

## CAA1: Create Contract Account for Contract Partner Transaction Guide

This guide shows you how to link a lease for a property to the Financial accounting system via a Contract Partner (note that in SAP the terms Contract Partner and Business Partner are used interchangeably). Use either the quick-step procedure below or the detailed procedure with screen shots which follows.

This transaction is used to link a property lease (Real Estate Contract) to the Financial Accounts and is part of the both the following processes:

- PM7.1 Lease Non-Road Reserve Property process.
- PM7.2 Licensing /Leasing Utilisation of Road Reserves process.

A Contract Partner is a non-financial object in SAP, so in order to post financial transactions for a Contract Partner we need to create a link to the Financial Accounts, which is done by associating the Contract Partner to a financial object, a Contract Account.

**Important Note:** Every Real Estate Contract must have a unique Contract Account set-up for the Contact Partner (Business Partner). A Contract Partner may have more than one Contract Account, but each Contract Account is unique to a particular Real Estate contract.

Access the transaction using either:

- the transaction code **CAA1**, or
- the menu path: **Accounts Receivable > Master Data > Contract accounts > Create Contract Account.**

### Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	<p>Complete the following fields on the <b>Contract account Create: Initial screen</b> and press Enter:</p> <ul style="list-style-type: none"> <li>• Business Partner (e.g. 101002806 B. Arnold).</li> <li>• Cont. Acct Cat. (use 50 NZTA – Rental Contracts). Use the “Insert in personal list” option so that ‘50 NZTA’ is selected automatically for you next time.</li> </ul> <p><b>Notes:</b> The Business Partner is the person or organisation that you set-up the contract for (i.e. the Contract Partner).</p>
2.	<p>Complete the following fields on the <b>Contract account Create: General Data</b> screen and press Enter:</p> <ul style="list-style-type: none"> <li>• Cont. acct name. Use the same name as the related Lease – that is, the name of the Lessee and the property address (e.g. B Arnold 125 Taylor Tce Wlg).</li> <li>• Acct.Relation (e.g. Account Holder).</li> <li>• Tolerance Group (e.g. Tolerance Group for Under/Over Payment). Choose the top option.</li> <li>• Clearing Cat. (select NZTA &amp; Crown Clearing).</li> <li>• Planning Group (select Rent received).</li> </ul>
3.	<p>Click the <b>Payments /Taxes</b> tab and complete the following fields on the <b>Contract account Create: Payments /Taxes</b> screen:</p> <ul style="list-style-type: none"> <li>• Company Code Gp (e.g. 1000 NZTA).</li> <li>• Standard CoCode (e.g. 1000 NZTA).</li> </ul>

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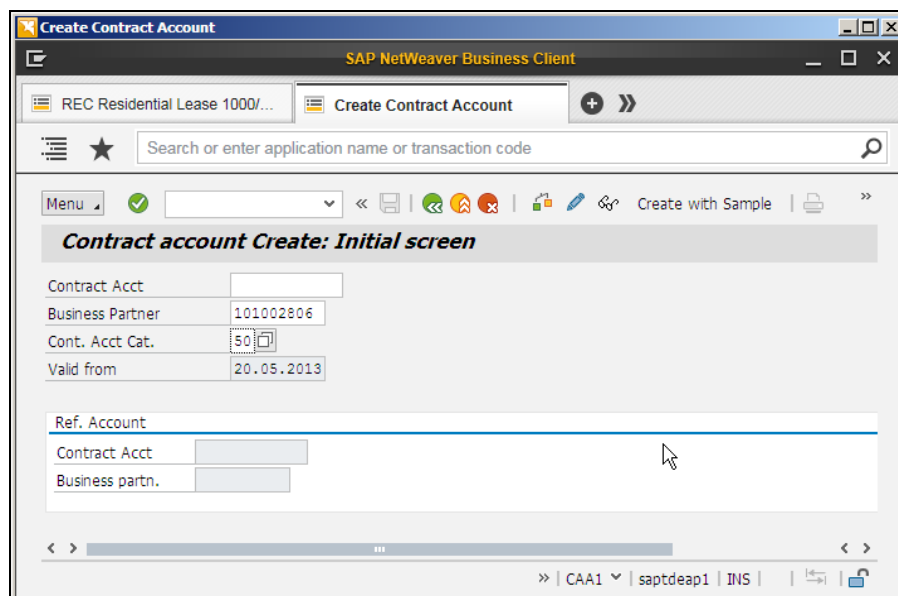
Step	Action
4.	On the <b>Dunning/Correspondence</b> tab and complete the following fields: <ul style="list-style-type: none"> <li>• Invoice Type (e.g. NZTA – Property Invoices).</li> <li>• Grouping (e.g. Dunning by document).</li> <li>• Dunning Proc. (select ‘Standard Dunning Procedure’).</li> </ul>
5.	Click the <b>Check</b> icon on the menu bar to verify the data and correct any errors.
6.	Once there are no errors, click <b>Save</b> . <b>Result:</b> At the bottom left-hand side of the screen, the message ‘ <i>Contract account &lt;00000*****&gt; created</i> ’ displays. <b>Notes:</b> <ul style="list-style-type: none"> <li>• Transaction <a href="#">CAA3 (Display Contract Account)</a> may be used to check the contract accounts created for a Contract Partner (Business Partner).</li> <li>• If the Real Estate Contract is displayed, the <b>Contract Acct</b> field on the <b>Partners</b> tab should now show the just created contract account number.</li> </ul>

## Detailed procedure

Follow the steps below to complete this transaction.

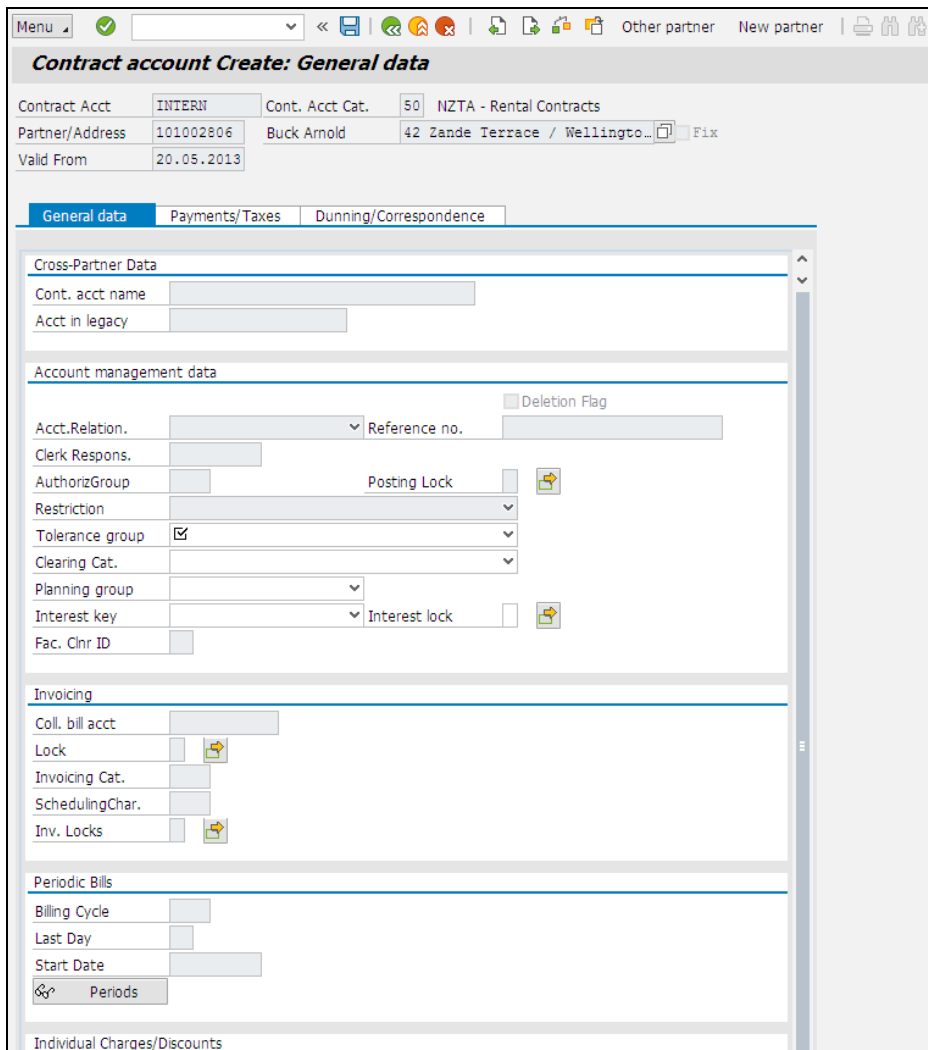
1. Complete the following fields on the **Contract account Create: Initial screen** and press Enter:

Field	Description
Business Partner	The Business Partner master record contains the data required to process business transactions, including addresses, bank details, and telephone numbers, as well as application-specific and customer-specific enhancements (e.g. 101002806 B. Arnold). <b>Note:</b> The Business Partner is the person or organisation that you set-up the contract for (i.e. the Contract Partner).
Cont. Acct Cat.	Grouping attribute for accounts which have the same control features (use 50 NZTA – Rental Contracts). Use the “Insert in personal list” option so that ‘50 NZTA’ is selected automatically for you next time you search.



2. Complete the following fields on the **Contract account Create: General Data** screen and press Enter:

Field	Description
Cont. acct name	Name of the Contract Account. The naming convention for this is to use the same name as the related Lease – that is, the name of the Lessee and the property address (e.g. B Arnold 125 Taylor Terrace Wellington).
Acct.Relation.	Type of relationship for this Account (e.g. Account Holder).
Tolerance Group	Key under which agreements are made for the tolerance values for payment differences (e.g. Tolerance Group for Under/Over Payment). Choose the top option.  A tolerance group is assigned to a business partner in the master record of the contract account. The agreements for a tolerance group are effective once the payment transactions have been entered.
Clearing Cat.	Key that references the contract account reference in automatic clearing postings (e.g. NZTA & Crown Clearing).
Planning Group	Assigns a planning group used primarily for cash management and reporting purposes (e.g. Rent received).



The screenshot shows the SAP 'Contract account Create: General data' screen. At the top, there are navigation icons and buttons for 'Other partner' and 'New partner'. Below this, the title 'Contract account Create: General data' is displayed. The main area contains several data fields:

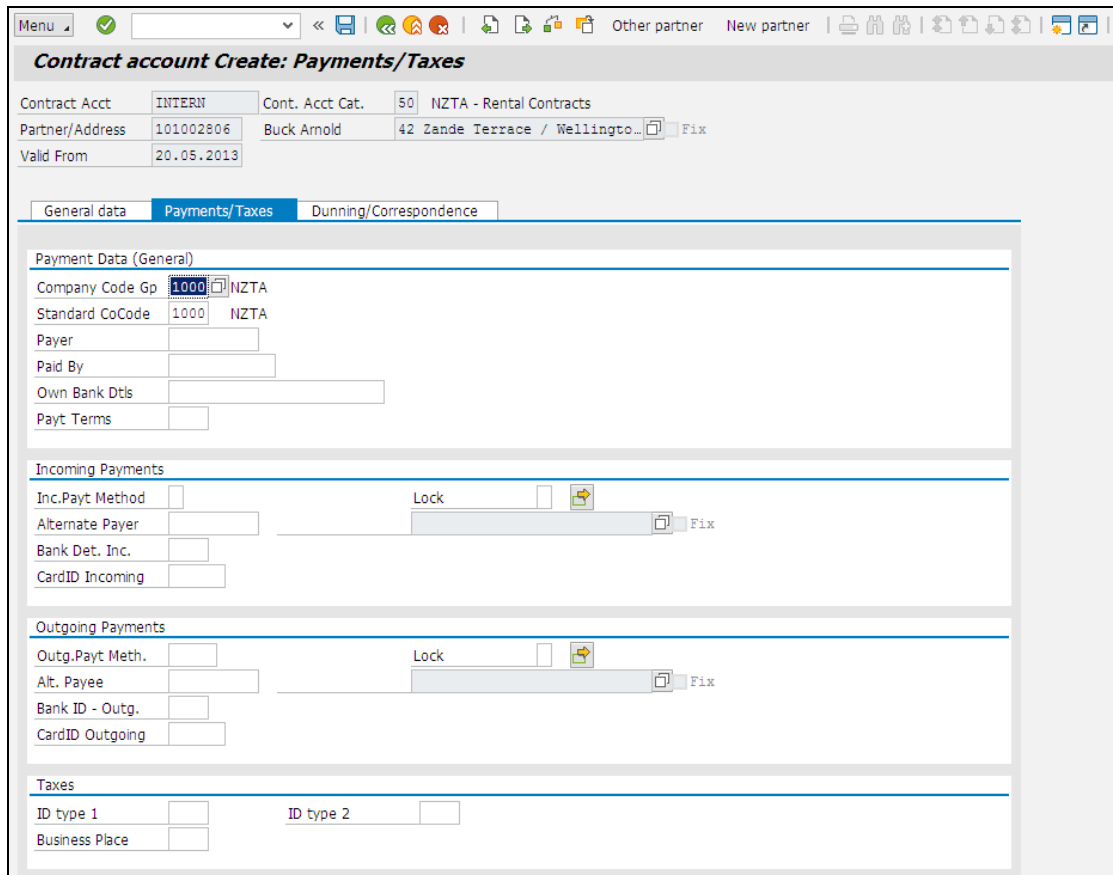
- Contract Acct:** INTERN
- Cont. Acct. Cat.:** 50 NZTA - Rental Contracts
- Partner/Address:** 101002806 Buck Arnold 42 Zande Terrace / Wellington... Fix
- Valid From:** 20.05.2013

Below these fields are three tabs: 'General data' (selected), 'Payments/Taxes', and 'Dunning/Correspondence'. The 'General data' tab is expanded to show several sections:

- Cross-Partner Data:**
  - Cont. acct name
  - Acct in legacy
- Account management data:**
  - Acct.Relation. (dropdown)
  - Reference no. (text field)
  - Clerk Respons. (text field)
  - AuthorizGroup (text field)
  - Posting Lock (checkbox)
  - Restriction (dropdown)
  - Tolerance group (dropdown, with a checkmark icon)
  - Clearing Cat. (dropdown)
  - Planning group (dropdown)
  - Interest key (dropdown)
  - Interest lock (checkbox)
  - Fac. Chr ID (text field)
- Invoicing:**
  - Coll. bill acct (text field)
  - Lock (checkbox)
  - Invoicing Cat. (text field)
  - SchedulingChar. (text field)
  - Inv. Locks (checkbox)
- Periodic Bills:**
  - Billing Cycle (text field)
  - Last Day (text field)
  - Start Date (text field)
  - Periods (text field)
- Individual Charges/Discounts:** (Section header)

3. Click the **Payments /Taxes** tab and complete the following fields on the **Contract account Create: Payments /Taxes** screen:

Field	Description
Company Code Gp	A organisation within financial accounting (e.g. 1000 NZTA).
Standard CoCode	Standard company code to be used (e.g. 1000 NZTA).



The screenshot shows the SAP 'Contract account Create: Payments/Taxes' screen. At the top, there are navigation icons and buttons for 'Other partner' and 'New partner'. Below this, the screen title is 'Contract account Create: Payments/Taxes'. The main area contains several data fields:

- Contract Acct:** INTERN
- Cont. Acct. Cat.:** 50 NZTA - Rental Contracts
- Partner/Address:** 101002806 Buck Arnold 42 Zande Terrace / Wellington...
- Valid From:** 20.05.2013

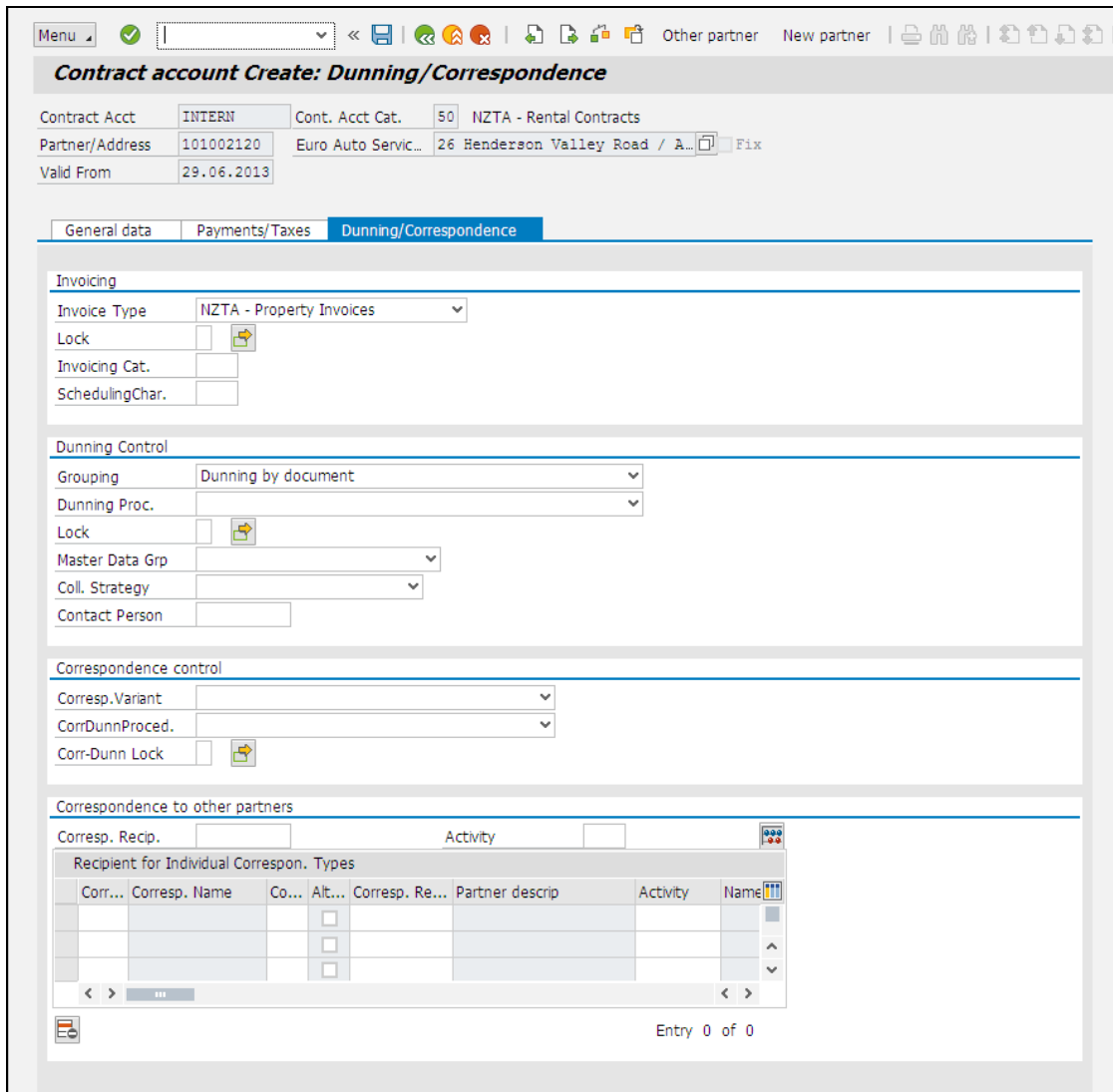
Below these fields are three tabs: 'General data', 'Payments/Taxes' (which is selected), and 'Dunning/Correspondence'. The 'Payments/Taxes' tab is divided into three sections:

- Payment Data (General):**
  - Company Code Gp: 1000 NZTA
  - Standard CoCode: 1000 NZTA
  - Payer: [Empty field]
  - Paid By: [Empty field]
  - Own Bank Dtls: [Empty field]
  - Payt. Terms: [Empty field]
- Incoming Payments:**
  - Inc. Payt. Method: [Empty field]
  - Lock: [Empty field]
  - Alternate Payer: [Empty field]
  - Bank Det. Inc.: [Empty field]
  - CardID Incoming: [Empty field]
- Outgoing Payments:**
  - Outg. Payt. Meth.: [Empty field]
  - Lock: [Empty field]
  - Alt. Payee: [Empty field]
  - Bank ID - Outg.: [Empty field]
  - CardID Outgoing: [Empty field]

At the bottom, there is a 'Taxes' section with fields for 'ID type 1', 'ID type 2', and 'Business Place', all of which are currently empty.

4. Click the **Dunning/Correspondence** tab and complete the following fields:

Field	Description
Invoice Type	Default type of invoice (e.g. NZTA - Property Invoices).
Grouping	Defines how dunning is grouped (e.g. Dunning by Document).
Dunning Proc.	Defines the approach taken for dunning (select 'Standard Dunning Procedure').




**Contract account Create: Dunning/Correspondence**



Contract Acct: INTERN    Cont. Acct Cat.: 50    NZTA - Rental Contracts  
 Partner/Address: 101002120    Euro Auto Servic...    26 Henderson Valley Road / A...    Fix  
 Valid From: 29.06.2013

General data    Payments/Taxes    **Dunning/Correspondence**


**Invoicing**

Invoice Type: NZTA - Property Invoices  
 Lock:    
 Invoicing Cat.:   
 SchedulingChar.:

**Dunning Control**

Grouping: Dunning by document  
 Dunning Proc.:    
 Lock:    
 Master Data Grp:   
 Coll. Strategy:   
 Contact Person:

**Correspondence control**

Corresp. Variant:   
 CorrDunnProc.:   
 Corr-Dunn Lock:  

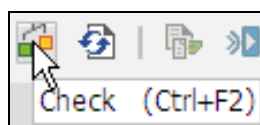
**Correspondence to other partners**

Corresp. Recip.:     Activity:

Recipient for Individual Correspon. Types							
Corr...	Corresp. Name	Co...	Alt...	Corresp. Re...	Partner descrip	Activity	Name
			<input type="checkbox"/>				
			<input type="checkbox"/>				

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5. Click the **Check** icon on the menu bar to verify the data and correct any errors.

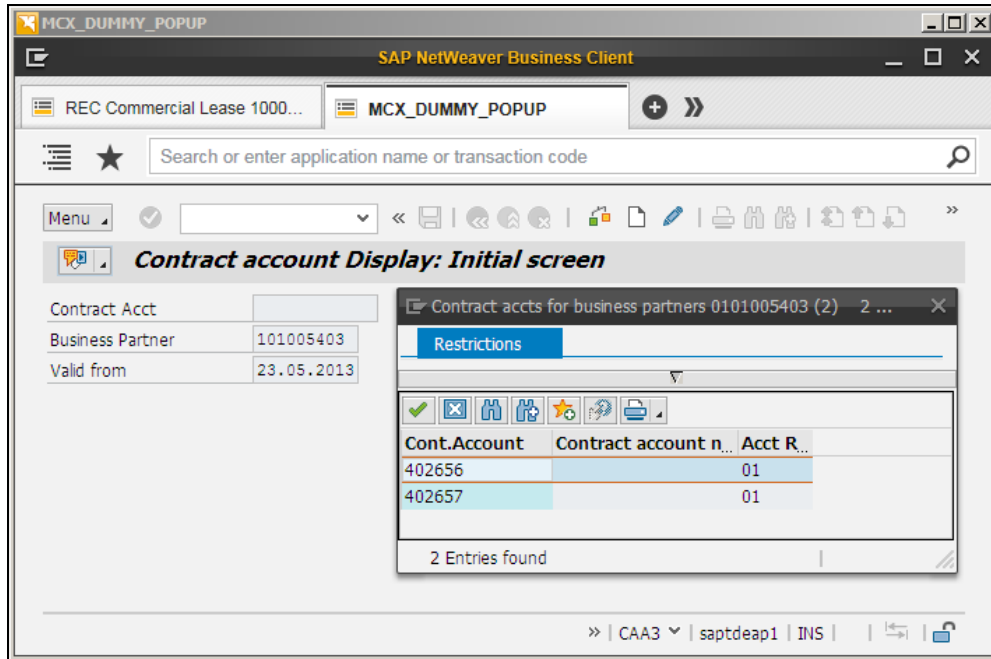


6. Once there are no errors, click **Save**.

**Result:** At the bottom left-hand side of the screen, the message '*Contract account <00000\*\*\*\*\*> created*'.

**Notes:**

- Transaction **CAA3 Contract Account Display** may be used to check the contract accounts created for a Contract Partner (Business Partner).



- If the Real Estate Contract is displayed in RE80, the **Contract Acct** field (circled below) on the **Partners** tab should now show the just created contract account number.

