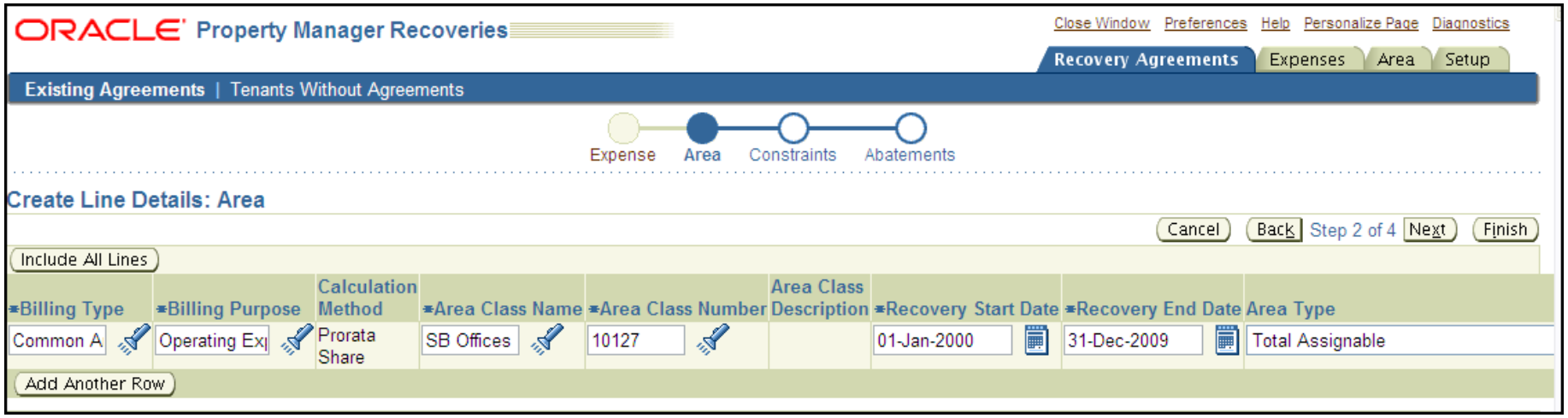
Enter Agreement



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

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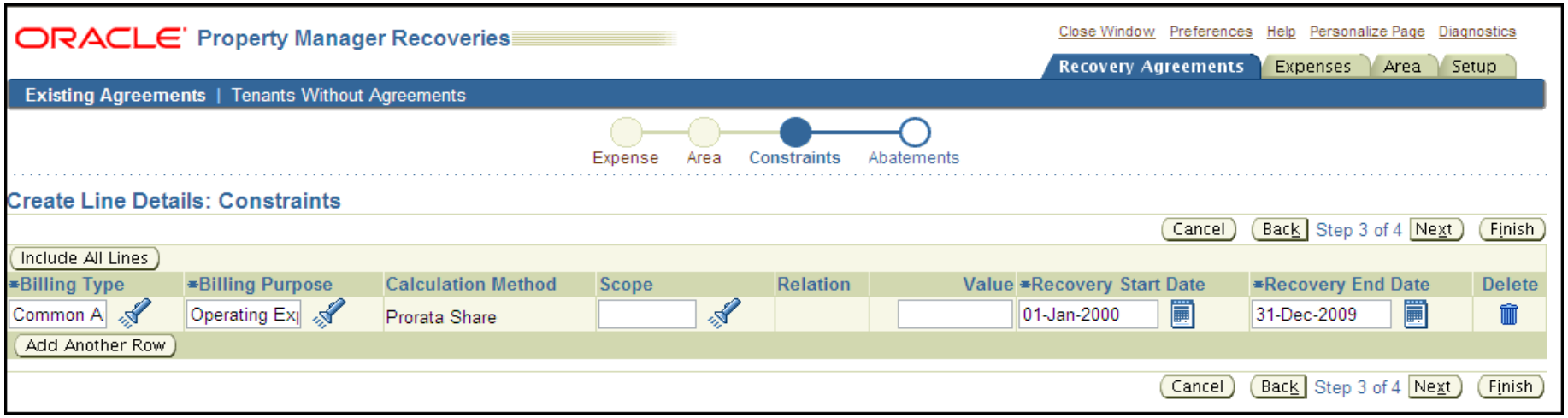

- If want to enter constraints, click either 'Include All Lines' or 'Add Another Row' (and then select type)
- Select Scope & Relation, Enter Value

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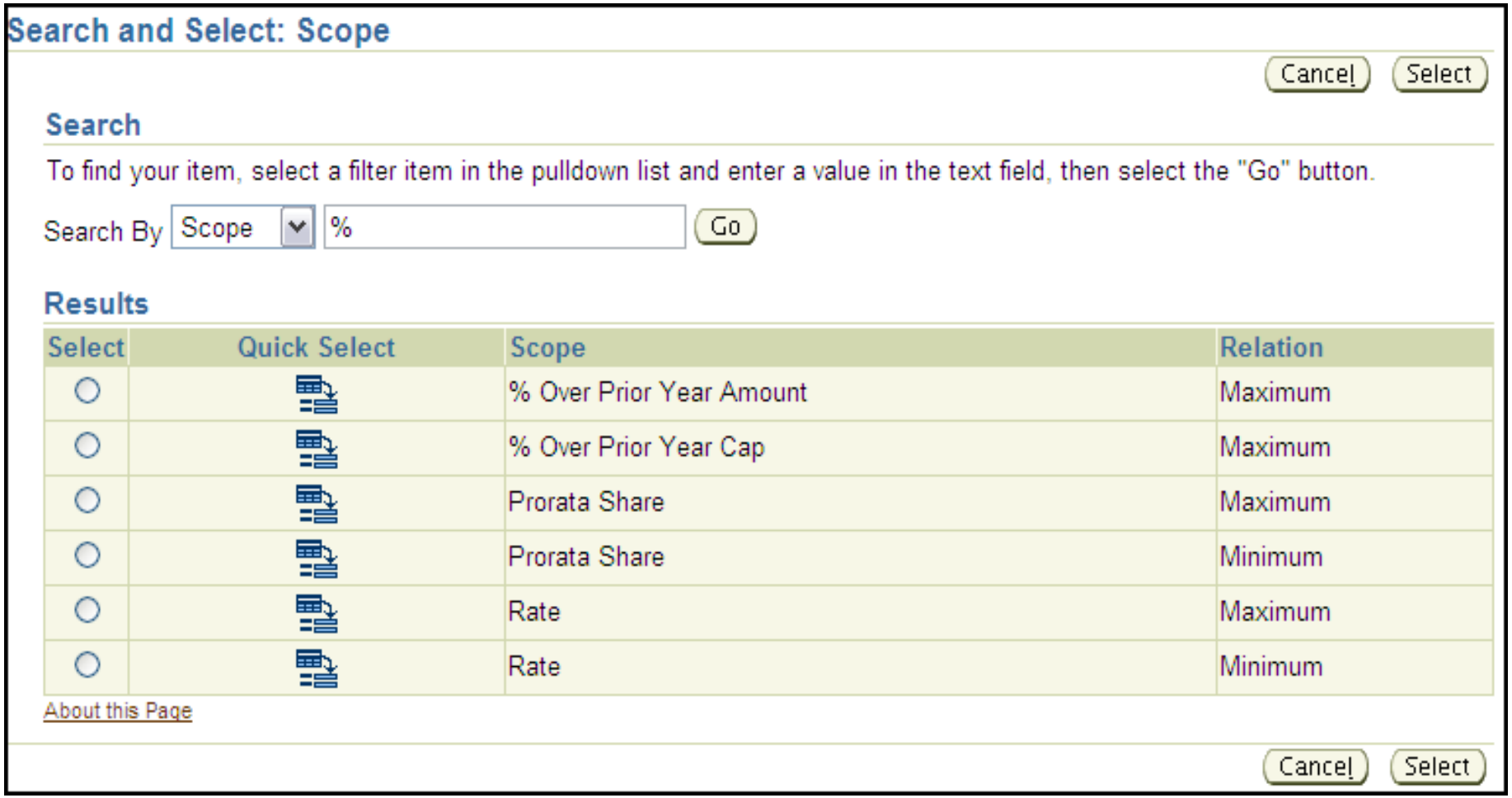
Enter Agreement



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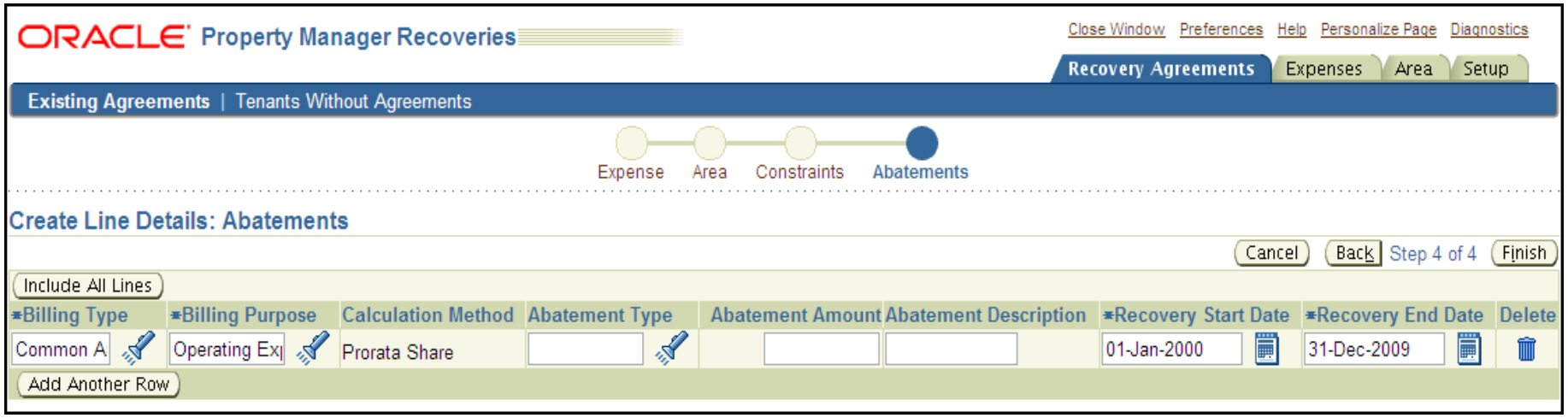
Enter Agreement



- 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

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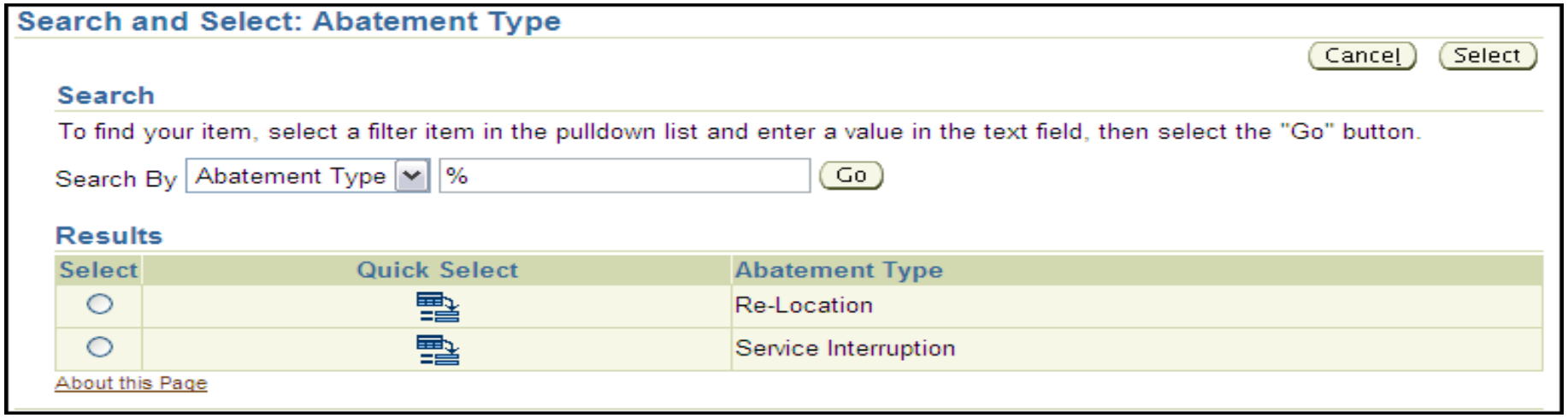
Enter Agreement



- Choices from the Lookup Type

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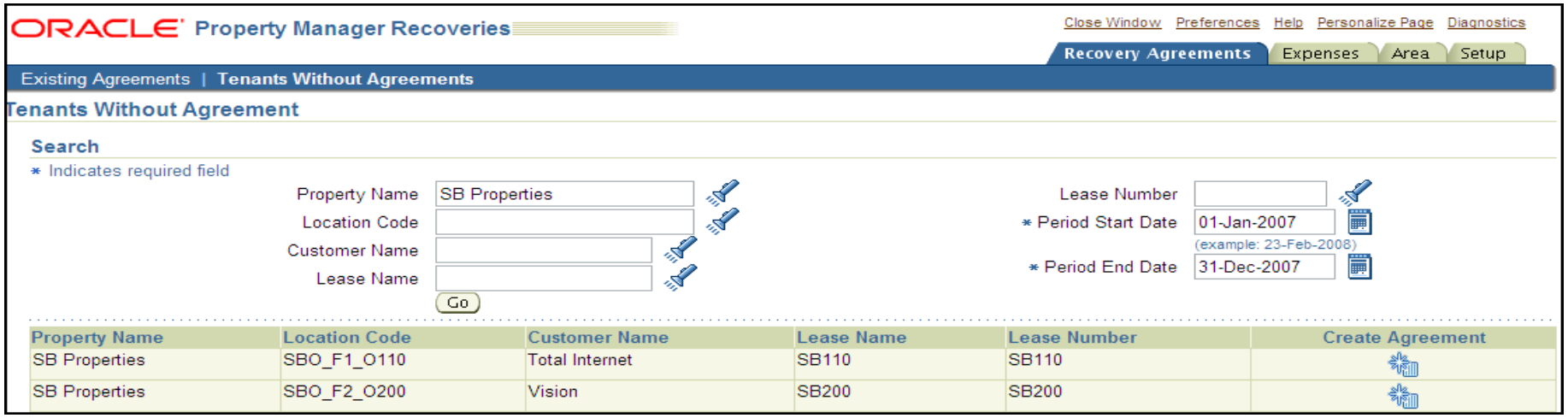
Tenants w/o Agreements



- 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

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Running the Process

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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

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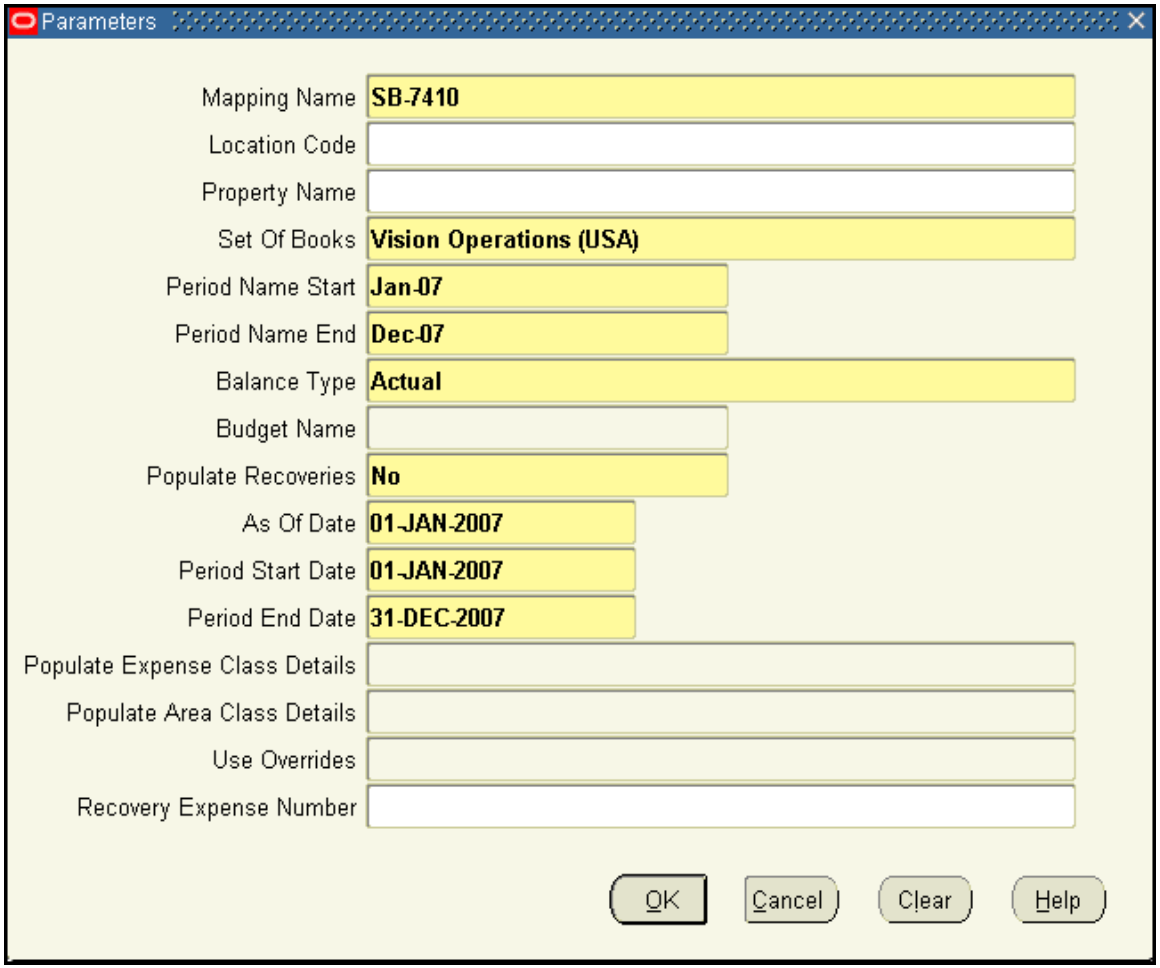
Extract Expenses from GL

- 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'



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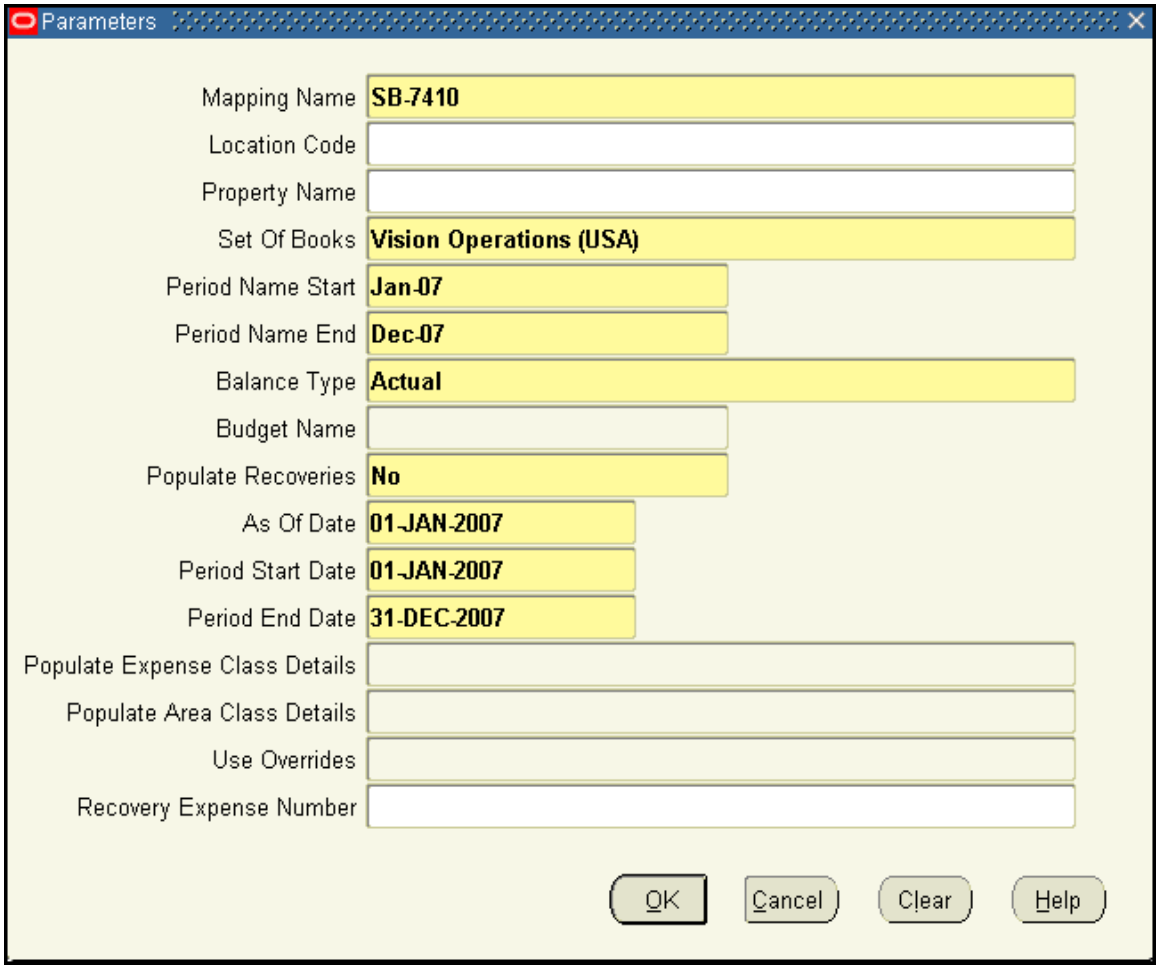
Extract Expenses from GL

- 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



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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  CURRENY: 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

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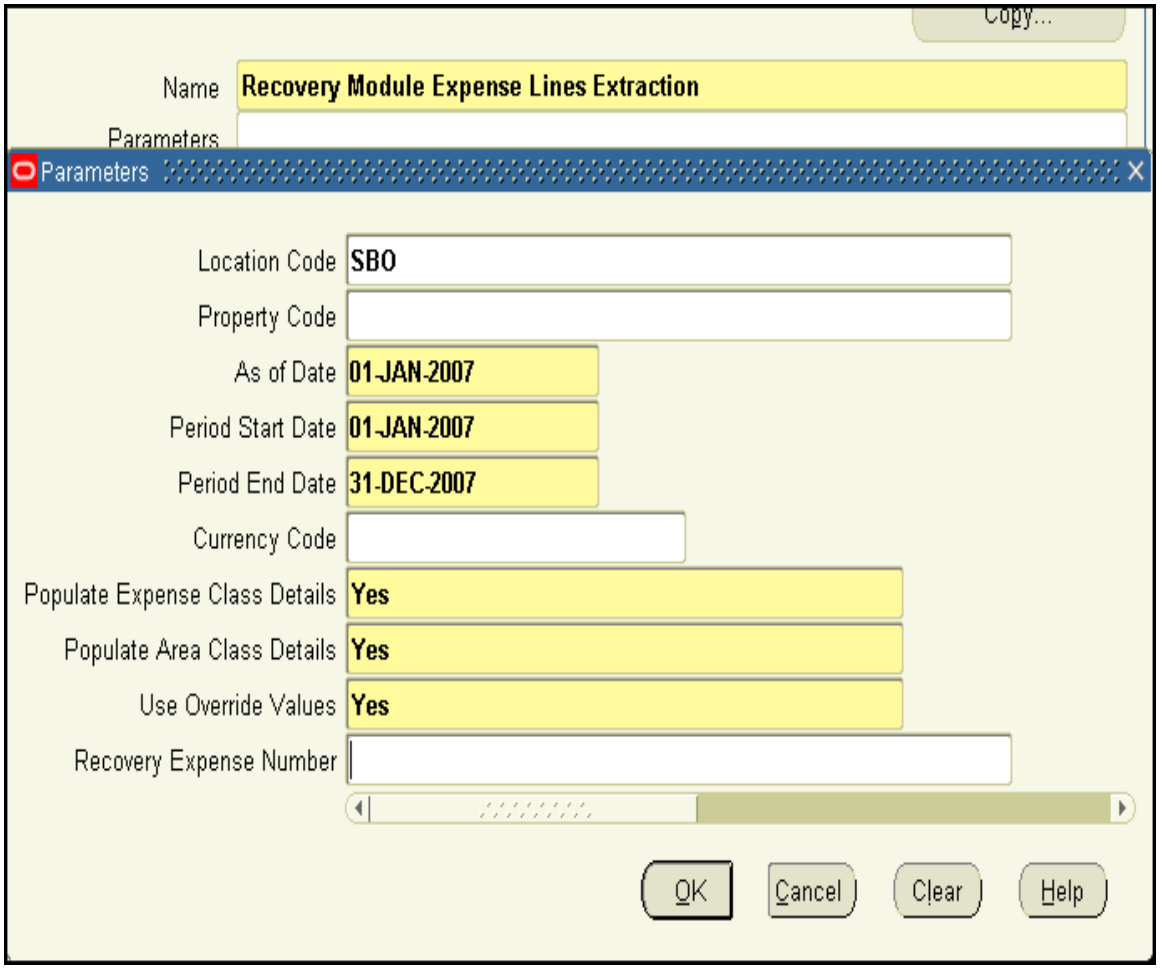
Populate Recovery Expenses/Area

- 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'



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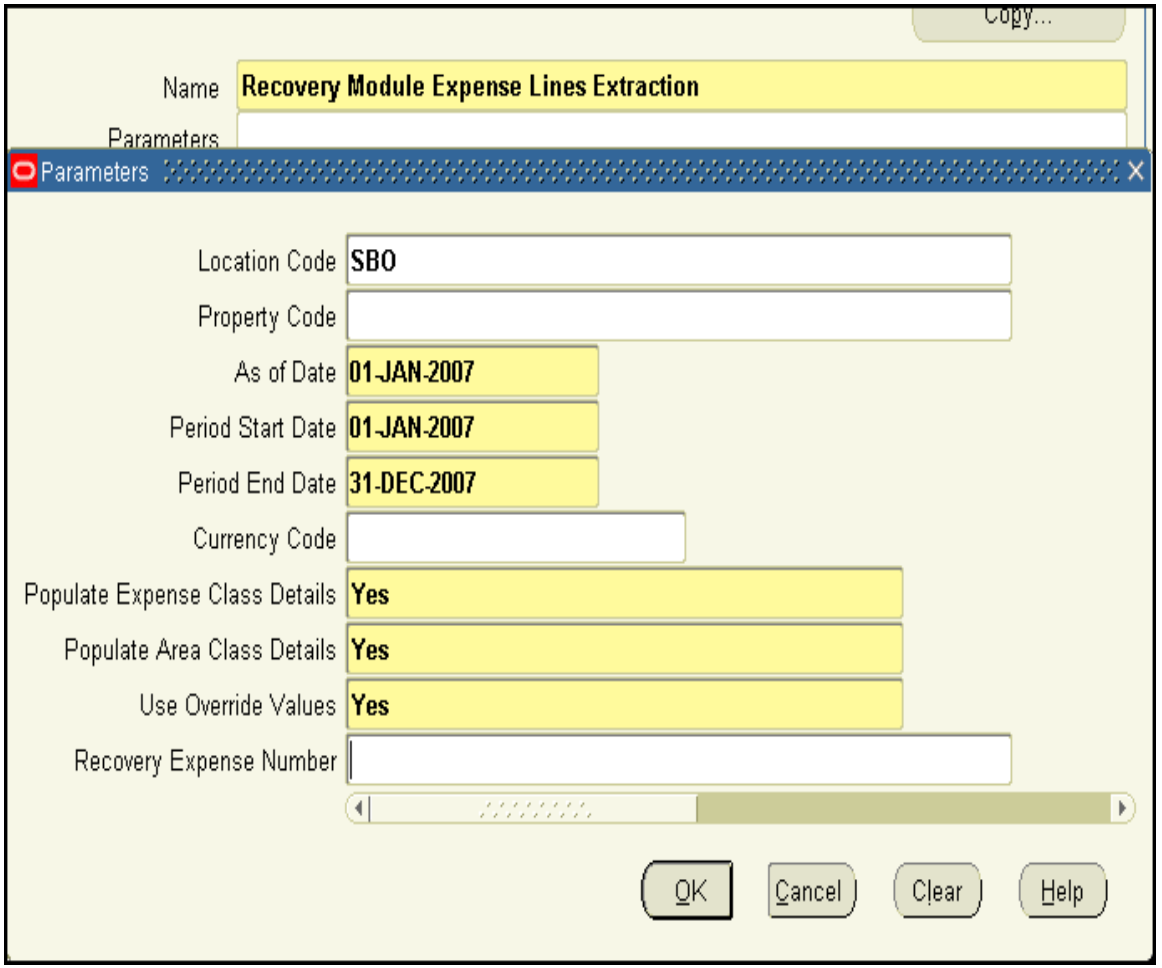
Populate Recovery Expenses/Area

- 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



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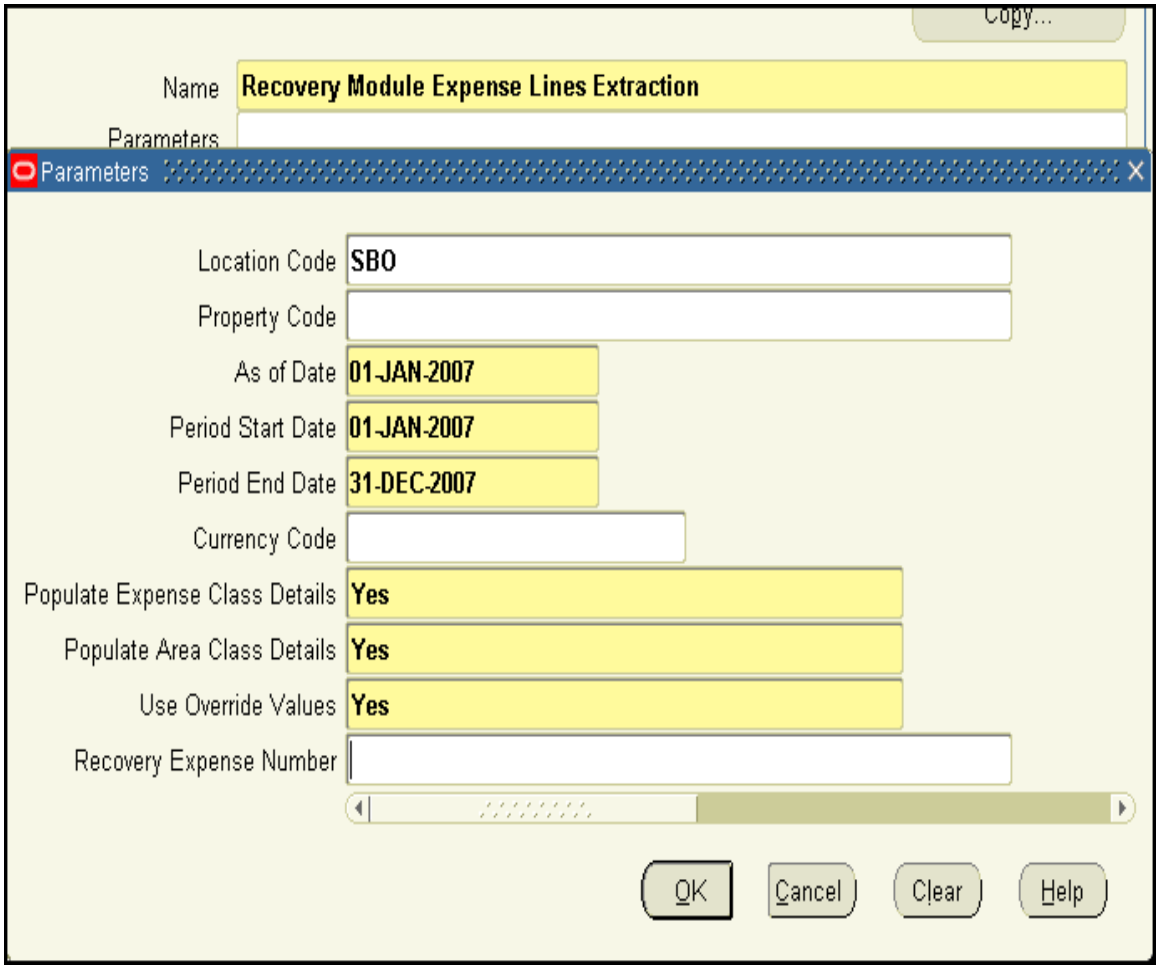
Populate Recovery Expenses/Area

- 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



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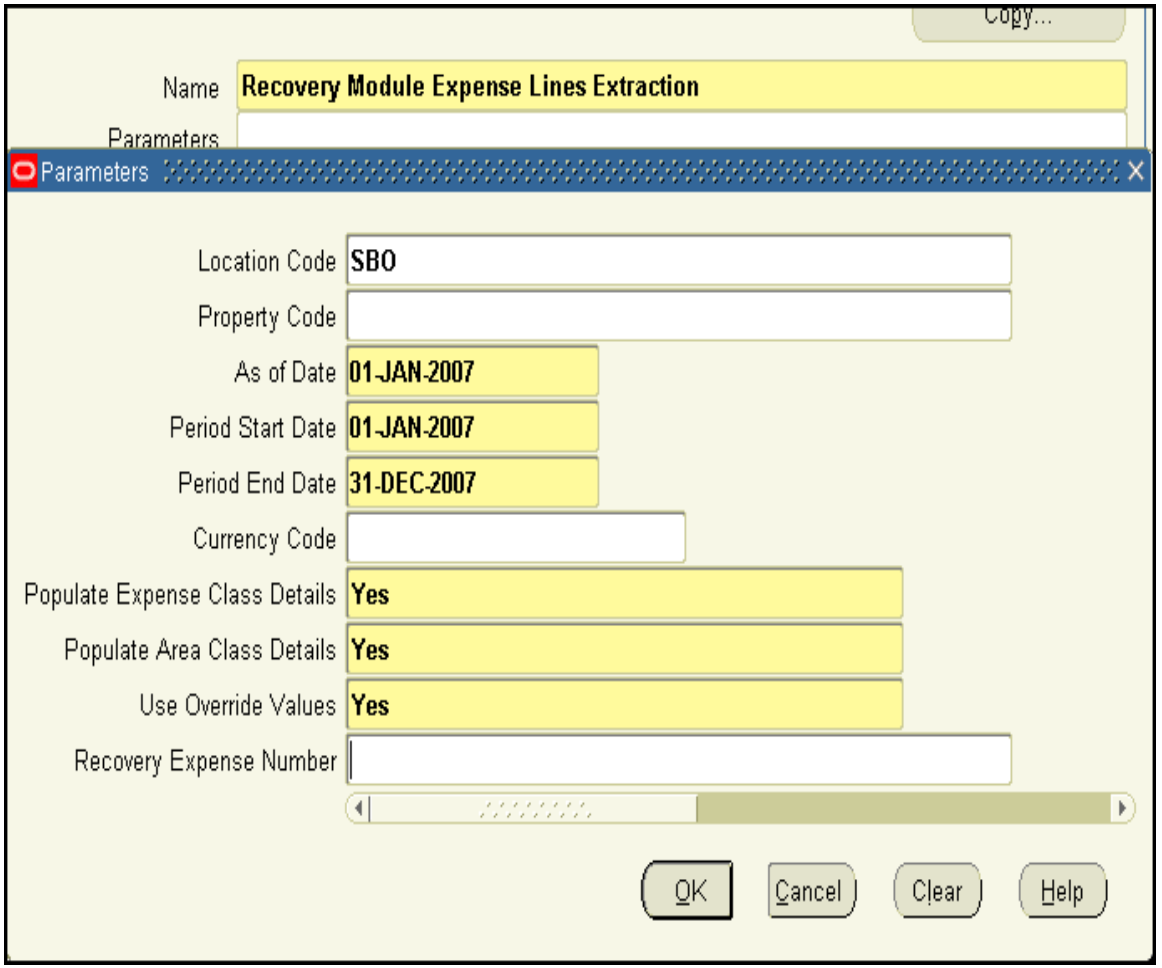
Populate Recovery Expenses/Area

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



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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
```

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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
```

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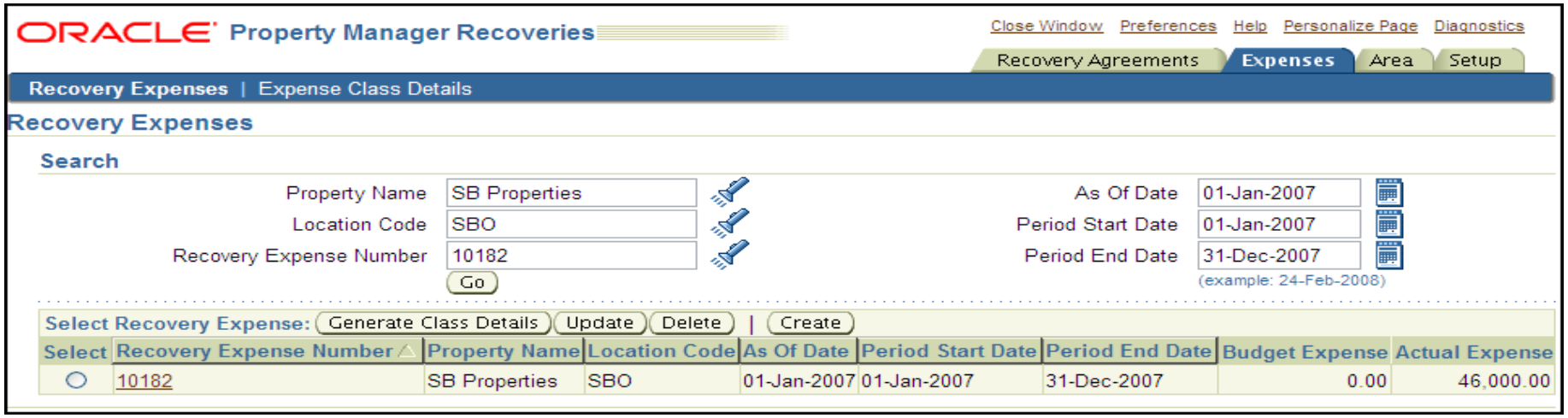
View Results - Expenses



- 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

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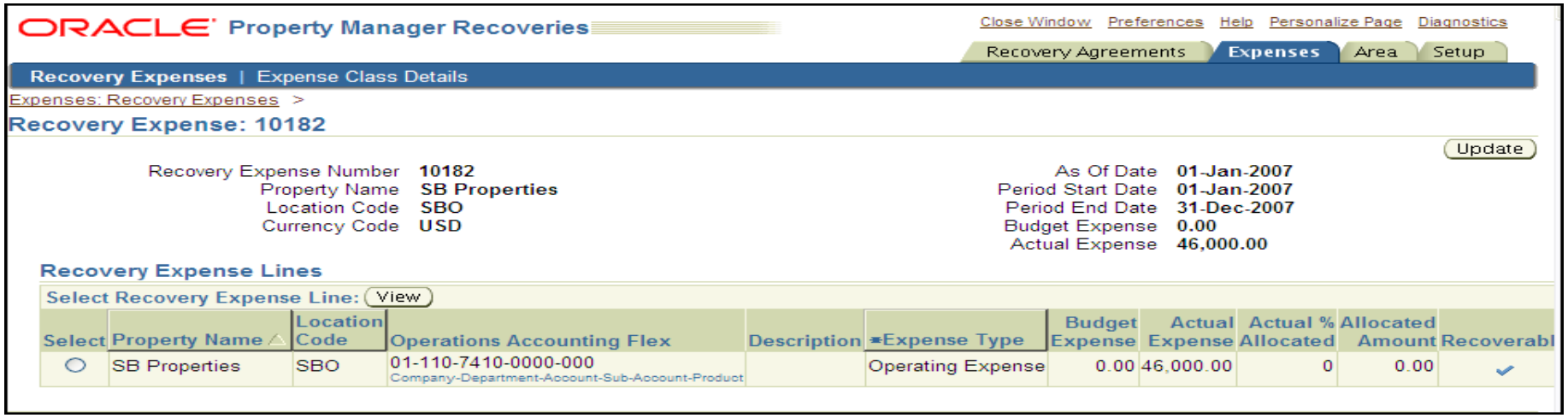
View Results - Expenses



- 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

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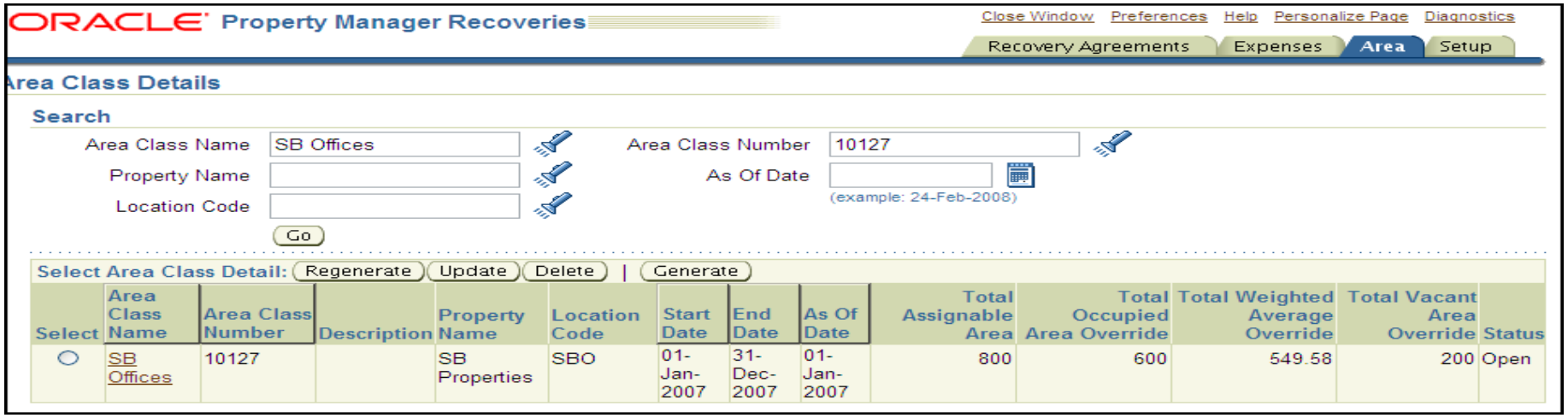
View Results - Area



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

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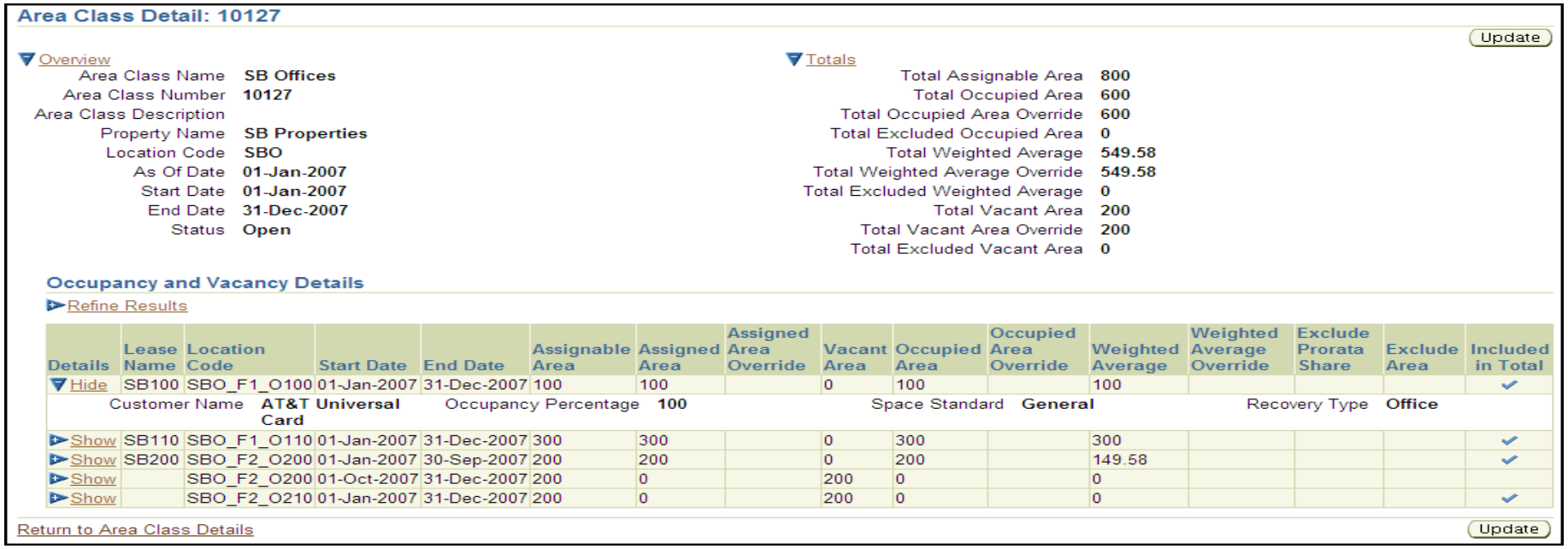
View Results - Area



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

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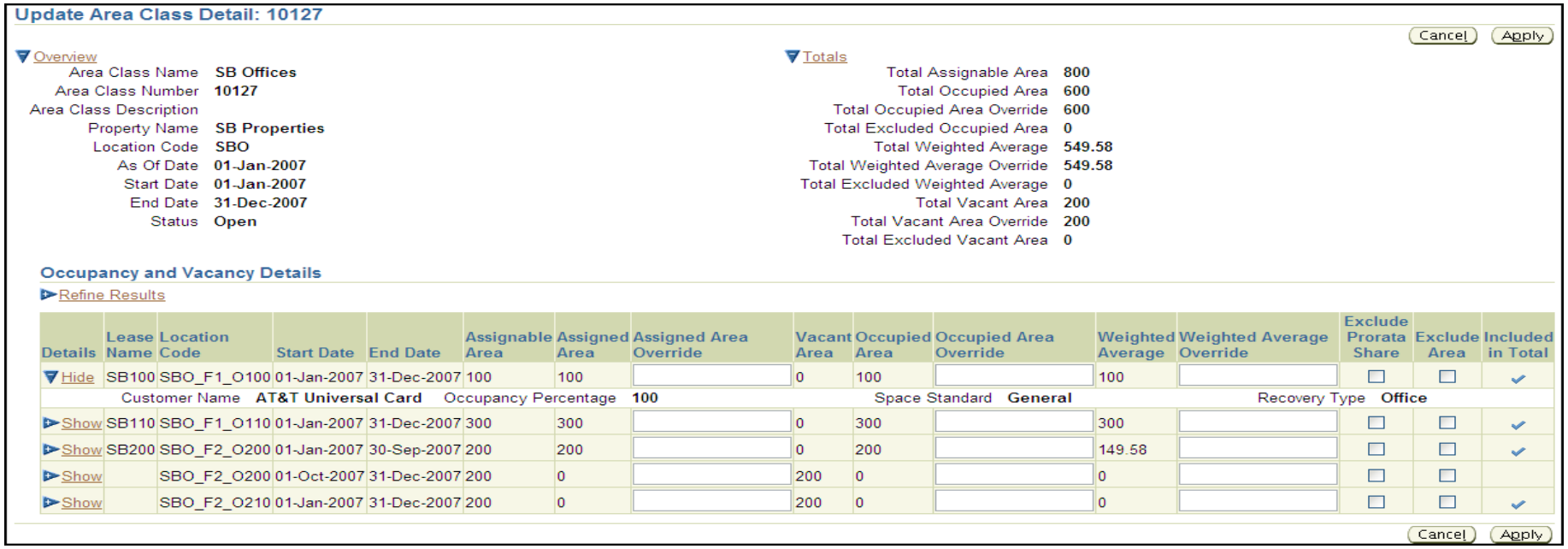
View Results - Area



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		☐	☐	✓
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		☐	☐	✓

Cancel Apply

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

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Calculate Recovery – Single Agreement

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

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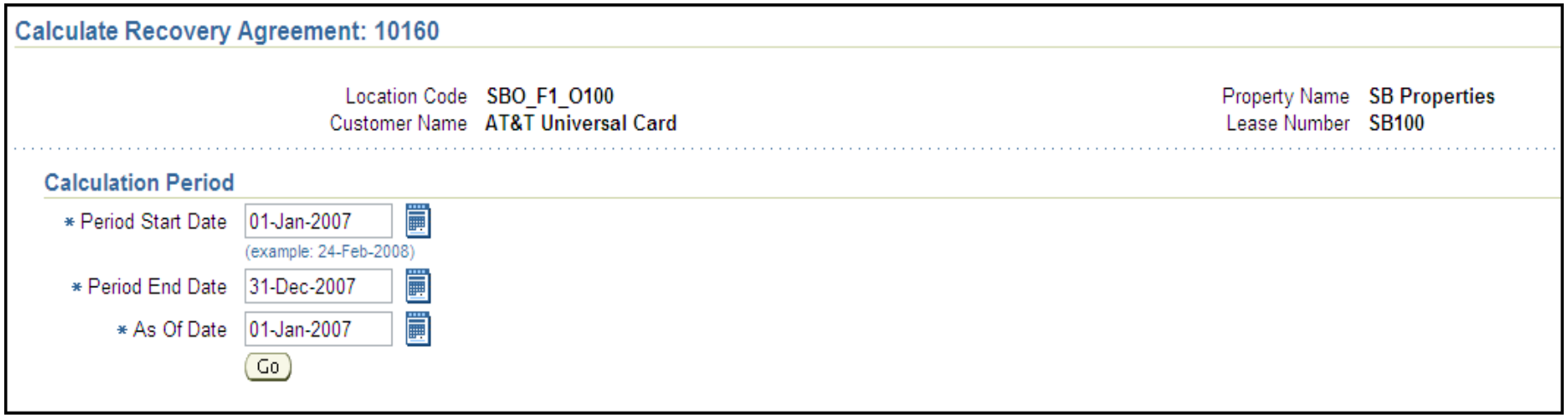
Calculate Recovery – Single Agreement



- 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

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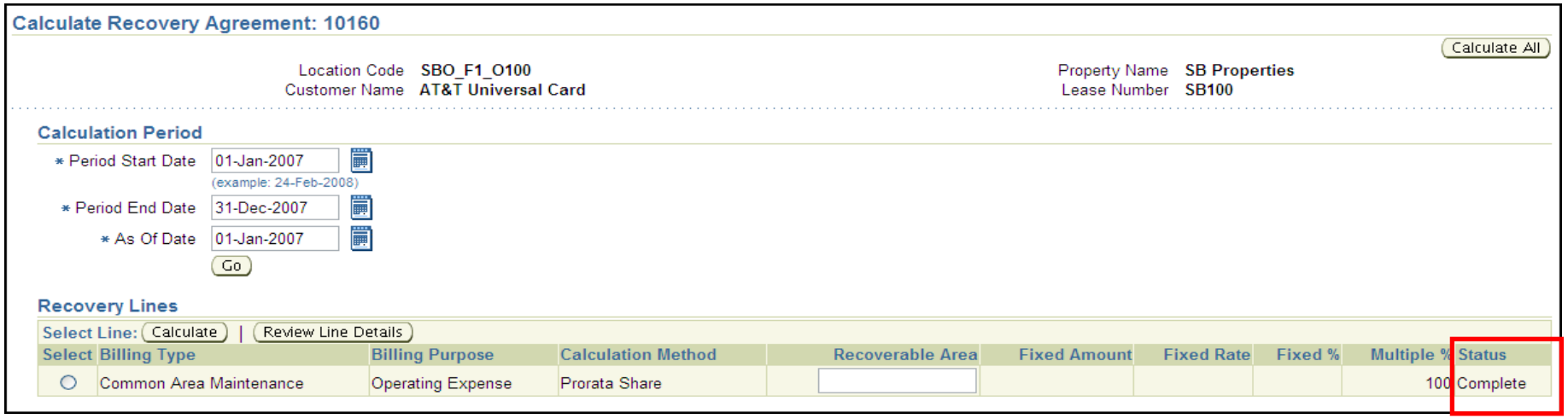
Calculate Recovery – Single Agreement



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 01-Jan-2007
(example: 24-Feb-2008)
* Period End Date 31-Dec-2007
* As Of Date 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
○	Common Area Maintenance	Operating Expense	Prorata Share					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’

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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

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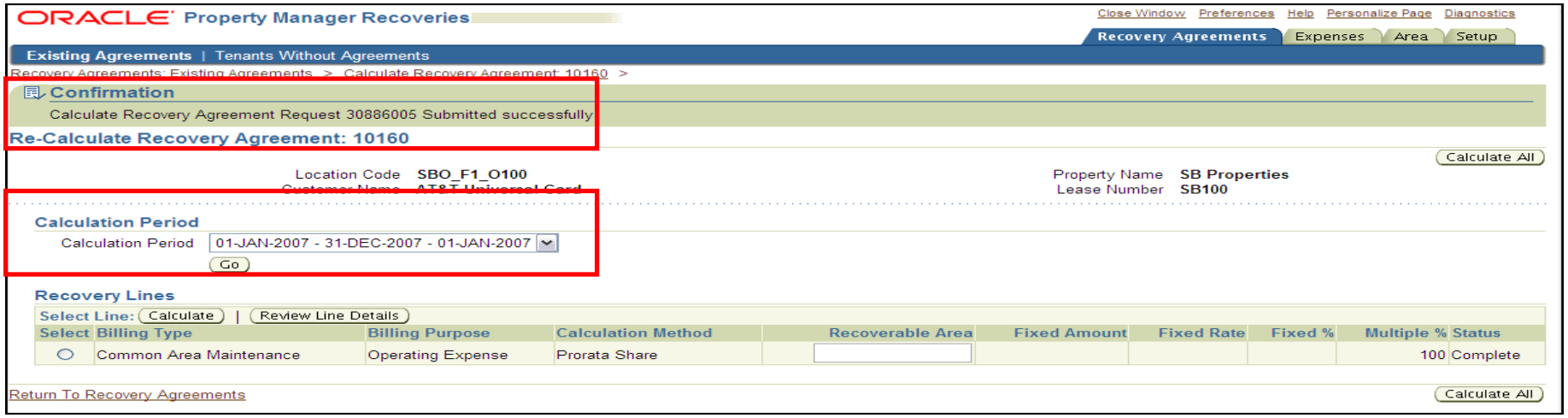
Calculate Recovery – Single Agreement



- 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’

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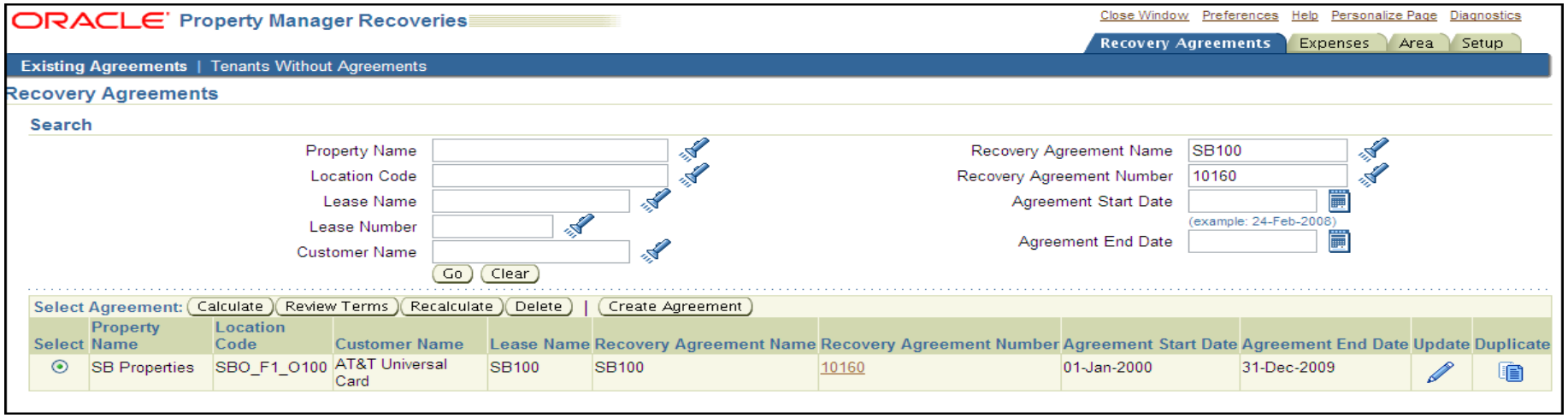
Approve Term



- Click ‘Select’ button, then ‘Review Terms’ button

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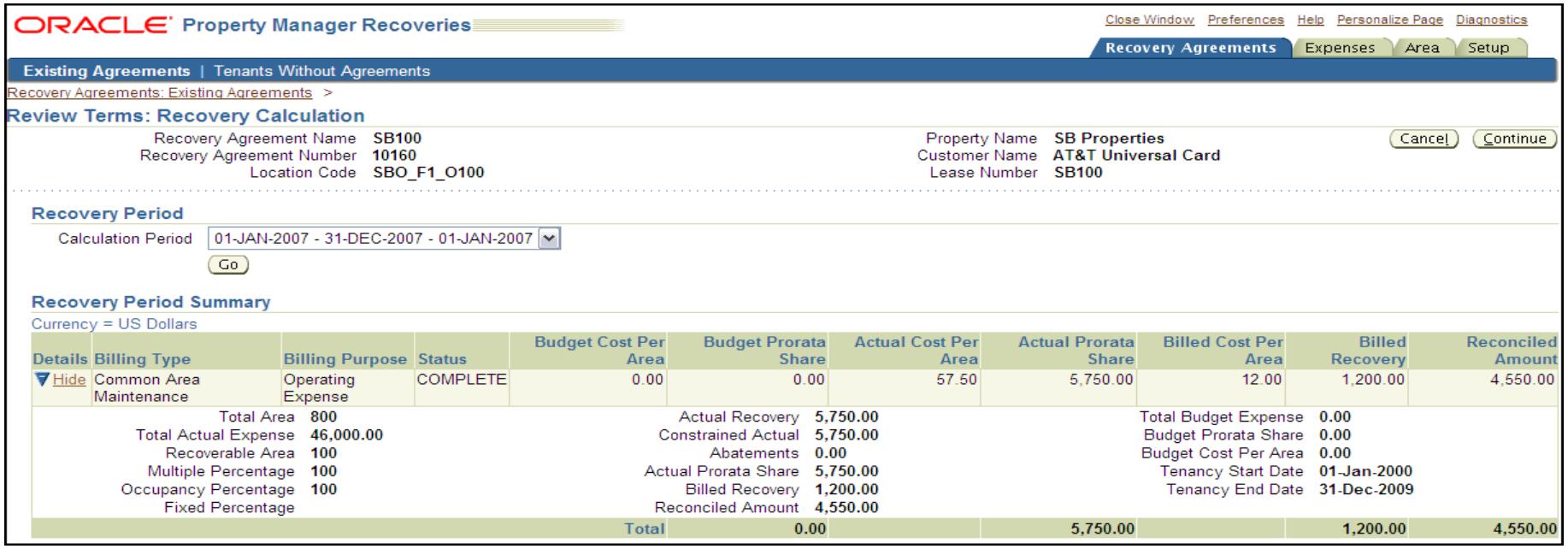
Approve Term



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 SB100
Recovery Agreement Number 10160
Location Code SBO_F1_O100

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

Cancel | Continue

Recovery Period

Calculation Period 01-JAN-2007 - 31-DEC-2007 - 01-JAN-2007

Go

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
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		

				Total	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

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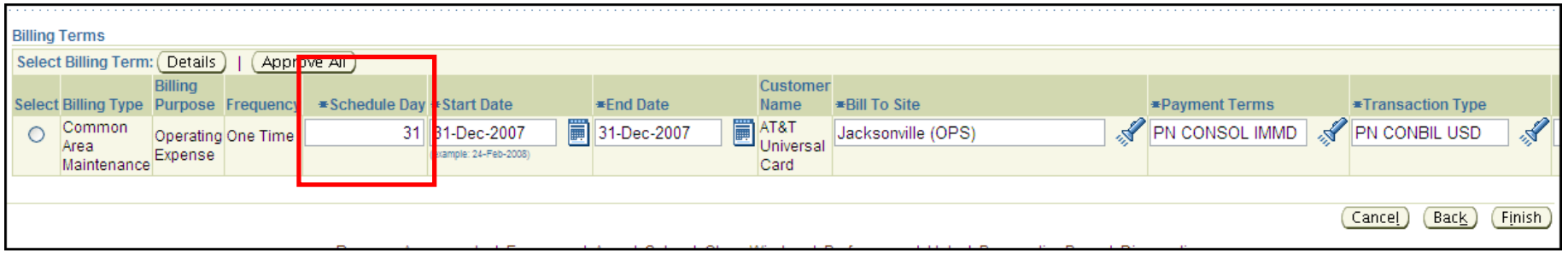
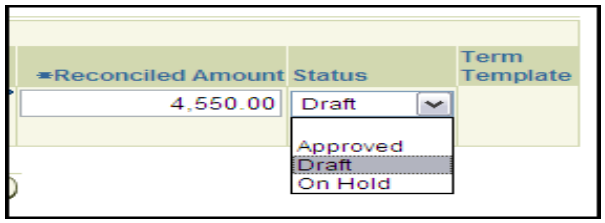
Approve Term





- 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’

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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_O100

Bill | Accounts Distribution

Customer Name	AT&T Universal Card
Customer Number	1005
Bill To	Jacksonville (OPS)
Ship To	
Payment Term	PN CONSOL IMMD
Payment Method	
PO Number	

Tax Inclusive

Tax Code	
Transaction Type	PN CONBIL USD
Invoice Rule	
Accounting Rule	
Salesperson	

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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
Hide	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		

Total	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

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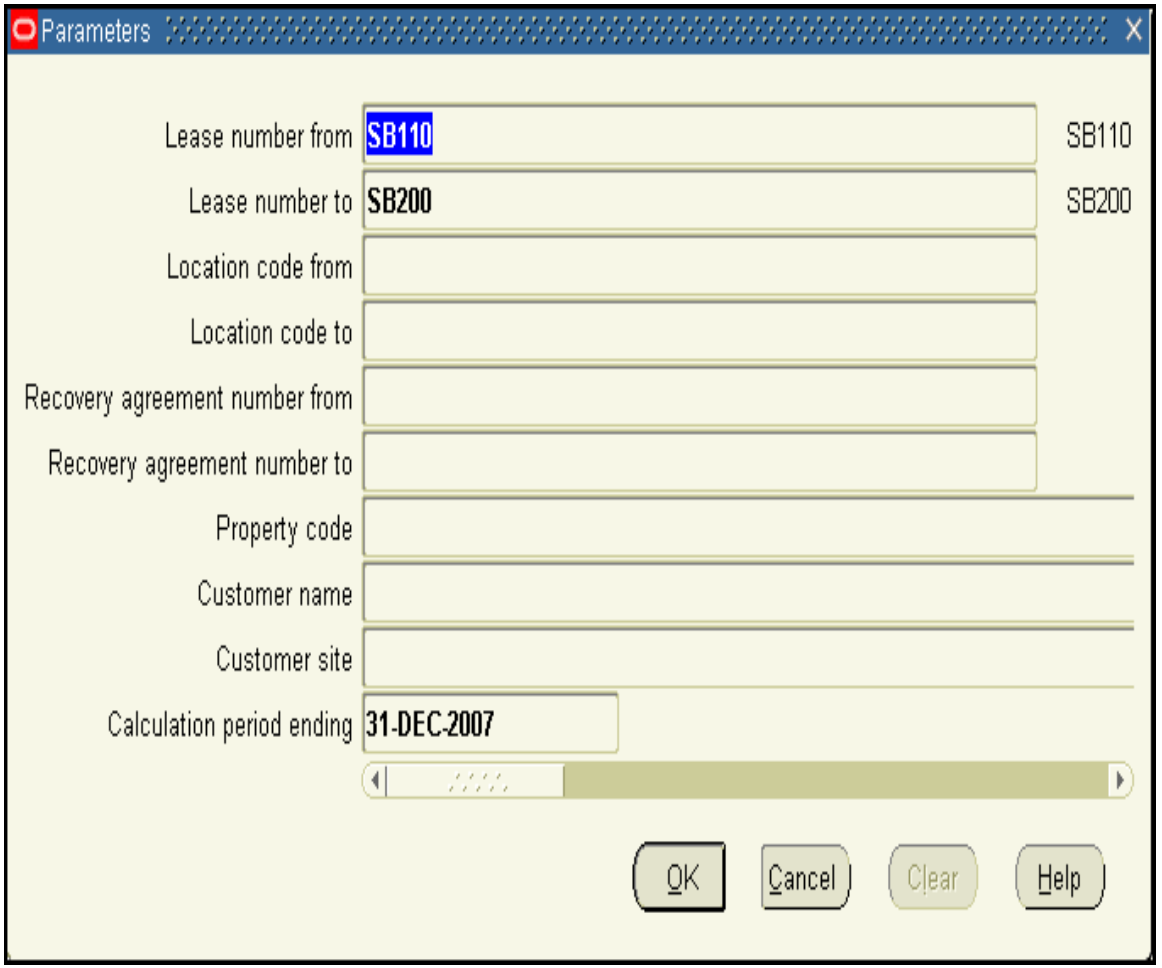
Program – Calculate Recovery

- s/b 'Re-calculate'
  - Only works if record exists in pn_rec_calc_periods_all
- 'Calculation period ending' must match 'Period End Date'



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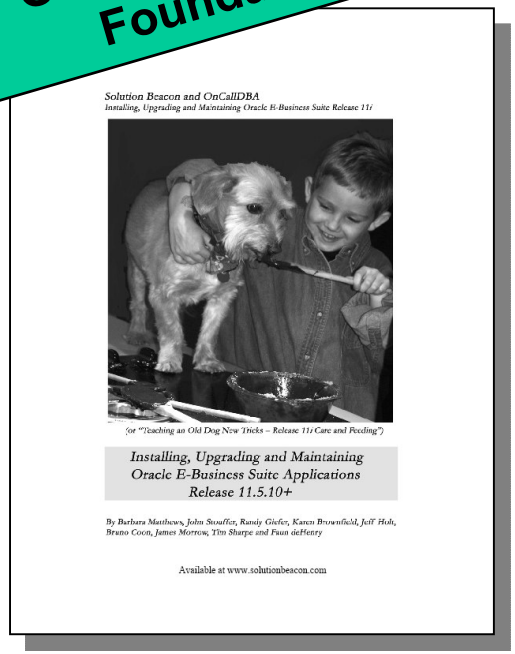

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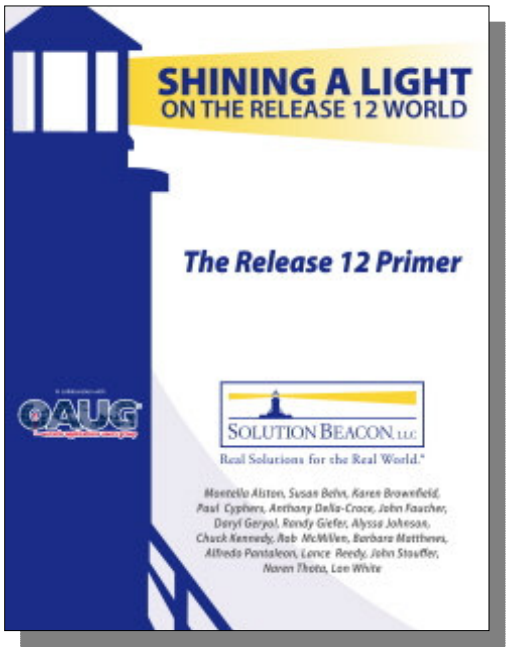

The Release 12 Primer – Shining a Light on the Release 12 World

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Questions and Answers

Thank you!

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kbrownfield@solutionbeacon.com

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