

CAMPUS PLANNING, DEVELOPMENT & REAL ESTATE (CPDRE)

Oracle Property Manager Inquiry

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Oracle Version: 11.5.10.2

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Objectives

After completing this program, the learner will be able to:

- Define property manager terminology
- Explain the basic property manager inquiry process
- Search for and view OHSU Property, Building or Land information
- Search for and view an OHSU Lease document and payment/billing history
- Find an Lease related invoice and view the check payment information
- Find a Customer Account and view the billing and receipt information
- Use the report function to run a Lease Abstract report

Chapter 1: Overview

Oracle Property Manager - Terminology

Lease Types:

- **Double Net:** Lease defines which costs the Landlord pays and which costs the Tenant pays for maintenance and repairs. Differs from Triple Net in that Tenant does not pay all costs.
- **Expense Stop:** Expense Stop is the owners' share of annual building operating expenses mutually agreed upon between Landlord and Tenant. This is often expressed as a dollar amount per sq ft.
- **Gross:** In a Gross lease the Landlord provides services for both the interior and exterior premises. However the costs of these services can be shared depending on other paragraphs of the lease.
- **Full Service:** In a Full Service lease the Landlord provides services for both the interior and exterior premises. However the costs of these services paid by the Landlord and are not shared depending on other paragraphs of the lease.
- **License:** Does not convey real property interest to the Tenant, these agreements only give permission for limited use of the property.
- **Net:** Generally Tenant pays rent and one expense.
- **Flat Rate:** Such rates are specific rental rates that remain constant that no additional charges can be added to the lease.
- **Percentage Rent aka Retail:** Rents computed on the basis of an agreed upon percentage of sales volume they may be an addition to a base rent. Common in retail lease not office leases. (Starbucks)
- **Triple Net:** All costs for repairs and maintenance are the Tenant's responsibility. (maintenance, utilities, landscaping...etc)
- **Base Year aka Expense Pass Throughs:** A lease where additional rent for common area maintenance (CAM) is either paid or refund received if the expenses exceed or decrease over the first year that common area expenses are paid by the Landlord. E.g. if OHSU moves into a building in January 2007 and 2007 is the base year identified in lease, OHSU will not pay est. op exp as this is the first year that these expenses are being established. The next year the Landlord will give OHSU an est. op exp to pay based off of the actual

expenses paid in 2007 plus a % increase for 2008. At the end of 2008 the Landlord will reconcile the actual 2008 against the est. op paid. OHSU will either pay if the actual was higher or receive credit if the expenses decreased from the base year.

Adjustments: Additional payment/credit made to a lease payment.

Amortization: The gradual elimination of a liability, such as a tenant improvement or equipment, in regular payments over a specified period of time.

CAM: Common Area Maintenance

Commencement Date – The date on which a tenant begins paying rent. It may be on or after the lease commencement date, but never before the lease commencement date.

Depreciation: Gradual conversion of the cost of a tangible capital asset or fixed asset (excluding land because it has unlimited life) into an operational expense over the asset's estimated useful life.

Easement: A right to use the property of another created by grant, reservation, agreement, prescription or necessary implication. It is either for the benefit of land "appurtenant" such as the right to cross A to get to B, or "in gross", such as a public utility easement. Since an Easement transfers a property right, Board of Regent approval is required for the UCHSC to grant an easement.

Estoppel: A statement concerning the status of an agreement and the performance of obligations under the agreement relied upon by a third party in the context of a lease, a statement by the tenant stating that the lease is in effect and certifying that no rent has been prepaid and that there are no known outstanding defaults by the landlord (except those specified).

Hold over: A tenant who retains possession of the premises after the expiration of the lease

HVAC: The acronym for heating, ventilating and air conditioning. Refers to the equipment used to heat and cool a building.

Insurance: Risk-transfer mechanism that ensures full or partial financial compensation for the loss or damage caused by event(s) beyond the control of the insured party.

Lease Commencement Date – The date on which beneficial occupancy commences and the legal terms of the lease go into effect.

Monthly Payment: Payment for rent made for the life of the lease.

One Time Payment: Payment to be made outside the normal rent payment, such as for locks, repairs, etc.

Operating Expense: Expense incurred in carrying out a firm's day to day activities, but not directly associated with production. Operating expenses include payroll, sales commissions, employee benefits and pension contributions, transportation and travel, amortization and depreciation, rent, repairs and taxes, etc...

Prepayment: 1st month rent paid in advance. Sometimes last month's rent if stated in the lease language.

Pass Throughs - Building and operating expenses that are paid by the tenant under the terms of the lease.

Real Property – (1) land and anything permanently affixed to the land, such as buildings, fences and those things attached to the buildings, such as light fixtures, plumbing and heating fixtures, or other items that would be personal property if not attached. (2) May refer to rights in real property as well as the property itself

Recurring Payment: Monthly payment for rent in the same dollar amount each month, for the life of the lease.

Security Deposits: The amount of collateral a customer deposits when entering into a new lease.

Tenant Improvement: Changes made to the interior of a property by its owner to accommodate the needs of a tenant such as floor and wall coverings, ceilings, partitions, air conditioning, fire protection and security.

Chapter 2: View Lease History

You can use Oracle Property Manager's data to manager your properties, to identify a property and associate it with a lease in the lease window.

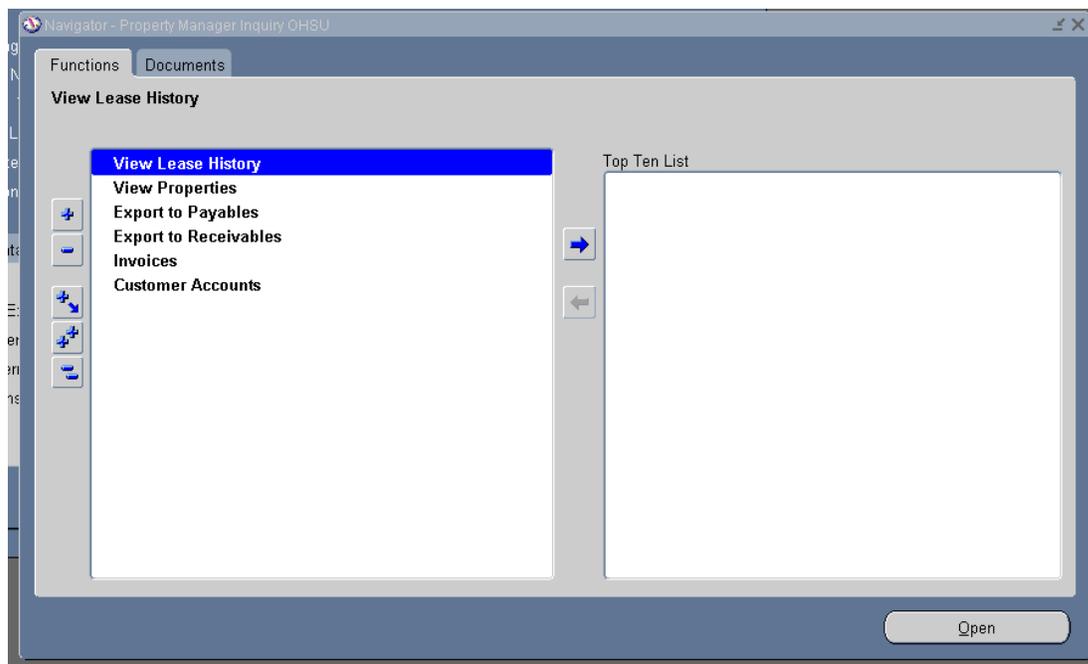
1) View Lease Property

To view a Property setup you can search by either the Property Name or Property Num fields.

Steps:

Login in to the Oracle Navigator

Select **View Lease History** and click **Open**



The Find Leases form will appear.

Find Leases

Operating Unit

Name

Type

Master Lease

Abstracted By

User Responsible

Number

Class

Lease Status

Approval Status

Customer Name

Details | Contacts | Locations | Insurance | Rights | Obligations | Options | Notes

Execution Date -

Commencement Date -

Termination Date -

Extension End Date -

Clear Find

Enter the Lease **Name** or Lease **Number** than Click **Find**.

The Leases form will appear.

Lease (Aronora LLC) - 1256, OHSU Operating Unit

Date Effective Find (K)

Name **Aronora LLC** Number **1256**
 Type **Gross** Class **Third Party**
 Master Lease Abstracted By **HETRICKC**
 Approval Status **Final** Lease Status **Active**
 Primary Location Customer

Details | Contacts | Locations | Insurance | Rights | Obligations | Options | Billings | Notes

Key Lease Dates

Execution **14-AUG-2009**
 Commencement **01-SEP-2009**
 Termination **31-AUG-2010**

Account Defaults

Revenue **1268-69450-79-4605-900-4**
 Receivable **0151-00001-01-1383-000-4**
 Accrued Asset

Term **365**
 User Responsible **HETRICKC**
 Proration Rule **365 Days/Year**
 Extension End Date

Term Template
 Functional Currency **USD** []

History (J) Milestones

Contact Tab shows who the Landlord and Tenant's names

Lease (Aronora LLC) - 1256, OHSU Operating Unit

Date Effective Find (K)

Name **Aronora LLC** Number **1256**
 Type **Gross** Class **Third Party**
 Master Lease Abstracted By **HETRICKC**
 Approval Status **Final** Lease Status **Active**
 Primary Location Customer

Details | Contacts | Locations | Insurance | Rights | Obligations | Options | Billings | Notes

Role	Company Name	Site	Active
Sublandlord	Oregon Health & Science Uni	OGI Campus	<input checked="" type="checkbox"/>
Subtenant	Aronora LLC	HVB Aronora	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Details History (G)

Locations tab shows the lease **Type, Code** and the **Usage** type for this lease.

Lease (Aronora LLC) - 1256, OHSU Operating Unit

Date Effective Find (K)

Name **Aronora LLC** Number **1256**
 Type **Gross** Class **Third Party**
 Master Lease Abstracted By **HETRICKC**
 Approval Status **Final** Lease Status **Active**
 Primary Location Customer

Details Contacts Locations Insurance Rights Obligations Options Billings Notes

Type	Code	Primary	Usage	Share
Office	L662_01_SLS221 Aronora	<input type="checkbox"/>	Research Facility	0
Office	L662_01_SLS220 Aronora	<input type="checkbox"/>	Research Facility	0
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

History (C)

Insurance tab will show any Insurance certificate information if applicable.

Lease (Aronora LLC) - 1256, OHSU Operating Unit

Date Effective Find (K)

Name **Aronora LLC** Number **1256**
 Type **Gross** Class **Third Party**
 Master Lease Abstracted By **HETRICKC**
 Approval Status **Final** Lease Status **Active**
 Primary Location Customer

Details Contacts Locations Insurance Rights Obligations Options Billings Notes

Active

Type	Insurer Name	Policy Num	Start	Expiration
			<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

History (E) Milestones

Rights tab will show if and when a certain lease has language in the lease for any special handling or alerts (exp. The option to pick up extra space if it became available, or the dates in which the tenant had the right to Relocate, etc)

Lease (Aronora LLC) - 1256, OHSU Operating Unit

Date Effective Find (F)

Name **Aronora LLC** Number **1256**
 Type **Gross** Class **Third Party**
 Master Lease Abstracted By **HETRICKC**
 Approval Status **Final** Lease Status **Active**
 Primary Location Customer

Details Contacts Locations Insurance Rights Obligations Options Billings Notes

Num	Type	Grant Code	Reference

Comments

History (A)

The Obligations tab would show whether the tenant would be Tax Exemption and document where in the lease one would refer back to the lease for this information.

Lease (Aronora LLC) - 1256, OHSU Operating Unit

Date Effective Find (F)

Name **Aronora LLC** Number **1256**
 Type **Gross** Class **Third Party**
 Master Lease Abstracted By **HETRICKC**
 Approval Status **Final** Lease Status **Active**
 Primary Location Customer

Details Contacts Locations Insurance Rights Obligations Options Billings Notes

Responsibility

Num	Type	Service Provider Name	Type	Common		
				Area	Financial	%

Comments

History

The Options tab would show if the tenant had the right to Extend the lease or had right for Early Termination and the dates they had in which to exercise these options.

The Billing tab shows what date range was setup to pay this lease and the amount, it would also show any one time payments and what these payments were for.

The Notes tab is another place used to document any special handling of this lease.

Lease (Aronora LLC) - 1256, OHSU Operating Unit

Date Effective Find (K)

Name **Aronora LLC** Number **1256**

Type **Gross** Class **Third Party**

Master Lease Abstracted By **HETRICKC**

Approval Status **Final** Lease Status **Active**

Primary Location Customer

Details Contacts Locations Insurance Rights Obligations Options Billings **Notes**

Type	Date	User	
Lease History Notes	08-SEP-2009	MORALEZA	

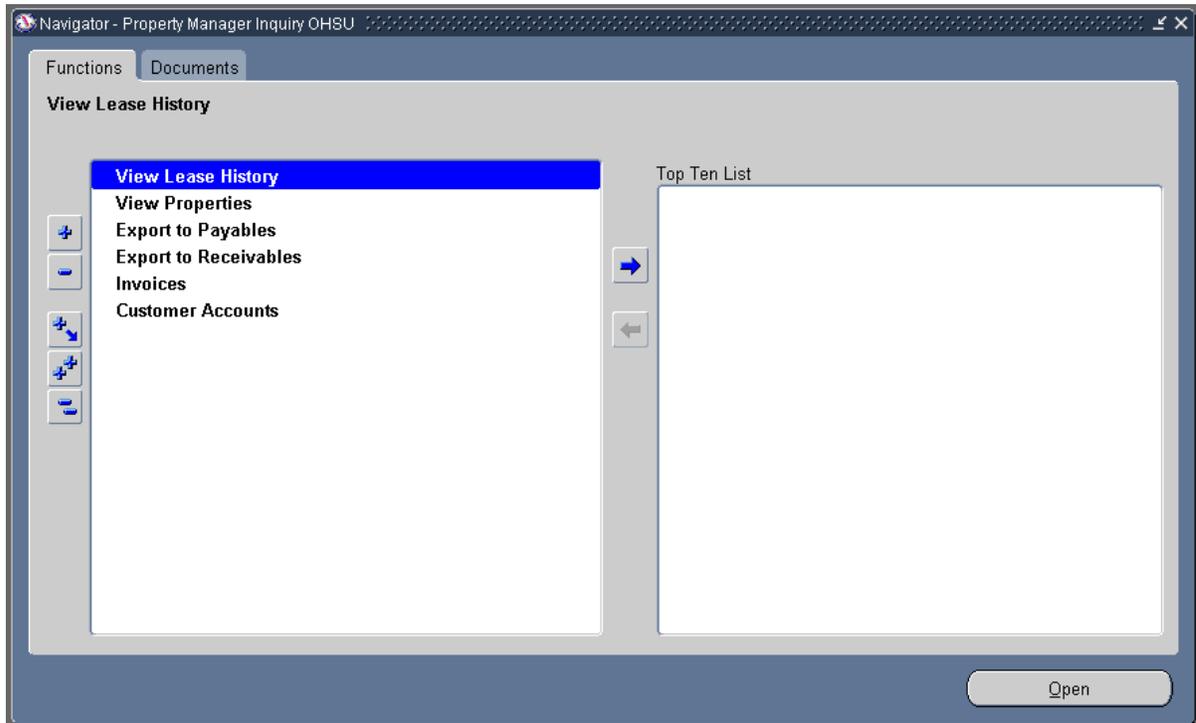
Description

Original invoice 500437 was voided in AR because the invoice had an incorrect Terms listed on it. Antoinette Moralez-Pradera

2) Viewing Attached Documents

Steps:

Go to **Navigator**, select **View Lease History**



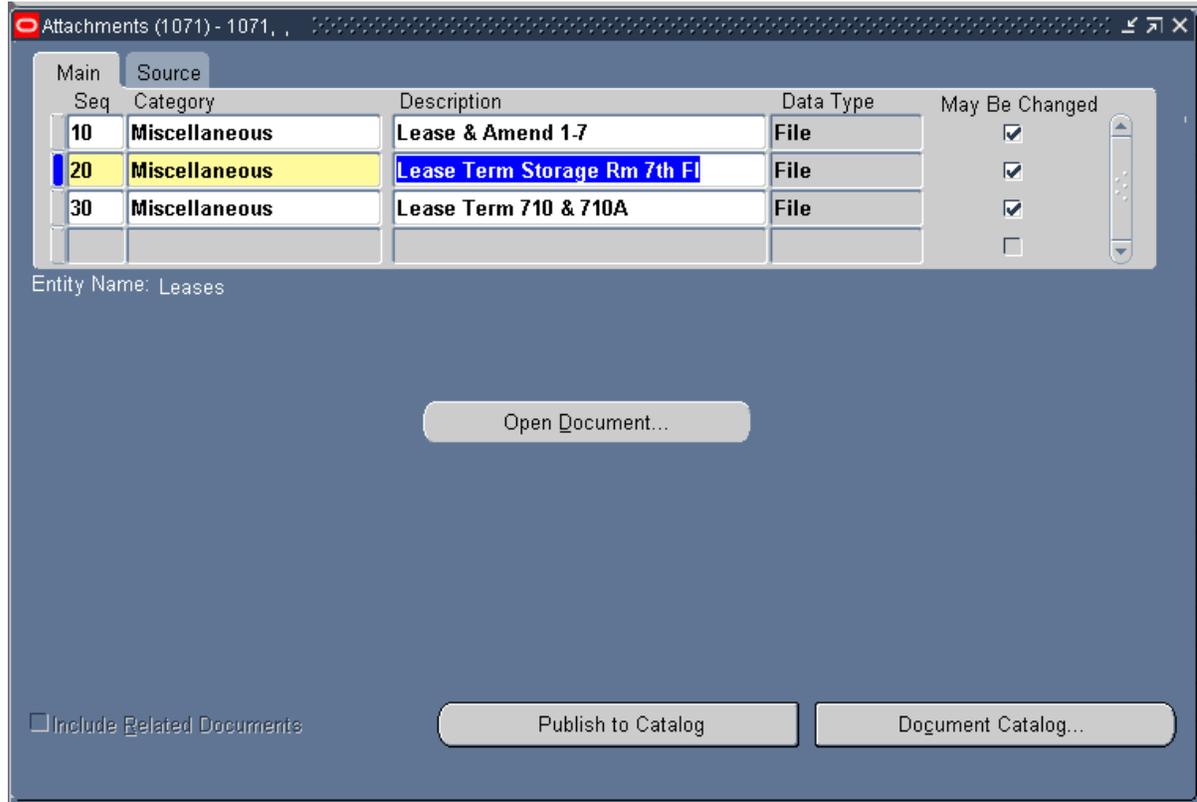
The Find Lease form will appear

The screenshot shows a software window titled "Find Leases". It contains two columns of input fields. The left column includes: Operating Unit, Name, Type, Master Lease, Abstracted By, and User Responsible. The right column includes: Number, Class, Lease Status, Approval Status, and Customer Name. Below these fields is a tabbed interface with tabs for "Details", "Contacts", "Locations", "Insurance", "Rights", "Obligations", "Options", and "Notes". The "Details" tab is active and contains four rows of date fields: Execution Date, Commencement Date, Termination Date, and Extension End Date, each with two input boxes separated by a hyphen. At the bottom right are "Clear" and "Find" buttons.

Enter the Lease number and click Find

This screenshot is identical to the previous one, but the "Number" input field now contains the text "1071".

This brings all of the attached documents for this lease,



Some leases may have more Amendments or other Legal documents than can be viewed within the first four lines (this would depend upon the age of lease), you are able to scroll down to check for additional documents.

Scroll down to see the line/document you want to view and click on the **Open Document** button.



FAXED AND MAILED: 503-221-6243

CAMPUS PLANNING,
DEVELOPMENT &
REAL ESTATE

October 29, 2008

Mail code PF22E
3181 S.W. Sam Jackson Park
Reed
Portland, OR 97239-3098
telephone: 503 494-2454
fax: 503 494-1073

Mr. Morris Levenspiel
Electric Building LLC
621 SW Alder Street
Portland, OR 97205

Subject: **LEASE TERMINATION NOTICE**

Dear Mr. Levenspiel:

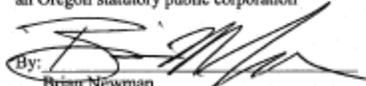
This is to notify Electric Building LLC that the Oregon Health & Science University, an Oregon statutory public corporation, as Tenant, elects to act under Amendment #7, Article 1, the termination clause, as provided in that certain Lease Agreement dated November 12, 1992 as amended or supplemented by Amendments dated July 1, 1996; July 18, 1997; March 20, 1999; September 27, 2002; September 28, 2004; August 24, 2005 and April 10, 2007 made with Electric Building, LLC, as Landlord, covering premises described as:

Suites 710 and 710A (1,078 SF at \$1,500/month) at The Electric Building, 621 SW Alder Street, Portland, Oregon.

Accordingly, the Lease for just Suite 710A (310 SF) shall be terminated effective 11:59 p.m. on November 30, 2008. Commencing December 1, rent for Suite 710 (768 SF) shall be \$1,069.10 per month.

This Notice is executed this 31st day of October, 2008.

LESSEE: Oregon Health & Science University
an Oregon statutory public corporation

By: 
Brian Newman
Director, Campus Planning & Development

You will have to click each line separately to review each document.

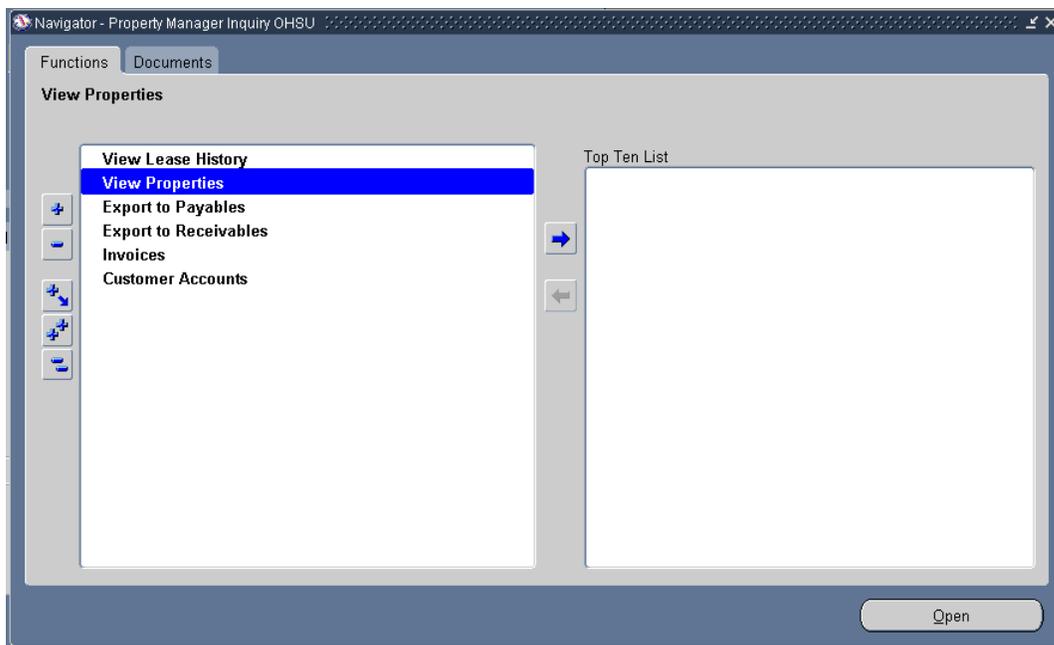
Chapter 3: View Properties Setup

View Properties History

View property history by searching by the Property's full name or their Lease number.

Steps:

Go to **Navigator**, select **View Properties** and click **Open**.



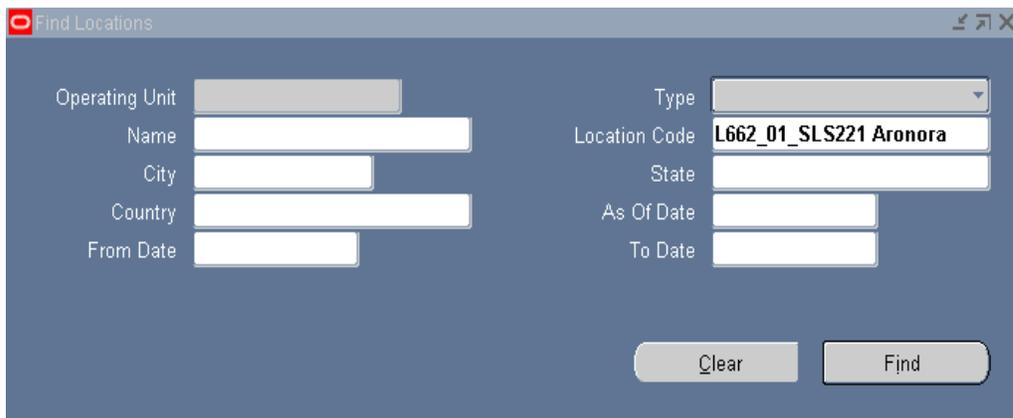
The **Find Locations** form appears



The screenshot shows a window titled "Find Locations" with a dark blue background. On the left side, there are six input fields: "Operating Unit" (a grey dropdown menu), "Name" (a white text box), "City" (a white text box), "Country" (a white text box), and "From Date" (a white date picker). On the right side, there are five input fields: "Type" (a grey dropdown menu), "Location Code" (a white text box), "State" (a white text box), "As Of Date" (a white date picker), and "To Date" (a white date picker). At the bottom right, there are two buttons: "Clear" and "Find".

Search for a Property using either the Full Property's Name or Location Code in the appropriate field. The most common ways to perform the search include:

- Use the list of values to search for a Customer/Vendor Full Name or Location Code
- Select **Find**



This screenshot is identical to the one above, but the "Location Code" field is now populated with the text "L662_01_SLS221 Aronora".

To review the Details,

The screenshot shows a software window titled "Office - OHSU Operating Unit, Howard Vollum Bldg (09), SLS221 Aronora". The window is divided into four main sections: Details, Usage, Area, and Occupancy.

Details:

- Name: SLS221 Aronora
- Suite: [Empty]
- Alias: SLS221
- Location Code: L662_01_SLS221 Aronora
- From: 21-DEC-2006
- To: [Empty]

Usage:

- Space Type: [Empty]
- Function Type: [Empty]
- Standard Type: [Empty]
- Bookable Flag: [Empty]

Area:

- Rentable: 770
- Usable: 770
- Common Flag:
- Common: [Empty]
- Assignable: 770
- Secondary Circulation: 0
- Vacant: 770

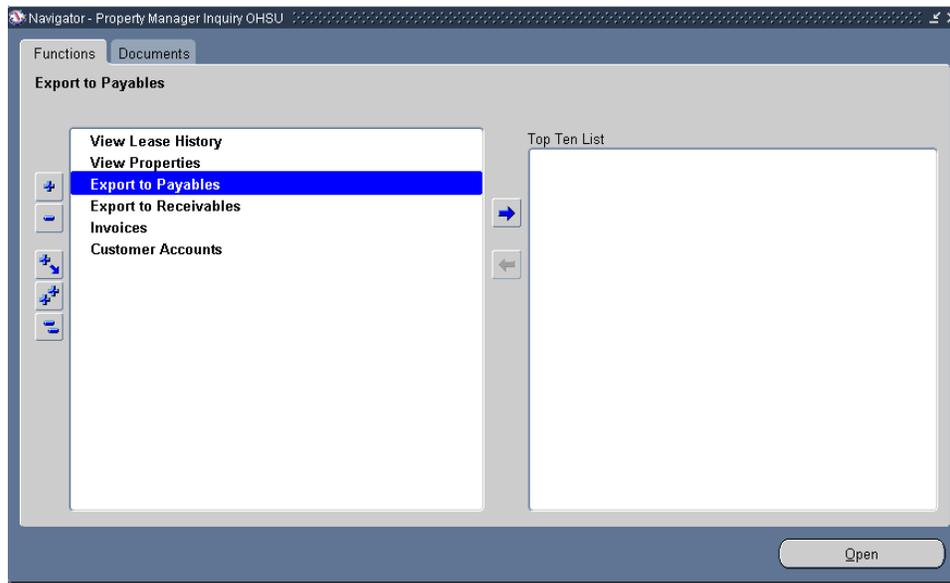
Occupancy:

- Occupancy Status: Occupiable
- Employee Assignable:
- Cost Center Assignable:
- Customer Assignable:
- Disposition: [Empty]
- Accounting Treatment: [Empty]
- Maximum: [Empty]
- Optimum: [Empty]
- Utilized: 0
- Vacancy: [Empty]

Chapter 4: Export to Payables and the Associated Payment

Steps:

Go to **Navigator**, Select **Export to Payables** and click **Open**



Enter the Period Name

Find Payments

Operating Unit

Lease Name

Number

Schedule Dates -

Transaction Dates -

Payment Purpose

Period Name **SEP-09**

Amount -

Supplier Name

Invoice Number

Exported

Clear Find

You must click the **Exported** box or no data will be returned

And click Find

Payments Exported to Payables

Operating Unit	Export	Supplier Name	Payment Purpose	Export Amount	Payment Type	Transact
OHSU Operating Unit	<input checked="" type="checkbox"/>	KBS ADP PLAZA LLC	Rent	13,999.30	Base	01-SEP-2
OHSU Operating Unit	<input checked="" type="checkbox"/>	CENTRAL BETHANY DEVELOPM	Rent	10,317.08	Base	01-SEP-2
OHSU Operating Unit	<input checked="" type="checkbox"/>	MARQUAM VILLAGE	Rent	775.00	Base Rent	01-SEP-2
OHSU Operating Unit	<input checked="" type="checkbox"/>	SHELTER MANAGEMENT INCORP	Rent	750.00	Base Rent	01-SEP-2
OHSU Operating Unit	<input checked="" type="checkbox"/>	ASANTE HEALTH SERVICES	Rent	197.96	Base Rent	01-AUG-3
OHSU Operating Unit	<input checked="" type="checkbox"/>	ASANTE HEALTH SERVICES	Rent	593.88	Base Rent	01-AUG-3
OHSU Operating Unit	<input checked="" type="checkbox"/>	ASANTE HEALTH SERVICES	Rent	197.96	Base Rent	01-AUG-3
OHSU Operating Unit	<input checked="" type="checkbox"/>	ASANTE HEALTH SERVICES	Rent	98.98	Base Rent	01-AUG-3
OHSU Operating Unit	<input checked="" type="checkbox"/>	ASANTE HEALTH SERVICES	Rent	296.94	Base Rent	01-AUG-3
OHSU Operating Unit	<input checked="" type="checkbox"/>	ASANTE HEALTH SERVICES	Rent	395.92	Base Rent	01-AUG-3

Lease Name **ADP Plaza** Number **1052**

Schedule Date **01-SEP-2009** Period Name **SEP-09**

Currency **USD** Amount **13,999.30**

Transactions Export

1. Search for an Exported Lease using either the **Lease Name** or **PN Number** field.
 2. Search using a **Period Name**
- You must check the **Exported** box or no data will be returned.
3. Click **Find**

The screenshot shows a window titled "Payments Exported to Payables" with a table of transactions and search filters at the bottom.

Payment Purpose	Export Amount	Payment Type	Transaction Date	Operating Unit
	900.00	Base Rent	01-SEP-2009	OHSU Operating Unit
Operating Expense	20.55	Waste Removal Ga	01-AUG-2009	OHSU Operating Unit
Operating Expense	48.75	Telephone - Utilitie	01-SEP-2009	OHSU Operating Unit
Operating Expense	36.92	Electricity-Utilities	01-SEP-2009	OHSU Operating Unit

Search filters at the bottom of the window:

- Lease Name: PA Program-Newport A
- Schedule Date: 01-SEP-2009
- Currency: USD
- Number: 1251 (circled in red)
- Period Name: SEP-09
- Amount: 900.00

Buttons: Transactions, Export

4. You've successfully queried all of the billings for this vendor in this period of time.

You can arrow down to locate a specific invoice (let's look at Lease Number 1251) and then click on the Transactions button.

Invoices (OHSU Operating Unit) Batch Control Total Actual Total

ANT

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Amount	Batch Name	Description
Standard	DOLPHIN R	218256	547 SW 7TH	01-SEP-2009	PNOHSUSEP09	900.00	25SEP09JDPN	Lease Number

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid

USD

Invoice Status

Status

Accounted

Approval Status

Approval

Pending Approver

Description

Summary

Holds

Distribution Total

Invoices (OHSU Operating Unit)

Batch Control Total Actual Total

ANT

Type	Supplier	Supplier Nur	Site	Invoice Date	Invoice Num	Invoice Amount	Batch Name	Description
Standard	DOLPHIN R	218256	547 SW 7TH	01-SEP-2009	PNOHSUSEP09	900.00	25SEP09JDPN	Lease Number: 1251

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	3583089	29-SEP-2009	29-SEP-2009	<input type="checkbox"/>	900.00	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Payment Overview

Overview Distributions

Click Payment Overview button to view more check information.

Invoices (OHSU Operating Unit)

Batch Control Total Actual Total

ANT

Type	Supplier	Supplier Nur	Site	Invoice Date	Invoice Num	Invoice Amount	Batch Name	Description
Standard	DOLPHIN R	218256	547 SW 7TH	01-SEP-2009	PNOHSUSEP09	900.00	25SEP09JDPN	Lease Number: 1251

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid
 USD

Invoice Status
 Status
 Accounted

Approval Status
 Approval
 Pending Approver

Description

Summary
 Holds
 Distribution Total

Overview Distributions

Payment Overview (OHSU Operating Unit)

Number	3583089
Currency	USD
Amount	900.00
Date	29-SEP-2009
Batch	092909REG
Voucher	
Status	Reconciled Unaccounte
Cleared Amount	900.00
Cleared Date	05-OCT-2009
Void Date	
Maturity Date	

Supplier	
Name	DOLPHIN REAL ESTATE LLC
Taxpayer ID	270180886
Number	218256
Site	547 SW 7TH
Address	547 SW 7TH NEWPORT, OR 97365 United States

Bank	
Name	WELLS FARGO
Account	Controlled AP Van Wert
Payment Document	Controlled AP VW
Payment Method	Check

Invoices			
Number	Amount Paid	GL Date	Description
<input checked="" type="checkbox"/> PNOHSUSEP09	900.00	29-SEP-2009	Lease Number: 1251

Click on the Invoice Overview button

Invoice Overview (OHSU Operating Unit)

Supplier	DOLPHIN REAL ESTATE LLC	Site	547 SW 7TH
Supplier Num	218256	Taxpayer ID	270180886
Invoice Num	PNOHSUSEP09	Type	Standard
Batch Name	25SEP09JDPN	Currency	USD
Voucher		Amount	900.00
PO Number		Unpaid	0.00
Receipt Num		Release	
		Unapplied	
		Settlement Date	

Invoice Status

Paid	Yes
Accounted	Yes
Status	Validated
Approval	Not Required

Description: Lease Number: 1251

Active Hold	Reason
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Scheduled Payments				Actual Payments		
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
<input checked="" type="checkbox"/> USD	900.00	0.00	01-SEP-2009	<input type="checkbox"/>	3583089 - Check	29-SEP-2009
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		

Payment Overview View Receipt Supplier Invoices

You can also query invoice information from the Property Manager responsibility by going Navigator>Invoices>Find Invoices and entering either the Supplier Name or Number

Find Invoices

Supplier

Name Number

Site Taxpayer ID

PO Num PO Shipment:

Invoice

Number Terms:

Type Pay Group:

Amounts - Invoice Batch

Dates - Currency

Invoice Status

Paid

Accounted

Status

Holds

Status

Name

Reason

Voucher Audit

Category

Name

Numbers -

Invoice Template

Number

Period Type

Calculate Balance Owed... Clear New Find

Find Invoices

Supplier

Name **DOLPHIN REAL ESTATE LLC** Number **218256**

Site Taxpayer ID **270180886**

PO Num PO Shipment:

Invoice

Number Terms:

Type Pay Group:

Amounts - Invoice Batch

Dates - Currency

Invoice Status

Paid

Accounted

Status

Holds

Status

Name

Reason

Voucher Audit

Category

Name

Numbers -

Invoice Template

Number

Period Type

Calculate Balance Owed... Clear New Find

Then clicking on the Find button.

Batch Control Total

ANT

Type	Supplier	Supplier Nur	Site	Invoice Date	Invoice Num	Invoice Amount	Batch Name
Standard	DOLPHIN R	218256	547 SW 7TH	01-JUL-2009	PN OHSUJUN09	0.00	19JUN09JD
Standard	DOLPHIN R	218256	547 SW 7TH	01-JUN-2009	PN OHSUJUN09	850.00	19JUN09JD
Standard	DOLPHIN R	218256	547 SW 7TH	23-JUN-2009	PN OHSUJUN09	1,050.00	22JUN09JD
Standard	DOLPHIN R	218256	547 SW 7TH	01-JUN-2009	PN OHSUJUN09	35.00	19JUN09JD

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Ap

Amount Paid
USD 0.00

Invoice Status
Status: Validated
Accounted: Yes

Approval Status
Approval
Pending Approver

Description: Lease Number: 1251

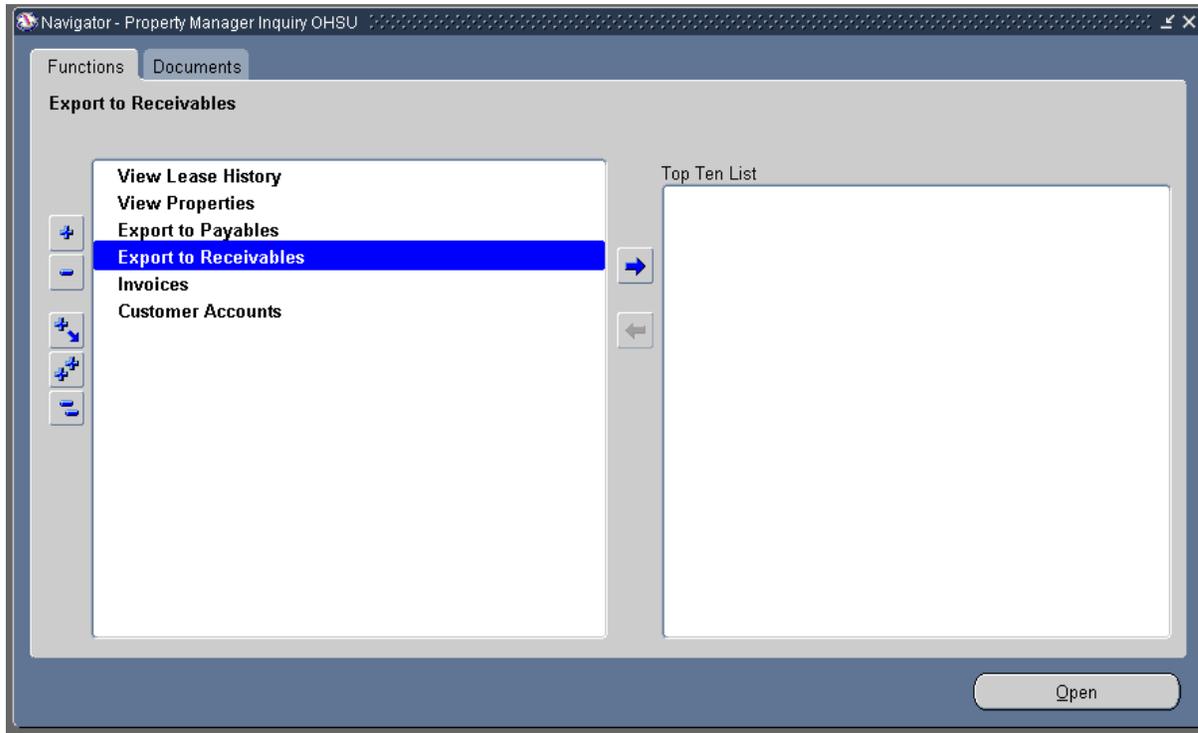
Summary
Holds
Distribution Total

Overview Distributions

Chapter 5: Export to Receivables

Steps:

Go to **Navigator**, Select **Export to Receivables** and click **Open**



1. Enter the **Period Name**

Find Payments

Operating Unit

Lease Name

Number

Schedule Dates —

Transaction Dates —

Payment Purpose

Period Name **SEP-09**

Amount —

Supplier Name

Invoice Number

Exported

Clear Find

You must click the **Exported** box or no data will be returned

And click **Find**

Billings Exported to Receivables

PN

Export	Customer Name	Payment Purpose	Payment Type	Transaction Date	Export Amount	Re
<input checked="" type="checkbox"/>	Wells Fargo Corpora	Rent	Base Rent	01-SEP-2009	6,304.50	01
<input checked="" type="checkbox"/>	Verizon Wireless	Rent	Base Rent	01-SEP-2009	250.00	01
<input checked="" type="checkbox"/>	Hanger Prosthetics &	Rent	Base Rent	01-SEP-2009	650.97	01
<input checked="" type="checkbox"/>	Hanger Prosthetics &	Telephone	Operating Expense	01-SEP-2009	307.00	01
<input checked="" type="checkbox"/>	Hanger Prosthetics &	Parking Rent	Base Rent	01-SEP-2009	579.00	01
<input checked="" type="checkbox"/>	Najit Technologies In	Rent	Base Rent	08-SEP-2009	322.09	01
<input checked="" type="checkbox"/>	Chemica Technologi	Rent	Base Rent	01-SEP-2009	6,951.77	01
<input checked="" type="checkbox"/>	Intracranial Hyperter	Rent	Base Rent	01-SEP-2009	540.37	01
<input checked="" type="checkbox"/>	Portland State Univ/	Rent	Base Rent	01-SEP-2009	2,553.02	01
<input checked="" type="checkbox"/>	Yecuris Inc	Rent	Base Rent	01-SEP-2009	1,908.35	01

Lease Name **Yecuris Inc** Number **1253**

Schedule Date **01-SEP-2009** Period Name **SEP-09**

Currency **USD** Amount **1,908.35**

Transactions Export

Find Billings

Operating Unit

Lease Name **Wells Fargo Bank - Parking**

Number **1044**

Schedule Dates —

Transaction Dates —

Payment Purpose

Period Name **SEP-09**

Amount —

Customer Name

Exported

Clear Find

1. Search for an Exported Lease using the **Lease Name** or **PN Number** field.
2. Enter the a **Period Name**
You must check the **Exported** box or no data will be returned.
3. Click **Find**

Billings Exported to Receivables

PN

Export	Customer Name	Payment Purpose	Payment Type	Transaction Date	Export Amount	Re
<input checked="" type="checkbox"/>	Wells Fargo Corpora	Rent	Base Rent	01-SEP-2009	6,304.50	01
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

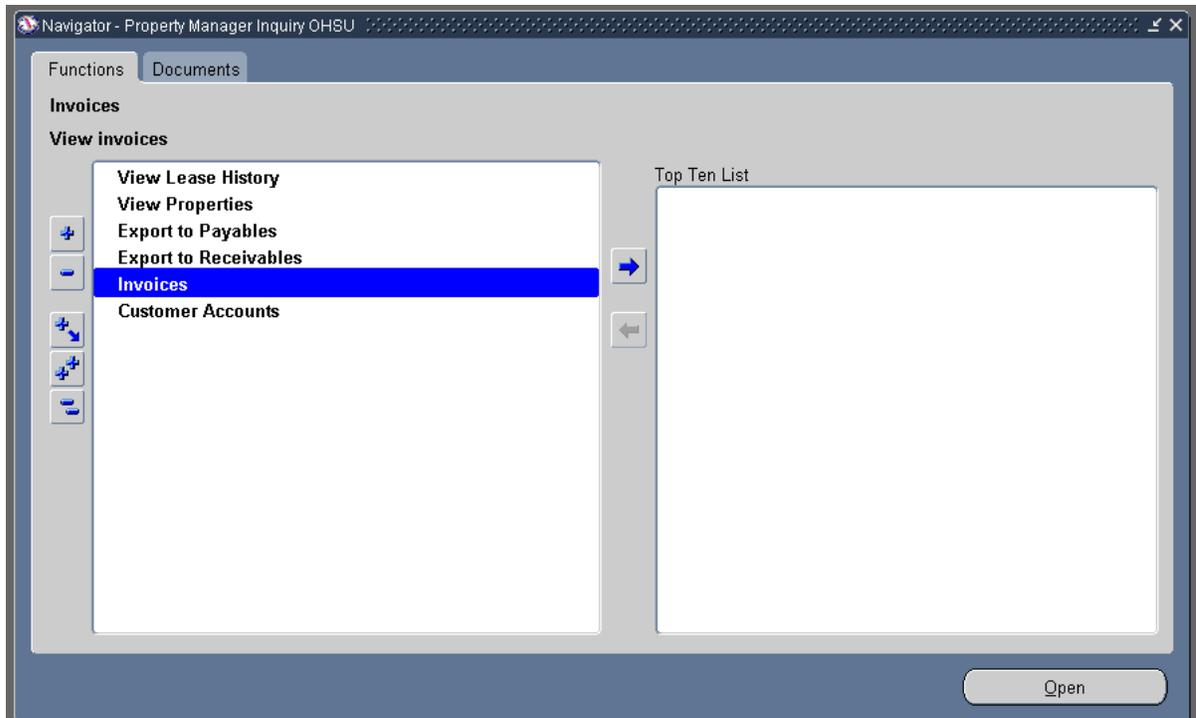
Lease Name: Wells Fargo Bank - Parl
 Schedule Date: 01-SEP-2009
 Currency: USD
 Number: 1044
 Period Name: SEP-09
 Amount: 6,304.50

Transactions Export

4. You have successfully queried all of the billings for customer in this period.

Chapter 6: Viewing Invoices in AP module

Go to **Navigator**, Select **Invoices** and click **Open**.



You can review your invoices by entering either Supplier **Name**, Supplier **Number**, all of Property Manager invoices have PN in front of the Invoice **Number** (this way Accounts Payable can easily identify the invoice belongs to the Property Manager module), and enter the beginning **Date** in order to limit your query.

Then click **Find**.

The screenshot shows a software window titled "Find Invoices" with a search form. The form is organized into several sections:

- Supplier:** Fields for Name (DOLPHIN REAL ESTATE LLC), Number (218256), Site, Taxpayer ID (270180886), PO Num, and PO Shipment (dropdown).
- Invoice:** Fields for Number (PN%), Terms (dropdown), Type (dropdown), Pay Group (dropdown), Amounts, Invoice Batch, Dates (01-SEP-2009), and Currency.
- Invoice Status:** Fields for Paid, Accounted, and Status (dropdowns).
- Holds:** Fields for Status, Name, and Reason (dropdowns).
- Voucher Audit:** Fields for Category, Name, and Numbers.
- Invoice Template:** Fields for Number and Period Type.

At the bottom of the window, there are four buttons: "Calculate Balance Owed...", "Clear", "New", and "Find".

Oracle will bring back the lease information. This will show whether the invoice has be paid.

Invoices (OHSU Operating Unit)

Batch Control Total: Actual Total:

ANT

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Amount	Batch Name	Description
Standard	DOLPHIN R	218256	547 SW 7TH	01-SEP-2009	PNOHSUSEP09	900.00	25SEP09JDPN	Lease Number: 1251

1 General | 2 Holds | 3 View Payments | 4 Scheduled Payments | 5 View Prepayment Applications

Amount Paid
 USD

Invoice Status
 Status:
 Accounted:

Approval Status
 Approval:
 Pending Approver:

Description:

Summary
 Holds:
 Distribution Total:

Clicking on the Holds tab will allow you to see if there was ever any kind of hold on this invoice or not.

Invoices (OHSU Operating Unit)

Batch Control Total: Actual Total:

ANT

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Amount	Batch Name	Description	Pay
Standard	DOLPHIN R	218256	547 SW 7TH	01-SEP-2009	PNOHSUSEP09	900.00	25SEP09JDPN	Lease Number: 1251	REG

1 General | 2 Holds | 3 View Payments | 4 Scheduled Payments | 5 View Prepayment Applications

Hold Name	Hold Reason	Held By	Hold Date	Release Name	Release Reason	Released By	Release Date

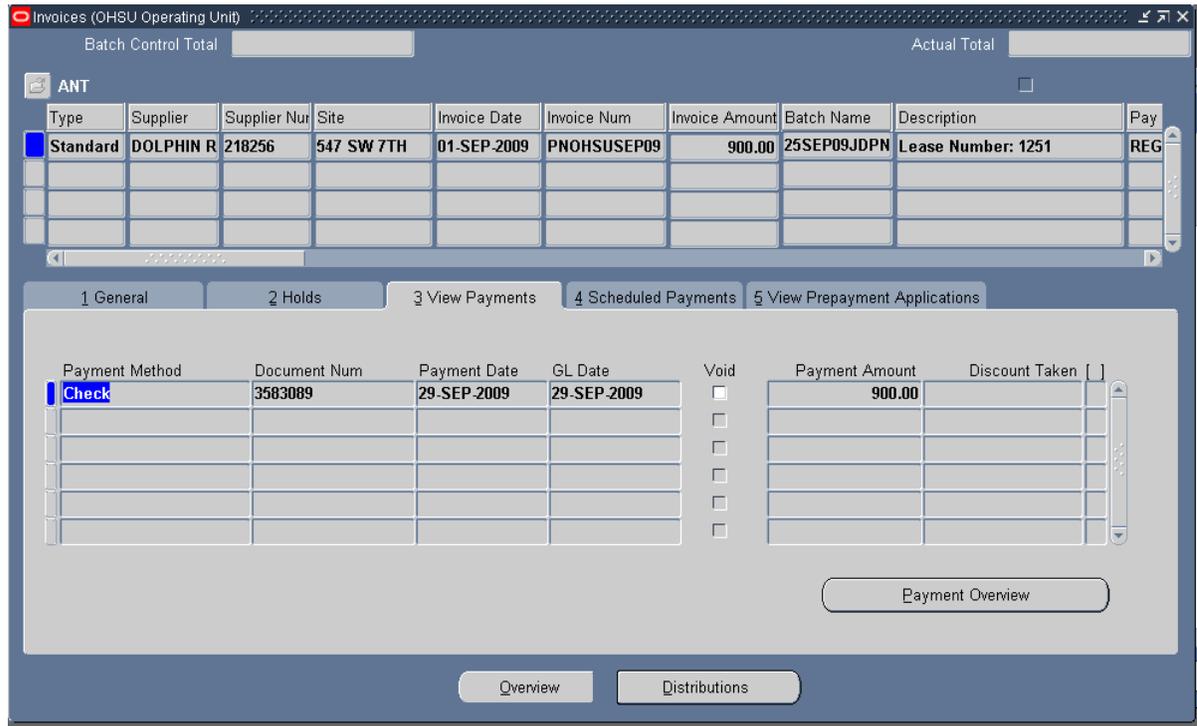
Purchase Order
 Number:
 Release Line:
 Ship To:

Shipment Quantity
 Ordered:
 Billed:
 Received:
 Accepted:

Receipt
 Number:
 Line:
 Date:

Receipt Quantity
 Billed:
 Received:
 Accepted:

The **View Payments** Tab will show you how **Payment Method**, the **Document Number** (check number) **Payment Date**, **GL Date** and **Payment Amount**.



Click on the Payment Overview button

The **Payment Overview** form will allow you to review where this payment was mailed to, list all the invoice paid on this check, and tell you on what date this check had cleared our bank.

Payment Overview (OHSU Operating Unit)

Number	3583089	Supplier Name	DOLPHIN REAL ESTATE LLC
Currency	USD	Taxpayer ID	270180886
Amount	900.00	Number	218256
Date	29-SEP-2009	Site	547 SW 7TH
Batch	092909REG	Address	547 SW 7TH NEWPORT, OR 97365 United States
Voucher		Bank Name	WELLS FARGO
Status	Reconciled Unaccounte	Account	Controlled AP Van Wert
Cleared Amount	900.00	Payment Document	Controlled AP VW
Cleared Date	05-OCT-2009	Payment Method	Check
Void Date			
Maturity Date			

Invoices

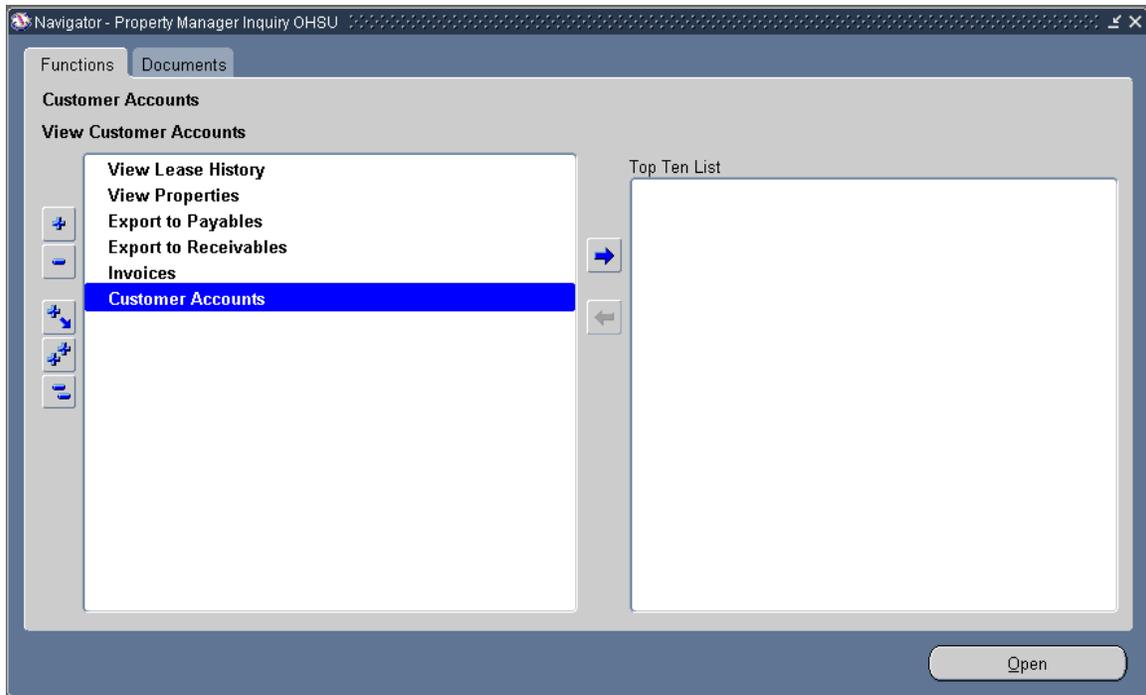
Number	Amount Paid	GL Date	Description
<input checked="" type="checkbox"/> PNOHSUSEP09	900.00	29-SEP-2009	Lease Number: 1251

Invoice Overview Bank Supplier Payments

Chapter 7: Customer Accounts in AR module

In Property Manager Inquiry OHSU

Go to **Navigator**, Select **Customer Accounts** and click **Open**



Enter the **Customer Num** or **Customer Name** and click **Find**

Find Customer Accounts (OHSU Operating Unit)

Collector

Customer Names

Customer Num **1256** :

Display Locations

Locations

Status **Active and Inactive**

Display Currency

Currency

Balance Profile

Balances	<input type="text"/>	-	<input type="text"/>
Open Credits	<input type="text"/>	-	<input type="text"/>
Credit Limits	<input type="text"/>	-	<input type="text"/>
Exceeded Credits	<input type="text"/>	-	<input type="text"/>
Amounts Past Due	<input type="text"/>	-	<input type="text"/>
Transactions Past Due	<input type="text"/>	-	<input type="text"/>

Clear Find

Select **Account Details** button

Customer Accounts (OHSU Operating Unit)

Ant's Customer Accounts

Customer Name	Customer #	Status	Profile Class	Collector	Avg Days Late	Functional Balance	Functional Amount Past Due
US Olympic Committee	1256	Active	AR	AR1	16.05	0.00	0.00

Customer Correspondence Call Aging

Credit Hgld Account Overview Account Details

The **Details** button, or

Account Details (OHSU Operating Unit) - US Olympic Committee

Invoice/Billing #	Transaction #	Due Date	Class	Days Late	Original Amt	Balance Due	Status	Comments	Finance Charges
74821	212210	31-OCT-2006	Invoice		24.00	0.00	Closed		0.00
77095	282828	25-OCT-2006	Payment		(24.00)	0.00	Closed	CK # 228511 10/19/06	
18593	154226	24-AUG-2004	Payment		(10.00)	0.00	Closed	Check #199553	
1607	206142	30-MAY-2004	Invoice		10.00	0.00	Closed		0.00
1607	205003	30-DEC-2003	Invoice		10.00	0.00	Closed		0.00
1607	113754	29-DEC-2003	Payment		(10.00)	0.00	Closed	CH#00190623	

Cumulative Balance Entered Functional
Total Balance 0.00 0.00

Buttons: Dynning History, Call, Transaction Overview, **Details**, Dispute History, Adjust, Balances, Activities

Transactions (OHSU Operating Unit)

Transaction

Source: MISC AR Date: 22-SEP-2006
 Number: 74821 212210 GL Date: 22-SEP-2006
 Class: Invoice Currency: USD
 Type: MISC AR INV Document Number: Transaction: []
 Complete

Balance Due
 Line: 0.00
 Tax: 0.00
 Freight: 0.00
 Charges: 0.00
 Total: 0.00
 Buttons: Details, Refresh

Main More Notes Commitment Reference Information

Ship To
 Name: []
 Number: []
 Location: []
 Address: []
 Contact: []

Bill To
 US Olympic Committee
 1256
 2242
 COUZFR
 Library ILL
 One Olympic Plaza, Colorado Spring
 Us Olympic Committee/Lib, None

Sold To
 Name: US Olympic Committee
 Number: 1256

Paying Customer
 Name: US Olympic Committee
 Number: 1256
 Location: 2242

Commitment: [] Agent: []
 Invoicing Rule: [] Payment Term: Net 30 AR CB Due Date: 31-OCT-2006
 Payment Method: [] Customer Bank: [] Bank Branch: [] Account Number: [] Expiration Date: []

Buttons: Line Items, Tax, Freight, Distributions, Sales Credits, Incomplete

Chapter 8: Reports

Currently the process in Property Manager Inquiry, you must to the tool bar and click View>Requests

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

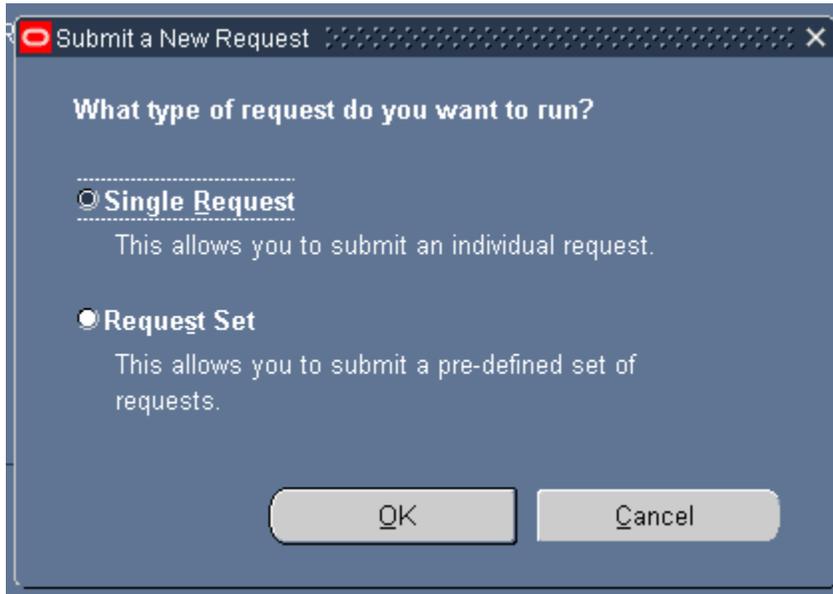
Order By **Request ID**

Select the Number of Days to View: **200**

Submit a New Request... Clear Find

Click on **Submit a New Request.**

The **Submit a New Request** will open up, the default is Single Request than click **OK**



When the **Submit Request** form opens,

Submit Request [X]

Run this Request...

Copy...

Name [Yellow Highlighted Field]

Parameters [Field]

Language [Field]

Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files

Layout [Field]

Notify [Field]

Print to [Field] Options...

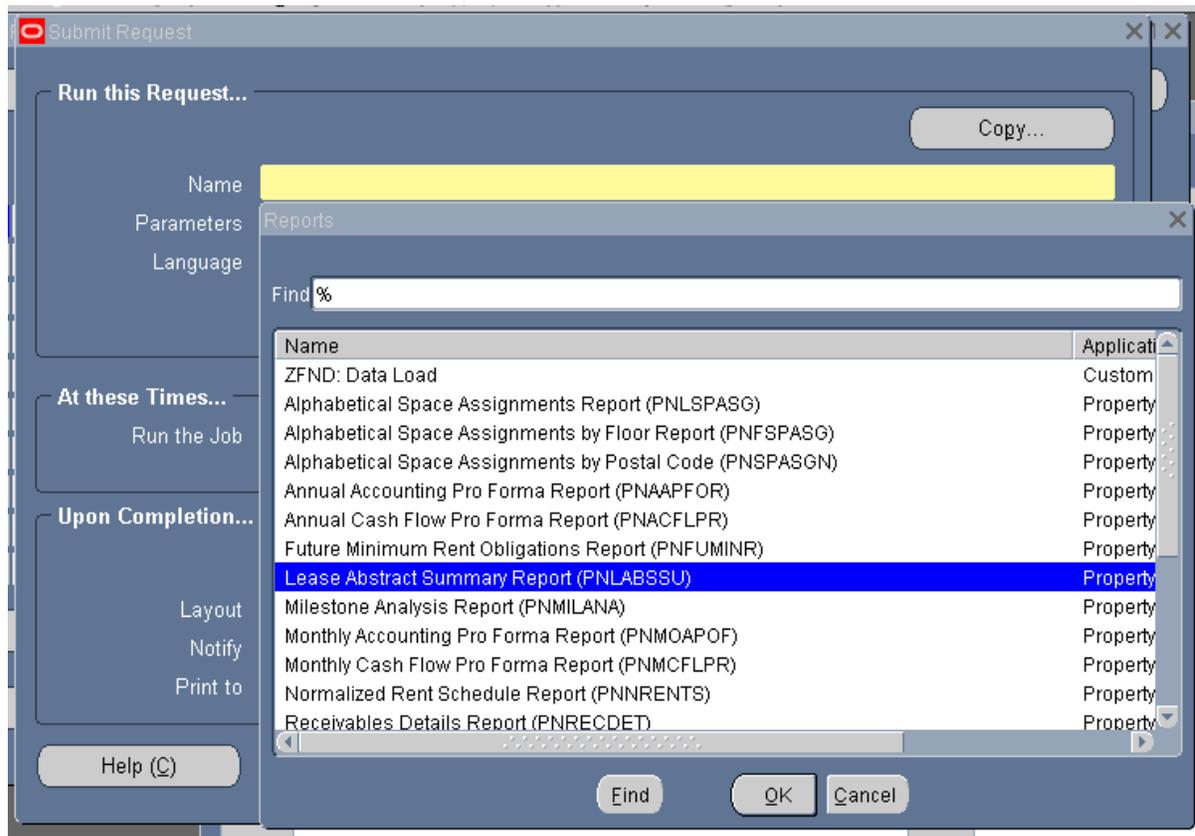
Help (C) Submit Cancel

You will need to click in the **Name** field so that the field will be able to provide you a list of values.

The image shows a 'Submit Request' dialog box with the following sections and controls:

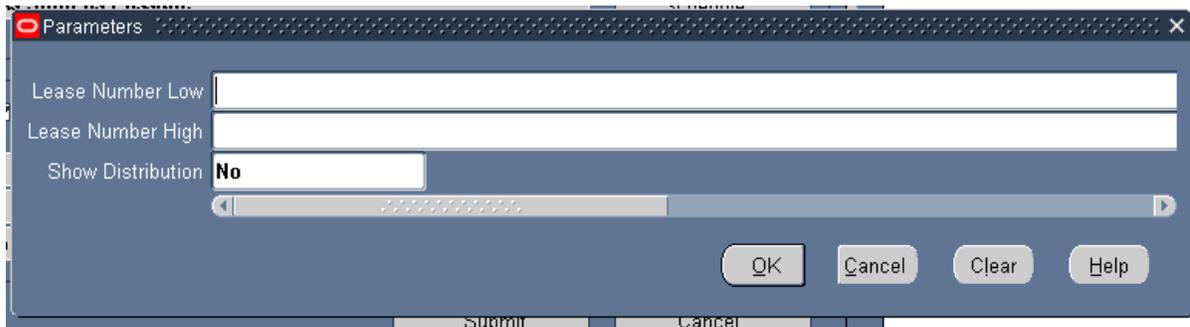
- Run this Request...**
 - Copy... button
 - Name field (highlighted in yellow, with a dropdown arrow circled in black)
 - Parameters field
 - Language field
 - Language Settings... button
 - Debug Options button
- At these Times...**
 - Run the Job: As Soon as Possible
 - Schedule... button
- Upon Completion...**
 - Save all Output Files
 - Layout field
 - Notify field
 - Print to field
 - Options... button
- Bottom buttons: Help (C), Submit, Cancel

Ctrl L and the List of Values will open,



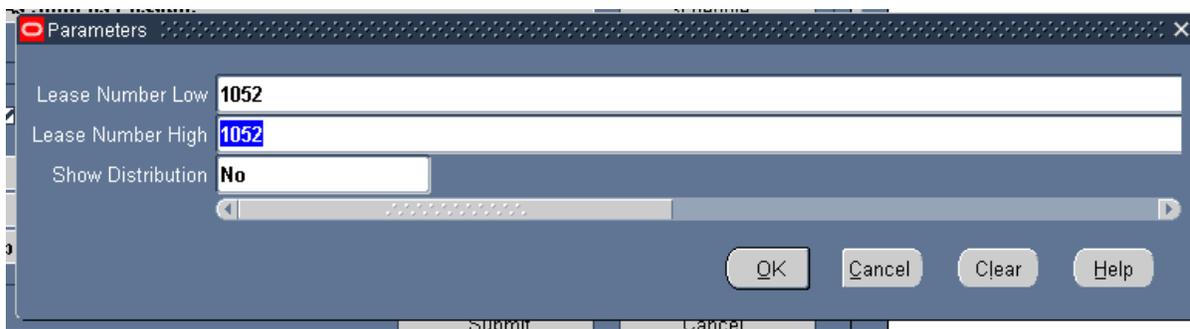
Select Lease **Abstract Summary Report** and click **OK** button.

The Parameters box will appear and you would enter the Lease Number Low



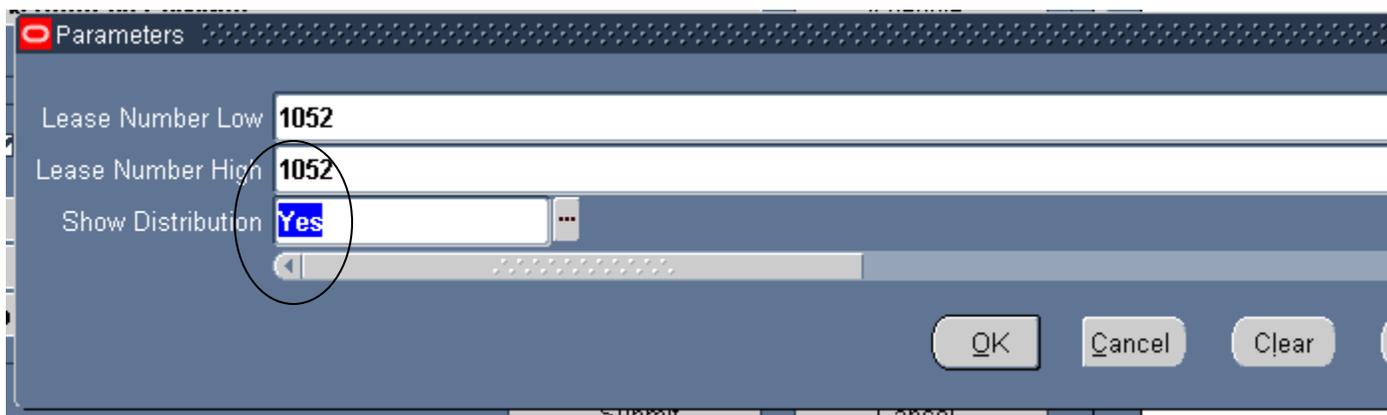
A screenshot of a 'Parameters' dialog box. It contains three input fields: 'Lease Number Low' (empty), 'Lease Number High' (empty), and 'Show Distribution' (set to 'No'). At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'. Below the dialog box, the 'Submit' and 'Cancel' buttons from the parent window are partially visible.

Oracle will default the Lease Number High.



A screenshot of the 'Parameters' dialog box. The 'Lease Number Low' field contains '1052' and the 'Lease Number High' field also contains '1052'. The 'Show Distribution' field remains 'No'. The 'OK', 'Cancel', 'Clear', and 'Help' buttons are visible at the bottom right. Below the dialog box, the 'Submit' and 'Cancel' buttons are partially visible.

You can also change this report so that the report will the **Show Distribution** lines to Yes.



A screenshot of the 'Parameters' dialog box. The 'Lease Number Low' and 'Lease Number High' fields both contain '1052'. The 'Show Distribution' field is now set to 'Yes', which is circled in red. The 'OK', 'Cancel', and 'Clear' buttons are visible at the bottom right. Below the dialog box, the 'Submit' and 'Cancel' buttons are partially visible.

Click the **OK** button.

Click the **Submit** button.

Submit Request

Run this Request...

Copy...

Name **Lease Abstract Summary Report (PNLABSSU)**

Parameters **1052:1052:Yes**

Language **American English**

Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files

Layout

Notify

Print to **ppb7051p** Options...

Help (C) Submit Cancel

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
32529486	Lease Abstract Summary		Pending	Normal	1052, 1052, Y
32529396	Lease Abstract Summary		Completed	Normal	1052, 1052, Y
32527418	Schedules and Items		Completed	Normal	1194, ADDED, MAIN, , , N, 2
32526680	Schedules and Items		Completed	Normal	1194, ADDED, MAIN, , , N, 2
32526659	Schedules and Items		Completed	Normal	1194, , MAIN, , , N, 2006/12/0
32526654	Schedules and Items		Completed	Error	1194, , MAIN, , , N, 2006/12/0
32526590	Schedules and Items		Completed	Normal	1194, CONTERM, MAIN, , , N,
32515463	Export Payment Items to		Completed	Normal	, , , , , , , , , , 343
32515338	Schedules and Items		Completed	Normal	1216, ADDED, MAIN, , , N, 2
32515333	Schedules and Items		Completed	Normal	1216, ADDED, MAIN, , , N, 2

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
32529486	Lease Abstract Summary		Completed	Normal	1052, 1052, Y
32529396	Lease Abstract Summary		Completed	Normal	1052, 1052, Y
32527418	Schedules and Items		Completed	Normal	1194, ADDEDT, MAIN, , , N, 2
32526680	Schedules and Items		Completed	Normal	1194, ADDEDT, MAIN, , , N, 2
32526659	Schedules and Items		Completed	Normal	1194, , MAIN, , , N, 2006/12/0
32526654	Schedules and Items		Completed	Error	1194, , MAIN, , , N, 2006/12/0
32526590	Schedules and Items		Completed	Normal	1194, CONTERM, MAIN, , , N,
32515463	Export Payment Items to		Completed	Normal	, , , , , , , , , , 343
32515338	Schedules and Items		Completed	Normal	1216, ADDEDT, MAIN, , , N, 2
32515333	Schedules and Items		Completed	Normal	1216, ADDEDT, MAIN, , , N, 2

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Once the report has Completed with Normal you can click on the View Output button to see your report,

Lease Number : 1052
Lease Name : ADP Plaza
Parent Lease Number :
Parent Lease Name :
Lease Type : Base Year 2000
Location Address :

Execution Date : 15-DEC-1994
Commencement Date : 01-APR-2001
Termination Date : 31-MAR-2011
Lease Term : 3652
Remaining Lease Term : 519
Functional Currency : USD
Invoice Grouping Name :

Locations :

Location Code	Rentable Area	Usable Area	Assignable Area	Common Area	Primary Location
708	48514	48514	48514	0	No

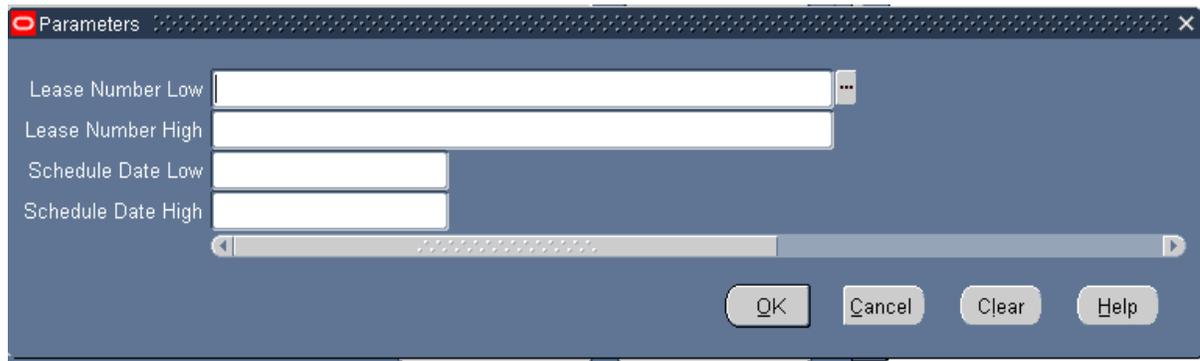
Contacts :

Role	Company Name	Site	Address	Contact Name
Landlord	KBS ADP PLAZA	COPORATION	201 California Street, Suite 470, San Francisco, CA, 94111	
Occupant	Oregon Health & Science University	zz-Inactive ADP Bldg #240	Clinical Trials Office/ Clinical Research Program, Mail Code: AD240, 2525 SW First Ave, Portland, OR, 97201	
Occupant	Oregon Health & Science University	ADP Bldg #100 & 130	OHSU, SON, Institute of Nursing, Mailcode: SN55, 3455 SW Veterans Hospital, Portland, OR, 97201	Jesika Gavilanes
Occupant	Oregon Health & Science University	ADP Bldg #201,115,185,210,225 & 250	Corporate Financial Services, Ken Brown Mail Code: AD201, 2525 SW First Ave, Portland, OR, 97201	
Occupant	Oregon Health & Science	ADP Bldg #175	Donate Life Northwest, Mail	Dana Ryan

Or you can print a copy of this report to review.

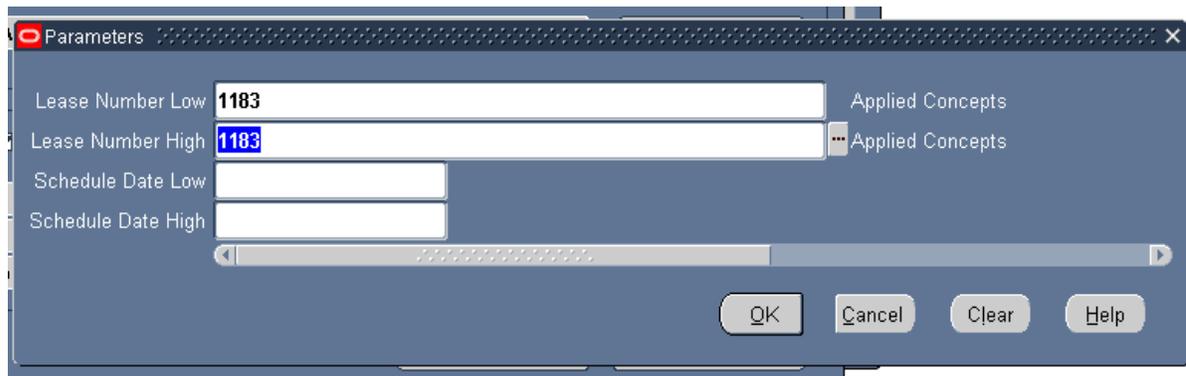
Go To **Toolbar>Tools>Reprint\Republish**

This would open the Parameters for this report.



The screenshot shows a dialog box titled "Parameters" with a close button (X) in the top right corner. It contains four input fields: "Lease Number Low", "Lease Number High", "Schedule Date Low", and "Schedule Date High". The "Lease Number Low" and "Lease Number High" fields have a small menu icon (three dots) to their right. At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Clear", and "Help".

Enter the lease into Lease Number Low, this same lease number will default into the Lease Number High field as well.



The screenshot shows the same "Parameters" dialog box, but now the "Lease Number Low" and "Lease Number High" fields contain the number "1183". The "Lease Number High" field has a blue selection highlight under the number. To the right of each of these fields is a small menu icon (three dots) and the text "Applied Concepts". The "Schedule Date Low" and "Schedule Date High" fields remain empty. The "OK", "Cancel", "Clear", and "Help" buttons are still present at the bottom.

Also, I would suggest shortening this search by entering a date in the Schedule Date Low field, especially if the lease has or will extended over multiple years.

Parameters

Lease Number Low: 1183 Applied Concepts

Lease Number High: 1183 Applied Concepts

Schedule Date Low: 01-JUL-2009

Schedule Date High: 30-JUN-2010

OK Cancel Clear Help

Click **OK**, than **Submit**.

The Requests will appear with your selected report Pending/Running.

Click the Refresh Data button,

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
32495712	Receivables Details Rep		Pending	Normal	1183, 1183, 2009/07/01 00:00:
32495704	Receivables Details Rep		Completed	Normal	1183, 1183, 2009/07/01 00:00:
32472451	Schedules and Items		Completed	Normal	1243, ADDED, MAIN, , , N, 2
32462178	Export Billing Items to Al		Completed	Normal	, , , , , , , , , 342
32455745	Export Payment Items to		Completed	Normal	, , , , , , , , , 341
32455268	Schedules and Items		Completed	Normal	1137, ADDED, MAIN, , , N, 2
32455259	Schedules and Items		Completed	Normal	1137, ADDED, MAIN, , , N, 2
32455126	Schedules and Items		Completed	Normal	1243, ADDED, MAIN, , , N, 2
32454792	Schedules and Items		Completed	Normal	1191, ADDED, MAIN, , , N, 2
32454779	Schedules and Items		Completed	Normal	1191, ADDED, MAIN, , , N, 2

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

When the report is Completed, Click on the View Output button to review the report.

The screenshot shows a window titled "Requests" with a table of request data and several control buttons. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue.

Request ID	Name	Parent	Phase	Status	Parameters
32495712	Receivables Details Rep		Completed	Normal	1183, 1183, 2009/07/01 00:00:
32495704	Receivables Details Rep		Completed	Normal	1183, 1183, 2009/07/01 00:00:
32472451	Schedules and Items		Completed	Normal	1243, ADDED, MAIN, , , N, 2
32462178	Export Billing Items to AI		Completed	Normal	, , , , , , , , , 342
32455745	Export Payment Items to		Completed	Normal	, , , , , , , , , 341
32455268	Schedules and Items		Completed	Normal	1137, ADDED, MAIN, , , N, 2
32455259	Schedules and Items		Completed	Normal	1137, ADDED, MAIN, , , N, 2
32455126	Schedules and Items		Completed	Normal	1243, ADDED, MAIN, , , N, 2
32454792	Schedules and Items		Completed	Normal	1191, ADDED, MAIN, , , N, 2
32454779	Schedules and Items		Completed	Normal	1191, ADDED, MAIN, , , N, 2

Control buttons at the bottom of the window include: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, and View Log...

Here is a sample of how your report should look.

Purpose	Term Type	Amount	Billing Currency	Accounted Amount	Accounting Flexfield	Accounted
Oct 2009 rent for suite 2506	Base Rent	263.54	USD	263.54	0151-00001-01-1383-000-0000-	5
			Sub Total:	263.54		
Rent 2009	Base Rent	263.54	USD	263.54		
			Sub Total:	263.54		

OHSU 2001

Receivables Details Report

Page 1 of 8

19-OCT-20
1 of 1

Schedule Date: 01-JUL-09
Lease Number: 1183
Lease Name: Applied Concepts
Functional Currency: USD
Schedule Status: Approved

Tenant Name: Applied Concepts LLC
Address: Ken Bates
653 NW Compton Loop
Beaverton OR 97006

OHSU 2001

Receivables Details Report

19-OCT-20

2 of 1

Schedule Date: 01-JUL-09
Lease Number: 1183
Lease Name: Applied Concepts
Functional Currency: USD
Schedule Status: Approved

Tenant Name: Applied Concepts LLC
Address: Ken Bates
653 NW Compton Loop
Beaverton OR 97006

https://ais.ohsu.edu/OA_CGI/FNDWRR.exe?temp id=342484869

10/19/2009

If you are for viewing any lease in Accounts Payables I would select **Rent Schedule Details Report**.

Submit Request

Run this Request...

Name: **Rent Schedule Details Report (PNRSCHDD)**

Parameters:

Language: **American English**

Copy...

Language Settings... Debug Options

At these Times...

Run the Job: **As Soon as Possible**

Schedule...

Upon Completion...

Save all Output Files

Layout:

Notify:

Print to: **ppb7051p**

Options...

Help (C) Submit Cancel

Parameters

Lease Number Low: **1085**

Lease Number High: **1085**

Schedule Date Low: **01-JUL-2009**

Schedule Date High: **30-JUN-2010**

OK Cancel Clear Help

Enter the lease number in the Lease Number Low field and it will default into the Lease Number High field. Enter a selected date you want to query on and click the OK button.

Click the **Submit** button.

Submit Request

Run this Request...

Name **Rent Schedule Details Report (PNRSCHDD)** Copy...

Parameters **1085:1085:01-JUL-2009:30-JUN-2010**

Language **American English** Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files

Layout

Notify Options...

Print to **ppb7051p**

Help (C) Submit Cancel

The Requests will appear with your selected report Pending/Running.

Click the **Refresh Data** button to update the request **Phase/Status**

The screenshot shows a software window titled "Requests" with a table of request data. The table has six columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted, showing a "Running" phase and "Normal" status. Below the table are several action buttons.

Request ID	Name	Parent	Phase	Status	Parameters
32434808	Rent Schedule Details Re		Running	Normal	1085, 1085, 2009/07/01 00:00:
32434802	Rent Schedule Details Re		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434798	Annual Accounting Pro F		Completed	Normal	1158, 1158, 2010/06/30 00:00:
32434792	Alphabetical Space Assig		Completed	Normal	,
32434790	Rent Schedule Details Re		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434640	Rent Schedule Details Re		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434624	Rent Schedule Summary		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434600	Rent Schedule Details Re		Completed	Normal	1052, 1052, 2009/07/01 00:00:
32434537	Receivables Details Rep		Completed	Normal	1183, 1183, 2009/07/01 00:00:
32434525	Receivables Details Rep		Completed	Normal	1183, 1183, , 2009/10/19 00:00:

Buttons: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

Once this report has completed you may click on the **View Output** button to review your report.

The screenshot shows a window titled 'Requests' with a table of request data and several action buttons. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue.

Request ID	Name	Parent	Phase	Status	Parameters
32434808	Rent Schedule Details R		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434802	Rent Schedule Details R		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434798	Annual Accounting Pro F		Completed	Normal	1158, 1158, 2010/06/30 00:00:
32434792	Alphabetical Space Assi		Completed	Normal	,
32434790	Rent Schedule Details R		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434640	Rent Schedule Details R		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434624	Rent Schedule Summary		Completed	Normal	1085, 1085, 2009/07/01 00:00:
32434600	Rent Schedule Details R		Completed	Normal	1052, 1052, 2009/07/01 00:00:
32434537	Receivables Details Rep		Completed	Normal	1183, 1183, 2009/07/01 00:00:
32434525	Receivables Details Rep		Completed	Normal	1183, 1183, , 2009/10/19 00:00:

Buttons visible in the interface include: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, and View Log...

Here is a copy of the second page of this report, this report has 14 pages.

Page 2 of 14

Lease Name : PA Program-Corvallis Schedule date: 01-JUL-2009 Schedule Status: Approved
 Lease Number : Apt 1085 Schedule Total: 50.00 Functional Currency: USD

Vendor Name : COMCAST CABLE Location Code :
 COMMUNICATIONS LLC Address :
 Address : PO BOX 34744
 SEATTLE WA 98124-1744

Phone :

Payment Purpose	Payment Type	Payment Term Amount	Currency	Accounted Amount	Account Code	Accounted Amount
Operating Expense	Cable - Utilities	50.00	USD	50.00	0151-52606-11-5861-903-0000-000	50.00
Sub Total:		50.00				
		Site Total :		50.00		50.00

□ OHSU 2001 Rent Schedule Details Report Date : 19-OCT-2009
 Page : 3 of 14

https://ais.ohsu.edu/OA_CGI/FNDWRR.exe?temp id=2653082720 10/19/2009

This report is showing all expenses paid to this lease, on this page of the report is showing the cable bill paid to Comcast Cable.