

**Oracle® Property Manager**

Implementation Guide

Release 12.2

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Oracle Property Manager Implementation Guide, Release 12.2

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## Oracle Property Manager Implementation Guide, Release 12.2

### Part No. E48924-04

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

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- Did you understand the context of the procedures?
- Did you find any errors in the information?
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# Preface

## Intended Audience

Welcome to Release 12.2 of the *Oracle Property Manager Implementation Guide*.

This guide contains the information you need to implement Oracle Property Manager.

See Related Information Sources on page x for more Oracle E-Business Suite product information.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit

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<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## Structure

### **1 Overview of Implementing Oracle Property Manager**

This chapter provides an overview of the implementation of Oracle Property Manager. It also includes an overview of the lease administration and space management tasks you can accomplish with Oracle Property Manager and the Oracle applications with which it is linked.

### **2 Prerequisites and Optional Integration**

This chapter describes the prerequisite and optional setups steps that you need to

complete in other Oracle products before you can set up Oracle Property Manager for your organization.

### **3 Setup Steps in Oracle Property Manager**

When you first install and set up Oracle Property Manager for your business, you must configure several components, including flexfields, lookups, and system options. After these components are properly configured, you can use Oracle Property Manager without making any routine modifications.

For the order in which the Oracle Property Manager setup steps should be performed, see Oracle Property Manager Setup Checklist, page 1-5.

### **4 Setup Steps for Leases**

This chapter describes the rules and templates you define to help users create, abstract, and administer leases effectively using Oracle Property Manager.

### **5 Oracle Property Manager Open Interfaces**

This chapter describes the open interfaces in Oracle Property Manager.

#### **A Public Views**

Views are customized presentations of the data in one or more tables. In other words, views are logical tables whose data are not stored permanently. Public views provide read-only access so you can use them for custom reporting and similar requirements. For information on how to modify Oracle Property Manager data using third-party software, see Oracle Property Manager Open Interfaces, page 5-1.

#### **B Legacy Data Conversion**

This appendix outlines the steps required to convert legacy lease data into the Oracle Property Manager schema.

#### **C Function Security**

This appendix describes how you can use function security to control user access to Oracle Property Manager.

## **Related Information Sources**

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Property Manager.

## **Integration Repository**

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the Oracle E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

## Online Documentation

All Oracle E-Business Suite documentation is available online (HTML or PDF).

- **PDF** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release. The Oracle E-Business Suite Documentation Library is also available on My Oracle Support and is updated frequently.
- **Online Help** - Online help patches (HTML) are available on My Oracle Support.
- **Release Notes** - For information about changes in this release, including new features, known issues, and other details, see the release notes for the relevant product, available on My Oracle Support.
- **Oracle Electronic Technical Reference Manual** - The Oracle Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The Oracle eTRM is available on My Oracle Support.

## Guides Related to All Products

### Oracle E-Business Suite User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Projects (and any other Oracle E-Business Suite products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent programs.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

## Oracle Projects Documentation Set

### Oracle Projects Implementation Guide

Use this guide to implement Oracle Projects. This guide also includes appendixes covering function security, menus and responsibilities, and profile options.

### Oracle Project Costing User Guide

Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating

their cost to each project and determining the General Ledger accounts to which the costs are posted.

### **Oracle Project Billing User Guide**

This guide shows you how to use Oracle Project Billing to define revenue and invoicing rules for your projects, generate revenue, create invoices, and integrate with other Oracle Applications to process revenue and invoices, process client invoicing, and measure the profitability of your contract projects.

### **Oracle Project Planning and Control User Guide**

This guide shows you how to use Oracle Project Planning and Control to manage projects through their lifecycle - from planning, through execution, to completion.

### **Oracle Project Portfolio Analysis User Guide**

This guide contains the information you need to understand and use Oracle Project Portfolio Analysis. It includes information about project portfolios, planning cycles, and metrics for ranking and selecting projects for a project portfolio.

### **Oracle Project Resource Management User Guide**

This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.

## **User Guides Related to this Product**

### **Oracle E-Business Tax Implementation Guide**

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

### **Oracle E-Business Tax User Guide**

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

## **Oracle Financials Implementation Guide**

This guide provides you with information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

## **Oracle Financials RXi Reports Administration Tool User Guide**

This guide describes how to use the RXi reports administration tool to design the content and layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

## **Oracle General Ledger Implementation Guide**

This guide provides you with information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

## **Oracle General Ledger Reference Guide**

This guide provides you with detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

## **Oracle General Ledger User's Guide**

This guide provides you with information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

## **Oracle HRMS Documentation Set**

This set of guides explains how to define your employees, so you can give them operating unit and job assignments. It also explains how to set up an organization (operating unit). Even if you do not install Oracle HRMS, you can set up employees and organizations using Oracle HRMS windows. Specifically, the following manuals will help you set up employees and operating units:

- **Oracle HRMS Enterprise and Workforce Management Guide**

This user guide explains how to set up and use enterprise modeling, organization management, and cost analysis.

- **Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide**

Use this guide to find out about setting up employees and managing your people resources.

## **Oracle iSupplier Portal Implementation Guide**

This guide contains information on how to implement the Oracle iSupplier Portal and enable secure transactions between buyers and suppliers using the Internet.

## **Oracle Payables Implementation Guide**

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, accounting, and tax.

## **Oracle Payables User Guide**

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

## **Oracle Property Manager User Guide**

Use this guide to learn how to use Oracle Property Manager to create and administer properties, space assignments, and lease agreements.

## **Oracle Receivables Implementation Guide**

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

## **Oracle Receivables Reference Guide**

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

## **Oracle Receivables User Guide**

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation

Paths appendix to find out how to access each Receivables window.

### **Oracle Subledger Accounting Implementation Guide**

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

## **Installation and System Administration**

### **Oracle Alert User's Guide**

This guide explains how to define periodic and event alerts to monitor the status of your Oracle E-Business Suite data.

### **Oracle E-Business Suite Concepts**

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12.2, or contemplating significant changes to a configuration. After describing the Oracle E-Business Suite architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

### **Oracle E-Business Suite Developer's Guide**

This guide contains the coding standards followed by the Oracle E-Business Suite development staff. It describes the Oracle Application Object Library components needed to implement the Oracle E-Business Suite user interface described in the *Oracle E-Business Suite User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer forms so that they integrate with Oracle E-Business Suite. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.

### **Oracle E-Business Suite Installation Guide: Using Rapid Install**

This book is intended for use by anyone who is responsible for installing or upgrading Oracle E-Business Suite. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle E-Business Suite Release 12.2, or as part of an upgrade to Release 12.2.

### **Oracle E-Business Suite Maintenance Guide**

This guide contains information about the strategies, tasks, and troubleshooting

activities that can be used to help ensure an Oracle E-Business Suite system keeps running smoothly, together with a comprehensive description of the relevant tools and utilities. It also describes how to patch a system, with recommendations for optimizing typical patching operations and reducing downtime.

### **Oracle E-Business Suite Security Guide**

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

### **Oracle E-Business Suite Setup Guide**

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help.

### **Oracle E-Business Suite User Interface Standards for Forms-Based Products**

This guide contains the user interface (UI) standards followed by the Oracle E-Business Suite development staff. It describes the UI for the Oracle E-Business Suite products and tells you how to apply this UI to the design of an application built by using Oracle Forms.

## **Other Implementation Documentation**

### **Oracle Diagnostics Framework User's Guide**

This manual contains information on implementing and administering diagnostics tests for Oracle E-Business Suite using the Oracle Diagnostics Framework.

### **Oracle E-Business Suite Flexfields Guide**

This guide provides flexfields planning, setup and reference information for the Oracle Projects implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

### **Oracle E-Business Suite Integrated SOA Gateway Implementation Guide**

This guide explains the details of how integration repository administrators can manage and administer the entire service enablement process based on the service-oriented architecture (SOA) for both native packaged public integration interfaces and composite services - BPEL type. It also describes how to invoke Web services from Oracle E-Business Suite by working with Oracle Workflow Business Event System, manage



Web service security, and monitor SOAP messages.

### **Oracle E-Business Suite Integrated SOA Gateway User's Guide**

This guide describes how users can browse and view the integration interface definitions and services that reside in Oracle Integration Repository.

### **Oracle E-Business Suite Multiple Organizations Implementation Guide**

This guide describes how to set up and use Oracle Projects with the Multiple Organization feature for Oracle E-Business Suite, so you can define and support different organization structures when running a single installation of Oracle Projects.

### **Oracle iSetup User's Guide**

This guide describes how to use Oracle iSetup to migrate data between different instances of the Oracle E-Business Suite and generate reports. It also includes configuration information, instance mapping, and seeded templates used for data migration.

### **Oracle Workflow Administrator's Guide**

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

### **Oracle Workflow Developer's Guide**

This guide explains how to define new workflow business processes and customize existing workflow processes embedded in Oracle E-Business Suite. It also describes how to define and customize business events and event subscriptions.

### **Oracle Workflow User's Guide**

This guide describes how Oracle E-Business Suite users can view and respond to workflow notifications and monitor the progress of their workflow processes.

### **Oracle XML Publisher Administration and Developer's Guide**

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce outputs to meet a variety of business needs. Outputs include: PDF, HTML, Excel, RTF, and eText (for EDI and EFT transactions). Oracle XML Publisher can be used to generate reports based on existing Oracle E-Business Suite report data, or you can use Oracle XML Publisher's data extraction engine to build your own queries. Oracle XML Publisher also provides a robust set of APIs to manage delivery of your reports via e-mail, fax, secure FTP,

printer, WebDav, and more. This guide describes how to set up and administer Oracle XML Publisher as well as how to use the Application Programming Interface to build custom solutions. This guide is available through the Oracle E-Business Suite online help.

## **Oracle XML Publisher Report Designer's Guide**

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Using Microsoft Word or Adobe Acrobat as the design tool, you can create pixel-perfect reports from the Oracle E-Business Suite. Use this guide to design your report layouts. This guide is available through the Oracle E-Business Suite online help.

## **Training and Support**

### **Training**

Oracle offers a complete set of training courses to help you and your staff master Oracle Projects and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

### **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Projects working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

## **Do Not Use Database Tools to Modify Oracle E-Business Suite Data**

Oracle **STRONGLY RECOMMENDS** that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as

SQL\*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.



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# Overview of Implementing Oracle Property Manager

This chapter provides an overview of the implementation of Oracle Property Manager. It also includes an overview of the lease administration and space management tasks you can accomplish with Oracle Property Manager and the Oracle applications with which it is linked.

This chapter covers the following topics:

- Introduction to Oracle Property Manager
- Planning the Implementation of Oracle Property Manager
- Oracle Property Manager Setup Checklist

## Introduction to Oracle Property Manager

Oracle Property Manager is part of the Oracle Real Estate Management solution. It provides you with tools to manage real estate tasks, such as property administration, space allocation, and most importantly, lease management.

Landlords as well as tenants can use Oracle Property Manager to manage lease clause information and critical real estate dates and milestones for property leases and space administration. This dual perspective enables Oracle Property Manager to address the needs of corporate real estate management, commercial property management, retail or franchise operations, and investment real estate companies (such as real estate investment trusts) and to manage their real estate portfolios efficiently.

## Key Features

This section describes the key features of Oracle Property Manager.

## Lease Administration

Lease management is at the center of the real estate management function. With Oracle

Property Manager, you can control and oversee a variety of lease management tasks, such as:

- Abstracting basic lease information from lease documents
- Modifying and amending leases
- Calculating lease amounts
- Creating invoice schedules
- Exporting invoices to Oracle Payables and Oracle Receivables
- Setting up milestones
- Administering rent increases based on fixed percentages or specific indexes such as the Consumer Price Index (CPI)
- Collecting rent based on variable factors such as sales volumes or usage
- Calculating and collecting common area maintenance (CAM) expenses

### **Property Portfolio Management**

You can use Oracle Property Manager to identify, define, and manage owned and leased property, keep records of physical features and facilities, and maintain comprehensive records of property-related data such as:

- Geographical location
- Tenure (whether property is owned, leased, or a combination of the two)
- Condition of property
- Parties involved (for example, maintenance and security agencies)
- Type (for example, whether the property is an office block, mall, or recreational space)

### **Space Management**

Whether your role is that of a landlord or a tenant, you must manage space efficiently. Oracle Property Manager helps your organization ensure that:

1. Each employee or customer is assigned the appropriate space.
2. All available space is assigned in the most effective manner possible.

Managing space efficiently enables landlords to keep occupancy rates high to ensure

proper return on investment. Oracle Property Manager also enables tenants to allocate space-related costs because they can easily find out the cost per square unit of each location as well as the roll ups for markets, regions, cost centers, and more.

In addition, Oracle Property Manager provides interfaces to Computer Assisted Design (CAD) and Computer Assisted Facilities Management (CAFM) applications to make space management tasks such as office allocation and employee transfers easier.

## Integration with Other Applications

Oracle Property Manager provides an integrated solution with other Oracle Applications. You can also integrate with third-party systems using open interfaces.

### Oracle Applications

Oracle Property Manager is integrated with other Oracle applications, including:

- Oracle General Ledger
- Oracle Subledger Accounting
- Oracle Payables
- Oracle Receivables
- Oracle E-Business Tax
- Oracle Human Resources
- Oracle Enterprise Asset Management
- Oracle Alert
- Oracle Workflow
- Oracle Projects

This integration enables you to use your Oracle Property Manager records as the source of payments and billings, and to use your Human Resources records as a source for employee information in Oracle Property Manager.

### Open Interface Tables

Oracle Property Manager uses an open interface to integrate with CAD and CAFM applications. This integration enables you to manipulate and view information about your space definition and usage in either a forms-based or CAFM environment, synchronizing data across applications as required.

For more information, see Oracle Property Manager Open Interfaces, *Oracle Property Manager Implementation Guide*.

## Planning the Implementation of Oracle Property Manager

This section provides information that you might find useful while planning your implementation of Oracle Property Manager. The provided tips will help you save valuable time and prevent errors.

### Implementation Team

Your implementation team creates and executes the implementation plan and makes most of the implementation decisions, from re-engineering your business procedures, to preparing for conversion and determining your system requirements.

The team should be very broad-based, with representatives from all the concerned teams, including Lease Management, MIS, and Accounting. Ideally, the team should be made up of staff members who can dedicate a significant amount of time to implementation issues.

You should also appoint one member of your implementation team to head the implementation, facilitate resolution of issues, and act as liaison between your organization, Oracle Worldwide Customer Support, and Oracle Consulting Services.

### Implementation Decisions

To determine how to configure Oracle Property Manager, your implementation team must understand how it will:

- Function within your organization
- Interact with other financial and operational systems
- Support the requirements of employees

These factors will contribute to developing core tasks and responsibilities that will be monitored and completed in Oracle Property Manager.

### Review Business Procedures

Your implementation team should re-examine all business procedures related to property management functions and compare them with the features and functionality of Oracle Property Manager.

The terminology your business uses, organization structure, accounting practices, expenditure classification, and reporting policies are just a few considerations that will influence decisions during Oracle Property Manager implementation.

### Plan Data Conversion

Since data conversion from existing systems is typically the most error-prone area of



implementation, your implementation team should invest considerable time planning for it and testing the results. You should test your data conversion program carefully using sample data before you migrate to Oracle Property Manager.

How your implementation team finally decides to convert legacy data should depend on various data-related factors, such as the type and complexity of historical lease- and property-related data. For example:

- The size of the property portfolio
- The number and complexity of leases
- The types of leases to be administered (revenue and expense leases from the landlord or tenant perspective call for different types of information to be recorded in detail)
- The functional processes involved

For details on converting lease-related data, see *Legacy Data Conversion, Oracle Property Manager Implementation Guide*.

### **Ensure Thorough System Testing**

You should plan and execute extensive system testing of your enterprise solution including Oracle Applications and any systems that interface with them. Your system test environment should be as similar to your production system as possible. After you convert your data for testing, assign users to test the functions that they will perform. Provide your testers with the appropriate hardware resources so you can accurately judge performance issues.

### **Provide Training to Users**

You should plan training for all members of the organization who will use Oracle Property Manager. You should include employees who interact directly with the software or who review the data that is reported from the system. The training may include:

- How to perform specific tasks using Oracle Property Manager
- What the new business policies (instituted as a consequence of implementing Oracle Property Manager) are

## **Oracle Property Manager Setup Checklist**

The Oracle Property Manager Setup Checklist provides a list of setup steps for implementing Oracle Property Manager.

## Using the Setup Checklist

The setup checklist provides a systematic guide to implementing Oracle Property Manager. After you plan your implementation, simply follow the steps to implement Oracle Property Manager and customize it to your organization's business policies, procedures, and requirements.

Please keep the following in mind while using the Setup Checklist.

1. Many of the setup steps use information you define in previous steps. Therefore, you should perform the steps in the order listed.
2. The Required column of the Setup Checklist indicates whether a step is compulsory for setting up and using Oracle Property Manager. However, you should determine whether the steps marked as optional are required for you.
3. The setup checklist lists the most important steps required for implementing Oracle Property Manager. Depending on your specific requirements, you might need to perform other setup steps. See Prerequisites and Optional Integration, page 2-1.

## Setup Checklist

The following table lists the Oracle Property Manager setup steps (including steps you need to complete in other products) and whether the steps are optional or required. After you log on to Oracle Applications, complete these steps to implement Oracle Property Manager.

Each step has a Context section that indicates if you need to repeat the step for each set of tasks, ledger, inventory organization, HR organization, or other operating unit under Multiple Organizations.

Step Num	Required	Product	Step	Context
1.	Required	General Oracle Applications	<b>Create application user sign-ons and passwords.</b> See Setting Up Underlying Oracle Applications Technology, page 2-2.	Once per installation
2.	Required	Oracle Human Resources	<b>Define employees.</b> See Employees, page 2-8.	Once per installation
3.	Required	Oracle HRMS	<b>Define organizations.</b> See Organizations, page 2-8.	Once per installation

Step Num	Required	Product	Step	Context
4.	Optional	Oracle HRMS	<b>Define security profiles.</b> See Security Profiles, page 2-9	Once per installation
5.	Required	Oracle General Ledger	<b>Define your chart of accounts.</b> See Chart of Accounts, page 2-4.	Once per installation
6.	Required	Oracle General Ledger	<b>Define your accounting period types and accounting calendar periods.</b> See Accounting Period Types, page 2-4 and Accounting Calendar, page 2-4.	Once per installation
7.	Required	Oracle General Ledger	<b>Define legal entities.</b> See Legal Entity, page 2-5.	Once per installation
8.	Required	Oracle General Ledger	<b>Define a ledger.</b> See Set of Books, page 2-5.	Once per installation
9.	Required	Oracle General Ledger	<b>Set the GL: Ledger Name profile option.</b> See Set of Books, page 2-5.	Once per installation
10.	Optional	Oracle General Ledger	<b>Define and enable the currencies you plan to use.</b> See Currencies, page 2-6.	Once per installation
11.	Optional	Oracle General Ledger	<b>Define additional rate types and enter daily rates</b> if you want to enter foreign currency transactions. See Defining Conversion Rate Types, <i>Oracle General Ledger User's Guide</i> and Entering Daily Rates, <i>Oracle General Ledger User's Guide</i> .	Once per installation

Step Num	Required	Product	Step	Context
12.	Optional	Oracle Subledger Accounting	<b>Modify predefined setups in Oracle Subledger Accounting.</b> See Oracle Subledger Accounting, page 2-6.	Once per installation
13.	Required	Oracle General Ledger	<b>Set Up Subledger Accounting Options.</b> See Subledger Accounting Options, page 2-5.	Once per installation
14.	Optional	Oracle Receivables	<b>Set up Receivables transaction source.</b> See Transaction Source, page 2-11.	Once per operating unit
15.	Optional	Oracle Receivables	<b>Define Receivables payment terms.</b> See Payment Terms, page 2-12.	Once per installation
16.	Optional	Oracle Receivables	<b>Define Receivables transaction types.</b> See Transaction Types, page 2-11.	Once per operating unit
17.	Optional	Oracle Payables	<b>Define distribution sets.</b> See Distribution Sets, page 2-10.	Once per operating unit
18.	Required	Oracle E-Business Tax	<b>Set up taxes.</b> See Oracle E-Business Tax, page 2-13	Once per operating unit
19.	Required	Oracle Property Manager	<b>Define Property Manager System Options.</b> See Defining Property Manager System Options, page 3-8.	Once per operating unit

Step Num	Required	Product	Step	Context
20.	Required	Oracle General Ledger	<b>Set the GL: Ledger ID profile option to Updatable.</b> See Setting User Profile Options, <i>Oracle E-Business Suite Setup Guide</i> .	Once per installation
21.	Optional	Oracle Property Manager	<b>Update country and territory information and assign flexible address formats.</b> See Countries and Territories, page 3-53 and Address Styles and Formats, page 3-54.	Once per installation
22.	Optional	Oracle Property Manager	<b>Define descriptive flexfields.</b> See Descriptive Flexfields, page 3-24.	Once per installation
23.	Optional	Oracle Property Manager	<b>Define lookups.</b> See Lookups, page 3-25.	Once per installation
24.	Optional	Oracle Property Manager	<b>Define milestone templates.</b> See Milestone Templates, page 4-13.	Once per installation
25.	Optional	Oracle Property Manager	<b>Define milestone sets.</b> See Milestones, <i>Oracle Property Manager User Guide</i> .	Once per installation
26.	Optional	Oracle Property Manager	<b>Define location hierarchy.</b> See Setting up Property Information, page 3-55.	Once per installation
27.	Optional	Oracle Payables	<b>Enter suppliers.</b> See Suppliers, page 2-9.	Once per installation
28.	Optional	Oracle Receivables	<b>Enter customers.</b> See Customers, page 2-12.	Once per installation

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<b>Step Num</b>	<b>Required</b>	<b>Product</b>	<b>Step</b>	<b>Context</b>
29.	Optional	Oracle Property Manager	<b>Enter contacts.</b> See Contacts, page 3-56.	Once per operating unit

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## Prerequisites and Optional Integration

This chapter describes the prerequisite and optional setups steps that you need to complete in other Oracle products before you can set up Oracle Property Manager for your organization.

This chapter covers the following topics:

- Overview
- Setting Up Underlying Oracle Applications Technology
- Setup Steps in Related Products

### Overview

You can set up Oracle Property Manager either as a standalone application or as part of a suite of Oracle Applications.

You should keep the following points in mind while completing the setup steps listed in this chapter.

### Shared Data

The setup steps discussed here include those that are required for Oracle Property Manager but shared with other Oracle Applications. If you have already completed the procedures or defined the required information while implementing other Oracle Applications, you can skip those steps. Examples of such setup procedures include:

- Defining a ledger
- Defining employees and organizations
- Defining customers

## Effective Dates

Most setup windows have fields for effective dates. These fields specify the dates during which the item you are defining is active.

The From date is a required field. It is usually set to the system date by default. However, you can change the date, if required. The To date is usually optional. You can leave this field blank if you want the item you are defining to be active indefinitely.

When you want to make an item inactive, enter the appropriate date in the To field.

## Setting Up Underlying Oracle Applications Technology

To set up the underlying Oracle Applications technology, you should complete the following setup steps.

- Perform system-wide setup tasks such as creating application user sign-ons, configuring concurrent managers, and setting up printers.
- Manage data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities.
- Set up Oracle Workflow. For more information, see *Oracle Workflow User's Guide*.

## Creating Application User Sign-ons and Responsibilities

Before you set up Oracle Property Manager, you must set up Oracle Application users and responsibilities.

### Oracle Applications User Names and Passwords

Oracle Applications user names and passwords allow users to access Oracle Applications or Oracle Self-Service Applications. Application user names uniquely identify each Oracle Application user and provide a level of security.

For instructions and information regarding creating application user sign-ons and passwords, see Users Window, *Oracle E-Business Suite Security Guide*.

### User Responsibilities

You can assign one or more responsibilities to a user sign-on. A responsibility is a level of authority in Oracle Applications that lets users access only those Oracle Applications functions and data appropriate to their roles in an organization. You can assign one or more responsibilities to a user. When a user logs in, one of two things occurs:

- If the user is assigned only one responsibility, the user immediately enters an application.



- If the user is assigned two or more responsibilities, the user sees a window listing available responsibilities.

Oracle Property Manager provides the Property Manager and Property Manager Super User responsibilities. You can set up additional responsibilities, such as Lease Administrator and Facilities Manager, during the setup process.

For instructions and information regarding defining user responsibilities, see *Defining a Responsibility, Oracle E-Business Suite Security Guide*.

## Configuring Concurrent Managers

Concurrent programs, such as those for generating reports, are executed in the background without interrupting a user's online work.

You must set up and start the concurrent managers for each product group before you can use Oracle Applications products. System Administrators use concurrent managers to decide when to run such concurrent programs and what resources to allocate them.

Concurrent managers run a program based on:

- When it is scheduled to start
- Whether it is placed on hold
- Whether or not it is compatible with other running programs
- What the request's priority is

The priority of a concurrent request is determined by the application user name, and is set by the System Administrator using the Concurrent: Priority user profile option.

For information and instructions on defining and setting up concurrent managers, see *Setting Up and Starting Concurrent Managers, Oracle E-Business Suite Setup Guide* and *Defining Concurrent Managers, Oracle E-Business Suite Setup Guide*.

## Setup Steps in Related Products

Once you have set up the underlying Oracle Applications technology, you may need to perform some or all of the following setup steps in other Oracle products before setting up Oracle Property Manager.

**Note:** If you are implementing Oracle Property Manager as a standalone application and do not intend to implement other Oracle products, you can perform some of the steps described here through windows available in Oracle Property Manager. Notes are provided where this is possible.

## Oracle General Ledger

This section describes the setup steps to be completed in Oracle General Ledger.

### Chart of Accounts

The chart of accounts defines the account structure your organization uses to record transactions and maintain account balances.

You should consider your organizational structure and the dimensions of your business while setting up your chart of accounts. You can thus ensure that the chart of accounts accommodates and properly classifies information from all your financial information sources and fits the specific needs of your organization. For example, if your organization is a commercial real estate business, you may wish to specify location as an accounting segment. This would help you to map your expenses to specific locations and derive relevant business intelligence from data in your general ledger.

For information and instructions on defining a chart of accounts, see *Defining Your Chart of Accounts, Oracle General Ledger Implementation Guide* and *Defining your Accounts Structure, Oracle General Ledger Implementation Guide*.

**Note:** If you are not implementing Oracle General Ledger, you can use the Chart of Accounts window in Oracle Property Manager to define your chart of accounts.

### Accounting Period Types

Accounting periods are periods that are grouped together to comprise your organization's fiscal year. Oracle General Ledger has predefined period types of Month, Quarter, and Year. You can also define your own period types of the desired length. You use period types to define the accounting calendar for your organization.

For information and instructions on defining accounting period types, see *Defining Period Types, Oracle General Ledger Implementation Guide*.

**Note:** If you are not implementing Oracle General Ledger, you can use the Period Types window in Oracle Property Manager to define your accounting period types.

### Accounting Calendars

The accounting calendar defines your accounting periods and fiscal years in Oracle General Ledger as well as subledger applications such as Oracle Property Manager.

For information and instructions for defining accounting calendars, see *Defining Calendars, Oracle General Ledger Implementation Guide*.

**Note:** If you are not implementing Oracle General Ledger, you can use the Accounting Calendar window in Oracle Property Manager to define your accounting calendar.

## Ledger

Within the Oracle E-Business Suite, a ledger identifies a company or fund that shares a common chart of accounts structure, calendar, and ledger currency. You must define at least one ledger before you can implement and use Oracle Property Manager.

For information and instructions on defining a ledger, see *Defining a Ledger, Oracle General Ledger Implementation Guide*.

**Note:** If you are not implementing Oracle General Ledger, you can use the Ledger window in Oracle Property Manager to define your ledger.

## Subledger Accounting Options

You can define Subledger Accounting Options for primary and secondary ledgers. You can use Subledger Accounting Options to define how journal entries are generated for Oracle Property Manager transactions when users run the Create Accounting concurrent program. For example, on the Update Accounting Options page, you can specify whether

- Subledger journal entries are summarized when they are transferred to Oracle General Ledger
- The Transfer to GL concurrent program runs automatically
- GL Posting occurs automatically

For more information, see *Oracle Subledger Accounting, page 2-6 and Subledger Accounting Options Setup, Oracle Subledger Accounting Implementation Guide*.

## Ledger Profile and System Options

After you create a ledger, you must set the GL: Ledger Name profile option to indicate the ledger in use at the site, application, or responsibility level. For more information, see *General Ledger Applications Profile Options, Oracle General Ledger Reference Guide*.

You must also specify which ledger your Oracle Property Manager installation uses in the Ledger field of the Oracle Property Manager System Options page. For more information, see *System Options in Oracle Property Manager, page 3-8*.

## Legal Entity

Within the Oracle E-Business Suite, a legal entity is an organization that represents a legal company for which users can prepare fiscal or tax reports. Legal entities own all

legal documents. For information on creating legal entities, see *Using Accounting Setup Manager, Oracle Financials Implementation Guide*. Once you have created a legal entity in Oracle General Ledger, you can associate it with one or more operating units in Oracle HRMS. See *Organizations*, page 2-8.

In Oracle Property Manager, lease-related documents such as terms belong to a legal entity. When a lease is abstracted and a lease term created, a legal entity attribute is assigned to the term. For information on how legal entity information is derived, see *Entering Payment Term Details, Oracle Property Manager User Guide* and *Entering Billing Term Details, Oracle Property Manager User Guide*.

## Currencies

You select a ledger currency while defining a ledger. The ledger currency used in Oracle Property Manager for all leases is the currency assigned to your ledger.

For Oracle Property Manager, you can also define a set of reporting currencies, which are currencies other than your predefined ledger currency. After you select your reporting currencies, you then select an appropriate Conversion Rate Type to associate with each currency in the Reporting Currencies window.

After you have defined reporting currencies and assigned a Conversion Rate Type to each currency, you can export payments to Oracle Payables, and bills to Oracle Receivables, in those currencies. You would want to do this if, for example, your company holds a lease on property in Mexico, but your company makes payments to the landlord in United States dollars (USD). The payment terms of the lease may be in Mexican Nuevo Pesos (MXN), but you would need to export the payment to Oracle Payables in USD.

The Conversion Rate Type defines the terms according to which the conversion from the ledger currency to the reporting currency is performed. Oracle Property Manager obtains the ledger currency for a lease from Oracle General Ledger, as defined in the profile and system options for the ledger. The values in the Currency Code and Conversion Rate Type fields correspond to the values in Oracle General Ledger.

## Oracle Subledger Accounting

Oracle Property Manager predefines certain setups in Oracle Subledger Accounting. Predefined values provided by Oracle Property Manager include those for

- Accounting Events and Event Types
- Sources
- Journal Line Types
- Account Derivation Rules

You can optionally define your own setups in Oracle Subledger Accounting to overwrite those provided by Oracle Property Manager. However, you cannot modify

the predefined data directly. Instead, you must copy the predefined data and make changes to the copy.

You can transfer normalization-related accounting information from Oracle Property Manager to Oracle Subledger Accounting. Oracle Subledger Accounting creates the appropriate journal entries and transfers them to Oracle General Ledger.

Run the following concurrent programs from the Property Manager Super User responsibility to update, validate, import, and export predefined setup data in Oracle Subledger Accounting:

- Import Application Accounting Definitions
- Export Application Accounting Definitions
- Update Subledger Accounting Options
- Validate Application Accounting Definitions

This section details some setup steps that affect how Oracle Property Manager transaction data is transferred to Oracle General Ledger from Oracle Subledger Accounting. For a detailed discussion of setup steps in Oracle Subledger Accounting, see *Accounting Methods Builder, Oracle Subledger Accounting Implementation Guide*.

## Journal Line Types

You set up journal line types for a particular event class. The journal line type determines the characteristics of the subledger journal entry lines. You can also set up conditions for the use of the journal line type. For example, the journal line type determines if a particular journal line is a debit or a credit. It also determines the account class and the balance type for journal lines associated with the journal line type.

Oracle Property Manager provides the following predefined journal line types:

- Property Manager Normalized Accrued Liability
- Property Manager Normalized Expense
- Property Manager Normalized Accrued Asset
- Property Manager Normalized Revenue

You can create your own journal line type or modify a copy of the predefined ones. While creating or modifying a journal line type, you can specify whether summary or detailed journal entry information should be sent to Oracle General Ledger when users run the Create Accounting concurrent program. Select Detail to maintain the same level of detail as the subledger journal entry line. Select Summary to summarize subledger journal entry lines by Accounting Flexfield.

## SLA: Disable Journal Import Profile Option

You can use the SLA: Disable Journal Import profile option to specify whether the Journal Import concurrent program should be submitted automatically when users run the Create Accounting concurrent program.

If you set the SLA: Disable Journal Import profile option to Yes, Oracle Subledger Accounting inserts entries into the GL\_INTERFACE table, but does not submit the Journal Import request.

If you set the SLA: Disable Journal Import profile option to No, Oracle Subledger Accounting inserts entries into the GL\_INTERFACE table and submits the Journal Import request.

For more information, see Profile Options and Profile Option Category Overview, *Oracle Subledger Accounting Implementation Guide*.

## Related Topics

Subledger Accounting Options, page 2-5

## Oracle HRMS

This section deals with the setup steps related to Oracle HRMS.

## Employees

If you are using Oracle Property Manager to manage office space and allocate locations to employees, you must define employees before you can use Oracle Property Manager effectively.

You can use the People window in HRMS to enter and maintain basic personal information about your organization's employees and contractors. For more information and instructions on creating employees, see *Entering a New Person, Managing People Using Oracle HRMS*.

**Note:** If you do not have Oracle HRMS installed, use the People window in Oracle Property Manager. For more information on the People window, see *Enter Person, Managing People Using Oracle HRMS*.

## Organizations

Organizations represent the legislative units under which your business operates. You can define a hierarchy of organizations to represent the structure of your company.

For more information on creating organizations, see *Creating an Organization, Oracle HRMS Enterprise and Workforce Management Guide*.

Once you have created the required organizations, you can classify one or more as

operating units. In Oracle Property Manager, operating units are used to partition data. Users create all leases, agreements, contacts, locations, and space assignments for a specific operating unit.

**Note:** Before users can create or access information for operating units you must grant them the appropriate access using security profiles.

See Also: Organizations, *Oracle Receivables User's Guide*

## Security Profiles

A security profile determines the information to which the holders of a particular responsibility have access. You can associate one or more operating units to a security profile. Once you assign a security profile to a responsibility using the MO: Security Profile profile option, all users who use the responsibility can access the operating units in the security profile.

For more information, see Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

## MO: Default Operating Unit

You can use the MO: Default Operating Unit profile option to determine the default operating unit for a responsibility. When users log into Oracle Property Manager using that responsibility, the selected operating unit is displayed as the default value in windows (including Lease, Building, and Space Assignment) that allow users to select an operating unit.

If the security profile associated with the responsibility includes multiple operating units, users can override the default operating unit and select another. However, if the security profile contains a single operating unit, the Operating Unit field is display only.

**Note:** If the MO: Default Operating Unit profile option is set to an operating unit that is not included in the security profile associated with the MO: Security Profile profile option, no default operating unit is displayed for that responsibility.

For more information, see the *Oracle E-Business Suite Multiple Organizations Implementation Guide*.

## Oracle Payables

This section deals with the setup steps to be completed in Oracle Payables.

## Suppliers

You must set up suppliers if you intend to use Oracle Property Manager to manage

expense leases. The owner of the property your organization intends to lease (the landlord) must be set up as a supplier before expense lease information can be entered in Oracle Property Manager.

For more information and instructions on creating suppliers, see *Defining Suppliers, Oracle iSupplier Portal Implementation Guide*.

**Note:** If you do not have Oracle Payables installed, use the Suppliers window in Oracle Property Manager.

## Payment Terms

A payment term is a schedule used to determine the amount and due date of a payment. You can use payment terms to determine your scheduled payment as well as any discounts offered. For example, the payment term '2% 10, Net 30' can let tenants take a two percent discount if they pay within 10 days. After 10 days, the entire balance (without discount) is due within 30 days of the invoice date.

You can define proxima payment terms for regular expenses (rent, for example) that occur on the same day each month. You can also create split payment terms for invoice installments that have different due dates.

You can create an unlimited number of payment terms. Payment terms have one or more *payment terms lines*, each of which creates one scheduled payment.

After you define your payment terms, you can select default payment terms that Oracle Payables automatically assigns to suppliers and supplier sites.

For information and instructions on setting up payment terms, see *Payment Terms, Oracle Payables Implementation Guide*.

## Distribution Sets

Distribution sets are predefined groups of general ledger accounting codes that determine the credit accounts for payment amounts and the debit accounts for negative payment amounts. Once you have set up distribution sets, users can specify a distribution set instead of GL account information on non-normalized terms.

For information and instructions on creating distribution sets, see *Distribution Sets, Oracle Payables Implementation Guide*.

## Oracle Receivables

This section discusses the setup steps to be completed in Oracle Receivables.

## Accounting Rules

You can use accounting rules to specify revenue recognition schedules for imported and manually entered transactions. You can define an accounting rule in which revenue is



recognized over a fixed or variable period. For example, you can define a fixed duration accounting rule with monthly revenue recognition for monthly rent paid over a period of 12 months.

You can define an unlimited number of accounting rules. For more information and instructions on defining accounting rules, see *Accounting Rules, Oracle Receivables Implementation Guide*.

## Transaction Source

Transaction sources identify where your invoicing activity originates. The transaction source also controls invoice defaults and invoice numbering.

Transaction sources control the standard transaction type assigned to a transaction and determine whether Oracle Receivables automatically numbers your transactions and transaction batches.

With Oracle Property Manager, you must use the Property Manager Batch Source. However, you can modify it according to your requirements. You can also change the name of the Property Manager Batch Source.

For more information on transaction sources, see *Transaction Batch Sources, Oracle Receivables Implementation Guide*.

## Transaction Types

You can use transaction types to specify default values for invoice printing, posting to the general ledger, and updating open receivable balances.

Oracle Property Manager does not support credit and debit memos. So, depending on your business needs, you may need to define several different types of invoices. For example, you may wish to create separate transaction types for regular rent, variable rent, and recoveries.

Transaction types also determine whether your transaction entries update your customers' (tenants') balances and whether Oracle Receivables should post these transactions to your general ledger. For example, if you set the Accounting Option system option to None, no information is sent to Oracle Receivables. All information comes from the transaction itself. For more information on the Accounting Option system option, see *System Options in Oracle Property Manager*, page 3-8.

For more information and instructions on transaction types, see *Transaction Types, Oracle Receivables Implementation Guide*.

## Grouping Rules

Grouping rules specify attributes that must be identical for lines to appear on the same transaction. You can define grouping rules that AutoInvoice will use to group revenue and credit transactions. For example, you can define grouping rules to group multiple billing terms (separate ones for base rent, rent increases, and so on) for the same location into a single transaction.

For more information and instructions on creating grouping rules, see Grouping Rules, *Oracle Receivables Implementation Guide*.

**See also:**

Invoice Grouping Rules, page 4-4

## Payment Terms

You can define standard payment terms for your tenants (customers) to specify the due date and discount date for rent payment. Payment terms can include a discount percent for early payment and you can assign multiple discounts to each payment term line.

For more information and instructions on setting up payment terms in Oracle Receivables, see Payment Terms, *Oracle Receivables Implementation Guide*.

## Salespersons

In Oracle Receivables, sales people are associated with orders, returns, invoices, commitments, and customers.

For more information on creating salespersons, see Salespersons, *Oracle Receivables Implementation Guide*.

**Note:** If you do not intend to install Oracle Receivables, use the Salesperson window in Oracle Property Manager to create salespersons.

## Customer Profile Classes

You can create customer profile classes to categorize your customers based on credit information, payment terms, currency limits, and correspondence type. When you initially set up your customers, you assign each customer to a profile class.

For more information and instructions for creating customer profile classes, see Customer Profile Classes, *Oracle Receivables Implementation Guide*.

## Customers

You must define customers if you intend to use Oracle Property Manager to administer revenue leases and subleases. The tenants to whom you intend to lease property must be set up as customers before lease information can be entered in Oracle Property Manager.

When you enter a new customer, you must enter the customer's name, profile class, number (if automatic customer numbering is set to No), and address.

**Important:** When creating a new customer, you must create at least one Bill To Site.

For more information and instructions on creating customers, see *Creating a Customer, Oracle Receivables User's Guide*.

**Note:** Use the Customers window to create new customers if you do not intend to install Oracle Receivables.

## Oracle E-Business Tax

This section discusses the essential setup steps to be completed in Oracle E-Business Tax. For an in-depth discussion of tax-related setup steps, see *Setting Up Taxes and Tax Regimes, Oracle E-Business Tax User Guide*.

### Taxes

In Oracle E-Business Tax, a tax comprises rules for determining the taxable basis, tax statuses, tax rates, tax controls, and tax accounting. You define a tax for a tax regime. Once defined, the tax is available to all operating units that are associated with the tax regime.

For more information and instructions on creating taxes, see *Setting Up Taxes, Oracle E-Business Tax User Guide*.

### Tax Rates

In Oracle E-Business Tax, tax rates are created for tax statuses. The tax rates you create appear in the Tax Input Classification or Tax Output Classification LOVs on the Term Details window. Users can thus associate the appropriate tax rates with lease terms.

For instructions on creating tax rates, see *Setting Up Tax Rates and Tax Recovery Rates, Oracle E-Business Tax User Guide*.

## Oracle Projects

This section discusses the setup steps to be completed in Oracle Projects.

### Expenditure Definition

In Oracle Projects, Expenditure Definition consists of setting up and defining expenditure and revenue categories, units, expenditure types, and implementing transaction control extension and auto-approval extension.

For more information and instructions on completing the Expenditure Definition steps, see *Expenditure Definition, Oracle Projects Implementation Guide*.

### Projects and Tasks

A project is a unit of work that requires resources to produce measurable results. Projects can be broken down into one or more smaller tasks. You can charge costs to

projects, generate and maintain project revenue, generate invoices, and track unbilled receivable and unearned revenue information for projects.

You can assign projects to a location in Oracle Property Manager. By linking locations to projects, your organization can track where project team members are located and the exact costs of space assignment.

For more information on creating projects, see *Creating Projects, Oracle Projects Fundamentals*.

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## Setup Steps in Oracle Property Manager

When you first install and set up Oracle Property Manager for your business, you must configure several components, including flexfields, lookups, and system options. After these components are properly configured, you can use Oracle Property Manager without making any routine modifications.

For the order in which the Oracle Property Manager setup steps should be performed, see Oracle Property Manager Setup Checklist, page 1-5.

This chapter covers the following topics:

- Profile Options
- System Options
- Descriptive Flexfields and Value Sets
- Lookups
- Countries and Territories
- Location Hierarchy
- Contacts
- Window References

### Profile Options

This section describes new profile options available in Oracle Property Manager. The table below indicates the level at which you can view and update the profile options.

The key for the table is as follows:

- SysAdm: System Administrator
- Resp: Responsibility
- App: Application

- Update: You can update the profile option.
- View: You can view the profile option, but cannot change it.

<b>Profile Option</b>	<b>Required</b>	<b>Default</b>	<b>User Access</b>	<b>SysAdm Access: User</b>	<b>SysAdm Access: Resp</b>	<b>SysAdm Access: App</b>	<b>SysAdm Access: Site</b>
PN: Allow Early Termination Before Last Approved Schedule	No	Yes	View	View	View	Update	Update
PN: Area Type in Annual per Area	No	LocationRentable Area	Update	Update	Update	Update	Update
PN: Change Tenancy Dates When Lease Dates Change	No	No	View	View	View	Update	Update
PN: End Date for Base Year Reference Rent Increase Terms	No	Lease End	View	View	View	Update	Update
PN: Rent Increase Calculated After Assessment Date	No	One Time Backbill	View	View	View	Update	Update
PN: Rent Increase Term End Date	No	End of Lease	View	View	View	Update	Update

Profile Option	Required	Default	User Access	SysAdm Access: User	SysAdm Access: Resp	SysAdm Access: App	SysAdm Access: Site
PN: Require Volume for Entire Invoice Period	No	No	View	View	View	Update	Update
PN: Show Calculate and Calculate All Buttons for Variable Rent	Yes	Yes	View	Update	Update	Update	Update
PN: Tenancy Update	No	Allow with Warning	View	Update	Update	Update	Update
PN: Use Lease Approval Workflow	No	No	Update	Update	Update	Update	Update
PN: Validate Assignment Cost Centers	No	Yes	Update	Update	Update	Update	Update
PN: Variable Rent Billing Date	No	Invoice Period Start Plus 30 Days	Update	Update	Update	Update	Update
PN: Volume Status Default	No	Draft	Update	Update	Update	Update	Update

### PN: Allow Early Termination Before Last Approved Schedule

Use the profile option PN: Allow Early Termination Before Last Approved Schedule to determine the earliest date to which you can contract leases and their associated terms.

You can set the profile option to one of the following:

- **Yes:** You can contract leases to any date after the lease commencement date.
- **No:** Oracle Property Manager determines the earliest date to which you can contract a lease based on approved schedules for lease terms and whether any terms are normalized.

### **PN: Area Type in Annual per Area**

Use the profile option PN: Area Type in Annual per Area to determine the default value of area type for lease terms. Oracle Property Manager uses the area type to identify the area used for converting between Annual and Annual/Area values for a term. You can set the profile option to one of the following: Lease Assignable Area, Lease Usable Area, Lease Rentable Area, Location Assignable Area, Location Usable Area, Location Rentable Area, and Other. You can also leave the profile option blank.

For more information, see *Using Area Type in Term Details, Oracle Property Manager User Guide*.

### **PN: Change Tenancy Dates When Lease Dates Change**

Use the profile option PN: Change Tenancy Dates When Lease Dates Change to determine whether Oracle Property Manager automatically extends or contracts tenancy dates when users extend or contract a lease. You can set the profile option to one of the following:

- **No:** Oracle Property Manager does not change tenancy dates when lease dates change.
- **Yes:** When you contract a lease, Oracle Property Manager automatically contracts tenancies that end after the new lease termination date. When you extend or expand a lease, Oracle Property Manager automatically extends tenancies whose end dates coincide with the previous end date of the lease.

### **PN: End Date for Base Year Reference Rent Increase Terms**

Use the profile option PN: End Date for Base Year Reference Rent Increase Terms to determine the length of rent increase terms when you select Base Year as the reference period for your rent increase agreement. You can set the profile option to one of the following:

- **Lease End:** Rent increase terms end on the lease end date.
- **Assessment Period End:** Rent increase terms end when the associated assessment periods end.



## PN: Rent Increase Calculated After Assessment Date

Use the profile option PN: Rent Increase Calculated After Assessment Date to determine whether Oracle Property Manager creates a back bill term when you calculate rent increase after the assessment date. The profile option also determines the nature of the back bill term. You can set the profile option to one of the following:

- **Recurring Back Bill:** Oracle Property Manager creates a recurring term from the assessment date to one day before the calculation (current) date when the regular rent increase term begins.
- **One-time Back Bill:** Oracle Property Manager creates a one-time term for back bill amounts. The start and end date of the term are the current date.
- **Create Single Term from Assessment Date:** Oracle Property Manager does not create a back bill. It creates a single rent increase term from the assessment date.

## PN: Rent Increase Term End Date

Use the profile option PN: Rent Increase Term End Date to determine the end date of rent increase terms. You can specify one of the following values:

- **End of Agreement:** Oracle Property Manager creates rent increase terms to the end of the agreement. During lease extensions or contractions, Oracle Property Manager modifies rent increase terms only if rent increase agreement dates are affected. When you independently extend or contract agreements, Oracle Property Manager extends or contracts associated rent increase terms.
- **End of Lease:** Oracle Property Manager creates rent increase terms to the end of the lease. When you extend or contract a lease, Oracle Property Manager changes the rent increase term dates to coincide with the new lease dates even if rent increase agreement dates are not affected. Oracle Property Manager does not extend or contract rent increase terms when you manually update rent increase agreement dates.

Note that the profile option PN: End Date for Base Year Reference Rent Increase Terms overrides PN: Rent Increase Term End Date under the following conditions:

- PN: End Date for Base Year Reference Rent Increase Term is set to Assessment Period End
- The reference period for your agreement is Base Year

## PN: Require Volume for Entire Invoice Period

Use the profile option PN: Require Volume for Entire Invoice Period to determine the volume information Oracle Property Manager requires to create variable rent terms.

You can specify one of the following values:

- **Yes:** You must enter volume data for the entire invoice period before creating a variable rent term. Note that you can create one or more volume records as long as they span the entire length of the period without any gaps.
- **No:** You need not enter volume data for the entire period before creating a variable rent term.

## PN: Show Calculate and Calculate All Buttons for Variable Rent

Use the profile option PN: Show Calculate and Calculate All Buttons for Variable Rent to determine whether variable rent calculation begins from the first period of the agreement or from a selected period.

**Important:** PN: Show Calculate and Calculate All Buttons for Variable Rent governs the display of buttons on the Annual Periods tab of the Variable Rent window and the Line Item Review window. From the Agreement tab of the Variable Rent window, you always calculate for all periods, irrespective of the profile option value.

You can set the profile option to one of the following:

- **Yes:** You can calculate variable rent for a selected annual period and any subsequent periods with volume data.
- **No:** You always calculate variable rent from the beginning of the agreement regardless of the selected annual period. Calculating variable rent for all periods ensures that all calculations, including those from previous years, are current.

## PN: Tenancy Update

Use the profile option PN: Tenancy Update to allow changes to the location associated with a term after you create schedules and items for that term. You can set the profile option to one of the following:

- **Allow with Warning:** You receive a warning when you change the location associated with the term.
- **Allow with no Warning:** You can change the location as required. Oracle Property Manager presents no warning.
- **Prevent:** You can change the location only before you create schedules and items.

## PN: Use Lease Approval Workflow

Use the profile option PN: Use Lease Approval Workflow to initiate a workflow for lease approval. You can set the profile option to one of the following:

- *Yes:* If the profile option value is Yes and the approval status of a lease is Submitted, the PN Lease Approval Workflow is initiated. The workflow can be initiated only at the time of finalizing leases.
- *No:* If the profile option value is No, irrespective of the approval status of a lease, the PN Lease Approval Workflow is not initiated.

## PN: Validate Assignment Cost Centers

Use the profile option PN: Validate Assignment Cost Centers to determine whether Oracle Property Manager validates cost center values against the GL\_CODE\_COMBINATIONS table when you create or import employee or cost center space assignments. You can set the profile option to one of the following:

- **Yes:** Oracle Property Manager ensures that the cost centers you associate with employee and cost center space assignments are valid. It is recommended that you retain this default value.
- **No:** Oracle Property Manager accepts cost center values associated with employee and cost center space assignments without validation. Set the profile option to No if, for example, you have created customized processes to import space assignment and cost center data, and want to prevent Oracle Property Manager from validating cost center information before values are available in the GL\_CODE\_COMBINATIONS table.

## PN: Variable Rent Billing Date

This profile option applies only if you select GL Calendar for a variable rent agreement. Use the profile option PN: Variable Rent Billing Date to select the desired logic to derive the billing period start date. You can set the profile option to one of the following:

- **Invoice Period Start Plus 30 Days:** This option is the default value and it derives the billing date as the invoice period start date plus 30 days. You can also leave the profile option blank to use this option.
- **Last Date of Calendar Period:** This option generates the billing date on the last date of calendar period.

## PN: Volume Status Default

Use the profile option PN: Volume Status Default to determine the initial status of

volumes you enter for a variable rent agreement. You can modify the status when required. You can set the profile option to one of the following:

- **Approved:** Oracle Property Manager sets the status to Approved when you create a new volume record.
- **Draft:** Oracle Property Manager sets the status to Draft when you create a new volume record.
- **On Hold:** Oracle Property Manager sets the status to On Hold when you create a new volume record.

Note that Oracle Property Manager considers only approved records when calculating variable rent based on *actual* volumes.

For more information about how to use the profile options, see *Oracle Property Manager User Guide*.

## System Options

Define system options to customize the Oracle Property Manager environment for each operating unit. System options determine your ledger and currency conversion type. System options also control how Oracle Property Manager displays location aliases, sends information to Oracle Payables, and Oracle Receivables, and governs creation of leases and space assignments.

This discussion includes the following topics:

- System Options in Oracle Property Manager, page 3-8
- Defining System Options, page 3-23
- Updating System Options, page 3-24

### System Options in Oracle Property Manager

You can use the following system options to customize your Oracle Property Manager environment:

System Option	Default Value
Accounting Option	All Terms
Allow Tenancy Overlap Within Lease	No

<b>System Option</b>	<b>Default Value</b>
Automatic Number Generation	<ul style="list-style-type: none"> <li>• Company – No</li> <li>• Lease – No</li> <li>• Rent Increase – No</li> <li>• Variable Rent – No</li> <li>• Recovery Agreement – No</li> <li>• Recovery Expense – No</li> <li>• Recovery Area Class – No</li> <li>• Recovery Expense Class -- No</li> </ul>
Automatic Space Distribution	No
Calculate Annualized Basis for Index Rent	Terms active in the basis period
Consolidate Recovery Terms	No
Currency Conversion Type	No value
Default Landlord/Tenant View	Tenant
Default Location Area for Leases	No
Extend Index Rent Terms Upon Lease Extension	Yes
Include Terms as Rent Increase Basis by Default	Yes
Invoice Grouping Name	No value
Ledger	No value
Legacy Cutoff Date	No value
Location Code Separator	No value

System Option	Default Value
Multiple Tenancy Lease	No
Recalculate Index Rent On Account Change	Yes
Smallest Term Amount	No value
Use SYSDATE to Record Space Assignment Changes	Yes

### Accounting Option

The Accounting Option system option indicates how your users must specify General Ledger accounts on the Details tabbed region of the Lease window or the Accounts Distribution tab of the Term Details window. Note that the Accounting Option system option applies to revenue leases and subleases only.

You can choose from the following options:

- **All Terms:** For normalized terms, users must specify one General Ledger account for each account class (Receivable, Revenue, and Accrued Asset). For non-normalized terms, users must specify a Revenue and Receivable account.
- **Normalized Terms Only:** Users must specify a Receivable, Revenue, and Accrued Asset account for normalized terms. No General Ledger Account information is required for non-normalized terms. However, if users enter a Receivable account, they must also enter a Revenue account. Likewise, if users enter a Revenue account, they must also enter a Receivable account.
- **None:** Users must specify a Receivable, Revenue, and Accrued Asset account for normalized terms. If users choose to enter any accounting information for non-normalized terms, they must specify both a Revenue and a Receivable account.

### Allow Tenancy Overlap Within Lease

You can set the Allow Tenancy Overlap Within Lease system option to Yes if you want to allow users to assign a location to two tenants on the same lease.

**Note:** The combined percentage area assigned to the two tenants should be less than or equal to 100 percent.

If you set this system option to No, users will not be able to assign a location to two tenants using the same lease.

## Automatic Number Generation

You can set the Automatic Number Generation system options to Yes if you want Oracle Property Manager to automatically assign unique values for any of the following:

- Company Number
- Recovery Agreement Number
- Recovery Area Class Number
- Recovery Expense
- Rent Increase Number
- Lease Number
- Variable Rent Number

**Important:** Many of the reports created in Oracle Property Manager include lease numbers as parameters. Using Automatic Number Generation makes it easier for users to specify a range of lease numbers that they want to include in the report.

If the Automatic Lease Number option is set to Yes, the lease numbers that Oracle Property Manager automatically creates will be sequential, and users can specify a range of leases in the report parameters.

If you set the Automatic Lease Number option to No, and users want to specify a range of lease numbers when they generate reports, then they will have to manually create sequential lease numbers.

## Automatic Space Distribution

You can set the Automatic Space Distribution system option to Yes if you want Oracle Property Manager to automatically distribute space equally to all the occupants of a particular location. If you set this system option to No, users will have to enter a space allocation percentage manually each time they assign space.

## Calculate Annualized Basis for Index Rent

You can set the Calculate Annualized Basis for Index Rent system option to one of the following to decide how the annualized basis is calculated.

- **Terms Active on the Basis Period End Date:** The system calculates the annualized basis using only those terms that exist at the end of the basis period.

- **Terms Active in the Basis Period:** The system calculates the annualized basis using the terms that were active during the basis period.

### Consolidated Recovery Terms

You can set the Consolidated Recovery Terms system option to Yes if you want Oracle Property Manager to create one consolidated recovery term with a single total. All recovery lines use the term template specified in the recovery agreement to populate the recovery term details.

If you set the system option to No, a term detail line is created for each recovery line type and purpose. Oracle Property Manager uses the corresponding billing term details from the main lease. If there is more than one billing term with the same type and purpose, but with different billing details, the system will use the details of the most recent term by default.

### Currency Conversion Type

You can use the Currency Conversion Type system option to specify the conversion rate type to be used for converting transactional currency amounts to the functional currency. If you do not specify a rate type, Oracle Property Manager uses the rate type that is associated with the functional currency for your ledger and enabled in the Reporting Currencies window.

### Default Landlord/Tenant View

You can use the Default Landlord/Tenant View system option to set the default value of Lease Class for new leases. You can also use the system option to set the active tab of the Space Assignment window to Employee or Customer.

- **Landlord:** Property Manager sets the default value of Lease Class to Revenue when you create a new lease. By default, the Customer tab of the Space Assignment window is active.
- **Tenant:** Property Manager sets the default value of Lease Class to Expense when you create a new lease. By default, the Employee tab of the Space Assignment window is active.

### Default Location Area for Leases

You can use the Default Location Area for Leases system option to determine whether the lease assignable area, lease rentable area, and lease usable area should be set to the associated location's rentable, usable, and assignable area by default.

- **Yes:** The lease area values are set to the associated location's rentable, usable, and assignable area by default.
- **No:** The lease area values are blank.



Regardless of how you set the Default Location Area for Leases system option, users can overwrite the lease area values.

### **Extend Index Rent Terms Upon Lease Extension**

You can set the Extend Index Rent Terms Upon Lease Extension system option to Yes to extend associated Index Rent Terms automatically when the Lease Termination Date is extended.

### **Include Terms as Rent Increase Basis by Default**

The system option Include Terms as Rent Increase Basis By Default determines whether Oracle Property Manager automatically selects terms that qualify as basis terms for inclusion in the rent increase basis. You can set the system option to one of the following:

- **Yes:** This is the default value. If you retain this value, Oracle Property Manager automatically includes qualifying terms in the basis of all rent increase agreements associated with a lease. If you do not want to include a term in the basis of a particular rent increase agreement, you must manually exclude it in the Basis Terms window. In addition, when you add new qualifying terms to the lease, Oracle Property Manager automatically includes them in the basis.
- **No:** If you set the system option to No, you must manually include terms from those displayed in the Basis Terms window.

### **Invoice Grouping Name**

You can use the Invoice Grouping Name system option to specify the default invoice grouping rule to be used with payment transactions.

**Important:** There are several levels at which you can specify the name of the grouping rule. The system option level is the highest level. Oracle Property Manager considers this system option last, after it has considered rules specified at the lower levels. The rules and options are considered in the following order:

1. Payment item grouping rule
2. Payment term grouping rule
3. Lease grouping rule
4. System option grouping rule

Oracle Property Manager applies the first rule encountered. It does not evaluate the remaining rules or options.

Invoice Grouping Name is an optional field, and the default value is blank.

For more information on grouping payment invoices, see *Payment Grouping Rules*, page 4-4.

## Ledger

You can use the Ledger system option to select the ledger that you want to use with the operating unit in Oracle Property Manager. The ledger determines the currency, accounting calendar, and chart of accounts.

**Important:** Once you save the system options for an operating unit, you cannot update the value entered for the Ledger system option.

## Legacy Cutoff Date

You can use the Legacy Cutoff Date system option to specify a cutoff date for specific rent increase periods.

For Rent Increase Periods with an Assessment Date less than or equal to the Cutoff Date, the Backbill option will be ignored. Only recurring Payment or Billing Terms will be created from the Assessment Date until the Lease Termination Date.

For Rent Increase Periods with an Assessment Date greater than the Cutoff date, payment or billing terms will be created from the system date until the lease termination date and backbill terms will be created for the Backbill option.

## Location Code Separator

You can use the Location Code Separator system option to define a separator for location code aliases. The value entered in the Location Code Separator field becomes the separator between all location code aliases entered. For example, if you enter "-" as the Location Code Separator, and create a building with an alias of ABC, a floor with an alias of 2, and an office with an alias of a, then the location code is displayed as ABC-2-a. If the Location Code Separator is set to No, no separator value is used, and the example location code is displayed as ABC2a.

**Warning:** You can define a Location Code Separator only once for an operating unit.

## Multiple Tenancy Lease

You can set the Multiple Tenancy Lease system option to Yes if you want to allow users to associate multiple leases to the same location for the same or overlapping tenancy periods.

## Recalculate Index Rent on Account Change

You can use the Recalculate Index Rent on Account Change system option to specify whether index rent amounts should be recalculated when you modify the account distributions for a lease. This system option is set to Yes by default.

- **Yes:** When you modify the account distributions of a lease, Oracle Property Manager automatically recalculates the index rent amounts for the associated rent increase terms.
- **No:** Rent increase term recalculation is disabled. Oracle Property Manager does not recalculate rent increase amounts even when you run the PN - Calculate Rent Increase Terms concurrent program or click Calculate All on the Rent Increase window.

## Smallest Term Amount

The Smallest Term Amount system option determines the smallest amount for which Oracle Property Manager creates rent increase terms. Any value you specify is considered an absolute value. Therefore, if you specify 0.5, the application does not create rent increase terms unless the amounts are beyond the 0.5 to -0.5 range. This system option does not have a default value.

## Use SYSDATE to Record each Space Assignment

You can set the Use SYSDATE to Record each Space Assignment system option to Yes to allow users to change space assignments only as of the system date. If you set this system option to No, users can make retroactive changes to space assignments at any time, in addition to changes to current and future dated space assignments.

## Combinations of System Options for Customer Space Assignments

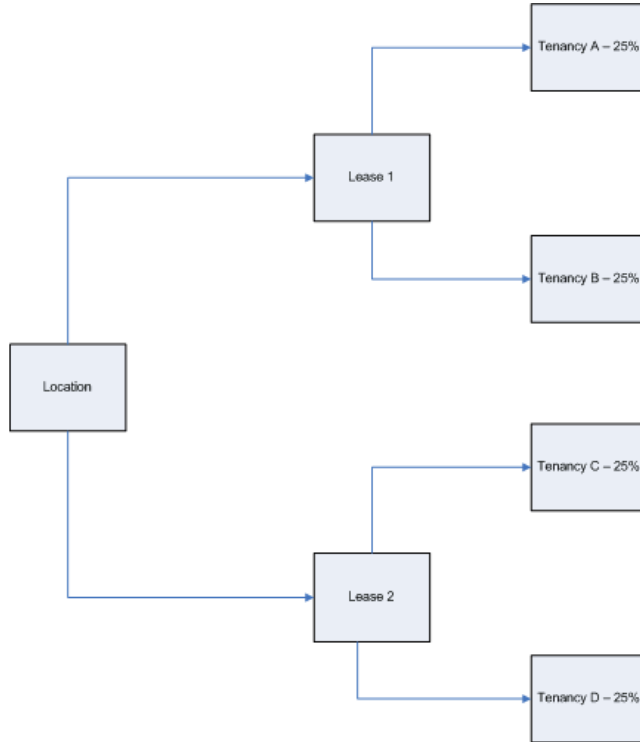
You can set the system options using varying combinations. With different system options combinations, the customer space assignment changes. The expected behavior of customer space assignments for varying system options combinations is as follows:

1. Allow Tenancy overlap within Lease: Yes

Multiple Tenancy Lease: Yes

Automatic Space Distribution: Yes

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:

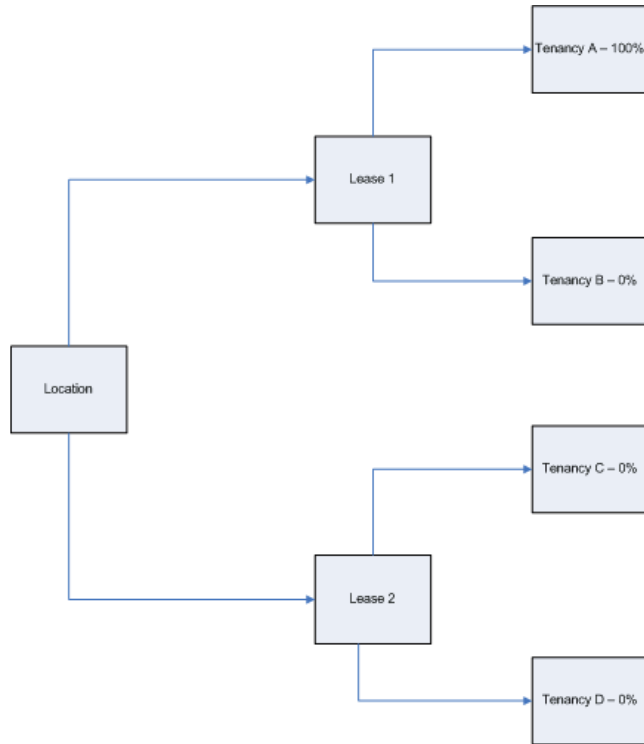


2. Allow Tenancy overlap within Lease: Yes

Multiple Tenancy Lease: Yes

Automatic Space Distribution: No

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:

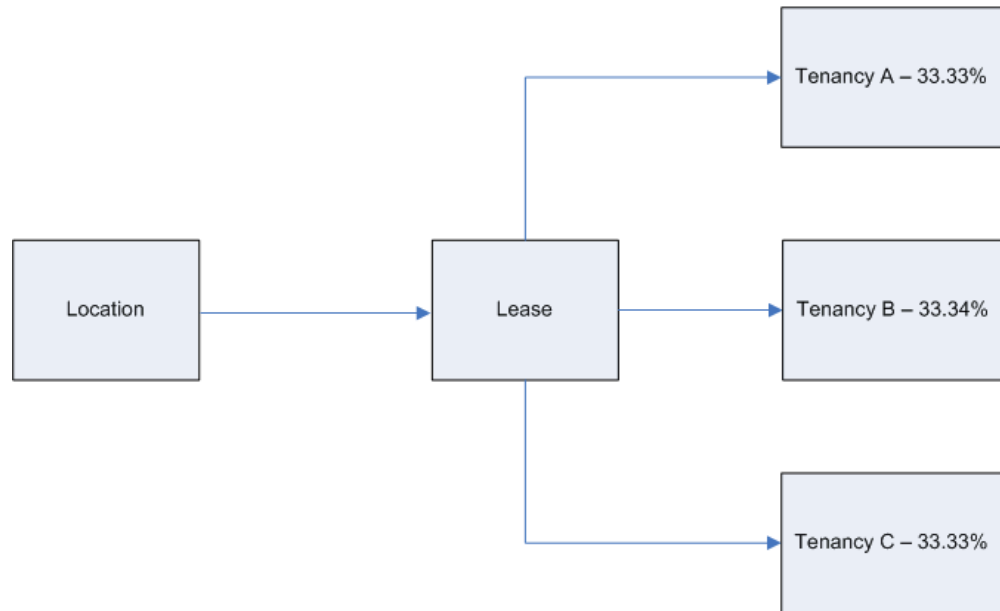


3. Allow Tenancy overlap within Lease: Yes

Multiple Tenancy Lease: No

Automatic Space Distribution: Yes

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:

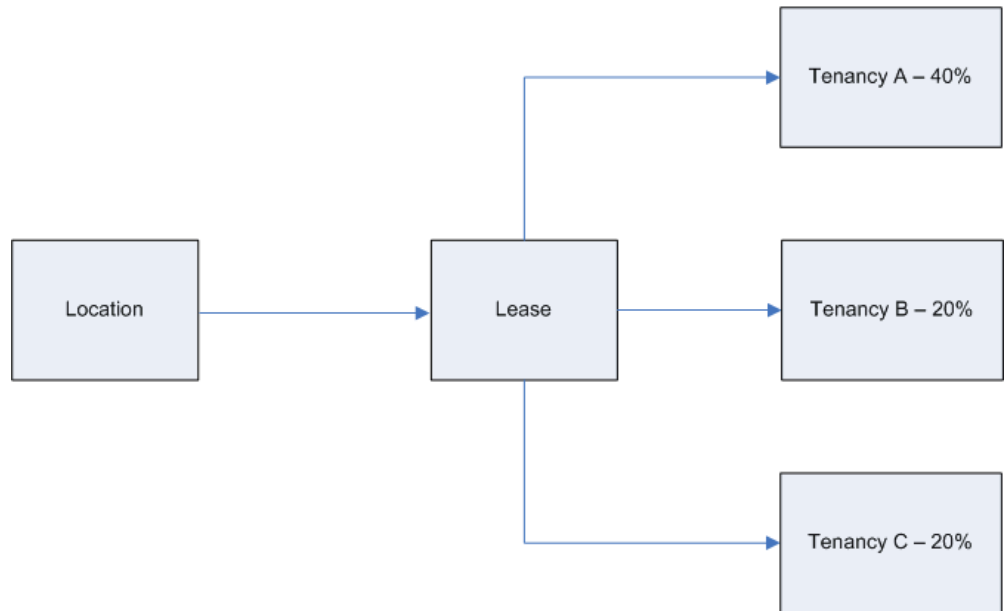


4. Allow Tenancy overlap within Lease: Yes

Multiple Tenancy Lease: No

Automatic Space Distribution: No

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:

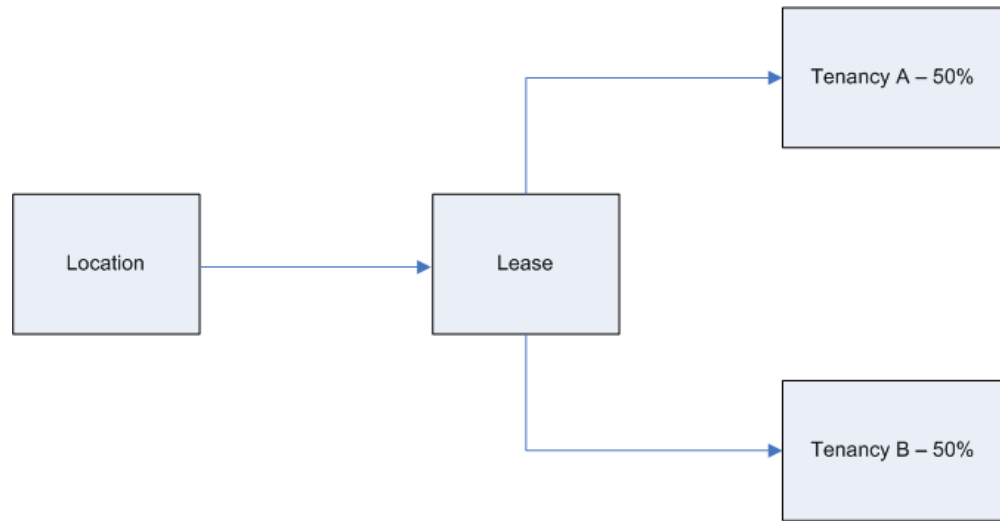


5. Allow Tenancy overlap within Lease: No

Multiple Tenancy Lease: Yes

Automatic Space Distribution: Yes

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:



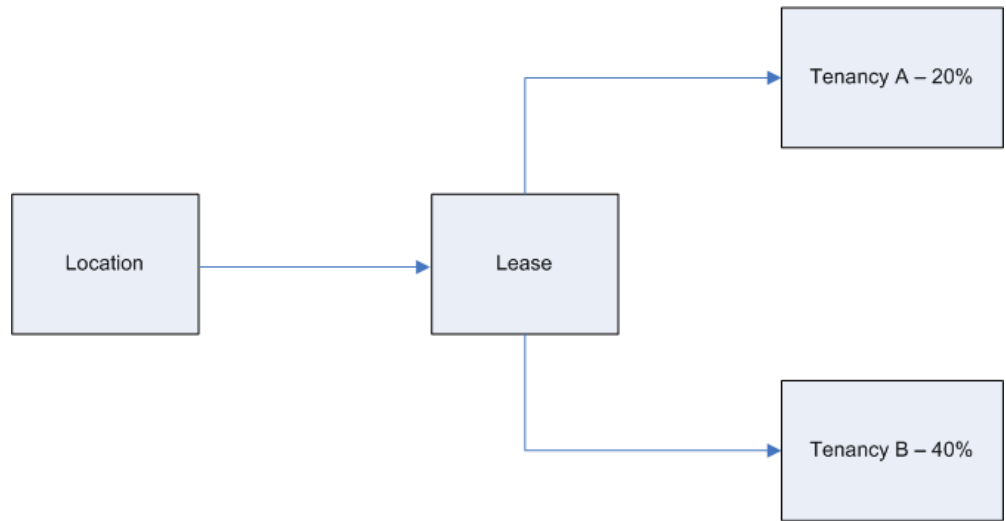
6. Allow Tenancy overlap within Lease: No

Multiple Tenancy Lease: Yes

Automatic Space Distribution: No

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:





7. Allow Tenancy overlap within Lease: No

Multiple Tenancy Lease: No

Automatic Space Distribution: Yes

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:



8. Allow Tenancy overlap within Lease: No

Multiple Tenancy Lease: No

Automatic Space Distribution: No

For this combination of system options, the following diagram describes the expected behavior of customer space assignments:



## Defining System Options

To define system options in Oracle Property Manager:

1. Navigate to the System Options page.
2. Click Create Setup Options.
3. On the Create Setup Options page, select the operating unit for which you want to define system options.

**Note:** The Operating Unit LOV displays only those operating units for which you have not defined system options.

4. Select the ledger that you want to use with the operating unit. The Ledger system option is set to the default ledger for the operating unit. However, you can change this value if required.
5. Set the system options as required. Operating Unit and Ledger are the only required fields. So, you can leave the other system options blank or retain the default values as appropriate. For details on system option values, see System Options in Oracle Property Manager.

6. Click Apply to save your work.

## Updating System Options

To update system options in Oracle Property Manager:

1. Navigate to the System Options page.
2. Search for the operating unit whose system options you wish to modify. You can search based on the following criteria:
  - Operating unit
  - Ledger system option
  - Accounting Option system option
  - Currency Conversion Type system option
3. In the Select System Options region, select the operating unit for which you want to define system options.
4. Click Update.
5. On the Update System Options page, update the appropriate system options. For details on system option values, see *System Options in Oracle Property Manager*, page 3-8.

**Note:** The Ledger system option is read only. Also, you cannot modify the Location Code Separator system option once a user has created a location and the separator is used to generate a location code. You can update all other system options as required.

6. Click Apply to save your work.

## Descriptive Flexfields and Value Sets

You can use descriptive flexfields to track additional information that is important and unique to your business and would not otherwise be captured by Oracle Property Manager. The structure of the Descriptive Flexfields (data types, value sets) should be consistent among windows that share flexfield information.

For detailed information on descriptive flexfields, see *Planning and Defining Descriptive Flexfields, Oracle E-Business Suite Flexfields Guide*.

## Lookups

Lookups are predefined values that you can use as selections for certain fields. Oracle Property Manager uses lookups to provide values such as property features and types of space. You can add and modify some of these values to better match your enterprise needs in the Oracle Property Manager Lookups window.

**Note:** You can view all Property Manager lookups in the Oracle Property Manager Lookups window. However, you cannot modify lookups that are used only by the system or that are not user-extensible. For lookup types that you can modify, you can define up to 250 values. For example, you may want to define additional values to the Landlord Service Type lookup.

For detailed information on defining and updating lookups, see the *Oracle E-Business Suite Developer's Guide*.

### Lookups in Oracle Property Manager

The following tables display details about the user-defined and user-extensible lookups in Oracle Property Manager.

**Note:** Some of the lookup codes for the lookups discussed here might differ from those available in your Oracle Property Manager environment. You can add or disable (by assigning a To date) these lookup codes according to the needs of your organization.

#### PN\_BATCH\_TRANS\_STATUS

You can use this lookup to define the various Batch Transaction statuses for the Variable Rent Gateway.

Code	Description
A	All
E	Error
I	Imported
P	Pending

## PN\_CONDITION\_TYPE

You can use the PN\_CONDITION\_TYPE lookup to specify the condition of a property. Users can select the appropriate condition in the Properties window.

Code	Description
DM	Damaged
EX	Excellent
FR	Fair
GD	Good
NR	Normal
OK	OK

## PN\_DEDUCTION\_TYPE

You can use the PN\_DEDUCTION\_TYPE lookup to specify the types of deductions used while calculating variable rent.

Code	Description
BAD_DEBT	Bad debt
DAMAGED	Damaged goods
EMP_SALES	Sales to employees

## PN\_FEATURE\_CONDITION

You can use the PN\_FEATURE\_CONDITION lookup to describe the condition of building and/or land features. Users can select the desired condition on the Features tabbed region of the Building and Land windows.

<b>Code</b>	<b>Description</b>
P	Poor
G	Good
F	Fair
E	Excellent

### **PN\_FUNCTION\_TYPE**

You can use the PN\_FUNCTION\_TYPE lookup to specify the different functions of a floor or office. Users can select an appropriate function type in the Usage area of the Floor or Building window.

<b>Code</b>	<b>Description</b>
COMM	Common office space
CONFERENCE	Conference room
COPY	Copy room
CVC	Customer visit center
DATA	Data center
HALLWAY	Hallway
HOT	Hoteling workspace
KITCHEN	Kitchen
LEARN	Learning Lab
LIBRARY	Library
MAIL	Mail room
OFFICE	Office, cubicle, or workstation

<b>Code</b>	<b>Description</b>
PC	PC lab
RECEPT	Reception
REST	Restaurant
RESTROOM	Rest room
RETSPC	Retail space
STORAGE	Storage
STROOM	Storeroom

### **PN\_INSURANCE\_TYPE**

You can use the PN\_INSURANCE\_TYPE lookup to specify the different types of insurance cover for a lease. Users can select the desired insurance type on the Insurance tab of the Lease window.

<b>Code</b>	<b>Description</b>
ALL	All risk
FIRE	Damage due to fire
LIABILITY	Public liability
PERSONAL	Personal injury
PROPERTY	Damage to property

### **PN\_JOB\_TITLE**

You can use the PN\_JOB\_TITLE lookup to specify the job title of a company contact. Users can assign job titles to company contacts in the Contact Names region of the Roles and Sites window.



<b>Code</b>	<b>Description</b>
MGR	Manager
SOC	Sales Operation Clerk
SOS	Sales Operation Supervisor

### **PN\_LANDLORD\_SERVICE\_TYPE**

You can use the PN\_LANDLORD\_SERVICE\_TYPE lookup to specify the different services provided by a landlord. Users can specify the service type on the Rights and Obligations tab of the Lease window.

<b>Code</b>	<b>Description</b>
FC	Health club
PARK	Parking
ROOF	Roof rights
SEC	Security services
TI	TI allowance

### **PN\_LEASED\_OR\_OWNED**

You can use the PN\_LEASED\_OR\_OWNED lookup to specify whether the property (building or land) is leased, owned, or held under some other kind of agreement. Users can specify how tenants hold the property in the Tenure field (in the Details region) of the Land or Building window.

<b>Code</b>	<b>Description</b>
L	Leased
MG	Managed

<b>Code</b>	<b>Description</b>
MI	Mixed
O	Owned

### **PN\_LEASE\_OPTION\_TYPE**

You can use the PN\_LEASE\_OPTION\_TYPE lookup to specify the lease options available to the tenant. Users can select the appropriate options on the Options tab of the Lease window.

<b>Code</b>	<b>Description</b>
ALLOW	Allowance
CONST	Construction warranty
EXP	Expansion
HOLD	Holdover
PURCH	Purchase
RENEW	Renewal
TERM	Early termination

### **PN\_LEASE\_ROLE\_TYPE**

You can use the PN\_LEASE\_ROLE\_TYPE lookup to specify the roles played by the contacts specified on a lease. Users can assign roles to contacts on the Contacts tab of the Lease window.

<b>Code</b>	<b>Description</b>
PM	Property Manager
LL	Landlord

<b>Code</b>	<b>Description</b>
BR	Broker

### **PN\_LEASE\_TYPE**

You can use the PN\_LEASE\_TYPE lookup to specify the types of lease users can create.

<b>Code</b>	<b>Description</b>
GROUND	Ground lease
GRS	Gross lease
NET	Net lease
NNN	Triple net (NNN)
OS	Operating lease

### **PN\_LOCATION\_FEATURE\_TYPE**

You can use the PN\_LOCATION\_FEATURE\_TYPE lookup to specify the features of a particular location (building or land). Users can select the features for a location from the Features tab of the Building or Land windows.

<b>Code</b>	<b>Description</b>
CONCIERGE	Concierge facilities
ELEVATOR	Elevators
HANDICAP	Facilities for the disabled
HIGHWAY	Easy access to a highway
OTHER	Other facilities
PARKING	Parking available

<b>Code</b>	<b>Description</b>
SHOPS	Retail shops and restaurants
SIGN	Exterior signage

### PN\_MILESTONES\_SET

You can use the PN\_MILESTONES\_SET lookup to specify the set of milestones. You can then group milestones within these milestone sets.

<b>Code</b>	<b>Description</b>
FULL	All milestones
INSURANCE	Insurance requirement milestones
LEASE DATE	Lease commencement and termination milestones
OPTION	Milestones for options linked to the lease
PAYMENT_TERM	Payment term start and end date milestones

### PN\_MILESTONES\_TYPE

You can use the PN\_MILESTONES\_TYPE lookup to specify the different types of milestones. Users can select the appropriate milestones type in the Milestones window that appears when they click Milestones in the Options, Billing, or Payment tabs of the Lease window.

<b>Code</b>	<b>Description</b>
INSURANCE_EXPIRATION	Insurance policy expiration
INSURANCE_REVALUATION	Insurance revaluation
LEASE_COMMENCEMENT	Lease commencement
LEASE_EXECUTION	Lease execution

<b>Code</b>	<b>Description</b>
LEASE_TERMINATION	Lease termination
OPTION_EXPAND	Option to expand
OPTION_RENEWAL	Renewal option
OPTION_TERMINATION	Early termination
TERM_BILLING_END	End of the billing term
TERM_BILLING_START	Start of the billing term
TERM_PAYMENT_END	End of the payment term
TERM_PAYMENT_START	Start of the payment term

#### **PN\_NOTE\_TYPE**

You can use the PN\_NOTE\_TYPE lookup to specify the type of note you want to attach to a lease. Users can select and create different types of notes on the Notes tab of the Lease window.

<b>Code</b>	<b>Description</b>
ABLEASE	Lease Abstraction Notes
AMLEASE	Lease Amendment Notes

#### **PN\_OBLIGATION\_FIN\_RESP\_PARTY**

You can use the PN\_OBLIGATION\_FIN\_RESP\_PARTY lookup to specify the party who has financial responsibility for an obligation. Users can assign financial responsibility for obligations on the Obligations tab of the Lease window.

<b>Code</b>	<b>Description</b>
L	Landlord

<b>Code</b>	<b>Description</b>
NA	N/A
PR	Pro-Rata
S	External Service Provider
SH	Shared
T	Tenant

### **PN\_OBLIGATION\_RESP\_TYPE**

You can use the PN\_OBLIGATION\_RESP\_TYPE lookup to specify the type of obligation mentioned in the lease. Users can create specific obligations on the Obligations tab of the Lease window.

<b>Code</b>	<b>Description</b>
ELECT	Electricity
ELEV	Elevators
EPAINT	Exterior paint
FENCE	Fences
FUEL	Fuel
HVAC	Heating, ventilation and air conditioning
INTALT	Interior alterations
JANIT	Janitorial services
LIGHT	Lighting
LSCAPE	Landscaping
PARKMAJ	Parking lot major

<b>Code</b>	<b>Description</b>
PARKPAT	Parking lot patch
PLUMB	Plumbing
ROOF	Roof repair
SCAV	Scavenger
SEW	Sewer
SNOW	Snow and ice removal
SWALK	Side walk
WAT	Water

#### **PN\_OPEX\_AGR\_STATUS\_TYPE**

You can use the Agreement Status (PN\_OPEX\_AGR\_STATUS\_TYPE) lookup to identify the stages of an operating expense agreement. The following table describes lookup codes provided by Oracle Property Manager:

<b>Meaning</b>	<b>Code</b>	<b>Description</b>
Active	A	Operating expense agreement is active
Concluded	C	Operating expense agreement is concluded
Draft	D	Operating expense agreement is a draft
Inactive	I	Operating expense agreement is inactive
Review	R	Operating expense agreement is under review

Meaning	Code	Description
Suspended	S	Operating expense agreement has been suspended

### PN\_OPEX\_AUDIT\_STATUS

You can use the Audit Status (PN\_OPEX\_AUDIT\_STATUS) lookup to identify the different stages of the operating expense reconciliation audit process. The following table describes lookup codes provided by Oracle Property Manager:

Meaning	Code	Description
Audit Complete	AC	Reconciliation audit is completed
In Audit	IA	Reconciliation audit is in progress
Needs Audit	NA	Reconciliation needs audit

### PN\_OPEX\_RECON\_STATUS

You can use the Reconciliation Status (PN\_OPEX\_RECON\_STATUS) lookup to identify the different stages of an operating expense reconciliation. The following table describes lookup codes provided by Oracle Property Manager:

Meaning	Code	Description
Complete	CP	Reconciliation is complete
In Audit	IA	Reconciliation is in audit
In Dispute	ID	Reconciliation is under dispute
In Progress	IP	Reconciliation is in progress
Not Started	NS	Reconciliation has not started



Meaning	Code	Description
Skipped	SK	Reconciliation has been skipped
Pending Review	WR	Reconciliation is pending review

### PN\_OPEX\_STANDARD\_GRP\_TYPE

You can use the Standard Group Name (PN\_OPEX\_STANDARD\_GRP\_TYPE) lookup to add or modify standard expense groups. Use standard groups to categorize expense groups you create for operating expense agreements. The following table describes lookup codes provided by Oracle Property Manager:

Meaning	Code	Description
Common Area Maintenance	C	Standard expense group for common area maintenance
Landscaping	L	Standard expense group for landscaping
Parking Lot	P	Standard expense group for parking lots
Security	S	Standard expense group for security
Tax	T1	Standard expense group for tax
Insurance	T2	Standard expense group for insurance
Utilities	U	Standard expense group for utilities

### PN\_OPEX\_TOT\_AR\_TYPE

You can use the Total Area Type (PN\_OPEX\_TOT\_AR\_TYPE) lookup to add or modify total area types. You associate a total area type with a pro rata basis when creating

operating expense agreements. The following table describes lookup codes provided by Oracle Property Manager:

<b>Meaning</b>	<b>Code</b>	<b>Description</b>
Exterior Tenants	ET	Area occupied by external tenants
Food Court	FC	Area occupied by food court tenants
Interior Tenants	IT	Area occupied by internal tenants
Total Area	TA	Total area of the property
Total Area Less Anchors	TALA	Total Area minus area occupied by anchor contributors
Total Area Less Anchor and Pad	TALAP	Total Area minus area occupied by anchor contributors and pad space
Total Area Less Pad	TALP	Total Area minus the pad space

### **PN\_OPTION\_STATUS\_TYPE**

You can use the PN\_OPTION\_STATUS\_TYPE lookup to specify the status of the lease option. Users can select appropriate status for each option they specify on the Options tab of the Lease window.

<b>Code</b>	<b>Description</b>
CANCEL	Cancelled
EXERCISED	Exercised
EXP	Expired
NOACTION	No action

<b>Code</b>	<b>Description</b>
NOTEXERCISED	Not exercised
OPEN	Open
OPTMISSED	Option missed
REJ	Rejected

### **PN\_PARCEL\_TYPE**

You can use the PN\_PARCEL\_TYPE lookup to specify the type of a parcel of land. Users can select parcel type in the Usage region of the Parcel window.

<b>Code</b>	<b>Description</b>
CT	Construction
NR	Natural Resources
OS	Open Space
PK	Parking

### **PN\_PAYMENT\_PURPOSE\_TYPE**

You can use the PN\_PAYMENT\_PURPOSE\_TYPE lookup to specify the purpose of a billing or payment. Users select the billing or payment purpose on the Billing or Payment tab of the Lease window.

<b>Code</b>	<b>Description</b>
BASE	Base Rent
CLEAN	Cleaning
DEP	Depreciation

<b>Code</b>	<b>Description</b>
INSUR	Insurance
OPEX	Operating Expense
PCNT	Percentage
RENT	Rent

### **PN\_PAYMENT\_TERM\_TYPE**

You can use the PN\_PAYMENT\_TERM\_TYPE lookup to group payment purposes. Users select payment term types in the Term region of the Payment Term Template window.

<b>Code</b>	<b>Description</b>
ABATE	Abatement
BASE	Base
BASER	Base Rent
CAM	Common area maintenance
CLNG	Cleaning
DEP	Deposit
DEPR	Depreciation
DIR	Direct
ESC	Escalation
INDX	Index
INS	Insurance
INTR	Interest

<b>Code</b>	<b>Description</b>
OEXP	Operating expenses
PASS	Pass-thru
PRCT	Percentage
PRE	Prepayment
RENT	Rent
RET	Retro adjustment
SEC	Security deposit
TAX	Taxes
UTIL	Utilities

### **PN\_PHONE\_TYPE**

You can use the PN\_PHONE\_TYPE lookup to specify the different ways in which users can get in touch with a company contact. Users can select the phone type from the Contact Telephone Number region of the Roles and Sites window.

<b>Code</b>	<b>Description</b>
FAX	Fax
GEN	General
MOB	Mobile
TLX	Telex

### **PN\_PORTFOLIO\_TYPE**

You can use the PN\_PORTFOLIO\_TYPE lookup to specify the different kinds of portfolio of which a property can be part. Users can select a Portfolio Type on the Properties window.

<b>Code</b>	<b>Description</b>
1	General
2	Progress portfolio
COMM	Commercial
CORP	Corporate
INV	Investment
LAND	Land
MIXED	Mixed use
MULTI	Multi-unit
RES	Residential
RETAIL	Retail

### **PN\_RECOVERY\_SPACE\_STD\_TYPE**

You can use the PN\_RECOVERY\_SPACE\_STD\_TYPE lookup to specify the space standard used to calculate Common Area Maintenance (CAM) expenses.

<b>Code</b>	<b>Description</b>
EXTERIOR	The space can be accessed from inside as well as outside the building.
GENERAL	General
INTERIOR	The space can be accessed only from inside the building.

### **PN\_RECOVERY\_TYPE**

You can use the PN\_RECOVERY\_TYPE lookup to describe the type of tenant that occupies a particular space.

<b>Code</b>	<b>Description</b>
FOOD_COURT	Food Court
FREESTANDING	Freestanding outlet
GENERAL	General
KIOSK	Kiosk
MAJOR	Major
PAD	Pad
SPECIALITY	Specialty outlet

#### **PN\_REC\_ABAT\_TYPE**

You can use the PN\_REC\_ABAT\_TYPE lookup to specify the different types of abatements users can provide in a recovery agreement. For example, the landlord might agree not to charge a tenant for parking facilities for a particular period.

<b>Code</b>	<b>Description</b>
RELO	Relocation

#### **PN\_REPORT\_TYPE**

You can use the PN\_REPORT\_TYPE lookup to specify the type volume history that is reported. Users can select a report type on the Create Volume History: Enter Criteria page.

<b>Code</b>	<b>Description</b>
CER	Certified
OPT	Optional
STD	Standard

## PN\_RIGHTS\_TYPE

You can use the PN\_RIGHTS\_TYPE lookup to specify the different types of lease-related rights tenants or landlords may have. Users can select appropriate rights from the Rights and Obligations tab of the Lease window.

Code	Description
ALT	Allow the lessee to alter the leased space (with or without the landlord's approval, depending on the agreement)
ASGNPRK	Landlord to provide assigned parking
AUDIT	Tenant can audit the landlord's books
ENVIR	Statements about environmental contaminants previously or currently stored at the location
HLDOVR	The lessee has the right to continue on the leased property after the natural expiration of the lease.
OTHER	Other rights contained in the lease that are not specifically categorized
OTSTOR	The lessee can use supplemental storage space
PRK	Parking spaces for the lessee
QTENJ	Lessee has the right to use property without disturbance from other lessees
REFUSE	Lessor has the right to refuse to lease space once available until the space is made publicly available.
RESTR	The ideal condition of the property when it is returned to the lessor.
ROOF	The lessee can place objects such as antenna, and satellite dishes on a pre-disclosed section of the roof.



<b>Code</b>	<b>Description</b>
SUBASGN	The lessee can sublease the property or assign rights with or without the landlord's approval (depending on the agreement)

### **PN\_RIGHT\_STATUS\_TYPE**

You can use the PN\_RIGHT\_STATUS\_TYPE lookup to specify the status of a right. Users can assign the appropriate statuses to landlord or tenant rights on the Rights and Obligations tab of the Lease window.

<b>Code</b>	<b>Description</b>
L	Consult Legal: The Legal department should be consulted. The lease document makes specific reference to the right. However, the document is ambiguous regarding the scope of the right.
N	No: The lease document makes specific reference to the right and mentions that the lessor or lessee has not been granted the right.
S	Silent: The lease document does not mention this right.
Y	Yes: The lease document specifically mentions the right and the fact that it has been granted to the lessor or lessee.

### **PN\_SALES\_CHANNEL**

You can use the PN\_SALES\_CHANNEL lookup to specify the different sales channels (for example, different departments of a shopping mall). These sales channels are used while calculating variable rent. Users can select the sales channel in the Line Items (Variable Rent) window.

<b>Code</b>	<b>Description</b>
COMMERCIAL	Commercial

<b>Code</b>	<b>Description</b>
DIRECT	Direct
GOVERNMENT	Government
INDIRECT	Indirect
INTERNAL	Internal
INTERNATIONAL	International
OTHER	Other
RESELLER	Reseller

### **PN\_SOURCE**

You can use the PN\_SOURCE lookup to specify the different sources used to import information into Oracle Property Manager.

<b>Code</b>	<b>Description</b>
CAD	Computer-aided design (CAD) system

### **PN\_SPACE\_TYPE**

You can use the PN\_SPACE\_TYPE lookup to specify how floor or office space can be categorized. Users can select an appropriate space type in the Usage area of the Floor or Building window.

<b>Code</b>	<b>Description</b>
AV	Room with audio-visual facilities
COM	Commercial office space
CONFERENCE	Conference room

<b>Code</b>	<b>Description</b>
COPY	Copy room
CUSTWORK	Customer/client workspace
CVC	Customer visit center
DATA	Data center
DEMO	Demo room
FAX	Room with fax machine
FILE	File room
FOOD	Food operation
HALLWAY	Hallway
ICWORK	Space allotted to contractor
KITCHEN	Kitchen
LEARN	Learning lab
LIBRARY	Library
MAIL	Mail room
MANUDIST	Manufacturing/distribution space
OFFICE	Office, cubicle, or workstation
PC	PC lab
PLAY	Play room
PRINTER	Printer
PROP	Proposal room

<b>Code</b>	<b>Description</b>
RECEPT	Reception
RESTROOM	Rest room
RETAIL	Retail
RETSPC	Retail space
STORAGE	Storage space
STROOM	Storeroom
TELECOM	Telecom room
TEMP	Space allotted to temporary employee
TRAINING	Training room
WORK	Workspace

### **PN\_STANDARD\_TYPE**

You can use the PN\_STANDARD\_TYPE lookup to specify the different standards possible for an office space. These standards specify the kind of employee to whom the location is assigned. Users can select an appropriate space type in the Usage area of the Floor or Building window.

<b>Code</b>	<b>Description</b>
CONSULTANT	Consultant
CONTR	Contractor
DIRECTOR	Director
GEN	General use
ICTR	Individual contributor

<b>Code</b>	<b>Description</b>
MANAGER	Manager
SLSASC	Sales Associate
STRMGR	Store manager
SVP	Senior vice president
VP	Vice president

### **PN\_STATUS\_TYPE**

You can use the PN\_STATUS\_TYPE lookup to specify valid statuses for a property. Users can select the appropriate status in the Properties window.

<b>Code</b>	<b>Description</b>
BL	Blank
CD	Condemned
CP	Completed
CU	Cleanup
DE	Design
DI	Disputed
ES	Sold
IP	Inspection
OP	Operational
PL	Planned
UC	Under construction

## PN\_TENANCY\_USAGE\_TYPE

You can use the PN\_TENANCY\_USAGE\_TYPE lookup to specify the different ways in which a tenant can use a leased space. Users can select the usage type on the Locations tab of the Lease window.

Code	Description
CONSTR	Construction space
NATRES	Natural resources
OFFICE	Office space
OPNSPC	Open space
PRKSPC	Parking space
RETAIL	Retail space

## PN\_TENANCY\_USAGE\_TYPE\_L

You can use the PN\_TENANCY\_USAGE\_TYPE\_L lookup to specify the different ways in which a tenant can use leased land. Users can select the usage type on the Locations tab of the Lease window.

Code	Description
CONSTR	Construction space
NATRES	Natural resources
OPNSPC	Open space
PRKSPC	Parking space

## PN\_UNITS\_OF\_MEASURE

You can use the PN\_UNITS\_OF\_MEASURE lookup to specify the different ways in which the area of a location can be measured and recorded.

<b>Code</b>	<b>Description</b>
SFT	Square feet
SMT	Square meter
SYD	Square yard

**Warning:** Do not create a unit of measure composed of more than three characters. Units of measure with more than three characters are not accessible in the Building and Variable Rent window list of values.

### PN\_VOL\_HIST\_TYPE

You can use the PN\_VOL\_HIST\_TYPE lookup to specify the different types of volume information users can store.

<b>Code</b>	<b>Description</b>
ACTUAL	Actual volume information
DEDUCTION	Deductions
FORECASTED	Forecasted volume information

### PN\_ZONE\_TYPE

You can use the PN\_ZONE\_TYPE lookup to specify the different zones in which a property can lie. Users can select the appropriate zone in the Properties window.

<b>Code</b>	<b>Description</b>
AI	Airport
BL	Blank
CO	Commercial
IN	Industrial

<b>Code</b>	<b>Description</b>
PH	Public housing
PR	Park
RE	Residential
RS	Restaurant
RT	Retail
SC	School

### **PN\_CITIES**

You can use the PN\_CITIES lookup to define the cities to be displayed in the Building and Land windows.

### **PN\_CLASS\_TYPES**

You can use the PN\_CLASS\_TYPES lookup to specify different building classes. For example, you could have classes such as Class A (buildings with exceptional facilities, easy access to roads and public transport, and so on.) and Class B (Buildings with average rent charges and adequate facilities.)

### **PN\_DISTRICTS**

You can use the PN\_DISTRICTS lookup to define the districts to be displayed in the Property window of Oracle Property Manager.

### **PN\_ITEM\_CATEGORY**

You can use the PN\_ITEM\_CATEGORY lookup to specify the type of products (food, clothing, and so on) used while calculating variable rent.

### **PN\_STATE**

The PN\_STATE lookup contains the two-letter abbreviations for the 50 United States and the District of Columbia (AK, AL, AZ, and so on.) In case you need to create locations outside the United States, you can add the names of states in other countries.

## **Updating Lookups in Oracle Property Manager**

To update lookups in Oracle Property Manager:



1. Navigate to the Lookups window.
2. Query for the lookup you want to update. For details on performing a query by example, see *Performing Query By Example, Oracle E-Business Suite User's Guide*.
3. Modify the Meaning and Description fields as required.
4. Save your work.

## Countries and Territories

You can use the Countries and Territories window to maintain Value-Added Tax (VAT) Member State Codes, and to select an address style for a particular country or territory. You cannot enter a new country or territory in this window, but you can update the name, description, VAT member state code, or address style of the predefined countries or territories.

The VAT Member State Code identifies a country or territory as belonging to the European Union (EU). Special Value-Added Tax rules apply to member states of the EU.

Address styles specify how Oracle Property Manager should format the address fields so that they best suit the address entry requirements of a particular country. Many countries can use the same address style, although a country can only use one address style at a time. After you have associated an address style with a country or territory, Oracle Property Manager will provide that address style whenever you enter an address in that country.

## Updating Country or Territory Information

To update country or territory information:

1. Navigate to the Countries and Territories window.
2. Perform a query to select the country information you want to modify. For detailed information on performing a query by example, see *Performing Query By Example, Oracle E-Business Suite User's Guide*.
3. Modify any of the following fields:
  - **Country/Territory:** The name of the country or territory
  - **Description:** The description of the country or territory
  - **VAT Member State Code:** The member state code for a country belonging to the European Union (EU)

- **Address Style:** The address style to be used with the particular country. You can select the desired address style from the list of values. If you leave this field blank, Oracle Property Manager uses the default address style. For more information on creating and updating Address formats, see Address Format and Styles, page 3-54

4. Save your work.

## Address Formats and Styles

Apart from the predefined address styles, you can create your own address styles to use in Oracle Property Manager. To create user-defined address styles, you must first define a flexible address format, and then map it to an address style.

### Creating Address Formats

To create a flexible address format:

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Search for the flexfield with Application as Property Manager and Title as Flexible Address Format. For details on performing a query by example, see *Performing Query By Example, Oracle E-Business Suite User's Guide*.
3. Deselect Freeze Flexfield Definition.
4. Navigate to the Context Field Values region. This region contains the address styles that have already been defined in the flexfield.
5. Enter a code, name, and description for your new address format. The name should be a short, unique code similar to the ones already entered.
6. Click Segments and create the relevant address elements to store the address information (for example, address lines, city, and state.)
7. In the Descriptive Flexfield Segments window, select Freeze Flexfield Definition.
8. Save your work.

**Warning:** If the address styles are not identical across all address flexfields, you risk creating addresses that are incompatible with different windows.

For detailed information on creating and updating descriptive flexfields, see *Defining Segments, Oracle E-Business Suite Flexfields Guide*.

## Mapping Address Formats to Address Styles

To map a Flexible Address Format to an Address Style:

1. Using the Application Developer responsibility, navigate to the Application Object Library Lookups window.
2. Query for the ADDRESS\_STYLE lookup.
3. Enter the following information:
  - **Code:** The code must correspond exactly to the name you assigned to your flexfield context value in the Context Field Values region of the Descriptive Flexfield Segments window.
  - **Meaning:** The meaning should correspond to the short description you provided for your address format in the Context Field Values region of the Descriptive Flexfield Segments window.
  - **Description:** Provide a brief description for the address style.
  - **Effective Dates:** Provide the dates between which the address style will be available.
4. Ensure that Enable is selected.

You can now view and select the address style in the Countries and Territories window in Oracle Property Manager.

## Location Hierarchy

In Oracle Property Manager, the term property refers to land or to built-up property. Whether your property consists of vacant land or buildings, you can define it at several levels. For built-up property, the default location hierarchy is building, floor, and office, in that order. For land, the location hierarchy is land, parcel, and section.

However, different industries use different terms for properties. For example, a building and office in corporate real estate might be a mall and store in the retail industry. Oracle Property Manager enables you to modify the predefined terms used to describe properties.

You can customize property-naming conventions by changing the Meaning and Description fields for the PN\_LOCATION\_TYPE lookup. After you change the values in the lookup, the new property terms replace the old terms throughout Oracle Property Manager.

For information on updating lookups, see Updating Lookups in Oracle Property Manager, page 3-52.

## Related Topics

Properties Overview, *Oracle Property Manager User Guide*

## Contacts

*Contacts* are companies or other business entities that perform certain functions, called *roles*, for the property or lease you manage. Contacts include parties to the lease, with roles such as:

- Landlords
- Property managers
- Subtenants
- Insurance companies

You can also use the Contacts window to keep track of other types of service companies, such as those that provide contract services, including:

- Maintenance
- Security
- Parking services
- Trash collection

You can record contact information for each contact, including the name and address of the business, and the name, title, telephone number, and e-mail address of people in the contact company.

**Note:** Setting up a company as a contact does not add that company to either the list of suppliers maintained in Oracle Payables or the list of customers maintained in Oracle Receivables.

## Roles and Sites

A single contact company can have more than one role in relation to a particular property or lease. For example, the same company might act as both a landlord and a property manager for a single property. You can define multiple roles for a contact in the Roles and Sites window.

A contact's *site* is the location or place of business from which the contact performs a specific role. For example, the same company may perform its landlord role from one site and provide its brokerage services from another site. You can identify sites by the

name of the city or the address where the contact is located. Just as you can define a variety of roles for a single contact, you can define a different site for every role that you enter.

You use contact roles and sites in several contexts. When you use the Properties window to set up the properties you manage, you can associate one or more contacts with specific properties. You can also associate contact companies and roles with specific leases, in the Leases window.

## Company Contacts

For each contact role and site that you define, you can define an unlimited number of company contacts. When you define a company contact, you enter the name, title, and phone numbers of the person acting as the primary company contact. You can then enter additional company contacts for the same company.

## Setting Up Contacts

You enter information about contacts using two windows:

- Contacts
- Roles and Sites

## Defining a Contact

To define a contact:

1. In the Navigator menu, select Agents, then select Contacts. The Contacts window appears.
2. Select an operating unit.
3. Enter the name of the contact company.
4. Enter a company number in accordance with your organization's numbering system.

**Note:** The company number may be generated automatically if you have set the Automatic Company Number Generation system option to Yes. For more information, see System Options in Oracle Property Manager, page 3-8.

5. Enter a parent company name if applicable. The parent company must be set up as a contact.
6. If you are entering the company's name for the first time, click New to open the

Roles and Sites window and assign roles and sites to the contact.

7. After you assign the first role to the company, enter contact information, and save your work.
8. Navigate back to the Contacts window and click New. Another Roles and Sites window will open in which you can enter additional roles for the same contact.

## Defining Roles, Sites, and Individual Contacts

To define roles, sites, and individual contacts:

1. In the Roles and Sites window, choose a role for the contact, and enter the name and address of the site associated with this role.
2. In the Contact Names region, enter the name, title, and e-mail address of the individual contact.
3. Select Primary to designate the contact as the primary individual contact.
4. For each contact you enter in the Contact Names area, enter telephone information in the Contact Telephone Numbers area.
5. Save your work.

## Modifying Contacts

To modify existing information about contacts, find the names of companies entered previously in the Contacts window. You can use the View menu to perform a query on the Company Name field. Previously entered role information will appear in the lower Roles and Sites region. For detailed information on performing a query by example, see *Performing Query By Example, Oracle E-Business Suite User's Guide*.

- To add a new role for an existing contact company, move the cursor to the first blank row in the Roles and Sites region and click New. Enter the new role, site, address, and contact information, and save your work.
- To change existing Roles and Sites information, select the line with the role name you want to change and click Open.

## Window References

This section contains window references for the windows you use to define Contacts and their Roles and Sites.

## Contacts Window Reference

**Operating Unit:** The operating unit for which you want to create a contact. Note that you can associate contacts to leases or locations only if they belong to the same operating unit.

**Company Name:** The name of the contact's company.

**Number:** The number assigned to the company.

**Note:** If you have set the Automatic Company Number Generation system option to Yes, the Number might be generated automatically.

**Parent Company:** The name of the contact's parent company.

**Active:** Indicates whether the contact's company currently has an active role with your managed properties.

## Roles and Sites Region

**Role:** The role of the contact, for example, landlord. This information is entered in the Roles and Sites window.

**Site Name:** The name of the site. This information is entered in the Roles and Sites window.

**Address:** The address of the site. This information is entered in the Roles and Sites window.

**Active:** Indicates whether the contact currently has an active role with your managed properties.

## Related Topics

Roles and Sites Window Reference, page 3-59

Contacts, page 3-56

## Roles and Sites Window Reference

**Role:** The role of the contact, for example, landlord. This information is entered in the Roles and Sites window.

**Site Name:** The name of the site from which the contact operates for this role.

**Country:** The country where the contact is located.

**Address:** The contact's street address.

**City:** The city where the contact is located.

**County:** The county where the contact is located.

**State:** The state where the contact is located.

**Province:** The province where the contact is located.

**Postal Code:** The contact's postal code.

### **Contact Names Region**

**Last Name:** The last name of the individual contact.

**First Name:** The first name of the individual contact.

**Job Title:** The job title of the individual contact.

**Email:** The e-mail address of the individual contact.

**Primary:** Indicates whether this contact is the primary contact.

### **Contact Telephone Numbers Region**

**Number:** The telephone number of the individual contact.

**Extension.** The telephone extension of individual contact.

**Type:** The type of telephone, for example home, office, or mobile.

**Primary:** Indicates whether this telephone number is the primary number for this contact.

### **Related Topics**

Contacts, page 3-56



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## Setup Steps for Leases

This chapter describes the rules and templates you define to help users create, abstract, and administer leases effectively using Oracle Property Manager.

This chapter covers the following topics:

- Overview of Setting Up Leases
- Setting Up Default Accounts
- Setting Up Templates and Grouping Rules

### Overview of Setting Up Leases

Before your users can enter individual leases, you must enter lease setup information. Lease setup information includes agent, location, billing and payment term template, and milestone template information that can be shared across leases. Lease setup information includes:

- **Agents:** Agents include contacts, customers (tenants), and suppliers (landlords). After you define an agent, users can use that information for any lease they create.

For detailed information on contacts, see *Contacts*, page 3-56.

For detailed information on customers, see *Customers*, page 2-12.

For detailed information on suppliers, see *Suppliers*, page 2-9.

- **Locations:** Location types that can be assigned to a lease include buildings, floors, offices, land, parcels, and sections. For detailed information on creating locations, see *Managing Properties, Oracle Property Manager User Guide*.
- **Milestones:** Milestone types and sets are used to manage the list of people for whom reminders are generated. Users can apply the milestone types and sets to any lease. Users can also apply milestone types and sets to multiple leases simultaneously.

For detailed information on Milestones, see *Milestones, Oracle Property Manager*

*User Guide.*

For detailed information on Milestone Templates, see Milestone Templates, page 4-13.

- **Term Templates:** Term templates contain default billing and payment information. Users can associate term templates to leases to avoid entering identical payment or billing term information for multiple leases, variable rent agreements, and rent increase agreements. See Payment and Billing Term Templates, page 4-11.

## Setting Up Default Accounts

You can send revenue and expense distribution lines to Oracle General Ledger from Oracle Property Manager.

**Note:** Oracle Property Manager uses the Transfer Normalized Lines to GL concurrent program to transfer expense and revenue accounting entries to Oracle General Ledger. See Transfer Normalized Lines to GL, *Oracle Property Manager User Guide*.

Depending on how you have set up Oracle Property Manager, it obtains General Ledger (GL) account details from particular sources and posts the correct amounts against the appropriate accounts.

## Expense Leases

For expense leases, Oracle Property Manager obtains GL account information from different sources depending on whether or not a payment term is normalized.

For non-normalized terms, users must specify one of the following:

- **Distribution set:** You must define distribution sets through the Distribution Sets window in Oracle Property Manager or Oracle Payables to allow your users to associate them to lease terms. For details, see Distribution Sets, page 2-10.
- **Project details:** You must define organizations, expenditure types, and projects and their tasks, before users can associate projects with a lease term. For details, see Oracle Projects, page 2-13.
- **Term template:** You must have defined a term template before users can associate it with a lease. For non-normalized terms, you must specify the Expense and Liability accounts in the Account Distribution tab of the Payment Term Template window. Alternatively, you can specify a distribution set or project-related information in the Pay tab of the Payment Term Template window. For more information, see Payment and Billing Term Templates, page 4-11.

- **Account Defaults:** Users can manually specify the appropriate Expense and Liability accounts for each lease term in either the Account Defaults area of the Details tab of the Lease window or in the Accounts Distributions tab of the Term Details window.

**Note:** The accounts users enter must belong to the same legal entity. For details, see *Setting Up Accounting Distributions for Payments, Oracle Property Manager User Guide*.

For normalized terms, users must either associate a normalized term template to the new lease, or specify the appropriate accounts for Expense, Liability, and Accrued Liability in the Account Distribution tab of the Term Details window.

**Note:** For normalized terms, the Distribution Set field and all projects-related fields are disabled.

## Revenue Leases

For revenue leases and subleases, your users must specify GL account information depending on how you have set the Accounting Option system option. You can set the system option to one of the following values:

- **All Terms:** Oracle Property Manager sends all account information to Oracle General Ledger.
  - For normalized terms, users must specify all three GL accounts (Receivables, Revenue and Accrued Asset) in the Accounts Distributions tab of the Term Details window for each lease term. Alternatively, users can associate a normalized billing term template with the lease term.
  - For non-normalized terms, users must specify two GL accounts (Revenue and Receivable) in the Accounts Distributions tab of the Term Details window for each lease term. Alternatively, users can associate a non-normalized billing term template with the lease term. For more information on term templates, see *Payment and Billing Term Templates*, page 4-11.
- **Normalized Terms Only:** GL Accounting information is required only for normalized terms. However, if users choose to specify accounting information for a non-normalized term, they must provide both Revenue and Receivable accounts.
- **None:** Oracle Property Manager does not provide accounting information. General Ledger accounting information is optional.

For more information on the Accounting Option system option, see *System Options in Oracle Property Manager*, page 3-8.

## Setting Up Templates and Grouping Rules

This section covers the templates and grouping rules users associate with leases created using Oracle Property Manager.

### Invoice Grouping Rules

Invoice Grouping Rules allow users of Oracle Property Manager to include multiple payment or billing items on a single invoice. Placing multiple items on one invoice helps eliminate transaction redundancy and reduces the number of transactions exported to Oracle Payables and Oracle Receivables.

### Payment Item Grouping Rules

You can create payment item grouping rules through the Invoice Grouping Rules window in Oracle Property Manager. Oracle Property Manager groups payment items based on a combination of mandatory system-defined grouping attributes and optional user-defined grouping attributes. You can create different combinations of grouping attributes and assign a grouping name and description to each of the grouping sets. The name you assign to the grouping rule must be unique across the organization.

### Mandatory Payable Grouping Attributes

Mandatory grouping attributes are similar to the mandatory AutoInvoice attribute set used in Oracle Receivables to group billing items. See Mandatory Receivables Grouping Attributes, page 4-7.

Mandatory attributes are predefined and are applicable to all payment items being grouped.

**Note:** Mandatory attributes are not visible, but are always included in grouping rules. So, for grouping to occur, the payment items must have the same mandatory attributes.

Mandatory grouping attributes include the following invoice header attributes:

- Supplier
- Supplier Site
- Payment Terms
- GL Date
- Invoice Date
- Currency Code

- Exchange Rate
- Exchange Date
- Exchange Type
- Legal Entity

You can group payment items exclusively on mandatory invoice attributes by creating a grouping rule with no optional attributes. Users can then directly associate the grouping rule with a payment item, or associate it with a payment term, lease, or system option. See *Grouping Payable Invoices, Oracle Property Manager User Guide*.

### **Optional Grouping Attributes**

In addition to mandatory attributes, Oracle Property Manager provides a set of optional grouping attributes. You can select any number of the predefined optional grouping attributes to group invoices. However, the same attribute cannot be entered twice.

The optional payable grouping attributes include:

- Invoice Number
- Lease Number
- Payment Purpose
- Payment Type

Depending on the user-defined optional attributes, payment items are grouped either on a lease-by-lease basis or across leases.

### **Creating Invoice Grouping Rules**

To create invoice grouping rules:

1. Navigate to the Invoice Grouping Rules window by choosing Setup: Payables Transactions: Invoice Grouping Rules.
2. Enter the name of the grouping rule in the Name field.
3. Enter a description for the grouping rule in the Description field.
4. In the Group By region, enter up to four optional grouping attributes.
5. Save the grouping rule.

### **Assigning Invoice Grouping Rules**

You can assign invoice grouping rules at several levels:

- System options
- Lease
- Lease payment term
- Payment item

The lowest level at which you can specify an invoice grouping rule is the payment item level and the highest is the system option level. The invoice grouping rules specified at lower levels override those specified at higher levels.

The following table represents how grouping rules work at various levels:

Level	Operation
System option	Specify grouping rules at the system option level to group all the payment items that are exported. See System Options in Oracle Property Manager, page 3-8.
Lease	Specify a grouping rule in the lease to override the rule specified at the system option level. Note that if you specify a lease number as one of the optional attributes, the grouping rule will apply only to the payment items that belong to that lease.
Payment Term	Enter a grouping rule at the payment term level to override all the rules specified at the system option and lease level.
Payment Item	Enter a grouping rule at the payment item level to override all the rules specified at other levels.

You can use invoice grouping rules to:

- **Allow users to group payment items across all leases using mandatory attributes:** Create a grouping rule without any optional attributes and specify the grouping rule in the Invoice Grouping Name system option. Users will now be able to group payment items across all leases based on a supplier, supplier site, or the other mandatory attributes. For more information about the Invoice Grouping Name system option, see System Options in Oracle Property Manager, page 3-8.
- **Allow users to group payment items by payment purpose or payment type across all leases:** Create a grouping rule that includes any optional attribute except lease

number and assign it to the Invoice Grouping Rules system option. Users will now be able to group payment terms by payment purpose or payment type across all leases.

- **Allow users to group payment items by lease:** Create a grouping rule that includes lease number as an optional attribute and assign it to the Invoice Grouping Name system option. Users will now be able to group payment items by lease.
- **Allow users to group payment items by payment type:** Create a grouping rule that includes payment type as an optional attribute and assign it to the Invoice Grouping Name system option. Users will now be able to group payment items by payment types across leases.

### Billing Item Grouping Rules

Oracle Property Manager utilizes the Receivables Autoinvoice functionality to perform billing items consolidation. You can group billing items based on a combination of mandatory and optional grouping attributes. To be included in a group transaction, a billing item must match all the mandatory and optional attributes included in the grouping rule.

**Note:** Oracle Receivables AutoInvoice can only group billing items that use the same receivable account CCID, or account number. Oracle Receivables AutoInvoice allows only one receivable account number per invoice header. Therefore, billing items that do not share the same receivable account number cannot be grouped. If the billing items that are being grouped on one invoice do not have the same receivable account CCID, the Export to AR concurrent program fails and the following error message is displayed:

Some of the items being exported have receivable accounts that do not match. Please validate the data and re-run the concurrent program.

### Mandatory Receivables Grouping Attributes

Mandatory receivables grouping attributes are not visible in Oracle Applications, but are always included in the receivable grouping rules. Mandatory grouping attributes include:

- Customer Name
- Customer Site
- Transaction Date
- Transaction Type

- Payment Terms
- GL Date
- Currency code
- Conversion Rate
- Payment Method
- Legal Entity

For a complete list of mandatory grouping attributes, see: Using Grouping Rules to Create Transactions, *Oracle Receivables User Guide*.

To group invoices using only mandatory attributes, create a receivable grouping rule that includes no optional attributes and associate the grouping rule with the Property Manager Batch Source. You can also associate the DEFAULT grouping rule in Oracle Receivables with the Property Manager Batch Source. For more information about batch sources, see: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

### Optional Receivables Grouping Attributes

You can create receivable grouping rules that include a combination of the optional attributes. Optional grouping attributes include Receivables INTERFACE\_LINE\_ATTRIBUTE1-15. For more information, see: Grouping Rules, *Oracle Receivables Implementation Guide*.

Some of the INTERFACE\_LINE\_ATTRIBUTE1-15 attributes are mapped to Oracle Property Manager billing item attributes, as displayed in the table below. These are the only optional attributes you can use when creating a grouping rule for use with Oracle Property Manager.

Interface Table Attribute	Property Manager Grouping Attribute
INTERFACE_LINE_ATTRIBUTE8	Purpose
INTERFACE_LINE_ATTRIBUTE9	Type
INTERFACE_LINE_ATTRIBUTE10	Lease Number

Use the Invoice Grouping Rules (Receivables Transactions) window in Oracle Property Manager to select the optional grouping attributes you want to use.

### Creating Optional Receivables Grouping Attributes

To create receivable grouping rules:



1. Navigate to the AutoInvoice Grouping Rules window by choosing Setup: Receivables Transactions: Invoice Grouping Rules.
2. In the Name field, enter the name of the grouping rule.
3. In the Description field, enter the description.
4. In the Class field, select Invoice.
5. To group billing items based on the optional invoice attributes, select the desired optional attributes in the Optional Grouping Characteristics field. See: Optional Attributes.
6. Save the grouping rule.

### Enabling Invoice Grouping

Oracle Property Manager utilizes the Property Manager Batch Source that is seeded in Oracle Receivables.

The default grouping rule in Oracle Property Manager is PN\_GROUPING\_RULE. This grouping rule includes one optional attribute: INTERFACE\_LINE\_ATTRIBUTE1, which is mapped to the lease number and to the payment item ID. For more information on this and other optional attributes, see: Optional Receivables Grouping Attributes, page 4-8.

**Note:** If you retain PN\_GROUPING\_RULE as your grouping rule, Oracle Receivables will not group billing transactions. To enable grouping of billing transactions create another grouping rule and assign it to the Property Manager Batch Source in the Transaction Source window.

### Selecting AutoInvoice Options for Property Manager Batch Sources

To change the Grouping Rule value to one other than PN\_GROUPING\_RULE:

1. Navigate to the Transaction Sources window by choosing Setup: Receivables Transactions: Batch Sources.
2. In the Name field, query the Property Manager Batch Source transaction source. For detailed information on performing a query by example, see: Performing Query By Example, *Oracle E-Business Suite User's Guide*.
3. In the Grouping Rule field, select the desired grouping rule.
4. Save the transaction source.

## Specifying Receivable Grouping Rules at Different Levels

You can specify grouping rules at different levels in Oracle Receivables. However, to successfully group invoices in Oracle Property Manager, you must assign a grouping rule to the Property Manager Batch Source. No grouping will occur if the grouping rule is assigned to any level other than batch source.

AutoInvoice uses the following hierarchy to determine which grouping rule to use on a transaction line:

- Grouping rules specified in the Transaction Sources window for the batch source of the transaction line
- Grouping rules specified in the Customer Profile Classes window for the bill-to site of the transaction line
- Grouping rules specified in the Customer Profile Classes window for the bill-to customer of the transaction line
- Grouping rules specified in the System Options window of Oracle Receivables.

For detailed information, see: *Grouping Rules, Oracle Receivables Implementation Guide*.

## Using Receivables Grouping Rules

The following are two ways in which you can use receivable grouping rules.

### **Group by Mandatory Attributes: Customer, Customer Site, or Transaction Date**

The mandatory receivable attributes include Customer Name, Customer Site, Transaction Date, all the other invoice header attributes, and the receivable account CCID. Oracle Receivables provides the DEFAULT grouping rule that contains all of the mandatory attributes.

You can select this grouping rule in the Transaction Sources (Oracle Receivables) window for the Property Manager Batch Source to enable grouping of billing items by Customer, Customer Site, Transaction Date, or any of the mandatory invoice attributes.

You can also create a new grouping rule that would include the mandatory attributes by default and assign it to the Property Manager Batch Source. Note that grouping by mandatory attributes occurs across all leases.

### **Group by Optional Attributes: Payment Purpose, Payment Type, or Lease Number**

In order to group exported items by payment purpose, type, or lease number, create a grouping rule that includes the Receivables optional grouping attributes that are mapped to the desired Oracle Property Manager grouping attributes. See *Optional Receivable Grouping Attributes*, page 4-8.

For example, to group billing items based on the payment purpose, create a grouping rule in Receivables that includes `INTERFACE_LINE_ATTRIBUTE8` as an optional attribute, and assign the grouping rule to the Property Manager Batch Source. To group billing items based on the payment purpose and lease number, create a grouping rule

that includes the interface table attributes INTERFACE\_LINE\_ATTRIBUTE8 and INTERFACE\_LINE\_ATTRIBUTE10, and assign the grouping rule to the Property Manager Batch Source.

## Related Topics

System Options in Oracle Property Manager, page 3-8

## Payment and Billing Term Templates

Payment and billing term templates contain default term details that users can associate with multiple leases, variable rent agreements, and rent increase agreements. Term templates help users avoid having to enter identical information for multiple payment and billing terms.

Users can associate terms templates with a lease through the Term Template field in the Details tabbed region of the Lease window. The list of values for the Term Template field contains all previously created term templates.

Payment term templates contain default payment term information used in expense leases. Billing term templates contain default billing term information used in revenue leases and subleases.

After you associate a term template with a lease, all the term details specified in the templates are automatically assigned to the lease. These term details can be modified at the payment or billing term level from the Payments and Billings tabbed regions.

Term templates specified in the Details tabbed region of the Lease window are assigned to the individual payment or billing terms by default, but can be overwritten. Note that users can assign different term templates for each payment or billing term.

## Using Term Templates

The following rules apply when using term templates.

- Users can enter General Ledger (GL) Accounts information (at the lease level) in two places: The Account Defaults region in the Details tab of the Lease window and the Accounts Distribution tab of the Term Template window. GL Accounts information entered in the Details tabbed region takes precedence over GL Accounts entered in the Accounts Distribution tabbed region.
- The term template defined in the Details tab of the Lease window is assigned to the Term Template field of the Payment or Billing tab by default. However, users can select another term template in the Payment or Billing tab.
- A term template can be associated with a rent increase agreement or a variable rent agreement if all the relevant term information has been entered in the template.
- Once a term template is assigned to a lease, term, variable rent agreement, or rent increase agreement, Oracle Property Manager continues to use information from

the term template (whether or not it is active) until a user disassociates it from the lease, term, or agreement.

- If no term templates have been defined for a lease, a predefined term template is selected. The predefined term template is selected based on certain similarities (a combination of Purpose, Type, and Location Code) between the new lease and an existing lease. If multiple similar term templates are found, all will be displayed in the Term Template list of values. The user must then select one. If no similar term template is found, a template is selected based on the defined Parent Location Code, with the same combination of Purpose and Type.

### Creating a Payment or Billing Term Template

To create a payment or billing term template:

1. Navigate to the Payment Term Template or Billing Term Template window using one of the following paths:
  1. Leases and Documents: Payments: Payment Term Template
  2. Leases and Documents: Billings: Billing Term Template
2. In the Find Payment or Billing Term Templates window, click New.
3. In the Term region of the New Payment or Billing Term Template window, enter information for the new Term Template. Operating Unit and Term Template Name are the only required fields.

**Note:** You cannot update the operating unit once you have saved the term template. Also, you create a term template for a specific operating unit. Therefore, users can associate term templates with leases only if they belong to the same operating unit.

4. In the Pay or Bill tabbed region, enter supplier or customer and project information.
5. In the Accounts Distribution tabbed region, define all relevant GL accounts. While creating payment term templates, you must ensure that all the accounts belong to the same legal entity. Oracle Property Manager will display an error if you enter accounting codes that belong to different legal entities. For details, see Derivation of Legal Entity, *Oracle Property Manager User Guide*.

**Note:** In the case of a discrepancy, GL accounts defined in the Details tabbed region of the Lease window take precedence over the GL accounts defined in the Term Template window.

## Copying a Payment or Billing Term Template

To copy a payment or billing term template:

1. Navigate to the Payments or Billings tabbed region of the Lease window using the following path:

Leases and Documents: Main Lease: Enter Leases and Documents

2. In the Payments or Billings tabbed region, select a new row under the payment or billing term template to be copied.

3. From the menu, select the following:

Edit: Duplicate: Record Above

**Note:** This action will copy the payment or billing term into the new row. All fields are copied from the old term except the Name and Amount fields. Each field can be modified to suit the new payment or billing terms.

## Milestone Templates

Milestones are events of importance in the life of a lease, with dates and deadlines by which certain actions must be taken, such as lease commencement or termination dates, and insurance due dates.

In Oracle Property Manager, you can keep track of lease milestones, and group them together into named milestone templates. By grouping milestone types and users that you commonly apply to your leases within a milestone template, you can save users the trouble of having to redefine milestone responsibilities every time they abstract a lease.

A milestone template is a group of milestone types and users. Each item that you list in the template consists of a milestone type, the name of the primary user, and, optionally, notification scheduling information. You can also assign the responsibility for taking action on a milestone to one user or to a group of users.

When you design a milestone template, you can associate milestone types with users in one of the following ways:

- One milestone type can be associated with one user.
- Multiple milestone types can be associated with one user, when that user has the responsibility for those milestones.
- Multiple users can be associated with one milestone type, when it is necessary for one user to provide backup for another.

## Related Topics

Milestones, *Oracle Property Manager User Guide*

Milestone Types, *Oracle Property Manager User Guide*

Setting Up Milestones, *Oracle Property Manager User Guide*

## Setting Up Milestone Templates

Prerequisite:

- Define values for milestone types and primary users in the Lookups window. For more details, see Lookups, page 3-25.

To set up milestone templates:

1. Navigate to the Milestone Templates window.
2. In the Name field, enter the name of the new milestone template. Enter a template name that indicates the contents of the template clearly.
3. In the Description field, you can optionally enter a description to provide additional information for other users. For example, your description might state: "These payment milestones are only used with net leases."
4. In the Type field, enter the type of milestone that is appropriate to this template.
5. In the Primary User field, enter the name of the user who will have primary responsibility for taking action on the corresponding milestone type.
6. In the Lead Days field, enter the estimated number of days that will be required to complete the milestone type you entered.
7. In the Frequency field, enter the number of days that you want to elapse from one user notification to the next.
8. Save the milestone template.

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# Oracle Property Manager Open Interfaces

This chapter describes the open interfaces in Oracle Property Manager.

This chapter covers the following topics:

- Oracle Property Manager Open Interfaces
- Oracle Property Manager Open Interface Table Descriptions

## Oracle Property Manager Open Interfaces

You can use the space open interface to extract employee space assignment data and space definition data from vendors' applications, and import this data into Oracle Property Manager. You can also export data from Oracle Property Manager into vendors' applications.

### Related Topics

Property Manager Open Interface Tables, page 5-2

Computer-Assisted Facilities Management, *Oracle Property Manager User Guide*

### Exporting Location Information

You can export location or space assignment information from Oracle Property Manager to computer-assisted design (CAD) or computer-assisted facilities management (CAFM) applications using the Export to CAD Interface concurrent program. For details, see *Export to CAD Interface, Oracle Property Manager User Guide*.

### Importing Property Information

You can import employee space assignment entries or location records into Oracle Property Manager by using the Import from CAD concurrent program. After importing the space assignment or location information, you can create, update, or delete employee space assignments or modify location information. For details, see *Import to*

CAD Interface, *Oracle Property Manager User Guide*.

## Purge Open Interface Tables

Use the Purge Open Interface Tables concurrent program after you submit the Export to CAD Interface or Import from CAD concurrent program. This program purges records from the Property Manager open interface tables PN\_SPACE\_ASSIGN\_ITF and PN\_LOCATIONS\_ITF.

For details on the Purge Interface Tables concurrent program, see Purge Interface Tables, *Oracle Property Manager User Guide*.

## Integration with eAM Property Manager

The integration between Oracle Property Manager and eAM enables eAM assets to correspond with locations defined in Oracle Property Manager. The information transferred from Oracle Property Manager are the three-level land or building hierarchies, and the associated Location codes within Oracle Property Manager. See Export Locations to Enterprise Asset Management, *Oracle Property Manager User Guide*.

## Related Topics

Overview of eAM Property Manager, *Oracle Enterprise Asset Management User's Guide*

## Oracle Property Manager Open Interface Table Descriptions

The following sections list the columns in the Oracle Property Manager Open Interface tables and indicate which columns require values for importing and exporting information to and from Oracle Property Manager. For more information, see the Oracle eTechnical Reference Manual. See also: Table Definitions (*Oracle Property Manager Technical Reference Manual*).

Although columns are validated against columns in other tables, the tables have no foreign key relationships.

Oracle Property Manager includes the following interface tables:

- PN\_LOCATIONS\_ITF, page 5-3
- PN\_EMP\_SPACE\_ASSIGN\_ITF, page 5-13
- PN\_VOL\_HIST\_BATCH\_ITF, page 5-19
- PN\_VOL\_HIST\_LINES\_ITF, page 5-21
- PN\_REC\_EXP\_ITF, page 5-25



## PN\_LOCATIONS\_ITF

The following sections describe the column names and requirements for the PN\_LOCATIONS\_ITF table.

### BATCH\_NAME

Enter the name of the batch. The interface program looks for this column in the table to select the records that need to be processed.

**Validation:** None

**Destination:** None

### ENTRY\_TYPE

Specify the type of the entry being made.

**Validation:** Value must be one of the following:

A: Add (create a new row - used when adding a new location)

R: Replace (replace the existing row value only if the column in the interface table is not null - used when changing only selected location data)

U: Update (update the existing row value with the null or non-null interface table column value - used when changing all location data)

**Destination:** None

### LOCATION\_ID

Internal identifier for the location, generated from an Oracle database sequence. This should be mapped or tagged to the vendor's own location identifier for reference and subsequent updates to the location record.

**Validation:** If the ENTRY\_TYPE is U or R, then the value you enter must be for an existing, valid location, present in PN\_LOCATIONS.LOCATION\_ID. If the ENTRY\_TYPE is A, then the value must be unique and must not be present in PN\_LOCATIONS.LOCATION\_ID.

**Destination:** PN\_LOCATIONS.LOCATION\_ID

## LOCATION\_TYPE\_LOOKUP\_CODE

Specify the type of location, for example, building, floor, office, land, parcel, or section.

**Validation:** The value must be a valid value present in the system defined lookup code, PN\_LOCATION\_TYPES.

**Destination:** PN\_LOCATIONS.LOCATION\_TYPE\_LOOKUP\_CODE

## LOCATION\_CODE

Enter the location code. This is a system generated unique value for every location defined in Oracle Property Manager.

**Validation:** If the ENTRY\_TYPE is U or R, then the code you enter must be for an existing, valid location, present in PN\_LOCATIONS.LOCATION\_CODE. If the ENTRY\_TYPE is A, then the code must be unique and must not be present in PN\_LOCATIONS.LOCATION\_CODE.

**Destination:** PN\_LOCATIONS.LOCATION\_CODE

## BUILDING

Enter the name of the building or land.

**Validation:** None

**Destination:** PN\_LOCATIONS.BUILDING

## FLOOR

Enter the name of the floor or parcel.

**Validation:** None

**Destination:** PN\_LOCATIONS.FLOOR

## OFFICE

Enter the name of the office or section.

**Validation:** None

**Destination:** PN\_LOCATIONS.OFFICE

## LEASED\_OR\_OWNED

Enter the tenure of the location. Default to Leased.

**Validation:** The value must be a valid one from the system defined lookup code PN\_LEASED\_OR\_OWNED. The pre-seeded values are Leased, Managed, Mixed, and Owned.

**Destination:** PN\_LOCATIONS.LEASED\_OR\_OWNED

### **ADDRESS\_LINE1**

Enter the address of the building or land.

**Validation:** None

**Destination:** PN\_ADDRESSES.ADDRESS\_LINE1

### **ADDRESS\_LINE2**

Enter the address of the building or land.

**Validation:** None

**Destination:** PN\_ADDRESSES.ADDRESS\_LINE2

### **ADDRESS\_LINE3**

Enter the address of the building or land.

**Validation:** None

**Destination:** PN\_ADDRESSES.ADDRESS\_LINE3

### **ADDRESS\_LINE4**

Enter the address of the building or land.

**Validation:** None

**Destination:** PN\_ADDRESSES.ADDRESS\_LINE4

### **COUNTY**

Enter the county of the building or land.

**Validation:** None

**Destination:** PN\_ADDRESSES.COUNTY

### **CITY**

Enter the city of the building or land.

**Validation:** None  
**Destination:** PN\_ADDRESSES.CITY

## STATE

Enter the state of the building or land.

**Validation:** None  
**Destination:** PN\_ADDRESSES.STATE

## PROVINCE

Enter the province of the building or land.

**Validation:** None  
**Destination:** PN\_ADDRESSES.PROVINCE

## ZIP\_CODE

Enter the zip code of the building or land.

**Validation:** None  
**Destination:** PN\_ADDRESSES.ZIP\_CODE

## COUNTRY

Enter the country where the building or land is located.

**Validation:** Must be populated only for land and buildings. The value must be a valid value in the system-defined lookup code, FND\_TERRITORIES.  
**Destination:** PN\_ADDRESSES.COUNTRY

## ADDRESS\_STYLE

Used as a context value for the flexible address format descriptive flexfield.

**Validation:** None  
**Destination:** PN\_ADDRESSES.ADDRESS\_STYLE

## MAX\_CAPACITY

Enter the maximum capacity of the location.

**Validation:** The maximum capacity of a location must always be greater than or equal to its optimum capacity. This field must be populated only for Office and Section. This value rolls up for Buildings, Land, Floors, and Parcels, and therefore, cannot be entered for them.

**Destination:** PN\_LOCATIONS.MAX\_CAPACITY

## **OPTIMUM\_CAPACITY**

Enter the optimum capacity of the location.

**Validation:** The optimum capacity of a location must always be less than or equal to its maximum capacity. This field must be populated only for Office and Section. This value is rolled up for Buildings, Land, Floors, and Parcels, and therefore, cannot be entered for them.

**Destination:** PN\_LOCATIONS.OPTIMUM\_CAPACITY

## **RENTABLE\_AREA**

Enter the rentable area of the location. The rentable area is captured in both IFMA and BOMA space measurement standards.

**Validation:** The rentable area of a location must always be less than or equal to its gross area, and greater than or equal to its usable area. This field must be populated only for Office and Section. This value rolls up for Buildings, Land, Floors, and Parcels and therefore, must not be entered for them.

**Destination:** PN\_LOCATIONS.RENTABLE\_AREA

## **USABLE\_AREA**

Enter the usable area of the location. The usable area is captured in both IFMA and BOMA space measurement standards.

**Validation:** The usable area of a location must always be less than or equal to its rentable area and greater than or equal to its assignable area. This field must be populated only for Office and Section. This value is rolled up for Buildings, Land, Floors, and Parcels and therefore must not be entered for them.

**Destination:** PN\_LOCATIONS.USABLE\_AREA

## ALLOCATE\_COST\_CENTER\_CODE

Enter the cost center to which the location is allocated.

**Validation:** None

**Destination:** PN\_LOCATIONS.ADDRESS\_STYLE

## UOM\_CODE

Enter the unit of measure code. Oracle seeded examples are SFT (square feet), SYD (square yards), and SMT (square meters).

**Validation:** The value must be a valid value present in the system-defined lookup code, PN\_UNITS\_OF\_MEASURE.

**Destination:** PN\_LOCATIONS.UOM\_CODE

## PARENT\_LOCATION\_ID

Enter the ID of the parent location. In Property Manager, Building is the parent of Floor, and Floor is the parent of Office. Land, Parcel, and Section have a similar parent-child relationship. Also, Land and Buildings are considered children of Property. For example, the PARENT\_LOCATION\_ID of a floor will be that of the parent building.

**Validation:** The PARENT\_LOCATION\_ID you enter must belong to a valid location, which is a parent of the current location, and must be present either in PN\_LOCATIONS.LOCATION\_ID or in PN\_LOCATIONS\_ITF.LOCATION\_ID.

**Destination:** PN\_LOCATIONS.PARENT\_LOCATION\_ID

## LAST\_UPDATE\_DATE

An Oracle Standard Who column. Enter the last update date for this record. Property Manager uses this date for reference and audit purposes only.

**Validation:** Must be in valid date format. Must be populated only if ENTRY\_TYPE is U. Must be left null in all other cases.

**Destination:** None

## NEW\_ACTIVE\_START\_DATE

This is an Oracle Standard Who column.

**Validation:** When the start date is updated from the interface table, the

import program validates for location overlaps, location gaps, and active tenancies dates.

**Destination:** PN\_LOCATIONS.ACTIVE\_START\_DATE

### **NEW\_ACTIVE\_END\_DATE**

This is an Oracle Standard Who column.

**Validation:** When the end date is updated from the interface table, the import program validates for location overlaps, location gaps, and active tenancies dates.

**Destination:** PN\_LOCATIONS.ACTIVE\_END\_DATE

### **LAST\_UPDATE\_LOGIN**

This is an Oracle Standard Who column.

**Validation:** This column must be left null.

**Destination:** None

### **CREATED\_BY**

This is an Oracle Standard Who column.

**Validation:** This column must be left null.

**Destination:** None

### **LAST\_UPDATED\_BY**

This is an Oracle Standard Who column.

**Validation:** This column must be left null.

**Destination:** None

### **ATTRIBUTE\_CATEGORY**

Enter the descriptive flexfield category for the descriptive flexfield information you want to import.

**Validation:** None

**Destination:** PN\_LOCATIONS.ATTRIBUTE\_CATEGORY

## ATTRIBUTE[1-15]

Enter descriptive flexfield information that you want to import. The structure of the information you enter in these columns ( data types, value sets) must match the structure of the descriptive flexfield segments you have defined for your properties and/or sites, or you will experience validation problems when you try to access the information in the location windows.

**Validation:** None

**Destination:** PN\_LOCATIONS.ATTRIBUTE[1-15]

## ADDR\_ATTRIBUTE\_CATEGORY

Enter the descriptive flexfield category for the descriptive flexfield information you want to import for the location address.

**Validation:** None

**Destination:** PN\_ADDRESSES.ATTRIBUTE\_CATEGORY

## ADDR\_ATTRIBUTE[1-15]

Enter descriptive flexfield information that you want to import for the location address. The structure of the information you enter in these columns (data types, value sets) must match the structure of the descriptive flexfield segments you have defined for your addresses, or you will experience validation problems when you try to access the information using the forms.

**Validation:** None

**Destination:** PN\_ADDRESSES.ATTRIBUTE[1-5]

## TRANSFERRED\_TO\_CAD

A flag specifying if the record was transferred from Property Manager to a CAFM vendor.

**Validation:** This column must be left null.

**Destination:** None

## TRANSFERRED\_TO\_PN

A flag specifying if the record was transferred from a CAFM vendor to Property Manager.

**Validation:** This column must be left null.



**Destination:** None

## **ERROR\_MESSAGE**

Used by Property Manager Import/Export programs to indicate validation or other errors encountered while running the program, in conjunction with ERROR\_CODE.

**Validation:** This column must be left null.

**Destination:** None

## **SOURCE**

Indicates a CAFM vendor or other source (such as a spreadsheet).

**Validation:** The value must be a valid value present in the user defined lookup code, PN\_SOURCE.

**Destination:** PN\_LOCATIONS.SOURCE

## **REQUEST\_ID**

Keeps track of the concurrent request during which this row was created or updated.

**Validation:** This column must be left null.

**Destination:** None

## **PROGRAM\_APPLICATION\_ID**

Keeps track of information about the concurrent program that created or updated each row, in conjunction with the PROGRAM\_ID.

**Validation:** This column must be left null.

**Destination:** None

## **PROGRAM\_ID**

Keeps track of information about the concurrent program that created or updated each row, in conjunction with the PROGRAM\_APPLICATION\_ID.

**Validation:** This column must be left null.

**Destination:** None

## **PROGRAM\_UPDATE\_DATE**

Stores the date on which the concurrent program created or updated the row.

**Validation:** This column must be left null.

**Destination:** None

## **SPACE\_TYPE\_LOOKUP\_CODE**

Used to track how the space is being utilized.

**Validation:** The value must be a valid value present in the user defined lookup code, PN\_SPACE\_TYPE\_LOOKUP\_CODE.

**Destination:** PN\_LOCATIONS.SPACE\_TYPE\_LOOKUP\_CODE

## **GROSS\_AREA**

Enter the gross area of the location. Property Manager measures gross area only for Land and Buildings, as a part of IFMA Space Measurement Standard.

**Validation:** Must be entered only if the location\_type\_lookup\_code is LAND or BUILDING. Also, when populated, the Gross Area must always be greater than or equal to the rentable area.

**Destination:** PN\_LOCATIONS.GROSS\_AREA

## **ASSIGNABLE\_AREA**

Enter the assignable area of the location. The assignable area is captured only by IFMA Space Measurement Standard.

**Validation:** The assignable area of a location must always be less than or equal to its usable area. This field must be populated only for Office and Section. This value rolls up for Buildings, Land, Floors, and Parcels and hence must not be entered for them.

**Destination:** PN\_LOCATIONS.ASSIGNABLE\_AREA

## **CLASS**

Used to categorize real estate (such as office building).

**Validation:** Must be a valid value in PN\_CLASS\_TYPE

**Destination:** PN\_LOCATIONS.CLASS

## STATUS\_TYPE

Indicates whether the location is active or inactive.

**Validation:** Must be either A (active) or I (inactive).

**Destination:** PN\_LOCATIONS.STATUS

## SUITE

Enter the suite information for an office.

**Validation:** Must be populated only if LOCATION\_Type\_LOOKUP\_CODE is office. The value must be a valid value present in the user defined lookup code, PN\_SUITES.

**Destination:** PN\_LOCATIONS.SUITE

## COMMON\_AREA

Enter the common area of the location. The common area is captured only by IFMA Space Measurement Standard.

**Validation:** The common area of a location must always be less than or equal to its usable area. This field must be populated only for Office and Section. This value rolls up for Buildings, Land, Floors, and Parcels, and therefore, must not be entered for them.

**Destination:** PN\_LOCATIONS.COMMON\_AREA

## COMMON\_AREA\_FLAG

If the value is Y, then the office/section being defined is a common area and the COMMON\_AREA field becomes mandatory. If the value is N, then the office/section being defined is not a common area and ASSIGNABLE\_AREA field becomes mandatory. The default is N.

**Validation:** None

**Destination:** PN\_LOCATIONS.COMMON\_AREA\_FLAG

## PN\_EMP\_SPACE\_ASSIGN\_ITF

The following sections describe the column names and requirements for the PN\_EMP\_SPACE\_ASSIGN\_ITF table.

## BATCH\_NAME

Enter the name of the batch. The interface program looks for this column in the table to select the records that need to be processed.

**Validation:** None

**Destination:** None

## ENTRY\_TYPE

Specify the type of the entry being made.

**Validation:** The value must be one of the following:

A: Add (Create a new row)

U: Update (Modify an existing row)

R: Replace (Replace an existing row)

**Destination:** None

## COST\_CENTER\_CODE

Enter the cost center of the employee who is being assigned.

**Validation:** The COST\_CENTER\_CODE you enter must be for an existing one present in COST\_CENTER\_CODE, defined in Oracle HR.

**Destination:** PN\_SPACE\_ASSIGN\_EMP.COST\_CENTER\_CODE

## LOCATION\_ID

Enter the Location ID of the location that is being assigned.

**Validation:** The LOCATION\_ID you enter must be for an existing, valid location, present in PN\_LOCATIONS.LOCATION\_ID.

**Destination:** PN\_SPACE\_ASSIGN\_EMP.LOCATION\_ID.

## ALLOCATED\_AREA

Enter the area assigned to the employee. Note that this value is not a percent of the location area.

**Validation:** When the Automatic Space Assignment option is set to YES, the allocated area for the space is automatically

calculated as `USABLE_AREA/total number of space assignments to a location`. If the Automatic Space Assignment option is set to `NO`, this column must be populated, and the assigned area must be less than or equal to the vacant area of the location.

**Destination:** `PN_SPACE_ASSIGN_EMP.ALLOCATED_AREA`.

### **EMPLOYEE\_SPACE\_ASSIGN\_ID**

The internal identifier for the assignment, generated from an Oracle database sequence. This should be mapped or tagged to the vendor's own space assignment identifier for reference and subsequent updates to the space assignment record.

**Validation:** If the `ENTRY_TYPE` is `U` or `R`, then the value you enter must be for an existing, valid assignment, present in `PN_SPACE_ASSIGN_EMP.SPACE_ASSIGNMENT_ID`. If the `ENTRY_TYPE` is `A`, then the value must be unique and must not be present in `PN_SPACE_ASSIGN_EMP.SPACE_ASSIGNMENT_ID`.

**Destination:** `PN_SPACE_ASSIGN_EMP.SPACE_ASSIGNMENT_ID`

### **PERSON\_ID**

The unique identifier for the employee to whom the space is allocated.

**Validation:** Must be a valid `PERSON_ID` in `PER_PEOPLE_F`.

**Destination:** `PN_SPACE_ASSIGN_EMP.PERSON_ID`

### **ALLOCATE\_COST\_CENTER\_CODE**

The cost center to which the space is charged.

**Validation:** None

**Destination:** `PN_SPACE_ASSIGN_EMP.COST_CENTER_CODE`

### **LAST\_UPDATE\_DATE**

An Oracle Standard Who column. Enter the last update date for this record. Property Manager uses this date for reference and audit purposes only.

**Validation:** Must be in valid date format. Must be populated only if `ENTRY_TYPE` is `U`. Must be left null in all other cases.

**Destination:** None

## CREATION\_DATE

This is an Oracle Standard Who column.

**Validation:** This column must be left null.

**Destination:** None

## LAST\_UPDATE\_LOGIN

This is an Oracle Standard Who column.

**Validation:** This column must be left null.

**Destination:** None

## CREATED\_BY

This is an Oracle Standard Who column.

**Validation:** This column must be left null.

**Destination:** None

## LAST\_UPDATED\_BY

This is an Oracle Standard Who column.

**Validation:** This column must be left null.

**Destination:** None

## ATTRIBUTE\_CATEGORY

Enter the descriptive flexfield category for the descriptive flexfield information you want to import.

**Validation:** None

**Destination:** PN\_SPACE\_ASSIGN\_EMP.ATTRIBUTE\_CATEGORY

## ATTRIBUTE[1-15]

Enter descriptive flexfield information that you want to import. The structure of the information you enter in these columns (data types, value sets) must match the structure of the descriptive flexfield segments you have defined for your locations and/or sites, or you will experience validation problems when you try to access the information in the location windows.

**Validation:** None  
**Destination:** PN\_SPACE\_ASSIGN\_EMP.ATTRIBUTE[1-15]

### **TRANSFERRED\_TO\_CAD**

A flag specifying if the record was transferred from Property Manager to a CAFM vendor.

**Validation:** This column must be left null.  
**Destination:** None

### **TRANSFERRED\_TO\_PN**

A flag specifying if the record was transferred from a CAFM vendor to Property Manager.

**Validation:** This column must be left null.  
**Destination:** None

### **ERROR\_MESSAGE**

This column is used by Property Manager Import/Export programs to indicate validation or other errors encountered while running the program.

**Validation:** This column must be left null.  
**Destination:** None

### **SOURCE**

Indicates a CAFM vendor or other source (such as a spreadsheet).

**Validation:** The value must be a valid value present in the user-defined lookup code, PN\_SOURCE.  
**Destination:** PN\_SPACE\_ASSIGN\_EMP.SOURCE

### **REQUEST\_ID**

Keeps track of the concurrent request during which this row was created or updated.

**Validation:** This column must be left null.  
**Destination:** None

## **PROGRAM\_APPLICATION\_ID**

Keeps track of the information about which concurrent program created or updated each row, in conjunction with the PROGRAM\_ID.

**Validation:** This column must be left null.

**Destination:** None

## **PROGRAM\_ID**

Keeps track of the information about which concurrent program created or updated each row, in conjunction with the PROGRAM\_APPLICATION\_ID.

**Validation:** This column must be left null.

**Destination:** None

## **PROGRAM\_UPDATE\_DATE**

Stores the date on which the concurrent program created or updated the row.

**Validation:** This column must be left null.

**Destination:** None

## **UTILIZED\_AREA**

Enter the number of occupants occupying the space.

**Validation:** None

**Destination:** PN\_SPACE\_ASSIGN\_EMP.UTILIZED

## **EMP\_ASSIGN\_START\_DATE**

Enter the from occupancy date for the entity.

**Validation:** Must be in valid date format.

**Destination:** PN\_SPACE\_ASSIGN\_EMP.EMP\_ASSIGN\_START\_DATE

## **EMP\_ASSIGN\_END\_DATE**

Enter the to occupancy date for the entity.

**Validation:** Must be in valid date format. Must be later than or the same as the start date.



**Destination:** PN\_SPACE\_ASSIGN\_EMP.EMP\_ASSIGN\_END\_DATE

## PN\_VOL\_HIST\_BATCH\_ITF

The following sections describe the column names and requirements for the PN\_VOL\_HIST\_BATCH\_ITF table.

### BATCH\_ID

Volume history batch identifier.

**Validation:** None

**Destination:** None

### BATCH\_NAME

Batch name.

**Validation:** None

**Destination:** None

### MIN\_REP\_DATE

Minimum reporting date for volume history batch.

**Validation:** None

**Destination:** None

### MAX\_REP\_DATE

Maximum reporting date for volume history batch.

**Validation:** None

**Destination:** None

### VOLUME\_TYPE

Volume type of volume history batch that includes Actual, Forecasted, and Deduction.

**Validation:** The only possible values are Actual, Forecasted, and Deduction.

**Destination:** None

## STATUS

Volume history batch status.

**Validation:** None

**Destination:** None

## LAST\_UPDATE\_DATE

An Oracle Standard Who column. Property Manager uses this date for reference and audit purposes only.

**Validation:** None

**Destination:** None

## LAST\_UPDATED\_BY

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## CREATION\_DATE

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## CREATED\_BY

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## LAST\_UPDATE\_LOGIN

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## PN\_VOL\_HIST\_LINES\_ITF

The following sections describe the column names and requirements for the PN\_VOL\_HIST\_LINES\_ITF table.

### BATCH\_ID

Volume history batch identifier.

**Validation:** None

**Destination:** None

### VAR\_RENT\_ID

Variable rent agreement identifier.

**Validation:** Must be a valid VAR\_RENT\_ID in PN\_VAR\_RENTS\_ALL table belonging to an existing variable rent term.

**Destination:** None

### LINE\_ITEM\_ID

Line item identifier of the variable rent agreement.

**Validation:** This must be a valid Line Item ID in PN\_VAR\_LINES\_ALL for a Period ID defined for Variable Rent ID.

**Destination:** If Volume Type is Actual or Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.LINE\_ITEM\_ID  
If Volume Type is Deduction:  
PN\_VAR\_DEDUCTIONS\_ALL.LINE\_ITEM\_ID

### REP\_STR\_DATE

Reporting start date.

**Validation:** Reporting Start Date should be equal to or greater than the Group Start Date in the PN\_VAR\_GRP\_DATES\_ALL table for a Variable Rent ID, Period ID, and Group Date ID.

**Destination:** If Volume Type is Actual or Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.START\_DATE  
If Volume Type is Deduction:  
PN\_VAR\_DEDUCTIONS\_ALL.START\_DATE

## REP\_END\_DATE

Reporting end date.

**Validation:** Reporting End Date should be equal to or greater than the Group End Date in the PN\_VAR\_GRP\_DATES\_ALL table for a Variable Rent ID and Period ID.

**Destination:** If Volume Type is Actual or Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.END\_DATE  
  
If Volume Type is Deduction:  
PN\_VAR\_DEDUCTIONS\_ALL.END\_DATE

## AMOUNT

Volume history batch line amount.

**Validation:** None

**Destination:** If Volume Type is Actual:  
PN\_VAR\_VOL\_HIST\_ALL.ACTUAL\_AMOUNT  
  
If Volume Type is Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.FORECASTED\_AMOUNT  
  
If Volume Type is Deduction:  
PN\_VAR\_DEDUCTIONS\_ALL.DEDUCTION\_AMOUNT

## DEDUCTION\_AMT

Volume history batch line deduction amount.

**Validation:** None

**Destination:** None

## DEDUCTION\_TYPE\_CODE

Volume history batch line deduction type code.

**Validation:** None

**Destination:** None

## STATUS

Volume history batch line status.

**Validation:** None

**Destination:** None

## **ERROR\_LOG**

Error log message for volume history batch line.

**Validation:** None

**Destination:** None

## **GROUP\_DATE**

Volume history batch line group date.

**Validation:** None

**Destination:** None

## **LAST\_UPDATE\_DATE**

An Oracle Standard Who column. Property Manager uses this date for reference and audit purposes only.

**Validation:** None

**Destination:** None

## **LAST\_UPDATED\_BY**

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## **CREATION\_DATE**

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## **CREATED\_BY**

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## **LAST\_UPDATE\_LOGIN**

An Oracle Standard Who column.

**Validation:** None

**Destination:** None

## **REPORTING\_DATE**

The reporting date for the volume record.

**Validation:** None

**Destination:** If Volume Type is Actual or Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.REPORTING\_DATE  
If Volume Type is Deduction: None

## **VOL\_HIST\_STATUS\_CODE**

The code specifying the status of the volume.

**Validation:** Must be a valid volume history status as defined in the  
PN\_BATCH\_TRANS\_STATUS lookup

**Destination:** If Volume Type is Actual or Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.VOL\_HIST\_STATUS\_CODE  
If Volume Type is Deduction: None

## **REPORT\_TYPE\_CODE**

The code specifying the report type of the volume.

**Validation:** Must be a valid report type as defined in the  
PN\_REPORT\_TYPE lookup

**Destination:** If Volume Type is Actual or Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.REPORT\_TYPE\_CODE  
If Volume Type is Deduction: None

## **VOL\_DEDUCT\_ID**

The identifier of the volume or deduction record.

**Validation:** None (value is automatically generated)

**Destination:** If Volume Type is Actual or Forecasted:  
PN\_VAR\_VOL\_HIST\_ALL.VOL\_HIST\_ID  
If Volume Type is Deduction:  
PN\_VAR\_DEDUCTIONS\_ALL.DEDUCTION\_ID

## PN\_REC\_EXP\_ITF

The following sections describe the column names and requirements for the PN\_REC\_EXP\_ITF table.

### EXPENSE\_LINE\_DTL\_ID

The internal identifier for the expense lines generated from an Oracle database sequence. It is populated by the extraction process and used to identify the expense line detail associated with the line of data.

**Validation:** None

**Destination:** None

### PROPERTY\_ID

Enter the property identifier from the properties table associated with the information in this row. The Property ID or the Location ID field, or both, must be entered.

**Validation:** The property type ID must validly exist in the PN\_PROPERTIES table.

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.PROPERTY\_ID

### LOCATION\_ID

Enter the location identifier from the locations table associated with the information in this row. The Property ID or the Location ID field, or both, must be entered.

**Validation:** The location ID must validly exist in the PN\_LOCATIONS table.

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.LOCATION\_ID

### EXPENSE\_TYPE\_CODE

Enter the code of the Payment Term Purpose Type associated with the information in this row.

**Validation:** This column cannot be null. The purpose type code has to exist in FND LOOKUPS for the lookup type of

PN\_PAYMENT\_PURPOSE\_TYPE.

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.EXPENSE\_TYPE\_CODE

### **EXPENSE\_ACCOUNT\_ID**

Enter the Account Code Combination ID associated with the information in this row.

**Validation:** This column cannot be null. The account code combination ID has to exist in the GL\_CODE\_COMBINATIONS table.

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.EXPENSE\_ACCOUNT\_ID

### **ACCOUNT\_DESCRIPTION**

Enter the General Ledger account description. This user specified field is optional.

**Validation:** None

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.ACCOUNT\_DESCRIPTION

### **ACTUAL\_AMOUNT**

Enter the actual expense amount.

**Validation:** This column cannot be null.

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.BUDGETED\_AMOUNT

### **BUDGETED\_AMOUNT**

Enter the budgeted expense amount.

**Validation:** None

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.BUDGETED\_AMOUNT

### **CURRENCY\_CODE**

Enter the currency code of the recovery expense.

**Validation:** This column cannot be null.

**Destination:** PN\_REC\_EXP\_LINE\_ALL.CURRENCY\_CODE

### **FROM\_DATE**

Enter the period start date to identify the beginning extraction period boundary.



**Validation:** This column cannot be null.  
**Destination:** PN\_REC\_EXP\_LINE\_ALL.FROM\_DATE

## **TO\_DATE**

Enter the period end date to identify the ending extraction period boundary.

**Validation:** This column cannot be null  
**Destination:** PN\_REC\_EXP\_LINE\_ALL.TO\_DATE

## **TRANSFER\_FLAG**

This flag indicates if the record was transferred from the interface table to the recoveries module. Choose N (not transferred) for all new records. The system will set the flag to Y (transferred) if export was successful and to E (erroneous) if it ended with an error.

**Validation:** This column cannot be null  
**Destination:** None

## **MODE\_FLAG**

This parameter is reserved for future use when expense line corrections are allowed during a re-extraction process.

**Validation:** None  
**Destination:** None

## **LAST\_UPDATE\_DATE**

This is an Oracle standard who column.

**Validation:** This column cannot be null.  
**Destination:** None.

## **LAST\_UPDATED\_BY**

This is an Oracle standard who column.

**Validation:** This column cannot be null.  
**Destination:** None.

## CREATION\_DATE

This is an Oracle standard who column.

**Validation:** This column cannot be null.

**Destination:** None.

## CREATED\_BY

This is an Oracle standard who column.

**Validation:** This column cannot be null.

**Destination:** None.

## LAST\_UPDATE\_LOGIN

This is an Oracle standard who column.

**Validation:** None.

**Destination:** None.

## ATTRIBUTE\_CATEGORY

Enter the descriptive flexfield category of the descriptive flexfield information you want to import.

**Validation:** None

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.ATTRIBUTE\_CATEGORY

## ATTRIBUTE[1-15]

Enter the descriptive flexfield information that you want to import. The structure of the information you enter in these columns, such as the datatypes and value sets, must match the structure of the descriptive flexfield segments defined for the properties or sites. If not, validation errors will occur when the information is accessed in the location windows.

**Validation:** None

**Destination:** PN\_REC\_EXP\_LINE\_DTL\_ALL.ATTRIBUTE[1-15]

## ORG\_ID

Enter the ID of the operating unit identifier.

**Validation:** None

**Destination:** None



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## Public Views

Views are customized presentations of the data in one or more tables. In other words, views are logical tables whose data are not stored permanently. Public views provide read-only access so you can use them for custom reporting and similar requirements. For information on how to modify Oracle Property Manager data using third-party software, see Oracle Property Manager Open Interfaces, page 5-1.

This appendix covers the following topics:

- Oracle Property Manager Public Views

### Oracle Property Manager Public Views

Oracle Property Manager provides public views based on location and space assignment tables. Third-party vendors can use these public views to access location and space assignment data in Oracle Property Manager.

#### PN\_LOCATIONS\_PUB\_V

You use the PN\_LOCATIONS\_PUB\_V public view to access location information. By default, the public view displays area and vacancy data as of the system date or the location end date (whichever is earlier.)

#### Retrieving Data for a Particular Date

You can specify the date for which you want area and vacancy data by calling the PNP\_UTIL\_FUNC.SET\_AS\_OF\_DATE\_4\_LOC\_PUBVIEW (userDate) API before retrieving data from the PN\_LOCATIONS\_PUB\_V view.

PNP\_UTIL\_FUNC.SET\_AS\_OF\_DATE\_4\_LOC\_PUBVIEW (userDate) sets the date for which locations space availability and assignment information should be displayed.

#### PN\_SPACE\_ASSIGN\_CUST\_PUB\_V

You use the PN\_SPACE\_ASSIGN\_CUST\_PUB\_V public view to retrieve customer

assignment information.

## **PN\_SPACE\_ASSIGN\_EMP\_PUB\_V**

You use the PN\_SPACE\_ASSIGN\_EMP\_PUB\_V public view to retrieve information on employee space assignments. By default, the public view displays data as of the system date.

### **Retrieving Data for a Particular Date**

You can specify the date for which you want space assignment data by calling the PNP\_UTIL\_FUNC.SET\_AS\_OF\_DATE\_4\_EMP\_PUBVIEW(userDate) API before retrieving data from the PN\_SPACE\_ASSIGN\_EMP\_PUB\_V public view.

PNP\_UTIL\_FUNC.SET\_AS\_OF\_DATE\_4\_EMP\_PUBVIEW(userDate) sets the date for which employee data (for example, the employee's job code from Oracle HRMS) is retrieved.

---

## Legacy Data Conversion

This appendix outlines the steps required to convert legacy lease data into the Oracle Property Manager schema.

This appendix covers the following topics:

- Overview
- Conversion Sequence
- Technical Considerations

### Overview

A lease abstracted in Oracle Property Manager is intended to accurately reflect the executed lease agreement and any associated ancillary documents. The lease should detail key lease dates, tenancy assignments, rights, restrictions, obligations, options, insurance requirements, and financial obligations.

While converting lease data, consider the following questions:

- Should you convert leases programmatically or enter them manually?
- How much history should you convert?
- How should you treat historical records?
- In what sequence should you convert data?
- What prerequisite steps must you complete before converting data?

### Conversion Effort

The number of leases you have to convert is a good measure for determining whether you should take a programmatic or manual approach.

It may require an hour or more to manually abstract a lease with amendments. In some

cases, you can use the DataLoad script to expedite the lease abstraction process.

Oracle Property Manager does not provide an open interface or import validation programs to support a programmatic conversion of lease data. However, it does provide packages to support record insertion and updates. Consequently, you can develop your own interface tables, loader scripts, and validation procedures. To determine the feasibility of this task, you must balance the effort required against the size of the conversion, the complexity of the lease agreements, and the reusability of the code.

## Converting Historical Data

You are likely to face the issue of deciding how much historical data to convert when migrating to a new financial system. Regardless of your historical data conversion policy, Oracle Property Manager presents unique challenges when converting data, which you should consider carefully to achieve the right balance between accurate data and conversion efficiency. For example

- Lease billing or payment information or location information is essential for operations such as calculating billing or payment amounts or tracking customer space assignments.
- The changes you make to the effective dates and physical attributes of locations affect related leases. For instance, as a landlord, you may change or improve the location mentioned on a lease, but retain the same location name. If you change the area of a location, the calculated annual amount and area value will be affected. Therefore, it is important to match the correct location code with each term to ensure accurate calculation.

Lease rights or options, on the other hand, might not be required for such essential operations. However, you might decide to convert such contractual data and lease events so that Oracle Property Manager presents accurate lease information to the user.

## Conversion Sequence

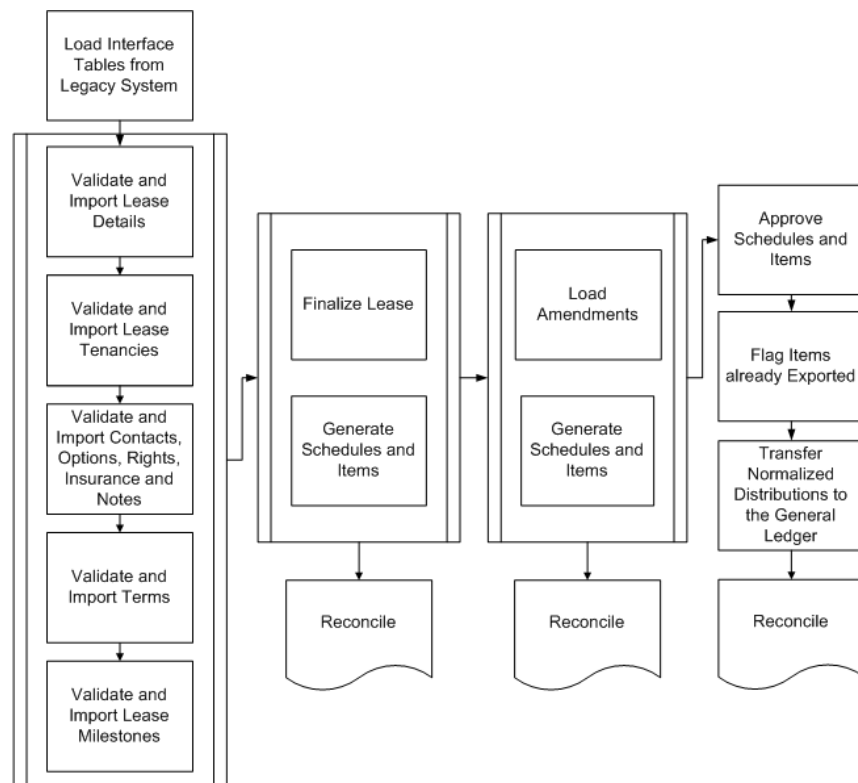
Whichever conversion method you select, it is advisable to group leases belonging to the same operating unit while converting data for leases. In addition, you must convert legacy lease data for each lease in the following sequence:

1. Load lease details.
2. Load lease tenancy information.
3. Load contacts, options, rights, notes, and insurance information.
4. Load terms.
5. Load milestone information.



6. Finalize the lease.
7. Load amendments.
8. Approve schedules.
9. Clean up schedules and items.
10. Transfer normalized distributions to Oracle General Ledger.
11. Reconcile the conversion activity.

The following diagram illustrates the sequence of steps you must follow while converting legacy lease data.



**Note:** For a list of tables that are affected when you load lease components, see Target Tables, page B-28.

## Load Lease Details

Lease details identify the lease, statuses, key dates, and default information. For more information on Lease Details, see Details Tabbed Region, *Oracle Property Manager User Guide*.

## Fields in the Lease Window and the Details Tabbed Region

You should keep the following points in mind while converting lease details.

- **Lease Number:** Depending on how you have set up system options for the operating unit, the lease number may be generated automatically. For more information, see *Defining Oracle Property Manager System Options*, page 3-8.

**Important:** Lease numbers must be unique.

- **Lease Class:** Load leases according to their class. Because subleases require a master lease, you should load leases in the following order:
  - Expense leases
  - Revenue leases
  - Subleases
- **Lease Status:** Always assign an Approval Status of Draft while loading leases. In so doing, you will be able to review converted data and make any required corrections before placing the lease under change control.
- **Primary Location:** If you supply a default primary location, the information is displayed in the Locations (Lease Tenancy) tab by default.
- **Key Lease Dates:** You must keep the following points in mind while entering the key lease dates:
  - The lease termination date must be later than the commencement date.
  - The execution date is not constrained.
  - The Lease term is calculated from the commencement and termination dates. When you modify the term of the lease, the termination date will change automatically.
- **Account Defaults:** Account defaults are dynamic depending on the lease class. The accounting distribution information you mention here is used in the billing or payment terms if you do not provide account distribution information in the lease term or term template. For more information, see *Setting Up Default Accounts*, page 4-2.
- **User Responsible:** The user responsible for maintaining the abstracted lease. This individual must be defined as a user within the Oracle E-Business Suite.
- **Functional Currency:** The functional currency you have selected for your ledger. It

cannot be updated. If terms are stated in a currency other than the functional currency, the currency code must be defined in the billing and payment information.

- You can enter additional data in descriptive flexfields to capture other unique organizational attributes.

#### See Also

Target Tables, page B-28

## Load Lease Tenancy Information

The tenancy information you supply differs based on the lease class. While some information is common, data elements related to customer and common area maintenance (CAM) are valid only with revenue leases and subleases. For more information on lease tenancy, see *Locations Tabbed Region, Oracle Property Manager User Guide*.

### General Information

You should keep the following points in mind while converting tenancy information for a lease.

- Each lease must refer to at least one location. This location must be continuously active during the lease term (between the commencement and termination dates of the lease). You must create properties and locations before creating tenancy information.
- Whether or not you can assign a location to multiple leases depends on how you have set up the Allow Multiple Tenancy system option.
  - If you set the Allow Multiple Tenancy system option to No, you can assign a location to only one lease at a time. That is, a location cannot have overlapping effective dates on multiple leases.
  - If you set the system option Multiple Tenancy Lease to Yes, you can use the same location on multiple leases. This option is useful in cases where a common location, such as a storage room, is assigned to multiple tenants. For more information, see System Options in Oracle Property Manager., page 3-8
- You can assign the same location to a main lease and its related sub lease. However, the effective dates in the sub lease must lie within the effective dates of the master lease. In addition, the location must either be the same location or a child location.

**Important:** If you are converting lease data programmatically, ensure that associated locations and leases belong to the same operating unit.

## Fields in the Location Tabbed Region

Keep the following points in mind while converting information for the fields related to tenancy information.

- **Type**
  - You cannot assign property, office parks, or suites to a lease.
  - If you have assigned a location such as a building or a floor to a tenant, you cannot assign sub-locations such as offices to another tenant.
  
- **Location Code**
  - Location codes are a unique concatenation of the aliases for each level of the property hierarchy.
  - Oracle Property Manager generates a set of permitted location codes when you define a property and its locations. You cannot create location codes dynamically through lease entry or conversion. For more information, see *Defining Properties, Oracle Property Manager User Guide*.
  
- **Primary**
  - A lease can have one primary location only for a given period.
  
- **Usage**
  - Usage refers to the planned or stated use of the location (by the tenant) and is a mandatory field. Usage types must be predefined as values for the PN\_TENANCY\_USAGE\_TYPE lookup. For more information, see Lookups, page 3-25.
  
- **Assigned Percent Area**
  - Assigned Percent Area is a required field that refers to the percentage of the location covered. How you define the Multiple Tenancy Lease system option affects how you specify assigned percent area.
    - If you set the Multiple Tenancy Lease system option to No and the Assigned Percent Area of a location to less than 100 percent, you cannot assign the remainder of the location area to another lease.
    - If you set the system option to Yes, the sum of the assigned percent area each tenant occupies cannot exceed 100 percent, though loads of greater than 100 percent are allowed.
  
- **Occupancy and Expiration Dates**

- Occupancy (Estimated and Actual) and Expiration Dates provide a timeframe for the tenancy. The following attributes apply to these dates:
  - All dates must lie within the active dates for the location. If a lease refers to a location that has been altered but retains the same location code, the tenancy records must reflect multiple records detailing the effective dates for each occupancy.
  - Estimated Occupancy Date and Expiration Date are mandatory fields. The estimated occupancy date may be before the commencement date of the lease and the expiration date may be after the lease termination date.
  - The actual occupancy date may be before the estimated occupancy date.
  
- **Customer-related fields**
  - If you are converting a revenue lease or a sublease, you must provide tenant recovery information for the primary location. You can also provide tenant recovery information for additional locations. The information required for tenant recoveries includes:
    - Customer Name and Bill to Site location
    - Financial Obligation End Date
    - Recovery Type
    - Recovery Space Standard
  
- **Area-related fields**
  - Use area measurement attributes to measure cost-per-area in lease terms and allow comparison between areas as measured and as stated in the lease document. Area measurement attributes include:
    - Lease Assignable Area
    - Lease Load Factor
    - Lease Rentable Area
    - Lease Usable Area

You must provide numeric values for these attributes in order to allow Oracle Property Manager to calculate variances between the dimensions of the location and the assertions in the lease.
  
- You can enter additional data in descriptive flexfields to capture other unique

organizational attributes.

## Related Topics

Managing Property, *Oracle Property Manager User Guide*

## Load Lease Contacts

Lease contacts are optional data elements that you can use to associate the lease with entities that provide the services (such as cleaning, maintenance, or security) mentioned on the lease. You must create a contact for the appropriate operating unit before associating it with a lease.

You can enter additional data in descriptive flexfields to capture other unique organizational attributes.

For more information, see *Contacts*, page 3-56 and *Contacts Tabbed Region*, *Oracle Property Manager User Guide*.

## Load Lease Insurance Details, Rights, Obligations, and Options

This section outlines the information you can provide on the lease for insurance, rights, obligations, and options information.

### Insurance Details

You can enter information for multiple insurance policies on the lease. Insurance details are optional data elements. However, if you decide to enter an insurance policy, you must provide the following details:

- Type
- Policy Number
- Start Date
- Expiration Date

You should keep the following points in mind while converting insurance information.

- You must define the policy types in the PN\_INSURANCE\_TYPE lookup before entering insurance information. For more information, see *Lookups*, page 3-25.
- Oracle Property Manager does not validate the insurer's name against contacts, customers, or suppliers.
- The policy number need not be unique.
- The expiration date of the policy must be later than the start date.

- There are no restrictions on required coverage and purchased coverage.
- Amounts are based on the functional currency.

You can enter additional data in descriptive flexfields to capture other unique organizational attributes.

For more information, see Insurance Tabbed Region, *Oracle Property Manager User Guide*

## Lease Rights and Obligations

You can enter multiple rights and obligations on a lease. Both rights and obligations are optional data elements. However, if you mention a right, you must provide the following information:

- Type
- Grant Code

You must define types in the PN\_RIGHTS\_TYPE lookup and grant codes in the PN\_RIGHT\_STATUS\_TYPE lookup before entering rights-related information. For more information, see Lookups, page 3-25.

Additionally, you must ensure that rights are sequentially numbered within each lease.

Similarly, if you mention an obligation on a lease, you must provide the following information:

- Type: You must define types in the PN\_OBLIGATION\_RESP\_TYPE lookup before entering obligation-related information. For more information, see Lookups, page 3-25.
- Start Date
- End Date

**Important:** The start and end dates are not validated against either the lease dates or location effective dates. However, the end date must be later than the commencement date.

Additionally, you must ensure that obligations are sequentially numbered within each lease.

You can enter additional data in descriptive flexfields to capture other unique organizational attributes.

For more information on lease-related rights and obligations, see Rights and Obligations Tabbed Region, *Oracle Property Manager User Guide*.

## Lease Options

Lease options list the legal rights of the parties associated with the lease and the timeframe in which they are available. Lease options are optional data elements. However, if you mention an option on a lease, you must provide the following information:

- Type
- Status

You must define types and statuses in the PN\_LEASE\_OPTION\_TYPE and PN\_OPTION\_STATUS\_TYPE lookups respectively, before entering lease option-related information. For more information, see Lookups, page 3-25.

Additionally, you must ensure that:

- Options are sequentially numbered within each lease
- The PN\_UNITS\_OF\_MEASURE lookup has been defined and has the following values: square feet (SFT), square yards (SYD), and square meters (SMT). These are the only values you can select with lease options. For more information, see Lookups, page 3-25.

You can enter additional data in descriptive flexfields to capture other unique organizational attributes.

For more information on lease-related options, see Options Tabbed Region, *Oracle Property Manager User Guide*.

## Load Lease Notes

Use lease notes to include detailed comments related to the lease. Lease notes are optional data elements. However, if you mention a note on a lease, you must limit the note description to 2000 characters and provide the following information:

- Type: You must create types in the PN\_NOTE\_TYPE lookup before you can attach notes to leases. For more information, see Lookups, page 3-25.
- Date
- User: The user mentioned here is the user who has abstracted, edited, or amended the lease.

You can enter additional data in descriptive flexfields to capture other unique organizational attributes.

For more information on lease notes, see Notes Tabbed Region, *Oracle Property Manager User Guide*.



## Load Lease Terms

Lease terms identify the location, frequency, amount, landlord or tenant, purpose, type, and effective dates of payments or billings related to the lease. They also include information on how Oracle Property Manager should handle invoices and the accounting associated with the term.

For detailed information on payment and billing terms, see *Payment and Billing Terms, Oracle Property Manager User Guide, Payments Tabbed Region, Oracle Property Manager User Guide*, and *Billings Tabbed Region, Oracle Property Manager User Guide*.

## General Information

You should keep the following points in mind while converting billing or payment term information for a lease.

### Converting Prepaid Terms

Oracle Property Manager allows you to prepay an individual item of a billing or payment term. You can prepay a term by creating an additional term with characteristics similar to the parent term. However, the prepayment term has a Purpose Type of Prepayment, a frequency of One Time and the same start and end date.

When you enter a prepayment term, Oracle Property Manager associates a future period (identified by a target date) with the term and creates an offsetting item in the future period. The effect of this offsetting term is to negate the financial consequences of adding the additional term at the start of the lease.

For more information on prepaid terms, see *Prepaying Rent Payments or Billings*.

## Term conversion approach

You have three options while converting terms.

1. Convert current terms: Load current terms with start dates equal to or greater than the month in which the conversion occurs.
2. Convert all term history: Load all terms with accurate start and end dates.
3. Convert only current terms with original start dates: This option allows the greatest flexibility between efficiency and providing the necessary history.

### Converting Current Terms Using the Conversion Date

Loading each term with the start date set to the conversion date is the most convenient way of converting lease term data. However, by adopting this approach, you risk having incomplete information for billing and payment item history. Incomplete information might lead to problems while determining base rents for Index Rent and Variable Rent. Normalization may also be affected if any normalized terms do not span the entire or the amended life of the lease.

### **Converting All Term History**

By loading all terms from their start date, you can ensure that you have the most flexible and complete data. However, this method can be complex and arduous.

### **Converting only Current Terms with Original Start Dates**

You can load terms that are required for normalization or base rent calculations with the original start dates, and other terms as of the conversion date.

This approach removes the need for loading all terms. However, it does have some drawbacks, including:

- Lease data history is inconsistent. Oracle Property Manager contains some lease term history, but users might need to refer to the legacy system for other information.
- Missing history may make retroactive adjustments difficult.

### **Proration**

Proration differences between Oracle Property Manager and your legacy system may lead to discrepancies between items and invoices. If this is a material matter, you should consider loading these partial period items as individual terms.

### **Converting Prepaid Terms**

Oracle Property Manager allows you to prepay an individual item of a billing or payment term. You can prepay a term by creating an additional term with characteristics similar to the parent term. However, the prepayment term has a Purpose Type of Prepayment, a frequency of One Time and the same start and end date.

When you enter a prepayment term, Oracle Property Manager associates a future period (identified by a target date) with the term and creates an offsetting item in the future period. The effect of this offsetting term is to negate the financial consequences of adding the additional term at the start of the lease.

For more information on prepaid terms, see *Prepaying Rent Payments or Billings, Oracle Property Manager User Guide*.

### **Fields on the Payment or Billing Tabbed Regions and the Term Details Window**

This section outlines the payment and billing terms that are associated with expense and revenue leases respectively.

**Note:** You cannot combine payment and billing terms on a single lease.

For detailed information on the Term Details window, see *Entering Payment and Billing Terms, Oracle Property Manager User Guide, Payment Term Details Window Reference, Oracle Property Manager User Guide, and Billing Term Details Window Reference, Oracle Property Manager User Guide*.

## Shared Term components

This section outlines some of the important components of both the payment and billing terms. For more details on lease terms, see *Managing Leases, Oracle Property Manager User Guide*.

- **Natural Breakpoint Basis**

Check box denoting whether or not the main lease term forms part of the natural breakpoint basis that Oracle Property Manager uses to calculate the natural breakpoints for variable rent.

- **Term Templates**

You can simplify the process of creating lease terms by using term templates. Information from the term template is populated in the term by default. So, you must create term templates before using them in the lease conversion process.

For more information on creating and using billing and payment term templates, see *Term Templates*, page 4-11.

- **Location**

Optionally, supply a location to associate a lease term with a particular space.

- **Purpose and Type Codes**

Purpose and type codes are required information. Purpose indicates what a term is for, and Type indicates where it originates.

You can define purpose codes to indicate the nature of the payment through the PN\_PAYMENT\_PURPOSE\_TYPE lookup. For more information, see *Lookups*.

You can use Type to assign a function to a term. You must classify the term type correctly because it determines the functionality and behavior of the term. For example, type is used, in combination with other information while

- Assigning default term templates when users have not associated a term template with a term.
- Creating grouping rules.
- Grouping recovery term detail lines (when the Consolidated Recovery Terms system option is set to No.)

There is no restriction on the combination of purpose and type codes, though there are logical combinations.

- **Start and End Dates**

You must define start and end dates for each term. A term cannot have an open-ended (or null) end date. The start and end dates of non-normalized terms

may lie outside the boundaries of the lease commencement and termination dates.

**Note:** If you are entering lease terms manually through the Term Details window, a warning message will appear if the start or end date is outside the boundaries of the key lease date.

Terms may exist outside of the key lease dates for several reasons, including:

- Deposits required prior to occupancy
- Prepayments
- Percentage rent payments after expiration of the lease
- **Frequency**

Frequency controls the interval at which invoices are generated. Set the term frequency to one of the following:

- One-Time
- Monthly
- Quarterly
- Semi-Annual
- Annual

When you select One Time, the start and end dates must be the same.

- **Schedule Day and Schedule Date**

Specify a Schedule Day to determine the day of the month on which schedules are created. This day is called the Schedule Date.

**Note:** You must select a Schedule Day between 1 and 28 because these days are available in all months.

By default, Oracle Receivables uses the schedule date to set the transaction date and Oracle Payables uses it to set the invoice date. The transaction payment term and invoice date determine the aging dates of the transaction.

Once you finalize a lease, Oracle Property Manager runs the Schedules and Items concurrent program to create an item for each frequency interval for each term. For more information on the Schedules and Items concurrent program, see Schedules and Items, *Oracle Property Manager User Guide*.

For example, a term that is effective for one year and has a monthly frequency will

produce twelve items. You can group items for approval based on their schedule date. Multiple terms can share the same schedule day and hence the same schedule date.

Consider the following example:

- You execute a lease on November 1, 2003 with a commencement date of March 1, 2004 and a termination date of February 28, 2005.
- A term of \$4,000 per month for rent begins on March 1, 2004 and ends on February 28, 2005. The Schedule Day is 1.
- A term of \$300 per month for common area maintenance (CAM) starts on March 1, 2004 and ends on February 28, 2005. The Schedule Day is 1.
- A semi-annual term of \$500 for taxes begins on August 1, 2004 and ends on February 28, 2005. The Schedule Day is 1.

The following table illustrates the schedules and items created.

<b>Schedule Day</b>	<b>Schedule Date</b>	<b>Rent</b>	<b>CAM</b>	<b>Taxes</b>	<b>Schedule Amount</b>
1	1-Mar-04	4,000.00	300	0	4,300.00
1	1-Apr-04	4,000.00	300	0	4,300.00
1	1-May-04	4,000.00	300	0	4,300.00
1	1-Jun-04	4,000.00	300	0	4,300.00
1	1-Jul-04	4,000.00	300	0	4,300.00
1	1-Aug-04	4,000.00	300	500	4,800.00
1	1-Sep-04	4,000.00	300	0	4,300.00
1	1-Oct-04	4,000.00	300	0	4,300.00
1	1-Nov-04	4,000.00	300	0	4,300.00
1	1-Dec-04	4,000.00	300	0	4,300.00
1	1-Jan-05	4,000.00	300	0	4,300.00

Schedule Day	Schedule Date	Rent	CAM	Taxes	Schedule Amount
1	1-Feb-05	4,000.00	300	500	4,800.00
		48,000.00	3,600.00	1,000.00	52,600.00

Once you approve a schedule date, you cannot add additional terms to that date. To add a term retroactively, you must supply a different schedule day.

For example, you may have approved a schedule for May 1, 2005 and want to add a new term to the lease. If you want to schedule this term on Day 1, the earliest start date is June 1, 2005. To make the payment for May, add a one-time payment term for May with a schedule day of 2. Oracle Property Manager will now set the schedule date to May 2, 2005.

- **Normalization**

You must normalize or straight line lease terms to comply with the requirements of Statement of Financial Accounting Standards No. 13, "Accounting for Leases." Besides the United States, international professional accounting bodies such as the International Accounting Standards Committee and the Institute of Chartered Accountants of Australia, have similar provisions for normalization within their standards.

Oracle Property Manager normalizes terms that

- Are marked for normalization
- Have actual amounts, and not estimates
- Are within the lease commencement and termination dates

Oracle Property Manager does not normalize terms for leases with a lease status of Holdover or Month-to-Month during the holdover or carrying period.

For more information on normalization, see Normalizing Payments or Billings, *Oracle Property Manager User Guide*.

- **Amounts**

You must specify an amount for the frequency interval you have defined. That is, if the lease specifies an annual payment of \$48,000 and the frequency is Monthly, the amount is \$4,000 (\$48,000/12).

If the payment term contains a period that is less than a full interval, the amount is prorated based on the proration rule defined on the lease. The Schedule and Items concurrent program handles proration. You need not intervene in the proration

process. For more information, see Schedules and Items Concurrent Program, *Oracle Property Manager User Guide*.

You can enter an actual amount, estimated amount, or both. When you specify an actual amount, Oracle Property Manager

- Calculates an annual amount based on the actual amount and the frequency. Oracle Property Manager extrapolates an annual amount even when the lease duration is less than a year.
- Calculates an Annual/Area rate derived from the annual amount divided by the location area. The area used in this calculation depends upon the value in the Area Type field. Oracle Property Manager sets the value of Area Type based on how you have set the Default Location Area for Leases system option. For more information on the Default Location Area for Leases system option, see System Options in Oracle Property Manager, page 3-8.

- **Currency and Exchange Rates**

You can specify a term amount in a currency other than the functional currency. In order to use another currency, you must enable it and define a conversion rate type in the Currency Conversion Type system option. For information on the Currency Conversion Type system option, see System Options in Oracle Property Manager, page 3-8.

When you approve a term, Oracle Property Manager calculates the accounted amount based on the conversion rate and the conversion date. For more information, see Currencies, page 2-6 and Currency Conversion for Billing and Payment Amounts, *Oracle Property Manager User Guide*.

## Payment Terms

Payment terms are created for expense leases. You should keep the following points in mind while converting payment term information:

- **Agreement Name:** Name of the operating expense agreement. When users create estimated payment terms in the lease, they can associate an operating expense agreement with the payment term using this field.
- **Supplier:** Supplier (landlord) name and site are required information. So, you must define suppliers before converting payment term information. For more information on setting up suppliers, see Suppliers, page 2-9.
- **Tax-related fields:** Provide a tax input classification if you want the appropriate tax amount on the invoice. Before specifying a tax input classification for a term, you should have specified them in Oracle E-Business Tax. For more information, see Tax Codes and Rates, page 2-13.

Tax is calculated based on whether it is included in, or added to the term amount.

For more information, see Pay Tabbed Region, *Oracle Property Manager User Guide*.

- **Distribution Set and project-related fields:** For non-normalized terms, you can optionally specify either a distribution set or project-related information. When you supply project-related information, you do not need to provide account distribution information because project rules determine the accounting distributions. For more information on account defaulting, see Setting Up Account Defaults, page 4-2.

If you want to specify a distribution set, you should first create it in Oracle Payables. For more information, see Distribution Sets, page 2-10.

- **Accounts Distribution:** Optionally provide accounting distribution information for the Accounts Payable Liability, Rent Expense, and Liability Accrual (required if the term is normalized.) If you do not provide accounting information on the term or the term template, Oracle Property Manager uses the accounting information defined for the Supplier Site.

## Billing Terms

You define billing terms for revenue leases and subleases. You should keep the following points in mind while converting billing term information:

- **Customer:** Customer (tenant) name and site are required information. Therefore, you must define customers before converting billing term information. For more information on setting up customers, see Customers, page 2-12.
- **Transaction Type:** You must define a transaction type in Oracle Receivables before you can assign it to a billing term. For more information, see Transaction Types, page 2-11.

**Important:** Oracle Property Manager only supports transaction types with a creation sign of Any to allow the creation of positive and negative transactions. If the Accounting Option system option is set to None or Normalized and the term is not normalized, AutoAccounting can determine accounting distribution information during the AutoInvoice process.

For more information on the Accounting Information system option, see System Options in Oracle Property Manager, page 3-8.

- **Purchase Order:** Optionally, enter a Purchase Order (PO) Number to associate a billing term with a Purchase Order. PO Number is a reference field with no validation.
- **Accounting and Invoice Rules:** You can provide Accounting and Invoice Rules for non-normalized terms only.



**Important:** The Oracle Receivables Revenue Recognition program is not a substitute for the normalization requirements of FASB13.

- **Salesperson:** Optionally, enter a salesperson. AutoInvoice uses salesperson information to access default accounting segments depending on the setting of the Accounting Option system option. Note that this field is required if the Require Salesperson check box is selected on the System Options window in Oracle Receivables.
- **Payment Term and Method:** Optionally, provide a Payment Term and Payment Method. If this information is not provided on the term, Oracle Property Manager accesses this information from the Customer Bill-to Site by default.
- **Tax Output Classification:** Where required, provide a tax output classification to indicate whether the term includes a tax amount in the total amount using the Tax Inclusive check box. AutoInvoice calculates the tax amount and creates a tax line on the invoice based on the information you provide.
- **Accounts Distribution:** Provide accounting distribution information for the following accounts:
  - Accounts Receivable
  - Revenue
  - Accrued Asset (required if the term is normalized)

You can load multiple revenue and asset accrual lines. However, the AutoInvoice concurrent program and process allows only one receivable account per invoice.

## Related Topics

Setting up Default Accounts, page 4-2

Payments and Billing Overview, *Oracle Property Manager User Guide*

## Load Lease Milestones

You can associate lease milestones with lease details, insurance details, lease options, and lease terms. You must commit a lease event or save it to the database before you can link it to a milestone. If you are loading legacy lease data programmatically, you will have to refer each milestone to a legacy lease event.

You can create milestones using milestone templates that you have defined. If you are using a milestone template, you can modify the default information populated in the milestone to reflect any specific requirements.

You can enter additional data in descriptive flexfields to capture other unique

organizational attributes.

## Related Topics

Milestones, *Oracle Property Manager User Guide*

Milestone Templates, page 4-13

## Finalize Leases

When you finalize a lease, the following processes take place:

1. Schedules and items are created. Items are created from terms and then aggregated into schedules.
2. The lease is placed under change control, and all subsequent changes must be made through either amendments or edits.

Therefore, before a lease is finalized, you should ensure that the abstracted or converted information is accurate. You must do this for each lease, so depending on the number of leases, terms, and computing resources, the lease finalization process may take several hours to complete.

If the Schedules and Items concurrent program fails, you can resubmit the program manually with the following parameters:

- Lease Number
- Context: ABS - Abstract
- Called From: Main

For more information, see Schedules and Items, *Oracle Property Manager User Guide*.

## Load Amendments and Edits

When you edit or amend a lease, Oracle Property Manager creates a history record highlighting the data elements that you have changed. A lease edit is a correction of existing information while a lease amendment originates when you execute an ancillary document to alter the lease.

You edit a lease when you want to correct data entry errors. You amend a lease when you want to change the termination date of the lease or the lease status, relocate an assigned space, change an option or right, or insert an additional billing or payment term. You can convert legacy data for lease edits by

- Including the changes as part of the original conversion. This may be the simplest and most effective approach, because Oracle Property Manager may not identify changes in the legacy system not recorded as amendments.

- Loading the changes after the finalization of the lease to record the original abstraction, and then any changes to the lease.

Converting lease amendments is a more complex task because you must:

1. Load lease amendments sequentially based on the effective date.
2. Commit the amendments to the database.
3. Submit the Schedules and Items concurrent program. See Schedules and Items, *Oracle Property Manager User Guide*.

You must also ensure that the conversion routine references a previously loaded lease event, when the amendment or edit relates to a change of a record, instead of the insertion of a new record.

The following history tables are updated as part of the conversion of lease edits and amendments:

- PN\_LEASE\_CHANGES\_ALL
- PN\_LEASE\_DETAILS\_HISTORY
- PN\_CONTACT\_ASSIGN\_HISTORY
- PN\_TENANCIES\_HISTORY
- PN\_INSURE\_REQUIRE\_HISTORY
- PN\_LANDLORD\_SERVICE\_HISTORY
- PN\_OPTIONS\_HISTORY

## Editing and Amending Lease Elements

This section outlines the implications of lease edits and amendments on the various lease elements. For a detailed description, see Making Changes and Additions to a Lease, *Oracle Property Manager User Guide*.

### Lease Details

Once you finalize a lease, you cannot edit or amend the following:

- Class
- Proration Rule
- Commencement Date

You can update the Lease Status while amending leases but not while editing leases.

Additionally, you must specify a lease extension end date if you change the Lease Status to Holdover or Month-to-Month.

You must also provide the following information when amending a lease:

- **Execution Date:** The date when that the lease amendment was agreed upon and signed by both parties to the lease
- **Commencement Date:** The date from which the lease amendment changes take effect
- **Termination Date:** The termination date of the amendment, usually the same as the lease termination date

### Lease Terms

There are certain restrictions on changing the dates on an approved term. For example, you cannot change the Start Date. Also, once schedules and items have been generated, you cannot change a lease term from a normalized to a non-normalized term.

### Modifying a Lease with Normalized Terms

When you modify a lease, Oracle Property Manager renormalizes existing normalized terms.

### Amending a Lease

When you extend or contract a lease, Oracle Property Manager renormalizes the normalized terms based on the lease termination date. If you contract a lease that has approved schedules for dates after the new termination date, Oracle Property Manager creates an adjustment to reverse the amounts already approved for schedule periods falling after the new termination date.

If you extend a lease with normalized terms, you can select not to renormalize all the existing normalized terms. If you choose not to, you must provide a cutoff date. Oracle Property Manager renormalizes only those terms whose normalization end date is after the cutoff date. For details, see *Modifying Leases, Oracle Property Manager User Guide*.

### Editing a Lease

If you add a new normalized term using Edit, Oracle Property Manager normalizes that term from the original commencement date of the lease.

**Note:** While editing leases, you cannot extend the duration of the lease or alter the lease status to Holdover or Month-to-Month.

For more information, see *Editing or Amending a Normalized Payment or Billing, Oracle Property Manager User Guide*.

## Approve Schedules

Once you load terms, you must approve the schedules before you can export the information. You can approve schedules using the Approve or Cancel Approval of Schedules concurrent program. For more information, see Approve or Cancel Approval of Schedules, *Oracle Property Manager User Guide*.

You should approve schedules up to the date of the cutoff from the legacy system to Oracle Property Manager.

## Reconcile Lease Information

If you convert all historical terms, you may face reconciliation problems with the Account Receivable or Accounts Payable subledgers. It is likely that the approved term is already reflected in the appropriate subledger. So, exporting terms will result in invoice duplication. Additionally, if terms are normalized, the accrual and relief of the accrual has probably occurred and does not require replication.

If all terms in the legacy system (before the cutoff date) have been transferred to the appropriate subledger, you need not reconcile the receivable and revenue accounts (for a revenue lease or sublease) or the liability and expense accounts (for an expense lease.) This is because the new items transferred after the cutoff date are independent of those previously transferred.

An exception is when billing terms are transferred and the non-normalized terms have revenue rules where

- The initial revenue period is before the cutoff date.
- Revenue recognition is on going.

In this case, you may need to create two separate lease terms: one for the period before the cutoff date and one subsequent to the cutoff date.

If normalized terms exist on the lease, you must reconcile the accrued asset or liability with the balance or normalized terms remaining on the lease in Oracle Property Manager. In addition, the reconciliation of the conversion process requires that both schedules and items, and prior normalized terms be cleansed.

## Cleanse Schedules and Items

You must designate as exported items that have been exported to a subledger. Items can be marked as exported in two ways. You can

- Use a SQL\*Plus script to update the PN\_PAYMENT\_ITEMS\_ALL table
- Transfer terms to the appropriate subledger and then delete the invoices in the interface.

Regardless of the approach, you must ensure that all legacy terms related to the lease have been transferred from the legacy system before the cutoff date. Failure to ensure the transfer of all legacy terms may result in missing invoices.

## Transfer Normalized Distributions to the General Ledger

After you cleanse Schedules and Items data, you must perform a similar process for the normalized items that are transferred to the General Ledger.

You can accomplish this through the Transfer Normalized Lines to GL and Create Accounting concurrent programs.

The Transfer Normalized Lines to GL concurrent program transfers normalized lines to Oracle Subledger Accounting. When you submit this request, ensure that the schedule start and end dates cover all schedules up to the cutoff date.

When the Transfer Normalized Lines to GL concurrent program terminates successfully, run the Create Accounting program (provided by Oracle Subledger Accounting) to transfer data to Oracle General Ledger. Depending on how you plan to reconcile the accrued liability or asset accounts, you may choose to either import the journal lines or delete them from the interface table.

### Related Topics

Expense and Revenue Recognition Process, *Oracle Property Manager User Guide*

Transfer Normalized Lines to GL, *Oracle Property Manager User Guide*

Create Accounting Program, *Oracle Subledger Accounting Implementation Guide*

## Reconcile Term Data with the General Ledger

For normalized terms, two separate events affect the general ledger.

1. An invoice that allows the billing or payment of an amount to a customer or supplier is generated. The accounting from this event is detailed below:

### *Billing Term*

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Receivable Account	X	
Accrued Asset Account		X

### *Payment Term*

Account	Debit	Credit
Accrued Liability Account	X	
Liability Account		X

- The revenue or expense is recognized on a monthly basis. This process is triggered by the Transfer Normalized Terms to GL concurrent program. The accounting from this event is detailed below:

*Billing Term*

Account	Debit	Credit
Accrued Asset Account	X	
Revenue Account		X

*Payment Term*

Account	Debit	Credit
Expense Account	X	
Accrued Liability Account		X

After you determine the variance between the outstanding normalized terms and the general ledger balance, you must adjust the general ledger balance by a general journal entry to the accrual account and either the revenue or expense account, or a provision account. If the variance is of a material amount, you should investigate the variance.

## Technical Considerations

This section outlines the technical considerations related to converting legacy lease data.

### Prerequisite Setup Steps in Other Products

Before converting legacy lease data, you should complete the setup steps listed below.

- **Oracle Financials:** Ensure that you have completed the general Oracle

Financials-related setup steps such as setting up taxes, calendars, currencies, and ledgers.

- **Oracle Receivables:** If you are converting data for revenue and subleases, make sure that you completed the appropriate setup steps, including creating customers, payment terms, and invoice grouping rules.
- **Oracle Payables:** If you are converting data for expense leases, ensure that you have completed the appropriate setup steps, including creating payment terms, suppliers, and distribution sets.
- **Oracle Projects:** If you wish to link project information to expense leases, ensure that you have set up the appropriate project organizations, expenditure types, projects, and tasks.

For more information on common application setup steps and setup steps in other Oracle products, see Prerequisites and Optional Integration, page 2-1.

## Prerequisite Setup Steps in Oracle Property Manager

The following is a list of setup steps that you must complete in Oracle Property Manager before you can convert lease information

- **Descriptive flexfields and value sets:** See Descriptive Flexfields and Value Sets, page 3-24.
- **Contacts:** See Contacts, page 3-56.
- **Grouping rules:** See Invoice Grouping Rules, page 4-4.
- **Term templates:** See Payment and Billing Term Templates, page 4-11.
- **Milestone templates:** For more information, see Milestone Templates, page 4-13.
- **Locations:** See Setting Up Property, *Oracle Property Manager User Guide*.
- **Oracle Property Manager System Options:** The following system options have an impact on how you convert lease data.
  - Accounting Option
  - Allow Tenancy Overlap Within Lease
  - Currency Conversion Type
  - Automatic Space Distribution
  - Automatic Lease Number



- Multiple Tenancy Lease
- Location Code Separator
- Default Location Area for Leases
- Invoice Grouping Name
- Legacy Cutoff Date

For more information, see System Options in Oracle Property Manager, page 3-8.

- **Oracle Property Manager Lookups:** You must define the following lease-related lookups before converting lease data.
  - Lease Type (PN\_LEASE\_TYPE)
  - Lease Status (PN\_LEASESTATUS\_TYPE)
  - Payment Purpose Type (PN\_PAYMENT\_PURPOSE\_TYPE)
  - Payment Term Type (PN\_PAYMENT\_TERM\_TYPE)
  - Role (PN\_LEASE\_ROLE\_TYPE)
  - Job Title (PN\_JOB\_TITLE)
  - Landlord Services (PN\_LANDLORD\_SERVICE\_TYPE)
  - Insurance Type (PN\_INSURANCE\_TYPE)
  - Lease Option Types (PN\_LEASE\_OPTION\_TYPE)
  - Lease Option Status (PN\_OPTION\_STATUS\_TYPE)
  - Milestone Sets (PN\_MILESTONES\_SET)
  - Milestone Type (PN\_MILESTONES\_TYPE)
  - Note Type (PN\_NOTE\_TYPE)
  - Financial Responsible Party (PN\_OBLIGATION\_FIN\_RESP\_PARTY)
  - Obligation Responsibility (PN\_OBLIGATION\_RESP\_TYPE)
  - Recovery Space Standard Type (PN\_RECOVERY\_SPACE\_STD\_TYPE)
  - Recovery Type (PN\_RECOVERY\_TYPE)

- Rights Type (PN\_RIGHTS\_TYPE)
- Rights Status (PN\_RIGHT\_STATUS\_TYPE)
- Tenancy Usage Type (PN\_TENANCY\_USAGE\_TYPE)

For more information, see Lookups, page 3-25.

## Target Tables

Oracle Property Manager uses the following tables while loading lease components.

- **Leases and Lease Details:** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease:
  - PN\_LEASES\_ALL
  - PN\_LEASE\_DETAILS\_ALL
  - PN\_LEASE\_TRANSACTIONS\_ALL
  - PN\_LEASE\_CHANGES\_ALL
  - PN\_LEASE\_DETAILS\_HISTORY
- **Contacts:** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease:
  - PN\_CONTACT\_ASSIGNMENTS\_ALL
  - PN\_CONTACT\_ASSIGN\_HISTORY
- **Tenancies (Locations):** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease.
  - PN\_LEASE\_TENANCIES\_ALL
  - PN\_LEASE\_TENANCIES\_HISTORY
- **Insurance Details:** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease.
  - PN\_INSURANCE\_REQUIREMENTS\_ALL
  - PN\_INSURE\_REQUIRE\_HISTORY
- **Lease Obligations:** Oracle Property Manager inserts rows into the following tables when you abstract or amend a lease:

- PN\_LANDLORD\_SERVICES\_ALL
- PN\_LANDLORD\_SERVICE\_HISTORY
- **Lease Rights:** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease:
  - PN\_RIGHTS\_ALL
  - PN\_RIGHTS\_HISTORY
- **Lease Options:** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease:
  - PN\_OPTIONS\_ALL
  - PN\_OPTIONS\_HISTORY
- **Terms (Payments and Billings):** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease:
  - PN\_PAYMENT\_TERMS\_ALL
  - PN\_DISTRIBUTIONS\_ALL

Oracle Property Manager inserts records into the following tables when you run the Schedules and Items concurrent program:

- PN\_PAYMENT\_ITEMS\_ALL
- PN\_PAYMENT\_SCHEDULES\_ALL
- **Notes:** Oracle Property Manager inserts records into the following tables when you abstract or amend a lease:
  - PN\_NOTE\_HEADERS
  - PN\_NOTE\_DETAILS
- **Milestones:** Oracle Property Manager inserts records into the following table when you abstract or amend a lease:
  - PN\_LEASE\_MILESTONES\_ALL



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## Function Security

This appendix describes how you can use function security to control user access to Oracle Property Manager.

This appendix covers the following topics:

- Function Security in Oracle Property Manager

### Function Security in Oracle Property Manager

Use function security to control access to Oracle Property Manager functionality.

Each Oracle Property Manager form performs one or more business functions. A function is a part of an application's functionality that is registered under a unique name for the purpose of assigning it to, or excluding it from an Oracle Property Manager responsibility.

Oracle Property Manager comes predefined with one responsibility, Property Manager, with its own set of preregistered functions assigned to it. Your system administrator can register additional functions and can customize your responsibilities by assigning or not assigning new functions to existing responsibilities, or by creating new responsibilities.

There are two types of functions: form and subfunction.

- **Form:** A form invokes an Oracle Forms form, for example, the Lease form name is PNTLEASE. You can navigate to a form using the Navigator.
- **Subfunction:** A subfunction is a subset of a form's functionality. In other words, a subfunction is a function executed from within a form.

Subfunctions are often associated with buttons or other graphical elements on forms. For example, in the Leases window, you may want to restrict access to the Amend Lease function. In this case, for all users that do not have the associated subfunction name assigned to their responsibility, the Amend button would not appear.

You cannot navigate to a subfunction from the Navigator.

Your System Administrator can submit the Function Security Menu Reports request set. This request set includes the Function Security Functions report, which shows a complete list of Payables functions assigned to the Oracle Property Manager responsibility.

## **Related Topics**

Overview of Function Security, *Oracle Applications System Administrator's Guide*

How Function Security Works, *Oracle Applications System Administrator's Guide*

Implementing Function Security, *Oracle Applications System Administrator's Guide*

Defining a New Menu Structure, *Oracle Applications System Administrator's Guide*

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