**Tenant Balance Instructions**

To get a tenant balance, the use the transaction FPO4.

The steps are:

1. Type /nFPO4 into the top box
	1. A new window appears



1. Go to the Master Data Selection > Predefined Selection box
	1. Select XA Contract Account as the Selection Type
	2. Enter and find the relevant person or company
2. Select the appropriate Colliers or Darroch parameter:
	1. Selecting **Colliers** will give you all debts managed by Colliers staff (not broken down by regions)
	2. Selecting **Darroch** will give you all debts managed by Darroch. This also doubles as the debtos by Auckland/Northland
	3. Selecting individual people (ie. Carl Raumati etc..) gives you the debts where this person is nominated as the **Clerk Responsible** on that tenant/contract partner.
3. Variants have been set up. Use: the get variant button: 



1. Then click the execute button and choose the option you want:



Using the variant means that other options like the 1000 company code are populated automatically.

**Note:** When entering new Tenants/Contract Partners, please complete the “Clerk Responsible” field as this is the identifier for separating debts by Region

**Additional Note:** Whenstaff change in the future, change the business partner name from the outgoing person to the new person. This retains all the pre-sets for the role.

Further Options to be aware of are:



|  |
| --- |
| Open Items only will give just the unpaid debt. All items will give a payment history.Key Date would normally set to the current date. Master Data Predefined selection discussed already Selection Predefined Selection – not set upCompany code – 1000. |

Output Control:



The Line Layout gives choices for property.

Results

The PROPERTY option gives:



BUT use the ALV selection on the Output screen

This gives a more readable layout and the layout can be changed by using the cube symbol: 

See over:



A row can be double clicked to see an individual tenant’s details.

The PROPERTY1 option gives:



This provides an aged profile of the debt.

**Note:** Column DT (Document Type) shows you what the payment is

e.g Z2 = incoming payment, Y1 = NZTA property rent, SA = Gen. Debt Position

Double clicking a line in any of the options gives the detail for a tenant:



**Exporting**

Most of the screens can be exported to Excel, use the Excel button. 

Follow the instructions from there to save the file.