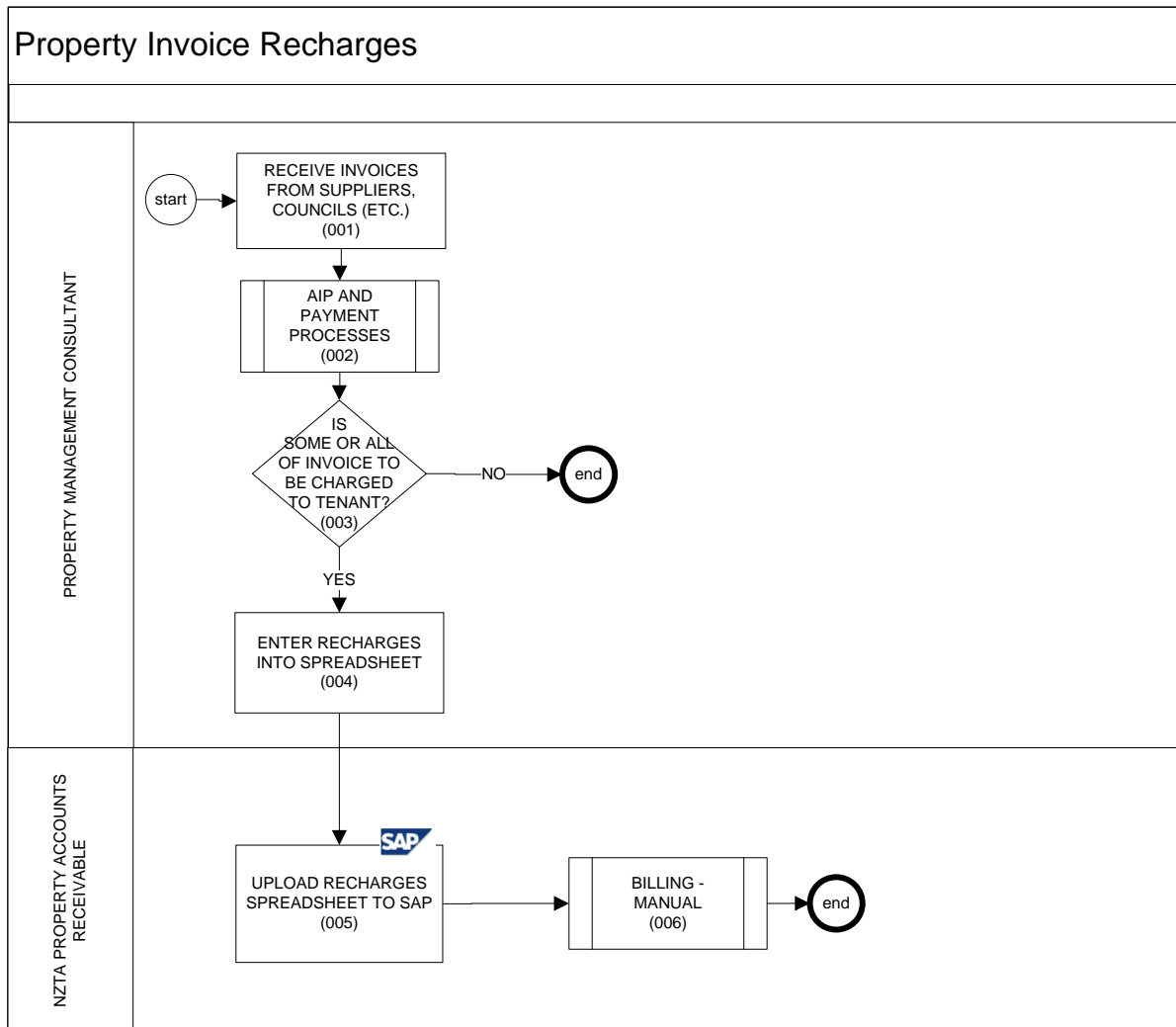


Property Management Invoice Recharges (PM8.3)

This process details the steps required to recharge invoices in part or in full to the tenant/lessee. As such this process only applies to Property Management and not Property Acquisition or Disposal invoices.

Process flow diagram

The process flow is shown below.



Process steps

The steps for this process are detailed below.

Step	Action
1.	The Property Management Consultant receives invoices from suppliers, councils (etc.).
2.	Follow the AP06 Automated Invoice Processing (AIP) Interface and AP12 Payment Process business processes to pay supplier invoices.

Continued on next page...

Step	Action
3.	<p>The Property Management Consultant determines whether some or all of the invoice needs to be billed to the tenant. If there are:</p> <ul style="list-style-type: none"> • no recharges, no further action. • recharges, go to step 4.
4.	<p>The Property Management Consultant enters the recharges into the PSCD Upload Spreadsheet including tenant details, WBS elements (etc.) and sends the spreadsheet to NZTA Property Accounts Receivable.</p>
5.	<p>NZTA Property Accounts Receivable uploads the spreadsheet using transaction ZPSCD_UP to generate the invoices. Refer to the ZPSCD_UP: PSCD Document Upload transaction guide for more detail.</p>
6.	<p>Invoices are created and sent to the tenant for payment as part of the AR06 Billing - Manual business process.</p> <p>Result: Payments received from the tenant show as Actuals against the appropriate Property WBS element.</p>

Business rules

There are no business rules for this business process.