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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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). |

Continued on next page...
Step | Action
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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.

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**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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Partner</td>
<td>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). <strong>Note:</strong> The Business Partner is the person or organisation that you set-up the contract for (i.e. the Contract Partner).</td>
</tr>
<tr>
<td>Cont. Acct Cat.</td>
<td>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.</td>
</tr>
</tbody>
</table>
2. Complete the following fields on the **Contract account Create: General Data** screen and press Enter:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cont. acct name</td>
<td>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).</td>
</tr>
<tr>
<td>Acct. Relation.</td>
<td>Type of relationship for this Account (e.g. Account Holder).</td>
</tr>
<tr>
<td>Tolerance Group</td>
<td>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.</td>
</tr>
<tr>
<td>Clearing Cat.</td>
<td>Key that references the contract account reference in automatic clearing postings (e.g. NZTA &amp; Crown Clearing).</td>
</tr>
<tr>
<td>Planning Group</td>
<td>Assigns a planning group used primarily for cash management and reporting purposes (e.g. Rent received).</td>
</tr>
</tbody>
</table>

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![Contract account Create: General data](image-url)
3. Click the **Payments /Taxes** tab and complete the following fields on the **Contract account Create: Payments /Taxes** screen:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code Gp</td>
<td>A organisation within financial accounting (e.g. 1000 NZTA).</td>
</tr>
<tr>
<td>Standard CoCode</td>
<td>Standard company code to be used (e.g. 1000 NZTA).</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Type</td>
<td>Default type of invoice (e.g. NZTA – Property Invoices).</td>
</tr>
<tr>
<td>Grouping</td>
<td>Defines how dunning is grouped (e.g. Dunning by Document).</td>
</tr>
<tr>
<td>Dunning Proc.</td>
<td>Defines the approach taken for dunning (select 'Standard Dunning Procedure').</td>
</tr>
</tbody>
</table>
5. Click the **Check** icon on the menu bar to verify the data and correct any errors.

![Check Icon](image)

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.