

# Real Estate Management (RE)



**Release 4.6C**



## Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft®, WINDOWS®, NT®, EXCEL®, Word®, PowerPoint® and SQL Server® are registered trademarks of Microsoft Corporation.

IBM®, DB2®, OS/2®, DB2/6000®, Parallel Sysplex®, MVS/ESA®, RS/6000®, AIX®, S/390®, AS/400®, OS/390®, and OS/400® are registered trademarks of IBM Corporation.

ORACLE® is a registered trademark of ORACLE Corporation.

INFORMIX®-OnLine for SAP and Informix® Dynamic Server™ are registered trademarks of Informix Software Incorporated.

UNIX®, X/Open®, OSF/1®, and Motif® are registered trademarks of the Open Group.






HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA® is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT® is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

## Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options.  Cross-references to other documentation
<b>Example text</b>	Emphasized words or phrases in body text, titles of graphics and tables
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, names of variables and parameters, source code as well as names of installation, upgrade and database tools.
<b>Example text</b>	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key

## Contents

<b>Real Estate Management (RE)</b>	<b>10</b>
<b>IDES Real Estate Management - North America (RE)</b>	<b>11</b>
<b>Master Data</b>	<b>12</b>
Additional Process Information	13
Data Used During This Demo	15
Functions of the Object Browser	17
Business Entity	19
Land Register	24
Property	27
Building	32
Rental Unit: Store	38
Rental Unit: Office	44
Using Copy Function to Create Additional Rental Units	50
Sets in Object-Browser	54
<b>Management of Interested Parties/Lease-out</b>	<b>56</b>
Additional Process Information	57
Data Used During This Process	58
Rental Request	59
Overview of Rental Requests	62
Selecting Suitable Rental Unit and Creating an Offer	63
Converting an Offer to a Lease-out	66
Lease-out	69
Tenant Information System	74
<b>Tenant Changeover</b>	<b>77</b>
Additional Process Information	78
Data Used During This Process	79
Lease-out Automatic Renewal	80
Period of Notice	81
Giving Notice on a Lease-out	84
Rental Unit Inspection	86
Changing Master Tenants with Customer Account	88
<b>Debit Position</b>	<b>91</b>
Additional Process Information	92
Data Used During This Process	93
Simulating a Debit Position	94
Executing a Debit Position	96
One-time Posting	98
Displaying Open Items	100
Simulating a Vacancy Debit Position	102
Executing a Vacancy Debit Position	106
<b>Incoming Payments</b>	<b>108</b>
Additional Process Information	109
Data Used During This Demo	110
Manual Incoming Payment	111
Manual Incoming Payment: Fast Entry	114
Manual Incoming Payment: Overpayment	116
Manual Incoming Payment: Underpayment	119

Manual Incoming Payment: Installments .....	122
<b>Rent Adjustment.....</b>	<b>125</b>
Additional Process Information .....	126
Data Used During This Demo .....	127
Index Adjustment .....	130
Graduated Rent Adjustment.....	137
Free Adjustment.....	142
Expert Opinion Adjustment .....	147
Adjustment Due to Modernization .....	151
Adjustment Due to Area Change .....	155
<b>Rent Adjustment Based on Sales Settlement .....</b>	<b>160</b>
Additional Process Information .....	161
Data Used During This Demo .....	162
Lease-out with Sales-based Rent Adjustment.....	163
Executing a Debit Position .....	168
Processing Incoming Tenant Payments .....	170
Sales Report/Statement of Revenue .....	172
Sales Settlement Simulation .....	175
Executing a Sales Settlement and Adjusting Advance Payments .....	177
<b>Service Charge Settlement.....</b>	<b>179</b>
Additional Process Information .....	180
Data Used During This Process.....	181
Creating Master Data Object for the Service Charge Settlement.....	183
Creating Additional Lease-outs Using Copy Function .....	186
Defining Participating Rental Units .....	189
Displaying Settlement Variant Assignment.....	191
Defining the Settlement Unit .....	193
Post-generate Settlement Participation .....	196
Displaying Settlement Information in a Lease-out .....	197
Simulation and Execution of a Debit Position for a Lease-out.....	199
Displaying Open Items of a Tenant.....	202
Monthly Customer Payments.....	204
Displaying and Posting Service Charge Invoices .....	205
Simulating Service Charge Settlement .....	209
Executing Service Charge Settlement .....	211
Calculating and Activating a Rent Adjustment due to Settlement .....	212
<b>Lease-in Contract .....</b>	<b>215</b>
Additional Process Information .....	216
Data User During this Process.....	217
Creating Master Data Objects for the Lease-in.....	218
Lease-in: General Settings.....	220
Lease-in: Resubmission Settings.....	225
Lease-in: Distribution Settings .....	230
Lease-in: Hierarchy .....	233
Periodic Posting for Lease-in Contacts.....	236
Displaying Open Items .....	240
Reporting: Resubmission and Renewal.....	242
<b>IDES Real Estate Management - Europe (RE) .....</b>	<b>244</b>
<b>Master Data .....</b>	<b>245</b>
Additional Information on This Scenario .....	246
Data Used During This Process.....	248
Functions of the Object Browser .....	250

Business Entity.....	252
Land Register.....	257
Property.....	260
Building.....	265
Rental Unit: Store.....	270
Rental Unit: Office.....	275
Rental Unit: Apartment.....	279
Using Copy Function to Create Additional Rental Units .....	284
Sets in Object Browser.....	287
<b>Management of Interested Parties/Lease-Out.....</b>	<b>290</b>
Additional Information on This Scenario .....	291
Data Used During This Process.....	292
Rental Request .....	293
Overview of Rental Requests.....	296
Selecting a Suitable Rental Unit and Creating an Offer.....	297
Converting an Offer to a Lease-out.....	300
Lease-Out.....	302
Tenant Information.....	307
<b>Tenant Changeover.....</b>	<b>311</b>
Additional Information on This Scenario .....	312
Data Used During This Process.....	313
Automatic Lease-Out Renewal .....	314
Notice Types .....	315
Notice .....	318
Rental Unit Inspection.....	320
Changing Master Tenants with Customer Account .....	322
<b>Rental Accounting.....</b>	<b>325</b>
Additional Information on This Scenario .....	326
Data Used During This Process.....	327
Simulating a Debit Position .....	328
Executing a Debit Position .....	330
Executing a One-Time Posting .....	332
Displaying Open Items.....	334
Simulating a Vacancy Debit Position .....	336
Executing a Debit Position on a Vacant Rental Unit.....	338
<b>Incoming Payments .....</b>	<b>340</b>
Additional Information on This Scenario .....	341
Data Used During This Process.....	342
Manual Incoming Payment.....	343
Manual Incoming Payment: Fast Entry .....	345
Manual Incoming Payment: Overpayment.....	346
Manual Incoming Payment: Underpayment.....	348
Manual Incoming Payment: Installments .....	350
<b>Rent Adjustment.....</b>	<b>352</b>
Additional Information on This Scenario .....	353
Data Used During This Process.....	354
Index-Linked Lease-Out.....	356
Graduated Lease-Out .....	362
Free Adjustment.....	365
Adjustment Due to Area Change .....	368
Adjustment Due to Expert Opinion.....	372
Adjustment Due to Modernization.....	376

Adjustment Based on Representative List of Rents .....	381
Adjustment Based on Comparative Rent .....	385
<b>Rent Adjustment Based on Sales Settlement .....</b>	<b>390</b>
Additional Information on This Scenario .....	391
Data For This Scenario .....	392
Lease-Out with Sales-Based Rent Adjustment Type .....	393
Carrying Out a Simulation .....	397
Tenant Incoming Payments .....	399
Sales Report .....	401
Sales Settlement and Adjustment of Advance Payments .....	404
<b>Service Charge Settlement .....</b>	<b>407</b>
Additional Information on This Scenario .....	408
Data Used During This Demo .....	409
Creating Master Data for Service Charge Settlement .....	411
Creating a Business Entity .....	412
Creating a Building for a Business Entity .....	413
Creating a Rental Unit with Usage Type Office .....	414
Creating a Set for your Service Charge Settlement Master Data .....	417
Creating Further Lease-Outs for Service Charge Settlement .....	419
Participating Rental Units .....	422
Settlement Unit .....	424
Post-Generating Settlement Participation .....	427
Service Charge Settlement Information in Lease-Out .....	428
Debit Position for your Lease-Outs .....	430
Monthly Incoming Payments .....	433
Displaying and Posting Invoice for Apportionable Costs .....	434
Calculating Option Rate .....	437
Simulating and Posting Input Tax Distribution .....	439
Simulating Service Charge Settlement .....	441
Executing Service Charge Settlement .....	442
Calculating and Activating the Advance Payment Adjustment .....	443







## Real Estate Management (RE)

### Use

SAP Real Estate encompasses standard R/3 business applications with industry-specific features for real estate management to produce a comprehensive, high-performance solution. The examples you find here are just a few of the streamline processes that are supported by the mySAP Real Estate solution. These processes can be easily tailored to support your type of Real Estate business activity and the requirements specific to the market in which these activities take place.

The Real Estate portion of the IDES system supports processes for both the North American and the European markets.

### Activities

[North America \[Page 11\]](#)

[Europe \[Page 244\]](#)

## IDES Real Estate Management - North America (RE)

### Use

The North American Real Estate example has been created to illustrate real estate processes from the corporate/commercial perspective appropriate to this market. The company code 3000 has been exclusively assigned for this example.

### Features

[Master Data \[Page 12\]](#)

If you intend to work through the following scripts, you have to create master data as described.

### Rental Process

[Management of Interested Parties/Lease-Out \[Page 56\]](#)

[Tenant Changeover \[Page 77\]](#)

### Rental Accounting

[Debit Position \[Page 91\]](#)

[Incoming Payments \[Page 108\]](#)

### Rent Adjustment

[Rent Adjustment \[Page 125\]](#)

[Rent Adjustment Based on Sales Settlement \[Page 160\]](#)

### Service Charge Settlement

[Service Charge Settlement \[Page 179\]](#)

[Lease-in Contract \[Page 215\]](#)

---

Master Data

## Master Data

### Use

Master data is utilized for all other functions of the Real Estate component and forms the basis for all object-related information. The purpose of this process is to familiarize you with the type of master data existing in the Real Estate component and to create master data objects which can be used in the other Real Estate processes. All scripts, where appropriate, are composed of a *display* and a *create* section. If you are interested in taking a quick look at a process or a part of a process, the *display* section is sufficient. For a deeper understanding of the Real Estate processes the *create* section is recommended. You will use the *Object Browser*, a new tool developed for Release 4.6C, to access both of these processes. Further information on this tool is located at the beginning of *Object Browser* process script. All master data you create as well as all settings in the *Object Browser* you make will be used in the *display* and *create* sections of the other Real Estate processes.

### Purpose

You can find more information about this process under [i](#) [Page 13].

### Prerequisites

You can find the data for this process under [?](#) [Page 15].

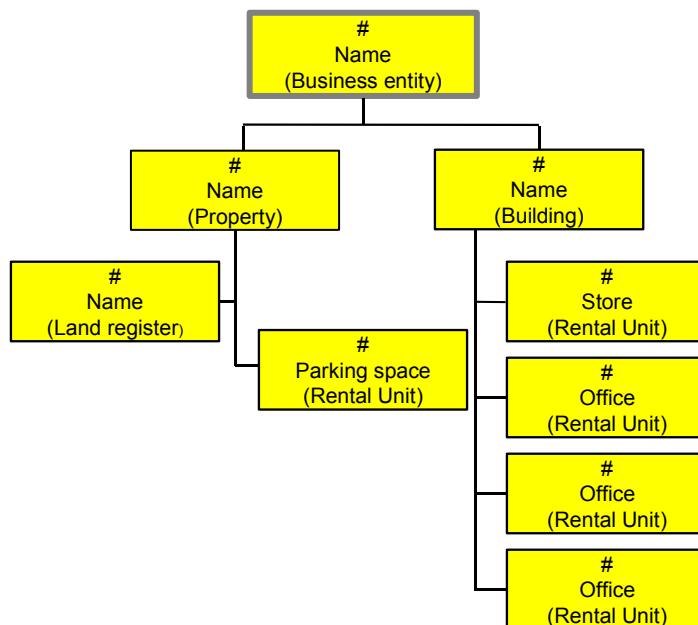
### Process Flow

1. [Functions of the Object Browser](#) [Page 17]
2. [Business Entity](#) [Page 19]
3. [Land Register](#) [Page 24]
4. [Property](#) [Page 27]
5. [Building](#) [Page 32]
6. [Rental Unit: Store](#) [Page 38]
7. [Rental Unit: Office](#) [Page 44]
8. [Using Copy Function to Create Additional Rental Units](#) [Page 50]
9. [Sets in Object Browser](#) [Page 54]

## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS WHERE APPROPRIATE ARE COMPOSED OF A *DISPLAY* AND A *CREATE* SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE *DISPLAY* SECTION IS SUFFICIENT. FOR A DEEPER UNDERSTANDING OF A CERTAIN PROCESS THE *CREATE* SECTION IS RECOMMENDED.

In this process you will *display* and *create* all of the master data objects with the exception of *Rooms*. The *display* section refers to the master data already created in the system. In the *create* section of each script you will create the following hierarchy structure, which you will be able to display with the *Object Browser* tool.



You will then learn how to use the copy function to create additional rental units. **The master data that you create here will be used in the create sections of the following processes: *Management of Interested Parties/Lease-out, Tenant Changeover, Debit Position, Incoming Payment, Rent Adjustment, and Rent Adjustment Based on Sales-Settlement.***

## Further Information on Master Data

Master data is the basis for using all other functions of the Real Estate component and forms the basis for all object-related information. The basic master data objects are:

- **Business Entity:** Business entities form part of the Company code and group buildings and/or properties into coherent units.

---

**Additional Process Information**

- **Property:** as used in the Real Estate component, refers to the **land** only; it does not include the buildings on it. Properties are parts of a business entity.
- **Buildings:** Object or parts of an object on the basis of which rooms or areas (for instance apartments, warehouses, stores) are rented.
- **Rental units:** are the spatial units on the basis of which Real Estate objects are rented. Each rental unit is uniquely assigned to a building or a property.
- **Room:** Rooms can be assigned at the building level. You can assign common rooms (heating room, staircase, and so on) only to the building. These are rooms that are used jointly by the tenants and are not included in the service charge settlement. Rooms can be also assigned to individual rental units (this however is most commonly done in residential real estate).
- **Land register:** Land register management includes the maintenance of land register data for a property.

All these objects can be created and edited using the new *Object Browser* tool. The system automatically creates the business entities, properties, buildings, and rental units as an internal Controlling object; in other words they also become account assignment objects.

## Data Used During This Demo

All scripts where appropriate consist of two sections the *display* and the *create* section. Often different data is used in the two sections. Please make sure that you are using the correct data. The location of our company is in Philadelphia, please make sure that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Field	Data	Description
Company code	3000	IDES US INC
Business entity	100	Parkway Hall
LndReg. No.	00001000	Land register number
Property	1	Property number
Building	10	Main building
Rental unit	1301	Rental unit: Store
Rental unit	1204	Rental unit: Office
Set	BUSINESS_ENTITY	Business entity CC3000
Set	PROPERTY	Property CC3000
Set	RENTAL_UNIT	Rental unit CC3000
Set	LEASE-OUT	Lease-out CC3000
Create Section		
Field	Data	Description
Company code	3000	IDES US INC
Business area	9100	Real Estate
Profit center	9110	Profit center for Business entities
	9120	Profit center for Properties
	9130	Profit center for Buildings
	9153	Profit center for Stores

**Data Used During This Demo**

	9154	Profit center for Offices
Jurisdiction code	PA0011000	Jurisdiction code for Philadelphia
Land register type	01	Land register
Usage type	0004	Usage type: Stores
	0005	Usage type: Offices
Business entity worklist	BUSINESS_ENTITY	Business entity CC3000
Property worklist	PROPERTY	Property CC3000
Building worklist	BUILDING	Building CC3000
Rental unit worklist	RENTAL_UNIT	Rental unit CC3000
Lease-out worklist	LEASE-OUT	Lease-out CC3000



## Functions of the Object Browser

### Assigning Sets to Individual Worklists

#### Use

The *Object Browser* is a new tool developed for Release 4.6C. It provides a large range of functions using a screen layout that is clearly arranged into three sections. You use the *Object Browser* to display and change existing data in a tree-structure form by client. To simplify your Real Estate object display, you can use sets to select data so that only the required data appears in the tree structure. You can also create new objects with the *Object Browser*. Additional functions of the *Object Browser* are explained in the corresponding sections.

Screen layout of the *Object Browser* :

*Worklist*: In this section, *worklists* are displayed and the *sets* that have been assigned to them. The purpose of *sets* is to let you adapt the object structure to your own needs using selection screens as well as only display the data you require. A sample *set* has been created for each level of the hierarchy.

*Real Estate hierarchy*: In this section, the *sets* selected from the *worklists* are displayed in a tree structure. You can expand or collapse the subtrees.



*Right half of the screen*: In this section, the data is displayed that you select in the *Real Estate hierarchy* by double-clicking on the objects found there. This display is the same as the direct entry to the master data display.

The *sets* that are created are available in all clients but have to be assigned to the particular user. For this reason, you will assign the *sets* to the *worklists* for your particular user. Thereafter, every time you log in with this particular user the set assignment will be visible. Please keep in mind that the IDES system is refreshed on a weekly basis. **There is no DISPLAY option to this section.**

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Master Data</i> → <i>Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER



2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .
3. In the menu that appears choose *Add sets* and the existing set is automatically assigned to the worklist. If more than one set exists for this worklist select the set *BUSINESS\_ENTITY* and choose .

**Now you will process the other worklists by assigning the required sets to each of them.**

4. Repeat steps 2 and 3 above and make assign the following sets to the relevant worklists below:

**Assigning Sets to Individual Worklists**

<b>Property worklist</b>	<i>PROPERTY</i>
<b>Building worklist</b>	<i>BUILDING</i>
<b>Rental unit worklist</b>	<i>RENTAL_UNIT</i>
<b>Lease-out worklist</b>	<i>LEASE-OUT</i>

5. In the *Worklist* section choose .
6. Choose  until the overview tree appears.

## Business Entity

### Displaying a Business Entity

#### Use

The business entity represents the highest level in the hierarchy of real estate objects. A business entity is a grouping of real estate objects, such as

- one or more properties and/or
- one or more buildings and/or
- one or more rental units.

The number of buildings and/or properties that belong to a business entity is not limited. Typically all real estate objects that have something in common (i.e. common service charges) should be grouped as a business entity.

For a business entity, you define


- ownership
- assignment to organizational structures
- responsible clerks, technicians, administrators or other business partners
- location
- tenancy law
- currency/units of measure.

In this step, you will display Business entity 100, Parkway Hall.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Business entity worklist* and choose . The set assigned to this folder will be now visible.
3. Double-click on the *BUSINESS\_ENTITY* set. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on *BE 100* (Business entity 100). On the right side of the screen the detail data of this business entity is displayed.



You can see the description and address of the business entity. Also note that the business entity is assigned to other organizational structures (business area and

**Displaying a Business Entity**

profit center) and that a location is specified for the business entity (for informational purposes only).

5. Choose the *Ref. factors* file tab.



You should now see the currency in which the business entity is managed (must be the company code currency), the units of measurement (will be used by all real estate objects linked to this business entity), the tenancy law (rules for rent adjustments and service charge settlement) and the settlement parameters (rules for settlement of operating and heating costs; in our demo defined as annual settlement, but could be monthly).

6. Choose the *Value* file tab.



Nothing is maintained here, since this functionality is only relevant in Germany. (Germany: In case of supplier invoices related to a business entity, the owner of the business entity can get a tax reimbursement for the percentage of the business entity that is used commercially).

7. Choose the *User fields* file tab.

The labels of these user fields could be customized and the fields could then be used as additional classifications of the real estate object and for summarization reporting. As an example, one of the checkboxes has been renamed to 'ADA Compliance'.

8. Choose the *Partner* file tab.



Here you can define all business partners associated with the business entity: maintenance contractors, realtors, architects, cleaning company etc. Partners are defined by their business partner role which is user-definable in Real Estate Customizing.

9. Double-click on any of the partners and you will be taken to the detailed partner address screen.

10. Choose  to return to the *RE Object Browser - Display Business Entity* screen.

11. Choose the *Owner* file tab.






Here, you can define one or several owners of the business entity as well as the percentage of ownership. This would only be applicable if the business entity or part of the business entity were owned by someone other than IDES US INC (i.e. IDES US INC would be the property manager, not the owner). Since our business entity is owned by IDES US INC, no owners are defined. If one or several owners were defined for the business entity, the costs and revenues associated with the business entity would be allocated to these owners based on their share.

10. Choose the *Availability* file tab.

Here, a time-dependent indicator controls which objects are available for which processes.

## Creating a New Business Entity

In addition, on the bottom part of the screen you can see the object hierarchy already created.

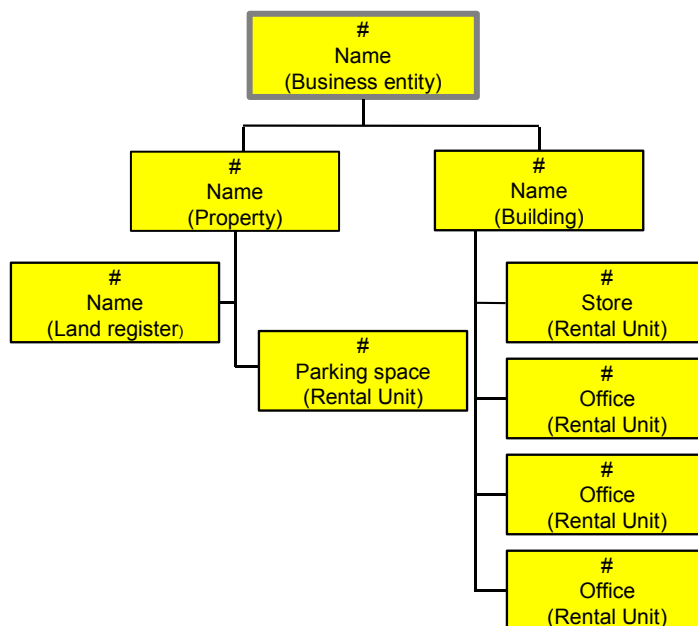
11. Select the object and then choose  to see all the buildings, properties, rental units and leases that exist in this company code.
12. Choose any of these objects. The system will take you to the master data of that particular object.
13. Choose  to return to the *RE Object Browser - Display Business Entity* screen.
14. Choose  until the overview tree appears.

## Creating a New Business Entity

### Use

In this step, you will create your own business entity and a business partner. The business entity represents the highest level of your real estate object hierarchy.


### Your Hierarchy




### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Business entity worklist* and choose . The sets assigned to this folder will be now visible.

**Creating a New Business Entity**

3. Double-click on the *BUSINESS\_ENTITY* set. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. In the *Real Estate hierarchy* column place your cursor on 3000 (number of this Company code) and choose .
5. In the menu that appears choose *Create business entity*.
6. Enter the following data:

Field	Data
Company code	3000 [IDES US INC]
Business entity	[User-definable number]


7. Choose  or  *Master data*.

8. Enter the following data:

Field	Data
Business area	9100
Jurisdiction Code	PA0011000





9. Choose the *Ref. factors* file tab. Here you can see the currency in which the business entity is managed (must be company code currency USD) and the units of measure (take over the defaults).
10. Enter the following data:

Field	Data
Tenancy law	US tenancy law
Predef.oper.csts.	Yearly, 01/01 to 12/31

11. Finally, you must maintain the address of the business entity. To do so, choose  *Address*.



At this point, you can **either** select an already existing address **or** create a new one. In this example you will create your own address.

12. To create a new address, enter the complete new address of your choice (please make sure that you enter Philadelphia in the *City* field) in the *Address Choose: Initial Screen* dialog box and press . The system will inform you that no existing address was selected.
13. Choose  and then .
14. In the *dialog box*, choose . The new address is now assigned to your business entity.
15. In the header portion of the screen enter a description for your business entity.
16. Choose the *Partner* file tab.

Creating a New Business Entity



If you assign partners at the business entity level in your real estate object hierarchy, they can be automatically copied down to the lower levels of the hierarchy, i.e. to individual properties and buildings/parts of buildings.

17. Choose . The system displays a dialog box with all allowed partner roles. In *Real Estate Customizing*, you can define which partner roles are allowed for which real estate object.
18. Double-click on partner role *0806, Administrator*.
19. Create a name for your administrator and press . If the system does not find a partner with this name, it displays the message *No partner selected*.
20. Choose *Person* to create a new partner.
21. Fill in a complete address of the partner. You can choose the other file tabs of the partner master and fill in additional data, or choose . The new partner will be automatically assigned to the business entity.
22. Choose *Account assignment approval*. This action releases the business entity so that financial posting can be made on this object. Under the *Gen. Data* file tab in the *Status* section the status of this object is set to REL meaning that the object is released.



You also have the option NOT to release certain objects. If you have a multi-level real estate hierarchy with a main building, building parts and rental units, you might not want to allow any postings to the business entity or main building. In this case, you will only release the lower levels of your RE hierarchy (i.e. building parts and rental units).

23. Choose .
24. The system displays a message that you have created a new business entity and returns you to the *RE Object Browser* screen. Write down the number of your business entity.
25. Choose until the overview tree appears.

## Land Register

## Land Register

### Displaying a Land Register




#### Use

When you create a property you can specify a land register for the title management of that property.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Land register → Display</i>
<b>Transaction Code</b>	FO14

2. In the *Land register no.* field enter 00001000.
3. Choose  or  *Master data*. Here you can see the name/address and the specifics of the land register office.
4. Choose  until the overview tree appears.

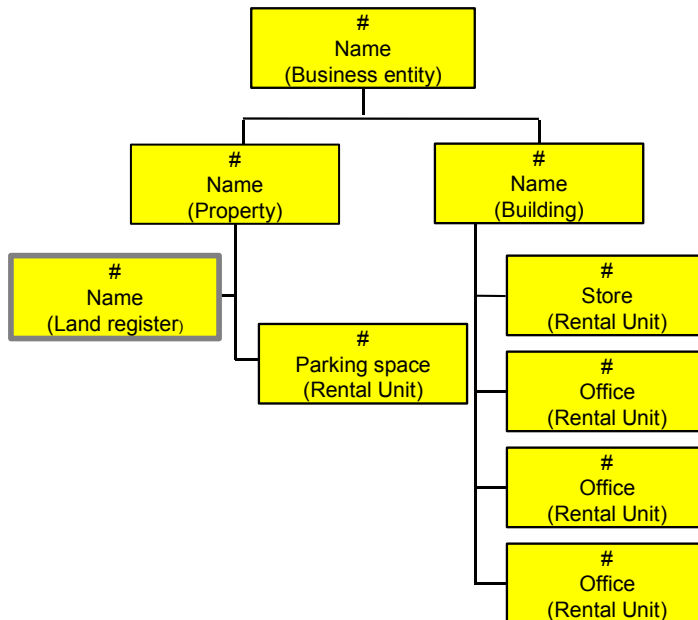
### Creating a Land Register

#### Use

You can either assign an existing land register (in this case skip this section and go directly to the script on creating property) or create your own.



## Your Hierarchy



## Procedure

To create your own land register follow the steps below:

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Land register → Create</i>
<b>Transaction Code</b>	FO16

2. Enter the following data:

Field	Data
Land register type	01
Land register from	Philadelphia
Vol. (Volume)	[Anything]
Page	[Anything]






3. Choose *Land regist. address*.

4. Enter the following data:

Field	Data
Name	Land register Philadelphia
Country key	US

**Creating a Land Register**

City, Street, Postal code, Country Key	[Please fill these fields]
--	----------------------------

5. Choose . The system will inform you that no partner with this name could be found in the records in which case you need to create this organization (your land register office).
6. Choose  *Organization*.
7. In the *Create Business Partner: Central Data* screen in the Country field enter 'US'.
8. Choose . The system has created and assigned a business partner for the land register and returned to the land register master data screen.
9. Choose .
10. Write down your land register number (LndRegNo.). You are now ready to assign this land register number to your property master (that you will create in the next section).
11. Choose  until the overview tree appears.

## Property

### Displaying a Property


#### Use

'Property' in R/3 Real Estate refers only to the land and not the buildings on it. A property is part of a business entity which, apart from one or several properties, can also consist of one or more buildings and one or more rental units. The number of properties and/or buildings that belong to a business entity is not limited. Our sample business entity 100 consists of exactly one property, which you will now display using the *Object Browser* tool.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Property worklist* and choose . The set assigned to this folder will be now visible.
3. Double-click on the set *PROPERTY*. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on *PR 100/1* (Property 1 in Business entity 100). On the right side of the screen the detail data of this property is displayed.



You can see the description and the address which is automatically copied in from the business entity (business entity defaults can be changed). In the *Assignments* section of the screen, you find the description of the individual property. The property is assigned to other organizational structures, such as business area, profit center and jurisdiction code. In the bottom section of the screen, you find the land register data where the details about the title are stored.

5. Choose the *Build.law and usage* file tab.



Here, you can maintain information related to building law ( defines how a property can be utilized), deadlines, property usage and property quality. This information can be used in real estate reporting (flexible summarization), but does not serve any other purpose.

6. Choose the *Areas* file tab.



Area types define the use of the corresponding area and are user-definable. Individual area types can add up to so-called reference area types. In our example,

## Displaying a Property

area type Parking Space rolls up to Usable area. Underdeveloped area does not roll up to Usable area (since it is underdeveloped and cannot be utilized). Which area types roll up to other area types can be defined in *Real Estate Customizing*. The unit of measure that is used for the calculations (FT2) was passed down from the business entity. Scroll to the right. The RU total (rental unit total) indicates how much of the area is used by rental units.

7. Choose the *Value* file tab.



Here, you can maintain land values. Note that all values have to be entered manually (i.e. are not derived from other master records) and are for information purposes only.

8. Choose the *Partner* file tab.



Here you can define all business partners associated with the property: maintenance contractors, realtors, architects, gardening company etc. Partners are defined by their business partner role which is user-definable in Customizing.

9. Choose the *Owner* file tab.



Here, you can define one or several owners of the property as well as the percentage of ownership. This would only be applicable if the property were owned by someone other than IDES US INC and IDES US INC would be the property manager. Since this is not the case, no owners are defined.

10. Choose the *Availability* file tab.




On the lower section of the screen you can see where your property is placed in relationship to the business entity and the other objects.

11. Choose the *Plant maint.* file tab.



From the Real Estate standpoint, the Plant Maintenance (PM) module can be used to conduct maintenance activities on a real estate object; for example when light bulbs are not functioning and need to be replaced. From a PM view, objects can be subdivided into functional locations which help to specify the area which is in need of maintenance or repair. Here you can see the functional locations (from Plant Maintenance) which are associated with this object. In the Change mode you can report all malfunctions directly from the *Plant main.* screen of an RE object.

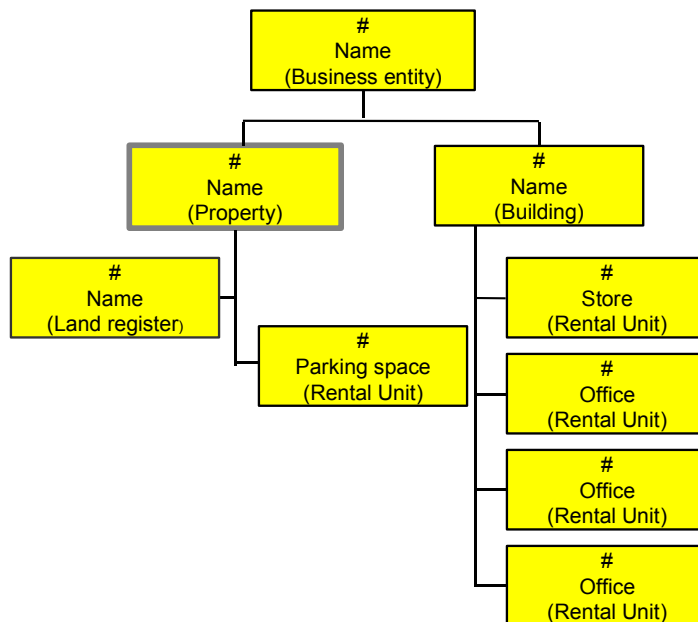
12. Choose  until the overview tree appears.

## Creating a New Property

### Use

In this step, you will create your own property and link it to your business entity. In addition, you will assign a land register to your property.

### Your Hierarchy



### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Business entity worklist* and choose . The set assigned to this folder will be now visible.
3. Double-click on the *BUSINESS\_ENTITY* set. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. In the *Real estate hierarchy* column place your cursor on *3000* (number of this Company code) and choose . The number of your business entity that you created in the previous script will now be displayed.

**Now you will create a property and assign it to your business entity.**

5. Place the cursor on your own business entity and choose .
6. In the menu that appears choose *Create property*.
7. Enter the following data:

## Creating a New Property

Field	Data
Property text	[Enter a description for your property]
Business area	9100 [Real Estate]
Profit center	9120 [Properties]
Jurisdiction code	PA0011000 [should be defaulted from your business entity]
LndRegNo.	Either assign an existing land register number or the land register you created in the above section. If you created your own land register, enter the number directly. If you are using an existing land register place your cursor in the <i>LndRegNo.</i> Field, click on the pull-down arrow, click on the <i>Real Estate land register</i> file tab in the dialog box and choose  .

8. Choose the *Build.law and usage* file tab. Here, you can maintain information related to building law (defines how a property can be utilized), deadlines, property usage and property quality. This information can be used in real estate reporting (flexible summarization), but does not serve any other purpose.
9. Choose the *Areas* file tab. Areas specify the use of the corresponding area and are user definable. Which area types you choose for your property depends on the usage of the property.

10. Enter the following data:

Type	Area	Unit	Valid from
03 (Usable area)	18000 <b>MUST</b> be the total of parking space and building area (since Usable area is a reference area and parking space and building area roll up to it)	FT2	01/01/2000
10 (Parking space)	3000	FT2	01/01/2000
12 (Building area, i.e. area of the property that is taken up by the building)	15000	FT2	01/01/2000
13 (Undeveloped area)	5000	FT2	01/01/2000

11. In the *Area* box on the bottom half of the screen scroll to the right until you reach the *RU total* and *Difference* columns. At this moment no rental units were created for your property, however, once rental units are assigned to the property, the system will analyze how much space is used by rental units vs. how much space is unused and display the figures in these two columns.
12. Choose the *Value* file tab.

Creating a New Property




Here, you can maintain land values. Note that all values have to be entered manually (i.e. are not derived from other master records) and are for information purposes only. Enter a purchase price for your property.

13. Choose the *Partner* file tab.




Here you can define all business partners associated with the property: maintenance contractors, realtors, architects, gardening company etc). Partners are defined by their business partner role which is user-definable in Customizing.

14. If you maintained partners for the Business Entity, you can copy these partners into the Property by choosing .

15. Choose the *Owner* file tab.



Here, you can define one or several owners of the property as well as the percentage of ownership. This would only be applicable if the property was owned by someone other than IDES US INC and IDES US INC would be the property manager. Since this is not the case, no owners are defined.


16. Choose  *Account assignment approval*. This action releases the property so that financial posting can be made on this object. Under the *Gen. Data* file tab in the *Status* section the status of this object is set to REL meaning that the object is released.



You also have the option NOT to release certain objects. If you have a multi-level real estate hierarchy with a main building, building parts and rental units, you might not want to allow any postings to the business entity or main building. In this case, you will only release the lower levels of your RE hierarchy (i.e. building parts and rental units).

17. Choose .

18. The system displays a message that you have created a new property and returns you to the *RE Object browser* screen. Write down the number of your property.

Choose  until the overview tree appears.

## Building

## Building

## Displaying a Building

## Use

A building is part of a business entity. Business entity can consist of


- one or more properties and/or
- one or more buildings and/or
- one or more rental units.

Buildings can be part of a multi-level hierarchy. The structure of the hierarchy depends on reporting needs: i.e. if a company wants to report buildings by wings/floors; these should be dimensions of the hierarchy. For example you could create a main building (referred to as a superior building in the R/3 system) and two building parts (eg. West wing and East wing). The same procedure if followed to create all three objects. However, when the two building parts (West wing and East wing) are created they are assigned to the superior building. This assignment assures that the system is aware that a building hierarchy exists. Our sample business entity 100 consists of several buildings. You will now display one of the buildings using the *Object Browser* tool.

## Procedure


1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Building worklist* and choose . The set assigned to this folder will be now visible.
3. Double-click on the *BUILDING* set. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on *BU 100/10* (Building 10 in Business entity 100). On the right side of the screen the detail data of this business entity is displayed.





In the top, you can see the address which was automatically copied from the business entity and then changed for the specific building. In the bottom section of the screen, you find the description of the building. Note that the building is assigned to other organizational structures: business area, profit center, jurisdiction code and fixed asset. (Note that the creation of the asset is a manual process, i.e. no workflow.)

5. Choose . A dialog box with the associated asset number is displayed.
6. Double-click on the asset number to view the asset master. The system will take you to the Asset Accounting component to view this asset's master data.





## Displaying a Building

7. Choose the *Time-dependent* file tab. Here, you can see that an internal order has been assigned to the asset. This order is used to capture any depreciation expense related to this asset.
8. Double-click on the *order number* and you will be taken to the order master.
9. Choose *Extras* → *RE object* and you can see that the order is linked to a RE object, namely our demo building 10. Due to this link, depreciation that is posted to the order will automatically show up as building costs in Real Estate reporting.
10. Choose .
11. Choose  once to return to the fixed asset master.
12. Choose the *Allocations* file tab. Note the Asset super number. It is the same number as the business entity.



The asset super number is the link between the asset and the business entity. Once the asset is created, it must first be assigned to a business entity (via the super number). Only if the asset has been assigned to a business entity, buildings and property that belong to that particular business entity can be assigned to the asset.

13. Choose  once to return to the building master record.
14. To close the dialog box, choose .
15. Choose the *Addit.data* file tab.



Here you define the additional data (such as number of floors), whether or not the building has a basement, and the fixtures and fittings characteristics (these are user-definable and for statistical information only).

16. Choose the *Dates* file tab. Here you can define various deadlines. All dates are for information purposes only.
17. Choose the *Areas* file tab.



Area types define the use of the corresponding area and are user-definable. Typically, area type information is not maintained at the main building level, but rather for the parts of the building to which rental units are assigned. At the lower level, it is thus possible to compare the available space (FT2 per area type) against the rented space (RU total).

18. Choose the *Value* file tab.



You can maintain values such as cubic volume, current building values etc. for your building. Note that all values have to be entered manually (i.e. are not derived from other master records).

## Creating a New Building



No data is maintained in the *Option rates* section of the screen, since this functionality is only relevant in Germany. (In case of supplier invoices related to a building, the owner of the building can get a tax reimbursement for the percentage of the building that is used commercially.)

19. Choose the *Partner* file tab. Here you can define all business partners associated with the building: maintenance contractors, realtors, architects, cleaning company etc.
20. Choose the *Owner* file tab.




Here you can define one or several owners of the building as well as the percentage of ownership. This would only be applicable if the business entity was owned by someone other than IDES US INC. Since this is not the case, no owners are defined.

21. Choose the *Object chars.* file tab.



For each building, you can define so-called object characteristics. Individual object characteristics are grouped into characteristic groups 4 (Roof) and 5 (Facade) in our demo example.

22. Choose  until the overview tree appears.

## Creating a New Building



### Use

In this step, you will create your own building. You will link this building to your own business entity and property.

### Procedure


1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Business entity worklist* and choose . The set assigned to this folder will be now visible.
3. Double-click on the *BUSINESS\_ENTITY* set. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. In the *Real estate hierarchy* column place your cursor on 3000 (number of this Company code) and choose . The number of your business entity that you previously created will now be displayed.

**Now you will create a building and assign it to your business entity.**

Creating a New Building

5. Place your cursor on your own business entity and choose . In the menu that appears choose *Create building*.

6. Enter the following data:

Field	Data
Company code	3000
Business entity	[Your own business entity]
Building	[User-definable number]


7. Choose  or  *Master data*.

8. Enter the following data:

Field	Data
Build.text	[Enter a description for your building]
Business area	9100 [Real Estate]
Profit center	9130 [Buildings]
Jurisdiction code	PA0011000 [should be defaulted from your business entity]
Building type	[Business premises]
Building condition	01 [no faults]



The building is assigned to many organizational structures: business area, profit center, jurisdiction code and fixed asset. (Note that the creation of the asset is a manual process, i.e. no workflow.)

9. Choose . A dialog box is displayed. Here is where the asset would be assigned to an object.

10. Choose .

11. Choose *Extras* → *Property shares*. Here you define whether your building is linked to one or several properties. Your building is linked to only one property, namely the one you created for your business entity.

12. Enter the following data:

Field	Data
Property	[Your own property number]
% share	100

13. Choose .

14. Choose the *Addit. data* file tab.

## Creating a New Building



Under *Additional data*, you can enter the number of floors, number of basements, whether the building has an elevator etc. All this information is optional and does not have any control function.

15. At the bottom of the *Addit. data* screen, you can enter fixture and fittings characteristics. Place your cursor in the *Characteristic Column* and press *F4* to view a list of all available fixtures and fittings. These characteristics are optional and provide additional information about the building. If maintained, they can be used for selection of rental units during the application process. Choose one or several characteristics for your building.



In cases when you create complex building hierarchies, it is recommended that you maintain fixture and fittings characteristics at the superior building level rather than the individual parts of the building.

16. Close the dialog box.
17. Choose the *Dates* file tab. Here you can define various deadlines. All dates are for information purposes only.
18. Choose the *Areas* file tab.



Here you can maintain area types. Area types can be customized depending on your needs. For example if your building consists of shops and offices you might want to distinguish between the two area types by calling them office floor space and shop floor space. This information can then be used for reporting purposes. In our example, however, we will maintain only one area type.

19. Enter the following data:

Type	Area	Valid from
12 (Built-up area)	15000	01/01/2000 [January 1, 2000]

20. Choose the *Value* file tab. You can maintain values such as cubic volume, current building values etc. for your building. Note that all values have to be entered manually (i.e. are not derived from other master records).



No data is maintained in the *Option rates* section of the screen, since this functionality is only relevant in Germany. (Germany: In case of supplier invoices related to a building, the owner of the building can get a tax reimbursement for the percentage of the building that is used commercially.)

21. Enter the current building value (e.g. 15,000,000.00 USD). (Note that this value must be entered manually and has no connection to any information that might be stored in the Fixed Asset System.)
22. Choose the *User fields* file tab. For each master data object, one or several user fields can be maintained. The system comes delivered with standard field descriptions that you can change according to your needs.

Creating a New Building


23. Choose the *Object chars.* file tab. For each building, you can define so-called object characteristics. Object characteristics are organized in a hierarchical manner with the lowest levels providing most detailed information on the object.

24. Example of characteristic groups and characteristics could be:

Object Characteristic Group	Object Characteristics	Values
Roof	Roof Construction	Flat roof
Roof	Roof Construction	Low-pitched roof



Object characteristic groups and characteristics are user definable in *Real Estate Customizing*. They are for statistical information only.


25. Choose  *Account assignment approval*. This action releases the building so that financial posting can be made on this object. Under the *Gen. Data* file tab in the *Status section* the status of this object is set to REL meaning that the object is released.



You also have the option NOT to release certain objects. If you have a multi-level real estate hierarchy with a main building, building parts and rental units, you might not want to allow any postings to the business entity or main building. In this case, you will only release the lower levels of your RE hierarchy (i.e. building parts and rental units).

26. Choose .

27. The system displays a message that you have created a building and returns you to the *RE Object browser* screen. Write down the number of your building.

28. Choose  until the overview tree appears.

## Rental Unit: Store

### Displaying Rental Unit: Store


#### Use

A rental unit is the spatial unit on the basis of which Real Estate objects are rented. Each rental unit is uniquely assigned to a building or a property. The system automatically creates a rental unit as an internal Controlling object; in other words the rental unit is also an account assignment object.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose . The sets assigned to this folder will now be visible.
3. Double-click on the set *RENTAL\_UNIT*. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on *RU 100/1301* (Rental unit 1301 in Business entity 100). On the right side of the screen the detail data of this rental unit is displayed. You can see the address which was automatically copied from the business entity.



Under *General data*, a *Usage type* is defined as 0004 (Store). The *Usage type* controls, how the rental unit is used (commercial use, residential use), which fields/screens are ready for input when the rental unit is maintained (field status), and which area types are allowed/mandatory. The rental unit is assigned to building 13 (West Wing) and various other organizational structures, such as business area, profit center and jurisdiction codes.

5. Choose the *Areas* file tab. Area types define the use and size of the corresponding area and are user-definable.
6. Choose the *Conditions* file tab.





Condition types are assigned to the rental unit. These condition types can include basic rent as well as additional surcharges (e.g. maintenance) for the rental unit. In our case there are two conditions assigned to this rental unit: *Store basic rent* and *OC flat rate*.

7. Double-click on *Store basic rent*.




The system displays a dialog box with a history of this condition. Here you can see how the conditions have increased or decreased, how much tax is calculated on the conditions and the Lease-outs that were effected by these changes.

8. Choose .
9. Choose *Extras* → *Cash flow*. A list of actual cash flows is displayed. The cash flows that you see here are charges that have been made to the rental unit during the month when the rental unit was vacant.
10. Choose .
11. Go to *Environment* → *Display object* → *Display current LO*. The current Lease-out for this rental unit is displayed.
12. Choose the *Conditions* file tab.



The conditions displayed here represent the actual rent that is charged for this Lease-out. When you create a rental unit you can define the conditions for that object. During creation of a Lease-out the condition of the rental unit will be automatically defaulted. However, you are always free to make any changes to the conditions during the Lease-out creation.

13. Choose *Extras* → *Cash flow*. Again, a list of actual and planned cash flows is displayed. This time, they reflect the charges for Lease-out.
14. Choose  until the overview tree appears.

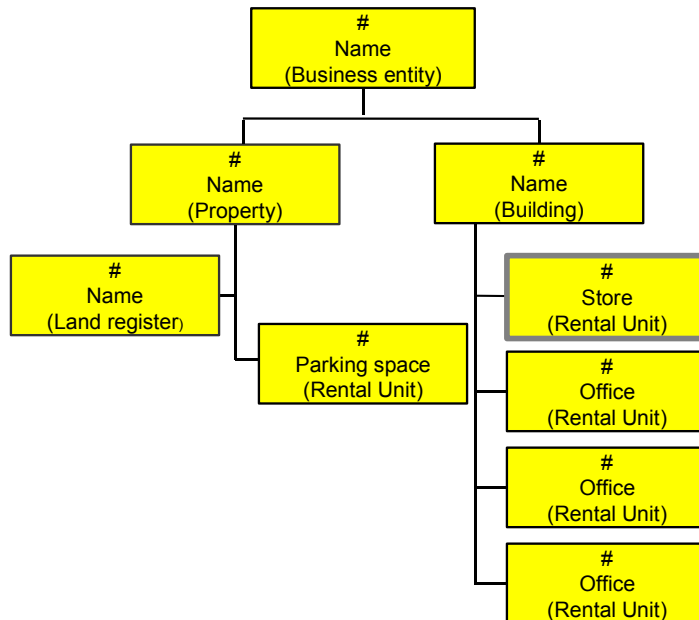
## Creating a Rental Unit: Store

### Use

In this scenario you will create a rental unit with the usage type: store and assign it to the building you created in the previous step.

## Creating a Rental Unit: Store




## Your Hierarchy




## Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Building worklist* and choose . The set assigned to this worklist will now be visible.
3. Double-click on set *BUILDING*. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. In the *Real estate hierarchy* column place your cursor on 3000 (number of this Company code) and choose . Your business entity should be now visible.
5. Place the cursor on your business entity number and choose . Your building should now be visible.

**You will now create a rental unit and assign it to your building.**

6. Place the cursor on your own building and choose .
7. In the menu that appears choose *Create rental unit*.
8. Enter the following data:

<b>Field</b>	<b>Data</b>
Company code	3000



Creating a Rental Unit: Store


Business entity	[Number of your own business entity]
Rental Unit	[User-defined number]
Usage type	0004 [Store]

9. Choose  or  Master data.

10. Enter the following data:

Field	Data
Build.text	[Enter a description for your rental unit]
Building	[Number of your own building]
Business area	9100 [Real Estate]
Profit center	9153 [Stores]
Jurisdiction code	PA0011000


11. Choose the *Fixt./fitt.* file tab. A number of fixtures/fittings have been defaulted from the Business entity.

12. Assign an additional fixture *019 (double-pane windows)* and choose .

13. Choose the *Areas* file tab.

14. In *Area type 03 (Usable area)* enter: 1500 Ft2 as the usable area and 01/01/2000 as the valid from date.

15. Choose the *Conditions* file tab.

16. Enter 01/01/2000 as the effective date for your conditions and choose  Copy. The system displays a list of condition types. The total of all condition amounts represents the rental rate.

17. Enter the following data:

Field	Data
Store basic rent	2,500 USD
OC flat rate (Operating costs flat rate)	120 USD  This condition is necessary if you want to demonstrate service charge settlement. A fixed amount is prepaid for operating expenses each month. At the end of the year, the system determines the difference between the prepaid amount and the actual service charges (based on actual invoices) and settles the difference (either additional payment or credit) to the Lease-outs.

**Creating a Rental Unit: Store**

Instead of entering the total condition amount, you can also enter the cost per Ft2. To do that, first highlight the condition by clicking on the box to the left of it and then choose the *Amnt <-> Amnt./AR* icon at the bottom of the screen.

18. Choose the *Apprtnmt. Unit* file tab.



The apportionment unit and factor determine how service charges are to be allocated to the rental unit. Note that apportionment unit 12 (Living/usable space) is automatically defaulted and that the factor is equal to the usable space that you entered under *Areas*. If you enter nothing else here, you can later allocate service charges based on Ft2. You might have service charges that you want to settle using a different allocation base (e.g. janitorial services based on headcount). If so, you have to select one/several additional apportionment units and maintain their factors.


19. Choose the *Rooms* file tab.



Room types describe the individual rooms that might be a part of a rental unit (eg. an apartment could consist of a living room, bedroom, kitchen, and bathroom). Typically, this type of information is not relevant for corporate or commercial real estate. We will not maintain any values at the room level.

20. Choose the *Availability* file tab. Here, a time-dependent indicator controls which objects are available for which processes. In addition, on the bottom part of the screen you can see the object hierarchy you have already created and the location your new rental unit will take.

21. Double-click on your building. The system will take you to the master data of the building you created.

22. Choose  to go back to your rental unit.




In the availability screen of any of your master data objects you can visualize where that specific object is located in relationship to the business entity. You can also reach the master data of the objects displayed by double clicking on the objects.

23. Choose the *Plant maint.* file tab.




Each Real Estate master data object can be assigned a functional location. This assignment links the RE module with PM and allows for tracking and scheduling of maintenance on the objects. Also note the malfunction report button on the left side of the screen. Once functional locations are assigned you can click the malfunction report button to report any malfunction at hand.

24. Choose  *Account assignment approval*. This action releases the rental unit so that financial posting can be made on this object. Under the *Gen. Data* file tab in the *Status section* the status of the object is set to REL meaning that the object is released.

25. Choose .

**Creating a Rental Unit: Store**

26. The system displays a message that you have created a new rental unit and returns you to the *RE Object browser* screen. Write down the number of your rental unit.
27. Choose  until the overview tree appears.

Rental Unit: Office

## Rental Unit: Office

### Displaying Rental Unit: Office


#### Use

A rental unit is the spatial unit on the basis of which Real Estate objects are rented. Each rental unit is uniquely assigned to a building or a property. The system automatically creates a rental unit as an internal Controlling object; in other words, the rental unit is also an account assignment object.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose . The sets assigned to this folder will now be visible.
3. Double-click on the set *RENTAL\_UNIT*. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on *RU 100/1204* (Rental unit 1204 in Business entity 100). On the right side of the screen the detail data of this rental unit is displayed.



On the *RE Object Browser - Display Rental Unit* screen, you can see the address which was automatically copied from the business entity. Under *General data*, a *Usage type* is defined as 0005 (Office). The *Usage type* controls, how the rental unit is used (commercial use, residential use), which fields/screens are ready for input when the rental unit is maintained (field status), and which area types are allowed/mandatory. The rental unit is assigned to building 12 (East Wing) and various other organizational structures, such as business area, profit center and jurisdiction codes.

5. Choose the *Areas* file tab. Area types define the use and size of the corresponding area and are user-definable.
6. Choose the *Conditions* file tab.





Condition types are assigned to the rental unit. These condition types can include basic rent as well as additional surcharges (e.g. maintenance) for the rental unit. In our case there are two conditions assigned to this rental unit: *Office basic rent* and *OC flat rate*.

7. Double-click on *Office basic rent*.




The system displays a dialog-box with a history of this condition. Here you can see how the conditions have increased or decreased, how much tax is calculated on the conditions and the Lease-outs that were effected by these changes.

8. Choose .
9. Choose *Extras* → *Cash flow*. A list of actual cash flows is displayed. The cash flows that you see here are charges that have been made to the rental unit during the month when the rental unit was vacant.
10. Choose .
11. Go to *Environment* → *Display object* → *Display current LO*. The current Lease-out for this rental unit is displayed.
12. Choose the *Conditions* file tab.



The conditions displayed here represent the actual rent that is charged for this Lease-out. When you create a rental unit you can define the conditions for that object. During creation of a Lease-out the condition of the rental unit will be automatically defaulted. However, you are always free to make any changes to the conditions during the Lease-out creation.

13. Choose *Extras* → *Cash flow*. Again, a list of actual and planned cash flows is displayed. This time, they reflect the charges for Lease-out.
14. Choose  until the overview tree appears.

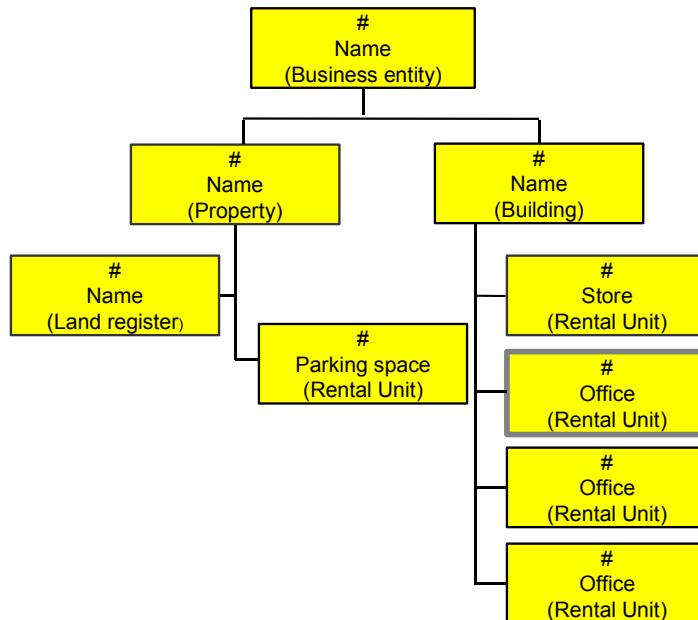
## Creating a Rental Unit: Office

### Use

In this process you will create a rental unit with the usage type: office and assign it to your building.

## Creating a Rental Unit: Office




## Your Hierarchy




## Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Building worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on set *BUILDING*. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. In the *Real estate hierarchy* column place your cursor on 3000 (number of this Company code) and choose . Your business entity should be now visible.
5. Place the cursor on your business entity number and choose . Your building should now be visible.

## Now you will create a rental unit and assign it to your building.

6. Place the cursor on your own building and choose .
7. In the menu that appears choose *Create rental unit*.
8. Enter the following data:

<b>Field</b>	<b>Data</b>
Company code	3000

Creating a Rental Unit: Office


Business entity	[Number of your own business entity]
Rental Unit	[User-defined number]
Usage type	0005 [Office]

9. Choose  or  Master data.

10. Enter the following data:

Field	Data
Build.text	[Enter a description for your rental unit]
Building	[Number of your own building]
Business area	9100 [Real Estate]
Profit center	9154 [Offices]
Jurisdiction code	PA0011000


11. Choose the *Fixt./fitt.* file tab.

12. Assign a fixture *019 (double-pane windows)* and choose .

13. Choose the *Areas* file tab.

14. In *Area type 03 (Usable area)* enter: 2000 Ft2 as the usable area and 01/01/2000 as the valid from date.

15. Choose the *Conditions* file tab.

16. Enter 01/01/2000 as the effective date for your conditions and Choose  Copy. The system displays a list of all available condition types. The total of all condition amounts represents the rental rate.

17. Enter the following data:

Field	Data
Office basic rent	3,000 USD
OC flat rate (Operating costs flat rate)	300 USD  This condition is necessary if you want to demonstrate service charge settlement. A fixed amount is prepaid for operating expenses each month. At the end of the year, the system determines the difference between the prepaid amount and the actual service charges (based on actual invoices) and settles the difference (either additional payment or credit) to the Lease-outs.

**Creating a Rental Unit: Office**

Instead of entering the total condition amount, you can also enter the cost per Ft2. To do that, first highlight the condition by clicking on the box to the left of it and then choose the *Amnt <-> Amnt./AR* icon at the bottom of the screen.

18. Choose the *Apprtnmt. Units* file tab.




The apportionment unit and factor determine how service charges are to be allocated to the rental unit. Note that apportionment unit 12 (Living/usable space) is automatically defaulted and that the factor is equal to the usable space that you entered under *Areas*. If you enter nothing else here, you can later allocate service charges based on Ft2. You might have service charges that you want to settle using a different allocation base (e.g. janitorial services based on headcount). If so, you have to select one/several additional apportionment units and maintain their factors.

19. Choose the *Availability* file tab.



Here, a time-dependent indicator controls which objects are available for which processes. In addition, on the bottom part of the screen you can see the object hierarchy you have already created and the location your new rental unit will take.

20. Double-click on your building. The system will take you to the master data of the building you created.

21. Choose  to go back to your rental unit.



In the availability screen of any of your master data objects you can visualize where that specific object is located in relationship to the business entity. You can also reach the master data of the objects displayed by double clicking on the objects.

22. Choose the *Plant maint.* file tab.



Each Real Estate master data object can be assigned a functional location. This assignment links the RE module with PM and allows for tracking and scheduling of maintenance on the objects. Also note the malfunction report button on the left side of the screen. Once functional locations are assigned you can click the malfunction report button to report any malfunction at hand.

23. Choose  *Account assignment approval*.




This action releases the rental unit so that financial posting can be made on this object. Under the *Gen. Data* file tab in the *Status section* the status of this object is set to REL meaning that the object is released.

24. Choose .



**Creating a Rental Unit: Office**

25. The system displays a message that you have created a new rental unit and returns you to the *RE Object browser* screen. Write down the number of your rental unit.

Choose  until the overview tree appears.

## Using Copy Function to Create Additional Rental Units

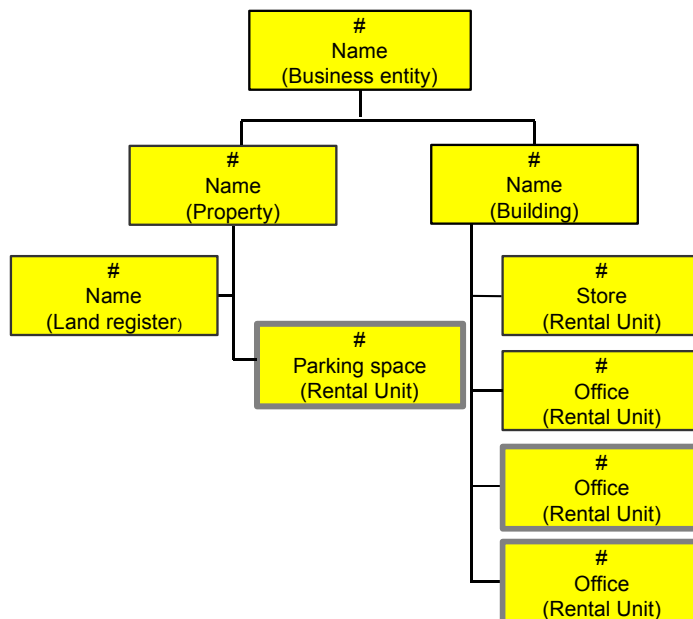
## Using Copy Function to Create Additional Rental Units

## Creating Three Additional Rental Units

## Use

You can use the copy function to create additional business entities, properties, buildings, and rental units. In this scenario you will create two additional offices and a parking space by using the copy functionality. **Because the copy function can only be used during the creation process there is no DISPLAY OPTION for this scenario.**



## Your Hierarchy




## Procedure

1. Call up the transaction as follows:


Menu Path	Accounting → Real Estate Management → Master data → Object browser
Transaction Code	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Building worklist* and choose . The set assigned to this worklist will now be visible.
3. Double-click on set *BUILDING*. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. In the *Real estate hierarchy* column place your cursor on *3000* (number of this Company code) and choose . Your business entity should be now visible.

## Creating Three Additional Rental Units

5. Place the cursor on your business entity number and choose . Your building should now be visible.

**Now You will create a rental unit and assign it to your building.**



6. Place the cursor on your own building and choose .
7. In the menu that appears choose *Create rental unit*.
8. Enter the following data:

Field	Data
Company code	3000
Business entity	[Number of your own business entity]
Rental Unit	[User-defined number]
Usage type	0005 [Office]



9. Choose  *Copy from...*

10. Enter the following data:

Field	Data
Company code	3000
Business entity	[Number of your own business entity]
Rental Unit	[The rental unit: office number which you already created]

11. By default all parts of the master data are checked-off to be copied. Delete the check under conditions.
12. Choose  *Copy*.
13. In the *General data* enter your own rental unit text.
14. Choose the *Conditions* file tab.
15. Enter 01/01/2000 as the effective date for your conditions and click on . The system displays a list of all available condition types.
16. Enter the following data:

Field	Data
Office basic rent	3,200 USD
OC flat rate (Operational cost flat rate)	150 USD

17. Choose  *Account assignment approval*. This action releases the rental unit so that financial posting can be made on this object. Under the *Gen. Data* file tab in the *Status section* the status of this object is set to REL meaning that the object is released.
18. Choose .


**Creating Three Additional Rental Units**

19. The system displays a message that you have created a new rental unit. Write down the number of your rental unit.

20. Repeat steps 6 to 19 to create an additional office. In step 16 enter the following data:

Field	Data
Office basic rent	3,500 USD
OC flat rate	200 USD

**In the following steps you will create a new parking space by copying most of the master data from an existing parking space rental unit found in a different business entity. Now you will create a rental unit and assign it to your property.**

21. Place the cursor on your own property and choose .

22. In the menu that appears choose *Create rental unit*.


23. Enter the following data:

Field	Data
Company code	3000
Business entity	[Number of your own business entity]
Rental Unit	[User-defined number]
Usage type	0015 [Parking space]

24. Choose  *Copy from...*

25. Enter the following data:

Field	Data
Company code	3000
Business entity	100
Rental Unit	1000


26. Choose  *Copy*.


27. In the *General data* file tab enter your own rental unit text.

28. In the *Property field* enter your own property number.



29. Choose the *Conditions* file tab.

30. Choose .

31. In the *Rental Unit: Condition Header* enter 01/01/2000 in the *Cond.eff.from* field and choose  *Copy*.

32. Choose  *Account assignment approval*. This action releases the rental unit so that financial posting can be made on this object. Under the *Gen. Data* file tab in the *Status section* the status of this object is set to REL meaning that the object is released.

**Creating Three Additional Rental Units**

33. Choose .
34. The system displays a message that you have created a new rental unit. Write down the number of your rental unit.
35. Choose  until the overview tree appears.

## Sets in Object-Browser

## Sets in Object-Browser

### Displaying a Set


#### Use

Sets are used to select data that you want to view in the *Object Browser*. You first have to create your *set* and then add it to the respective *worklist*. In this example, you will display the set *LEASE-OUT* which contains all the lease-out objects for *Company code 3000*.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER



2. In the *Worklist* section of the screen position the cursor on *Lease-out worklist* and choose . The set assigned to this worklist will now be visible.

3. Place your cursor on the set *LEASE-OUT* and choose .

4. In the menu that appears choose *Create/change set*.

5. Enter the following data:

Field	Data
Set	<i>LEASE-OUT</i>
Description	Lease-Out CC3000
Object type	Lease-out

6. Choose  *Maint. Set*. Here you can see all the lease-out that are assigned to this set.
7. Choose  until the overview tree appears.

### Creating a New Set

#### Use

In this section, you will create a *set* for your data and assign it to your *worklist*. This lets you conveniently display, change, and create your objects in the *Object Browser*.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

Creating a New Set

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose



3. In the menu that appears choose *Create/change set*.

4. Enter the following data:

Field	Data
Set	[Permitted characters in names are: letters (but not umlauts), numbers, underscores ('_') and hyphens ('-'). The first character must be a letter. The names 'NOT', 'AND', 'NAND', 'OR', 'NOR', 'TRUE', 'T', 'FALSE' and 'F' are also not allowed. Blanks in the middle of the name are not allowed.]
Description	[User-definable]
Object type	[Mark object type: <i>Rental unit</i> ]

5. Choose *Maint. Set*.

**Here you will assign the relevant object to your set.**

6. Choose *Objects*.

7. Enter the following data:

Field	Data
Company Code	3000
Business entity	[Number of your business entity]

8. Choose A listing of all rental units in your business entity will appear.

9. Choose Your set has been created.

10. Choose until the *RE Object Browser* screen appears.

11. In the *Worklist* section of the screen position the cursor on *Rental units worklist* and choose



In the menu that appears choose *Add sets*.

12. In the dialog box that appears select your own set and choose Your set is now assigned to the *Rental unit worklist* folder.

13. In the *Worklist* section of the screen choose .

14. Choose until the overview tree appears.

## Management of Interested Parties/Lease-out

### Use

The primary objective of the *Management of Interested Parties* is to find suitable applicants for available rental units and vice versa. The purpose of this process is to familiarize you step by step with the request and offer management and the lease-out which might be the result of it.

In this process you will first create a rental request and an applicant. You will then display a listing of all the rental requests that have been created in the demo system. You will choose your rental request and conduct a search for a suitable rental unit in order to create an offer. During this process, the system automatically copies all relevant data from the applicant and the rental unit into the offer. You then assume that the applicant has accepted your offer and in our final step, you will automatically convert this offer to a lease-out. You will then display our lease-out to see the type of information stored in it.

Of course you do not need to first process a request and an offer in order to create a lease-out. In the *Lease-out* script you will create a contract without going through the *Management of Interested Parties* process above. Finally you will display a lease-out using the *Tenant Information* tool developed in release 4.6C. This tool enables you to process all functions relevant to a lease-out from one central location.

### Purpose

You can find more information about this process under [i \[Page 57\]](#).

### Prerequisites

You can find the data for this process under [? \[Page 58\]](#).

### Procedure

1. [Rental Request \[Page 59\]](#)
2. [Overview of Rental Requests \[Page 62\]](#)
3. [Selecting Suitable Rental Unit and Creating an Offer \[Page 63\]](#)
4. [Converting an Offer to a Lease-out \[Page 66\]](#)
5. [Lease-out \[Page 69\]](#)
6. [Tenant Information System \[Page 74\]](#)



## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS WHERE APPROPRIATE ARE COMPOSED OF A *DISPLAY* AND A *CREATE* SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE *DISPLAY* SECTION IS SUFFICIENT. FOR A DEEPER UNDERSTANDING OF A CERTAIN PROCESS THE *CREATE* SECTION IS RECOMMENDED.

The *Create* section of these scripts assumes that you have created all the master data objects in the previous process on *Master Data*. If you did not, return to the *Master Data* process and go through the **create** section of the following scripts: *Functions of Object Browser*, *Business Entity*, *Building*, and *Rental Unit: Office* with the available scripts.

## Data Used During This Process

## Data Used During This Process

All scripts where appropriate consist of two sections the **display** and the **create** section. Often different data is used in the two sections. Please make sure that you are using the correct data. The location of our company is in Philadelphia, please make sure that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Rent request ID	8	Rent request ID number
Company code	3000	IDES US INC
Offer	4	Rental offer
Lease-out	0100.1201.002	Lease-out number
Lease-out	0100.1206.001	Lease-out number
SET	LEASE-OUT	Lease-out CC3000
Create Section		
Field	Data	Description
Real Estate Group	Office	
Company code	3000	IDES US INC
Jurisdiction code	PA0011000	Jurisdiction code for Philadelphia
Reconciliation account	140000	Reconciliation account number

## Rental Request

### Displaying a Rental Request

#### Use

In this example you will display a rental request for an office space, the data on the applicant, and check if you have any matching rental units.


#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Management of interested parties → Rental Requests → Display rental request</i>
<b>Transaction Code</b>	FOAR0C



2. Enter the following data:

<b>Field</b>	<b>Data</b>
Rental request ID	8

3. Choose .



In the upper portion of the screen you can see that the applicant is looking for office space, the location in which the applicant is interested and the rent amount the applicant does not want to exceed.


4. Choose the *Area, Rooms* file tab. Here you can see that the applicant could have specified numerous other requirements as to the area, number of rooms, transport connection etc.
5. Choose the *Partner List* file tab. Here you can see the company which is looking for the office space.
6. Double-click anywhere in the applicant row. The system will take you to the detail screens of this partner.
7. Choose .
8. Choose the *Processing Infos* file tab. Here you can see the data on which this request was received.
9. Choose the *Status Offer Objects* file tab. Here you can see status information in regards to this request such as what offers have been proposed to this applicant, or when the lease out has been created.
10. Choose  *Offer objects*.



Here you can see all the rental units that satisfy the criteria specified in the rental request. The Penalty column to the far left of the screen displays the degree of which

## Creating a Rental Request

the objects match the request criteria (in percentage). The Local ID column displays the rental unit number. In this demo system the first four numbers represent the Company Code in which this object is located, the next three number the Business Entity and the last four the rental unit number. It is also possible to create a favorite's list which can be then displayed in the Status Management (under the Status Offer Objects file tab) of the request master data. The Vac. From (Vacancy from) column will display a date only if the rental unit is not vacant as of the search date.

11. Choose  until the overview tree appears.

## Creating a Rental Request

### Use

In our example a company is looking for office space.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Management of interested parties → Rental requests → Create rental request</i>
<b>Transaction Code</b>	FOAR0A

2. Enter the following data:

Field	Data
Real Estate Group	Office

3. Choose .

4. In the *Location, Conditions* file tab enter the following data:


Field	Data
Memo text	Applicant considering only A class rental property
Country key	United States
City	Philadelphia
Currency	USD
Gross monthly rent	4000

5. Choose the *Partner List* file tab.



**You will now create an applicant.**

6. Choose .

7. In the dialog box double-click on Role category *0640 Applicant*. The system displays the partner match code screen.

8. Create a name of your retailer in the *Name* field and choose . The system will check whether the applicant already exists in the system. If not, a message is displayed that no partner could be selected.

Creating a Rental Request

9. Choose  *Organization* to create your applicant.
10. On the next screen, maintain the complete address. Make sure that you enter your country *US* for the United States.
11. Choose . The system automatically assigns the applicant you just created to your rental request.
12. Choose the *Processing Infos* file tab. The system automatically defaults today's date as the date the rental request has been received. This presetting can be changed if so desired.
13. Change the *Date received* to 25/11/1999.
14. Choose the *Area, Room* file tab. Here you can enter more detailed information on what is requested by the applicant.
15. Enter the following data:




Field	Data
Area unit	FT2
Total area	2000

**Before you save this rental request, you can take a first look at matching rental units.**

16. Choose .



Here you can see all the rental units that satisfy the criteria specified in the rental request. The Penalty column to the far left of the screen displays the degree of which the objects match the request criteria (in percentage). The Local ID column displays the rental unit number. In this demo system the first four numbers represent the Company Code in which this object is located, the next three number the Business Entity and the last four the rental unit number. It is also possible to create a favorite's list which can be then displayed in the Status Management (under the Status Offer Objects file tab) of the request master data. The Vac. From (Vacancy from) column will display a date only if the rental unit is not vacant as of the search date. The rental units you created are not shown because they still need to be transferred into offer objects.

17. Choose .
18. Choose . The system displays a message that you have created a rental request.
19. Write down the number of your rental request.
20. Choose  until the overview tree appears.

## Overview of Rental Requests

## Overview of Rental Requests


### Use

You can go now view all of the rental requests that have been created in the IDES demo system.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Management of interested parties → Rental Requests → Overview of rental requests</i>
<b>Transaction Code</b>	FOAR1C

2. Leave all other selection options blank and choose .

**A list of all rental requests is displayed.**

3. Choose  until the overview tree appears.

## Selecting Suitable Rental Unit and Creating an Offer

### Displaying Rental Unit Selection and Offer Creation

#### Use

Once a suitable rental unit is found an application can be easily transferred into an offer.



#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Management of interested parties → Rental requests → Change rental request</i>
<b>Transaction Code</b>	FOAR0B

2. Enter the following data:


Field	Data
Rental request ID	8

3. Choose .
4. Choose  Offer objects.



The system should display a list of all available, vacant rental units that match this rental request criteria. The final step would be to select a rental unit of your choice by checking-off the box to the left of the rental unit and pressing the *Create offer* button.



**DO NOT FOLLOW THROUGH WITH THIS STEP. Instead you will now display a rental offer that has been created for you.**

5. Choose  until the overview tree appears.
6. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Offer → Display</i>
<b>Transaction Code</b>	FOVG

7. Enter the following data:

Field	Data
Company code	3000
Offer	4

8. Choose  Master data. Here you can see the offer which has been created for this applicant.
9. Choose  until the overview tree appears.

## Selecting a Suitable Rental Unit and Creating an Offer

## Selecting a Suitable Rental Unit and Creating an Offer

### Use

In this step, you will identify suitable vacant rental units for your rental request and then create an offer for the applicant. The first step, however, is to update the offer object data with the rental units you created in the section on master data creation.



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Management of interested parties → Offer objects → Rental units -&gt; offer objects</i>
<b>Transaction Code</b>	FOAR1A

2. Enter the following data:

Field	Data
Company code	3000
Business entity	number of your own business entity
Direct transfer	[Check-off box]

3. Choose . The display log informs you which rental units have been transferred.
4. Choose  until the overview tree appears.




**Now you will select one of your rental units and create an offer.**

5. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Management of interested parties → Rental requests → Change rental request</i>
<b>Transaction Code</b>	FOAR0B

6. Enter the following data:

Field	Data
Rental request ID	[The number of the rental request you created in the previous section]

7. Choose .
8. Choose  *Offer objects*.
9. Double-click on any of the rental units to display the master data. From the rental unit master record, choose  return to the list of rental units.
10. Once you have identified a suitable rental unit, you can create an offer that is to be sent to the applicant. Select **your vacant rental unit** (the first office you created in the section on master data) by checking-off the box to the left of the *Penalty* column.
11. Choose *Create Offer*.



Selecting a Suitable Rental Unit and Creating an Offer

12. Enter the following data:


Field	Data
Contract type	Commerc. agrmt (Commercial agreement)
Adjustment type	Free adjustment
Rental start	01/01/2000
Rental end	[Start date + 5 years]

13. Choose the *Payt data* file tab. Here you can see when the first debit position will be made and the type of taxation which will be used.

14. Choose the *Conditions* file tab.




The conditions that you have defined on the rental unit were automatically defaulted in this offer. However, you can always change the conditions to match this offer's particular needs. Leave the conditions as they are.

15. Choose  *Partners*. Your applicant was automatically copied into the offer.

16. Choose .

17. The system displays a message that you have created a new offer. Write down the number of your offer.

18. Choose  until the overview tree appears.

## Converting an Offer to a Lease-out

## Converting an Offer to a Lease-out

### Displaying Conversion of Offer to a Lease-out

#### Use

Once the applicant accepts the conditions of the offer you can use the offer as the basis for the contract.

#### Procedure


1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Offer → Change, Convert to LO</i>
<b>Transaction Code</b>	FOVF

2. Here you would simply enter your company code and offer number and choose *Transfer to LO*. **DO NOT FOLLOW THROUGH WITH THIS STEP.**



During this conversion the partner role changes automatically from applicant to tenant with a customer account. When an offer is transferred to a lease-out the data that was maintained on the offer under the *General data, Payment terms, Conditions and Rental collateral* file tabs is also automatically transferred.

3. Choose  until the overview tree appears.

## Converting Offer to Lease-out

#### Use

Your applicant accepted the offer. As a result, you convert the offer into a lease-out.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Offer → Change, Convert to LO</i>
<b>Transaction Code</b>	FOVF





2. Enter the following data:

Field	Data
Company code	3000
Offer	[Your own offer number]

3. Choose *Transfer to LO*.



The first thing the system has to do is to add another role category to your applicant. SAP Real Estate uses the central SAP partner management, where each partner can assume more than 1 role. So far, all you needed was an applicant. With the creation of the lease-out, you need a tenant with an A/R customer master record. Due to customizing settings, the system knows that this role type is now necessary and automatically creates it.

4. Choose *General role data*. Under *Role data* you can see that a new role (600) has been assigned to your partner.
5. Choose the *Fiscal data* file tab.
6. Enter a Country key (US), a region (PA) and valid jurisdiction code (PA0011000) for your tenant.
7. Choose *Company code data*.
8. Under the *Account management* file tab note that Reconciliation account 140000 was automatically defaulted for the new customer master (due to Customizing settings).
9. Choose the *Payment data* file tab. Note that the payment terms for this customer were also defaulted due to Customizing settings.
10. Choose .
11. The system will ask you for the number of the A/R customer master record. It will suggest the same number as the partner number. Delete this number and enter a number between 1 and 99999. Note: Number ranges can be customized in the Implementation Guide (IMG).
12. Choose .
13. Choose . The system displays a message that you have created a new lease-out. Write down the number of your lease-out.
14. Choose  until the overview tree appears.



**You will now activate your lease-out.**

15. Call up the transactions as follows:



<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Change → Lease-out master data</i>
<b>Transaction Code</b>	FOV2

16. Enter the following data:

Field	Data
Company Code	3000
Lease-out	[your own lease-out number]

17. Choose  *Master data*. This is the lease-out you have just created.
18. Choose the *Conditions* file tab.
19. In the *Jurisdic. code* (Jurisdiction code) column enter *PA0011000* for both conditions.
20. Choose .

**Converting Offer to Lease-out**

21. In the *Activation date* dialog box make sure that the active from date is *01/01/2000* and choose .
22. Choose  until the overview tree appears.

## Lease-out

## Displaying a Lease-out


### Use

In this section you will display an existing Lease-out.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on set *LEASE\_OUT*. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on lease-out *0100.1206.001*. The detailed lease-out data will appear on the right side of the screen.



You can see the *Company code*, *Business entity*, and the *Rental unit* to which this lease is assigned. Please note that the Lease-out number is a combination of your business entity number, the rental unit number and the sequence of the *lease-outs*. Under the *General data* file tab in the *Contract data* section you can see the Contract type and Usage type of this *lease-out*. The *Contract type* and the *Usage type* need to correspond to each other. The *Usage type* data is defaulted from the *Rental unit*. In the *Contract data* section you can also see the type of adjustment that is assigned. In the *Adjustment type* field click on the *Sales-based* rent text to view all the adjustment types available. Details on this subject you will find in the Rent Adjustment section. In the *Term* section of the screen you can see the rental start only. When the rental end date is not defined the notice information on the lower left side of the screen has to be defined. For more detailed information on notice types and rules please refer to *Periods of Notice* script in the *Rental: Tenant Changeover* process.





5. Choose the *Payt data* file tab. Here you can see when the first debit position will take place, the tax code used for tax calculation and other related data.
6. Choose the *Conditions* file tab.



Here you can see that there are three conditions types assigned to this Lease-out. *Store basic rent* is the monthly rent that is paid by the tenant. The *OC Flat rate* is the flat rate amount paid for the operational costs. *Sls.bsd rent AP* is the sales-based rental advanced payments that the tenant agreed to. In other words, the tenant has agreed to pay a percentage of his sales income as part of his rent. Since we don't



## Displaying a Lease-out

know what the tenant income is going to be for this year until the end of the year, the tenant has agreed to pay a set amount in an advance payment each month. At the end of the year a settlement will take place. Please note that these conditions will be charged on monthly bases and the payments will be calculated starting 01/01/1998. The condition amounts are time dependent. In other words, when for example an adjustment takes places the condition amount either increases or decreases and this new amount is then effective from a specific point in time. The condition amount can also be calculated per Usage area. The Usage area was entered during the creation of the rental unit. The system then divides the condition amounts by the usage area to get an amount charged per square foot. (Displayed in the *Amount/AU* column.) The amount charged to the tenant would be the sum of all of the conditions plus the tax specified.

7. Choose . Here you can see the subtotal of all the conditions, the tax amount being charged and gross amount that will be charged to the tenant. Please note the total condition is time-dependent.
8. In the *Valid on* field enter 01/01/1998 and choose  *Refresh*. Please note that the total condition amount at that time was lower.
9. Choose  to close the dialog box.
10. In the *Condition items* section place your cursor in the *Condition type text* column on *Store basic rent* and choose .
11. In the Maintain Adjustment Types dialog box double-click on *Index-Indk rent*.





The condition type *Store basic rent* is adjusted by a CPI index. In the *Display Index Adjustment data* dialog box you can see the detail information concerning this index. Please also note when the last adjustment took place and when the next one is scheduled.

12. Choose .
13. In the Condition items section double-click in the Condition type text column on *Sls.bsd rent AP* and choose . A *Maintain Adjustment Types* dialog box appears.
14. Double-click on *Sales-bas.rent*.



Here you can see the detailed information in regard to the Sales-based rent calculation. At the top you can see the condition type that is affected by this calculation. Please note the Unit of measurement field. By selecting a Unit of measurement it is possible to charge the sales-based rent on a number of goods sold rather than the amount sold. For example, if the tenant sales more than 500,000 cartons of goods, we will receive 4% of the income. Other information that we see here is the Settlement variant, this informs you that you will conduct your settlement on a yearly basis. You also see what the tenant's planned sales are, and the sales grading that you agreed upon.

15. To the right of the *Item effective from* field choose . Select the other date and choose . Please note that the *Sales gradings* information varies from one year to the other.



On the lower right side of the screen we can also see that a Sales report for 1999 exists.

16. Choose to return to the lease-out.
17. Choose *Open items*. Here you can see all the items that still need to be paid by the tenant.
18. Choose .
19. Choose the *User fields* file tab. Here you can define additional informational fields in customizing.
20. Choose the *Apportionmnt units* file tab.



Apportionment units are used as basis for the allocation of Operational Costs Flat rates charges. When a settlement of operational costs is conducted for this condition each Lease-out or in cases of vacancy rental unit is charged according to the apportionment units. In this case the operational cost could be charged per Liv-/use space. This apportionment unit has been defaulted from the rental unit.

21. Place your cursor anyplace in the *AUn* column and press on the pull-down arrow that appears. Here you can see all the different apportionment units available. Apportionment units are user-definable in customizing. Close the dialog box.
22. From the top menu bar select *Extras* → *Cash flow*. Here you can see that the cash flow for the next four and a half years has been calculated by the system.
23. Choose . Here you can copy the cash flow results to your local PC.
24. Choose to close the dialog box.
25. Choose . Here you can also send the cash flow results to other co-workers.
26. To return to the Lease-out screen, choose twice.
27. From the top menu bar choose *Environment* → *Tenant account sheet*. In the *Tenant account sheet: screen list* leave all the defaults and choose .
28. In the *Overview* section expand the hierarchy until you can see the lease-out 0100.1206.001. Double-click on this lease-out. Here you can see all the financial activity that deals with this specific tenant.
29. To return to the lease-out master data, choose twice.
30. Choose the *Partner* file tab. Here you can see the partner assigned to this contract. Please note that it is possible to have a number of partners assigned to each object.
31. Double-click on your partner's name. The system takes you to the partner master data.
32. Choose until the overview tree appears.

## Creation of a Lease-out

## Creation of a Lease-out



### Use

You do not have to create an offer to be able to create a lease-out. Regardless of the contract type there are two types of lease-out: external and internal. In external lease-outs, the master tenant with customer account is defined as the partner who also pays the rent. For internal lease-outs, a cost center is the partner, and all costs incurred in the lease-out are charged to this cost center. In this section you will see how a lease-out can be created without first processing a request and an offer. Due to the fact that this lease-out will be reused in another process you will not save it and activate it.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on the *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set that you created in the process on *Master Data*. The contents of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place your cursor on the second rental unit you created with the usage type *Office* and choose .
5. In the menu that appears, choose *Create lease-out*.
6. Enter the following data:

Field	Date
Contract type	Commerc. Agrmt [Commercial agreement]
Adjustment type	Free adjustment
Rental start	01/01/2000
Term	24

7. Choose *Conditions* file tab.




Here you can see that the conditions that you defined on the rental unit are defaulted for this contract. At this time you could change the defaulted condition amounts to any other value. The condition amount can also be calculated per Usage area. The Usage area was entered during the creation of the rental unit. The system then divides the condition amounts by the usage area to get an amount charged per square foot. (Displayed in the *Amount/AU* column.) The amount charged to the tenant would be the sum of all of the conditions plus the tax specified. You will accept the conditions proposed.


8. Choose  *Partners*.



Creation of a Lease-out


9. Choose .


10. Double-click on Role *0600 Master tenant w.cust.acct.*

11. In the Name field enter a name for you tenant and choose .




The system will now check if a partner with role *600* and this specific name already exists in the system and informs you that no partner has been selected.


12. Choose  Person.

13. Create a full address for you partner and choose .




The system will now prompt you to create a customer number for your partner.


14. Enter a number from *1 to 99999* and choose .

15. Choose .



**DO NOT SAVE THIS LEASE OUT.** This is the minimum amount of information that you would need to create a lease out. Because this lease-out will be reused once more in another process you will not save it here. The final part of lease-out creation after it has been saved would be to reopen it in the change mode and activating it with the  icon. This action would release this lease-out for debit position and enable financial posting to be made.

16. In the dialog box that appears choose **No**.

17. Choose  until the overview tree appears.

## Tenant Information System

## Tenant Information System

### Display of a Lease-out with the Tenant Information Tool

#### Use

In this script you will take a closer look at the *Tenant Information* function which was developed for Release 4.6C. The data that is seen in the *Tenant Information* can be adjusted to the particular needs of the transactional user. **There is no Create section to this process.**


#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant information</i>
<b>Transaction</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	01/01/2000
Company code	3000
Contract	0100.1201.002

3. Choose .



Under the *Lease data* file tab you can view at a glance all the relevant data such as *Contract type*, *Adjustment type*, *Usage type* and *Contract term*.

4. Choose the *Payment Data* file tab.




Here you will find all regarding the debit positioning and payment methods.

5. Choose the *Conditions* file tab.



In the *Conditions overview* section, all related *Condition types* are summarized with their totals, whereas the individual conditions that exist on a key date can be seen in the conditions detail field.

6. In the *Conditions-Detail* section of the screen place your cursor on the condition name *Sls.bsd rent AP* (sales-based rent advanced payments) and choose .

Display of a Lease-out with the Tenant Information Tool



In the *Condition Types History* dialog box you can see that the condition *Sl.s.bsd rent AP* has been adjusted on an annual basis.

7. Choose .
8. Choose the *Partner Data* file tab.





Here the partner data is displayed on certain key dates.

9. Double-click on the row with the partner information.




The system takes you directly to this business partner's master data.

10. Choose  once.
11. Choose the *Rental Unit* file tab. Here you can see selected data in regards to this rental unit.
12. Choose  *Rental Unit*.





The system takes you directly into the master data for this rental unit.

13. Choose  once.
14. Choose the *Plant Maintenance* file tab.



This tab links you directly to the Plant Maintenance (PM) component. Here you can see that the rental unit object in the Maintenance section has a functional location (in the Functional location section) assigned to it. From this screen you could see the previous malfunction reports and orders that have been created as well as directly create malfunction reports on the existing functional locations for each object type.




15. In the *Functional location* section of the screen select the functional location by pressing the box to the left of the functional location description for this rental unit and choose  *Malf.report*. This is how a malfunction report would be created.
16. Choose .
17. In the dialog box that appears choose *No*.







For more information on RE and PM integration please refer to the scenarios on *Plant Maintenance*.

18. Choose the *Other contracts* file tab. Here you can see all contracts for which this partner is or was a *Master tenant with a customer account*.
19. Double-click on lease-out 0100.1002.001. The system takes you to the Tenant information data relevant to this lease-out.


**Display of a Lease-out with the Tenant Information Tool**

20. Choose  *RU Inspection*. Here you can see the inspection that was performed for this lease-out.
21. Choose  twice to return to the original lease-out.
22. Choose *Dunning\_Complaint* file tab. The dunning and complaint data is stored here.
23. Choose *Other* file tab. Here you can display additional technical information.
24. Choose *Rent Reduction*. Here you can see for which *Condition types* you are allowed to conduct a rent reduction. In this case a rent reduction is allowed for *Store basic rent* (the check in the *Suit.rent red.* column).
25. Double-click on *Store basic rent* condition in the *Cond. Type text* column.
26. Select *0050 Rent reduction 1* and choose .






Here you would enter rent reduction data in the next dialog box that appears.

27. Choose .
28. Choose .
29. Choose *Notice*. Here you can display, edit or create a notice for this lease-out.
30. Choose .
31. Choose  *Payment methods*.
32. Enter the following data:

Field	Date
Key date	01/01/2000
Company code	3000
Contract	0100.1201.002

33. Choose .

On the right half of the screen you can enter payment data for individual contracts or specify a unique payment method for the customer. The left side of the screen display informs you if any open items exist for those contracts where the customer is the *Master tenant with customer account*.

34. Choose  twice.
35. Choose  *Account sheet*.
36. Leave the defaulted data and choose . The *Tenant account sheet* is now displayed, and the open items and cleared items for this lease-out and partner are clearly listed.
37. Choose  twice.
38. From the top menu choose *Extras* → *Display cash flow*. Here, you can always display the current cash flow for the lease-out here.
39. Choose  until the overview tree appears.

# Tenant Changeover

## Use

With the Real Estate component you can monitor tenant changeover processes.

In this process you will first learn where to set up the data for automatic lease-out renewal and renew a lease-out for an additional six months. Then you will take a look at different *period of notice types* and assign one to your own lease-outs. Assuming that you received a notice from your tenant, you will create it in our system and activate it. Shortly after the notice creation you will create a rental unit inspection which will take place a few weeks before the rental end date. You will inform the system that a successful unit inspection took place. The last process on *Changing Master Tenant* will illustrate a scenario in which the lease-out remains constant and only the *Master Tenant* for the lease-out changes. You will also see how outstanding open postings from the original *Master Tenant* can be assigned to the new *Master Tenant*.

## Purpose

You can find more information about this process under [i \[Page 78\]](#).

## Prerequisites

You can find the data for this process under [? \[Page 79\]](#)

## Process Flow

1. [Lease-out Automatic Renewal \[Page 80\]](#)
2. [Period of Notice \[Page 81\]](#)
3. [Giving Notice on a Lease-out \[Page 84\]](#)
4. [Rental Unit Inspection \[Page 86\]](#)
5. [Changing Master Tenants with Customer Account \[Page 88\]](#)

## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS WHERE APPROPRIATE ARE COMPOSED OF A [DISPLAY](#) AND A [CREATE](#) SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE DISPLAY SECTION IS SUFFICIENT. FOR A DEEPER UNDERSTANDING OF A CERTAIN PROCESS THE CREATE SECTION IS RECOMMENDED.

The *Create* section of these scripts assumes that you have created all the master data objects in the previous process on *Master data* and have completed the *Management of Interested Parties/Lease-out* process. If you would like to process the *Create* section of the *Tenant Changeover* scenario you first need to return to the previous scenarios and process the *Create* sections of these scripts.

## Data Used During This Process

All scripts, where appropriate, consist of two sections the **display** and the **create** section. Often, different data is used in the two sections. Please make sure that you are using the correct data. The location of our company is in Philadelphia, please make sure that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Field	Data	Description
Company code	3000	IDES US INC
Business entity	100	Parkway Hall
Lease-out	0100.1201.002	Lease-out number
Lease-out	0100.1302.001	Lease-out number
Lease-out	0100.1301.002	Lease-out number
Lease-out	0100.1204.001	Lease-out number
Lease-out	0100.1002.001	Lease-out number
Set	LEASE-OUT	Lease-out CC3000
Lease-out	0100.1304.001	Lease-out number
Create Section		
Field	Data	Description
Company code	3000	IDES US INC

## Lease-out Automatic Renewal

### Displaying and Creating a Lease-out: Automatic Renewal


#### Use

If renewal options have been defined for the lease-out, limited lease-outs are automatically renewed. The lease-out 0100.1201.002 has been customized to allow for automatic extension. In this process each time an automatic extension is run the lease-out will be extended for six months.

#### Procedure




1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set *LEASE\_OUT*. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on lease-out *0100.1201.002*. The detailed lease-out data will appear on the right side of the screen.



Under the *General data* file tab in the *Notice/renewal* section you can see that the renewal setting is set at *Automatic renewal* and the number of months the renewal should extend the lease-out (in this case 6 months).

5. Click on  and choose *Lease-out renewal*.
6. Mark the lease-out by checking-off the box to the left side of the agreement description.
7. Choose *Renew*.
8. Choose . The new end data is automatically copied to this lease-out's master data.
9. Choose  until the overview tree appears.



## Period of Notice

### Displaying Notice Type: Period Regulation

#### Use

A period of time regulated by law or individual contract after the expiry of which the notice served on a lease-out becomes effective.

There are four notice types for lease-outs. These are: period regulation, deadline regulation, free period regulation, and free deadline regulation. For both period and deadline regulation, you have to define the notice key. The notice key defines regulations on periods of notice, which depend on the tenancy law, the contract type, and contract terms. The notice keys are defined in Real Estate Customizing. Upon receipt of a notice, a default date is calculated automatically based on the notice period defined in the lease-out. The period of notice (manually changed, if necessary) can be updated in the lease-out.

When you choose free period regulation or free deadline regulation as the notice type an additional notice key button appears where you can define notice regulations specific to the lease-out.




Via the period regulation, you can define a period of notice on a month basis (for example, monthly, quarterly, semi-annually) dependent on the contract term, and, if applicable, make the calculation of the date of notice dependent on the date to the day of the receipt of the notice.

An example for the notice regulation has been set up in lease-out 0100.1302.001. **There is no CREATE option to this section.**

#### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on set *LEASE\_OUT*. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on lease-out *0100.1302.001*. The detailed lease-out data will appear on the right side of the screen.
5. On the *General data* file tab under the *notice renewal* section you can see that the notice type is *Period regulation* and the notice rule is *1*.
6. Choose .
7. Choose .

## Displaying Notice Type: Period Regulation



In the Periods of Notice dialog box you can see that a quarterly period of notice has been agreed upon  $FreM = 3$  (Number of months in period = 3). Please note that No. Day = 3 is the number of days at the beginning of a month within which notice must be given so that the current month can be taken into consideration when calculating the notice period. If the notice is received until the 3<sup>rd</sup> of the current month, the current month is still taken into account for the calculation of the period of notice. However, if the notice is received after the 3<sup>rd</sup> of the current month, this month will no longer be taken into account. All the information above is held in the first line of the regulation. Please note that in this example the regulation rules change after 5 years (Term in months column indicates this by defining the next rule start date in 60 month) and here a new set of rules is defined.




8. Close the dialog box. Make sure that you do not change any data.
9. Choose .
10. Choose *NO* in the dialog box.

## Displaying Notice Type: Deadline Regulation

### Use


Dependent on the contract terms, with the notice type deadline regulation, you can define a date of notice to the exact day. An example for a deadline regulation has been set up in lease-out 0100.1301.002.

### Procedure

1. Double-click on lease-out 0100.1301.002. The lease-out data appears on the right side of the screen.
2. On the *General data* file tab under the *notice renewal* section you can see that the notice type is *Deadline regulated* and the notice rule is *SEMI ANNUAL*.
3. Choose .
4. Choose .
5. In the *Periods of Notice* dialog box you can see that, if the notice is received before June 30th the notice can be finalized until December 31st of that same year. However, if the receipt of a notice is later than June 30th, the notice can only become effective after June 30 of the following year.
6. Choose .



Make sure that you do not change any Data.





7. Choose .
8. Choose *NO* in the dialogbox.


## Updating Your Own Period of Notice Information

### Use

You will now update the period of notice information on the lease-out you created in the *Management of Interested Parties/ Lease-out* section.

### Procedure

1. In the *Worklist* section of the screen position the cursor on *Rental unit worklist* and choose . The *sets* assigned to this *worklist* will now be visible.
2. Double-click on the set that you created in the process *Sets in Object Browser* found in the section on *Master Data*. Your set will now be visible in the *Real Estate hierarchy* section of the screen.
3. Place the cursor on your first rental unit/office number and choose .
4. Double-click on your lease-out number. The detailed lease-out data will appear on the right side of the screen.
5. Click on  and choose *Change Lease-Out: Master Data*.
6. On the *General data* file tab under the *notice renewal* section enter notice type *Period reg.* and notice rule 1.
7. Choose .

Choose  until the overview tree appears.

## Giving Notice on a Lease-out

## Giving Notice on a Lease-out

### Displaying Giving Notice on a Lease-out

#### Use

A notice is defined as the termination of a lease-out by the landlord or by the tenant. In our scenario you will display a tenant notice which was created and then reversed for the lease-out 0100.1204.001.



#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction Code</b>	FOTI0A


2. Enter the following data:

Field	Data
Key date	[Today's date]
Company code	3000
Contract	0100.1204.001

3. Choose .
4. Choose *Notice*.
5. Choose  *Notice*.



During the creation of a rental notice on a specific lease-out the system automatically defaults a large portion of data; for example all the information in the header, in the contract category and the periods sections. In the *notice status* section you can see the date this notice was activated and the date on which this notice was reversed.

6. Choose  until the overview tree appears.

## Creating a Notice for your own Lease-out

#### Use

In this process you will create and activate a notice for your lease-out.

#### Procedure


1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction Code</b>	FOTI0A


Creating a Notice for your own Lease-out

2. Enter the following data:

Field	Data
Key date	[Today's date]
Company code	3000
Contract	[Your own lease-out number]

3. Choose .


4. Choose *Notice*.

5. Choose  *Notice*.

6. In the *Notice data* section in the *Approved on* field enter a date that is two months prior to the date in the *Calculated notice* field.




During the creation of a notice, the system suggests a date of notice based on the legal requirements or the notice key agreed upon in the lease-out. This can be modified manually. Should the manual entry be inconsistent with the statutory or contractual conditions, the warning "*notice on is before next possible notice date for giving notice*" will appear.

7. Choose  *Activate*. This both activates and saves the notice.



After the notice is activated, the new notice date will appear on the lease-out. When the first day after the notice date is reached, the status of the rental unit changes to *Vacant*. This informs the system that the lease-out has reached an end and that the rental unit is once more ready for rental.

8. Choose  until the overview tree appears.

## Rental Unit Inspection

## Rental Unit Inspection

### Displaying Rental Unit Inspection

#### Use

Shortly before the lease-out terminates a date might be arranged with the tenant to inspect the condition of the rental unit. In this scenario you will display an inspection that took place for lease-out 0100.1002.001.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction Code</b>	FOTI0A


2. Enter the following data:

Field	Data
Key Date	[Today's date]
Company code	3000
Lease-out	0100.1002.001

3. Choose .
4. Choose  *RU Inspection*.



The top of the screen displays the lease-out that is effected, the name of the partner (Beck Sports) and the rental unit which was inspected. Please note that the *Rental start* date was 01/01/1997, the tenant gave notice on 08/31/1999. The Rental unit inspection was arranged on 07/18/1999, and conducted on the same date. The tenant gave notice due to the restricted use (*Notice reason* field).

5. Choose  until the overview tree appears.

### Creating Rental Unit Inspection

#### Use

Shortly before the lease-out terminates a date might be arranged with the tenant to inspect the condition of the rental unit. In this process you will inform the system that a successful rental inspection was conducted.

#### Procedure


1. Call up the transaction as follows:

Rental Unit Inspection

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant changeover → Rental unit inspection → Edit</i>
<b>Transaction Code</b>	FOK4

2. Enter the following data:

Field	Data
Company code	3000
Lease-out	[your own lease-out]


3. Choose .



Under the *Rental unit inspection* section of the screen in the *Arrang.on* (Arranged on) field the date for the inspection has been automatically suggested by the system. Change this date to be 1 month before the date in the *Notice per* field.

4. In the *Inspect. On* field enter the same date as in the *Arrang.on* field.

5. Choose  *Activate*.

6. Choose  until the overview tree appears.

## Changing Master Tenants with Customer Account

## Changing Master Tenants with Customer Account

### Displaying Changing of Master Tenants with Customer Account

#### Use

In previous releases, after a change of master tenant you had to terminate the existing lease-out and create a new one. With this function you can now change the *Master tenant with customer account* of an active lease-out and transfer the open items of the previous Master tenant to the new Master tenant. In other words, the new *Master tenant with customer account* completely replaces the previous tenant.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant information</i>
<b>Transaction Code</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	01/01/2000
Company code	3000
Contract	0100.1304.001

3. Choose .
4. Choose the *Partner Data* file tab.



In the *Partner Data* section under the in the *End of relat.* (end of relationship) column you can see that the *Master tenant* is assigned to this lease-out until *08/31/2000*.

5. On the top right side of the screen change the key date to *09/01/2000* and choose .



Here you can see that the *Master tenant* has changed. In the *Start reltnship* (start of relationship) column you can see that the new partner is valid for this lease-out as of *09/01/2000*.


6. Choose *Extras → Display items FI*.
7. In the *Line item* section of the screen select status *Open items*. Do not make any changes to the other defaulted selections.
8. Choose .



## Changing Master Tenant with Customer Account in Your Lease-Out



Here you can see that the Master tenant which took over the lease-out as of 09/01/2000 is also responsible for the open items for 07/01/2000 and 08/01/2000 of the previous Master tenant. The system has transferred all the open items of these previous periods to the new Master tenant.

9. Choose  until the overview tree appears.

## Changing Master Tenant with Customer Account in Your Lease-Out

### Use





Here you carry out a tenant changeover in your lease-out and assign the outstanding open items of the previous *Master tenant* to the new *Master tenant*.

However; in order to have open items you first need to execute debit position for this lease-out. Therefore we recommend that you place this script aside, go through the *Debit Position* section, and return to reassign the open items from one *Master tenant* to the other.

### Procedure



1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen place the cursor on *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set that you created in the *Master Data* section. The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on your first rental unit /office and choose .
5. Place the cursor on your lease-out and choose .
6. In the menu that appears choose *Change Lease-Out: Master Data*.
7. In the dialog box that appears choose *Carry out activity*.
8. Choose  *Partners*.



The system only displays the current partner with the respective start date.


9. Choose *Edit → Change tenant with customer account*. The Choose Partner: Initial Screen appears.
10. In the *Name* field create a name for your second *Master tenant* and choose .
11. Choose  *Organization*.


## Changing Master Tenant with Customer Account in Your Lease-Out



The *Role type 0600* (Master tenant with customer account) is automatically assigned to this partner.

12. Enter the complete address of the new partner. Check that the entry in the *Country* field is **US** for America.


13. Choose .

14. In the *Customer Number* dialog box enter any number *between 0 and 99999* for your partner and choose .



Now the partner that you have just created is displayed below the previous partner. Note the start and end dates of the partner data.

15. Choose .

16. Choose  until the overview tree appears.


**Now you will assign the outstanding open items from the previous Master tenant to the Master tenant you just created.**

17. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Incoming payments/account maintenance → Transfer posting tenant changeover</i>
<b>Transaction Code</b>	FOMU

18. Enter the following data:

Field	Data
Company code	3000
Lease-out	[Number of your lease-out]
Key date for the selection	[Today's date]

19. Choose .




Here you can see all the open items still outstanding for this lease-out.

20. Choose .

21. Choose .

22. In the *Postings* dialog box choose **Yes**.

23. Choose  until the overview tree appears.

## Debit Position

### Use

The purpose of this process is to familiarize you with the debit posting procedure both for rented and vacant rental units.

In this process you will first simulate and execute a debit position for an active lease-out. The execution of a debit position updates both the Tenant Account and the General Ledger. You will then proceed by executing a one-time posting. Display the open items of the Tenant to see the changes that resulted from the postings. Finally, you will simulate and execute a debit position for a vacant rental unit to compare the two processes.

### Purpose

You can find more information about this process under [i](#) [Page 92].

### Prerequisites

You can find the data for this process under [?](#) [Page 93].

### Process Flow

1. [Simulating a Debit Position \[Page 94\]](#)
2. [Executing a Debit Position \[Page 96\]](#)
3. [One-time Posting \[Page 98\]](#)
4. [Displaying Open Items \[Page 100\]](#)
5. [Simulating a Vacancy Debit Position \[Page 102\]](#)
6. [Executing a Debit Position \[Page 105\]](#)

## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS, WHERE APPROPRIATE, ARE COMPOSED OF A **DISPLAY** AND A **CREATE** SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE DISPLAY SECTION WILL BE SUFFICIENT. FOR A DEEPER UNDERSTANDING OF A CERTAIN PROCESS THE CREATE SECTION IS RECOMMENDED.

The *Create* section of these scripts assumes that you have created all the master data objects in the *Create* sections of the previous processes on *Master data* and *Management of Interested Parties/Lease-out*.

## Data Used During This Process

All scripts, where appropriate, consist of two sections the **display** and the **create** section. Often, different data is used in the two sections. Please make sure that you are using the correct data.

Display Section		
Field	Data	Description
Company code	3000	IDES US INC
Lease-out	0100.1301.002	Lease-out number
Business entity	100	Parkway Hall
Rental unit	1402	Rental unit number
Create Section		
Field	Data	Description
Company code	3000	IDES US INC
Tax code	S1	
Jurisdict. code	PA0011000	Jurisdiction code
Flow type	8100	Flow type for one-time posting

## Simulating a Debit Position

## Simulating a Debit Position

### Simulating a Debit Position for a Lease-out

#### Use

Each month, a tenant will receive a bill. In this scenario you will simulate a debit position for the lease-out 0100.1301.002.



#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO debit position → Simulate</i>
<b>Transaction Code</b>	FOSB


2. Enter the following data:

Field	Data
Debit pos.simulation month	02
Debit position simulation year	2001
Company code	3000
Lease-out	0100.1301.002

3. Do not make entries in any of the other fields. Make sure that the Business entity and Rental unit fields are empty.
4. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
5. Choose .



The system displays the rental fee for this specific period broken down by flow type/condition type. You should see 2 flow types/condition types: *Store basic rent* and *Operating costs flat rate*.

6. Choose  until the overview tree appears.

### Simulating a Debit Position for your own Lease-out

#### Use

Each month, your tenant will receive a bill. The rental amount is the total of the fixed base rental fee and flat rate payment for the operating charges. Here you will simulate the billing for the first month to make sure that all postings are in order.

Simulating a Debit Position for your own Lease-out

## Procedure




1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO debit position → Simulate</i>
<b>Transaction Code</b>	FOSB

**You will bill the tenant for January 2000.**

2. Make sure that the *Business entity* and *Rental unit* fields are empty.
3. Enter the following data:

Field	Data
Debit pos.simulation month	01
Debit position simulation year	2000
Company code	3000
Lease-out	[Your lease-out number]

4. Do not make entries in any of the other fields.
5. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
6. Choose . The system displays the rental fee for January 2000, broken down by flow type/condition type. You should see 2 flow types/condition types: *Office basic rent* and *Operating costs flat rate*.
7. Choose  until the overview tree appears.

## Executing a Debit Position

## Executing a Debit Position

### Displaying Execution of a Debit Position

#### Use

The simulation and execution process of a debit position are identical with the exception that during an execution a real financial posting takes place. If you would like to see how this process works please go to the section on simulating a debit position. **PLEASE DO NOT EXECUTE DEBIT POSITION FOR ANY EXISTING LEASE-OUTS WHICH WERE NOT CREATED BY YOURSELF.**

### Executing a Debit Position for your own Lease-out

#### Use

Each month, your tenant will receive a bill. The rental amount is the total of the fixed base rental fee and flat rate payment for the operating charges. After you have simulated the billing for the first month to make sure that all posting were in order, you are now ready to execute the posting.

#### Procedure




1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO debit position → Execute</i>
<b>Transaction Code</b>	FOSA

**You will now run the billing for the first month of the lease in production mode.**

2. Enter the following data:


Field	Data
Month for debit position	01
Debit position year	2000
Company code	3000
Lease-out	[Your lease-out number]

3. Do not make entries in any of the other fields.
4. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
5. Choose . The system displays the monthly rental fee, broken down by flow type / condition type. At this point in time, the system has also made the necessary financial postings and updated Accounts Receivable as well as the General Ledger.
6. Choose .



---

**Executing a Debit Position for your own Lease-out**

7. Execute the debit positions for the other month 02 to 05 of the year 2000.
8. Choose  until the overview tree appears.

## One-time Posting

## One-time Posting

## One-time Posting




### Use

You would carry out a one-time posting to debit the tenant's account if, say, a particular tenant is responsible for damaging an object and the costs are to be passed on directly to him or her. You display this posting under the tenant's open items. To do so, refer to the *Display of Open Items* document. In this script, you will carry out a posting to one of the tenants in your lease-outs. **There is no *Display* portion to this section.**



### Procedure


1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. On the *worklist* section of the screen position your cursor on *Rental unit worklist* and choose .
3. Double-click on the set you created in the section on *Master Data*. The contents of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on your first rental unit/office number and choose .
5. Place the cursor on the lease-out you created in the section on *Master Data* and choose .
6. In the menu that appears, choose *Lease-Out One Time Postings*.
7. Enter the following data:

Field	Data
Document date	01/01/2000
Posting date	01/01/2000
Lease-out	[Number of your lease-out]
AccAssAmnt	500 [\$500]
Tax code	S1
Jurisdic. code	PA0011000
Flow type	8100 [Third-party debit one time posting]

8. Choose . You will receive a message informing you of the amount of tax that has been calculated.
9. Choose . The system has created the one time posting.

10. Choose  until the overview tree appears.

## Displaying Open Items

## Displaying Open Items

### Displaying Open Items of a Tenant

#### Use

Once a debit position is executed both the Customer Account as well as the *General Ledger* are updated. In this scenario you will display the open items of a tenant.




#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction Code</b>	FOTI0A



2. Enter the following data:

Field	Data
Key date	[Today's date]
Company code	3000
Contract	0100.1301.002


3. Choose .
4. Choose *Extras → Tenant account sheet*.
5. In the *Other selection criteria* section of the screen select *Open items only* and choose . An open item summary for this specific customer is displayed.
6. In the *Overview* section of the screen choose  to the left of the customer number (3507).



The lease-out assigned to this tenant appears. Please note that it is possible to have more than one lease-out assigned to a tenant in which case the Overview would allow you to navigate from one lease-out to another.

7. Double-click on the lease-out number *0100.1301.002*. A list of all open items for this lease-out is displayed.
8. Position your cursor on one of the rows and double-click. The system will take you to the financial document of that particular posting.
9. Double-click on one of the line items. Here you can see detailed information specific to that line item.
10. Choose . Here you can see additional information on when and by whom the document was entered in the system.
11. Choose .

Displaying Open Items of Your Own Tenant

12. Choose  until the overview tree appears.

## Displaying Open Items of Your Own Tenant

### Use

Once you execute a Debit position both the Customer Account as well as the General Ledger are updated. In this scenario you will display the open items of your tenant.

### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant information</i>
<b>Transaction Code</b>	FOTI0A


2. Enter the following data:

Field	Data
Key date	[Today's date]
Company code	3000
Contract	[Number of your own lease-out]

3. Choose .

4. Choose *Extras → Tenant account sheet*.

5. In the *Other selection criteria* section of the screen select *Open items only* and choose . An open item summary for your tenant is displayed.

6. In the *Overview* section of the screen, choose  to the left of your tenant's customer number.





The lease-out assigned to your tenant appears. Please note that it is possible to have more than one lease-out assigned to a tenant in which case the *Overview* would allow you to navigate from one lease-out to another.

7. Double-click on your lease-out. A list of all open items for this lease-out is displayed.

8. Position your cursor on one of the rows and double-click. The system will take you to the financial document of that particular posting.

9. Double-click on one of the line items. Here you can see detailed information specific to that line item.

10. Choose . Here you can see additional information on when and by whom the document was entered in the system.

11. Choose  until the overview tree appears.

## Simulating a Vacancy Debit Position

## Simulating a Vacancy Debit Position

### Simulating a Vacancy Debit Position for a Rental Unit

#### Use

A rental unit has been vacant during January 2001. In this case you need to charge the cost of this vacancy to the rental unit. To make sure that all posting are working correctly you will first simulate a debit position for the first month of the vacancy.





#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → Vacancy debit position → Simulate</i>
<b>Transaction Code</b>	FOSI

2. Enter the following data:

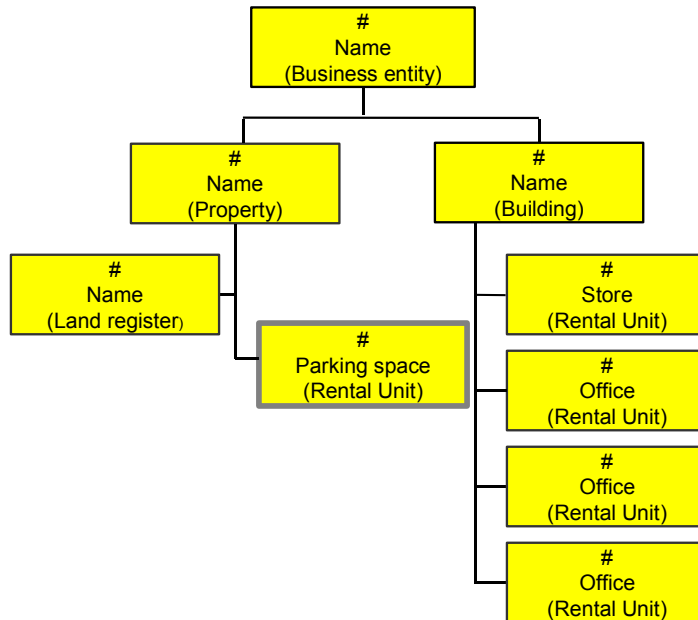
Field	Data
Month of debit position	01
Debit position year	2001
Company code	3000
Business entity	100
Rental unit	1402

3. Do not make entries in any of the other fields.
4. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
5. Choose . The system displays a list which itemizes the vacancy charges. For your rental unit, you should see *Vacancy store basic rent*.
6. Choose  *Postings*. Here you can see more detail on what type of bookings were made and to what accounts.
7. Choose  until the overview tree appears.

## Simulating a Vacancy Debit Position for your Rental Unit

# Simulating a Vacancy Debit Position for your Rental Unit

## Your Hierarchy



## Use

Your rental unit *Parking space* which you have created in the *Master data* section has been unoccupied during January 2000. In this case you need to charge the cost of this vacancy to the rental unit. To make sure that all postings are working correctly you will first simulate a debit position for the first month of the vacancy.

## Procedure

1. Call up the transaction as follows:




<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → Vacancy debit position → Simulate</i>
<b>Transaction Code</b>	FOSI

2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2000
Company code	3000
Business entity	[Your own business entity number]

**Simulating a Vacancy Debit Position for your Rental Unit**

Rental unit	[Your rental unit number (Parking space which you created in the <i>Master data</i> section)]
-------------	---

3. Do not make entries in any of the other fields.
4. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
5. Choose . The system displays a list which itemizes the vacancy charges. For your rental unit, you should see *Basic rent vacancy*.
6. Choose  until the overview tree appears.





## Executing a Vacancy Debit Position

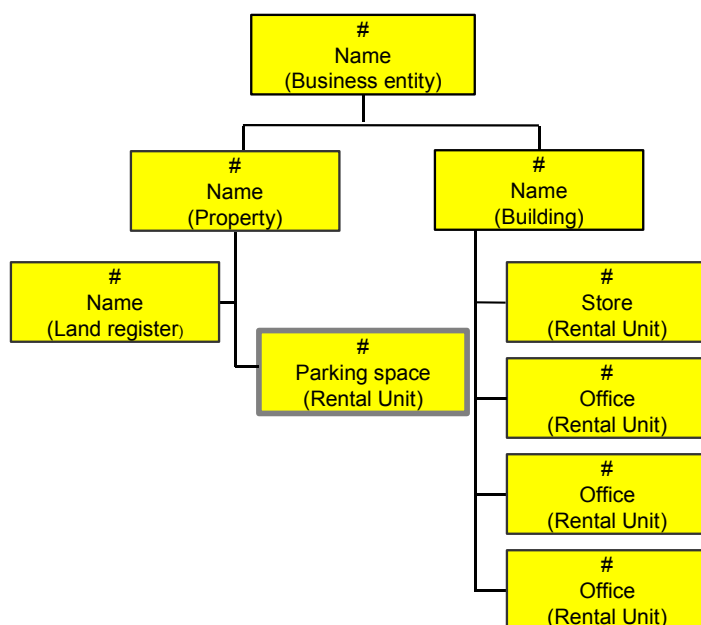
## Executing a Vacancy Debit Position

## Displaying Execution of a Vacancy Debit Position

The simulation and execution process of a vacancy debit position are identical with the exception that during an execution a real financial posting takes place. If you would like to see how this process works please go to the section on simulating a vacancy debit position. **PLEASE DO NOT EXECUTE A VACANCY DEBIT POSITION FOR ANY EXISTING RENTAL UNITS WHICH WERE NOT CREATED BY YOURSELF.**

## Executing a Vacancy Debit Position for your own Rental Unit

## Your Hierarchy



## Use

Your rental unit *Parking space* which you have created in the *Master data* section has been unoccupied during January 2000. In this case you need to charge the cost of this vacancy to the rental unit.

## Procedure





1. Call up the transaction as follows:

Menu Path	Accounting → Real Estate Management → Rental accounting → Postings → Vacancy debit position → Execute
Transaction Code	FOSH

**Executing a Vacancy Debit Position for your own Rental Unit**

2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2000
Company code	3000
Business entity	[Your own business entity number]
Rental unit	[Your rental unit number: Parking space]

3. Do not make entries in any of the other fields.
4. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
5. Choose . The system displays a list which itemizes the vacancy charges. For your rental unit, you should see *Basic rent vacancy*.
6. Choose  *Postings*. Here you can see more detail on what type of bookings were made and to what accounts.
7. Choose  until the overview tree appears.

---

Incoming Payments

## Incoming Payments

### Use

This process will introduce you to some of the many different incoming payment methods found in the R/3 system. You will first process an incoming payment from your tenant manually and then with the fast entry method. You will also learn how overpayments, underpayments and installments are entered in the system.

### Purpose

You can find more information about this process under [i](#) [\[Page 109\]](#)

### Prerequisites

You can find the data for this process under [?](#) [\[Page 110\]](#).

### Process Flow

1. [Manual Incoming Payment \[Page 111\]](#)
2. [Manual Incoming Payment: Fast Entry \[Page 114\]](#)
3. [Manual Incoming Payment: Overpayment \[Page 116\]](#)
4. [Manual Incoming Payment: Underpayment \[Page 119\]](#)
5. [Manual Incoming Payment: Installments \[Page 122\]](#)

## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS, WHERE APPROPRIATE, ARE COMPOSED OF A **DISPLAY** AND A **CREATE** SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE DISPLAY SECTION WILL BE SUFFICIENT. FOR A DEEPER UNDERSTANDING OF A CERTAIN PROCESS THE CREATE SECTION IS RECOMMENDED.

The *Create* section of these scripts assumes that you have complete the previous *Create* section in the *Master data*, *Management of Interested Parties/Lease-out* and the *Debit Position* processes.

In this section you use the *Object Browser*, which is a new function developed for Release 4.6C. The *Object Browser* helps you to display, edit master data easily and quickly (for more detail see also the section on *Master Data*). In addition, you can edit incoming payments for individual lease-outs using the *Object Browser*.

---

Data Used During This Demo

## Data Used During This Demo

All scripts, where appropriate, consist of two sections: the **display** and the **create** section. Often, different data is used in the two sections. Please make sure that you are using the correct data.

Display Section		
Field	Data	Description
Bank account	113100	Bank account number
Lease-out	0100.1205.002	Lease-out number
Installment no.	3	No of installment
Set	LEASE OUT	Lease-out CC3000
Create Section		
Field	Data	Description
Bank account	113100	Bank account number
Installment no.	3	No of installment

## Manual Incoming Payment

### Displaying Manual Incoming Payment



#### Use

Each month, a tenant will pay rental charges. In this scenario you will see how basic incoming payments are entered.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen place your cursor on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on set *LEASE\_OUT*. The contents of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place your cursor on lease-out *0100.1205.002* and choose .
5. In the menu that appears, select *Real Estate Incoming Payments*.
6. Enter the following data:

Field	Data
Document date	01/15/2001 [January 15, 2001]
Posting date	01/15/2001 [January 15, 2001]
Bank account	113100
Contract	0100.1205.002
AccAssAmnt	1,447.74 [Total rental fee \$1,447.74]
Value date	01/15/2001 [January 15, 2001]


7. Choose *Edit account*.




At the top section of the screen you can see the company code information, the contract number and the customer number of your tenant. Also note that the incoming payment of \$1,447.74 is not assigned to any open items.

8. Choose *Ol autom.alloc.cust*. The system will automatically select all open items for that specific month. Your whole incoming payment is assigned to the two open items.

**Manual Incoming Payment for your Tenant**

9. Choose .
10. In the *cancel processing* dialog box choose Yes.

**DO NOT SAVE THIS TRANSACTION.**

11. Choose  until the overview tree appears.




**Manual Incoming Payment for your Tenant****Use**

Each month, your tenant will pay rental charges.

**Procedure**

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen place your cursor on *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set you created in this section. The contents of your set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on your first rental unit/office number and choose .
5. Place your cursor on your lease-out and choose .
6. In the menu that appears select *Real Estate Incoming Payments*.
7. To apply the customer payment for January, enter the following data:

Field	Data
Document date	01/01/2000
Posting date	01/01/2000
Bank account	113100
Contract	[Your own lease-out number]
AccAssAmnt	4031 [Total rental fee for January: \$4,031.00]
Value date	01/01/2000


8. Choose *Edit account*.
9. If you have changed the master tenant with customer account, on the *Customer Selection screen*, double-click on the current master tenant.
10. Choose *Ol autom.alloc.cust*.




Manual Incoming Payment for your Tenant



The system will automatically select all open items for January. If your payment amount was correct (i.e. matched the open items), the amount in the *Not assigned* field should be zero. If not, start the payment transaction again with the correct payment amount.

11. Choose .

12. Choose  until the overview tree appears.

## Manual Incoming Payment: Fast Entry

## Manual Incoming Payment: Fast Entry

## Displaying Manual Incoming Payment: Fast Entry

## Use

With the fast entry feature you can process a number of different lease-outs or collective lease-out at the same time.


## Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Incoming payments/account maintenance → Fast-entry manual incoming payment</i>
<b>Transaction Code</b>	FOMY



In this screen you would first fill out the document, posting and value dates. In the lower section of the screen, you would enter the lease-out(s) you want to process and the incoming amounts in the *AccAssAmnt* (Account assignment amount) column and simply save your data.

2. Choose  until the overview tree appears.

## Manual Incoming Payment: Fast Entry (For Your Own Tenant)

## Use

With the fast entry feature you will now process the incoming payment for February.

## Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Incoming payments/account maintenance → Fast-entry manual incoming payment</i>
<b>Transaction Code</b>	FOMY

2. Enter the following data:



Field	Data
Document date	02/15/2000
Posting date	02/15/2000

**Manual Incoming Payment: Fast Entry (For Your Own Tenant)**

Bank account	113100
Value date	02/15/2000
Contract	[Your own lease-out number]
AccAssAmnt	3531 [the total rent amount for February: \$3,531]
PM (Payment method)	C [Our customer is paying by check]



By using the fast-entry functionality you can process a number of lease-out at the same time.

3. Choose .
4. If you have changed the master tenant with customer account, on the *Customer Selection* screen, double-click on the current master tenant.
5. Choose  until the overview tree appears.

## Manual Incoming Payment: Overpayment

## Manual Incoming Payment: Overpayment

## Displaying Manual Incoming Payment: Overpayment



## Use

The overpayment would take place in cases when the tenant pays too much, or there are no open items available, which can be cleared, or the incoming payment is supposed to be treated as a so-called unqualified down payment and not used for clearing any of open items.

## Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on set *LEASE\_OUT*. The contents of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on lease-out *0100.1205.002* and choose .
5. In the menu that appears select *Real Estate Incoming Payments*.
6. Enter the following data:

Field	Data
Document date	01/15/2001 [January 15, 2001]
Posting date	01/15/2001 [January 15, 2001]
Bank account	113100
Contract	0100.1205.002
AccAssAmnt	2000 [The actual payment for August is \$1,447.74]
Value date	01/15/2001 [January 15, 2001]

7. Choose *Edit account*.



At the top section of the screen you can see the company code information, the contract number and the customer number of your tenant. Also note that the incoming payment of \$2,000 is not assigned to any open items.

8. Choose *Ol autom.alloc.cust*.

## Manual Incoming Payment: Overpayment (from your own Tenant)



The system will automatically select all open items for this specific period. Please note that the total amount of the August bill was \$1,447.74 and therefore \$552.26 were not assigned.

9. Choose *Advance payment*. The system has recognized the \$552.26 as an advanced payment.

**DO NOT SAVE THIS TRANSACTION.**

10. Choose .
11. In the *cancel processing* dialog box press the Yes button.
12. Choose until the overview tree appears.

## Manual Incoming Payment: Overpayment (from your own Tenant)

### Use

The overpayment would take place in case the tenant pays too much, or there are no open items available to be cleared, or if the incoming payment is supposed to be treated as a so-called unqualified down payment and not used for clearing any of open items.

In March 2000 you have received a payment of \$4,000 from our tenant. You will assign the amount of \$3,531.00 to the open items in March. The rest will be treated as an advance payment towards April.

### Procedure

1. Call up the transaction as follows:



<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set created by you. The contents of your set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on your first rental unit/office number and choose .
5. Place the cursor on your lease-out and choose .
6. In the menu that appears select *Real Estate Incoming Payments*.
7. Enter the following data:

<b>Field</b>	<b>Data</b>
Document date	03/15/2000

**Manual Incoming Payment: Overpayment (from your own Tenant)**

Posting date	03/15/2000
Bank account	113100
Contract	[Your own lease-out number]
AccAssAmnt	4000 [The total amount received from tenant in March \$4,000.00]
Value date	03/15/2000

8. Choose *Edit account*.
9. If you have changed the master tenant with customer account, on the *Customer Selection* screen, double-click on the current master tenant.
10. Choose *Ol autom.alloc.cust*. The system will automatically select all open items for March. Please note that the total amount of the March bill was \$ 3,531.00 and therefore \$469.00 were not assigned.
11. Choose *Advance payment*. The system has recognized the \$469,00 as an advanced payment.
12. Choose .
13. Choose  until the overview tree appears.

## Manual Incoming Payment: Underpayment

### Displaying Manual Incoming Payment: Underpayment



#### Use

In this section you will see how an underpayment is handled in the system.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER


2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on set *LEASE\_OUT*. The contents of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on lease-out *0100.1205.002* and choose .
5. In the menu that appears select *Real Estate Incoming Payments*.
6. Enter the following data:

Field	Data
Document date	01/15/2001 [January 15, 2001]
Posting date	01/15/2001 [January 15, 2001]
Bank account	113100
Contract	0100.1205.002
AccAssAmnt	1,300.00
Value date	01/15/2001 [January 15, 2001]


7. Choose *Edit account*.



At the top section of the screen you can see the company code information, the contract number and the customer number of your tenant. Also note that the incoming payment of \$1,300 is not assigned to any open items.

8. Choose *Open items*. Here you can see that the total amount for this period's open items is greater than the amount of the incoming payment.
9. Choose .

**Manual Incoming Payment: Underpayment (from your own Tenant)**


10. Choose  once.




Here you can see that an amount of \$147.74 still needs to be paid by the tenant. You decide to clear the two open items for January and create a new open item for the amount of \$147.74.

11. Choose the *Receivable* button. A new open item has been created.

**DO NOT SAVE THIS TRANSACTION.**

12. Choose .

13. In the dialog box choose Yes.

14. Choose  until the overview tree appears.

## Manual Incoming Payment: Underpayment (from your own Tenant)

### Use




For the month of March you received an overpayment from your tenant. Your tenant has paid \$469.00 over the rental charges for this month. Therefore, you booked the \$469.00 as an advance payment which can be used toward April's rental charges.

In this scenario you receive a payment for April 2000. The received payment is \$1,000.00 does however not cover the entire rental charges for this month (the monthly charge is \$3,531). You will use the advance payment which was made in March, and the received \$1,000.00 towards this month's rent. In addition you will create a new open item for the difference which was not covered.

### Procedure

1. Call up the transaction as follows:




<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

- In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
- Double-click on the set you created. The contents of your set is now displayed in the *Real Estate hierarchy* part of the screen.
- Place the cursor on your first rental unit/office number and choose .
- Place the cursor on your lease-out and choose .
- In the menu that appears select *Real Estate Incoming Payments*.
- To apply April's customer payment, enter the following data:



**Manual Incoming Payment: Underpayment (from your own Tenant)**

Field	Data
Document date	04/15/2000
Posting date	04/15/2000
Bank account	113100
Contract	[Your own lease-out number]
AccAssAmnt	1000 [The total amount received from tenant in April \$1,000.00]
Value date	04/15/2000

8. Choose *Edit account*.
9. If you have changed the master tenant with customer account, on the *Customer Selection* screen, double-click on the current master tenant.
10. Choose *Open items*.
11. Choose the advance payment that was left from March (\$469), and the *Office basic rent* and *OC flat rate* for April by checking-off the box to the left of each condition.
12. Choose  once. Here you can see that even with the last month's advance payment of \$469 the charges for this month are not covered. \$2,062 still need to be paid by the tenant.
13. Choose *Receivable*. Here you can see that a new open item has been created with the text underpayment.
14. Choose .
15. Choose  until the overview tree appears.

## Displaying Manual Incoming Payment: Installments

## Manual Incoming Payment: Installments

## Displaying Manual Incoming Payment: Installments



## Use

In this scenario the tenant is going to pay only a part of his monthly rent. The rest of the rent will be transferred into installment payments.

## Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER


2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on set *LEASE\_OUT*. The contents of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on lease-out *0100.1205.002* and choose .
5. In the menu that appears select *Real Estate Incoming Payments*.
6. Enter the following data:

Field	Data
Document date	01/15/2001 [January 15, 2001]
Posting date	01/15/2001 [January 15, 2001]
Bank account	113100
Contract	0100.1205.002
AccAssAmnt	100
Value date	01/15/2001 [January 15, 2001]


7. Select the *Edit account* push button.



At the top section of the screen you can see the company code information, the contract number and the customer number of your tenant. Also note that the incoming payment of \$100 is not assigned to any open items.

8. Choose *Open items*.
9. Choose .

### Manual Incoming Payment: Installments (From Your Own Tenant)

10. Choose  once. Here you can see that \$1,347.74 are still not assigned (found in the *Not assigned* field).


11. Choose *Installment*.

12. Enter the following data:


Field	Data
First run	03/01/2001 [March 1, 2001]
Instalment no.	3



This informs the system to start the first installment run on March 1, 2001. The installments will then take place every month (Interval (mnths) = 1), and the amount is going to be divided into three installments.

13. Choose  *Instl.* The system has automatically calculated the dates and the amounts due for the installments.


14. Choose  *Inst.text.* The system automatically creates a descriptive text for the installments.

15. Choose  *Copy.* Check the *Not assigned* field. The amount there should now equal zero.

**DO NOT SAVE THIS TRANSACTION.**

16. Choose .

17. In the dialog box choose Yes.

18. Choose  until the overview tree appears.

## Manual Incoming Payment: Installments (From Your Own Tenant)


### Use

In May your tenant informs you that he has financial difficulties. Last month he was unable to pay the entire rental charges for that month which resulted in an additional open item of \$2,062. This month he will be able to pay only this last month's open item. After some discussion you agree to let the tenant pay this months charges of \$3,531 in three installments which will start in July 2000.



### Procedure

1. Call up the transaction as follows:



Menu Path	<i>Accounting → Real Estate Management → Master Data → Object Browser.</i>
Transaction Code	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.






**Manual Incoming Payment: Installments (From Your Own Tenant)**

3. Double-click on the set created by you. The contents of your set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on your first rental unit/office number and choose .
5. Place the cursor on your lease-out and choose .
6. In the menu that appears select *Real Estate Incoming Payments*.
7. To clear April's customer underpayment, enter the following data:

Field	Data
Document date	05/01/2000
Posting date	05/01/2000
Bank account	113100
Contract	[Your own lease-out number]
AccAssAmnt	2062 [The total amount received from tenant in May \$2,062.00]
Value date	05/01/2000

8. Choose *Edit account*.
9. If you have changed the master tenant with customer account, on the *Customer Selection* screen, double-click on the current master tenant.
10. Choose *Open items*.
11. Choose .
12. Choose  once. Here you can see that \$3,531 are still not assigned (found in the *Not assigned* field).
13. Choose *Installment*.
14. Enter the following data:

Field	Data
First run	07/01/2000
Installment no.	3

15. Choose  *Instl*. The system has automatically calculated the dates and the amounts due for the installments.
16. Choose  *Inst.text*. The system automatically creates a descriptive text for the installments.
17. Choose  *Copy*. Check the *Not assigned* field. The amount there should now equal zero.
18. Choose .
19. Choose  until the overview tree appears.

# Rent Adjustment

## Use

This process will introduce you to some of the many different adjustment types found in the SAP system. For each adjustment type you will set up the relevant information in the lease-outs. Where appropriate, you will execute and activate the adjustment runs and view the resulting changes to the conditions in the lease-outs.

## Purpose

You can find more information about this process under [i](#) [Page 126].

## Prerequisites

You can find the data for this process under [?](#) [Page 127].

## Process Flow

1. [Index Adjustment \[Page 129\]](#)
2. [Graduated Rent Adjustment \[Page 137\]](#)
3. [Free Adjustment \[Page 141\]](#)
4. [Expert Opinion Adjustment \[Page 147\]](#)
5. [Adjustment Due to Modernization \[Page 151\]](#)
6. [Adjustment Due to Area Change \[Page 155\]](#)

## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS, WHERE APPROPRIATE, ARE COMPOSED OF A *DISPLAY* AND A *CREATE* SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE *DISPLAY* SECTION WILL BE SUFFICIENT. FOR A DEEPER UNDERSTANDING OF A CERTAIN PROCESS THE *CREATE* SECTION IS RECOMMENDED.

The *CREATE* section of these scripts assumes that you have created all the master data objects and assigned all the sets in the object browser in the previous process on *Master Data*. If you have not, please return to the *Master Data* process and process the *Create* section of each scripts.

## Further Information on Adjustment Types

- **Graduated rent adjustment**: Also referred to as ***Graduated Lease*** or ***Escalation Lease***. They include step-up clauses and provide for specific increases at specific times. **Example:** A long-term lease for office space might require monthly payments of \$4000 for the first two years, \$4500 during the third year and \$5000 for the last two years. Step-up clauses are often used with commercial space.
- **Index-linked rent adjustment**: Also referred to as ***Index Lease***. Rental increases/decreases are tied to a selected index of economic conditions. The index must be reliable and published on a regular and continuing basis by an independent, reputable agency. The most frequently used indexes are the consumer price index (cost-of-living index) and the wholesale price index.
- 
- **Free adjustment**: The rent adjustment (percentage, absolute amount or amount per area unit) is determined at a point in time of the adjustment run.
- 
- **Expert opinion adjustment**: An adjustment based on the opinion of a public expert.
- 
- **Adjustment due to modernization**: Adjustment of selected condition types on the basis of the actual costs of a construction measure or modernization.
- 
- **Adjustment due to area change**: Increase or reduction of condition amounts in selected lease-outs and/or rental units with the due to the change of the area size of the rental unit.

## Data Used During This Demo

All scripts, where appropriate, consist of two sections the **display** and the **create** section. Often, different data is used in the two sections. Please make sure that you are using the correct data. The location of our company is in Philadelphia; please make sure that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Field	Data	Description
Company code	3000	IDES US INC
Lease-out	0100.1304.001	Lease-out number for index rent script
Condition type	0011 [Office basic rent]	Condition type for index rent script
Lease-out	0100.1205.002	Lease-out number for graduated rent script
Lease-out	0100.1001.001	Lease-out number for free rent adjustment script
Expert opinion	WINDOWS_1	
Lease-out	0100.1304.001	Lease-out use for expert opinion adjustment
Modernization measure	GARAGE DOOR	
Lease-out	0100.1001. 001	Lease-out number for modernization adjustment
Lease-out	0100.1404. 001	Lease-out number for area change adjustment
Create Section		
Field	Data	Description
Company code	3000	IDES US INC
Business area	9100	Real estate
Profit center	9154	Offices
Cost center	9154	Offices
Index series	CPI	Consumer Price Index

**Data Used During This Demo**

Base year	1995	Base year of the CPI
Condition type	0030 [OC flat rates]	Condition type for free adjustment script





## Index Adjustment

## Index Adjustment

## Displaying a Lease-out with an Index Rent Adjustment, Simulation and Activation of Adjustment Run



## Use

The rent adjustment process starts at the creation of a lease-out. During this time you specify the adjustment type to be used and maintain the specific adjustment data. In this scenario you will display an existing which has already been adjusted and go through the process associated with this type of an adjustment. You will also see how a simulation and activation of an adjustment run is performed.

## Procedure



1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position the cursor on the *Lease-out worklist* and choose . The set assigned to this worklist will now be visible.
3. Double-click on set *LEASE\_OUT*. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. Double-click on lease-out *0100.1304.001*. The detailed lease-out data will appear on the right side of the screen.
5. Choose the .








In the *General data* file tab under the *Contract data* section note that the Adjustment type is set as *Index-linked rent*. This is a necessary setting for an index rent adjustment to take place.

7. Choose . A dialog box appears. Please note that it is possible to have a different adjustment type per condition.
8. Place your cursor on the adjustment type description and press the  *Adj. data* button.
9. In the *Condition type* dialog box double-click on *0011 Office basic rent* (this is the condition that is adjusted by the CPI).



In the dialog box you can see the type of Index series that is used (in our case the Consumer Price Index), what the base date of the index is, when the index start was, when the last adjustment took place and when the next adjustment run is scheduled. In addition you can see how often the adjustment takes place (Adj. frequency = 12 (in months)). The index adjustment data needs to be maintained for this type of adjustment to take place.

**Displaying a Lease-out with an Index Rent Adjustment, Simulation and Activation of Adjustment Run**

10. Choose  to return to the *Display Lease-out* screen.
11. Choose the *Conditions* file tab. Here you can see that the condition *Office basic rent* has been adjusted a number of times (*Effective from column*).
12. Choose . The dialog box gives you an overview of all the adjustments that have taken place in regards to this lease.
13. Choose .
14. In the *Condition type text* column double-click on one of the three *Office basic rent* conditions. Here once again you can get into the *Display Index Adjustment Data* dialog box.
15. Choose .
16. Choose  until the overview tree appears.

**Now you will display the simulation of an index adjustment. Condition type *Office basic rent* is to be adjusted on 01/01/2001 based on the Consumer Price Index.**

17. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Index → Simulate</i>
<b>Transaction Code</b>	FOA0

18. Enter the following data:

Field	Data
User identification	[Create a number to identify your adjustment run]
Valid from date	01/01/2001 [January 1, 2001]

19. Choose the *Selection* file tab.


20. Enter the following data:

Field	Data
Company code	3000
Lease-out	0100.1304.001

21. Choose the *Parameters* file tab.

22. Enter the following data:

Field	Data
Condition type	0011 [Office basic rent]
Approval up to	12/31/2000 [December 31, 2000]


23. Choose .

## Creating your Lease-out with an Index Rent Adjustment, Simulation, Execution and Activation of an Adjustment



The system should display a log that lists your lease-out with the rent increase, the old and new rental fee, as well as the index points at the beginning and end of the adjustment period (scroll to the right of the list to see those). Even though you started the adjustment run in a simulation mode, you can update the database (i.e. post the adjustments) when you save the data. In other words, saving the data at this time has the same results as the actual execution of the lease-out.

### DO NOT SAVE THIS DATA.

24. Choose  until the overview tree appears.


**Now you will see how an adjustment run is activated.**

25. Enter the following data:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Index → Activate</i>
<b>Transaction code</b>	FOA5



Here you would enter the Valid from date, the Business entity, and the Lease-out number and press the Execute button. **DO NOT FOLLOW THROUGH WITH THIS STEP.** This final step updates the conditions on the lease-out.

26. Choose  until the overview tree appears.

## Creating your Lease-out with an Index Rent Adjustment, Simulation, Execution and Activation of an Adjustment

### Use

The rent adjustment process starts with the creation of a lease-out. During this time you specify the adjustment type to be used and maintain the specific adjustment data. In this scenario you will create a lease-out for a rental unit (an office) you already created in the *Master Data* section. In the lease-outs you specify the adjustment type to be used. You will then simulate, execute and activate an index adjustment and finally display the lease-out to see how it was effected by the adjustment.






You will now create a new lease-out using one of your own vacant rental units (the second office you created). A 5-year lease is to be set up in which the *Office basic rent* is tied to the Consumer Price Index.

### Procedure


1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER


**Creating your Lease-out with an Index Rent Adjustment, Simulation, Execution and Activation of an Ac**

2. In the *Worklist* section of the screen position your cursor on the *Rental unit worklist* and choose . The set assigned to this worklist will now be visible.
3. Double-click on set *RENTAL UNIT*. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. Place the cursor on *3000* (Company code) and choose . Your business entity should now be visible.
5. Place the cursor on your business entity number and choose . Your building should now be visible.
6. Place the cursor on your building number and choose . Your rental units should now be visible.
7. Place the cursor on your second rental unit with the *Usage type: office* and choose .
8. In the menu that appears choose *Create Lease-out*.
10. Under *General data*, enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Index-linked rent
Rental start	01/01/2000 [January 1, 2000]
Rental end	12/31/2004 [December 31, 2004]
Notice type	[Leave default]
Notice rule	[Leave blank]

11. Choose . The system will automatically calculate the months of the lease and display the information in the *Term* field.
12. Choose the *Payt data* file tab.
13. Enter the following data:

Field	Data
Business area	9100 [Real Estate]
Profit center	9154 [Offices]
Tax Code	[Delete the default value S1]
Occupancy (bottom right hand corner)	Own use

14. Choose . A *Change tax code* box will appear asking if you want to change the tax code for the condition items.
15. Choose *Yes*.
16. Choose *Cost ctr. own*.

### Creating your Lease-out with an Index Rent Adjustment, Simulation, Execution and Activation of an Adjustment

17. Enter the following data:

Field	Data
Valid from	01/01/2000 [January 1, 2000]
Cost center	9154 [Offices]

18. Choose .

19. Click on the *Conditions* file tab.

20. Enter the following data:

Field	Data
Office basic rent	[Accept the default you set on the Rental unit]
OC flat rate	[Accept the default you set on the Rental unit]

21. To enter the index adjustment information, double-click on condition *Office basic rent*. A *Maintain Index Adjustment Data* dialog box is displayed.

22. Enter the following data:


Field	Data
Adj.val.from	01/01/2000 [lease start date]
Index series	CPI [Consumer Price Index]
Base year	1995
Index start	01/01/2000 [lease start date]
Adj.frequency (frequency of rent adjustment)	12 [frequency is displayed in months]
1 <sup>st</sup> adj. from	01/01/2001


23. Choose . The system returns you to the *Conditions* screen.




You have defined everything necessary to later execute the index adjustment for condition type *Office basic rent*.

24. Choose  and write down your lease-out number.


25. Place the cursor on the rental unit you just created this lease-out for and choose . Your lease-out should now be visible.

26. Place the cursor on this lease-out and choose . In the menu that appears choose *Change Lease-Out: Master Data*.

27. Choose . In the *Activation date* dialog box your rental start date of 01/01/2000 has been defaulted.

**Creating your Lease-out with an Index Rent Adjustment, Simulation, Execution and Activation of an Adjustment**

28. Choose .

29. Choose  until the overview tree appears.

**Now you will execute your index adjustment. Condition type *Office basic rent* is to be adjusted for the first time on 01/01/2001 based on the Consumer Price Index. You will simulate the rent adjustment, before you run it in production mode.**

30. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Index → Simulate</i>
<b>Transaction Code</b>	FOA0

31. Enter the following data:

Field	Data
User identification	[Fill in a number to identify your adjustment run]
Valid from date	01/01/2001


32. Under the Selection file tab enter the following data:

Field	Data
Company code	3000
Lease-out	[Your lease-out number]

33. Choose the *Parameters* file tab.

34. Enter the following data:

Field	Data
Condition type	0011 [Office basic rent]
Approval up to	12/31/2000 [December 31, 2000]


35. Choose .



The system should display a log that lists your lease-out with the rent increase, the old and new rental fee, as well as the index points at the beginning and end of the adjustment period (scroll to the right of the list to see those). Even though you started the adjustment run in a simulation mode, you can update the database (i.e. post the adjustments) when you save the data. In other words, saving the data at this time has the same results as the actual execution of the rental adjustment.

36. Choose . The system asks if the simulation should be saved as an update run.

37. Choose Yes.

38. Choose  until the overview tree appears.

**Now you will activate the adjustment run.**


### Creating your Lease-out with an Index Rent Adjustment, Simulation, Execution and Activation of an Adjustment


39. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Index → Activate</i>
<b>Transaction Code</b>	FOA5


40. Enter the following data:

Field	Data
Company code	3000
Lease-out	[Your lease-out that you just adjusted]
Approval date proposal	12/25/2000
Follow-up posting due on	[Delete the default date]

41. Leave all other defaults unchanged choose .

42. Select your lease-out by clicking on the box to the left of the lease-out number and choose  *Activate*. The system asks you whether you really want to activate.

43. Choose Yes.

44. Choose  until the overview tree appears.



**Now you will display your lease-out after the adjustment run.**

45. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3

46. Enter the following data:


Company code	3000
Lease-out	[Your lease-out that you just adjusted]

47. Choose  or  *Master data*.

48. Choose the *Conditions* file tab. The system should now display two lines for condition *Office basic rent*.

49. Double-click on the line with effective date of *01/01/2001*. You can now see the adjustment details, including the index points at the start and end of the adjustment period.

50. Choose .

51. Choose  until the overview tree appears.



## Graduated Rent Adjustment

### Displaying a Graduated Rent Adjustment

#### Use

**Graduated rent adjustment:** Also referred to as *Graduated Lease* or *Escalation Lease*. It includes step-up clauses and provide for specific increases at specific times.





Example: A long-term lease for office space might require monthly payments of \$4000 for the first two years, \$4500 during the third year and \$5000 for the last two years. Step-up clauses are often used with commercial space. Graduated rent adjustment differs from other adjustments in that the rate or the amount of increase is usually agreed upon at the start of the lease.

In this scenario you will display an existing lease-out which uses the graduated rent adjustment method.

#### Procedure

1. Call up the transaction as follows:



<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. Place your cursor in the *worklist* section on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set *LEASE\_OUT*. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Double-click on lease-out *0100.1205.002*. The detailed lease-out data will appear on the right side of the screen. In the *General data* file tab under the *Contact data* section note that the *Adjustment type* is set as to *Graduated rent*.
5. Choose .
6. Choose . The *Maintain Adjustment Types* dialog box appears. Please note that it is possible to have a number of adjustment types assigned to a lease.
7. Double-click on number *4 Graduated rent*. A *Condition type* dialog box appears.
8. Double-click on *0011 Office basic rent*. This is the condition that is using graduated rent adjustment. In the *Display Lease-out: Grading* dialog box you can see the calculated rental increases and the date on which these increases become active.
9. Choose .
10. Click on the *Conditions* file tab.
11. Scroll down in the *Condition items* area of the screen. You can see all the calculated increases for the condition *Office basic rent*.

## Creating a Graduated Rent Adjustment for your Lease-out



Since the *Graduated rent* is calculated and agreed upon at the beginning of the contract, no further maintenance or process is needed. Each year the system automatically increases the *Office basic rent* condition.

12. Choose .
13. In the dialog box choose *NO*.
14. Choose  until the overview tree appears.

## Creating a Graduated Rent Adjustment for your Lease-out

### Use



**Graduated rent adjustment:** Also referred to as *Graduated Lease* or *Escalation Lease*. They include step-up clauses and provide for specific increases at specific times. Example: A long-term lease for office space might require monthly payments of \$4000 for the first two years, \$4500 during the third year and \$5000 for the last two years. Step-up clauses are often used with commercial space. Graduated rent adjustment differs from other adjustments in that the rate or the amount of increase is usually agreed upon at the start of the lease.

In this scenario you will use the third rental unit with the usage type *office* that you created in the section on *Master data*. You will create a lease-out for this office and specify the graduated rent adjustment method. You will not save and activate this data.

### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. Place your cursor in the *worklist* section on *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set you have created. The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place the cursor on the third rental unit with usage type *office* and choose .
5. In the menu that appears choose *Create Lease-out*.
6. Under *General data*, enter the following data:

Field	Data
Contract type	Commerc. Agrmt
Adjustment type	Graduated rent

Creating a Graduated Rent Adjustment for your Lease-out

Rental start	01/01/2000
Rental end	[Leave blank]
Term	120

7. Press . The system will automatically calculate the date of the lease-out based on the number of months you have entered in the *Term* field.

8. Choose the *Payt data* file tab.

9. Enter the following data:

Field	Data
Business area	9100 [Real Estate]
Profit center	9154 [Offices]

10. Choose .

11. Choose the *Conditions* file tab.


12. Enter the following data:

Field	Data
Office basic rent	[Accept the default you set on the Rental unit or change to any other amount]
OC flat rate	[Accept the default you set on the Rental unit or change to any other amount]

13. To enter the graduated adjustment information, double-click on condition *Office basic rent*. The *Create Lease-out: Grading* dialog box appears.

14. Choose  *Generate grad. incr.* A *Create Lease-out: Grading* dialog box appears.

15. In the *Increase in %* field enter 4. This informs the system to increase the amount of this condition 4% every 12 months (Interval months = 12).

16. Choose . The system has calculated the rent increases until the year 2009 which is the final year of the lease-out.

17. Choose .


18. Scroll down in the *Condition items* area of the screen. You can see all the calculated increases for the condition *Office basic rent*.



Since the *Graduated rent* is calculated and agreed upon at the beginning of the contract no further maintenance or process is needed. Each year the system automatically increases the *Office basic rent* condition.

19. Choose .

20. Choose *No*. **Do not save the lease-out data.**

21. Choose  until the overview tree appears.

---

Creating a Graduated Rent Adjustment for your Lease-out



## Free Adjustment

## Free Adjustment

## Displaying a Free Rent Adjustment

## Use





The free adjustment can be calculated based on a percentage, an absolute amount or an amount per area unit. The amount is determined at point in time of the adjustment run.

In this scenario you will display a lease-out for a parking space which has been adjusted by free adjustment.

## Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. Place your cursor in the *worklist* section on *Lease-out worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set *LEASE\_OUT*. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. Double-click on lease-out *0100.1002.001*. The detailed lease-out data will appear on the right side of the screen. In the *General data* file tab you can see that the adjustment type for this lease-out has been set to *Free adjustment*.
5. Choose the *Conditions* file tab. Here you can see that the *Basic rent* for this Parking space has been adjusted (has increase) on a yearly basis.
6. Choose *Extras → Rent Adjustments → Adjustments made*. Here you can see all the adjustments that have been carried out for this lease-out and some basic information for each adjustment.
7. Position your cursor on one of the lines and choose . A dialog box appears with detailed information on this particular adjustment run.
8. Choose .
9. Choose  until the overview tree appears.

## Creating a Free Rent Adjustment for your Lease-out

## Use



In this process you will use the third rental unit with the usage type office that you created in the section on *Master data*. You have already created a Lease-out for this rental unit in the previous section. You will use the second condition *OC Flat rate* and adjust it with the Free adjustment method. You will first create your lease-out and specify a free adjustment type.

## Creating a Free Rent Adjustment for your Lease-out






## Procedure

1. Call up the transaction as follows:




<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. Place your cursor in the *Worklist* section on *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
3. Double-click on the set you have created in the *Master Data* section. The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
4. Place the cursor on the third rental unit with usage type *office* and choose .
5. Choose *Create Lease-out*.
6. Enter the following data:


Field	Data
Contract type	Commerc.agrmt
Adjustment type	Free adjustment
Rental start	01/01/2000 [January 1, 2000]
Rental end	[Leave blank]
Term	120
Notice type	[No period of notice]


7. Choose  *Partners*.
8. Choose .
9. In the dialog box that appears double-click on role *0600 Master tenant with customer account*.
10. Enter *US* in the *Country key* field and choose . The system will now check any partners with this role type that are located in the United States.
11. Double-click on any one of the partners. The system will automatically assign that partner to your lease-out.
12. Choose  *Lease-out*.
13. Choose . The system will take you back to the *RE Object browser*.

**To conduct the adjustment run the lease-out need to be first activated.**

14. Place your cursor on your rental unit and choose .
15. Choose the lease-out you have created and click on .
16. Choose *Change Lease-out: Master Data*.
17. Choose . In the *Activation date* dialog box your rental start date 01/01/2000 has been defaulted.

**Creating a Free Rent Adjustment for your Lease-out**

18. Choose .

19. Choose  until the overview tree appears.

**Condition type *OC flat rates* is to be adjusted for the first time on 01/01/2001 via free adjustment. You have decided to increase the prepayment for operating costs by 5%. You will simulate the rent adjustment, before you run it in production mode.**

20. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent specifications → Free commercial adjustment → Simulate</i>
<b>Transaction Code</b>	FOAM

21. Enter the following data:

Field	Data
User identification	[user-definable]
Valid from date	01/01/2001
Company code	3000
Lease-out	[Number of your lease-out]

22. Choose the *Parameters* files tab.

23. Enter the following data:

Field	Data
Condition type	0030 [OC flat rates]
Approval up to	12/28/2000 [December 28, 2000]

24. Choose the *Amounts* file tab.

**25.** In the *Adj. Amounts* section of the screen at the cross section of the *Rel.%* column and *0005 Office* row enter the number 5. This lets the system know that you want to increase of 5%.


26. Choose .



The system displays information about this adjustment. You can see what condition is being adjusted and how it will effect the amount of that condition. Even though you started the adjustment run in a simulation mode, you can update the database (i.e. post the adjustments) when you save the data.

27. Choose .

28. In the dialog box, choose Yes.

29. Choose  until the overview tree appears.

**Now you will activate your adjustment run.**

30. Call up the transaction as follows:




Creating a Free Rent Adjustment for your Lease-out

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Rent adjustment → Rent specifications → Free commercial adjustment → Activate</i>
<b>Transaction Code</b>	FOAI

31. Enter the following data:


Field	Data
Company code	3000 [should be defaulted]
Valid from date	01/01/2001 [January 01, 2001]
User identification	[The user identification you created]
Lease-out	[Your lease-out number]
Approval date proposal	12/28/2000 [December 28, 2000]
Follow-up postings due date	[delete the defaulted entry]

32. Leave all other defaults unchanged and choose .

33. Select your lease-out by clicking on the box to the left of the lease-out number (should be highlighted).

34. Choose  *Activate*.

35. Choose Yes.

36. Choose  until the overview tree appears.

**Once the rent has been adjusted, display your lease-out again to see the changes made to the condition.**

37. Call up the transaction as follows

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3

38. Enter the following data:

Field	Data
Company code	3000
Lease-out	[Number of your lease-out]

39. Choose  or  *Master data*.


40. Choose the *Conditions* file tab. The system should now display two lines for condition *OC flat rates*.



The condition *OC flat rates* with effective date 01/01/2001 was created as a result of the adjustment run.

---

**Creating a Free Rent Adjustment for your Lease-out**

41. Choose  until the overview tree appears.

## Expert Opinion Adjustment

### Displaying an Expert Opinion and Adjusted Lease-out

#### Use

An expert opinion is used to determine the future rent amount. A percentage increase, decrease or, an absolute amount is used to determine this amount. This new amount is passed on to the tenant. Data regarding expert opinion is entered into the system and assigned to at least one rental unit. Based on the finding of the expert the charges of a rental unit can be automatically adjusted by the system. In this section you will see where the expert data is collected in the system and display a lease-out which has been adjusted due to an expert opinion.

#### Procedure

10. Call up the transaction as follows:

<b>Menu path</b>	<i>Real Estate Management → Rent adjustment → Rent calculation → Expert opinion → Expert opinion → Display</i>
<b>Transaction Code</b>	FO1D

2. Enter the following data:

Field	Data
Expert opinion	WINDOWS_1

3. Choose *General data* or .



The system displays the date of the expert opinion, the new amount which will be charged for operational costs, and the reason for the charge decrease.

4. Choose *Rental units*.




Here you can see what rental unit is assigned to this expert opinion.

5. Choose  *Partner list*.



Here you can see the expert (partner) which is assigned to this expert opinion.

6. Choose  to return to the Easy Access menu.

**Now you will display a lease-out which was adjusted due to an expert opinion.**


7. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant information</i>
<b>Transaction Code</b>	FOTI0A

## Adjusting a Lease-out Based on an Expert Opinion

8. Enter the following data:


Field	Data
Key date	[Today's date]
Company Code	3000
Contract	0100.1304.001

9. Choose .

10. Choose *Extras* → *Rent Adjustments* → *Adjustments Made*.



Here you can see that the condition *OC Flat rate* has been adjusted due to the expert opinion.

11. Choose  to return to the Easy Access menu.

## Adjusting a Lease-out Based on an Expert Opinion

### Use

An expert opinion is used to determine the future rent amount. A percentage increase, decrease or, an absolute amount is used to determine this amount. This new amount is passed on to the tenant. Data regarding expert opinion is entered into the system and assigned to at least one rental unit. Based on the finding of the expert the charges of a rental unit can be automatically adjusted by the system. In this section you will create data for the expert opinion first simulate and then activate an adjustment based on that opinion.

### Procedure

First you will create an expert opinion.

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Rent adjustment</i> → <i>Rent calculation</i> → <i>Expert opinion</i> → <i>Expert opinion</i> → <i>Create</i>
<b>Transaction Code</b>	FO1B

2. Enter the following data:

Field	Data
Expert opinion	[User-definable definition]

3. Choose *General data* or .

4. Enter the following data:

Field	Data
Short text	[User-definable]
Company code	3000
Dte expert rep.	[Today's date]

**Adjusting a Lease-out Based on an Expert Opinion**


Surch./red.	.10-
-------------	------

5. In the *Reasons* section place your cursor in the first box of the *Typ* column.
6. Press the pull-down menu that appears.
7. Double-click on reason type *001 (Drafty windows)*.
8. Choose *Rental units*.
9. Enter the following data:

Field	Data
BE	[Number of your business entity]
FrmRU	[The number of your first rental unit with the usage type <i>office</i> ]

10. Choose  *Partner list*.

Here you can assign a partner to this specific expert opinion. In your case you will assign the business partner who conducted this inspection.

11. Choose .


12. Enter the following data:

Field	Data
Country key	US
Postal code	44445

13. Choose .

This specific partner is now assigned to this expert opinion.

14. Choose .

15. Choose  to return to the Easy Access menu.

**Now you are ready to run the adjustment.**



You will initially simulate and save the adjustment. When the adjustment is saved it automatically becomes an updated run. We assume that you have informed your tenant about the new rent changes and the tenant has given his approval. You will then activate this adjustment.

16. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Expert opinion → Simulate</i>
<b>Transaction Code</b>	FORE

17. Under the *Selection* file tab, enter the following data


Field	Data
User identification	[User definable]

**Adjusting a Lease-out Based on an Expert Opinion**

Valid-from date	06/01/2000 [June 1 <sup>st</sup> , 2000]
Expert opinion	[The expert opinion that you created]
Adjustment objects	[Only adjust lease-outs]


18. Choose *Parameters* file tab.

19. In the *Condition type* field enter *0011 (basic rent office)*.


20. Choose .



Here you can see all the relevant information concerning this adjustment.

21. Choose .

22. Confirm with the update run with Yes.

23. Choose  to return to the Easy Access menu.


**Now you will activate this adjustment run.**


24. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Expert opinion → Activate</i>
<b>Transaction Code</b>	FORB


25. Enter the following data

Field	Data
Company code	3000
Valid-from date	06/01/2000 [June 1 <sup>st</sup> , 2000]
User identification	[Identification that you have selected]
Approval date proposal	05/15/2000 [May 15 <sup>th</sup> , 2000]

26. Choose .

27. Select your lease-out and choose  *Activate*

28. Confirm the dialog box *Activate* with Yes.

29. Choose  to return to the Easy Access menu.

## Adjustment Due to Modernization

### Displaying a Construction Measure and a Lease-out

#### Use

The landlord can pass on a certain percentage of modernization cost (construction costs) to the tenant. You have to create a construction measure, assign planned costs, and the corresponding rental units. In this case, the landlord has installed a new automatic garage door. The costs of this construction is going to be distributed among the three garage spaces that benefit from this modernization. In this section, you will first display the master data of the construction measure and then go into one of the lease-outs to view the adjustment that has resulted from this modernization.

#### Procedure

1. Call up the function as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Construction measure → Construction measure → Display</i>
<b>Transaction</b>	FOMC

2. Enter the following data:

Field	Data
Modernization measures	GARAGE DOOR

3. Choose *Master data* or .




The system displays the plan and the actual data for this project.

4. Choose *Cost distribution*.



Here you can see that the rental units 1000 to 1002 from business entity 100 are assigned to this adjustment run. The total cost is distributed by *Apport.unit 14* (apportionment unit). *14* stands for distribution by percentage rate.

6. Choose  to return to the Easy Access menu.

**Now you will display a lease-out after the basic rent condition has been adjusted by the adjustment method modernization.**



7. Call up the function as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant information</i>
<b>Transaction</b>	FOTI0A

8. Enter the following data:

### Creating a Construction Measure and Adjusting a Rental Unit

Field	Data
Key date	[Today's date]
Company code	3000
Contract	0100.1001.001

9. Choose .
10. Choose *Extras* → *Rent Adjustments* → *Adjustments Made* to see that condition *Basic Rent* has been adjusted with adjustment due to modernization.
11. Choose  to return to the Easy Access menu.

## Creating a Construction Measure and Adjusting a Rental Unit

### Use

The landlord can pass on a certain percentage of modernization cost (construction costs) to the lease-out(s) or to the rental unit(s). To do this you have to create a construction measure, assign planned costs, and the corresponding rental unit(s). In this case, you have installed a new automatic garage door. Part of the cost of this construction is going to be distributed to the garage space that benefit from this modernization

In this process you will use the rental unit you created in the *Master Data* section with the usage type *Parking space*. You will then create a construction measure and apportion a part of the costs to this vacant rental unit. Finally you will simulate and activate the adjustment run.

### Procedure

1. Call up the function as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Rent adjustment</i> → <i>Rent calculation</i> → <i>Construction measure</i> → <i>Construction measure</i> → <i>Create</i>
<b>Transaction</b>	FOMA

2. Enter the following data:

Field	Data
Modernization measures	[User-definable entry]

3. Choose *Master data* or . Enter the following data:

Field	Data
Description	[User-definable entry]
Start planned for	02/01/2000 [February 1, 2000]
End planned for	02/15/2000 [February 15, 2000]
Total costs planned	5000
Start on	02/01/2000 [February 1, 2000]



**Creating a Construction Measure and Adjusting a Rental Unit**

End on	02/17/2000 [February 17, 2000]
Total costs	4756



You have just entered the planning data and the actual data for this modernization project. In reality you would most likely enter these two sets of information at different points in time.

5. Choose *Assign RU*.

6. Enter the following data:

Field	Data
BE	[Your business entity number]
frm RU	[You rental unit number with the usage type <i>Parking space</i> ]


7. Choose *Cost distribution*. Here you can assign cost to specific rental units.


8. Enter the following data:

Field	Data
Plan.cost share	100
Act.cost share	100



You have assigned \$100 worth of the whole cost to this vacant rental unit.

9. Choose .

10. Choose  to return to the Easy Access menu.

**You will now simulate an adjustment run for your construction measure.**

11. Call up the function as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Construction measure → Simulate</i>
<b>Transaction</b>	FOQU


12. Under the file tab *Selection* enter the following data:

Field	Data
User identification	[User definable entry]
Valid-from date	03/01/2000 [March 1, 2000]
Modernization measures	[The measure you created]
Only adjust rental units	[Check-off]

13. Choose *Parameters* file tab. Make sure that condition type *10 Basic rent* is defaulted in the *Condition type* field.


14. Choose .

## Creating a Construction Measure and Adjusting a Rental Unit


15. Choose .



Here you can see the new rent that will be calculated for this rental unit due to the adjustment based on this modernization.

16. Choose .

17. Confirm the dialog box *Save Simulation as Update Run* with Yes. Whenever a simulation is saved it becomes an update run. For this adjustment to take effect it needs to be activated.


18. Choose  to return to the Easy Access menu.


19. Call up the function as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Rent calculation → Construction measure → Activate</i>
<b>Transaction</b>	FOQV


20. Enter the following data:

Field	Data
Company code	3000
User identification	[Your user identification]
Business entity	[Your business entity number]
Rental unit	[Your rental unit with the usage type <i>Parking space</i> ]
Adjustment object	Rental unit [Rental unit]
Follow-up posting due on	03/01/2000 [March 1, 2000]

21. Choose .

22. Select your rental unit and choose  *Activate*.

23. Confirm the dialog box *Activate* with Yes.

24. Choose  to return to the Easy Access menu.

## Adjustment Due to Area Change

### Displaying a Lease-out After Adjustment Due to Area Change

#### Use

When an area of a rental unit changes you can choose to adjust the rental changes for that unit. In this section you will display a lease-out which has been adjusted due to area change.





#### Procedure

11. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant information</i>
<b>Transaction Code</b>	FOTI0A

3. Enter the following data:

Field	Data
Key date	[Today's date]
Company code	3000
Contract	0100.1404.001

4. Choose .
5. Choose the *Conditions* file tab.
6. Scroll to the right in the *Condition- Details* section to the column *Area basis*.  
The check in this column informs the system that both *Store rent* and *OC flat rate* conditions are calculated based on area.
7. Choose *Extras → Rent Adjustments → Adjustments Made* to see that conditions have been adjusted with adjustment method due to area change.
8. Place your cursor on one of the adjustments and choose . Here you can see detail information on this particular adjustment.
9. Choose .
10. Choose  to return to the Easy Access menu.

### Creating a Rent Adjustment Due to Area Change

#### Use

When an area of a rental unit changes you can choose to adjust the rental changes for that unit. In this scenario you will use the rental unit *Parking space* you created in the section on *Master Data*. You will first change the condition for this rental unit so that the conditions is calculated based on area defined for this unit. You will then create and activate a lease-out for this rental





## Creating a Rent Adjustment Due to Area Change

unit. You will then assume that the area of the rental unit has changed and so you will record the changes on the master data of your rental unit. The system will automatically prompt you to create an adjustment based on this change. You will run this simulations save it as an updated run and finally activate this adjustment.

## Procedure



1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose . The set that you created and assigned is visible.
3. Double-click the set to display the data in the field *Real estate hierarchy* section of the screen.
4. Select the rental unit that you have created with the usage type *Parking space* and choose .
5. Choose *Change Rental Units*.
6. Do not change any of the pre-assigned data and choose .
7. Choose the *Conditions* file tab.
8. Choose the row containing *Basic Rent* with the most recent effective from date in the *Eff. from* column and choose  *Amount- <-> Amount./Area*



Scroll right to view the field *Amount/AU* and the indicator set in the Field ABs (Area based). In the *Amount/AU* field you can see what is the calculated rate charge per Ft2. The check in the ABs column indicates that the condition calculation will be performed based on area.

9. Choose .
10. In the dialog box *Reverse rent adj. records* choose *No*.
11. Select the rental unit that you have created with the usage type *Parking space* and choose .
12. Choose *Create lease-out*
13. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Free adjustment
Rental start	03/01/2000 [March 01, 2000]
Term	24

14. Choose the *Conditions* file tab.

Creating a Rent Adjustment Due to Area Change



The amount per area unit has a white background. This means that the condition amount is area-based. This setting is automatically transferred from the rental unit that you have just changed.

15. In the *Jurisdic. code* column enter jurisdiction code *PA0011000* for the *Basic rent* condition.

16. Choose  *Partners*.

17. Choose .

18. Double-click on Role *0600 Master tenant w.cust.acct*.

19. In the *Name* field enter a name for your tenant and choose .




The system will now check if a partner with this specific name already exists in the system. If no such partner exists, you are informed that no partner has been selected.

20. Choose  *Person*.


21. Complete your partners' address and choose .




The system will now prompt you to create a customer number for your partner.

22. Enter a number from *1 to 99999* and choose .

23. Choose .

24. Choose this rental unit *Parking space* once more and choose .


25. Choose your lease-out and choose .

26. Choose *Change Lease-Out: Master Data*.

27. Choose .

28. Enter 03/01/2000 [March 01, 2000] as the activation date and choose .

**Now you will assume that the area of your rental unit has changes. You will now enter the new area for your rental unit.**

29. Select the rental unit that you have created with the usage type *Parking space* and choose .

30. Choose *Change Rental Units*.

31. Do not change any of the pre-assigned data and choose .


32. Choose the *Areas* file tab.

33. Enter the following data:

Field	Data
-------	------

## Creating a Rent Adjustment Due to Area Change

Type	3
Area	270
Unit	FT2
Valid-from	06/01/2000 [June 1, 2000]

33. Choose .

34. Confirm that adjustment records should be generated due to area change by choosing Yes.




The system automatically takes you to the simulation screen for the adjustments based on area change.

35. Enter the following data:


Field	Data
User identification	[automatically assigned by the system]
Valid-from date	06/01/2000 [June 1, 2000]
Company Code	3000
Lease-out	[The number of the lease-out you have created, should be already defaulted]
Adjustment objects	[Select <i>Only adjust lease-outs</i> ]

36. Choose the *Parameter* file tab and enter the condition type *10 Basic rent*.


37. Choose .



The system displays the old and new rent data.

38. Choose  to convert the simulation into an updated run.

39. To save this simulation as an updated run confirm with Yes.

40. Choose  to return to the Easy Access menu.

41. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent adjustment → Area change → Activate</i>
<b>Transaction Code</b>	FORQ


42. Enter the following data:

Field	Data
Company Code	3000

Creating a Rent Adjustment Due to Area Change

Valid-from date	06/01/2000 [June 1, 2000]
User Identification	[Place you cursor in this field, choose the selection icon that appears to view the user identifications that have been create. Choose the <i>User Identification</i> created by yourself]
Lease-out	[Number of your lease-out]

43. Choose .

44. Select your lease-out and choose  *Activate*

45. Confirm with Yes. Choose  to return to the Easy Access menu.

---

Rent Adjustment Based on Sales Settlement

## Rent Adjustment Based on Sales Settlement

### Use

With the Real Estate Management component, you have various ways of handling sales-based lease-outs and their conditions. You can specify that a certain percentage rate of the sales amount is used as a basis for the rent amount. You can also define absolute amounts in the system. Both options can be graded according to reported sales. A further option is to use the sales volume as a basis for calculating the rent. You can define the sales reporting period. You can also track the history of the sales reports at any time.

In the sales settlement, you can adjust the sales-based rent advance payments to match the actual rent receivables in such a way that the difference between the advance payments and the settlement amount is as small as possible in the next settlement period.

In this process you create a lease-out with condition type *Sales-based rent advance payment*. The condition amount is used as a base for subsequent calculations.

You generate open items and clear them. On the basis of the sales reports you receive from your tenant, you then execute a sales settlement and adjust the condition *Sales-based rent advance payment*.

### Purpose

For further information on this process, refer to [i](#) [Page 161].

### Prerequisites

You will find the data for this process here [?](#) [Page 162].

### Process Flow

1. [Lease-out with Sales-based Rent Adjustment \[Page 163\]](#)
2. [Executing a Debit Position \[Page 168\]](#)
3. [Processing Incoming Tenant Payments \[Page 170\]](#)
4. [Sales Report/Statement of Revenue \[Page 172\]](#)
5. [Sales Settlement Simulation \[Page 175\]](#)
6. [Executing a Sales Settlement and Adjusting Advance Payments \[Page 177\]](#)



## Additional Process Information

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain process in Real Estate Management, we recommend using the *Create* section.

When you are using the *Create* section, we assume that you have created the master data objects in the previous processes of the *Master Data* section. If you have not already done so but would now like to use the *Create* sections of these scripts, return to the *Master Data* section and create the master data objects.

## Data Used During This Demo

## Data Used During This Demo

All scripts, where appropriate, consist of two sections the **display** and the **create** section. Often, different data is used in the two sections. Please make sure that you are using the correct data. The location of our company is in Philadelphia; please make sure that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Field	Data	Description
Set	LEASE_OUT	Lease-outs in company code 3000
Lease-out	0100.1201.002	Lease-out number
Create Section		
Field	Data	Description
Company code	3000	IDES AG
Settlement variant	A003	Half-yearly, 01/01-06/30 / 07/01-12/31
Jurisdiction code	PA0011000	
Bank account	113100	Account no.
Document type	DA	Customer

## Lease-out with Sales-based Rent Adjustment

### Displaying a Lease-out with Sales-based Rent Adjustment





#### Use

This type of lease is usually used for retail property. It provides for the payment of a percentage of the tenant's gross income in excess of a predetermined minimum amount of sales. Although percentage payments may be prorated or paid monthly, payments are usually based on an annual computation. It is also possible to make sales based condition calculations based on units sold rather than on revenue. In this scenario you will display a lease-out which has been preset for sales-based adjustment based on gross revenue and discuss all the relevant settings.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

2. If you already assigned the set *LEASE\_OUT* to the *Lease-out worklist* in the process on *Master data* continue with the steps below. However, if you do not find a *LEASE\_OUT* set assigned to this folder you will first need to do this assignment. Place your cursor on *Lease-out worklist*, choose  and choose *Add set*. Choose the appropriate set and press . The assignment should now be complete.
3. In the *Worklist* section of the screen position your cursor on the *Lease-out worklist* and choose . The set assigned to this worklist will now be visible.
4. Double-click on set *LEASE\_OUT*: The content of this set is now displayed in the *Real estate hierarchy* part of the screen.
5. Double-click on lease-out 0100.1201.002. The detailed lease-out data will appear on the right side of the screen.
6. Choose .



In the *General data* file tab you can see that the primary adjustment type for this lease-out has been set to *Sales-based rent*.

7. Choose the *Conditions* file tab.



Here you can see that there are three conditions types assigned to this lease-out. *Store basic rent* is the monthly rent paid by the tenant. *OC Flat rate* is the flat rate amount paid for the operational costs. *Sls.bsd rent AP 1* is the sales-based rental advanced payments that the tenant agreed to. In other words, the tenant has agreed

## Creating a Lease-out with Sales-based Rent Adjustment



to pay a percentage of his sales income as part of his rent. Since you do not know what the tenant income is going to be for this year until the end of the year, the tenant has agreed to pay a set amount in an advance payment each month. At the end of the year a settlement will take place.

8. In the *Conditions type text* column double-click on any one of the *Sls. bsd rent AP 1* condition types.
9. Double-click on *Sales-bas.rent*.





Here you can see the detailed information regarding the Sales-based rent calculation. At the top you can see the condition type affected by this calculation. Please note the *Unit of measurement* field. By selecting unit of measurement it is possible to charge the sales-based rent on a number of goods sold rather than the amount sold. For example, if the tenant sells more than 500,000 cartons of goods you will receive 4% of the income.

Other information you see here is the *Settlement variant*, this informs you that you will conduct your settlement on a yearly basis, that you are expecting a sales report annually (Reporting interval field), and the sales grading that you agreed upon.

10. Choose .
11. Select the any other date and choose . Please note that the *Sales gradings* information varies from one year to the other.



On the lower right side of the screen you can also see the last existing sales report that exists.

12. Choose .
13. Choose  until the overview tree appears.
14. In the dialog box, choose *No*.

## Creating a Lease-out with Sales-based Rent Adjustment

### Use



This type of lease is usually used for retail property. It provides for the payment of a percentage of the tenant's gross income in excess of a predetermined minimum amount of sales. Although percentage payments may be prorated or paid monthly, payments are usually based on an annual computation. It is also possible to make sales based condition calculations based on units sold rather than on revenue. In this process you will use a rental unit: *store* which you created in the *Master Data* section. You will create a lease-out for this rental unit and specify *sales-based rent* conditions. These condition are to be adjusted based on units sold.

### Procedure





1. Call up the transaction as follows:

Creating a Lease-out with Sales-based Rent Adjustment

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER




3. In the *Worklist* section of the screen position your cursor on the *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
4. Double-click on set that you created in the *Master Data* process. The content of your set is now displayed in the *Real estate hierarchy* part of the screen.
5. Place your cursor on your rental unit with the *usage type Store* and choose .
6. In the menu that appears choose *Create lease-out*.
7. Under *General data*, enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Sales-based rent
Rental start	01/01/2000 [January 1, 2000]
Rental end	[Leave blank]
Term	120

8. Choose  *Partners*.
9. Choose .
10. In the dialog box double-click on role *0600*.
11. Enter *US* in the *Country key* field and choose . The system will now check any partners with this role type that are located in the United States.
12. Double-click on any one of the partners. The system will automatically assign that partner to your lease-out.
13. Choose  *Lease-out*.
14. Choose the *Conditions* file tab.



At the beginning of the contract you agree with the tenant on a advance payment amount for the sales-based portion of the rental payment.

15. Delete the defaulted conditions by placing your cursor on the condition name in the *Condition type text* column and choose .
16. Choose .
17. Select *Sls. bsd rent AP 1*, and *Sls. bsd rent AP 2*.
18. Choose . A new condition types are added to your list.

**Creating a Lease-out with Sales-based Rent Adjustment**

19. Under *Conditions items* enter the following data:


Condition amount	Data
Sls bsd rent AP 1	2000
Sls bsd rent AP 2	1500


20. In the *Jurisdic. code* column enter jurisdiction code *PA0011000* for each of the conditions.

19. In the *Condition type text* column, double-click on the *Sls. bsd rent AP 1* condition type. A *Create Lease-out: Sales-based rent* dialog box appears. Here you will specify additional information regarding this sales-based lease-out.

20. Enter the following data:


Field	Data
Settlement variant	A003 [1/2 Yearly, 01/01 – 06/30 and 07/01 –12/30]
Planned sales (Amt)	500,000 [Amount of sales planned]
Reporting interval	1 [Monthly]

21. Choose .

22. Scroll down the list and select the unit of measurement *BOX* and choose .

23. In the *Sales gradings* box, enter the following data:

Sales from	Sales up to	Amount/UnitMeas.
[Leave blank]	100,000	.05
100,001	[Leave blank]	.03

24. Choose . An informational dialog box appears.


25. Choose .

26. In the *Condition type text* column, double-click on the *Sls. bsd rent AP 2* condition type.

27. Enter the following data:

Field	Data
Settlement variant	A003 [1/2 Yearly, 01/01 – 06/30 and 07/01 –12/30]
Planned sales (Amt)	500,000 [Amount of sales planned]
Reporting interval	1 [Monthly]


28. Choose .


29. Scroll down the list and select the unit of measurement *CAR* (carton) and choose .

30. In the *Sales gradings* box, enter the following data:


Creating a Lease-out with Sales-based Rent Adjustment


Sales from	Sales up to	Amount/UnitMeas.
[Leave blank]	250,000	.25
250,001	[Leave blank]	.2

31. Choose .


32. Choose .


**Now you will go back into this lease-out and activate it.**


33. Place the cursor on your rental unit with the usage type Store and choose . Your new lease-out will now appear.

34. Place the cursor on your lease-out and choose .

35. In the menu that appears choose *Change Lease-Out: Master Data*.

36. Choose . In the dialog box your rental start date of 01/01/2000 has been defaulted.

37. Choose .

38. Choose  until the overview tree appears.

## Executing a Debit Position

## Executing a Debit Position

### Executing a Debit Position for Your Own Lease-out

#### Use

Each month, your tenant will receive an invoice. The rental amount is the total of the fixed base rental fee, flat rate payment for the operating charges, and the sales based advanced payments. In this section you will execute debit position for the first six months. **THERE IS NO DISPLAY PORTION TO THIS SECTION. PLEASE DO NOT EXECUTE DEBIT POSITION FOR ANY EXISTING LEASE-OUTS WHICH WERE NOT CREATED BY YOURSELF.**

#### Procedure

- Call up the function as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO debit position → Execute</i>
<b>Transaction</b>	FOSA

- Enter the following data:


Field	Data
Month of debit position	01
Debit position year	2000
Company code	3000
Lease-out	[Your lease-out number]

- Do not make entries in any of the other fields.

- Choose .





Based on the period and year you entered, all related dates will be adjusted by the system.

- Choose .



The system displays the monthly rental fee, broken down by flow type / condition type. At this point in time, the system has also made the necessary financial postings and updated Accounts Receivable as well as the General Ledger.

- Choose  once to return to the *Debit position: Initial Screen* and execute the debit positions for February to June (02 to 06) of 2000.

- Choose  until the overview tree appears.



---

Executing a Debit Position for Your Own Lease-out

## Processing Incoming Tenant Payments

## Processing Incoming Tenant Payments

## Manual Incoming Payment for your Tenant




## Use

Each month, a tenant will pay rental charges. In this scenario you will assume that your tenant has made timely payments each month. You will enter your tenant's payments from January to June. **THERE IS NO DISPLAY PORTION TO THIS SCRIPT.**

## Procedure

2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object browser</i>
<b>Transaction Code</b>	FOBJECTBROWSER

6. In the *Worklist* section of the screen position the cursor on the *Rental unit worklist* and choose . The sets assigned to this worklist will now be visible.
7. Double-click the set you created in the *Master Data* section. The content of your set is now displayed in the *Real estate hierarchy* part of the screen.
8. Place the cursor on the number of the rental unit with usage type *Store* and choose .
9. Place the cursor on your lease-out and choose .
10. In the menu that appears choose *Real Estate Incoming Payments*.
11. To post the incoming payment for January, enter the following data:

Field	Data
Document date	01/01/2000
Posting date	01/01/2000
Bank account	113100
Contract	[Your own lease-out number]
AccAssAmnt	3531 [Total rental fee for January: \$3,531.00]
Value date	01/01/2000


12. Choose *Edit account*.
13. Choose *Ol autom.alloc.cust*.




The system will automatically select all open items for January. If your payment amount was correct (i.e. matched the open items), the amount in the *Not assigned* field should be zero. If not, start the payment transaction again with the correct payment amount.

---

**Manual Incoming Payment for your Tenant**

11. Choose .

12. Repeat this script for February to June (02 to 06) of 2000. (Make sure that you enter the relevant document, posting and value date for each month).

Choose  until the overview tree appears.

## Sales Report/Statement of Revenue

### Displaying a Sales Reports/Statement of Revenue

#### Use

In this section you will display the revenue reports of all of the lease-outs adjusted by the sales settlement method in Business Entity 100.

#### Procedure

3. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Sales-based rents → Sales reports → Display</i>
<b>Transaction Code</b>	FOU3N


4. Enter the following data:

Field	Data
Company code	3000
Sales year	2000
Other selection criteria	[Delete all other defaulted selections]

3. Choose .



The sales report screen is divided in to two areas. The navigation area on the left side and the detail area on the right. The navigational area displays all lease-out and corresponding object hierarchy per condition type.

4. In the navigation area of the screen click on couple of lease-out to display the corresponding detail information on the detail area part of the screen.
5. Choose  until the overview tree appears.

### Creating a Sales Report/Statement of Revenue for your Lease-out

#### Use

For your lease-out, you stipulated that the tenant has to submit monthly sales reports. Now you will enter these sales reports in the system.

#### Procedure


1. Call up the transaction as follows:

**Creating a Sales Report/Statement of Revenue for your Lease-out**

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Sales-based rents → Sales reports → Maintain with sales simulation</i>
<b>Transaction Code</b>	FOU3NS


14. Enter the following data:

Field	Data
Company code	3000
Lease-out	[The number of your lease-out]
Report from	01/01/2000 [January 1, 2000]
Report to	06/30/2000 [June 30, 2000]
Sales year	2000
Other selection criteria	[Delete all other defaulted selections]

3. Choose .



The sales report screen with simulation is divided into three areas. The navigation area on the left side, the detail area on the right, and the simulation area on the bottom. The navigation area displays your lease-out and corresponding object hierarchy per condition type. The red traffic lights indicate that sales data has not yet been entered.

4. Place your cursor on condition *0040 Sls bsd rent AP 1* in the detail area and choose  *Intervals*.


5. Enter the following data:

Report from	Report to	Sales in units
01/01/2000	01/31/2000	100,000
02/01/2000	02/29/2000	80,000
03/01/2000	03/31/2000	70,000
04/01/2000	04/30/2000	60,000
05/01/2000	05/31/2000	50,000
06/01/2000	06/30/2000	40,000

6. Choose  *Transfer*.



The traffic lights change to yellow, which means that sales data has been entered but has not yet been saved. Please note the calculation which took place for this condition in the simulation area of the screen.

7. In the detail area of the screen place your cursor on condition *0041 Sls bsd rent AP 2* and choose  *Intervals*.

8. Enter the following data:


## Creating a Sales Report/Statement of Revenue for your Lease-out


Report from	Report to	Sales in units
01/01/2000	01/31/2000	15,000
02/01/2000	02/29/2000	10,000
03/01/2000	03/31/2000	15,000
04/01/2000	04/30/2000	10,000
05/01/2000	05/31/2000	20,000
06/01/2000	06/30/2000	10,000

9. Choose  *Transfer*.



In the simulation area of the screen you can see the two condition types. Per condition type you can see the amount of units sold which have been taken into account for this calculation (*Rel.sales* column), the amount of advance payments which the tenant paid over this period (*Amount AP* column), and the balance calculated including tax for each condition (*Bal.inc.VAT* column). The totals for the whole lease-in are summarized where appropriate in the yellow column.

10. Choose .

11. Choose  until the overview tree appears.

## Sales Settlement Simulation

### Displaying Simulations of Sales Settlements

#### Use

The sales settlement is the settlement resulting from the reported sales. The system calculates the rent on the basis of the reported sales and the data defined in the lease-out for sales-based rent. The rent amount is balanced against the advance payments, and a credit memo or a receivable is generated. If you simulate the sales settlement, you have the opportunity to check the figures again before making the actual posting. If you execute the settlement, the calculated amount is posted in Financial Accounting. In this section you will display all the sale settlement simulations which have been run in Company code 3000.

#### Procedure

4. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real estate management → Rental → Rent accounting → Sales-based rents → Sales settlement → Simulate</i>
<b>Transaction Code</b>	FOUEN

5. Enter the following data:


Field	Data
Company code	3000

5. Delete any other defaulted fields.

6. Choose .



Here you can see all the sales-based simulations that have occurred in the Company code 3000. By clicking on the folder icon to the left of the simulation data you can see the relevant sales report information.

4. Choose  until the overview tree appears.

### Simulating of Sales Settlement for your Lease-out

#### Use

The sales settlement is the settlement resulting from the reported sales. The system calculates the rent on the basis of the reported sales and the data defined in the lease-out for sales-based rent. The rent amount is balanced against the advance payments, and a credit memo or a receivable is generated. If you simulate the sales settlement, you have the opportunity to check the figures again before making the actual posting. If you execute the settlement, the calculated amount is posted in Financial Accounting. In this section you will simulate a sales report for your own lease-out.


**Simulating of Sales Settlement for your Lease-out****Procedure**

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real estate management → Rental → Rent accounting → Sales-based rents → Sales settlement → Simulate</i>
<b>Transaction Code</b>	FOUEN


2. Enter the following data:

Field	Data
Company code	3000
Lease-out	[Your lease-out number]
Report from	01/01/2000 [January 1, 2000]
Report to	06/30/2000 [June 6, 2000]

3. Choose .



Here you can see all the sales-based simulations that have occurred in the for your lease-out. By clicking on the folder icon to the left of the simulation data you can see the relevant sales report information.

4. Choose  until the overview tree appears.



## Executing a Sales Settlement and Adjusting Advance Payments

### Executing a Sales Settlement and Adjusting Advance Payments for your Lease-out

#### Use

In this process you will execute your sales settlement. When a sales settlement is executed the calculated amount is posted in Financial Accounting. Based on this calculation you will adjust the advance payment conditions to minimize the settlement balance of the next settlement period. **There is no *Display* section to this script.**


#### Procedure

7. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real estate management → Rental → Rent accounting → Sales-based rents → Sales settlement → Execute</i>
<b>Transaction Code</b>	FOUAN

2. Enter the following data:


Field	Data
Company code	3000
Lease-out	[Your lease-out number]
Start of settlement period	01/01/2000 [January 1, 2000]
End of settlement period	06/30/2000 [June 30, 2000]
Document date	07/01/2000 [July 1, 2000]
Posting date	07/01/2000 [July 1, 2000]
Document type	DA
Execute adjustment	Select [when this field is selected the system automatically adjusts the sales-based rent advance payment amount in the lease-out as of the date specified in the <i>Adjustment valid from</i> field]
Adjustment valid from	07/01/2000 [July 1, 2000]


3. Choose .

4. Select the each condition by checking-off the box to the left of the description.

5. Choose  *Execute*.

**Executing a Sales Settlement and Adjusting Advance Payments for your Lease-out**

6. Choose .

7. Choose  until the overview tree appears.


**Based on the simulation you just made you will now activate the adjustment.**


8. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real estate management → Rental → Rent accounting → Sales-based rents → Advance payments → Activate</i>
<b>Transaction Code</b>	FOUC


9. Enter the following data:

Field	Data
Company code	3000
Lease-out	[Your lease-out number]
Adjustment object	Lease-out
Follow-up postings due on	07/10/2000 [July 10, 2000]

10. Choose .

11. Check-off the boxes to the left of each adjustment and choose  *Activate*.

12. Choose Yes.

13. Choose  until the overview tree appears.

# Service Charge Settlement

## Use

The purpose of this process is to familiarize you with the service charge settlement and the adjustment which might result from such a settlement.

## Purpose

You can find more information about this process under [1](#) [Page 180].

## Prerequisites

You can find the data for this process under [2](#) [Page 181].

## Process Flow

1. [Creating Master Data Object for the Service Charge Settlement \[Page 183\]](#)
2. [Creating Additional Lease-outs Using Copy Function \[Page 186\]](#)
3. [Defining Participating Rental Units \[Page 189\]](#)
4. [Displaying Settlement Variant Assignment \[Page 191\]](#)
5. [Defining the Settlement Unit \[Page 193\]](#)
6. [Post-generate Settlement Participation \[Page 196\]](#)
7. [Displaying Settlement Information in a Lease-out \[Page 197\]](#)
8. [Simulation and Execution of a Debit Position for a Lease-out \[Page 199\]](#)
9. [Displaying Open Items of a Tenant \[Page 202\]](#)
10. [Monthly Customer Payments \[Page 204\]](#)
11. [Displaying and Posting Service Charge Invoices \[Page 205\]](#)
12. [Simulating Service Charge Settlement \[Page 208\]](#)
13. [Executing Service Charge Settlement \[Page 211\]](#)
14. [Calculating and Activating a Rent Adjustment due to Settlement \[Page 212\]](#)

---

Additional Process Information

## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS, WHERE APPROPRIATE, ARE COMPOSED OF A **DISPLAY** AND A **CREATE** SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE **DISPLAY** SECTION IS SUFFICIENT. FOR A DEAPER UNDERSTANDING OF A CERTAIN PROCESS THE **CREATE** SECTION IS RECOMMENDED.

This process describes how service charges/operating expenses, such as janitorial services, electricity, repair and maintenance, etc., can be processed. For the purpose of this example, you will settle janitorial costs (Service Charge Key), annually (Settlement variant), based on number of persons in each rental unit (Apportionment Unit).

- You will begin by setting up some master data (a business entity, building, two offices and two lease-outs). You will use the copy function to speed up this process.
- You will then create a participation ID and assign your two rental units to it. The participating ID informs the system which rental units are going to be considered during a settlement.
- You will then check the settlement variant assignment on your business entity and adjust it if necessary.
- You will define your settlement unit where you assign the settlement variant, participation ID, the service charge key, and the apportionment unit to be used. Here, you will also generate the cost collectors to release the settlement unit for posting.
- You will then return to one of your lease-outs and check the updated settlement participation information.

Before the settlement is executed for a specific period of time, it is necessary that all financial transactions for that period are complete. In other words, you need to conduct all of the debit postings and the incoming payments for that period. Your next steps will be:

- Simulate and execute debit position for both of your lease-outs
- Display the open items of one of your tenants to see the amounts due.
- Use the fast entry payment method to enter the incoming payments from your tenants.

Now you will assume that you received an invoice from the vendor who has provided the janitorial services during this period for you.

- You will post the service invoice.

Now you are ready to conduct the settlement.

- You will first simulate and then execute your service charge settlement.

Based on this year's actual operating charges, the system can calculate and adjust the advance payment conditions for the following year. Once the adjustment is activated the new conditions on the lease-out are automatically updated.

- You will calculate and activate the new payments.
- Display one of your lease-outs to see the updated condition.

## Data Used During This Process

### Display Section

Field	Data	Description
Company code	3000	IDES US INC
Business entity	100	Parkway Hall
ID particip. RUs	1	ID number of the participating rental units
Service charge key	800	Gardening services
Settlement unit	1	
Lease-out	0100.1306.001	
Lease-out	0100.1301.002	
Document number	1900000058	Invoice
SCS Simulation variant	SCS 2000	
Lease-out	0100.1307.001	

### Create Section

Field	Data	Description
Company code	3000	IDES US INC
Business entity	100	Parkway Hall
Building	12	Used for the copy function
Usage type	0005	Office
Rental unit	1305	Used for the copy function
Condition type	Office basic rent: \$3,000	
Condition type	OC advance payment: \$150	
Lease-out	0100.1306.001	Used for the copy function
Apportionment unit	4	Persons
Service charge key	910	Janitorial services
Business area	9100	Real estate
Profit center	9151	Commercial space and maintenance
Tenancy law	5	US tenancy law
Settlement variant	A003	
Bank account	113100	
Vendor account	3980	

**Data Used During This Process**

G/L account	491000	
Jurisdiction code	PA0011000	Philadelphia
SCS Simulation variant	Own SCS 2000	
SCS Execution variant	Own SCS 2000	

## Creating Master Data Object for the Service Charge Settlement

### Use

You can use the copy function to create additional business entities, properties, buildings, and rental units. In this scenario you will create a business entity, building, and two additional offices which will later participate in the service charge settlement. **Because the copy function can only be used during the creation process there is no DISPLAY OPTION for this process.**

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Business entity → Create</i>
<b>Transaction Code</b>	FO21




2. Enter the following data:

Field	Data
Company code	3000
Business entity	[User-defined number]


3. Choose  *Copy from...*

4. In the dialogue box enter the following data:

Field	Data
Company Code	3000
Business Entity	100

5. Choose  *Copy*.
6. In the upper portion of the screen enter a text description for your business entity.
7. Choose  *Account assignment approval*.
8. Choose . Write down your business entity number.

You have just created a business entity by using the copy function.

9. Choose  until the overview tree appears.

10. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Building/parts of → Create</i>
<b>Transaction Code</b>	FO35

11. Enter the following data:


## Creating Master Data Object for the Service Charge Settlement

Field	Data
Company code	3000
Business entity	[Your business entity number]
Building	[user-definable number]


12. Choose  *Copy from...*


13. In the dialogue box enter the following data:


Field	Data
Company Code	3000
Business Entity	100
Building	12

14. Choose  *Copy*.

15. In the *Build. text* field enter a description for your building.

16. Choose  *Account assignment approval*.

17. Choose . Write down your building number. You have just created a new building by using the copy function.

18. Choose  until the overview tree appears.

19. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Rental unit → Create</i>
<b>Transaction Code</b>	FOE1

20. Enter the following data:

Field	Data
Company code	3000
Business entity	[Your business entity number]
Rental unit	[User-defined number]
Usage type	0005 [Office]

21. Choose  *Copy from...*

22. In the dialogue box enter the following data:

Field	Data
Company code	3000
Business entity	100
Rental unit	1305




**Creating Master Data Object for the Service Charge Settlement**

23. Delete the check under *Conditions*.




By default all parts of the master data are checked-off to be copied.

24. Choose  *Copy*.

25. In the *Rental unit txt* field enter your own rental unit text.

26. In the *Building* field enter your own building number.

27. Choose the *Conditions* file tab.

28. Choose .

29. Enter the following data:


Field	Data
Cond. eff. from	01/01/2000

30. Choose  *Copy*. The system displays a list of all available condition types.

31. Enter the following data:


Field	Data
Office basic rent	3,000 USD
Operat. costs adv.pmt	150 USD

32. Delete any other defaulted data in the *Condition amount* column.

33. Choose  *Account assignment approval*. This action releases the rental unit so that financial posting can be made on this object.

34. Choose . Write down your rental unit number.

35. Repeat steps 19 to 33 to create an additional office.

36. Choose  until the overview tree appears.

## Creating Additional Lease-outs Using Copy Function

## Creating Additional Lease-outs Using Copy Function

### Use

You can also use the copy function to create additional lease-outs. In this scenario you will create two additional lease-outs for your two offices which will later participate in the service charge settlement. **Because the copy function can only be used during the creation process there is no DISPLAY OPTION for this scenario.**

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Create</i>
<b>Transaction Code</b>	FOV1


2. Enter the following data:

Field	Data
Company code	3000
Lease-out	[Leave blank]
Collective LO	[Leave blank]
Bus. entity	[Your own business entity number]
Rental unit	[The number of a rental unit you created]

3. Choose  *Copy from....*


4. Enter the following data:

Field	Data
Company code	3000
Lease-out	0100.1306.001

5. Choose  *Copy*.

6. In the *Terms* section enter the following data:

Field	Data
Rental start	01/01/2000
Rental end	[Leave blank]

7. Choose . The rental end date is automatically adjusted.
8. Choose the *Conditions* file tab.
9. In the *Jurisdiction code* column enter *PA0011000* for both of the conditions which have condition amounts assigned to them.

**Creating Additional Lease-outs Using Copy Function**

10. Choose the *Apportionment units* file tab. Here you are going to add one more apportionment unit which you will use in your service charge settlement.


11. Enter the following data:

Field	Data
AUn	4
Valid from	01/01/2000
Appor.fact.	4



In the table above you specified that you also want to do apportionment of costs based on the number of persons in the rental unit. In this case you stated that there are 4 persons in this rental unit (Appor.fact.)

12. Choose  *Partners*.

13. Choose .

14. Double-click on Role *0600 Master tenant w.cust.acct.*

15. Enter the following data:

Field	Data
Name	[create a name for your tenant]
Country key	US [United States]

16. Choose .



The system will now check if a partner with role *600* and this specific name already exists in the system and informs you that no partner has been selected.

17. Choose  *Person*.

18. Enter the following data:

Field	Data
Street	[create a street address]
City	Philadelphia
Postal code	[create a 5 digit postal code]

19. Choose .

20. In the *Customer Number* dialog box enter a number between *1* and *99999*.

21. Choose . Your new partner is automatically assigned to your lease-out.


22. Choose  *Lease-out*.


23. Choose . Write down your lease-out number.


**Creating Additional Lease-outs Using Copy Function**

**You will now reopen your lease-out in order to activate it. The activation of a lease-out enable you to make financial postings on this object.**


25. From the top menu strip choose *Lease-out* → *Change*.

26. Choose .

27. Choose .

28. In the *Active from* dialog box make sure that the 01/01/2000 date appears and choose .

29. Repeat this script to create a lease-out for your second rental unit (under point two make sure you enter the number of the second rental unit you created.).

30. Choose  until the overview tree appears.

## Defining Participating Rental Units

## Displaying Participating Rental Units

### Use

The *Participation ID* defines which rental units of your business entity are going to participate in a specific service charge settlement. In this scenario you will take a look at an already existing Participation ID.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → SCS infrastructure → Participation ID → Display</i>
<b>Transaction Code</b>	FOJB


2. Enter the following data:

Fiel	Data
Company code	3000
BE partic.RUs	100
ID particip.RUs	1

3. Choose .



On the top of the screen you can see the description of this participation ID namely *Gardening Services* and the date from which this participation ID is valid. On the bottom of the screen note the rental units which have been assigned.

4. Choose  until the overview tree appears.

## Defining your Participating Rental Units

### Use

The next step is to define the rental units of your business entity that will participate in the service charge settlement in particular janitorial services based on the number of persons living in each rental unit.

### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → SCS infrastructure → Participation ID → Maintain</i>
------------------	---

**Defining your Participating Rental Units**

<b>Transaction Code</b>	FOJA
-------------------------	------

2. Enter the following data:


Field	Data
Company code	3000
BE partic.RUs	[Your business entity number]
ID particip.RUs	[User-defined number]


3. Choose .

4. On the *Maintain Participation ID: Assign Rental Units* screen, enter a description for your participating ID, such as for example *Rental units on first floor*.

5. Enter the following data:

Field	Data
Valid [first field]	01/01/2000
Valid [second field]	[Leave blank]
Rental unit	[Enter your two rental units]
Valid from	01/01/2000 [for each of the rental units]
Valid to	[Leave blank for each of the rental units]

6. Choose .

7. Choose  until the overview tree appears.

## Displaying Settlement Variant Assignment

## Displaying Settlement Variant Assignment

### Use

On the business entity you define the default for the settlement variant of operating costs. For the service charge settlement to be successful it is important to have a variant defined here. In this section you will see where the variant is assigned on a business entity.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Business entity → Display</i>
<b>Transaction Code</b>	FO23


2. Enter the following data:

Field	Data
Company code	3000
Business entity	100

3. Choose .
4. Choose the *Ref. factors* file tab. In the Settlement variants pre-assignment section you can see that the field Predef. oper. csts. is defined as *Yearly, 01/01 to 12/31*.



All service charge settlements for the operating cost advance payment conditions will be settled on a annual basis unless the default is changes during the set up of the settlement unit.

5. Choose  until the overview tree appears.

## Displaying your own Settlement Variant Assignment

### Use

In this section you will check if the right settlement variant is defined as a default on your business entity object.

### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Business entity → Change</i>
------------------	---

## Displaying your own Settlement Variant Assignment

Transaction Code	FO22
------------------	------

2. Enter the following data:

Field	Data
Company code	3000
Business entity	[Your own business entity number]

3. Choose .


4. Choose the *Ref. factors* file tab.



You can see that the field *Predef. oper. csts.* is defined as *Yearly, 01/01 to 12/31*. If not, select it and save your changes. For your business entity you will specify a semi-annual settlement.

5. In the *Predef. oper. csts.* field select the  $\frac{1}{2}$  yearly, 01/01 –06/30 and 07/01 –12/31.

6. Choose .

7. Choose  until the overview tree appears.



## Defining the Settlement Unit

### Displaying a Settlement Unit

#### Use

A settlement unit defines:

- which service charges (Service Charge Key) are to be apportioned.
- using which allocation base (Apportionment Unit).
- to which rental units (Participation ID).
- for what period (Settlement Variant).

For purposes of this process you will examine a settlement unit which has been already created in the system.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → SCS infrastructure → Settlement unit → Display</i>
<b>Transaction Code</b>	FO63


2. Enter the following data:

Field	Data
Company code	3000
BE of particip. RUs	100
Service charge key	800 [Gardening services]
Settlement unit	1

3. Choose .



On the top of the screen you can see the description of your settlement unit. You can also see that it has been assigned to a business area and a profit center. Under the *Settlement period* section of the screen you can see when the settlement period started and when it ended and the type of tenancy law it is assigned. In the lower portion of the screen in the *Assign participating rental units* table you can see that *Participation ID 1* has been assigned to this settlement.

4. Select the *Participating ID 1* line, then choose .



Here you can see the detail on the Participation ID information. In this example two rental units are assigned.


5. Choose .

**Define your Settlement Unit**

6. Choose *Settlement Variant* file tab. Here you can see that settlement variant *Yearly, 01/01 to 12/31* has been assigned to this settlement unit.
7. Choose *Master Data* file tab.
8. Choose *Cost collector*.



Settlement units also need to be released for posting. This is done with the help of the Cost collector. In our case, green status light indicates that all five periods have been released for posting.

9. Choose  until the overview tree appears.

**Define your Settlement Unit****Use**

The next step is to create the settlement unit that defines:

- which service charges (Service Charge Key) are to be apportioned
- using which allocation base (Apportionment Unit)
- to which rental units (Participation ID)
- for what period (Settlement Variant).

For purposes of this example, you will settle janitorial costs (Service Charge Key) annually (Settlement Variant) based on number of persons (Apportionment Unit).

**Procedure**

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → SCS infrastructure → Settlement unit → Create</i>
<b>Transaction Code</b>	FO61

2. Enter the following data:

Field	Data
Company code	3000
BE of particip. RUs	[Number of your business entity]
Service charge key	910 [Janitorial services]
Settlement unit	[User-definable (It is recommended that you use the same number as the participation ID)]

3. Choose .

4. Enter the following data:

Field	Data
Description	[Description of settlement unit, e.g. Janitorial services BE (your BE number)]


Define your Settlement Unit

Business area	9100
Profit center	9151 [Comm space & maint.]
Tenancy law	5 [US]
Valid from	01/01/2000
Partip. ID	[Your own participation ID]

5. Choose *Settlement variants* file tab.


6. In the following dialog box, enter the following data:


Field	Data
Apptnmt unit	4 [persons]
SettVariant	A003 [semi-annually]

7. Choose . The definition of your settlement unit is complete.


8. Choose *Cost collector*.

9. Choose .

10. Choose  *Generate*. By generating the cost collector, you release the settlement unit for posting.

11. Choose .

12. Choose .

13. Choose  until the overview tree appears.

## Post-generate Settlement Participation

## Post-generate Settlement Participation

### Use

To allow lease-outs to participate in the service charge settlement, you have to assign the service charge keys of the settlement units to the conditions of the lease-outs. By using the 'post-generate settlement participation', you assign new or changed settlement units to the lease-outs.



If the settlement units had existed before you created your lease-outs, this step would not be necessary.

**There is no DISPLAY section to this scenario.**

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → SCS infrastructure → Postgenerate sst. participation</i>
<b>Transaction Code</b>	FO11

2. Enter the following data:

Field	Data
Company code	3000
Business entity	[Your business entity number]
Service charge key	910 [Janitorial services]
Settlement unit	[Your own settlement unit]

3. Choose . The system should display your two lease-outs.
4. Select your lease-outs, then choose *Settlement participation*.
5. Choose until the overview tree appears.

## Displaying Settlement Information in a Lease-out

## Displaying Settlement Information in a Lease-out

### Use

To allow lease-outs to participate in the service charge settlement, you have to assign the service charge keys of the settlement units to the conditions of the lease-outs. By using the post-generate settlement participation', you assign new or changed settlement units to the lease-outs.

You will display a lease-out after the post-generate settlement participation process has been concluded.

### Procedure

1. Call-up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3

2. Enter the following data:

Field	Data
Company code	3000
Lease-out	0100.1306.001

3. Choose .
4. Choose *Settlement participation*.




You can see that service charge key *800, Gardening costs*, was copied into this lease-out and is linked to condition type *20, Operating costs advanced payments*.

5. Choose  *Lease-out*.
6. Choose the *Conditions* file tab.



Note of the condition amount for condition type *Operating costs advanced payments*. This amount represents the monthly advanced payment for gardening services. This condition has been adjusted for 1999 due to the service charge settlement.

7. Choose the *Apportionmnt units* file tab. The basis for the service charge settlement was the number of persons in the rental unit you defined.
8. Choose  until the overview tree appears.

## Displaying Settlement Information in your Lease-out

## Displaying Settlement Information in your Lease-out

### Use

As a result of the post-generate participation process conducted in the previous scenario, your lease-outs should have been updated with the settlement participation information. In this scenario you will display one of your lease-outs to see the changes that were made to it.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3

2. Enter the following data:

Field	Data
Company code	3000
Lease-out	[One of your own lease-outs]

3. Choose .
4. Choose *Settlement participation*.




You can see that service charge key *910, janitorial services*, was copied into your lease-out and is linked to condition type *20, Operating costs advance payments*.

5. Choose  *Lease-out*.
6. Choose the *Conditions* file tab.



Note of the condition amount for condition type *Operating costs advanced payments*. This amount represents the monthly advanced payment for janitorial services.

7. Choose the *Apportionmnt units* file tab. You can see the basis for your service charge settlement, namely the number of persons in the rental unit you defined.
8. Choose  until the overview tree appears.

## Simulation and Execution of a Debit Position for a Lease-out

### Displaying Simulation of a Debit Position

#### Use

Before a yearly service charge settlement can take place a debit position for that specific year needs to be executed. In this section you will simulate a debit position for the lease out 0100.1301.002.



#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO debit position → Simulate</i>
<b>Transaction Code</b>	FOSB


2. Enter the following data:

Field	Data
Debit pos. simulation month	02
Debit position simulation year	2001
Company code	3000
Lease-out	0100.1301.002
Any other field	[Leave blank]

3. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
4. Choose .



The system displays the rental fee for this specific period, broken down by flow type/condition type. You should see two flow/condition types: *Store basic rent* and *Operating costs flat rate*.

5. Choose  until the overview tree appears.

The simulation and execution process of a debit position are identical with the exception that during an execution a real financial posting takes place. **PLEASE DO NOT EXECUTE DEBIT POSITION FOR ANY EXISTING LEASE-OUTS WHICH WERE NOT CREATED BY YOURSELF.**

## Simulating and Executing a Debit Position for Your Own Lease-out

## Simulating and Executing a Debit Position for Your Own Lease-out

### Use

Each month, your tenant will receive a bill. The rental amount is the total of the fixed base rental fee and the advanced payment for the operating charges. Here you simulate the billing for both of your lease-outs for the first month to make sure that all postings are in order.



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO debit position → Simulate</i>
<b>Transaction Code</b>	FOSB


2. To bill the tenant for January 2000, enter the following data:

Field	Data
Debit pos.simulation month	01
Debit position simulation year	2000
Company code	3000
Lease-out	[Enter both of your lease-out numbers] in the from -to fields]
Any other fields	[Lease blank]

3. Delete any default assignment in the *Business entity* and *Rental unit* fields.
4. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.
5. Choose .



The system displays the rental fee for January 2000, broken down by flow type/condition type. You should see 2 flow types/condition types: *Office basic rent* and *Operating costs adv. pmt.* for each of your lease-outs.

6. Choose  until the overview tree appears.

**After you have simulated the billing for the first month to make sure that all posting were in order, you are now ready to execute the posting. You will now run the billing for the first month for your two Lease-outs in production mode.**

7. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO debit position → Execute</i>
<b>Transaction Code</b>	FOSA


8. Enter the following data:



**Simulating and Executing a Debit Position for Your Own Lease-out**

Field	Data
Month for debit position	01
Debit position year	2000
Company code	3000
Lease-out	[Enter both of your lease-out numbers in the from - to fields]
Any other fields	[Leave blank]


9. Delete any default assignment in the *Business entity* and *Rental unit* fields.

10. Choose . Based on the period and year you entered, all related dates will be adjusted by the system.


11. Choose .



The system displays the monthly rental fee, broken down by flow type / condition type. At this point in time, the system has also made the necessary financial postings and updated Accounts Receivable as well as the General Ledger.

12. Choose  once to return to the *Debit position: Initial Screen*.

13. Execute debit position for both of your lease-outs for the months 02 to 06 of 2000.

14. Choose  until the overview tree appears.

## Displaying Open Items of a Tenant

## Displaying Open Items of a Tenant

## Displaying Open Items of a Tenant

### Use

Once a debit position is executed both the Customer Account as well as the General Ledger are updated. In this scenario you will display the open items of a tenant.







### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3


2. Enter the following data:

Field	Data
Company code	3000
Lease-out	0100.1306.001

3. Choose .
4. Choose  *Open items*. A list of all open items is displayed.
5. Double-click in the *Text* column on one of the conditions. The system will take you to the financial document of that particular posting.
6. Double-click on one of the line items. Here you can see detailed information specific to that line item.
7. Choose . Here you can see additional information on when and by whom the document was entered in the system.
8. Choose .
9. Choose  three times to get to the *Display Lease-out: Master Data* screen.
10. Choose *Environment → Display FI customer account*. The system automatically defaults the customer account number (based on tenant in the lease-out).
11. Choose .



Here you can see the status and due dates for this particular customer.

12. Double-click on the *document number (Doc. No.)*. Here you can get to the same information as from the open items screen.
13. Choose  until the overview tree appears.

## Display Open Items of your Tenant

### Use

Once you execute a Debit position both the Customer Account as well as the General Ledger are updated. In this scenario you will display the open items of your tenant.







### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3


2. Enter the following data:

Field	Data
Company code	3000
Lease-out	[One of your lease-out]

3. Choose .
4. Choose  *Open items*. A list of all open items is displayed.
5. Double-click in the *Text* column on one of the *conditions*. The system takes you to the financial document of that particular posting.
6. Double-click on one of the *line items*. Here you can see detailed information specific to that line item.
7. Choose . Here you can see additional information on when and by whom the document was entered in the system.
8. Choose .
9. Choose  three times to get to the *Display Lease-out: Master Data* screen.
10. Choose *Environment → Display FI customer account*. The system automatically defaults the customer account number (based on tenant in the lease-out).
11. Choose .



Here you can see the status and due dates for this particular customer.

12. Double-click on one of the document numbers (Doc. No.). Here you can also get to the same information as from the open items screen.
13. Choose  until the overview tree appears.

## Monthly Customer Payments

## Monthly Customer Payments

### Use

If you are dealing with external tenants, you will receive rent payments each month. In our example you will use the fast entry method to enter the incoming payments for January to June of 2000. For a semi-annual service charge settlement to function it is necessary to collect all incoming payments for that specific period. **There is not DISPLAY section to this script.**

### Procedure

1. Call up the transaction as follows:




<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental accounting → Incoming payments/account maintenance → Fast-entry manual incoming payment</i>
<b>Transaction code</b>	FOMY

2. Enter the following data:

Field	Data
Document date	01/01/2000
Posting date	01/01/2000
Bank account	113100
Value date	01/01/2000
Contact	[Enter both of your lease-outs number one under the other]
AccAssAmnt	3,370.50 [For both lease-outs]
PM [Payment method]	C [Enter payment method <i>Check</i> for both lease-outs]



Using the fast-entry functionality you can process a number of lease-outs at the same time.

3. Choose .
4. Choose  to return to the *Manual Incoming Payment: Lease-outs* screen.
5. Repeat this process for months 02 to 06 of 2000. Make sure that each time you enter the appropriate *Document*, *Posting* and *Value date*. For example in February the *Document*, *Posting* and *Value date* would be 02/01/2000.
6. Choose  until the overview tree appears.

## Displaying and Posting Service Charge Invoices

### Displaying an Existing Service Charge Invoice

#### Use

At the end of the year you will receive a service charge bill from an external vendor. The actual service charge bills are recorded as financial documents in FI. In this section you will display a service charge bill that was created in the demo system.




#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Financial Accounting → Accounts Payable → Document → Display</i>
<b>Transaction Code</b>	FB03



2. Enter the following data:

Field	Data
Document number	1900000058
Company Code	3000
Fiscal year	1998

3. Choose . Here you can see that this document consists of three line items.
4. In the *Item* column click on *Item 1*. The system now displays an invoice that we received from Vendor 3980.
5. Choose .
6. In the *Additional account assignments* choose .



Please note that this icon is active which informs us that there are real estate object assignments made on this line item. In the dialog box you can see that this document is assigned to business entity 100 and a settlement with service charge key 800, settlement unit 1, and reference date 01/01/1998.

7. Choose .
8. Choose  until the overview tree appears.

## Posting your own Service Charge Invoices

## Posting your own Service Charge Invoices

### Use

The actual service charge bills are recorded as financial documents in FI. For purposes of this example, let us assume that you received only 1 bill for janitorial services for the first half of the year 2000 from an outside vendor. You will now post this invoice.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Financial Accounting → Accounts Payable → Document entry → Invoice</i>
<b>Transaction Code</b>	FB60

2. If a dialog box appears, enter the following data:

Field	Data
Company code	3000

3. Choose .

4. Enter the following data:

Field	Data
Vendor	3980
Invoice date	[A date in year 2000]
Posting date	[A date in year 2000]
Amount	4,000
Calculate tax	[Select]

5. To confirm possible warning messages, choose .

6. Enter the following data:


Field	Data
G/L acct	491000
Amount in doc. curr.	4,000
Jurisdiction code	PA0011000
Business entity	[Your own Business entity number]
Service charge key	910
Settl. unit	[Your own settlement unit]
Val. date	[A date in year 2000]

7. Choose .

8. Choose .

---

**Posting your own Service Charge Invoices**

9. Choose  until the overview tree appears.
10. Choose Yes.





## Simulating Service Charge Settlement

### Simulating an Existing Service Charge Settlement








#### Use

At the end of the year, you will perform the service charge settlement. This process will compare the tenant's payments made throughout the year with the actual operating charges from the vendor invoice. In this section you will simulate a service charge settlement that has been pre-set in the system.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → Service charge settlement → Operating costs → Simulate</i>
<b>Transaction Code</b>	FON1

2. Choose .
3. Delete all the defaults and choose .
4. Select *SCS 2000* and choose . You can now see that some of the fields for entry have been defaulted.
5. Choose . One settlement for business entity 100 should be selected.
6. Choose  *Start simulation*. A message appears that simulation of settlement is successfully completed.
7. Choose  *Result*. Here you can see how the costs have been distributed among the lease-outs.
8. Choose  until the overview tree appears.

### Simulate your own Service Charge Settlement

#### Use





At the end of the year, you will perform the service charge settlement. This process will compare the tenant's operation cost advance payments made throughout the year with the actual operating charges from the vendor invoice. In this section you will conduct a service charge settlement for your own lease-outs.

#### Purpose

1. Call up the transaction as follows:




<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → Service charge settlement → Operating costs → Simulate</i>
<b>Transaction Code</b>	FON1

**Simulate your own Service Charge Settlement**

2. Choose .
3. Delete all the defaults and choose .
4. Select *Own SCS 2000* and choose . You can now see that some of the fields for entry have been defaulted.
5. Enter your *Business entity* number and the *Settlement unit* number in the fields provided.
6. Choose .



The system displays a list from where you can select your business entity/service charge key/settlement unit combination.

7. Check-off the box to the left of your Business entity (BE) column.
8. Choose  *Start simulations*. The system will display a message that the settlement was carried out successfully.
9. Choose  *Results*. The system displays a log that shows you how the operating costs were allocated to the two lease-outs.
10. Choose  until the overview tree appears.

## Executing Service Charge Settlement




### Use

At the end of the year, you will perform the service charge settlement. This process will compare the tenant's operation cost advance payments made throughout the year with the actual operating charges from the vendor invoice. Due to the execution a financial posting takes place. **PLEASE DO NOT EXECUTE SERVICE CHARGE SETTLEMENTS WHICH WERE NOT CREATED BY YOURSELF. There is not DISPLAY section to this script.**





### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → Service charge settlement → Operating costs → Execute</i>
<b>Transaction Code</b>	FON2

2. Choose .
3. Delete default settings and choose .
4. Select *Own SCS 2000* then choose .
5. Enter the following data:

Field	Data
Business entity	[Your own business entity number]

6. Choose . The system should display a list from where you can select your business entity/service charge key/settlement unit combination.
7. Check-off the box to the left of your Business entity (BE) column.
8. Choose  *Execute + post*.
9. Choose  *Results*. Here you see the settlement result.
10. Write down the settlement ID number (used in the next process).
11. Choose  until the overview tree appears.

## Calculating and Activating a Rent Adjustment due to Settlement

## Calculating and Activating a Rent Adjustment due to Settlement

## Displaying Rent Adjustment due to Service Charge Settlement

### Use

It is not possible to show the calculation and activation of new payments due to a service charge settlement in a display mode. However, after the activation is conducted the condition data on the lease-outs is updated. In this scenario you will display a lease-out after it has been adjusted due to a service charge settlement.



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3



2. Enter the following data:

Field	Data
Company code	3000
Lease-out	0100.1307.001

3. Choose .
4. Choose *Extras → Rent adjustments → Adjustments made*.
5. Position your cursor on the *Val from date 01/01/99* service charge settlement and choose .



In the dialog box you can see the new amount for this conditions the total increase amount, the old amount and other relevant information.

6. Choose .
7. Choose  until the overview tree appears.

## Calculate and Activate the your Rent Adjustments due to Service Charge Settlement

## Calculate and Activate the your Rent Adjustments due to Service Charge Settlement

### Use

Based on the prior year's actual operating charges, you can calculate and activate the advance payment conditions for the following year. Once the activation is conducted the conditions on your lease-outs are automatically adjusted.

First of all, you need to calculate the adjustment of the advance payments.




### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Service charge settlement → Service charge settlement → Operating costs → Adjust advance payment/flat rate → Calculate</i>
<b>Transaction Code</b>	FOP6

2. Enter the following data:

Field	Data
Settlement identification	[Enter your settlement ID (the number you wrote down after you executed your service charge settlement)]
Adv. payment adjustment	[Select]
Valid to date of adjustment	07/01/2000 [July 1, 2000]

3. Choose . The system displays a log with your two lease-outs. For each lease-out, the old and new operating costs advanced payment amounts are listed.
4. To activate the new payments, select both lease-outs and choose  **Activate**. A dialog box appears asking if you really want to activate the records you selected.
5. Choose Yes.
6. Choose  until the overview tree appears.

**Now you will display your lease-out after adjustment activation was made.**

7. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Lease-out → Display</i>
<b>Transaction Code</b>	FOV3

8. Enter the following data:

Field	Data
Company code	3000
Lease-out	[One of your lease-outs you used in the settlement]



9. Choose .

**Calculate and Activate the your Rent Adjustments due to Service Charge Settlement**

10. Choose the *Conditions* file tab. Here you can see that a new *Operat. costs adv.pmt.* condition with the valid from date 01/01/2001 has been added.
11. Write down the new condition amount.
12. Choose *Extras* → *Rent adjustments* → *Adjustments made*.
13. Position your cursor on the *Val from date 07/01/00* service charge settlement and choose .



In the dialog box you can see the new amount for this conditions the total increase amount, the old amount and other relevant information.

14. Choose .
15. Choose  until the overview tree appears.

## Lease-in Contract

### Use

This process describes the functions of the lease-in contract. The lease-in would be created in cases when you are renting premises from a third-party. The lease-in is supported by the *General contract* (a new master data object). The General contract enables accounts payable posting to be made on the lease-in as well as many useful features such as an extended resubmission and distribution functions.

### Purpose

You can find more information about this process under [i](#) [Page 216].

### Prerequisites

You can find the data for this process under [?](#) [Page 217].

### Process Flow

1. [Creating Master Data Objects for the Lease-in \[Page 218\]](#)
2. [Lease-in: General Settings \[Page 220\]](#)
3. [Lease-in: Resubmission Settings \[Page 225\]](#)
4. [Lease-in: Distribution Settings \[Page 229\]](#)
5. [Lease-in: Hierarchy \[Page 233\]](#)
6. [Periodic Posting for Lease-in Contacts \[Page 236\]](#)
7. [Displaying Open Items \[Page 240\]](#)
8. [Reporting: Resubmission and Renewal \[Page 242\]](#)

## Additional Process Information

PLEASE NOTE THAT ALL SCRIPTS, WHERE APPROPRIATE, ARE COMPOSED OF A *DISPLAY* AND A *CREATE* SECTION. IF YOU ARE INTERESTED IN TAKING A QUICK LOOK AT A PROCESS OR A PART OF A PROCESS THE *DISPLAY* SECTION IS SUFFICIENT. FOR A DEEPER UNDERSTANDING OF A CERTAIN PROCESS THE *CREATE* SECTION IS RECOMMENDED.

All the master data necessary for the *create* section are included in this process.

In the *create* section of this scenario you will first create the master data (a building and two rental units) which you plan to lease-in. You will use the copy function to speed up this process. During creation of your new lease-in contract you will assign a partner with a vendor account and specify the extension options for this contract. Then you will assign the master data objects (a building and two rental units) you created in the initial section and specify the payable rent amount. In the following script you will add resubmission and cost distribution settings to your lease-in as well as display the final contract hierarchy that has been created.

In addition you will display you will conduct a period posting and display the open items of your vendor. Finally, you will view the resubmission and renewal report functionality.



## Data User During this Process

All scripts, where appropriate, consist of two sections the **display** and the **create** section. Often, different data is used in the two sections. Please make sure that you are using the correct data. The location of our company is in Philadelphia; please make sure that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Field	Data	Description
Company code	3000	IDES US INC
Contract number	10000000	
Lease-out	0100.1401.001	
G/L Account	164003	
Create Section		
Field	Data	Description
Company code	3000	IDES US INC
Business entity	100	Used for the copy function
Building	14	Used for the copy function
Rental unit	1404	Used for the copy function
Tax	T1	
Jurisdiction code	PA0011000	Philadelphia
G/L account	164003	

## Creating Master Data Objects for the Lease-in

## Creating Master Data Objects for the Lease-in

### Use

You can use the copy function to create additional business entities, properties, buildings, and rental units. In this section you will create an additional building and two rental units which you will later assign to a lease-in. **Because the copy function can only be used during the creation process there is no DISPLAY OPTION for this scenario.**

### Procedure

7. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Objects → Buildings/parts of → Create</i>
<b>Transaction Code</b>	FO35

2. Enter the following data:

Field	Data
Company code	3000
Business entity	100
Building	[user-definable number]

3. Choose  *Copy from...*


4. In the dialogue box enter the following data:

Field	Data
Company Code	3000
Business Entity	100
Building	14

5. Choose  *Copy*.

6. In the *Build. text* field enter a description for your building.

7. Choose *Availability* file tab. In *Obj. in portfolio* section you can see the availability information that was copied from the previous building.

8. In the *Availability* column choose  and for all three of the entries change the status to *Available*.



9. Choose .



Only one entry *Available* should now appear in the *Availability* column.

10. Choose  *Account assignment approval*.

Creating Master Data Objects for the Lease-in

11. Choose . Write down your building number. You have just created a new building by using the copy function.
12. Choose  until the overview tree appears.
13. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master data → Objects → Rental unit → Create</i>
<b>Transaction Code</b>	FOE1

14. Enter the following data:

Field	Data
Company code	3000
Business entity	100
Rental unit	[User-defined number]
Usage type	0004 [Store]





15. Choose  *Copy from...*

16. In the dialogue box enter the following data:

Field	Data
Company code	3000
Business entity	100
Rental unit	1404



By default all parts of the master data are checked-off to be copied.

17. Choose  *Copy*.
18. In the *Rental unit txt* field enter your own rental unit text.
19. In the *Building* field enter your own building number.
20. Choose  *Account assignment approval*. This action releases the rental unit so that financial posting can be made on this object.
21. Choose . Write down your rental unit number.
22. Repeat steps 13 to 21 to create an additional store.
23. Choose  until the overview tree appears.

## Lease-in: General Settings

## Lease-in: General Settings

### Displaying a Lease-in

#### Use

In this scenario you will display a lease-in contract. Lease-in contracts are created using a new contract form, called the *general contract*. A *general contract* is used for processes that require an accounts payable view.

Please note that currently the general contract can only be used to show the lease-in process. The traditional rental process (lease-out) rental to tenant is not supported by the general contract. The general contract **does not support important rental processes**, such as dunning specific to real estate, correspondence, service charge settlement as well as application and management of interested parties which are essential part of the lease-out process.


#### Procedure

37. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Display</i>
<b>Transaction Code</b>	FOIP

38. Enter the following data:

Field	Data
Contract type	Lease-in
Company Code	3000
Contract number	10000000

3. Choose .




Under the *Partner* file tab you can see which partner is assigned to the contract. More than one partner can be assigned to the contract, depending on the role the partner takes. The roles describe the functions the partner assumes within the business relationships. Depending on the role category, you have to store certain role-specific data for the business partner.

3. Double-click anywhere on the row with the partner data.



The system takes you to the master data of this particular partner. Press some of the file tabs to see the type of information that can be stored here.

4. Choose  arrow to return to the *Contract Display: Partner* screen.

Displaying a Lease-in

5. Choose *General Data* file tab. The general data of the general contract is displayed. Here you can find information on the tenancy law which has to be applied and the adjustment type.
6. Choose *Term* file tab.



In the *Term* section the *Contract start*, *Contract end* and the *Term* are displayed. In the *Extension* section you can see that extension options have been assigned. Extension options are user-definable. In this example this contract will be extended by 1 year during the first 3 years after which time it can be extended indefinitely every four months. The system also shows you the date on which the first contract will expire and what the new end date will be if the contract is renewed. The new notification dates are also calculated. Also note that in this case you do not need internal or partner approval for the automatic extension.

9. Choose .



In the *Dates Overview* box you can see all the calculations of *New end* dates and *Notification* dates the system has calculated for the following contract extensions.

10. Choose *Payment Data* file tab.




Here you can see the payment-related data of the contract.


11. Choose *Objects* file tab.



Assigned objects belonging to the contract (i.e. buildings, properties, business entities or rental units) can be identified. A building (Type BU) 3000/100/14 is assigned to this contract.

12. Choose . This action displays the master data of the assigned building.

13. Choose  arrow to return to the *Contract Display: Objects* screen.

14. Choose . Here you can see where the rented object is located in the whole object hierarchy. From this screen you can also drill-down into the master data of these objects.

15. Choose .



In the *Availability* dialog box you can see the availability of this real estate object in different periods. As of 01/01/2008 the object and the sub-object will no longer be available for rental due to the end of the contract.






16. Choose .

17. Choose *Conditions* file tab.

## Create a Lease-in Contract



Here the conditions for the contract are specified, in other words which amount has to be paid for which service (e.g.: basic rent, advance payment for operating costs).

18. Position the cursor on the condition in the *condition type text* column.
19. Choose . Here you can review payment information regarding this condition.
20. Choose .
21. Choose . The cash flow list will be displayed.
22. Choose .
23. In the *Conditions* section of the screen scroll to the right side. Here you can see additional information such as the applicable jurisdiction code, the tax amount calculated and the gross/net amount.
24. Choose  until the overview tree appears.

## Create a Lease-in Contract

### Use

In this section you will create a lease-in contract. Lease-in contracts are created using a new contract form, called the *general contract*. A *general contract* is used for processes that require an accounts payable view.

Please note that currently the general contract can only be used to show the lease-in process. The general contract **does not support important rental processes**, such as dunning specific to real estate, correspondence, service charge settlement as well as application and offer management. You will assign the master data objects you have created in the process *Creating Master Data Objects for the Lease-in*.



### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Create</i>
<b>Transaction Code</b>	FOIM

2. Enter the following data:

Field	Data
Contract type	Lease-in
Company Code	3000

3. Choose .
4. In the field to the right of the *Contract number* field enter a description for your contract.
5. Choose .
6. In the *Entries found* dialog box double-click on *Role 0602*.


Create a Lease-in Contract

7. In the *Country key* field enter *US* and choose .
8. In the *Entries found* dialog box choose any one of the partners by double-clicking on the partner number. This partner is now assigned to your contract.
9. Write down the partner and vendor numbers for later reference.
10. Choose *General data* file tab.
11. Enter the following data:

Field	Data
Tenancy law	US tenancy law
Adjustment type	Free adjustment
Adjustment by	Landlord

12. Choose *Term* file tab.
13. Enter the following data:

Field	Data
Contract start	01/01/2000 [January 1, 2000]
Contract end	12/31/2009 [December 31, 2009]

14. Choose . Please note that the system automatically calculates the term in months.
15. In the *Extension* section place your cursor in the *Option* field and choose F4.
16. Double-click on *Renewal Rule A1 Extended first 3 years by 1 year, indefinitely every 4 months*. In this case the contract will be extended by 1 year during the first 3 years after which it can be extended indefinitely every four months.



The system also shows you the date on which the first contract end will take place, what the next new end date would be if the contract is renewed with this option, when the notification is required and what type of approval is required for the extension.

1. Choose .




In the *Dates Overview* section you can see the *New end* dates and *Notification* dates the system has calculated based on the contract extension option you selected.

2. Choose *Payment Data* file tab.
3. In the *Business area* field enter *9100*.
4. Choose *Objects* file tab.






## Create a Lease-in Contract





Here you will assign the building you created to this contract. In other words you are renting this building from the Partner (vendor) you assigned under the *Partner* file tab.

5. Place your cursor in the *Type* column and choose F4.
6. In the *Object type* dialog box double-click on object type *BU: Building* and choose .
7. Place your cursor in the *Object* column and choose F4.
8. In the *Search* dialog box under the *Buildings in business entity* file tab enter:

Field	Data
Company code	3000
Business entity	100
Building	[Number of the building you created]

25. Choose .
26. In the *Entries found* dialog box double-click on your building. The building is now assigned to this contract.
27. Leave the *Valid from* and *Valid to* fields empty and press .
28. Choose , to display the master data of this building.
29. Choose .
30. Choose . Here you can see where your object (building) is located in the whole object hierarchy.
31. Choose *Conditions* file tab. Here the conditions for the contract are specified.
32. Enter the following data:

Field	Data
Partner	[The partner number that was assigned under the <i>Partner</i> file tab]
Vendor	[The vendor number that was assigned under the <i>Partner</i> file tab]
Condition amount	15,000
Tx [Tax]	T1
Jurisdiction code	PA0011000

33. Choose .
34. Write down the number of the new lease-in you created.
35. Choose  until the overview tree appears.



## Lease-in: Resubmission Settings

### Displaying Lease-in Resubmission Settings

#### Use

In this script you will display the resubmission setting on an existing lease-in contact.

#### Procedure

39. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Display</i>
<b>Transaction Code</b>	FOIP

40. Enter the following data:


Field	Data
Contract type	Lease-in
Company Code	3000
Contract number	10000000

4. Choose .

5. Choose the *Resubmission* file tab.




You can generate resubmission rules for a contract. These rules are user definable. The rules can be composed of one or more parameters. Parameters for the rules can be dates, years, months, days, numbers, and the Boolean rule. Resubmissions can be either a one-time occurrence or they can reoccur on a regular basis. In our example in the *Rules* section two resubmission rules are defined, one for a location check and one for a condition check. The *Check location* rule is a one-time resubmission. It states that one month before the end of the contract the object premises need to be inspected.

7. Select the *E01* resubmission rule by pressing the box to the left of the *No.* column and choose .




Here you can see that the rule parameter is in months and is set to 1 (one month before). Please note that at assignment of resubmission rules the value of the rule parameter can be set to any number value.

6. Choose .

## Creating Lease-in Resubmission Settings for your Lease-in Contract

7. Deselect the *E01* resubmission rule by pressing the box to the left of the *No.* column and select the *R01* resubmission rule. Please note that resubmission rule *R01* is a reoccurring resubmission.

8. Choose .



In the *Parameter Values for Rule "002" (Rule "R01")* you can see that two parameters are defined, the *starting date* and the *length of period*. When the rules are assigned to the contract the values of these parameters can be defined.

9. Choose .




In the *Dates* section are the resulting resubmission dates. In the lower right corner there is a field with the date 01/01/2004. This is the date until which the resubmissions are calculated.

25. Scroll down the *Dates* section to see both of the resubmissions. The first resubmission (*E01*) will occur only once one month before the contract end. Scroll back to the first entry.




In the *Status* column you can get a quick overview on which resubmissions are overdue. In the *Days* column you can see the number of calendar days before or after the resubmission date is due. To the left of the *Days* column you find the *Com* and *fix* columns. A check in the *Com* (Completed) column indicates that the resubmission is completed. Once a resubmission is completed it is deleted from the *Dates* section. However, if you still want to be able to see the completed resubmission after it has been completed you can flag the box in the *fix* column.


26. Assuming you want to only see resubmission with the resubmission reason *Check location*, choose .

27. In the *Set filter for date display* dialogue box, place your cursor in the *Resubmission reason* field and choose F4.

28. In the *Resubmission reasons* dialog box double-click on resubmission reason *03 Check location*.

29. Choose . In the *Dates* section you can now only see the *Check location* resubmission reason data.

30. Choose  to remove the filter we have just created.

31. Choose  until the overview tree appears.

## Creating Lease-in Resubmission Settings for your Lease-in Contract

### Use

In this script you will change your lease-in by adding the resubmission information to it.

Creating Lease-in Resubmission Settings for your Lease-in Contract

## Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Change</i>
<b>Transaction Code</b>	FOIO





2. Enter the following data:

Field	Data
Contract type	Lease-in
Company code	3000
Contract number	[your own lease-in number]


3. Choose .
4. Choose *Resubmission* file tab.



You can generate resubmission rules for a contract. These rules are user-definable. The rules can be composed of one or more parameters. Parameters for the rule can be dates, years, months, days, numbers, and the Boolean rule. Resubmissions can be either one-time occurrence or they can reoccur on a regular basis.






5. In the *Rules* section of the screen place your cursor in the *R/* column and choose F4.
6. In the *Resubmission rules* dialog box you can see the rules that have been defined in the system. Choose rule *E01* by double-clicking on this entry.
7. Leave your cursor by the *E01* entry and choose .
8. In the *Parameter Values for Rule "001" (Rule "E01")* dialog box in the *Value* column change the number to *03* and choose . Your resubmission rule should now read *03 Months before contract end* and a resubmission rule number *001* is now assigned to this resubmission.
9. In the *Resubmission reason* column for the resubmission *001* you have just created choose F4 and select the *Check location* entry.
10. In the *Rules* section of the screen place your cursor in the second row of the *R/* column and choose F4.
11. Choose rule *R01* by double-clicking on this entry.
12. Leave you cursor by the *R01* entry and choose . Please note that here are two values that can be adjusted.
13. In the *Parameter Values for Rule "002" (Rule "R01")* dialog box in the *Value* column enter starting date *01/01/2000* and Length of period *12*.
14. Choose .
15. In the *Resubmission reason* column for the resubmission *002* you have just created choose F4 and select the *Check conditions* entry.

**Creating Lease-in Resubmission Settings for your Lease-in Contract**

16. Choose . The dates for reoccurring resubmissions will be calculated only to the date defaulted in the adjacent field.



The first resubmission (E01) will occur only once three month before the contract end. In the *Status* column you can get a quick overview on which resubmissions are overdue. In the *Days* column you can see the number of calendar days before or after the resubmission date is due. To the left of the *Days* column you find the *Com* and *fix* columns. A check in the *Com* (Completed) column indicates that the resubmission is completed. Once a resubmission is completed it is deleted from the *Dates* section. However, if you still want to be able to see the completed resubmission after it has been completed you can flag the box in the *fix* column.

17. Assuming you want to only see resubmission with the resubmission reason *Check location*, choose .
18. Place your cursor in the *Resubmission reason* field and choose F4.
19. In the *Resubmission reasons* dialog box double-click on resubmission reason *03 Check location*.
20. Choose . In the *Dates* section you can now only see the *Check location* resubmission reason data.
21. Choose  to remove the filter we have just created.
22. Choose .
23. Choose  until the overview tree appears.



## Lease-in: Distribution Settings

## Lease-in: Distribution Settings

## Displaying Lease-in Distribution Settings

## Use

For each condition type you can decide the share of costs to be distributed to each object. Costs and revenues can thus be distributed where they are incurred. In this script you will display a cost distribution of an existing lease-in contract.

## Procedure

41. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Display</i>
<b>Transaction Code</b>	FOIP

42. Enter the following data:


Field	Data
Contract type	Lease-in
Company Code	3000
Contract number	10000000

6. Choose .

7. Choose *Distribution* file tab.



Here you can decide how the costs of this contract will be distributed. The costs can be distributed among the objects and/or the contract. Scroll to the right until you can see the *Object* and the *Contract* columns. In our example we have decided to distribute the 20 percent of the costs to the Contract and 80 percent evenly among the objects. More specifically to the rental units assigned to this building. Please note that this kind of distribution is done per condition type. In other words if we had additional conditions such as *Operation cost* the distribution of the cost for this conditions could vary from the *Credit basic rent* condition shown here.

5. Choose  until the overview tree appears.

## Creating Distribution Settings for your Lease-in Contract

### Use

You can decide for each condition type of an object the share of costs to be distributed to each object. Costs and revenues can thus be distributed where they are incurred. In this script you will create a cost distribution for your lease-in contract.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Change</i>
<b>Transaction Code</b>	FOIO




2. Enter the following data:

Field	Data
Contract type	Lease-in
Company code	3000
Contract number	Your own lease-in number]

3. Choose .
4. Choose *Distribution* file tab.




Here you can decide how the costs of this contract will be distributed. The costs can be distributed among the objects and/or the contract.

5. In the *Base equivalence no.* field located at the lower right side of the screen, enter *100*. This is the value on which the distribution calculation is based.
6. In the *Equiv* column enter *100* and choose . This action informs the system that you want to distribute 100 out of our base equivalence of 100 to the objects.
7. Scroll to the right until you can see the *Object* and the *Contract* columns.
8. Place your cursor on your object number and choose . Here you see that the cost can be assigned down to the rental unit level.
9. Choose . The system evenly distributes the cost among the objects.
10. However, you are not happy with this distribution and have decided to manually enter the exact numbers. You want 5 percent of the costs to be assigned to the contract itself, 5 percent to be assigned to the building and the rest evenly divided among the rental units. Delete the data currently defaulted in the *Equiv* column.
11. Enter the following data:

**Creating Distribution Settings for your Lease-in Contract**


OTy	Equiv
BU	10
RU	45
RU	45


12. Choose .




It is also possible to post costs to a settlement unit and to charge these to different rental units and lease-outs in the service charge settlement.

13. Choose . Here you can see an overview of your distribution data. Choose .

14. Choose . Here you can see the cash flow calculated due to the distribution settings you made.

15. Choose .

24. Choose .

25. Choose  until the overview tree appears.



## Lease-in: Hierarchy

### Displaying the Hierarchy of a Lease-in Contract

#### Use

The contract hierarchy displays the objects that are relevant to that specific contract. These objects can be other contracts (sub-contracts), real estate objects such as business entities, buildings, rental units or lease-out contracts. For example, if you are planning to sell a building, you can check if there are any existing contractual obligations. In this scenario you will display a hierarchy of an existing lease-in contract.

#### Procedure

43. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Display</i>
<b>Transaction Code</b>	FOIP

44. Enter the following data:


Field	Data
Contract type	Lease-in
Company code	3000
Contract number	10000000


8. Choose .

8. Choose *Hierarchy* file tab.



Here you can see only the object assigned to this specific contract. You may expand or collapse the hierarchy by clicking the square to the left of the respective position in the hierarchy tree. Also note the validity dates of this contract.



9. Choose  to the left of the *Building 3000/100/14* object. Here you can see all the rental units in this building.

10. Choose  to the left of the *Rental unit 3000/100/1401*. Here you can see that a lease-out has been created for this rental unit.



Please note the validity dates for this lease-out. Due to customizing the system will not allow any lease-outs to be created on the objects of this contract which are outside of the contract's validity date.

## Displaying the Hierarchy of your Lease-in Contract

11. Expand the hierarchy completely. From this screen you can display the master data of any of the shown objects.
12. Double-click on the lease-out *0100.1401.001*. The system takes you to the master data of this lease-out.
13. Choose .
14. Choose  until the overview tree appears.

## Displaying the Hierarchy of your Lease-in Contract

### Use

The contract hierarchy displays the objects that are relevant to that specific contract. These objects can be other contracts (sub-contracts), real estate objects such as business entities, buildings, rental units or lease-out contracts. For example, if you are planning to sell a building, you can check if there are any existing contractual obligations. In this scenario you will display the hierarchy that was automatically created for your lease-in contract.



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contract → Display</i>
<b>Transaction Code</b>	FOIP

2. Enter the following data:

Field	Data
Contract type	Lease-in
Company code	3000
Contract number	[Your own lease-in number]

3. Choose .
4. Choose *Hierarchy* file tab. Here you can see all the objects assigned to your contract.
5. Place your cursor on your building and choose  to see your rental units.





Note the *Valid from* and *Valid to* dates which correspond with the duration of this contract. If you now decided to create lease-outs for these two rental units, this hierarchy would be automatically updated and would display the lease-outs as sub-objects of the rental units. Due to customizing the *Valid from* and *Valid to* dates of the lease-outs can not be outside the *Valid from* and *Valid to* dates of the lease-in contract.

6. Double-click on one of your rental units. The system will take you to the master data of that object.

---

Displaying the Hierarchy of your Lease-in Contract

7. Choose .

Choose  until the overview tree appears.

## Periodic Posting for Lease-in Contacts

## Periodic Posting for Lease-in Contacts

### Displaying a Simulation of a Periodic Posting for a Lease-in

#### Use

The simulation and execution processes of a periodic posting are identical with the exception that during an execution a real financial posting takes place. **PLEASE DO NOT EXECUTE A PERIODIC POSTING FOR ANY LEASE-INS WHICH WERE NOT CREATED BY YOURSELF.** Each month, you will receive an invoice. In this scenario you will simulate a periodic posting for the lease-in 10000000.

#### Procedure

3. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Postings → Periodic postings</i>
<b>Transaction Code</b>	FOIQ


4. Enter the following data:

Field	Data
Month for posting run	01
Year for posting run	2001
Company code	3000
Contract	10000000






3. Choose .



Do not make entries or changes in any of the other fields. The flag box *Simulation* in the *Posting parameter* section is set. This flag assures that you process a simulation run. To execute this posting you would simply repeat this process with this flag checked-off.

4. Choose .
5. The system displays the payment for January 2001, broken down by flow type/condition type. Here you can see the condition type which is assigned to your lease-in contract, the due date for your payment, as well as the relevant tax information.
6. Choose *Documents*. Here you can see all the line items that were created due to your posting.
7. Place your cursor on the G/L account with the number 164003 and choose *Vendor*.

## Simulating and Executing a Periodic Posting for your Lease-in Contract

8. Choose .
9. Choose . The system will take you into the vendor master data.
10. Choose  once. From the *Real Estate – General posting log (Document currency)* screen, you can reach the master data information of that particular entry by placing your cursor on a relevant entry and pressing the relevant buttons on top of the screen.
11. Choose  twice.
12. In the *Exit list* dialog box choose Yes.
13. Choose  until the overview tree appears.

## Simulating and Executing a Periodic Posting for your Lease-in Contract

### Use

Each month, you will receive a bill (invoice). Here you will simulate the billing for the first month to make sure that the posting is in order. Before a posting can be made you need to activate your lease-in.

### Procedure





**You will now activate your Lease-in.**

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Contact → Change</i>
<b>Transaction Code</b>	FOIO

2. Enter the following data:

Field	Data
Contact Type	Lease-in
Company code	3000
Contact number	[Your own lease-in number]

3. Choose .
4. Choose .
5. Choose .
6. In the *Exit list* dialog box choose Yes.
7. Choose  until the overview tree appears.

**Now you will simulate a periodic posting.**

8. Call up the transaction as follows:

**Simulating and Executing a Periodic Posting for your Lease-in Contract**

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Postings → Periodic postings</i>
<b>Transaction Code</b>	FOIQ

9. Enter the following data:

Field	Data
Month for posting run	01
Year for posting run	2000
Company code	3000
Contract	[Your lease-in number]

10. Do not make entries or changes in any of the other fields.



Note the flag box *Simulation* in the Posting parameter section. This flag assures that you process a simulation run. To execute this posting you would simply repeat this process with this flag checked-off.


11. Choose . Based on the period and year entered, all related dates will be adjusted by the system.
12. Choose . The system displays your payment for January 2000. Here you can see the condition type which is assigned on your lease-in, the due date for your payment, as well as the relevant tax information.
13. Choose once.
14. In the *Exit list* dialog box press the *Yes*.

**Now you will execute your periodic posting.**

15. In the *RE Contract: Periodic Posting (Simulation)* screen make sure that all the entries you made in the simulation are defaulted.
16. In the *Posting parameters* section uncheck the flag box *Simulation*. This informs the system that you want to execute this posting.
17. Choose . The system displays your payment for January 2000.
18. Choose *Documents*. Here you can see all the line items that were created due to your posting.
19. Place your cursor on the G/L account number *164003* and choose *Vendor*.
20. Choose .
21. Choose . The system will take you into the vendor master data.
22. Choose once. From the *Real Estate – General posting log (Document currency)* screen, by placing your cursor on a relevant entry and pressing the relevant display buttons on top of the screen, you can reach the master data information of that particular entry.
23. Choose twice.

### Simulating and Executing a Periodic Posting for your Lease-in Contract

24. In the *Exit list* dialog box press the Yes .

Choose  until the overview tree appears.

## Displaying Open Items

## Displaying Open Items

### Displaying Open Items on an Existing Lease-In Contract

#### Use

Once a periodic posting is executed both your account as well as the General Ledger are updated. In this scenario you will display the open items still existing on an existing lease-in contract.





#### Procedure

45. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real estate management → Real estate general contract → Contract → Display</i>
<b>Transaction Code</b>	FOIP

46. Enter the following data:

Field	Data
Contract type	Lease-in
Company code	3000
Contract number	10000000

9. Choose .
10. From the top menu bar select: *Environment → Open items*. A list of all open items is displayed.
11. Position your cursor on one of the document numbers in the *Doc. no.* column and double-click. The system will display the financial document of that particular posting.
12. Choose . Here you can see additional information on when and by whom the document was entered in the system.
13. Choose .
14. Choose  until the overview tree appears.

### Displaying Open Items on your Lease-In Contract

#### Use

Once you execute a periodic posting both the Vendor account as well as the General Ledger are updated. In this scenario you will display the open items of your tenant.

#### Procedure

1. Call up the transaction as follows:











Displaying Open Items on your Lease-In Contract

<b>Menu Path</b>	<i>Accounting → Real estate management → Real estate general contract → Contract → Display</i>
<b>Transaction Code</b>	FOIP

2. Enter the following data:

Field	Data
Contract type	Lease-in
Company code	3000
Contract number	[Number of your own lease-in]

3. Choose .
4. From the top menu bar select: *Environment → Open items*.
5. The periodic posting you executed in the last script has created an open item for this vendor. Double-click on the *Document* number. The system will take you to the financial document of that particular posting.
6. Choose . Here you can see additional information on when and by whom the document was entered in the system.
7. Choose .
8. Choose  once to return to the *Vendor: Line Item Display* screen.
9. Place your cursor on your document number and choose .
10. Choose .
11. Choose . The system will take you to the master data of this particular vendor.
12. Choose  until the overview tree appears.

## Reporting: Resubmission and Renewal

### Resubmission Reporting for Lease-in Contract

#### Use

With the resubmission reporting it is possible to see an overview of all overdue and/or completed resubmissions. You can select to display this information for only one or a grouping of lease-in contacts. In this script you will display a report for all lease-in contacts in the company code 3000. **There is no specific create option available for this report.**





#### Procedure

47. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Processes → Resubmission</i>
<b>Transaction Code</b>	FOIL

48. Enter the following data:

Field	Data
Company code	3000
Display with completed dates	[Select box] With this selection the system will select not only the overdue but also completed re-submissions.

3. Deselect any other defaulted data.
4. Choose . Here you can see the overdue resubmissions for more than one contract at a time.
5. Choose  once.
6. Choose *Display as list* box.
7. Choose . Here you can see exactly the same information except in a list format.
8. Choose  until the overview tree appears.

### Renewal Reporting for Lease-in Contract

#### Use

Renewal reporting enables you to see an overview of all overdue and/or completed renewals. You can select to display this information for only one or a grouping of lease-in contacts. In this script you will display a report for all lease-in contracts in the company code 3000. **There is no create option available for this report.**

#### Procedure


1. Call up the transaction as follows:


**Renewal Reporting for Lease-in Contract**

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Real estate general contract → Processes → Renewal</i>
<b>Transaction Code</b>	FOJT

2. Enter the following data:

Field	Data
Company code	3000

15. Choose . In the *General Contract: Renewal* screen you can see all the lease-in contracts that have renewal options assigned. If you had any contracts that were due to expire you could process the renewal from this screen.

Choose  until the overview tree appears.

## IDES Real Estate Management - Europe (RE)

### Purpose

Company code 1000 has been created and filled with the necessary data to map processes relevant for the European market. **Please do not change any data unless it is clearly stated in the script that you should do so.**

### Features

[Master Data \[Page 245\]](#)

If you intend to work through the following scripts, you have to create the master data as described.

### Rental Process

[Management of Interested Parties/Lease-Out \[Page 290\]](#)

[Tenant Changeover \[Page 311\]](#)

### Rental Accounting

[Rental Accounting \[Page 325\]](#)

[Incoming Payments \[Page 340\]](#)

### Rent Adjustment

[Rent Adjustment \[Page 352\]](#)

[Rent Adjustment Based on Sales Settlement \[Page 390\]](#)

### Service Charge Settlement

[Service Charge Settlement \[Page 407\]](#)

## Master Data

### Purpose

Master data is used in all the functions of the Real Estate Management component. It forms the basis for all information related to Real Estate objects. In this process, you become familiar with the type of master data that is used in the RE component by creating master data objects that you then use in other Real Estate processes. All scripts, where appropriate, are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section is sufficient. For a deeper understanding of the Real Estate processes, we recommend using the *Create* section. In this section you will use the *Object Browser*, a new tool developed for Release 4.6C. Further information on this tool is located at the beginning of the *Object Browser* process script. All master data you create as well as all settings in the *Object Browser* you make will be used in the *Display* and *Create* sections of the other Real Estate processes.

For further information on this process, refer to [i](#) [Page 246].

### Process Flow

You will find the data for this process here: [?](#) [Page 248].

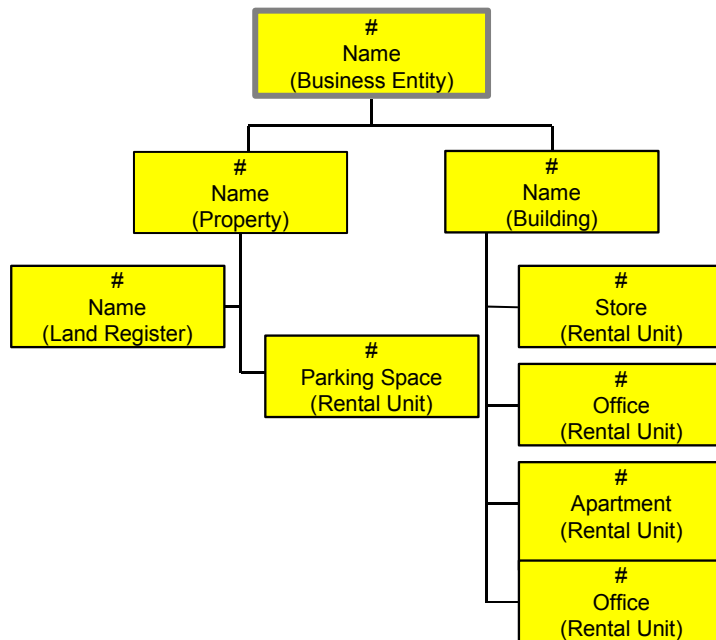
1. [Functions of the Object Browser \[Page 17\]](#) [Page 250]
2. [Business Entity \[Page 252\]](#)
3. [Land Register \[Page 257\]](#)
4. [Property \[Page 260\]](#)
5. [Building \[Page 265\]](#)
6. [Rental Unit: Store \[Page 270\]](#)
7. [Rental Unit: Office \[Page 275\]](#)
8. [Rental Unit: Apartment \[Page 279\]](#)
9. [Using Copy Function to Create Additional Rental Units \[Page 284\]](#)
10. [Sets in Object-Browser \[Page 287\]](#)

## Additional Information on This Scenario

## Additional Information on This Scenario

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain Real Estate process, we recommend using the *Create* section.

In this process you will *display* and *create* all of the master data objects with the exception of rooms. The *Display* section refers to the master data already created in the system. In the *Create* section of each script you will create the following hierarchy structure, which you will be able to display with the Object Browser tool.



You will also learn how to create additional rental units with the "Copy from" function.

The master data that you create here will be used in the create sections of the following processes: *Management of Interested Parties/Lease-out*, *Tenant Changeover*, *Debit Position*, *Incoming Payment*, *Rent Adjustment*, and *Sales-Based Rent*.

## Further Information on Master Data

Master data is the basis for using all functions of the Real Estate component and forms the basis for all object-related information. The basic master data objects are:

- **Business entity:** Business entities form part of the company code and group buildings and/or properties into coherent units.
- **Property:** as used in the Real Estate component, refers to the **land** only; it does not include the buildings on it. Properties are parts of a business entity.
- **Buildings:** Object on the basis of which rooms or areas (for instance apartments, warehouses, stores) are rented. Buildings are likewise parts of a business entity.
- **Rental units:** are the spatial units on the basis of which objects are rented. Each rental unit must be uniquely assigned to a building or a property.

**Additional Information on This Scenario**

- **Room:** Rooms can be assigned to a building or to a rental unit. You can only assign common rooms (heating room, staircase, and so on) to a building. These are rooms that are shared by the individual tenants and are not included in the service charge settlement. Rooms are generally assigned to a rental unit in residential real estate.
- **Land register:** Land register management includes the maintenance of land register data for a property.

All these objects can be created and edited using the new *Object Browser* tool. The system automatically creates the business entities, properties, buildings, and rental units as an internal Controlling object; in other words they become account assignment objects.

## Data Used During This Process

## Data Used During This Process

All scripts consist of two sections: the *Display* and the *Create* section. Often, different data is used in the two sections. Make sure that you are using the correct data. The location of our company is in Berlin. Check that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Field	Data	Description
Company code	1000	
Business entity	2	
Land register number	10000001	
Property	1	
Building	1	
Rental unit: Store	1	
Rental unit: Office	2	
Rental unit: Apartment	10	
Set	WE_1000	Business entities in company code 1000
Set	GEBAEUDE_1000	Buildings in company code 1000
Set	GRUND_1000	Properties in company code 1000
Set	ME_1000	Rental units in company code 1000
Set	MV_1000	Lease-outs in company code 1000
Create Section		
Field	Data	Description
Company code	1000	IDES AG
Business area	9100	Real estate
Profit center	1410	RE apartment, privately and publicly financed
	1420	RE Garages
	1430	RE Stores
	1450	RE Offices



**Data Used During This Process**

	1480	RE Real Estate, other
Land register type	01	
Usage type	0001	Privately & publicly financed apartments
	0004	Stores
	0005	Offices
Business entity worklist	WE_1000	Business entities in company code 1000

## Functions of the Object Browser

### Assigning Sets to Individual Worklists

#### Use

The Object Browser is a new tool developed for Release 4.6C. It provides a large range of functions using a screen layout that is clearly arranged into three sections. You use the Object Browser to display and change existing data in a tree-structure form by client. To simplify your Real Estate object display, you can use sets to select data so that only the required data appears in the tree structure. You can also create new objects with the Object Browser. Additional functions of the Object Browser are explained in the corresponding sections.

The great advantage of processing master data with the Object Browser is that you can perform a large number of functions within this one application and that you can easily view the object structure.

Screen layout of the Object Browser:

**Worklist:** In this section, worklists are displayed with the "sets" that have been assigned to them. The purpose of these sets is to let you adapt the object structure to your own needs using selection screens as well as to display the data you require. A sample set has been created for each level of the hierarchy.

**Real Estate hierarchy:** In this section, the data selected using the sets explained above is displayed in a tree structure. You can expand or collapse the subtrees as required.

**Right half of the screen:** In this section, the data is displayed that you select in the *Real Estate hierarchy* by double-clicking the objects found there. This display is the same as the direct entry to the master data display.



The sets that are created are available in all clients but have to be assigned to the particular user. For this reason, you will add the sets to your worklist in this step. You can then use the worklist so created at any time. Note that the data in the IDES system is reset on a weekly basis, therefore your set assignments will be deleted.

There is no *Display* section in this document.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .
3. Choose *Add sets* and the existing sets are displayed.
4. Select the set called *WE\_1000* and confirm with .
5. Now process the other worklists by assigning the required set to each of them. Repeat steps 2 and 3 for each worklist.

**Assigning Sets to Individual Worklists**

6. Assign the following sets:

<b>Property worklist</b>	GRUND_1000
<b>Building worklist</b>	GEBAEUDE_1000
<b>Rental unit worklist</b>	ME_1000
<b>Lease-out worklist</b>	MV_1000

7. In the *Worklist* section, choose to save the settings of the worklists for your user.

## Business Entity

## Business Entity

## Displaying a Business Entity

### Use

The business entity represents the highest level of your real estate object hierarchy. A business entity is a grouping of real estate objects, such as

- One or more properties
- One or more buildings
- One or more rental units

The number of properties or buildings that belong to a business entity is not limited. Typically all Real Estate objects that have something in common (such as geographical location) should be grouped as a business entity.

For a business entity, you define:


- Assignment to organizational structures
- Responsible partners (clerks, technicians, administrators or other business partners)
- Regional location
- Tenancy law
- Currency/units of measure

In this step, you will display business entity 2, company code 1000.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .

The set assigned to this folder will be now visible.

3. Double-click set *WE\_1000* (business entities in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Double-click *BE 2* (Business entity 2).

On the right side of the screen the detail data of this business entity is displayed.

You can see the description and address of the business entity. Also note that the business entity is assigned to other organizational structures (business area and profit center) and that a location is specified for the business entity (for informational purposes only).

5. Choose the *Ref. factors* tabstrip.

## Creating a New Business Entity

You should now see the currency in which the business entity is managed (must be the company code currency), the units of measurement (will be used by all Real Estate objects linked to this business entity), the tenancy law (rules for rent adjustments and service charge settlement) and the settlement variants (rules for settlement of operating and heating costs. In our demo, this is defined as annual settlement, but it could be monthly).

6. Choose the *Value* tabstrip.

Here you see the option rate calculation and the values that have been calculated and assigned to each month. The calculated value is the percentage of rent subject to sales tax in relationship to the total rent.

7. Choose the *User fields* tabstrip.

The labels of these user fields can be customized. User fields exist for each master data object type, and individual settings can be made for each object type in Customizing.

8. Choose the *Partner* tabstrip.

Here you can define all business partners associated with the business entity: maintenance contractors, realtors, architects, cleaning company etc. Partners are defined by their business partner role which is user-definable in Real Estate Customizing. A sample entry for a clerk has been defined.

9. Double-click any of the partners and you branch to the detailed partner address screen.

10. Choose .


11. Choose the *Owner* tabstrip.

Here, you can define one or several owners of the business entity as well as the percentage of ownership. This would only be applicable if the business entity or part of the business entity were owned by someone other than IDES AG (that means IDES AG would be the property manager, not the owner). As IDES AG is the sole owner of our business entity, no further owners are defined. If one or several owners were defined for the business entity, the costs and revenues associated with the business entity would be allocated to these owners based on their ownership share.

12. Select the *Availability* tabstrip.

Here, a time-dependent indicator tells you at which point the business entity is available, in the portfolio, not available, partly unavailable or tenant-rented.

In addition, on the bottom part of the screen you can see the object hierarchy already created.

13. Select the object and then choose  to see all the buildings, properties, rental units and lease-outs that exist for this business entity.

14. Choose  to return to the selection tree.

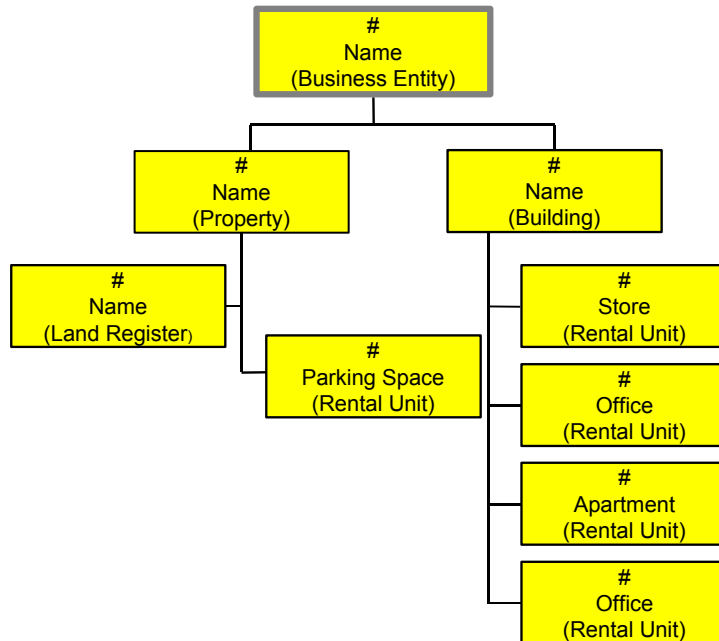
## Creating a New Business Entity

### Use

In this step, you will create your own business entity and a business partner. The business entity represents the highest level of your real estate object hierarchy.

## Creating a New Business Entity



## Your Hierarchy





## Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .  
The sets assigned to this folder are now visible.
3. Double-click set *WE\_1000* (business entities in company code 1000).  
The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.
4. In the *Real Estate hierarchy* column place your cursor on *1000* (number of this Company code) and choose .
5. In the menu that appears, choose *Create business entity*.
6. Enter the following data:

Field	Data
Company code	1000 (IDES AG)
Business entity	User-definable number

7. Choose  or  *Master data*.
8. Enter the following data:

Creating a New Business Entity


Field	Data
Business area	9100

9. Choose the *Ref. factors* tabstrip.


Here you can see the currency in which the business entity is managed (must be company code currency EUR) and the units of measurement (use the default values).

10. Enter the following data:

Field	Data
Tenancy law	German tenancy law
Representative list of rents	BERL
Predef.oper.csts	Half-yearly
Pred.heat.expenses	Half-yearly

11. Finally, you must maintain the address of the business entity. Choose  *Address*.

At this point, you can either select an already existing address or create a new one. In this example you create your own address.

12. To create a new address, enter the complete new address of your choice (make sure that you enter Berlin in the *City* field) in the *Address Choose: Initial Screen* dialog box and press .

The system will inform you that no existing address was selected.

13. Choose  and then .

14. To close the dialog box, choose .

The new address is now assigned to your business entity.

15. In the header portion of the screen, enter a description for your business entity.

16. Choose the *Partner* tabstrip.


If you assign partners at the business entity level in your Real Estate object hierarchy, they can be automatically copied down to the lower levels of the hierarchy, i.e. to individual properties and buildings/parts of buildings.

17. Choose .


The system displays a dialog box listing all possible partner roles.

In *Customizing for Real Estate*, you can define which partner roles are permitted for which Real Estate object.


18. Double-click partner role 0998, *Administrator*.

19. Create a name for your administrator and press .


If the system does not find a partner with this name, it displays the message *No partner selected*.

20. Choose  *Person* to create a new partner.

**Creating a New Business Entity**

21. Fill in a complete address of the partner. You can choose the other tabstrips of the partner master data and fill in additional data. When you have entered all your data, choose .

The new partner will be automatically assigned to the business entity.


22. Choose  *Account assignment approval*.

This action releases the business entity so that financial postings can be made on this object. Under the *Gen. data* tabstrip in the *Status* section, you can see that the status of this object is set to REL meaning that the object is released.

You also have the option NOT to release certain objects. If you have a multi-level real estate hierarchy with a main building, building parts and rental units, you might not want to allow any postings to be made on the business entity or main building. In this case, you would only release the lower levels of your RE hierarchy (i.e. building parts and rental units).

23. Choose .

A system message confirms that you have created a business entity and the *RE Object Browser* screen appears again. Write down the number of your business entity.

24. Choose  to return to the selection tree.



## Land Register

### Displaying a Land Register

#### Use

When you create a property, you can specify a land register for the title management of that property.

#### Procedure

5. Call up the transaction as follows

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Objects → Land Register → Display</i>
<b>Transaction code</b>	FO14

6. In the *Land register no.* field, enter 10000001.

7. Choose  or  *Master data*.

Here you can see the name/address and the details of the land register office.

8. Choose  to return to the selection tree.

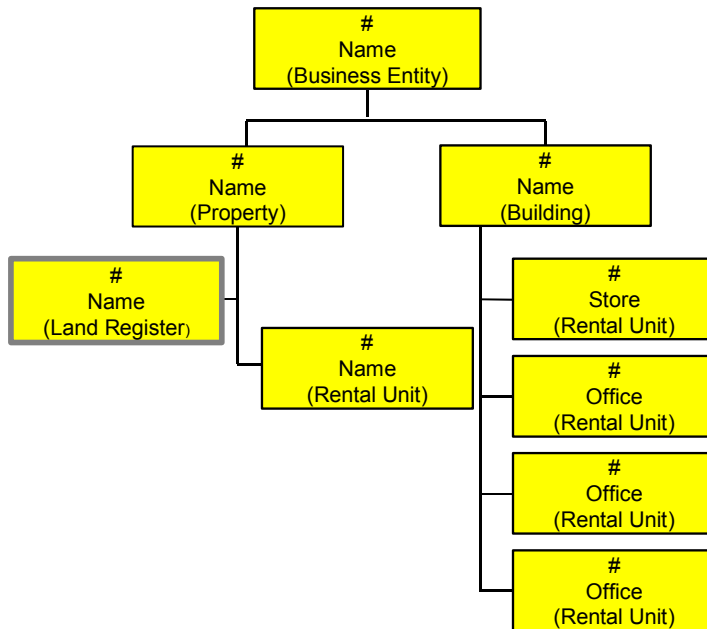
### Creating a Land Register

#### Use

You can either assign an existing land register (in this case skip this section and go directly to the *Creating property* script) or create your own.

## Creating a Land Register

## Your Hierarchy



## Procedure

To create your own land register follow the steps below:

12. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Objects → Land Register → Create</i>
<b>Transaction code</b>	FO16

13. Enter the following data:


Field	Data
Land register type	01
Land register from	Berlin
Volume	User-definable number
Page	User-definable number

14. Choose *Land register address*.

15. Enter the following data:

Field	Data
Name	Land registry Berlin
Country key	DE
City, street, postal code	Please fill all these fields


Creating a Land Register

16. Choose .


A system message tells you that no partner with this name was found. In this case you have to create the organization (your land registry).

17. Choose  *Organization*.

18. In the *Create Business Partner: Central Data* screen, enter 'DE' in the **Country** field.

19. Choose .

The system creates and assigns a business partner for the land register. You now return to the *Create Land Register: General Data* screen.

20. Choose .

21. Write down your land register number (LndRegNo.).

You are now ready to assign this land register number to your property master (that you will create in the next section).

22. Choose  to return to the selection tree.

## Property

## Property

## Displaying a Property

### Use


"Property" in R/3 Real Estate refers only to the land and not the buildings on it. A property is part of a business entity which, apart from one or several properties, can also consist of one or more buildings and one or more rental units. The number of properties and/or buildings that belong to a business entity is not limited.

Our sample business entity 2 consists of exactly one property, which you will now display using the *Object Browser* tool.

### Procedure

13. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

14. In the *Worklist* section of the screen, position your cursor on *Property worklist* and choose . The sets assigned to this folder are now visible.

15. Double-click set *GRUND\_1000* (properties in company code 1000). The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

16. Double-click on *GR 2/1* (Property 1 in Business entity 2).

On the right side of the screen the detail data of this property is displayed.

You can see the description and the address which is automatically copied from the business entity (business entity defaults can be changed). In the *Assignments* section of the screen, you can see the description of the individual property.

The property is assigned to other organizational structures, such as business area and profit center. In the lower part of the screen, you see the land register data.

17. Choose the *Build.law and usage* tabstrip.

Here, you can maintain information related to building law (defines how a property can be utilized), deadlines, property usage and property quality. This information is used in Real Estate reporting (flexible summarization), but does not serve any other purpose.

18. Choose the *Areas* tabstrip.

Area types define the use of the corresponding area and are user-definable. Individual area types can belong to so-called reference area types. You define which area types belong to other area types in *Customizing for Real Estate*. The unit of measurement that is used for the calculations (m<sup>2</sup>) is defined in the business entity and is passed down through the object hierarchy.

In our example, no area has been defined as this property only has garages assigned to it as rental units. Garages are not leased according to area but by the number of parking lots.

## Creating a New Property

### 19. Choose the *Value* tabstrip.

Here, you can maintain land values. Note that all values have to be entered manually (i.e. are not derived from other master records) and are for information purposes only. In the lower part of the screen, you can see the calculation type used for the option rate and the option rates that have already been calculated for a particular month. This data only applies to the rental units assigned to this property.

### 20. Choose the *Partner* tabstrip.

Here you can define all business partners associated with the property: maintenance contractors, real estate brokers, architects, gardening company etc. Partners are defined by their business partner role, which is user-definable in Customizing.

### 21. Choose the *Owner* tabstrip.

Here, you can define one or several owners of the property as well as their percentage of ownership. This would only be applicable if the property was owned by someone other than IDES AG and IDES AG would be the property manager. Since this is not the case, no owners are defined.

### 22. Select the *Availability* tabstrip.

On the lower section of the screen you can see where your property is placed in relationship to the business entity and the other objects.

### 23. Choose the *Plant maint.* tabstrip.

From the Real Estate standpoint, the Plant Maintenance (PM) module can be used to conduct maintenance activities on a real estate object; for example if lightbulbs need to be replaced. From a PM view, objects can be subdivided into functional locations which help to specify the area which is in need of maintenance or repair. Here you can see the functional location (from Plant Maintenance) that the system has automatically linked with the object. In the *Change* mode you can report all malfunctions directly from the *Plant main.* screen of a Real Estate object.

### 24. Choose to return to the selection tree.

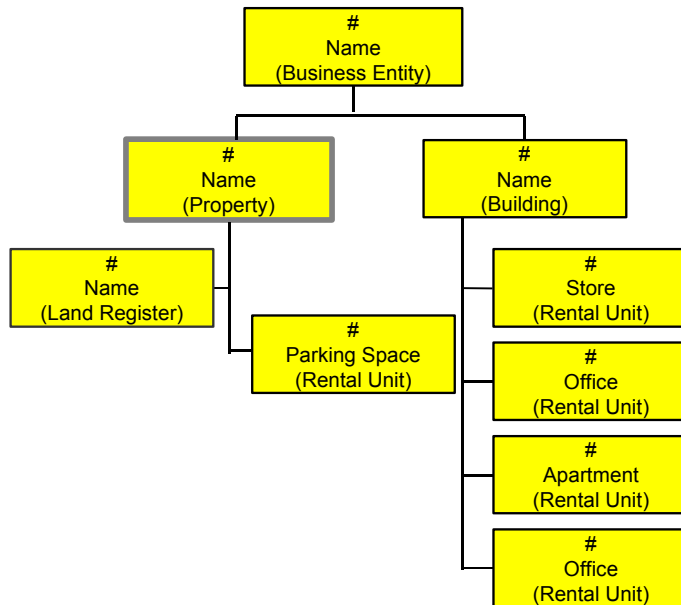
## Creating a New Property

### Use

In this step, you create your own property and link it to your own business entity. In addition, you assign a land register to your property.

## Creating a New Property


## Your Hierarchy



## Procedure

19. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

20. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .

The sets assigned to this folder are now visible.


21. Double-click set *WE\_1000* (business entities in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

22. In the *Real Estate hierarchy* column place your cursor on *1000* (number of this company code) and choose .

The number of your business entity that you created in the previous script will now be displayed.

Now you create a property and assign it to your business entity.


23. Place the cursor on your own business entity and choose .

24. In the menu that appears, choose *Create property*.

25. Enter the following data:

Field	Data
Property text	Enter a description for your property

Creating a New Property

Business area	9100 Real Estate. If you leave this entry blank, the business area of the superior object (business entity) is used
Profit center	1480
LndRegNo.	Either assign an existing land register number or the land register you created in the above section. If you created your own land register, enter the number directly. If you are using an existing land register, place your cursor in the <i>LndRegNo.</i> field, click on the pull-down arrow, click on <i>the Real estate land register</i> tabstrip in the dialog box and choose  .

26. Choose the *Build.law and usage* tabstrip.

Here, you can maintain information related to building law (defines how a property can be utilized), deadlines, property usage and property quality. This information is used in Real Estate reporting (flexible summarization), but does not serve any other purpose.

27. Choose the *Areas* tabstrip.

Areas specify the use of the corresponding area and are user definable. Which area types you choose for your property depends on the usage of the property.

28. Choose the *Value* tabstrip.

Here, you can maintain land values. Note that all values have to be entered manually (i.e. are not derived from other master records) and are for information purposes only. Enter a purchase price for your property.

29. Choose the *Partner* tabstrip.

Here you can define all business partners associated with the property: maintenance contractors, real estate brokers, architects, gardening company etc). Partners are defined by their business partner role, which is user-definable in Customizing.

30. Choose the *Owner* tabstrip.

Here, you can define one or several owners of the property as well as their percentage of ownership. This would only be applicable if the property was owned by someone other than IDES AG and IDES AG would be the property manager. Since this is not the case, no owners are defined.

31. Choose  *Account assignment approval*.

This action releases the business entity so that financial postings can be made on this object. Under the *Gen. data* tabstrip in the *Status* section, you can see that the status of this object is set to REL, meaning that the object is released.

You also have the option NOT to release certain objects. If you have a multi-level real estate hierarchy with a main building, building parts and rental units, you might not want to allow any postings to be made on the business entity or main building. In this case, you will only release the lower levels of your real estate hierarchy (i.e. building parts and rental units).

32. Choose .

A system message confirms that you have created a property and the *RE Object Browser* screen appears again. Write down the number of your property.

33. Choose  to return to the selection tree.





## Building

### Displaying a Building

#### Use

A building is part of a business entity. A business entity can consist of:

- One or more properties
- One or more buildings
- One or more rental units


Buildings can be part of a multi-level hierarchy. The hierarchy structure depends on reporting requirements. In other words, if a company wants to report buildings by wings/floors; these objects should form one level of the hierarchy. For example, you could create a main building (referred to as a superior building in the R/3 System) and two building parts assigned to it (for instance, West wing and East wing). The same procedure is followed to create all three objects. However, when the two building parts (West wing and East wing) are created they are assigned to the superior building by entering the number of the superior building in the master record of the building parts. This assignment assures that the system is aware that a building hierarchy exists.

Our sample business entity consists of several buildings. You will now display one of the buildings using the *Object Browser* tool.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, position your cursor on *Building worklist* and choose .

The sets assigned to this folder are now visible.

3. Double-click set GEBAEUDE\_1000 (building in company code 1000).


The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Double-click GE 2/1 (building 1 in business entity 2).

On the right side of the screen the detail data of this building is displayed.

You can see the address which was automatically copied from the business entity. In the bottom section of the screen, you see the description of the building.

Note that the building is assigned to other organizational structures such as business area, profit center, and fixed asset. Note that the creation and assignment of an asset to a building is a manual process. There is no automatic workflow for this.

5. Choose .

A dialog box with the associated asset number is displayed.

**Displaying a Building**

6. Double-click the leading asset number to view the asset master.


The system will take you to the Asset Accounting component (FI-AA) to view this asset's master data.

7. Choose the *Time-dependent* tabstrip.

Here, you can see that an internal order has been assigned to the asset. This order is used to capture any depreciation expense related to the asset and pass these on to the associated RE object.

8. Double-click the order number. You are taken to the order record.

9. Choose *Extras* → *RE object* and you can see that the order is linked to building 1 of business entity 2. Due to this link, depreciation that is posted to the order will automatically show up as a cost element in Real Estate reporting.

10. Choose .

11. Choose  once to return to the fixed asset master.

12. Choose the *Allocations* tabstrip.

Note the asset super number. It is the same number as the business entity.

The asset super number is the link between the asset and the business entity. Once the asset is created, it must first be assigned to a business entity (via the super number). Only if the asset has been assigned to a business entity, buildings and property that belong to that particular business entity can be assigned to the asset.

13. Choose  once to go to the *Assigned Assets* screen in the Object Browser.

14. To close the dialog box, choose .

15. Select the *Additional data* tabstrip.

Here you define the additional data (such as number of floors), whether or not the building has a basement, and the fixtures and fittings characteristics (these are user-definable and for statistical information only).

16. Choose the *Dates* tabstrip.

Here you can define various deadlines. All dates are for information purposes only. However the construction year is used as the basis for a rent adjustment based on the representative list of rents (German law).

17. Choose the *Areas* tabstrip.

Area types define the use of the corresponding area and can be adjusted to the user's needs in Customizing. If you scroll to the right, you see that the building area is compared with the area of the assigned rental unit.

18. Choose the *Value* tabstrip.

You can maintain values such as cubic volume, current building values etc. for your building. Note that all values have to be entered manually (i.e. are not derived from other master records).

Under *Option rates*, you can see the calculation type used for the option rate and the calculated values for the corresponding months.

19. Choose the *Partner* tabstrip.

## Creating a New Building

Here you can define all business partners associated with the building: maintenance contractors, real estate brokers, architects, cleaning company etc.

20. Choose the *Owner* tabstrip.

Here you can define one or several owners of the building as well as the percentage of ownership. This would only be applicable if the business entity was owned by someone other than IDES AG, and IDES AG was the property manager. Since this is not the case, no owners are defined.

21. Select the *Object chars* tabstrip.

For each building, you can define so-called object characteristics. Individual object characteristics are grouped into characteristic groups. We use object characteristic group 4 (roof) in our example.

22. Choose  to return to the selection tree.

## Creating a New Building


### Use

In this step, you will create your own building. Your building will be positioned below the business entity in the object hierarchy.

### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .


The sets assigned to this folder are now visible.

3. Double-click set *WE\_1000* (business entities in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. In the *Real Estate hierarchy* column place your cursor on *1000* (number of this company code) and choose .

The number of your business entity that you previously created will now be displayed.

Place the cursor on your own business entity and choose . In the Now you create a building and assign it to your business entity.

5. menu that appears, choose *Create building*.

6. Enter the following data:

Field	Data
Build.text	Enter a description for your building
Business area	9100 Real Estate. If no entry is made, the business area of the superior object is used

**Creating a New Building**


Profit center	1480 (Real estate, others)
Location class	2

7. Choose *Extras* → *Property shares*.

Here you define whether your building is linked to one or several properties. Your building is only assigned to one property.

8. Enter the following data:

Field	Data
Property	Your own property number
Share	100

9. Choose .

10. Select the *Additional data* tabstrip.

Under *Additional data*, you can enter the number of floors, number of basements, whether the building has an elevator etc. All this information is optional.

11. At the bottom of the *Addit. data* screen, you can enter fixture and fittings characteristics.

Place your cursor in the *Characteristics* column and press F4 to view a list of all available fixtures and fittings. Additions can be made to this list in Customizing according to the user's requirements. These characteristics are optional and provide additional information about the building. If maintained, they can be used for selecting rental units during the application process. Choose one or several characteristics for your building.



If you create complex building hierarchies, it is recommended that you maintain fixture and fittings characteristics at the superior building level rather than the individual parts of the building.

12. Close the dialog box.

13. Choose the *Dates* tabstrip.

Here you can define various deadlines. In the *Construction year* field, enter 1960. The other fields are only for information.

14. Choose the *Areas* tabstrip.

Here you can maintain area types. Area types can be customized depending on your needs. For example if your building consists of shops and offices, you might want to distinguish between the two area types by calling them office floor space and shop floor space. This information can then be used for reporting purposes.

15. Enter the following data:

Type	Area	Unit
3 (Usable area)	5500	(The area unit is defined in the business entity and is automatically copied to the building)
2 (Living area)	100	Same as above

16. Choose the *Value* tabstrip.

## Creating a New Building

You can maintain values such as cubic volume, current building values etc. for your building. Note that all values have to be entered manually (i.e. are not derived from other master records).


17. Enter the current building value (e.g. 6,000,000.00 euro). Note that you have to enter this value manually; there is no link to Asset Accounting.

18. Choose the *User fields* tabstrip.

For each master data object, one or several user fields can be maintained. The system is delivered with standard field descriptions that you can change according to your needs.


19. Select the *Object chars* tabstrip.

For each building, you can define so-called object characteristics. Object characteristics are organized in a hierarchy. The lowest level of the hierarchy contains the most detailed information on the object.


20. Enter 4 as a sample object characteristic group and choose .


21. Select the line and choose .

22. Enter 2 as the object characteristic (Obj) and choose .

23. Enter 6 as the value (Val) and choose .

Object characteristic groups and characteristics are user definable in Customizing for Real Estate. They are for statistical information only.

24. Press  until you return to the *Create Building* screen.

25. Choose  *Account assignment approval*.

This action releases the building so that financial postings can be made on this object. Under the *Gen. data* tabstrip in the *Status* section, the status of the object is set to REL, which means that the object is released.



You also have the option NOT to release certain objects. If you have a multi-level real estate hierarchy with a main building, building parts and rental units, you might not want to allow any postings to be made on the business entity or main building. In this case, you will only release the lower levels of your RE hierarchy (i.e. building parts and rental units).

26. Choose .

The system displays a message saying that you have created a building. You then return to the *Real Estate Object Browser: Create Building* screen. Write down the number of your building.

27. Choose  to return to the selection tree.

## Rental Unit: Store

## Rental Unit: Store

## Displaying a Rental Unit with Usage Type Store


## Use

A rental unit is the spatial unit on the basis of which Real Estate objects are rented. Each rental unit is uniquely assigned to a building or a property. The system automatically creates a rental unit as an internal Controlling object; in other words the rental unit is also an account assignment object.

## Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this folder are now visible.

3. Double-click set *ME\_1000* (rental units in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Double-click *ME 2/1* (rental unit 1 in business entity 2).

On the right side of the screen the detail data of this rental unit is displayed.

You can see the address which was automatically copied from the superior building.

Under the *General data* tabstrip, the *Usage type* is defined as 0004 (Store). The usage type controls how the rental unit is used (commercial use, residential use), which fields/screens are ready for input and which area types are allowed or are mandatory. The rent adjustment types per usage type are defined in Customizing for Real Estate.

The rental unit is assigned to Building 1 (administrative offices Frankfurt) and profit center 1430 (RE store). There is no entry in the business area field. This means that the business area is automatically inherited from the superior object in the hierarchy, if required.

5. Choose the *Areas* tabstrip.

Area types define the use and size of the corresponding area and are user-definable.


6. Choose the *Conditions* tabstrip.

Condition types are assigned to the rental unit. When you create a lease-out for your rental unit, the conditions are copied over automatically to the lease-out as default values but you can change them there, if required. You define condition types in Customizing for Real Estate. In our case there are three conditions assigned to the rental unit: Basic rent, operating costs advance payment and heating expenses advance payment.

7. Select the line with the condition *Basic rent* and choose .


## Creating a Rental Unit: Store

The system displays a dialog box with a history of this condition. Here you see when the condition was changed and the amounts that are valid on the *Valid from* date.

8. Choose .

9. Choose *Extras* → *Cash flow*.

The cash flow during the vacancy of the rental unit is displayed. The cash flow that you see here are costs that have been charged to the rental unit during the month when the rental unit was vacant.

10. Choose .

11. Go to *Environment* → *Display object* → *Display current LO*.

The current lease-out for this rental unit is displayed.

12. Choose the *Conditions* tabstrip.

The conditions displayed here represent the actual rent that is currently charged for this lease-out.

13. Choose *Extras* → *Cash flow*.

A list of actual (I) and planned (P) cash flow is displayed. The lease-out cash flow represents the actual (I) and planned (P) rent (to be) paid by the tenant.

14. Choose  to return to the selection tree.

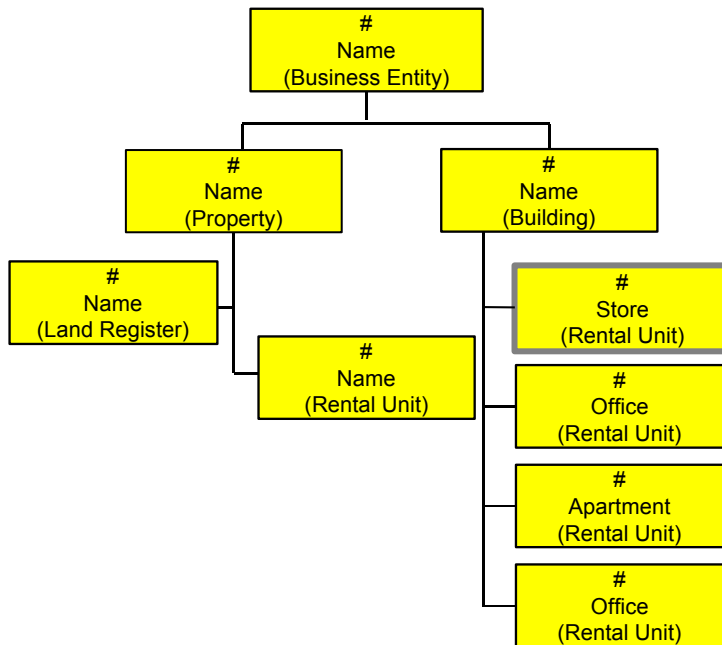
## Creating a Rental Unit: Store

### Use

In this scenario you create a rental unit with usage type *Store* for the building that you created in the previous step.

## Creating a Rental Unit: Store

## Your Hierarchy



## Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose . The sets assigned to this worklist are now visible.
3. Double-click set *WE\_1000* (business entities in company code 1000). The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.
4. In the *Real Estate hierarchy* column place your cursor on *1000* (number of this Company code) and choose . Your business entity should be now visible.
5. Place the cursor on your own business entity and choose .

Your building and property are now displayed.

Now create a rental unit and assign it to your building.

6. Place the cursor on your own building and choose .
7. In the menu that appears, choose *Create rental unit*.
8. Enter usage type 0004 and choose or *Master data*.
9. Enter the following data:

Field	Data
-------	------




Creating a Rental Unit: Store

Rental unit text	Enter a description for your rental unit
Building	Number of your own building
Business area	9100 Real Estate. If no entry is made, the business area of the superior object is used
Profit center	1430 (Store)

10. Choose the *Fixt./fitt.* tabstrip.


11. Assign an additional fixture by entering 19 in the *Chr* field and choosing .

12. Choose the *Areas* tabstrip.

13. Under *Area type 03 (Usable area)*, enter 1500 in the *Area* field and choose .

The area unit (m<sup>2</sup>) is defined in the business entity data and is automatically used.

14. Choose the *Conditions* tabstrip.

15. Enter 01/01/2000 as the *Effective from* date for your conditions and Choose  *Copy*.

The system displays a list of condition types.

16. Enter the following data:

Field	Data
Store basic rent	6,500 euro
Operating costs advance payment	800 euro  This condition is necessary if you want to map the service charge settlement. A fixed amount is prepaid for operating expenses each month. At the end of the year, the system determines the difference between the prepaid amount and the actual service charges (based on actual invoices) and settles the difference (either additional payment or credit) to the lease-outs.



Instead of entering the total condition amount, you can also enter the cost per m<sup>2</sup>. To do that, first highlight the condition by clicking on the box to the left of it and then choose the *Amnt <-> Amnt./AR* icon at the bottom of the screen. The *condition amount* appears in gray, and you can now enter the amount in the *Amount/AU* field. To reset this setting, select the line again and press the icon. Enter the condition amount again, if required.

17. Choose the *Apportionment unit* tabstrip.

The apportionment unit and factor determine the basis for the rental unit's service charges. Note that apportionment unit 12 (Living/usable space) is automatically defaulted and that the factor is equal to the usable space that you entered under *Areas*. If you enter nothing else here, you can subsequently only settle service charges based on m<sup>2</sup>.

18. Choose the *Rooms* tabstrip.

Room types describe the individual rooms that might be a part of a rental unit (eg. an apartment could consist of a living room, bedroom, kitchen, and bathroom). Typically,

**Creating a Rental Unit: Store**


this type of information is not relevant for corporate or commercial real estate. Do not maintain any values for rooms.

19. Choose the *Availability* tabstrip.

Here, a time-dependent indicator controls which objects are available for which processes. In addition, on the bottom part of the screen you can see the object hierarchy you have already created and the location your new rental unit will take.

20. Double-click your *building*.

The system takes you to the master data of the building you created.

21. To return to your rental unit, choose .

22. Choose the *Plant maint.* tabstrip.

Each Real Estate master data object can be assigned a functional location. This assignment links the RE module with PM and allows for tracking and scheduling of maintenance on the objects. Also note the malfunction report button on the left side of the screen. Once functional locations are assigned, you can click the malfunction report button to report any malfunction at hand.

23. Choose  *Account assignment approval*.

This action releases the rental unit so that a financial posting can be made on this object. Under the *Gen. data* file tab in the *Status* section, the status of the object is set to REL, meaning that the object is released.

24. Choose .

The system displays a message saying that you have created a new rental unit and returns you to the *RE Object Browser* screen. Write down the number of your rental unit.

25. Choose  to return to the selection tree.

## Rental Unit: Office

### Displaying a Rental Unit with Usage Type Office


#### Use

A rental unit is the spatial unit on the basis of which Real Estate objects are rented. Each rental unit is uniquely assigned to a building or a property. The system automatically creates a rental unit as an internal Controlling object; in other words, the rental unit is also an account assignment object.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this folder are now visible.

3. Double-click set *ME\_1000* (rental units in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Double-click *ME 2/2* (rental unit 2 in business entity 2).

On the right side of the screen the detail data of this rental unit is displayed.

On the *RE Object Browser - Display Rental Unit* screen, you can see the address which was automatically copied from the superior object (building).

Under the *General data* tabstrip, the *Usage type* is defined as 5 (Office). The usage type controls how the rental unit is used (commercial use, residential use), which fields/screens are ready for input and which area types are allowed or are mandatory. The rent adjustment types per usage type are defined in Customizing for Real Estate.

The rental unit is assigned to building 1 (administrative offices Frankfurt) and profit center 1450 (RE offices). There is no entry in the business area field. This means that the business area is automatically inherited from the superior object in the hierarchy, if required.

5. Choose the *Areas* tabstrip.

Area types define the use and size of the corresponding area and are user-definable.


6. Select the *Conditions* tabstrip.

Condition types are assigned to the rental unit. When you create a lease-out for your rental unit, the conditions are copied over automatically to the lease-out as default values but you can change them there, if required. You define condition types in Customizing for Real Estate. In our case there are three conditions assigned to the rental unit: Basic rent, operating costs advance payment and heating expenses advance payment.

7. Select the line with the condition *Basic rent* and choose .

## Creating a Rental Unit: Office

The system displays a dialog box with a history of this condition. Here you see when the condition was changed and the amounts that are valid on the *Valid from* date.

8. Choose .

9. Choose *Extras* → *Cash flow*.

The cash flow during the vacancy of the rental unit is displayed. The cash flow that you see here are costs that have been charged to the rental unit during the month when the rental unit was vacant.

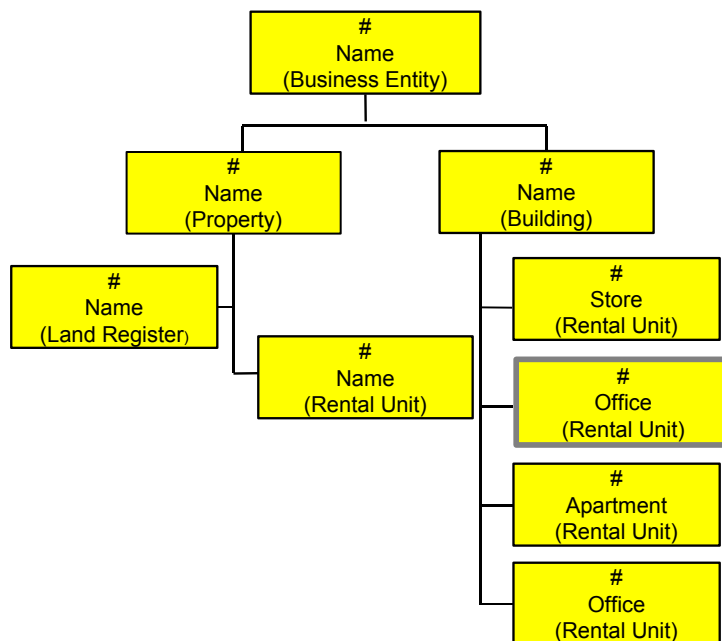
10. Choose  to return to the selection tree.

## Creating a Rental Unit: Office

### Use

In this process you create a rental unit with the usage type: office and assign it to your building.


### Your Hierarchy



### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Master Data</i> → <i>Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER


2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .

The sets assigned to this worklist are now visible.


3. Double-click set *WE\_1000* (business entities in company code 1000).

Creating a Rental Unit: Office

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.


4. In the *Real Estate hierarchy* column, place your cursor on 1000 (number of this company code) and choose .

Your business entity should be now visible.



5. Place the cursor on your own business entity and choose .

Your building and property are now displayed.

Now create a rental unit and assign it to your building.

6. Place the cursor on your own building and choose .

7. In the menu that appears, choose *Create rental unit*.

8. Enter usage type 0005 and choose  or  *Master data*.

9. Enter the following data:

Field	Data
Building text	Enter a description for your rental unit
Building	Number of your own building
Business area	9100 Real Estate. If no data is entered here, the data from the superior object is automatically used
Profit center	1450 Offices

10. Choose the *Fixt./fitt.* tabstrip.

11. Assign fixtures and fittings characteristic 019 in the *Chr* field and choose .

12. Choose the *Areas* tabstrip.

13. In the *Area* field, in the *Area type 03* (Usable area) line, enter 2000 as the usable area.

The area unit (m<sup>2</sup>) is defined in the business entity data and is automatically used.

14. Choose the *Conditions* tabstrip.

15. Enter 01/01/2000 as the *Effective from* date for your conditions and Choose  *Copy*.

The system displays a list of condition types.

16. Enter the following data:

Field	Data
Office basic rent	8,500 euro
Operating costs advance payment	1050 euro  This condition is necessary if you want to map the service charge settlement. A fixed amount is prepaid for operating expenses each month. At the end of the year, the system determines the difference between the prepaid amount and the actual service charges (based on actual invoices) and settles the difference to the lease-outs (either as additional payment or a credit).

**Creating a Rental Unit: Office**

Instead of entering the total condition amount, you can also enter the cost per m<sup>2</sup>. To do that, first highlight the condition by clicking on the box to the left of it and then choose the *Amnt <-> Amnt./AR* icon at the bottom of the screen. The *Condition amount* now appears in gray, and you can enter the amount in the *Amount/AU* field. To reset this setting, select the line again and press the button. Enter the condition amount again, if required.

17. Select the *Apportionment unit* tabstrip.

The apportionment unit and factor determine the basis for the rental unit's service charges. Note that apportionment unit 12 (Living/usable space) is automatically defaulted and that the factor is equal to the usable space that you entered under *Areas*. If you enter nothing else here, you can subsequently only settle service charges based on m<sup>2</sup>.

18. Choose the *Plant maint.* tabstrip.

Each Real Estate master data object can be assigned a functional location. This assignment links the RE module with PM and allows for tracking and scheduling of maintenance on the objects. Also note the malfunction report button on the left side of the screen. Once functional locations are assigned, you can click the malfunction report button to report any malfunction at hand.

19. Choose  *Account assignment approval*.

This action releases the rental unit so that a financial posting can be made on this object. Under the *Gen. data* file tab in the *Status section*, the status of the object is set to REL, meaning that the object is released.

20. Choose .

The system displays a message saying that you have created a new rental unit and returns you to the *RE Object Browser* screen. Write down the number of your rental unit.

21. Choose  to return to the selection tree.

## Rental Unit: Apartment

### Displaying a Rental Unit with Usage Type Apartment


#### Use

A rental unit is the spatial unit on the basis of which Real Estate objects are rented. Each rental unit is uniquely assigned to a building or a property. The system automatically creates a rental unit as an internal Controlling object; in other words the rental unit is also an account assignment object.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this folder are now visible.

3. Double-click set *ME\_1000* (rental units in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Double-click *ME 2/10* (rental unit 10 in business entity 2).

On the right side of the screen the detail data of this rental unit is displayed.

You can see the address which was automatically copied from the superior building.

Under the *General data* tabstrip, the *Usage type* is defined as 0001 (Privately financed accommodat.). The usage type controls how the rental unit is used (commercial use, residential use), which fields/screens are ready for input and which area types are allowed or are mandatory. The rent adjustment types per usage type are defined in Customizing for Real Estate.

The rental unit is assigned to building 1 (administrative offices Frankfurt) and profit center 1410 (RE apartments, private and publicly financed). There is no entry in the business area field. This means that the business area is automatically inherited from the superior object in the hierarchy, if required.

5. Choose the *Fixt./fitt.* tabstrip.

Here you can define data to describe the location of the rental unit and the rent adjustment based on the representative list of rents (specific to Germany). The fixtures and fittings characteristics not only describe the nature of the rental unit but also have a controlling effect on the rent adjustment based on the representative list of rents.

6. Choose the *Areas* tabstrip.

Area types define the use and size of the corresponding area and are user-definable.

7. Choose the *Conditions* tabstrip.

## Creating a Rental Unit: Apartment


Condition types are assigned to the rental unit. When you create a lease-out for your rental unit, the conditions are copied over automatically to the lease-out as default values but you can change them there, if required. You define condition types in Customizing for Real Estate. In our case there are three conditions assigned to the rental unit: *Basic rent*, *operating costs advance payment* and *heating expenses advance payment*. The condition type *Basic rent* was changed on 05/01/98 as a result of a rent adjustment. Refer to the Rent Adjustment section for more information.

8. Go to *Environment* → *Display object* → *Display current LO*.

The current lease-out for this rental unit is displayed.

9. Choose the *Conditions* tabstrip.

The conditions displayed here represent the actual rent that is currently charged for this lease-out.

10. To total the current conditions on a certain key date, choose .

11. Choose .

12. Choose *Extras* → *Cash flow*.

A list of actual (I) and planned (P) cash flow is displayed. The lease-out cash flow represents the actual (I) and planned (P) rent (to be) paid by the tenant.

13. Choose  to return to the selection tree.

## Creating a Rental Unit: Apartment


### Use

In this scenario you create a rental unit with usage type *Apartment* for the building that you created in the previous step.

### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Master Data</i> → <i>Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .

The sets assigned to this worklist are now visible.

3. Double-click set *WE\_1000* (business entities in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. In the *Real Estate hierarchy* column place your cursor on *1000* (number of this company code) and choose .

Your business entity should be now visible.




5. Place the cursor on your own business entity and choose .

Your building and property are now displayed.



Creating a Rental Unit: Apartment

Now create a rental unit and assign it to your building.

6. Place the cursor on your own building and choose .
7. In the menu that appears, choose *Create rental unit*.
8. Enter usage type 0001 and choose  or  *Master data*.
9. Enter the following data:

Field	Data
Building text	Enter a description for your rental unit
Building	Number of your own building
Business area	9100 Real Estate. If no entry is made, the business area of the superior object is used
Profit center	1410 (RE apartment, privately and publicly financed)
Rooms	3



10. Choose the *User fields* tabstrip.

The user fields can be defined for each level of the hierarchy. As an example, on the level of the rental unit a checkbox has been defined to say whether domestic animals (pets) are allowed or not.

11. Choose the *Fixt./fitt.* tabstrip.

12. Enter the following data:

Field	Data
Floor	Ground floor (GF)
Location in floor	M1 (center)
Fixtures/fittings category	2

13. Assign more fixtures and fittings characteristics by playing your cursor in the *Chr* field and pressing F4. Choose the fixtures and fittings characteristics by placing your cursor on a characteristic and choosing . When you have chosen all your characteristics, confirm with .


14. Choose the *Areas* tabstrip.

For usage type 0001, the *Living area* field has been identified as a required entry field in Customizing and is automatically set by the system.

15. Under *Area type 02 (living area)*, enter 100 in the *Area* field and choose .

The area unit (m<sup>2</sup>) is defined in the business entity data and is automatically used.

16. Choose the *Conditions* tabstrip.

17. Enter 01/01/2000 as the *Effective from* date for your conditions and Choose  *Copy*.

The system displays a list of condition types.

18. Enter the following data:

## Creating a Rental Unit: Apartment

Field	Data
Basic rent	505 euro
Operating costs advance payment	190 euro  This condition is necessary if you want to map the service charge settlement. A fixed amount is prepaid for operating expenses each month. At the end of the year, the system determines the difference between the prepaid amount and the actual service charges (based on actual invoices) and settles the difference to the lease-outs (either as additional payment or a credit).



Instead of entering the total condition amount, you can also enter the cost per m<sup>2</sup>. To do that, first select the condition by clicking the box on the left and then press the *Amnt <-> Amnt./Ar.* icon at the bottom of the screen. The *Condition amount* now appears in gray, and you can enter the amount in the *Amount/AU* field. To reset this setting, select the line again and press the button. Enter the condition amount again, if required.

19. Choose the *Apportionment unit* tabstrip.

The apportionment unit and factor determine the basis for the rental unit's service charges. Note that apportionment unit 12 (Living/usable space) is automatically defaulted and that the factor is equal to the usable space that you entered under *Areas*. If you enter nothing else here, you can subsequently only settle service charges based on m<sup>2</sup>. Maybe you want to apportion various service charges according to a different service charge key. Place your cursor in the *AUn* field and press F4. A list of apportionment keys is displayed.

20. Close the window with

21. Choose the *Rooms* tabstrip.

Room types describe the individual rooms that might be a part of a rental unit (eg. an apartment could consist of a living room, bedroom, kitchen, and bathroom).

22. Enter the following room types:

01, 02, 04, 06, 11, 12 and 18.

23. Specify 1 as the number for each room type.

24. Choose

25. Choose the *Partner* tabstrip.

26. Choose to create a new partner.



27. Double-click role 0808, enter a name and full address, then choose



A system message is displayed telling you that no partner was selected.

28. Choose *Person*.

29. Choose

Creating a Rental Unit: Apartment

30. Complete the name and address of the partner and save with .
31. Choose  *Account assignment approval*.  

This action releases the rental unit so that a financial posting can be made on this object. Under the *Gen. data* file tab in the *Status* section, the status of the object is set to REL, meaning that the object is released.
32. Choose .
- The system displays a message saying that you have created a new rental unit and returns you to the *RE Object Browser* screen. Write down the number of your rental unit.
33. Choose  to return to the selection tree.

## Using Copy Function to Create Additional Rental Units

## Using Copy Function to Create Additional Rental Units

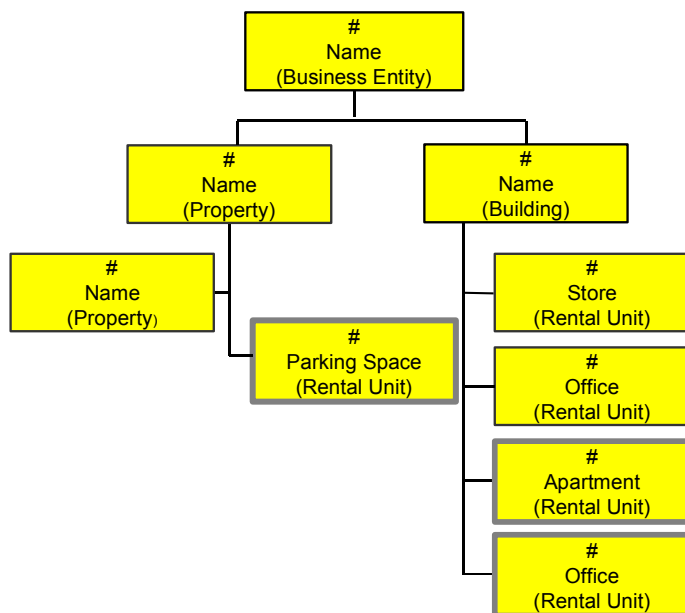
## Creating Two Additional Rental Units

## Use

You can use the copy function to create additional business entities, properties, buildings, and rental units. In this scenario you create one additional office and a garage using the copy function.

Because the copy function can only be used during the creation process there is no display option for this scenario.


## Your Hierarchy



## Procedure

36. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER


37. In the *Worklist* section of the screen, position your cursor on *Business unity worklist* and choose .

The sets assigned to this worklist are now visible.


38. Double-click set *WE\_1000* (business entities in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

Creating Two Additional Rental Units


39. In the *Real Estate hierarchy* column place your cursor on 1000 (number of this company code) and choose .

Your business entity should be now visible.

40. Place the cursor on your own business entity and choose .

Your building and property are now displayed.

Now create a rental unit assigned to your building using the *Copy from* function.

41. Place the cursor on your own building and choose .


42. In the menu that appears, choose *Create rental unit*.

43. Choose  *Copy from...*

44. Enter the following data:


Field	Data
Company code	1000
Business entity	Number of your business entity
Rental unit	Rental unit number: the office you have already created

45. By default all parts of the master data are selected for copying. Delete the check under conditions.

46. Choose  *Copy*.

47. Choose the *General data* tabstrip and enter a new text for the rental unit.

48. Choose the *Conditions* tabstrip.

49. Enter 01/01/2000 as the *Effective from* date for your conditions and Choose  *Copy*.

The system displays a list of condition types.

50. Enter the following data:

Field	Data
Office basic rent	7,800 euro
Operating costs advance payment	900 euro


51. Choose  *Account assignment approval*.

This action releases the rental unit so that a financial posting can be made on this object. Under the *Gen. data* tabstrip in the *Status* section, the status of the object is set to REL, which means that the object is released.

52. Choose .

The system displays a message that you have created a new rental unit. Write down the number of your rental unit.

In the next steps you create a garage as rental unit by copying most of the master data from an existing garage rental unit that belongs to a different business entity.

53. Place the cursor on your own property and choose .


**Creating Two Additional Rental Units**

54. In the menu that appears, choose *Create rental unit*.

55. Choose  *Copy from...*

56. Enter the following data:


Field	Data
Company code	1000
Business entity	2
Rental unit	14


57. Choose  *Copy*.

58. Under the *General data* tabstrip, enter your own rental unit text.

59. Enter your own property number in the *Property* field and delete the data in the *Park space no.* and *RU linked to* fields.


60. Choose the *Conditions* tabstrip.

61. Choose .

62. In the *Rental Unit: Condition Header* screen, enter 01/01/2000 in the *Cond.eff.from* field and choose  *Copy*.

63. Choose  *Account assignment approval*.

This action releases the rental unit so that a financial posting can be made on this object. Under the *Gen. data* file tab in the *Status* section, the status of the object is set to REL, meaning that the object is released.

64. Choose .

The system displays a message that you have created a new rental unit.

65. Note the number of your rental unit.

66. Choose  to return to the selection tree.

## Sets in Object Browser

### Displaying a Set

#### Use


Sets are used to select data and define the tree structure that you subsequently view in the *Object Browser*. You first have to create your set and then add it to the respective *worklist*.

In this example, you display set *MV\_1000* which contains all the rental objects for company code 1000.


#### Procedure

8. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

9. In the *Worklist* section of the screen, position your cursor on *Lease-out worklist* and choose .

The sets assigned to this worklist are now visible.

10. Select set *MV\_1000* and choose .

11. In the menu that appears, choose *Create/change set*.

12. Enter the following data:

Field	Data
Set	MV_1000
Description	Lease-outs in company code 1000
Object type	Lease-out

13. Choose  *Execute set maintenance*.

Here you can see all the lease-outs that are assigned to this set.

14. Choose  to return to the selection tree.

### Creating a New Set

#### Use

In this section, you create a *set* for your data and assign it to your *worklist*. This lets you conveniently display, change, and create your objects in the *Object Browser*.

#### Procedure

15. Call up the transaction as follows:

## Creating a New Set

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

16. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose



17. In the menu that appears choose *Create/change set*.

18. Enter the following data:

Field	Data
Set	You can use the following characters in set names: letters (but no umlauts), figures, underscores ("_") and hyphens ("-"). The first character must be a letter. The letter combinations "NOT", "AND", "NAND", "OR", "NOR", "TRUE", "T", "FALSE" and "F" are also not allowed. Blanks in the middle of the name are also not allowed.
Description	User-defined number/description
Object type	Select the object type: <i>Rental unit</i>

19. Choose *Maint. set*.

Here you assign the relevant objects to your set.

20. Choose *Objects*.

21. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of your business entity

Leave all other fields empty.

22. Choose .

A listing of all rental units in your business entity will appear.

23. Choose .

Your set has been created.

24. Choose until the *RE Object Browser* screen appears.

25. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose



26. In the menu that appears, choose *Add sets*.

27. A dialog box appears. Select your own set and choose .


Your set is now assigned to the *Rental unit worklist* folder.

28. To assign the set to your own worklist, choose *Worklist* in the screen section.

29. Double-click your set.



The system displays the structure that you have created.

30. Choose  to return to the selection tree.

## Management of Interested Parties/Lease-Out

### Purpose

The primary objective of the *Management of Interested Parties* function is to find suitable applicants for vacant rental units and vice versa. In this process, you are guided step by step through the rental process: from the creation of a rental request through the offer to the lease-out.

First you create a rental request and then you display a list of all the rental requests that have been created in the demo system. You assign a suitable rental unit to your rental request in order to create an offer. During this process, the system automatically copies all relevant data from the applicant and the rental unit to the offer. You then assume that the applicant has accepted your offer and in our final step, you will automatically convert this offer to a lease-out. You display the lease-out to see the type of information stored in it.

You do not have to create a rental request and an offer in able to create a lease-out. In the *Lease-Out* script, you create a lease-out without using the *Management of Interested Parties* function. However, you do **not** save your lease-out because the aim is for you to understand how to create a lease-out without using *Management of Interested Parties*. Finally you display a lease-out using the *Tenant Information* function that was developed for Release 4.6C. This tool enables you to process all functions relevant to a lease-out from one central location.

For further information on this process, refer to [i \[Page 291\]](#).

### Process Flow

You will find the data for this process here: [? \[Page 292\]](#).

1. [Rental Request \[Page 293\]](#)
2. [Overview of Rental Requests \[Page 296\]](#)
3. [Selecting a Suitable Rental Unit and Creating an Offer \[Page 297\]](#)
4. [Converting an Offer to a Lease-out \[Page 300\]](#)
5. [Lease-Out \[Page 302\]](#)
6. [Tenant Information \[Page 307\]](#)

## Additional Information on This Scenario

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain process, we recommend using the *Create* section.

The *CREATE* section of these scripts assumes that you have created all the master data objects in the previous process on *Master Data*. If you did not, return to the *Master Data* process and go through the *Create* section of the following scripts: *Functions of Object Browser*, *Business Entity*, *Building*, and *Rental Unit: Office*.

## Data Used During This Process

## Data Used During This Process

All scripts consist of two sections: the *Display* and the *Create* section. It is possible that different data is used in the two sections. Make sure that you are using the correct data and that you do not change the data used in the *Display* section. The location of our company is in Berlin. Check that the data (such as address) you create corresponds to this location.

Field	Data	Description
<i>Display Section</i>		
Rental request ID	9	Rent request ID number
Company code	1000	IDES AG
Offer	2	Rental offer
Lease-out	0002.0004.001	Lease-out number
SET	MV_1000	All lease-outs in company code 1000
<i>Create Section</i>		
Real Estate group	Office	Office
Company code	1000	IDES AG
Reconciliation account	140000	Reconciliation account number

## Rental Request

### Displaying a Rental Request

#### Use

In this example you display a rental request for an office space, the data on the applicant, and check if you have any matching rental units.

#### Procedure

12. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Management of Interested Parties → Rental Requests → Display Rental Request</i>
<b>Transaction code</b>	FOAR0C

13. Enter the following data:

Field	Data
Rental request ID	9

14. Choose .

In the top section, you see the applicant who is looking for office space, the location that the applicant is interested in and the maximum rent he or she is willing to pay.

15. Choose the *Area, Rooms* tabstrip.

Here you can see that the applicant could have specified numerous other requirements as to the area, number of rooms, transport connection etc.

16. Select the *Partner List* tabstrip.

Here you can see the person who is looking for the office space.

17. Doubleclick the entry in the *Partner* field.

The system takes you to the detail screens of this partner.

18. Choose .

19. Choose the *Processing Infos* tabstrip.

20. Choose the *Status Offer Objects* tabstrip.

Here you can see status information regarding this request such as what offers have been proposed to this applicant, or when the lease-out has been created.

21. Choose  *Offer objects*.

Here you can see all the rental units that satisfy the criteria specified in the rental request. The *Penalty* column to the far left of the screen displays the degree of which the objects match the request criteria (in percentage). The *Local ID* column displays the rental unit number. In this demo system, the rental unit number is defined as follows: first four digits for the number of the company code to which the object belongs, followed by one digit for the number of the business entity and the last two digits for the rental unit

## Creating a Rental Request

number. It is possible to create a favorite's list which can be then displayed in the Status Management (under the *Status Offer Objects* tabstrip) of the request master data. A date appears in the *Vacant from* column only if the rental unit is occupied on the search date.

22. Choose  to return to the selection tree.

## Creating a Rental Request

### Use

In our example a company is looking for office space.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Management of Interested Parties → Rental Requests → Create Rental Request</i>
<b>Transaction code</b>	FOAR0A

2. Enter the following data:

Field	Data
Real Estate Group	Office

3. Choose .

4. Under the *Location, Conditions* tab, enter the following data:


Field	Data
Memo text	Any text
Country key	Germany
City	Berlin (check that this city was used in the address of the master data)
Currency	EUR
Gross monthly rent	9,000.00

5. Choose the *Partner List* tabstrip.

Now create an applicant.

6. Choose .

7. Doubleclick role category *0640 Applicant*.

8. Enter a name for your partner and choose .


The system checks whether the applicant already exists in the system. If not, a message is displayed that no partner could be selected.

9. To create the applicant, choose  *Person*.

On the next screen, maintain the complete address.

10. Enter the country *DE* for Germany.

Creating a Rental Request

11. Choose .

The system automatically assigns the applicant you just created to your rental request.

12. Choose the *Processing Infos* tabstrip.

The system automatically defaults today's date as the date the rental request has been received.

13. Change the *Date received* to 01/01/2000.

14. Choose the *Area, Rooms* tabstrip.

15. Enter the following data:

Field	Data
Area unit	m <sup>2</sup>
Total area	2000

Before saving your rental request, you can display matching rental units that have already been assigned to the offer objects.

16. Choose  *Offer objects*.

Here you can see all the existing rental units that satisfy the criteria specified in the rental request.

17. Choose  if rental units were displayed, or  if none were displayed.

18. Choose .

The system displays a message that you have created a new rental request.

19. Note the number of your rental request.

20. Choose  to return to the selection tree.

## Overview of Rental Requests

## Overview of Rental Requests


### Use

You are now going to view all of the rental requests that have been created in the IDES demo system.

### Procedure

4. Choose

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Management of Interested Parties → Rental Requests → Overview of Rental Requests</i>
<b>Transaction code</b>	FOAR1C

5. Leave all other selection options blank and choose .

A list of all rental requests is displayed.

6. Choose  to return to the selection tree.



## Selecting a Suitable Rental Unit and Creating an Offer

### Displaying the Rental Unit Selection and an Offer

#### Use

Once you have selected a suitable rental unit, you can generate an offer from the rental request.

#### Procedure

10. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Management of Interested Parties → Rental Requests → Change Rental Request</i>
<b>Transaction code</b>	FOAR0B

11. Enter the following data:


Field	Data
Rental request ID	9

12. Choose .

13. Choose  Offer objects.



The system should display a list of all available, vacant rental units that match this rental request criteria and that are assigned to the offer objects. The final step would be to select a rental unit by checking the box to the left of the rental unit and pressing the *Create offer* button. **DO NOT FOLLOW THROUGH WITH THIS STEP. Instead you will now display a rental offer that has been created for display purposes.**

14. Choose  until the overview tree appears.


15. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Offer → Display</i>
<b>Transaction code</b>	FOVG

16. Enter the following data:

Field	Data
Company code	1000
Offer	2

17. Choose  Master data.

18. Choose  until the overview tree appears.

## Selecting a Suitable Rental Unit and Creating an Offer

## Selecting a Suitable Rental Unit and Creating an Offer

### Use

In this step, you first search for vacant rental units that match the search criteria of your rental request. Then you create an offer for the applicant. To do this, you have to define as "offer objects" the rental units you created in the *Master Data* section.


### Procedure

13. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Management of Interested Parties → Offer Objects → Rental Units -&gt; Offer Objects</i>
<b>Transaction code</b>	FOAR1A

14. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of your business entity
Direct transfer	Select

15. Choose .

The display log informs you which rental units have been copied.

16. Choose  until the overview tree appears.

Now you select one of your rental units and create an offer.

17. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Management of Interested Parties → Rental Requests → Change Rental Request</i>
<b>Transaction code</b>	FOAR0B

18. Enter the following data:

Field	Data
Rental request ID	The number of the rental request you created in the previous script

19. Choose .

20. Choose  Offer objects.

21. To display the master data, doubleclick any of the rental units.

22. To return to the list of rental units, choose  in the master record of the rental unit.

Once you have identified a suitable rental unit, you can create an offer that is to be sent to the applicant.

23. Select the line of your *vacant rental unit* (the first office you created in the *Master Data* section).

Selecting a Suitable Rental Unit and Creating an Offer

24. Choose *Create Offer*.

25. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Free adjustment
Rental start	01/01/2000
Term	60

19. Choose the *Payment Data* tabstrip.

The date of the first debit position is displayed.

20. Choose the *Conditions* tabstrip.

The conditions that you have defined in the rental unit are automatically defaulted in this offer. However, you can always change the conditions to match the particular needs of this offer. Leave the conditions as they are.

21. Choose  *Partners*.

Your applicant was automatically copied into the offer.

22. Choose .

The system displays a message that you have created a new offer.

23. Note the number of your offer.

24. Choose  to return to the selection tree.

## Converting an Offer to a Lease-out

## Converting an Offer to a Lease-out

### Use

Once the applicant accepts the conditions of the offer, you can use the offer as the basis for the contract.

There is no display section in this process.

### Procedure

23. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Offer → Change, Convert to LO</i>
<b>Transaction code</b>	FOVF

24. Enter the following data:

Field	Data
Company code	1000
Offer	Your own offer number

25. Choose *Transfer to LO*.



The system must first add another role category to your applicant. SAP Real Estate uses the central SAP partner management, where each partner can assume more than one role. So far, your partner was classified as an applicant. To create a lease-out, you need a tenant with a customer master record. As a result of the Customizing settings, the partner role is now automatically changed from applicant to master tenant with customer account.

26. Choose *General role data*.

Under the *Role data* tab, you can see that the role 600 has been assigned to your partner.

27. Choose the *Fiscal data* file tab.

28. Enter DE in the *Country* field.

29. Choose *Company code data*.

Under the *Account management* tabstrip, note that reconciliation account 140000 was automatically defaulted for the new customer master (due to Customizing settings).

30. Choose the *Payment Data* tabstrip.

Note that the payment terms for this customer were also defaulted due to Customizing settings.


31. Choose

Converting an Offer to a Lease-out

32. The system asks you for the number of the customer master record. It suggests the same number as the partner number. Delete this number and enter a number between 1 and 99999.




You can configure the number ranges in the Implementation Guide (IMG).

33. Choose .

The system displays a message that you have created a new lease-out.

34. Note the number of your lease-out.

35. Choose  to return to the selection tree.

Now activate your lease-out.

36. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Lease-Out → Change → Lease-Out Master Data</i>
<b>Transaction code</b>	FOV2

37. Enter the following data:

Field	Data
Company code	1000
Lease-out	Your own lease-out number

38. Choose  *Master data*.

This is the lease-out you have just created.

39. Choose .

40. In the *Activation date* dialog box, enter the date 01/01/2000 and choose .

41. Choose  to return to the selection tree.

## Lease-Out

## Lease-Out


### Use

In this section you view an existing lease-out.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, position your cursor on *Lease-out worklist* and choose .

The sets assigned to this worklist will now be visible.

3. Doubleclick set *MV\_1000*.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0004.001*.

The lease-out data is displayed on the right side of the screen.

You can see the *Company code*, *Business entity*, and the *Rental unit* to which this lease-out is assigned. Note that the lease-out number is a combination of the business entity number, rental unit number and the sequence number of the lease-out itself (user definable in Customizing).

Under the *General data* file tab in the *Contract data* section, you can see the Contract type and Usage type of this lease-out. The *Contract type* and the *Usage type* need to correspond with each other. The *Usage type* data is defaulted from the data of the assigned rental unit.

In the *Contract data* section, you can also see the type of adjustment that is assigned.

5. In the *Adjustment type* field, click the *Index-linked rent* text to view all the adjustment types available.



For more details on this subject, refer to the Rent Adjustment section.

In the *Term* section of the screen, you can only see the rental start date. If the rental end date is not defined, the notice information on the lower left side of the screen has to be defined.



For more detailed information on notice types and rules, refer to the *Periods of Notice* script in the *Tenant Changeover* process.

6. Choose the *Payment data* tabstrip.


Here you can see when the first debit position will take place, the tax code used for tax calculation, the opting reason and other relevant data.

7. Choose the *Conditions* tabstrip.

Here you can see that there are three conditions types assigned to this lease-out. *Basic rent* is the monthly rent paid by the tenant. *Operat.costs adv.pmt* and *heating exp. adv.pmnt.* are the advance payments that have been fixed in the lease-out. Since the exact amount of the tenant's service charges is not known until the end of the year, the tenant has agreed to pay a set amount as an advance payment each month. The settlement is carried out in the course of the following year (see *Service Charge Settlement* process). Note that these conditions are charged on a monthly basis. The condition amounts are time-dependent. In other words, when, say, an adjustment takes places the condition amount either increases or decreases and this new amount is then effective from a specific point in time.

The condition amount can also be calculated on the basis of usable area. You already specified the usable area when you created the rental unit. The system then divides the condition amounts according to the usable area to get the amount charged per square meter (this is displayed in the *Amount/AU* column).


The amount charged to the tenant is the sum of all conditions plus the tax specified.


8. Choose .

9. Choose .

Here you can see the subtotal of all the conditions, the tax amount and gross amount that will be charged to the tenant.

Note the total condition is time-dependent.

10. Choose .

11. In the *Condition items* section, place your cursor in the *Condition type text* column on *Basic rent* and choose .

The *Basic rent* condition type is adjusted on the basis of an index series.

In the *Maintain Index Adjustment Data* dialog box, you can see the detailed information concerning this index.

12. Choose .

13. Choose .

14. Choose  *Open items*.

Here you can see all the items that still need to be paid by the tenant.

15. Choose .

16. Choose the *User fields* tabstrip.

Here you can define additional informational fields in Customizing.

17. Choose the *Apportionment units* tabstrip.

Apportionment units are used as a basis for settling service charges. When you settle the service charges for this condition, each lease-out or (in cases of vacancy, each rental unit) is charged according to the apportionment units. In this case, the service charges

## Creating a Lease-Out

are distributed according to Living/usable area. This apportionment unit is defaulted from the values defined in the rental unit.


18. Place your cursor anywhere in the *AUn* column and press F4.

All the apportionment units that are available are listed. Apportionment units are user-definable in customizing.


19. Choose .

20. Choose *Extras* → *Cash flow*.

Here you can see that the cash flow for the next six years has been calculated by the system. The cash flow gives you an overview of the planned and actual data and is the basis for the debit position (see *Rental Accounting* process).

21. Choose .

Here you can copy the cash flow results to your local PC.

22. Choose .

23. Choose .

Here you can also send the cash flow results to co-workers.

24. To return to the Object Browser, choose  twice.


25. Choose *Environment* → *Tenant Account Sheet*.

26. Choose .

27. In the overview, expand the hierarchy until you see lease-out 0002.0004.001.

28. Doubleclick the lease-out.

Here you can see all the financial activities concerning the tenant of this lease-out.

29. To return to the lease-out master data, choose  twice.

30. Choose the *Partner* tabstrip.

Here you can see the partners assigned to this contract.

Please note that it is possible to have a number of partners assigned to each object.

31. Doubleclick the name of one of the partners.

The system takes you to the partner master data.

32. Choose  to return to the selection tree.

## Creating a Lease-Out

### Use

You do not have to create an offer to be able to create a lease-out. Regardless of the contract type, there are two types of lease-out: external and internal. In external lease-outs, the master tenant with customer account is defined as the partner who also pays the rent. For internal lease-outs, a cost center is the partner, and all costs incurred in the lease-out are charged to this cost center.




## Creating a Lease-Out

In this section you learn how to create a lease-out without first having to create a request and an offer. Since you will use the rental unit in another process, you will not save or activate the lease-out.

### Procedure

18. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

19. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

20. Doubleclick the set you created in the *Master Data* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

21. Place your cursor on the second rental unit you created with the usage type *Office* and choose .

22. In the menu that appears, choose *Create lease-out*.

23. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Free adjustment
Rental start	01/01/2000
Term	24

24. Select the *Conditions* tabstrip.



Here you can see that the conditions that you defined in the rental unit are defaulted for this lease-out. At this point you can change the defaulted condition amounts to any other value.

The condition amount can also be calculated on the basis of usable area. You already specified the usable area when you created the rental unit. The system then divides the condition amounts according to the usable area to get the amount charged per square meter (this is displayed in the *Amount/AU* column). The amount charged to the tenant is the sum of all conditions plus the tax specified. Accept the conditions proposed.

25. Choose  *Partners*.

26. Choose .


27. Doubleclick on Role *0600 Master tenant w.cust.acct*.

28. In the Name field enter a name for you tenant and choose .

**Creating a Lease-Out**


The system now checks if a partner with this specific name already exists in the system. If no such partner exists, you are informed that that no partner has been selected.


29. Choose  Person.

30. Complete your partners' address and choose .




The system will now prompt you to create a customer number for your partner.

31. Enter a number from 1 to 99999 and choose .

32. Choose .



Do not save this lease-out.

This is the minimum amount of information that you need to create a lease out. As you will be using this lease-out again in another process, you do not save it here. The final stage of lease-out creation after you have saved it would be to reopen it in the change mode and to activate it with the  icon. This action would release the lease-out for debit position and enable financial postings to be made.

33. In the dialog box, choose *No*.

34. Choose  to return to the selection tree.

## Tenant Information

### Displaying a Lease-out with the Tenant Information Function

#### Use

In this script, you learn to use the *Tenant Information* function that was developed for Release 4.6C. All data is time-dependent. You can recognize this by the date fields on the right of the screen. This lets you view the current data at any time.

The advantage of the tenant information function is that the data fields and the display templates can be adapted to user needs to ensure a quick overview of the most relevant data.

This procedure does not have a *Create* section.

#### Procedure

40. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction</b>	FOTI0A

41. Enter the following data:

Field	Data
Key date	01/01/2000
Company code	1000
Contract	0002.0004.001

42. Choose .

Under the *Lease Data* tab, you see all relevant data at a glance, for instance: *Contract type*, *Adjustment type*, *Usage type* and *Contract term*.

43. Choose the *Payment Data* tabstrip.

Here you find all data on the *debit position* and *payment methods*.

44. Choose the *Conditions* tabstrip.

In the *Conditions - Overview* section, all the relevant condition types are grouped into *Condition categories* and the totals displayed (settings in Customizing). The individual conditions that are valid on a certain key date are displayed in the *Conditions - Detail* section.

45. In the *Conditions - Detail* section, place your cursor on the condition *Basic rent* and choose




In the *Condition Types History: Basic Rent* dialog box, you can see that the condition *Basic rent* has been adjusted twice.

46. In the dialog box, choose .

## Displaying a Lease-out with the Tenant Information Function

You can see that the condition amount was less on this key date.


47. Enter the current date and choose .

48. Choose the *Partner Data* tabstrip.

Here the partner data is displayed on certain key dates.

49. Doubleclick your partner's name.

The system takes you directly to this business partner's master data.

50. Choose .

51. Choose the *Rental Unit* tabstrip.

Here you can see selected data related to this rental unit.

52. Choose  *Rental Unit*.

The system takes you directly to the master data for this rental unit.

53. Choose .

54. Choose the *Plant Maintenance* tabstrip.



This tab links you directly to the Plant Maintenance (PM) component.

16. In the *PM* column, select the line *BU (Verwaltungsgebäude Frankfurt - Administrative offices Frankfurt)*.

You can see that two functional locations are assigned to the building in Plant Maintenance. From this screen you can see the malfunction reports and orders that have already been created as well as create new malfunction reports for the existing functional locations for each object type.



For more information on Real Estate and Plant Maintenance integration, refer to the scenarios on *Plant Maintenance*.

17. Choose the *Other Contracts* tabstrip.

Here you can see all contracts for which this partner is or was a *Master tenant with a customer account*.

18. Choose the *Dunning\_Complaint* tabstrip.

19. Choose *Rent reduction*.

Here you can see for which *Condition types* you are allowed to conduct a rent reduction. In this case a rent reduction is allowed for *Basic rent* (the check in the *Suit.rent red.* column). You can also see that the condition *Operat.costs adv.pmt* is no longer valid after 08/01/2000.

20. In the *Cond.type text* column, doubleclick condition *Basic rent*.

21. Select *0050 Rent reduction 1* and choose .

This is where you would enter rent reduction data for this contract and condition.


## Displaying a Lease-out with the Tenant Information Function


22. Choose .

23. Choose .

24. Choose *Notice*.

Here you can display, edit or create a notice for this lease-out.

25. Choose .


26. Choose  *Payment methods*.

27. Enter the following data:

Field	Date
Key date	01/01/2000
Company code	1000
Contract	0002.0004.001

28. Choose .


On the right half of the screen, you can enter payment data for this contract or specify a payment method for this customer (and consequently for all lease-outs in which this partner has the role of main tenant). The left half of the screen displays information on any open items that exist for those contracts where this partner is the master tenant with customer account.

29. Choose  twice.

30. Choose  *Account sheet*.

31. Choose .

The *Tenant account sheet* is displayed where all the account transactions for this partner are listed.

32. Choose  twice.

33. Choose *Extras* → *Display cash flow*.

Here you can always display the current cash flow for the lease-out.

34. Choose .

35. Choose .


This is a WORD interface with which you can create and print documents and store them in the document management for this lease-out.

36. Enter the following data:

Field	Date
Letter date	Today's date
Key date	Today's date
Template	SAP general letter (lease-out)
Recipient	600

---

**Displaying a Lease-out with the Tenant Information Function**

37. Choose .

You see a document that has been created in Customizing; you can edit it as required.  
When you have adapted the document to your requirements, you can print it or store it.  
Do NOT carry out this step.

38. Choose  to return to the selection tree.

## Tenant Changeover

### Purpose

In this process, you learn how to set up an automatic lease-out renewal by renewing a lease-out for an additional six months. Then you will take a look at different *notice types* and assign one of them to your own lease-out. You give notice on a lease-out, as requested by the tenant, and schedule a routine inspection of the rental unit in the system a few weeks before the contract is due to expire. You then carry out the inspection and activate the data in the system.

In the last process *Changing Master Tenants with Customer Account*, you learn how to change the master tenant with customer account, which you would need to do in the case of divorce or death of the master tenant. You also learn how to transfer open items of the previous tenant to the new tenant. This means that the new tenant assumes all the responsibilities of the previous one.

For further information on this process, refer to [i](#) [Page 312].

### Process Flow

You will find the data for this process here: [?](#) [Page 313].

1. [Automatic Lease-Out Renewal](#) [Page 314]
2. [Notice Types](#) [Page 315]
3. [Notice](#) [Page 318]
4. [Rental Unit Inspection](#) [Page 320]
5. [Changing Master Tenants with Customer Account](#) [Page 322]

---

Additional Information on This Scenario

## Additional Information on This Scenario

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain process, we recommend using the *Create* section.

The *Create* section of these scripts assumes that you have created all the master data objects in the previous process on *Master Data* and have completed the *Management of Interested Parties/Lease-Out* process. If you have not, but still would like to do so, return to the *Master Data* process and create at least one business entity and building, and a rental unit (office) with the available scripts. You will also need to create a lease-out for this rental unit and activate it (use the script *Displaying a Lease-Out* in the *Management of Interested Parties/Lease-Out* process to help you with this step).



## Data Used During This Process

All scripts, where appropriate, consist of two sections: the *Display* and the *Create* section. Often, different data is used in the two sections. Make sure that you are using the correct data. The location of our company is in Berlin. Check that the data (such as address, jurisdiction code etc.) you create corresponds to this location.

Display Section		
Field	Data	Description
Company code	1000	IDES AG
Business entity	2	Residential/commercial real estate
Lease-out	0002.0003.001	Lease-out number
Lease-out	0002.0004.001	Lease-out number
Lease-out	0002.0001.001	Lease-out number
Lease-out	0002.0007.001	Lease-out number
Set	MV_1000	Lease-outs in company code 1000
Lease-out	0002.0008.001	Lease-out number
Create Section		
Field	Data	Description
Company code	1000	IDES AG

## Automatic Lease-Out Renewal

### Displaying Automatic Renewal of Lease-Out


#### Use

If renewal options have been defined for the lease-out, limited lease-outs are automatically renewed. The lease-out 0002.00010.001 has been configured to allow for automatic extension. In this process, each time an automatic extension is run the lease-out will be extended for ten months.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick set *MV\_1000*.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0001.001*.

The lease-out data is displayed on the right side of the screen.



Under the *General data* file tab in the *Notice/renewal* section, you can see that the renewal setting is set at *Automatic renewal*. The number of months by which the lease-out is renewed is displayed (ten, in this case).

5. In the *Lease-Out Renewal* menu that appears, choose .

6. Mark the lease-out by checking the box on the left of the contract description.

7. Choose *Renew*.



The old and the new rental end dates are displayed.

8. Choose .

The new end data is automatically copied to master data of this lease-out.

9. Choose  to return to the selection tree.

## Notice Types

### Displaying Notice Types: Period Regulation

#### Use

There are four notice types for lease-outs. These are period regulation, deadline regulation, free period regulation, and free deadline regulation. For both period and deadline regulation, you have to define the notice key. When you choose free period regulation or free deadline regulation as the notice type, an additional notice key button appears where you can define notice regulations specific to the lease-out.

The notice key defines regulations on periods of notice, which depend on the tenancy law, the contract type and contract terms; these are defined in Customizing for Real Estate.

Upon receipt of a notice, a default date is calculated automatically based on the notice period defined in the lease-out. You can change this date manually if required.


A sample notice rule for the period regulation has been created for lease-out 0002.0003.001.

There is no *Create* option for this section.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose .

The sets assigned to this worklist are now visible.


3. Doubleclick set *MV\_1000*.

The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0003.001*.

The lease-out data is displayed on the right side of the screen.

On the *General data* file tab under the *notice renewal* section, you can see that the notice type is *Period regulation* and the notice rule is *1*.

5. Choose .

6. Choose .

In the *Periods of Notice* dialog box, you can see that a quarterly period of notice has been specified: *FreM* = 3 (Number of months in period = 3). Please note that *No. Day* (3) is the number of days at the beginning of a month within which notice must be given so that the current month can be taken into consideration when calculating the notice period. If the notice is received by the 3<sup>rd</sup> of the current month, the current month is still taken into account for the calculation of the period of notice. However, if the notice is

## Displaying Notice Type: Deadline Regulation

received after the 3<sup>rd</sup> day of the current month, the period of notice starts in the following month.

7. Close the window with .



Make sure that you do not change any data.

8. Choose .

In the dialog box that appears, choose *No*.

## Displaying Notice Type: Deadline Regulation



### Use

Depending on the contract terms, with the *deadline regulation* notice type you can define a date of notice on the exact day. The rules for this type of notice are defined in Customizing for Real Estate. A sample notice rule for the deadline regulation has been set up in lease-out 0002.00040.001.

### Procedure

1. Doubleclick lease-out 0002.0004.001.

The lease-out data is displayed on the right side of the screen.


2. On the *General data* tabstrip under the *Notice renewal* section, you can see that the notice type is *Deadline regulation* and the notice rule is HALBJAHR (SEMI ANNUAL).
3. Choose .
4. Choose .

In the *Periods of Notice* dialog box, you can see that if the notice is received before June 3 the notice can be set for December 31 of the same year. However, if the receipt of notice is later than June 3, the notice can only become effective after June 30 of the following year.

5. Choose .



Make sure that you **do not** change any data.


6. Choose .
7. In the dialog box that appears, choose *No*.

## Updating Your Own Period of Notice Data

### Use

Now you update the period of notice data in the lease-out you created in the *Management of Interested Parties/ Lease-Out* section.





## Procedure

1. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

2. Double-click the set that you created in the process *Sets in Object Browser* in *Master Data* section.

Your set is now visible in the *Real Estate hierarchy* section of the screen.

3. Place the cursor on your first rental unit (office) and choose .
4. Place the cursor on your lease-out number and choose .
5. In the menu that appears, choose *Change Lease-Out: Master Data*.
6. Under the *General data* tabstrip in the *Notice/renewal* section, enter notice type *Period regulation* and notice rule *1*.
7. Choose .
8. Choose  to return to the selection tree.

## Notice

## Notice

## Displaying Notice

### Use

A notice is defined as the termination of a lease-out by the landlord or by the tenant. In this scenario, you display the tenant's notice that was created for lease-out 0002.0007.001.



### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Contract	0002.0007.001

3. Choose .
4. Choose *Notice*.
5. Choose  *Notice*.



The data in the *Contract category* and *Periods* sections is automatically carried over from the lease-out. In the *Notice status* section, you see the date on which the notice was activated. If the notice was reversed, the reversal date appears here.

6. Choose  to return to the selection tree.

## Creating a Notice for Your Lease-Out

### Use

In this process you create and activate a notice for your lease-out.

### Procedure



1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOTI0A

2. Enter the following data:

Creating a Notice for Your Lease-Out



Field	Data
Key date	Today's date
Company code	1000
Contract	Number of your lease-out

3. Choose .
4. Choose *Notice*.
5. Choose  *Notice*.

In the *Notice data* section in the *Receipt of notice* field, enter a date that is two months prior to the date in the *Calculated notice* field.



When creating a notice, the system suggests a date of notice based on the legal requirements or the notice key defined in the lease-out. This can be modified manually. Should the manual entry be inconsistent with the statutory or contractual conditions, the warning "*Notice on is before next possible notice date for giving notice*" will appear.

6. Choose  *Activate* and override the warning with .



This both activates and saves the notice.

Once the notice is activated, the new notice date appears in the lease-out. When the first day after the notice date is reached, the status of the rental unit changes to *Vacant*. This records in the system that the lease-out has reached an end and that the rental unit is once more ready for rental.

7. Choose  to return to the selection tree.

## Rental Unit Inspection

## Rental Unit Inspection

### Displaying Rental Unit Inspection

#### Use

Shortly before the lease-out terminates, the landlord may arrange a date to inspect the condition of the rental unit. In this scenario we display an inspection that took place for lease-out 0100.1002.001.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Lease-out	0002.0007.001

3. Choose .
4. Choose  *RU Inspection*.



The top of the screen displays the lease-out in question, the name of the partner (Barbara Bauer) and the rental unit that was inspected. Note that rental start was 01/01/1997 and that the tenant gave notice on 06/30/1997. The date of the rental unit inspection was fixed on 06/09/1997 and carried out a week later.

5. Choose  to return to the selection tree.

## Carrying Out a Rental Unit Inspection

#### Use

Shortly before the lease-out terminates, the tenant may arrange a date with the tenant to inspect the condition of the rental unit. In this process you record in the system that the rental inspection was conducted.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Changeover → Rental Unit Inspection → Edit</i>
------------------	---






Carrying Out a Rental Unit Inspection

<b>Transaction code</b>	FOK4
-------------------------	------

2. Enter the following data:

Field	Data
Company code	1000
Lease-out	Number of your lease-out

3. Choose .
4. In the *Rental unit inspection* section of the screen in the *Arrang.on* (Arranged on) field, the date for the inspection is automatically defaulted by the system. Change this date so that it is two months before the date in the *Notice per* field.
5. In the *Inspect.on* field, enter the same date as in the *Arrang.on* field.
6. Choose  *Activate*.
7. Choose  to return to the selection tree.

## Changing Master Tenants with Customer Account

## Changing Master Tenants with Customer Account

### Displaying a Change of Master Tenant with Customer Account

#### Use

Prior to Release 4.6A, to change the *Master tenant with customer account* you had to terminate the existing contract and create a new one. With this function you can now change the *Master tenant with customer account* of an active lease-out and transfer the open items of the previous master tenant to the new master tenant. The previous tenant is completely replaced by the master tenant with customer account, which means the new tenant assumes all the contractual obligations of the lease-out.

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	01/01/2000
Company code	1000
Contract	0002.0008.001

3. Choose .

4. Choose the *Partner Data* tabstrip.

In the *Partner Data* section in the *End of relat.* (End of relationship) column, you can see that the master tenant was assigned to this lease-out up until 10/22/2000.

5. On the top right side of the screen, change the key date to 10/23/2000 and choose .

Here you can see that the master tenant has changed. In the *Start reltnship* (start of relationship) column, you can see that the new partner is valid for this lease-out as of 10/23/2000.

6. Choose *Extras → Display items FI*.

In the *Line item* section of the screen, select the status *Open items*. In the *Type* section, remove the checkmarks for *Special G/L transactions* and *Vendor items* but leave the other checkmarks selected.

7. Choose .



Here you can see that the master tenant who took over the lease-out on 10/23/2000 is also responsible for the open items of the previous master tenant from 08/01/2000 to 10/01/2000. The system has transferred all the open items of these previous periods to the new master tenant.

8. Choose  to return to the selection tree.

## Changing Master Tenant with Customer Account in Your Lease-Out

## Changing Master Tenant with Customer Account in Your Lease-Out


### Use

Here you change the *Master tenant with customer account* in your lease-out and assign the outstanding open items of the previous *Master tenant* to the new *Master tenant*. However, it is best to carry out this process once open items have been created for this lease-out since this *Create* section is divided into two parts: the actual change and the transfer of the open items belonging to the previous master tenant with customer account to the new tenant. We therefore recommend that you only work through the procedure after completion of the *Debit Position* (next section).

### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .


The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data* section.

The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Select the rental unit for which you have already created a lease-out and choose .

Your lease-out is now visible.

5. Place the cursor on your lease-out and choose .

6. In the menu that appears, choose *Change Lease-Out: Master Data*

7. Override any error messages that occur.


8. Choose  *Partners*.



The system displays the current *Master tenant with customer account*.

9. Choose *Edit → Change tenant with customer account*.

The *Choose Partner: Initial Screen* appears.

10. In the *Name* field, create a name for your second master tenant and choose .

11. The system checks if a partner with this name already exists.


12. You want to create a new partner and so you choose  *Person*.

The *Role type 0600* (Master tenant with customer account) is automatically assigned to this partner.


**Changing Master Tenant with Customer Account in Your Lease-Out**

13. Copy the defaulted address.

14. Choose .

15. In the *Customer Number* dialog box, enter any number *between 0 and 99999* for your partner and choose .

Now the partner that you have just created is displayed below the previous partner. Note the start and end dates of the partner data.

16. Choose .

17. Choose  to return to the selection tree.


Now assign the open items of the previous master tenant to the new master tenant that you have just created.

18. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Incoming Payments/Account Maintenance → Transfer Posting Tenant Changeover</i>
<b>Transaction code</b>	FOMU

19. Enter the following data:

Field	Data
Company code	1000
Lease-out	Number of your lease-out
Key date for the selection	Today's date

20. Choose .

All the open items are displayed that exist for this lease-out.

21. Choose .

22. Choose .

23. In the *Postings* dialog box, choose *Yes*.

24. Choose  to return to the selection tree.

## Rental Accounting

### Purpose

The purpose of this process is to familiarize yourself with the debit posting procedure both for rented and vacant rental units. You also learn how to carry out a one-time posting on a lease-out.

In this process you first simulate a debit position for an active lease-out and then execute it. The execution of a debit position updates both the tenant account and the general ledger. You carry out a one-time posting on a lease-out. Then you display the tenant's open items that were generated by the posting.

The next step is to simulate the debit position for a vacant rental unit and then execute it.

For further information on this process, refer to [i](#) [Page 326].

### Process Flow

You will find the data for this process here: [?](#) [Page 327].

1. [Simulating a Debit Position \[Page 328\]](#)
2. [Executing a Debit Position \[Page 330\]](#)
3. [Executing a One-Time Posting \[Page 332\]](#)
4. [Displaying Open Items \[Page 334\]](#)
5. [Simulating a Vacancy Debit Position \[Page 336\]](#)
6. [Executing a Debit Position on a Vacant Rental Unit \[Page 338\]](#)

---

Additional Information on This Scenario

## Additional Information on This Scenario

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain process, we recommend using the *Create* section.

The *Create* section of these scripts assumes that you have created all the master data objects in the previous process on *Master Data* and have completed the *Management of Interested Parties/Lease-Out* process. If you have not, but still would like to do so, return to the *Master Data* process and create at least one business entity and building, and a rental unit (office) with the corresponding data. You also need to create a lease-out for this rental unit and activate it (you can use the *Lease-Out* script in the *Management of Interested Parties/Lease-Out* process to use as an example for this process).

## Data Used During This Process

All scripts consist of two sections: the *Display* and the *Create* section. Often, different data is used in the two sections. Make sure that you are using the correct data.

<b>Display Section</b>		
<b>Field</b>	<b>Data</b>	<b>Description</b>
Company code	1000	IDES AG
Lease-out	0002.0009.001	Lease-out number
Business entity	2	Residential/commercial real estate
Rental unit	16	Rental unit number
<b>Create Section</b>		
<b>Field</b>	<b>Data</b>	<b>Description</b>
Company code	1000	IDES AG

## Simulating a Debit Position

## Simulating a Debit Position

### Simulating a Debit Position for a Lease-Out

#### Use

The tenant has to pay rent every month. In this scenario you simulate a debit position for a lease-out. This means that open items are generated for the tenant to settle.

#### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental accounting → Postings → LO Debit Position → Simulate</i>
<b>Transaction code</b>	FOSB

You want to bill the tenant for January 2001.

2. Enter the following data:

Field	Data
Debit pos.simulation month	1
Debit position simulation year	2001
Company code	1000
Lease-out	0002.0009.001

3. Do not make entries in any of the other fields. Make sure that the *Business entity* and *Rental unit* fields are empty.

4. Choose .

Based on the period and year you entered, all related dates will be adjusted by the system.

5. Choose .

The system displays a log of the debit position for January 2001, broken down by flow type or condition type. Three flow types or condition types are displayed: *Basic rent*, *operating costs AP* and *heating costs AP* (*AP* = *advance payment*).

6. Choose  *Postings*.

All the transactions are displayed that the system has automatically posted in Financial Accounting.

7. Choose  to return to the selection tree.



Simulating a Debit Position for Your Own Lease-Out

## Simulating a Debit Position for Your Own Lease-Out

### Use

Your tenant has to pay the monthly rent. The rental amount is the total of the fixed basic rent and the advance payment for operating costs. Here you simulate the debit position for the month of January 2000 to make sure that the actual postings in Financial Accounting are correct.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → LO Debit Position → Simulate</i>
<b>Transaction code</b>	FOSB

2. Bill the tenant for January 2000. Make sure that the *Business entity* and *Rental unit* fields are empty.

3. Enter the following data:


Field	Data
Debit pos.simulation month	01
Debit position simulation year	2000
Company code	1000
Lease-out	Number of your lease-out

4. Choose .

Based on the period and year you entered, all related dates will be adjusted by the system.

5. Choose .

The system displays the rental fee for January 2000, broken down by flow type or condition type. You see two flow types or condition types: *Office basic rent* and *Operating costs advance payment*.

6. To view the postings generated in Financial Accounting, choose  *Postings*.

7. Choose  to return to the selection tree.

## Executing a Debit Position

## Executing a Debit Position

### Displaying Execution of a Debit Position

#### Use

The simulation and execution processes of a debit position are identical with the exception that during an execution a real financial posting takes place. Consequently the *Display* area is not documented here.

**PLEASE DO NOT EXECUTE A DEBIT POSITION FOR ANY EXISTING LEASE-OUTS THAT YOU DID NOT CREATE YOURSELF.**

### Executing a Debit Position for Your Lease-Out

#### Use

The rental amount is the total of the fixed base rental fee and flat rate payment for the operating charges; this amount is billed monthly to the tenant. You have simulated the debit position for the first month to make sure that all posting are in order, and now you are ready to execute the posting.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → LO Debit Position → Execute</i>
<b>Transaction code</b>	FOSA

Now run the debit position for the first month of the lease-out in production mode.

2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2000
Company code	1000
Lease-out	Number of your lease-out

Do not enter data in any other fields.


3. Choose .

Based on the period and year you entered, all related dates will be adjusted by the system.

4. Choose .

The system generates the displayed postings in Financial Accounting.

### Executing a Debit Position for Your Lease-Out

5. Choose  and repeat steps 1 to 6 to carry out the debit position for your lease-out for the months of February through to May.

## Executing a One-Time Posting

## Executing a One-Time Posting

### One-Time Posting

#### Use


You would carry out a one-time posting to debit the tenant's account if, say, a particular tenant is responsible for damaging an object and the costs are to be passed on directly to him or her. You make this posting in Financial Accounting and assign the costs to a Real Estate object. In the next script (*Displaying Open Items*), you display the tenant's open items for this posting.

There is no *Display* portion to this section.

#### Procedure



1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

3. Doubleclick the set you created in the *Master Data* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on your first rental unit (office) and choose .
5. Place the cursor on the lease-out you created in the section on *Master Data* and choose .

6. In the menu that appears, choose *Lease-Out One-Time Postings*.


7. Enter the following data:

Field	Data
Document date	01/01/2000
Posting date	01/01/2000
Lease-out	The number of your lease-out (defaulted by system)
AccAssAmnt	500
Tax code	AN
Flow type	8100 Third party debit one-time posting

8. Choose .

A system message informs you that the tax amount has been automatically calculated.

9. Choose .

10. Choose  to return to the selection tree.

## Displaying Open Items

## Displaying Open Items

### Displaying Open Items of a Tenant

#### Use

After the debit position has been carried out, the posting records are updated in Accounts Receivable and in the general ledger. In this process, you view the tenant's open items.



#### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOTI0A

2. Enter the following data:


Field	Data
Key date	Today's date
Company code	1000
Contract	0002.0004.001

3. Choose .
4. Choose *Extras → Tenant account sheet*.
5. In the *Other selection criteria* section, select *Open items only* and choose .



A summary of the open items for this tenant is displayed.

6. In the overview section on the left, choose  on the left of the customer number.
- 7.

The number of the corresponding lease-out appears. If this partner was assigned to several lease-outs as the master tenant with customer account, all these lease-outs would be listed here.

8. Doubleclick the lease-out number 0002.0004.001 to display all the open items for this lease-out.
9. Doubleclick a line in the open items list to branch to the document overview for this open item.
10. Doubleclick an item in the document overview to display the financial accounting document.
11. Choose .

Additional information is displayed here, for instance, who entered the data in the system and when.

12. Choose .
13. Choose  to return to the selection tree.

## Displaying Your Tenant's Open Items

### Use

After the debit position has been carried out, the posting records are updated in Accounts Receivable and in the general ledger. In this process, you view your tenant's open items.



### Procedure


1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOTI0A



2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Contract	Number of your lease-out

3. Choose .
4. Choose *Extras → Tenant account sheet*.
5. In the *Other selection criteria* section, select *Open items only* and choose .
 

A summary of the open items for your tenant is displayed.
6. In the overview section on the left, choose  on the left of the customer number.
 

The number of the corresponding lease-out appears.
7. Doubleclick the lease-out to display a list of open items.
8. Doubleclick a line in the open items list to branch to the document overview for this open item.
9. Doubleclick an item in the document overview to display the financial accounting document.
10. Choose .
 

Additional information is displayed here, for instance, that you have entered data in the system and the date of entry.
11. Choose .
12. Choose  to return to the selection tree.

## Simulating a Vacancy Debit Position

## Simulating a Vacancy Debit Position

### Simulating a Vacancy Debit Position for a Rental Unit

#### Use

Even when a rental unit is empty, it generates costs that have to be assigned accordingly and posted in Financial Accounting as an accrued expense or revenue.

One rental unit was empty for the month of January 2001. You have to calculate the vacancy costs for this rental unit. To make sure that all posting are working correctly, you first simulate a debit position for the first month of the vacancy.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → Vacancy Debit Position → Simulate</i>
<b>Transaction code</b>	FOSI

2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2001
Company code	1000
Business entity	2
Rental unit	16


3. Do not make any other entries.

4. Choose .

Based on the period and year you entered, all related data is adjusted by the system.

5. Choose .

The system displays a list, which itemizes the vacancy charges. For your rental unit, you should see *Vacancy warehouse basic rent*.

6. Choose  *Postings* to display the posting log.

7. Choose  to return to the selection tree.



Simulating a Vacancy Debit Position for Your Rental Unit

# Simulating a Vacancy Debit Position for Your Rental Unit

## Use

Your *Garage* rental unit that you created in the *Create Master Data* section was vacant in January 2000. You have to assign the vacancy costs to your rental unit. To make sure that all posting are working correctly, you first simulate a debit position for the first month of the vacancy.

## Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → Vacancy Debit Position → Simulate</i>
<b>Transaction code</b>	FOSI

2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2000
Company code	1000
Business entity	Number of your business entity
Rental unit	Number of your rental unit with usage type <i>Garage</i>

3. Choose .

Based on the period and year you entered, all related data is adjusted by the system.

4. Choose .

The system displays a list that itemizes the vacancy charges. For your rental unit, the conditions *Basic rent vacancy* and *Vacancy OC flat rate* should appear.

5. Choose  *Postings*.

A log of the postings is generated that would be posted in Financial Accounting if you were to execute the vacancy debit position.

6. Choose  to return to the selection tree.

## Executing a Debit Position on a Vacant Rental Unit

## Executing a Debit Position on a Vacant Rental Unit

### Displaying Execution of a Vacancy Debit Position

The simulation and execution processes of a vacancy debit position are identical with the exception that during an execution a real financial posting is made.

**PLEASE DO NOT EXECUTE A VACANCY DEBIT POSITION FOR LEASE-OUTS THAT YOU DID NOT CREATE YOURSELF.**

## Executing a Vacancy Debit Position for Your Own Rental Unit

### Use

Your *Garage* rental unit that you created in the *Master Data* section was vacant in January 2000. Now assign the vacancy costs to the rental unit.


### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → Vacancy Debit Position → Execute</i>
<b>Transaction code</b>	FOSH

2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2000
Company code	1000
Business entity	Number of your business entity
Rental unit	Number of your rental unit with usage type <i>Garage</i>

3. Choose .

Based on the period and year you entered, all related data is adjusted by the system.

4. Choose .

The system displays a list, which itemizes the vacancy charges. For your rental unit, the conditions *Basic rent vacancy* and *Vacancy OC flat rate* should appear.

5. Choose  *Postings*.

A posting log is displayed listing the postings generated in Financial Accounting.

6. Choose  to return to the selection tree.

---

Executing a Vacancy Debit Position for Your Own Rental Unit

---

Incoming Payments

## Incoming Payments

### Purpose

This process will introduce you to some of the many different incoming payment methods used in the R/3 System. First you process an incoming payment from your tenant manually and then with the fast entry method. The following scripts also show you how to handle overpayments and underpayments and how to change open items into installment payments in the system.

For further information on this process, refer to [i \[Page 341\]](#).

### Process Flow

You will find the data for this process here: [? \[Page 342\]](#).

1. [Manual Incoming Payment \[Page 343\]](#)
2. [Manual Incoming Payment: Fast Entry \[Page 345\]](#)
3. [Manual Incoming Payment: Overpayment \[Page 346\]](#)
4. [Manual Incoming Payment: Underpayment \[Page 348\]](#)
5. [Manual Incoming Payment: Installment Payments \[Page 350\]](#)

## Additional Information on This Scenario

There is no *Display* portion to this section on *Incoming Payments* as it is only possible to display one document and no postings.

These scripts assume that you have created all the master data objects in the *Master Data* process and have also completed the *Management of Interested Parties/Lease-out* and *Rental Accounting* processes. If you have not, but still would like to do so, return to the *Master Data* process and create at least one business entity and building, and a rental unit (office) with the available scripts. You also need to create a lease-out for this rental unit and activate it (you can use the *Lease-Out* script in the *Management of Interested Parties/Lease-Out* process to use as an example for this process). To generate open items that you clear in this section, you need to have completed the *Executing a Debit Position* script in the *Rental Accounting* section.

In this section you use the *Object Browser*, which is a new function developed for Release 4.6C. The *Object Browser* helps you to display, edit master data easily and quickly (for more detail see the section on *Master Data*). In addition, you can edit incoming payments for individual lease-outs using the *Object Browser*.

---

**Data Used During This Process**

## Data Used During This Process

These scripts only consist of a *Create* section. Use the data below to create data. Make sure that you are using the correct data.

Field	Data	Description
Bank account	113100	Bank account number
Set	MV_1000	Lease-outs in company code 1000

## Manual Incoming Payment

Each month, the debit position creates open items to be paid by the tenants. In this scenario you will see how simple incoming payments are entered in the system.

## Executing a Manual Incoming Payment for Your Tenant


### Use

You tenant has open items that he or she now settles.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER


2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on the number of the rental unit with usage type *Office* and choose .

5. Place the cursor on your lease-out and choose .




6. In the menu that is now displayed, choose *Real Estate Incoming Payments*.

7. To post the incoming payment for January, enter the following data:

Field	Data
Document date	01/01/2000
Posting date	01/01/2000
Bank account	113100
Contract	Number of your lease-out
AccAssAmnt	11578
Value date	01/01/2000

8. Choose *Edit account*.
9. If you have changed the master tenant with customer account (*Tenant Changeover* process), doubleclick on the master tenant that is valid on the current date in the *Customer Selection* screen.
10. Choose *Open items*.

**Executing a Manual Incoming Payment for Your Tenant**

11. Choose the open items for January (11518 EUR), *Basic rent* and *Operating costs advance payment* by checking the box to the left of the conditions.
12. Choose .  
The system copies the items that you selected for this incoming payment.  
If your payment amount was correct (in other words, it matched the open items for January), the amount in the *Not assigned* field should be zero (0). If not, start the payment transaction again using the correct amount.
13. Choose .
14. Choose  to return to the selection tree.



## Manual Incoming Payment: Fast Entry

### Manual Incoming Payment: Fast Entry (For Your Own Tenant)

#### Use

With the fast entry feature you will now process the incoming payment for February.

#### Procedure



1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Incoming Payments/Account Maintenance → Fast-Entry Manual Incoming Payment</i>
<b>Transaction code</b>	FOMY

2. Enter the following data:

Field	Data
Document date	02/15/2000
Posting date	02/15/2000
Period	02
Bank account	113100
Value date	02/15/2000
Contract	Number of your lease-out
AccAssAmnt	11,078 (the total rent amount)
PM (Payment method)	C [Your customer is paying by check]

Using the fast-entry functionality, you can process a number of lease-outs at the same time. However in this example you only process one incoming payment for your lease-out.

3. Choose .
4. In the *Customer Selection* screen, select the master tenant that is valid on the current date.
5. Choose  to return to the selection tree.

## Manual Incoming Payment: Overpayment

## Manual Incoming Payment: Overpayment

## Manual Incoming Payment: Your Tenant's Overpayment

## Use


Overpayments occur when the rent amount that the tenant pays is more than the amount of the corresponding open items for clearing, or if the incoming payment is to be treated as a so-called unqualified down payment and not to be used for clearing any of open items.

In March 2000 you have received a payment of 12,000 EUR from our tenant. Assign the open items amounting to 11,078 EUR (generated by the debit position of this lease-out). Post the remaining amount as an unqualified down payment.

## Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER


2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on your first rental unit (office) and choose .

5. Place the cursor on your lease-out and choose .




6. In the menu that is now displayed, choose *Real Estate Incoming Payments*.

7. Enter the following data:

Field	Data
Document date	03/10/2000
Posting date	03/10/2000
Bank account	113100
Contract	[Your lease-out]
AccAssAmnt	12000 (your tenant's open items for March total 11078 EUR)
Value date	03/10/2000

8. Choose *Edit account*.
9. If you have changed the master tenant with customer account (*Tenant Changeover* process), doubleclick the master tenant that is valid on the current date in the *Customer Selection* screen.

## Manual Incoming Payment: Your Tenant's Overpayment

10. Choose *Open items*.  
Choose the items for February (1218 EURO payment on account and operating costs advance payment) and March (11078 EUR basic rent and operating costs advance payment), by checking the box to the left of the conditions.
11. Choose .  
The system copies the items you selected for this incoming payment.  
It is apparent that an amount of 922 EUR has not yet been assigned.
12. Choose *Advance payment*.  
The system defines the advance payment of 9220 EURO as payment on account and makes the posting in Financial Accounting accordingly.
13. Choose .
14. Choose  to return to the selection tree.

## Manual Incoming Payment: Underpayment

## Manual Incoming Payment: Underpayment

## Manual Incoming Payment: Your Tenant's Underpayment

## Use


For the month of March you received an overpayment from your tenant. Your tenant has paid 922 EUR more than the rent amount for this month. There you posted an advance payment of 922 EUR which can be used towards the rental changes for April.

In this process you receive a payment for April 2000 of 10,000 EUR which does not entirely cover the rental charges for this month of 11,078 EUR. You use the March advance payment and the 10,000 EUR received to clear the rent receivables for April. As this amount is still not enough, you create a new open item for the difference that still has to be paid.

## Procedure

1. Call up the transaction as follows:



<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data* section.


The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on your first rental unit (office) and choose .
5. Place the cursor on your lease-out and choose .
6. In the menu that is now displayed, choose *Real Estate Incoming Payments*.
7. To post the incoming payment for April, enter the following data:

Field	Data
Document date	04/05/2000
Posting date	04/05/2000
Bank account	113100
Contract	Number of your lease-out
AccAssAmnt	10,000 (your tenant's open items for April total 11,078 EUR)
Value date	04/05/2000



8. Choose *Edit account*.

### Manual Incoming Payment: Your Tenant's Underpayment

9. If you have changed the master tenant with customer account (*Tenant Changeover* process), doubleclick the master tenant that is valid on the current date in the *Customer Selection* screen.
10. Choose *Open items*.
11. Choose the March advance payment (922 EUR), *Basic rent* and *Operat.costs adv.pmt* for April by checking-off the box to the left of each condition.
12. Choose .  

The selected items are thus used for the incoming payment.

Here you can see that even with the advance payment of 922 EUR the rental charges for April are not covered. The tenant still has to pay 156 EUR.
13. Choose *Receivable*.  

A new open item with the text *Underpayment* has been created for this tenant.
14. Choose .
15. Choose  to return to the selection tree.

## Manual Incoming Payment: Installments

### Manual Incoming Payment: Your Tenant's Installment Payment


#### Use

In May your tenant informs you that he or she has financial difficulties. He or she did not pay the full rent amount for the previous month, which resulted in an open item of 156 EUR. However the tenant can settle the open item for the previous month this month. You agree that your tenant will pay the May rent (11,078 EUR) in three installments starting from July 2000.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER


2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on your first rental unit (office) and choose .

5. Place the cursor on your lease-out and choose .

6. In the menu that is now displayed, choose *Real Estate Incoming Payments*.

7. To clear the underpayment for April, enter the following data:

Field	Data
Document date	05/03/2000
Posting date	05/03/2000
Bank account	113100
Contract	[Your lease-out]
AccAssAmnt	156 [The total amount received from tenant in April]
Value date	05/03/2000

8. Choose *Edit account*.
9. In the *Customer Selection* screen, select the master tenant that is valid on the current date.
10. Choose *Open items*.

**Manual Incoming Payment: Your Tenant's Installment Payment**

11. Choose *Underpayment* 156 EUR, *Basic rent* and *Operat.costs adv.pmt* for May by checking the box to the left of the conditions.


12. Choose .

Here you can see that 11078 EUR are still not assigned (see *Not assigned* field).


13. Choose *Installment*.

14. Enter the following data:


Field	Data
First run	07/01/2000
Installment no.	3

15. Choose  *Instl.*

The system has automatically calculated the due dates and the amounts due for the installments.

16. Choose  *Inst.txt.*

The system automatically creates a descriptive text for the installments.

17. Choose  *Copy.*

The amount in the *Not assigned* field should be zero (0).

18. Choose .

19. Choose  to return to the selection tree.

---

Rent Adjustment

## Rent Adjustment

### Purpose

Here you learn about some of the ways of carrying out a rent adjustment. For each adjustment type, you will define the required data in the lease-outs or, where required, create new rental units and lease-outs. When you have carried out an adjustment, you have to activate it in order to pass on the new amount to the tenant.

For further information on this process, refer to [i \[Page 353\]](#).

### Process Flow

You will find the data for this process here: [? \[Page 354\]](#)

1. [Index-Linked Lease-Out \[Page 356\]](#)
2. [Graduated Lease-Out \[Page 362\]](#)
3. [Free Adjustment \[Page 365\]](#)
4. [Adjustment Due to Area Change \[Page 368\]](#)
5. [Adjustment Due to Expert Opinion \[Page 372\]](#)
6. [Adjustment Due to Modernization \[Page 376\]](#)
7. [Adjustment Based on Representative List of Rents \[Page 381\]](#)
8. [Adjustment Based on Comparative Rent \[Page 385\]](#)



## Additional Information on This Scenario

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain process, we recommend using the *Create* section.

When you are using the *Create* section, we assume that you have created the master data objects in the previous processes of the *Master Data* section. If you have not done so but would still like to, return to the *Master Data* process and create at least one business entity, building, a rental unit (*Office*) and a rental unit (*Privately financed accommodation*) using the corresponding data. You also need to create a lease-out for these rental units and activate it (you can use the *Lease-Out* script in the *Management of Interested Parties/Lease-Out* process to use as an example for this process).

## Data Used During This Process

## Data Used During This Process

All scripts consist of two sections: the **Display** and the **Create** section. Different data is often used in the two sections. Make sure that you are using the correct data.

Display Section		
Field	Data	Description
Company code	1000	IDES AG
Set	MV_1000	Lease-outs in company code 1000
Condition type	0010 (Basic rent)	Adjusted condition type
Lease-out	0002.0004.001	Number of index-linked lease-out
Lease-out	0002.0003.001	Number of graduated lease-out
Lease-out	0002.0001.001	Number of lease-out with free adjustment
Lease-out	0002.0008.001	Number of lease-out with area change
Expert opinion	FENSTER 1	Expert opinion for a rent adjustment
Lease-out	0002.0006.002	Number of lease-out with rent adjustment due to expert opinion
Modernization measure	ISOLIERFENSTER 1	Modernization measure for an adjustment
Lease-out	0002.0007.002	Number of lease-out with rent adjustment due to construction measures (modernization)
Lease-out	0002.0011.001	Number of lease-out with rent adjustment based on representative list of rent
Comparative group of apartments	00001	Apartments grouped together for comparative purposes
Lease-out	0002.0010.002	Number of lease-out with rent adjustment based on comparative rent
Create Section		
Field	Data	Description
Company code	1000	IDES AG

**Data Used During This Process**

Index series	1	Consumer price index
Base year	1991	Base year of consumer price index
Contract type	Residential lease-out	Contract type for adjustment based on index and representative list of rents
Adjustment type	Index-linked rent	Adjustment type for index-linked adjustment
Contract type	Commerc. agrmt	Contract type for graduated rent, area change and construction measures
Adjustment type	Graduated rent	
Condition type	0011 (Office basic rent)	Condition type to be adjusted for free adjustment and expert opinion
Adjustment type	Free adjustment	Adjustment type for area change and construction measures
Apportionment unit	12 Living/usable area	
Condition type	0010 (Basic rent)	Condition type to be adjusted for comparative rent adjustment type

## Index-Linked Lease-Out

### Displaying a Lease-Out with Adjustment Type Index-Linked Rent


#### Use

When you create a lease-out, you define the adjustment type and define the adjustment data. First, take a look at a lease-out that already exists in the system and the index data assigned to it.

#### Procedure

1. Call up the function as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose .


The sets assigned to this worklist will now be visible.

3. Doubleclick set *MV\_1000*.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0004.001*.

The lease-out data is displayed on the right side of the screen.


5. Choose .

You see adjustment type *Index-linked rent* has been defined.

6. Choose  and double-click *Index-linked rent*.

7. Doubleclick condition type *0010 Basic rent*.

In the dialog box displaying the index adjustment data you can see that Index series 1 *Cost of Living* has been assigned. This index series is created and maintained in Customizing or in the current settings of the application.

8. Choose  to return to the lease-out.
9. Choose *Extras → Rent adjustments → Adjustments made*.

You can see that the basic rent amount has changed as a result of an index adjustment.

10. Choose  to return to the selection tree.

## Simulating an Index-Linked Rent Adjustment

### Use

The basic rent condition is to be adjusted on 01/01/2001 according to the *Cost of living* index that has been defined. First, simulate this adjustment for the lease-out already in the system.

### Procedure

1. Call up the function as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Index → Simulate</i>
<b>Transaction code</b>	FOA0

2. Enter the following data:

Field	Data
User identification	Freely definable
Valid-from date	01/01/2001

3. Choose the *Selection* tabstrip.


4. Enter the following data:

Field	Data
Company code	1000
Lease-out	0002.0004.001

5. Select the *Parameters* tabstrip.

6. Enter the following data:

Field	Data
Condition type	0010 (Basic rent)
Approval up to	12/31/2000

7. Choose .

The system displays a log listing the data for this rent adjustment. The old and the new rent amount is shown as well as the absolute and percentage amount of increase. You can save the adjustment when you are processing the simulation. The result of this would be that the rent adjustment would be carried out. **DO NOT SAVE THE SIMULATION.** Finally, you have to activate the adjustment.

8. Choose  to return to the selection tree.

## Executing an Index-Linked Rent Adjustment

First you create a lease-out for your rental unit that is currently vacant and then you activate it. You then assign adjustment type index-linked rent to the lease-out and carry out the adjustment.

## Creating a Lease-Out

## Creating a Lease-Out



### Use

First create a lease-out with index-linked rent adjustment for your vacant apartment.


### Procedure

1. Call up the function as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose . The sets assigned to this worklist are now visible.
3. Doubleclick the set you created in the *Master Data* section. The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.
4. Place your cursor on the rental unit you created with the usage type *Privately financed accommodat.* and choose .
5. In the menu that appears, choose *Create lease-out*.
6. Enter the following data:

Field	Date
Contract type	Commerc. agrmt
Adjustment type	Index-linked rent
Rental start	01/01/2000
Term	24

7. Choose .

The system automatically calculates the rental end date from the rental start and the contract term.

8. Choose the *Conditions* tabstrip.

The system defaults the conditions that have been defined for the rental unit. Accept these exactly as they are.





9. To maintain the index data, doubleclick the condition *Basic rent*.

10. Enter the following data:



Field	Data
Adj.valid from	01/01/2000
Index series	1 (Cost of living)
Base year	1991
Index start	01/01/2000

## Executing an Index-Linked Rent Adjustment








Adjustment frequency	1 (monthly)
1 <sup>st</sup> adj. from	06/01/2000

11. Choose .
12. Choose  *Partners*.
13. Choose .
14. Doubleclick role *0600 Master tenant w.cust.acct*.
15. In the *Name* field enter a name for you tenant and choose .

The system now checks if a partner with this specific name already exists in the system.  
If no such partner exists, you are informed that that no partner has been selected.

16. Choose  *Person*.
17. Complete your partners' address and choose .

The system now prompts you to create a customer number for your partner.

18. Enter a number from 1 to 99999 and choose .
19. Choose .
20. Select the rental unit and choose .
21. Select your lease-out and choose .
22. In the menu that now appears, choose *Change Lease-Out: Master Data*.
23. Choose .
24. Enter 01/01/2000 as the activation date.
25. Choose .
26. Choose  to return to the selection tree.

## Executing an Index-Linked Rent Adjustment

### Use

The basic rent condition is to be adjusted on 02/01/2000 according to the *Cost of living* index that has been defined. First you simulate the adjustment.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Index → Simulate</i>
<b>Transaction code</b>	FOA0

2. Enter the following data:

Field	Data
-------	------

**Activating the Rent Adjustment**

User identification	Freely definable
Valid from date	06/01/2000

3. Choose the *Selection* tabstrip.


4. Enter the following data:

Field	Data
Company code	1000
Lease-out	The lease-out you have just created

5. Select the *Parameters* tabstrip.

6. Enter the following data:

Field	Data
Approval upto	05/31/2000

7. Choose .

The system displays a log listing the data for this rent adjustment. The old and the new rent amount is shown as well as the absolute and percentage amount of increase. You can save the adjustment when you are processing the simulation. The result of this would be that the rent adjustment would be carried out.

8. Choose .

9. Save the simulation by confirming with Yes.

10. Choose  to return to the selection tree.


**Activating the Rent Adjustment**


1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Index → Activate</i>
<b>Transaction code</b>	FOA5

2. Enter the following data:

Field	Data
Company code	1000
Lease-out	Number of your lease-out

3. Leave the other entries unchanged and choose .

4. Select your lease-out and choose  *Activate*.

5. Choose Yes to activate the lease-out.

6. Choose  to return to the selection tree.




Displaying Your Lease-Out After the Adjustment Run

## Displaying Your Lease-Out After the Adjustment Run

1. Call up the function as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place your cursor on the rental unit you created with the usage type *Privately financed accommodat.* and choose .

5. Doubleclick the lease-out that now appears.

The lease-out data is displayed on the right side of the screen.

6. Choose the *Conditions* tabstrip.

The condition type *Basic rent* now appears twice. Note, however, that the condition you have adjusted is only valid from 06/01/2000.

7. Choose  to return to the selection tree.

## Graduated Lease-Out

## Graduated Lease-Out

### Displaying a Graduated Lease-Out


#### Use

In a graduated lease-out, fixed amounts are defined in the lease-out for the relevant conditions for specific periods.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose .

The sets assigned to this worklist will now be visible.

3. Doubleclick set *MV\_1000*.


The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0003.001*.

The lease-out data is displayed on the right side of the screen.

5. Choose .

You see that adjustment type *Graduated rent* has been defined.

6. Choose  and double-click *Graduated rent*.

7. Doubleclick condition type *0010 Basic rent*.

Here you see the agreed graduated values and the date on which the gradings become effective.

8. Choose .

9. Choose the *Conditions* tabstrip.

Here you also see the data for the graduated increases. A graduated lease-out is not subject to any other form of rent adjustment. The corresponding amount is taken as a basis for the rent on the defined valid-from date. Consequently the rent adjustments are already scheduled when you create the lease-out.

10. Choose  to return to the selection tree.

## Creating a Graduated Lease-Out


### Use

You will create a graduated lease-out for your vacant rental unit with usage type *Office*. The rent is adjusted on the basis of the gradings, which obviates the need for any further adjustment of the basic rent. **Do not save this lease-out.**

### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set that you created in the *Master Data* process.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Select your vacant rental unit with usage type *Office* and choose .

5. Choose *Create lease-out* in the menu that appears.

6. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Graduated rent
Rental start	01/01/2000
Term	120

7. Choose .

8. Choose the *Conditions* tabstrip.

You see that the conditions with their respective amounts are copied from the rental unit.

9. To define the gradings in the lease-out, doubleclick *Office basic rent*.

10. Choose  *Generate grad. incr.*

11. In the *Increase in %* field, enter 4.

Your entry means that the basic rent is increased every 12 months by 4%.



12. Choose .

The amounts of the graduated increase are displayed up to year 2009.

13. Choose .

**Creating a Graduated Lease-Out**

This data was copied to your lease-out. As a yearly graduated increase was agreed upon at the start of the lease-out, you do not have to make any further adjustments for this condition.

14. Choose .
15. Choose *No* so that the data is not saved.
16. Choose  to return to the selection tree.

## Free Adjustment

### Displaying a Lease-Out with Free Adjustment

#### Use


The free adjustment can be calculated on the basis of a percentage, a specified absolute amount or an amount per area unit.

First you display a lease-out that has already been adjusted using the free adjustment method.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose .

The sets assigned to this worklist will now be visible.

3. Doubleclick set *MV\_1000*.


The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0001.001*.

The lease-out data is displayed on the right side of the screen. You see that adjustment type *Free adjustment* has been defined.

5. Choose *Extras → Rent adjustments → Adjustments made*.

You see that the rent was increased on 01/01/1998 on the basis of a free adjustment.

6. Place your cursor on the date 01/01/1998 and choose .

The relevant adjustment data is displayed.

7. Choose .

8. Choose  to return to the selection tree.

### Simulating and Executing a "Free Adjustment" Type Rent Adjustment

#### Use

You will now adjust the lease-out that you created in the *Management of Interested Parties* process for your first rental unit with usage type *Office*. You will increase condition 0011 (Office

## Activating the Rent Adjustment

basic rent) by 5%. First you simulate the adjustment then you save the update run. Then you activate the adjustment.

## Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Specifications → Free Commercial Adjustment → Simulate</i>
<b>Transaction code</b>	FOAM

2. Enter the following data:

Field	Data
User identification	Freely definable
Valid-from date	06/01/2000
Company code	1000
Lease-out	Number of your first lease-out

3. Select the *Parameters* tabstrip.

4. Enter the following data:


Field	Data
Condition type	0011 (Office basic rent)
Approval upto	05/31/2000

5. Choose the *Amounts* tabstrip.

6. Under the *Adjustment amounts* for Usage type *Office*, enter a relative increase (*Rel. %*) of 5.

7. Choose .

The adjustment of the basic rent of your lease-out is displayed.

8. Choose  to save this simulation as an update run.

9. Confirm with Yes.

10. Choose  to return to the selection tree.

## Activating the Rent Adjustment

1. Call up the transaction as follows:




<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Rent Adjustment → Rent Specifications → Free Commercial Adjustment → Activate</i>
<b>Transaction code</b>	FOAI

2. Enter the following data:

Field	Data
Company code	1000

Activating the Rent Adjustment

Valid from date	06/01/2000
User identification	Your user ID
Lease-out	Number of your lease-out
Approval date proposal	05/31/2000

3. Leave the remaining data unchanged and choose .
4. Select your lease-out and choose  *Activate*.
5. Confirm the activation with Yes.
6. Choose  to return to the selection tree.

## Adjustment Due to Area Change

## Adjustment Due to Area Change

To make an adjustment due to an area change, the conditions must be based on area. This applies to the rental unit and to the lease-out. If the condition type for one of these objects is not area-based, an adjustment due to area change cannot be made. First of all, change the rental unit so that the basic rent is dependent on area. Make the same change for the relevant lease-out. When the area for a rental unit is changed, the adjustment run also changes as the amount for the corresponding conditions has to be adjusted on both objects. Finally, you have to activate the adjustment.

## Displaying a Lease-Out After Adjusting the Basic Rent Due to Area Change



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Contract	0002.0008.001

3. Choose .
4. Choose the *Conditions* tab page and scroll down.  
 Scroll to the right in the *Condition Detail* field until you come to the *Area basis* column. You see that *Basic rent* is defined as area-based.
5. Choose *Extras → Rent adjustments → Adjustments made* to see that conditions have been adjusted with adjustment due to area change.
6. Choose  to return to the selection tree.

## Rent Adjustment Due to Area Change

### Use

First of all, check that the *Basic rent store* condition is area-based both for the rental unit and the lease-out. To do this, change your vacant rental unit with the usage type *Store* and create a rental unit where the condition amount for the *Basic rent store* is also area-based. After this you can change the rental unit area. The adjustment is initially simulated and when the simulation is saved it becomes an update run. At the end of this process, activate the adjustment.




## Changing Your Rental Unit and Creating a Lease-Out

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose .

The set that you created and assigned is visible.

3. To display the data, contained in the set you have created, in the field *Real Estate Hierarchy*, doubleclick the set.

4. Select the rental unit that you have created with the usage type *Store* and choose .


5. Choose *Change rental unit*.

6. Do not change any of the preassigned data and choose  *Master Data* or .

7. Select the *Conditions* tabstrip.

8. Select the row containing *Basic rent store* and choose  *Amount- <-> Amount./Area*

9. Scroll right to view that the field *Amount/AU* is empty and the indicator set in the field *AB* (Area based).

10. Choose  to save your entries.

11. Select the rental unit that you have created with the usage type *Store* and choose .

12. Choose *Create lease-out*.

13. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Free adjustment
Rental start	01/01/2000
Term	24

14. Select the *Conditions* tabstrip.

The amount per area unit field is white for the condition *Basic rent*. This means that the condition amount is area-based. This setting is automatically transferred from the rental agreement that you have just changed.

15. Choose  *Partners*.

16. Choose .


17. Doubleclick role *0600 Master tenant w.cust.acct*.

18. In the *Name* field enter a name for you tenant and choose .


## Changing the Area in the Rental Unit Object


The system now checks if a partner with this specific name already exists in the system. If no such partner exists, you are informed that that no partner has been selected.


19. Choose  *Person*.

20. Complete your partner's address and choose .

The system now prompts you to create a customer number for your partner.


21. Enter a number from 1 to 99999 and choose .

22. Choose .

23. Select the rental unit and choose .

24. Select your lease-out and choose .

25. In the menu that now appears, choose *Change lease-out: Master data*.

26. Choose .

Enter 01/01/2000 as the activation date.

27. Choose .


## Changing the Area in the Rental Unit Object

1. Select the rental unit that you have created with the usage type *Store* and choose .

2. Choose *Rental Unit: Change*.

3. Do not change any of the preassigned data and choose  *Master Data* or .

4. Choose the tabstrip *Areas* and change the area to 1540 m<sup>2</sup>.

5. Choose  to save your entries.

6. Choose  to return to the selection tree.

## Simulating, Saving and Activating the Adjustment

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Area Change → Simulate</i>
<b>Transaction</b>	FORQ


2. Enter the following data:

Field	Data
User identification	Freely definable
Valid from date	06/01/2000
Company code	1000
Lease-out	The number of the lease-out you have just created


Simulating, Saving and Activating the Adjustment

Adjustment objects	<i>Adjust both</i>
--------------------	--------------------

3. Choose the tabstrip *Parameters* and enter the condition type 12.

4. Choose .

The system displays the old and new rent data.

5. Choose  to convert the simulation into a calculation.

6. Confirm with Yes.


7. Choose  to return to the selection tree.


8. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Area Change → Activate</i>
<b>Transaction code</b>	FORT

9. Enter the following data:

Field	Data
Company code	1000
Valid from date	06/01/2000
Lease-out	Number of your lease-out

10. Choose .

11. Select your lease-out and choose  *Activate*.

12. Confirm with Yes.

13. Choose  to return to the selection tree.

## Adjustment Due to Expert Opinion

## Adjustment Due to Expert Opinion

An expert opinion can result in increases or reductions having to be made for the lease-out or an absolute amount being added as a new condition amount. Before an adjustment can be made, data has to be compiled as an expert opinion. This expert opinion has to be assigned to at least one rental unit.

## Displaying an Expert Opinion

### Description

An expert opinion is used to determine the future basic rent amount. A percentage increase, reduction or an absolute amount is used to determine this amount. This new amount is passed on to the tenant.

### Procedure

1. Call up the function as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Expert Opinion → Expert Opinion → Display</i>
<b>Transaction</b>	FO1D

2. Enter the following data:

Field	Data
Expert opinion	FENSTER 1

3. Choose *General data* or .

The system displays the date of the expert opinion, the increase and decrease per area unit, and the reason for the increase or decrease.

4. Choose *Rental units*.

You see that the rental unit 6 belonging to business unit 2 is assigned to this expert opinion.

5. Choose  to return to the selection tree.

## Displaying a Lease-Out After Adjusting the Condition Due to Expert Opinion



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Contract	0002.0006.002

3. Choose .
4. Choose *Extras* → *Rent Adjustments* → *Adjustments Made* to see that condition *Basic Rent* has been adjusted with adjustment due to expert opinion.
5. Choose  to return to the selection tree.

## Creating an Expert Opinion


### Description

You want to create an expert opinion.

### Procedure

1. Call up the transaction as follows:



<b>Menu Path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Rent Adjustment</i> → <i>Rent Calculation</i> → <i>Expert Opinion</i> → <i>Expert Opinion</i> → <i>Create</i>
<b>Transaction</b>	FO1B

2. You can choose your own name for the expert opinion. Choose *General data* or .
3. Enter the following data:

Field	Data
Short text	User definable
Company code	1000
Date of Expert Opinion:	Today's date
Increase/decrease	0.20-

4. The reason text can be defined in Customizing.
5. Choose *Rental units*.
6. Enter the following data:

Field	Data
BE	Number of your business entity
From RU	The number of your first rental unit with the usage type <i>office</i>

7. Choose  to save your entries.
8. Choose  to return to the selection tree.

## Rent Adjustment Due to Expert Opinion

## Rent Adjustment Due to Expert Opinion

### Description

The adjustment is initially simulated and when the simulation is saved it becomes an update run. At the end of this process, after tenant approval has been given, activate the adjustment.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Expert Opinion → Simulate</i>
<b>Transaction</b>	FORE

2. Under the *Selection* tabstrip, enter the following data:

Field	Data
User identification	User definable
Valid from date	01/01/2001
Expert opinion	The expert opinion that you created
Adjustment object	Only adjust lease-outs

3. On the tabstrip *Parameter*, enter *0011 (basic rent office)* as condition type.

4. Choose .

5. Choose .

6. Confirm the update run with Yes.


7. Choose  to return to the selection tree.


8. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Expert Opinion → Activate</i>
<b>Transaction</b>	FORB

9. Enter the following data:

Field	Data
Company code	1000
Valid from date	01/01/2001
User identification	Identification that you have selected
Approval date proposal	12/31/2000


10. Choose .

11. Select your lease-out and choose  *Activate*.

12. Confirm the dialog box *Activate* with Yes.

---

Rent Adjustment Due to Expert Opinion

13. Choose  to return to the selection tree.

## Adjustment Due to Modernization

## Adjustment Due to Modernization

A modernization (construction measure) produces costs that the landlord may pass on in part to the tenant. To do this, you first have to create a construction measure with the planned costs and assign this to the respective rental units.

## Displaying a Construction Measure

### Description

A construction measure has been created and a certain percentage of its costs are apportioned to the *Basic rent* condition in a lease-out.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Construction Measure → Construction Measure → Display</i>
<b>Transaction</b>	FOMC

2. Enter the following data:

Field	Data
Modernization measure	ISOLIERFENSTER 1

3. Choose  *Master data* or .

The system displays the planning data and the actual data.

4. Choose *Cost distribution*.

You see that rental unit 7 belonging to business entity 2 was assigned to the adjustment run.

5. Choose  to return to the selection tree.

## Displaying a Lease-Out After the Basic Rent Condition Has Been Adjusted Due to Modernization

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction</b>	FOTI0A



2. Enter the following data:

Field	Data
Key date	Today's date



## Adjustment Due to a Construction Measure

Company code	1000
Contract	0002.0007.002

3. Choose .
4. Choose *Extras* → *Rent adjustments* → *Adjustments made*.  
You see that the *Basic rent* condition has been adjusted due to a construction measure.
5. Choose  to return to the selection tree.

## Adjustment Due to a Construction Measure

### Description


First you create a lease-out for your vacant rental unit with usage type *Office*. The lease-out permits a rent adjustment due to a construction measure. You will then make a construction measure and apportion a percentage of the costs to the tenant of the rental unit.

## Creating a Lease-Out


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Master Data</i> → <i>Object Browser</i>
<b>Transaction</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Rental unit worklist* and choose .



The set that you created and assigned is visible.

3. To display the data contained in the set you have created, doubleclick the set in the field *Real Estate Hierarchy*.
4. Select the vacant rental unit that you have created with the usage type *Office* and choose .

5. Choose *Create lease-out*.


6. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Free adjustment
Rental start	01/01/2000
Term	120

7. Choose  *Partners*.
8. Choose .

## Creating a Construction Measure

9. Doubleclick role *0600 Master tenant w.cust.acct.*


10. In the *Name* field enter a name for you tenant and choose .

The system now checks if a partner with this specific name already exists in the system.  
If no such partner exists, you are informed that that no partner has been selected.


11. Choose  *Person*.


12. Complete your partner's address and choose .

The system now prompts you to create a customer number for your partner.

13. Enter a number from *1 to 99999* and choose .

14. Choose .

15. Select the rental unit and choose .

16. Select your lease-out and choose .

17. In the menu that now appears, choose *Change Lease-Out: Master Data*.

18. Choose .

19. Enter 01/01/2000 as the activation date.



20. Choose .

21. Choose  to return to the selection tree.

## Creating a Construction Measure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Construction Measure → Construction Measure → Create</i>
<b>Transaction</b>	FOMC

2. You can choose your own name for the modernization measure. After entering the text, choose  *General data* or .

3. Enter the following data:

Field	Data
Description	User definable
Start planned for	01/01/2000
End planned for	01/31/2000
Total costs planned	10,000 EUR



4. Choose *Assign RU*.

5. Enter the following data:

Field	Data
BE	Number of your business entity

Rent Adjustment Due to Modernization

From RU	The number of your second rental unit with the usage type <i>office</i> .
---------	---

6. Choose *Cost distribution*.
7. Enter apportionment unit *0012*.
8. Choose  to save your entries.
9. Choose  to return to the selection tree.

## Rent Adjustment Due to Modernization

### Description

The adjustment is initially simulated and when the simulation is saved it becomes an update run. However, the adjustment is based on the plan data. The actual data in the construction measure master data must be entered before the adjustment is updated. You can only activate after the update has taken place.




### Procedure

1. Call up the function as follows:



<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Construction Measure → Simulate</i>
<b>Transaction</b>	FOQU

2. Under the *Selection* tabstrip, enter the following data:

Field	Data
User identification	User definable
Valid from date	02/01/2000
Modernization measure	The construction measure that you created

3. Choose the tabstrip *Parameters* and enter condition type *11*.
4. Choose .
5. Choose .
6. Confirm the dialog box *Save Simulation as Update Run* with *Yes*.
7. Choose  to return to the selection tree.
8. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Construction Measure → Construction Measure → Change</i>
<b>Transaction</b>	FOMB


9. Enter your construction measure and choose  *Master data* or .
10. Enter the following data:

Field	Data
-------	------

**Rent Adjustment Due to Modernization**

Start on	01/01/2000
End on	01/25/2000
Total costs	9,090.91 EUR

11. Choose *Update adjustment*.


12. Choose  to return to the selection tree.


13. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Construction Measure → Activate</i>
<b>Transaction</b>	FOQV

14. Enter the following data:

Field	Data
Company code	1000
Lease-out	The number of the lease-out you have created

15. Choose .

16. Select your lease-out and choose  *Activate*

17. Confirm the dialog box *Activate* with Yes.

18. Choose  to return to the selection tree.

## Adjustment Based on Representative List of Rents

A representative list of rents divides the rental units to be adjusted into representative list of rents fields in accordance with the defined categories for location, fixtures and fittings, size and age. The rent specifications can also be detailed further to include characteristics for surcharges and reductions. You define the representative list of rents to be used as a basis for rent adjustments in the business entity and it is automatically inherited to the rental units.

## Displaying a Lease-Out After Adjusting the Condition On the Basis of a Representative List of Rents


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction</b>	FOTI0A

2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Contract	0002.0011.001

3. Choose .
4. Choose *Extras → Rent adjustments → Adjustments made*.

You see that the *Basic rent* condition has been adjusted on the basis of a representative list of rents.

5. Choose  to return to the selection tree.

## Creating a Lease-Out to be Adjusted on the Basis of a Representative List of Rents

### Description

First you have to create a new rental unit and assign a lease-out to it. The adjustment is first simulated and when the simulation is saved it becomes an update run. At the end of this process, after tenant approval has been given, activate the adjustment.


### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
------------------	---

### Creating a Lease-Out to be Adjusted on the Basis of a Representative List of Rents


<b>Transaction code</b>	FOBJECTBROWSER
-------------------------	----------------

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this folder are now visible.

3. Doubleclick the set that you created in the *Master Data* process.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.


4. In the *Real Estate hierarchy* part of the screen, place your cursor on your building and choose .

5. Choose *Create rental unit* in the menu that appears.

6. Choose  *Copy from...*

7. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of your business entity
Rental unit	Number of your rental unit with usage type <i>Privately financed accommodat.</i>


8. Choose  *Copy*.

9. Enter a text for your rental unit.


10. In the *Building* field, enter the number of your building.

11. Choose  *Account assignment approval*.

12. Choose .

13. Place the cursor on your own building and choose .

Your rental unit is displayed.

14. Place the cursor on your rental unit and choose .

15. Choose *Create lease-out* in the menu that appears.

16. Enter the following data:











Field	Data
Contract type	Commerc. agrmt
Adjustment type	Apartment rent
Rental start	01/01/2000
Term	120

17. Choose  *Partners*.

18. Choose .

19. Doubleclick role *0600 Master tenant w.cust.acct.*

### Carrying Out a Rent Adjustment Based on Representative List of Rents

20. In the *Name* field, enter a name for you tenant and choose .  
The system now checks if a partner with this specific name already exists in the system.  
If no such partner exists, you are informed that that no partner has been selected.
21. Choose  *Person*.
22. Complete your partner's address and choose .
- The system will now prompt you to create a customer number for your partner.
23. Enter any number that is available from 1 to 99999 and choose .
24. Choose .
25. To activate the lease-out, select the rental unit and choose .
26. Place the cursor on your lease-out and choose .
27. Choose *Change Lease-Out: Master Data*.
28. Choose .
29. In the *Activation date* dialog box, enter the date 01/01/2000 and choose .
30. Choose  to return to the selection tree.




## Carrying Out a Rent Adjustment Based on Representative List of Rents

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Rep. List of Rents → Simulate</i>
<b>Transaction</b>	FOAR

2. Enter the following data:

Field	Data
User identification	User definable
Valid from date	01/01/2001
Company code	1000
Lease-out	The number of the lease-out you have just created

3. Choose .
- You see your lease-out data with the old and new rent amount.
4. Choose .
5. Confirm with Yes.
6. Choose  to return to the selection tree.

## Activating the Rent Adjustment



## Activating the Rent Adjustment

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Rep.List of Rents → Activate</i>
<b>Transaction</b>	FOAS

2. Enter the following data:

Field	Data
Company code	1000
Lease-out	Number of your lease-out
Approval date proposal	11/30/2000

3. Choose .
4. Select your lease-out and choose  *Activate*.
5. Confirm with Yes.



## Adjustment Based on Comparative Rent

You can adjust the basic rent of an apartment on the basis of comparative apartments. The minimum number of comparative apartments that has to be used is defined in Customizing. An average rent value is determined on the basis of the comparative group of apartments and the new rent of the rental unit to be adjusted is calculated from this. You will create five comparative apartments and combine them into a comparative group. You will assign to this comparative group the rental unit you want to adjust, and then simulate and execute the rent adjustment.

## Displaying a Comparative Group

### Use

Comparative apartments have to be assigned to comparative groups of apartments.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Comparative Group → Comparative Group → Display</i>
<b>Transaction</b>	FOJ2

2. Enter the following data:

Field	Data
Company code	1000
Comp. group	00001
Condition type	0010

3. Choose *Comparative group* or .

The relevant data of five comparative apartments is displayed.

4. Choose  to return to the selection tree.

## Displaying a Lease-Out After Adjusting the Condition on Basis of Comparative Group

### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction</b>	FOTI0A

2. Enter the following data:

Field	Data
-------	------

### Creating a Comparative Group of Apartments

Key date	Today's date
Company code	1000
Contract	0002.0010.002

3. Choose .
4. Choose *Extras* → *Rent adjustments* → *Adjustments made*.

You see that the *Basic rent* condition has been adjusted on the basis of a comparative group of apartments.

5. Choose  to return to the selection tree.

## Creating a Comparative Group of Apartments

### Description

You create a comparative group by entering the required data for five external apartments and assigning these five apartments to the comparative group. A comparative group can consist of apartments from your own portfolio (rental units) as well as external apartments. In this script we only use external apartments.



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Rent Adjustment</i> → <i>Rent Calculation</i> → <i>Comparative Group</i> → <i>External Comparative Apartment</i> → <i>Create</i>
<b>Transaction</b>	FOQ1

2. Enter company code 1000 and leave the *Comp.apartment* field blank as this field will be filled by an internal numbering assignment.
3. Choose *Aprtmnt data*.
4. Enter the following data:

Field	Data
Living area	95
Basic rent	490

5. Choose  to save your entries.
6. Repeat steps 2 to 5 to create four more comparative apartments with similar data for the living area and basic rent.
7. After entering the data for the fifth apartment, choose  to return to the selection tree.
8. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Rent Adjustment</i> → <i>Rent Calculation</i> → <i>Comparative Group</i> → <i>Comparative Group</i> → <i>Maintain</i>
<b>Transaction</b>	FOJ1

## Assigning the Rental Unit to be Adjusted to Your Comparative Group


9. Enter the following data:

Field	Data
Company code	1000
Comp. group	Any number
Condition type	0010 (Basic rent)

10. Choose *Comparative group* or .

11. Enter the following data for each of your five comparative apartments:

Field	Data
CCC (Company code)	1000
CompApt.	Number of your comparative apartment

12. Choose  to see the data you have just created.

13. Give your comparative group a name.

14. Choose .

15. Choose  to return to the selection tree.

## Assigning the Rental Unit to be Adjusted to Your Comparative Group

### Description

Every rental unit that has to be adjusted on the basis of comparative rent must be assigned to a comparative group.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Comparative Group → Assign Rental Unit</i>
<b>Transaction</b>	FOAB



2. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of your business entity
Rental unit	The number of your second rental unit with the usage type <i>Privately-financed accommodat.</i>



3. Choose .

A system message tells you that this rental unit is not yet assigned to a comparative group.

### Simulating and Executing a Rent Adjustment on Basis of Comparative Rent

4. Place the cursor on the number of your rental unit and choose  *Comparative group*.
5. Enter the number of your comparative group in the *Cmp.Gp* field and choose  *Continue*.

The traffic light should now be green and the text of the comparative group should appear beside the number of the rental unit.

6. Choose .
7. Choose  to return to the selection tree.

## Simulating and Executing a Rent Adjustment on Basis of Comparative Rent

### Description

Every rental unit that has to be adjusted on the basis of comparative rent must be assigned to a comparative group.


### Procedure

1. Call up the transaction as follows:



<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Comparative Group → Simulate</i>
<b>Transaction</b>	FOAE

2. Under the *Selection* tabstrip, enter the following data:

Field	Data
User identification	Freely definable
Valid from date	01/01/2002
Company code	1000
Business entity	Number of your business entity
Rental unit	Number of your rental unit assigned to comparative group

3. Choose the *Parameters* tabstrip, enter 0010 (Basic rent) as the *Condition type* and 12/31/2001 in the *Approval upto* field.
4. Choose .

A log is displayed showing the relevant data for the old and new rental amount.

5. Save the simulation as an update run with .
6. Confirm with Yes.
7. Choose  to return to the selection tree.

## Activating the Rent Adjustment

### Description

Before passing on the rent adjustment to the tenant, you have to activate it.




### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Rent Adjustment → Rent Calculation → Comparative Group → Activate</i>
<b>Transaction</b>	FOAC

2. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of your business entity
Lease-out	Number of the lease-out for the adjusted rental unit
Approval date proposal	12/31/2001

3. Choose .
4. Select your lease-out and choose  *Activate*.
5. Confirm with Yes.
6. Choose  to return to the selection tree.

---

Rent Adjustment Based on Sales Settlement

## Rent Adjustment Based on Sales Settlement

### Purpose

With the Real Estate Management component, you have various ways of handling sales-based lease-outs and their conditions. You can specify that a certain percentage rate of the sales amount is used as a basis for the rent amount. You can also define absolute amounts in the system. Both options can be graded according to reported sales. A further option is to use the sales volume as a basis for calculating the rent. You can define the sales reporting period. You can also track the history of the sales reports at any time.

In the sales settlement, you can adjust the sales-based rent advance payments to match the actual rent receivables in such a way that the difference between the advance payments and the settlement amount is as small as possible in the next settlement period.

In this process you create a lease-out with condition type *Sales-based rent advance payment*. The condition amount is used as a base for subsequent calculations.

You generate open items and clear them. On the basis of your sales reports, you then execute a sales settlement and adjust the condition *Sales-based rent advance payment*.

For further information on this process, refer to [i \[Page 391\]](#).

### Process Flow

You will find the data for this process here: [? \[Page 392\]](#).

1. [Lease-Out with Sales-Based Rent Adjustment Type \[Page 393\]](#)
2. [Carrying Out a Simulation \[Page 397\]](#)
3. [Tenant Incoming Payments \[Page 399\]](#)
4. [Creating and Displaying Sales Reports \[Page 401\]](#)
5. [Sales Settlement and Adjustment of Advance Payments \[Page 404\]](#)

## Additional Information on This Scenario

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain process in Real Estate Management, we recommend using the *Create* section.

When you are using the *Create* section, we assume that you have created the master data objects in the previous processes of the *Master Data* section. If you have not already done so but would now like to use the *Create* sections of these scripts, return to the *Master Data* processes and create at least one business entity, one building, and a rental unit (store) using the appropriate data.

## Data For This Scenario

**Data For This Scenario**

<b>Display Section</b>		
Field	Data	Description
Company code	1000	IDES AG
Lease-out	0002.0005.0001	Lease-out number
Business entity	2	Residential/commercial
Rental unit	5	Rental unit number
Set	MV_1000	Lease-outs in company code 1000
<b>Create Section</b>		
Field	Data	Description
Company code	1000	IDES AG
Settlement variant	A003	Half-yearly, 01/01-06/30 / 07/01-12/31
Bank account	113100	Account no.
Document type	DA	Customer document



## Lease-Out with Sales-Based Rent Adjustment Type

### Displaying a Lease-Out with Sales-Based Rent


#### Use

In this process you view a lease-out that has been adjusted on the basis of a sales settlement. The condition is derived from the sales volume in the corresponding currency.

#### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction Code</b>	FOOBJEKTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Lease-out worklist* and choose .

The sets assigned to the worklist are displayed.

3. Doubleclick *MV\_1000*.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0005.001*.

The contract data is displayed in the right part of the screen (now your work area)

Under the *General data* tab in the *Contract data* section, you see that the adjustment type is *Sales-based rent*.

5. Select the *Conditions* tabstrip.

Here you see that the condition *Sales-Based rent AP* has been assigned to this lease-out.

6. Choose .

7. Choose *Extras → Rent adjustments → Adjustments made*.

Here you see that this lease-out has already been adjusted twice as the result of the sales settlements.



8. Choose .

9. To receive a detailed view of the conditions, doubleclick *Sales-based rent AP*.

The settlement variant, reporting interval and sales gradings are displayed.

10. Choose .

The sales reported so far are displayed.

11. Choose , then , until you reach the lease-out.

12. Choose  to return to the selection tree.

In the dialog box, choose *No*.

## Creating a Lease-Out with Sales-Based Rent Adjustment Type

## Creating a Lease-Out with Sales-Based Rent Adjustment Type


### Use

First you have to create a new rental unit by copying from the rental unit *Store* that you created in the *Master Data* section. You then assign adjustment type *Sales-based rent* to this rental unit. You also define conditions for condition type *Sales-based rent AP*. The calculation is based on the amount you specify.

### Procedure


1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Real Estate Management</i> → <i>Master Data</i> → <i>Object Browser</i>
<b>Transaction Code</b>	FOOBJEKTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

3. Doubleclick the set that you created in the *Master Data* process.



The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.


4. Place the cursor on your own building and choose .

5. Choose *Create rental unit* in the menu that appears.


6. Choose  *Copy from...*

7. Enter your rental unit with usage type *Store* and choose  *Copy*.

8. Change the text for this rental unit, choose  *Account assignment approval* and save your data with .

9. Place the cursor on your own building and choose .

Your rental unit appears.

10. Place the cursor on this rental unit and choose  → *Create lease-out*.

11. Under the *General data* tab, enter the following data:


Field	Data
Contract type	Commerc. agrmt
Adjustment type	Sales-based rent
Rental start	01/01/2000
Term	120
Notice type	No period of notice

12. Select the *Conditions* tabstrip.

13. Enter the following amounts for the conditions:

Activating a Lease-Out


Field	Data
Store basic rent	6510
Operat.costs adv.pmt	800

14. Choose  and select condition type *Sales-based rent AP*.

15. Choose .

16. Double-click condition *Sales-based rent AP* and enter the following data:


Field	Data
Settlement variant	A003
Reporting interval	1

17. Choose .

18. In the selection window, choose *PAL* (*pallet*) as the unit of measurement.

19. Enter the following data:

Sales from	Sales upto	Amount/UnitMeas.
	1000	1,50
1000	5000	1,55
5000		1,60


20. Choose .

21. Enter 1500 (euro) as the *Sales-based rent AP* condition amount.

22. Choose  *Partners*.


23. Choose .


24. Select role 0600.

25. Enter a name and full address and choose .

The system checks if a partner with this name and address has already been defined. If this is not the case, a system message tells you that no partner was selected.

26. Choose  Organization.

27. Complete the data and choose .

28. Enter a customer number from 1 to 99999 and choose .






29. Choose .

## Activating a Lease-Out

### Use

You now have to activate the lease-out you have just created.

**Activating a Lease-Out****Procedure**

1. Place the cursor on your rental unit again and choose .
2. Place the cursor on the lease-out you have just created and choose  → *Change Lease-Out: Master Data*.
3. To activate the lease-out, choose .
4. In the *Activation date* field, enter the date 01/01/2000.
5. Choose .
6. Choose  to return to the selection tree.

## Carrying Out a Simulation

### Carrying Out a Simulation for Your Lease-Out

#### Use

The simulation and execution processes of a debit position are identical with the exception that during an execution a real financial posting takes place. Consequently the *Display* area is not documented here. Now you are going to carry out the debit position for your lease-out for the first six months of the year.



IT IS VERY IMPORTANT THAT YOU DO **NOT** CARRY OUT THE DEBIT POSITION FOR OTHER LEASE-OUTS.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → LO Debit Position → Execute.</i>
<b>Transaction code</b>	FOSA

2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2000
Company code	1000
Lease-out	The number of the lease-out you have just created
Other selection criteria in the lease-out screen area	Delete

3. Choose .

Based on the date you entered, all relevant data will be adjusted by the system.

4. Choose .

5. Choose *Postings*.

The system generates the displayed postings in Financial Accounting.

6. Choose .

7. To carry out the debit position for the months of February through to June for your lease-out, repeat steps 1 to 4 for the respective month.

8. Choose to return to the selection tree.

---

Carrying Out a Simulation for Your Lease-Out

## Tenant Incoming Payments

### Carrying Out Your Tenant's Manual Incoming Payment

#### Use


Each month, the debit position creates open items to be paid by the tenants. This process makes sure that your tenants always pay their rent on time. You carry out the incoming payments for January to June.

There is no *Display section* for this script.

#### Procedure

1. Call up the transaction as follows:




<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this *worklist* are now visible.

3. Doubleclick the set you created in the *Master Data* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.


4. Place the cursor on your own building and choose .
5. Place the cursor on the number of the rental unit with usage type *Store* and choose .
6. Place the cursor on your lease-out and choose .
7. In the menu that is now displayed, choose *Real Estate Incoming Payments*.
8. To post the incoming payment for January, enter the following data:

Field	Data
Document date	01/02/2000
Posting date	01/02/2000
Period	01
Account	113100
Contract	Number of your lease-out
AccAssAmnt	10,219.60 (total of basic rent, sales-based rent AP and operating costs AP)
Value date	01/02/2000

9. Select the *Edit account* push button.
10. Select *OI autom.alloc.cust*.


**Carrying Out Your Tenant's Manual Incoming Payment**

The system automatically selects all open items for January. If your payment amount was correct (i.e. it matched the open items for January), the amount in the *Not assigned* field should be zero (0). If not, start the payment transaction again with the correct amount.

11. Choose .

12. To post the incoming payment for February to June, repeat steps 7 to 10.

Make sure that you have cleared all the open items of your lease-out and that you have entered the correct data for each month.

13. Choose  to return to the selection tree.



## Sales Report

### Displaying Sales Reports

#### Use

In lease-outs with the condition *Sales-based rent AP*, you define the sales reporting intervals. For your lease-out, you stipulate that the tenant has to submit monthly sales reports.


#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Sales-Based Rents → Sales Reports → Display</i>
<b>Transaction code</b>	FOU3N

2. Enter the following data:

Field	Data
Company code	1000
Lease-out	0002.0005.001
Report from	01/01/2000
Report to	12/31/2000
Sales year	2000
Other selection criteria	Delete

3. Choose .

In the top part of the screen, you see the data pertaining to this lease-out and its condition *Sales-based rent AP*. The traffic lights indicate that sales reports have been submitted for the months of January through to June. No sales reports have been submitted for the other months.

4. Choose  to return to the selection tree.

### Creating Sales Reports for Your Lease-Out

#### Use


For your lease-out, you likewise stipulate that the tenant has to submit monthly sales reports. Now enter these sales reports in the system.

#### Procedure

1. Call up the transaction as follows:

## Creating Sales Reports for Your Lease-Out


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER


2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .


The sets assigned to this worklist are now visible.

3. Doubleclick the set that you created in the *Master Data* section.

The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on your building and choose .


5. Place the cursor on your rental unit with usage type *Store* and choose .

6. Select your lease-out and choose .

7. In the menu that now appears, choose *Maintain Sales Reports*.

8. Enter the following data:


Field	Data
Company code	1000
Lease-out	The number of your lease-out belonging to the rental unit with usage type <i>Store</i> .
Report from	01/01/2000
Report to	06/30/2000
Sales year	2000
Other selection criteria	Delete

9. Choose .

Your object data is displayed as well as a list of the months from January 2000 through to June 2000. The red traffic lights indicate that sales data has not yet been entered.


10. Enter the following data:


Report from	Report to	Sales
01/01/2000	01/31/2000	850
02/01/2000	02/29/2000	790
03/01/2000	03/31/2000	1230
04/01/2000	04/30/2000	1100
05/01/2000	05/31/2000	980
06/01/2000	06/30/2000	1250

11. Choose .

### Creating Sales Reports for Your Lease-Out

The traffic lights change to yellow, which means that sales data has been entered but has not yet been saved. The total amount for these sales units is displayed as well as the rent derived from the sales.

12. Choose .

13. Choose  to return to the selection tree.

## Sales Settlement and Adjustment of Advance Payments

### Simulating the Sales Settlement

#### Use

The sales settlement is the settlement resulting from the reported sales. The system calculates the rent on the basis of the reported sales and the data defined in the lease-out for sales-based rent. The rent amount is balanced against the advance payments, and a credit memo or a receivable is generated. If you simulate the sales settlement, you have the opportunity to check the figures again before making the actual posting. If you execute the settlement, the calculated amount is posted in Financial Accounting, which is not the case if you only simulate settlement.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Sales-Based Rents → Sales Settlement → Simulate</i>
<b>Transaction code</b>	FOUEN

2. Enter the following data:

Field	Data
Company code	1000
Lease-out	Number of your lease-out
Report from	01/01/2000
Report to	06/30/2000

3. Choose .

The simulation result is displayed. If you want to view the individual reports, click the green plus symbol in the little box to the left of the object data.

4. Choose  to return to the selection tree.

### Executing a Sales Settlement

#### Use

You execute the sales settlement to generate postings in Financial Accounting. You also use it to adjust the sales-based rent advance payment condition.

#### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Sales-Based Rents → Sales Settlement → Execute</i>
------------------	---


Activating Advance Payment Adjustments

<b>Transaction code</b>	FOUAN
-------------------------	-------

2. Enter the following data:

Field	Data
Company code	1000
Lease-out	The number of your lease-out belonging to the rental unit with usage type <i>Store</i>
Report from	01/01/2000
Report to	06/30/2000
Document date	Today's date
Posting date	Today's date
Document type	DA (customer document)
Execute adjustment	Select
Adjustment valid from	07/01/2000

3. Choose .

4. Select your lease-out and choose  *Execute*.

5. Close the log display with .

## Activating Advance Payment Adjustments

### Use

You have used the sales settlement to adjust advance payments. You now have to activate the adjustment so that the new amounts can be billed to the tenant.

### Procedure

1. Call up the transaction as follows:



<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Sales-Based Rents → Advance Payment → Activate Adjustment</i>
<b>Transaction code</b>	FOUC

2. Enter the following data:

Field	Data
Company code	1000
Lease-out	Number of your lease-out
Adjustment object	Lease-out
Follow-up postings due on	07/10/2000

3. Choose .

**Activating Advance Payment Adjustments**

4. Select the box to the left of your lease-out number and choose  *Activate*.
5. Choose Yes to activate your lease-out.
6. Choose  to return to the selection tree.

# Service Charge Settlement

## Purpose

In this process you learn how to carry out a service charge settlement and subsequently to adjust the advance payments.

For further information on this process, refer to [i](#) [Page 408].

## Process Flow

You will find the data for this process here: [?](#) [Page 409].

- [Creating Master Data for Service Charge Settlement \[Page 411\]](#)
- [Creating Lease-Outs for Service Charge Settlement \[Page 419\]](#)
- [Creating a Participation ID \[Page 422\]](#)
- [Settlement Unit \[Page 424\]](#)
- [Post-Generating Settlement Participation \[Page 427\]](#)
- [SCS Information in Lease-Out \[Page 428\]](#)
- [Simulating and Executing Debit Position \[Page 430\]](#)
- [Monthly Incoming Payments \[Page 433\]](#)
- [Displaying and Posting Invoice for Apportionable Costs \[Page 434\]](#)
- [Calculating Option Rate \[Page 437\]](#)
- [Input Tax Distribution \[Page 439\]](#)
- [Simulating Service Charge Settlement \[Page 441\]](#)
- [Executing Service Charge Settlement \[Page 442\]](#)
- [Calculating and Activating Adjustment \[Page 443\]](#)

---

Additional Information on This Scenario

## Additional Information on This Scenario

Please note that all scripts are composed of a *Display* and a *Create* section. If you are interested in taking a quick look at a process or a part of a process, the *Display* section will be sufficient. For a deeper understanding of a certain process, we recommend using the *Create* section.

This process describes how to apportion service charges/running costs to the tenants (such as caretaker fees, electricity, repairs and maintenance work) in the service charge settlement. You need to create further master data as well as the infrastructure for the service charge settlement.

- First you create further master data for this process (business entity, building, two rental units with lease-outs). You use the copy function to do this.
- Then you create a participation ID, which is a prerequisite for carrying out the service charge settlement, and assign your new rental units to it. The participation ID identifies the rental units that subsequently take part in the settlement of the apportionable costs.
- Now you check the settlement variant of your business entity and change it if necessary.
- Define your settlement unit and assign it a settlement variant, participation ID, service charge key and apportionment unit. Generate the cost collector which is required to release the settlement unit for postings.
- Finally display one of your lease-outs again to check the participation settings.

Before carrying out a service charge settlement, you have to be sure that all Financial Accounting transactions have been completed for the participating tenants in this period. This means you have to carry out the debit position and clear the open items that are generated by it by posting an incoming payment. You will carry out the following steps:

- Simulate and execute the debit position for both lease-outs
- Display the open items for one of your tenants to ascertain the amount due
- Clear your tenant's open items using the fast entry incoming payment function

Now you will post the apportionable costs (for cleaning) in Financial Accounting.

Once you have carried out the above activities, you may now simulate and execute the service charge settlement.

Based on the your tenant's advance payments for this year, the system calculates and adjusts the new advance payment amount for the following year according to the results of the service charge settlement. After you activate the adjustment, the new advance payment amounts are automatically updated in your lease-out. You should now carry out the following steps:

- Calculate and activate the new amounts
- Display your lease-out to check that the updated amounts are correct



## Data Used During This Demo

### Display Section

Field	Data	Description
Company code	1000	IDES AG
Business entity	2	Residential/commercial real estate
Participation ID	1	
Settlement unit	1	
Service charge key	100	
Contract	0002.0006.001	
Contract	0002.0009.001	
Document number	1900004838	Invoice
Contract	0002.0003.001	
SET	AE_1000	
SET	GE_1000	
Building	2	

### Create Section

Field	Data	Description
Company code	1000	IDES AG
Business entity	2	
SET	WE_1000	
Settlement variant	Half-yearly	
Option rate calculation type	Square meter ratio (autom.)	
Rental unit	2	RU2 in BE2
Condition	Office basic rent: 750	
Condition	Operat.costs adv.pmt: 310	
Area	Usable area: 150	
Rental unit	10	RU10 in BE2
Condition	Basic rent: 500	
Condition	Operat.costs adv.pmt: 210	
Area	Living area: 100	
Contract type	Commerc. agrmt	
Adjustment type	Free adjustment	

**Data Used During This Demo**

Contract type	Residential lease-out	
Adjustment type	Apartment rent	
Service charge key	600	House cleaning and vermin
Variant	VARIANTE 1000	
Bank account	113100	
Vendor	3104	
Account for apportionable costs	470400	

## Creating Master Data for Service Charge Settlement

### Use

You can use the copy function to create further business entities, properties, buildings and rental units. In this process you will create a business entity, a building and two rental units. The rental units have the usage type *Office* and *Privately financed accommodation*. These usage types are a requirement of the option rate calculation. You identify the rental units later in such a way that they participate in the service charge settlement.

To keep the scripts as short as possible, you will only define the data required for the service charge settlement. For more detailed information on master data, refer to the *Master Data* section.

There is no *Display* section in this script, as the copy function can only be used to create objects.

### Process Flow





1. [Creating a Business Entity \[Page 412\]](#)
2. [Creating a Building for a Business Entity \[Page 413\]](#)
3. [Creating Two Rental Units \[Page 414\]](#)
4. [Creating a Set in Object Browser for your Service Charge Settlement Master Data \[Page 417\]](#)

## Creating a Business Entity

## Creating a Business Entity

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER





2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose  → *Add sets*.
3. Select set *MV\_1000* and choose .
4. In the worklist, choose .
5. Doubleclick set *MV\_1000* (business entity in company code 1000).  
The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.
6. In the *Real Estate hierarchy* column place your cursor on *1000* (number of this company code) and choose .
7. Choose *Create business entity* in the menu that appears.
8. Enter the following data:

Field	Data
Company code	1000
Business entity	Freely definable

9. Choose  *Copy from...*

10. Enter the following data:

Field	Data
Company code	1000
Business entity	2

11. Choose  *Copy*.
12. Enter a text for your business entity in the top part of the screen.
13. Choose the *Ref. factors* tab and in the *Settlement variants preassignment* box, specify *1/2 yearly, 01/01-06/30 and 07/01-12/31*, operating costs and heating expenses.
14. Choose the *Value* tab and check that the calculation type set for the option rate is *Square meter ratio (automatic)*. If not, enter this calculation type.
15. Choose  *Account assignment approval*.
16. Choose  and note the number of your business entity.
17. Choose  to return to the selection tree.

## Creating a Building for a Business Entity

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Objects → Building/Parts Of → Create</i>
<b>Transaction code</b>	FO35





2. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of lease-out you have just created
Building	Leave blank as number automatically assigned

3. Choose  *Copy from...*

4. Enter the following data:

Field	Data
Company code	1000
Business entity	2
Building	1


5. Choose  *Copy*.
6. Enter a text for your building.
7. Choose the *Value* tab and check that the *Option rate calc. type* is *Square meter ratio (automatic)*. If not, enter this calculation type.
8. Choose  *Account assignment approval*.
9. Choose  and note the number of your building.
10. Choose  to return to the selection tree.

## Creating a Rental Unit with Usage Type Office

## Creating a Rental Unit with Usage Type Office

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section, place your cursor on *Business entity worklist* and choose .

The sets assigned to this folder are now visible.

3. Doubleclick set *WE\_1000* (business entity in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. In the *Real Estate hierarchy* column place your cursor on *1000* (number of this company code) and choose .

Your business entity appears in the Real Estate hierarchy.

5. Place the cursor on your own business entity and choose .

Your building is now displayed.

6. Select your building and choose .


7. Choose *Create rental unit* in the menu that appears.

8. Choose  *Copy from...*

9. Enter the following data:

Field	Data
Company code	1000
Business entity	2
Rental unit	2

10. Deselect the checks for conditions and areas.


11. Choose  *Copy*.

12. Enter a text for your rental unit.

13. In the *Building* field, enter the number of the building you have just created.

14. Choose the *Conditions* tabstrip.

Field	Data
Cond. eff. from	01/01/2000

15. Choose  *Copy*.

The system proposes a list of condition types. These are configured in Customizing.

16. Enter the following data:

Field	Data
-------	------


### Creating a Rental Unit with Usage Type Privately Financed Accommodation

Office basic rent	750
Operat.costs adv.pmt	310



17. Choose the *Areas* tabstrip.

Field	Data
Usable area	150


18. Choose  *Account assignment approval*.

19. Choose .


## Creating a Rental Unit with Usage Type Privately Financed Accommodation

1. Select your building again and choose .
2. Choose *Create rental unit* in the menu that appears.
3. Choose  *Copy from...*
4. Enter the following data:

Field	Data
Company code	1000
Business entity	2
Rental unit	10

5. Deselect the checks for conditions and areas.
6. Choose  *Copy*.
7. Enter a text for your rental unit.
8. In the *Building* field, enter the number of the building you have just created.
9. Choose the *Conditions* tabstrip.

Field	Data
Cond. eff. from	01/01/2000

10. Choose  *Copy*.

The system defaults a list of condition types. These are configured in Customizing.


11. Enter the following data:


Field	Data
Basic rent	500
Operat.costs adv.pmt	210

12. Choose the *Areas* tabstrip.

**Creating a Rental Unit with Usage Type Privately Financed Accommodation**

Field	Data
Living area	100

13. Choose  *Account assignment approval*.

14. Choose .

15. Choose  to return to the selection tree.



## Creating a Set for your Service Charge Settlement Master Data

## Creating a Set for your Service Charge Settlement Master Data

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose



3. In the menu that appears, choose *Create/change set*.

4. Enter the following data:

Field	Data
Set	You can use the following characters in set names: letters (but no umlauts), figures, underscores ("_") and hyphens ("-"). The first character must be a letter. The letter combinations "NOT", "AND", "NAND", "OR", "NOR", "TRUE", "T", "FALSE" and "F" are also not allowed. Blanks in the middle of the name are also not allowed.
Description	Customer-specific text
Object type	Select the object type: <i>Rental unit</i>

5. Choose *Maint. set*.

Here you assign the relevant objects to your set.

6. Choose *Objects*.

7. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of your business entity

All other fields should be left empty.

8. Choose .

A listing of all rental units in your business entity will appear.

9. Choose .

Your set has been created.


10. Choose until the *RE Object Browser* screen appears.

11. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose




→ *Add sets*.

**Creating a Set for your Service Charge Settlement Master Data**

12. A dialog box appears. Select your own set and choose .

Your set is now assigned to the *Rental unit worklist* folder.

13. In the *Worklist* section of the screen, choose  to assign the set to your own worklist.

14. Doubleclick the set to display your own structure.

15. Choose  to return to the selection tree.

## Creating Further Lease-Outs for Service Charge Settlement


### Use

You now assign a lease-out to each of the rental units you created in the previous script. Only enter the mandatory data in the lease-outs.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data for Service Charge Settlement* section.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on your rental unit with usage type *Office* and choose .

5. In the menu that appears, choose *Create lease-out*.

6. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Free adjustment
Rental start	01/01/2000
Term	120
Notice type	No period of notice

7. Choose the *Conditions* tabstrip.

You see that the conditions with their respective amounts are copied from the rental unit.

8. Choose the *Apportionment units* tabstrip.

You see that apportionment by *Living/usable area* is the standard setting for this usage type.

9. Choose  *Partners*.

10. Choose .


11. Doubleclick role *0600 Master tenant w.cust.acct*.

12. In the *Name* field, enter a name for you tenant and choose .


**Creating Further Lease-Outs for Service Charge Settlement**


The system now checks if a partner with this specific name already exists in the system.  
If no such partner exists, you are informed that that no partner has been selected.

13. Choose  *Organization*.


14. Complete your partner's address and choose .

The system will now prompt you to create a customer number for your partner.

15. Enter any number that is available from 1 to 99999 and choose .

16. Choose .


17. To activate the lease-out, select the rental unit and choose .

18. Place the cursor on your lease-out and choose .

19. Choose *Change Lease-Out: Master Data*.

20. Choose .

21. In the *Activation date* dialog box, enter the date 01/01/2000 and choose .

22. Place the cursor on your rental unit with usage type *Freely financed accommodat.* and choose .

23. In the menu that appears, choose *Create lease-out*.

24. Enter the following data:

Field	Data
Contract type	Commerc. agrmt
Adjustment type	Apartment rent
Rental start	01/01/2000
Term	120
Notice type	No period of notice

25. Choose  *Partners*.

26. Choose .

27. Doubleclick role *0600 Master tenant w.cust.acct.*


28. In the *Name* field, enter a name for you tenant and choose .

The system now checks if a partner with this specific name already exists in the system.  
If no such partner exists, you are informed that that no partner has been selected.

29. Choose  *Person*.






30. Complete your partner's address and choose .

The system will now prompt you to create a customer number for your partner.

31. Enter any number that is available from 1 to 99999 and choose .

32. Choose .

### Creating Further Lease-Outs for Service Charge Settlement

33. To activate the lease-out, select the rental unit and choose .
34. Place the cursor on your lease-out and choose .
35. Choose *Change Lease-Out: Master Data*.
36. Choose .
37. In the *Activation date* dialog box, enter the date 01/01/2000 and choose .
38. Choose  to return to the selection tree.

## Participating Rental Units

## Participating Rental Units

### Displaying Participation ID

#### Use

The participation ID identifies rental units belonging to one or more business entity that are to be considered in the service charge settlement. First you will view an existing participation ID.

#### Procedure

- Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Service Charge Settlement → SCS Infrastructure → Participation ID → Display</i>
<b>Transaction code</b>	FOJB

- Enter the following data:

Field	Data
Company code	1000
BE partic. RUs	2
ID particip. RUs	1

- Choose .

At the top of the screen you see the description of the participation ID. At the bottom you see the assigned rental units.

- Choose  to return to the selection tree.

### Creating Participation ID

#### Use

You will now assign your rental units to a participation ID to allow them to participate in the service charge settlement.

#### Procedure

- Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Service Charge Settlement → SCS Infrastructure → Participation ID → Maintain</i>
<b>Transaction code</b>	FOJA

- Enter the following data:

Field	Data
-------	------



Creating Participation ID

Company code	1000
BE partic. RUs	Number of your business entity
ID particip. RUs	Freely definable

3. Choose .
4. Enter a text for your participation ID.
5. Enter the following data:

Field	Data
Rental unit	Enter each of your rental units

You can leave the valid date fields blank. The result is that this participation ID is not subject to any time restrictions.

6. Choose .
7. Choose  to return to the selection tree.

## Settlement Unit

## Settlement Unit

## Displaying a Settlement Unit

### Use

The settlement unit contains the following information:



- Cost element (defined by the service charge key) for the breaking down of costs
- Basis for the apportioning of costs (apportionment unit)
- Rental units to which the costs are apportioned (participation ID)
- Period in which the settlement is made (settlement variant)

You will first assign a set to your worklist in the Object Browser and then display an existing settlement unit.



### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Settlement unit worklist* and choose .
3. In the menu that appears, choose *Add sets*.
4. A dialog box appears. Select set *AE\_1000* and choose .

The set is now assigned to the *Settlement unit worklist* folder.

5. In the *Worklist* section of the screen, choose  to assign the set to your own worklist.
6. Doubleclick the set to display the assigned data in the *Real Estate hierarchy* section.
7. Doubleclick settlement unit 1 with service charge key 100 in business entity 2 (the last in the list).
8. Choose .

At the top you see the description and assignment of this settlement unit. In the settlement period section, you see the period and the tenancy law. You can also see here that a participation ID has been assigned to this settlement unit.

9. Place your cursor on the line of the participation ID and choose .

The details of the participation ID are displayed. All rental units of business entity 2 are assigned this participation ID.

10. Choose .

11. Choose the *Settlement variant* tabstrip.



## Creating a Settlement Unit

The settlement variant *Yearly, 01/01 to 12/31* is assigned. This means that apportionable costs that were incurred in the course of the year are collected and passed on to the tenants in the service charge settlement.

12. Select the *Option rates* tabstrip.

You see the option rate calculation type and the option rates that have been calculated for each month.

13. Choose *Cost collector*.

You see that one cost collector is displayed for each period. In this case the cost collectors for the years 1997 and 1998 have already been settled. The cost collector for the year 1999 is released for account assignment and the others are not yet released.

14. Choose  to return to the selection tree.

## Creating a Settlement Unit


### Use

You will create a settlement unit for the service charge settlement with service charge key 800 so that you can then apportion the costs for gardening to your rental units (using the participation ID).

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this folder are now visible.

3. Doubleclick the set you have just created.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Place the cursor on your own business entity and choose  → *Create settlement units*.

5. Enter the following data:

Field	Data
Company code	1000
BE of particip. RUs	Number of your business entity
Service charge key	600 (House cleaning and vermin)
Settlement unit	Freely definable

6. Choose .

7. Enter the following data:

## Creating a Settlement Unit

Field	Data
Description	The description should be unique. We recommend including the number of your business entity in the description.
Tenancy law	1 (German tenancy law)
Valid from	01/01/2000
Participation ID	Number of your participation ID

8. Choose the *Settlement variant* tabstrip.

9. Enter the following data:

Field	Data
Apportionment unit	12 (Living/usable area)
SettVariant	A003 (1/2 yearly, 01/01-06/30 and 07/01-12/31)

10. Choose .

11. Select the *Option rates* tabstrip.


12. Enter *Square meter ratio (automatic)* as the option rate calculation type (*OptRt.calc.type* field).

13. Choose *Cost collector*.

14. Select the cost collector for the period 01/01/2000 to 06/30/2000.

15. Choose  *Generate*.

Postings can now be made on the cost collector.

16. Choose .

17. Choose .

18. Choose  to return to the selection tree.

## Post-Generating Settlement Participation

### Use

Since the settlement unit was created AFTER the lease-outs, you have to assign the settlement participation to these lease-outs. You have to do this because the settlement participation has a new settlement unit, and this means a master data change. If you were to create the lease-outs after the settlement unit, this step would not be necessary.

**There is no Display section to this process.**


### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Service Charge Settlement → SCS Infrastructure → Postgenerate Settlement Participation</i>
<b>Transaction code</b>	FO11

2. Enter the following data:

Field	Data
Company code	1000
Business entity	Number of your business entity
Service charge key	600 (House cleaning and vermin)
Settlement unit	Number of your settlement unit

3. Choose .

Your two lease-outs are displayed.

4. Select the two lease-outs and choose  *Settlement participation*.

Ignore any warnings that occur due to the heating costs.

5. Choose  to return to the selection tree.

## Service Charge Settlement Information in Lease-Out

## Service Charge Settlement Information in Lease-Out

### Displaying Information


#### Use

You need to define the settlement participation and the apportionment unit for a lease-out. First you view the information then you check that this important information is correct in your lease-outs.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen position your cursor on *Lease-out worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick set *MV\_1000*.

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Doubleclick lease-out *0002.0006.001*.

The lease-out data is displayed on the right side of the screen.

5. Choose .

6. Choose *Settlement participation*.

You see that three settlement participations have been assigned to the lease-out since 01/01/1997. On the right, you see the conditions of the service charge keys.

7. Choose  *Lease-out*.

8. Choose the *Apportionmnt units* tabstrip.

The costs are apportioned on the basis of living/usable area in this case. This value was copied automatically from the rental unit to the lease-out.

9. Choose  to return to the selection tree.

## Service Charge Settlement Information in your Lease-Out

#### Use


After you have post-generated the settlement participation in the previous script, you will now check the participation and the apportionment unit, and change them if necessary.

Service Charge Settlement Information in your Lease-Out

## Procedure

1. Call up the function as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, place your cursor on *Rental unit worklist* and choose .

The sets assigned to this worklist are now visible.

3. Doubleclick the set you created in the *Master Data for Service Charge Settlement* section.

The content of this set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Select your first rental unit and choose .

5. Doubleclick the lease-out to display the data on the right side of the screen.

6. Choose .

7. Choose *Settlement participation*.

You see that service charge key 600 is assigned to your lease-out.

8. Choose  *Lease-out*.

9. Choose the *Apportionmnt units* tabstrip.

The only value currently defined as the basis for apportioning costs is the living/usable area. If you wish to apportion costs based on other criteria, you would define other apportionment units here.

10. Choose  to save your data.

11. Repeat steps 4 to 10 for your second lease-out to display the data.

12. Choose  to return to the selection tree.

## Debit Position for your Lease-Outs

## Debit Position for your Lease-Outs

## Displaying Debit Position Simulation

## Use

Before you execute the service charge settlement, the debit position must have been run for the lease-outs concerned in the respective period. In this scenario you will simulate a debit position for lease-out 0002.00090.001.

## Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → LO Debit Position → Simulate</i>
<b>Transaction code</b>	FOSB

2. Enter the following data:

Field	Data
Debit pos.simulation month	10
Debit position simulation year	2000
Company code	1000
Lease-out	0002.0009.001

Do not make entries in any of the other fields. Make sure that the *Business entity* and *Rental unit* fields are empty.

3. Choose .

Based on the period and year you entered, all related dates will be adjusted by the system.

4. Choose .

The system displays a log of the debit position for October 2000, broken down by flow type or condition type. Three flow types or condition types are displayed: *Basic rent*, *operating costs AP* and *heating costs AP* (*AP* = advance payment).

5. Choose *Postings*.

All the transactions are displayed that the system has automatically posted in Financial Accounting.

6. Choose  to return to the selection tree.

## Simulating and Executing the Debit Position for your Lease-Outs

## Simulating and Executing the Debit Position for your Lease-Outs

### Use

Your tenants have to pay their rent every month. The rental amount is the total of the fixed basic rent and the advance payment for operating costs. Here you simulate the debit position for the month of January 2000 to make sure that the actual postings in Financial Accounting are correct. To speed up the process, you will simulate the debit position for the two lease-outs jointly.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → LO Debit Position → Simulate</i>
<b>Transaction code</b>	FOSB

Bill the tenant for January 2000. Make sure that the *Business entity* and *Rental unit* fields are empty.

2. Enter the following data:

Field	Data
Debit pos.simulation month	01
Debit position simulation year	2000
Company code	1000
Lease-out (first entry)	Number of your first lease-out
Lease-out (second entry)	Number of your second lease-out



You do not have to enter any other data.

3. Choose .

Based on the period and year you entered, all related dates will be adjusted by the system.

4. Choose .

The system displays the rental fee for January 2000, broken down by flow type/condition type. You see two flow types or condition types: *Basic rent* and *Operating costs advance payment*.

5. To view the postings generated in Financial Accounting, choose  *Postings*.
6. Choose  to return to the selection tree.

## Executing the Debit Position as an Update Run

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Postings → LO Debit Position → Execute</i>
<b>Transaction code</b>	FOSA

**Simulating and Executing the Debit Position for your Lease-Outs**


2. Enter the following data:

Field	Data
Month for debit position	01
Debit position year	2000
Company code	1000
Lease-out (first entry)	Number of your first lease-out
Lease-out (second entry)	Number of your second lease-out


Do not enter data in any other fields.

3. Choose .

Based on the period and year you entered, all related dates will be adjusted by the system.

4. Choose .

The system generates the displayed postings in Financial Accounting.

5. Choose  and repeat steps 1 to 4 to carry out the debit position for your lease-outs for the months of February through to June.



## Monthly Incoming Payments

### Use

When you arrange a tenancy with an external tenant, he or she will be expected to pay you the agreed rent amount on a monthly basis. In this process you will post your tenants' monthly payments for the first half of the year 2000 using the *Fast-Entry Incoming Payment* function.

**There is no display section in this process.**

### Procedure

1. Call up the transaction as follows:




<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Incoming Payments/Account Maintenance → Fast-Entry Manual Incoming Payment</i>
<b>Transaction code</b>	FOMY

2. Enter the following data:

Field	Data
Document date	01/01/2000
Posting date	01/01/2000
Account	113100
Value date	01/01/2000
Contract	Enter the lease-out numbers in separate fields
AccAssAmnt (RU office)	1229.60
AccAssAmnt (RU apartment)	710
PM (Payment method)	C (Your customer pays by check)



With the *Fast-Entry Manual Incoming Payment* function you can make postings for several lease-outs at the same time.

3. Choose .
4. Choose  to return to the lease-out *Manual Incoming Payments* screen.
5. Repeat the process for the months of February to June of year 2000 (steps two to four). Be sure to enter the correct dates for the *Document date*, *Posting date* and *Value date*. For instance, for the month of February you should enter 02/01/2000.
6. Choose  to return to the selection tree.

## Displaying and Posting Invoice for Apportionable Costs

### Displaying an Invoice for Apportionable Costs

#### Use

Throughout the year apportionable costs are incurred that have to be billed to the tenant in the service charge settlement. These costs are posted in Financial Accounting, where they receive a document number. In this script you will display a document containing costs that have already been apportioned to the tenants in the previous service charge settlement.

#### Procedure

1. Call up the function as follows:

<b>Menu path</b>	<i>Accounting → Financial Accounting → General Ledger → Document → Display</i>
<b>Transaction code</b>	FB03

2. Enter the following data:

Field	Data
Document number	1900004838
Company code	1000
Fiscal year	1998

3. Choose .

You can see that the document consists of three line items.

4. Left-mouse click the entry *1* in the *ltn* column.



You see the first line item of vendor invoice 3454 dated 10/31/1998.

5. Choose .

6. In the *Additional account assignments* section, choose *Real estate obj* .



In the additional account assignment window, you see that the invoice was accounted to settlement unit 1 of business entity 1 with service charge key 100. The reference date is the year 1998. This means that these costs were apportioned in the service charge settlement for 1998.

7. Close the window with .
8. Choose  to return to the selection tree.

Posting Apportionable Costs for your Service Charge Settlement

## Posting Apportionable Costs for your Service Charge Settlement

### Use

The vendor invoices are posted in Financial Accounting as documents. As a simple example of function, you will post one invoice for apportionable costs in Financial Accounting. Then you will apportion the amount to your tenants in the service charge settlement.



### Procedure

1. Call up the transaction as follows

<b>Menu path</b>	<i>Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice</i>
<b>Transaction code</b>	FB60

2. Enter the following data:



Field	Data
Vendor	3104
Invoice date	Any date in 2000, such as 04/03/2000
Posting date	Any date in 2000, such as 04/03/2000
Amount	3600
Calculate tax	Check box

3. Choose  *Tree on*.
4. Since you are posting a settlement with a date in the past, override the warnings with .
5. Expand the file *Screen variants for items* and choose the variant AC290.

The entry fields in the account assignment block are now limited to the relevant data.

6. Enter the following data:

Field	Data
G/L acct	470400
Amount in doc.curr.	3600
Business entity	Number of your business entity
Service charge key	600
Settlement unit	Number of your settlement unit
Val.date	A date in the first half of 2000

7. Choose .
8. Choose .
9. End the transaction by pressing .

---

Posting Apportionable Costs for your Service Charge Settlement

## Calculating Option Rate

### Displaying a Building for Which Option Rate Has Already Been Calculated


#### Use

The option rate is used solely in Germany. It is the percentage share of commercial rental in relationship to the total rental. Based on this percentage rate, the input tax can be claimed in the tax return. Here you see the calculated option rates that are defined in the building master record.

#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Master Data → Object Browser</i>
<b>Transaction code</b>	FOBJECTBROWSER

2. In the *Worklist* section of the screen, position your cursor on *Building worklist* and choose .

The sets assigned to this folder are now visible.

3. Double-click set *GE\_1000* (buildings in company code 1000).

The content of your set is now displayed in the *Real Estate hierarchy* part of the screen.

4. Double-click *GE 2/2* (building 2 in business entity 2).

On the right side of the screen the data for this building is displayed.

5. Choose the *Value* tabstrip.

Here you see the type of option rate calculation and the value that has been calculated for each month.

6. Choose  to return to the selection tree.

## Calculating the Option Rate for your Master Data

#### Use

You will now calculate the option rate for the master data you have created.

#### Procedure

1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Country Specifics → Input Tax Processing → Determine Option Rates</i>
<b>Transaction code</b>	FOVA

**Calculating the Option Rate for your Master Data**

2. Enter the following data:

Field	Data
Company code	1000
Calculation key date	01/01/2000
Business entity	Number of your business entity

3. The indicator in the *Text run* field should be set.

4. Choose .

The option rate for your two rental units should be 60%.

5. Choose  once, deselect the *Test run* indicator and choose  again.

6. Repeat steps two to five (you don't have to carry out the test run) for the months of February through to June.

7. Choose  to return to the selection tree.

## Simulating and Posting Input Tax Distribution

### Displaying an Input Tax Distribution Log

#### Use

Based on the option rate, the input tax of the vendor invoices for apportionable costs is divided up into deductible and non-deductible portions. You will first view a log for input tax that has already been distributed.


#### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Country Specifics → Input Tax Processing → Input Tax Distribution → Log</i>
<b>Transaction code</b>	FO8DN

2. Enter the following data:

Field	Data
Company code	1000
Fiscal year	1999
Debit position ID	16

3. Choose .

You see a list of data relative to the input tax distribution.

4. Choose  to return to the selection tree.

### Input Tax Distribution for your Master Data

#### Use

You will now simulate and post the input tax distribution for the master data you have created.

#### Procedure

1. Call up the transaction as follows:







<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental Accounting → Country Specifics → Input Tax Processing → Input Tax Distribution → Simulate</i>
<b>Transaction code</b>	FO8DA

2. Enter the following data:

Field	Data
Company code	1000

**Input Tax Distribution for your Master Data**

Fiscal year	2000
-------------	------

3. Choose  *Settl.unit* and enter the number of your business entity, service charge key 600 and the number of your settlement unit.
4. Choose .  
The invoice amount and the related tax are displayed.
5. Select the document and choose  *Simulation*.
6. Enter document type SA and choose .  
The tax amount is now divided into a deductible and a non-deductible portion on the basis of the option rate. Now post these amounts.
7. Choose  *Post*.
8. Choose  to return to the selection tree.



## Simulating Service Charge Settlement

### Use




Every year you have to carry out the service charge settlement for the previous year. The actual costs incurred are cleared against the advance payments made for operating costs. This results in receivables or credit memos.

You will now distribute the amount just posted to your lease-outs. First you will simulate this process.

### Procedure

1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Service Charge Settlement → Service Charge Settlement → Operating Costs → Simulate</i>
<b>Transaction code</b>	FON1

2. Choose .
3. In the *Find Variant* dialog box, delete all entries and choose .
4. Select *Variante 1000* and choose .

Some fields already have default data. Do not change the data.

5. Enter the following data:


Field	Data
Business entity	Number of your business entity

6. Choose .

The system displays your settlement unit again for selection. In the simulation you can choose between different settlement units and thus carry out the simulation separately for each settlement unit. However this is not possible when you finally execute the service charge settlement.

7. Choose  *Start simulation*.

The system reports that the settlement has been run successfully.

8. Choose  *Result*.

You see that the amounts in the invoice you previously posted have been divided up between the two lease-outs.

9. Choose  to return to the selection tree.

## Executing Service Charge Settlement

## Executing Service Charge Settlement

### Use




Every year you have to carry out the service charge settlement for the previous year. The actual costs incurred are cleared against the advance payments made for operating costs. This results in receivables or credit memos. The advance payments can be automatically adjusted when the service charge settlement is carried out. You will do this in the final script of the **Service Charge Settlement** section so that the individual processes are easy to comprehend. There is no *Display* section.

**Do not carry out the service charge settlement on data that you did not enter yourself.**


### Procedure


1. Call up the transaction as follows:


<b>Menu path</b>	<i>Accounting → Real Estate Management → Service Charge Settlement → Service Charge Settlement → Operating Costs → Execute</i>
<b>Transaction code</b>	FON2


2. Choose .
3. In the *Find Variant* dialog box, delete all entries and choose .
4. Select *Variante 1000* and choose .
5. Enter the following data:

Field	Data
Business entity	Number of your business entity

6. Choose .
 

A list is displayed where you can select the business entity to be settled, the service charge key and the relevant settlement unit.
7. Select your business entity by checking the box to the left of the business entity number.
8. Choose  *Execute + Post*.
 

The system displays a message that the settlement was successfully carried out.
9. Choose  *Result*.
 

You see the distribution of costs as they were previously displayed in the simulation.
10. Note the identification text of your service charge settlement.
11. Choose  to return to the selection tree.

## Calculating and Activating the Advance Payment Adjustment

### Displaying a Rent Adjustment on the Basis of a Service Charge Settlement

#### Use

It is not possible to demonstrate the calculation and activation of new payments due to a service charge settlement in the display mode. After the activation is carried out, the condition data in the lease-outs is updated. In this scenario you will display a lease-out after it has been adjusted on the basis of a service charge settlement.



#### Procedure

1. Call up the transaction as follows:



<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOV3

2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Lease-out	0002.0003.001

3. Choose .
4. Choose *Extras → Rent adjustments → Adjustments made*.
5. Place your cursor on the valid-from date and choose .

In the detail screen you see the old and the new amount, the relative and absolute increase, and other information.

6. Choose .
7. Choose  to return to the selection tree.

## Calculating and Activating the Advance Payment Adjustment for your Lease-Outs

#### Use

You can calculate and activate future advance payment amounts based on the amount of the advance payments already made and the costs that are actually incurred. When you activate the adjustment, the condition is automatically updated in the lease-out. First you will calculate the advance payment adjustment.

## Displaying the Adjusted Lease-Outs




### Procedure


1. Call up the function as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Service Charge Settlement → Service Charge Settlement → Operating Costs → Adjust Advance Payment/Flat Rate → Calculate</i>
<b>Transaction code</b>	FOP6

2. Enter the following data:

Field	Data
Company code	1000
Settlement identification	Identification of your own service charge settlement
Valid-to date of adjustment	07/01/2001

3. Choose .
4. Confirm any system messages with .
5. To activate the adjustments, select both lease-outs and choose .
 

As a safety check, a dialog box appears asking you if you want to activate the adjustment.
6. Choose Yes.
7. Choose  to return to the selection tree.



## Displaying the Adjusted Lease-Outs


1. Call up the transaction as follows:

<b>Menu path</b>	<i>Accounting → Real Estate Management → Rental → Tenant Information</i>
<b>Transaction code</b>	FOV3


2. Enter the following data:

Field	Data
Key date	Today's date
Company code	1000
Lease-out	Number of your lease-outs

3. Choose .
4. Choose *Extras → Rent adjustments → Adjustments made*.
5. Place your cursor on the valid-from date and choose .
 

In the detail screen you see the old and the new amount, the relative and absolute increase, and other information.
6. Choose .

Displaying the Adjusted Lease-Outs

7. Choose  to return to the selection tree.