

RE80: Create Lease Contract for Non-Road Reserve Transaction Guide

This guide shows you how to use RE80 (Real Estate Navigator) to create a lease for a non-Road Reserve Property. Use either the quick-step procedure below or the detailed procedure with screen shots which follows.

This transaction is used to create a lease for a non-road reserve Property record and is part of the PM7.1 Lease Property process.

Access the **RE Navigator** initial screen through either:

- the transaction code **RE80**, or
- the menu path: **Real Estate Management > Master Data > RE Navigator**.

Prerequisites

The property must already have been set-up as a Property record (Architectural Object) in SAP and have the User Status of MGMT – Held for Management. Use the [RE80 \(Update Property Status\)](#) transaction guide to do this.

Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	Select Object Overview in the Navigation area.
2.	Select Real Estate Contract from the drop-down list, and then click the Create icon.
3.	Complete the following fields in the Create Real Estate Contract dialog box and then click the Enter icon (tick): <ul style="list-style-type: none"> • Contract Type (e.g. Residential Lease). • Company code (e.g. 1000). <p>Result: The REC <Type of Lease> Lease <NEW> Create: General Data screen opens in the right-hand pane with the default General Data tab displaying. (Note that the last part of the screen name changes as you move between the tabs.)</p>
4.	Enter the Name of the Lessee and the property address (e.g. Buck Arnold 125 Taylor Terrace Wellington) in the Contract Name field of the Contract section.
5.	Click the Change Authorization Group icon in the Authorization Group section and do the following: <ul style="list-style-type: none"> • click the Search icon in the Authorization Group dialog box • select the required Authorisation Group (e.g. Wellington) from the list that displays, and • click the Enter icon twice.
6.	Select the Partners tab and do the following: <ul style="list-style-type: none"> • Click the Assign new partner icon. • Select the relevant option from the drop-down list (e.g. Contract Partner – the mandatory partners required are Contract Partner, Property Management Company, and Property Manager). • enter search terms (e.g. Name1/LastName, Street or City) in the Business Partner Search dialog box. • click the Enter icon.

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Step	Action
7.	<p>If the partner:</p> <ul style="list-style-type: none"> displays in the search results list (i.e. is an existing Business Partner), then select them and click the Enter icon. Go to step 10. does not display in the search results list (i.e. is a new Business Partner), then close the search and go to step 8.
8.	<p>Select either Person or Organization. (Select Person if the Business Partner is an individual person, for all other entities select Organization.)</p> <p>Result: The Create <Person/Organization>: Role Contract Partner screen is displayed.</p>
9.	<p>Complete the details of the Business Partner, and then click the Back icon once you have entered all relevant details. Refer to the RE80 (Create Business Partner) transaction guide for more detail.</p> <p>Note: For a Business Partner created for a property lease, the following should be done:</p> <ul style="list-style-type: none"> the Authorization Group selected should be '8800 Property General', and the new business partner's bank account details are loaded. <p>Note: A Business Partner may have more than one bank account loaded, so each is given an ID. The ID of the bank account selected in the Lease agreement, is used to clear open items.</p> <p>Result: The REC <Type of Lease> Lease <NEW> Create: Partners screen is displayed.</p> <p>Note: The Business Partner ID no. is not assigned until the new Real Estate Contract is saved.</p>
10.	<p>Complete the Start relnship. (e.g. 10.05.2013) field on the Details section.</p> <p>Note: Ensure that these fields are completed for all partners, and that all dates align.</p>
11.	<p>Repeat steps 6 to 10 to add all relevant partners (i.e. Contract Partner, Property Management Company, and Property Manager).</p> <p>Note: If you click the Save icon without selecting the required partners, the system displays an error message at the bottom of the screen prompting you to add them.</p>
12.	<p>Complete the following fields on the Term tab, and press Enter:</p> <ul style="list-style-type: none"> Contract start Date (e.g. 01.05.2013). Cash Flow From (e.g. 11.05.2013) if different to contract start date. 1st Contract end (e.g. 11.05.2014) Leave this field blank if the lease is open-ended. First Posting From (e.g. 20.05.2013) if required. <p>Result: In the Term Information section, the Current Status is updated (e.g. Term from 01.05.2013 Open-ended), along with the following fields:</p> <ul style="list-style-type: none"> Poss. Partner Notice (e.g. 07.06.2013). Possible Own Notice (e.g. 15.08.2013).

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Step	Action
13.	On the Objects tab, select REC <NEW> under the Object Hierarchy list. Note: This is where you link the contract to the Property record (Architectural Object) and the Property WBS element.
14.	Click the Assign icon.
15.	Select either AO (Architect. Object) or WBS (WBS Element) from the Object Type (1) dialog box that displays and click the Enter icon. Note: Both of these options need to be assigned.
16.	Enter the search criteria for the object you have selected in the Restrict Value Range (1) dialog box displayed and click the Find icon (Binoculars).
17.	Select either the property record the lease is for (e.g. 88000158 Gregor 125 Taylor Terrace) or the WBS (e.g. 88000158) in the Restrict Value Range (1) dialog box and click the Enter icon. Note: The Property Management WBS must be used, which has the prefix 88*****.
18.	Complete the Relationship Valid From (e.g. 01.05.2013) field on the Object section and click the Enter icon.
19.	Repeat steps 13-18 until both the WBS and Architectural Object have been linked.
20.	Click on the Posting Parameters tab, and on the Posting tab, complete the Bank Det. Inc. field (e.g. 001). Note: A Business Partner may have more than one bank account loaded, so each is given an ID. The ID of the bank account selected here, is used to clear open items for this lease agreement. For the bank account(s) details to be available they must be set-up in the Business Partner record.
21.	Select Frequency from the list on the Posting Parameters tab.
22.	Complete the following fields on the Frequency tab and press Enter: <ul style="list-style-type: none"> • Number (e.g. Fortnightly is standard for residential leases, and Monthly is standard for commercial leases). • Frequency and “in” (e.g. “14” in “Days” described fortnightly rent payments) • FrequencyStart (e.g. Custom). • User-Def. Start (e.g. 01.06.2013). This field only displays if ‘Custom’ is selected in the FrequencyStart field. • Prorated (e.g. Contract or Rental Object Start and End, Pro Rata). • Amt. Reference (e.g. Cyclical Amount). • Calc. Method (e.g. Exact Days). • Payment form (e.g. In Advance). • Due date (+/-) (e.g. Standard). • Start/end (e.g. Move Due Dates at Start and at End).
23.	Click on the Conditions tab, and then click on the Insert Conditions icon. Note: If the Choose Calculation Object for Condition dialog box displays, select the WBS element (e.g. 88000158) and click the Enter icon.

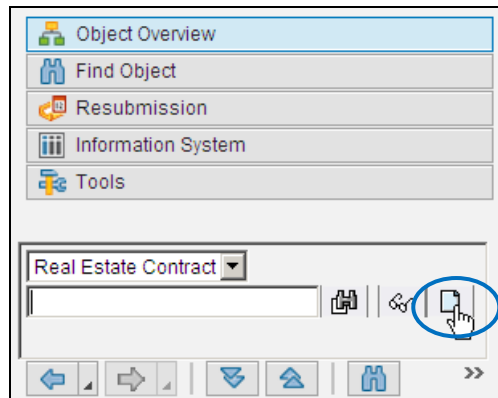
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Step	Action
24.	Place a tick in the box to the left of the Condition Type Name field (e.g. 100 Rent Residential) in the Condition Type 9 Entries dialog box and click the Enter icon. Result: The Condition screen displays.
25.	Enter the amount (e.g. 600) in the Unit Price field and press Enter. Result: The Conditions are updated, showing the fortnightly rental amount. Note: The Valid From date must not be before the Frequency Start Date identified in the Posting Parameters tab.
26.	Click the Simulate button the check the postings for the dates entered on the Terms tab. Result: The simulation shows the rent payments for a fixed term residential rental agreement. Notes: <ul style="list-style-type: none"> • Always use Simulation to check that the conditions entered are correct. If the posting are not expected, check the following dates are entered correctly on the Terms tab: <ul style="list-style-type: none"> ○ contract start and end (if required) ○ cash flow start, and ○ postings. • Simulations can be run again and again to check different entries. • To go back to the Conditions tab, click the To Conditions button.
27.	Once all required details are entered on the tabs, click the Check icon on the menu bar to verify the data and correct any errors.
28.	Once there are no errors, click the Save icon. Result: At the bottom left-hand side of the screen, the message 'Real Estate Contract no. <1000/1 *****> has been created' is displayed.
29.	Click the Activate icon to activate the lease.
30.	Click Yes in the Execute Activity dialog box that displays. Result: At the bottom left-hand side of the screen, the message 'Status is changed' is displayed.
31.	Click the Save icon again to confirm.
32.	The Real Estate Contract has been set-up, linked to the Property Record (Architectural Object), and activated. Now the Contract Partner (Business Partner) must be linked into the Financial Accounts by creating a Contract Account. Use the CAA1 (Create Contract Account) transaction guide to do this.
33.	Once the Contract Account has been set up for the Contract Partner, display the Real Estate Contract and check the Contract Acct field on the Partners tab. Note: The Contract Account that you have just created should be displayed. A Contract Partner may have more than one Contract Account, but each Contract Account is unique to a particular Real Estate contract.

Detailed procedure

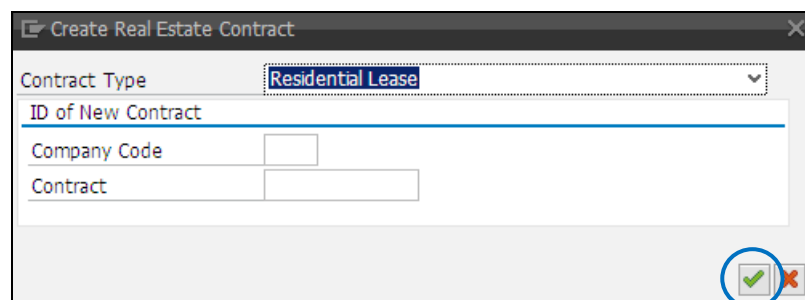
Follow the steps below to complete this transaction.

1. Select **Object Overview** in the Navigation area.
2. Select **Real Estate Contract** from the drop-down list, delete any contract numbers in entry box, and then click the **Create** icon (circled below).

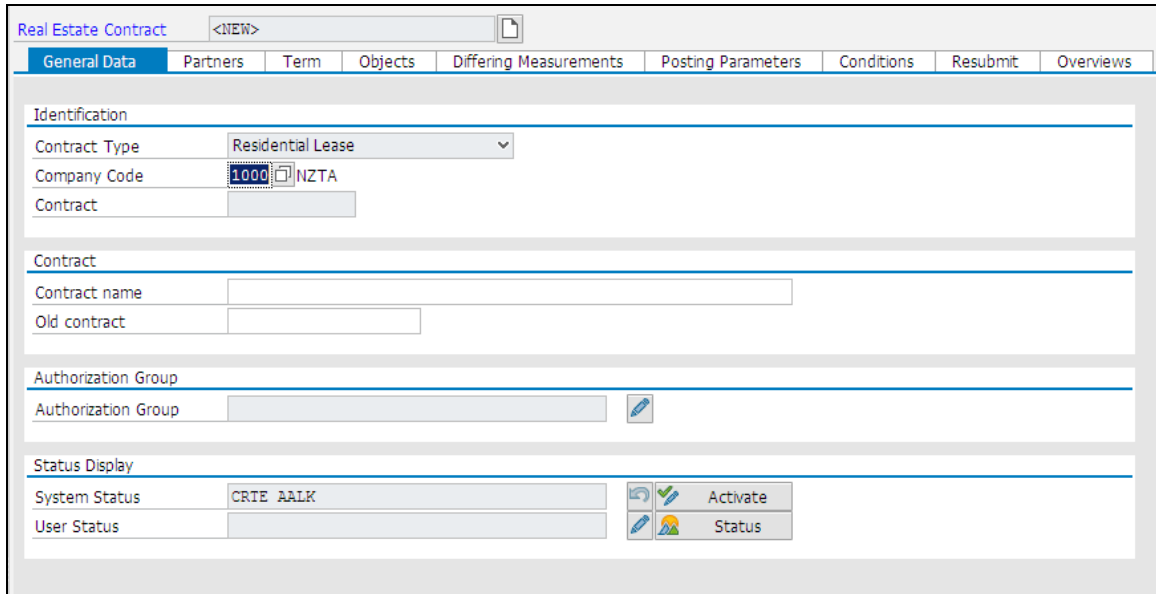


3. Complete the following fields in the **Create Real Estate Contract** dialog box that displays and then click the **Enter** icon (circled below):

Field	Description
Contract Type	<p>The contract type (e.g. Residential Lease) controls:</p> <ul style="list-style-type: none"> • the purpose served by the real estate contract, for example: Lease-in, Lease-out, Security deposit agreement, Purchase, Sale, Service contract, and • how the real estate contract behaves during certain processes, for example if it: <ul style="list-style-type: none"> ○ is an external, internal, or G/L account contract ○ is an occupancy or non-occupancy contract ○ handles commercial real estate or residential real estate processes, and/or ○ is for offering or using objects or services from the viewpoint of the company code in which the real estate contract was created.
Company code	The code of the company (e.g. 1000 NZTA).

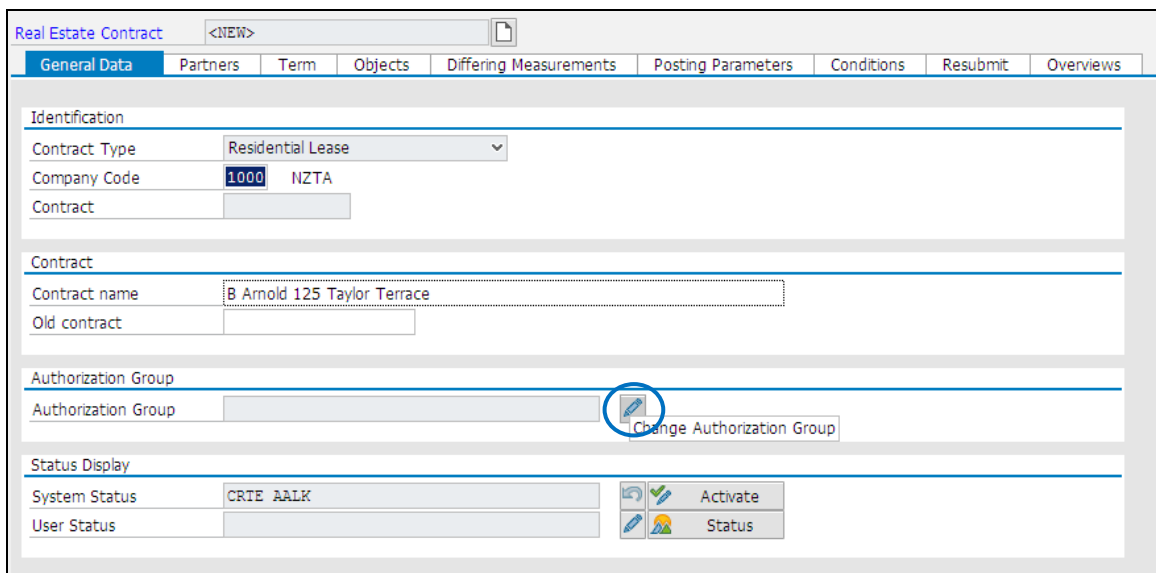


Result: The **REC <Type of Lease> Lease <NEW> Create: General Data** screen opens in the right-hand pane with the default **General Data** tab displaying. (Note that the last part of the screen name will change as you move between the available tabs.)




The screenshot shows the 'Real Estate Contract' form in SAP, with the 'General Data' tab selected. The 'Identification' section contains the following fields: 'Contract Type' (Residential Lease), 'Company Code' (1000 NZTA), and 'Contract'. The 'Contract' section contains 'Contract name' and 'Old contract'. The 'Authorization Group' section contains 'Authorization Group'. The 'Status Display' section contains 'System Status' (CRTE AALK) and 'User Status'. There are 'Activate' and 'Status' buttons.

4. Enter the Name of the Lessee and the property address (e.g. Buck Arnold 125 Taylor Terrace Wellington) in the **Contract Name** field of the **Contract** section.



The screenshot shows the same SAP form as above, but with the 'Contract name' field populated with 'B Arnold 125 Taylor Terrace'. A blue circle highlights the 'Change Authorization Group' icon in the 'Authorization Group' section.

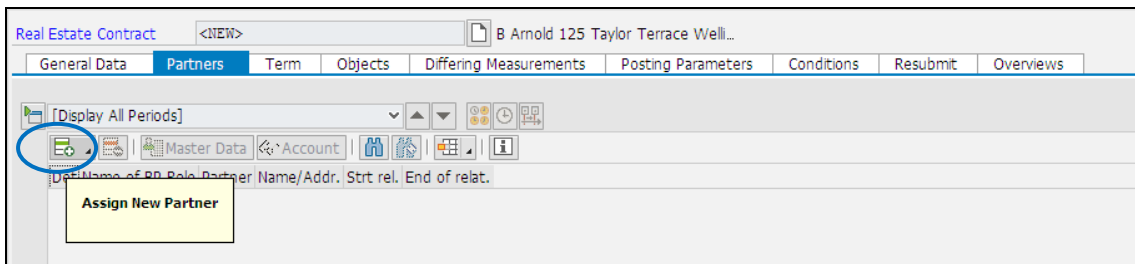
5. Click the **Change Authorization Group** icon In the **Authorization Group** section and do the following:
 - click the **Search** icon in the **Authorization Group** dialog box
 - select the required Authorisation Group (e.g. Wellington) from the displayed list, and
 - click **Enter** icon twice.



The screenshot shows the 'Authorization Group' dialog box. It has a search field and a search icon (magnifying glass) circled in blue. There are also 'OK' and 'Cancel' buttons at the bottom right.

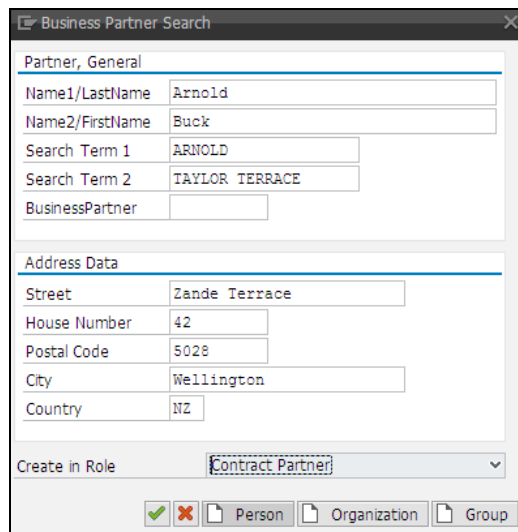
6. Select the **Partners** tab and do the following:

- Click the **Assign new partner** icon (circled below).
- Select the relevant option from the drop down list (e.g. Contract Partner – the mandatory partners required are Contract Partner, Property Management Company, and Property Manager).
- Enter search terms (e.g. Name1/LastName, Street or City) in the **Business Partner Search** dialog box.
- Click the **Enter** icon.



7. If the partner:

- displays in the search results list (i.e. is an existing Business Partner), then select them and click the **Enter** icon. Go to step 10.
- does not display in the search results list (i.e. is a new Business Partner), then close the search and go to step 8.



Partner, General	
Name1/LastName	Arnold
Name2/FirstName	Buck
Search Term 1	ARNOLD
Search Term 2	TAYLOR TERRACE
BusinessPartner	
Address Data	
Street	Zande Terrace
House Number	42
Postal Code	5028
City	Wellington
Country	NZ
Create in Role	Contract Partner

8. Select either Person or Organization. (Select **Person** if the Business Partner is an individual person, for all other entities select **Organization**.)

Result: The **Create <Person/Organization>: Role Contract Partner** screen is displayed.

Create Person: Role Contract Partner

Business Partner Grouping Real Estate Partner (1)
 Create in BP role Contract Partner (New)

Address | Address Overview | Identification | Control | Payment Transactions | Biller Direct | Status | Where-Used List

Name
 Title Mr.
 First name Buck
 Last name Arnold

Search Terms
 Search Term 1/2 ARNOLD TAYLOR TERRACE

Standard Address
 Print Preview
 Street Address
 Street/House number Zande Terrace 42
 Postal Code/City 5028 Wellington
 Country NZ New Zealand Region

PO Box Address
 PO Box
 Postal Code

Communication
 Telephone 044785550 Extension
 Mobile Phone 0275558875
 Fax Extension
 E-Mail
 Standard Comm.Method
 Other communication...
 Dependent -> Independent..

Comments
 Address Valid From 01.01.0001 Address Valid To

9. Complete the details of the Business Partner, and then click the **Back** icon once you have entered all relevant details. Refer to the [RE80 \(Create Business Partner\)](#) transaction guide for more detail.

Note: For a Business Partner created for a property lease, the following should be done:

- the Authorization Group selected should be '8800 Property General', and
- the new business partner's bank account details are loaded.

Result: The REC <Type of Lease> Lease <NEW> Create: Partners screen is displayed.

Note: The Business Partner ID no. is not assigned until the new Real Estate Contract is saved.

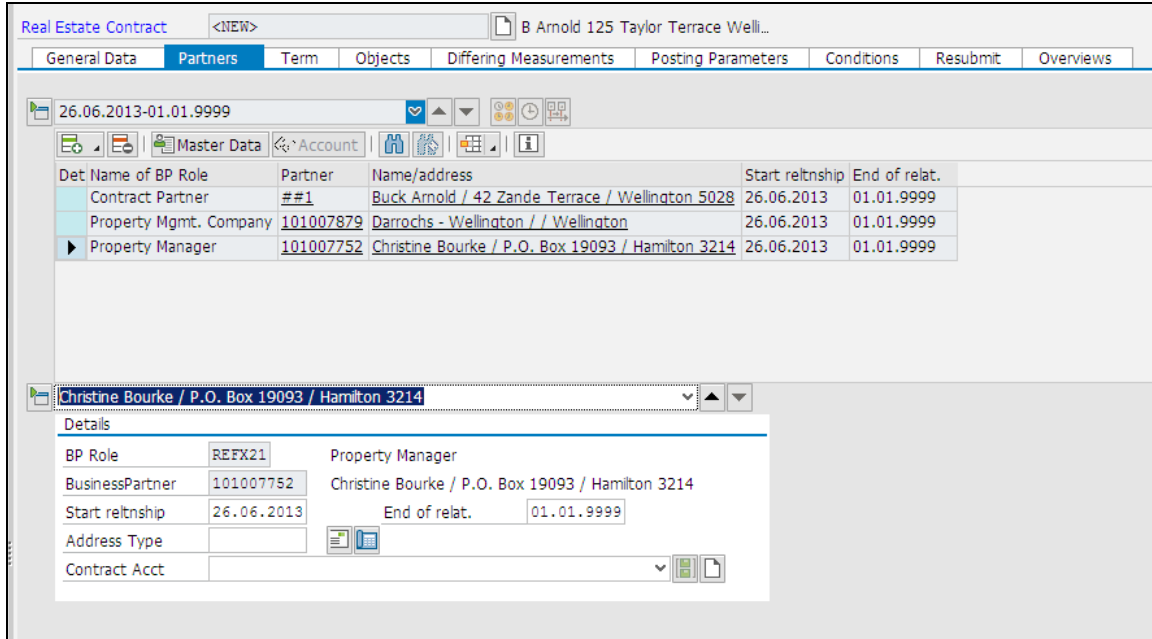
10. Complete the following field on the **Details** section:

Field	Description
Start relnshp.	Date from which the relationship is valid (e.g. 10.05.2013).

Note: Ensure that this field is completed for all partners, and that the dates align.

11. Repeat steps 6 to 10 to add all relevant partners (i.e. Contract Partner, Property Management Company, and Property Manager).

Note: If you click the **Save** icon without selecting the required partners, the system displays an error message at the bottom of the screen prompting you to add them.



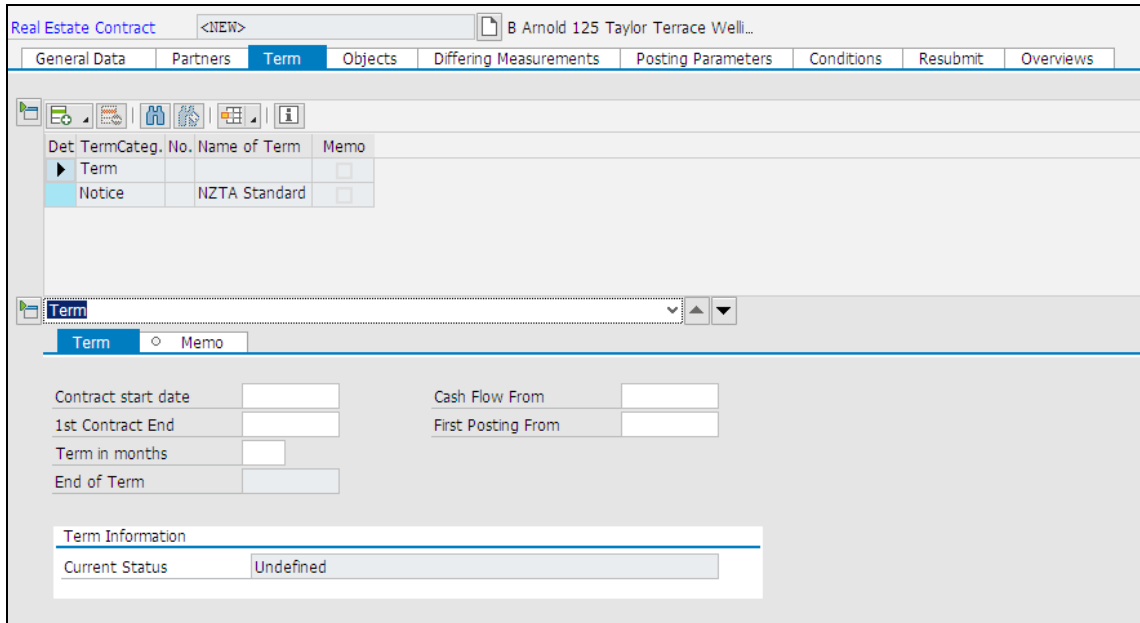
The screenshot shows the SAP Real Estate Contract interface. The title bar indicates the contract is for 'B Arnold 125 Taylor Terrace Welli...'. The 'Partners' tab is active, displaying a table of partners. Below the table, the details for the selected partner 'Christine Bourke / P.O. Box 19093 / Hamilton 3214' are shown.

Det Name of BP Role	Partner	Name/address	Start reltnship	End of relat.
Contract Partner	#=1	Buck Arnold / 42 Zande Terrace / Wellington 5028	26.06.2013	01.01.9999
Property Mgmt. Company	101007879	Darrochs - Wellington / / Wellington	26.06.2013	01.01.9999
Property Manager	101007752	Christine Bourke / P.O. Box 19093 / Hamilton 3214	26.06.2013	01.01.9999

Details	
BP Role	REFX21 Property Manager
BusinessPartner	101007752 Christine Bourke / P.O. Box 19093 / Hamilton 3214
Start reltnship	26.06.2013 End of relat. 01.01.9999
Address Type	
Contract Acct	

12. Complete the following fields on the **Term** tab and press Enter:

Field	Description
Contract start date	Start date of the contract (e.g. 01.05.2013).
Cash Flow From	Date starting on which the agreed conditions are considered during generation of the cash flow (e.g. 11.05.2013). Note: Generally cash flow starts from contract start date. Only use this field if different.
1 st Contract end	Contract end date for a fixed-term contract, or for a contract with options and/or automatic renewals (e.g. 11.05.2014). Note: If the lease is open-ended (as is for most residential leases), leave this field blank.
First Posting From	This date is relevant for legacy data transfer (e.g. 20.05.2013). The date can be entered in the "Term Data" of the contract, in the "General Data" of the rental object, or in the conditions. The date in the condition is given priority over the date in the contract term data, assuming that one is entered.



Real Estate Contract <NEW> B Arnold 125 Taylor Terrace Welli...

General Data Partners **Term** Objects Differing Measurements Posting Parameters Conditions Resubmit Overviews

Det	TermCateg.	No.	Name of Term	Memo
▶	Term			
	Notice		NZTA Standard	

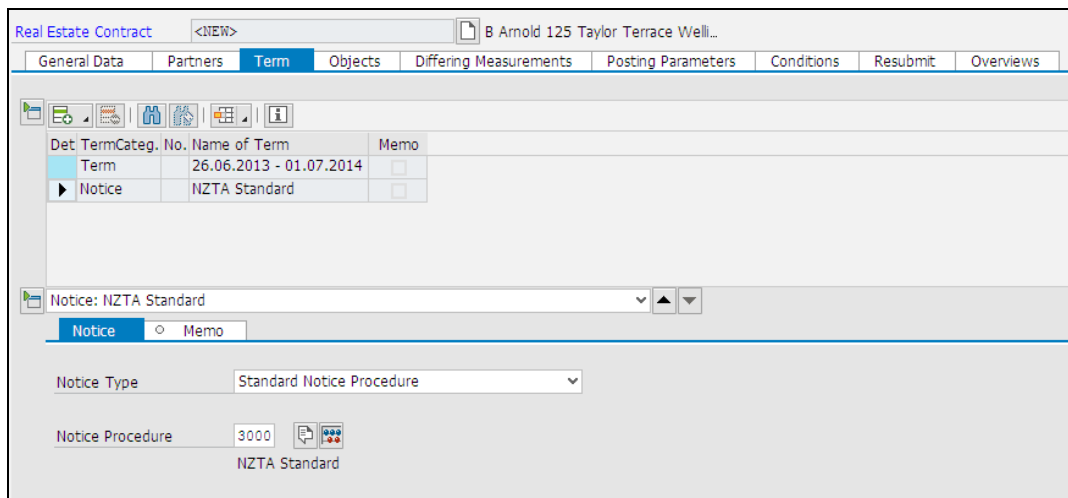
Term

Contract start date: Cash Flow From:
 1st Contract End: First Posting From:
 Term in months:
 End of Term:

Term Information
 Current Status: Undefined

Result: In the **Term Information** section, the Current Status is updated (e.g. Term from 01.05.2013 Open-ended), along with the following fields:

- Poss. Partner Notice (e.g. 07.06.2013).
- Possible Own Notice (e.g. 15.08.2013).



Real Estate Contract <NEW> B Arnold 125 Taylor Terrace Welli...

General Data Partners **Term** Objects Differing Measurements Posting Parameters Conditions Resubmit Overviews

Det	TermCateg.	No.	Name of Term	Memo
	Term		26.06.2013 - 01.07.2014	
▶	Notice		NZTA Standard	

Notice: NZTA Standard

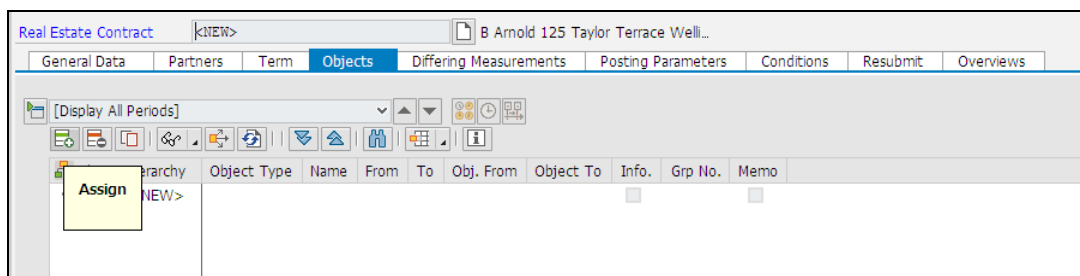
Notice Type: Standard Notice Procedure

Notice Procedure: 3000 NZTA Standard

13. On the **Objects** tab, select **REC <NEW>** under the **Object Hierarchy** list.

Note: This is where you link the contract to the Property record (Architectural Object) and the Property WBS element.

14. Click the **Assign** icon.



Real Estate Contract <NEW> B Arnold 125 Taylor Terrace Welli...

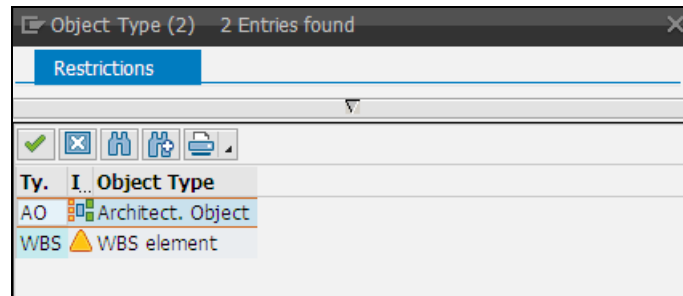
General Data Partners Term **Objects** Differing Measurements Posting Parameters Conditions Resubmit Overviews

[Display All Periods]

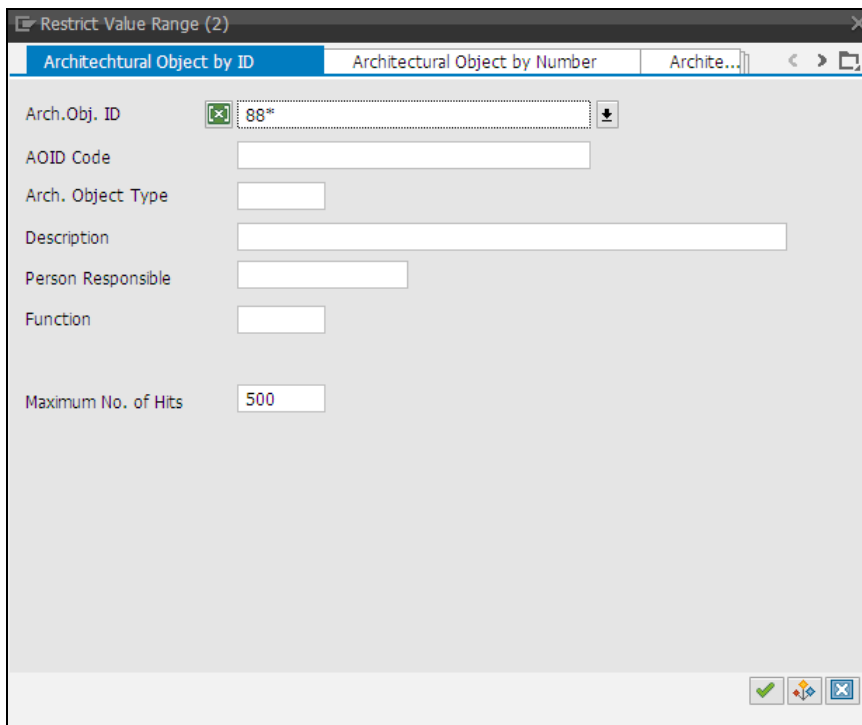
Assign	Hierarchy	Object Type	Name	From	To	Obj. From	Object To	Info.	Grp No.	Memo
	NEW>									

15. In the **Object Type (1)** dialog box that displays, select (so it is highlighted in blue) either the **AO (Architect. Object)** or the **WBS (WBS Element)** and click the **Enter** icon.

Note: Both of these options need to be assigned.



16. Enter the search criteria for the object you have selected in the **Restrict Value Range (1)** dialog box displayed and click the **Find** icon (Binoculars).



Arch.Obj. ID: 88*

AOID Code:

Arch. Object Type:

Description:

Person Responsible:

Function:

Maximum No. of Hits: 500

17. Select either the property record the lease is for (e.g. 88000158 Gregor 125 Taylor Terrace) or the WBS (e.g. 88000158) in the **Restrict Value Range (1)** dialog box and click the **Enter** icon.

Restrict Value Range (2) 24 Entries found

Architectural Object by ID Architectural Object by Number Architectural Object by Address

Arch.Obj.	AOID Co.	ArchObjT.	Description of Arch. Obj.	Person Re.	Functi..
<input type="checkbox"/>	88000200	88000200 01PR	John Smith - 1 Southland St	SHAUND	
<input type="checkbox"/>	88000201	88000201 01PR	Joe Jack - 1 Canon St	SHAUND	
<input type="checkbox"/>	88000202	88000202 01PR	Arthur Daley 500 SH1 Paekakaeki	KRISCO	
<input type="checkbox"/>	88000203	88000203 01ES	Spud Webb - 3 Dunk Lane	SHAUND	
<input type="checkbox"/>	88000205	88000205 01PR	Barry Morten 176 Dunbars Road	KRISCO	
<input type="checkbox"/>	88000206	88000206 01PR	Ex Barry Morten 176 Dunbars Road - Severance 1	KRISCO	
<input type="checkbox"/>	88000207	88000207 01PR	Bloggs, 15 Riro Street, Hamilton	CHRISTINEB	
<input type="checkbox"/>	88000208	88000208 01PR	Brown 10 Halberg Street, Hamilton	NIKKIG	
<input type="checkbox"/>	88000209	88000209 01PR	AMP 266 SH2 Tauranga	STEPHENT	
<input type="checkbox"/>	88000210	88000210 01PR	Homer Simpson 72 Evergreen Tce	STEPHENT	
<input type="checkbox"/>	88000211	88000211 01ES	Ned Flanders 74 Evergreen Terrace	STEPHENT	
<input type="checkbox"/>	88000212	88000212 01RR	Road Reserve 100m North of 2391 State Highway 33	NIKKIG	
<input type="checkbox"/>	88000213	88000213 01PR	McManus Wigram Road	CHRISJO	
<input type="checkbox"/>	88000214	88000214 01TO	Len Brown 10 Queen Street	GLENM	
<input type="checkbox"/>	88000215	88000215 01PR	Clancy Wiggum 18 Donut Lane	STEPHENT	
<input type="checkbox"/>	88000216	88000216 01SS	Segregation Strip adjacent to 185 Cambridge Road, Cambridge	NIKKIG	
<input type="checkbox"/>	88000217	88000217 01PR	Whittaker - 306 Wigram Road	SHAUND	
<input type="checkbox"/>	88000220	88000220 01PR	McManus	CHRISJO	
<input type="checkbox"/>	88000221	88000221 01PR	Ex - McManus - Severance 1	SHAUND	
<input type="checkbox"/>	88000222	88000222 01PR	Ex - McManus - Severance 2	SHAUND	
<input type="checkbox"/>	88000223	88000223 01PR	Ex - Whittaker - 306 Wigram Road - Severance 1	SHAUND	
<input type="checkbox"/>	88000224	88000224 01PR	Ex - Barry Morten 176 Dunbars Road - Severance 2	SHAUND	
<input type="checkbox"/>	88000225	88000225 01PR	McDonals - 1 Happy Lane	SHAUND	
<input checked="" type="checkbox"/>	88000232	88000232 01PR	TM Brown 18 Penton Street Feilding	SHAYNEO	

Note: The Property Management WBS must be used, which has the prefix 88*****.

Real Estate Contract <NEW> B Arnold 125 Taylor Terrace Welli...

General Data Partners Term **Objects** Differing Measurements Posting Parameters Conditions Resubmit Overviews

[Unlimited]

Object Hierarchy	Object Type	Name	From	To	Obj. From	Object To	Info.	Grp No.	Memo
REC <NEW>									
• AM Gregor 125 Taylor Terrace Wellington	AO	AM Gregor 125 Taylor Terrace Wellington	26.06.2013	01.01.9999			<input checked="" type="checkbox"/>		

AO 88000235 (AM Gregor 125 Taylor Terrace Wellington) [[Unlimited]]

Object Measurements Conditions Memo

Object Type Architect. Object

Relationship Valid From 26.06.2013 Valid To Informational

Object	
Object ID	AO 88000235
Name	AM Gregor 125 Taylor Terrace Wellington
Object Valid From	26.06.2013 Valid To 01.01.9999

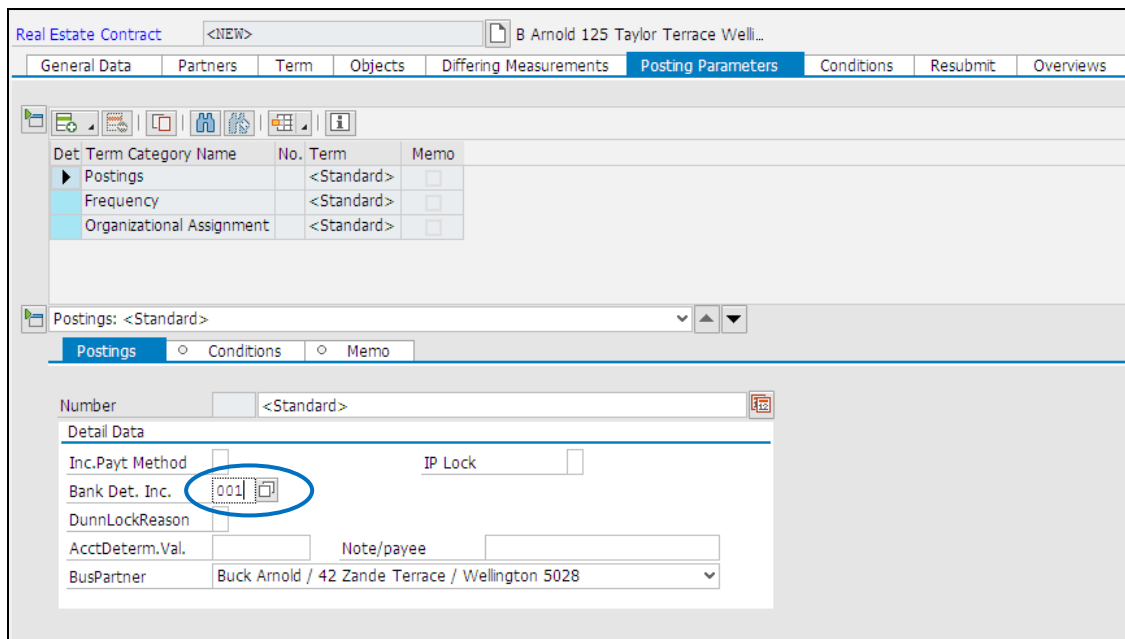
18. Complete the following field on the **Object** section, and press Enter:

Field	Description
Relationship Valid From.	Date from which the relationship is valid (e.g. 01.05.2013).

19. Repeat steps 13 to 18 until both the WBS and Architectural Object have been linked.

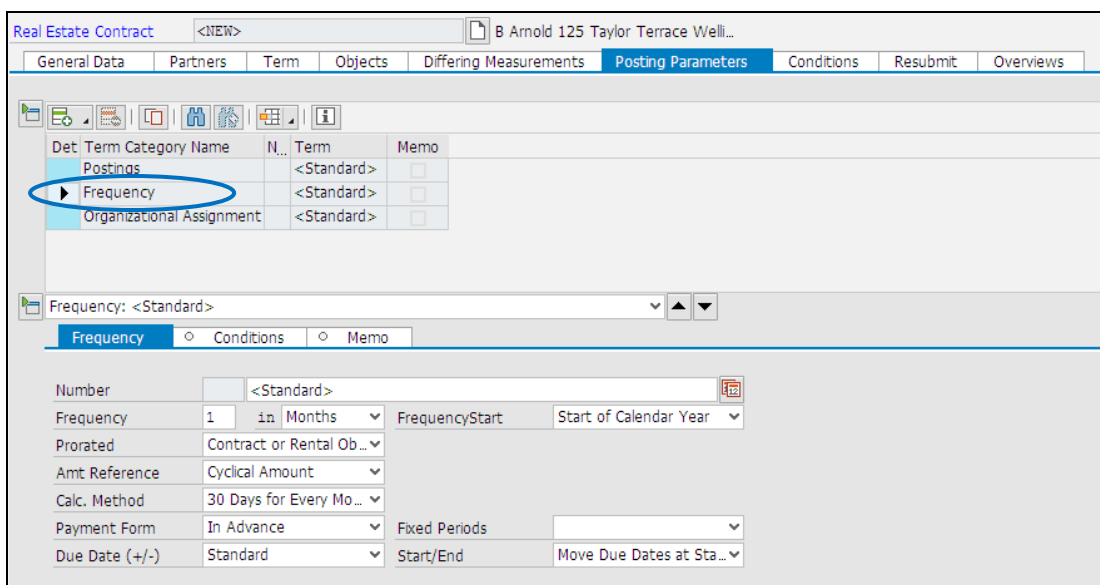
20. Click on the **Posting Parameters** tab, and on the **Posting** tab, complete the following field:

Field	Description
Bank Det. Inc.	ID of the bank account the business partner uses to clear open items (e.g. 001). Note: A Business Partner may have more than one bank account loaded, so each is given an ID. The ID of the bank account selected here, is used to clear open items for this lease agreement. For the bank account(s) details to be available they must be set-up in the Business Partner record.



The screenshot shows the SAP 'Posting Parameters' tab for a 'Real Estate Contract'. The 'Bank Det. Inc.' field is highlighted with a blue circle and contains the value '001'. The 'Number' field is set to '<Standard>'. The 'Detail Data' section includes fields for 'Inc.Payt Method', 'IP Lock', 'DunnLockReason', 'AcctDeterm.Val.', and 'Note/payee'. The 'BusPartner' field is set to 'Buck Arnold / 42 Zande Terrace / Wellington 5028'.

21. Select **Frequency** (circled below) from the list on the **Posting Parameters** tab:



The screenshot shows the SAP 'Posting Parameters' tab for a 'Real Estate Contract'. The 'Frequency' field is highlighted with a blue circle. The 'Number' field is set to '<Standard>'. The 'Frequency' field is set to '1 in Months'. The 'FrequencyStart' field is set to 'Start of Calendar Year'. The 'Prorated' field is set to 'Contract or Rental Ob...'. The 'Amt Reference' field is set to 'Cyclical Amount'. The 'Calc. Method' field is set to '30 Days for Every Mo...'. The 'Payment Form' field is set to 'In Advance'. The 'Fixed Periods' field is set to '<Standard>'. The 'Due Date (+/-)' field is set to 'Standard'. The 'Start/End' field is set to 'Move Due Dates at Sta...'.

22. Complete the following fields on the **Frequency** tab:

Field	Description
Number	Leave the number field blank but in the field to the right which shows <Standard>, overtype this with the frequency of the rent, as this will appear on the invoice statement (e.g. Fortnightly is standard for residential leases, and monthly is standard for commercial leases).
“ Frequency” and “in”	This describes the frequency with which the rent is due (e.g. “14” in “Days” described fortnightly rent payments).
FrequencyStart	For daily, monthly, or annual frequencies, defines the start of the frequency interval (e.g. Custom).
User-Def. Start	(e.g. 01.06.2013). This field only displays if ‘Custom’ is selected in the FrequencyStart field.
Prorated	Specifies how the system handles posting of condition amounts (e.g. Contract or Rental Object Start and End, Pro Rata). If the: <ul style="list-style-type: none"> • Contract or rental object start date is not at the beginning of the period. • Contract or rental object end date is not at the end of the period.
Amt. Reference	Specifies how a condition amount should be understood in relation to time (e.g. Cyclical Amount). Using this attribute you can, for example, set up annual amounts with monthly posting on the condition item.
Calc. Method	The calculation method specifies whether 30 days or the actual number of days in the month are used for making calculations proportional to the whole month (e.g. Exact Days).
Payment Form	The payment form specifies the date within a period on which the payment is due (e.g. In Advance).
Due date (+/-)	Defines how the due date is corrected/moved (e.g. Standard).
Start/end	Either: <ul style="list-style-type: none"> • Move Due Dates. If this indicator is not set, then the determined due date is used, even if the contract start date or rental object start date is in the middle of a period. • Start and at End. If this indicator is not set, then the determined due date is used, even if the contract end date or rental object end date is in the middle of a period.

The screenshot shows the 'Posting Parameters' tab in SAP. The 'Frequency' is set to 'Fortnightly'. The 'Calc. Method' is set to 'Exact Days'. The 'FrequencyStart' is set to 'Custom' with a date of '26.06.2013'. The 'Due Date (+/-)' is set to 'Standard'.

Det.	Term	Category Name	No.	Term	Memo
		Postings		<Standard>	<input type="checkbox"/>
		Frequency		Fortnightly	<input type="checkbox"/>
		Organizational Assignment		<Standard>	<input type="checkbox"/>

23. Click on the **Conditions** tab, and then click on the **Insert Conditions** icon (see below):

The screenshot shows the 'Conditions' tab in SAP. The 'Key Date' is set to '29.06.2013'. The 'Insert Condition(s)' icon is highlighted with a yellow box.

Name	Condition T...	Calculation Object	ClcFrmName	Unit Price	Valid From	Valid to	Σ	Per Month	≧ Tax -Month
Insert Condition(s)									

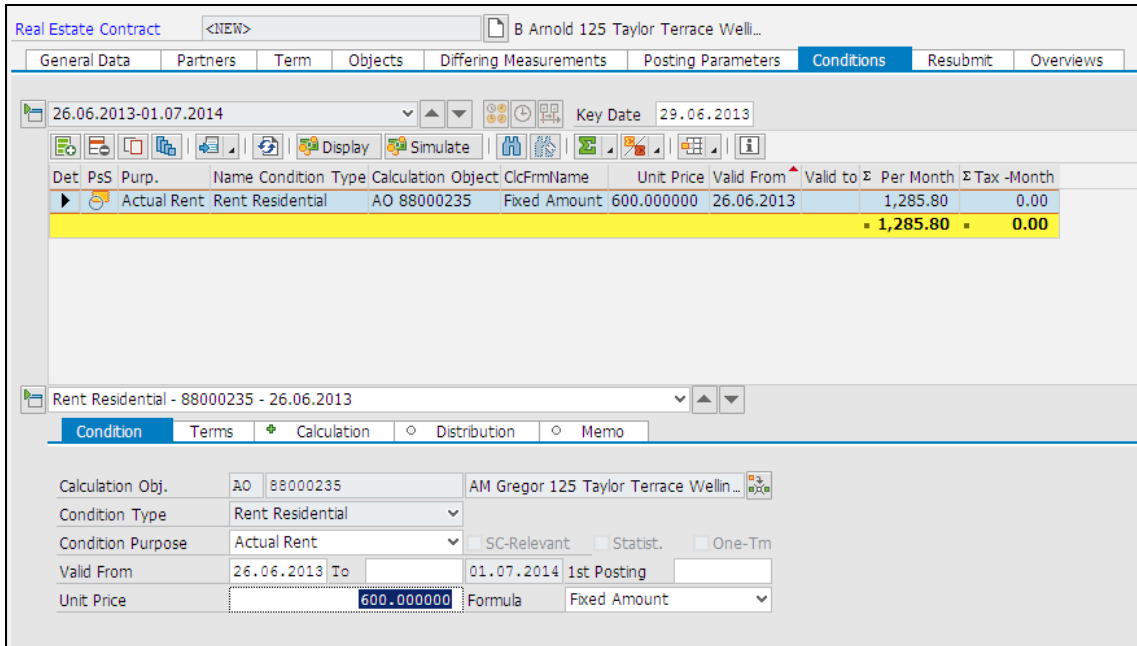
Note: If the **Choose Calculation Object for Condition** dialog box displays, select the **WBS element** (e.g. 88000158) and click the **Enter** icon.

24. Place a tick in the box to the left of the **Condition Type Name** field (e.g. 100 Rent Residential) from the **Condition Type 9 Entries** dialog box and click the **Enter** icon.

The screenshot shows the 'Condition Type 9 Entries' dialog box. The '100 Rent Residential' entry is selected with a tick in the checkbox.

CTyp	Condition Type Name
<input checked="" type="checkbox"/>	100 Rent Residential
<input type="checkbox"/>	110 Rent Carpark
<input type="checkbox"/>	160 Rent Rural Residential Dwell.
<input type="checkbox"/>	200 Water Costs Recovery
<input type="checkbox"/>	210 Security Costs Recovery
<input type="checkbox"/>	220 Statutory Costs Recovery
<input type="checkbox"/>	230 Insurance Costs Recovery
<input type="checkbox"/>	240 Legal Fees Recovery
<input type="checkbox"/>	250 R&M Building Costs Recovery

Result: The **Condition** screen displays.



Real Estate Contract <NEW> B Arnold 125 Taylor Terrace Wellin...

General Data Partners Term Objects Differing Measurements Posting Parameters **Conditions** Resubmit Overviews

26.06.2013-01.07.2014 Key Date 29.06.2013

Det	PsS	Purp.	Name	Condition	Type	Calculation	Object	ClcFrmName	Unit Price	Valid From	Valid to	Per Month	Tax -Month
▶		Actual Rent	Rent Residential		AO	88000235	Fixed Amount	600.000000	26.06.2013			1,285.80	0.00
												▪ 1,285.80	▪ 0.00

Rent Residential - 88000235 - 26.06.2013

Condition Terms Calculation Distribution Memo

Calculation Obj. AO 88000235 AM Gregor 125 Taylor Terrace Wellin...

Condition Type Rent Residential

Condition Purpose Actual Rent SC-Relevant Statist. One-Tm

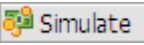
Valid From 26.06.2013 To 01.07.2014 1st Posting

Unit Price 600.000000 Formula Fixed Amount

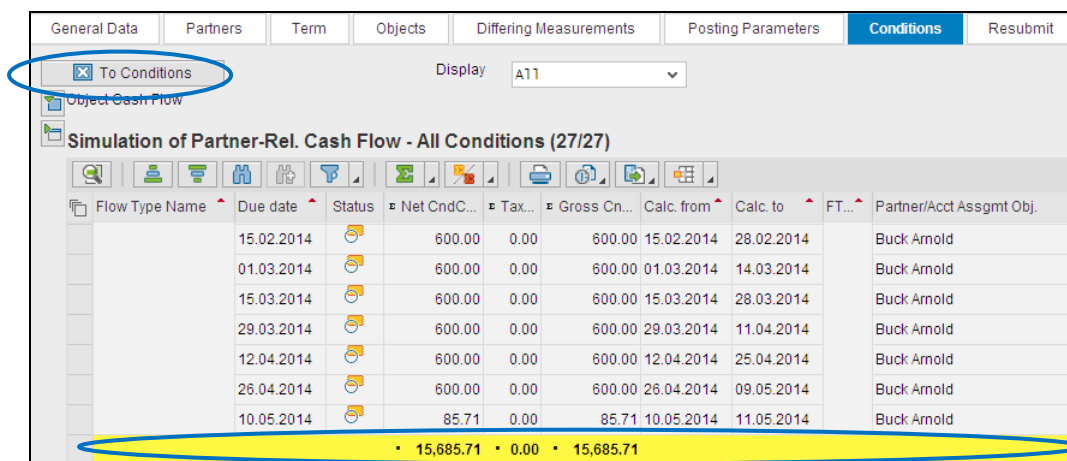
25. Enter the amount (e.g. 600) in the **Unit Price** field and press Enter.

Result: The Conditions are updated, showing the fortnightly rental amount.

Note: The **Valid From date** must not be before the **Frequency Start Date** identified in the **Posting Parameters** tab.

26. Click the **Simulate**  button the check the postings for the dates entered on the **Terms** tab.

Result: The simulation shows the rent payments for the fixed term residential rental agreement. In the example shown below, it shows the rent of \$600 starting on the 11.05.2013 and being paid every 14 days (fortnightly) and reduced amount for the final payment 10.05.2014 where the rental agreement ends on the 11.05.2014 (circled below).



General Data Partners Term Objects Differing Measurements Posting Parameters **Conditions** Resubmit

To Conditions Display A11

Object Cash Flow

Simulation of Partner-Rel. Cash Flow - All Conditions (27/27)

Flow Type Name	Due date	Status	Net CndC...	Tax...	Gross Ch...	Calc. from	Calc. to	FT...	Partner/Acct Assgmt Obj.		
	15.02.2014		600.00	0.00	600.00	15.02.2014	28.02.2014		Buck Arnold		
	01.03.2014		600.00	0.00	600.00	01.03.2014	14.03.2014		Buck Arnold		
	15.03.2014		600.00	0.00	600.00	15.03.2014	28.03.2014		Buck Arnold		
	29.03.2014		600.00	0.00	600.00	29.03.2014	11.04.2014		Buck Arnold		
	12.04.2014		600.00	0.00	600.00	12.04.2014	25.04.2014		Buck Arnold		
	26.04.2014		600.00	0.00	600.00	26.04.2014	09.05.2014		Buck Arnold		
	10.05.2014		85.71	0.00	85.71	10.05.2014	11.05.2014		Buck Arnold		
▪ 15,685.71 ▪ 0.00 ▪ 15,685.71											

Notes:

- Always use Simulation to check that the conditions entered are correct. If the posting are not as expected, check the following dates are entered correctly on the **Terms** tab:
 - contract start and end (if required)
 - cash flow start, and
 - postings.
- Simulations can be run again and again to check different entries.
- To go back to the **Conditions** tab, click the **To Conditions** button (circled below).

27. Once all required details are entered on the tabs, click the **Check** icon to verify the data and correct any errors.

28. Once there are no errors, click the **Save** icon.

Result: At the bottom left-hand side of the screen, the message *'Real Estate Contract no. <1000/1 *****> has been created'* is displayed.

29. Click the **Activate** icon to activate the lease.

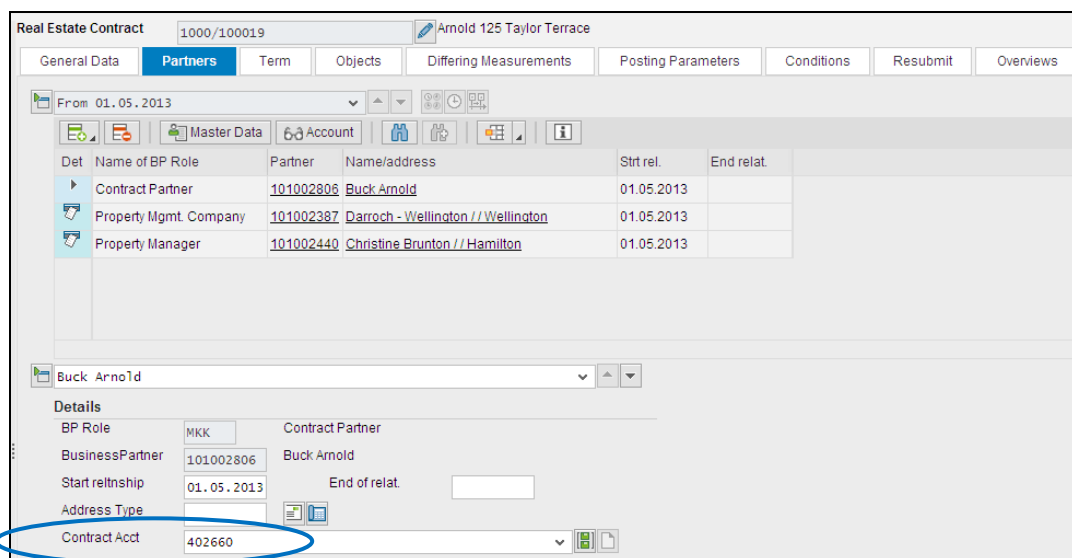
30. Click **Yes** in the **Execute Activity** dialog box that displays.

Result: At the bottom left-hand side of the screen, the message 'Status is changed' is displayed.

31. Click the **Save** icon again to confirm.

32. The Real Estate Contract has been set-up, linked to the Property Record (Architectural Object), and activated. Now the Contract Partner (Business Partner) must be linked into the Financial Accounts by creating a Contract Account. Use the [CAA1 \(Create Contract Account\)](#) transaction guide to do this.

33. Once the Contract Account has been set up for the Contract Partner, display the Real Estate Contract and check the **Contract Acct** field (circled below) on the **Partners** tab.



Note: The Contract Account that you have just created should be displayed. A Contract Partner may have more than one Contract Account, but each Contract Account is unique to a particular Real Estate contract.