

RECARSCN: Reminders for Contracts Transaction Guide

This guide shows you how to use transaction RECARSCN to report on reminders and alerts for a Real Estate contract.

Use either the quick-step procedure below or the detailed procedure with screen shots which follows.

Access the transaction using either:

- transaction code **RECARSCN**, or
- The menu path: **Real Estate Management > Master Data > Process Dates for Contracts**.

Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	In the Reminder Dates for Contracts screen that displays, complete the Company code field (e.g. 1000 NZTA) in the Contract Selection section if required:
2.	In the Contract field either: <ul style="list-style-type: none"> • leave blank -go to step 7. • enter a specific contract - go to step 7. • a range of contracts or individual contracts selected, or -go to step 3.
3.	To select either a range of contracts or include different contracts, click on the Multiple Selection icon to the left of the Contracts fields.
4.	In the Multiple Selection for Contracts dialog box that displays, select from the tabs to either: <ul style="list-style-type: none"> • Select single values • Select ranges • Exclude single values • Exclude Ranges.
5.	Then use the standard search options (including wildcards) to select the contracts required.
6.	When all individual contracts/ranges are set, and then click the Copy icon to go back to the Process Reminder Dates for Contracts screen.
7.	Complete the Contract Type field (e.g. CO01 Commercial lease) if required.
8.	If you want to run the report based on a particular business partner (e.g. Property Management Company), place a tick in the box beside the Partner Selection Active field.
9.	If you know the business partner number (e.g. 101002387 Darroch Wellington), this can be typed directly into the Business Partner field. If you need to search on it, click into the Business Partner field and click the Search icon.
10.	In the Restrict Value Range (2) dialog box, the Partners by BP Role tab is displayed. Click in the BP Role field and then click the Multiple Selection icon.
11.	In the BP Role dialog box that displays, double click on the BP Role that you require (e.g. REFX20 Property Mgmt. Company).
12.	Then back on the Restrict Value Range (2) dialog box, a search may be made in the Name 1/Last name field.

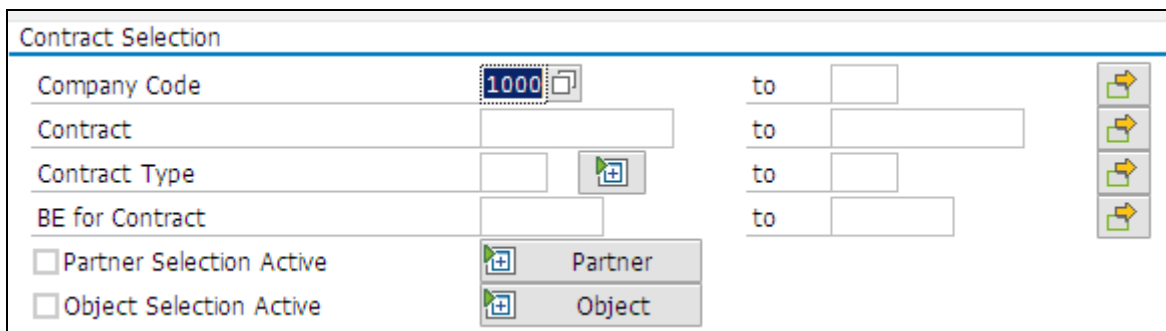
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Step	Action
13.	Place a tick in the box beside the Property Management Company you require (e.g. Darroch – Wellington 101002387) in the Restrict value Range (2) dialog box that displays and press Enter.
14.	Complete the following fields in the Selection of Reminder Dates section if required: <ul style="list-style-type: none"> • Date (e.g. 01.07.2013 to 31.07.2013). • Person Responsible (e.g. leave this field blank). • Resubmission Rule (e.g. A01 One-Time Occurrence).
15.	In the Status of Reminder Dates section, select one of the following fields: <ul style="list-style-type: none"> • Open only • Completed only, or • Open and completed.
16.	Once all the options are selected, and then click the Execute icon. Results: The Process Resubmission Dates screen is displayed. <ul style="list-style-type: none"> • Green has a due date 1 week(+) into the future • Amber has a due date in the current week • Red is overdue. Notes: From this screen you can do the following: <ul style="list-style-type: none"> • Designate as complete • Or go back to the search criteria

Detailed procedure

Follow the steps below to complete this transaction.

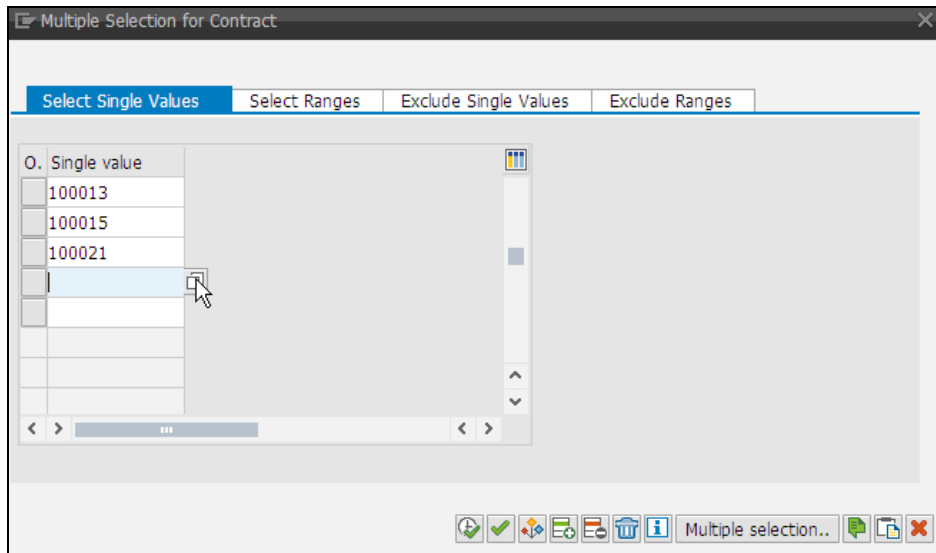
1. In the **Reminder Dates for Contracts** screen that displays, complete the Company code field (e.g. 1000 NZTA) in the Contract Selection section if required:




2. In the **Contract** field either:
 - leave blank –go to step 7.
 - enter a specific contract – go to step 7.
 - enter a range of contracts or select individual contracts, or –go to step 3.
3. To select either a range of contracts or include different contracts, click on the **Multiple Selection** icon  to the left of the **Contracts** fields.

4. In the **Multiple Selection for Contracts** dialog box that displays, select from the tabs to either:

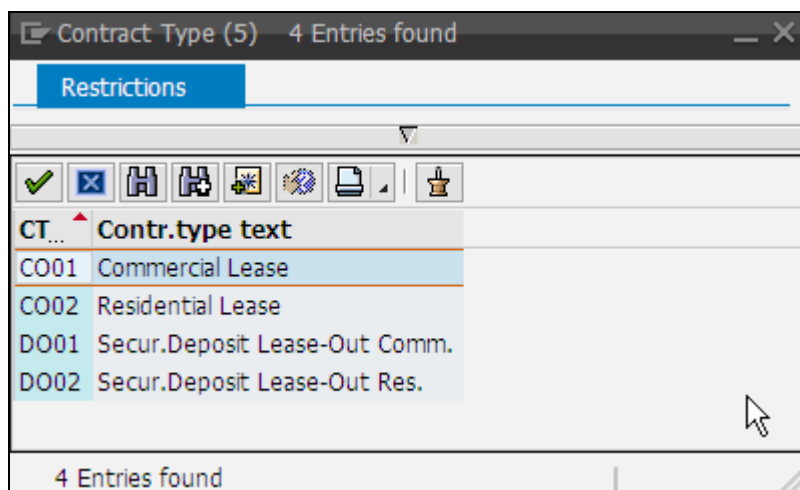
- Select single values
- Select ranges
- Exclude single values
- Exclude Ranges.



5. Then use the standard search options (including wildcards) to select the contracts required.

6. When all individual contracts/ranges are set, and then click the **Copy** icon  to go back to the **Process Reminder Dates for Contracts** screen.





7. Complete the **Contract Type** field (e.g. CO01 Commercial lease) if required.



8. If you want to run the report based on a particular business partner (e.g. Property Management Company), place a tick in the box beside the **Partner Selection Active** field.

Process Reminder Dates for Contracts






Contract Selection




Company Code	1000
Contract	
Contract Type	C001 
BE for Contract	
<input checked="" type="checkbox"/> Partner Selection Active	 Partner
BP Role	
Business Partner	
<input type="checkbox"/> Object Selection Active	 Object

- If you know the business partner number (e.g. 101002387 Darroch Wellington), this can be typed directly into the Business Partner field. If you need to search on it, click into the **Business Partner** field and click the **Search** icon (circled above).
- In the **Restrict Value Range (2)** dialog box, the **Partners by BP Role** tab is displayed. Click in the **BP Role** field and then click the **Multiple Selection** icon (circled below).

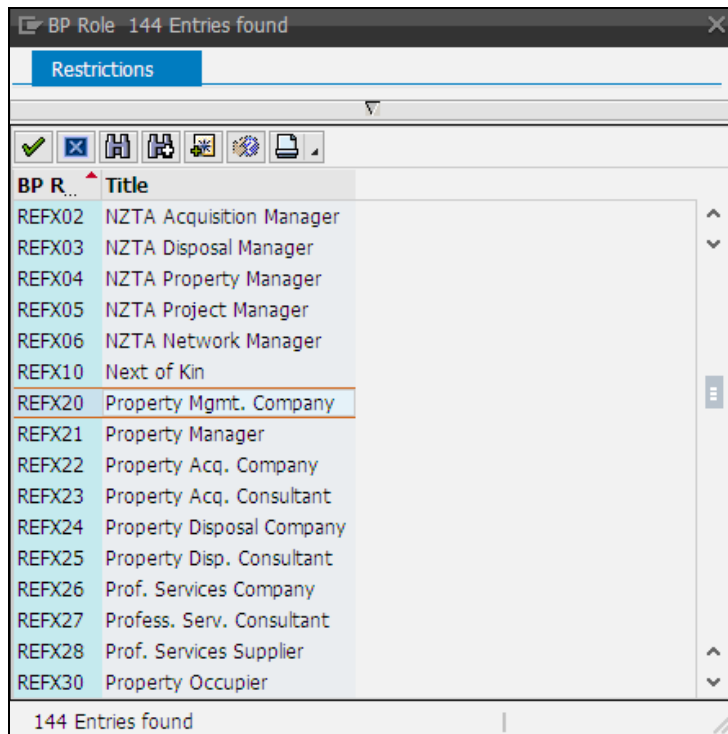
Restrict Value Range (2)

Partners, General | **Partners by BP Role** | Partners by Different Attrib...

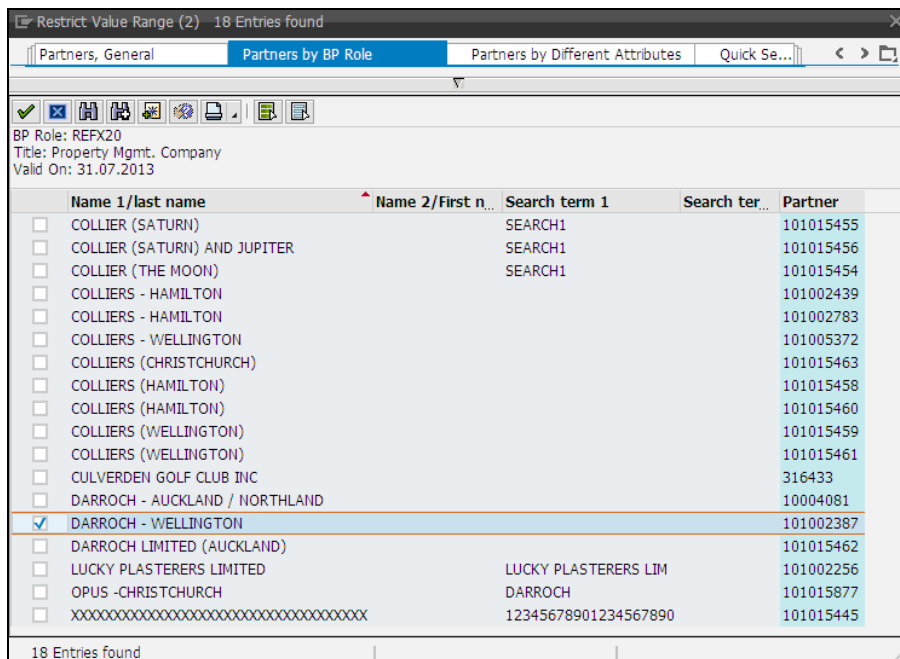
BP Role	  
Valid On	 31.07.2013 
Name 1/last name	
Name 2/First name	
Search term 1	
Search term 2	
Business Partner	
Maximum No. of Hits	500




- In the **BP Role** dialog box that displays, double click on the BP Role that you require (e.g. REFX20 Property Mgmt. Company).



12. Then back on the **Restrict Value Range (2)** dialog box, a search may be made in the **Name 1/Last name** field.



13. Place a tick in the box beside the Property Management Company you require (e.g. Darroch – Wellington 101002387) in the **Restrict value Range (2)** dialog box that displays and press Enter.

Process Reminder Dates for Contracts			
Contract Selection			
Company Code	1000	to	<input type="text"/>
Contract	<input type="text"/>	to	<input type="text"/>
Contract Type	CO01 	to	<input type="text"/>
BE for Contract	<input type="text"/>	to	<input type="text"/>
<input checked="" type="checkbox"/> Partner Selection Active	 Partner		
BP Role	<input type="text"/>	to	<input type="text"/>
Business Partner	101002387	to	<input type="text"/>
<input type="checkbox"/> Object Selection Active	 Object		

14. Complete the following fields in the **Selection of Reminder Dates** section if required:

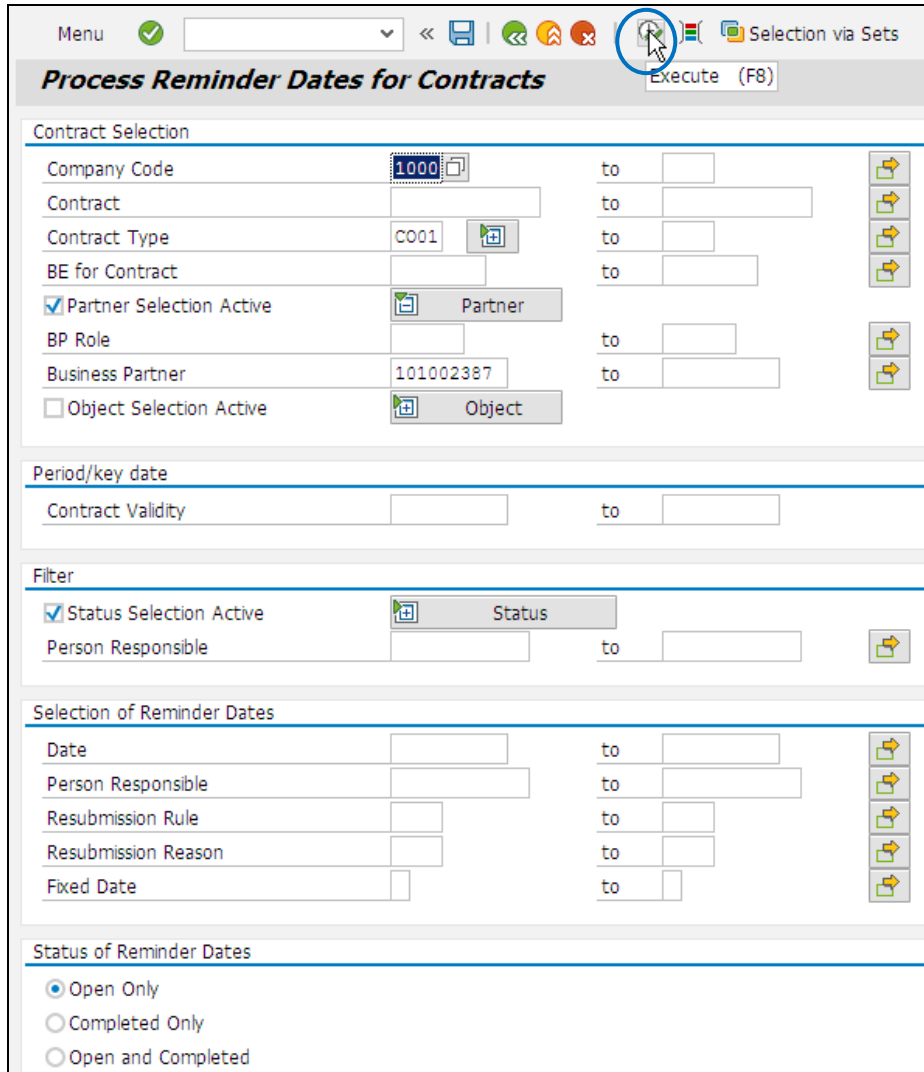
Field	Description
Date	This is the date of the reminder. (e.g. 01.07.2013 to 31.07.2013).
Person Responsible	By default this field has the Users own id completed. However, this limits the selection to only reminders that they have set. If a Business Partner has been selected (i.e. Property Management Company Darroch – Wellington 101002387) leave this field blank so that all reminders for leases managed by this company may be shown.
Resubmission Rule	Specify if required the type of resubmission to display (e.g. A01 One-Time Occurrence). Or leave blank to show all.
Resubmission reason	Specify if required the reason for the resubmission (e.g. M130 Property Inspection). Or leave blank to show all.

15. In the **Status of Reminder Dates** section, select one of the following fields:

- Open only
- Completed only, or
- Open and completed.

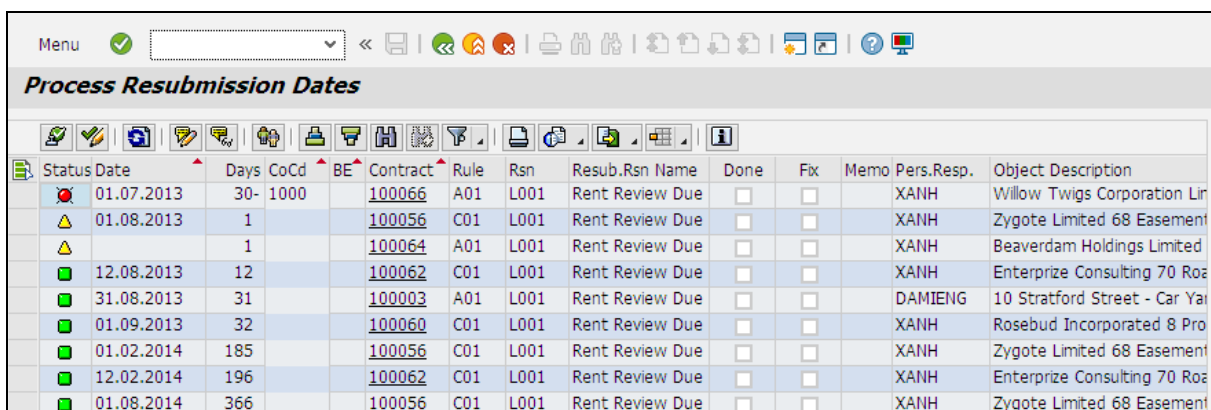
Status of Resubmission Dates
<input checked="" type="radio"/> Open Only
<input type="radio"/> Completed Only
<input type="radio"/> Open and Completed

16. Once all the options are selected, and then click the **Execute** icon (circled below).



Results: The **Process Resubmission Dates** screen is displayed.

- Green has a due date 1 week(+) into the future
- Amber has a due date in the current week
- Red is overdue.



Status	Date	Days	CoCd	BE	Contract	Rule	Rsn	Resub.Rsn Name	Done	Fix	Memo	Pers.Resp.	Object Description
Red	01.07.2013	30-	1000		100066	A01	L001	Rent Review Due				XANH	Willow Twigs Corporation Lin
Amber	01.08.2013	1			100056	C01	L001	Rent Review Due				XANH	Zygotte Limited 68 Easement
Amber		1			100064	A01	L001	Rent Review Due				XANH	Beaverdam Holdings Limited
Green	12.08.2013	12			100062	C01	L001	Rent Review Due				XANH	Enterprize Consulting 70 Roa
Green	31.08.2013	31			100003	A01	L001	Rent Review Due				DAMIENG	10 Stratford Street - Car Ya
Green	01.09.2013	32			100060	C01	L001	Rent Review Due				XANH	Rosebud Incorporated 8 Pro
Green	01.02.2014	185			100056	C01	L001	Rent Review Due				XANH	Zygotte Limited 68 Easement
Green	12.02.2014	196			100062	C01	L001	Rent Review Due				XANH	Enterprize Consulting 70 Roa
Green	01.08.2014	366			100056	C01	L001	Rent Review Due				XANH	Zygotte Limited 68 Easement

Notes: From this screen you can do the following:

- Designate as complete
- Or go back to the search criteria