

Use this **How-To-Guide** as a reference when carrying out activities related to the **External** and **Internal Lease-Outs** in Real Estate. External Lease-Outs are leases where the space is leased to a UN agency external to Umoja, or any other commercial entity. Internal Lease-Outs are leases where the space is leased to an entity internal to Umoja.

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**Umoja Enterprise Roles:**  
**Lease Processor**  
**Senior Finance User**

Responsible for creating and maintaining lease-ins (UN as tenant) and lease-outs (UN as landlords), including payment clauses

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Common T-Codes: Lease-Outs		
All Real Estate Transactions	Periodic Postings	Invoices
<b>RE80</b>	<b>RERAPP and RERAPPRV</b>	<b>RERAIV and RERAIVRV</b>

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**Overall Process**

The Real Estate process in Umoja consists of Portfolio Management and Lease Administration activities, which include multiple process steps that extend across multiple enterprise roles. This How-To-Guide will detail the steps in Lease Administration for External and Internal Lease-outs and the actions required for the Lease Processor. The entire Real Estate process flow is displayed below.





## Contract Create

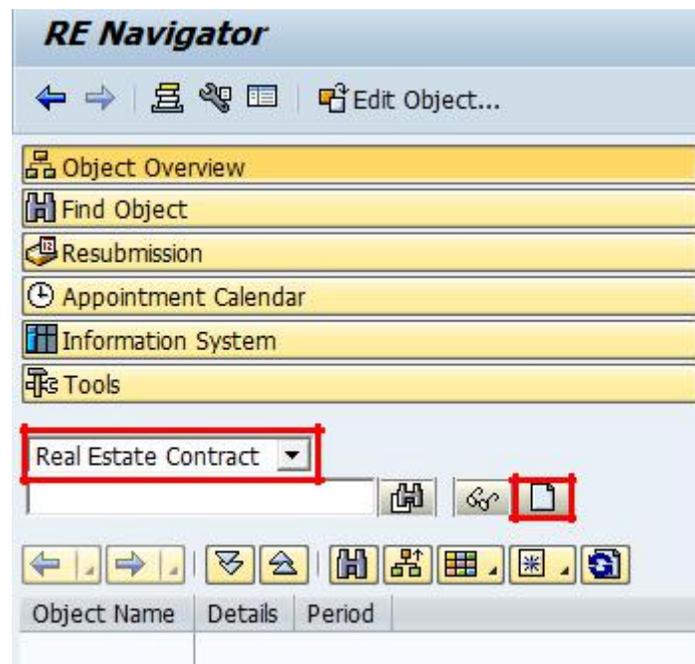
The Lease Processor creates the lease contract and requests approval from the Contract Approver

### Step 1

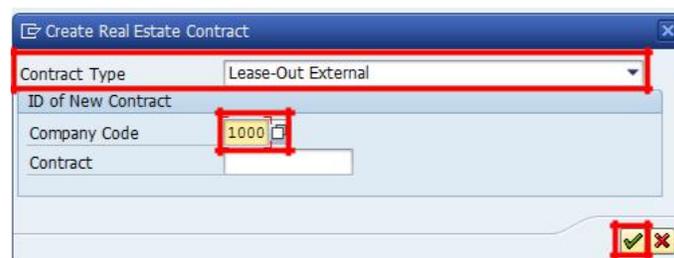
In the **Command** field, enter 'RE80' or go to SAP menu -> Accounting -> Flexible Real Estate Management -> Master Data -> RE Navigator

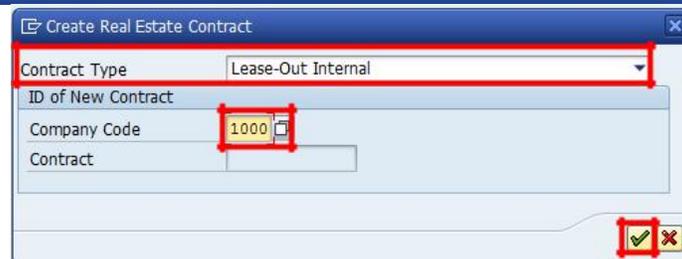
Select **Real Estate Contract** in the drop down portion of the Navigation area on the left hand side of the screen

Click the **Create** icon



Select **Contract Type** (Lease- Out External or Lease-Out Internal), populate the **Company Code** and click the **Continue** icon



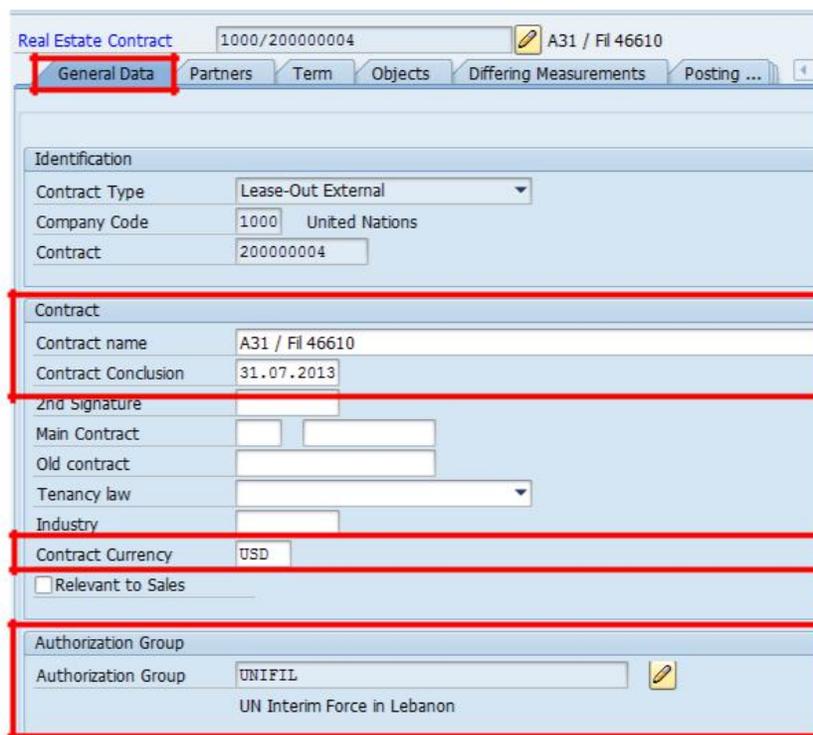


**Step 2**

Select the **General Data** tab

Populate the:

- **Contract Name:** The name of the lease contract (Note: For Lease-Out External, the contract name comes from procurement process)
- **Contract Currency:** The currency is set in order to have all subsequent conditions that are added default to that currency and provide a quick glance overview of what currency the lease is managed in.
- **Authorization Group:** A security parameter in RE-FX that identifies which group or location maintains an Architectural Object.



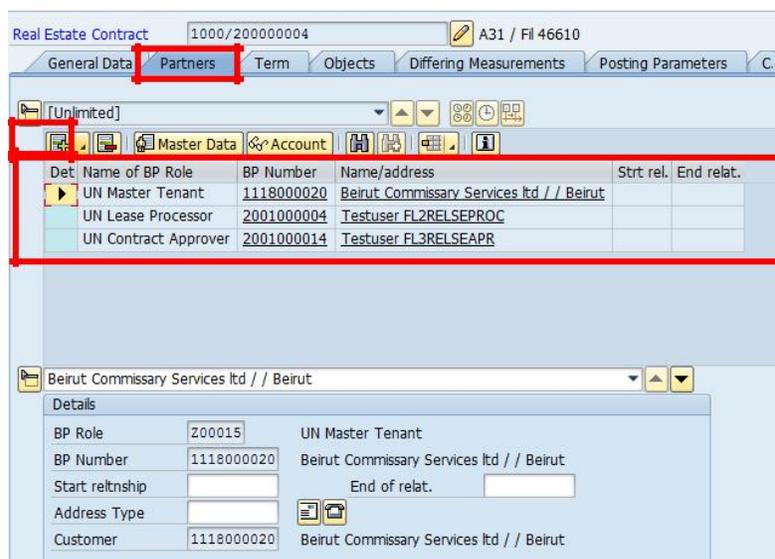
**Step 3**

For all Lease-Outs, Business Partners must be assigned to the contract. As a reminder, Business Partners in Umoja are any individuals or organizations that have one or more relationships with the United Nations.

In Lease-Outs, the relevant Business Partners that can be assigned are:

- **UN Master Tenant:** The tenant responsible for the rented space. The tenant will have a customer account to track the payments due based on the rent conditions.
- **UN Lease Processor:** The UN staff member responsible for creating and updating the lease contract
- **UN Contract Approver:** The UN staff member responsible for reviewing and approving the lease contracts
- **UN Contact Person** (if applicable): The individual at the tenant site who is the day-to-day point of contact for any issues related to the leased premise.

To assigned Business Partners, select the **Partners** tab and assign new partners by clicking the **Assign New Partner** icon.

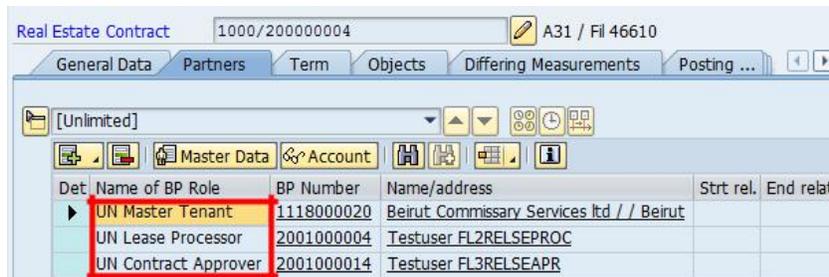


In the Business Partner Search popup, populate **Name 1/last name** and **Name 2/first name**.

Click the **Continue** icon



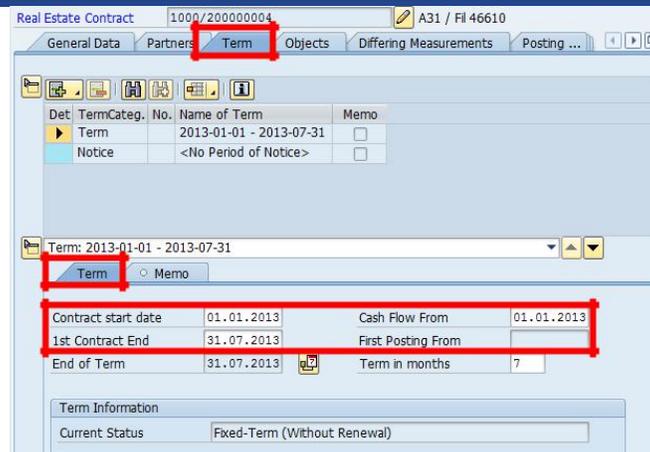
In the results list, click on the partner, and then click on the **Continue** icon. Repeat the search steps above to assign the additional partners.



**Step 4**

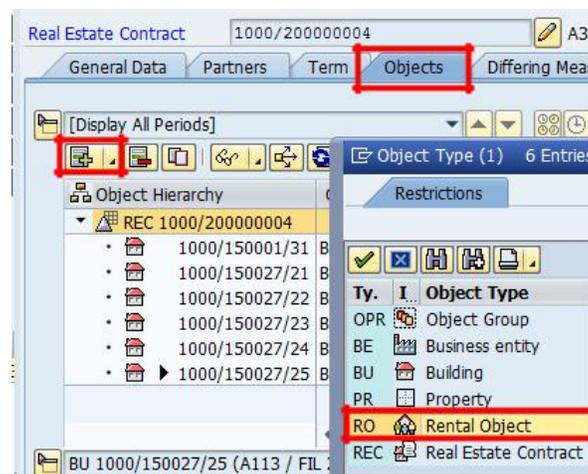
Select the **Term** tab, then click **Term** and populate the:

- **Contract Start Date:** The start date of the first contract entered into by the tenant for the leased premises
- **1<sup>st</sup> Posting Date:** The first date on which you can start billing the tenant for rent and other related costs
- **1st Contract End:** The end date of the first contract



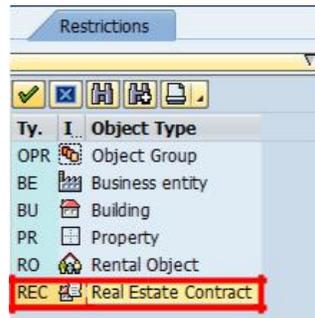
**Step 5**

Select the **Objects** tab and click the **Assign** icon and select **Rental Object** (for questions regarding Rental Objects, please refer to the Real Estate Management Overview course)

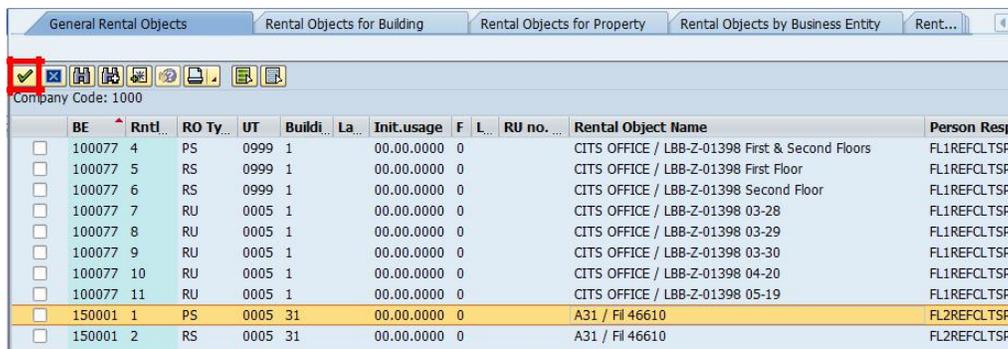


In the search pop-up populate the **Company Code** and **Rental Object** type, and then select **Rental Space**.

**Note:** In the case that the lease-out is a sublet, you must also choose the **Real Estate Contract** as the Object type. This will allow you to connect the lease contract for the sublet to the original Real Estate Contract for the rented space.



Click the **Continue** icon and select the Object Type(s) to assign to the contract:

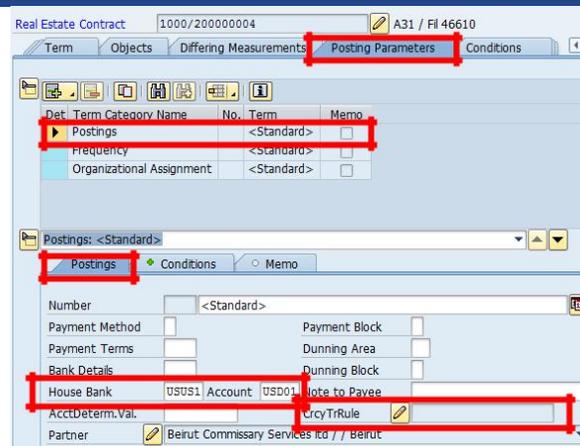


Repeat steps above for searching if there are additional Objects to be assigned, and populate accordingly

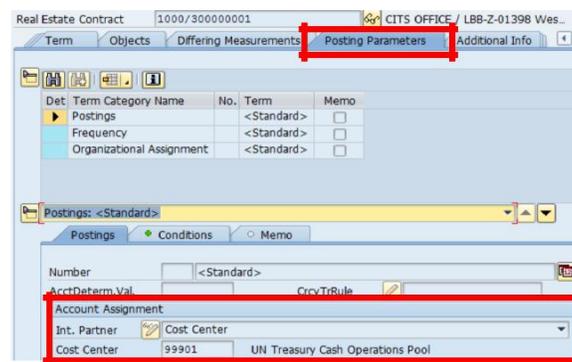
**Step 6**

Select the **Posting Parameters** tab and then select the **Postings** details

For an **External Lease-Out**, populate the **House Bank** and **Account** fields. These fields are used so that the Tenant may send electronic payments. (Note: These are not required fields)

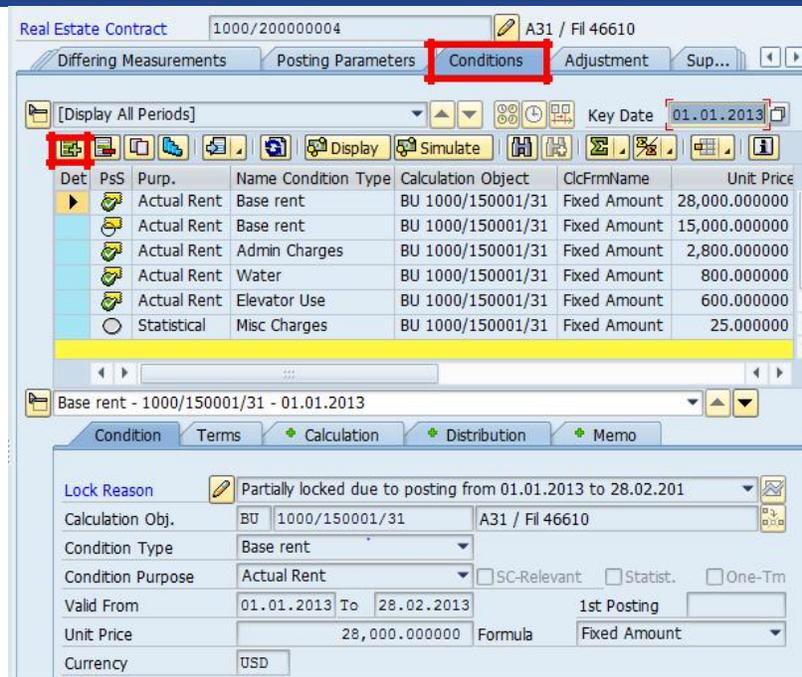


For an **Internal Lease-Out**, populate the **Cost Center** field to specify the cost center, WBS, or IO for the posting of the lease expense. In the case of an Internal Lease-Out, since the tenant is an Umoja entity, there is an internal transfer of funds in which the tenant’s account is debited and the landlords revenue account is credited the contracted lease amount(s).



## Step 7

Select the **Conditions** tab and click on the **Insert Condition(s)** icon. In the case of two or more assigned rental objects, the conditions tab, when adding conditions, will prompt to choose which rental object the condition is applicable.



In the popup, select the conditions to add and press the **Continue** icon



Repeat this step to add all additional conditions

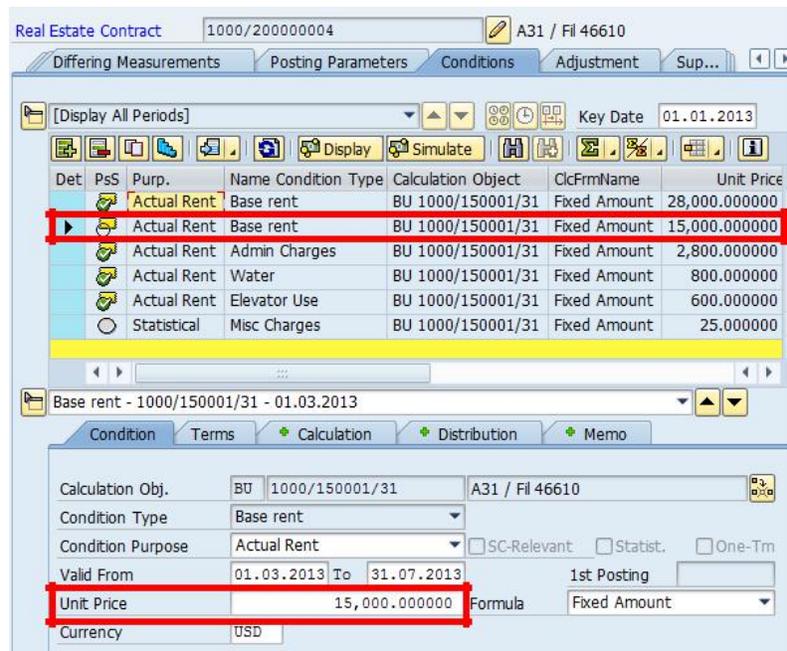
**Note:** For Internal Lease-Outs, there are conditions for posting tenant expense and landlord revenue to the non-spendable or to spendable income. When adding conditions to a lease-out internal contract, different conditions will be listed as choices in the pop-up.



**Step 8**

Click on the conditions that were added and populate the **Unit Price** field

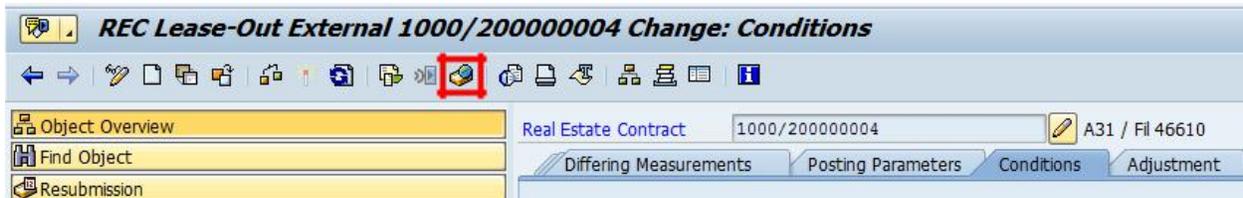
**Note:** The currency of each condition is defaulted to the Contract Currency assigned on the General Data tab.



**Note:** In the **Conditions** tab, you can view the status of the conditions and the accounting documents by clicking the **Display** icon. You can also forecast your cash flow based on the conditions by clicking the **Simulate** icon. Cash flow functionality may be used once contract is saved without any warnings or errors. Postings information is available after periodic postings are run on the contract. See the Periodic Posting Execution section of this guide for details on creating financial postings.

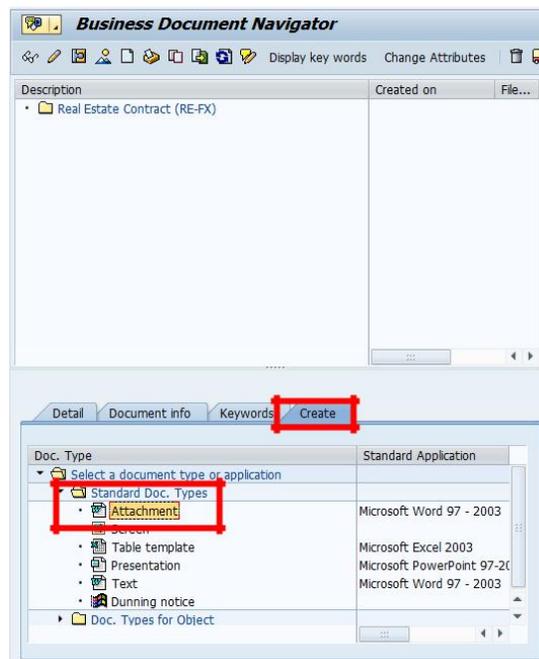
**Step 9**

If there are documents to attach to the contract, click the **Document Management** icon



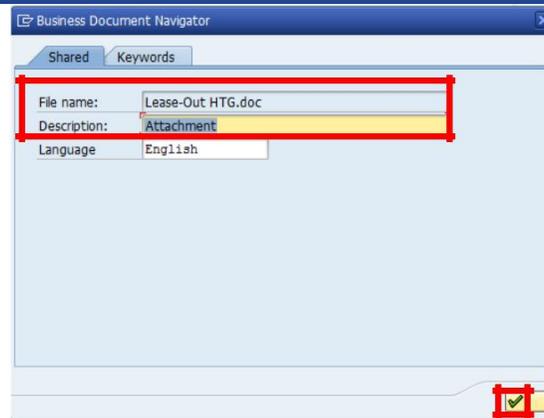
**Step 10**

Click on the **Create** tab in the lower portion of the screen. From here, click on the **Standard Doc. Types** folder then double click on **Attachment**.



You will be prompted for the file to attach.

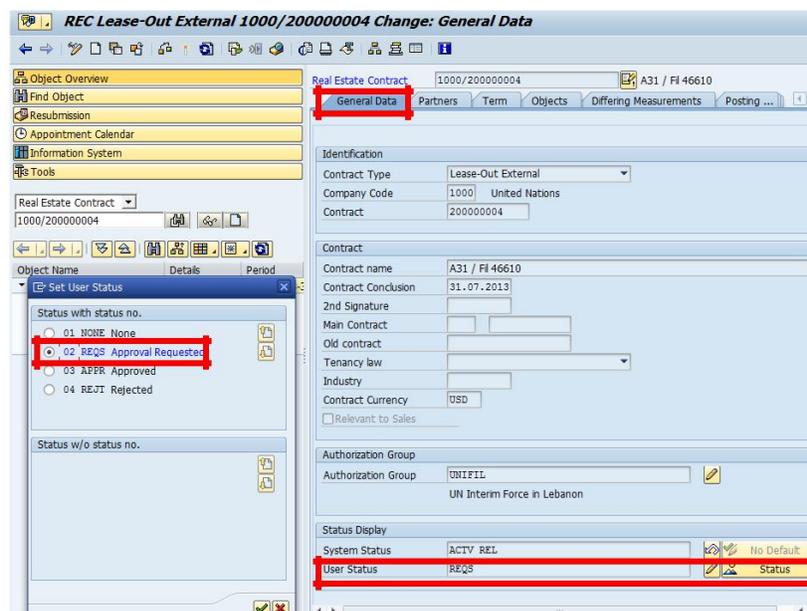
Once the file is selected, click the **Continue** icon



**Step 11**

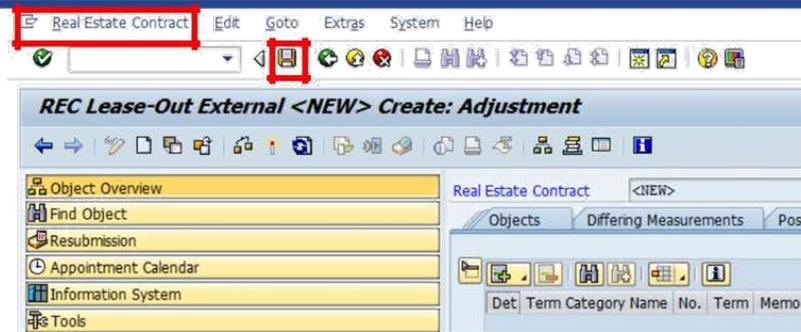
Once you have completed the above steps, return to the **General Data** tab

Click the **Change User Status** icon (bottom of screen) and select **REQS Approval Requested** (this triggers the workflow when the contract is saved).



**Step 12**

Click the **Save** icon or Select Real Estate Contract -> Save in the menu



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## Contract Update

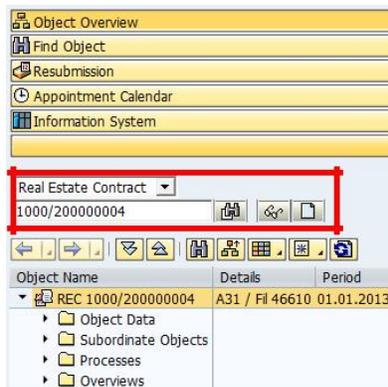
The Lease Processor updates the lease contract if necessary, and requests approval for the updates from the Contract Approver

### Step 1

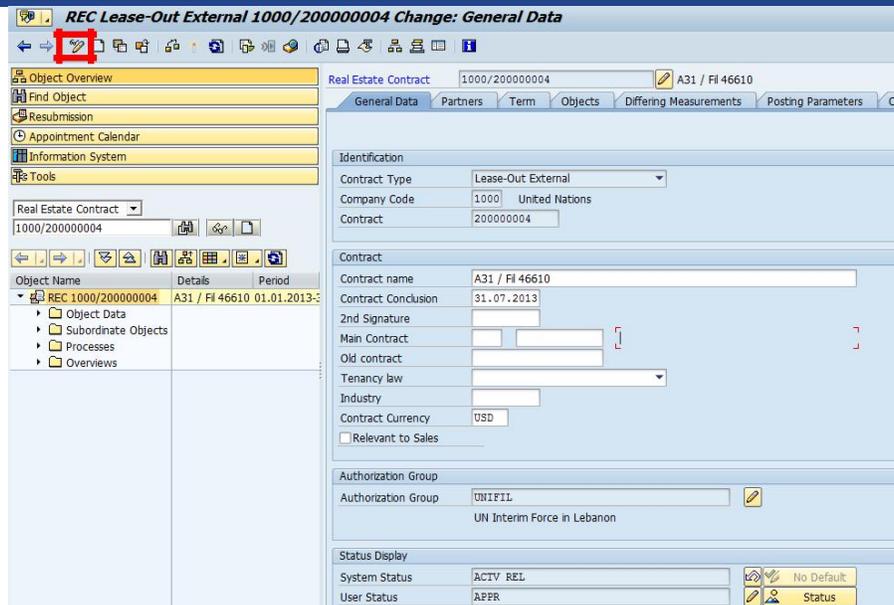
In the **Command** field, enter '**RE80**' or go to SAP menu -> Accounting -> Flexible Real Estate Management -> Master Data -> RE Navigator

Select **Real Estate Contract** in the drop down portion of the Navigation area on the left hand side of the screen

Enter the **Contract Number** and click the **Display** icon to bring up the contract



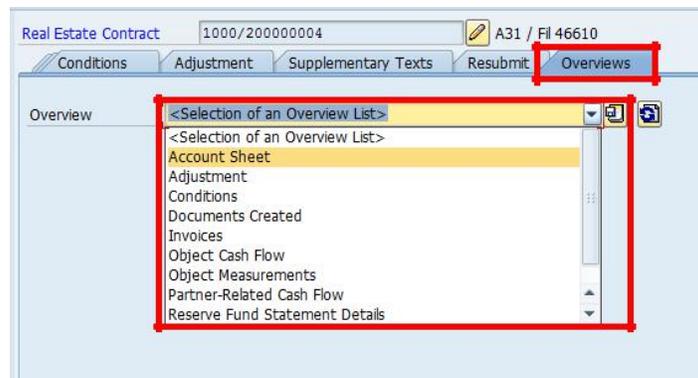
Click the **Display <-> Change** icon to open the object up for changes.



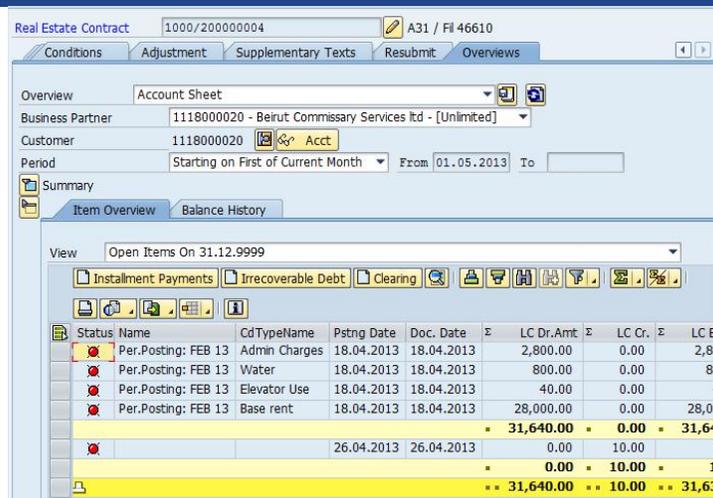
Follow the steps outlined above to access the tabs that contain information that requires updates.

**Step 2**

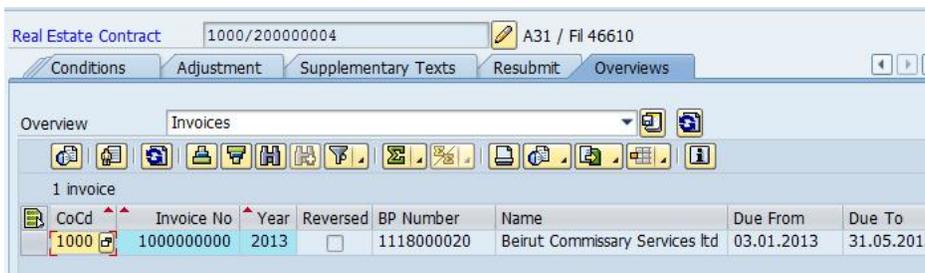
When reviewing the contract, you can use the **Overview** tab to review the financial activity on the contract. The most common overview selections are Account Sheet and Invoices



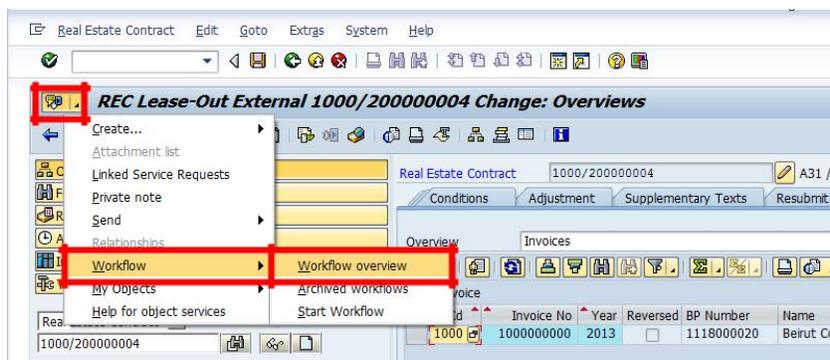
The **Account Sheet** provides an overview of the financials of the tenant, including payments made and any open items



The **Invoices** selection will allow you to view any invoices created. These can be reissued to the tenant if necessary



The status of the Workflow can be seen on the contract by clicking the **Services for Object** icon, and selecting **Workflow->Workflow Overview**



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### Periodic Posting Simulation

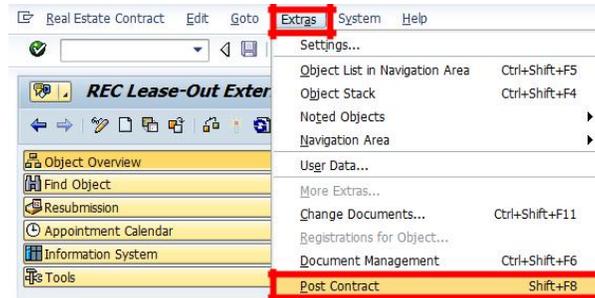
In Umoja, the Lease Processor simulates Periodic Postings in order to create receivables on the tenants customer account. These financial postings represent the revenue due from the tenant and include the

associated coding block (fund, grant, etc.). The Periodic Posting is always simulated before being executed to allow the Lease processor to review the posting for any errors.

**Step 1**

In the **Command** field enter '**RERAPP**' or go SAP menu -> Accounting -> Flexible Real Estate Management -> Accounting -> Periodic Postings -> Periodic Posting: Contracts

Alternatively, display a contract then select **Extras -> Post Contract** from the header menu.



Populate the:

- **Company Code:** 1000 is the Company Code used in Umoja
- **Contract from and to:** This allows you to run the periodic posting for multiple contracts by entering a range of contract numbers
- **Month for Posting Run:** The month that the tenant receivables are due
- **Year for Posting Run:** The year the tenant receivables are due
- **Due Date:** The date less than or equal to the date through which conditions due on the contract will be collected. For example, if the conditions are due in January, this date would be less than or equal to January 31<sup>st</sup>
- **Document Header Text:** This is the text displayed at the top of the posting report upon execution. This should be updated as appropriate for lease-out internal certifications
- **Posting Date:** The date the financial documents are created in the system
- **Document Date:** The reference date for when the financial documents will be recognized
- **Posting Period:** The current open financial period for the financial records
- **Posting Run Mode:** During a Periodic Posting Simulation, the **Posting Run Mode** is always **Simulation**
- **Type of Posting Run:** This will always be an **Integrated Posting**. The integrated posting will accrue the revenue due to the tenant, directly to the rental object.

**Periodic Posting: Contracts**

Last Log
 Overview
 Selection via Sets

**Contract Selection**

Company Code: 1000 to    
 Contract: 200000004 to    
 Contract Type:  to    
 BE for Contract:  to    
 Object Selection Active Object

**Period/key date**

Contract Validity:  to

**Filter**

Status Selection Active Status  
 Person Responsible:  to

**Period**

Month for Posting Run: 6  
 Year for Posting Run: 2013  
 Due date: 30.06.2013  
 Calculation Date To:

**Further Restrictions**

Condition Type:    
 Ext.ConditionPurpose:

**Posting**

Document Header Text: Per.Posting: JUN 13  
 Posting Date: 01.06.2013  
 Document Date: 01.06.2013  
 Posting Period: 6  
 Posting Run Mode: Simulation  
 Type of Posting Run: Integrated Posting

**Step 2**

Confirm the Posting Run mode is set to **Simulation** and click the **Execute** icon

**Periodic Posting: Contracts**

Last Log
 Overview
 Selection via Sets

**Contract Selection**

Company Code: 1000 to    
 Contract: 200000004 to    
 Contract Type:  to    
 BE for Contract:  to    
 Object Selection Active Object

The first screen to appear will display a summarized listing of the run results. Select the **Documents** icon which will show the simulated debits and credits with the complete financial coding block of each.

**Periodic Posting: Contracts**

Documents

Periodic Posting: Contracts  
 Simulation  
 Per. Posting: FEB 13  
 2013-04-18 20:02:49

Δ	CoCd	Contr. BE	Object ID	CTyp	Name	FlTypeBase	Blnc Date	PMeth	To	Net Amount	Tax Abou
CCO	1000		REC 1000/200000004	2001	Beirut Commissary Services ltd	Base Rent	2013-01-01			28,000.00	0.0
CCO	1000		REC 1000/200000004	2001	Beirut Commissary Services ltd	Admin Charges	2013-01-01			2,800.00	0.0
CCO	1000		REC 1000/200000004	2001	Beirut Commissary Services ltd	Utilities	2013-01-01			800.00	0.0
CCO	1000		REC 1000/200000004	2001	Beirut Commissary Services ltd	Services	2013-01-01			90.00	0.0
CCO	1000		REC 1000/200000004	2001	Beirut Commissary Services ltd	Base Rent	2013-02-01			28,000.00	0.0
CCO	*	1000	REC 1000/200000004							59,640.00	0.0
CCO	**	1000								59,640.00	0.0
CCO	***	1000								59,640.00	0.0
CCO	****									59,640.00	0.0
CCO	*****									59,640.00	0.0
CCO	****				Posting Procedure: RZDP					59,640.00	0.0
CCO	*****									59,640.00	0.0

For example:

**Periodic Posting: Contracts**

Ref.	Tran.	Reference Key	Log.System	Tran	User name	Doc.Header	Text	CoCd	Doc. Date	Postng Date	TranslDate	Year	Per		
Item	SG	Amount	Crcy	LC	Amount	LCrcy	Blinc	Date	BusA	Tx	Jur.	Text	G/L	AccTy	G/L
000	REACT	00000004201300000001		RFBU	FL2RELSEPROC	Per.Posting: FEB 13 1000		2013-04-18		2013-04-18	2013-04-18	2013			
1		28,000.00	USD		28,000.00	USD		2013-01-01	P003				*2013-01-01-2013-01-31-Base Rent	15101510	111
2		28,000.00	USD		28,000.00	USD			P003				*2013-01-01-2013-01-31-Base Rent	69131010	Inc
3		2,800.00	USD		2,800.00	USD		2013-01-01	P003				*2013-01-01-2013-01-31-Admin Charges	15101510	111
4		2,800.00	USD		2,800.00	USD			P003				*2013-01-01-2013-01-31-Admin Charges	69131050	Inc
5		800.00	USD		800.00	USD		2013-01-01	P003				*2013-01-01-2013-01-31-Utilities	15101510	111
6		800.00	USD		800.00	USD			P003				*2013-01-01-2013-01-31-Utilities	69131040	Inc
7		40.00	USD		40.00	USD		2013-01-01	P003				*2013-01-19-2013-01-20-Services	15101510	111
8		40.00	USD		40.00	USD			P003				*2013-01-19-2013-01-20-Services	69131030	Inc
9		28,000.00	USD		28,000.00	USD		2013-02-01	P003				*2013-02-01-2013-02-28-Base Rent	15101510	111
10		28,000.00	USD		28,000.00	USD			P003				*2013-02-01-2013-02-28-Base Rent	69131010	Inc

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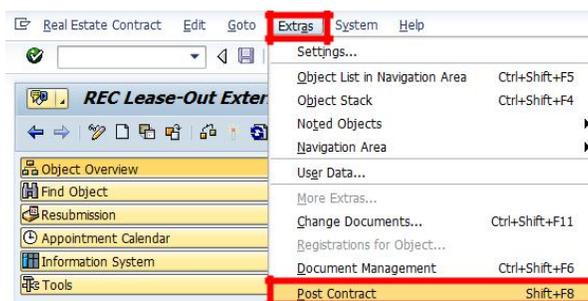
## Periodic Posting Execution

The Senior Finance User runs the Periodic Posting Execution after reviewing the Periodic Posting simulation. Umoja collects periodic rent payments from its tenants, as well as collects any one time service fees. The Periodic Posting will generate open items, which can then be cleared by incoming payments or account maintenance processes.

### Step 1

In the **Command** field enter 'RERAPP' or go SAP menu -> Accounting -> Flexible Real Estate Management -> Accounting -> Periodic Postings -> Periodic Posting: Contracts

Alternatively, display a contract then select **Extras -> Post Contract** from the header menu.



Populate the:

- **Company Code:** 1000 is the Company Code used in Umoja
  - **Contract from:** This allows you to run the Periodic Posting for multiple contracts by entering a range of contract numbers
  - **Month for Posting Run:** The month that the tenant receivables are due
  - **Year for Posting Run:** The year the tenant receivables are due
- Note:** Specifying the company code, contract number(s), month and year is all that's required to execute your postings.

- **Due Date:** The date less than or equal to the date through which conditions due on the contract will be collected. For example, if the conditions are due in January, this date would be equal to January 31st
- **Document Header Text:** This is the text displayed at the top of the posting report upon execution. This should be updated as appropriate for lease-out internal certifications
- **Posting Date:** The date the financial documents are created in the system
- **Document Date:** The reference date for when the financial documents will be recognized
- **Posting Period:** The current open financial period for the financial records
- **Posting Run Mode:** During a Periodic Posting Execution, the **Posting Run Mode** is always **Update Run**
- **Type of Posting Run:** This will always be an **Integrated Posting**. The integrated posting will accrue the revenue due to the tenant, directly to the rental object.

**Periodic Posting: Contracts**

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**Contract Selection**

Company Code: 1000 to [ ] 
  
 Contract: 200000004 to [ ] 
  
 Contract Type: [ ] to [ ] 
  
 BE for Contract: [ ] to [ ] 
  
 Object Selection Active Object

---

**Period/key date**

Contract Validity: [ ] to [ ]

---

**Filter**

Status Selection Active Status
   
 Person Responsible: [ ] to [ ]

---

**Period**

Month for Posting Run: 6
   
 Year for Posting Run: 2013
   
 Due date: 30.06.2013
   
 Calculation Date To: [ ]

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**Further Restrictions**

Condition Type: [ ] 
  
 Ext.ConditionPurpose: [ ]

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**Posting**

Document Header Text: Per.Posting: JUN 13
   
 Posting Date: 01.06.2013
   
 Document Date: 01.06.2013
   
 Posting Period: 6
   
 Posting Run Mode: Update Run
   
 Type of Posting Run: Integrated Posting

## Step 2

Click the **Execute** icon or go to Program -> Execute

**Periodic Posting: Contracts**


 Last Log
  Overview
  Selection via Sets

Contract Selection

Company Code: 1000 to    
 Contract: 200000004 to    
 Contract Type:   to    
 BE for Contract:  to    
 Object Selection Active  Object

The first screen to appear will display a summarized listing of the run results. Select the **Documents** icon which will show a popup from which you can navigate and display the financial documents created.

Documents

Periodic Posting: Contracts  
Update Run  
Per. Posting: FEB 13  
00000004201300000001  
2013-04-18 20:15:53

CoCd	Contr. RK	Object ID	CTyp	Name	FlType/Meas	Blind Date	PMeth	Tx	Net Amount	Tax Amou
000	1000	REC 1000/200000004	2001	Beirut Commissary Services Ltd	Base Rent	2013-01-01			28,000.00	0.0
000	1000	REC 1000/200000004	2001	Beirut Commissary Services Ltd	Admin Charges	2013-01-01			2,800.00	0.0
000	1000	REC 1000/200000004	2001	Beirut Commissary Services Ltd	Utilities	2013-01-01			800.00	0.0
000	1000	REC 1000/200000004	2001	Beirut Commissary Services Ltd	Services	2013-01-01			40.00	0.0
000	1000	REC 1000/200000004	2001	Beirut Commissary Services Ltd	Base Rent	2013-02-01			28,000.00	0.0
000	*	REC 1000/200000004							59,640.00	0.0
000	**	1000							59,640.00	0.0
000	***	1000							59,640.00	0.0
000	****	Posting Procedure RERP							59,640.00	0.0
000	*****								59,640.00	0.0

For Example:

**Periodic Posting: Contracts**

Ref.	Tran.	Reference Key	Log.	System	Tran	User name	Doc.	Header	Text	CoCd	Doc.	Date	Postng	Date	Transl	Date	Year	Per
Item	SG	Amount	Crcy	LC	Amount	LCrcy	Blind	Date	BusA	Tx	Tax	Jur.	Text	G/L	AccTy	G/L		
000	REACTI	00000004201300000001	RFBU	FLZRELSEPROC	Per.	Posting: FEB 13	1000	2013-04-18	2013-04-18	2013-04-18	2013							
1		28,000.00	USD	28,000.00	USD	2013-01-01	P003		*2013-01-01-2013-01-31-Base Rent					15101510			111	
2		28,000.00	USD	28,000.00	USD	2013-01-01	P003		*2013-01-01-2013-01-31-Base Rent					69131010			Inc	
3		2,800.00	USD	2,800.00	USD	2013-01-01	P003		*2013-01-01-2013-01-31-Admin Charges					15101510			111	
4		2,800.00	USD	2,800.00	USD	2013-01-01	P003		*2013-01-01-2013-01-31-Admin Charges					69131050			Inc	
5		800.00	USD	800.00	USD	2013-01-01	P003		*2013-01-01-2013-01-31-Utilities					15101510			111	
6		800.00	USD	800.00	USD	2013-01-01	P003		*2013-01-01-2013-01-31-Utilities					69131040			Inc	
7		40.00	USD	40.00	USD	2013-01-01	P003		*2013-01-19-2013-01-20-Services					15101510			111	
8		40.00	USD	40.00	USD	2013-01-01	P003		*2013-01-19-2013-01-20-Services					69131030			Inc	
9		28,000.00	USD	28,000.00	USD	2013-02-01	P003		*2013-02-01-2013-02-28-Base Rent					15101510			111	
10		28,000.00	USD	28,000.00	USD	2013-02-01	P003		*2013-02-01-2013-02-28-Base Rent					69131010			Inc	

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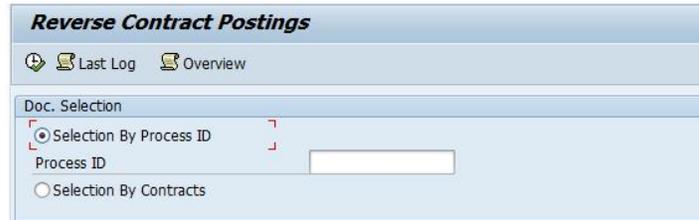
## Periodic Posting Reversal

In the event of an error, the Senior Finance User can reverse the Periodic Posting

### Step 1

In the **Command** field, enter 'RERAPPRV' or go to SAP menu -> Accounting -> Flexible Real Estate Management -> Accounting -> Periodic Postings -> RERAPPRV - Reversal of Periodic Posting for Contracts

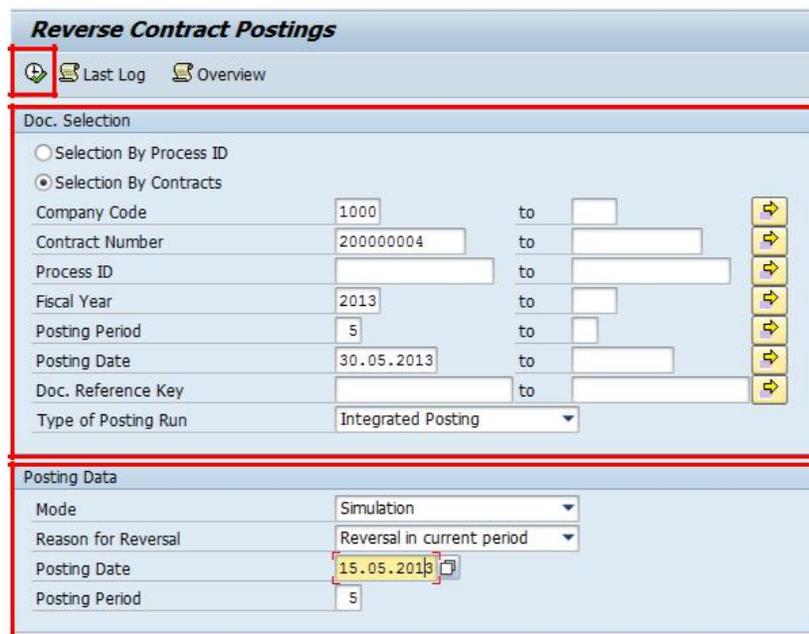
It is possible to run the reversal based on the process ID to ensure that the exact documents you want reversed are in fact reversed. If you have the process ID, select **Selection by Process ID** and enter the correct ID.



If you do not have the exact Process ID, select **Selection by Contracts** and populate the:

- **Company Code:** 1000 is the Company Code used in Umoja
- **Contract Number from and to:** This allows you to run the Periodic Posting reversals for multiple contracts by entering a range of contract numbers
- **Fiscal Year:** The current fiscal year
- **Posting Period:** The posting period
- **Posting Date:** The date of the posting
- **Type of Posting Run:** Always **Periodic Posting**
- **Mode:** Simulation
- **Reason for Reversal:** Always **Reversal in current period**
- **Posting Date:** This is the date of the reversal posting
- **Posting Period:** The posting period of the reversal posting

Click the **Execute** icon or go to Program -> Execute



## Step 2

Set Mode to **Update Run**

Posting Data	
Mode	Update Run
Reason for Reversal	Reversal in current period
Posting Date	15.05.2013
Posting Period	5

Click the **Execute** icon or go to Program-> Execute



The Periodic Posting will then be reversed

Ref.	Tran.	Reference Key	Log.	System	Tran	User name	Doc.	Header Text	CoCd	Doc. Date	Postng Date	TransDate	Year	Period	Type	Reference	DocumentNo	
Item	SG	Amount	Crcy	Amount	LCrcy	Blinc	Date	BusA	Tx	Tax	Jur.	Text	G/L	AccTy	G/L	Account/Customer/Vendor	FTyp	Ref
000	REACI	SIMULATION	00000001	QIECLNT230	RFBU	SLIRELSEPROC	Per.Posting: APR 13 1000	30.04.2013	30.04.2013	30.04.2013	2013	4	RL	000000092013REPP				
1		120.00-	USD	120.00-	USD	01.05.2013	M008									1118000020Beirut	Commissary Services ltd	2040
2		120.00	USD	120.00	USD		M008									Income Rental of Premise	Utility External	2040

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## Create Invoices

The Senior Finance User creates a UN formatted Invoice for a lease-out contract. In order to create an Invoice, a Periodic Posting must be run first. A Lease Processor can simulate the invoice.

### Step 1

In the **Command** field enter 'RERAIV' or go to SAP menu -> Accounting -> Flexible Real Estate Management -> Accounting -> Invoices -> Create Invoices

In the **Contract Selection** section, populate the:

- **Company Code:** 1000 is the Company Code used in Umoja
- **Contract Number from and to:** This allows you to create invoices for multiple contracts by entering a range of contract numbers

In the **Selection of Invoice Terms** section, populate the:

- **Selection Type:** Always select **Only Items from FI documents.**
- **Due Period From and To:** The dates that correspond with the conditions
- **Execution Mode:** Always select **Simulation** to review.
- **Title:** The title of the run
- **Summarize:** Always select **Per Contract**

**Note:** These fields specify whether or not to pick up items on the invoice that are the result of the periodic posting run execution and/or cash flow forecast in the contract.

**Create Invoices for Rent**

Last Log Overview Selection via Sets

**Contract Selection**

Company Code: 1000 to [ ]

Contract: 200000004 to [ ]

Contract Type: [ ] to [ ]

BE for Contract: [ ] to [ ]

Partner Selection Active Partner

Object Selection Active Object

**Period/key date**

Contract Validity: [ ] to [ ]

**Filter**

Status Selection Active Status

Person Responsible: [ ] to [ ]

**Selection of Invoice Items**

Selection Type: Only Items from FI Documents

Due Period: 01.06.2013 to 30.06.2013

Accounting ID: [ ] to [ ]

Process: [ ] to [ ]

Cleared Items Also

Credit Memo Items Also

Already Invoiced

**Invoice Creation**

Execution Mode: Simulation

Title: Invoices

Summarize Invoices: Per Contract

Create Credit Memos

Check Trivial Amount Limit

**Step 2**

Click the **Execute** icon or go to Program ->Execute

**Create Invoices for Rent**

Last Log Overview Selection via Sets

**Contract Selection**

Company Code: 1000 to [ ]

Contract: 200000004 to [ ]

Contract Type: [ ] to [ ]

BE for Contract: [ ] to [ ]

Partner Selection Active Partner

Object Selection Active Object

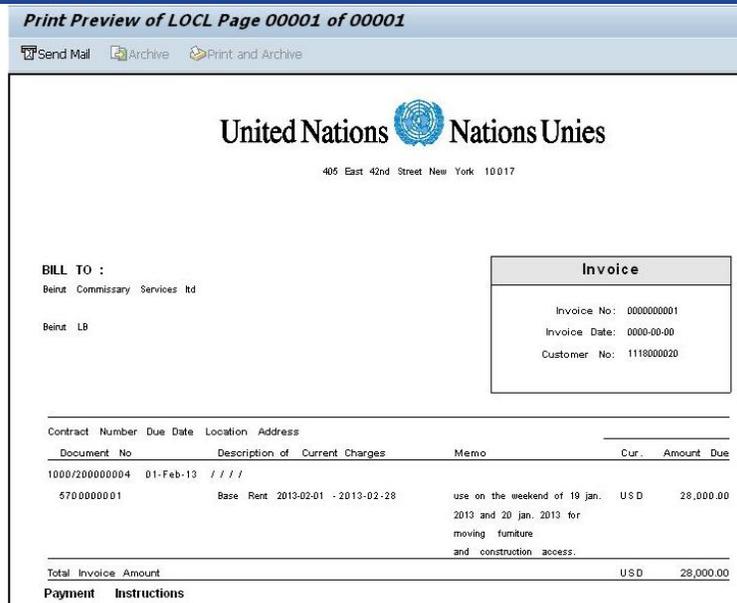
Select an invoice and click the **Preview** icon

**Invoice Overview**

Simulation: 1 invoice (temporary invoice numbers)

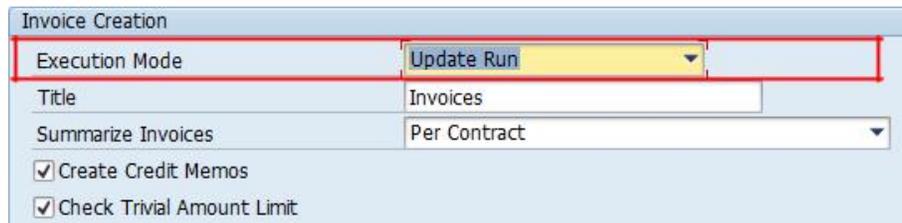
CoCd	Invoice No	Year	BP Number	Name/address	№No.	Contract	CreditMemo	Inv.Amt	Crcy	TrivialAmt
1000	1	2013	1118000020	Beirut Commissary Services ltd / / Beirut	1	1000/2000000004	<input type="checkbox"/>	28,000.00	USD	<input type="checkbox"/>
								<b>28,000.00</b>	<b>USD</b>	

Review the invoice to ensure it is correct



**Step 3**

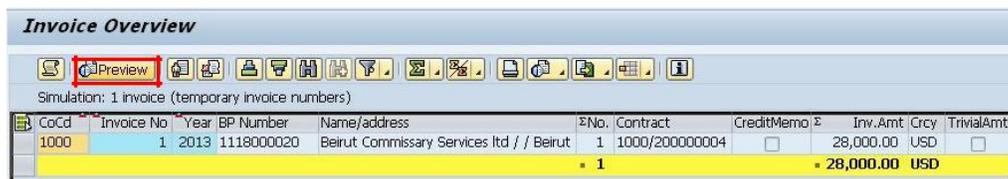
**Set Execution Mode to Update Run**



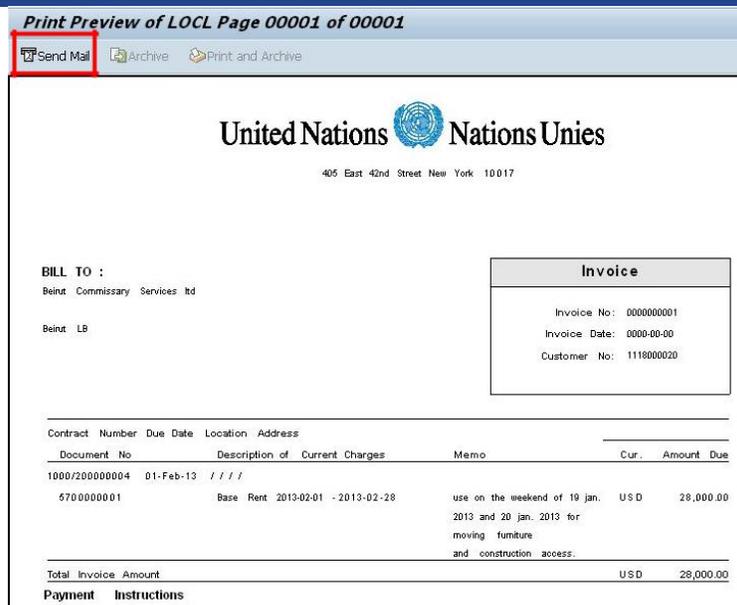
Click the **Execute** icon or go to Program -> Execute



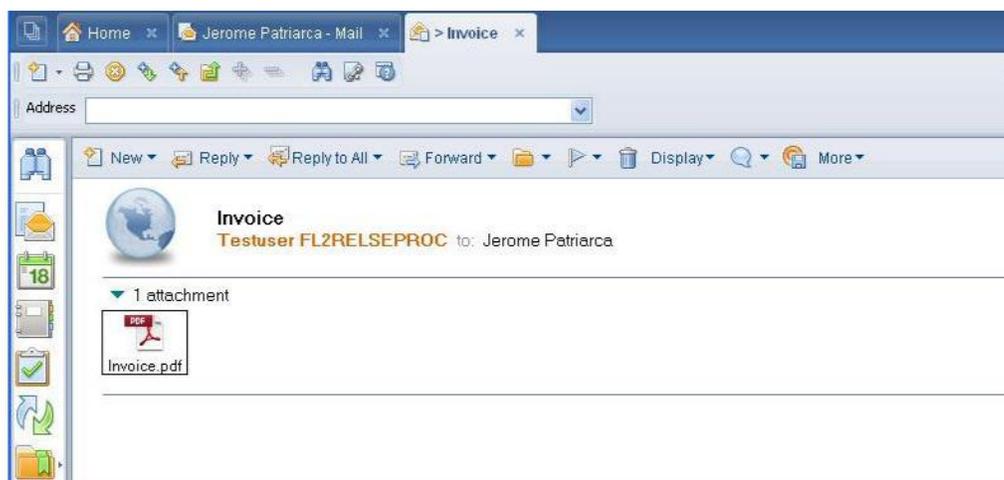
Select an invoice and click the **Preview** icon



Click on the **Preview** icon to display the invoice

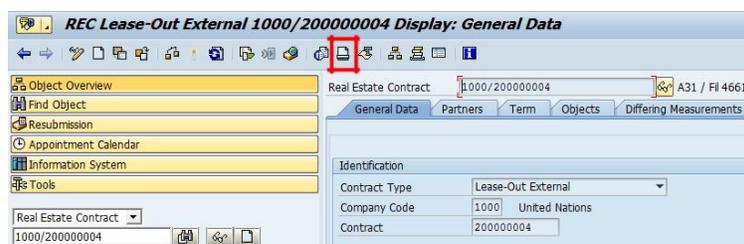


Click on the **Send Mail** icon to email the invoice to the Tenant (Note: The tenant BP record must have the tenant's email address and StandardComm.Mtd: E-Mail in order for the invoice to be emailed).

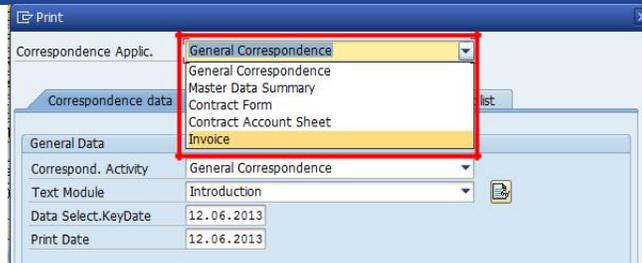


**Step 4**

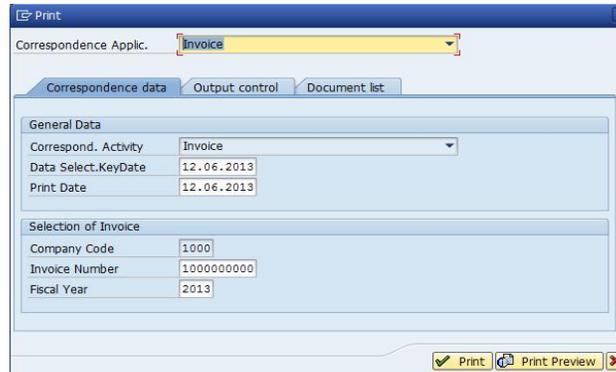
To resend an Invoice, click the **Print** icon in the transaction toolbar



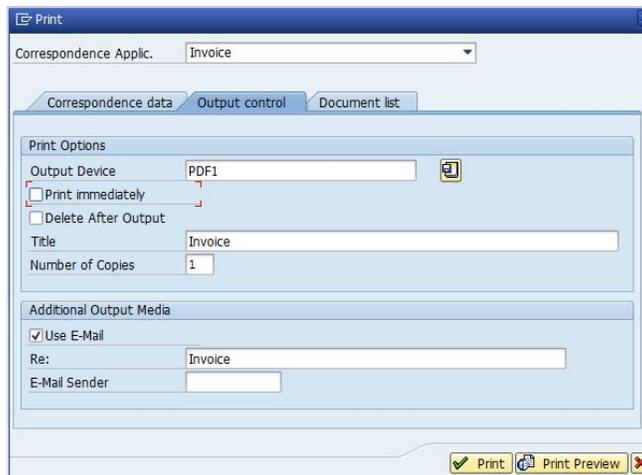
Select **Invoice** in the dropdown menu



Select the invoice you want to resend



In the **Output Control** tab, confirm the information in the **Additional Output Media** section and then press **Print**



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## Reverse Invoices

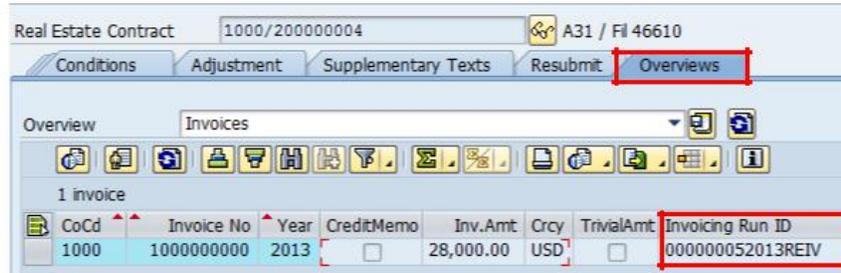
*In the event of an error, the Senior Finance User can reverse an Invoice*

### Step 1

In the **Command** field, enter 'RE80' or SAP menu -> Accounting -> Flexible Real Estate Management -> Master Data -> RE Navigator

Select **Real Estate Contract** in the drop down portion of the Navigation area on the left hand side of the screen and search for the **Contract Number**.

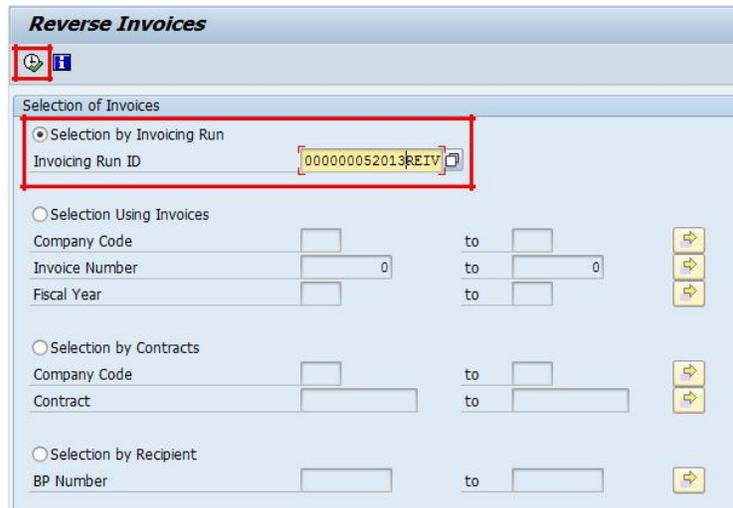
Go to the **Overview** tab, select **Invoices** and take note of the **Invoicing Run ID**



**Step 2**

Return to the home screen and enter 'RERAIVRV'

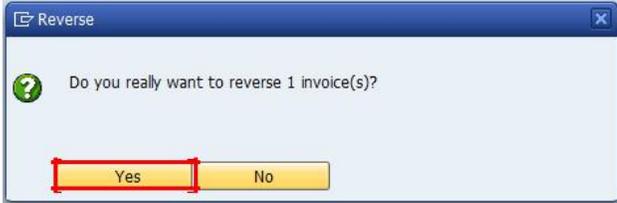
Confirm **Selection by Invoicing Run** is selected and enter the **Invoicing Run ID**, then click the **Execute** icon



Select the invoice you wish to reverse and click the **Reverse Invoices** icon



Select **Yes** when prompted



The invoice will then be reversed

**Invoice Overview**

Reverse Invoices

1 invoice (reversed)

CoCd	Invoice No	Year	Reversed	BP Number	Name/address	Due From	Due To	No.	Contract	CreditMemo	Inv.Ar
1000	1000000002	2013	<input checked="" type="checkbox"/>	1118000041	Beirut Food Cafeteria / / Beirut	01.01.2013	31.01.2013	1	1000/200000024	<input type="checkbox"/>	1.000,0