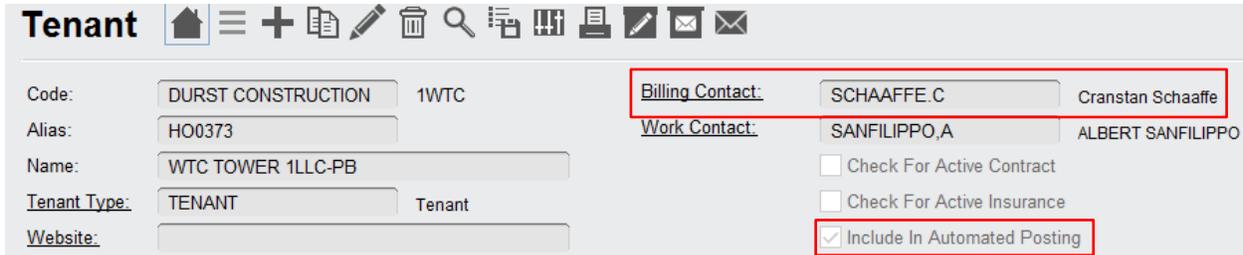


**Tenant Settings**

- Billing Contact
- Include in Automated Posting



The screenshot shows the 'Tenant' settings form. The 'Code' is DURST CONSTRUCTION 1WTC, 'Alias' is HO0373, and 'Name' is WTC TOWER 1LLC-PB. The 'Billing Contact' is SCHAFFFE, C (Cranstan Schaafe) and the 'Work Contact' is SANFILIPPO, A (ALBERT SANFILIPPO). The 'Include In Automated Posting' checkbox is checked.

**Owner Settings**

Error Report by Owner fields:

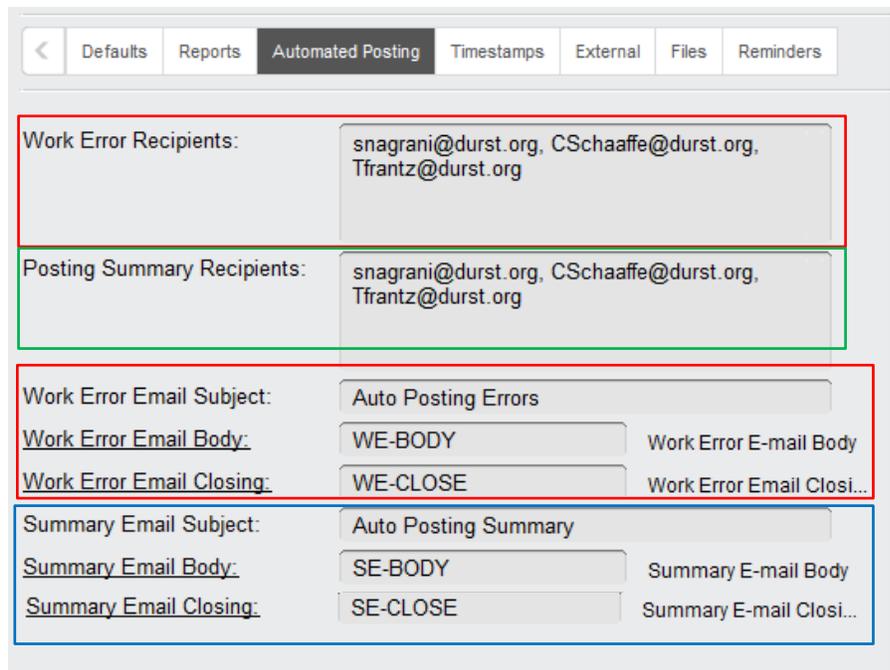
- Work Error Recipients
- Work Error Email Subject
- Work Error Email Body
- Work Error Email Closing

Posting Summary by Owner:

- Posting Summary Recipients

Summary Report by Tenant fields:

- Summary Email Subject
- Summary Email Body
- Summary Email Closing



The screenshot shows the 'Automated Posting' settings. It includes fields for 'Work Error Recipients', 'Posting Summary Recipients', 'Work Error Email Subject', 'Work Error Email Body', 'Work Error Email Closing', 'Summary Email Subject', 'Summary Email Body', and 'Summary Email Closing'. The 'Work Error Recipients' and 'Posting Summary Recipients' fields contain the email addresses: snagrani@durst.org, CSchaaffe@durst.org, and Tfrantz@durst.org.

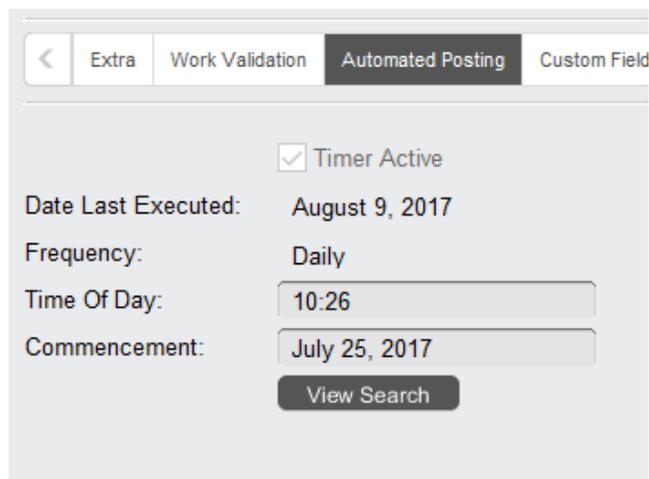
**Work Transaction Preferences**

Timer Settings:

- Timer Active
- Date Last Executed
- Frequency
- Time of Day
- Commencement

Search Settings:

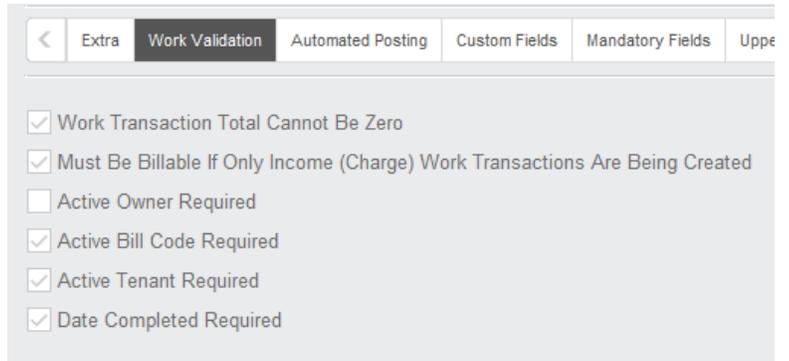
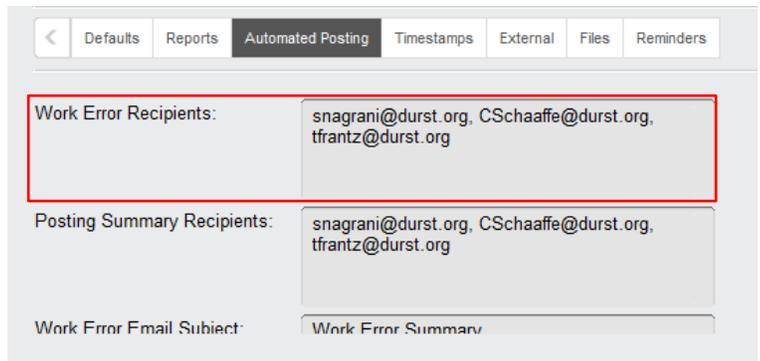
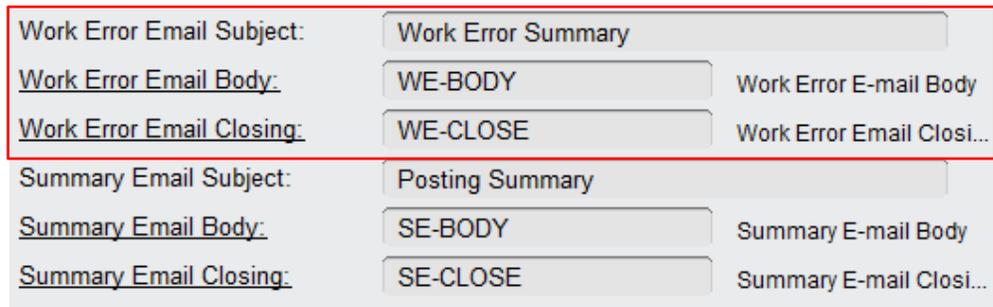
- Search Criteria ("View Search")



The screenshot shows the 'Automated Posting' settings under 'Work Transaction Preferences'. The 'Timer Active' checkbox is checked. The 'Date Last Executed' is August 9, 2017, 'Frequency' is Daily, 'Time Of Day' is 10:26, and 'Commencement' is July 25, 2017. There is a 'View Search' button.

**Behavior**

- 1) Posting will run based on frequency specified in Work Transaction Preferences
- 2) For each Work record to be included, it must meet all the validation checks defined in Work Transaction Preferences
- 3) Costs/Charges are posted to the Work Transactions capsule based on settings defined in the Extra settings tab in Work Transaction Preferences
  
- 4) If the operation could not run due to invalid Work Transaction Preferences > Automated Posting settings, an error message will be posted to the System Log.
- 5) For any Work with errors that prevented posting, an **Error Report by Property** will be sent to the Work Error Recipients. Other warnings included (but don't stop posting): Work is not linked to a Tenant (unless specifically required), the Tenant is not linked to a Billing Contact, or the Billing Contact does not have a valid email address.

**Subject:**

**Body:**

**Post Work Errors for One Bryant Park**

0043747 Charge account could not be located for Material record 0

Please contact the management office if you have any questions.

Sincerely,  
The Durst Organization

- 6) For all Work that posted successfully, work transaction records will be created
  - a. Note automated posting indicators:
    - Posted By
    - Batch starts with "AP"

Work Transaction List								
Division	Number	Batch	Source	Account	Amount	Date Posted	Time Posted	Posted By
OPS	B01208	AP2017.05.11-10:21:00	Time	OPS-TIME-COST	\$90.00	May 11, 2017	10:21	AUTOMATED
OPS	B01209	AP2017.05.11-10:21:00	Materials	OPS-MAT-COST	\$29.25	May 11, 2017	10:21	AUTOMATED
OPS	B01210	AP2017.05.11-10:21:00	Vendors	OPS-VEN	\$123.00	May 11, 2017	10:21	AUTOMATED

- 7) The System Log will post an entry: Automated Posting Timer – Process Finished  
If a Work record included in the posting was missing a Property, the Work won't be posted and the record will be noted here
- 8) Two reports will be generated:
  - a. **Summary Report by Tenant** – sent to a Tenant's *Billing Contact* summarizing all the work posted for that Tenant per Division

Work Error Email Subject:	Work Error Summary	
Work Error Email Body:	WE-BODY	Work Error E-mail Body
Work Error Email Closing:	WE-CLOSE	Work Error Email Closi...
Summary Email Subject:	Posting Summary	
Summary Email Body:	SE-BODY	Summary E-mail Body
Summary Email Closing:	SE-CLOSE	Summary E-mail Closi...

**Subject:** Daily Work Posting Results

**Body:** Please see the following summary of work posted on your organization's behalf.

**Summary of Charges for ABC Inc.**

0043737	SECURITY	\$1,535.14
0043738	CLN-HOLIDAY	\$205.00
<b>Total:</b>		\$1,740.14

**Summary of Costs for ABC Inc.**

0043737	SECURITY	\$535.14
0043738	CLN-HOLIDAY	\$205.00
<b>Total:</b>		\$740.14

Please contact the management office if you have any questions.

Sincerely,  
The Durst Organization

- b. **Posting Summary by Property** – compilation of all Work posted by Tenant, for all Tenants linked to the given Owner

Work Error Recipients:	snagrani@durst.org, CSchaafe@durst.org, tfrantz@durst.org
Posting Summary Recipients:	snagrani@durst.org, CSchaafe@durst.org, tfrantz@durst.org

**Subject:** Posting Summary: Building A

**Body:** **Summary of Charges for ABC Inc.**

0043737	SECURITY	\$1,535.14
0043738	CLN-HOLIDAY	\$205.00
<b>Total:</b>		<b>\$1,740.14</b>

**Summary of Costs for ABC Inc.**

0043737	SECURITY	\$535.14
0043738	CLN-HOLIDAY	\$205.00
<b>Total:</b>		<b>\$740.14</b>