CAM Recovery in EBS Property Manager

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Property Manager allows companies to manage leases for the rental of any kind of real property, whether you are paying rents or billing rents. In addition to rent, payments or billings may be set up to manage invoices for taxes, insurance, maintenance or any fees covered by a lease agreement.

When those fees involve expenses, such as tax, insurance or maintenance, which are variable in nature, most companies charge an estimated fee and do annual "true-ups". This involves comparing the actual expenses incurred to the estimated fees charged and creating a one-time bill for the difference. This "true-up" process is CAM (Common Area Maintenance) Recovery.

This paper covers how landlords can use CAM Recovery in Oracle E-Business Suite. The screen shots are from both Release 12 and Release 11*i*.10.

Generic CAM Calculation

The following picture shows the basic process of calculating a CAM Recovery invoice.
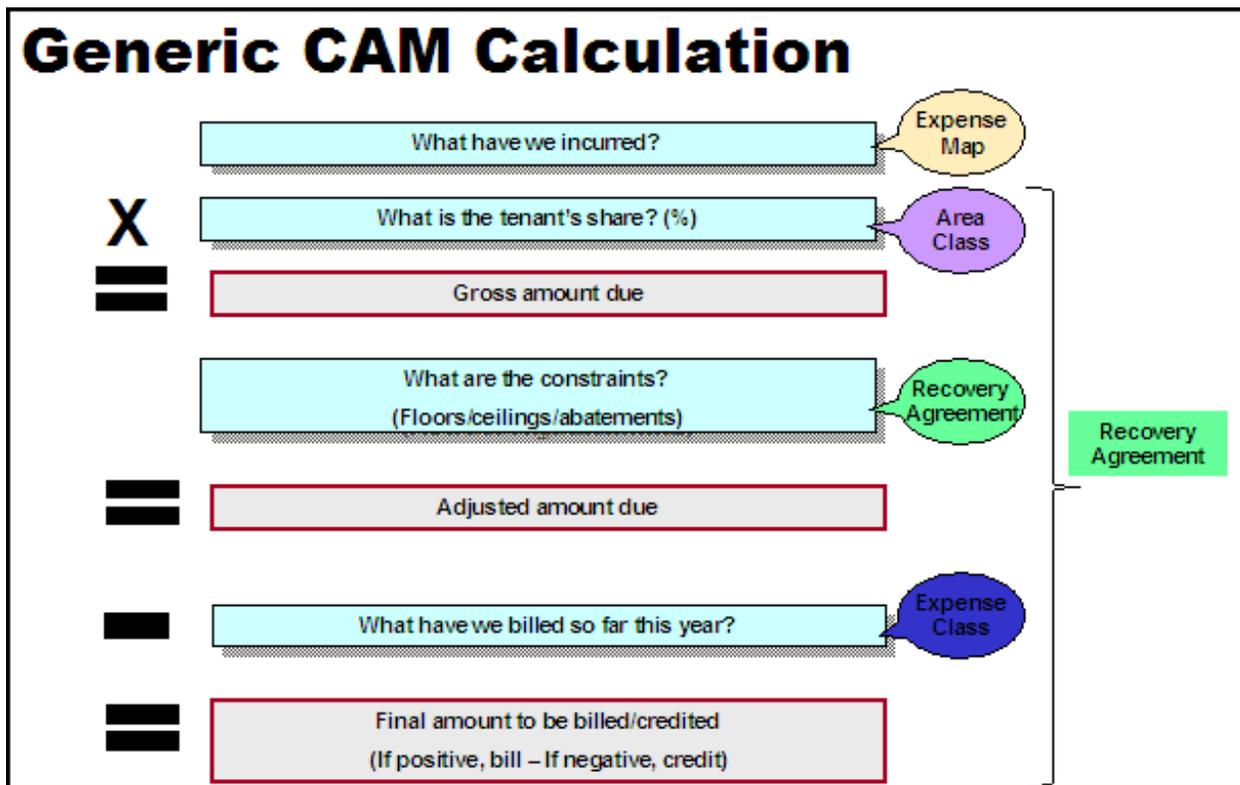
The balloons indicate Oracle's name for each part of the process.

Some additional term definitions are helpful

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

- Constraint – condition that sets lower or upper limits of the amount that can be charged; constraints can have affectivity dates
  - o Types
    - Minimum / Maximum Prorata Share amount
    - Minimum / Maximum Rate (cost per area)
    - Floor – minimum amount that must be charged
    - Ceiling – maximum amount that can be charged
    - % Over Prior Year Amount (Cap) – maximum % increase in dollars that can be charged
    - % Over Prior Year Cap – compound increase over the first actual amount or cumulative cap
  - o Within the same to/from dates one can define both a minimum and maximum amount or rate
  - o 'Percentage Over Prior Year Actual' and 'Percentage Over Prior Year Cap' cannot coexist within same date range
    - Can specify either in addition to Minimum/Maximum Amount/Rate
- Abatement – reduction in Amount Due usually due to extraordinary event
  - o Defined per Billing Type/Purpose combination
- Multiple % - allows increase or reduction for a specific line
  - o Example: Double share for utilities for Food Court shops in a shopping center
- Contributor – tenant whose area or prorata share of expenses, or both, is excluded from the calculation of total gross leasable area or total expenses of all other tenants in an area class

New Module Setups

System Options

To use CAM Recovery, additional System Options must be configured. These System Options must be configured for each organization. The navigation path is: Setup ➔ Options ➔ System Options. When the screen opens, query the desired Organization. In Release 11*i*, you must query the organization you are currently in. When the query returns results, click the 'Select' button, then the 'Update' button.

The CAM Recovery setups are highlighted with boxes. The 4 options on the right govern whether automatic numbering should be used for Recovery Agreements, Area Classes, Expense Classes and Recovery Expense runs.

The other option, Consolidate Recovery Terms, governs whether running recovery creates a line for each combination of recovery type and standard. If the option is set to 'No', a line is created for each combination. If the option is set to 'Yes', only one line is created for the selected period. Additionally, when the calculation is run, all lines must calculate correctly to see any of the lines, making it difficult to diagnose which line is in error.

Lookup Codes

Property Manager makes extensive use of Lookup Codes. CAM Recovery is no exception to this practice. The following lookup codes govern the choices for Abatement Type, Recovery Type, and Recovery Space Standard:

- PN_REC_ABAT_TYPE – Abatement Type
  - o Seeded Values: Re-Location
- PN_RECOVERY_TYPE – Recovery Type
  - o Seeded Values: Food Court, Freestanding, Kiosk, Major, Pad, Specialty, General
- PN_RECOVERY_SPACE_STD_TYPE
  - o Seeded Values: Exterior, Interior, General
  - o Added Values for the examples in this paper: Tower, Office, Factory, Roof

Additional Setups For Properties

In order for a location to participate in CAM Recovery, certain options must be specified for that location. At the Building or Land level, the space must be marked 'Occupiable' and 'Customer Assignable'. These settings are set by default and located on the Occupancy Tab.

The Area tab requires a value for UOM. Any defined value is acceptable. Entering a value for 'Gross' is optional. If a value is entered here, the sum of the values entered at the Office or Section level cannot exceed this value. Additionally, this value will become the denominator when calculating each tenant's share of the total space (instead of the sum of the values entered at the Office or Section level).

At the Floor/Parcel level, 'Occupancy Status' and 'Customer Status' must also be checked. The required values are the defaults.

The required settings at the Office / Section level are not all required, nor are default values always assigned. 'Occupancy Status' must be 'Occupiable' and 'Customer Assignable' must be checked. 'Rentable', 'Usable', and 'Assignable' cannot be null or zero. The value for the 'Assignable' must be set to the value that will be used to calculate the location's share, i.e., if the sum of all Assignable is 800, and the value for a particular office is 200, then tenant's assigned to this office will receive 1/4 of the recovery costs (200 ÷ 800).

Lease Setup Application Fields

Each lease that will be assigned to a CAM Recovery Agreement must have certain setups. These setups are on the Location and Billings tabs.

On the Location tab, a Recovery Type and Recovery Standard must be assigned. With 11*i*.10, if the Primary box is checked, these fields are now required. However, checking the Primary Flag is not required for the location to be a Cam Recovery location.

Additionally the Customer and Bill-to Site that will be assigned to the resulting invoice must be assigned to the location. Again, if the Primary box is checked, these are required fields.

Most Leases have multiple billing terms. One of them usually has the Purpose 'Rent' and the Type 'Base Rent'. This term would rarely, if ever, be involved in CAM Recovery. Usually terms with purposes such as 'Operating Expense', 'Insurance' or other non-rent purpose are involved. CAM Recovery matches only to Purpose (not Type). Therefore, if you have multiple terms with the Purpose 'Operating Expense' and only one of the terms with the Type 'Maintenance' should be part of CAM Recovery, this term will need to be re-defined with a different Purpose.

Each billing term involved in CAM Recovery must have a location assigned to it. This location MUST be at the office or section level, as Oracle's CAM Recovery does not recognize assigned area except at that level.

When the location is assigned, verify that Area is not zero. If so, CAM Recovery agreements will be limited to types that do not use area classes.

The Recoverable box must be checked or the term will not be considered. This box is the only required field that cannot be specified from the Term Details screen.

If changes have to be made to terms on existing leases that have been finalized, the following message will display when the record is saved.
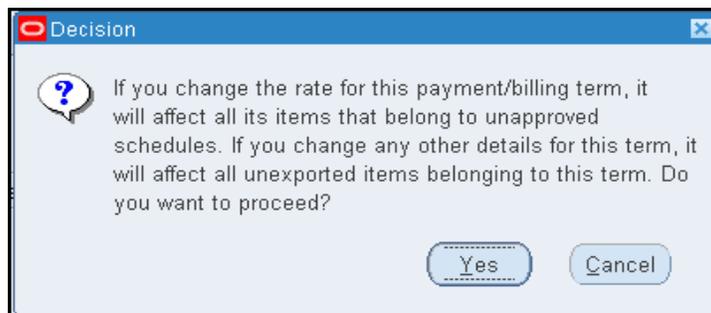
Usually this message indicates that any changes only affect unapproved schedules. This restriction does not apply to CAM Recovery. So, for example, if the Recoverable flag is checked in May 2008, all the 2007 schedules are still eligible for participation.

The GL combinations assigned to this term will be the combinations used for the resulting CAM Recovery term.

Expense Map, Expense Class, Area Class

The Expense Map links GL account balances where the actual expenses are recorded to a billing Purpose and Property or Property/Location combination.

The Expense Class specifies which Billing Terms the actuals will be compared to. Included terms are those with the 'Recoverable' flag checked and with a matching Location / Recovery Type / Recovery Space Standard combination.

The Area Class uses the assignable area from the location assigned to the Billing Term to determine which tenants will participate in CAM Recovery and what portion of the cost each tenant will be assigned. If a particular tenant was not active for the entire CAM period, the tenant's share will either be prorated or ignored (depends on 'As Of' Date' – see discussion later in this paper).

Expense Map

Referring back to the Generic CAM Calculation diagram earlier in the paper, remember the Expense Map is used to calculate "What have we incurred?".

The Release 12 navigation for this screen is Setup ➔ Expense Accounts Mapping. It is possible that the 11i menu may exclude the function for the Expense Map screen. If so, add the function 'Expense Accounts Mapping' to either the PN_RECOVERY_SUBMENU or the PN_SETUP_MENU.

This map pulls the balances (from GL_BALANCES) for a range of accounting combinations and assigns the results to a combination of Property (or Property/Location) and Expense Type. When assigned to a Recovery Agreement, the results of this map are then matched to Billing Terms with the same Property/Location and to a Billing Purpose that matches the Expense Type.

The accounts listed in this map should not be the same accounts used in the Billing Terms. For example, if a Billing Term exists with a Billing Purpose of 'Operating Expense', the combination assigned to Revenue would be a revenue account. The account used in the Expense Map would be the account that Payables Invoices or Project Labor charges when maintenance is performed. This account would either be an expense account or a cost-of-sales account. It should not be the revenue account.

Although the Property Name / Location Type fields are not required, if at least Property Name is not specified, the 'Populate Expense Map' program will fail.

'Effective To' is also a required field. The value '31-DEC-4712' is the date used when the field is required but no end date is desired.

It is not required to specify a value for all segments of the accounting flexfield.

You can create a different map for every Property/Location or you can create one map that covers all properties and recovery agreements.

Expense Class

While the Expense Map determines the actual expenses, the Expense Class determines which billing terms the actual expenses will be compared to. Therefore, the level of detail for Expense Type and Property/Location should match the Expense Map.

An Expense Class should to be used by all leases assigned to a Property/Location. Therefore, either leave the Location Code blank to apply to multiple buildings/land assigned to the Property or specify a Building or Land location. Then you will not be able to specify any level below that and have CAM Recovery work correctly.

The navigation is Leases and Document ➔ Recovery ➔ Recovery Agreement Landlord. Select the Setup tab, then the 'Expense Classes' sub-tab. To create a new class, click 'Create Class'.

The 'Expense Class Number' was set automatically as automatic numbering was set to 'Yes' in the System Options. 'Currency' defaults from the Set of Books. Enter a descriptive name for 'Expense Class Name' and (optionally) a description.

Enter the Property Name and Location Code (Building or Land) or just the Property Name for this Expense Class.

The percentages are used to limit the amount of billed expenses to be compared to the actual expenses.

Do not click Apply at this time. This will cause the screen to return to a blank query. Instead click 'Add Another Row' to specify the Expense Types. Remember that the Expense Type will be matched to the Billing Purpose.

For each Expense Type, click the Inclusions icon to add the Expense Class Types (Recovery Type and Space Standard).

The easiest way to enter the data is to click 'Display All Inclusions'. The form will then find all combinations of Recovery Type and Space Standard from the lease location assignments for the specified Property/Location. Or you can click 'Add Another Row' and use the LOVs to select from the list of Recovery Types and Space Standards from the lease location assignments for the specified Property/Location.

The percentages can be adjusted to limit the amount of billed expense to be compared to the actual expenses.

Area Class

The Area Class determines which tenants at the Property will be participating in CAM Recovery. Like the Expense Class, the level of Detail for Property and Location Code should match the Expense Map.

Unlike the Expense Class, the button is labeled 'Exclusions', not 'Inclusions' and adding rows here removes matching tenants from the totals.

The navigation to define an Area Class is Leases and Documents ➔ Recovery ➔ Recovery Agreement Landlord. Click the Setup tab, then the Area Classes sub-tab. To create a new class, click 'Create Class'.

The Area Class Number was set automatically because automatic numbering was set to 'Yes' in the System Options. Enter a descriptive name for 'Area Class Name' and (optionally) a description.

Enter the Property Name and Location Code (Building or Land) or just the Property Name for this Area Class.

Do not click Apply at this time. This will cause the screen to return to a blank query. Instead click 'Add Another Row' to add any Exclusions.

If exclusions are desired, then enter the desired Space Standard and Recovery Type. If the exclusion is based on a condition, enter the condition. Select 'Area' to exclude the area, 'Prorata Share' to exclude the expense or 'Both' to exclude both area and expense.

For example, some tenants of a property are using the Roof to put up antennas. All share in the maintenance. You are creating a recovery agreement to cover the cost of the roof maintenance and want to charge only those tenants using the roof. You can specify the combination(s) of 'Space Standard' and 'Recovery Type' for all other types of leased space and select 'Both'. Now this area class will only contain the area assigned to the Roof.

Tenants excluded this way are called Contributors.

Recovery Agreement

Methods

There are actually four ways to calculate CAM Recover: Prorata Share, Fixed Rate, Fixed Amount, and Fixed Percentage.

Prorata Share

The most versatile method is Prorata Share. This method is based on:

- Total Expenses Billed (Expense Class)
- Total Expenses Incurred (Expense Map)
- Total Area (From Location)
- (Optional) Multiple %
- Tenant's Recoverable Area (Area Class)
  - o (Optional) Constraints and Abatements
- Occupancy % (As Of Date and Lease Dates)

The formula for this method is:

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

This method requires both an area class and an expense class and an expense map

Fixed Rate

This method is based on

- - Fixed $ per area amount
- - Tenant Recoverable Area (Area Class)
  - o (Optional) Constraints and Abatements
- - Occupancy % (As Of Date and Lease Dates)
- - (Optional) Multiple %

The formula for this method is:

Fixed rate * Tenant's Recoverable Area * Occupancy % * Multiple %

This method requires neither an area class nor an expense class nor an expense map. The Tenant Recoverable Area is manually entered, as are the constraints and abatements.

Fixed Amount

This method is based on:

- - Fixed Amount
- - (Optional) Constraints and Abatement

The formula for this method is:

Fixed Amount

Since this type merely assigns an amount that should be billed, it would be just as easy to set up billing terms that ensure that amount is billed.

Fixed Percentage

This method is based on:

- - Expense Classes
- - Manually entered %

The formula for this method is:

Total Expense * Fixed %

This method requires an expense map and an expense class, but not an area class. No constraints or abatements can be specified. This method is useful when all the leases are currently set up with location assignments at any level other than office or section.

Example of Prorata Agreement

Due to the time limitations of a one-hour presentation, the rest of this paper will present setting up and running a Prorata Share Recovery Agreement. Setup of the other types of agreements is similar.

Our sample location, SB Offices, has two floors. There are two offices on each floor. Office 100 has 100 sq ft and is rented. Office 110 has 300 sq ft and is rented. Office 200 has 200 sq ft and is rented. Office 210 has 200 sq ft and is vacant.

The following chart shows the salient information about the leases on these locations

Location Information				
Location Code	SB100	SB110	SB200	SB210
Location Assignable Sq. Ft	100	300	200	200
Lease Information				
Lease Number	SB100	SB110	SB200	
Lease Start Date	1-Jan-00	1-Jan-00	1-Jan-00	

Lease End Date	31-Dec-09	31-Dec-09	31-Aug-07	
Recovery Type	General	General	General	
Recovery Space Std	Office	Office	Office	
Recovery Customer	AT&T Universal Card	Total Internet	Vision	
Recovery Bill-to site	Jacksonville (OPS)	Foster City (OPS)	Seattle (OPS)	
Payments w/ Recoverable Flag Checked - Dates run with full lease				
Purpose	Operating Expense	Operating Expense	Operating Expense	
Type	Common Area Maintenance	Common Area Maintenance	Common Area Maintenance	
Monthly Amount	$100	$200	$120	
Revenue account	01-110-4530-0000-000	01-110-4530-0000-000	01-110-4530-0000-000	

Recovery Agreement Creation

The navigation is: Leases and Documents ➔ Recovery ➔ Recovery Agreement Landlord. Click 'Create Agreement' to create a new agreement.

Enter the Lease Name or Number. This fills in all the remaining fields except Recovery Agreement Name (the Recovery Agreement Number is assigned because Automatic Numbering is set to 'Yes').

The dates for the agreement default to the Lease start and end dates. These can be changed as long as the dates are within the lease dates.

In the 'Negative Recovery' field, indicate whether the CAM Recovery amount should be created as a Credit Memo or as a negative Invoice if the calculation yields a negative number (i.e. the customer has overpaid through the monthly estimated payments).

Click 'Include All Lines' to pull in all the billing terms where the Recoverable Flag is checked. The 'Calculation Method' defaults to 'Prorata Share', but can be changed.

Click 'Complete Line Details'.

When the following screen appears, click 'Include All Lines'.

The screen stays at 'Step 1' and displays the Billing Type and Purpose and Calculation Method for each billing term with the Recoverable Flag checked. Select the Expense Class by either Name or Number. Click 'Next' to go to step 2.

In Step 2, the Area Class is entered.

The choices for Area Type are:

- Total Assignable – use the sum of all the Assignable fields for each location – if any space is vacant, the landlord will absorb that portion of cost

  o In our example, the total area used in the calculation will be 800

- Total Occupied – Total Assignable minus Total Vacant – all cost will be distributed, the landlord will not absorb any costs due to vacancies

  o In our example, the total area used in the calculation will be 600 as Office 210 (200 sq ft) is unoccupied

- Total Weighted Average – for each location the occupied area is multiplied by the occupied %

  o In our example, the total area used in the calculation will be 549.58 (100% of 100 (Office 100), 100% of 300 (Office 110), 74.79% of 200 (Office 200 – lease expired 30-SEP))

- Total Assignable or Occupied – use the greater of Total Occupied or Total Assignable – it is to the landlord's advantage to use Occupied

  o Must also specify the 'Floor Percentage' - since Total Assignable is usually greater than Total Occupied, the Total Assignable is multiplied by this % before the 'greater of' is selected thus reducing the amount of cost the landlord must absorb

  o In our example, if Floor Percentage is set to 90, the total area used in the calculaton will be 720 (800 is larger than 600, 90% of 800 is 720)

- Total Assignable or Weighted Average – use the greater of Total Occupied or Total Assignable – it is to the landlord's advantage to use Weighted Average

  o Must also specify the 'Floor Percentage' - since Total Assignable is usually greater than Weighted Average, the Total Assignable is multiplied by this % before the 'greater of' is selected thus reducing the amount of cost the landlord must absorb

  o In our example, if Floor Percentage is set to 90, the total area used in the calculaton will be 720 (800 is larger than 549.58, 90% of 800 is 720)

Click Next to advance to Step 3.

To enter a constraint, select the Scope, Relation, and Value.

If no constraints are desired, or after all constraints are entered, click Next to advance to Step 4.

Remember that the 'Abatement Type' is constrained by the 'Lookup Code' values. Enter the amount. This will be deducted from the calculated amount.

If no abatements are desired, or after all abatements are entered, click Next to finish. Now you can click Apply.

Tenants w/o Agreements

Oracle provides a screen where you can use a Property to find all leases/tenants without any Recovery Agreements. Enter a start/end date (use the desired recovery period), and a property or property/location. Click 'Go'. The screen returns all leases without agreements. You can now click the Create Agreement icon to create the agreements. This is a lot faster than starting from scratch.

You can also query any agreement and click the Duplicate button.

Running the Process

Timings and Limitations

CAM Recovery is usually run annually. In order to be successful, all expenses for the covered period must be posted in GL. All billings for the covered period must be approved and exported, although they do not have to be invoiced in AR. Usually this means that the covered period is the prior year and the covered periods are closed.

CAM Recovery creates a billing term that cannot be seen from the Leases and Documents screen. It can only be viewed from the CAM Recovery screens and from the Approve/Export Billings screens. This is a

one-time billing. Unlike a mortgage escrow reconciliation where a new escrow payment is calculated, CAM Recovery does not adjust existing terms. Nor does CAM Recovery calculate what a new adjusted payment would be.

CAM Recovery also does not produce any reconciliation reports. The only reconciliation is the details available from running the process. If your customers want a detailed reconciliation, you will have to write the report yourself.

CAM Recovery is dependent on GL Balances. If the selected GL Balance includes JEs that should not be part of this process, these JEs must be reclassed (or when the expense class is run, the amount to be distributed can be adjusted). This is important for accounts such as Property Tax. Normally the actual bill is booked to a liability account and the balance of this account expensed over the year. Thus, care must be taken when selecting the accounts for the Expense Map to ensure the correct accounts are selected.

Extract Expenses from GL

The first step in the process is to extract the actual expenses from GL. While the process is a concurrent program, the navigation to run this program is: Leases and Documents ➔ Recovery ➔ Extract Expenses from GL.

Enter your expense map name. If your expense map covers multiple properties, you will have to populate expense and area classes separately. Even if your expense map only references a single property, you may choose to run the process step-by-step. In either case, leave Location Code, Property Name blank and enter 'No' for 'Populate Recoveries'. If your expense map covers a single property and you wish to run the process in a single step, enter the property and location and enter 'Yes' for 'Populate Recoveries', 'Populate Expense Class Details', and 'Populate Area Class Details'. If you are using automatic numbering, then leave 'Recovery Expense Number' blank (you'll have to read the log file to get the number), else fill in the number.

In either case, fill in the 'Set of Books', and the 'Period Name Start' and 'Period Name End' for which GL Balances are to be calculated. You can select actual balances or budget balances. If you select 'Budget', enter the 'Budget Name'. The 'Period Start Date' and 'Period End Date' typically match the first date of 'Period Name Start' and the last date of 'Period Name End'. Note that once a recovery calculation is approved, you cannot run that recovery for any dates that overlap these dates.

The 'As Of Date' is critical in determining whether leases that end in the middle of the period dates or start in the middle of the dates are included. If a lease starts after the 'As Of Date', it will not be included. Or if a lease ends before the 'As Of Date', it will not be included. Additionally, the same 'As Of Date' must be used for all other parts of the recovery process or no match to the actual expenses will occur. Oracle is not consistent with the ordering of these three dates, so be careful.

This concurrent program does not produce a report. However the log file will show the CCID and amount for each accounting combination that it finds. The end of the log will show the number of records processed.

```
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
```

These records are inserted into PN_REC_EXP_ITF. Looking at the records in this file shows that even though a property or location wasn't specified, the program used the property/location from the expense map. Once the expense class is generated, EXPENSE_LINE_DTL_ID will be populated with the link to the expense class.

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

The next step is to populate the area and expense classes. The navigation to this concurrent program is: Leases and Documents ➔ Recovery ➔ Populate Recoveries with Expenses.

Enter a Location Code or Property Code or Both. Though the fields are not marked required, the program will not work if both fields are left blank. Enter the same dates as you entered for generating the Expense Map. Do not enter a Currency Code unless you want to match to lines that are not the specified Set-of-Books currency. Enter 'Yes' for 'Populate Expense Class Details', 'Populate Area Class Details', and 'Use Override Values'. This last parameter determines whether overrides made in a previous period or previous generations are applied to this generation. If AutoNumbering was set to 'Yes', leave 'Recovery Expense Number' blank, else fill in a number (this is an alphanumeric field).

This program does not produce a report; however the log file gives important information. The first thing to notice is the parameters. For example, because the Location Code above is linked to a property, the program found the Property Code. The program also defaulted to the Set-of-Books Currency Code.

```
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
```

Look for the section that says 'Recovery Expense lines'. Make sure there are no failures.

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

The next section gives information about populating the Expense Class. Note the number listed for 'Recovery Expense Line ID'. This will allow you to query the results for the Expense Class. Make sure all the lines processed correctly.

```
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
```

The next section gives information about populating the Area Class. Note the number listed for 'Area Class ID'. This will allow you to query the results for the Area Class. Make sure all the lines processed correctly.

```
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

The navigation to review the resulting Expense Class is: Leases and Documents ➔ Recovery ➔ Recovery Agreement Landlord. Click the 'Expenses' tab. Use any of the fields to query the results. If you query by Location Code or Property Name, all expense classes for that Location/Property will be displayed so there will be no values for any of the date fields in the top of the form.

If the link in the 'Recovery Expense Number' column is clicked, the screen displays all the lines from the expense map that match with the actual amount.

You can click the 'Update' button and change the accounting flexfield or the amount. You can add additional lines. You can unclick the Recoverable flag, which will prohibit the amount from being included in the total.

View Results – Area

The navigation to review the resulting Area Class is: Leases and Documents ➔ Recovery ➔ Recovery Agreement Landlord. Click the 'Area' tab. Use any of the fields to query the results.

Note the 'Status'. If 'Open', changes can be made, if 'Locked', the area class has been used to calculate a recovery and that recovery has been finalized.

If you click the 'Select' button, then the 'Update' button or if you click the link in the 'Area Class Name', all the location/lease assignments for the location are displayed.

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 the + next to 'Show' displays the customer name, occupancy percentage, space standard, and recovery type. Note that lease SB200 has a weighted average that indicates the space was not occupied the entire year.

If the 'Update' button is checked, the areas can be adjusted. You can exclude the location from charges by clicking 'Exclude Prorate Share'. You can exclude an area from the 'total area' (denominator) by clicking 'Exclude Area'. For example, if the agreement says to distribute costs based on occupied area, click the 'Exclude Area' button for location SBO_F2_O2100. Click the 'Return to Area Class Details' link and click the 'Regenerate' button. When the concurrent program finishes, re-query the results and notice that the total assignable area is now 600, not 800. This will increase each person's portion of the expenses. Based on the screen below, the landlord will absorb 25% of all costs since 25% of the space was unoccupied.

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

Calculate Recovery – Single Agreement

The navigation is: Leases and Documents | Recovery | Recovery Agreement Landlord. Click (or stay on) the 'Recovery Agreement' tab. Query the Agreement, click the 'Select' button, and then click the 'Calculate' button.

The calculation is date sensitive. The period must be one year or less. The dates must match those entered when generating the Expense Map and Expense Class and Area Class. Note that the 'As Of Date' is last, not first. Enter the dates and click 'Go'.

When the next screen appears, notice the Status. Click 'Go'.

The following status codes could be displayed:

- Open – cannot find an area and/or expense class that matches the dates – recovery cannot be calculated – check the dates entered and either re-generate the area and/or expense class or enter correct dates for the recovery

- Complete – all required details to do the calculation are present – click 'Select', then 'Calculate', or click 'Calculate All'

- Processing – the system is calculating the recovery – wait until the concurrent program is finished and re-query the record
- Error – the calculation failed – review the log for the concurrent request, correct the error, re-query the record and click 'Re-calculate'

The resulting screen will show the results of the calculation.

The confirmation page shows the concurrent request id. The title of the page changes to 'Re-Calculate' and the date range can no longer be changed. To review and approve the results, click 'Return to Recovery Agreements'.

When the screen displays, click the 'Select' button, then the 'Review Terms' button.

This will show the calculation results. You can click 'Show' to see all the details. This is as close to a reconciliation report as Oracle will provide.

To approve the results and create the billing schedule, click 'Continue'.

Change the 'Schedule Day' to any number 1-28. The form will allow you to approve the schedule with a value 29-31, but unless you are running this in a month that has 31 days, or unless December is still open, the approval process will result in error. Update any of the other fields as desired. Clicking the 'Details' button allows any of the Billing Term fields to be updated. If the calculations are correct, change the Status to 'Approved'. Click 'Finish'. The 'Schedules and Items' program will start.

Although the resulting payment schedule cannot be seen in the Billings tab of the Lease, it can be seen in the 'Authorize Billings' screen.

Partial Year Results

The lease SB200 expired September 30, 2007. Calculating Recovery for this lease shows the effect of partial year occupancy. The 'Actual Prorata Share' calculation = 46,000 (Total Actual Expense) * (200 (Recoverable Area) / 800 (Total Area)) * .7479 (Occupancy Percentage).

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

'Calculate Recovery' Program

There is a concurrent program (accessed through the navigation: Leases and Documents ➔ Recovery ➔ Calculate Recovery) that calculates recovery, but it only works if recovery has already been calculated. When the recovery is calculated, a record is added to PN_REC_CALC_PERIODS_ALL. If there isn't a record in this table that matches the parameters for this program, the program fails.

Room for Improvement

Oracle has provided some amazing ability with CAM Recovery, but the process must currently be run location by location. Hopefully future enhancements to this process will provide the ability manage CAM Recovery for large numbers of agreements without the need to run the agreements individually.

Conclusion

This paper did not demonstrate all the combinations of creating the components of CAM Recovery. Readers are encouraged to experiment with this functionality. Solution Beacon provides a Vision database that you can explore this feature. Use the following link http://www.solutionbeacon.com/tool_vision.htm, and then click on either the Release 11*i* or Release 12 link. Follow the instructions to register your account. You will need a valid CSI number. Your username and password will be emailed to you.