
An Overview of the Oracle Property Module

Peter Atkinson

Igatech Consulting Pty Ltd

Introduction

The Property Management Module is designed as a property database for organisations with large property management portfolios. This paper is to provide an overview of the module describing its features and functionality.

Using this structured database users can manage space allocations within their portfolio for both employees and/or customers. Customers' space can be charged via an interface to the Accounts Receivable package or invoices for rent can be generated and interfaced to the Accounts Payable Module.

The database will hold various types of data including, features, contacts, tenancies, lease and other documentation such as insurances, rights, obligations and milestones. The module also has the standard flexfield functionality as in other Oracle Modules for the capture of user-defined data.

Property Definition

The database of properties has an inbuilt hierarchy starting at the top by grouping properties within regions and office parks. A property is then defined as a combination of land detail and building detail.

The screenshot shows the 'Properties' form in Oracle. The 'Property Name' is 'Redwood Shores'. Other fields include 'Property Code' (RWS), 'Office Park' (REDWOOD SHORES), 'Region' (US WEST), 'Zone' (Commercial), 'District', and 'Description' (Corporate Headquarters). On the right, 'Portfolio' is 'General', 'Tenure' is 'Leased', 'Class' is 'A', 'Status' is blank, 'Condition' is 'Good', and 'Country' is 'United States'. There is a checkbox for 'Active Property' which is checked. Below this is a table with columns 'Name', 'Location Code', and 'Address'. The first row contains 'Vision Headquarters', 'HQ', and '1500 Corporate Parkway, Redwood Shore'. There are buttons for 'New Building', 'New Land', and 'Open' at the bottom.

Figure 1 - Property Definition

Land can be subdivided into parcels. Land details include area, conditions and features that can be recorded against each land or parcel record. The use of flexfields would allow for the recording of asset numbers, title details, etc.

The screenshot shows the 'Buildings' form in Oracle. The 'Name' is 'Vision Headquarters' and 'Alias' is 'HQ'. 'Location Code' is 'HQ'. 'Property' is 'Redwood Shores', 'Tenure' is 'Owned', 'Class' is 'A', and 'Status' is 'Completed'. There is a checkbox for 'Active' which is checked. The 'Address' section includes 'Country' (United States), 'Address' (1500 Corporate Parkway), 'City' (Redwood Shore), 'State' (CA), and 'Postal Code'. Below this are tabs for 'Area', 'Occupancy', 'Features', and 'Contacts'. The 'Area' tab is active, showing a table with columns 'UOM', 'Gross', 'Rentable', 'Usable', 'Assignable', 'Vacant', '% Vacant', 'Load Factor', 'Levels', and 'Units'. The values are: UOM SFT, Gross 125000, Rentable 1500, Usable 1500, Assignable 1500, Vacant 1500, % Vacant 100.00, Load Factor .00, Levels 5, Units 30. There is a 'Figers' button at the bottom right.

Figure 2 - Building Detail

Building details can include address, tenure, user defined class and status. Additional details include rentable, useable and assignable area, occupancy area, features and contacts. Buildings can be further subdivided into floors, and again into offices with the same level of detail being recorded against each individual record at each level.

Assignments

Properties can be assigned to either employees or customers at any of the levels described above. With each of these assignments cost centres or GL codes can be associated for revenue or costing purposes. The facility to record Project/Task/Organisation data has also been provided. The system provides statistical information on the assignments and total occupancy at the building, floor and office levels. Query screens are provided to enquire on the assignment data at each of the levels.

The screenshot shows the 'Space Assignment' window with the 'Employee' tab selected. The main table lists location assignments with columns for Location Type, Location Code, Suite, Name, Number, Type, Category, Organization, Job, Position, Work Phone, and E-mail. Below the table are summary statistics for Area and Occupancy.

Location Type	Location Code	Suite	Name	Number	Type	Category	Organization	Job	Position	Work Phone	E-mail
Floor	HQ-1										
Office	HQ-1-1000	1A	Stock, Ms. Pat	24							
Office	HQ-1-1001	1B	Abbott, Mr. Henry John	45							
Office	HQ-1-1002	1C									
Office	HQ-1-1003	1D									
Office	HQ-1-1004	1E									
Office	HQ-1-1005	1F									

Area
 Rentable: 300
 Usable: 300
 Assignable: 300
 Vacant: 300

Occupancy
 Maximum: 7
 Optimum: 7
 Utilized: 0
 Vacancy: 7

Figure 3 - Space Assignments View 1

The screenshot shows the 'Space Assignment' window with the 'Customer' tab selected. The main table lists assignment details with columns for Project Number, Task, Organization, From, To, Cost Center, % Area, Area, UOM, Utilized, and Comments. Below the table are summary statistics for Area and Occupancy.

Project Number	Task	Organization	From	To	Cost Center	% Area	Area	UOM	Utilized	Comments
			01-JAN-1987		740	100	50	SFT	1	
			01-FEB-1993		740	100	50	SFT	1	
								SFT		
								SFT		
								SFT		

Area
 Rentable: 300
 Usable: 300
 Assignable: 300
 Vacant: 300

Occupancy
 Maximum: 7
 Optimum: 7
 Utilized: 0
 Vacancy: 7

Figure 4 - Space Assignment View 2

Leases and Documents

Lease details and various classifications of documents can be associated with each building floor or office. The details of these documents can be recorded and may form the basis for either billing customers through Accounts Receivable or the payment of rent through Accounts Payable. Recurring invoices for either Accounts Receivable or Accounts Payable can be constructed within this module and after approval, interfaced directly to the other modules. This approval can be into the future.

Detail in these screens is extensive with tabs for Detail, Contacts, Locations, Insurances, Rights, Obligations, Options, Billings and Notes. There is a facility to record milestones which will generate notifications to responsible officers so they can be notified of specific occurrences with lead times set by the user.

Lease - Vision Services Lease, 1000

Name: Vision Services Lease Number: 1000
 Type: OS Class: Third party
 Master Lease: Abstraced By: OPERATIONS
 Status: Draft

Details Contacts Locations Insurance Rights Obligations Options Billings Notes

User Responsible: OPERATIONS Account: 01-000-1210-0000-000
 Proration Rule: 365 Day... Currency: USD

Key Dates

Execution	01-JAN-2000
Commencement	01-JAN-2000
Termination	31-DEC-2000

Term: 366 []

Milestones

Figure 5 - Lease Details

Using the details from Lease Documents the system will generate individual entries for export to Accounts Payable and Accounts Receivable. Each entry is created as a draft and must be approved prior to export. Details of these entries are maintained in Property Manager.

Agents

The system also maintains a list of agents or contacts related to each property. These contacts can be used throughout the module. They are divided into Customers, Suppliers and Employees. Using the standard integration of Oracle Applications these contacts are maintained in their respective modules. A contact role is available for allocation throughout the Property Module.

Reports

Standard reports with the system are divided into Space, Rent, Employee, Lease and other reports. The system has some 30 standard reports including 7 RXi reports. Specific reports based on client needs will require the use of Discoverer or other reporting tool.

The module also has facilities to import and export data to CAD models for space allocations and locations.

In General

The Property Management Module can be interfaced to both the Accounts Payable and Accounts Receivable modules and if required, using flexfields, linked with the Fixed Asset module. The module is not used for maintenance cost recording however, property numbers could be referenced in Accounts Payable using flexfields for the creation of a property cost reporting mechanism.

Our client uses the system as a Property Register, which records all possible information about a property. Security suppliers, cleaning suppliers, landlords, insurances, renewal dates, etc can all be recorded and found quickly.

The major benefit from the system is the billing of rent to customers. Our client is a Water and Power utility that rents space for communications towers on various infrastructure assets. Tracking all the rent invoices on a monthly basis was completed using spreadsheet. The Property Management Module allows for the tracking of what has or has not been billed and in conjunction with the Accounts Receivable module what has or has not been paid.

About the Author

Peter has been a qualified Chartered Accountant for 25 years and is currently the principal functional consultant with Igatech Consulting in Melbourne. He first installed Oracle Financials when he was the Manager - Accounting Development & Control for the City of Melbourne and spent 5 years implementing, upgrading and developing the system as a user. After leaving Melbourne, Peter has consulted to a number of organisations in the public and private sectors. He has 8 years experience with Oracle and specialises in the GL, AP, AR, and Project modules.