**Tenancy Tribunal Rent History Statement - Instructions**

1. Open up the Real Estate Contract in SAP to source the details.
2. Open up Excel Tenancy Tribunal Template spreadsheet
3. Insert Tenant and Tenant Address Details into the spreadsheet (copy and paste from SAP)
4. Copy the Business Partner no. for the tenant.
5. In SAP Open up a new tab: 
6. FPL9 – type into dialogue line: 
7. Paste the Business Partner no. in from tenancy record 
8. Move cursor to Contract Acct: 
9. Click white pages, a search dialogue opens. leave business partner number in its box



1. Click the green tick: 
2. Double click the contract (or the preferred contract if multiple entries show)
3. Repeat above for the Contract.
4. Put 1000 in Company Code
5. Leave Subapplication box as ‘9 Real Estate’
6. Select List Type, Open and Clear all Master Data
7. Click the green tick
8. Menu/Environment/Generate Account Info
9. The tab ‘Selection of Items’ should be open, see the screen shot:
10. 
11. It should show Net Date/Bill Period/Bill Period To/Amount/Clearing date/Text
12. If not, choose layout, choose: /TENANCY1
13. Click the symbol to the right of the printer symbol. 
14. Choose Excel in Place
15. Highlight the figures (from A2)and copy (CTRL C)
16. Move to cell A11 in the Excel Template and paste the data (CTRL V)
17. Format the dates. Numbers in 41,000 range are dates, highlight all the dates and format as date.
18. Sort (using the filter symbols in row 10) the figures on Amount Paid, Largest to Smallest
19. Work down the Comments (currently in the Arrears total column) and delete all entries apart from Water Rates or other non-rent entry.
20. Cut and paste the remaining comments into column h – the comment column.
21. Scroll down to the negative amount figures.
22. Copy the Clearing Date for the payments to the column immediately to the right – the date paid column
23. Delete the dates above that apply to rent (in the amount paid column)
24. Cut and paste the payments (only the negative numbers) into the column immediately to the right.
25. Format the Due date, From and To Dates for all payments as white text. This is so they disappear but can still be sorted.
26. Sort the table of figures on Column A - the Due Date (Oldest to Newest)
	1. Make sure that the sort contains all of the data
27. Remove fill colour and all borders
28. Check formats of cells
29. Work down the whole sheet looking for multiple entries for the same day.
30. Eliminate all repeats by:
	1. Finding the total for that day
	2. Typing the total into the first entry
	3. Deleting the other entry rows
31. When finished, copy the Arrears Total Formula (in G10) down through the whole selection
32. Check the totals are displaying correctly
33. Save (change name) and print