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.

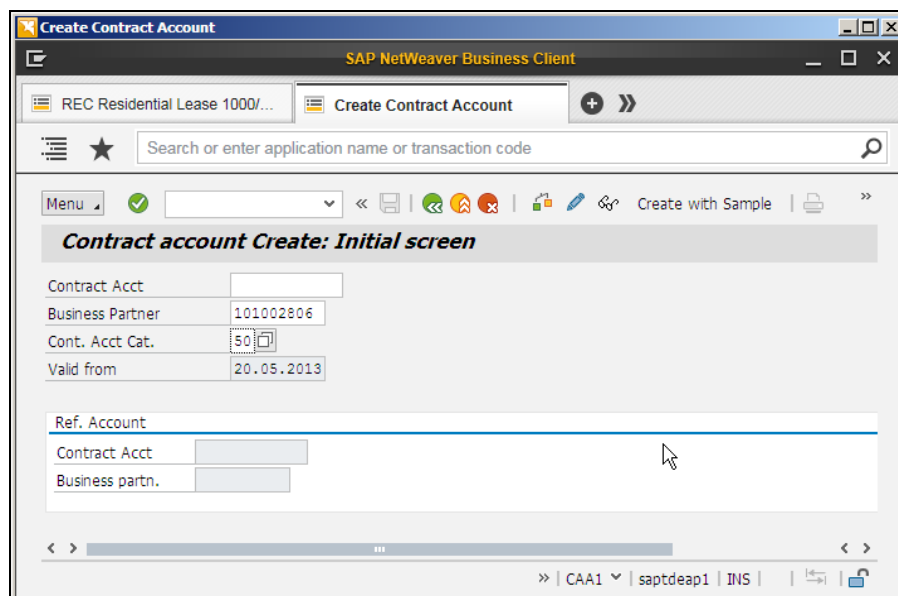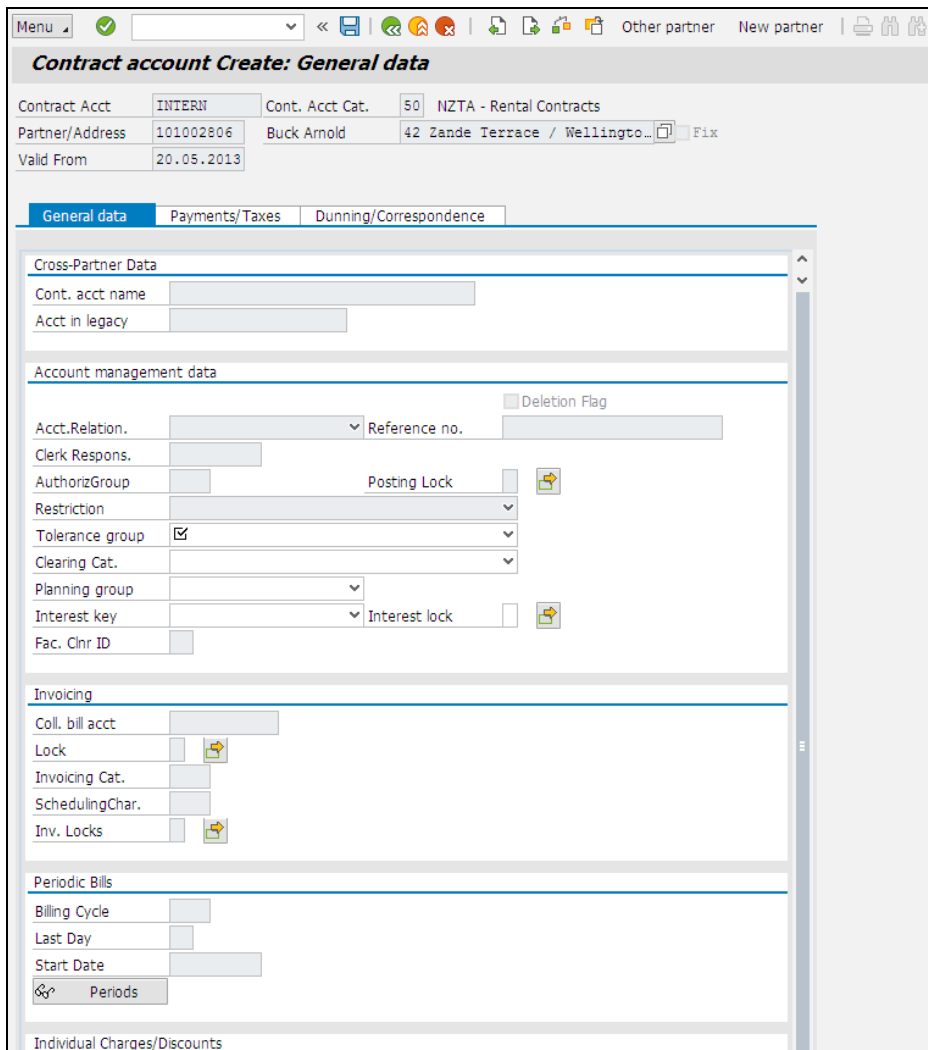| Step	Action
1.	Complete the following fields on the **Contract account Create**: **Initial screen** and press Enter: • Business Partner (e.g. 101002806 B. Arnold). • Cont. Acct Cat. (use 50 NZTA – Rental Contracts). Use the "Insert in personal list" option so that '50 NZTA' is selected automatically for you next time. **Notes**: The Business Partner is the person or organisation that you set-up the contract for (i.e. the Contract Partner).
2.	Complete the following fields on the **Contract account Create**: **General Data** screen and press Enter: • 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). • Acct.Relation (e.g. Account Holder). • Tolerance Group (e.g. Tolerance Group for Under/Over Payment). Choose the top option. • Clearing Cat. (select NZTA & Crown Clearing). • Planning Group (select Rent received).
3.	Click the **Payments /Taxes** tab and complete the following fields on the **Contract account Create**: **Payments /Taxes** screen: • Company Code Gp (e.g. 1000 NZTA). • Standard CoCode (e.g. 1000 NZTA).

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Step	Action
4.	On the **Dunning/Correspondence** tab and complete the following fields: • Invoice Type (e.g. NZTA – Property Invoices). • Grouping (e.g. Dunning by document). • Dunning Proc. (select 'Standard Dunning Procedure').
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'* displays. **Notes**: • Transaction [CAA3 (Display Contract Account)](#) may be used to check the contract accounts created for a Contract Partner (Business Partner). • If the Real Estate Contract is displayed, the **Contract Acct** field on the **Partners** tab should now show the just created contract account number.

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). **Note**: 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).

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).

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').

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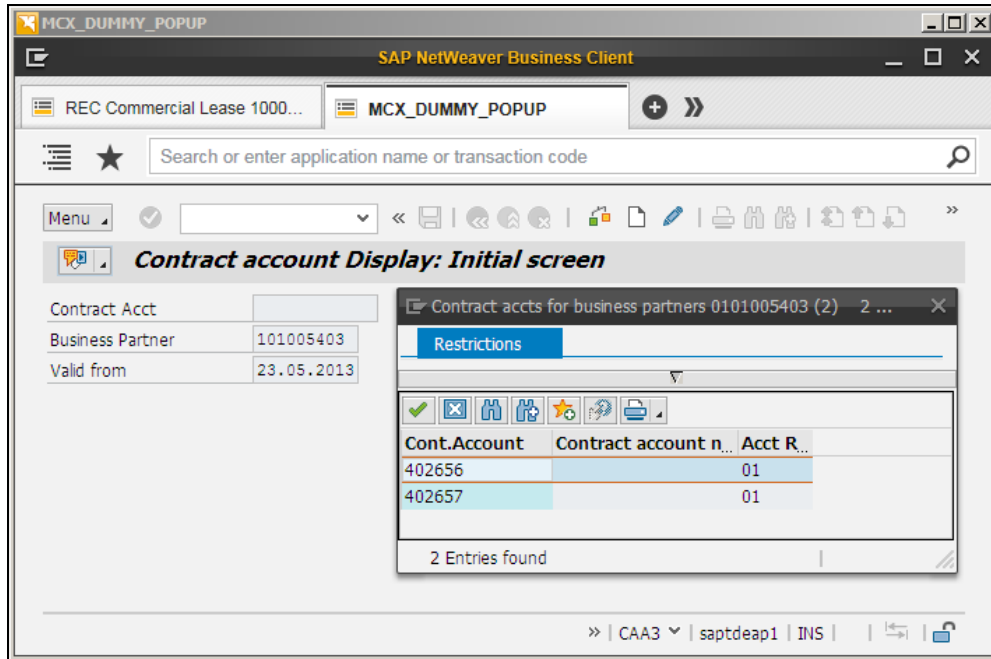

6. Once there are no errors, click **Save**.

   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.